

Cabinet Summary August 27, 2019

Present: All

Previous meeting summary - Jill

Values

- Alen – Interns (in general) - fresh perspective and amazing work!

Outlook chat or workplace messenger – Alen & Crystal

- Crystal is familiar with either Link and/or Skype for business
- **Jill will check in with Paul to investigate options and will ask if it archives**
- Potentially pilot with Cabinet

Marcom satisfaction and needs survey – Alen

- Has created a 5-minute (service satisfaction) survey. **Alen will send to Cabinet first and then to their account/client managers.**

Cross training in Rome - Franca

- Franca is seeking Cabinet input on student services in Rome during high demand times (i.e. 2 weeks prior to semester start) and the need for “all hands on deck” approach.
 - Encourage folks from other departments to volunteer to pitch in.
- Determined this is a bigger college conversation.

Fall opening discussion

- Randy distributed his draft Power Point and solicited feedback.

Other

- Jill:
 - Convocation vs. mtg. on 9/3 – no meeting.
 - Fall opening new emintros – seating in front – yes.
 - Strive award (next meeting)
 - Reminder/revisit 50-minute meetings
 - NEO reminder on Friday: 12:20 lunch
 - Leadership Academy team – **recs on replacement for Claire Rudka?**
 - IDC – administrators’ agenda team – all good?
 - Live streaming fall opening – Alen will facilitate through Work Place streaming.
- Tom – paving update.
- Franca – manufacturing day formerly at SUNY Poly – now here on October 18 (will include a job fair); Tim Thomas is the new Perkins grant lead/contact.
- Crystal – **Staffing plan-please review one more time before HR releases it college-wide. Also reviewing (FT) job descriptions. Add to September 10 Cabinet meeting.** Consensual Relationship policy communication. Sexual Harassment training to begin September 9.