



aca

THE HISTORY
OF
THE ALABAMA COLLEGE
ASSOCIATION

1988 - 1990
SUPPLEMENT

COMPILED BY
BEN A. CLEMENTS
JEFFERSON STATE COMMUNITY COLLEGE

The History
of
The Alabama College
Association

1988-1990
Supplement

compiled by
Ben A. Clements
Jefferson State Community College

The History
of
The Alabama College Association

1988-1990

Supplement

compiled by
Ben A. Clements
Jefferson State Community College

November, 1990

Manuscript typed by
Bonnie Cabaniss
Jefferson State Community College

Table of Contents

I.	A United Quest for Quality - 1988.....	1
II.	The Alabama College System - Where Futures Begin - 1989.....	6
III.	New Decade - New Dimension - 1990.....	8
IV.	Appendices	
	A. The Alabama College System (Updated)	
	B. Articles of Incorporation Amended	
	C. Current List of Interest Groups	
	D. Proposed Job Description of Executive Director-ACA	

I. A United Quest for Quality
1988

-Highlights, Issues, People, Events-

The 1988 calendar year was truly unique in the annals of the newly renamed Alabama College Association in that for the first time two annual conventions were held in the same year, and in the space of only eight months. After having convened in Tuscaloosa on April 7-8, the Association reconvened in Birmingham on November 21-22. Thus the pattern was established that made the convention a fall meeting instead of a springtime convention; and also, for the first time in the organization's history, all member institutions comprising the Alabama College System were eligible to participate and join the Association, and indeed most did. Two conventions in eight months telescoped planning and coordination of the November meeting drastically. It is to President Richard Federinko's credit that the event was not only successfully held, but proved to be a profitable venture for the Association.

Dr. Federinko was ably assisted by the Executive Committee for 1988, and its membership consisted of:

President - Richard J. Federinko - Southern Union
Vice President/President Elect - Stewart Phillips - Northwest
Secretary - Jane H. Phillips - Southern Union
Treasurer - Susan Parker - Calhoun
Immediate Past President - Tom Umphrey - Shelton
Parliamentarian - Ben Clements - Jefferson State
Historian - Philip Royal - Jefferson State
Communications Officer - Sonja McCord - Southern Union
Legislative Committee Chair - Jim Cornell - Alexander City
Commission Chairs and Vice Chairs:

Administration: Jim Krudop - LBW

Shirley Woodie - Enterprise

Faculty: Linda Grote - Shelton

John McMillan - Wallace/Dothan

Marvin Daly - Muscle Shoals

Students: Susan Elliott - Southern Union

Curtis Thomasson - LBW

Support: Elvie Williamson - Jefferson State

Key Edwards - Lawson

Postsecondary Representative - Jim McEwen

ACHE Representative - Brenda Carter

Junior College Presidents Representative - Gary Branch -
Faulkner

Technical College Presidents Representative and Convention

Reception Committee Chair - Larry McCoy - Muscle Shoals

Convention Entertainment Committee Chair - Alice Villadsen -
Calhoun

Alabama Skills Centers Representative - Jim Northcutt

Convention Door Prize Committee Chair - Janice Roberts -
Jefferson State

In the short span of Dr. Federinko's term, significant amendments to the ACA Constitution were proposed by the Executive Committee and subsequently passed unanimously in the annual business meeting of November 22, 1988. These amendments addressed the membership year, the establishment of the office of 2nd vice president, and increased the treasurer's term of office to two years. The amendments were publicized in the Association journal as follows:

PROPOSED AMENDMENTS TO THE
ACA CONSTITUTION

At the July 13, 1988, Executive Committee meeting, the Executive Committee agreed unanimously to support the following suggestion to the Constitution and agreed that these changes are important to the continuing growth and development of our organization. Please review these changes carefully. The Executive Committee will present these revisions to the membership for approval at the November 22 Business Session of the ACA convention.

1. The membership year will cover the period Sept. 1-August 31.
2. The office of 2nd vice president will be placed in nomination by the Nominating Committee. The 2nd vice president will serve one term and automatically move to the office of vice president/president elect, and president.
3. The office of treasurer will extend for two years.

The above amendments and changes were passed unanimously at the annual business meeting of November 22, 1988.

The theme adopted for the November, 1988, meeting was "A United Quest for Quality," and, in another departure from tradition, two keynote speakers were selected to address that subject.

Dr. Fred Gainous, Chancellor of the Alabama College System, and Mr. Rod A. Risley, executive Director of Phi Theta Kappa (the two-year college national honor fraternity) both spoke on the subject of quality education from their points of view and were well received by the membership. Attendance was significantly higher at the convention and compared favorably with the best years of our Association in that regard. (See Tables I & II following).

Table I
 Dates, Sites, President & Attendance
 Annual Conventions (1980-1989)

<u>Date</u>	<u>Site</u>	<u>President</u>	<u>Attendance</u>
April 24-25, 1980	Birmingham	Dr. Shirley Woodie	1,200+
April 16-17, 1981	Mobile	Mr. James E. Pritchett	800+
April 15-16, 1982	Birmingham	Dr. Marshall W. Smith	750
April 14-15, 1983	Birmingham	Dr. Joanne S. Jordan	700+
April 5-6, 1984	Mobile	Mr. Gene Brannon	600+
April 11-12, 1985	Birmingham	Dr. Alice Villadsen	4,000*
April 2-4, 1986	Mobile	Dr. Gary Branch	2,000**/400+
April 9-10, 1987	Hoover/B'ham	Dr. Janice Roberts	800+
April 7-8, 1988#	Tuscaloosa	Dr. Tom Umphrey	800+
Nov. 21-22, 1988#	Birmingham	Dr. Richard Federinko	1,800
Nov. 20-21, 1989	Mobile	Mr. Stuart Phillips	1,000
Nov. 19-20, 1990	Birmingham	Dr. Larry McCoy	_____ NA

*Included the entire Alabama College System; no separate registration was held for AJCCA.

**Included the entire Alabama College System; 400+ registered for AJCCA.

#The Association convened twice in the 1988 calendar year, and then began meeting in the fall instead of the spring.

Table II.
Keynote Speakers
Annual Conventions (1980-1989)

<u>Date</u>	<u>Speaker</u>	<u>Topic</u>
April 24, 1980	Dr. Richard C. Richardson Chmn. Higher & Adult Ed.	<u>The Junior College's Response to the Challenges of the 80's</u>
April 16, 1981	Dr. Leslie Koltai	<u>The Community College in the 80's</u>
April 15, 1982	Dr. Harold Hodgkinson Pres. Nat. Tng. Laboratories Arlington, VA	<u>Ed. Trends of the 80's</u>
April 14, 1983	Dr. Dale Parnell	<u>Putting American Back to Work</u>
April 5, 1984	Mr. Stanley Karnow Dir. International Writers Service	<u>Vietnam :A History</u>
April 10, 1985*	Mr. Carl F. Bailey Pres.& Chief Exec. Officer	<u>General Education for All Students:The Role of Two-Year Colleges</u>
April 2, 1986*	Mr. Warren Nickell Director of Quality, IBM	<u>Commitment to Quality</u>
April 9, 1987	Dr. Bernard F. Sliger	<u>A Quest for Excellence</u>
April 7, 1988*	Dr. Larry Tyree	<u>The Future of American Community and Junior Colleges</u>
Nov. 20, 1988*	Dr. Fred Gainous Chancellor, Alabama College System	<u>The Alabama College System</u>
	Mr. Rod A. Risley Exec. Dir., Phi Theta Kappa	<u>A Quest for Quality</u>
Nov. 21, 1989	Ms. Louise Fletcher Noted Actress and Academy Award Winner	<u>The Importance of Education</u>

*Professional Development Conference coincided with AJCCA Annual Convention.

#The Association convened twice in the 1988 calendar year, and then began meeting in the fall instead of the spring.

The Nominating Committee placed in nomination for the office of Vice President/President Elect the names of Larry W. McCoy, President of Muscle Shoals State Technical College (so named at that time), and Harold Wade, President of Walker State Technical College. Dr. McCoy was subsequently elected.

For the office of Treasurer, the Nominating Committee placed in nomination Martha A. Markus, Business Manager/Treasurer of Jefferson State Junior College (so named at that time), and Tommy Frank Taylor, Business Manager/Treasurer of Opelika State Technical College. Ms. Markus, was subsequently elected.

With the addition of the technical interest groups to the already established listing, the total number of groups doubled and space needs for handling same increased proportionately. This development has, temporarily at least, limited convention sites to Birmingham, Mobile, and possibly Huntsville in the near future.

One sad note that demands treatment in any document purporting to be of historical interest to the two-year college movement in Alabama was the death of Dr. Byron Causey, President of Alexander City State Junior College, on August 21, 1988, (shortly after his retirement from that institution). Dr. Causey had addressed the previous convention in Tuscaloosa, and his was always a voice of reason that is sure to be missed in the years ahead. The state and the association suffered a grievous loss in his untimely death.

Other events of note occurring during this period was the establishment of a rotation system for student performances at the annual convention so that all performing groups would have a chance in a reasonable time period to exhibit their talents, and an attempt was made to draw private two-year colleges back into an active status in the organization (but had less than successful results!). Even though some private schools expressed mild interest in the organization, others seem to harbor ill-will from the past, and did not want the matter pursued; thus it was abandoned.

II. The Alabama College System -
Where Futures Begin
1989

-Highlights, Issues, People, Events-

Stewart Phillips of Northwest Alabama Community College served as President of the Association during the late 1988-1989 membership year, and the annual meeting was held in Mobile on November 20-21, 1989. Stewart's tenure was a time in which the Association began to assess its status and "catch its breath" after having gone through the momentous changes of the previous year. It was a year of focus and refinement rather than further change. Nonetheless, several noteworthy events occurred, and the year was viewed as productive.

The members of the Executive Committee for 1989 were:

President - Stewart Phillips - Northwest Alabama
Vice. Pres./Pres. Elect. - Larry McCoy - Muscle Shoals
Second Vice. Pres. - Ann Chard - Chattahoochee Valley
Secretary - Lanita Parker - Northwest Alabama
Treasurer - Martha Markus - Jefferson State
Immediate Past Pres. - Richard Federinko - Southern Union
Students Vice Chair - Becky Baker - LB Wallace
ACA Communications Officer - Jan Burleson - Northwest Ala.
Parliamentarian - Ben Clements - Jefferson State
Support Chair - Key Edwards - Lawson State
Faculty Vice Chair - Guil Hagler - Shelton State
Adm. Vice Chair - Ricky Huffstutler - Chattahoochee Valley
Postsecondary Rep - Jim McEwen - Ala. Dept. Postsecondary Ed.
Faculty Chair - John McMillan - Wallace
Support Vice Chair - Jane Phillips - Southern Union
Historian - Philip Royal - Jefferson State
Students Chair - Curtis Thomasson - LB Wallace
Adm. Chair - Shirley Woodie - Ala. Aviation & Technical

1989 was the Alabama College System's Silver Anniversary year, and many of the programs planned by the various commissions and interest groups revolved around that celebration. Ms. Louise Fletcher, former academy award winner as Best Actress for her role in One Flew Over the Cuckoo's Nest, was the keynote speaker at the annual convention, and spoke on the importance of education in her life. She remarked that her father had been a tremendous influence in her getting a quality education, and it had been one that included the two-year college. The choice of Ms. Fletcher as speaker was a popular one.

The Nominating Committee placed the names of Dr. James Larry Beaty, President of Opelika State Technical College, and Dr. Thomas A. McLeod, Sr., President of Southwest State Technical College, in nomination for the office of 2nd vice president. Dr. McLeod was subsequently elected and will serve as President in 1992.

Possibly the most significant event of the year and the convention was the inauguration of the Alumni Hall of Honor program in conjunction with the Silver Anniversary year celebration. The program was held on November 20, 1989, and included the Most Outstanding Alumni competition. Dr. Ann B. Chard, Dr. Larry McCoy, Mr. Stewart Phillips, and Dr. Jim Krudop participated in the program which was directed by Mr. John M. Tyson, Jr., as Master of Ceremonies. The program will be a continuing event in the life of the System and the Association.

Dr. Fred Gainous, Chancellor of the Alabama College System, read a letter from President George Bush that commended the Alabama College System and wished it well during its Silver Anniversary celebration.

A first event that deserves note was the arrival of the Alabama College System Banner at the convention after it had been run throughout the state. The Silver Anniversary of the System was the thirty-first year in the history of the ACA, which of course had several preceding names.

III. New Decade-New Dimensions
1990

-Highlights, Issues, People, Events-

As of this writing, the 1990 Convention has not been held but has indeed been planned, and many developments have occurred that are exciting and portend a new direction and heightened profile for the Alabama College Association.

Under the leadership of President Larry McCoy, the Executive Committee has initiated bold new thrusts designed to strengthen the organization and provide professional development leadership in the years to come. The Executive Committee that currently serves is:

President - Larry McCoy - Shoals
Vice-Pres./Pres. Elect - Ann Chard - Chattahoochee Valley
Second Vice. Pres. - Thomas McLeod - Southwest State
Secretary - Martha Dixon - Shoals
Treasurer - Martha Markus - Jefferson State
Immediate Past President - Stewart Phillips - Northwest Ala.
Parliamentarian - Betsy Johnson - Shoals
Historian - Ben Clements - Jefferson State
Communications Officer - Susan Bretherick - Shoals
Administration Chair - Ricky Huffstutler - Chattahoochee
Adm. Vice Chair - Pat Salatto - Southern Union
Faculty Chair - Guil Kicker - Shelton State
Faculty Vice Chair - Judy Austin - Shelton State
Students Chair - Becky Baker - L. B. Wallace
Students Vice Chair - Fay Farris - Faulkne State
Support Chair - Jane Phillips - Southern Union
Support Vice Chair - Cathy Bell - Bishop State
Legislative Chair - Harold Wade - Walker State Tech.
Postsecondary Rep. - Jim McEwen - Dept. Postsecondary Ed.

Among the significant actions taken by President McCoy and the Executive Committee as of the date of this writing are:

1. The formation of an ad hoc committee for the purpose of studying the feasibility of naming a full-time executive director of the ACA. That committee has developed a proposed job description for that office and it is included in the appendices of this document. The directorship has been confirmed in principle by the Executive Committee and the same will be sought of the entire ACA membership at the next annual convention.

2. The archives of the Association were moved by the Historian from Faulkner University Library in Montgomery to Jefferson State Community College Library in Birmingham on March 13, 1990, as per the direction of the Executive Committee on January 26, 1990.

An effort is being made to complete the files for the years 1980 - present by the Historian, and the Treasurer of the ACA.

3. The Association Articles of Incorporation (which were badly out-dated) were revised and officially filed with the court in Covington County, Alabama, by Dr. Jim Krudop on July 17, 1990 (see appendix B).
4. More new Interest Groups have been formed. The current approved list is included in this document as appendix C.
5. A revitalized Legislative Affairs Committee under the leadership of Dr. Harold Wade is being developed and is expected to function effectively for the first time in recent Association history.
6. A review of the dues structure, as well as registration fees is currently on-going. It is expected that additional revenue will be needed to support the Association's heightened professional development profile in the near future.
7. Authorization to print 200 historical update supplements was given on May 11, 1990, and resulted in the publishing of this document by the Historian.
8. Dale Parnell, Executive Director of the AACJC has been confirmed as the keynote speaker at the next annual convention in Birmingham on November 19, 1990.

One can readily see the Alabama College Association is a viable and functioning organization operating to improve professional development in the Alabama College System. That system itself has undergone recent changes, and appendix A gives the reader an updated listing of the member institutions.

published Summer, 1990
by Ben A. Clements
Jefferson State Community College

APPENDICES

APPENDIX A
The Alabama College System
(Updated)

Appendix A

ALABAMA STATE BOARD OF EDUCATION
DISTRICTS/COLLEGES/SKILLS CENTERSDISTRICT I - Mr. John M. Tyson, Jr.

Atmore State Technical College
 *A. Bishop State Community College
 Carver State Technical College
 Jefferson Davis State Junior College
 Faulkner State Junior College
 South Alabama Skills Center
 Southwest State Technical College

DISTRICT II - Mr. Steadman S. Shealy, Jr.

Alabama Aviation and Technical College
 *B. Central Alabama Community College
 Chattahoochee Valley Community College
 Enterprise State Junior College
 MacArthur State Technical College
 Opelika State Technical College
 Southeast Alabama Skills Center
 Sparks State Technical College
 Lurleen B. Wallace State Junior College
 Wallace Community College - Dothan

DISTRICT III - Mrs. Isabelle Thomasson

Alabama Industrial Development Training Institute
 Ayers State Technical College
 Ingram State Technical College
 Patterson State Technical College
 Southern Union State Junior College

DISTRICT IV - Dr. Ethel H. Hall

Bessemer State Technical College
 Birmingham Area Skills Center
 Lawson State Community College

DISTRICT V - Mr. Willie J. Paul

Patrick Henry State Junior College
 Hobson State Technical College
 Montgomery Area Skills Center
 Reid State Technical College
 Trenholm State Technical College
 Wallace Community College - Selma

DISTRICT VI - Mr. Spencer Bachus

Athens State College
Calhoun State Community College
*C. Jefferson State Community College
Wallace State Community College - Hanceville

DISTRICT VII - Mr. Victor P. Poole

Brewer State Junior College
Fredd State Technical College
*D. Northwest Alabama Community College
Shelton State Community College
*E. Shoals Community College
Walker State Technical College

DISTRICT VIII - Dr. Evelyn Pratt

Drake State Technical College
East Alabama Skills Center
*F. Gadsden State Community College
North Alabama Skills Center
Northeast Alabama State Junior College
Snead State Junior College

- *A. formerly Bishop State Junior College
- *B. formerly Alexander City State Junior College
and Nunnally State Technical College
- *C. formerly Jefferson State Junior College
- *D. formerly Northwest Alabama State Junior College
and Northwest Alabama State Technical College
- *E. formerly Muscle Shoals State Technical College
and Northwest Alabama State Junior College -
Tuscumbia
- *F. formerly State of Alabama Community Colleges in
Gadsden

APPENDIX B
ARTICLES OF INCORPORATION AMENDED

State of Alabama

COVINGTON

County

CERTIFICATE OF AMENDMENT

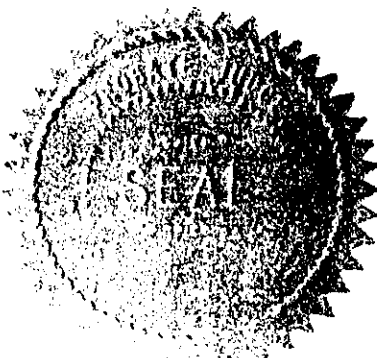
OF

ALABAMA JUNIOR AND COMMUNITY COLLEGE ASSOCIATION

The undersigned, as Judge of Probate of Covington County, State of Alabama, hereby certifies that duplicate originals of Articles of Amendment of Alabama Junior and Community College Association, duly signed and verified pursuant to the provisions of Section 10-2A-110 of the Alabama Business Corporation Act, have been received in this office and are found to conform to law.

ACCORDINGLY the undersigned, as such Judge of Probate, and by virtue of the authority vested in him by law, hereby issues this Certificate of Amendment of Alabama Junior And Community College Association, and attaches hereto a duplicate original of the Articles of Amendment.

GIVEN Under My Hand and Official Seal on this the 26th day of July, 19 90.



Sherwin R. Phillips
Judge of Probate

STATE OF ALABAMA

COUNTY OF COVINGTON

ARTICLES OF AMENDMENT

OF

ALABAMA JUNIOR AND COMMUNITY COLLEGE ASSOCIATION

The undersigned, being the President, Vice-President, Secretary, and Treasurer, hereby Declare that on April 8, 1988, by a two-thirds vote of the membership, the Alabama Junior and Community College Association did adopt the following amendments to the Articles of Incorporation of said Corporation:

AMENDMENTS

ARTICLE I

The name of this organization will be the Alabama College Association.

ARTICLE III

The purpose of the Association is to promote development and advancement of Alabama education through The Alabama College System by:

- a. Promoting professional service;
- b. Encouraging professional growth;
- c. Improving articulation and cooperation with all levels of education;
- d. Identifying needs and problems of The Alabama College System and communicating them to appropriate agencies for action;
- e. Providing communication throughout The Alabama College System; and
- f. Promoting public recognition of The Alabama College System.

ARTICLE IV

Four classes of membership are established: Individual, Associate, Institution, and Affiliate.

- a. Individual membership is open to all full-time employees in The Alabama College System. Individuals will be granted membership upon the payment of individual membership dues as established by the Executive Committee. Individual membership carries the right to vote on business of the Association.
- b. Associate membership is available to individuals whose professional activities are closely related to the function and purposes of The Alabama College System. Membership will be granted upon approval of the Executive Committee and payment of association membership dues as established by the Executive Committee. This is an honorary, nonvoting, membership.
- c. Institutional membership is open to institutions and organizations of The Alabama College System. Institutional membership will be granted upon payment of institutional membership dues as established by the Executive Committee.
- d. Affiliate membership is open to institutions and organization whose activities are recognized as being closely related to the functions and purposes of The Alabama College System. Affiliate membership will be granted upon approval of the Executive Committee and payment of affiliate membership dues as established by the Executive Committee.
- e. The membership year will cover the period April 1-March 31.

In Witness Whereof we have hereunto set our hands and seals

this 17th day of July, 1990.

Larry McCoy
Larry McCoy, President

Ann Chard
Ann Chard, First Vice President

Martha T. Dixon
Martha T. Dixon, Secretary

Martha Markus
Martha Markus, Treasurer

CERTIFICATE OF SECRETARY

I, Martha T. Dixon, Secretary of the Alabama Junior and Community College Association, do hereby certify that the membership of said corporation has consented to the adoption of the foregoing amendment to the Articles of Incorporation.

Witness by hand and seal this 17 day of July, 1990.

Martha T. Dixon

STATE OF ALABAMA

COUNTY OF Colbert

I, Dusan Dretchenik the undersigned authority, a Notary Public in and for said County and State, hereby certify that Martha T. Dixon, whose name as Secretary of the Alabama Junior and Community College Association, is signed to the foregoing Certificate and who is known to me, did certify to me on this day that the contents of said certificate are true and correct.

Given my hand and seal this 17th day of July, 1990.

Dusan Dretchenik
Notary Public

My Commission Expires January 18, 1993

THE STATE OF ALABAMA, COVINGTON COUNTY
OFFICE OF JUDGE OF PROBATE

I hereby certify that the within Amendment
was filed in this office on the 26th
day of July, 1990
3:45 P
46 of misc 768-770
and examined.

Sherrin R. Phillips
Judge of Probate



State of Alabama

COVINGTON County

CERTIFICATE OF AMENDMENT

OF

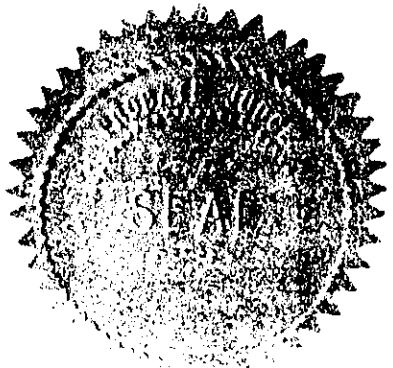
ALABAMA COLLEGE ASSOCIATION

The undersigned, as Judge of Probate of Covington County, State of Alabama, hereby certifies that duplicate originals of Articles of Amendment of Alabama College Association, duly signed and verified pursuant to the provisions of Section 10-2A-113 of the Alabama Business Corporation Act, have been received in this office and are found to conform to law.

ACCORDINGLY the undersigned, as such Judge of Probate, and by virtue of the authority vested in him by law, hereby issues this Certificate of Amendment of Alabama College Association, and attaches hereto a duplicate original of the Articles of Amendment.

GIVEN Under My Hand and Official Seal on this the 26th day of July, 19 90.

Sherrill R. Phillips
Judge of Probate



STATE OF ALABAMA
COUNTY OF COVINGTON

ARTICLES OF AMENDMENT
OF
ALABAMA COLLEGE ASSOCIATION

The undersigned, being the President, Vice-President, Secretary, and Treasurer, hereby Declare that on November 22, 1988, by a two-thirds vote of the membership, the Alabama College Association did adopt the following amendment to the Articles of Incorporation of said Corporation:

AMENDMENT

ARTICLE IV
SECTION E

The membership year will cover the period September 1-August 30.

In Witness Whereof we have hereunto set our hands and seals
this 17th day of July, 1990.

Larry McCoy
Larry McCoy, President

Ann Chard
Ann Chard, First Vice President

Martha T. Dixon
Martha T. Dixon, Secretary

Martha Markus
Martha Markus, Treasurer

2007 46-1772

CERTIFICATE OF SECRETARY

I, Martha T. Dixon, Secretary of the Alabama College Association, do hereby certify that the membership of said corporation has consented to the adoption of the foregoing amendment to the Articles of Incorporation.

Witness by hand and seal this 17 day of July, 1990.

Martha T. Dixon

STATE OF ALABAMA

COUNTY OF Colbert

I, Dusan Brethevich, the undersigned authority, a Notary Public in and for said County and State, hereby certify that Martha T. Dixon, whose name as Secretary of the Alabama College Association, is signed to the foregoing Certificate and who is known to me, did certify to me on this day that the contents of said certificate are true and correct.

Given my hand and seal this 17th day of July, 1990.

Dusan Brethevich
Notary Public

My Commission Expires January 18, 1993

THE STATE OF ALABAMA, COVINGTON COUNTY
OFFICE OF JUDGE OF PROBATE
I hereby certify that the within Amendment
was filed in this office for recording on 26th
day of July, 1990,
3:45 o'clock P. M. duly recorded in book
46 of Miss Page 271-172
and examined. Shirley R. Phillips
Judge of Probate



APPENDIX C
CURRENT LIST OF INTEREST GROUPS

Appendix C.

List of Approved Interest Groups

Commission on Administration

Executive Officers
Academic Technical Deans
Financial Officers/Business Managers
Deans of Students
Resource Development Officers
Institutional Research Officers
Public Relations Officers
Community Services, Off-Campus and Evening Directors
Training for Business/Industry Officers

Commission on Faculty

Academic Advisors
Air Conditioning/Refrigeration
Allied Health
Art
Auto Body
Auto Mechanics
Aviation
Behavioral Sciences
Biological Sciences
Business
Chemical and Physical Sciences
Computer Information Systems
Construction Trades
Cosmetology/Barbering
Developmental Education
Diesel Mechanics
Displaced Homemakers
Drafting
Electricity/Electronics
Engineering/Technology
English
Food Service
Health, P.E. and Recreation
Learning Resources
Machine Technology
Mathematics
Music
Nursing
Reading
Social Sciences
Upholstery/Furniture
Welding

Appendix C
Page 2

Commission on Students

Admissions, Records and Counseling
Financial Aid Officers, Veterans Affairs
Job Placement/Cooperative Education

Commission on Support Personnel

Secretarial
Service/Maintenance/Auxiliary

APPENDIX D
PROPOSED JOB DESCRIPTION OF EXECUTIVE DIRECTOR-ACA

JOB DESCRIPTION

JOB TITLE: EXECUTIVE DIRECTOR

JOB SUMMARY: The Executive Director is the chief administrative officer of the Alabama College Association (ACA). He/she is responsible to provide effective communication to the membership and provide assistance to the elected President and the Executive Committee. He/she maintains general supervision over all the work of the ACA and its employees. He/she promotes the objectives of the ACA and performs other duties as may be determined by the Executive Committee.

RESPONSIBILITIES AND DUTIES

1. Administers the overall program of the ACA and works with the aid of staff, volunteers and committees.
 - A. Supervises all personnel and performs and maintains written annual evaluations on each employee.
 - B. Plans and reviews programs of work for ACA.
 - C. Coordinates work with the Executive Committee, its organizational divisions and committees.
2. Plans long-range procedures and policies for the achievement of ACA and presents them to the Executive Committee for acceptance.
 - A. Develops and proposes annual plan-of-work to Executive Committee for acceptance.
 - B. Develops a year-long professional development program for membership with in-put from assigned committees culminating with the annual conference.
 - C. Develops the data and tools needed to effectively maintain the ACA commitment towards its goals.
 - D. Reviews proposals or projects originating in committees or elsewhere and recommends proper assignments if needed.
 - E. Implements, tracks and reports status of all proposals and projects to the Executive Committee.
3. Manages the organization's finances and assists in preparation of the annual budget.
 - A. Proposes the yearly operating budget to the Executive Committee.
 - B. Develops general plan for funding the budget.
 - C. Approves all specific expenditures coming under the adopted budget.
 - D. Develops procedures for the signing of checks in accordance with the by-laws.
 - E. Oversees the financial records of the ACA.
 - F. Ensures that all expenditures are properly documented as per by-laws.
 - G. Collects, records and properly documents all fees related to ACA functions.

JOB DESCRIPTION

Page 2

4. Directs the public relations and communication program with membership of ACA and related groups.
 - A. Directs the preparation of the official publications of the ACA.
 - B. Maintains a favorable public image through the communications program.
 - C. Maintains rapport and positive public relations with the Department of Postsecondary Education.
 - D. Assists in surveys relative to trends and needs.
 - E. Coordinates ACA programs, businesses, and industry as well as other educational instructions.
 - F. Visits Member Institutions.
 - G. Maintains a good working relationship and attends meetings with ACA related organizations to promote and develop programs of mutual interest.
 - H. Assists in planning and organizing ACA meetings.
 - I. Coordinates exhibit initiative for annual conference.
 - J. Compiles information and maintains records necessary to keep current the written history of the Alabama College Association.
5. Works in cooperation with cities, counties, state and national governments in programs that will aid the ACA in achieving its goals.
6. Accepts other responsibilities and duties as directed by the President and Executive Committee.

QUALIFICATIONS

1. Knowledge of accounting and budget preparation.
2. Ability to communicate with the public.
3. Ability to supervise personnel.
4. Ability to organize meetings and establish committees.
5. Knowledge of local businesses and their needs.
6. Working knowledge of governmental/educational operations.
7. Excellent organizational and planning skills.
8. Ability to develop publications and other documents relative to ACA programs.

PREFERRED TRAINING AND EXPERIENCE

1. Baccalaureate degree from accredited college or university.
2. Proven experience and/or training in education, public administration or a related field.

