

MINUTES  
President's Cabinet (PC)  
Tuesday, January 17, 2012  
2:00 p.m.  
Black Hawk Room

**Members Present**

Dr. Thom Baynum, Kathy Malcolm, Leslie Anderson, Shelly Cain, Dr. Rose Campbell, Karen Boyd, Dr. Dick Vallandingham, Mike Phillips, Chanda Dowell, Karen Mowers

**Core Value**

*Honesty: We will aspire to be truthful, sincere, and candid in all aspects of our daily activities.* Mr. Phillips shared an example about having open, honest, and candid conversations at PC even though, at times, it is not easy. The PC members have been open and honest with what is going on at the college. Any time a person has an honest or courageous conversation, honesty shifts. Dr. Baynum shared about a good presentation at the MLK center yesterday. Some found it a little less than comfortable, but it was good. Ms. Dowell shared that she was working with a faculty member who is having a conflict with another person. She encouraged them to be honest and directly deal with things. It will minimize the longevity of conflict.

**February Tentative Board Agenda**

The agenda for the February Board Meeting was reviewed. Items will continue to come forward in the next month. We will look at the agenda again closer to the meeting.

Dr. Baynum asked PC members to get board reports to Karen Mowers and she will make sure that Dr. Baynum looks at them. Board reports are due one week before the board meetings and should be received during the morning of that day.

**Budget - FY 12 Budget Update**

Ms. Anderson talked about the budget. The College is considerably over the budget anticipation at this time. BHC has looked at several ways to cut this down and Ms. Anderson asked for models to consider. As BHC moves forward, we will look at ways to increase revenue. Dr. Baynum suggested the college may need some new markets to insure growth by finding students we are not attracting and bring them in. If we just cover our expenses and don't look at why we are where we are, we may not make the progress we want to make. New programs and retirements will affect next year's budget and the college should be looking at it as an opportunity for next year. We are looking at grants and how they can help. Our message has to be "we are a player in the community".

### **Administrative Guidelines – Reporting of Crimes**

Mr. Phillips said this guideline will give faculty/staff/visitors a guideline to use. The proposed change will go to Labor Management and the Faculty Senates, and then to the President for his signature. When those steps are completed, it is then entered into the formal guidelines.

### **Position Status Report**

Ms. Boyd shared there are two positions that will need action: 1) a facilities custodian at East and 2) CTE transition coordinator. Ms. Dowell said BHC may be able to do some savings on the Office Assistant position at EC. These are all reflected in the budget. Dr. Campbell shared that a lot of adjuncts are used for overflow and summer classes.

### **Human Resources Issues**

Ms. Boyd presented a summary of the unions contracts. There was a discussion about how employees are represented by the union. Banner training was briefly discussed. There will be a lot of communication on this.

### **Visioning for the Institution**

We will postpone a visioning discussion until later.

### **Other**

#### **Place of Foundation Directors on PC**

Ms. Cain said she felt it is good for the directors to attend the visioning meetings but not necessary to attend all the business discussions. Visioning is critical and the information discussed could be conveyed in a conference call with Ms. Breedlove and shared by Ms. Dowell. Ms. Cain will continue to attend the visioning and strategic planning meetings. The PC members indicated that they would like to have Foundation reports periodically.

#### **Summer/Fall Printed Schedules**

Dr. Vallandingham shared that there is value in separating the summer and fall catalogs. A discussion followed about this topic. Ms. Dowell made a motion to have two catalogs, Mr. Phillips second. The dean's will make the final decision.

#### **Completion**

Black Hawk College will look at how instruction is being delivered and at re-structuring the career programs. The completion agenda is very important and at least one Board member will also be looking at this.

#### **Institutional Membership**

There was a discussion about how it is determined what groups the College joins. These decisions are made at the PC level.

#### **Complete College America Survey**

Ms. Malcolm will look at this. The survey will go to ten faculty members.

**Direct Loan Program**

Dr. Vallandingham has the information on this.

**MISC.**

Ms. Boyd and Mr. Phillips were congratulated on their work with the union negotiations.