

Cabinet Summary November 14, 2023

Excused: Tom (delayed arrival)

Previous meeting summary - Jill

Values moments

- Todd (Embrace Community) - first DEI gathering at Yummilicious and Amir's leadership in planning/executing the event.
- Esmilda (Embrace Community) - student whose father was ill and residence life staff sending him (student) a card.
- Jill (Inspire Confidence) – Shannon Crocker's engagement on Wellness Council.

SUNY Updates

- Randy – distributed and reviewed NYCCT/NYCCAP flyers.

Reference Checks

- Reviewed and discussed recommended procedures for (incoming) inquiries.
- Crystal suggested utilizing personal contact information if providing a reference.
- Crystal provided clarification: Letters of *recommendation* are often more generic because they are not for a specific job, whereas providing a *reference* is specific to a job and could potentially risk exposure to the College.
- Lew suggested differentiating how to proceed based on (at the College's initiation) retrenchment or layoff versus the employee separating from the College on their own.
- **Crystal will ask the HR list serve for best practices and return with additional info.**

Institute plan for spring

- **Jill will attend divisional leadership meetings to discuss needs/wants/support and to determine timing.**
- Discussed January plan.
 - Based on themes identified through various faculty outlets and conversations, Lew suggested focusing on techniques for dealing with (faculty/employee) stress in addition to how to deal with students who are experiencing anxiety in the classroom or other College environments.
 - He also suggested providing delivery options (in-person and virtual).

Summer Fridays

- Revisited and determined offices still need to be open M-F. A reminder that people can utilize remote options, leave time, etc.
- Offices need to be open even if directed to another office within the unit (in smaller offices).

Branding Policy

- Alen provided context on how and why the College needs a brand policy and procedure.
- **Alen will bring a draft branding policy to Cabinet and appropriate governance channels (Senate, Student Congress).**

Perform Management System

- Nancy Wallace joined to demonstrate the new performance management system and to review next steps for the excluded administrators group.

Financial Aid Position needs

- Esmilda reviewed staffing needs (resulting from new federal FAFSA requirements). Discussion followed.
- She is requesting permission to proceed with a new hire to fill gaps utilizing vacancies and appropriate upgrades.
 - Need to check on whether or not the senior advisor position is currently on the budget.
- **Esmilda will send the proposal to Cabinet for additional review and consideration.**
- **Will return to Cabinet agenda when ready.**

Other

- Crystal-UPSEU contracts have both been settled. Blue Collar agreement will go to BOT in November and White Collar will go in December; She also provided a brief update on the move to a self-funded and self-insured medical plan that will result in a 15% increase in next year's operating budget.
- Tom – Provided an update on December graduation that will be in the theater.
- Jill – Volunteer/Days of Service week of April 15 (all good to proceed); Ajar period-admin in charge-will be Tom or Randy (remote).
- Esmilda-Fibonacci project in summer 2024 with extended hours into the evening. **Tom will check with Mike and Chief to be sure the facility can be staffed during the extended hours.**

Cascading messaging

- Reinforce summer Fridays-as is.