

**PRESIDENT'S CABINET PLANNING SUMMIT – GATEWAY PARK**  
**FEBRUARY 29, 2012**  
**8:30 A.M.**

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

**ABSENT:**

**GENERAL COMMENTS/DISCUSSION ITEMS:**

• **Call to order/Summit Objectives:**

- The meeting began with a moment of silence and a few comments by President Munnerlyn on what he would like to see happen at this summit.
- He hopes the summit will be very successful and effective. He is aware that we all have issues related to our jobs but we must be able to achieve the College mission. We are always going to have differences and difficulties on the job, but differences are often a part of leadership.
- He stated how there would be some major budget decisions that must be made over the next few weeks and that most colleges are in the same position.

• **2011 Collegiate Outcomes:**

- Dr. Mimi Johnson gave an overview of survey outcomes. There was a brief discussion about several survey comments and how we can improve our services to students.
- The President made some comments on programs with low enrollments.
- Dean Holt commented that some programs are well known in the community and don't have to worry about enrollment but others are not as fortunate and have to put some effort into recruiting students.
- Dean Holt also stated that discussions are taking place with MPS to hire a machinist instructor. There is a lot of equipment that must be utilized in a fast pace. Our students have shown low interest in some of these programs.
- Dr. Kaushik commented that our instructors should be considered for teaching the MPS students.
- The President asked what was being done to increase the enrollment in the machine tool program? Dean Spears responded that one of the things we are doing with Danny Carden the instructor is having him work with Chris Roquemore to develop a video that he can use when he recruits so he can demonstrate some of the things that machinists do.
- Dean Ross stated that the MPS Superintendent Barbara Thompson has been talking about establishing a Career Tech Program. She mentioned that the President and Dr. Kaushik should continue the dialog with Superintendent Thompson to make this happen.
- The President mentioned to everyone that we meet with the Education Council every month and there is a push for a vocational center at McIntyre.
  - He would prefer to look at what has already been done and has proven successful.
  - MPS is really pushing for their own space and own center. If we can convince them to partner with us that is fine but we are having those ongoing conversations every month.
  - He also mentioned that there are other ways we can work with MPS, i.e., the academies, dual enrollment, etc. Dean Ross stated that those conversations have taken place but they should continue. Dr. Kaushik suggested that we should make MPS an offer that

they cannot refuse. The President is seeking a clearer understanding and has talked with the superintendent twice last week and will be meeting again to talk about vocational education.

- We have been asked again to do another presentation at the workforce development meeting about what Trenholm State has to offer. We have been very open to how we can make this partnership work.
- The President asked about the programs facing viability issues. About half of our programs are facing this issue. Cathy Wright suggested that maybe we need to have a focus group to look at strategies to improve programs (cabinet, coordinators and department heads, etc).
- Discussion(retention rates and concern about programs):
  - DPT and Medical Assisting: It is believed that the primary problem with retention rates in these areas is because students are enrolling into medical assisting because they cannot get into their program of choice.
  - We may need to look at advising a different way to improve the rates. Dean Spears needed a little clarification on how the retention rates were calculated on Dr. Johnson's reports. Some of the rates were a little confusing.
  - Dr. Johnson uses the same formula used by ACHE and IPEDS to calculate retention rates. We should be relatively close to the ACHE report. Generally our graduation rate is 34-37%.
  - Dean Spears is spending a day in each program observing instructors and getting to know the program curriculum. She is reviewing retention and placement rates and discussing with each department.
  - To assist in fixing the Medical Assisting issue with retention, after achieving SACS, we will advise students to declare an Associate in Science major.
  - Dr. Johnson clarified that retention rates are different than completion rates.
- Discussion(student outcomes):
  - All surveys are available online for review. More specifically, the survey outcome matrix should be shared with the program coordinators so they can get a picture of what their programmatic outcomes.
  - The President mentioned some of the comments from the survey referencing the Bookstore. He stated that this was the second semester we have utilized Texas Book Company and the comments and dialog needed to be shared with them. Cathy Wright was asked to pass the survey results to Texas Books.

- **2010-15 Strategic Plan Mid-Year Status Report**

- G1: Dean Spears gave an update on Goal 1. (*Discussion items*):
  - Dean Spears inquired if the upcoming program visits were budgeted? Yes, they were budgeted. Someone asked what happens as a result of the program review – what is supposed to happen is the Cabinet is suppose to review, discuss and make recommendations based on the program review results.
  - EMT – has a new instructor (Danny Perry). We have added new software to assist in the issues we were having with retention or licensure passage rates in this program.
  - Dr. Johnson mentioned that the COE annual report no longer provides the overall college rate but does provide rates by program. The President asked Dr. Johnson to average the overall college data so that the college will have the same data. Dr. Johnson will contact COE to obtain their assistance with this request.

- As a change in SACS guidelines the administrative units will not have to develop student learning outcomes, but are required to develop administrative outcomes.

○ G2: Dean Ross gave update on Goal 2. (*Discussion items*):

- The President has an issue with the college sending students out to represent the college without any supervision. When the Ambassadors or other students are out on assignment Brittany or another College representative must go with them.
- He inquired about what the Student Leadership Academy is doing. There should be some ongoing activities. He would like to see them more active.
- Tennie McBryde stated that they meet on Saturdays and community speakers are invited to talk with them. The President thinks they may fit in the new school improvement program.
- The President wants the Cabinet to talk about “safety” in our departments because it is important for us to get it right, be knowledgeable and make the right decisions concerning safety. He asked Dean Harris to take the lead on this.
- We should give faculty and staff a hard copy of the safety manual and ask them to review. Dean Harris, Ross, Spears and President Munnerlyn will schedule a meeting to discuss the best way to make sure the information is reviewed in each department.
- President Munnerlyn stated that if there are any questions about any of the strategic goals that we must ask questions now. (*Items mentioned for discussion*):
  - What do we need to do about improving orientation and getting students interested in attending?
  - The President mentioned that we need to get the Lyceum Committee involved in planning professional development activities. We need to brain storm and give the Lyceum Committee an idea of what we want to accomplish.
  - Discussion about professional growth plans, raises and professional development.

● **2010-15 Strategic Plan Mid Year Status Report**

- G3: Dean Holt gave update on Goal 3. (*Discussion items*)
- The President stated that there should be a session on recruiting. Employees need some formal training.
- Dean Ross stated that we are going to give a script to those who will be recruiting.
- The President wants to bring someone who has some experience in recruiting. He would prefer that he/she be someone outside of the college.
- The President mentioned that we need to really look at transferring those students from the GED, Upward Bound and RTW programs to active students. He would like for Quinton Ross, Dean Holt and Dean Ross to work on getting a plan together to get those students enrolled.
- It was asked if individual programs can do their own advertising. The President stated that he will allow programs to move money around within their budgets if they wanted to do some individual advertising. If you don’t already have the advertising line item (667) in your budget it can be added. He did state that all advertising should clear through Mrs. Knight.
- Individual advertising will not be done from the College’s advertising budget.
- G4-Dean Griggs gave update. *No discussion items.*
- G5-Dean Griggs gave update.
  - The President stated that at the next meeting we would update the master plan and distribute. This must be done very quickly.

● **Title III B Proposal Development and Proposed Activities**

- Dr. Kaushik asked this body for their input or suggestions for the next Title IIIB cycle.

- Dean Spears reminded everyone that we cannot have any major program changes prior to acquiring SACS accreditation.
- The President suggested that the Cabinet reconvene and brainstorm for the next cycle.
- **College Mission Statement Review & Overview and Review of Strategic Plan:**
  - President Munnerlyn asked everyone to review the College's Mission Statement. It will also be reviewed by the College Advisory Council at the next meeting. There were no changes to the mission.
  - The rest of the discussion involved the strategic plan. President asked this group to read and be familiar with this plan. We will have to start working on the next plan very soon.
  - The President asked the group to catch on the college vision and be leaders who support the vision. He stated that he needed this group to be an effective part of the administration. He doesn't need someone who portrays one side to him and another side to the faculty, staff and community. He prefers that if you are going to operate in this manner that you not be a part of the team. We are all on the same team and should be trying to reach the same goals. Leaders should take the vision to the people and help accomplish the goal.
  - We have talked about the budget cuts and some things that will be done related to funding.
    - The President of the US has already passed a bill to repeal higher education regulations. This will help with credit hour/clock hour.
    - We will also need to recruit heavily. Our plan is to get our recruiter into the high schools on an everyday basis.
    - The President asked Tennie McBryde to prepare a recruitment schedule in the absence of Dean Ross. The schedule should be ready for everyone at the college.
    - We need training sessions before we begin recruiting. A set schedule must be developed through June.
    - Instructors can choose to participate or not but the enrollment numbers will tell the story.
    - We will order display boards for all recruitment efforts. The President volunteered to buy one from his budget. We should have at least three display boards.
    - We should also ensure we have all materials needed, i.e. view books, brochures, etc.
    - Another recruitment avenue would be to capitalize on Adult Education graduation. We need to have someone available to give recruiting information to those graduates. We must have someone at every graduation.
    - Student Services will be coordinating recruitment efforts and the instructional side should participate.
    - The President talked about student aid for this term. He stated that many of our students may not have aid to attend this summer. A distribution roster for department heads will be available for review after completion by Betty Edwards.
    - The President stated that we must to be able to register several terms ahead of time. We should get students registered early.
    - A registration schedule will be developed with specific times and dates for registration per program. There were no objections to this process.
  - The President would like to see these things happen now:
    - Spring distribution roster of students.
    - Register early.
    - Deferred payment plan.
    - Mrs. Edwards will be responsible for financial aid workshops, with some held on Saturdays (one this spring and one this summer)
    - Revise scholarship guidelines to give more partials

- Consider every kind of aid a student has
  - The college run-around has to stop. We are getting too many complaints.
  - As of this summer in order to keep our full time people we will have to assign some other duties and our part time people will be released.
  - Summer contracts will not be given this summer until we see the enrollment numbers.
  - We will not renew non tenured employees this fall.
  - We will execute a RIF plan this fall.
- **Compliance Assist Planning Module Webinar**
    - The group participated in a webinar regarding unit plans and budgets.
    - There was some concern about unit plans and cost tying back to the budgets.
    - The President reminded everyone when preparing budgets to be specific and detailed in what you are requesting.
- **Status of 2011-12 Unit Plans and Budgets**
    - March 14, 2012 has been set aside to conduct budget status hearings.
    - Division Heads will be called individually.
    - The President stated that insofar as budgets and keeping individuals employed, there are some grant opportunities available to us, and we will try to take advantage of those as much as possible. We also need to develop more partnerships.

President Munnerlyn thanked everyone for their attendance and asked that the dialog continue pertaining to the discussions held today.

#### **Updates:**

- The President asked Shearese to make a list of the issues that will need further discussion: Montgomery Public Schools, Program Viability, Retention Rates, Program Reviews, Emergency Management, Professional Development, and Recruiting.
- Dean Spears updated everyone on our SACS process.
  - We submit our revised and updated application to SACS in April. C and R committee will review in June.
  - If approved we will have a visit in the fall.
  - Ann Chard has agreed to help us arrange a visit in August or September. Once we have that visit they will tell us if we have any findings and if findings are cited we will be given 5 months to correct any findings.
  - Once we receive candidacy it will be two – four years before we are granted full membership.
  - Institutional planning committee needs to meet more often.
  - The President is concerned that our advisory committees aren't changing; we need to make sure they do. A plan should be developed on how we will rotate off existing committee members so new ones can come aboard.

**ACTION ITEMS**

<b>ITEM NO.</b>	<b>ACTION ITEM</b>	<b>PERSON RESPONSIBLE</b>	<b>DATE TO BE COMPLETED</b>
1.	Send faculty/Staff the Safety Manual	Dean Harris	
2.	Meeting: to discuss the best way to ensure that safety information is reviewed by each department. ( <i>Deans Harris, Ross, Spears and President Munnerlyn</i> )	President Munnerlyn	
3.	Meeting: to discuss plan of action for getting GED, Upward Bound, RTW students enrolled. ( <i>Quinton Ross, Dean Holt and Dean Ross</i> )		
4.	Update the Master Plan at the next meeting	President Munnerlyn	
5.	Prepare recruitment schedule	Dean Ross Tennie McBryde	
6.	Order display boards. ( <i>the President will purchase one from his budget</i> )	Dean Ross	
7.	Hold budget status hearings.	President Munnerlyn	

**ANNOUNCEMENTS**

1. none

**NEXT MEETING**

The meeting adjourned at 4:30 p.m.

Respectfully submitted by:

Shearese G. Gipson

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