

Minutes
President's Cabinet
August 23, 2012
2 p.m.
Black Hawk Room

Present: Dr. Thomas Baynum, Dr. Bettie Truitt, Dr. Dick Vallandingham, Mike Phillips, Leslie Anderson, John Meineke, Kathy Malcolm, Karen Boyd, Shelly Cain, Karen Mowers

Guests: Mike Shaw, Stacey Dutton, Cindy Dixon, and Jennifer Davis from American Cancer Society

- 1) Dr. Baynum introduced Stacey Dutton from Relay for Life and she introduced the other representatives with her. They shared some history on the partnership of this event between BHC and Relay for Life, and expressed their desire to see it continue and grow. We will let them know as soon as possible about a possible venue change and any other changes.
- 2) Core Value – *Integrity* – An example of integrity is letting Relay for Life know early that BHC might have some changes on campus that would affect their use of our grounds in the future.
- 3) Approval of 7-26-12 minutes - Motion to approve minutes by Mike Phillips, second Kathy Malcolm, motion passed.
- 4) Agenda – Dr. Baynum asked the Cabinet members to let Karen know of anything that should be added to the September Board Agenda. Ms. Anderson shared that the electronic board program that was tested is not going to work for us. She and Dr. Baynum have looked at three other similar programs and will choose another trial program soon.
- 5) New Performance Evaluation System - Ms. Boyd gave a brief explanation of what the Performance Evaluation System is and how it will be used. This module will use the current Neogov login. Ms. Boyd introduced Mike Shaw who will run the employee reports in the system. Mr. Shaw demonstrated the program.
- 6.) Position Status Report – Ms. Boyd shared the current position status report. There was discussion on some of the positions.
- 7) Approval of position – Ms. Boyd shared the job description for a full time administrative assistant for the EC foundation. There was a brief discussion. Motion to approve the position by Mike Phillips, Dr. Vallandingham second, motion passed.
- 8) Staff emeritus nominations – Ms. Boyd presented a staff emeritus nomination for Barbara Doehler. Ms. Anderson made a motion to grant emeritus status, Dr. Vallandingham second, motion passed.

Ms. Boyd handed out the EAP statistics and briefly discussed their impact on BHC.

- 9) AQIP Update– Ms. Malcolm handed out a chart on the progress of the reports at this time. September 7 is the next deadline for reports. AQIP evaluators will read the report when it is completed and let BHC know where we have process strengths and where we have results strengths. Ms. Malcolm will be having some workshops soon so that everyone understands the report and the evaluation.
- 10) Online Credit Card Payment for students – Ms. Anderson shared that there have been no negative concerns on this process change and the outcome has been good. 44% of student payment receipts in July were made online. A big part of the success is how the finance department, marketing department, and Susan Dusenbery handled it.
- 11) Update on Bluffstone Project – Dr. Baynum announced that several workshop sessions have been scheduled for faculty and staff. Bluffstone representatives will be available for these sessions and to take a campus survey of students next Wednesday. There was a discussion about the project.
- 12) Administrative Guidelines - Mr. Phillips went over the rental rate comparison charts that had been compiled for the use of college facilities. There was discussion on the prices. A task force will be formed to look into this topic further. Dr. Truitt volunteered to help and Gary Huber and Ray Jacobs will also be asked. The task force will meet and come back with some recommendations.

Ms. Anderson asked about the status of the Student Safe Driver Admin Guideline. It will go to LMC and the Faculty Senate next for approval.

- 14) Health Science Building Plans – Dr. Truitt explained the process they are following. She has been working with Dean Betsy Morthland and Mr. Phillips. They are exploring the amount of money available, the programs that could be housed in the building, fees that would be charged, and all aspects of the comprehensive plan.
- 15) Other – Dr. Vallandingham opened a discussion on changes to the state requirements for mandated reporting of abused and neglected children. The state has created an online training site and more information will be coming forward soon. It was also discussed about the growing problem of young children being left unattended while their parents go to class.

Dr. Baynum addressed a discussion held on the registration schedule. There will be some adjustments beginning with the spring semester, 2013. We are readjusting our closing philosophy for registration.

Karen Mowers taking notes.