

MINUTES  
President's Cabinet  
December 10, 2012  
Black Hawk College

Present: Dr. Thomas Baynum, Leslie Anderson, Liz Breedlove, Dr. Dick Vallandingham, Karen Boyd, Kathy Malcolm, Mike Phillips, Chanda Dowell, Shelly Cain, John Meineke, Karen Mowers

1. Core Value - Respect – Ms. Malcolm gave the core value reflection example of Mike Phillips. Mike has shown respect in all of his interactions with faculty, staff and students in his time at Black Hawk College.
2. Approval of Nov. Minutes - Ms. Boyd made a motion to accept the minutes, Dr. Vallandingham seconded. Motion passed.
3. Review of Board Agenda for December 20 – There was discussion about the agenda items. Ms. Anderson explained why the Board Report for the Bond Issuance was worded as it appeared. It is language requested by the Bond lawyer so that it conforms to the new laws that will be coming in January. There was also consideration for the board reports that need to move up to the special Finance section.
4. Position Status Report and Approval of Positions - Ms. Boyd asked for approval for three positions so that they can be posted: a) Desktop Analyst -replacement for Shane Williamson who was promoted; b) Institutional Research Analyst – replacement for Su; and c) Two part time policemen - Ray Cotty who resigned at QC and Mike Britt who was promoted at EC.

Ms. Dowell moved and Dr. Vallandingham seconded to approve all positions. Mr. Meineke asked if we do any kind of training or review issue of why people do not get through the probationary positions. We do not but we may want to discuss this in the future if it seems valuable.

Positions in Process – Ms. Boyd presented the Positions in Process and asked for questions.

5. Transparency Information Posting – Mr. Meineke shared that one of the most requested items is the listing of the student enrollment information. He would like the PC to give direction on what should be public posting information. HLC has a requirement and AQIP has a set of rules on this subject. Ms. Anderson said that some modifications have been made to the financial information that is posted for privacy. Dr. Baynum asked Mr. Meineke to find out what other colleges are doing with this. This will be brought back for discussion.
6. 403(b) – Dr. Baynum shared that this was a topic brought forward in LMC that needs to be brought to PC for discussion. Ms. Boyd said BHC has a couple of suggestions on how to handle this discussion: 1) do nothing, 2) go out for bid for a TPA, or 3) stay with the current vendor. Ms. Anderson gave an explanation on what the options are for the college now and in the future with respect to ERISA.

Dr. Baynum asked for an Ad Hoc Committee to look at this and bring back a detailed report. The group will do two things: 1) give the next step about what we should be doing with ERISA, and 2) presenting a recommendation that looks at a broader group. Ms. Boyd will be the committee chair but PC will be allowed to review the committee names. Step 1 should take no more than two months and phase 2 will take more time. The committee should have a report in March.

7. VISA processing fees. – Ms. Anderson talked about the process used at the present time for students using credit cards. We can go with the fees set by VISA and we currently add a \$2 charge for other credit card company charges. The fee to BHC varies by credit card. We will begin this with the summer /fall registration so that everyone has the same payment schedule.
8. Budget Timeline – Ms. Anderson handed out the budget timeline and explained why she chose the dates that she did. She likes to give a 6 month review of budgets so that everyone is aware of their spending to that point.
9. Strategic Planning retreat – Ms. Malcolm announced the meeting will be held on Monday, December 17 at TPC starting at 2 p.m.. Ms. Anderson and Ms. Malcolm are working together on this. The retreat is to: 1) review the existing plan and strategies that have been in place; and 2) have a conversation about how this will drive the budget process. Ms. Malcolm will be sending out more information this week.
10. Back to Work Act– Ms. Boyd asked everyone to read through the article so that we can see the implications of the new legislation. If BHC brings back retirees to work for more than 18 weeks, the college will be responsible to pay their SURS. Many colleges are deciding that they will not bring retirees back at all because of the consequences. SURS also determined that colleges can't bring them back as independent contractors. This ruling changes everything across the state and goes into effect on August 1. This will affect BHC primarily with adjunct professors
11. Closing Procedures - Dr. Baynum will send out an updated closure procedures paper for review. He asked for comments by the end of the week.
12. ICCTA Faculty Nomination – Mr. Meineke and Ms. Dowell brought this item forward. The ICCTA has some opportunities for faculty nominations and there are website descriptions available. The nominations are discussed briefly in PC and the nominee must write a paper with their philosophy of education. The nomination must be signed by the Board of Trustees chairperson. BHC starts this process in Marketing and the nominations are due at the end of February or in March. If BHC wants to make any nominations, this has to be started shortly after Christmas. The English faculty works with President's Assistant on any student essays for submission.
13. Planning Summit – Ms. Cain shared that she has talked to many who attended the summit and has gotten both positive and negative feedback. It brought people together that have not met before and some progress was made. Results of the summit are being reviewed.
14. Ad Hoc – Dr. Baynum asked the PC members to look over the three documents they received on this topic. These are DRAFT documents coming from the Ad Hoc Committee. The same information is going to LMC and there will be some changes before it is finalized. This will be reviewed again in January. The Hiring Authority Questionnaire is the result of much work by HR.

The next meeting was set for January 10.

Karen Mowers taking notes.