

MINUTES
President's Cabinet
August 8, 2013

Present: Dr. Thomas Baynum, Leslie Anderson, Chanda Dowell, Dr. Bettie Truitt, Dr. Dick Vallandingham, Karen Boyd, John Meineke

1. Core Value: Caring and Compassion
Dr. Baynum gave a very nice presentation at the ISC meeting this morning regarding SURS-RTW which showed caring and compassion for the staff.
2. Approval of Minutes of July 11, 25, and 31, 2013 - The minutes were approved without changes.
3. Review of Board agenda - The agenda was reviewed and individual items were discussed.
4. Position Status Report - Positions for Math Instructor (EC), PT police (EC), FT recruitment coordinator (EC) were all approved.

Coaches and Aquatics – Karen Boyd reported that job descriptions and employment language for coaches have been updated according to legal advice from the college attorney. Ms. Boyd provided a draft of a new Admin Guideline on the *Eligibility of Staff to Teach or Coach* for discussion. VP Anderson moved to approve, Rose Mary Boesen seconded with wording changes as suggested by John Meineke. All voted to approve.

Ms. Boyd explained the MOU and acknowledgement for the head and assistant coaches. (head coach) I further acknowledge my understanding that my position is part-time and that the College does not require or allow me to work more than an average of 27 hours a week over a 52 week period, pursuant to Black Hawk College Administrative Guideline 3-3.5. (assistant coach) I further acknowledge my understanding that my position is part-time and that the College does not require or allow me to work more than an average of 10 hours a week over a 52 week period, pursuant to Black Hawk College Administrative Guideline 3-3.5.

Dr. Vallandingham discussed the ramifications of changes to the aquatic director position and the current effectiveness of the position. Motion to approve the FT Aquatics Coordinator VP Truitt, Rose Mary Boesen seconded, approved.

5. SURS – RTW – Ms. Boyd reported that the SURS database appears not to be working at this time.

BHC would need to develop a very specific process to protect the college if SURS annuitants are allowed to work at BHC after the fall semester. It is the preference of the college to work towards a solution that allows us to employ these important individuals who have served the college so well.
6. John Meineke reported on the creation of the BHC mobile website. He is in the process of final changes for a potential launch date at the end of August.
7. Dr. Baynum reported on his communications with the MLK center. They will be holding their board retreat on August 24 at Black Hawk College.

8. VP Anderson gave an overview of the FY13 to Actual analysis budget. Discussion was held on how this data can be used to support future budget building.
12. Dr. Baynum will work with VP Dowell on reorganizing the Admin Guidelines into a more usable format.
13. VP Anderson handed out copies of the Merchant Spend Dashboard and discussed payroll processes. A recommendation was put forward to PC to reorganize the payroll department. Motion to approve was made by John Meineke, seconded by Rose Mary Boesen, motion approved.
14. Ms. Boyd shared a discussion that was held with union leadership to realign initial placement on the salary scale. A MOU was signed to explain this new flexibility. The following language is included in the MOU: *Internal employees currently represented by a bargaining unit, that have applied for and been offered positions within IFT Local 1836, whose present salary is above the maximum of the Professional Technical salary schedule, can be offered an initial placement salary above the maximum of the salary schedule to satisfy the specific needs of the College District.*
15. Dr. Vallandingham shared that over 1000 students had taken online orientation to date.

Meeting adjourned at 4:30 pm

VP Truitt taking notes.