



**PRESIDENT'S CABINET  
PRESIDENT'S CONFERENCE ROOM – TRENHOLM CAMPUS  
JANUARY 26, 2011**

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

**ABSENT:** Deborah Griggs

**GENERAL COMMENTS/DISCUSSION ITEMS:**

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

- Review of Action Items:
  - President Munnerlyn wanted to review some of the “action items” from previous minutes.
    - He wanted to know the status of the Registration Survey. Dr. Johnson will be completing soon.
    - He stated that an Early Retirement Incentive meeting will be held tomorrow at the Presidents’ meeting.
    - Standing Committees:
      - Dean Spears and Mrs. Wright were going to look at the committees to see if they are still viable committees.
      - A review of the Committees was completed during the Cabinet meeting.
      - Cathy Wright will send out changes to the cabinet for review.
      - Dean Spears to set a two-hour period for faculty each week for meetings.
    - The President asked Shearese to get with Angela to get a date for a luncheon meeting for all of the chairs/co chairs of COE Committees. Dean Holt will send Cathy Wright information on SAT committee.
    - He stated that we are working on having someone take over the Bookstore for us. We will still need a cashier on the campuses. We may be looking at having four part-time employees.
    - The President stated that the new evaluation is at Postsecondary, so we are waiting for a response.
    - OSHA Training:
      - Deans Harris, Spears, Holt Don Greer, and Henry Tylicki met to discuss issues referencing OSHA violations.
      - A brief discussion was held in reference to what our next step is for training.
      - Mike Barnette will put together a basic introduction to OSHA for the professional development. New OSHA books need to be purchased.
    - The President mentioned that the fence on the back of the Joseph Dickerson building still needs to be completed. Looking for substantial completion by the February 7<sup>th</sup>.
- Employee Leave:
  - President Munnerlyn stated that we must ensure that we are getting leave slips from everyone using leave. We are moving forward with using the electronic leave system with Alliant. More information to come.

- Dean Spears suggested that we get some training for all supervisors.
- Ethics/Harassment Training:
  - President Munnerlyn asked Pam Rollins to get some additional training on Ethics and Harassment. We are supposed to provide training each year for faculty and staff. Attendance is mandatory for all employees.
  - A brief discussion was held on equipment that has been loaned out to faculty/staff and whether or not we have a check out log for that equipment.
  - The Cabinet agreed that all equipment must be checked before taking off campus. The President will appoint a committee to get policy and procedure in place.
- Cabinet Professional Development:
  - Dean Holt presented information on a one-day motivational seminar held in Birmingham on February 7, 2011. The President thought it would be beneficial for the Cabinet to attend.
- Social Media:
  - A meeting will be held March 23, 2010 on social media. The President stated that it would be a good idea for us to move toward social media, facebook, twitter, etc. for instruction. He would like for Student Services and every area of the college to be represented at the meeting.
  - Dean Spears would like to have some faculty members present to the Cabinet how they are incorporating Social Media in their classes.
  - Cathy Wright to look at our technology money to see if there are funds available to buy more bandwidth.
- Commencement Speaker:
  - We have secured a graduation speaker, Mr. Donte Wilson, State President for BB & T. Graduation will be held May 6, 2011.
- NBCLearn (Spears) :
  - Dean Spears discussed an NBCLearn opportunity. We have been talking with Daryl Adams and have a trial run available to us to use. Library funds may be available to purchase if this is something for us.

#### Updates:

- Building Fee – the College will be submitting a request to the Board to charge a building fee.
- Early Retirement Incentive- We are not sure if this will be approved.
- Budget Proration-
  - The President distributed a handout about proration.
  - We need to begin to do things to help save our dollars. We need to go through a litany of things.
    - Make sure thermostats are locked.
    - Make sure when no one is here that all systems are turned off especially during the weekend.
    - Make sure all lights are turned off when rooms are not in use.
    -
  - Discussion about security on campus and locking buildings. The President stated that we have not done everything we can do as college employees to assist in this effort.
- Institutional Research Due Dates- see agenda for dates.
- Results of meeting w/ Chancellor/Mayor-

- The President did have a meeting with the Chancellor and Mayor. The meeting was not very beneficial for the College. Our main objective is to educate students and doing what is best for our students.
- We basically wanted to see what the city was going to offer us. The Hyundai building was out of the question. They did not seem interested in providing assistance with the intersection on the Patterson Campus and building improvements. They would prefer that we utilized the space in the mall but we don't want it.
- Vacancy Update- The President gave a brief update on vacancies at the College.

Other Items:

- Adult Education-
  - We are trying to get back into the Adult Education building after the flood. There are several issues related to the flood that need attention. We are in the process of getting the air tested.
  - Our Sonography program has a 100% passage rate. A press release will be going out soon.
  - Trenholm will be hosting a 60 minute coffee on behalf of the Chamber.
  - It was reported that in the Chamber Imagine Greater Montgomery Trenholm is listed with negative comments.
- Dr. Kaushik mentioned that he had a conversation with Dean Griggs about COE funds and money was placed in his budget for supplies.
- Discussion was held on what was hindering everyone from doing their jobs.

**ACTION ITEMS**

ITEM No.	ACTION ITEM	PERSON RESPONSIBLE	DATE TO BE COMPLETED
1.			
2.			
3.			
4.			
5.			

**ANNOUNCEMENTS**

1. none

**NEXT MEETING**

The next meeting to be announced. The meeting adjourned at 12: 05p.m.

Respectfully submitted by:

Shearese G. Gipson

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