



**Administrative Cabinet Minutes
Dr. Perry W. Ward Technology Building
Presidential Conference Room**

Dr. Perry W. Ward, Presiding

**Monday, April 7, 2008
2:00 p.m. – 4:00 p.m.**

Attendees

Dr. Perry W. Ward
Dr. Myrtes Green
Dr. Bruce Crawford
Mrs. Sharon Crews
Mrs. Charlsie Cook
Dr. Randy Glaze
Dr. Cynthia Anthony
Dr. Charles Murray

President's Office

The committee received a thank-you from the family of the late Mrs. Alice Lacey.

Information regarding Items Adopted by the Alabama State Board of Education during the March meeting was distributed.

Action Item: As a part of its on-going discussion about planning and evaluation, and as a follow-up to previous meetings, the committee agreed that although the Department of Postsecondary Education did not do one, the Lawson State Community College Institutional Management Plan for 2007 would be done in-house for documentation purposes. Dr. Glaze will coordinate.

Dr. Ward provided an update on the College's Foundation. The Foundation is in need of new Board members. The revised Foundation structure will be submitted to the Department of Postsecondary Education to reflect the merged institution.

Public Relations personnel presented a proposal from Team Focus to use Lawson State Community College facilities July 14-17 to host a camp for high school youth. The college is asked to provide residential facilities, classroom and gymnasium space as well as areas to dine. The Cabinet agreed to bid for the event. Mrs. Albright will serve as the contact person. If we host the event, Mrs. Albright will work with Mrs. Crews and Mrs. Vernona Williams to establish appropriate charges

It was reported that the Compliance Certification Teams are working to complete their charge by May 1. Several teams submitted preliminary team reports for review. The

most expressed concern from teams is that items on the “L” Drive are not linkable. The matter will be explored further for possible resolution.

Instructional Services

Educational Support

Revisions to the institution wide policies and procedures manual were presented and discussed. New policies included the mission statement, system and data backups were discussed, credit by examination replaced state policy 706.91. It was agreed that the live works policies need language consistency. A concern was expressed about the validity and consistency of the policy. Dr. Crawford noted that the position of Live Works Manager no long exists and needs to be taken into account during the review. That generated discussion regarding the need to clarify the definition of Administrative Assistants, secretaries, etc. Dr. Glaze will continue to refine the document.

Action Item: Dr. Crawford and Mrs. Crews will work with appropriate personnel to generate a definition and send that information to Dr. Ward.

The Cabinet approved the Mission Review Policy and the System and Data Backups Policy. The System and Data Backups Policy will reflect a minimum of 30 days for back up materials to be stored off-site.

It was reported that the spring semester surveys for faculty, staff and students will be on-line April 10. 75 faculty worked diligently to complete the Community College Faculty Survey of Student Engagement. It was also reported that records are being updated for on-line registration. Personnel were reminded that all policy and procedures manuals are due May 1 and should be sent to Dr. Green electronically.

The Blackboard server will be expanded after the spring 2008 semester. Dr. Glaze will check to see if attendance documentation is maintained in another location other than on the current BlackBoard server. The concern is to make sure that attendance documentation will not be lost or disturbed when information is moved to the new server.

It was reported that personnel are working with the Alabama Supercomputer Authority on a second increase in bandwidth for the college. MIS personnel are also working on streamlining the campus network backbone and keep it upgraded.

Instructional Updates

Dr. Murray reported that Lawson State Community College is one of 4 tier one diagnostic certification locations for SNAP ON certification. It is estimated that training will start fall 2008. This initiative is a part of Corporate Services and Workforce Development. A GIS Community Mapping and Modeling workshop will be held in the ACATT building on May 2. Donnell Perry is coordinating this initiative. The college is waiting on approval for the associate degree in Automotive Body Repair. The college has a new HazMat instructor.

Dr. Crawford distributed a revised version of the composition for Standing Committees and reminded personnel that standing committees should be meeting and submitting minutes to Dr. Glaze. He was asked to review the mission of the financial services and scholarship committee to better reflect responsibilities.

Administrative & Student Services

Administrative Services

It was reported that the bookstore relocation is in process. The DAX system was discussed. Lawson State must reprogram its computer services system to accommodate DAX. With this new system in place, Alabama Department of Postsecondary will have immediate access to financial information. It was also reported that the auditors expect to leave the campus within two weeks.

Student Services

An update on graduation, including the current number of potential graduates, was presented. As of April 3, 493 awards are possible (fall 2007 = 189; spring 2008 = 215; summer 2008 = 89). It was reported that 110 awards were made from students completing requirements and eligible in summer 2007. Those individuals will not be included in the count.

It was reported that personnel from the Alabama Department of Postsecondary would visit the campus on April 10 at 1:00 p.m. to determine the status of the college's compliance with civil rights requirements. Dr. Anthony will coordinate this initiative

Action Item: Dr. Ward requested a summary sheet with graphs with each update.

The results from the Counselors' Day Evaluation were discussed. Results were favorable. Comments included

- This has been a wonderful conference
- Your workshop is excellent every year
- Excellent! I was truly inspired by the speaker
- Thank you for being energetic
- I LOVE Lawson State! Thank you very much for this! I have been telling my seniors to consider Lawson State and will push until May!!

Personnel were commended for a job well done.

The All Alabama Academic Program is scheduled for April 8 at the Wynfrey Hotel. It was reported that registration continues at a good pace. Information about financial aid will be e-mailed to faculty so they can encourage students to register for summer school.

Student Life

It was reported that the bookstore has processed 252 requests for graduation. Baseball personnel requested that the College allow some participants in the All Star Game (to be held at Stamford) to stay on the Lawson State Community College campus. The group will need 45 rooms. Participants will be high school seniors and juniors. The group will be responsible for bringing/providing its own toiletries, linens, etc.

The Honors and Award Banquet is scheduled April 10 at 10:00 .m. Dr. Ward requested that if the honoree is not present, a designee should be to receive the award.

End of Minutes
Minutes recorded by Myrtes Green
April 21, 2008