

MINUTES
President's Cabinet
August 22, 2013

Present: Dr. Thomas Baynum, Chanda Dowell, Dr. Bettie Truitt, Dr. Dick Vallandingham, Karen Boyd, John Meineke, Rose Mary Boesen, Kathy Malcolm, Karen Mowers

Core Value – Fairness: Dr. Truitt said that when we look at the new courses and curriculum to be offered at the college, we work to be fair and evenhanded.

Approval of minutes – Motion to approve John Meineke, second Dr. Truitt, motion passed.

BOT agenda review – There was a discussion of what reports might be coming this month. Board reports are due September 9.

Position Status Report – There was a discussion on the positions listed. Motion by Dr. Truitt to accept Student Retention Coordinator position, Rose Mary Boesen seconded, motion passed.

SURS – Dr. Baynum shared the letter that was sent to all BHC retirees. The letter has also been sent to department chairs, deans, and all supervisors. There was a short discussion on this.

Achievement Award Guidelines - No discussion was held on this because a meeting is scheduled for next week on this topic.

Other -

- a. A letter was presented about a possible Lumina grant. BHC was invited to participate in a local grant application.
- b. We have opted out of the Quad Cities Community Engagement.
- c. PIE update - Kathy Malcolm reported that BHC is working on a project with the QC Chamber of Commerce. Her department will have a consumer report card ready to print soon.
- d. Foundation update- Rose Mary Boesen reported that she will soon be going out to tour our Adult Education areas. She would like to have other administrators suggest some names of people she might visit about the Foundation.
- e. Instructional Services update - Dr. Truitt reported classes are off to a good start and the first day went pretty well.

- f. Marketing update— John Meineke reported that the Cheri Bustos meeting has been moved to August 28 and it is attendance by invitation only from her office. Dr. Baynum will address the group.
- g. EC update – VP Dowell reported the science labs are getting ready to open. She also addressed the appraisals from the welding lab building.
- h. Student Services update - Dr. Vallandingham said there has been a proposal to submit the NewSTARS program for an award at an ICCCA conference. There was also a short discussion about the welcome desk hours.
- i. Dr. Baynum outlined a new organizational pattern for PC for the fall. The VP's (Dr. Vallandingham, Dr. Truitt, Leslie Anderson, and Chanda Dowell) will form a small executive group that will meet with Dr. Baynum. The directors (John Meineke, Karen Boyd, and Kathy Malcolm) will begin meeting with the Administrative Services Directors Group once per month for a communication meeting. Foundation Directors, Liz Breedlove and Rose Mary Boesen will meet individually with Dr. Baynum on a periodic schedule. This will hopefully cut down on meetings. There will be an open forum once or twice per semester.

Karen Mowers taking notes.