



**PRESIDENT'S CABINET
PRESIDENT'S CONFERENCE ROOM – PATTERSON CAMPUS
JANUARY 16, 2008**

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

ABSENT: none

The meeting was called to order by President Munnerlyn at 9:00 a.m. The meeting began with a moment of silence and remarks from the President.

GENERAL COMMENTS/DISCUSSION ITEMS:

President Munnerlyn asked the Cabinet if they agreed with the format for getting things on the agenda. The Cabinet was in agreement with the format.

- Leadership in Child Care Scholarship Program
 - President Munnerlyn asked for clarification on this program before he signs the memorandum of agreement that was recently received.
 - Dean Holt stated that Jackie Peterson may have more information about the how the program operates. Dean Holt will check with Ms. Peterson.
- Upcoming Congressional Session
 - We received a letter from Anita Archie about funding from the congressional delegation.
 - We need to be in agreement about what our plans are with the strategic analysis. Before getting with Anita, President Munnerlyn suggested that the cabinet get together on our plans.
 - At next week's Cabinet meeting we will review the strategic plan, ACHE facilities master plan, 10-year facilities master plan, and space utilization report and develop a plan we can use to submit to the Chancellor. We should be prepared to spend some extended time at the next cabinet meeting.
- Regional Workforce Development Councils
 - The Chancellor values these councils.
 - There are three (3) large regions—Montgomery, Huntsville, and Mobile.
 - Who are our region council members?
 - TEBI Coordinator should be involved and keep us informed.
- Organization Charts
 - We have revised the organizational charts and they will be submitted to postsecondary for their files.
- Ethics Training
 - We need to make sure everyone has participated in this training session.
 - President Munnerlyn stated that any time there is a report or survey due, we must submit the report or survey prior to the due date.

- President's Inauguration
 - President Munneryn appointed a committee to be responsible for the ceremony. We want to invite friends of the college and community. Committee – Arlinda Knight-chair, Margaret Law, Mary Ann Campbell, James Rawson, Pam Rollins, Debbie Griggs, Barbara Anne Spears, Mike Evans, Angela Cone, Marilyn Whiting, Beverly Ross, Shearese Gipson, and Dr. Mimi Johnson.
- Leadership Summit
 - Tentative date is scheduled for February 28th. Meeting will take place at Harper's Cooking Lab.
 - President Munneryn would like to have someone responsible for videotaping programs and functions of the College. It is very important for the archives and history of the College.
- SACS Update – Barbara Anne Spears
 - A mandatory workshop on student learning outcomes will be held on January 30, 2008. Some of the faculty did not implement their learning outcomes until last spring but we are on track with this project.
 - Everything for the most part seems to be in place. Still have some credentialing issues that should be cleared up soon.
- College Catalog – Barbara Anne Spears
 - Next week our catalog will be delivered.
 - Dean Spears voiced some concerns about how long it took to develop a college catalog. We need to be prepared to publish a catalog every spring.
 - Most of the delay stemmed from departments not meeting the deadlines given to them. There was not an attitude of urgency to get the catalog done.
 - Dean Spears stressed the need for the Cabinet to commit to ensuring deadlines are being met within their department.
 - President Munneryn stated that the Deans will be held responsible for faculty/staff not meeting deadlines within their respective departments.
 - Faculty will have professional development every month. We should do the same for staff. We need to have some leaders among the staff.
 - Deans will be responsible for putting together a plan to get people motivated to do what they are suppose to do.
- Tuition Assistance for Employee Dependents
 - Discussion about when a dependent is ineligible to receive tuition assistance.
- President Munneryn reminded everyone to refer media to the President's Office. Asked Shearese to send email to everyone.

ACTION ITEMS:

ITEM No.	ACTION ITEM	PERSON RESPONSIBLE	DATE TO BE COMPLETED
1.	Sign MOU for Child Care Scholarship Program	Sam Munnerlyn	
2.	Review Strategic Plans	Cabinet	
3.	Make sure TEBI Coordinator is involved in Regional Workforce Development Councils	Wilford Holt	
4.	Submit organizational charts to Postsecondary Education	Shearese Gipson	
5.	Assign someone to be responsible for video taping programs & functions at the College	Sam Munnerlyn	
6.	SACS-mandatory Student Learning Workshop	Barbara Anne Spears	
7.	Setup faculty/staff professional development for each month	Arlinda Knight	

ANNOUNCEMENTS

1. No announcements.

NEXT MEETING

The meeting adjourned at 11:30 a.m. The next meeting will be held on January 23, 2008 at 9:00 a.m.

Respectfully submitted by:

Shearese G. Gipson

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Approved on _____