

Cabinet Meeting
Wednesday, October 26, 2016
Music Room, Morrison Hall
Middletown Campus

Present: Kris Young, Erika Hackman, Vinnie Cazzetta, Linda Dauer, Gerianne Brusati, Mike Albright, Susan Boyhan, Agnes Wagner, Pete Soscia, Madeline Torres-Diaz, Christine Work, Brian McDonald, Russell Hammond, Wendy Holmes, Paul Basinski, Stacey Moegenburg, Anne Prial

Guests: Michelle Tubbs

President's Report

Kristine M. Young, President

- President Young began the meeting with a moment of silence in memory of President Emeritus Bill Richards who passed away on October 16, 2016. Cabinet members were invited to share their stories and memories of Dr. Richards.
- Congratulations and well wishes were expressed for Brian McDonald, as he has resigned from SUNY Orange and is taking a new position elsewhere. Dr. Young gave a brief summary on plans to hire a new CIO.
- President Young discussed a ***Review of Proposed Planning Cycle***. After much consideration, and during a recent VP meeting, the decision was made that now is the time to “jump into” the proposed planning cycle. Michelle Tubbs is attending Cabinet on behalf of Mercy Ebbert, Chair of PBIE, who was unable to attend. Although there may be bumps in the road, we will move forward with the FY17-18 Planning/Budget timeline and Cabinet members are encouraged to confidently promote and engage the college community in the process. This plan will be presented to the college community on October 27, 2016.

FY 2017-18 Planning/Budget Preparation Timeline

Linda Dauer, VP for Administration & Finance & Agnes Wagner, Comptroller

- VP Dauer presented the ***FY17-18 Planning/Budget Preparation Timeline*** (attached), with changes which will align planning with budgeting and ensure that SUNY Orange is getting maximum utilization for its limited resources. All department original budgets will roll-over automatically to FY 17-18. All department and unit managers, AVP's and VP's will enter goals, objectives (aka initiatives), action steps, and resources (requests for new budget dollars to be entered on resource tab) into PIP by December 2, 2016 (previously slotted for December 16, 2016)
- At an upcoming half-day Cabinet retreat in January 2017, Cabinet will review the above and identify key institutional strategic priorities for AY 2017-18, based on information loaded into PIP. These priorities will then be communicated campus-wide. In early 2017, budget forums for faculty, staff & students will be held, followed by opportunity for discussion and feedback, facilitated by PBIE members, who will then analyze the information and prepare a report/critique to present at a future Cabinet meeting.
- VP Dauer will mention, in the timeline, the Grant & Foundation work that will take place in January.
- A conversation ensued regarding the inclusion of not only IT requests, but also Facilities requests in PIP, resulting in an agreement that both should be included. VP Dauer will revise to include Facilities requests in PIP.
- Training will be available, including a PIP tutorial, and Agnes Wagner will coordinate training dates.

- AVP Moegenburg questioned whether computers and computer labs should be entered in PIP. CIO McDonald stated that next year's cycle includes the 4-year replacement plan for computers and computer labs. After discussion, it was agreed that only new computer requests should be entered in PIP. Next step: VP Hackman will inform Chairs that a 4-year computer replacement plan is in place, and only new requests should be entered in PIP. VP Dauer will include a bullet point to that effect.
- VP Hackman addressed "positions" as they relate to PIP. We are likely to have more requests for positions than we are able to fill. A justification form must be completed with certain criteria to help with decision making when adding or replacing positions. Conversations will continue as to how to include the justification form in PIP.

Administration and Finance Annual Report 2015-2016

Christine Work, Institutional Research Officer & Agnes Wagner, Comptroller

- AVP Work and Comptroller Wagner gave a comprehensive presentation on the Administration & Finance Annual Report 2015-2106
- Highlights include:
 - Diversity and Inclusion Plan drafted, approved by BOT; to be submitted to SUNY November 2016
 - SUNY Excels completed and submitted to SUNY
 - SUNY Student Opinion Survey administered Spring 2016 & shared at Assembly
 - "Building MySUNYOrange" workshops offered to all college employees, Summer 2016
 - Administered second annual Faculty & Staff Opinion Survey, Fall 2015
 - Successful request of County to fund project for IT Infrastructure Capital Project
 - Facilities Master Plan completed and approved by BOT and County Legislature
 - Hudson Hall fully renovated
 - Planning & Budgeting Preparation Timeline proposed for implementation in AY 2017-2018

FLSA Update: (Fair Labor Standards Act)

Wendy Holmes, AVP for Human Resources

- AVP Holmes distributed handouts and explained the FLSA's updated and revised regulation known as "white collar" exemption.
- All salaried positions and their job descriptions have been reviewed by HR to determine if they are exempt or non-exempt. Details of what this means to SUNY Orange employees is outlined in the handouts, and instructions for filling out the Comp-time Form Draft will be sent to employees and supervisors. All comp time must be approved by supervisors and tracked.
- Cabinet members are asked to review the draft and give any feedback to AVP Holmes as soon as possible.

Strengthening Communication and Connection With Students

Erika Hackman, VP for Academic Affairs

- This will be moved to the next Cabinet Agenda. VP Hackman will send information to Cabinet members via email for review.

Other

- Brian McDonald noted that the "password reset tool" for automatically changing passwords (for the entire college community), every 120 days, is currently being tested. Once testing is completed, it will become mandatory.

Respectfully Submitted:

Susan Boyhan

November 8, 2016