



**PRESIDENT'S CABINET MEETING
PRESIDENT'S CONFERENCE ROOM - TRENHOLM CAMPUS
MARCH 29, 2006**

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

The meeting was called to order by the presiding officer, Dr. Molina, at 8:08 a.m.

PRESIDENT'S COMMENTS:

- ◆ *2006 Seven Course Gala* – Congratulated Mimi Johnson and her team on a successful 2006 Seven Course Gala
- ◆ *31st National Conference on Blacks in Higher Education (NAFEO Conference)* - Dr. Molina serves on the 2005-06 Board of Directors of NAFEO. Dr. Molina was nominated for the Mays-Johnson Award, which is awarded annually to a currently serving president or chancellor who exemplifies the best in historically and predominantly black college presidents.
- ◆ *DOL Grant* – Mr. Tim Gates will serve as director of the Auto Manufacturing Grant; he is a former director of training of Delta Airlines.
- ◆ *Harper's Cooking Lab*- The grand opening will be April 4, 2006. Please encourage your associates to have lunch at Harper's.
- ◆ *Vacation* – On May 8-22, 2006, Dr. Molina will be on vacation. Dr. Hierstein will be in charge.
- ◆ *All Alabama Academic Team* – Deans Munnerlyn, Holt and Griggs will be attending.
- ◆ *External Partnerships* – Asked each Cabinet member to submit to Dr. Molina any information about external partnerships in order to complete the survey from DPE.
- ◆ *Institutional Effectiveness* – A recommendation was made by Mimi Johnson to reorganize the President's Cabinet meeting to incorporate mid-year report on the college's strategic initiatives (Student-Centered College, Organizational Accountability and Productivity, Instructional Program Excellence and Enrollment Assurance) within the annual planning cycle. We will begin the scheduling at the next Cabinet meeting.
- ◆ *2005-06 Significant Accomplishments for CAAP* – (1) Auto Manufacturing Partnerships/DOL Grant and its linkage to student success, (2) Submitting SACS Application, and (3) Clear Audit. Other issues include: retention efforts, SACS accreditation, orientation course, first year advisors, work ethics, expansion into Bullock County and Macon County (Early Child Care), Wetumpka (Dual Enrollment, Lowndes (ECEP), Culinary Arts Non-Credit Programs, Summer Youth Programs nurturing prospective students, DOL Grant direct relationship with Montgomery Public Schools, and Scholarships for K-12 from Mike Rogers.

Actions Taken by the President's Cabinet

1. Reviewed College Policy #500 and forwarded it to Pam Rollins for further study.
2. The President's Cabinet approved College Policy #600.16 with revisions and forwarded the policy to Pam Rollins for distribution.

ROUNDTABLE DISCUSSIONS:

DEBBIE GRIGGS

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- Banking will continue with Wachovia
- Clear audit for 2005-06
- Major budget revisions need to be conducted
- Completed IPEDS Finance Survey

MIMI JOHNSON

- Distributed the results from the President's Cabinet Strategic Planning Retreat
- A preliminary report will be given on the 2006 Seven Course Gala at the next President's Cabinet meeting. Recognized the College's Event Planning Team and other volunteers for the 2006 Seven Course Gala.
- Our office is working on IPEDS, CAPP, and other external surveys/reports.
- The 2006 Annual Meeting for the Commission on Colleges of the Southern Association of Colleges and Schools will be held on December 9-12, 2006 in Orlando, Florida. Asked Dr. Molina to ask Sherease to reserve hotel space for three individuals.

DR. WILLIAM HIERSTEIN

- Developing plans and curriculum for an advanced certificate for experienced truck drivers to haul automobiles by conducting an industry survey, meeting with advisory council, etc. It is very likely that it would best fit into the continuing education module as a short term offering.
- Athens State University articulation agreement is ready for Dr. Molina's signature. Still working with Faulkner and Huntingdon about articulation agreements.
- Faculty evaluations for spring semester 2006 have been completed and are being compiled.

ARLINDA KNIGHT

- **CONTINUING EDUCATION –**
 - Plans are underway for an Administrative Professionals Workshop to be held on April 25, 2006.
 - Reviewing information to offer certified professional bookkeepers, insurance renewals, and real estate training. Other programs, such as Education to Go.
 - Releasing information on the Summer Youth programs within the next week or so.
 - Continuing Education Brochure has been developed
- **TITLE III-B**
 - Attended planning meeting and it was prospective training areas for Title III-B (June 26-30, 2006) Conference in Atlanta, GA was discussed.

DR. JULLIANA PROBST

- **ABSENT**

PEBBLIN WARREN

- **ABSENT**

WILFORD HOLT

- Mr. Tim Gates, Director of Auto-manufacturing Center, will report to work on April 3, 2006.
- Working with Hyundai to meet their needs for trained multi-craft employees. Chancellor Johnson has appointed a task force to assist with providing multi-craft employees for Hyundai.

CHARLES HARRIS

- Project underway to relocate Moodle, web, and email to separate servers
- Received 6,000' of wire for the FEMA project to install in every collegiate building
- Requested extension to June 30th for FEMA project two weeks ago; awaiting response from FEMA. FEMA grant is \$108,000.

SAM MUNNERLYN

- Plans for summer advertising are underway
- Honor's Day Program is scheduled for April 13, 2006 at 10:00 a.m. at the Governor's House Hotel with Bob Howell as the speaker. Will recognize All Academic Team, Dean's List, President's List, United States Achievement Academy, etc. at the Honor's Day Program.
- Job Fair will be held on April 25, 2006 at the Governor's House Hotel, 9 a.m. to 2 p.m. Several sessions will be held on business attire, resume development, etc.
- Recruiting for summer term and reaching out to the Hispanic Community with Frazer

- Meeting with Donald Doctson to develop scheduling for ECEP students for the fall semester
- There are nine scheduled tours for the month of April.
- Would like to discuss issues related to program progression at another meeting.
- Asked Mike Evans to develop news worthy information about Trenholm as it relates to Community College Month (April); host open house for the community (demonstrate Smart Board capability, etc.)

ACTION ITEMS

The following assignments and action items were assigned:

Action Items	Detailed Assignment	Person(s) Responsible	Due Dates

ANNOUNCEMENTS



UPCOMING EVENTS/MEETINGS

EVENT/MEETING	DATE	TIME	PLACE	CONTACT
President Cabinet Budget Meeting with President	Apr. 11, 2006	TBA	President’s Office	Dr. Molina
Honor’s Day – Bob Howell Speaker	Apr. 13, 2006	10 a.m.	Governor’s House Hotel	Dean Munnerlyn
Career Fair	Apr. 25, 2006	9 a.m. to 2 p.m.	Governor’s House Hotel	Benee’ Edwards
Administrative Professionals Workshop	Apr. 25, 2006		PC Conference Center	Arlinda Knight

NEXT MEETING

The next meeting will be held on April 5, 2006 at 1:30 p.m.

The meeting adjourned at 11:21 a.m.

Respectfully submitted by:

Mimi Evelyn Johnson

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Approved on _____