

Cabinet Summary July 27, 2021

Preferred naming procedure

- Nancy Wallace shared the approach and timing for the (employee) preferred name policy that will mirror the student policy.
- No additional approval necessary.

Previous meeting summary – Jill

Cabinet-Student lunches

- ACC 116 and/or WH 225

Ajar dates

- December 27, 28, 29, 30; Fifth day December 23 OR January 3?
- Leaning toward December 23 – **Steph will do a final gut check with Registrar's office and report back to Cabinet.**
- BOT background can include language regarding impact on Academic Calendar.

Cabinet Charter review

- Updated charter to reflect membership changes and work of the group.
- **Randy will share a revised draft with Cabinet to be sure all edits were captured.**

IT Policy update

- Reviewed IT policy that reflects SUNY guidance and other relevant changes to procedures.
- **Of note, the language regarding closing email accounts for retirees needs to be removed until bargaining units agree and also reflect in their agreements.**
- **Tom will ask MJ to share the changes at the September Senate meeting.**

NEO/Top 10 What Employees Should Know

- Reviewed revised approach to onboarding and orientation for new employees.
- Crystal will work with Nancy and Gail on a plan for first day for employees one will include two hours with HR team to collect necessary paperwork (I-9 documentation, etc.) and required policies.
- Randy shared top ten draft document for discussion/revision.

75th Anniversary Time Capsule

- Reviewed ideas for what to include in a time capsule that would be opened on the 100th anniversary.

Vaccination/testing protocols

- Randy shared the County's approach.
- Collect employee vaccination status and require testing for unvaccinated employees.

- Will continue with masking in classrooms. All students and employees will have to submit vaccination status or submit to weekly testing. Will need to determine progressive discipline.
- Consider for fall events: require proof of vaccination for “large” events and if not everyone has to be masked.
- Consider hiring a temp who would be responsible for testing coordination, tracking, scheduling, etc.
- **Alen will draft an update to the COVID page and share with Cabinet for review.**

Other (quick)

- Lew – need to fill Psychology instructor position with a term.
- Tom – Update: Colleen Cornmire is retiring and related changes to position upgrades/changes.