



**PRESIDENT'S CABINET MEETING
PRESIDENT'S CONFERENCE ROOM - TRENHOLM CAMPUS
MARCH 2, 2007**

PRESENT: Sam Munnerlyn, Debbie Griggs, Charles Harris, Wilford Holt

ABSENT: Barbara Anne Spears

The meeting was called to order by the presiding officer, Dean Sam Munnerlyn, at 9:42 a.m.

GENERAL COMMENTS:

- ❖ Dr. Molina has asked that Dean Munnerlyn be in charge during his absence. Therefore, all documents requiring Dr. Molina's signature must be submitted to Dean Munnerlyn before leaving the college.
- ❖ The President's Cabinet (Deans) will resume their weekly meetings on Wednesday's beginning March 7th.

ROUNDTABLE DISCUSSIONS:

DEBBIE GRIGGS

- ❖ Discussion with Pam Rollins and Mrs. Knight on new HR Activity for Title III
- ❖ For professional development and HR improvements- Meeting has been scheduled for 1:30 p.m. on March 6, 2007
- ❖ Audit- expect to hear soon from the Alabama State Examiners to set up an exit interview and prepare the response
- ❖ Outstanding checks – this is an ongoing project with progress to be made by year end on old outstanding checks.
- ❖ Return of Pell 02-03 – this is going to take time on all our parts – Must be cleared before we get to year end
- ❖ The 2006-07 Budget Amendment #1 was approved.
- ❖ We may need to do another budget amendment for the new Automotive Technology Building. I will discuss this with Postsecondary next week.
- ❖ Daisy – need to work from home with computer access.
- ❖ Surplus Property – update on report to be filed with Postsecondary
- ❖ Legacy Garden-discussion of need for committee
- ❖ Bridge Project – scheduled meeting with Alabama Department of Transportation to discuss the necessary project revisions– This has been scheduled for Wednesday, March 7, 2007 at 9:00 a.m.

WILFORD HOLT

- ❖ Stated that he had been working on a number of projects before Dr. Molina went on leave.
- ❖ Dean Holt contacted Joan Davis in reference to who could hire and fire employees and he stated that Joan said that only the President could do that. He suggested that Sam have a conversation with Joan Davis.
- ❖ Dean Munnerlyn asked Wilford Holt not to take on any more projects at this time. We need to get a handle on the current projects.

- ❖ New Wire Grant involves CARCAM
- ❖ AMTC-Equipment Orders
 - Have done everything we needed to do; waiting on DOL for approval; Joe Franklin began working on March 2, 2007, replacing Tim Gates; Shemedrea Johnson to contact Dwight to make sure they received the letter of approval for Tim to work as a consultant.
- ❖ AMTC Articulation Agreements have been signed with Job Corp, MPS, Macon County, Bullock, Lowndes County; equipment will be housed in schools and they will set it up.
- ❖ AMTC Building has been approved for construction; need to get with Carl Exford to approve plans.
- ❖ Truck Driving Grant- need to hire (2) new people
 - Dean requested a copy of Grant; Grant will be over in Aug or Oct.;
 - Cars are ready; Need 2 instructors;
- ❖ Truck Driving Class B start up in Lowndes County
 - Need part-time instructor
- ❖ School Calendar – Spears/Trish Jones/Holt are working on it.
- ❖ School Schedule will be finished next week
- ❖ Patterson Campus A/C - there may be a need to go back to the board for approval on the HVAC repairs.

CHARLES HARRIS

- ❖ Charles stated that there were some concerns from Arlinda Knight that needed to be addressed in reference to Title III-B.
- ❖ Building D Renovation awaiting approval from Postsecondary & Title III-B
- ❖ SACS/Meeting with Sub-committees
- ❖ Title III Proposal update
- ❖ Phone System Upgrade
- ❖ Security RFP

ANNOUNCEMENTS

- Dean Munnerlyn will invite Mimi Johnson and Arlinda Knight to the next Cabinet meeting.
- Faculty and Staff meeting to be held on Monday, March 05, 2007.

NEXT MEETING

The next meeting will be held on March 7, 2007 at 8:00 am.

The meeting adjourned at 12:00 noon

Respectfully submitted by:

Shearese G. Gipson

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Approved on _____