

MINUTES
President's Cabinet
May 23, 2013
Black Hawk College

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

1. Core Value – *Diversity – We value the contribution of others, who have talents and abilities, beliefs and traditions, actions and behaviors that are different than our own. We value the divergence of thoughts and ideas that make an institution of higher learning the center for the development of human potential.* Dr. Truitt shared that the new dean coming from Sothern Tennessee was chosen in part because of the diversity he will bring to the College. The team looked for different thinking strategies as part of the candidating process.
2. Review of minutes – There was a correction to the minutes noting that VP Anderson was not present at the last meeting. Dr. Truitt made a motion to approve the minutes with that correction, VP Dowell seconded, motion approved.
3. BOT agenda 5-23-13 & 6-27-13
There was a discussion about the items on the agenda for the board meeting that evening. There also was a discussion about items that will be coming for the June 27 agenda. One of the big items will be the public hearing to adopt the FY14 budget. Other items were suggested for adding to the agenda.
4. Position Status Report – Karen Boyd answered questions on the report. The hiring of a full time Dean of Business has been put on hold until fall and David Murray will become the Interim Dean in the transition.
5. ACA – There is no new information available at this time but VP Anderson said there is a webinar on the PC drive that can be viewed and has been purchased.
6. Safety report – VP Anderson talked about this report and answered questions. Training is based on a topic and varies by location but classes are announced so people know about them. An ALICE Training class has been proposed. This would be a class for students and employees. Brenda Brown will be asked to follow up on seeing if any of them can be apportionment.
7. Risk management Plan – VP Anderson said that Ed Smith has been consulted on this. Susan Dusenbery and Amanda Johnson are gathering some issues that are coming up and will be reviewing them with Matt Pappas. Procedures are being created to document what is needed.

A new Administrative Guideline will be created to reflect what is being done and a summary paragraph on the risk management plan will be included. The Risk Management Plan will be put on as an attachment so that it can be more easily changed.

There was also a conversation about additional Administrative Guidelines that need to be reviewed such as Chain of Command and Achievement Awards. It was suggested that every year in July, a team should review the awards given during the year and make a determination for the next year. We might want to consider putting it at a different time so that more faculty can be involved since they are off in the summer.

8. Common Sense Team – There is no report and this will be removed from the agenda.
9. Data Stewardship – Kathy Malcolm shared that we are using lots of technology to get information out but not all of what is shared is correct. We want to focus on the accuracy of the data that is going out. Ms. Malcolm would like to pull together a data stewardship team to work on this process and review the data as well as set policy and practice. The data is often accurate when it comes out and is used by the people who created it and own it but it is often misunderstood by others therefore incorrectly used. It would add a level of maturity to the reporting at BHC. It was not meant to be available to the public at this point and we need to have an institutional understanding of this. Data Warehouse Teams also determine definitions. We will leave this on the agenda and invite Jon Looney to come and work with us.
10. Admin Guideline 4-10 (Smoking) – There was a discussion about the Smoking and Tobacco Use Policy. It was decided to delete the final part of the last sentence.
11. Admin Guideline 4-5 (Mobile Devices) – This started being administered by IT and Finance but it changed to HR because it is considered an employee benefit. VP Anderson will bring back recommended changes.
12. Other –
 - a) There was a discussion about the RAMP document. It is currently not meeting BHC needs and should be reviewed with possible revisions submitted. There was a motion by VP Dowell that we start to revise the RAMP Document, seconded by Dr. Vallandingham. Motion carried.
 - b) Dr. Vallandingham brought a question from registrar Sandy Gieson asked about residency requirements for students who will be living at the Villas. There was a discussion on this. If students can produce the documents BHC asks for, then we will accept that. The lease must be dated by July 20 in order to qualify for in-district tuition. This information needs to be conveyed to Bluffstone and to Sandi Gieson.

- c) Ty Perkins has been leading a group named the African Male Association. It has been well received and is helping students.

- d) VP Anderson shared that a CFO survey has been done and BHC is only one of two community colleges that are paying the audit costs for foundations. This will need to change for FY15.

Meeting adjourned at 4:46

Karen Mowers taking notes.