

**NORTHWEST-SHOALS COMMUNITY COLLEGE
ACADEMIC AND VICE PRESIDENT'S COUNCIL MINUTES
January 13, 2015**

Members Present: Joan Baltés, Kathy Benson, Tara Branscome, Ed Carter, Tom Carter, April Cookson, Joe Hackworth, Judy Hamby, Crystal Ingle, Daron Goodloe (for Heather Johnson), Rose Jones, Tim Kelley, Ginger Long, Steve McGouyrk, John McIntosh, MaLea Milstead, Lanetta Phillips, Mark Simpson, Shelia Smith, Desiree South, Kim Tucker, Rachel Trapp

Members Absent: Glenda Colagross, Roger Garner, Doug Hargett, Tim Inman, Shauna James, Timmy James, Jacque Jefferys, Janet Jones, Ann Lyndon, Alan Mitchell, Teresa Roberson, Donnie Sweeney

The Northwest-Shoals Community College Academic and Vice President's Councils met on Tuesday, January 13, 2015, in the Bevill Center – Room 141 on the Shoals Campus and on the Phil Campbell Campus AV Library. The following is a summary of the items that were discussed at the meeting:

Pam Raper - New Federal Requirement to Report All New Hires

Any employee who stops working for the College during 60 consecutive days and then returns back to work, needs to be reported within the first seven days of coming back to work or the College will be fined \$25. This requirement does not affect an EPAF that has been approved for a semester or that is still in place. The only way Human Resources or Payroll can know if someone comes back to work is if the supervisor for that employee notifies them by e-mail. Only then can the College will be able to report all new hires. This new policy affects all adjunct faculty, tutors, substitutes, and hourly employees.

ADN Accreditation – Sheila Smith

Announcement was made public on the College's website and local newspapers:

January 13, 2015 -- NW-SCC to host Associate Degree Nursing Accreditation Site Review
Northwest-Shoals Community (NW-SCC) wishes to announce that it will host a site review
January 21-23, 2015, for continuing accreditation of its Associate Degree Nursing Program by
the Accreditation Commission for Education in Nursing (ACEN).

The public is invited to meet the site visit team and share comments about the program in person at a meeting scheduled at 3:30 p.m. on January 22 at the Phil Campbell Campus in room OC203.

Written comments are also welcome and should be submitted directly to:

Dr. Marsal Stoll, Chief Executive Officer
Accreditation Commission for Education in Nursing
3343 Peachtree Road NE, Suite 850 Atlanta, GA 30326
Or e-mail: mstoll@acenursing.org

All written comments should be received by the ACEN by January 16, 2015

There will be a meeting / lunch on the Phil Campbell campus with faculty and administrators. ACEN representatives will ask questions about the College.

NW-SCC Experience – February 9 and 12 on the Shoals campus and February 11 on the Phil Campbell campus – Rose Jones

High School visits have started. During these visits, students are asked to fill out a card to choose 3 programs they can visit when they come to the NW-SCC Experience. Academic transfer programs will be showcased too. Numbers will be provided to each department to let them know what to expect for that day. Adriana is working with the different programs to schedule locations for event.

Building 110 – Rose Jones

Floors in building 110 had moisture and they had to be redone. Extra cost to fix the floors put us over our 10% limit budget and we had to get approval before we could proceed. Construction King cut some of their profit and we are waiting for approval from Montgomery to continue.

Marquee – Rose Jones

Rose Jones encouraged everyone to announce important messages on the College's marquee. An example could be the construction of building 110. If there is an event coming up or if there are any changes that you think need to be announced, please let Trent Randolph know so that he can put it up.

Heaters – Rose Jones

Maintenance has requested to let everyone know to be careful with heaters at this time of the year. Please turn all heaters off and unplug them every night before leaving work.

Front Gate – Rose Jones

Storm Shelter is under construction. Location for the shelter is between NACOLG and Building 120. Gates to enter the College will have to be taken down to allow the general public to have access to the shelter. New gates will be installed between Student Drive and Alumni Drive, and between Student Drive and College Street to close access to the College over the weekends.

Round Table Discussion

Rose Jones - No Shows – Please announce to full-time faculty and adjunct faculty about the upcoming “no shows” report.

Crystal Ingle – Prerequisites – Please make sure instructors are aware of all prerequisites when advising a student. Meredith Sides had a student enrolled in ENG093 that did not test into the class.

Steve McGouryk – Transcripts – When information in AS400 was moved to Banner it did not transfer correctly. The recommendation was made to pull information from AS400 to insure information is correct.

John McIntosh – Enrollment – Down 1.4% - Dual Enrollment registration is pending.