President's Cabinet
October 10, 2013, 2:30 p.m.

Minutes

I. Core Value Reflection
Honesty - We will aspire to be truthful, sincere, and candid in all aspects of our daily activities.

The sincerity of a student comment made at the Ag Visit Night was shared. While speaking to prospective students and their parents, a student commented, "You're really not that far from home, because this is home."

II. Approval of Minutes
Motion by Anderson; second Truitt. Passed.

III. Board Packet Review
Reviewed October 2013 Board agenda. Noted that Facilities Master Plan document will be uploaded onto the PC network drive.

IV. Position Status Report – Karen Boyd
Reviewed Position Status Report. Approved part-time position for new construction grant and use of existing staff with skills and community connections to support the work of the grant. Motion by Baynum; Second by Truitt. Approved.

V. Health Insurance Changes – Karen Boyd
The Board Report for Health Insurance Changes was discussed. There was a lot of discussion about concerns about the "working spouse" provision and the potential for a substantial financial impact on many individual employees. The Board Report is signed by the President since he convenes the IOC via LMC along with a co-chair. The proposal was developed by following the contractual process. The next step involves a union vote.

VI. SURS "Affected Annuitant" - Karen Boyd
a. Suspension of Annuity and Continuation of Work
Discussed maximum hours allowable for SURS affected annuitants. Cabinet agreed that we would allow affected annuitants to suspend their annuities in order to work more for us, but it would require an affidavit to protect the College and place communication responsibility on the employee.
b. Current Employees, Re-employed Retirees, Working Limitations
Discussed the memo that was mailed to all employees. Clarified that even current employees, whether a SURS retiree or not, were requested to return the form. Discussed that some employees are concerned about returning the form for various privacy reasons, but the information is required in order for the College its operation within the confines of the law. Discussed "the rules" of the SURS Return to Work law including the fact that the 18 weeks is cumulative for one's lifetime (i.e. once you reach the 18 weeks, you have met that threshold for life) but the earnings 40% threshold

resets each year on August 1. Karen Boyd was asked to ask SURS to clarify in writing the definition of an academic year (does it include summers or not is the point of confusion or inconsistency).

VII. Multiple Contracts – Karen Boyd (follow-up from 9-12-2013)
Discussed amending Administrative Guideline 3-3.5 to "Eligibility of Employee to Teach or Coach."

VIII. Concealed Carry Policy Draft
Not addressed.

IX. Committee/Council Reflections—Not addressed.
A. Capital Committee
B. Labor Management Council
C. Insurance Oversight Committee
D. Safety Committee

X. Dual Credit Fee Proposal—Not addressed.

XI. Budget Variances by Organization—Not addressed.

XII. Unit Cost for FY 11-13—Not addressed.

XIII. Mobile Phone Reimbursement—Not addressed.

XIV. Grandfathered Status of Employees and Impact on Payroll Processing—Not addressed.
Leslie Anderson provided Cabinet members with possible solutions and a spreadsheet of financial impact to be discussed at a future meeting.

XV. Increase in Tuition Reimbursement for Non Rep Group
Approved the request to raise the maximum allowable tuition reimbursement to $5,250 effective July 1, 2014.

XVI. Schedule of HLC Site Visit—Not addressed.

XVII. IFT Negotiations Team (follow-up from 9-12-2013) —Not addressed.

XVIII. State/National Meeting Updates —Not addressed.
A. ACCT
B. Other

XIX. Member Items —Not addressed.
a. Contracts, Signatures, etc. (Baynum) Briefly discussed food contracts and Subway's right to first right of refusal at the QC Campus.
b. Auto replacement plan FY14 (Baynum)
c. Mileage Rates

XX. Division Updates—Not addressed.

XXI. Other—Not addressed.

a. Achievement Awards Update
b. Timely Warning Policy (Clery Act)
c. Key Control Policy
d. Panic Button Requests
e. Zero Tolerance on Terror and Violence in the Workplace (Admin Guideline 3-1.7)

XXII. Next Meeting

a. See highlighted items above. An additional meeting was scheduled for Monday, October 21, 2013, from 8-11 a.m. in the Black Hawk Room.

XXIII. Budget Timeline

October 10, 2013 PC Discuss Unit Cost FY11, FY12, FY13
October 17, 2013 Board vote on proposed FY15 Tax Levy
October 24, 2013 PC Discuss FY15 Tuition Rate; FY15 Enrollment projection discussion
November 14, 2013 PC Discuss FY15 Staffing Needs
November 21, 2013 Board adoption of FY15 Tax Levy
November 22, 2013 ISC Meeting - Dept. Chair FY15 budget training by November 30, 2013
Tuition Forums with Students
December 12, 2013 PC Review of FY15 strategic planning process (K. Malcolm @ PC)
December 12, 2013 FY2015 Budget Managers & Orgs verified by PC Members
January 9, 2014 FY2014 Budget Variance Report to PC (7/1-12/31/13)
January 16, 2014 Board approve FY15 Tuition rates
January 23, 2014 PC discuss FY15 State Funding Projections and Pension Funding
By January 31, 2014 FY2015 Budget Training Provided to Budget Managers
January 31, 2014 FY2015 Budget Worksheets Distributed to Budget Managers
February 28, 2014 FY2015 Budget Worksheets Due Back to Budget Office
1st March PC meeting FY2015 Requested Budget information to PC week of March 28, 2014
FY2015 Budget Workshop for PC (special meeting)
April 4, 2014 FY2015 Rough Draft Budget to PC
April 11, 2014 FY2015 2nd Rough Draft Budget to PC (if necessary)
April 17, 2014 FY2015 Rough Draft Budget to Board (one page recap)
Mid April Early May 2014 FY2015 Budget Forums (Students, Faculty, & Staff)
Week of May 9, 2014 FY2015 Board Budget Workshop
May 14, 2014 FY2015 Board Budget Changes Completed
May 16, 2014 FY2015 Proposed Budget to Printer
May 22, 2014 FY2015 Proposed Budget to Board of Trustees (Begin 30 day public notice period) early June 2014 Public Budget Forums (do we want to do this again?)
June 26, 2014 FY2015 Budget Adopted by Board of Trustees
June 27, 2014 FY2015 Budget Roll in Banner

XXIV. Future Meetings

November—Invite Kathy to discuss student complaint process
Discuss how to evaluate shared governance committees
Designated smoking areas on campus will be reviewed in the spring term.