

## Cabinet Retreat Meeting Notes November 1, 2013

### Review/Update Ideas from Summer Shared Services Summit:

#### Inter-institutional Academic Program Collaboration:

- Online discussions continue.
- Development of online Financial Services Course.
- Possible program alignment?

#### Registrars:

- Registrars at SUNY Cobleskill and Delhi are in contact almost weekly.
- Campuses have universal training needs that can be addressed jointly, especially Banner.

#### Emergency Planning & Preparedness:

- As contacts continue to improve, information has been exchanged regarding generators, equipment, resources, etc.
- If either campus had an emergency, partnership systems are in place.

#### Student Life/Student Affairs:

- Shared conference focusing on Technology will be held at SUNY Cobleskill on February 4, 2014.
- Regional talent show for SUNY Cobleskill, Delhi and Morrisville to be held in Spring 2014.
- Looking at joint bowling event.

#### Information Technology:

- SUNY Cobleskill and Delhi are moving forward with ISP buy. This will quintuple bandwidth, 200 megabyte to a gig for less money.

#### Facilities:

- Training – combined safety and technical seminars for the three campuses at the beginning, intermediate and advanced levels.
- Joe Batchelder – Codes Officer at SUNY Cobleskill, has saved Cobleskill over \$200,000 over the last year.
- Mike Murphy and Alan Quinn are attending Codes Officer training which takes 18 months.
- Joint training – chain saw safety. Cobleskill will be invited to an OSHA workshop at Delhi in January.
- Management Systems – shared information regarding security, environmental, energy and emergency management systems – Nei I Palmatier and Don Schaffer, energy managers, have been working collaboratively.

#### New Faculty/Staff Orientation and Celebrations/Recognitions of Faculty/Staff Accomplishments and In-House Professional Development:

- SUNY Cobleskill borrowed Delhi's model for new faculty staff orientation.
- Sue Zimmermann mentioned that SUNY Cobleskill's orientation was very successful.
- Working on standardization of HR practices at both colleges.
- Professional Development Trainers at both colleges?

#### Student Accounts/Financial Aid:

- Campuses working on unifying policies and procedures to help one another keep up with constantly changing federal/state/SUNY regulations.

- New financial aid award letter at both colleges.
- Cobleskill looking at Delhi's online billing.

**Shared Services Support Staff:**

- Plan a joint customer service presentation in the future.

**EOP and Academic Support Services:**

- EOP Director, Derwin Bennet, is in continual contact with other EOP directors.
- Plans underway for an EOP/Academic Services Mini-summit.

**First Year Experience, Advisement, New Student Orientation:**

- Share data and best services for first year experience programs.
- Explore grant opportunities to replicate Cobleskill's master faculty advisor model on all three campuses.

**Moodle:**

- Cobleskill will adopt Moodle as its learning management system. Delhi will host Moodle for Cobleskill.
- Cobleskill will offer both Moodle and Angel for spring semester and move to Moodle at the end of spring semester.
- Delhi staff is assisting with Moodle training at Cobleskill.

**Shared Services at Cabinet Level:**

- SUNY is forging ahead with shared services.
- Focus on positive (ie., Shared IR, Webmaster and IT procurement positions.)
- Staff development workshops?
- Economic development opportunities – Biodigester and START-UP NY.