

Cabinet Summary August 31, 2021

Excused: Alen

Staffing patterns

- Discussed requests for exemptions and office spaces that can't accommodate social distancing and/or appropriate ventilation.
- Vaccinations Exemptions document can be found here: <https://www.mvcc.edu/health-wellness-center/new-york-state-immunization-requirements-and-exemptions.php>
- Crystal provided an update on the MOUs with the County with regard to employee testing. If signed by Friday, Randy would like to include messaging in his College Update later this week or early next. Testing will not be required for APA.

Events – (follow-up from last week)

1. **For Rentals: Does an Event Staff member need to be onsite at all times for rental groups just to check cards? Or is the main contact of the rental group telling us they are all vaccinated, enough?** *Here's what the team is thinking: For smaller meeting type events, with less people, have the rental party sign-off on something verifying that 100% of attendees will be fully vaccinated and will wear face masks, etc. For larger "events," where many people are attending or when tickets are involved (theater events), it would be best that we add vax verification into the box office/ticket taking process and that our staff handles it or at least oversees it if the rental party would like to handle it themselves.*
 - a. Further clarification on what defines small. Larger events should be tracked by events staff (use Excelsior Pass?)
 - b. Make the determination as to rental group as the tracker based on track record with rental group (i.e. AAA has been a good partner and would likely do fine tracking their own participants).
 - c. **Events will need to create a verification document for these instances. Share document with Tom for approval.**
2. **Outdoor events- what is the policy on that? (2 Outdoor walks on the calendar for October) Is the College's policy for on-campus and indoor events only?** *If so, and we are permitted to have outdoor events, what about bathroom use (for outdoor events). In this case, I would think that wearing a mask would suffice if they are only going inside to use a restroom and not sitting at an event, indoors, with other people.*
 - a. Should be ok to accommodate outdoor events as requested. Work with facilities to identify bathrooms located where minimal interaction with others could occur (including restrictive traffic patterns in and out).
3. **Internal events, such as Inductions/Ceremonies/Graduations: Is it the responsibility of the internal organizer or Events Office? (For example, PTK Induction- is it up to events because it is in the Theater, or Liz, because she runs that event)** *Generally, the responsibility would fall onto the "event organizer," the individual or department organizing the event. In the case of PTK induction, Liz, or a member of her volunteer staff, would need to collect vaccination status if, in fact, internal groups are required to do so when off-campus visitors/guests may be attending. When and if possible, and if we are able and have the staffing, events can assist.*
 - a. Default tracking should be the event organizer (in most instances). **This message should be centralized and communicated from Bill/events.**
 - b. For Student Only events – tracking for students will not go into effect until the grace period ends on October 18. However, any guests of students (vax status) will need to be tracked.

4. **Livestream options for all events? Does this mean all groups and events on campus have to have a livestream option? There is only one camera and one tech person on site able to do this.**
Leaning toward prioritizing live-stream option available for events where a large number of individuals (children under 12, etc.) may not be able to attend and events involving students.
 - a. Prioritization should be students events first and beyond that not necessary for rentals unless Events has the capacity without compromising student (live-streamed) events.
 - b. FYI – No refunds will be granted for student activity fees.

5. **For Medical/Religious exemptions: If someone is exempt from the vaccine and were approved to take classes and want to come to an event, how will the team know that?**
 - a. **The Health and Wellness Office will provide Events with a list of students who have been granted an exemption.**

6. **What should our messaging be to the County Departments or have they been already informed of the new policy?** *The assumption is these individuals are vaccinated, but should a member of the events team be informing the County that everyone must be vaccinated and use the honor system (take their word for it) when using our facilities? Groups like this typically come in on their own to use the Field House for what they need and then they leave, it's been like that for years. Not sure how collecting vaccine info will work and may have to consider coming up with something for specific groups where there is a main contact responsible for collecting their vaccine status. Or something to sign off on (for the group) verifying vaccinations.*
 - a. **Randy will communicate the College's policy to Kevin Revere.**
 - b. **Jill will share the (external) message with Rachel in case she is the first point of contact with anyone at the County.**

7. **Events/other**
 - a. Clinton Cudas (Swimmers) – **Events should contact this group and let them know they can rent the pool as long as all of their participants are vaccinated.** As they are not a known entity with the group (referring back to Q1), they should be prepared to verify/submit participants' vaccination status. Also, please loop Gary into the conversation so he is informed of schedule and any impact to cleaning.

COVID Updates

- Steph - HS programs – 15 students (vaccinated and unvaccinated) on campus 4 days a week. Look for an alternate space where it is permitted (consider public Library); Steph – FYI-September 16 a communication will go to all students about vax requirement and impact to spring registration (if not vaccinated).
- Franca - SUNY held a meeting with all non-credit divisions. All will be required to be vaccinated. CCED will have to track. No testing requirement for non-credit as they will all be vaccinated. **Franca will report back on conversation with Cree.**

Values/other

- Franca – Cedar Bus/Shuttle issues – currently paying for taxis for students who need to be transported between campuses; Asked to proceed on hiring a PT coordinator for CCED/Kids programs for spring – all ok.
- Crystal – Fully staffed department!
- Tom – ASC update (Jim Suriano to start as new Director on 9/13; advertising for accountant position); Business Office position updates; Public Safety Office updates.
- Todd – MV Community Action wants to use campus for a fall event. Ok to proceed with a vax only event.

- Steph – revisited thoughts on process for filling positions. Ok to proceed (back) filling vacancies and bring as an FYI on Tuesdays. If a more significant change (moves between bargaining units, salary changes, etc.) need to check-in with Cabinet first. **Add to next week's agenda – November Open House.**
- Randy – (Values) NEO Culture Keepers panel; (Value add) Lew-the retiree coffee yesterday morning.

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