

Faculty and Staff Meeting

Shoals Campus

January 26, 2015

Building Projects – Rose Jones

Building 110 is expected to be completed by the third week in February. There was a floor problem during construction. All floors had to be redone due to moisture. Project went over 10% cost and approval had to be obtained from Montgomery before finalizing the additional work.

The Cosmetology building is on schedule and it is expected to be completed by the beginning of our fall 2015 semester.

Lighting will be added to the entire new sidewalk that goes from building 110 to building 120.

A public tornado shelter is under construction right next to building 120 on the Shoals campus. To give access to the public, the gates in the parking lot around building 120 will be moved. New gates will be installed between Student Drive and Alumni Street and Student Drive and College Street to restrict access to the College on weekends.

The Carpentry Shop wall that was damaged will be completed in the next few days.

Nursing Program Accreditation – Rose Jones

The Nursing Program has been accredited for another 8 years.

NW-SCC Experience – Rose Jones

This event is a combined event of Tools for Schools and Senior Day. Different people from the College have already visited around 32 area high schools to promote the event. When they come on campus, students will be visiting stations at different programs.

Events on Campus – Rose Jones

If you have an event on campus that requires some kind of meals please make sure you have the organization that caters the event pick up their utensils and that the area is cleaned up.

Space Heaters – Rose Jones

Any space heater in your office needs to be visible and left unplugged before the end of the day.

No Shows – Shauna James

The importance of reporting “no shows” was explained to faculty. Shauna thanked faculty for helping with this issue. When students are reported as “no shows” they are no longer enrolled in the course. If a student has attended the class at least one time, the student cannot be reported as a “no show”. In order to put the student back in the class, the instructor has to request a reinstatement by e-mailing the Financial Aid and Admissions offices. After the deadline, the

Business Office starts working on refunds that will go out to students on February 4th. The Business Office cannot process refunds until all “no shows” are processed.

Advising – Crystal Ingle

Crystal Ingle thanked everyone who helped advising this spring semester. Faculty who want to come to the Advising Center can help the most during the busiest times of 9 a.m. to 11 a.m. and between 1:30 and 3:00 p.m. If there are any students who are close to graduation, please complete a program of study form and any additional forms to make sure students have all required credits.

FERPA - Crystal Ingle

Crystal Ingle said that protecting the privacy of students includes protecting it from other students too and we should be careful not to share private information with other students.

Security Measures – Trent Randolph

A map of the College was presented showing the locations where “hot buttons” will be placed. There will be several buttons placed around the campus. When a button is pressed, it will connect with a prerecorded audio that will be sent to walkie-talkies in maintenance and police stations including the Tuscumbia Police. Buttons can be moved from one office to another one. There will also be virtual buttons installed in computers.

Enrollment – John McIntosh

Enrollment is up 1.2% compared to last semester and it is down 1.7% in credit hours. There are approximately 3,132 students enrolled at this time and we are still in the process of registering dual enrollment students so we are hoping enrollment will go up.