

PRESIDENT'S CABINET
PRESIDENT'S CONFERENCE ROOM – TRENHOLM CAMPUS
JANUARY 23, 2012

PRESENT: Sam Munnerlyn, Arlinda Knight, Barbara Anne Spears, Cathy Wright, Dr. Suresh Kaushik, Wilford Holt, Beverly Ross, Dr. Mimi Johnson

ABSENT: Deborah Griggs, Charles Harris

GENERAL COMMENTS/DISCUSSION ITEMS:

The meeting began with a moment of silence and a few comments on campus renovations.

- E-verify Procedures:
 - The President reviewed the new procedures relating to new hires. This procedure was also discussed at the last Presidents' meeting.
 - Data Sheets and I-9s will be approved prior to anyone being employed. He stated that he will not sign any data sheets for individuals hired prior to this being done; this also includes adjuncts.
 - We currently have some issues of concern with an individual who has already begun working at the College and the correct process was not followed.
 - Several logistics need to be worked out pertaining to this process. A meeting with Dean Spears, Wilford Holt, Pam Rollins and the President must be scheduled.
- 2012 Spring Break:
 - Dean Spears reported that some changes were being made to the Spring Break schedule. The schedule is being changed in conjunction with the K-12 schedule for spring break.
 - The calendar committee is in favor of moving the dates. These changes will also be made for the next two years.
- Classroom Space (Cashier/Dual Enrollment):
 - Dean Spears reported that we are in need of more and more classroom space. The cashier's office is currently taking up classroom space. The original agreement was for the cashier to be in that space while Texas Book Company is here and space was to be return after registration was over.
 - The President stated that the cashier will be returning to Building F. Off-line discussion will be held in reference to cashier.
- Selective Admission Programs:
 - Dean Spears mentioned that we have had several meetings with students who did not get into the selective admission programs. We must make every effort to ensure that potential students understand the competitive nature of the programs.
 - The President suggested that additional information be attached to the application that explains the competitive nature.
 - Dean Holt commented that we do not award scholarships until students are accepted into the program.
 - The President wants to establish a track record for success. This will be a discussion item at the Cabinet Retreat in February.
- EMS & DMS Site Visits:

- Dean Spears made everyone aware that we have an EMS site visit at the end of this month on the 27th and 28th.
- The team may ask to see other individuals at the College.
- The DMS site visit will be held this summer; we are concerned about this visit because it is our first one.
- Students First:
 - The President reminded everyone that we will not put up with insubordination and individuals not being responsible. Actions will be taken in the future.
- Registration:
 - Dean Ross updated the Cabinet on the recent registration process. She reported that the schedule worked well.
 - We had people coming in to register who had not completed any paper work. 1624 have now registered.
 - The biggest complaint was in reference to the cashier. The President asked Cathy Wright to take charge of cashiers and make sure they are where they are supposed to be.
 - He would like for the Business Office to have a presence at registration.
 - If a cashier is not available someone else must fill in. Financial Aid and cashiers should get together prior to registration.
- Faculty/Staff Evaluations:
 - The evaluation instrument has been approved by Postsecondary. We are waiting for some training on the new instrument. The President stated that his position on evaluations is that everybody does average work but some areas maybe above average. Let's be truthful and realistic in our evaluations.

Updates:

- Intersection – PC: The President and Wilford Holt had an excellent meeting with the Highway Department. The consultant has come up with a concept for the Patterson Campus entrance. The Highway Department is ready to buy one of the options. We will be responsible for the drive way to our entrance. They will take care of the traffic light and the lanes. We will have some financial responsibilities in this project but not much. We hope the city will help with work that must be done coming onto the campus. Project should start soon. The President believes that the project will begin this year.
- Construction Projects: We apologize that the renovation projects are not on schedule. Additional cleaning may required during renovation. Some of the delays are part the contractors fault and part ours. The completion should be nearing the end. The President asked Cathy Wright to let the Maintenance staff know that the facilities must be serviced more than once per day.
- Alabama Technology Network (ATN): We want to solidify our partnership with them. We are looking at housing them in Building M along with Workforce Development.
- Modular Unit – PC: Some discussion has taken place with the Health Department on the mobile unit they have available. Asking price is \$86,000.
- MPS – Bldgs. M & Q – PC: MPS will be using Building M & Q on the 24th of February for Camp iMadeIt. Nancy Beggs is the contact person. (8:00 a.m.-1:00p.m.)
- SACS: Dr. Johnson asked where we are with the SACS process? It was stated that we have to update the documents we submitted for the new year. Some challenges we are facing:
 - SACS requires a published catalog.
 - The catalog is still not printed and we have several pieces that are still missing.
 - We also have to turn around and do the 2012-13 catalog as well.
 - It is challenging to get people to do their part and when they do it, it is done incorrectly.

- We have to submit in April in order to be on the June agenda.
- Career Tech Scholarships – the College will not award career tech scholarships anymore.
- The President requested that all Program Coordinators and Department Heads be present at the Cabinet Retreat.

ACTION ITEMS

ITEM NO.	ACTION ITEM	PERSON RESPONSIBLE	DATE TO BE COMPLETED
1.	Schedule a meeting with Dean Spears, Wilford Holt, Pam Rollins (<i>regarding the logistics for E-verify</i>)	President Munnerlyn	

ANNOUNCEMENTS

1. The President announced that the Maintenance Department/Inmates will now report to Cathy Wright.

NEXT MEETING

The next meeting to be announced. The meeting adjourned at 10:55.

Respectfully submitted by:

Shearese G. Gipson

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Approved on _____