

PRESIDENT'S CABINET
PRESIDENT'S CONFERENCE ROOM – TRENHOLM CAMPUS
MARCH 23, 2011

PRESENT: Sam Munnerlyn, Cathy Wright, Barbara Anne Spears, Charles Harris, Arlinda Knight, Wilford Holt, Deborah Griggs, Beverly Ross

ABSENT: Dr. Mimi Johnson, Charles Harris, Suresh Kaushik

GENERAL COMMENTS/DISCUSSION ITEMS:

The meeting was called to order by President Sam Munnerlyn at 9:00 a.m. with a moment of silence and remarks by the President.

- Use of Facility Renewal/Technology Fees:
 - The President reviewed correspondence received about this with the Cabinet.

- Allocation with 3% Proration:
 - As a result of proration \$296,000 has to be cut from our budget. This cut made our final budget \$9,590,348. We plan to deal with this cut by asking for each unit to cut 5%.
 - Deans Spears and Holt reported that some areas have exceeded their budgets at this point where others have not spent anything. The President asked them to find the 5%.
 - We will make these cuts based on your recommendations. Deadline for recommendations is the end of next week.
 - Mrs. Knight stated that in the past we have had difficulty in getting the budgets open for the upcoming fiscal year. Have we made any progress in getting the budgets up and running on time?

- Summary of External Audit Findings:
 - Mr. Munnerlyn reported that one of the biggest issues that the system faces as far as audits go is internal control. There were 13 comments about this at the Presidents' meeting.
 - A brief discussion was held about internal controls and how to properly document.

- Requests for Building Name:
 - The President stated that he will request to name the Automotive Manufacturing Building on the Patterson Campus the Anthony Molina Building.

- Items from State Workforce Planning Council:
 - President Munnerlyn stated that there were a number of things we could take advantage of as far as equipment with Workforce Development. We need to follow through with the Governor's Office of Work force Development.

- Items from President's Meeting:
 - AEA Dues - not sure where we are with this. The last ruling pertained to having to honor the payroll deduction process. Some other information came out that was a little different. We need to get a good understanding on whether or not we can do payroll deduction.
 - Other discussion items were the 3% budget cut, DROP, retirement, furlough, health insurance, etc.

- Knight vs. State of Alabama – \$500,000 has been zeroed out of this year’s budget. The Governor proposed recommendations for the budgets.
- Review of Action Items:
 - President Munnerlyn reviewed action items for completion.
 - Registration Survey was complete.
 - Dean Griggs -- we still need to get a fence behind the Old Culinary Building.
 - Electronic Leave System – a brief discussion was held about the dynamic of the system and tabled for further discussion.
 - Adult Education Building – we need to do what we have to do so we can get this building back in operation. The President asked if the addendum to the lease was signed? At this point it had not been.
 - Building E on the Patterson Campus – Dean Griggs put this project off until we pave. It has been a long period of time since last discussion. We do want to get the building rekeyed and fenced.
 - The President stated that he did not want to do anything that will hinder us with the master plan. The lighting on this campus is part of what Payne & Associates is planning.
- Ethics Training for Public Officials:
 - Some discussion was held about travel and caution about out-of-state travel. Although the federal programs have the money for travel, sometimes it is the perception that causes the problem i.e. travel to Virgin Islands, Hawaii, etc.
- Organizational Charts:
 - The President asked the Deans to make any corrections to their departmental organizational chart and forward to Pam Rollins.
- 2011-2012 College Calendar:
 - The Calendar Committee has approved the 2011-2012 calendar. If the Cabinet does not have any issues, we will approve and send to Postsecondary Education.
- Review of College Mission Statement:
 - The Mission Statement was distributed. The President asked the Cabinet to review and send him an email if there were issues with the statement.
 - He stated that the Mission Statement will change when we get our SACS candidacy. We will not change before then.

Updates:

- Items on Board Agenda:
 - We have two items on the Board agenda for tomorrow: Instructional site and relocation of the new building.
- Mid-year Report on Adult Education:
 - We recently received the Adult Education report and there are several issues.
 - We have less students going through the program.
 - We got a commendation for the number of students getting GED.
 - We are spending too many dollars per head.
 - Our numbers will be reviewed for the program.
- Louisiana Lagniappe:

- A reminder was given about the Lagniappe on the 13th. The President hopes to have good participation from Trenholm employees.
- Baker Case: A brief update was given to the Cabinet.
- Graduation: Trenholm's graduation is May 6th. Everything has been finalized.
- The President expressed some concern about employees being at work on time. We need to be responsible and dependable.
- Pell Appropriation from Congress: We may be facing some changes with Pell Grant; basically, the 2nd Pell disbursement will be taken away if Congress passes the Bill. This will have some impact for our students.
- Building fee: The College did ask for the \$7 Building Fee and it was approved. Building Fees can only be use for debt service as it relates to the college.
- Dean Ross: During early registration we registered 424 students. Numbers may be down just a little.
- The President inquired about the Administrative Council and what they are doing.
- Printing and bidding: Some discussion about printing for graduation. It was stated that Walker Printing is the state contractor.

ACTION ITEMS

ITEM NO.	ACTION ITEM	PERSON RESPONSIBLE	DATE TO BE COMPLETED
1.	Get fencing for former Culinary Arts Building	Dean Griggs	
2.	Get work done to reoccupy Adult Education Building. Get addendum to lease signed.	Dean Griggs	
3.	Building E – Patterson Campus fencing and rekeyed.		

NEXT MEETING

The next meeting to be announced. The meeting adjourned at 11: 30a.m.

Respectfully submitted by:

Shearese G. Gipson

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Approved on _____