



**PRESIDENT'S CABINET MEETING
PRESIDENT'S CONFERENCE ROOM - TRENHOLM CAMPUS
FEBRUARY 9, 2006**

PRESENT: Mrs. Mimi E. Johnson, Dr. William Hierstein, Mr. Wilford Holt, Mrs. Debbie Griggs, Mrs. Arlinda Knight, Dr. Anthony L. Molina, and Mr. Sam Munnerlyn

ABSENT: Mr. Charles Harris, Dr. Julliana Probst and Mrs. Pebblin Warren

SPECIAL GUESTS: Pam Rollins, Administrative Services Manager

The meeting was called to order by the presiding officer, Dr. Molina, at 1:30 p.m.

PRESIDENT'S COMMENTS

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ACTIONS TAKEN BY CABINET

The President's Cabinet made the following actions:

ROUNDTABLE UPDATES

CHARLES HARRIS

MIMI JOHNSON

- **Climate and Culture Survey AND Institutional Effectiveness Survey**
 - ☑ As of February 8, 2006, 54 employees had responded to the IE survey and 51 to the Climate and Culture survey. Please encourage the completion of these surveys.
- **President's Cabinet Retreat –**
 - ☑ February 21, 2006, PC Conference Center. 7:30 a.m. to 5:00 p.m. Lunch on your own at Harper's Cooking Lab, Montgomery Mall.
 - ☑ Discuss tentative agenda items for the retreat: (1) Review Strategic Initiatives Results; (2) Review Significant Accomplishments, (3) Develop Key Strategic Theme for 2006-07 – Dr. Reutter; (4) Develop five Strategic Initiatives – Dr. Reutter/Cabinet; (5) Review agenda for Institutional Planning Council Strategic Planning Retreat; (6) Team Building – Myer's Briggs Personality Test; (7) Status Report from Benee Edwards on Work Ethics
- **Institutional Planning Council Strategic Planning Session – Friday, March 3, 2006 at the PC Conference Center 7:30 a.m. to 1:00 p.m.**
 - ☑ Tentative Agenda Items: (1) Report on Strategic Initiative Results; (2) Report Significant Accomplishments; (3) Report Strategic Initiatives for 2006-07; (4) Report Unit Plan Results for 2004-05 by Division Heads and Administrators; (5) Training on Linking Unit Plans with Budgeting (6) Status Report from Benee Edwards on Work Ethics
- Establish a **Student Learning Outcomes Task Force** – Suggested members: *Henry Tylicki, Vicky Ohlson, Melissa Pritchett, Oneita Farrow, Dr. Julliana Probst, Walter Austin, Helen Johnson, Lynn Sutton, Dr. John Reutter, Mimi Johnson*

- ☑ Recommended members of the task force to attend Faculty Development Workshop on Student Learning Outcomes at Marion Military Institute on March 10, 2006.
 - ☑ Distributed charge statement for the Student Learning Outcomes Task Force
- Gave a detailed presentation on CAPP to the Cabinet.

WILFORD HOLT

DEBBIE GRIGGS

- Working with auditors; anticipate two more weeks with the auditors.
- Attended meeting on capturing non-credit offerings at the College

JULLIANA PROBST

- ABENT

SAM MUNNERLYN

- **Black History Month Activities** – The Calendar has been distributed. Please come out and support these activities.
- Distributed **Fall Cohort Retention Rates** to faculty.
- Tennie McBryde will meet with those programs with decreasing retention rates in an effort to improve retention rates.
- SEM (Strategic Enrollment Management) will work with us, we just need to establish the date.

WILLIAM HIERSTEIN

- The **Distance Learning Committee** will meet on February 15, 2006 to revise the guideline for on-line education
- Still working on the **articulation agreements** with Athens State University and Tuskegee University
- Training sessions for faculty on using teaching **distance learning classes** will be held on February 13, 2006.
- Distributed **professional development calendar**
- Conducted eight (8) **course observations** to date.

ARLINDA KNIGHT

- **Continuing Education Units (CEUs)** – Contacted of SACS Office in Atlanta and spoke with Serina Riggs regarding the offering CEUs. She referred me to the International Association for Continuing Education & Training.

Cost to become an authorized provider	
Initial fee	\$ 450.00
Honorarium for site visitor (Plus site visitor expenses)	\$ 200.00
After approval (Annual fee)	\$ 695.00

The College would have to complete a comprehensive application and undergo a strict evaluation of our educational processes according to IACET Criteria and Guidelines, including two reviews by IACET’s Commission and a site visit by an IACET Commissioner.

If the College should submit an application, this would mean that we are demonstrating compliance with proven research-based criteria created in cooperation with the U. S. Department of Education.

Also, that The College is dedicated to high standards for quality continuing education and training.

CERTIFIED PROFESSIONAL MOVER TRAINING

Released information to area moving companies and the Montgomery Advertiser datebook. **Frank Dreyfus** will serve as instructor should we have enough people to register. We have had some calls but no registration as of this date.

PROPOSALS FOR SUMMER PROGRAMS

Submitted five (5) proposals seeking funding support for the summer programs John Knight, John Mitchell, John Reutter, Tomi Selby (Technology) Joseph Borg (Financial Planning)

YOUTH LEADERSHIP INSTITUTE –SOFT SKILLS TRAINING

Contacted a Career Links Representative seeking guidance regarding a funding source. Was told to contact ADECA and speak with Bill Babington at 242-5463 Mr. Babington will be out of the office until Monday, February 13th.

COOKING CLASSES

Made attempts to contact Rudy Bernard to get some approximate dates for the cooking classes.

SUMMER PROGRAMS

Continuing Education Brochure- Working on the brochure for publication. Brochures for the summer program

NON CREDIT TRACKING

We need to re-evaluate the process that we are currently using to track non-credit course offerings.

- **TITLE III-B**

Closely monitor activities that could be reviewed as a problem. Activity II – Mr. Cox not completing necessary paperwork. He has indicated that he is responsible for too much and would like to be relieved of some of his duties.

It was suggested that we consider some other alternatives to resolve this problem.

- **HUMAN RESOURCES**

Process for receiving and processing applications for employment should be reviewed. Title III-B Administrative Assistant Position (Schedule E) was approved October 1, 2005. As of this date, the position is still vacant. Just recently received 30 applications (Only one had a complete packet). This would appear that something is wrong with our system.

ACTION ITEMS

The following assignments and action items were assigned:

Action Items	Detailed Assignment	Person(s) Responsible	Due Dates
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Student Learning Outcomes	Recommend two faculty members to be the College's authority on student learning outcomes. Selected faculty will receive release time	Dr. Probst	Jan 25, 2006
Programs with Low Enrollment	Submit schedule to Dr. Molina regarding meetings with faculty to discuss options for summer contracts	Dr. William Hierstein and Dean Holt	Jan 25, 2006
STEM CAMPS	Developing protocol for STEM (Science, Technology, Engineering and Math) CAMPS for high school students (junior/senior) during the summer semester.	Pebblin Warren, Binee Edwards, Carolyn Millender, Charles Harris, Wilford Holt, Jerry Joyce, Arlinda Knight, Katara Smith	Feb 28, 2006
Applied Physics lab	Establish physics lab in the former dental lab space	Dr. William Hierstein	Spring Semester
Policy	Develop policy regarding employees bringing children to the work place	Dr. Probst	Spring Semester

UPCOMING EVENTS/MEETINGS

EVENT/MEETING	DATE	TIME	PLACE	CONTACT
STUDENT SATISFACTION SURVEY	Feb. 15, 2006			Dean Munnerlyn
BLACK HISTORY PROGRAM	Feb. 16, 2006	11:00 a.m.	PC Cafetorium	
CARVER HIGH SCHOOL GOSPEL CHOIR	Feb. 23, 2006	10:00 a.m.	TC Cafetorium	Dean Munnerlyn
HARPER'S COOKING LAB GRAND OPENING BY INVITATION ONLY	Feb. 28, 2006	6:00 p.m.	Harper's Cooking Lab	Dr. Molina
COLLEGE ADVISORY COMMITTEE MEETING/STRATEGIC ANALYSIS TEAM	Feb. 28, 2006	8:00-9:00	PC Conf Center	Dr. Molina
SEVEN COURSE GALA	Mar. 21, 2006	5:00 p.m.	Activity Center	Mimi Johnson
HONOR'S DAY	April 13, 2006	TBA	Governor's House	Sam Munnerlyn
CAREER FAIR	Apr. 20, 2006	TBA	Governor's House	Sam Munnerlyn

The next meeting will be held on **February 15, 2006 at 8:00 a.m.**

The meeting adjourned at 5:00 p.m.

Respectfully submitted by:

Mimi Evelyn Johnson

Mimi Evelyn Johnson

Approved on