

## Cabinet Summary October 2, 2018

Present: all

Previous meeting summary – Jill

### Values moment

- Alen – PEAKS engagement (Embrace Community)
- Lew – Guided Pathways Institute (Model the Way)

### Supplemental Medical Questionnaire

- Kim distributed a supplemental medical form that can be used to collect additional information on medically related absences.
- Determined it should be initiated by HR and the supervisor.
- **Kim will provide information to supervisors during the HR update at the October Administrators' meeting.**

### VFA Data

- Marie presented VFA data as related to the Guided Pathways work.

### Other

- Jill – November 1 retreat.
- Tom – Reminder: Coffee with a Cop Day tomorrow – 9-10:30 a.m. Utica and Rome
- Franca – Follow-up on the 1% data Randy sent to Cabinet. Possible retreat topic?
- Kim – Discussed termination process. Received 33 promotion packets yesterday. APA contract update. Dues deductions authorizations update. EEOC complaint update.
- Randy – College update: Guided Pathways and Grants update so far; Suggestions include: Pay date changing; Week of Giving; Domestic Violence Month; Website update; Active Shooter training registration reminder; Small Business Development Center update.