

Agenda
President's Cabinet
April 26, 2012
2:00 p.m.
Black Hawk Room

Members Present:

Dr. Thomas Baynum, Leslie Anderson, Dr. Dick Vallandingham, Karen Boyd, Dr. Rose Campbell, Chanda Dowell, Mike Phillips, Kathy Malcolm, Sally Doran

Core Value Reflection

Caring and Compassion – *In our interactions with each other, we strive to be kind, considerate, and empathic as we work toward our collective and separate goals.*

During a conversation between employees a member was expressing frustration that on this particular day the problem being addressed was not meeting the needs of the organization. The resulting response was that even as we try to meet the needs of the organization it may not be possible at that particular time; this was an example of being supportive, kind and considerate.

Approval of minutes 4-12-12

Minutes of the April 12 meeting were reviewed, discussed and approved for posting on the website.

Tentative May Board Agenda

The tentative May Board Agenda was reviewed and the following items will be added:

- Proposed budget
- Non-represented staff salary update
- Student Services, written report (K. Armstrong)
- East Campus/Marketing, short report (C. Dowell)
- Planning and Institutional Effectiveness, Strategic Plan presentation
- Curriculum Review
- New Faculty Hire
- Perkins – board report
- \$4,000 grant from ICCB for Bridging the Gap
- ICCB Recognition Update in June (K. Malcolm)

Position Status Report

HR is in the process of interviewing for several positions. Ms. Boyd reported one vacancy has been filled and the College is involved in salary negotiations for another position. She also shared the concern that all required documentation is not being received from some candidates and is not available to include in packets for candidates

being interviewed. Dr. Campbell said she would work with the Deans to insure required documentation is received and included in the information packets.

The Veterinary Tech Instructor position was discussed regarding competencies and the possibility of this becoming a program coordinator/instructor position. The program is tentatively scheduled to start in the fall 2013 semester and will require curriculum development.

Staff Emeritus Nominations

HR has not received any nominations since the last board meeting. There was discussion on the process for nominating and approving staff emeritus and possible changes in the process needed to be made in the Administrative Guidelines. It was suggested that the Administrative Guidelines be reviewed and updated on an established cycle.

Facilities Strategic Master Plan Meeting Report

Mr. Phillips reported that 14 companies from across the state attended the mandatory prequalification meeting. Addendums will be sent out on May 4th. Qualification proposals are due on Friday, May 11th.

Recognition Report

Ms. Malcolm gave a brief overview of the ICCB report. The report contained questions concerning compliance, quality, and advising and included recommendations and observations.

The PIE office will meet with the teams to review report and prepare a response to ICCB. Information and processes addressing the recommendations and observations will be submitted by May 25.

Structure Changes - Deans

Dr. Baynum shared a draft of the proposed structure changes within the academic areas. The proposed changes include adding two dean positions and dividing responsibilities among the four deans. The proposed changes will be shared with the Board and the college community before the faculty leave at the end of the academic year. Dr. Baynum is also recommending Mr. Phillips assume responsibility of the IT department.

Lost Apportionment Charge to Students

There have been incidences where students never registered and paid for a class yet they attended and received a grade for the class. When a student fails to officially register and pay tuition the College loses apportionment hours as well as tuition. The departments involved in tracking students will review the most recent incident to determine at what point the process failed and will have a clearly defined process to eliminate any future issues.

Sally Doran recording minutes.