

**Minutes
President's Cabinet
July 12, 2012
2:00 p.m.
Black Hawk Room**

Present: Dr. Thom Baynum, Dr. Bettie Truitt, Mike Phillips, Karen Boyd, Kathy Malcolm, Leslie Anderson, Karen Mowers

1. Core Value: - *Respect: We will treat others with positive regard and esteem.*
Karen Boyd gave an example of respect.
2. Minutes – The minutes of 6-14-12 were approved electronically.
3. Aid like a Paycheck - Dr. Baynum gave a summary of his conversation with Dr. Truitt, Ms. Anderson, Joanna Dye, Susan Dusenbery and Andrew Viscariello. BHC has been asked to consider participating in a new program. Thirty students will be selected to enter this trial. The program is in partnership with the U. S. Department of Education
4. AQIP – Ms. Malcolm reported that teams are working and are at various stages of completion on their tasks. Some groups have started on Phase II. One area that needs guidance is building collaborative relationships. Ms. Malcolm urged everyone to get their information back as soon as possible so that she can review it and make suggestions.
5. Position Status Report – Ms. Boyd presented the report.
6. Ms. Boyd asked for action on the Science Lab Tech. at EC. Ms. Anderson made the motion, Mr. Phillips seconded. Motion passed.

There was a discussion about the other positions listed. It was suggested that BHC negotiate with Sedona to see if we can get an institutional fee that would cover all hiring done through them. There was a motion to give Mike Meleg direction to contact Sedona to discuss an institutional fee for certain positions, Mr. Phillips seconded. It was approved.

7. No Staff Emeritus Nominations were received.
8. Update on Bluffstone Project - Mr. Phillips said there was nothing new to report.
9. Admin Guidelines
Some changes were discussed.
 - a) 4.4 - agreed to pull it from the guidelines.
 - b) 4.5 – there are questions on this one. We need to look at this more

- carefully and review. We will look at this as a group.
- c) 6.5 – no issues so can accept changes
 - d) 3-5.3 – There was discussion on this. The finance department must have proof of personal insurance of the driver to process any travel expense report. This is a current policy that came from the financial audit. There was also a finding that drivers must report any accidents to the Public Safety Office.
 - e) 6.1 – food for expenditures.- changes as suggested
 - f) 6.6 – financial procedures manual – title changes were suggested to match current structure.

It was approved that some minor Administrative Guideline changes can be made without action of PC if it only involves title changes. It was also decided to review the ownership of the Administrative Guidelines and put them on a schedule for periodic review and get them out to the employees.

10. Other –

- a) Illinois Law requiring coaches, university staff to report abuse
There was a discussion about this law and how it affects BHC. We have in place a CIT (Crisis Intervention Team Manual) and it will be changed to reflect this new law. BHC also has a Disaster plan in place and it will also be reviewed. We are looking at all of the policies now that there is a new Police Chief. The Crisis Plan currently covers students and it will be expanded to cover staff. A lot of these plans are housed in PR and will be made available.
- b) There was a discussion about the BHC web page. There are some potential changes that were discussed. Mr. Phillips made a motion to have an administrative review of the content of the website so that we can move away from mainly marketing and include more information sharing. Dr. Baynum seconded. All approved.
- c) A request was made that PC spend a day together in a retreat format looking at how to function as a leadership team in terms of key items facing BHC and looking at how to move the institution forward. August 9 was selected as the retreat date and Dr. Baynum will send out details to the PC members.
- d) There was a discussion about BHC involvement in the agreement with United Way and CFGRB.
- e) There was a discussion about the creation of an Administrative Guideline on the use of heaters, fans, mini-fridge units and other electrical appliances, and food in the new buildings when they are

completed. The auditors have asked that electrical items not be allowed because of the danger involved. There was no decision made at this time.

f) Mr. Phillips announced the business office renovation should be started on August 1.

Meeting adjourned at 4 p.m. Notes taken by Karen Mowers.