The College Council met on Wednesday, September 17, 2008, at 2:30 p.m. in the ATN Building, Classroom 1. Members present were: Susan McBride, Kathleen Hall, Carol Bates, David Jones, Bernie Wall, Sherry Martin, Cornelia Miller, Maurice Moore, Lee Barrentine, Al Bennett, Ada Adams, Kim Coale, Richard Lynn, Jeffrey Faust, Mickey Cannon, Bob Welling, Tonya Nelson, Shameka Leslie, Brett Clements, and Brittney Rogers. Beth Billy was unable to attend.

Dr. McBride presided over the meeting. She welcomed new members to the Council stating that the purpose of the College Council is to provide input to the decision-making process and to facilitate communication to the entire college community. Council members introduced themselves to student representatives.

Dr. McBride explained that the Council normally meets five times per year. The first meeting is in September and is usually a review of Institutional Effectiveness Survey Results. She said that the results are used to determine where college improvements should be made. The meeting in October will center on SACS Compliance Certification and QEP. In April, the main topic of discussion is the Facilities Master Plan, and the final meeting for the year is in July.

She announced that the JDCC Foundation’s Golf Tournament is scheduled for October 16, 2008, at the Country Club of Brewton. She emphasized that it is not the College’s Tournament. However, the Foundation funds scholarships at the College from the proceeds of the Tournament.

Dr. McBride said that while enrollment is up 3.2%, credit hours are remaining about even. Students are not taking as many classes. She shared that anyone interested in demographics can go to the JDCC Website and review the College Factbook and Dashboard Indicators. She also said that one of the ways the College uses this data is in recruiting. To review this data, go to the JDCC Website, click on faculty & staff at the top of the screen, next click on Technology and IS under Technology Resources, the Factbook and Dashboard Indicators are listed under Institutional Research & Reporting.

Ms. Martin provided copies of the Institutional Effectiveness Survey Results and the Alabama Community College System College Accountability Performance Profile for review. Dean Jones provided Correctional Graduating Student Survey Results and Graduating Student Survey Results for all programs. Dr. McBride stated that the results are not in for the College Council Survey.

Items discussed from the Institutional Effectiveness Survey were those items showing an increase of ten or more percent over previous year’s results; items scoring above 80 percent, but decreasing by ten or more percent; and items scoring below 80 percent.

Items showing an increase of ten or more percent:
- Recruiting efforts are effective and recruiting reaches diverse markets scored 90%. Dr. McBride thanked Lee Barrentine for his recruiting efforts. She also commended Dual Enrollment Instructors stating that dual enrollment is a major recruiting activity.
Items scoring above 80%, but decreasing by ten or more percent:

- 88% (down from 98%) answered that purchase orders are processed in a timely manner. Dr. McBride stated that she signs purchase orders as soon as she receives them, and she hopes everyone else is doing the same.
- 81% said that parking on the **Atmore Campus** is adequate. JDCC provides a safe environment **during the day** on the Atmore Campus received 82% while Brewton received 87%. The Brewton and Atmore Campuses were combined on the survey last year and received a score of 100%.
- The College provides a variety of instructional programs scored 83% down from 95% previous year and the college’s instructional programs meet the needs of the service area scored 84% down from 92% last year. Dr. McBride suggested if anyone has an idea for an instructional program to see Kathleen Hall. However, she stated that it takes two years to receive approval from the State Department of Postsecondary Education and Alabama Commission on Higher Education (ACHE). She also said that Workforce Development Director Al Bennett is working on several non-credit courses at this time. Additional credit programs may be added based upon the needs of the community.
- Computer problems are identified and corrected in a timely manner scored 88% down from 98% previous year. Dr. McBride stated that the hiring of an additional person (Tim Green) in the Technology and Information System Department on the Atmore Campus earlier this year should improve this problem.
- The college provides high quality occupational/technical programs that prepare students for employment was down from 92% to 82%. Since the same programs are offered, it is assumed that perceptions of people have changed.
- The Adult Education office received 85% compared to 100% the previous year in perception that they provided prompt, courteous service to college personnel and students. Dr. McBride noted that when you have a lot of turnover in personnel, it affects perception. She commended Cornelia Miller for her work with the Adult Education Program.

Items scoring below 80 percent:

- Custodial staff keeps buildings on the Atmore (72%) and Brewton (76%) Campuses neat and clean and College facilities on the Atmore Campus are properly maintained by the maintenance staff (76%). Suggestions offered concerning building cleanliness was that everyone should contact Richard Lynn immediately when they see a problem. He meets with custodial staff on a weekly basis. Also, there is now one custodial staff on campus during the day to act upon immediate problems.
- As a department head I receive division financial reports monthly (76%) down from 90% previous year and Budget planning information is shared with me by my supervisor (76% compared to 77% previous year). Dr. McBride said that a meeting is held with select faculty and staff annually. Budget preparation forms are provided to them at that time. She said that department heads should ask for input from their staff. She also suggested that the next survey might be changed to read “Budget planning information is shared with me by college staff” rather than “by my supervisor.”
- Parking on the Brewton Campus is adequate (78%). Dr. McBride said that improvements have already been made by adding additional parking at the ATN...
and Hines Buildings. Also, permission has been granted to expand the parking lot in front of the Fine Arts Building.

- JDCC provides a safe environment **during the evening** on the Atmore campus (68%); Brewton Campus (66%). Dr. McBride stated that one of the problems is lighting, and lighting is always a challenge since trees tend to block out the light. However, she said that the night administrators on both campuses are willing to walk staff and students to their car if they feel unsafe to walk alone.

- Only 77% agreed that the Character First publications and meetings have been beneficial to them. Dr. McBride stated that since the College had to make a 6.6% cut in the budget, she did not renew our subscription to Character First.

Dr. McBride brought attention to the Graduating Student Surveys noting that 153 students participated. She commented that above 90% responded to strongly agree or agree with almost all of the comments. Dean Jones’ office will look at those with highest disagree or strongly disagree results and determine how to improve in those areas.

The College Accountability Performance Profile report was the next item of discussion. Dr. McBride explained that the information contained in this report comes from various reports submitted to Postsecondary. Enrollment Management was reviewed showing enrollment data for fall 2004, fall 2005, fall 2006, and fall 2007. Dr. McBride noted that JD does very well in Performance Component 2A and B: Academic Transfer Program. For example, feedback from universities show percent of students earning 24 to 59 semester credit hours at the college, transferring to a state university and achieving a GPA of 2.0 or better after attempting 30 or more semester credit hours at a state university follows:

<table>
<thead>
<tr>
<th>University</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auburn</td>
<td>93.33%</td>
</tr>
<tr>
<td>Alabama</td>
<td>90.00%</td>
</tr>
<tr>
<td>Auburn-Montgomery</td>
<td>100%</td>
</tr>
<tr>
<td>South Alabama</td>
<td>83.33%</td>
</tr>
<tr>
<td>Troy</td>
<td>84.21%</td>
</tr>
</tbody>
</table>

Attention was brought to Component 5: Transitional Studies regarding the low percentage of students completing developmental courses and earning a passing grade in math. This is why improving math skills became the focus of the Quality Enhancement Plan (QEP).

Dr. McBride stated that she is pleased with the nursing program at JD. We have a 90% retention rate. She stated that she was also pleased with the high numbers in section 6: Learning Resources & Technology.

Ms. Martin provided an update on SACS. She said that the SACS On-Site Team, consisting of seven members and a Chair, will arrive in Brewton the evening of October 27th and be on campus October 28-30th. A Special Arrangements Committee has been formed to arrange such things as transportation and meals for the team while they are in town. Richard Lynn and Lee Barrentine will serve as chauffeurs for the Team. The first day will begin with the Team meeting with individuals/groups to review the recommendations made by the off-site committee and reviewing the focused reports. Most of the remaining time will be spent reviewing the QEP. Comments made
concerning math being the focus point for the QEP were that math is the basis for most of the other programs of study. Nursing and Drafting & Design were two programs named where math skills are essential.

Hurricane Preparedness was next on the agenda. Dr. McBride stated that the College has a protocol we use if there is the possibility of a hurricane or other disaster heading our way. Maurice Moore notifies dorm students to evacuate the dorms. Their parents should arrange their travel and place to stay. The College will close one to two days early in order for maintenance to get the campuses ready for the storm and for employees to take care of their needs. Currently, we have a communications system telephone number that will keep everyone up-to-date on college closure, opening, etc. The number can be called from any state; however, it is not a toll free number. The message on the number changes ONLY if there is a major disaster to the College or if the College is closing. Otherwise, students and staff should use their own judgment whether it is safe to come to work or attend classes. Anthony Hardy, Director of Technology & Information Systems is in the process of investigating an alert system that may work well. Further information will be forthcoming.

With no further business to discuss, the meeting adjourned.

Respectfully submitted,

Ada Adams