

MINUTES
President's Cabinet
July 11, 2013

Present: Dr. Thom Baynum, Leslie Anderson, Chanda Dowell, Rose Mary Boesen, Dr. Bettie Truitt, Karen Boyd, Doug Hoenig, Karen Mowers

Dr. Baynum introduced Doug Hoenig, the new Construction Projects Manager.

1. Core Value Reflection: *Fairness: We will endeavor to be consistent and evenhanded in our policies and procedures and dealings with other.* It was discussed that in fairness to ourselves, we cannot hold over vacation days but should use them.
2. Approval of 6-27-13 minutes - There was a motion by VP Anderson to accept the minutes, Ms. Boesen seconded, motion passed.
3. Review of Board Agenda for August 15 – There was a discussion of some of the items that will be coming for the August Board Meeting.
4. Position Status Report – Karen Boyd discussed the EEO position that has been split into two part time positions to better cover the duties. The Employment Specialist will monitor evaluations, training, and wellness; faculty assembly day; and other parts of the job that are HR in nature. The EEO part of the job will report to Dr. Baynum. This will be a check and balance separation from different areas who help with these problems. There was also a discussion about putting the Title IX duties in this position. It seems to be a good fit with the new job description. There is a possibility that the ADA portion could go to Risk Management. There was a motion to approve this as two part time positions with the addition of taking out ADA and adding in Title IX. VP Anderson motion, Dr. Truitt seconded. Motion approved.

There was also a motion for approval of a second math position to fill a recent resignation. VP Anderson motion, Dr. Truitt seconded. Motion approved.

5. SURS- RTW – Dr. Baynum said that we will still have a very long conversation ahead on this. The PC decision was to transition in the fall to continue to employee SURS annuitants for the fall semester only. The official PC statement is: **In accordance with SURS Return to Work Legislation and in consideration of budgetary constraints, after August 1, 2013, we will not employ SURS annuitants for more than 18 weeks and after the fall semester, we will not be hiring or employing SURS annuitants.**

Ms. Boyd talked about a webinar she attended two days previously. The speaker said that a grant funded position or a self-managed annuitant who retired and took the lump payment, was

not affected by the RTW legislation. That information will need to be verified before it is acted on.

6. Admin Guideline on 2-1 Chain of Command – Dr. Baynum shared that VP Anderson did some research on the wording of this guideline. Part of the rationale for the Guideline design is that the college does not want to overburden someone if they are at the center of a crisis. This change is to make sure that we have as many bases covered as possible in case of a disaster. Motion by VP Dowell, seconded by VP Anderson, motion approved. This will move on to LMC in August.
7. BOT Retreat – Dr. Baynum said the Board will focus on a mission and vision discussion, BoardDocs training, and a College Update on Friday. The college update will be done by Dr. Baynum and anyone else who is able to attend. Saturday will be just the evaluation of the President. PC members that are planning to attend were asked to let Karen Mowers know soon.
8. Exterior Key Control – Shawn Cisna and VP Dowell have been working on a plan to rekey the EC campus because it has not been done since the campus opened. The classrooms and offices have technology that needs to be protected. The plan is to rekey 45 doors. All exterior doors on the campus will be done like the QC campus is being done. Shawn is also working on an admin guideline on keys.
9. Residency for District High School Students – VP Dowell led a discussion about how residency is determined for students. Some of the students go to in-district high schools but are out of district in residence. It is misleading to the public because we list the high schools that are in district and also say they qualify if they work full time in the district. It was suggested that we add: if students come to BHC right away after graduation, even if they are out of district, they will receive in-district rates. This could potentially cause some problems with Community College districts that overlap residences but not high schools. There was no decision made.
10. College Emergency Operations Plan – Shawn Cisna has worked on this project and put this document together. Dr. Baynum asked everyone to read it to see if there are questions or things that could/ should be changed. It is very comprehensive. Chief Cisna and Sgt. Terry Engle will be scheduled at the next meeting and we will plan to spend a half hour on this topic.
11. Achievement Award guidelines – This is a draft document. All cabinet members were asked to talk to their areas and let them know what is going on with these awards. There has not been any documentation on how this process is managed so this guideline will help. VP Truitt said she will address this in the Dean's meeting in August. Waivers are a significant part of our budget.

The review team will start with the 4 Vice President's and then move out to the deans and faculty. It is something that can be defended and explained.

As part of this discussion, it was mentioned that we need to talk about dual credit and Adult Education fees and have a budget conversation starting in September for next year. All of these decisions will have an effect on the budget. We don't want to hurt one program at the expense of another one. If we have to go back in spring with across the board cuts because of budgetary constraints, we will do it. VP Dowell will facilitate a meeting and will coordinate a meeting on this.

12. Review of Administration chart for the website – VP Anderson said the definition of 'administrator' is defined by pay grade for financial purposes. There was a question raised about if it is also addressed in board policy. After discussion, the directive to Marketing is to remove it from the web by consensus.

13. Eastern Iowa Reciprocity Agreement – VP Truitt has had some meetings on this topic and there have been some long standing problems with this program. It continues to lose money and is taking a lot of man hours to work with it. The last agreement from them ended on June 30, 2013 and the only thing we have heard is that they would like to add more classes for our students. We have been doing this program for almost 40 years and it means a lot. We will schedule a time to talk to their chancellor because he is committed to a good working relationship with BHC.

Consensus from PC is that we move forward on getting these problems addressed.

14. Other –
Strategic planning is still being scheduled for August 1. Details will come soon.

Notes by Karen Mowers