

Cabinet Meeting Minutes – Monday, October 18, 2021

Attendees: Jennifer Bowden, Jamie Cyr, Theresa Kevorkian, Tim Penix, David Rogers, Kelly Snyder, and Barry Spriggs

Absent: Rob Blanchet, Mary Bonderoff

Convener: David Rogers

Opening

Meeting started at 9:30 a.m.

Dave talked about sharing meeting minutes and agendas. Moving forward, these agendas and minutes may be posted to the website after approval.

Expenditures and Positions (Jamie)

Jamie shared and reviewed his expenditures spreadsheet. (attachment available)
\$100,048.61 presented for approval. \$95,788.06 approved. \$51,109.37 pending SUNY approval.

Jamie reviewed positions. There are currently 7 positions. 4 are backfilled, 3 are pending approval. Jamie to get details regarding the Adjunct ISA position before moving forward. Dave mentioned we are working on a job description for Graham's old position. Theresa will provide the description at the end of the day.

Theresa mentioned travel for work vs. travel for professional development. Barry mentioned that SUNY has been putting conferences online. UUP has funds. Most faculty are members and can request funds. Dave said foundation funds should be authorized.

Jamie will follow up with details regarding the FFA convention. Theresa will continue to approve foundation funds for travel. State side, people will be encouraged to use Zoom for professional development. No announcement needed regarding this policy.

Covid Update

No positive tests came back last week, but this week there were students that are symptomatic. Three are in isolation; mainly in Athletics. All residential students are required to test today and tomorrow. We will not sanction them if they don't test. We should expect a little spike. We are offering to test before Thanksgiving break. An email

will be drafted regarding registration but at this point we need clarification. We should have that soon.

Annual Report

The annual report is due October 25th. We will send it out to an internal audience first.

Faculty/Staff Items

If you want to present next Tuesday with a brief summary, please do. Q&A at the end was warmly received, and Dave would like to leave 15-20 minutes of Q&A at the end. There is not a lot of new stuff, but we should update the campus. Middle States is one topic.

Middle States Self-Study and Team Visit

This is now remote in March.

Commencement Framework and Prelim Plans (Theresa)

The general plan is to hold a traditional graduation ceremony in the fieldhouse. Regalia, tickets, etc. Small academic ceremonies were well received, but we cannot do 8 of them. We are proposing doing 4, plus Norwich. Nursing, Equine, and the rest of ABT and LASS. 4 ceremonies on Friday at staggered times with an all-campus lunch around noontime. Parents can come if they choose to but wouldn't specifically be invited. There will be a variety of speakers. Saturday would be commencement. STUAC or Hamilton are the options for locations. There was some pushback from parents of 2020-21 and their student missed graduation. A survey will be going out to them and may be invited to participate in this year's commencement.

Theresa is looking for support from the cabinet. Jamie agreed it's a good plan. It will not be live streamed this year. The additional ceremonies will not have an additional expense. Each individual area can customize their own ceremony. We won't be paying any speakers this year. No honorary degrees. Dave said this is a good approach. Theresa will start working on logistics.

President's Council and Senior Council Meetings

Dave would like to get some meetings together. He would like to bring back a Marketing and Communications group. (Marketing & Communications Advisory Group) Would like to get this kicked off before the end of the semester. The senior council meeting is one that should be re-convened. They meet every other month. We can discuss this in the spring semester.

Telecommuting Program Application

Barry talked about an employee wanting to work remotely from November 1 - December 31.

He doesn't have a lot of vacation, and has met with HR. He is still able to do FMLA if he doesn't get approved for telecommuting. He stated he stayed home to take care of his newborn child. Barry will send the application to Jamie and he will review it.

Dining Service Changes (Jennie)

Jennie shared her spreadsheet on meal plans for the rest of the semester. Mustang Alley meal swipe equivalency will be doubled for the remainder of the semester starting 10/24; 2 meals for the swipe of one. Jennie will provide both options to the students. Jamie suggested emphasizing that this is only for the rest of the semester.

MAC is down 14 positions.

Discussion regarding outlook Sharepoint - tabled

Distribution of Service Award Certificates

Kelly foldered the certificates and they will be distributed to the cabinet to deliver to employees.

ACET (Theresa)

The ribbon cutting ceremony will be held this Thursday and will be outside for now. There will be a Teams link and an additional invitation for in person attendance. It will be held from 1:00 – 3:00p.m. We are expecting 100+ people. Richard Ball, Rachel May, President Rogers, two faculty, and Barry will be speaking. MAC is doing catering outside. 2:00 will be a team tour. The architects will walk people around. The media has also been invited.

Campaign Planning (Theresa)

There will be a campaign planning session next Friday, 10/29. Theresa will be inviting people after this meeting. There will be a two-hour planning session. The goal is to learn the priorities of the college through the work that people are doing, and how these fall into different buckets. We are planning 4 buckets. The preliminary categories for the campaign are: Scholarships, Student Success, Research, and Unrestricted Support. Ideas to come from the ground up, and the leadership team will look at these and make decisions. There will be workshop exercises and sharing of ideas. This will be a one-time thing, and then a follow-up and draft of the materials to follow. Theresa will do an introduction, and Dave will make remarks. July 1, 2022, we will formally start the campaign. It will be 2-3 years, but we won't be putting a deadline on it. The goal is to have a draft of the proposal by December 1. Campaign gifts may be solicited in advance.

Announcements/other topics

Jamie gave an update on the HR search. There's a meeting tomorrow to see what the search committee has come up with.

Adjournment

Meeting was adjourned at 11:08 a.m.

Meeting minutes submitted by Kelly Snyder

Approved