

President's Administrative Cabinet Minutes

EXTENDED VERSION

Monday, November 6, 2006—2:00 p.m.



**Birmingham Campus—President's Conference Room
Dr. Perry W. Ward, Presiding**

Cabinet Members in Attendance:

Dr. Bruce Crawford
Mrs. Sharon Crews
Dr. Myrtes Green
Mrs. Charlsie Cook
Dr. Randy Glaze
Dr. Sherri Davis
Dr. Charles Murray

President's Office

Minutes from the previously Administrative Cabinet meeting were accepted and approved.

A letter was shared with the Administrative Cabinet which reaffirms why two-year colleges exist and serves to reassert that the State Board of Education is over the two-year college system.

An article regarding tuition was shared with the Administrative Cabinet. Tuition at two-year colleges (in Alabama) did increase this year.

Administrative Services

Student Services

No Report

Student Life

At mid-year, 1,028 letters were sent to students with grades of "D" or "F". Thus, Student Life is focusing their efforts on retention. Concerns over whether students who received mid-term alerts are attending their classes is at issue and is currently being investigated.

Dr. Glaze reported that mid-term grades were not submitted by several Career Technical faculty members. It was determined that it may be because the students were passing in these classes and that no report would have been submitted (because of this fact).

However, the College at this juncture is unsure and needs to investigate the matter.
ACTION ITEM: Dr. Glaze will create a report so the college can investigate who did or did not submit mid-term grades.

Due to the ceiling leaks in the gymnasium, the basketball team had to be relocated to Miles College last Friday.

Administrative

ACTION ITEM: Regarding Release 29, we need to examine when is the best day to release this in the system. We may need to consider a late Thursday release or Friday. VP Crews and Dr. Glaze will work together on this.

Divisional (Updates/Issues)

We have not received a final approval on the Career Technical budget yet.

We are still working on financial statements. Restrictive funds will be out by Friday. The Bessemer budget still needs to be processed; it has been delayed because the campus is primarily under the Career Technical budget appropriations.

Auditors are still here and doing special projects. They are looking at employees and relatives who are receiving federal financial aid. They are also investigating our dependents. They are also questioning whether or not we have an approval process in place for employees who have a second job. **ACTION ITEM:** We need to revisit our policy regarding employees with second jobs. Dr. Crawford will send out an email to all faculty regarding this matter.

Regarding inventory, please remind Department Chairs that stolen or missing equipment needs to be reported to security. **ACTION ITEM:** Investigate the possibility of purchasing an electronic scanner to speed up the process of inventorying equipment. VP Crews will follow-up on this item.

Instructional Services

Educational Support Services

Reminder: Institutional Management Plan reports from respective departments/divisions are due on Thursday, November 9, 2006. A draft of the merged reports should be sent to department/division heads next week for review. The final report is due to postsecondary by December 1, 2006.

Attendance verification will complete the data gathering phase of the attendance verification process on Monday, November 6th through Wednesday, November 8th.

Course/Instructor and SACS surveys for end of semester will be ready for employees and students next week. **ACTION ITEM:** Put the survey directions and link (to the surveys) on Blackboard. Have Audrey Smallwood post an announcement on Blackboard as well. Dr. Glaze will oversee this matter.

College Board Survey: Respective departments have been contacted regarding the data gathering phase for this survey. The final survey must be submitted by December 15, 2006.

LITC and Gear-up: We are awaiting funding notification on the LITC proposal submitted in June and notification of the Gear-up extension for next year.

A demonstration of the phone system and proposed phones will be held after the Cabinet meeting today.

Career Technical

Perkins Report was submitted last week and the response has been good.

Nine different work stations have been ordered through the NSF grant.

The National Auto Show is next weekend. November 9th through November 12th.

Dual enrollment efforts are still going forward.

Academic Affairs

Revised Unit Plans have been submitted to Dr. Crawford, Dr. Green and Dr. Davis.

Unit Plans for 2006-2007 are currently being developed and are due in two-weeks.

Ten developmental instructors (from both campuses) attended the ALADE (Alabama Association of Developmental Education) Conference. Five Lawson students participated in a panel discussion. Students received a standing ovation.

Dr. Marable and Dr. Davis will be meeting with UAB West this week to discuss the strengthening of the existing partnership and the securing of a faculty member to support an evening RN program on the Bessemer campus.

The final exam schedules for fall, spring and summer were shared with the Administrative Cabinet.

The RN Student Satisfaction surveys were collected. Over 75 students filled-out the survey and the majority of these students added comments to the survey. **ACTION ITEM:** Dr. Davis is currently tabulating results and will complete a report of all survey results and findings.

Divisional Updates

The Program Review for the Business Technologies Division is coming up. Dr. Milton will provide the Cabinet with a draft of the report in December.

Despite Friday's holiday, Saturday classes will continue this week. **ACTION ITEM:** Dr. Crawford will send out an email to this effect.

ACTION ITEM: Geri Albright needs all Annual Report information. Please send this information to her as soon as possible.

Dr. Crawford, Dr. Davis and Dr. Pruitt met with Ms. Charlotte Carter from Stillman College to promote a stronger transfer relationship. The team is working to build a stronger relationship with this school as well as Miles College.

Attendance Verification: A meeting was held regarding the large number of “D’s” and “F’s” given out at mid-term this semester. A report is currently being generated to determine if we need to send some money back.

ACTION ITEM: The “Certification of Completion” form needs to be loaded on the L-Drive and given to all advisors. VP Crews and VP Crawford will oversee this effort.

Adjournment at 3:30 p.m.

End of minutes.

Minutes recorded by Sherri Davis