

# Cabinet Meeting

## 2:00 p.m., Monday, February 25, 2013

### Minutes

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

Topic	Discussion	Decision
<p><b>Dr. Cannon</b></p>	<p>The Alabama Community College System Leadership Day Breakfast with Legislators will be held March 14th. We are allowed to bring 5 students. Dr. Hamm will identify the students. Dr. Cannon, Dr. Hodge and Dr. Hamm will also be in attendance. Dr. Cannon and Dr. Hodge will drive their own vehicles. Dr. Hamm will reserve a van and driver to transport the students. Students should wear CV shirts and nice pants.</p> <p>Dr. Cannon received letters from the Ethics Commission requesting us to provide a list of those who will need to complete reports. This year the earnings requirement has been raised to \$75,000 and/or anyone who serves in a supervisory role. According to Dr. Hodge and Brenda Kelley, Courtney Johnson is responsible for providing the list to the Ethics Commission.</p> <p>The Campus Spring Meeting is scheduled for April 26<sup>th</sup>. Discussion was had on whether or not there was enough information to present for a lunch meeting. The decision was made to hold the meeting from 10 a.m. – 1:00 p.m. with a box lunch provided. Brenda Kelley will be in charge of lunch. We will work on the agenda over the next few weeks.</p>	
<p><b>Institutional Effectiveness</b></p>	<p>Dr. Jones distributed the Institutional Effectiveness report, including the General Education Outcomes, Student Learning Outcomes, Fact Book and the Report on Measures of Student Success, all of which are attached to this report.</p> <p>Dr. Jones gave an update on the October SACSCOC visit. Dr. Herlinda Glasscock has been named as the On-site visit Chair. The Off-site review team has also been named. The packets will be mailed no later than March 11<sup>th</sup> as they are due on March 15<sup>th</sup>.</p> <p>All sections of unit plans need to be completed by this Friday. Dr. Jones will do one final review of the entire document before it is uploaded to the website.</p>	

Topic	Discussion	Decision
	<p>The QEP is due in July and will be her next focus.</p> <p>The Perkins Audit will be March 8<sup>th</sup>. The team has met and is working on making all required information readily available to the auditors. Tonya has requested that documentation be provided in file folders so that it can be easily referenced. They will also randomly look at inventory purchased with Perkins' funds. The team will get back together prior to the visit to ensure everything is in place.</p>	
<p><b>Vice President's Office</b></p>	<p>Dr. Hodge distributed the Vice President's Office Report, which is attached.</p> <p>Term 2 begins on March 7<sup>th</sup>. Enrollment figures by class were distributed and are attached. One class (Homeland Security) was cancelled due to low enrollment.</p> <p>Dr. Hodge will meet with possible chairs of the QEP Committee on Wednesday and then the research committee will be pulled together.</p> <p>The Curriculum Committee met and has several recommendations that need to be voted on by the Cabinet. In the interest of time, Dr. Hodge will e-mail the items to the Cabinet for their review and approval.</p> <p>Mr. Kenny Harrison has accepted the Fire Science Instructor/Public Safety Program Director position. His first day will be March 13<sup>th</sup>.</p> <p>As a result of writing 3.4.11, Dr. Hodge suggests it is best to identify "Lead Faculty" for each program. His recommendation is that compensation be overload. A list of proposed lead faculty and a sample of the contract was distributed and is attached to this report. He requests feedback and approval by e-mail. Once approved, Dr. Jones will be provided a copy to include with her report. Brenda Kelley added that pay-codes will need to be set up differently for their compensation.</p> <p>Dr. Hodge has been researching full-time instruction benchmarks for credit-hour production. He recommends that the Cabinet establish a threshold of &gt;60% as a goal, &lt;55% create an action plan and &lt;50% the plan is implemented. The review would</p>	

Topic	Discussion	Decision
	<p>occur annually.</p> <p>HLS report is due March 3<sup>rd</sup>. A draft of the report was distributed and is attached to this report. Dr. Hodge has requested a 2 year extension due to major personnel changes.</p> <p>A meeting was held with St. Francis and was very productive. Most of our issues with them stem from lack of communication on our part. Dr. Cannon noted that he did receive a contract prior to the meeting to continue to allow us to partner with St. Francis for clinical hours.</p> <p>Dr. Cannon added that he was not happy with the NLNAC accreditation process. He has asked Resa Lord to be prepared to draft, in lay language, our response to each item listed by the NLNAC as being out of compliance. He is prepared to appeal the decision if it is not favorable.</p> <p>Our Public Safety Program will participate in Russell County's "Be Ready" event. A brochure was distributed and is attached to this report.</p> <p>Dr. Pierce has been invited to attend the GA/AL EMS Awards Banquet on March 21<sup>st</sup>. Dr. Hodge will work with Dr. Hamm to prepare a gift basket to be donated as a door prize.</p>	
<p><b>Student Services</b></p>	<p>Dr. Hamm distributed the Student Services Report, which is attached.</p> <p>The printer is working on the first draft of the catalog. She already knows of several changes.</p> <p>Dr. Hamm held her first "Donuts with the Dean" and "Pizza with the Dean" today. She generated some interest for SGA involvement at these events.</p> <p>There will be a "White Out" at the basketball games this Thursday. Students will receive free t-shirts. CVCC's version of the "Harlem Shake" will be taped in between the two games. Students are advertising and a good turnout is expected.</p> <p>The Science Fair went well. Mr. Wells worked very hard on the event. Mrs. Ray was very happy and the parents and students participating were pleased.</p>	

Topic	Discussion	Decision
	<p>Preview Day was successful. There were approximately 100 students in attendance along with some parents and school counselors. She noted several things that can be done differently next year.</p>	
<p><b>Special Administrative Initiatives</b></p>	<p>Black History Awareness events are in progress this week. An event list was distributed and is attached to this report.</p>	
<p><b>Business/MIS/ Plant Operations</b></p>	<p>Brenda Kelley distributed the Business/MIS/Plant Operations Report, which is attached.</p> <p>The Calendar Committee met and made a change in Spring Break for the 2013-2014 year. The change was made to coincide with Spring Break for area K-12 schools. In addition, DPE ruled that schools running alternative calendars should not move holidays. This means for the 2013-2014 calendar, we will work four, eight-hour days leading up to July 4<sup>th</sup> and take the 4<sup>th</sup> as the holiday. A motion was made by Dr. Hodge to approve the 2013-2014 calendar. Dr. Hamm seconded the motion.</p> <p>The Calendar Committee will meet again next week to finalize the 2014-2015 calendar.</p> <p>The 2013-2014 Budget Planning Calendar and list of 2013-2014 Budget Coordinators was distributed and is attached to this report. Brenda would like for all coordinators to meet this Friday. Dr. Hodge was concerned with the late notice but it was agreed that the process should begin as soon as possible.</p> <p>The Athletic Complex renovation completion date may be pushed back due to the large amounts of rain we have received. Soil testing for Wilson Hall has also been delayed. Dr. Cannon stated that we may exercise our right to cancel the contract with PH&amp;J in the near future. The Cabinet agreed that they have not been consistent in meeting our requests in a timely manner.</p> <p>Brenda reminded everyone that all campus printing needs should go through Kelly Williams first. There are issues with procedures not being followed. Dr. Hamm noted that the Media Guide for the basketball team is not very appealing. Brenda stated that this should not be an issue in the future if proper</p>	<p>Cabinet approved the 2013-2014 Academic Calendar</p>

<b>Topic</b>	<b>Discussion</b>	<b>Decision</b>
	procedures are followed.  Mr. Wells and Brenda Kelley met with the Rite Way supervisors on February 15 <sup>th</sup> about continued housekeeping issues. Rite-Way has assigned a day-time worker to our facility. Please provide her with feedback on any issues that arise.	
<b>Next meeting</b>	The Cabinet will meet Monday, March 10, 2013 at 2:00 p.m.	

There being no further business, the meeting was adjourned at 4:10 p.m.

Respectfully submitted,  
Buffie Tuck