



President's Executive Cabinet

Meeting Minutes

February 19, 2025

Attendees: Dr. Joe Whitmore, Dr. Greg Randall, Mr. Vann Scott, Mr. Jason Cannon, Ms. Shelley Smith, Mr. David Thompson, Ms. Amanda Gunnels

Old Business

1. Bevill Renovation
 - Dr. Whitmore updated the Cabinet. The College is waiting on the design from the architect and is waiting for word from the System Office on the funding.
 - Ms. Smith will get a list of the people who have reserved the facility for the spring.
2. Spring Enrollment
 - Mr. Cannon provided a handout with Spring and Summer 2025 enrollment information as of February 18.
 - For spring, the credit hours were 24,445 with head count at 3,383.
 - Summer registration opened February 10, and so far 304 students have registered.
 - A system update occurred over the weekend, so several systems went down, including transcript requests and issuance of claim codes for student accounts.

New Business

1. Approval of Policy 423.01 Criminal Background Checks (revised December 2024)
 - Ms. Gunnels reviewed the changes to the policy, which applies to new employees and rehires and a sampling of adjuncts each year.
 - Dr. Randall made a motion to approve. Mr. Thompson seconded the motion. The motion passed with a vote of 5 yes and 1 no.
 - Mr. Thompson will follow up with Vickie Barnes about the processes they are putting in place to apply this policy to vendors.
2. Approval of Policy 405.02 Faculty Qualifications (revised December 2024)
 - The Cabinet reviewed the changes.

- Mr. Scott made a motion to approve. Dr. Randall seconded the motion. The Cabinet passed the motion unanimously.
3. Approval of Organizational Chart (revised January 2025)
 - The Cabinet reviewed the latest changes to the organization chart to make sure there aren't any further changes.
 - Mr. Scott requested adding a part-time library assistant position to the chart.
 - Mr. Scott made the motion to approve the chart with the requested change. Mr. Cannon seconded the motion. The Cabinet passed the motion unanimously.
 4. Discussion of Dual Enrollment Funding
 - The Cabinet agreed to begin promoting the dual enrollment scholarship for summer.
 - The Cabinet discussed utilizing grant funding for programs and projects including the summer Bridge Program, a summer camp for CTE, funding for the ORI 106 course, and a dual enrollment aviation summer program.
 5. Open Discussion
 - WACI has started social media accounts for promotional purposes.
 - Cabinet members need to notify Ms. Smith as soon as possible if anyone is available to attend the upcoming Chamber of Commerce Banquets.
 - Samford University asked for an MOU with them to promote students transferring to Samford. They will articulate some of the College's degree programs including AAS Computer Science Technology courses. A formal signing of the MOU will set planned for some time in the future.
 - Mr. Cannon informed the Cabinet that Ashtyn Grace King has resigned as recruiter due to relocating. The position has been posted.
 - Mr. Thompson sent out the access control schedule to the Cabinet yesterday. The Cabinet decided to move ahead with the access control schedule, which may be tweaked as issues arise.
 - The HVAC installation at Norton is complete. Instructors will be allowed to move back to their offices after spring break.