MINUTES
President's Cabinet
October 25, 2012
2 p.m.

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

1. Core value – Respect – The example given was BHC is showing respect to the community by hosting a second Facilities Master Plan meeting and allowing anyone to make comments that they would like to make.

2. Approval of minutes from 10-11-12 – change President Cabinet to Administrative Cabinet and note that Dr. Vallandingham was present at the meeting. Minutes were approved with corrections.

3. Review of BOT Agenda for November 15 – There was a discussion about the written reports and Board Reports that will be coming.

4. Position Status Report – Karen Boyd presented the report. There was a discussion on the positions listed and which ones PC must approve.

5. Staff Emeritus Nominations - None were presented.

6. Update on Student Housing Project – The project is continuing to move forward and there will be a vote tonight at the Special Board meeting on the transfer of land to the QC Foundation. Bluffstone is working with the City of Moline on meeting their requirements. Ms. Cain said that she is working with her board on getting approval of a draft lease.

7. 2012 Tax Levy – Ms. Anderson handed out a report on the tax levy adoption and explained what it meant. Dr. Baynum shared that one of the often heard concerns from the internal and external forums has been where is the money coming from for the potential new buildings.

8. Health Science building – Dr. Truitt is continuing to work on the plans for this building. There was a discussion about the research she is doing and potential plans for the use of the space.

9. PC Meeting dates for 2013 – This will be held for a future discussion.

10. Recognition Wall – Ms. Cain shared a concept drawing of the Recognition Wall. It will be located by the new bookstore. There was a discussion about the wall.

11. Admin Guideline on use of the College Seal – Dr. Baynum explained that the guideline is needed so that there is a clear definition of when to use of the seal as opposed to when to use the logo. It was decided to table this guideline so that it can be studied further.

12. Admin Guidelines – This discussion was put on hold for the present time.

13. Other –

a) Ms. Cain shared about a possible workshop with a company who would help form a major gifts campaign. There was a discussion of potential dates for scheduling.

b) Ms. Malcolm shared about a strategic planning retreat. She also handed out the updated quick facts reference cards that have been printed. There was a discussion about the PACE assessment but with so many new employees, it was decided to hold off until February.

c) Dr Truitt shared about the Emergency Notification System Plan that is being updated because of so many new employees. There was a discussion about this plan and some of the ramifications of it in different situations. This plan will have to go to the college lawyer for review once it is completed.

The next PC meeting was changed to Nov. 6 at 2 p.m.

Karen Mowers taking notes.