



**PRESIDENT'S CABINET MEETING
PRESIDENT'S CONFERENCE ROOM - TRENHOLM CAMPUS
FEBRUARY 15, 2006**

PRESENT: Mr. Charles Harris, Mrs. Mimi E. Johnson, Dr. William Hierstein, Mrs. Debbie Griggs, Mrs. Arlinda Knight, Dr. Anthony L. Molina, Mr. Sam Munnerlyn and Dr. Julliana Probst

ABSENT: Mr. Wilford Holt and Mrs. Pebblin Warren

SPECIAL GUESTS:

The meeting was called to order by the presiding officer, Dr. Molina, at 7:59 a.m.

PRESIDENT'S COMMENTS

- **Report from President's Meeting at Department of Postsecondary Education (DPE)**
 - Bob Romine at DPE discussed credentialing (gold, bronze and silver levels) in adult education with different levels of preparedness of students and standardized tests across the two-year system.
 - The Chancellor is encouraging all deans to attend the All Alabama Academic Team Association Meeting.
 - The Chancellor congratulated Vice Chancellor Joan Davis on the sunset of the Shuford Consent Decree.
 - The Chancellor also indicated for all individuals who are untenured on salary schedule D, the Colleges must give the faculty an appointment letter followed by a contract with start and ending dates.
 - The ATMs are merging with AIDT.
 - A bill is pending in the state legislator for DPE to assume management of the post-secondary education at Marion Institute
- Distributed **Collegiate Standing Committees and Ad Hoc Teams** for the Cabinet's review and revisions

ACTIONS TAKEN BY CABINET

The President's Cabinet made the following actions:

ROUNDTABLE UPDATES

CHARLES HARRIS

- **Streaming video** charter viewing went well
- **Internet** access has been doubled effective Feb. 15, 2006
- **Harper's Cooking** lab sign has been installed; the point of sale system will be installed today with training at 1:00 p.m. Received 97% on Health Inspection. Food permit and business license will be obtained Feb. 17.

MIMI JOHNSON

- **IMP vs. 10 YR Facilities Master Plan** – Reviewed both documents
- **Institutional 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.

- **Institutional Planning Council Strategic Planning Session – Friday, March 3, 2006 at the PC Conference Center 7:30 a.m. to 1:00 p.m.**
- 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*
 - ☑ Requested members of the task force to attend Faculty Development Workshop on Student Learning Outcomes at Marion Military Institute on March 10, 2006.

WILFORD HOLT

- ABSENT

DEBBIE GRIGGS

- Working with auditors
- Ordering supplies and materials for Harper’s Cooking Lab
- Working on landscaping design on front of library and clearing trees around track at TC
- Working on return calculations on Pell Grant

Dr. JULLIANA PROBST

-

SAM MUNNERLYN

- **Dan Black Productions** – meeting to discuss the producing marketing/promotion video
- **Black History Month Activities** – The activities have been well attended.
- **Institutional Priorities Survey** (Noel Levitz) will be distributed so please complete this survey
- **Career Fair** will be held on April 25, 2006 at the Governor’s Hotel
- **Non-Credit Meeting** was held on February 14, 2006; requested more time on establishing guidelines and processes for collecting non-credit enrollment data at the College.

DR. WILLIAM HIERSTEIN

- Division Chairs will meet on Friday, February 17, 2006
- Conducting **class observations**

ARLINDA KNIGHT

- **Continuing Education** –
 - Vicky Czupka of Bishop Cabinets– English as a Second Language Training
 - Will develop policies for CEUs to be awarded
 - Leadership Institute Summer Youth Training still attempting to identify a funding source
 - Office Technology Students not receiving books in a timely manner because of issues with WIA
 - Considering revising non-credit continuing education application

ACTION ITEMS

The following assignments and action items were assigned:

Action Items	Detailed Assignment	Person(s) Responsible	Due Dates
STEM CAMPS	Developing protocol for STEM (Science, Technology, Engineering and Math)	Pebblin Warren, Binee	Feb 28, 2006

	CAMPS for high school students (junior/senior) during the summer semester.	Edwards, Carolyn Millender, Charles Harris, Wilford Holt, Jerry Joyce, Arlinda Knight, Katara Smith	
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
HARPER'S COOKING LAB OPENING	Apr. 4, 2006		Mont Mall	Chef Rudy Bernard
HONOR'S DAY	Apr. 13, 2006	TBA	Governor's House	Sam Munnerlyn
CAREER FAIR	Apr. 25, 2006	TBA	Governor's House	Sam Munnerlyn

The next meeting will be held on **February 22, 2006 at 2:30 p.m.**

The meeting adjourned at 9:25 a.m.

Respectfully submitted by:

Mimi Evelyn Johnson

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Approved on