

Minutes
President's Cabinet
May 29, 2012
2:30 p.m.
Black Hawk Room

Present: Leslie Anderson, Chanda Dowell, Dr. Baynum, Dr. Vallandingham, Mike Phillips, Kathy Malcolm, Karen Boyd, Karen Mowers

1. Core Value: Responsibility: *We will be accountable, dependable, and reliable as we follow through on our commitment to teaching excellence, student learning, and service to others.* Leslie gave an example that Tiffany Hamilton's SGA retreat is good to let the SGA Senators know what BHC is doing and why. It is our responsibility as staff members to make sure that they understand what we are doing.
2. There was a discussion about #9 and student residency in the minutes from 5-10-12. Ms. Dowell motion, Ms. Anderson second, minutes were approved with changes.
3. Position Status Report – Ms. Boyd presented the job opening for a Finance Systems Administrator. Ms. Malcolm motion, Ms. Dowell second to approve the position for hiring.

Dr. Baynum and Ms. Boyd shared that the competencies for the Vice President positions are being reviewed and are ready to be released. There are still several positions that are posted externally. Ms. Anderson asked that Sr. Accountant be added to the list. Ms. Boyd also shared that references are being checked for the some of the other positions and they should be filled soon.

Ms. Boyd talked about a new plan for faculty and staff orientation called Onboarding. The first two days of employment will be spent in orientation and then the employee will go to work in their area on third day. John Meineke and Jo Johnson are working on this. Ms. Boyd asked that everyone please review it and give feedback within the next two weeks. There was a discussion about orientation at Black Hawk College.

4. Ms. Boyd brought a staff emeritus letter for Bill Sadowski. Ms. Anderson moved to accept the nomination, Ms. Malcolm second, motion carried.
5. Refund Appeal process – Ms. Anderson asked everyone in the PC to give direction on how to review the current process. Discussion followed. It was felt that our procedures are good and clear and advertized well but we want to make them clearer and then enforce them. We don't want to penalize students for not knowing a procedure. We can make sure that it is on our check list to go over at orientation. PC will review and add this to the agenda next meeting.

6. State Recognition – Ms. Malcolm reported that the information was submitted to ICCB on Friday. The next step is to wait for their recommendation as they could come back and ask for more information. Ms. Malcolm thinks that we will hear sometime this summer. There was a discussion about the report.
7. Unrepresented group report – Ms. Malcolm shared that this is not a new report but one that is done every year. Last year it was the desire of PC to have faculty and staff nominate programs that would be eligible. There was discussion about which programs might qualify.
8. CQIN – Ms. Malcolm reported this conference and asked for guidance on who should attend. BHC usually sends a small core group to go through the training. Ms. Dowell suggested that it would be helpful to identify the results we are looking for in order to choose the best team. Dr. Baynum and Ms. Malcolm will go and it was suggested to ask someone from Faculty Senate from each campus, someone from marketing and someone from Student Services.
9. Charge back – The team did meet and mapped out the charge back process and Ms. Malcolm has met with Dr. Campbell and Dr. Vallandingham to go through this. The process needs to be streamlined but it will stay under the direction of the VP of Instruction. The process that has been mapped out is from the administrative side and now it needs to be reviewed on the student side as well.
10. Relay for Life – Dr. Baynum brought forth a request to use the College facilities for a July event. There was discussion on the history of this event and how it affects BHC. PC decided to approve the event for this year and to ask for a meeting with the Relay for Life Leadership very soon to discuss next year.
11. Organizational change – The organizational chart was presented that will be brought for approval by the Trustees. Dr. Baynum highlighted the major changes in the structure. If it is approved tonight, then a note will be sent to the campus community about it and HR will start on action reports that will be required. The structure will take effect on July 1. Also included in the Board Packet for tonight is a report to name Dr. Truitt as interim Vice President. Her position will be in place until the VP is named after a national search and the interim deans will be in place until Spring 2013. The search for the permanent VP will start in the fall.
12. Student Residency – Dr. Vallandingham and Dr. Baynum have discussed this topic. There is a process in place that is workable and in line with the state guidelines. Most schools ask for two pieces of documentation to prove residency and this is handled in a variety of ways. BHC requires more than most of our peers. We want to follow the ICCB rules. Ms. Malcolm reported that ICCB did not find any problems with the way BHC handles student residency. This topic will remain on the agenda for further discussion.
13. Career Program Calendar - This is a hold over on the agenda and we need to look at some kind of process for those programs. There is a program that might be of some help through financial

aid. We have a few short term solutions but we are working on this for a long term variety of programs.

14. Lease Agreements – This will appear on the June BOT agenda

15. SURS – BHC needs to be talking about this topic. It is being discussed in the legislature and everyone is waiting for the final outcome. We will know soon and will continue this topic at the next meeting.

16. Admin Guidelines – Due to the time constraint of the BOT meeting this evening, this will be brought back to the next PC meeting and we will look at all of the changes that need to be made.

17. Other:

- a. Dr. Baynum shared that all reports will be written except for his and Ms. Anderson's tonight.
- b. The Board voted to follow the same steps in filling the Ahern vacancy as was done for the Boland vacancy.
- c. MS. Malcolm shared the AQIP team has met and the systems portfolio is now due in 6 months and everyone in PC will have a role to play. There is a letter in the board packet from HLC to explain what it is due earlier than expected.