

Faculty/Staff Meeting
Phil Campbell Campus
January 26, 2015

- Heating Issues
 - # The unit for the Library will be here at the end of this week and will hopefully be installed in the next few weeks.
 - # The unit for the Bevill Center has been looked at by an architect and the recommendation for a new unit is being sent to the Building Commission for approval – at this time, we have no idea how long this will take.
- Housekeeping
 - # Space heaters in individual offices do not need to be under desks. Please leave them in open spaces.
 - # If you have an event catered, make sure either you clean up after it or the caterer cleans up after the event (whatever is agreed upon)
- Nursing Program Accreditation

The visiting committee had no recommendations for NW-SCC – an official report should be received in August. Entire Nursing Department is to be commended for their hard work.
- NW-SCC Experience (combination of Tools for Schools and Senior Day)

This event is scheduled for February 11 for the Phil Campbell campus and will have both academic and technical components. Each student will visit two programs of interest. An email to presenters should be sent as early as next week to let them know approximately how many students will be in each session. Help is needed from faculty and staff in helping the students transition from one interest group to another.
- Banner and Automatic Graduation (Advising)

There are still a few issues that are being worked on – transcripts and automatic graduation being two. Main issues with these are students who attended under the old system and now on Banner. Angie will get a report with students with 60+ hours. Admissions will have to clean up the records and then transcripts will need to be evaluated. As advisors, it is very important to help students work toward graduation—please pay extra attention to their coursework and how much they lack toward their degree.
- No Shows – Some instructors have been “No Showing” students who have attended just one class. Be careful with this as it creates a great deal of work from several different offices to get this corrected.
- Early Math Scholars – The pilot schools (Muscle Shoals and Sheffield) have had students coming to campus to take MH 090 and 098 after high school hours and take these courses as dual credit. This semester, Russellville, Franklin Co., Hackleburg, and Phillips are coming to the Phil Campbell campus. Sharon Watson is teaching this class this semester.
- Security Measures – In addition to the new cameras which have been installed on both campuses, we are about to have installed “Hot Buttons” in different offices/areas on campus.

This will allow security to be paged on their radio instead of cell phones and direct them to the appropriate area. There will be approximately 12 on the Phil Campbell campus. Areas identified so far will be Admissions, Financial Aid, Business Office, Dean's Office, Library, Bookstore, Nursing, Adult Education, Welding, Machine Tool, and Basement of Gym

- Enrollment – overall as of today we are up 1% headcount and down 5.7% in credit hours. Dual Credit courses have not been entered yet. It is anticipated when everything has been entered, we will break even on headcount and be down 3 to 4 percent in credit hours. Statewide numbers are in line with our numbers also.
- Other discussion:

There will be significant changes/updates to the Student Handbook Section of the catalog this coming year due to wording in several sections.

Make sure all employees are familiar with FERPA . There was a student complaint on the Shoals campus about a class in which papers were graded by other students.

There are a great number of deer on College Road (several have been hit by employees and students). Please be careful!

The informative television that is to be placed in the SUB was delayed due to someone stealing the "box" that is needed for connection purposes and it had to be replaced.

We are working on getting satellite service for the Phil Campbell campus – cable was destroyed during the 2011 tornado and the cable company would not replace it. DirecTV has indicated they will provide the service for free to four areas. The areas identified for this service will be Security, SUB television area, the Wellness Center, and the Dean's Office.

Questions were asked about personal leave requests by faculty in the summer when classes in session. The current policy says ...requests by faculty of three (3) or more consecutive days... questions were raised about if it was three class days, etc. After discussion, Timmy stated to avoid any question when taking leave that involved missing more than three consecutive days, to get it approved through the President before making any type of financial commitment (such as nonrefundable reservations, etc).

The subject of the large potholes on campus was brought up and the danger of the condition of the road leading to the Welding area was brought up. These need to be looked at and fixed as soon as possible to avoid either personal injury and/or vehicle damage.

Lighting (or the lack of lighting) at the end of the Library was discussed. * Note: Timmy has checked this out since the meeting and found out several lights were indeed out and a work order has been done to replace the bulbs.

Minutes taken by
Donna Green