

## **Cabinet Summary October 24, 2017**

### Previous meeting summary – Jill

- Refund policy – **Maryrose and Tom will connect and send to Steph.**
- Ajar period – grades are now due at noon on Thursday to give more leeway to those involved and the ajar period.

### Values moment – Randy and Maryrose (coasters!)

### Middle States follow-up - all

- Discussed recommendation (from Dr. Ball) on how to infuse the MVCC story into the self-study document.

### Employee recognition – all

- All in support of Kristen Raab for Pride of the Hawk & Nathan Roscup for Heart of the Hawk. **Randy will let David know.**

### Off-site follow-up – all

- Discussed take-aways and commitments from:
  - Diversity – **Jill will ask Patrick to send dates for upcoming “What Stands Between Us” programs.**
  - Crucial conversations (leaking vs. processing); revisited Cabinet commitment.
  - Institutes – **Jill will ask David to distribute January proposals to Cabinet. Cabinet should then email David any additional topics and presenters.**

### Climate Survey follow-up (from retreat)

- Randy had one slight revision to supplemental survey. **Steph and Alen will forward final revisions to Marie and survey will administered prior to Thanksgiving.**
- **Tom will also check in with Marie to see if IEC has had an opportunity to review and analyze the Core indicators survey from last spring.**

### Employee Human Resource file process

- Kim reviewed a new procedure with regard to HR files and requests for information (missing information) for tracking and history purposes.

### Job shadowing – Steph

- As result of the last SHN colloquium, participants think there is value to (internal) job shadowing.
- Talked about job vs. process shadowing.
- **Steph will take it to Hawk Vision for further consideration and suggestions for facilitation.**

### EMC – Steph

- Quickly reviewed their trend analysis.

Other

- Maryrose - Nursing pass-rate = 87%! Guided Pathways progress update.
- Franca – Perkins update.
- Tom – Board room! **Jill and Tom will connect on provisions for use.**
- Kim – question about employees providing rides for students to events.