

NORTHWEST-SHOALS COMMUNITY COLLEGE

Academic and Vice President's Council Minutes

March 4, 2014

Members Present: Tara Branscome, Ed Carter, Tom Carter, April Cookson, Joe Hackworth, Judy Hamby, Craig Sockwell (for Heather Johnson), Shauna James, Rose Jones, Tim Kelley, Ginger Long, Ann Lyndon, Steve McGouyrk, John McIntosh, MaLea Milstead, Lanetta Phillips, Teresa Roberson, Mark Simpson, Shelia Smith, Desiree South, Donnie Sweeney, Kim Tucker, Rachel Trapp, Mike Witt

Members Absent: Joan Baltes, Kathy Benson, Charlene Freeman, Roger Garner, Dough Hargett, Crystal Ingle, Tim Inman, Timmy James, Jacque Jefferys, Janet Jones, Alan Mitchell, Pam Townsend

The Northwest-Shoals Community College Academic and Vice President Councils met on Tuesday, March 4, 2014 in the Bevill Center – Room 148 on the Shoals campus.

1. Senior Day – Tom Carter

- Senior Day on the Phil Campbell Campus will be on April 2.
- Senior Days on the Shoals Campus will be April 4, 11, and 18. The last day was scheduled to receive Lawrence County and East Lawrence High Schools.

2. Part-Time Tutors and Lab Aides – Ann Lyndon

- If there are any aids in your areas that can help in Student Support Services, please forward this information to SSS.

3. Project Updates – Joe Hackworth

- Building 104 will house the Plastic Injection Program. A new air conditioning has been installed, walls, floors, and ceiling have been painted, all electrical has been updated, and three new glass doors have been installed.
- Building 110 – Contracts for bids have been side and crews will soon start work in this building. Work is expected to be complete by this fall.
- Cosmetology Building – new building will be located by the Library on the Shoals Campus. Bids are due March 25th and once approved, work will start a week or two later. This building will be financed through some bond money. Construction is expected to last approximately 18 months.
- Two new HVAC systems will be purchased, one for each campus.

4. EPAF's Comments – Rose Jones

- Contracts are generated based on EPAF's.
- When contracts are reviewed, we look at the teaching load.
- If there are any unusual circumstances, please add a note in the comments section.

5. College Calendar – Rose Jones

- If something really impacted your area adversely last year, please e-mail me to see if we can make any adjustments

- There may be several changes because different high schools are starting their academic year earlier.

6. Maintenance Concerns – Rose Jones

- Trash pick-up on the Shoals campus is done from Monday through Thursday. Please try not to leave any food items in your cans since this garbage will not be picked up until Monday.
- Toasters are not allowed at the College for safety reasons.
- If you have a space heater in your office, make sure it is visible and plugged in directly.
- If you store food in a drawer, make sure the packaging is sealed to avoid any roaches.

7. Foundation's Online Scholarship Application – Adriana Wuotto

- Second-year students can apply online
- Send recommendation letters for Faculty and Staff scholarships to Teresa Harrison or Adriana Wuotto

8. Round Table Discussion

- **Rachel Trapp** - PTK Induction on the Phil Campbell will be on April 16
- **April Cookson** – Moodle will integrate with Banner and every section will have a Moodle shell. All faculty and students will be loaded automatically. Content can be hidden until the semester starts.
- **Steve McGouyrk** – Dual Enrollment students should not take that long to pay for their courses
- **Ginger Long** – Substitute forms are generally turned in with a copy of the leave forms. Since leave cannot be submitted until the end of the pay period, do we need to hold on to the substitute forms until leave is submitted? John McIntosh said there is a possibility that Banner can be tied to our present leave system. Angie Stone is looking into this. There are some colleges that don't use this feature in Banner and continue to fill in paper forms.
- **John McIntosh** - Unit Plans are still being reviewed. We are hoping to have all updated and ready to go by Spring Break. If there are still unit plans that are incomplete, John will contact instructors to meet with them.
- **Shelia Smith** – The College's LPN Program ranked second among the best in the state with a 100% passing rate.
- **Desiree South** – PTK induction on the Shoals campus will be at 6 p.m. on April 15 in the Hospitality House.
- **Judy Hamby** – Students participating in the Tennessee Valley Education Talent Search program will tour the shoals Campus on March 18.
- **Ann Lyndon** – Students who were not accepted for Shoals Scholar Dollars, will be contacted and invited to participate in the Summer Bridge Program.

- **Shauna James** – 2014-2014 FAFSA application will change. New students will not be affected but second-year students may struggle some to complete it. The FAFSA application is a priority at the time.
- **Tara Branscome** – The Ready to Work class will be graduating
- **MaLea Milstead** – Advisory Workshop for faculty and staff will be on April 18 on the Phil Campbell Campus and April 25 on the Shoals Campus.
- **Jennifer Hallmark** – Deadline for summer adoptions is March 17. If you have the information for the fall, please send it to the bookstore.