



President's Cabinet
December 12, 2013, 2:00 p.m.

Agenda

Members in Attendance: Dr. Baynum, Dr. Truitt, Leslie Anderson, Chanda Dowell

Guest: Glenda Nicke

- I. Core Value Reflection
Appreciation of Diversity - We value the contributions of others who have talents and abilities, beliefs and traditions, actions and behaviors that are different than our own. We value the divergence of thoughts and ideas that make an institution of higher learning the center for the development of human potential.

Example given related to the issues faced and resolved through the student complaint process.
- II. Approval of Minutes—Approval moved by Truitt; second by Anderson. Motion approved.
 - a. November 15
 - b. November 18
- III. Personnel Recommendations
 - A. Position Update—Approved replacing EC Assistant Fitness Center Supervisor, QC Dual Credit Coordinator with grade review and suggested changes, Help Desk Technician II, Senior Network Analyst II, and Police Officer PT QC. Will review and approve PT EC Science Lab Tech position via email with appropriate requisition.
 - B. PT Police Officer s—The goal in the budget building process for FY 15 will be to try and move all part-time police officers to Fund 02 instead of Fund 12.
 - C. QC Veteran's Center Staffing—Discussed career service center office coverage and possibility of student employee coverage.
- IV. Budget
 - a. Revised Budget Timeline
 - b. Faculty Salaries (Fall 2008-2012)
 - c. Positions-Non-faculty— Positions suggested for exploration: FT QC Dual Credit (approved above), Welding Building, EC Water Supply Testing, EC Advising, QC Maintenance Mechanic, and 2 PT QC custodians.
 - d. Budget Manager Review—Budget managers received email from Gloria Nelson to verify budget managers and accounts. Responses are due to Gloria.
 - e. Review Budget Variance—Leslie will look at full-time faculty variance and if it needs updated, a new copy will be available to PC for use in the budget building process. The report is a helpful way to look at trend issues with budget variances across departments.
 - f. Title III Impact—Dr. Baynum will review with Human Resources the discussion regarding the Business Process Analyst position.
 - g. Tuition Increase Analysis—Reviewed tuition increase analysis document which highlights anticipated operational cost increases.

- h. Adult Education Units of Instruction—Discussion was held regarding our ability to charge \$3 for ASE units of instruction and whether the amount of funds we could collect was greater than the cost of collection and risk associated with potentially reducing other funding formulas as well as our ability to separate students as ABE, ASE, and Public Aid. If the numbers are verified to be as low as we anticipated, the unanimous decision was to not implement the fee.

- V. Update on Adult Learning Center Move—The furniture is scheduled to arrive and be assembled. The start of classes will be delayed one week (January 13) and white boards will also be delayed a week. We should take possession of the new facility the last week of December. We expect some punch list items to remain.

- VI. Achievement Awards Guidelines/ Waivers Conversation Notes /Request—Keep student requirement at full-time. Move forward to Senates and LMC. Review Team item agenda should include discussion of waivers only at the in-district rate.

- VII. HLC Follow-Up –The initial report was received by the College this week. As anticipated, student learning assessment is highlighted in the report as a possible accreditation issue. We have two weeks to respond to the report (this may include a progress update on initiatives since the visit) and then all documents will go to the Commission for a reaffirmation decision.

- VIII. Donor Naming Opportunities—We discussed a proposal drafted for East Campus more than a year ago related to the cost of donor naming opportunities. Dr. Baynum will update it with a district-wide focus, send it to PC members for feedback, and plans to take it forward to the Board after that.

- IX. Registration over Holiday Break—Bettie reviewed office hours and the drop for nonpayment process timing.

- X. Concealed Carry Administrative Guideline

- XI. Automobile Replacement Guidelines—postpone for next meeting

- XII. Student Learning Outcomes Update—information being posted to website and myBlackHawk

- XIII. Board Retreat—Retreat is this Friday and Saturday.

- XIV. Emergency Notification System Winter/Spring 2014—Distributed Meineke’s well-prepared documentation on our closing procedures.

- XV. Administrative Guidelines
 - a. Timely Warning Policy (Clery Act)—postpone for next meeting
 - b. Key Control Policy—postpone for next meeting

- XVI. Member Items
 - a. HLC Conference, April 10-14, 2014
 - b. Late Fees – Truitt—postpone for next meeting
 - c. BHC-EICC Transition Agreement – Truitt—postpone for next meeting

- XVII. Committee/Council Reflections—no reports
 - A. Capital Committee
 - B. Labor Management Council
 - C. Insurance Oversight Committee
 - D. Safety Committee

- XVIII. State/National Meeting Updates –no reports

- XIX. Division Updates—no reports

- XX. Next Meeting

- XXI. Future Meetings
 - December—Invite Kathy to discuss student complaint process and Strategic Plan
 - Discuss how to evaluate shared governance committees
 - Designated smoking areas on campus will be reviewed in the spring term.
 - VFA (Baynum)
 - Multiple Contracts
 - Zero Tolerance on Terror and Violence in the Workplace (Admin Guideline 3-1.7)