

MINUTES
President's Cabinet
June 27, 2013

Present: Dr. Thom Baynum, Leslie Anderson, Chanda Dowell, John Meineke, Rose Mary Boesen, Dr. Dick Vallandingham, Karen Mowers

1. Core Value - Caring & Compassion – VP Dowell shared that the Adult Education Honor Banquet that was held on Tuesday was a good example of this value. There were lots of family members and friends that came to support the graduates. Dr. Vallandingham said another example of this was when the staff did the food drive and he got a pie in the face.

2. Minutes – It was noted that the part time educational advisor listed for EC should have been listed as QC. It was also agreed that EC Ag position was reaffirmed. VP Anderson made a motion to accept these positions, Dr. Vallandingham seconded, VP Dowell abstained. Motion passed.

3. BOT Agenda: tonight and July Retreat – There was a discussion about how long the Vice President's and Directors are to speak during their time at Board Meetings. Two minute presentations are good but it is the follow up questions that take the time even though they are good. The Board will continue to ask for general reports. The BOT Agenda committee, Chair Emerick and Secretary Beck, put together items they thought would not need to be discussed under Board Reports – Consent and those that will be discussed under Board Reports.

Dr. Baynum addressed the Ramp Document that has been changed to more accurately reflect the current projects. On item VIII H., we will not have a report to present but the Board will be given an opportunity to discuss the Facilities Master Plan and give some direction to it. On the approval of the architects reports, we have already extended our relationship with BLDD and we have added a relationship with DKA so this would be formalizing them and submitting to ICCB.

The date for the Board Retreat has been set for July 19 & 20. The Vice President's will only be asked to attend on Friday evening. Dr. Baynum and Chair Emerick will be meeting soon to finalize the agenda.

4. Position Status Report – Dr. Baynum presented the report. There was a discussion on the EEO position that has come open. The decision will be made by Dr. Baynum, HR, Finance and Matt Pappas on the job description for this. There will be a review of the job description electronically before the next meeting.

5. SURS – RTW – there was no discussion on this topic at this meeting.

6. Admin Guideline on Chain of Command – VP Anderson did some research on this and found some wording that was very good and will be incorporated into the guideline. Dr. Baynum is working on this

right now. Shawn Cisna has also been working on a comprehensive document for his department and part of it is this type of document.

VP Anderson let everyone know that the Mobile Phone Guideline is still being worked on because there are things that need to be clarified before it is presented. We need to have every employee understand what the implication is on the use of BHC data.

7. Webinar – VP Anderson said 3 topics were covered in the seminar.
 - 1) Affordable Care Act – Several suggestions were made by the lawyers during this seminar
 - a. do not ask for household income
 - b. they recommend that all institutions have a \$5,000 deductible plan available
 - c. Coaches are considered seasonal employees and should not be included in the plan.
 - d. The IRS is saying the best defense to the ACA is using an automated time management system.
 - 2) Pension Reform – Mike Monnahan talked about the University Plan and some of the concerns. It might get tied to tuition but it won't be tied to taxes. The cost shift is the difficult part of this plan to deal with for most institutions.
 - 3) RTW – VP Anderson said there was a very short discussion on this as everyone on the conference call said they will let employees work 18 weeks and then they are done. Most stopped employing them immediately after they were told about this act in anticipation of this law. At the ICCTA Annual Conference, the attendees were told something different than was presented here. They did talk about the complications of hiring a SURS employee. They are also using the effective date of August 1 and not the first day of school. Dr. Vallandingham said that this topic was also covered at a recent conference he attended. All of these solutions that are being given are treacherous and we need to be purposeful about it. There was a discussion about coaches and these topics.
8. Banner Payroll Proxy Issue – VP Anderson said there is an issue with this program. Signature approval amounts have not just been limited to budget managers, and people have been signing time sheets who are not authorized to do so. In the automated system, we must follow the process in the routing function. This program is supposed to go live on July 1. After discussion, the PC approved the process. We cannot allow non-budget managers to make those decisions.
9. Clery Act – Dr. Vallandingham said the effective date is March 7, 2014. We have a little time for our reports but we need to start talking about it. He suggested that we have a task force to address this including people from housing, HR, advising, EC, and Marketing. Shawn Cisna prepared the last report and it included information on violence, hate crimes, etc. and the additional parts of educational, reporting, confidentiality, and legal assistance are needed. This law affects all new employees and new students. We would like to get started collecting data within the next month.

Karen Mowers taking notes.