

Cabinet Meeting

2:00 p.m., Tuesday, November 27, 2012

Minutes

Present: Dr. Glen Cannon, Dr. David Hodge, Dr. Joy Hamm, Ms. Brenda Kelley, Mr. Earl Cook, Dean Janet Ormond, and Dr. Joree Jones

Topic	Discussion	Decision
<p>Dr. Cannon</p>	<p>Cabinet will not meet next Monday.</p> <p>Dr. Cannon met with Mayor Eddie Lowe last week to discuss the situation with Troy. He will address the city council at the work session on December 3. Dr. Hodge will attend this meeting as well.</p> <p>Dr. Cannon has written a complaint letter to ACHE regarding Troy's offering the first two years of classes at the Columbus campus and the third and fourth years at the Phenix City campus. Every 50 students is \$250,000. Dr. Cannon will also talk to Representative Vance about the situation.</p> <p>The State treasurer's office has announced that CollegeCounts will offer \$2,000 scholarships to qualified students enrolling in two-year schools.</p> <p>The Legislative Luncheon is planned for January 15 at 11:45 a.m. in the President's Conference Room. A breakfast for Russell County, Phenix City, and Smiths Station elected officials is being planned for January 14 at 7:30 a.m. in the Phenix City Room.</p>	
<p>Current Pending Issues</p>	<p>The General College Fundraising policy was submitted to the Cabinet for review and approval. A typographical error was noted.</p> <p>C.A.R.E. Team – Should all members come to each meeting?</p> <p>Administrative Involuntary Withdrawal – Should Dr. Hamm make final decision or should students have the right of appeal to the President?</p> <p>Grievance Policy – Should complaints come directly to Dr. Hamm, or should someone else receive the initial complaint?</p>	<p>Dr. Hodge made a motion to accept the policy with changes and Brenda Kelley seconded. The fundraising policy will be added to the Policy and Procedures Manual.</p> <p>Dr. Cannon said to begin with all members attending and adjust requirement later if necessary.</p> <p>The Cabinet decided that students should have the right of appeal to the President.</p> <p>Someone else should be the initial contact. Vickie Williams was suggested.</p>

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	<p>A permanent Student Grievance Committee will be added to the list of Standing Committees. Chair of this committee will be the Student Development Director (Vickie Williams). Members will be a Division Chair chosen from peers, Adult Ed Director (Darlene Thompson), Admissions Director (Sanquita Alexander), and an at-large faculty member.</p> <p>Meetings –</p> <ul style="list-style-type: none"> • A Campus Meeting will be planned for January 3, 2013, from 10:00 a.m. until 1:00 p.m. A working lunch will be included. Dr. Hodge will notify campus of this meeting. • DPE will provide training on January 4, 2013. • The All-Faculty Meeting will be held on January 10, 2013, at approximately 5:30 p.m. <p>The Emergency Notification Plan is complete and will be added to the Campus Safety Plan. Keith Manuel and Reggie Gordy will attend EMA meetings when weather is an issue.</p> <p>The Grievance Policy was tabled to be approved by email or at the next Cabinet meeting on December 17, which will be the final meeting of the year.</p> <p>An Admissions Policy needs to be written. Dr. Hamm will work toward finishing a policy by December 17.</p>	<p>Brenda Kelley moved to accept the Emergency Notification Plan and Dr. Hodge seconded.</p>
<p>Vice President's Office</p>	<p>Dr. Hodge distributed the Vice President's Office Report, which is attached.</p> <p>An adjunct instructor has requested the use of smokeless cigarettes on campus.</p> <p>Admissions has requested two job postings due to the appointment of Teala Sykes as administrative assistant to the Dean of Instruction.</p> <p>Flags are being designed for each discipline. These flags will be used at graduation and displayed in a prominent place year-round.</p> <p>Dr. Hodge will discuss with Debbie Boone the items needed from faculty during an exit interview.</p> <p>Kelly Williams will accompany students in the Christmas Parade on December 8.</p>	<p>Cabinet denied the request.</p> <p>It was decided to post only one opening. Any other positions will need to be requested through the Form B process.</p>
<p>Student Services</p>	<p>Dr. Hamm distributed the Student Services Report, which is attached.</p>	

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	<p>A free email service is being tried. The first email sent last week received positive feedback. Beth Parkman is collecting email addresses at recruiting events. This service would interface with the recruiting module.</p>	
Workforce Development	<p>Dean Ormond distributed the Technical Division Report, which is attached.</p> <p>The Cabinet will consider Darlene Thompson's request for additional Adult Ed position.</p> <p>After the first of the year Cabinet will look at a plan to offer 3-hour scholarships for Ready to Work graduates. They will consider additional scholarships as incentives.</p>	
Special Administrative Initiatives	<p>The Academic Awards Committee is considering changing the Academic Awards event to a Saturday luncheon at a less expensive location. Dr. Jones suggested perhaps holding a dinner event on Thursday night. Dr. Hodge said that, since this is an academic ceremony, faculty recommendations should be strongly considered.</p> <p>Shawn Junghans asked how medical documents required for leave should be submitted. Brenda Kelley said that the documents should be kept on file in the supervisor's office.</p>	
Business/MIS/ Plant Operations	<p>Brenda Kelley distributed the Business/MIS/Plant Operations report, which is attached.</p> <p>The search for an accounting clerk was closed without hiring due to candidates' lack of accounting experience.</p> <p>Annette Williams with the State Examiners should finish work by Christmas break and be ready to schedule an exit interview in January.</p> <p>Custodian bids were opened today and the bid will be awarded to a new contractor.</p> <p>There is a traffic concern in front of the IPAC. Dr. Hamm will look into the situation.</p> <p>Lighting needs to be checked outside of the gym and the dome and atrium of the IPAC. It seems that all lights are not on.</p> <p>Part-time security is needed in the parking lots at certain times of the day. Dr. Hamm will ask Reggie</p>	

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	Gordy to get estimates on the cost.	
Institutional Effectiveness	<p>Dr. Jones distributed the Institutional Effectiveness report, which is attached.</p> <p>Dr. Jones asked if another faculty member could be added to help with compliance review. Dr. Hodge will think about another faculty member to work with Susan McCollum and Andy Scales.</p> <p>Dr. Jones asked if all students enrolled in dual enrollment technical programs come to campus for classes. Dean Ormond said that all do come here – there are no offsite classes in technical dual enrollment programs. All students are enrolled in degree programs.</p> <p>FERPA training needs to be added to New Student Experience. Dr. Hamm will make sure it is covered. FERPA is covered in New Employee Orientation.</p>	
Next meeting	The Cabinet will meet on Monday, December 17, at 2:00 p.m. This will be the last meeting of the year.	

The meeting was adjourned at 4:30 p.m.

Respectfully submitted,
Marquita Greene