

Administrative Cabinet Minutes
Monday, April 2, 2007
EXTENDED REPORT



Dr. Perry W. Ward, Presiding
Ethel Hall Executive Conference Room, Bessemer Campus

Members in Attendance:

Dr. Perry W. Ward, President
Dr. Bruce Crawford
Mrs. Sharon Crews
Dr. Myrtes Green
Dr. Cynthia Anthony
Dean Charlsie Cook
Dr. Sherri Davis
Dr. Randy Glaze
Dr. Charles Murray
Dr. Alice Milton (guest)

General:

The new building fee has been approved. We need to advertise this increase throughout the college. **ACTION ITEM:** Crews: Fliers must be created and disseminated in key offices. Crews will oversee this action item.

The 2006 Annual Report from post-secondary was discussed..

ACTION ITEM: Dr. Ward will Contact Bob Humphries, County Commissioner, regarding the dorm. He said he would try to help in terms of finances.

Administrative Services

Student Life:

A graduation speaker has been selected. Von Burell will be speaking at the event. He is the owner of Long Lewis Ford.

3000 graduation invitations were sent out to graduates. We have also sent out information regarding the ceremony to graduates in an effort to promote the event.

The dorm will be open this summer, no later than July.

Honors and Awards Day Program is almost complete.

L-Week activities may have to be limited due to several conflicts. However, the event is still going forward.

All faculty must have their regalia. All special attire must be ordered today (4-2-07), no later.

The "All Alabama Academic Team" will have its awards ceremony on the Thursday, April 5th. Additional tickets will be ordered, if requested. Dr. Davis requested a ticket.

We mailed over 1,400 mid-year alert reports. They came out late. We need to work at getting the letters out sooner. Maybe we can push using the referral form. Discussion surrounding our process of alerting students at mid-year and sending out the letters was discussed. We need to find a more expeditious process. **ACTION ITEM:** The VP's and Dr. Glaze need to reexamine this process. Dr. Glaze was asked to contact ACCESS to see we can get this done in a faster way.

Student Services

Focusing on coordinating testing for CAPP, GED and COMPASS testing.

Still working on the OCR Visit. We still do not have a date. April 24th and April 25th, 2007 possibly.

Administrative

Administrative Assistant interviews will be conducted tomorrow, April 3, 2007.

The two new campus security officers were hired and started today, April 2nd.

Ms. Spears will be going to the HR Diversity Conference this week on Wednesday, Thursday and Friday of this week (April 4th-6th).

Currently working on phone system. If you need individuals trained, let VP Crews know. Training will take place this week. Other training for other individuals will take place at a later date.

Instructional Services

Program Viability issues were discussed. The following programs are under the 7.5 graduation numbers: Criminal Justice, OAD and Electrical Engineering. We are not concerned about the OAD graduates. Criminal Justice is up to 6.3; however, with this year's upcoming graduation, those numbers should be increased.

Our completers must be captured. Discussion surrounding program viability and completers was highlighted. **ACTION ITEM:** Dr. Glaze was asked to compile a list of program enrollment numbers and the number of completers for this year (per program). We need to get our completer numbers up without compromising our academic integrity.

The new Academic Calendar was submitted to the Administrative Cabinet for final approval. The calendar was approved for the 2008-2009 school year.

Student Services and Instructional Services met as a team to discuss dual enrollment. The meeting was very productive and highlighted key critical processes.

Educational Support

Attendance Verification: The second attendance verification process will be conducted April 3rd through April 5th, 2007. All instructors are expected to record persons who either have not shown up for class or who are not attending. All data will be submitted via Website. Both Dr. Davis and Dr. Glaze have sent out email reminders.

ACCESS Release 30.1: The release notes for Release 30.1 were sent on Friday to the Vice Presidents and the Department Chairs. The installation will take a short amount of time and will require that the Website be down during installation.

ACCESS recommends that we install the release this week. Because of the attendance verification process, it is recommended that we install the release on Friday morning, April 6th after the verification process has been completed..

The Bessemer campus new phone system has been completely installed. We are about 70% complete on the Birmingham campus. Although new phone extensions will be added on the Bessemer campus, new business cards will not be reprinted. Voice mail components will be simplified.

The Phone System Fact Sheet was shared with the Administrative Cabinet. Send comments / recommendations regarding the Fact Sheet to Dr. Glaze.

ACTION ITEMS (to be completed): Dr. Glaze will oversee all tasks.

1. Programming of long distance security codes
2. Securing descriptive materials for respective phone sets read for distribution
3. Simplify procedures for implementing and using the voice mail system
4. Prepare for receptionist training
5. Complete installing phone sets on the Birmingham campus
6. Complete local number routing procedures.
7. We need to look at our roll-over feature. All key offices need to be covered.

Career Technical

Alabama Power had its first orientation last week and another on Saturday (March 31st).

The TABE test is scheduled on the 14th of April. Jess Lanier is testing as well.

21st Century Advanced Technology Academy is starting. This is a multi-state program. The promotional flier was shared with the Administrative Cabinet.

Met twice with PNH Crane.

Academic Affairs

Lawson is planning on hosting the Developmental Summit on Tuesday, April 9th in the Perry W. Ward Technology Building (ACATT). Over 150 participants from surrounding two-year colleges will be attending. Dr. Ward, Renee Culverhouse (Interim Chancellor) and Susan Price (Vice Chancellor) will be in attendance. The guest speaker will be Dr. James Witte, an adult education specialist from Auburn University. Dr. Davis has had several meetings with her planning team and reported that the planning of the event is going well; she has no concerns. The planning team members are: Geri Albright, Chief Williams, Reggie Hill, Harold Denard, Vernona Williams, Alice Milton, and Sandra Henderson.

Dr. Davis has scheduled a joint meeting with College Transfer and Career Technical (deans and chairpersons) to review the Fall Schedule. The meeting is scheduled for Friday, April 6th at 2:30 p.m. on the Bessemer campus

The Developmental Course Sequence Change was approved by the Administrative Cabinet except for the Reading 114 recommendation to move to 3 credits. That particular recommendation has been tabled for further review and discussion.

The Help Desk will run from April 2nd until April 5th, both during the day and during the evening.

Production on the 2007-2010 Catalog will begin after the fall schedule has been finalized and after the OCR visit. Dr. Crawford, Dr. Davis, Dr. Pruitt, Dr. Murray, Dr. Anthony, Darren Allen and Jeff Shelley will be working this project together.

The Instructional Officers Meeting will be held in Birmingham this Thursday and Friday (April 5th and April 6th)

ACTION ITEM: Dr. Davis will schedule a meeting with Dr. Anthony. Geri Albright, Dr. Marable, Ms. Romine and the recruiters discuss a plan-of-action to promote the evening RN program on the Bessemer campus.

Business Technologies

The reaffirmation conference will be the last week in June. Two students need to be in attendance.

Divisional Updates/Issues

If traveling as a group (three or more), let VP Crews know immediately. Travel groups must be Board approved.

ACTION ITEM: Dr. Green will create a time-line (to do list) for the next upcoming SACS visit.

The year two merger report is due. **ACTION ITEM:** Dr. Green will email specific sections to key personnel for reviewing, updating and revising.

A memo regarding requesting leave and reporting absences was shared and discussed with the Administrative Cabinet. **ACTION ITEM:** The Policy Committee needs to review the Human Resources Manual to examine whether or not the procedures reflect the merged college, not just one side. After the review, we need to modify the manual to reflect current day practices.

Discussion surrounding Leon Kennedy changes took place. VP Crews is thinking about moving the bookstore upstairs in the building and move Reproduction to the Leon Kennedy Center. Ideally, we need to extend the square footage of that building. **ACTION ITEM:** VP Crews was asked to get some floor plans to show to Dr. Ward.

Adjournment

End of minutes.

Minutes recorded by Sherri Davis.

Administrative Cabinet Minutes
Monday, April 30, 2007
EXTENDED REPORT



Dr. Perry W. Ward, Presiding
Ethel Hall Executive Conference Room, Bessemer Campus

Members in Attendance:

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Dr. Cynthia Anthony
Dr. Sherri Davis
Dr. Randy Glaze
Dr. Charles Murray
Dr. Alice Milton (guest)

General:

Renee Culverhouse has been awarded a six-month contract to serve as Interim Chancellor until October 2007.

We need to determine if we have any employees who serve as legislators or who are elected board members. **ACTION ITEM:** Dr. Green will pull this report together for the college and will send a total personnel notice out via email. If you know of someone on your staff, please send this information to Dr. Green ASAP. The college's report should be filed no later than Friday, May 4th, 2007.

The merger report is due soon. Information was sent out by Dr. Green; she would like all responses back as soon as possible via email. Projected due date: May 14th, 2007.

The SACS visit will be 2010. We would like to have the visit in the spring, opposed to the fall.

We are in the process of trying to secure additional monitors to scroll pertinent school-related information. **ACTION ITEM:** Dr. Ward and Dr. Green will order these monitors to be placed throughout the both campuses in various locales. Harold Dennard and Dr. Green will select key locations for each monitor.

Sheila Smoot was contacted regarding the hold-up of the dorms; we still do not have a certificate of occupancy from the city. If this is unresolved, we will get a bid out to complete the paving for the building. A student housing meeting needs to take place this week. We do not have a certificate of occupancy to get into the building. We will probably not open the dorm until the fall.

Dr. Ward reminded the Administrative Cabinet the “A-Trac” video surveillance system. An informational packet was shared with Dr. Glaze. This system was observed during the Sneed State visit.

QEP Effectiveness Training: Dr. Murray, Dr. Davis, and Dr. Green will be traveling to Louisville, Kentucky in July. Dr. Glaze has already attended a QEP session. The team will design an informative QEP presentation for the college when we return in the fall.

Administrative Services

Student Life:

Commencement exercises will be May 12, 2007. Activities are posted on the public folders.

The Graduates Banquet is May 8th, 2007 at 6:30 p.m. and will take place at the Bessemer Civic Center. We’ve had some issues with the Athletes banquet that the President is still fielding, so we need to make sure we do not run into similar problems with similar programs. We may need to meet again regarding all upcoming events. **ACTION ITEM:** Submit a draft of the Graduates Banquet’s program to Dr. Ward . Dr. Anthony will handle this action item.

Graduation attire and graduation rehearsal: Where are we? All of the attire is here, but we are awaiting for the invitations to come in to the bookstore.

Graduation rehearsal will be on May 9th and May 10th at 9:00 a.m. Proposal: The President would like to move to having at least one representative (faculty member) from each department on campus. **ACTION ITEM:** Dr. Crawford will send out an email invitation to all faculty.

Results of Miss Lawson will not be shared until the Coronation in the fall.

Discussion surrounding accurate graduation numbers surfaced. **ACTION ITEM:** Dr. Ward would like to see some graduation numbers by Tuesday, May 1, 2007. Dr. Anthony, VP Crews and Dean Cook will oversee this request. Upon investigation, 336 students have applied and paid for graduation. This report was shared with the Administrative Cabinet prior to the close of the meeting.

Graduation: We need to consider recessing our students. Discussion surrounding how to recess our students was discussed. **ACTION ITEM:** It was decided that a planned recess for the graduates would be included in the formal graduation this year.

The graduation will start at 10:00 sharp. A concern was shared regarding having enough security for graduation? We need to re-evaluate security placement this year for better coverage.

Student Services

The OCR visit was successful. We had three major findings: (1) a restroom in the automotive building needs renovating; (2) advisory committee demographics need to represent more diversity; and (3)—Title IX—the number of students participating in athletics (male vs. female) and the amount of funding offered under each program needs to be more balanced.. Dr. Gull stated that the final report would be submitted mid-week, no later than May 4th, 2007. Other minor discrepancies were noted that will also be addressed.

Summer registration begins May 21st, 2007. Federal aid cannot be used for the Interim term. Regarding faculty payment, all classes must have enough students enrolled in order to pay for the faculty member's salary, no exceptions..

ACTION ITEM: Dr. Ward wants a breakdown of all scholarships. Dr. Anthony will provide this information to Dr. Ward prior to the next Administrative Cabinet meeting.

Administrative Services Updates

The Family Relationship Disclosure Form was shared with the Administrative Cabinet. New employees and returning employees must fill out this form via the HR Office.

Summer bookstore orders should have already been in. Department Chairs will be notified via email to double-check book status, especially for the interim term classes. Dr. Davis and Dr. Murray will send out a notice.

Budget hearings will begin next week.

Instructional Services

Educational Support

Spring Surveys: Surveys for the spring semester are available for response. All employees are encouraged to respond to the surveys assigned as data are used in the evaluation of various programs in the College. Of particular concern is the Graduates Survey. All candidates for graduation are assigned the Graduates Survey. Results from this survey are used in CAPP.

Phone System Transition: Instructions were sent to all employees last week regarding transition procedures for the VoIP phone system. All employees are encouraged to begin using the VoIP phones. Employees are encouraged to set up their voice mail accounts and to begin using 4-digit dialing for inter and intra campus dialing. Local outcalls are available as well. Please refer any questions or concerns to helpdesk@lawsonstate.edu .

End of Semester Grades: Grade reporting for the current semester will be via website. The website will open on Saturday, May 5th and will close on Monday, May 14th at noon.

Adult Education Graduation: The Adult Education Graduation Ceremony will be held on Tuesday, May 15th at 7:00 p.m. in the Arthur Shores Fine Arts Center. All are invited. Rehearsal will be held on Monday, May 14th at 6:00 p.m. in the same facility.

Concern: The College is fortunate that a number of meetings are scheduled for both the Birmingham and Bessemer campuses. More times than not these meetings require the use of some type of technology. My concern centers around the fact that persons who assist with implementing technology needs are not notified in a timely manner. There has been one case this spring where we could not accommodate the request for the use of technology for a particular meeting. **Please support me in recognizing that this is a concern and share the concern with your staff.** One way to resolve this type of problem is to send an e-mail to helpdesk@lawsonstate.edu at the time an event is scheduled and indicate the specific technology requirements. This should allow sufficient time to assess the request and develop a plan for implementation.

Business Technologies

PBL competitions: We had 34 students to place as either first place or second place winners.

The Kappa Beta Delta ACBSP Conference is scheduled for June 27 to June 29, 2007. A question was raised regarding whether or not Drake State can join us on the trip. **ACTION ITEM:** Dr. Crawford will investigate this matter for Dr. Milton.

Dr. Milton was asked to serve on the accreditation committee for Business Technologies accrediting agency.

Career Technical

We have conducted four Alabama Power orientations and two TABE tests. Over 100 students have been tested.

The 21st Century Academy: Fliers have been sent to all schools. Mailing lists are currently being developed for send outs.

Toyota Ten Banquet: Good participation. Lawson State is now a Top Ten school for Toyota.

Academic Affairs

Catalog: Changes are currently underway with the new catalog. Anticipated completion date: Mid-June.

Fall Schedules will be finalized and submitted to Geri Albright soon. Dr. Davis and Dr. Murray are working on formatting changes this week.

Final exam schedules have been posted in Blackboard. Reminder notices regarding surveys and grades will go out on Wednesday.

Evaluations are due on Thursday, May 10th. An email reminder was sent out last week.

Reading 114 changes. General studies students will be required to take the 3 credit reading classes, and Career Technical students will be required to take the 2 credit reading course. Approved. Needs to go in the merger report.

Divisional Updates/Issues

The HBCU-UP Summer Institute will run from June 2nd to June 29th (2007).

Dr. Davis and Mr. Briggs conducted a training workshop on Blackboard and Smartboard. Six new Smartboard (Mimio) systems have been ordered and received for faculty use. The Mimio system converts an existing whiteboard to a Smartboard.

The Academic Standards Committee agenda and decisions reached in the meeting were shared with the Administrative Cabinet. The following were approved: (1) grade appeal procedures; (2) curriculum modifications in Career Technical Programs. These changes consisted of course deletions from existing programs and course updates stemming from the state's common course inventory. Curriculum changes to programs will be implemented in the fall of 2007 unless otherwise specified by Postsecondary or ACHE.

The following programs were approved for curriculum changes:

Medium and Heavy Truck Technician
Welding
Industrial Systems Maintenance
Cosmetology
Radio and TV Production
Microelectronics Advanced
Drafting and Design
Electronic Engineering Technology
Automotive Mechanics
Commercial Art and Illustration
Interior Design
Fire Science

Adjournment

End of minutes.

Minutes recorded by Sherri Davis.

Administrative Cabinet Minutes
Monday, May 7, 2007
EXTENDED REPORT



Dr. Perry W. Ward, Presiding
Ethel Hall Executive Conference Room, Bessemer Campus

Members in Attendance:

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Mrs. Charlsie Cook
Dr. Cynthia Anthony
Dr. Sherri Davis
Dr. Randy Glaze
Dr. Charles Murray

General:

Renee Culverhouse has advised Dr. Price to develop a state-wide Safety and Security Committee looking at campus security. Dr. Ward shared several post-secondary policies as an FYI for the Administrative Cabinet. It is likely that Dr. Anthony and Chief Williams will serve on this committee, representing the college.

The merger insert information that Dr. Green sent out for response is due today, Monday, May 7, 2007. All parties should email their reports to Dr. Green.

We have secured over 2.7 million dollars under Title III for next year. The Title III Sponsored Programs & Development First Quarterly Report outlining specific budget allocations/amounts was shared with the Administrative Cabinet.

We need a contingency plan for all Trio programs. We need to look at what we can do in case these programs are not federally funded. **ACTION ITEM:** We need to develop two emergency contingency plans. (1) for a situation in case we are not funded; and (2) for a situation in case there is no increase in funds. Dr. Anthony and VP Crews will be responsible for creating these plans.

We need to add (to the Title III Sponsored Programs listing) the Academic Competitive Grant sponsored by the Department of Education.

A proposed SACS timeline was shared with the Administrative Cabinet. The timeline presented detailed specific events (to occur) beginning in the summer of 2007 and ending in the fall of 2010. It was noted that the QEP should not be fully implemented and evaluated in 2010. Instead, more time should be spent on the selection of the topic and the beginning implementation stages of the QEP. It would not serve the college well if we get too involved in the full fledged implementation of the QEP, for it could be rejected by the SACS Committee altogether.

The Retreat is scheduled from June 10-13th (tentatively). The retreat will take place at the Joe Wheeler State Park Resort Lodge. This is in Rogersville, Alabama.

Tomorrow, May 8, 2007, Harold Dennard, Reggie Hill and Eula Todd will visit the McWane Center to view their audio-visual screen monitor set-up. Campus locations (for our new monitors) have been identified on all three campuses.

Administrative Services

Student Life:

Roughly 300 students will participate in the formal graduation. Student Life is contacting a remaining 33 students who still have not picked-up their caps and gowns to encourage more participation. Discussion surrounding our graduate numbers is still a concern. We need to make sure we do a better job communicating the various events to our graduates.

A list of ushers will be compiled to assist Student Life in assisting with the recession. Dean Cook solicited support from the various offices (i.e., Admissions, Financial Aid, Business Office, etc...). Dean Cook would like to meet with all support staff assigned to assist at graduation on Tuesday (May 8th) or Thursday (May 10th) at noon in the gym. We need additional males to assist as ushers this year. This would help tremendously with crowd control. Ushers should be divided into sections. Work expectations should be clear when the ushers come to the gym to get instructions.

We need to secure faculty participation at the graduation program. Presently, we have allotted 100 chairs for faculty participants. If this number changes, Dean Cook would like to be notified immediately, so she can make any and all adjustments.

Regarding the recession, we need to consider ropes to prevent confusion or an overflow of individuals attempting to disrupt or interrupt the recession. We need to make sure we move the graduates out quickly. Ushers need to be strategically placed at specific locations to assist with the recession. Graduates need to exit out in two rows quickly.

Faculty should line-up for graduation by 9:00 a.m. **ACTION ITEM:** Dr. Crawford will send out an email. Doors open up at 8:30 a.m.

Employees do not get a full day off for working graduation. Employees need to submit a leave request for their Comp time (reflective of the hours spent at graduation). Estimated work time (for graduation) 8:30 a.m. until 12:30 p.m. This will equate to 6 hours of Comp time. Staff members cannot take off the following Monday after graduation or attempt to take off the Friday before graduation and expect full Comp time compensation.

Student Services

The Graduates Banquet is tomorrow night (Tuesday, May 8, 2007). We are prepared for 400 participants. We need to make note regarding how many guests students can bring. Marlon Spears will be the speaker. The event starts at 6:30 p.m. promptly.

Summer registration numbers (especially as they relate to transient students) is up, even for the Interim.

We still have not received any word from the OCR Chairperson. Dr. Anthony was asked to contact Randy Gull via email as soon as possible.

Regarding scholarships, Dr. Anthony provided Dr. Ward with a draft listing of scholarships. It still needs more development, though, before it goes out to the Administrative Cabinet and Dr. Hall. We need to create a policy as it relates to scholarships. We do not have a total number of scholarships yet. The listing needs to be updated to include Vicker and other scholarship opportunities. We need to look at scholarship opportunities for part-time students, possibly.

There was a Scholarship Committee meeting last week. We need to focus on looking at athletic scholarships.

Administrative Services Updates

ACTION ITEM: We need to put a notification of all fee changes and course changes out this week. The notice should be posted in Blackboard, Email and on the Web. VP Crews, Dr. Anthony and Dr. Davis will work on this Action Item.

The Coke contract is ending. Machines will be pulled from all campuses on May 14 through May 18, 2007. During the transition period, we may not have machines for a week or two. Send students in need of food items to the cafeteria.

Most administrative assistant positions have been filled, except for Dr. Davis's position. Counseling and faculty positions are up next. The committees should be set early, prior to the retreat, so we can expedite the hiring of these new employees.

VP Crews is working on the tuition re-payment plan for the fall schedule.

Instructional Services

Career Technical

There will be a West Jefferson Principals, Counselors and Assistant Principals meeting on the Bessemer campus tomorrow, Tuesday, May 8, 2008.

Concerns were raised regarding the exclusion of specific Bessemer zip codes in sending out the course schedule. Geri Albright has addressed this matter, but the zip codes should be reevaluated by the Administrative Cabinet.

We need to consider insurance coverage for our non-credit students. Some of these students are taking Machine tool (for instance). **ACTION ITEM:** VP Crews will contact our insurance company and make a recommendation for fee increases.

Academic Affairs

Dr. Davis and Geri Albright met briefly today (Monday, May 7, 2007) about a plan of action to promote the new evening RN program on the Bessemer campus. A meeting with Health Professions is scheduled for this Wednesday, May 9, 2007 to discuss the details of the promotion.

The fall schedule will be submitted to Geri Albright this Friday, May 11, 2007. Dr. Murray and Dr. Davis are finalizing the document this week.

Divisional Updates/Issues

The RN pinning ceremony was Sunday, May 6, 2007. The event was well attended and carried out well. A concern was raised regarding Bessemer faculty participation. Dr. Davis noted that she met with Dr. Marable regarding this, and she plans to meet with Dr. Romine as well.

60 Faculty members have RSVP'd regarding the Graduates Banquet.

Drakes State will join us (on a bus) to travel to the Kappa Beta Delta ACBSP Conference for Business Technologies.

Completers: We are at 542 applications filed. Dr. Crawford's Office received an additional 15 more today. The number is slowly increasing. We need to continue to look. Headcount: Dr. Glaze needs to contact Vernona Williams, Dr. Anthony and Dr. Crawford for additional assistance.

Adjournment

End of minutes.

Minutes recorded by Sherri Davis.



**ADMINISTRATIVE CABINET
ACTION ITEMS STATUS REPORT AS OF 3-05-07**

CARRYOVER ACTION ITEMS STEMMING FROM 1-29-07, 2-12-07, 2-19-07 & 3-5-07 MEETINGS

#	Org. Date	Action Item	Status	Action Item Update, (if any)	Status Unknown
General (President's Office)					
1	3/5 <i>new item</i>	The idea of creating internal business cards was shared with the Administrative Cabinet. Samples were provided for review. It was proposed and accepted that internal business card creation will be handled via the Public Relations Office. ACTION ITEM: Dr. Green will work with Geri Albright to handle the upstart of the internal business card production. We will test this approach for three-months and evaluate the effectiveness. <i>NOTE:</i> Administrative Cabinet members will be allowed to order their cards with raised letters.			
2	3/5 <i>new item</i>	See shared Action Item # 17			
Administrative Services					
3	1/29	ACTION ITEM: Mr. Smith needs to sit down with VP Crews and VP Crawford to consider an 80/20 on the HUD grant. There are 18 months left on that grant.	Status as of 3/5/07: Nearing completion.	VP Crews needs a letter from the President. The letter will be completed on 3/6. Dr. Ward and Dr. Green are meeting on this.	
4	1/29	Human Resources: Spring term contract requests were processed for January payroll. Contracts will be printed as soon as possible. ACTION ITEM: VP Crews and VP Crawford will work together to get the contracts out.	Status as of 3/5/07. Needs updating. On 2/19, this action item was in progress.		Needs updating.

#	Org. Date	Action Item	Status	Action Item Update, (if any)	Status Unknown
5	3/5 <i>new item</i>	Lawson State will sponsor the Bessemer Chamber of Commerce's next "Business After Hours" event. The event will take place next Thursday, March 15, 2007 at the Hampton Inn. ACTION ITEM: VP Crews was asked to work with Ms. Ruth Anthony to make sure all goes well with this upcoming event.			
6	3/5 <i>new item</i>	VP Crews' area will be responsible for the implementation of the <i>Buffalo Rock</i> change. This means that we will have a unified distributor that will provide our soft drinks and snacks. ACTION ITEM: VP Crews and Craig Lawrence will have to figure out how we plan on working with Buffalo Rock, and they will also have to notify Coca Cola (regarding the end of their contract). The contract will also need to be revisited to make sure we are in compliance with notification deadlines, etc.			
7	3/5 <i>new item</i>	ACTION ITEM: We will also be getting a baseball sign via the acquisition of this new contract. Another sign for the gym will be installed as well. Nick Shields will be responsible for making sure this transition takes place smoothly. VP Crews will oversee this process as well.			
8	3/5 <i>new item</i>	A new marquee sign is going to be placed on the Bessemer campus. The sign is approximately 17 feet tall. The cost is roughly \$40,000.00. The Pepsi Cola company will sponsor \$10,000.00 and will handle all maintenance on the sign. ACTION ITEM: Nick Shields would like something in writing to take to potential sponsors. VP Crews and Craig Lawrence were given this task.			
9	3/5 <i>new item</i>	We need to "pitch" the \$10,000 sign sponsorship idea at the "Business After Hours" event. Fliers will be distributed at the event. ACTION ITEM: VP Crews will oversee this.			
10	3/5 <i>new item</i>	ACTION ITEM: Craig Lawrence was asked to do an analysis on machine placement, locations, machine type, ice machines, residence hall, etc...prior to meeting with Pepsi Cola. Once complete, get the Pepsi Cola contract finalized and signed. VP Crews will oversee this. The following individuals should be at the meeting prior to the analysis: Nick Shields, Craig Lawrence, and VP Crews.			

#	Org. Date	Action Item	Status	Action Item Update, (if any)	Status Unknown
11	3/5 <i>new item</i>	A Disaster and Emergency Preparedness survey was shared with the Administrative Cabinet. We need to assess our current emergency plan and make sure it is properly communicated. Concerns were raised regarding a recovery plan and its connection to FEMA. ACTION ITEM: The Safety Committee needs to come up with a Disaster Plan and present this to the Administrative Cabinet. VP Crews will oversee this action plan.			
12	3/5 <i>new item</i>	We need to look at signage on both campuses—“no parking”, “faculty parking”, and exterior building signs, etc... The signage on both campuses should be consistent. The striping needs to be done as well. We also need more directional signage on the Birmingham campus. Another issue is building signage. We need to determine if we are going to go by a name per building or an Alphabetical listing for buildings. ACTION ITEM: Facilities needs to come up with a Plan of Action. We need to determine what critical signs are needed. Ideally, we should have a Master Plan, and do the proposed signage changes in phases (based on importance). VP Crews and Nick Shields will oversee this operation.			
13	3/5 <i>new item</i>	See shared Action Item # 19			
14	3/5 <i>new item</i>	See shared Action Item # 22			
Student Life:					
15	3/5 <i>new item</i>	The graduation will take place in the Civic Center. ACTION ITEM: Let’s secure a graduation speaker before we leave for spring break. Dean Cook and Dr. Ward will work on this together.			
16	3/5 <i>new item</i>	ACTION ITEM: Dean Cook asked for Dr. Murray to assist her in getting graduates to the meeting on the Bessemer campus. A standard message announcing the graduate meetings should be posted in Blackboard and on the website. Email Dr. Milton.			

#	Org. Date	Action Item	Status	Action Item Update, (if any)	Status Unknown
17	3/5 <i>new item</i>	We need to set-up a mock dorm room. We may be able to explore setting-up a mock room in Steve Johnson's old office or Lisa's office. We do have photos. ACTION ITEM: Dean Cook was asked to work on this action item with Mr. Smith. This should be looked into this week. Dr. Ward will send copies of the photos to the VP's and Dean Cook.			
Student Services:					
18	1/29	1500 seniors were on campus this past month. A committee has been put together to arrange for a calendar of dates in which Lawson State Admissions and Financial Aid representatives will go to each Birmingham High School. The goal: help students to complete Admissions Applications (to Lawson) and provide them with Financial Aid assistance. Note: Lawson State's financial aid number will be used, even if they select to attend another school. ACTION ITEM: Dr. Anthony will continue to coordinate with Birmingham City Schools to identify specific dates for visiting high schools.	Status as of 3/5/07: Progress is steady. Action item is on-going.	Seven out of nine schools have been completed. A few schools had to be rescheduled. Additional schools, outside of the Birmingham area, will be added to the list.	
19	3/5 <i>new item</i>	ACTION ITEM: A group needs to be pulled together to prepare the college for OCR the visit. An internal pre-visit should take place. Let's take care of some obvious critical things (i.e., heavy doors, TDD lines, travel paths, etc...). VP Crews, Nick Shields and Dr. Anthony will be overseeing this effort.			
Public Relations:					
20	1/29	ACTION ITEM: Geri Albright was asked to secure a copy of the Alabama Center for Automotive Excellence commercial that is currently on our website and get it played on Brighthouse. This should be completed by Monday, February 5, 2007. Other 30 second spots should also be done in an effort to highlight other programs (i.e., upcoming RN program on the Bessemer campus, etc...)	Status as of 3/5/07. In progress.	Geri Albright is currently coordinating this effort with Dr. Murray.	

#	Org. Date	Action Item	Status	Action Item Update, (if any)	Status Unknown
Instructional Services					
21	1/29	We need to get some Webmaster assistants to help Dr. Milton. ACTION ITEM: Dr. Crawford will oversee this.	Status as of 3/05/07: In progress.	Jeff Shelley has been identified. Dr. Crawford will recommend a second assistant.	
22	3/5 <i>new item</i>	ACTION ITEM: VP Crews and VP Crawford need to get a list together for the President in terms of personnel hirings. He needs this information as soon as possible. Ideally, the list should be submitted by Friday, March 9.			
23	3/5 <i>new item</i>	Summer pre-registration begins March 26, 2006. We need to hand deliver the schedule booklets to places were we frequent. ACTION ITEM: Get Public Relations to handle this for the college, emphasis should be placed on local businesses and churches. VP Crawford will communicate this expectation to Ms. Albright.			
24	3/5 <i>new item</i>	See shared Action Item # 35			
Educational Support Services					
25	2/12	ACTION ITEM: We need to call a phone implementation meeting. Training will be needed on both campuses with at least 4-6 people being trained on the system.	Status as of 3/5/07. In progress; on-going.	14 people participated in the phone test. A few glitches were identified. Installation of phones proved more challenging than anticipated.	
26	3/5 <i>new item</i>	ACTION ITEM: When taking out the old phones, we need to compile these and sell them. Dr. Glaze will coordinate this effort.			
27	2/19	We need to look at a procedure that will automatically capture our completers and graduates. We really need to begin to focus on completers and graduates per program. ACTION ITEM: The entire completion process needs to be analyzed and an advisement approach needs to be looked at that will serve the College best.	3/5/07. In progress.	An Academic Advising Task Force has been formed and will meet on Wednesday, March 7, 2007.	

#	Org. Date	Action Item	Status	Action Item Update, (if any)	Status Unknown
28	3/5 <i>new item</i>	ACTION ITEM: Dr. Glaze was asked to send out an email to all personnel requesting that faculty and staff change their passwords (if it is set to one's date of birth). The use of the birth date is viewed as a security risk for individuals and should be changed.			
Career Technical					
29	2/12	Career Technical met with Alabama Power. They have agreed to support the Free Job Readiness Program. Fliers will be posted announcing the venture, and it will be also advertised on the web. Alabama Power will be sponsoring students to take the test.	Status as of 3/5/07. On-going action item; progress made.	500 fliers have been sent out.	
30	3/5 <i>new item</i>	ACTION ITEM: Information should be shared with the Birmingham News and the Western Star. Send fliers to all employment agencies, Birmingham Urban League and surrounding counties. Fliers should also be posted in the One Stop Center.			
31	2/12	We have a problem with providing grades for dual enrollment students. ACTION ITEM: Dr. Murray will provide Dr. Glaze with a listing of students and their corresponding classes.	Status as of 3/5/07. Nearing completion.	List has been made. Needs to be forwarded to Dr. Glaze.	
32	2/19	The Toytoa T-Ten Dinner is March 27, 2007. Roughly 150 people will attend. The event will be held at the Bessemer Civic Center beginning at 6:00 p.m. All Administrative Cabinet minutes should be in attendance. ACTION ITEM: Alert the press and Geri Albright. Play up the Center for Excellence and our high school recruits. Dr. Murray will handle this action item.			
33	3/5 <i>new item</i>	Ten Wenonah High School students did qualify under dual enrollment under the 2.5 GPA. There were 20 students who did not have the GPA. They will only receive high school credit, not college credit. ACTION ITEM: This needs to be put in writing, so these students clearly understand that they will not qualified to receive college credit for the course they take. Dr. Murray will oversee this task.			

#	Org. Date	Action Item	Status	Action Item Update, (if any)	Status Unknown
34	3/5 <i>new item</i>	See shared Action Item # 16			
Academic Affairs					
35	3/5 <i>new item</i>	The Developmental Course Sequence Proposal was shared with the Administrative Cabinet. The division met with Student Services to consensus was drawn to move to the next level of approval. ACTION ITEM: Dr. Crawford will have to call an emergency meeting with the Curriculum Committee in order to expedite the approval process. Dr. Davis will see the process through.			
36	1/29	When the web-supported classes are moved, only registered students are moved in the system. ACTION ITEM: Send the step-by-step Blackboard guides to Public Folders.	Status as of 3/5/07: Nearing completion.	Dr. Davis has sent Dr. Milton an email request for the items to be posted.	
		<i>End of "Action Items" stemming from the 1-29-07, 2-12-07, 2-19-07 & 3-5-07 Administrative Cabinet Meetings.</i>			Action Items updated on 3/05/07 by Sherri Davis.



**ADMINISTRATIVE CABINET
ACTION ITEMS STATUS REPORT AS OF 2-19-07**

CARRYOVER ACTION ITEMS STEMMING FROM MEETINGS HELD ON: 1-29-07, 2-12-07

#	Org. Date	Action Item	Status	Action Item Update, (if any)	Status Unknown
		Administrative (General)			
1	1/29	Dorm fee prices recommended: Fall-- \$1,500 room (500 board); Spring--\$1,500 room (500 board); and Summer--\$800.00 room (350.00 board); plus a \$200.00 application fee. Renewal of the application fee is pending. The application/reservation fee is the same. ACTION ITEM: Dr. Green was asked to email Debbie Dahl to see if we still have enough time to get this to the Board for approval.	Status as of 2/19/07: In progress.	VP Crews will answer all questions and submit responses to President.	
2	1/29	ACTION ITEM: Mr. Smith needs to sit down with VP Crews and VP Crawford to consider an 80/20 on the HUD grant. There are 18 months left on that grant.	Status as of 2/19/07: Still working with numbers with Mr. Smith.	A budget amendment must be completed by Friday (2/16). VP Crews will handle this.	
		Student Life:			
3	1/29	ACTION ITEM: Dean Cook was asked to secure a picture of the new dorm and a picture of the interior of the building. We may need to contact the architect, so we can get these pictures in the recruiters' hands. Ideally, we need for a couple of rooms in the new dorm to be set up (as a model). This would be ideal for the spring term when we have a lot of visiting students on campus.	Status as of 2/19/07. Due to legal and safety reasons, this Action Item has been tabled.	Harold Dennard has been contacted to secure pictures of the dorm. It was reported that Nick Shields, due to legal and safety reasons, does not want a mock room to be set-up in the dorm.	

#	Org. Date	Action Item	Status	Action Item Update, (if any)	Status Unknown
		Student Services:			
4	1/29	1500 seniors were on campus this past month. A committee has been put together to arrange for a calendar of dates in which Lawson State Admissions and Financial Aid representatives will go to each Birmingham High School. The goal: help students to complete Admissions Applications (to Lawson) and provide them with Financial Aid assistance. Note: Lawson State's financial aid number will be used, even if they select to attend another school. ACTION ITEM: Dr. Anthony will continue to coordinate with Birmingham City Schools to identify specific dates for visiting high schools.	Status as of 2/19/07: On going	Six out of nine schools have been confirmed. Dr. Anthony will continue to work on confirming more schools.	
5	2/12	We have 185 applicants for spring semester currently (graduates). ACTION ITEM: A new notice extending the graduation application due date extension will be posted on the Website. Dr. Crawford will handle this.	Status as of 2/19/07. In progress.	A new notice will be posted on the website.	
		Public Relations:			
6	1/29	ACTION ITEM: Geri Albright was asked to secure a copy of the Alabama Center for Automotive Excellence commercial that is currently on our website and get it played on Brighthouse. This should be completed by Monday, February 5, 2007. Other 30 second spots should also be done in an effort to highlight other programs (i.e., upcoming RN program on the Bessemer campus, etc...)	Status as of 2/19. In progress.	Geri Albright is currently coordinating this effort with Dr. Murray.	
		Divisional Update (Administrative)			
7	1/29	Human Resources: Spring term contract requests were processed for January payroll. Contracts will be printed as soon as possible. ACTION ITEM: VP Crews and VP Crawford will work together to get the contracts out.	Status as of 2/19. In progress	Ms. Spears is back. Thus, contracts should be processed soon.	

#	Org. Date	Action Item	Status	Action Item Update, (if any)	Status Unknown
		Business Technologies & Distance Education			
8	1/29	When the web-supported classes are moved, only registered students are moved in the system. ACTION ITEM: Send the step-by-step guides to Public Folders. Dr. Milton will work with Jamie to see if shells can be created for faculty.	Status as of 2/19/07: Stalled temporarily.	Dr. Milton will complete after her visit. Dr. Davis will remind her.	
9	1/29	The ASBSP visit will be conducted next month from the 25 th through the 28 th in February. This is there first visit in 10 years. ACTION ITEM: Dr. Milton was asked to send the President an agenda. We need more information so we can plan. Keep the Administrative Cabinet informed.	Status as of 2/19/07: In progress.	Dr. Milton will send out a detailed timeline of events.	
10	1/29	We need to get some Webmaster assistants to help Dr. Milton. ACTION ITEM: Dr. Crawford will oversee this.	Status as of 2/19/07: In progress.	Jeff Shelley has been identified as a potential assistant. Dr. Crawford will recommend a second assistant.	
		Instructional Services			
11	2/12	ACTION ITEM: Assist Ms. McCullum in securing a grant in Social Services, possibly the Hewlett Packard grant. Dr. Davis and Dr. Crawford will oversee this.	Status as of 2/19/07. In progress.		
		Educational Support Services			
12	2/12	IMPORTANT ACTION ITEM: Test the generator as soon as possible to determine if it will work. There should be something to indicate if the system is “up to par”.The VP’s will oversee this with the help of Dr. Glaze.	Status as of 2/19/07. Pending. immediate action.	Test will be conducted within the next two weeks.	
13	2/12	ACTION ITEM: We need to call a phone implementation meeting. Training will be needed on both campuses with at least 4-6 people being trained on the system.	Status as of 2/19/07. In progress.		

#	Org. Date	Action Item	Status	Action Item Update, (if any)	Status Unknown
14	2/19 <i>new item</i>	We need to look at a procedure that will automatically capture our completers and graduates. We really need to begin to focus on completers and graduates per program. ACTION ITEM: The entire completion process needs to be analyzed and an advisement approach needs to be looked at that will serve the College best.			
		Career Technical			
15	2/12	Career Technical met with Alabama Power. They have agreed to support the Free Job Readiness Program. Fliers will be posted announcing the venture, and it will be also advertised on the web. Alabama Power will be sponsoring students to take the test. ACTION ITEM: Information should be shared with the Birmingham News and the Western Star. Send fliers to all employment agencies, Birmingham Urban League and surrounding counties. Fliers should also be posted in the One Stop Center.	Status as of 2/19/07. In progress.	Dr. Murray has created the fliers for publication. Fliers need to be sent to VP Crawford for review prior to going to publication.	
16	2/12	ACTION ITEM: Send information regarding to The Alabama Center of Excellence to Tennessee and Florida contacts.	Status as of 2/19/07. In progress.	Information has been pulled but not sent yet.	
17	2/12	We have a problem with providing grades for dual enrollment students. ACTION ITEM: Dr. Murray will provide Dr. Glaze with a listing of students and their corresponding classes.	Status as of 2/19/07. In progress.	Dr. Murray is still identifying students.	
18	2/12	Completed all processes for the Bessemer Academy. We have about 40 students enrolled. ACTION ITEM: We need to have a Dual Enrollment meeting.	Status as of 2/19/07. Not completed.		
19	2/19 <i>new item</i>	The Toytoa T-Ten Dinner is March 27, 2007. Roughly 150 people will attend. The event will be held at the Bessemer Civic Center beginning at 6:00 p.m. All Administrative Cabinet minutes should be in attendance. ACTION ITEM: Alert the press and Geri Albright. Play up the Center for Excellence and our high school recruits. Dr. Murray will handle this action item.			

#	Org. Date	Action Item	Status	Action Item Update, (if any)	Status Unknown
		Academic Affairs			
20	2/12	Discussion surrounding the tracking of Action Items was discussed. ACTION ITEM: Dr. Davis was asked to develop a way to track Action Items from previous meetings.	Status as of 2/19/07. Completed but new format needs approval.		
21	2/19 <i>new item</i>	Inputters training was conducted last week. A fluke in the system was detected. Lab hours or one day a week classes are defaulting as primary classes, and the theory classes are listed as secondary classes. ACTION ITEM: Dr. Glaze will contact ACCESS to see if this can be corrected.			
		<i>End of Action Items stemming from the 1-29-07, 2-12-07 & 2-19-07 Administrative Cabinet Meeting.</i>			Action Items updated on 3/02/07 by Sherri Davis.



ADMINISTRATIVE CABINET
ACTION ITEMS STATUS REPORT AS OF 4-02-07
CARRYOVER ACTION ITEMS STEMMING FROM 1-29-07,2-19-07 & 3-5-07 MEETINGS

#	Org. Date	Action Item	Status	Action Item Update, (if any)	Status Unknown
General (President's Office)					
1	4/2 <i>new item</i>	ACTION ITEM: Dr. Ward will Contact Bob Humphries, County Commissioner, regarding the new dorm financing.			
2	3/5	The idea of creating internal business cards was shared with the Administrative Cabinet. Samples were provided for review. It was proposed and accepted that internal business card creation will be handled via the Public Relations Office. ACTION ITEM: Dr. Green will work with Geri Albright to handle the upstart of the internal business card production. We will test this approach for three-months and evaluate the effectiveness. <i>NOTE:</i> Administrative Cabinet members will be allowed to order their cards with raised letters.	In progress	Template has been sent to Ms.Albright.	
3	4/2 <i>new item</i>	ACTION ITEM: Dr. Green will create a time-line (To Do List) for the next upcoming SACS visit.			
4	4/2 <i>new item</i>	The year two merger report is due. ACTION ITEM: Dr. Green will email specific sections to key personnel for reviewing, updating and revising.			
Administrative Services					
5	4/2 <i>new item</i>	The new building fee has been approved. We need to advertise this increase throughout the college. ACTION ITEM: Fliers must be created and disseminated in key offices.			
	4/2 <i>new item</i>	See shared Action Item # 18			

#	Org. Date	Action Item	Status	Action Item Update, (if any)	Status Unknown
6	4/2 <i>new item</i>	Discussion surrounding Leon Kennedy changes took place. VP Crews is thinking about moving the bookstore upstairs in the building and moving Reproduction to the Leon Kennedy Center. Ideally, we need to extend the square footage of that building. ACTION ITEM: VP Crews was asked to get some floor plans to show to Dr. Ward.			
7	1/29	ACTION ITEM: Mr. Smith needs to sit down with VP Crews and VP Crawford to consider an 80/20 on the HUD grant. There are 18 months left on that grant.	On hold—awaiting information		
8	3/5	VP Crews’ area will be responsible for the implementation of the <i>Buffalo Rock</i> change. This means that we will have a unified distributor that will provide our soft drinks and snacks. ACTION ITEM: VP Crews and Craig Lawrence will have to figure out how we plan on working with Buffalo Rock, and they will also have to notify Coca Cola (regarding the end of their contract). The contract will also need to be revisited to make sure we are in compliance with notification deadlines, etc.	Nearing completion. <i>*This action item will not appear on next report.</i>	Craig has done the walk-through. As soon as the Coke contract is over, we will be ready for full implementation. Letter to Coke has been sent.	
9	3/5	ACTION ITEM: We will also be getting a baseball sign via the acquisition of this new contract. Another sign for the gym will be installed as well. Nick Shields will be responsible for making sure this transition takes place smoothly. VP Crews will oversee this process as well.	Progress has been made. Not fully complete yet.	Nick has gotten the basketball sign. We are half-way complete with this Action Item.	
10	3/5	A new marquee sign is going to be placed on the Bessemer campus. The sign is approximately 17 feet tall. The cost is roughly \$40,000.00. The Pepsi Cola company will sponsor \$10,000.00 and will handle all maintenance on the sign. ACTION ITEM: Nick Shields would like something in writing to take to potential sponsors. VP Crews and Craig Lawrence were given this task.	In Progress	Letter has been made. Need to contact people to do purchase order. We also need to get a look at the final sign.	
11	3/5	A Disaster and Emergency Preparedness survey was shared with the Administrative Cabinet. We need to assess our current emergency plan and make sure it is properly communicated. ACTION ITEM: The Safety Committee needs to come up with a Disaster Plan and present this to the Administrative Cabinet. VP Crews will oversee this action plan.	In progress	Will be updated prior to the OCR visit.	

#	Org. Date	Action Item	Status	Action Item Update, (if any)	Status Unknown
12	3/5	The signage on both campuses should be consistent. The striping needs to be done as well. We also need more directional signage on the Birmingham campus. Another issue is building signage. We need to determine if we are going to go by a name per building or an Alphabetical listing for buildings. ACTION ITEM: Facilities needs to come up with a Plan of Action. We need to determine what critical signs are needed. Ideally, we should have a Master Plan, and do the proposed signage changes in phases (based on importance). VP Crews and Nick Shields will oversee this operation.	In progress	We need to analyze our campus and get better signs up. Bill Fritz, Chad Yancy and Nick Shields need to work together to come up with a systematic signing campaign for both campuses.	
Student Life:					
13	3/5	We need to set-up a mock dorm room. We may be able to explore setting-up a mock room in Steve Johnson's old office or Lisa's office. We do have photos. ACTION ITEM: Dean Cook was asked to work on this action item with Mr. Smith. This should be looked into this week. Dr. Ward will send copies of the photos to the VP's and Dean Cook.	In progress. Not completed yet.		
Student Services:					
		No Action Items this period. Dr. Anthony is overseeing the OCR visit.			
Public Relations:					
14	1/29	ACTION ITEM: Geri Albright was asked to secure a copy of the Alabama Center for Automotive Excellence commercial that is currently on our website and get it played on Brighthouse. This should be completed by Monday, February 5, 2007. Other 30 second spots should also be done in an effort to highlight other programs (i.e., upcoming RN program on the Bessemer campus, etc...)	In progress.	Geri Albright is currently coordinating this effort with Dr. Murray.	

#	Org. Date	Action Item	Status	Action Item Update, (if any)	Status Unknown
Instructional Services					
15	4/2 <i>new item</i>	A memo regarding requesting leave and reporting absences was shared and discussed with the Administrative Cabinet. ACTION ITEM: The Policy Committee needs to review the Human Resources Manual to examine whether or not the procedures reflect the merged college, not just one side. After the review, we need to modify the manual to reflect current day practices.			
	4/2 <i>new item</i>	See shared Action Item # 18			
Educational Support Services					
16	4/2 <i>new item</i>	<p>ACTION ITEMS (to be completed): Dr. Glaze will oversee all tasks.</p> <ol style="list-style-type: none"> 1. Programming of long distance security codes 2. Securing descriptive materials for respective phone sets read for distribution 3. Simplify procedures for implementing and using the voice mail system 4. Prepare for receptionist training 5. Complete installing phone sets on the Birmingham campus 6. Complete local number routing procedures. 7. We need to closely examine our roll-over feature. All key office phones must be covered. 	<ol style="list-style-type: none"> 1. in progress 2. in progress 3. new item 4. in progress 5. in progress 6. in progress 7. new item 	<ol style="list-style-type: none"> 1. 2. 3. 4. personnel identified; training currently planned 5. 70% complete 6. 	
17	4/2 <i>new item</i>	Our completers must be captured. Discussion surrounding program viability and completers was highlighted. ACTION ITEM: Dr. Glaze was asked to compile a list of program enrollment numbers and the number of completers for this year (per program).			

#	Org. Date	Action Item	Status	Action Item Update, (if any)	Status Unknown
18		We mailed over 1,400 mid-year alert reports. They came out late. We need to work at getting the letters out sooner. Discussion surrounding our process of alerting students at mid-year and sending out the letters was discussed. We need to find a more expeditious process. ACTION ITEM: The VP's and Dr. Glaze need to reexamine this process. Dr. Glaze was asked to contact ACCESS to see we can get this done more expeditiously.			
19	3/5	ACTION ITEM: When taking out the old phones, we need to compile these and sell them. Dr. Glaze will coordinate this effort.	In progress		
Career Technical					
	4/2 <i>new item</i>	See shared Action Item #23			
20	2/19	The Toytoa T-Ten Dinner is March 24, 2007. Roughly 150 people will attend. The event will be held at the Bessemer Civic Center beginning at 6:00 p.m. All Administrative Cabinet minutes should be in attendance. ACTION ITEM: Alert the press and Geri Albright. Play up the Center for Excellence and our high school recruits. Dr. Murray will handle this action item.	In progress.		
Academic Affairs					
21	4/2 <i>new item</i>	ACTION ITEM: Dr. Davis will schedule a meeting with Dr. Anthony, Geri Albright, Dr. Marable, Ms. Romine and the recruiters discuss a plan-of-action to promote the evening RN program on the Bessemer campus.			

#	Org. Date	Action Item	Status	Action Item Update, (if any)	Status Unknown
22	3/5	The Developmental Course Sequence Proposal was shared with the Administrative Cabinet. The division met with Student Services to consensus was drawn to move to the next level of approval. ACTION ITEM: Dr. Crawford will have to call an emergency meeting with the Curriculum Committee in order to expedite the approval process. Dr. Davis will see the process through.	Nearing completion. .	Curriculum Committee approved all changes. The Administrative Cabinet approved all developmental changes except one—the credit change for Reading 114 to 3 credits. This change was tabled for further review and discussion.	
23	4/2 <i>new item</i>	Complete fall schedule and submit to Geri Albright for publication.	In progress.	Will be meeting with all Department Chairs to review final document on April 6th. Will be working with Dr. Murray on new format.	
24	4/2 <i>new item</i>	Formulate team and complete new catalog for 2007-2010	Will start on catalog after the OCR visit and completion of fall schedule.		
		<i>End of “Action Items” stemming from the 1-29-07, 2-19-07, 3-5-07 & 4-2-07 Administrative Cabinet Meetings.</i>			Action Items updated on 4/02/07 by Sherri Davis.



**ADMINISTRATIVE CABINET
ACTION ITEMS STATUS REPORT AS OF 5-07-07**

CARRYOVER ACTION ITEMS STEMMING FROM 1-29-07, 3-5-07, 4-2-07 & 4-30-07 MEETINGS

#	Org. Date	Action Item	Status	Action Item Update, (if any)	Status Unknown
General (President's Office)					
	5/7	No Action Items to report this period.			
Administrative Services					
1	5/7 <i>new item</i>	We need a contingency plan for all Trio programs. We need to look at what we can do in case these programs are not funded. ACTION ITEM: We need two emergency contingency plans. One for if the program is not funded, and two, if the program funds are not increased. Dr. Anthony and VP Crews will be responsible for creating these plans.			
2	5/7 <i>new item</i>	ACTION ITEM: We need to put a notification of all fee changes and course changes out this week. The notice should be posted in Blackboard, Email and on the Web. VP Crews, Dr. Anthony and Dr. Davis will work on this Action Item.			
3	5/7 <i>new item</i>	We need to consider non-credit insurance coverage for our students. Some of these students are taking Machine tool (for instance). ACTION ITEM: VP Crews will contact our insurance company and make a recommendation for fee increases.			
4	4/2	The new building fee has been approved. We need to advertise this increase throughout the college. ACTION ITEM: Fliers must be created and disseminated in key offices.	In progress	New fee schedule will be posted in catalog and in fall schedule booklet. Need to get the new fee schedule to the Curriculum Committee.	

#	Org. Date	Action Item	Status	Action Item Update, (if any)	Status Unknown
	3/5	See shared Action Item # 15			
5	3/5	ACTION ITEM: We will also be getting a baseball sign via the acquisition of this new contract. Another sign for the gym will be installed as well. Nick Shields will be responsible for making sure this transition takes place smoothly. VP Crews will oversee this process as well.	Progress has been made. Not fully complete yet.	Nick has gotten the basketball sign. We are half-way complete with this Action Item.	
6	3/5	A new marquee sign is going to be placed on the Bessemer campus. The sign is approximately 17 feet tall. The cost is roughly \$40,000.00. The Pepsi Cola company will sponsor \$10,000.00 and will handle all maintenance on the sign. ACTION ITEM: Nick Shields would like something in writing to take to potential sponsors. VP Crews and Craig Lawrence were given this task.	In Progress	Letter has been made. Need to contact people to do purchase order. We also need to get a look at the final sign.	
7	3/5	A Disaster and Emergency Preparedness survey was shared with the Administrative Cabinet. We need to assess our current emergency plan and make sure it is properly communicated. ACTION ITEM: The Safety Committee needs to come up with a Disaster Plan and present this to the Administrative Cabinet. VP Crews will oversee this action plan.	In progress	VP Crews will contact Chief.	
8	3/5	The signage on both campuses should be consistent. The striping needs to be done as well. We also need more directional signage on the Birmingham campus. Another issue is building signage. We need to determine if we are going to go by a name per building or an Alphabetical listing for buildings. ACTION ITEM: Facilities needs to come up with a Plan of Action. We need to determine what critical signs are needed. Ideally, we should have a Master Plan, and do the proposed signage changes in phases (based on importance). VP Crews and Nick Shields will oversee this operation.	In progress	We need to analyze our campus and get better signs up. Bill Fritz, Chad Yancy and Nick Shields need to work together to come up with a systematic signing campaign for both campuses.	

#	Org. Date	Action Item	Status	Action Item Update, (if any)	Status Unknown
Student Life:					
9	4/30	Graduation: We need to consider recessing our students. Discussion surrounding how to recess our students was discussed. ACTION ITEM: It was decided that a planned recession for the graduates would be included in the formal graduation this year.	In progress	Dean Cook solicited support from the various offices (i.e., Admissions, Financial Aid, Business Office, etc...). She would like to meet with all support staff who will assist on Tuesday (May 8 th) or Thursday (May 10 th) at noon in the gym.	
10	3/5	We need to set-up a mock dorm room. We may be able to explore setting-up a mock room in Steve Johnson's old office or Lisa's office. We do have photos. ACTION ITEM: Dean Cook was asked to work on this action item with Mr. Smith. This should be looked into this week. Dr. Ward will send copies of the photos to the VP's and Dean Cook.	On hold—no occupancy certificate.		
Student Services:					
11	4/30	ACTION ITEM: Dr. Ward wants a breakdown of all scholarships. Dr. Anthony will provide this information to Dr. Ward prior to the next Administrative Cabinet meeting.	In progress	A draft was provided to Dr. Ward. It still needs to be fully developed, though.	
	5/7 <i>new item</i>	See Shared Action Item #2			

#	Org. Date	Action Item	Status	Action Item Update, (if any)	Status Unknown
Public Relations:					
12	1/29	ACTION ITEM: Geri Albright was asked to secure a copy of the Alabama Center for Automotive Excellence commercial that is currently on our website and get it played on Brighthouse. This should be completed by Monday, February 5, 2007. Other 30 second spots should also be done in an effort to highlight other programs (i.e., upcoming RN program on the Bessemer campus, etc...).	This action item needs updating.	Geri Albright is currently coordinating this effort with Dr. Murray.	
Instructional Services					
13	5/7 <i>new item</i>	Graduation: Faculty should line-up for graduation by 9:00 a.m. ACTION ITEM: Dr. Crawford will send out an email. Doors open up at 8:30 a.m.			
	3/5	See shared Action Item # 15			
Educational Support Services					
14	4/2	ACTION ITEMS (to be completed): Dr. Glaze will oversee all tasks. <ol style="list-style-type: none"> 1. Prepare for receptionist training 2. Complete installing phone sets on the Birmingham campus 3. Complete local number routing procedures. 4. We need to closely examine our roll-over feature. All key office phones must be covered. 	<ol style="list-style-type: none"> 1. In progress 2. In progress 3. On hold 4. On hold 	2. 90% complete	
15	3/5	We mailed over 1,400 mid-year alert reports. They came out late. We need to work at getting the letters out sooner. Discussion surrounding our process of alerting students at mid-year and sending out the letters was discussed. We need to find a more expeditious process. ACTION ITEM: The VP's and Dr. Glaze need to reexamine this process. Dr. Glaze was asked to contact ACCESS to see we can get this done more expeditiously.	In progress	Access has been contacted about making changes.	

#	Org. Date	Action Item	Status	Action Item Update, (if any)	Status Unknown
16	3/5	ACTION ITEM: When taking out the old phones, we need to compile these and sell them. Dr. Glaze will coordinate this effort.	In progress	90% done	
Career Technical					
	1/29	See Shared Action Item # 12			
17	4/2	Complete fall schedule (Career Technical)	In progress		
Academic Affairs					
18	4/2	Complete fall schedule (College Transfer)	Delayed (due to Reading 114 changes and format changes) but <i>In progress</i>	Schedule will be submitted to Geri Albright no later than Friday, May 11, 2007.	
19	4/2	Formulate team and complete new catalog for 2007-2010	In progress		
	5/7 <i>new item</i>	See Shared Action Item #2			
		<i>End of "Action Items."</i>			Action Items updated on 5/7/07 by Sherri Davis.



**ADMINISTRATIVE CABINET
ACTION ITEMS STATUS REPORT AS OF 7-16-07**

#	Org. Date	Action Item	Status	Action Item Update, (if any)	Status Unknown
President's Office					
	7/16	No Action Items to report this period.			
Administrative Services					
1	5/7	We need a contingency plan for all Trio programs. We need to look at what we can do in case these programs are not funded. ACTION ITEM: We need two emergency contingency plans. One for if the program is not funded, and two, if the program funds are not increased. Dr. Anthony and VP Crews will be responsible for creating these plans.	Awaiting Status Report		
2	5/7	ACTION ITEM: We need to put a notification of all fee changes and course changes out this week. The notice should be posted in Blackboard, Email and on the Web. VP Crews, Dr. Anthony and Dr. Davis will work on this Action Item.	Completed		
3	5/7	We need to consider non-credit insurance coverage for our students. Some of these students are taking Machine tool (for instance). ACTION ITEM: VP Crews will contact our insurance company and make a recommendation for fee increases.	Awaiting status report		
4	3/5	ACTION ITEM: We will also be getting a baseball sign via the acquisition of this new contract. Another sign for the gym will be installed as well. Nick Shields will be responsible for making sure this transition takes place smoothly. VP Crews will oversee this process as well.	Awaiting latest status report before AI can be removed.	Nick has gotten the basketball sign. We are half-way complete with this Action Item.	

#	Org. Date	Action Item	Status	Action Item Update, (if any)	Status Unknown
5	3/5	A new marquee sign is going to be placed on the Bessemer campus. The sign is approximately 17 feet tall. The cost is roughly \$40,000.00. The Pepsi Cola company will sponsor \$10,000.00 and will handle all maintenance on the sign. ACTION ITEM: Nick Shields would like something in writing to take to potential sponsors. VP Crews and Craig Lawrence were given this task.	Awaiting latest status report before AI can be removed.	Letter has been made. Need to contact people to do purchase order. We also need to get a look at the final sign.	
6	3/5	A Disaster and Emergency Preparedness survey was shared with the Administrative Cabinet. We need to assess our current emergency plan and make sure it is properly communicated. ACTION ITEM: The Safety Committee needs to come up with a Disaster Plan and present this to the Administrative Cabinet. VP Crews will oversee this action plan.	Awaiting status report.	VP Crews will contact Chief.	
7	3/5	The signage on both campuses should be consistent. The striping needs to be done as well. We also need more directional signage on the Birmingham campus. Another issue is building signage. We need to determine if we are going to go by a name per building or an Alphabetical listing for buildings. ACTION ITEM: Facilities needs to come up with a Plan of Action. We need to determine what critical signs are needed. Ideally, we should have a Master Plan, and do the proposed signage changes in phases (based on importance). VP Crews and Nick Shields will oversee this operation.	Awaiting status report.	We need to analyze our campus and get better signs up. Bill Fritz, Chad Yancy and Nick Shields need to work together to come up with a systematic signing campaign for both campuses.	

Student Life:

	7/16	No Action Items to Report			
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Student Services:

	7/16	No Action Items to Report			
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#	Org. Date	Action Item	Status	Action Item Update, (if any)	Status Unknown
Public Relations:					
8	1/29	ACTION ITEM: Geri Albright was asked to secure a copy of the Alabama Center for Automotive Excellence commercial that is currently on our website and get it played on Brighthouse. This should be completed by Monday, February 5, 2007. Other 30 second spots should also be done in an effort to highlight other programs (i.e., upcoming RN program on the Bessemer campus, etc...).	Awaiting status report.	Geri Albright is currently coordinating this effort with Dr. Murray.	ALERT!
Instructional Services					
9	7/16 <i>new item</i>	Inventory all faculty laptops.		Will be coordinated within the fall planning conference.	
10	7/16 <i>new item</i>	Create professional development agenda for upcoming fall conference.			
Educational Support Services					
11	7/16 <i>new item</i>	We need to synchronize user names and passwords for student e-mail and Blackboard. This needs to take place in the fall. ACTION ITEM: Dr. Glaze and Dr. Davis will work with Dr. Milton to change the instructions on the web. A new tab needs to be created.			
12	7/16 <i>new item</i>	Information was shared on NSSE (National Survey of Student Engagement) and FSSE— (Faculty Survey of Student Engagement), CLASSE (Classroom Student Engagement Survey), the CLA—The Collegiate Learning Assessment, and the CCSSE—Community College Survey of Student Engagement. Recommendation: NSSE. ACTION ITEM: Dr. Glaze will compile prices for NSSE and FSSE. It was noted that we will move to adopt both products unless something else is recommended that is better.	Awaiting status report.		

#	Org. Date	Action Item	Status	Action Item Update, (if any)	Status Unknown
13	3/5	We mailed over 1,400 mid-year alert reports. They came out late. We need to work at getting the letters out sooner. Discussion surrounding our process of alerting students at mid-year and sending out the letters was discussed. We need to find a more expeditious process. ACTION ITEM: The VP's and Dr. Glaze need to reexamine this process. Dr. Glaze was asked to contact ACCESS to see we can get this done more expeditiously.	In progress but awaiting status report.	Access has been contacted about making changes	
Career Technical					
14	7/16 <i>new item</i>	Finalize BMW partnership.	In progress		
15	7/16 <i>new item</i>	Finalize Career Technical Catalog Changes.	In progress		
Academic Affairs					
16	7/16 <i>new item</i>	Update faculty roster	In progress.		
17	7/16 <i>new item</i>	Formulate team and complete new catalog for 2007-2010	In progress		
18	7/16 <i>new item</i>	Update new Faculty & Staff Handbook	In progress		
		<i>End of "Action Items."</i>			Action Items updated on 7/16/07 by Sherri Davis.



**ADMINISTRATIVE CABINET
ACTION ITEMS STATUS REPORT AS OF 8-31-07**

#	Org. Date	Action Item	Status	Action Item Update, (if any)	Status Unknown
		President's Office			
1	8/31 <i>new item</i>	ACTION ITEM: Dr. Green was asked to contact Weave Online to find out if they have a trial or pilot program for this product; send out the web address for Weave Online to all Administrative Cabinet members for review; and contact Carol at SACS to see if she is aware of Weave Online and SACS (in terms of compatibility).			
		Administrative Services			
2	8/31 <i>new item</i>	ACTION ITEM: Our organization charts need updating. Incorrect items need to be circled and the chart needs to be updated. VP Crews will send Dr. Green the spreadsheet.			
3	8/31 <i>new item</i>	The Attendance Verification process needs to be re-examined. ACTION ITEM: Dr. Ward suggested that we create a Task Force that will come together to recommend a new process. Cassandra Byrd, Donald Sledge, Dr. Randy Glaze, Dr. Cynthia Anthony, Darren Allen, and Dr. Sherri Davis and Teheitha Taylor will serve on the Task Force. VP Crews, Ward and Crawford will get together as soon as possible to assign a task force leader to head-up the team.			
4	5/7	We need to consider non-credit insurance coverage for our students. Some of these students are taking Machine tool (for instance). ACTION ITEM: VP Crews will contact our insurance company and make a recommendation for fee increases.	In progress	Crews is awaiting a listing of non-credit students from Dr. Murray	

#	Org. Date	Action Item	Status	Action Item Update, (if any)	Status Unknown
5	3/5	A new marquee sign is going to be placed on the Bessemer campus. The sign is approximately 17 feet tall. The cost is roughly \$40,000.00. The Pepsi Cola company will sponsor \$10,000.00 and will handle all maintenance on the sign. ACTION ITEM: Nick Shields would like something in writing to take to potential sponsors. VP Crews and Craig Lawrence were given this task.	In progress		
6	3/5	A Disaster and Emergency Preparedness survey was shared with the Administrative Cabinet. We need to assess our current emergency plan and make sure it is properly communicated. ACTION ITEM: The Safety Committee needs to come up with a Disaster Plan and present this to the Administrative Cabinet. VP Crews will oversee this action plan.	In progress	Still awaiting report from Chief.	
7	3/5	The signage on both campuses should be consistent. The striping needs to be done as well. We also need more directional signage on the Birmingham campus. Another issue is building signage. We need to determine if we are going to go by a name per building or an Alphabetical listing for buildings. ACTION ITEM: Facilities needs to come up with a Plan of Action. We need to determine what critical signs are needed. Ideally, we should have a Master Plan, and do the proposed signage changes in phases (based on importance). VP Crews and Nick Shields will oversee this operation.	In progress.	We need to analyze our campus and get better signs up. Bill Fritz, Chad Yancy and Nick Shields need to work together to come up with a systematic signing campaign for both campuses.	
8	8/31 <i>new item</i>	Maps need to be redone to reflect what is in the schedule booklet and within other documents. VP Crews will coordinate the efforts of putting a team together to oversee this process. The team should consist of Nick Shields, Cassandra Byrd and others (as selected). A leader of the team needs to be identified by the VP's.			
Student Life:					
9	8/31 <i>new item</i>	ACTION ITEM: Dean Cook was asked to contact Robert Smith to find out if the MAX bus system could run a shuttle bus between the campus and the Fairfield shopping district.			

10	8/31 <i>new item</i>	ACTION ITEM: Dean Cook was asked to talk to Geri Albright about Tom Henderson. He may be able to assist with the upstart of evening student activities.			
Student Services:					
	7/16	No Action Items to Report			
Instructional Services					
11	8/31 <i>new item</i>	We need to get the space allocated for the Physical Education classes on the Bessemer campus. ACTION ITEM: Draft a memo for approval to get the costs and approval for this on the Bessemer campus. Dr. Crawford will handle this task.			
12	8/31 <i>new item</i>	Job Announcements: The formats are different. We need to make sure that the formats are the same. ACTION ITEM: Dr. Crawford will correct this along with Dr. Glaze.			
13	8/31 <i>new item</i>	ACTION ITEM: Dr. Crawford was asked to contact Dr. Murray regarding Jess Lanier and to request that tuition driven courses be treated as a priority in the Jess Lanier building and not be asked to relocate when non-credit courses conflict.			
14	8/31 <i>new item</i>	ACTION ITEM: We need to speak with Joan Davis and review our adjuncts load history closely (18 hour limit for Career Technical faculty and 9 credit limit for College Transfer and faculty. Dr. Crawford will handle this and get back with the President.	Completed		
15	7/16	Inventory all faculty laptops.	In progress.	Harold Dennard and Tia White are working on this.	
16	8/31 <i>new item</i>	Maps need to be redone to reflect what is in the schedule booklet and within other documents. VP Crews will coordinate the efforts of putting a team together to oversee this process. The team should consist of Nick Shields, Cassandra Byrd and others (as selected). A leader of the team needs to be identified by the VP's. <i>Shared Action Item</i>		Dr. Davis located both legend maps for the Bessemer and Birmingham campuses.	

#	Org. Date	Action Item	Status	Action Item Update, (if any)	Status Unknown
Educational Support Services					
17	8/31 <i>new item</i>	ACTION ITEM: We need to report crime statistics, retention rates and graduation rates and have it circulated in major offices. It is both an internal and external document. Dr. Glaze stated that he would make sure it is disseminated. Dr. Anthony will send the information requested to Dr. Glaze for brochure creation.			
18	8/31 <i>new item</i>	ACTION ITEM: We need to work out a method of cataloging all DVR activity (in the dorm) on a monthly basis. This needs to be coordinated. We also need to work out a way so that it only records when there is only motion.			
19	7/16	We need to synchronize user names and passwords for student e-mail and Blackboard. This needs to take place in the fall. ACTION ITEM: Dr. Glaze and Dr. Davis will work with Dr. Milton to change the instructions on the web. A new tab needs to be created.	Completed	Last listing of Action Item. Update not needed.	
20	7/16	Information was shared on NSSE (National Survey of Student Engagement) and FSSE—(Faculty Survey of Student Engagement), CLASSE (Classroom Student Engagement Survey), the CLA—The Collegiate Learning Assessment, and the CCSSE—Community College Survey of Student Engagement. Recommendation: NSSE. ACTION ITEM: Dr. Glaze will compile prices for NSSE and FSSE. It was noted that we will move to adopt both products unless something else is recommended that is better.	Completed.	We were not approved because these products are limited to four-year college use only. Last listing of Action Item. Update not needed.	

#	Org. Date	Action Item	Status	Action Item Update, (if any)	Status Unknown
Career Technical					
21	8/31 <i>new item</i>	ACTION ITEM: Dual Enrollment Non-Payments. Fairfield and Bessemer have not been paying. We need to clear this up with the school districts immediately. We need to get a letter out. Dr. Crawford and Dr. Murray will oversee this Action Item. Dr. Murray was asked to send a listing of all dual enrollment students to VP Crews.			
22	7/16	Finalize BMW partnership.	In progress		
23	7/16	Finalize Career Technical Catalog Changes.	Completed	Dr. Murray met with Dr. Crawford to review changes. Final changes (if any), following that meeting, need to be submitted.	
Academic Affairs					
24	7/16	Update faculty roster	In progress.	Have collected Faculty Credential Packets. Will become a main focus of completion after the catalog is finalized.	
25	7/16	Formulate team and complete new catalog for 2007-2010	In progress	Still receiving changes	
26	7/16	Update new Faculty & Staff Handbook	Completed	Unveiled at fall conference. Last listing of Action Item. Update not needed.	
		<i>End of "Action Items."</i>			Action Items updated on 8/31/07 by Sherri Davis.



Administrative Cabinet Minutes

January 29, 2007

ABRIDGED VERSION

Dr. Perry W. Ward, Presiding

President's Conference Room, Perry W. Ward Technology Building (ACATT)

Members in Attendance:

Dr. Perry W. Ward, President
Dr. Bruce Crawford
Mrs. Sharon Crews
Dr. Myrtes Green
Dr. Randy Glaze
Dr. Cynthia Anthony
Dr. Charles Murray
Dean Charlsie Cook
Mr. Robert Smith (guest)
Dr. Alice Milton (guest)

ONLY ACTION ITEMS & IMPORTANT NOTES LISTED

Administrative Services

Dorm fee prices recommended: Fall-- \$1,500 room (500 board); Spring--\$1,500 room (500 board); and Summer--\$800.00 room (350.00 board); plus a \$200.00 application fee. Renewal of the application fee is pending. The application/reservation fee is the same. **ACTION ITEM:** Dr. Green was asked to email Debbie Dahl to see if we still have enough time to get this to the Board for approval.

ACTION ITEM: Mr. Smith needs to sit down with VP Crews and VP Crawford to consider an 80/20 on the HUD grant. There are 18 months left on that grant.

Student Life:

ACTION ITEM: Dean Cook was asked to distribute copies of the graduation CD's to the Administrative Cabinet members and provide copies to the bookstore. The ultimate goal is to have these CD's available for purchase to the upcoming graduating classes.

Student Services:

1500 seniors were on campus this past month. A committee has been put together to arrange for a calendar of dates in which Lawson State Admissions and Financial Aid representatives will go to each Birmingham High School. The goal: help students to complete Admissions Applications (to Lawson) and provide them with Financial Aid assistance. Note: Lawson State's financial aid number will be used, even if they select to

attend another school. **ACTION ITEM:** Dr. Anthony will continue to coordinate with Birmingham City Schools to identify specific dates for visiting high schools.

The initial visit to participating schools will consist of a financial aid awareness day. Students, at this juncture, will receive a Financial Aid Checklist. The second visit will be treated as a follow-up. The participating schools (thus far) are the following: Parker, Wenonah, Jess Lanier and West End. The names of all high school students are currently being uploaded. **ACTION ITEM:** We need to put them in the module in ACCESS. **ACTION ITEM:** We also need to send at least five different types of correspondence to these students. Dr. Anthony will oversee both tasks and ensure completion. Dr. Glaze will send the student information to Dr. Anthony. Eventually, the recruiting efforts will extend beyond Birmingham Public Schools. However, this is the division's current focus.

ACTION ITEM: Dean Cook was asked to secure a picture of the new dorm and a picture of the interior of the building. We may need to contact the architect, so we can get these pictures in the recruiters' hands. Ideally, we need for a couple of rooms in the new dorm to be set up (as a model). This would be ideal for the spring term when we have a lot of visiting students on campus.

ACTION ITEM: Drop off Hueytown and Phillips off the Enrollment report. Dr. Glaze will handle this request.

Public Relations:

ACTION ITEM: Geri Albright was asked to secure a copy of the Alabama Center for Automotive Excellence commercial that is currently on our website and get it played on Brighthouse. This needs to get done by Monday, February 5, 2007. Other 30 second spots should also be done in an effort to highlight other programs (i.e., upcoming RN program on the Bessemer campus, etc...)

Administrative:

Human Resources: Spring term contract requests were processed for January payroll. Contracts will be printed as soon as possible. **ACTION ITEM:** VP Crews and VP Crawford will work together to get the contracts out since Ms. Spears is out of the office.

All Time and Effort Reports for persons on grants and contracts should come to the Payroll Office with monthly time sheets. **ACTION ITEM:** Dr. Ward has requested that Dr. Green call a special meeting with every Grant Supervisor so he or she knows how to complete a Time and Effort Report. VP Crews should be invited to the meeting as well. This meeting should be set-up in the next two weeks, or less.

Divisional Update (Administrative)

The audit is still ongoing. The new items of focus are purchases of food and lunches. **ACTION ITEM:** If you have food items, please make sure you identify who was present (at the meeting) and the purpose of the lunch. This information should come in with the requisition. Requesting individuals should also send in a copy of the agenda and a listing of participants and a rationale (for the meeting).

NOTE: The auditor is very interested in employee waivers, dependent waivers and athletic scholarships. **ACTION ITEM:** For banquets and outside functions with meals, the College's purpose for hosting the banquet must be attached to the request as well as a list of attendees. NOTE: A listing of participants should be included in the initial request.

Lorna Polk is requesting additional information. Dr. Anthony is currently working on a draft report. **ACTION ITEM:** The report will be sent to Dr. Ward prior to it being sent.

Regarding Upward Bound, that new grant will be submitted some time towards the end of March. **ACTION ITEM:** Dr. Ward wants Dr. Anthony to see if we can get an extension on the response.

IMPORTANT NOTE: W2's are in the HR Office. If not picked-up by February 6, 2007, they will be mailed.

Instructional Services

Educational Support

IMPORTANT NOTE: This release contains significant changes in the ACCESS system. Once we complete the installation, we shall notify strategic offices to begin testing the effect of changes in control records and code files prior to general usage. Supervisors in respective areas will notify employees when the system is available for general use.

ACTION ITEM: We need to create a system manual. As changes are made, we can adjust the manual. We need to meet with key personnel to walk them through the new system changes. Plan to meet Thursday, February 1, 2007 at 2:00 p.m. in VP Crew's at 2:00 p.m. Dr. Glaze will send out the request for the meeting per the request of the VP's.

Business Technologies and Distance Education

Blackboard "Help-Desk" calls are down. We are attempting to make Blackboard users more independent. Courses will not be brought over until the drop and add period ceases. **ACTION ITEM:** Dr. Milton was asked if it was possible to bring the course shells over prior to the drop/add period ends so instructors could build their courses in the system at the beginning of the term, opposed to waiting. She stated that this was possible and would work with Ms. Glass to ensure this for the next upcoming term.

ACTION ITEM: Dr. Milton will send step-by-step Blackboard guides to Dr. Glaze for posting in the Public Folders.

The ASBSP visit will be conducted next month from the February 25th through the 28th. This is there first visit in 10 years. **ACTION ITEM:** Dr. Milton was asked to send the President an agenda of the visit. We need more information so we can plan. Keep the Administrative Cabinet informed.

We need to get some Webmaster assistants to help Dr. Milton. **ACTION ITEM:** Dr. Crawford will oversee this.

Academic Affairs

IMPORTANT NOTE: Department Chairs and Deans will be meeting on Friday, February 2, 2007 to “jump start” the fall schedule. It will be due at the end of February (or at the very latest in March). After the fall schedule is completed, Academic Affairs will switch gears and begin working on the new catalog.

ACTION ITEM: Dr. Davis will be meeting with all schedule inputters (following the AS400 Updates meeting) to discuss formatting errors and to practice inputting techniques for consistency. With Ms. Henderson’s approval, Mary Spain will be assisting with the schedule since Diane Marceau is unavailable.

Jamie Glass sent out a listing of faculty who did not upload their grades via Blackboard. Over 90% of faculty did complete the task. Instructors will receive a letter from the Vice President of Instruction if they are found to be in non-compliance. **ACTION ITEM:** Deans and Associate Deans are being asked to meet with each non-compliant faculty personally to address the issue. Over 18 training sessions were provided and over 12 different messages alerting faculty of the Blackboard grade-book requirement were out during the previous fall term.

ACTION ITEM: We need a report from the Bessemer campus regarding part-time employees reporting late or not attending class. Dr. Davis with the help of Dr. Murray will arrange a meet with the evening representative on the Bessemer campus to discuss the matter.

Divisional (Updates/Issues)

The new conflict of interest and outside employment statement of compliance policy was revisited with the Administrative Cabinet. This form requires the acknowledgement from the employee that he or she is duty-bound to notify the college if such issues exist.

ACTION ITEM: Contact Joan Davis regarding the forms. Dr. Crawford will handle this.

The Instructional Calendar was shared with the Administrative Cabinet members.

ACTION ITEM: Dr. Crawford will meet with the Calendar Committee and send out a revised calendar via email to all Administrative Cabinet members for review.

End of Administrative Cabinet minutes.
Recorded by Sherri Davis.

Administrative Cabinet Minutes



**President's Conference Room
Dr. Perry W. Ward Building (ACATT)
Friday, August 31, 2007, 8:30 a.m.**

Dr. Perry W. Ward, Presiding

Members in Attendance"

Dr. Perry W. Ward
Dr. Bruce Crawford
Mrs. Sharon Crews
Mrs. Charlsie Cook
Dr. Cynthia Anthony
Dr. Myrtes Green
Dr. Randy Glaze
Mr. Donald Sledge (visitor)
Dr. Sherri Davis

President's Office:

On September 19th, the Chancellor will be visiting the campus. The proposed agenda was shared with the Administrative Cabinet. Invitations will be worked on soon and will be sent out. Community leaders, elected officials, faculty, and staff will be invited to attend.

Weave Online: We are awaiting an official approval by the President. The presentation on Weave Online went well and the college is recommending adoption. Dr. Green called Collins College and Morehouse College. Collins has been pleased with the product.

ACTION ITEM: Dr. Green was asked to contact Weave Online to find out if they have a trial or pilot program for this product. Dr. Green was also asked to send out the web address for Weave Online to all Administrative Cabinet members for review. In addition, Dr. Green was asked to call Carol at SACS to see if she is aware of Weave Online and SACS (in terms of compatibility). Let's have a decision by next Friday (September 7, 2007). Administrative Cabinet members were asked to send an email to Dr. Green regarding Weave Online recommendations and copy such email to the President.

Title III is ending. Crews and Green will be meeting next week. Annual Progress Report requirements will be sent out soon to all Title III Project Managers.

If there are things in the 600 series (state board policies) that need to be reviewed, let Dr. Ward know.

Student Services:

Students Services is focusing on getting more pre-registered students registered. The division will focus on Orientation classes, Developmental Programs, Cosmetology, Auto-body, Building Construction, Automotive, Radio Television, and Barbering.

This fall, 169 students took advantage of the new Tuition Payment Plan. The company was contacted and reminded to emphasize that students must still come by the business office. So far, we have \$171,732.05 tuition fees processed through Tuition Management Systems. We only have about 10 students who are delinquent.

Will be meeting with the Instructional Division to devise more M2 courses for the fall term.

By October 1, 2007, we will do the spring term mailouts announcing the Tuition Reimbursement Plan. We need to make a concerted effort to make sure faculty members know about the plan as well.

Current Enrollment: 3,958 (includes the non-credited adult program at the prison). We have 2,640 paid. Our goal: 3,455. This will give us our 10% increase.

Student Life

We have 63 students in the Residence Hall. We have students on all floors. We are trying to move the 3rd floor occupants to the 1st floor. We have two resident assistants and work study students. We need to revise the Handbook to include sexual harassment. We need to look at our parking situation. We may need to increase security personnel by two. **ACTION ITEM:** Dean Cook was asked to contact Robert Smith to find out if the MAX system can run a shuttle bus between the campus and the Fairfield shopping district as well as the Bessemer area.

A concern was raised in terms of providing dorm students with more activities (particularly in the evenings). Students are sitting on campus without anything to do. **ACTION ITEM:** Dean Cook was asked to talk to Geri Albright about Tom Henderson. He may be able to assist with evening student activities.

Administrative Services

Regarding the concession stand, Phi Beta Lambda, Math & Science and Ms. Pitts did an excellent job covering the stand last year. VP Crews wants to continue this approach for this season before hiring a vendor. She wants to include clubs as part of the coverage, especially as a back-up plan. The schedule is currently being worked on; it is a Master Schedule for all games. Monies are submitted at the end of the season. Hopefully, SGA and the Ambassadors will become more involved in coverage this year.

The *Year End Closing Schedule* was submitted to the Administrative Cabinet.

Pell Grant disbursements will be issued on Wednesday, September 5th.

We need to get all students out of their cancelled classes. Term 2 classes will not be paid until after the start of the term.

Request for Contracts are due on Wednesday, September 5th.

September: We will focus on year end closeouts.

September 10th: Work Study disbursements on this day.

September 12 is the close/void date for outstanding purchase orders.

September 14 is the last day to accept requisitions in the Business Affairs Office for purchasing. Requisitions without invoices attached will not be accepted.

Physical Equipment Inventory Dates: September 17, 2007 through October 12, 2007.

The cafeteria will not close. They will do inventory during a duty day, not a regular work day.

The Attendance Verification process needs to re-examined. **ACTION ITEM:** Dr. Ward suggested that we create a Task Force that will remedy this process. Cassandra Byrd, Donald Sledge, Dr. Randy Glaze, Dr. Cynthia Anthony, Darren Allen, and Dr. Sherri Davis and Teheitha Taylor will serve on the Task Force. **ACTION ITEM:** VP Crews, Ward and Crawford will get together as soon as possible to assign a task force leader to head-up the team.

NOTE: The job descriptions on contracts are different than the job descriptions on the announcements.

Instructional Services

Dr. Crawford sent out the Instructional duties to HR for review.

Job Announcements: The formats are different. We need to make sure that the formats are the same. **ACTION ITEM:** Dr. Crawford will correct this along with Dr. Glaze.

ACTION ITEM: Our organization charts need updating. Incorrect items need to be circled and the chart needs to be updated. VP Crews will send Dr. Green the spreadsheet.

We need to get the space allocated for the Physical Education classes on the Bessemer campus. **ACTION ITEM:** Draft a memo for approval to get the costs and approval for this on the Bessemer campus. Dr. Crawford will handle this task.

ACTION ITEM: Concern was raised regarding the use of the Jess Lanier Building. It was reported that paying students (in assigned classes) were asked to leave their location because a non-tuition paying group needed a room. Dr. Crawford was asked to contact Dr. Murray regarding this problem and to request that tuition driven courses be treated as priority in the Jess Lanier building and not be asked to relocate.

Educational Support Services

CCSSE: Community College Survey of Student Engagement—Lawson State Community College has been accepted for participation in CCSSE for Spring 2008. This survey will include both students and faculty.

Procedures were completed before the week of August 13th to make the ID and password for Student email and Blackboard the same. Student may now use the same ID and password for both functions.

Application was made for both NSSE and FSSE. The application was declined; we learned that both these national surveys for student engagements were only available to four-year institutions.

ACCESS has not completed the request for the addition of fields to the form letter for mid-term alerts. This was not included in the last release.

Postsecondary Data Exchange Initiative (DAX)—Postsecondary plans to begin the DAX process during the spring semester. It will be pulling our data electronically each Friday evening. All of the procedures for the actual extraction of data are currently being updated. As a college, we need to begin a review of all data for credit programs.

The Facility Master Plan / Capital Project Request was shared with the Administrative Cabinet for review. Recommendations should be sent to Dr. Glaze

We need to look at DAX, PURS, etc...

The survey for beginning students is here. The campus crime report is an open report. The Student Right to Know information includes both crime and retention and graduation rates. A question was raised concerning the availability of this information for students and the community. We need to make sure this is available to all students. **ACTION ITEM:** We need to report crime statistics, retention rates and graduation rates and have it circulated in major offices. It is both an internal and external document. Dr. Glaze stated that he would make sure it is disseminated. Dr. Anthony will send the information requested to Dr. Glaze for brochure creation.

Voice Over IP: We delayed full implementation. Bell South is in the process of converting over the last PRI. Projected implementation date: Early September.

Brighthouse is working on the external wiring for the cable system. Dr. Glaze and Chief Williams tested the surveillance system. **ACTION ITEM:** We need to work out a method of cataloging all DVR activity (in the dorm) on a monthly basis. This needs to be

coordinated. We also need to work out a way so that it only records when there is motion. A question was raised regarding whether or not we need to get student authorization for recording. It was determined that signs need to be posted stating that "This Building is Under 24-hour Surveillance." We need to look at putting a camera in the elevator as well as outside cameras for the grounds and parking lot. Hopefully, these items will be in place no later than December.

Career Technical

We are in negotiations to work out a schedule for lab access in the AG Gaston program.

Plans for a possible renovation of the Cosmetology area has been submitted to Dr. Ward. We have two instructors in local high schools to increase enrollment and build the program.

We have 250 students at the Correctional Division.

We have instructors at Spain Park, Bessemer Academy, Midfield and Hoover at various high schools. We also have Midfield students coming in from Cosmetology.

We may have secured 30 plumbing students from Wenonah High School. We are recommending an articulated agreement.

Career Tech received a call from Dr. Green from Fairfield High School to get barbering back within that school.

Career Tech will be meeting with Rod Jones on the 5th to discuss Job Readiness and Interview Skills workshops.

Career Tech will be meeting with Dakoma (which builds bumpers for Mercedes). We are working with them in order to train to get more team leaders for their company. This is a partnership we are trying to form.

Alabama Power is going well. We have 12 people who have passed the test and have been hired. We had over 100 test for Alabama Power, but the pre-test results were low. We are working with these students to try to get their scores up.

Dual Enrollment: Career Tech wants to work with school systems to get our numbers up. A question, however, was raised regarding the collection of tuition on these students. A list of dual enrollment students needs to be sent to Crews. We need to make sure we have collected this tuition ASAP. **ACTION ITEM:** We need to follow up on this immediately. Fairfield and Bessemer have not been paying. We need to clear this up with the school districts immediately. We need to get a letter out. Dr. Crawford and Dr. Murray will oversee this Action Item. Dr. Murray was asked to send a listing of all dual enrollment students to VP Crews.

Academic Affairs

The Faculty and Staff Handbook has been completed (2008-2010).

Adherence to the credentialing process is improving. Academic Affairs met with Vergie Spears to add a step to speed up the AS400 process new faculty input process.

Spring Schedule due Sept. 10th. Inputting is still going on. There will be a meeting today (Friday, August 31st) with Department Chairs to review last minute changes. Dr. Murray and Dr. Davis will do the final formatting of the schedule next week. Thus, the deadline will be met.

Currently working on contracts. Removal of staff should be finalized today or at the latest Monday.

Catalog Update: We are awaiting more information. Projected completion: End of semester. We need to determine if we are going to use the short version of the catalog or the long version. *Update:* The extended version of the catalog will be used.

Dr. Davis met with Darren Allen and all Department Chairs: Beginning fall 2007, the fall and summer schedule will be inputted and processed together (it will be finalized before Thanksgiving break each year). The Spring schedules will be finalized prior to every Spring break (a year in advance).

Due to increased enrollment, we hired over 15 new adjunct faculty members this semester.

Fourteen more computer systems will be added to the "I Can Learn" labs (divided between both campuses). Installation will take place in the next few weeks.

Gym...Pitts looking at extending activities in the evening...extend evening hours. Blackboard Training Dates sent out (13 sessions in September). Fliers will be posted on Monday in each library and an email notification has already been sent out to all faculty. Training opportunities will take place on both campuses.

Load Reports: Adjunct faculty should be limited to 9 credit hours and Career Technical faculty should be limited to 17 hours. **ACTION ITEM:** We need to speak with Joan Davis and review our adjuncts load history closely. Dr. Crawford will handle this and get back with the President.



Administrative Cabinet Minutes

January 29, 2007

EXTENDED VERSION

Dr. Perry W. Ward, Presiding

President's Conference Room, Perry W. Ward Technology Building (ACATT)

Members in Attendance:

Dr. Perry W. Ward, President
Dr. Bruce Crawford
Mrs. Sharon Crews
Dr. Myrtes Green
Dr. Randy Glaze
Dr. Cynthia Anthony
Dr. Charles Murray
Dean Charlsie Cook
Mr. Robert Smith (guest)
Dr. Alice Milton (guest)

General:

An article on leadership, written by Colin Powell, was shared with the Administrative Cabinet.

An article highlighting Dr. Perry W. Ward, published by UA, was shared with the Administrative Cabinet.

Administrative Services

A presentation on housing was shared with the Administrative Cabinet. To recap, several meetings have been held regarding dorms. We have various subcommittees that deal with marketing, fees, maintenance & repairs, security and food. Once all subcommittees finalize their report, a final summation will be submitted to the Administrative Cabinet for final approval.

The debt associated with the residence hall construction was reviewed with the Administrative Cabinet. We will have 118 paying students and Resident Assistants (who will receive work study compensation). A question surfaced regarding summer fees for students. Much discussion centered on summer occupancy fees. It was determined that many students do not have financial aid to pay for room rates; thus, the room rate (proposal) was reduced. When accessing the housing fees analysis chart, the college is still looking at a <109,500> loss per year. It will take the college approximately eight years to break even.

The question over increasing the cost of the dorm room (per student) surfaced. *Question discussed:* Would another hundred dollar increase (from \$1,400 to \$1,500) be a deterrent? It was agreed upon that this would probably not be a deterrent to students living in the dorms.

Dorm fee prices recommended: Fall-- \$1,500 room (500 board); Spring--\$1,500 room (500 board); and Summer--\$800.00 room (350.00 board); plus a \$200.00 application fee. Renewal of the application fee is pending. The application/reservation fee is the same. **ACTION ITEM:** Dr. Green was asked to email Debbie Dahl to see if we still have enough time to get this to the Board for approval.

ACTION ITEM: Mr. Smith needs to sit down with VP Crews and VP Crawford to consider an 80/20 on the HUD grant. There are 18 months left on that grant.

Student Life:

The Athletic teams win/loss records were shared with the Administrative Cabinet.

Note: The Baseball season begins on February 2, 2007.

The following Upcoming Student Activities were shared with the Administrative Cabinet:

- College Transfer Day (Birmingham Campus): Wednesday, January 31, 2007.
- National HIV & AIDS Awareness Week: February 5-9
- Black History Month Convocation with speaker, Judge Katrina Ross: Wednesday, February 7, 2007. Location: AG Gaston Auditorium: 10:00 a.m.
- "Let's Talk" Health Issues: Tuesday, February 13, 2007.
- College Transfer Day (Bessemer Campus): February 27, 2007.
- Homecoming Basketball Game (Lawson vs. Northwest Shoals). 5:30 p.m. (Women's game); 7:30 p.m. (Men's game).
- Career Fair: Wednesday, March 14, 2007.
- Mid-term Progress Reports: Friday, March 16, 2007.
- Graduation, May 12, 2007. Civic Center.

Graduation will be on May 12, 2007. We have reserved in the Civic Center.

ACTION ITEM: Dean Cook was asked to distribute copies of the graduation CD's to the Administrative Cabinet members and provide copies to the bookstore. The ultimate goal is to have these CD's available for purchase to the upcoming graduating classes.

Student Services:

1500 seniors were on campus this past month. A committee has been put together to arrange for a calendar of dates in which Lawson State Admissions and Financial Aid representatives will go to each Birmingham High School. The goal: help students to complete Admissions Applications (to Lawson) and provide them with Financial Aid assistance. Note: Lawson State's financial aid number will be used, even if they select to attend another school. **ACTION ITEM:** Dr. Anthony will continue to coordinate with Birmingham City Schools to identify specific dates for visiting high schools.

The initial visit to participating schools will consist of a financial aid awareness day. Students, at this juncture, will receive a Financial Aid Checklist. The second visit will be treated as a follow-up. The participating schools (thus far) are the following: Parker, Wenonah, Jess Lanier and West End. The names of all high school students are currently being uploaded. **ACTION ITEM:** We need to put them in the module in ACCESS. **ACTION ITEM:** We also need to send at least five different types of correspondence to these students. Dr. Anthony will oversee both tasks and ensure completion. Dr. Glaze will send the student information to Dr. Anthony. Eventually, the recruiting efforts will extend beyond Birmingham Public Schools. However, this is the division's current focus.

On February 12, we will be promoting the *High School Hoops* night. This will serve as a recruiting drive. The key is to get the high school students on campus wearing their school colors. Admission is free.

Counselors Day is still in the planning process. Last year, Dr. Anthony and Janice Williams talked about involving the recruiters in this process more. One idea is to bring students to the event so information is shared. The tentative date set for this event is March 1st.

The Shelby County School of Technology will be visiting the Bessemer campus on Tuesday, January 30, 2007. Roughly 100 students will be participating. Recruiters and faculty will be involved in the event.

ACTION ITEM: Dean Cook was asked to secure a picture of the new dorm and a picture of the interior of the building. We may need to contact the architect, so we can get these pictures in the recruiters' hands. Ideally, we need for a couple of rooms in the new dorm to be set up (as a model). This would be ideal for the spring term when we have a lot of visiting students on campus.

The World of Wheels will be held on February 9th through the 11th.

Registration numbers were shared with the Administrative Cabinet. We still have 657 students who are still pre-registered. Many of them, however, have financial aid. 481 of these students have been reviewed. 122 have no financial aid information. 78 have aid on file but have not been processed yet.

ACTION ITEM: Drop off Hueytown and Phillips off the Enrollment report. Dr. Glaze will handle this request.

Public Relations:

ACTION ITEM: Geri Albright was asked to secure a copy of the Alabama Center for Automotive Excellence commercial that is currently on our website and get it played on Bighthouse. This needs to get done by Monday, February 5, 2007. Other 30 second spots should also be done in an effort to highlight other programs (i.e., upcoming RN program on the Bessemer campus, etc...)

Administrative:

Human Resources: Spring term contract requests were processed for January payroll. Contracts will be printed as soon as possible. **ACTION ITEM:** VP Crews and VP Crawford will work together to get the contracts out since Ms. Spears is out of the office.

Five job vacancy announcements have been posted on the Website: Accountant, Administrative Assistant, Customer Service, Campus Security, Skilled Maintenance Technician. These positions close on February 1, 2007. A pool will be available for all Deans and Directors to draw from.

All Time and Effort Reports for persons on grants and contracts should come to the Payroll Office with monthly time sheets. **ACTION ITEM:** Dr. Ward has requested that Dr. Green call a special meeting with every Grant Supervisor so he or she knows how to complete a Time and Effort Report. VP Crews should be invited to the meeting as well. This meeting should be set-up in the next two weeks, or less.

Facilities: The parking issue will be resolved. The ticketing process will start today. All faculty and staff should make sure they have a parking decal and display it properly.

We still have some parking lots on the East Campus to strip.

Requests for transportation should be made as soon as you know you will need a vehicle.

Activities scheduled on campus must be approved through Public Relations and facilities offices.

Divisional Update (Administrative)

The audit is still ongoing. The new items of focus are purchases of food and lunches. If you have food items, please make sure you identify who was present (at the meeting) and the purpose of the lunch. This information should come in with the requisition. Requesting individuals should also send in a copy of the agenda and a listing of participants and a rationale (for the meeting).

NOTE: The auditor is very interested in employee waivers, dependent waivers and athletic scholarships.

For banquets and outside functions with meals, the College's purpose for hosting the banquet must be attached to the request as well as a list of attendees. NOTE: A listing of participants should be included in the initial request.

Weight Watchers is beginning Wednesday, January 31, 2007.. You need to bring your PEEHIP card with you to the meeting. Cost is 85.00 to participate.

Lorna Polk is requesting additional information. Dr. Anthony is currently working on a draft report. **ACTION ITEM:** The report will be sent to Dr. Ward prior to it being sent.

Regarding Upward Bound, that new grant will be submitted some time towards the end of March. **ACTION ITEM:** Dr. Ward wants Dr. Anthony to see if we can get an extension on the response.

IMPORTANT NOTE: W2's are in the HR Office. If not picked-up by February 6, 2007, they will be mailed.

Instructional Services

Educational Support

Partnerships: The Army has invited both Mr. Thomas and Mrs. Ekundayo to participate in an Educational Tour at Fort Benning from February 24 – 27, 2007. Mr. Thomas and Mrs. Ekundayo are the only persons invited from the western corridor of Jefferson County.

NCCEP/GEAR-UP Capacity Building Workshop: Six representatives from the college will attend the conference in Atlanta from February 10 – 14, 2007.

Release 30, ACCESS Software: Release 30 of the ACCESS software will be installed on Friday, February 9, 2007 between 8:00 a.m. and 10:00 a.m. The system, including Websuite, will be unavailable for use during this time period.

NOTE: This release contains significant changes in the ACCESS system. Once we complete the installation, we shall notify strategic offices to begin testing the effect of changes in control records and code files prior to general usage. Supervisors in respective areas will notify employees when the system is available for general use.

Network Upgrades: Two projects are currently in the pipeline: (1) Millsap Building on the Bessemer Campus; and (2) B118 in the Academic Building on the Birmingham Campus.

Headcount: Based on directives given at the last cabinet meeting, the daily headcount report compiled by Ms. Glass was revised to reflect both duplicated and non-duplicated headcounts per campus. A copy of the report was shared with the Administrative Cabinet.

ACTION ITEM: We need to create a system manual. As changes are made, we can adjust the manual. We need to meet with key personnel to walk them through the new system changes. Plan to meet Thursday, February 1, 2007 at 2:00 p.m. in VP Crew's at 2:00 p.m. Dr. Glaze will send out the request for the meeting per the request of the VP's.

Career Technical

High school pre-engineering program is underway as well as the 21st Century Advanced Technology Academy.

The Instructor's Summer Conference will be held on June 5th through June 8th, 2007. Classes will be available for Ford, General Motors, Toyota, Alternate Fuels and Custom Paint.

Three courses will be offered as part of the Hueytown Learning for Living program.

Bessemer Academy is up and running and its connection with Alabama Power has been confirmed.

Business Technologies and Distance Education

Blackboard “Help-Desk” calls are down. We are attempting to make Blackboard users more independent. Courses will not be brought over until the drop and add period ceases. **ACTION ITEM:** Dr. Milton was asked if it was possible to bring the course shells over prior to the drop/add period ends so instructors could build their courses in the system at the beginning of the term, opposed to waiting. She stated that this was possible and would work with Ms. Glass to ensure this for the next upcoming term.

ACTION ITEM: Dr. Milton will send step-by-step Blackboard guides to Dr. Glaze for posting in the Public Folders.

The ASBSP visit will be conducted next month from the February 25th through the 28th. This is there first visit in 10 years. **ACTION ITEM:** Dr. Milton was asked to send the President an agenda of the visit. We need more information so we can plan. Keep the Administrative Cabinet informed.

We need to get some Webmaster assistants to help Dr. Milton. **ACTION ITEM:** Dr. Crawford will oversee this.

Academic Affairs

The first draft of the summer schedule was submitted to Geri Albright in December. The first proof was reviewed and approved and sent to Geri Albright last week.

IMPORTANT NOTE: Department Chairs and Deans will be meeting on Friday, February 2, 2007 to “jump start” the fall schedule. It will be due at the end of February (or at the very latest in March). After the fall schedule is completed, Academic Affairs will switch gears and begin working on the new catalog.

The fall schedule will continue to focus on flexible scheduling. The following will be highlighted within the schedule:

- One night a week classes
- Saturday classes
- Mini-term classes (Birmingham campus)
- Friday-Saturday linked classes
- Online courses
- Hybrid classes
- Evening RN courses on the Bessemer campus

General Studies on the Bessemer campus is up and promoting new growth on that campus; more emphasis will be placed on adding more Mini-term classes on the Birmingham campus. We are anticipating that when the evening RN program starts in the Bessemer campus, enrollment numbers on the Bessemer campus (under pre-nursing and general studies) will continue to grow even higher.

An updated faculty handbook will be worked on following the catalog completion.

ACTION ITEM: Dr. Davis will be meeting with all schedule inputters (following the AS400 Updates meeting) to discuss formatting errors and to practice inputting techniques for consistency. With Ms. Henderson's approval, Mary Spain will be assisting with the schedule since Diane Marceau is unavailable.

Jamie Glass sent out a listing of faculty who did not upload their grades via Blackboard. Over 90% of faculty did complete the task. Instructors will receive a letter from the Vice President of Instruction if they are found to be in non-compliance. **ACTION ITEM:** Deans and Associate Deans are being asked to meet with each non-compliant faculty personally to address the issue. Over 18 training sessions were provided and over 12 different messages alerting faculty of the Blackboard grade-book requirement were out during the previous fall term.

Six new faculty training sessions were held since the beginning of January. The sessions were highly successful. Many new faculty questions were answered and the College's expectations were highlighted regarding: checking email—email components, Websuite use, Blackboard use, Attendance Verification processes, etc.

The faculty roster is currently being updated (for the spring term).

ACTION ITEM: We need a report from the Bessemer campus regarding part-time employees reporting late or not attending class. Dr. Murray and Dr. Davis will arrange a meet with the evening representative on the Bessemer campus to discuss the matter.

Post-secondary has reinstated the Developmental Advisory Committee. Dr. Davis will be attending the February 9th meeting in Montgomery.

Divisional (Updates/Issues)

The new conflict of interest and outside employment statement of compliance policy was revisited with the Administrative Cabinet. This form requires the acknowledgement from the employee that he or she is duty-bound to notify the college if such issues exist.

ACTION ITEM: Contact Joan Davis regarding the forms. Dr. Crawford will handle this.

College committees have been instructed to start meeting for 2006-2007. Minutes will be sent to Dr. Glaze for posting on the L-Drive.

The Instructional Calendar was shared with the Administrative Cabinet members.

ACTION ITEM: Dr. Crawford will meet with the Calendar Committee and send out a revised calendar via email to all Administrative Cabinet members for review.

General Announcements:

Red Mountain Express Commission. Dr. Ward has been selected to serve on the commission by the Mayor. Dr. Ward is also lobbying for Lawson to serve as a training facility.

End of Administrative Cabinet minutes.
Recorded by Sherri Davis.

Administrative Cabinet Minutes
February 19, 2007
EXTENDED VERSION



Dr. Perry W. Ward, Presiding
Executive Boardroom, Perry W. Ward Technology Building (ACATT)

Members in Attendance:

Dr. Perry W. Ward, President
Dr. Bruce Crawford
Mrs. Sharon Crews
Dr. Myrtes Green
Dr. Randy Glaze
Dr. Cynthia Anthony
Dr. Charles Murray
Dr. Sherri Davis
Mrs. Kesha James (guest)
Dr. Alice Milton (guest)

General:

A new format for Action Items was shared and accepted by the Administrative Cabinet. Recommendations for improvement should be sent to Dr. Davis.

A post-secondary memorandum on the Contract Reporting System was shared with the Administrative Cabinet.

Mrs. Kesha James did a special presentation for the Administrative Cabinet on the Microsoft Presenter 3000 and the Wireless Notebook Presenter Mouse 8000. Pros and cons were shared and key operational features were highlighted. Mrs. James recommended the Microsoft Presenter 3000.

Instructional Services

Business and Technologies

The visiting ASBSP accreditation team will be here on Sunday, February 2007 and will leave on Wednesday. Members will arrive around 4:00 p.m. and will be available for dinner at 6:00 p.m.. Members will stay at the Residence Inn. Three members are coming. We will handle all transportation for the members. All meals will be paid by the college. We need to organize this in terms of payment or reimbursement. The group will be housed in Lab 8 in the ACATT building. All

workroom materials will be set-up for the visiting team. **ACTION ITEM:** Dr. Milton needs to set-up a timeline for this visit. The timeline needs to be detailed and specific and include all critical arrival, departure and meal times. This timeline needs to be submitted to the President as well as the Administrative Cabinet ASAP. Since the Chair of the visiting team has not sent the College an agenda, the College needs to create its own agenda. Dr. Milton was also asked to draft up a timeline for faculty visits so that can be organized prior to the visit. Dr. Ward wants this to be completed no later than Tuesday (morning), February 20, 2007.

Instructional Services

The graduation deadline has been extended to March 1, 2007. A new message will be posted on the website.

Dr. Crawford and Dr. Davis will be going to Montgomery on February 20, 2007 to meet share in a joint meeting with post-secondary and four-year institutions.

A draft of the Distance Education Policy was disseminated. Administrative Cabinet members were asked to review the proposed policy and send comments, if any.

The HP Teacher Technology grant was submitted this week.

NOTE: The 2008-2009 Academic Calendar needs to be approved by April 1, 2008.

Educational Support Services

A chart outlining current completers was shared with the Administrative Cabinet.

Attendance Verification: 80% of the faculty responded to the request for attendance verification by Friday, February 16th. The names of those who have not completed the process are attached; Departmental Chairpersons and Associate Deans have been notified. Information will be provided to Retention Counselors on February 20th regarding students who are "Not Attending".

Adult Education Computer Training: Computer literacy classes through the Adult Education and Skills Training Program will begin on February 26th in the "One Stop Center" on the East Campus.

Phone System: A Draft Implementation Plan was shared with the Administrative Cabinet.

Issues: (a) Broadsoft has a new release in the pipeline that will greatly enhance our VoIP system. We are working with Broadsoft to get the release as quickly as possible. We do not have a date for installation as of the writing of this document. The release will allow us to better tie the physical phone to the system and then attach a user profile to the phone.

Recommendations: (a) Week of February 26th test system using VoIP phones both inter and intra campus. Participants include the following persons: Jamie Glass, Carol Champion, Chad Yancy, Jeff Shelley, Diane Gregg, Teheitha Taylor, Vergie Spears, Roberta Cottrell, Alice Milton, Eula Todd, Sandra Henderson, Donald Sledge and Randy Glaze. Users will be asked to observe static, delay of transmission, 4-digit dialing, etc.

ACTION ITEM: Four to six people need to be trained on the new phone operations as programmers and trouble-shooting operations. We will need some primary technical support personnel (such as Jamie Glass and others) plus 4-6 people to serve as receptionist. We may need to target specific support within offices. Betty Skorlock was identified for the Bessemer campus. We need to get this listing of identified personnel completed.

Receptionist: We need to determine who needs to be trained on the receptionist module and provide the training. We have asked Broadsoft for training materials; we are awaiting a reply. Hopefully, we can provide this training in the next two weeks. A demonstration was shared with the Administrative Cabinet.

College Calendar: The College calendar will be housed in the Public Folders. If we want to use this as a part of the receptionist training, we need to get the academic calendar and known college events entered. We need to identify key persons who will be responsible for entering college events.

Deployment: (a) Installation of Release 14; (b) put phones on desks and boxes on fax machines; (c) Broadsoft on site to set routing system; (d) coordinate with BellSouth the transfer of the trunk lines to PRI line on the Bessemer Campus.

A demonstration of Broadsoft (the new phone switchboard features) was shared with the Administrative Cabinet.

The College-wide calendar is now listed in the Public Folders. Presently, the following calendar system can be found: Academic Calendar; (2) Sports Events Calendar; and (3) College Events Calendar. The process to input the calendar is time-consuming but workable. We need to develop a way to keep this information current.

Career Technical

Birmingham City Schools has agreed to pay for 50 dual enrolled students. Ten of the students will come out of the Bessemer Academy.

The Toytoa T-Ten Dinner is March 27, 2007. Roughly 150 people will attend. The event will be held at the Bessemer Civic Center beginning at 6:00 p.m. All Administrative Cabinet minutes should be in attendance. **ACTION ITEM:** Alert the press and Geri Albright. Play up the Center for Excellence and our high school recruits. Dr. Murray will handle this action item.

The fall catalog for the Career Technical program is going through its third and final proof.

Career Technical is working on the application for long-certificates in both ABR and ASE.

The GM program was selected as one of only two pilot programs in the nation to offer a long-and short-certificate in addition to the Associate Degree. Scheduling and class offerings are being developed at this time.

The Toyota program is one of the top 10 in the nation. A celebration banquet is scheduled for April.

The automated manufacturing equipment has been installed.

The Solid-Works class for high school students interested in pre-engineering began this week in the Millsap Industrial Training Center. Between 18 and 22 students are participating in the program.

Alabama Power has sent the College a contract for our review and the flyers promoting our new partnership a ready for distribution.

Friday, the instructors for the related courses in Career Technical will meet to discuss retention strategies.

Lawson State will soon be a designated College for cosmetology students who want to take the written test in the northern part of the state.

Academic Affairs

Inputters training was conducted last week. A fluke in the system was detected. Lab hours or one day a week classes are defaulting as primary classes, and the theory classes are listed as secondary classes. **ACTION ITEM:** Dr. Glaze will contact ACCESS to see if this can be corrected.

Attendance Verification Reports were due last Friday, February 16, 2007 (via Websuite). 80% of faculty completed this task. We are currently contacting all non-compliant faculty.

Developmental Studies is currently being reviewed for possible course and tracking changes. Once the committee meets, Dr. Davis will report the findings to the Administrative Cabinet.

All Associate Deans, Assistant Deans and Department Chairpersons are currently working on the fall schedule. The fall schedule is due March 31, 2007. It will be submitted to Geri Albright in mid-April.

Lawson State will sponsor the next Developmental Summit. Over 120 participants will be here from around the state. The event will take place in the Perry W. Ward Technology Building (ACATT).

Academic Affairs is currently going through renovations. Renovations are scheduled to be completed by the end of the month.

Administrative Services

Student Services:

This is Financial Aid Awareness Week. Participation has been good thus far. Activities are scheduled on both campuses.

Dr. Anthony attended a Dean of Students meeting last week. Lawson State will be undergoing a Methods of Administration Site Visit that is conducted by the Department of Postsecondary. They will review federal mandate items. The review will be in April.

Bessemer has gone through this review before. Dr. Anthony shared the Bessemer report with the Administrative Cabinet. Dr. Anthony will “head-up” this effort. She needs to get Chad Yancy and Nick Shields together and others to assist her in this effort.

Administrative:

VP Crews shared a new electronic pay stub feature with the Administrative Cabinet. This new feature permits employees the ability to view their pay stubs online via the Faculty Suite. The Administrative Cabinet approved the use of this new feature.

The State Board wants to know how we intend to pay for our new housing dorm. VP Crews shared the projected revenues report with the Administrative Cabinet. We will have to transfer funds into the auxiliary account in order to make annual lease payments. The Chancellor can assess an additional fee. Other colleges have built in a building fee. Thus, we have some options as a college to generate some additional monies. We will be responding to the Board tomorrow, Tuesday, February 20, 2007. Debbie Dahl will be writing a letter to the Board to address these issues.

We need to decide by the end of March whether or not we will increase tuition. If so, we need to notify students. We also need to consider the electronic books and phase that in as well. Late fees will start in the fall.

We need to look at how much it costs the college per graduate. Are our graduation fees aligned with how much it costs the college? If not, we need to consider increasing the amount. We need to check to see if a graduation flat fee can be assessed on each graduating senior automatically. We can call it a graduation fee.

We need to have a separate financial management meeting to look at ways in which we, as a College, can save money. We need to look at the registration fees and any other fees we may have that will generate more funds.

We need convene a committee on advisement. And, we need to hire an Academic Advisor.

We need to look at a procedure that will automatically capture our completers and graduates. We really need to begin to focus on completers and graduates per program. **ACTION ITEM:** The entire completion process needs to be analyzed and an advisement approach needs to be looked at that will serve the College best.

Student Life:

Athletic information has been updated on the website.

End of minutes.

Minutes recorded by Sherri Davis

Administrative Cabinet Minutes
Monday, March 5, 2007
EXTENDED REPORT



Dr. Perry W. Ward, Presiding
Ethel Hall Executive Conference Room, Bessemer Campus

Members in Attendance:

Dr. Perry W. Ward, President
Dr. Bruce Crawford
Mrs. Sharon Crews
Dr. Myrtes Green
Mrs. Charlsie Cook
Dr. Randy Glaze
Dr. Cynthia Anthony
Dr. Charles Murray
Dr. Sherri Davis
Mr. Nick Shields (guest)
Mr. Chad Yancy (guest)
Mr. Craig Lawrence (guest)

General:

Presidential Update:

Lawson State will sponsor the Bessemer Chamber of Commerce's next "Business After Hours" event. The event will take place next Thursday, March 15, 2007 at the Hampton Inn. All Administrative Cabinet members are expected to attend. There will be approximately 100 chamber members in attendance. Cabinet members were encouraged to bring brochures and business cards. **ACTION ITEM:** VP Crews was asked to work with Ms. Ruth Anthony to make sure all goes well with this upcoming event.

The 2007 Chamber of Commerce Calender-of-Events was shared with the Administrative Cabinet. Five of the events involve Lawson State Community College.

The Buffalo Rock proposal was presented to the Administrative Cabinet. Chad Yancy and Nick Shields highlighted the proposal. VP Crews' area will be responsible for the implementation of the Buffalo Rock change. This means that we will have a unified distributor that will provide our soft drinks and snacks. **ACTION ITEM:** VP Crews and Craig Lawrence will have to figure out how we plan on working with Buffalo Rock, and they will also have to notify Coca Cola (regarding the end of their contract). The contract will also need to be revisited to make sure we are in compliance with notification

deadlines, etc. We will also be getting a baseball sign via the acquisition of this new contract. Another sign for the gym will be installed as well. Nick Shields will be responsible for making sure this transition takes place smoothly.

We have been looking at a marquee sign to be placed on the Bessemer campus. The sign is approximately 17 feet tall. The cost is roughly \$40,000.00. The Pepsi Cola company will sponsor \$10,000.00 and will handle all maintenance on the sign. **ACTION ITEM:** Dr. Anthony, Craig Lawrence and Dr. Murray will help the President find additional sponsors for the sign. \$10,000.00 will pay for three years of advertisement. **ACTION ITEM:** Nick Shields would like something in writing to take to potential sponsors. VP Crews and Craig Lawrence were given this task.

We need to “pitch” the \$10,000 sign sponsorship idea at the “Business After Hours” event. Fliers will be distributed at the event. **ACTION ITEM:** VP Crews will oversee this.

ACTION ITEM: Craig Lawrence was asked to do an analysis on machine placement, locations, machine type, ice machines, residence hall, etc...prior to meeting with Pepsi Cola. We should not sign the contract or meet with Pepsi Cola until we know exactly what we want out of the contract. We need to get the best deal possible. Thus, make sure the analysis and recommendations are thorough. Once complete, get the Pepsi Cola contract finalized and signed. VP Crews will oversee this. The following individuals should be at the meeting prior to the analysis: Nick Shields, Craig Lawrence, and VP Crews. **NOTE:** Dr. Green asked if we could get more modernized machines so that machines can better protected and theft-proof.

A Disaster and Emergency Preparedness survey was shared with the Administrative Cabinet. We need to assess our current emergency plan and make sure it is properly communicated. Concerns were raised regarding a recovery plan and its connection to FEMA. **ACTION ITEM:** The Safety Committee needs to come up with a Disaster Plan and present this to the Administrative Cabinet. VP Crews will oversee this action plan.

The Board Agenda Item addressing the residence hall fees was shared with the Administrative Cabinet.

The Developmental Summit announcement was shared with the Administrative Cabinet. The event will take place on April 10, 2007.

The FIT Program information was highlighted for Administrative Cabinet review.

The idea of creating internal business cards was shared with the Administrative Cabinet. Samples were provided for review. It was proposed and accepted that internal business card creation will be handled via the Public Relations Office. **ACTION ITEM:** Dr. Green will work with Geri Albright to handle the upstart of the internal business card production. We will test this approach for three-months and evaluate the effectiveness. Administrative Cabinet members will be allowed to order their cards with raised letters.

The OCR (Guide to Office for Civil Rights Compliance) document was shared with the Administrative Cabinet and visitors. The visit will be in April. Bessemer had a visit in

2004. The visiting team will want to view Bessemer's document to make sure we are in compliance with all recommendations from the previous visit. Two-weeks prior to the actual visit, a pre-visit will take place to alert the college of any concerns. Disabled students will be interviewed. **ACTION ITEM:** A group will be pulled together to prepare the college for the visit. An internal pre-visit should take place. Let's take care of some obvious critical things (i.e., heavy doors, TDD lines, travel paths, etc...). VP Crews, Nick Shields and Dr. Anthony will be overseeing this effort.

We need to look at signage on both campuses—"no parking", "faculty parking", and exterior building signs, etc... The signage on both campuses should be similar; it needs to be consistent. The striping needs to be done as well. We also need more directional signage on the Birmingham campus. Another issue is building signage. We need to determine if we are going to go by a name per building or an Alphabetical listing for buildings. **ACTION ITEM:** Facilities needs to come up with a Plan of Action. We need to determine what critical signs are needed. Ideally, we should have a Master Plan, and do the proposed signage changes in phases (based on importance). VP Crews and Nick Shields will oversee this operation.

Instructional Services

Dr. Marable went over the upcoming NLNAC visit that is expected this fall.. A timeline of events was shared with the Administrative Cabinet. Criteria and fees for the visit were also shared. The report is due August 15, 2007. The actual document needs to be submitted to the Academic Dean, Vice Presidents and President for review prior to the deadline. The catalog (outlining new degree plans for the division) must be completed prior to the visit. Dr. Marable will return in mid-May for another update.

Educational Support

Fourteen people participated in the phone test last week. A few glitches (i.e., echoing, busy signals, etc. were noted). Installation was a little more difficult than expected.

There are 414 potential graduates and 80 business applicants. Dr. Murray has some more graduates as well that will help to increase the number.

Career Technical

ACTION ITEM: Dr. Ward wants to meet with the Autobody division to better understand the advising process within this division.

The fall high school *Learning for Living* classes were shared with the Administrative Cabinet members. Discussion over the pre-engineering title came about; it was decided that pre-engineering (within the Career Technical division) be called The Pre-engineering Academy.

Ten Wenonah High School students did qualify under dual enrollment under the 2.5 GPA. There were 20 students who did not have the GPA. They will only receive high school credit, not college credit. **ACTION ITEM:** This needs to be put in writing, so

these students clearly understand that they will not qualified to receive college credit for the course they take. Dr. Murray will oversee this task.

Academic Affairs

The Developmental Course Sequence Proposal was shared with the Administrative Cabinet. The division met with Student Services to consensus was drawn to move to the next level of approval. **ACTION ITEM:** Dr. Crawford will have to call an emergency meeting with the Curriculum Committee in order to expedite the approval process.

M2 contracts have been submitted to the Vice President's Office for review. M2 courses start today, Monday, March 5, 2007. Low enrolled M2 classes have been cancelled or stacked.

Department Chairs are currently working on the fall schedule. Summer schedules are due out this week.

Divisional Update

The Business Division's accreditation visit was successful. Dr. Milton sent a recap of the events and recommendations.

The 2007-2008 Academic Calendar was shared with the Administrative Cabinet. Specific changes/revisions were shared as well. Consensus was reached in terms of such changes.

Lawson's standing class attendance and withdrawal policies were shared with the Administrative Cabinet. Post-secondary is revisiting its stance on attendance and is hoping (via committee) to make recommendations for a state-wide community college attendance policy. Thus, all participating colleges were asked to submit their policies for review. Hopefully, a new system wide policy will be adopted soon.

The Postsecondary Performance Indicators for the American Technical Education Association (ATEA) for the Carl D. Perkins Career and Technical Education Act of 2006 was highlighted for the Administrative Cabinet. Student achievement is a focus.

The HBCU-Up conference information was shared. Administrative Cabinet members were asked to review the document.

The Academic Advising Task Force will meet this Wednesday, March 7, 2007 to develop concrete strategies to improve academic advising at the college.

The Career Readiness Certification meeting will take place on March 13, 2007.

ACTION ITEM: VP Crews and VP Crawford need to get a list together for the President in terms of personnel hirings. He needs this information as soon as possible. Ideally, the list should be submitted by Friday, March 9.

Administrative Services

Student Services

FYI: Periodically an email is distributed to Chairs highlighting recruiting data that has been posted to the L-drive.

Regarding recruiting effort: More schools will be added for recruiting purposes. Currently, seven out of nine schools have been done. A few schools, Woodlawn, Hayes and Jess Lanier have been rescheduled.

Counselors' Day is Friday, March 16, 2007. Ms. Williams has already been contacted for the arrangements. The event will take place at 8:30 a.m.

Summer pre-registration begins March 26, 2006. We need to hand deliver the schedule booklets to places where we frequent. **ACTION ITEM:** Get Public Relations to handle this for the college, emphasis should be placed on local businesses and churches. VP Crawford will communicate this expectation to Ms. Albright.

The Spring professional development workshop for the Alabama College System Public Relations Association will be held on the Bessemer campus. The event will take place on Tuesday, March 6, 2007.

Student Life

Both the women's and men's basketball teams are in the playoffs. The women's team will play today, Monday, March 05, 2007 at the Pelham Civic Center. The men will play on Tuesday, March 06, 2007.

Upcoming student activities were shared with the Administrative Cabinet to include the following: (1) *Graduates Meeting*—Wednesday, March 7, 2007 at 10 a.m. in the Ethel Hall Auditorium; (2) *Graduates Meeting*—Thursday, March 8, 2007 at 10 a.m. in the gymnasium; (3) *Let's Talk Health Issues*—Tuesday, March 13, 2007 at 11 a.m. on the Bessemer campus; (4) *Career Fair*—Wednesday, March 14, 2007 at 12 noon in the Bessemer Civic Center; (5) *Mid-term progress reports* due on Friday, March 16, 2007.; (6) Recognition Program for the 2007 *All-Academic Team* on Thursday, April 5th and Friday, April 6th, 2007 at the Wynfrey Hotel; (7) *Student Honors and Award Program* at 10 a.m. in the gym; and (8) *Graduates Banquet* will be held on May 8, 2007 at 6:30 p.m. in the Bessemer Civic Center.

The graduation will take place in the Civic Center. **ACTION ITEM:** Let's secure a graduation speaker before we leave for spring break. Dean Cook and Dr. Ward will work on this together.

Discussion surrounding the Career Fair surfaced. Concern was raised regarding vendor participation and student participation. It was stated that all vendors were contacted regarding the upcoming event. However, it was also decided that the college would evaluate overall participation and effectiveness of the single Career Fair.

ACTION ITEM: Dean Cook asked for Dr. Murray to assist her in getting graduates to the meeting on the Bessemer campus. A standard message announcing the graduate meetings should be posted on Blackboard and on the website. Email Dr. Milton.

Administrative Services

VP Crews shared a new form with the Administrative Cabinet entitled the “Request to Operate the Concession Area” with the Administrative Cabinet.

Residence Hall: The handbook is in progress. A meeting is scheduled for Thursday, March 8, 2007 to review final changes to the handbook.

We need to set-up a mock dorm room. We may be able to explore setting-up a mock room in Steve Johnson’s old office or Lisa’s office. We do have photos. **ACTION ITEM:** Dean Cook was asked to work on this action item with Mr. Smith. This should be looked into this week. Dr. Ward will send copies of the photos to the VP’s and Dean Cook.

REMINDER: Travel requests need to come in in a timely fashion.

Other Issues and Concerns

ACTION ITEM: Dr. Glaze was asked to send out an email to all personnel requesting that faculty and staff change their passwords (if it is set to one’s date of birth). The use of the birth date is viewed as a security risk for individuals and should be changed.

Adjournment

End of minutes.

Minutes recorded by Sherri Davis.



**Administrative Cabinet Meeting Minutes
Monday, November 26-27, 2007**

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

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. Charles Murray
Dr. Sherri Davis

President's Office

Minutes of the last meeting were approved and accepted by the Administrative Cabinet.

Administrative & Student Services

Student Services

Action Items Update: There have been different campaigns to promote the pre-registration process. Booklets have been given out within classes. The Help Desk was successful in assisting students through the process. Currently, there are 972 pre-registered students. Dr. Murray has sent out some special encouragements (via email) to the technical staff to encourage pre-registration.

Note: The goal of 2000 students pre-registered pertains to returning students, not new students. Thus, efforts to increase the number of pre-registered students (in-house) should continue to be a priority.

Important Note: Dr. Marable needs to be at 90% pre-registered students within her program. In fact, all instructional programs need to focus on program registration. We need to "zero in" on the students who are currently enrolled. **ACTION ITEM:** Dr. Murray and Dr. Davis will promote this within the instructional division.

Testing procedures for new students was discussed. There is a “doable” plan in terms of dual campus coverage for testing.

Ms. Albright and Dr. Anthony are working on an advertising plan for radio and television broadcast ads. One additional station, WZZK, was added. The TV broadcast will begin December 26th, the day after Christmas, and will run until the first part of the January. Radio ads will focus on pre-registration.

ACTION ITEM: Dr. Ward requested that an update on pre-registration numbers (and our overall progress towards reaching the 2000 goal be sent to him via email every Friday (prior to leaving for the holidays). Dr. Anthony was charged with this task.

Regarding the spring schedule: Geri Albright did check on the zip codes. Schedule booklets will go out (mailed) next week.

Discussion as it relates to inputting high school student data in the system was reviewed extensively. It was reported that Jeff Shelley is working on a time line of correspondence. The Admissions Office is looking to migrate the information once all students are in the system. According to Dr. Glaze, we need a birthday list from Ramsey High School. He also reported that the list of students is half-way done (in terms of being inputted in the system). We need additional demographic information, particularly from Ramsey High School. **ACTION ITEM:** Dr. Glaze was asked to look at what information he has and to assess how many people (clerical help) he will need to get the rest of the information in. He was asked to contact Dr. Crawford and Dr. Ward (by tomorrow afternoon—Tuesday, November 27, 2007) regarding his needs so those individuals can be contacted to assist him immediately.

Dr. Murray has roughly 1,200 more names and addresses from the Auto Show. Kamille Smith has most of the students information loaded within an Excel spreadsheet. This information will be shared with the Admissions Office. It was determined that in the future all information needs to be uploaded in the AS400 system (as a shared database). **ACTION ITEM:** We need to get this student information within our college-wide database, so these students can be added to our mailing list. Dr. Murray will contact Claudia Williams to get these students into the headcount. Dr. Murray and Dr. Anthony will coordinate the migration of the information. Potentially, there are 2,500 new students we can reach and be added to the fall headcount.

Discussion surrounding how to best classify/identify these various high school students in the database was discussed. **ACTION ITEM:** It was determined that Dr. Glaze would identify how to best classify these students and Jeff Shelley will follow this pre-set pattern (once explained).

ACTION ITEM: Dr. Anthony was asked to submit a renewed letter to ACCESS regarding the current operation of its recruiting module and the problems surrounding the applications within the module. Be sure to include, within the letter, the fact that as a college we are having to input student data in the system into three different areas for recruiting purposes.

Recruiters are reporting that the Tuition Management Plan and the Residence Hall are very popular with students.

Dr. Ward would like an overall perspective on enrollment numbers from the Dean.

ACTION ITEM: Dr. Anthony will provide updates to the President on a routine basis (every Friday) with commentary in terms of how to get the numbers up and where we are in terms of our projected goals.

Fall Enrollment Update: Our goal was 3,455; we are at 3,334 (3,348) for the fall. We were 3,148 last fall. We have a 6.35% increase.

Discussion surrounding how we classify students as (credit and non-credit) was highlighted. It was determined that any time the college provides resources or efforts to assist programs those individuals who benefit should be counted towards non-credit students.

Impending Adult Education & GED Review Update: Connie Branch will be the auditor. Dr. Anthony and Janice Williams are working together in preparation for the visit.

Student Life

Max Bus will not consider changing its routes. We will revisit this later.

Dean Cook did talk with Tom Henderson about coordinating evening student activities. He cannot assist. However, progress towards getting an LCD projector and screen set-up has taken place, so students will have access to movies for entertainment.

The basketball season has ended. They played six games and will be traveling most of the week.

The Christmas concert is Sunday (December 2nd) at 5:00 p.m. The tree lighting ceremony will take place on the Bessemer campus. This will take place on Monday, December 3rd at 5:00 p.m.

Dr. Glaze and Dean Cook will be working to get the phones installed in the dorm rooms before students leave for the holidays. Phones will not have long distance capabilities.

ACTION ITEM: We need to find a way of getting long distance cards in the bookstore. VP Crews will oversee this action item.

Regarding the cable selection, students were asked to select the package they liked. This approach worked out well. Cable equipment is currently being installed.

Safety and Security: We need an emergency buzzer at the work station. **ACTION ITEM:** VP Crews and Dean Cook will meet to discuss a plan of action for late incoming students. The plan will involve security letting students into the dorm after hours.

Administrative Services

ACTION ITEM: We need to work on revising a new Safety and Security Plan in preparation for the upcoming SACS visit and the overall safety of the campus. VP Crews will oversee this task with Chief Williams. We need to make sure we have an Emergency Alert Plan (embedded within the larger Safety and Security Plan). The plan

should run for 3 to 5 years (out). This should be one document written by the key players (Chief Williams, Chad Yancy, Joel McFall, and other key personnel). It will probably be a good idea to archive all of our crime report data.

All marquee signage has been ordered. We are awaiting Pepsi / Buffalo Rock for ordering.

We need to make sure we streamline the schedule booklet, the names of buildings and overall signage. VP Crews and VP Crawford will work together to complete this process.

Eighteen computers will have been donated from HUD. These computers will be used for the new English lab or another identified lab for students.

Auditors are here and are requesting information. Travel and phone usage are an issue. If you are aware of any audit concerns, please apprise the Administrative Cabinet.

Instructional Services

Educational Support

CAPP Report: The report was completed and submitted to postsecondary on Friday, November 2, 2007.

Community Based Job Training Grant: The grant was submitted October 30th requesting \$2,000,000 for the nursing program.

VoIP Phones: An e-mail regarding unplugging and moving VoIP phones was sent out to all personnel.

VoIP and Faxing: Some offices are experiencing problems with faxing at this time. Once a decision was made in January 2007 regarding fax machines, we moved forward to purchase the best equipment to allow us to continue to use existing fax machines and the VoIP system. Basically, we have found that the newer the line over which faxes flow, the better the reception. For example, fax lines in ACATT receive signals better than those for example in Kennedy Center. The alternative is to have a fax server and individuals receive faxes via e-mail. Utilizing this scenario, faxing a hard-copy document would require scanning.

End of Year Report and Measures and Organizational Actions: The End of the Year Report displays the measures associated with the Strategic Indicators related to the College Goals for 2006-2007. Please print a copy of this document and review the measures for accuracy. Please submit any corrections, additions, deletions, etc. to me by Friday, November 30th.

The Measurements and Organizational Actions document contains the Strategic Indicator, Measurement, Organizational Action and the Projected Action Years. Please review the Organizational Actions and the Projected Action Years. Submit any corrections related to the actions and years. Also, Organizational Actions slated for 2007-2009 will need a measurement to accompany the action.

NOTE: For 2006-2007, almost 50% of the measurements do not meet the level of tolerance. While on the surface, some may view this as something bad; however, it leaves us room to show improvement over the next two years.

The Division responsible for respective goals and indicators should become aware of the measurements that are below the expected level of tolerance and implement strategies that will ensure some degree of improvement by Summer 2008.

Grade Reporting: As the end of the semester comes to an end, please be reminded that the ACCESS system will allow on 60 users on the system at a time. While instructors are inputting grades, the system will be slow.

End of Semester Surveys: The End of the Semester Surveys for employees and students are available for response through the end of December.

Workshops and Technology: In the way of a reminder, if you are planning a workshop that requires the use of technology and the assistance of MIS personnel, please notify us at least 24 hours ahead of time in an effort to better meet your needs.

Career Technical Programs

We need to take some action as it relates to “Live Work”. **ACTION ITEM:** We need to wait on a recommendation, but it needs to come right now. Dr. Crawford, VP Crews, Dr. Murray and Dr. Anthony will meet tomorrow to make a recommendation.

Academic Affairs

The Pre-registration campaign is working. The Help Desk was extended for another week due to its positive impact on getting students to pre-register. During the next three weeks, the door-to-door campaign will run. Schedule books will be hand delivered to classes and trail schedules to promote the process. An email campaign highlighting our progress will begin this week.

Summer and fall schedules will be finalized in the next 10 business days. Chairs are doing their final reviews this week. Dr. Murray and Dr. Davis will begin final production of the schedules next week.

The catalog is complete. It will be placed on the web by November 27, 2007.

Training on Unit Planning and Student Learning Outcomes (assessment) was conducted last week with all Department Chairs and lead instructors. The two-day training was very successful. Currently, all departments are finalizing their Unit Reports and SLO's.

We need to schedule a faculty meeting next week. VP Crawford will set the time and day and send the email notification. The meeting will take place on the Bessemer campus at 2:00 p.m. The Extended Cabinet meeting will be at 3:30 p.m.

ACTION ITEM: Dr. Davis will contact Geri Albright to find out if the catalog bid includes CD's. Answer: No.

Divisional Updates/Issues

ACTION ITEM: Post-secondary is requesting information on the prison educational system. VP Crawford and VP Crews will cross check all information prior to it being sent out to post-secondary.

End of minutes.

Minutes recorded by Sherri Davis 11/26/07.



ADMINISTRATIVE CABINET
ACTION ITEMS STATUS REPORT AS OF 10-15-07
CARRYOVER ACTION ITEMS STEMMING FROM PREVIOUS MEETINGS

#	Org. Date	Action Item	Status	Action Item Update, (if any)	Status Unknown
General (President's Office)					
1	10/15 <i>new item</i>	ACTION ITEM: Dr. Green was asked to call to find out if we need to buy generators, and if so, do we need to buy one for each campus or just one. She will call post-secondary and report back to the President.			
2	8/31	The Attendance Verification process needs to be re-examined. Dr. Ward suggested that we create a Task Force that will come together to recommend a new process. Cassandra Byrd, Donald Sledge, Dr. Randy Glaze, Dr. Cynthia Anthony, Darren Allen, and Dr. Sherri Davis and Teheitha Taylor will serve on the Task Force. ACTION ITEM: Dr. Ward, VP Crews, Dr. Crawford will get together as soon as possible to assign a task force leader to head-up the team.	Needs updating		
Administrative Services					
3	10/15 <i>new item</i>	Room 221 inventory in the AG Gaston Building needs to be inventoried and moved to the ACATT building this week. ACTION ITEM: This needs to be acted on this week. Crews will contact Tia White to complete the inventory in the morning. Byrd will be contacted by Crews as well.			
4	8/31	ACTION ITEM: The organization charts need updating. Incorrect items need to be circled and the chart needs to be updated. VP Crews will send Dr. Green the spreadsheet.	Need updating		

#	Org. Date	Action Item	Status	Action Item Update, (if any)	Status Unknown
5	3/5	A Disaster and Emergency Preparedness survey was shared with the Administrative Cabinet. We need to assess our current emergency plan and make sure it is properly communicated. ACTION ITEM: The Safety Committee needs to come up with a Disaster Plan and present this to the Administrative Cabinet. VP Crews will oversee this action plan.	In progress but needs updating	Still awaiting report from Chief.	
6	3/5	A new marquee sign is going to be placed on the Bessemer campus. The sign is approximately 17 feet tall. The cost is roughly \$40,000.00. The Pepsi Cola company will sponsor \$10,000.00 and will handle all maintenance on the sign. ACTION ITEM: Nick Shields would like something in writing to take to potential sponsors. VP Crews and Craig Lawrence were given this task.	Needs updating	Letter has been made. Need to contact people to do purchase order. We also need to get a look at the final sign.	
7	3/5	The signage on both campuses should be consistent. The striping needs to be done as well. We also need more directional signage on the Birmingham campus. Another issue is building signage. We need to determine if we are going to go by a name per building or an Alphabetical listing for buildings. ACTION ITEM: Facilities needs to come up with a Plan of Action. We need to determine what critical signs are needed. Ideally, we should have a Master Plan, and do the proposed signage changes in phases (based on importance). VP Crews and Nick Shields will oversee this operation.	Needs updating		
Student Life:					
8	10/15 <i>new item</i>	ACTION ITEM: Dean Cook with assist Dr. Marable on creating a social event with students and faculty prior to her upcoming NCLEX visit.			

#	Org. Date	Action Item	Status	Action Item Update, (if any)	Status Unknown
9	8/31	ACTION ITEM: Dean Cook was asked to contact Robert Smith to find out if the MAX bus system could run a shuttle bus between the campus and the Fairfield shopping district.	Needs updating		
10	8/31	ACTION ITEM: Dean Cook was asked to talk to Geri Albright about Tom Henderson. He may be able to assist with the upstart of evening student activities.	Needs updating		
Student Services:					
11	10/15 <i>new item</i>	ACTION ITEM: Dr. Anthony and Dr. Davis will work together via Developmental Studies and PSY100 to promote the pre-registration process. <i>Shared Action Item.</i>			
Instructional Services					
12	10/15 <i>new item</i>	661 students were dropped out or purged who were in the pre-registered mode this fall. ACTION ITEM: We need to have faculty members sign some type of affidavit regarding who are in their classes. The President is asking for a spot audit. Dr. Crawford, Dr. Murray, Dr. Pruitt, and Dr. Davis will handle this.		Spot audits completed. Signed roll sheets were requested of each faculty member.	
13	7/16	Inventory all faculty laptops.	In progress.	Harold Dennard and Tia White are currently conducting inventory.	
14	8/31	We need to get the space allocated for the Physical Education classes on the Bessemer campus. ACTION ITEM: Draft a memo for approval to get the costs and approval for this on the Bessemer campus. Dr. Crawford will handle this task.	Needs Updating	Chad Yancy has been contacted and preliminary quotes have been submitted.	

#	Org. Date	Action Item	Status	Action Item Update, (if any)	Status Unknown
15	10/15 <i>new item</i>	For ACA non-attendees, professional development training will be coordinated. ACTION ITEM: Dr. Crawford and Dr. Davis will coordinate this effort. <i>Shared Action Item.</i>			
Educational Support Services					
		No Action Items to Report			
Career Technical					
16	10/15 <i>new item</i>	The “Ready to Work” Program will be voted on by their board in October. We need to come up with some specific funding needs. ACTION ITEM: Send in a request. Dr. Murray was asked to contact Dr. Milton to tie-in her division also.			
17	10/15 <i>new item</i>	November 8th through the 11 th , LSCC will be the point of contact for all Alabama High Schools. Instructors will be there. Recruiters need to be there as well. ACTION ITEM: Dr. Murray, Ms. Albright and Dr. Anthony will work together to coordinate this effort. Faculty, recruiters and Ambassadors should be there as well.			
18	10/15 <i>new item</i>	The Live Works program needs to be revised. Students must be charged. ACTION ITEM: Dr. Murray and Dr. Crawford will work together to figure out the proper handling to enforce this policy. <i>Shared Action Item.</i>			
Academic Affairs					
19	10/15 <i>new item</i>	For ACA non-attendees, professional development training will be coordinated. ACTION ITEM: Dr. Crawford and Dr. Davis will coordinate this effort. <i>Shared Action Item.</i>			

#	Org. Date	Action Item	Status	Action Item Update, (if any)	Status Unknown
20	10/15 <i>new item</i>	ACTION ITEM: Dr. Anthony and Dr. Davis will work together via Developmental Studies and PSY100 to promote the pre-registration process. <i>Shared Action Item.</i>			
21	10/15 <i>new item</i>	ACTION ITEM: Dr. Davis will work with Department Chairs to coordinate the Help Desk for pre-registration.			
		<i>End of "Action Items."</i>			Action Items updated on 10/15/07 by Sherri Davis.



ADMINISTRATIVE CABINET

ACTION ITEMS STATUS REPORT AS OF 11-26-07

* *CARRYOVER ACTION ITEMS STEMMING FROM PREVIOUS MEETINGS*

#	Org. Date	Action Item	Status	Action Item Update, (if any)	Status Unknown
General (President's Office)					
1	8/31	The Attendance Verification process needs to be re-examined. Dr. Ward suggested that we create a Task Force that will come together to recommend a new process. Cassandra Byrd, Donald Sledge, Dr. Randy Glaze, Dr. Cynthia Anthony, Darren Allen, and Dr. Sherri Davis and Teheitha Taylor will serve on the Task Force. ACTION ITEM: Dr. Ward, VP Crews, Dr. Crawford will get together as soon as possible to assign a task force leader to head-up the team. <i>Shared Action Item.</i>	Needs updating	Task Force leader needs assigning. Committee needs to meet.	
Administrative Services					
2	11/26 <i>new item</i>	ACTION ITEM: We need to work on revising a new Safety and Security Plan in preparation for the upcoming SACS visit and the overall safety of the campus. VP Crews will oversee this task with Chief Williams. We need to make sure we have an Emergency Alert Plan (embedded within the larger Safety and Security Plan). The plan should run for 3 to 5 years (out).			
3	11/26 <i>new item</i>	<i>Safety and Security:</i> We need an emergency buzzer at the work station. ACTION ITEM: VP Crews and Dean Cook will meet to discuss a plan of action for late incoming students. The plan will involve security letting students into the dorm after hours. <i>Shared Action Item</i>			

#	Org. Date	Action Item	Status	Action Item Update, (if any)	Status Unknown
4	11/26 <i>new item</i>	We need to take some action as it relates to "Live Work". ACTION ITEM: We need to wait on a recommendation, but it needs to come right now. Dr. Crawford, VP Crews, Dr. Murray and Dr. Anthony will meet tomorrow to make a recommendation. <i>Shared Action Item</i>			
5	11/26 <i>new item</i>	ACTION ITEM: Post-secondary is requesting information on the prison educational system. VP Crawford and VP Crews will cross check all information prior to it being sent out to post-secondary. <i>Shared Action Item</i>			
6	10/15	Room 221 inventory in the AG Gaston Building needs to be inventoried and moved to the ACATT building this week. ACTION ITEM: This needs to be acted on this week. Crews will contact Tia White to complete the inventory in the morning. Byrd will be contacted by Crews as well.	Completed		
7	8/31	ACTION ITEM: The organization charts need updating. Incorrect items need to be circled and the chart needs to be updated. VP Crews will send Dr. Green the spreadsheet.	Need updating	In Progress	
8	3/5	A Disaster and Emergency Preparedness survey was shared with the Administrative Cabinet. We need to assess our current emergency plan and make sure it is properly communicated. ACTION ITEM: The Safety Committee needs to come up with a Disaster Plan and present this to the Administrative Cabinet. VP Crews will oversee this action plan.	In progress but needs updating	Still awaiting report from Chief.	

#	Org. Date	Action Item	Status	Action Item Update, (if any)	Status Unknown
9	3/5	The signage on both campuses should be consistent. The striping needs to be done as well. We also need more directional signage on the Birmingham campus. Another issue is building signage. We need to determine if we are going to go by a name per building or an Alphabetical listing for buildings. ACTION ITEM: Facilities needs to come up with a Plan of Action. We need to determine what critical signs are needed. Ideally, we should have a Master Plan, and do the proposed signage changes in phases (based on importance). VP Crews and Nick Shields will oversee this operation.	Completed.	Committee has met and the design and locations for the signs have been selected. It was determined that names and acronyms will be used for buildings, not letters.	

Student Life:

#	Org. Date	Action Item	Status	Action Item Update, (if any)	Status Unknown
10	8/31	ACTION ITEM: Dean Cook was asked to contact Robert Smith to find out if the MAX bus system could run a shuttle bus between the campus and the Fairfield shopping district.	Completed	Answer: No.	
11	8/31	ACTION ITEM: Dean Cook was asked to talk to Geri Albright about Tom Henderson. He may be able to assist with the upstart of evening student activities.	Completed.	Answer: No.	
12	11/26 <i>new item</i>	<i>Safety and Security:</i> We need an emergency buzzer at the work station. ACTION ITEM: VP Crews and Dean Cook will meet to discuss a plan of action for late incoming students. The plan will involve security letting students into the dorm after hours. <i>Shared Action Item</i>			

Student Services:

#	Org. Date	Action Item	Status	Action Item Update, (if any)	Status Unknown
13	11/26 <i>new item</i>	ACTION ITEM: Dr. Anthony was asked to submit a letter to ACCESS regarding the current operation of its recruiting module and the problems surrounding the applications within the module. Be sure to include, within the letter, the fact that as a college we are having to input student data in the system into three different areas for recruiting purposes.			
14	11/26 <i>new item</i>	ACTION ITEM: Dr. Ward requested that an update on pre-registration numbers (and our overall progress towards reaching the 2000 goal be sent to him via email every Friday (prior to leaving for the holidays). Dr. Anthony was charged with this task.			

Instructional Services

15	11/26 <i>new item</i>	We need to take some action as it relates to “Live Work”. ACTION ITEM: We need to wait on a recommendation, but it needs to come right now. Dr. Crawford, VP Crews, Dr. Murray and Dr. Anthony will meet tomorrow to make a recommendation. <i>Shared Action Item</i>			
16	11/26 <i>new item</i>	ACTION ITEM: Post-secondary is requesting information on the prison educational system. VP Crawford and VP Crews will cross check all information prior to it being sent out to post-secondary. <i>Shared Action Item</i>			

#	Org. Date	Action Item	Status	Action Item Update, (if any)	Status Unknown
17	7/16	Inventory all faculty laptops.	In progress.	Harold Dennard and Tia White are currently conducting inventory.	
18	8/31	We need to get the space allocated for the Physical Education classes on the Bessemer campus. ACTION ITEM: Draft a memo for approval to get the costs and approval for this on the Bessemer campus. Dr. Crawford will handle this task.	Completed.	Two rooms were merged into one large location.	
19	10/15	For ACA non-attendees, professional development training will be coordinated. ACTION ITEM: Dr. Crawford and Dr. Davis will coordinate this effort. <i>Shared Action Item.</i>	Completed.		

Educational Support Services

20	11/26 <i>new item</i>	ACTION ITEM: Dr. Glaze was asked to look at what information he has and to assess how many people (clerical help) he will need to get the rest of the information in. He was asked to contact Dr. Crawford and Dr. Ward (by tomorrow afternoon—Tuesday, November 27, 2007) regarding his needs so those individuals can be contacted to assist him immediately.			
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#	Org. Date	Action Item	Status	Action Item Update, (if any)	Status Unknown
21	11/26 <i>new item</i>	Discussion surrounding how to best classify/identify these various high school students in the database was discussed. ACTION ITEM: It was determined that Dr. Glaze would identify how to best classify these students and Jeff Shelley will follow this pre-set pattern (once explained).			

#	Org. Date	Action Item	Status	Action Item Update, (if any)	Status Unknown
22	11/26 <i>new item</i>	Dr. Glaze and Dean Cook will be working to get the phones installed in the dorm rooms before students leave for the holidays. Phones will not have long distance capabilities. ACTION ITEM: We need to find a way of getting long distance cards in the bookstore. VP Crews will oversee this. <i>Shared Action Item</i>			
Career Technical					
23	11/26 <i>new item</i>	ACTION ITEM: We need to get this student information within our college-wide database, so these students can be added to our mailing list. Dr. Murray will contact Claudia Williams to get these students into the headcount. Dr. Murray and Dr. Anthony will coordinate the migration of the information. Potentially, there are 2,500 new students we can reach and be added to the fall.			
24	10/15	The Live Works program needs to be revised. Students must be charged. ACTION ITEM: Dr. Murray and Dr. Crawford will work together to figure out the proper handling to enforce this policy. <i>Shared Action Item.</i>		Needs updating.	
Academic Affairs					
25	10/15	For ACA non-attendees, professional development training will be coordinated. ACTION ITEM: Dr. Crawford and Dr. Davis will coordinate this effort. <i>Shared Action Item.</i>	Completed.	Completed.	
26	10/15	ACTION ITEM: Dr. Anthony and Dr. Davis will work together via Developmental Studies and PSY100 to promote the pre-registration process. <i>Shared Action Item.</i>	Completed.	Completed.	
27		ACTION ITEM: Dr. Davis will contact Geri Albright to find out if the catalog bid included CD's (as requested). <i>End of "Action Items."</i>	Completed	Answer: No. Catalog is available on the web.	Action Items updated on 11/27/07 by Sherri Davis.



**Administrative Cabinet Meeting Minutes
Monday, November 26, 2007**

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

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. Charles Murray
Dr. Sherri Davis

President's Office

Minutes of the last meeting were approved and accepted by the Administrative Cabinet.

Administrative & Student Services

Student Services

Action Items Update: There have been different campaigns to promote the pre-registration process. Booklets have been given out within classes. The Help Desk was successful in assisting students through the process. Currently, there are 972 pre-registered students. Dr. Murray has sent out some special encouragements(via email) to the technical staff to encourage pre-registration.

Note: The goal of 2000 students pre-registered pertains to returning students, not new students. Thus, efforts to increase the number of pre-registered students (in-house) should continue to be a priority.

Important Note: Dr. Marable needs to be at 90% pre-registered students within her program. In fact, all instructional programs need to focus on program registration. We need to "zero in" on the students who are currently enrolled. **ACTION ITEM:** Dr. Murray and Dr. Davis will promote this within the instructional division.

Testing procedures for new students was discussed. There is a “doable” plan in terms of dual campus coverage for testing.

Ms. Albright and Dr. Anthony are working on an advertising plan for radio and television broadcast ads. One additional station, WZZK, was added. The TV broadcast will begin December 26th, the day after Christmas, and will run until the first part of the January. Radio ads will focus on pre-registration.

ACTION ITEM: Dr. Ward requested that an update on pre-registration numbers (and our overall progress towards reaching the 2000 goal be sent to him via email every Friday (prior to leaving for the holidays). Dr. Anthony was charged with this task.

Regarding the spring schedule: Geri Albright did check on the zip codes. Schedule booklets will go out (mailed) next week.

Discussion as it relates to inputting high school student data in the system was reviewed extensively. It was reported that Jeff Shelley is working on a time line of correspondence. The Admissions Office is looking to migrate the information once all students are in the system. According to Dr. Glaze, we need a birthday list from Ramsey High School. He also reported that the list of students is half-way done (in terms of being inputted in the system). We need additional demographic information, particularly from Ramsey High School. **ACTION ITEM:** Dr. Glaze was asked to look at what information he has and to assess how many people (clerical help) he will need to get the rest of the information in. He was asked to contact Dr. Crawford and Dr. Ward (by tomorrow afternoon—Tuesday, November 27, 2007) regarding his needs so those individuals can be contacted to assist him immediately.

Dr. Murray has roughly 1,200 more names and addresses from the Auto Show. Kamille Smith has most of the students information loaded within an Excel spreadsheet. This information will be shared with the Admissions Office. It was determined that in the future all information needs to be uploaded in the AS400 system (as a shared database). **ACTION ITEM:** We need to get this student information within our college-wide database, so these students can be added to our mailing list. Dr. Murray will contact Claudia Williams to get these students into the headcount. Dr. Murray and Dr. Anthony will coordinate the migration of the information. Potentially, there are 2,500 new students we can reach and be added to the fall headcount.

Discussion surrounding how to best classify/identify these various high school students in the database was discussed. **ACTION ITEM:** It was determined that Dr. Glaze would identify how to best classify these students and Jeff Shelley will follow this pre-set pattern (once explained).

ACTION ITEM: Dr. Anthony was asked to submit a renewed letter to ACCESS regarding the current operation of its recruiting module and the problems surrounding the applications within the module. Be sure to include, within the letter, the fact that as a college we are having to input student data in the system into three different areas for recruiting purposes.

Recruiters are reporting that the Tuition Management Plan and the Residence Hall are very popular with students.

Dr. Ward would like an overall perspective on enrollment numbers from the Dean.

ACTION ITEM: Dr. Anthony will provide updates to the President on a routine basis (every Friday) with commentary in terms of how to get the numbers up and where we are in terms of our projected goals.

Fall Enrollment Update: Our goal was 3,455; we are at 3,334 (3,348) for the fall. We were 3,148 last fall. We have a 6.35% increase.

Discussion surrounding how we classify students as (credit and non-credit) was highlighted. It was determined that any time the college provides resources or efforts to assist programs those individuals who benefit should be counted towards non-credit students.

Impending Adult Education & GED Review Update: Connie Branch will be the auditor. Dr. Anthony and Janice Williams are working together in preparation for the visit.

Student Life

Max Bus will not consider changing its routes. We will revisit this later.

Dean Cook did talk with Tom Henderson about coordinating evening student activities. He cannot assist. However, progress towards getting an LCD projector and screen set-up has taken place, so students will have access to movies for entertainment.

The basketball season has ended. They played six games and will be traveling most of the week.

The Christmas concert is Sunday (December 2nd) at 5:00 p.m. The tree lighting ceremony will take place on the Bessemer campus. This will take place on Monday, December 3rd at 5:00 p.m.

Dr. Glaze and Dean Cook will be working to get the phones installed in the dorm rooms before students leave for the holidays. Phones will not have long distance capabilities.

ACTION ITEM: We need to find a way of getting long distance cards in the bookstore. VP Crews will oversee this action item.

Regarding the cable selection, students were asked to select the package they liked. This approach worked out well. Cable equipment is currently being installed.

Safety and Security: We need an emergency buzzer at the work station. **ACTION ITEM:** VP Crews and Dean Cook will meet to discuss a plan of action for late incoming students. The plan will involve security letting students into the dorm after hours.

Administrative Services

ACTION ITEM: We need to work on revising a new Safety and Security Plan in preparation for the upcoming SACS visit and the overall safety of the campus. VP Crews will oversee this task with Chief Williams. We need to make sure we have an Emergency Alert Plan (embedded within the larger Safety and Security Plan). The plan

should run for 3 to 5 years (out). This should be one document written by the key players (Chief Williams, Chad Yancy, Joel McFall, and other key personnel). It will probably be a good idea to archive all of our crime report data.

All marquee signage has been ordered. We are awaiting Pepsi / Buffalo Rock for ordering.

We need to make sure we streamline the schedule booklet, the names of buildings and overall signage. VP Crews and VP Crawford will work together to complete this process.

Eighteen computers will have been donated from HUD. These computers will be used for the new English lab or another identified lab for students.

Auditors are here and are requesting information. Travel and phone usage are an issue. If you are aware of any audit concerns, please apprise the Administrative Cabinet.

Instructional Services

Educational Support

CAPP Report: The report was completed and submitted to postsecondary on Friday, November 2, 2007.

Community Based Job Training Grant: The grant was submitted October 30th requesting \$2,000,000 for the nursing program.

VoIP Phones: An e-mail regarding unplugging and moving VoIP phones was sent out to all personnel.

VoIP and Faxing: Some offices are experiencing problems with faxing at this time. Once a decision was made in January 2007 regarding fax machines, we moved forward to purchase the best equipment to allow us to continue to use existing fax machines and the VoIP system. Basically, we have found that the newer the line over which faxes flow, the better the reception. For example, fax lines in ACATT receive signals better than those for example in Kennedy Center. The alternative is to have a fax server and individuals receive faxes via e-mail. Utilizing this scenario, faxing a hard-copy document would require scanning.

End of Year Report and Measures and Organizational Actions: The End of the Year Report displays the measures associated with the Strategic Indicators related to the College Goals for 2006-2007. Please print a copy of this document and review the measures for accuracy. Please submit any corrections, additions, deletions, etc. to me by Friday, November 30th.

The Measurements and Organizational Actions document contains the Strategic Indicator, Measurement, Organizational Action and the Projected Action Years. Please review the Organizational Actions and the Projected Action Years. Submit any corrections related to the actions and years. Also, Organizational Actions slated for 2007-2009 will need a measurement to accompany the action.

NOTE: For 2006-2007, almost 50% of the measurements do not meet the level of tolerance. While on the surface, some may view this as something bad; however, it leaves us room to show improvement over the next two years.

The Division responsible for respective goals and indicators should become aware of the measurements that are below the expected level of tolerance and implement strategies that will ensure some degree of improvement by Summer 2008.

Grade Reporting: As the end of the semester comes to an end, please be reminded that the ACCESS system will allow on 60 users on the system at a time. While instructors are inputting grades, the system will be slow.

End of Semester Surveys: The End of the Semester Surveys for employees and students are available for response through the end of December.

Workshops and Technology: In the way of a reminder, if you are planning a workshop that requires the use of technology and the assistance of MIS personnel, please notify us at least 24 hours ahead of time in an effort to better meet your needs.

Career Technical Programs

We need to take some action as it relates to “Live Work”. **ACTION ITEM:** We need to wait on a recommendation, but it needs to come right now. Dr. Crawford, VP Crews, Dr. Murray and Dr. Anthony will meet tomorrow to make a recommendation.

Will be further updated at next meeting.

Academic Affairs

The Pre-registration campaign is working. The Help Desk was extended for another week due to its positive impact on getting students to pre-register. During the next three weeks, the door-to-door campaign will run. Schedule books will be hand delivered to classes and trail schedules to promote the process. An email campaign highlighting our progress will begin this week.

Summer and fall schedules will be finalized in the next 10 business days. Chairs are doing their final reviews this week. Dr. Murray and Dr. Davis will begin final production of the schedules next week.

The catalog is complete. It will be placed on the web by tomorrow (November 27, 2007).

Training on Unit Planning and Student Learning Outcomes (assessment) was conducted last week with all Department Chairs and lead instructors. The two-day training was very successful. Currently, all departments are finalizing their Unit Reports and SLO's.

We need to schedule a faculty meeting next week. VP Crawford will set the time and day and send the email notification. The meeting will take place on the Bessemer campus at 2:00 p.m. The Extended Cabinet meeting will be at 3:30 p.m.

ACTION ITEM: Dr. Davis will contact Geri Albright to find out if the catalog bid includes CD's. She will email the Administrative Cabinet with her findings.

Divisional Updates/Issues

ACTION ITEM: Post-secondary is requesting information on the prison educational system. VP Crawford and VP Crews will cross check all information prior to it being sent out to post-secondary.

End of minutes.

Minutes recorded by Sherri Davis 11/26/07.

Next meeting: Tomorrow, November 27th at 9:00 a.m. Dr. Green needs to bring in a proposed timeline for the upcoming SACS visit. We also need a Weave Online and SESSE update. We need to also talk about the Annual Report.



Administrative Cabinet Meeting Minutes
Dr. Perry W. Ward Technology Building (ACATT)
President's Executive Conference Room
Monday, October 15, 2007
2:00 o'clock p.m.

Presiding, Dr. Perry W. Ward, President

EXTENDED VERSION

Members in Attendance:

Dr. Perry Ward
Dr. Bruce Crawford
Dr. Myrtes Green
Mrs. Sharon Crews
Mrs. Charlsie Cook
Dr. Cynthia Anthony
Dr. Sherri Davis
Dr. Charles Murray
Dr. Shelia Marable (visitor)
Ms. Geri Albright (visitor)

President's Office

Minutes from the last meeting (both extended and abridged) were approved and accepted.

The September adopted Board items were shared with the Administrative Cabinet.

Title III Evaluation and Activities for 2007-2012 are scheduled for November 13th and 14th. New PART evaluation will be conducted. Performance Outcome reports must be thorough. Evaluations will be done on an annual basis.

Weave Online (Timeline): It's official; we are now a part of the Weave Online community. The tentative training schedule was shared with the Administrative Cabinet.

The SACS Timeline was shared with Administrative Cabinet members. The "Fab 4" (Dr. Myrtes Green, Dr. Randy Glaze, Dr. Charles Murray and Dr. Sherri Davis) will meet next week regarding the QEP.

Desktop Review handouts were shared with the Administrative Cabinet.

Administrative and Expanded Cabinet Meeting Dates were also shared.

The policy on College-Related Foundations was shared with the Administrative Cabinet. Dr. Green, VP Crews, and Geri Albright will work on the response to the new policy requirements. The report must be submitted to the Chancellor by December 26th. The College would like to respond to this request, though, by December 1st. Dr. Ward will meet with Bessemer's Foundation President to ascertain whether or not they will conform. We need to determine what we want our Foundations to look like.

Public Relations Update:

We have been promised monies from neighboring communities to beautify the gate area near the elementary school. Geri Albright has raised roughly \$10,000.00. All the paperwork has been processed. Send beautification ideas to Geri Albright for upcoming requests.

Commissioner Smoot wants to show a movie on campus entitled, "Inside/Out". The movie will focus on why it is important to stay in school and avoid incarceration. The event is scheduled to take place before the end of the month.

Lawson State Night is coming up this Sunday (October 21st). Geri Albright would like to have students, Adult Education and Workforce Development at the show.

Health Professions Update

National League for Nursing Accreditation Update: Dr. Shelia Marable visited the Cabinet to provide an update on the upcoming visit. The accreditation visit is November 6, 7 and 8th. The agenda has been finalized by the team chairpersons. Administrators will be spoken to on the 6th at 10:00 a.m. Lunch will be at 12 noon on the 6th. No dinner on the 5th.

The committee members will speak with students, will tour the library on the 2nd day, and will meet with the general public and general education faculty. The exit interview will be at 9:00 a.m. on the 8th (that Wednesday).

Transportation Issues: Dr. Marable and Dr. Davis will be meeting this week. Library books have been ordered. Dr. Marable needs lobby furniture. It was determined that lobby furniture would be transported prior to the visit.

Visit Concern: Settling the students and faculty prior to visit. Consider a social event with students and faculty prior to the visit. **ACTION ITEM:** Dean Cook with assist Dr. Marable on this event.

ACTION ITEM: Have a mock visit prior to the actual visit. Dr. Marable with arrange this. Financial Aid, Counselor, Admissions need to be included as part of this visit.

Dental Accreditation (CODA)—Commission on Dental Assisting: A preliminary survey is currently being worked on. This visit is not scheduled until July 2008.

ACTION ITEM: The Organizational Chart needs to be updated.

Instructional Services

Academic Affairs

The finalized version of the catalog will be submitted to Public Relations and VP's this week for bid processing. We need to rush the information to VP Crews to speed up the bid process. Dr. Anthony will speak with Admissions to get the catalog numbers.

Department Chairs are currently working on the fall and summer schedules: They are both due before Thanksgiving break

The spring schedule was submitted to Geri Albright on time (by her set deadline) and has been uploaded to the web. Dr. Murray and Dr. Davis organized this effort.

The Help Desk (promoting the pre-registration process) will begin once the schedule books hit the campus. Prior to that time, advisors will be pre-registering students in their offices. Dr. Anthony and Dr. Davis are also coordinating ways (via Developmental Studies and PSY100) to promote broad-based pre-registration of students.

The Developmental Advisory Committee will be on campus for a meeting at 10:00 a.m.

Instructional Services

The spring schedule will be done via UAB Publishing.

We need an up-to-date inventory prior to ordering more laptops for new faculty members.

Room 221 will become an Open Lab in the AG Gaston Building.

ACA Conference: We have large participation at the ACA Conference this year. In fact, ten people are presenting. Chante Calhoun, Rachel Morgan, Kesha James, Calvin Briggs, Geri Albright, Cynthia Anthony, and more. Administrative Cabinet members were asked to submit names (of those wishing to attend ACA) to Kim McKenzie via email.

For ACA non-attendees, professional development training will be coordinated.

ACTION ITEM: Dr. Crawford and Dr. Davis will coordinate this effort.

The proposed attendance policy was shared with the Administrative Cabinet. Questions or recommendations regarding the proposed policy should be emailed Dr. Crawford.

The room 221 inventory in the AG Gaston Building needs to be inventoried and moved to the ACATT building this week. **ACTION ITEM:** This needs to be acted on this week. Crews will contact Tia White to complete the inventory in the morning. Byrd will be contacted by Crews as well.

Career Technical Programs

The "Ready to Work" Program will be voted on by their board in October. We need to come up with some specific funding needs. **ACTION ITEM:** Send in a request. Dr. Murray was asked to contact Dr. Milton to tie-in her division.

The grant for Alethia House has been approved. Over \$200,000 for training will be provided. Grant is called "Youth Build".

Jefferson County Board of Education wants HVAC training to begin in January and for the upcoming summer and fall terms.

Toyota T-TEN was named runner-up in its national Automotive Industry Planning Council. Recognitions will be given out in Las Vegas on December 14, 2007.

November 8th through the 11th, LSCC will be the point of contact for all Alabama High Schools. Instructors will be there. Recruiters need to be there as well. **ACTION ITEM:** Dr. Murray, Ms. Albright and Dr. Anthony will work together to coordinate this effort. Faculty, recruiters and Ambassadors should be there.

The city of Mountain Brook has signed for Fleet Training.

Educational Support

The CAPP Report shared with Administrative Cabinet.

DAX: Postsecondary has requested that we provide test data for DAX. On October 5th, we released our credit and personnel files for this semester for test purposes for DAX. This entailed the Alabama Supercomputer uploading files from LSCC and preparing them for import to postsecondary. By way of DAX procedures, we anticipate our data to be pulled weekly beginning with the spring 2008 semester. Currently, we are working with postsecondary to establish validation procedures for data exchanged via DAX. Also, we will continue to report data via PERS during the transition period.

FYI: MS Windows Vista: MIS has notified Howard/Dell/CDW not to ship any products with MS Windows Vista because of continued program incompatibilities, especially with our Trend Anti-Virus Software and AS/400. We are working to alleviate problems; however, until the newer technology is fully compatible with everything we use daily, we cannot afford to continue to have security loopholes in our system. Although we cannot trust any vendor to adhere to this request, we are asking that College administrators be aware of this problem and support our request.

College Accountability Performance Profile (CAPP): The Administrative Cabinet reviewed the CAPP report. Performance Component 3, Item C, contains a programming error; the system will not let the user calculate the percentage. This problem has been reported to postsecondary. On the surface, there may be concerns about the data; however, there are specific requirements for each Performance Component. For example, Performance Components 1 and 2, as well as others, are controlled exclusively by postsecondary which means that modifications of the data are not permissible. Please address any questions or concerns regarding the report to Dr. Glaze and Dr. Davis. This report will be submitted on Thursday, October 18, 2007.

Institutional Management Plan (IMP): Within the next six weeks, the College will be required to complete the IMP. According to timelines received from postsecondary, IMP will be issued after CAPP has been submitted.

Administrative Services

Student Services

Pre-registration is beginning this week. The goal is 2000 students (new and returning). It was recommended to focus on key classes to target. Dr. Anthony and Dr. Davis will work together to accomplish this task.

DAX meeting is scheduled for Thursday morning (October 18th) with key individuals that will be a part of the new reporting system.

New student orientation is scheduled for December 4, 5 and 6th, 2007.

Finalizing OCR: All items have been finalized. One item has been requested for extension—men's bathroom in the gym.

Enrollment for fall semester (unduplicated count) is up; it was reported as 3,289 (which constitutes as 4.4 % increase.

661 students were dropped out or purged who were in the pre-registered mode this fall. **ACTION ITEM:** We need to have faculty members sign some type of affidavit regarding who is in their class. The President is asking for a spot audit. Dr. Crawford, Dr. Murray, Dr. Pruitt, and Dr. Davis will handle this.

Scholarship Information Assessment is currently under review.

Student Life

There are 67 students in the residential facility.

So far, 97 students have reported as graduates/completers for the spring commencement in 2008.

Mid-term grade reports are due today, October 15th.

Upcoming Student Activities:

Wellness Day—9:00-12:00 p.m., October 17, 2007.

Miss Lawson State Coronation—October 19, 2007, 7:00 p.m.

Halloween Party—October 31, 2007, 6:00 p.m.

Respect Campaign—November 15, 2007, 5:30 p.m.

Christmas Concert—December 2, 2007, 5:00 p.m.

Tree Lighting Ceremony—December 3, 2007, Bessemer Campus

Dorm: Students want cable, telephones and intercom systems in the dorm. We need to work on this quickly. Dr. Glaze is going to price out an intercom system. Food is a concern. They would like to have access to the food in the cafeteria, not the food coming to them.

For security reasons, we need to have a buzzer system associated with all doors in the dorm.

Administrative Services

The Audit Exit Conference minutes were shared with the Administrative Cabinet members and discussed.

The Live Works program needs to be revised. Students must be charged. **ACTION ITEM:** Dr. Murray and Dr. Crawford will work together to figure out the proper handling to enforce this policy.

If an employee claims an \$11.25 expense for in-state travel reimbursement (less than 24 hours travel expense), the college will have to report this as income on the employee's taxes. VP Crews will send out an email notification to total personnel.

ACTION ITEM: Dr. Green was asked to call to find out if we need to buy generators, and if so, do we need to buy one for each campus or just one. She will call post-secondary and report back to the President.

End of minutes.

Minutes recorded by Sherri Davis 10/15/07.