

Minutes  
President's Cabinet  
May 10, 2012  
2 p.m.  
The Restaurant

Present: Dr. Baynum, Leslie Anderson, Karen Boyd, Mike Phillips, Dr. Rose Campbell, Chanda Dowell, Karen Mowers

1. Core Value – *Honesty: We will aspire to be truthful, sincere, and candid in all aspects of our daily activities.* There was a brief discussion between Chanda and Mike Phillips about the color boards for the science lab buildings on EC that reflected honesty.
  2. Approval of minutes 4-26-12. Karen Boyd motion to approve.
  3. There was a discussion of items that will be added to the Board Agenda.
  4. Ms. Boyd presented the position status report. There was a motion by Ms. Dowell, second by Ms. Anderson to accept the replacement math, registrar, and LPN/CNA positions at the end of the semester. We will get a copy of this report to share with Labor Management. We have reposted the Sr. Accountant, Engineering Technology, and Career Special Coordinator positions. All were approved for reposting.
  5. Staff emeritus – A Staff Emeritus nomination will be received for Sally Doran. PC approved this nomination.
  6. Administrative guidelines – There has been a request on behalf of a few units for discussion to be held about waivers for the children of emeriti. Right now, faculty does have an option for waivers for their children, but emeritus only have them for their spouse. We will address waivers all at once and it will not be until next academic year.
- Dr. Campbell also presented an Administrative Guideline for consideration of revision. The term “faculty” is being replaced by “professor.” This change was approved.
7. Student Service Center groundbreaking - Mr. Phillips pointed out the work will begin on May 21 and an announcement is on the BHC website. The ground breaking will be held the week after Memorial Day to get good media coverage. May 30 at 10 AM was the time chosen. It will take approximately two weeks to move the Bookstore and that will begin the second week of January. There was a discussion about parking on campus during the building project.
- There will be an EC ground breaking in the fall for the Science addition.
8. Ms. Dowell said Ms. Anderson and Susan Dusenbery have talked about the financial aid issue of getting help for students in summer classes or programming that does not follow the traditional

calendar. Ms. Dowell will convene a bigger group to discuss this because it is a problem that affects both campuses.

9. Another issue that has come up is proof of residency. A new policy got approved but it was not published until this year. The residency requirements were changed because of a financial audit statement. The committee looked at ICCB and peer group residency requirements and BHC is the most restrictive. The definition of “residency” is varied and being strict is making it difficult for students. PC will look at this issue again at a later time but for now we will send it back to Dr. Vallandingham to review and Dr. Baynum will talk to him about this.

10. Lost apportionment charge – This issue was discussed last month but we are waiting for Ms. Malcolm to get a committee together to look at this. There is a possibility of a “third time charge” if a student takes a class for a third time. If that happens, BHC does not get apportionment and the student is supposed to pay full amount. We will look at this again to make sure the policy is being implemented.

11. PC reviewed the Board Report on the setting of meeting dates. There was a discussion of how to handle the meeting that conflicts with Graduation and other legal deadlines. It was decided to go with the third Thursday of the month as stated in the Board Policy manual and have special meetings as needed to deal with special circumstances.

13. Data Migration – Dr. Campbell reported that they had a meeting and everything is on task.

15. Other – There was a discussion about how to handle credit cards at BHC for student transactions. Most places charge \$2 or \$2.50 extra for credit card transactions. Dr. Campbell made a motion, Dr. Baynum seconded that BHC will begin to charge students \$2 for credit card transactions. We will also pass the \$2.95 cost of echecks on to the students.

It was announced that there will be a Capitol Committee meeting tomorrow and a standing date for the meetings was decided. They will be held the first Monday of the month at 2 p.m.

There was also a brief discussion about the QC Foundation in Shelly’s absence. Patti Durnal will be directed to have someone from Marketing be the second set of eyes to sign off with her for deposits. Patti will forward items for disbursement to Dr. Baynum in Shelly’s absence. Even though the Foundation is a separate tax identity, it is still under the direction of the BHC and the president.