



**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 25<sup>th</sup> through the 28<sup>th</sup>. 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**  
**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 16<sup>th</sup>. 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 20<sup>th</sup> 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 26<sup>th</sup> 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 26<sup>th</sup> 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 Website). 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 5<sup>th</sup> and Friday, April 6<sup>th</sup>, 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 Minutes**  
**Monday, April 2, 2007**  
**EXTENDED REPORT**



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

**Members in Attendance:**

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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 5<sup>th</sup>. 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 24<sup>th</sup> and April 25<sup>th</sup>, 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 2<sup>nd</sup>.

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

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 3<sup>rd</sup> through April 5<sup>th</sup>, 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 6<sup>th</sup> 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 31<sup>st</sup>).

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

21<sup>st</sup> 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 9<sup>th</sup> 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 6<sup>th</sup> 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 2<sup>nd</sup> until April 5<sup>th</sup>, 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 5<sup>th</sup> and April 6<sup>th</sup>)

**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.