



**Administrative Cabinet Meeting Minutes
Dr. Perry W. Ward Technology Building
President's Conference Room
Monday, June 2, 2008
2:00 p.m. -5:00 p.m.**

Presiding, Dr. Perry W. Ward, President

EXTENDED VERSION

Members in Attendance:

Dr. Perry Ward
Dr. Bruce Crawford
Mrs. Sharon Crews
Dr. Myrtes Green
Mrs. Charlsie Cook
Dr. Randy Glaze
Dr. Cynthia Anthony
Dr. Sherri Davis
Dr. Charles Murray
Lisa Olive, Visitor
Vernona Williams, Visitor

President's Office

Lisa Olive was introduced to the Administrative Cabinet. She will be assisting in the President's Office.

The Birmingham City Council (Economic Development Committee) will be here on Wednesday, June 4, 2008. Ms. Williams provided the Administrative Cabinet an update on the purpose of the meeting. She noted that a pre-meeting video (at 10:30 a.m.) will showcase Economic Development, Workforce Development and Community Education at Lawson State. Both Dr. Crawford and Dr. Murray will be giving presentations during the meeting. Roughly 70 individuals are expected to participate. All Administrative Cabinet members were encouraged to attend, if they are not traveling on that day.

Correspondence Alabama Community College System:

Suspension of Payment of Reserve Fund Fee: The Chancellor will allow us to use this for budget shortfalls, if needed for the next three semesters.

April Adopted Board Items: The Administrative Cabinet was given a listing of new policies. A question was raised in terms of when to adopt these new policies. It was determined that each

policy listed may have a different implementation date. It was later discussed that some of the policies are posted on post-secondary's website even though they may be listed as 2009 policies. **ACTION ITEM:** Dr. Anthony and Dr. Glaze will work with VP Crawford and VP Crews to determine which policies are in effect and to come up with an implementation strategy.

State Board of Education Policy #302.02: A treasurer needs to be identified by each President for disbursing funds. Mrs. Crews's name was sent to post-secondary (as the identified Treasurer).

The State Bid Law and Public Works Law have been modified (to include both the Public Works Law and the Competitive Bid Law.) These modifications were reviewed by the Administrative Cabinet.

Alliant Data Systems, Inc. has acquired the Access Group. Recommendation: Administrative Cabinet members were asked to back-up all major reports or other data they have secured (via Access) as a protective measure (against loss).

Board Agenda Items were reviewed and include the following: 3rd year Merger Report, campus signage, campus-wide wireless system, new Student Center, gym renovations. We will have a 4th year merger report, but it will be in-house only.

IMP: The Institutional Management Plan. Dr. Glaze lacks the Instructional part to complete this report. **ACTION ITEM:** Dr. Crawford will provide Dr. Glaze with the missing section(s).

Administrative Retreat: The retreat will take place from Sunday, June 29th to Tuesday, July 1, 2008. We will depart at 10:00 a.m. Shirt orders are being finalized. All participants should bring their laptops. The agenda is still being finalized. It has been recommended that we will leave between 2:00 p.m. and 3:00 p.m. on Tuesday. It was also determined that we will work on COC SACS compliance information that Tuesday.

The new website software (for the COC SACS internal website) came in and Kesha James is currently acquainting herself with all the "ins" and "outs" of the software.

SAC's Update: Dr. Glaze led a discussion about interpreting CCSSE results. He noted that he sent the Administrative Cabinet a 19-page document that highlights interpreting results and how CCSSE is linked to COC SACS requirements. CCSSE data will not be reported until July 31, 2008. Therefore, we need to come up with a plan of how to plug-in the new CCSSE data into our existing planning and evaluating approaches.

Upcoming COC SACS Conference: Dr. Green forwarded the hotel confirmation information to all Administrative Cabinet members. Regarding registration, however, wait until after October 1st to register for the conference. It is important that all monies come out of the new fiscal budget for 2008-2009.

COC SACS: Sherri Davis, Amicka Williams, and Kesha James attended Access training for database development. This training will allow for improved collection and reporting of the faculty roster as well as other similar reports that require the sorting and compiling of large data sets.

Dr. Glaze will be inputting the 2005-2006 Unit Plans into Weave. It is anticipated that the 2006-2007 Unit Plans will be inputted by the close of the summer. We need to move this process forward a little faster. This needs to be accomplished no later than August 1, 2008.

COC SACS Blackboard, CCSSEE, and viewing of the new COC SACS front webpage will be covered at the retreat.

We need to begin to look at our website closely for errors. Each Administrative Cabinet member was asked to review his/her section of the website and report any errors or old information (that needs to be removed) to Dr. Milton for updating.

It was noted that Jeff Shelley needs to play a more active role with the website. Ideally, we need to get more people involved with the maintenance and production of the website. Discussion of a possible Webmaster and Co-Webmaster was highlighted. The VP's were asked to help this to come to fruition.

Scanners are ready to be ordered. Once received, training will be set-up for all Scan-masters.

Four Day Work Week: Discussion surrounding the possibility of switching to a 4-day work week for classes was highlighted. It was determined that it is too late to consider this approach for this summer. In looking at the schedule changes, we need to look at the 4-day approach benefiting faculty, students and staff. If we move to this, it will have to campus-wide. **ACTION ITEM:** The VP's will look into this possibility and report back to the Administrative Cabinet.

Reduction in Utility Costs: It was noted that collectively the college needs to look into ways to shut down our computer systems (automatically). We need to cut off all lights in your work area and stress this within your department. **ACTION ITEM:** An email to faculty and staff will be sent out as a reminder. The college is looking at ways to support energy efficiency. Nick and Chad need to come up with some recommendations to save on energy cost.

Instructional Services

The Step-up Program started today (Monday, June 2, 2008). Over 100 people came out for the "kick-off." Over 60 students will be participating this year.

Evaluations are due. Dr. Crawford is doing a tally of all those received in his office. If you have not submitted evaluations to his office, please do so.

The Instructional Officers meeting will take place next week.

The Mock dental visit will be conducted this Thursday, June 5, 2008 at 9:00 a.m..

Academic Affairs

The Spring schedule will be sent out to all Department Chairs this week.

The fall schedule is in production mode, and the first draft has been approved for final printing. Schedule now includes the step-by-step online registration steps for students.

The fall registration period will focus on getting students to register online. Dr. Davis and Dr. Anthony are working on this project.

Amicka Williams, Kesha James and Sherri Davis participated in Access Training (which is a Microsoft product). Access will be used for storing new faculty rosters and for the purpose of creating roster reports on-demand and linking transcripts to the database itself.

Career Technical

The CORD training information went out via mailings.

The high school automotive training institute started this week. We have over 50 instructors participating. **ACTION ITEM:** Dr. Murray was asked to work with Geri Albright to do a news release emphasizing that Lawson is an International training site.

The Robotics Summer Institute started today with 26 students.

The Cosmetology Summer Institute started with 40 students.

The Industrials Systems Program Institute will begin next week.

The UAB Wachovia grant is in place for \$15,000. Students will come out to study carpentry, plumbing, and electrical this summer. Contracts will not be adjusted when non-credit students are added to classes this summer.

Dr. Murray provided the Administrative Cabinet with an update on the Youth Build Program. The Youth Build Program is a federal grant to build an Athelia House. The grant will cover TABE testing. Maximum number of students is 44 (per year). It was determined that student participants will be categorized as non-credit students. However, when they come back, we (through articulation) can then give them credit. **ACTION ITEM:** Dr. Murray was asked to do a chart in order to outline (exactly) how to articulate these students back into the college.

CEU classes for Allied Health will be added to the Community Education course listings.

Educational Support Services

CCSSE: 85% of our faculty responded to the faculty survey of student engagement. We expect results from both CCSSE and CCFSSSE by July 31, 2008.

Blackboard: Blackboard was moved to a new server between semesters. Instructors are currently using version 7. Dr. Milton is conducting a pilot with version 8 during the summer term. Currently, we plan to load version 8 between the summer and fall semesters. It is anticipated that all instructors will be using version 8 during the fall semester.

Institutional Management Plan: The information from Instruction is needed to complete the document.

Manuals: Currently, 6 of the required manuals have been submitted.

Administrative Services

Student Services

Student Services is very busy. Students are being tested for the fall term. Financial Aid is continuing to work with students to complete their TMS and get students paid.

Attendance Verification is presently underway.

Currently, we have 2603 summer students: 1,612 paid (100 non-credit); 891 pre-registered. The prison population will add 80 to that number. **ACTION ITEM:** We will tell faculty to call roll from the registered roll and ask students to leave the class if not paid. Vice President Crawford will send out the official letter tomorrow, Tuesday, June 3rd, 2008.

Student Life

Students are voting for the first time this summer online for Ms. Lawson and for SGA.

Housing is making a push to get as much information out about housing out to students, especially as it relates to the cost of housing.

We've had some Disciplinary problems on the Bessemer campus, but they have been addressed.

Both the Residence Hall and the Athletics Handbooks are currently being updated.

Housing orientation will take place some time in August. Dean Cook will provide the Administrative Cabinet with a date.

Summer Basketball Camp is up for consideration. This may be a good option for the Athletic Program. Coach Douglas and Coach Wiley could run this. The camp should focus on middle and high school students and serve as a recruiting tool. **ACTION ITEM:** Dean Cook will coordinate this effort with Coach Douglas and Coach Wiley for next summer.

Administrative Services

Human Resources: The 7% was applied to all employees, where applicable.

Vergie Spears has all summer contracts. We may need to look at formulating a standard pay scale for nursing. Send all names of new employees to Vergie for background checks.

Budget issues and concerns were addressed. Specific grants were highlighted in the discussion to include Student Support Services and Gear-up (which are both up for renewal this year.)

Job Advertisements: Where there are replacements, we need to go forward. However, if they are brand new positions, we need to look to see if the budget can handle the additional staffing. VP Crews needs a justification (in terms of numbers) for all new personnel. Committees need to get up and running. **ACTION ITEM:** Dr. Ward needs to see the budget to determine how many new faculty members we can bring on board. VP Crews will handle this task.

End of minutes. Minutes recorded by Sherri Davis.