

Administrative Cabinet Minutes
Monday, April 30, 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. 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 recession 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.