



President's Cabinet
October 24, 2013, 2:00 p.m.

Minutes

Members Present: Baynum, Anderson, Dowell, Truitt

I. Core Value Reflection

Responsibility: We will be accountable, dependable, and reliable as we follow through on our commitment to teaching excellence, student learning, and service to others.

Given that we are in the last day of our AQIP visit, it was shared that all employees of the College share responsibility for participating in the visit and its outcomes.

II. Approval of Minutes

Moved by Baynum; second by Dowell. Approved and posted.

III. Administrative Council Minutes

IV. Personnel Recommendations

Reviewed Position Status Report document. Approved filling the full-time Application Systems Developer, part-time Campus Services Clerk, two part-time Educational Advisors, and a full-time Help Desk Technician.

There was discussion about what areas were represented on the Registrar hiring screening committee. The East Campus is not represented.

We think the Program Manager (HCCTP) is listed incorrectly as full-time when it was approved as part-time.

We will discuss the VP of Student Services position at our November 18 meeting.

V. Revised Dual Credit Report

A letter to district superintendents is in draft stage prior to the dual tuition (for courses taught by the high school instructors) rate being presented to the Board of Trustees for consideration in November.

VI. Revised Budget Timeline

No discussion.

VII. Achievement Awards Guidelines/ Waivers Conversation Notes /Request

Remove final appeal with president language. Additionally, Dr. Baynum would like the Vice Presidents to consider adding Achievement Awards for the ICAPS students as part of the allocation. With those changes, the Guideline is okay to take forward to Labor Management Council and the Faculty Senates.

In relation to managing total achievement awards/waiver costs, Dr. Baynum would like Bettie to look into the current \$3 per unit of instruction fee allowable for adult education.

VIII. IFT Negotiations Team

Previous: Administration

Dr. Vallandingham

Diane Fall

John Meineke

Mike Shaw

Karen Boyd

Bettie Truitt

Previous: IFT

Co-chair – Lu Bealer (VP for Pro/Tech employees)

Co-chair – Brian Glaser (VP for QC faculty)

Deana Bobzien

Mark Esposito

Nan Reddy

Sandy Sullivan

Ex-officio – Joan Eastlund

IX. Donor Naming Opportunities

Assignment to members was to read the background data in the PC drive folder (submitted by Liz Breedlove) and be prepared to discuss at our next meeting.

X. Committee/Council Reflections

A. Capital Committee

B. Labor Management Council

C. Insurance Oversight Committee

D. Safety Committee

XI. State/National Meeting Updates

A. ACCT

B. Other

XII. Member Items

a. 9-6 Student Volunteer (Unpaid) Internship—Anderson recommended that we adopt an Administrative Guideline to make sure we are meeting the Department of Labor rules governing internships. Members are to review the proposal, email any recommendations to Anderson, and then she will forward to Labor Management Council and Faculty Senates per the established process.

b. Contracts, Signatures, etc. (Baynum)

c. Auto replacement plan FY14 (Baynum)

d. Mileage Rates

XIII. Division Updates

XIV. Other

a. Multiple Contracts

b. Achievement Awards Update

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

XV. Next Meeting

- a. Be prepared to discuss Donor Naming Opportunities
- b. Administrative Guideline on Internships (recommendation on PC drive)
- c. Discuss FY 15 tuition recommendation. Will reschedule East Campus student meeting until after a recommendation is formed.

XVI. Budget Timeline (To be updated)

XVII. 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.