

MINUTES
President's Cabinet
April 25, 2013
Black Hawk College

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

1. Core Value – Responsibility – VP Dowell shared that she had used this value in a meeting with the welding advisory group as they discussed providing students with a safe learning environment. Dr. Truitt shared that Karen Baber and her faculty members, without being asked, are working on their own time this summer to evaluate a program that they felt would be of use to their students. VP Dowell also shared that there has been a turn around with the faculty on how they are doing student learning assessments in order to show more responsibility for it.
2. Position Status Report - Held EC facilities custodian. VP Anderson motion to accept, Dr. Truitt second, motion passed.
3. BOT agenda – following some of the suggestions made at last PC, the BOT audit committee was removed. We will also add “Report by” to the admin reports. There was a discussion about the EC parking lot that came under budget. VP Anderson said that if it was CBD money that was allocated and not all of it will use, we have to use it or we will lose it. There will be a meeting about the PHS projects to determine where we are on this. We are going forward on the bandwidth report. KJWW gave an engineering report on the Building B entrance that is in need of repairs. Can this be considered an emergency fix and move forward on it? VP Anderson said that it is a safety issue and needs to be dealt with immediately. We can ask for permission and award the contract under local contract and it has been 2 months under discussion. VP Dowell will work with Dr. Baynum to get a board report ready to go. We did get the approval from BLDD to pay MSI \$14,000.
4. Position Update – There was discussion on the report. The following decisions were made:
 - EC Custodian is based on it being part time – approved.
 - Enrollment Services Assistant – rejected
 - Head Men’s Basketball Coach – PT EC – approved
 - Dr. Truitt motion, VP Dowell second, motion carried
5. ACA update – There was a discussion about how this will affect the coaches and adjuncts specifically. A message to employees should be forth coming. According to the information received in IOC, there is still no definitive answers on this legislation.
6. Signage committee – Dr. Baynum shared that some meetings have been held. The Internal signage committee has met and some things are moving forward. \$15,000 was part of the Master Plan and that has already been done and green signs are moving forward. Dr. Vallandingham has an idea on a nice monument type sign. We can assign people to a sign committee and let them know what has already done. The committee could be convened now

to go into the future and will consider both EC and QC. The external signage committee members who are being contacted are: Betsey Morthland, Mark W., Bob McChurch, John Meineke, Ray Jacobs, and Dr. Vallandingham. Still needed are a couple of faculty members, an SGA representative and a police representative.

7. Posting of information – John Meineke passed out some statistics on the use of the web. There were some concerns that came out from the FOIA training. Mr. Meineke said that we need to get some guidelines put together on how we are going to do it and stick to it. We want consistency on this. We could post PC and BOT and say that others are available upon request or by FOIA.

There was a discussion about how this can be used. It was suggested that the minutes only be posted on MyBlackHawk. Ms. Malcolm said there is new federal language for compliance #4 about this. The check book and Pcard statements came about because of publicity about Scott County and RI County. VP Anderson likes having them posted. One of the recommendations from Susan Dusenberry, Risk Manager, is that minutes are factual and not narrative. We would like to have someone check the grammar and spelling.

AQIP and BOT must be posted. We will have to notify the unions if there are changes made. We can leave the PCard and checkbook up.

We can post them on MyBlackHawk now and will post something about they are available upon request. We don't get a lot of FOIA requests.

8. HLC – Ms. Malcolm updated the HLC packets and it shows the alignment with the federal and state connections. The public information has to do with our mission, student policies, registration, and values of the college, etc. We are to be making our student outcomes publically known. We are moving forward with getting information into the hands of the faculty and we are inviting the faculty and staff to the dot voting fair. May 3 in QC from 11 – 2 in STB 113 & 114, May 7 at EC from 11:30 – 1 in Building 1. This will have a walk around lunch and participants are to walk around and vote by dots. Red – critical and yellow – opportunities. The opportunities will be stand alone if possible. Ms. Malcolm is also sending out a link to the survey . The survey will be only be used if they don't go to the fair.

The second part of the feedback is to identify 3 strategic challenges for the institution. Page 6 lists the 3 strategic challenges but they are difficult to understand and not for the general population. This could just go to the steering committee. If these are dropped from the survey, they will be facilitated in a different way. Category 1 and 3 are the ones needing to be addressed.

The Common SENSE team is working and will have something to report at the BOT meeting.

9. There was a discussion about the BOT budget and when they are going to do their budget.

Karen Mowers taking notes.