

**PRESIDENT'S CABINET  
PRESIDENT'S CONFERENCE ROOM – TRENHOLM CAMPUS  
JANUARY 7, 2009**

**PRESENT:** Sam Munnerlyn, Arlinda Knight, Dr. Suresh Kaushik, Dr. Mimi Johnson, Barbara Anne Spears, Deborah Griggs, Catherine Wright, Dr. Suresh Kaushik, Beverly Ross, Wilford Holt, Charles Harris

**ABSENT:**

The meeting was called to order by President Sam Munnerlyn at 8:30 a.m.

**GENERAL COMMENTS/DISCUSSION ITEMS:**

The meeting began with a moment of silence and remarks by President Munnerlyn. The following items were discussed:

- Restructuring – President Munnerlyn informed the Cabinet that Dean Griggs would be relocating to the Patterson Campus and that her duties have been revised. Catherine Wright's duties have also been revised. He indicated that his expectation is for Dean Griggs to have more focus on facilities and ensuring prompt attention to facility deficiencies.
- SACS- The official SACS kick-off will be held during the in-service on January 30<sup>th</sup>. We hope to make it happen this year.
- Board Minutes & Briefs- Dean Spears and Dean Griggs to consolidate board policy changes for their departments.
- Policy Revisions- President Munnerlyn stated that we need to make sure that we share policy revisions with faculty and staff.

**UPDATES:**

- AMTC – A meeting with the AMTC grant partners is being planned for January 29<sup>th</sup>. The department has increased efforts to get more enrollment for the program. We are bringing partners in again along with some other individuals.
  - AMTC building is almost complete.
  - Time frames will be set for installing the equipment in the building.
  - Water issue is still preventing us from getting the okay from the building commission. Dean Griggs will phone contact person to see where we are on this and get a notice to proceed.
  - Discussion on what furniture is going into the building.
- Facility Projects:
  - Building E – Dean Harris has a meeting scheduled with contractors tomorrow on this project.
  - President Munnerlyn stated that the sign on the Patterson Campus is out and needs some attention. Dean Harris to make contact with repair person.
- Enrollment:
  - Currently we have 1005 students paid and 105 students in pre-registration.
  - It was stated that faculty members must be in place on dates that we advertise registration. A situation at Library Tower was noted.
  - Discussion about having a live person to answer phone calls when the College is closed.
  - President Munnerlyn was pleased with the advertising during the Christmas break.

- President Munnerlyn stated that we should be more proactive in going to PTO and PTA meetings so that we can appeal to the parents. We need to get our message out there for everyone. President Munnerlyn to talk with Beverly Ross, Mike Evans, and Freddie Williams to get some talking points about recruiting for other individuals who will be assisting with the recruitment efforts. Dean Ross to schedule a quick meeting.
  - Dean Holt shared an incident that happened during registration. We had to refuse service to a student who had not registered with the selective service who is now 30 years of age. This individual is being sponsored by Prattville Chamber. They were not happy that we refused to serve the student and contacted Montgomery Chamber to see what they could do to change that decision. The Chamber stated that if we did not take the student; they would not continue to send us students. Postsecondary gave the directive to not serve the student. President Munnerlyn would like to see this issue placed on the agenda at the next Deans of Student meeting and for Postsecondary to request an Attorney General opinion.
- Business Office Manual- The Business Office manual will be sent out by Monday of next week.
  - Dr. Suresh Kaushik – Submitted revised grant for Work Skills.

**ACTION ITEMS**

ITEM NO.	ACTION ITEM	PERSON RESPONSIBLE	DATE TO BE COMPLETED
1.	Dean Spears and Dean Griggs to consolidate board policy changes for their departments.	Dean Griggs Dean Spears	
2.	Dean Griggs will phone contact person to see where we are on getting a notice to proceed for the AMTC Building.	Dean Griggs	
3.	Dean Harris to make contact with repair person for Patterson Campus sign.	Dean Harris	
4.	Dean Ross to schedule a meeting with Mike Evans, Freddie Williams and the President on talking points for recruitment.	Dean Ross	
5.	The Business Office manual to be sent to faculty/staff by Monday of next week.	Dean Griggs	

**ANNOUNCEMENTS**

1. No announcements.

**NEXT MEETING**

The next meeting to be announced. The meeting adjourned at 10:00 a.m.

Respectfully submitted by:

Shearese G. Gipson

Shearese G. Gipson

Approved on \_\_\_\_\_