

**PRESIDENT'S CABINET**  
**PRESIDENT'S CONFERENCE ROOM – TRENHOLM CAMPUS**  
**FEBRUARY 4, 2009**

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

**ABSENT:** Catherine Wright, Deborah Griggs, Charles Harris

The meeting was called to order by President Sam Munnerlyn at 9:00 a.m.

**GENERAL COMMENTS/DISCUSSION ITEMS:**

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

- Board Items:
  - President Munnerlyn stated that he wants the Cabinet informed when Trenholm has items on the Board Agenda.
  - We currently have the Bridge Project on the agenda for the next meeting. We hope to proceed in getting a bid to determine how much the bridge will actually cost.
  - There is about \$800,000 in funds for the cost of the bridge coming from the Department of Transportation.
  - There was a discussion about getting a golf cart for groups of students to be transported across the bridge from location to location.
- Policy Approval Process:
  - President Munnerlyn stated that manuals and other published documents should be reviewed and approved by the Cabinet before being distributing to the entire College. The document should indicate that it was approved by the Cabinet.
  - The Business Office Procedures Manual was approved by the President and distributed to everyone, but it should have been distributed to and approved by the Cabinet before distribution.
- SACS Initiatives:
  - President Munnerlyn stated that we had a very good SACS kick off session at the Professional Development meeting last week.
  - He stated that he saw a certain level of excitement that he had not seen before.
  - Faculty and staff are really excited about the pins denoting years of service.
  - The SACS giftsacks were a good idea.
  - Cam Martindale has committed to come to our next professional development to talk to us about SACS.
  - There was also a second person who agreed to come and talk to us about the SACS process. We would like to have some dialogue with them about their SACS experience.
  - Dean Spears was impressed about how the staff embraced the student outcomes session.
  - The President stated that Mr. Harrison at Gadsden may be someone else we can talk to as well about SACS.
- COE Approval Process:
  - It was stated that Dr. Kaushik is the COE Liaison and will be responsible for updating us on the COE process and the next upcoming visit. Dr. Kaushik will check to see when exactly the next COE visit will be.

- Dr. Kaushik did contact COE to discuss getting permission to move the Cosmetology and Massage Therapy programs. COE stated that we do have to get approval to move the programs even though it is a temporary move.
- 2009-2010 Projected Appropriations:
  - We are expecting another 5.5 percent decrease in our budget by Monday. We need to cut another \$375,000.
  - Our total decrease is almost 1.7 million; that is a significant amount of money. We are not going to touch our reserve anymore.
  - We are going to have to look at non-tenured personnel.
  - Travel will also be terminated.
  - We are having a little success with our enrollment but not the success that others are having. We are probably at an 8 or 9 percent increase.
  - Staff should be informed about where to send calls about the new healthcare programs. Spears will send out an email with relevant information.
  - Brief discussion held in reference to the switchboard and complaints about no one answering the phone. President Munnerlyn stated that the ideal situation would be to hire a Receptionist. We hope to have this worked out soon.
- Personnel Issues:
  - We have a few personnel issues we are trying to work through. We did get permission from the Chancellor to let Beverly Ross serve as interim Dean of Students for one additional year in an effort to save the college money.
  - The legislature requested to know the amount of money we are spending on legal expenses. The legal expenses for Trenholm Tech were extremely high.
  - President Munnerlyn stated that we should make sure that when we take disciplinary actions that we handle the process appropriately. We also must think about things before we make aggressive personnel moves.
  - He stated that the Deans must look at the faculty and staff in their areas who are coming up for tenure and make some decisions now as to if those individuals are needed.
  - We have hired everyone for the Automotive Department except a Robotics Instructor.
  - President Munnerlyn reiterated that Mike Dunwoody will be responsible for capturing the non-credit data. His secretary will be assisting him in this effort. She will enter information into both systems.
  - Joseph Trimble was hired for the Library.
- RIF Policy:
  - RIF policy is due to Postsecondary in June.
  - President Munnerlyn, Dean Griggs and Pam Rollins attended a webinar about the RIF policy last week.
  - Policy is being developed will come back to the Cabinet for discussion and approval.
  - Dean Holt stated that there were some revisions to the tenure guidelines. He stated that if there is a break in an employee's employment, tenure starts over with each new employment date.

#### UPDATES:

- DOL AUT:
  - This area is making some progress. We are meeting every Tuesday.
  - AUT Building -the correct forms have been filed and given to the Building Commission for approval.
  - There is a backflow valve that the company needs to order but will not order until we get that approval. It may be about six weeks before we get water in the building.

- The Cabinet discussed plans for faculty and staff who are currently being paid by the grant. President Munnerlyn stated that we do not have plans to absorb any of the cost for faculty/staff.
- Healthcare Grant- Dean Spears stated that we have more students than ever before in the EMT program, and it is continually growing as a result of the healthcare grant. We have tapped into a new market and new groups for enrollment; we have pulled in a lot of students from the radio advertising. Nursing is also having an overflow of students.
- Space Utilization-A brief meeting was held two weeks ago. President Munnerlyn stated that there should be another meeting scheduled, possibly Friday morning on the Trenholm Campus.
- RFP for Security-It is time for us to send out the bid again for security services.

**COMMENTS:**

- Arlinda Knight requested that we try not to schedule professional development activities when we have students on campus.
- President Munnerlyn stated that the College Calendar Committee should be sure to bring new calendars to the Cabinet for approval before submitting to Postsecondary.
- A brief discussion was held about college surveys, how people are being treated, and what the purpose is for professional development.
- President Munnerlyn stated that customer service is ranked very high on the list of things on which we need constant improvement.
- A brief discussion ensued about making people aware of the things that are going on at the College.

**ACTION ITEMS**

ITEM NO.	ACTION ITEM	PERSON RESPONSIBLE	DATE TO BE COMPLETED
1.	Dr. Kaushik will check on the date for the next COE visit.	Dr. Kaushik	

**ANNOUNCEMENTS**

1. CAPP due in April to Postsecondary.
2. Leadership Montgomery will be meeting on our campus on February 10<sup>th</sup>. President Munnerlyn stated that this is another opportunity to show people what the College has to offer. We will do a PowerPoint presentation and provide lunch. Cabinet does not have to be in attendance. Dr. Johnson will give them some information about the Gala.
3. The Chancellor wants to speak to Dean Spears about the Leadership Trenholm program. He is interested in getting other Colleges to provide the same opportunity.

**NEXT MEETING**

The next meeting to be announced.

The meeting adjourned at 11:05 a.m.

Respectfully submitted by:

Shearese G. Gipson

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