

Cabinet Summary November 3, 2020

Present: All

New Employee Orientation (check-in with August cohort)

- Participants: Frank Vellone, Jen Schuler, Gina Hayduk, Michael Kuczynski, Alyssa Devine, Amanda Sandstrom (by phone); Asiana Smith (arrived at 9). Carli had conflict (Clinical).
- Challenges: increased emails
 - Remaining flexible for students while still holding them accountable for academic/course standards
 - Labs: difficult to motivate students to accomplish on their own
 - Building online content for the first time
 - Lack of student participation in office hours.
- No issues with campus check-in protocol.

Previous meeting summary - Jill

Electronic Signature Policy

- Steph shared draft policy created by a small workgroup who researched state and federal guidance. The draft has been reviewed by County Attorney and is ready to be shared with remaining (MVCC) governance entities.
- **Once feedback has been collected and incorporated, a draft should be shared with Gloria to be formatted into policy (versus procedure).**
- Timeline: gather Student Congress, Faculty Caucus, and College Senate feedback by December for January BOT approval.

College Works & Non-credit classes - February 1 start

- Discussed how to staff (in-person) during the month of January.
- College Works wants to start and return on January 4 – ok.
- Non-credit can begin as scheduled.
- **Note in messaging: February 1 start is for credit bearing classes (only) in accordance with the directive from SUNY.**
- **(In-person) staffing: Prior to January 25, essential staff engaged in student enrollment and registration.**
- Check-point and door monitors after January 4:
 - Consider moving checkpoint PH January 4-22 – **Tom will discuss with Mike and Dave.**
 - Fitness Center closed.
 - No door monitor in S&T and AB until January 25.
 - Self-monitoring in Rome until January 25.
- Employees working during the ajar period will self-monitor. **No need for check-point until January 4.**

Commencement follow-up (idea) - Jill

- Photo-op - Onstage: MVCC Step and Repeat, Flags, the option to hold a prop MVCC Diploma Cover, professional lighting.
- Students will have the opportunity to schedule a time with Events and Guest Services for a photo on stage in Schafer Theater.
- Students can bring up to 4 people with them to take a personal photo, using their own device, on the stage with the official MVCC backdrop and setup.
- Using ticketing system, students can reserve a free ticket for their group, and then will be contacted by the Events and Guest Services for a designated time frame, which will ensure we do not have too many people onsite at once.
- The timing is not tied in anyway to virtual Commencement and photos will not be included in the (virtual ceremony).
- Timing: Offer it to Res. Hall students in December and all others (commuters) in January (all by appointment).

Workload capacity review – Randy

- Discussion about upcoming events:
- Spring Convocation – consider canceling which would result in an available day (Monday, 2/1)
- Celebration of Success – Jill shared drive-in food pick-up idea.
- **Randy will include an inventory of what has concluded, been put on hold, and/or scaled back in a future College Update (maybe December or early January).**

Yellow Zone testing – Randy

- Reviewed how we might pull back on student and employee density on campus to get to the 20% marker.
- If we move to a testing day other than Monday, Steph will need 15 more/new volunteers to facilitate. Ideally facilitate on a Monday.
- For the students: Dorm student testing may already reach the 20% marker (if we pull back the ILS courses). **Lew will reconnect with Jim to confirm.**
- Steph provided an update on pre-Thanksgiving testing for Res. Hall students and use of additional space in Wilcox Hall.
 - If we go yellow prior to that, we will need to get to the 20% marker for testing.
- Discussed updates to COVID documents with regard to Governor's new guidance. Also discussed updating travel guidance; and CDC guidance of 15 minutes in same space.

Values/Other –

- Steph – (Value) student gratitude for everyone who is facilitating testing.
- Franca – (Value) Inspire Confidence/Embrace Community – new Job Corp person developing list of contacts in the community and Jen DeWeerth's input and initiative in connecting to those community members
 - (Other) Sage Trucking relationship coming to an end. Doing an RFP for a new partnership to begin in January 2021
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- Jill - (Value) – Lew picking up the pieces on NFE;
 - (Other) Consider mini-breaks spring semester. **Jill will connect with Crystal to begin discussions on possibilities.**
- Tom – (Other) Update – Needs A & P and Carpentry/Masonry dates the spaces were not in use for CARES Act reimbursement.
- Lew – (Other) Student athletes who need to be transported to the airport today. Matt St. Croix is ok to proceed transporting them with appropriate protocol.
 - Spring schedule – Discussed the narrative as we have not received official notification from SUNY.
- Crystal – (Other) UPSEU employees to have December 24 off (during the ajar period) – ok.