

President's Cabinet October 21, 2013, 8:00 a.m. Continuation of 10-10-2013

Minutes

Members Present: Dr. Thom Baynum, Leslie Anderson, Chanda Dowell, Bettie Truitt

I. Core Value Reflection

Integrity: We will strive to be trustworthy and honorable in our interactions with others; we do the right thing even when it is not popular or easy. We will be consistent with our values regardless of the presence or absence of audience.

With the upcoming HLC visit, we are as prepared as we can be. We are who we are and we are open to the feedback, positive and negative, so we can continue to improve as an organization.

II. Approval of Minutes

Anderson motioned; Dowell seconded. Approved.

III. Concealed Carry Policy Draft

The proposed document should be an Administrative Guideline explaining how the policy will be implemented. The language should also be inclusive of all College sites. The Statement of Purpose section could be the language proposed as a Board policy. It was agreed that the issue should be kept separate from the Zero Tolerance policy. It was discussed that the Zero Tolerance policy should also be reviewed to possibly update language for clarification. PC members are invited to follow up on and other detail suggestions via email.

IV. Dual Credit Fee Proposal

There was discussion about charging per course versus per credit hour. The conversation was delayed until Dr. Truitt arrives.

Revisiting the issue, it was decided to be consistent and charge dual students \$15 per credit hour in tuition where the instructor is paid by the high school. We are also following up to verify that course fees are applied correctly for dual courses where the instructor is paid by the high school. Creating this tuition rate allows us to more accurately reflect revenues and expenses and eliminates the need to "waive" tuition for this category of students.

V. Budget Variances by Organization

Reviewing budget variances more closely and changing some processes may help us more accurately budget on the front end and manage along the way.

Looking at variances, we haven't done a good job of budgeting accurately between 53000 and 54000. There are some large variances in 51000 too. It would be helpful if HR's Position Review Report listed all vacant positions as a way to track that. This will also help us be able to track our total FTE's, particularly tracking positions that are "on the books but not filled."

We also discussed talking to Mike Shaw about building student employee positions and marking them as "frozen" until filled for tracking purposes.

Leslie is going to get a new variance report and a vacant positions report for FY14.

Discussed data warehouse and how to get financial and human resources information for decision making and resource allocation.

VI. Unit Cost for FY 11-13

The new reports follow a completely different methodology and are based in cost accounting. However, indirect costs are allocated simplistically using credit hours as a denominator. It was discussed that the report is only an indicator and usage requires further "drilling down" to understand what is happening. This model is a stepping stone improvement but it is certainly not the ideal end report.

Finance has prepared documents for FY 11, 12, and 13 in the new format. The reports will be used by academic deans as an early indicator piece of data.

VII. Mobile Phone Reimbursement

There was discussion about deciding whether to continue supporting mobile phones at all before spending more time reworking the Administrative Guideline. The consensus was for Dr. Baynum to make a decision on the issue rather than continuing to discuss it.

VIII. Grandfathered Status of Employees and Impact on Payroll Processing

Discussed how to bring all employees into a consistent system (some employees were paid in arrears). Leslie Anderson will bring forward a proposal to Labor Management Council.