

**PRESIDENT'S CABINET RETREAT MINUTES
HARPER'S COOKING LAB
FEBRUARY 10, 2010**

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

ABSENT:

The meeting was called to order by the President at 7:43 a.m. with a moment of silence.

GENERAL COMMENTS/DISCUSSION ITEMS:

President Munnerlyn welcomed everyone to the new Culinary Arts site.

AGENDA ITEMS:

Overview of Strategic Plan Progress & 2009 Collegiate Outcomes:

- Dr. Johnson began the overview of the Strategic Plan progress.
- She stated that a copy of the report was sent to each of the Cabinet members. The purpose of the report is to show our accomplishments and the progress we are making on our goals. Surveys were also sent to the Cabinet and unit heads for review.
- Dr. Johnson thanked Dean Spears for helping with increasing the response rate for the Library Survey. Dean Spears was instrumental in getting the faculty and students to participate in the survey. We reported 95 faculty and 300 or so students to participate in the survey.
- The student outcomes show at a glance how the college is doing by program. It is very important that we take this information and review the areas that need improvement.
- A lot of the programs lose students as soon as the student gets the skills they need. This presents a problem in retention. Discussion ensued on some of the programs and why results were like they are.
- Discussion then focused on reporting of data for some programs. We need to be diligent in accurately inputting data into the AS400. We have very serious issues with data being input into the system; because of this we can not close fall data.
 - HR area is very big concern.
 - Mainly social security numbers.
 - Employee classification office code and position codes left blank.
 - Those errors need to be corrected; we should have exact data for contracts.
 - Primary instructor does not match anything on the student side.
 - Renoda Thomas will help to resolve some of the HR errors and assist with employee data. (President Munnerlyn to talk with Ms. Thomas today)
 - Plans are to get with the HR Director when she returns.
- 2008 -2009 ACHE Report: This is a compilation of information from all the colleges. Shaded cells are below 90%. Based on their report we have two areas in which we are not meeting our goals.

This report was changed after a number of years. We have to get information from Alliant to make sure all the information is in the system.

Dr. Johnson shared information on the Career Technical report so we could be aware of how we measure up with our sister institutions.

Barbara Anne would like to know more about the 5p1 and 1p2 indicators. The numbers seem a bit off to her. President Munnerlyn would like for leadership to take a road trip to see those institutions who are passing all indicators and learn how and what they are doing.

2010 Strategic Plan Mid-Year Report:

- Dr. Johnson stated that if she did not receive the electronic submission of the Initiative Updates before three o'clock, responses may not be on the report issued today.
- *G1- Instructional Program Excellence* - Dean Spears began the update with G1. She reported that we are on track with this goal and have hired a consultant, Norman Cherry, to review our SACS application.
- Both the President and Dean Spears feel that he will be an asset to our application process.
- Dean Spears stated that Donald Holmes has placed password protection on our SACS application site. A brief discussion was held about SACS.
- The Strategic Plan were reviewed and revised as needed. Please see the attached.

Discussion:

College's Facilities Master Plan

- Discussion about students taking pride in our facilities. There may be a discussion needed during student orientation.
- The President has stated a number of times keeping the campuses looking well groomed is inviting to the community and may influence a decision in attending the college. We need to revitalize the campuses and improve how the campus looks.
- The President identified some tasks that go lacking with regard to the buildings and grounds.
 - The rose bushes by the entrance sign and at the library tower.
 - No straw has been placed around anything in months.
 - Who is responsible for making sure these things get done? We need to be proactive in keeping the campuses looking good. The President is going to take responsibility for making sure this is done. He will get with Dean Griggs, Dennis Monroe and Lawrence Patterson. If you don't hold one person accountable then it won't get done.
- Discussion about a routine plan to get the job done. Maintenance needs to take care of the Library Tower, Culinary Arts, and both campuses. We need to replace Duane Neese. Maintenance needs to know exactly what is expected of them.

Problem Solving 101- no discussion

College Organizational Chart- no discussion

Safety and Security

- Charles Harris – we are in the process of revamping safety and security and bidding security services. We have not had any bad events but have the potential. Dean Holt, Dean Ross, Dean Harris will participate in a building exercise on March 3rd between 10-4.

Review of Grievance Policy

- We should review the guidelines to establish a policy. It was suggested that Joan Davis come and talk with us about this.

College Mission Statement Review – The College mission statement was reviewed. The Cabinet voted to not make any revisions to the College mission statement.

COE Update/Committee Review

- Dr. Kaushik reported that the self study process was launched on February 3rd.
- Committees have been formed.
- Faculty/staff have been informed and given guidelines.
- Committees should be having individual meetings.

Respectfully submitted by:

Shearese G. Gipson

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Approved on _____