

PRESIDENT'S CABINET
PRESIDENT'S CONFERENCE ROOM – TRENHOLM CAMPUS
APRIL 15, 2009

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

ABSENT:

The meeting was called to order by President Sam Munnerlyn at 9:00 a.m.

GENERAL COMMENTS/DISCUSSION ITEMS:

The meeting began with a moment of silence and remarks by President Munnerlyn.

The following items were discussed:

- Ability to Benefit:
 - Dean Spears initiated a discussion on the Ability to Benefit test given to students without high school diplomas or GEDs as a method of entry into the College. Ability to benefit was introduced as a way for these students to have access to programs that do not offer a degree. It is against State Board policy to have any students who do not have a high school diploma or GED enrolled who have not passed the test.
 - We have six students in the Auto Body Program (Austin) who did not pass the ATB test who are enrolled at the College.
 - Some of the students asked to retake the test and were told that they had to take all three parts of the test. State Board policy requires that Ability to Benefit students take all parts of the test in one sitting; if the students do not pass ALL sections, the students should not be admitted. The students argued that they should not have to re-take the entire test since they have already passed one or two sections. These students should not have been admitted, but since they were inadvertently admitted, there is an argument that they are now our students and should be treated as any other student who could choose to retake a section of the test separately. There is some concern among the students about not passing the sections they have already passed.
 - The issue was brought to the Cabinet for resolution. The Board policy was changed in 2005; however, administration at the College still allowed students to be admitted. In 2005 the Ability to Benefit changed from a Pell Grant issue to an Admissions/Pell Grant issue.
 - President Munnerlyn stated that we did know this was changed from a Financial Aid issue. The administration in Admissions dropped the ball on following through.
 - The President thinks we need to get the students to take the test again, but we need to give them some preparation or remediation through Student Support Services.
 - ACT Regulations state that all three parts must be taken concurrently.
 - Dean Spears suggested that since it was the administration that dropped the ball we need to allow the students to just take the parts they failed. We have violated the policy, but we do have an obligation to those students.
 - Dean Ross stated that at the Deans and Presidents meeting we can lobby to have this policy changed.
 - The President stated that we need to fix the current situation and make sure we do not get ourselves back into this type of situation again. He stated that the students should have some

remediation through Student Support Services. We will then see how well they do and go from there.

- In the future we will not let students enter the College without the Ability to Benefit.

- Employee Recognition Guidelines:
 - President Munnerlyn distributed the guidelines for the Employee Recognition Pins. He wants the Cabinet to review and adopt at the next cabinet meeting. If there are any changes, they should be sent to Angela Cone.

- Summer Programs:
 - The President requested an update on the summer programs, including space issues for those programs.
 - These are the various summer camps being held on campus:
 - STEM Camp
 - Counselors Camp - Carol Millender is coordinating the efforts for this camp. Applications are being taken now. President Munnerlyn stated that he wants to make sure that we are inviting some new counselors/instructors to attend the camp. He wants to make sure we get into the black belt areas. We should also reach out to the 9th grade counselors.
 - HCOP Grant with DOL (in progress) – Students visit each healthcare program on campus, spending ½ day in each program. No additional space needed.
 - Arlinda Knight stated that we are offering the same four programs that we have offered for a number of years. In the past, we have utilized LT, Room 214, 315 and other classrooms in the LT. She then stated that with the proposed changes regarding the classrooms that we previously used, we now have a problem. In the past, we have also used LT, Room 214 for the Closing Program because of the number of people that will usually attend. Dr. Kaushik asked if we just needed space for the Closing Program. Knight responded and stated that the need for space is not just for the Closing Program, it is also for the classroom training for these programs.
 - Dean Spears then asked that Knight send her a list of the programs that we have scheduled for this summer and she would identify space.
 - President Munnerlyn stated that the moves are necessary.. We all need to work together in finding space.
 - It would be helpful to send Dean Spears a list of how many classrooms you need so we can include in planning.
 - Dean Griggs, Dr. Kaushik and the President to begin the process to occupy the other building for classroom space.
 - We have not identified classroom space for Upward Bound (Geneva Patterson).

- MPS Academics:
 - President Munnerlyn reported that he met with Montgomery Public Schools representatives Cam Martindale and Nancy Beggs.
 - MPS has seven academies that we are involved in and currently have faculty and staff on these academies. We need to make sure we are in attendance at these meetings.
 - We need dual enrollment funds to have some of these classes on campus. Melissa Pickett has been attending some of the meetings. We need to talk with Dean Holt to get more info on Dual Enrollment.
 - President Munnerlyn asked Dean Spears to attend some of the Health Science meetings. Some decisions should be made and then we can turn over to the instructors. Mrs. Love has also attended some of these meetings. Also, if Chef Campbell is not going to attend we need

to get Chef Cawley to attend.

- Personal Services and Other Contracts:
 - President Munnerlyn stated that all contracts must be signed by postsecondary.
 - If we have agreements for one year with an individual we only have to get approval once for the contract period.
 - President Munnerlyn stated that there will be no more contracts not done properly.
 - We are working on some issues as far as the contracts are concerned. Punitive action should be taken if contracts are continually done improperly.
 - All contracts as they relate to the outside vendors should be sent to Cathy Wright's office for her and Shemedrea Johnson's approval.
 - We need at least three to five days to process.
 - When the contract goes in to Mrs. Wright, she will contact initiator if there is a problem.

- Leave Forms:
 - On all leave forms the President will only sign if leave forms are for those he supervises and if the Cabinet is requesting leave; otherwise the Deans will sign.
 - Deans sign so they will know when their employees will be absent.
 - President Munnerlyn suggested that we give Mrs. Gordon a review on the leave process.
 - Mrs. Wright requested that the supervisor have access to leave records for their divisions. There was a discussion on leave and whether or not access should be given.
 - President Munnerlyn wants the Deans to sign leave forms within their departments.
 - No one is to deny leave until we have had the proper training to do so.
 - Pam Rollins can conduct some training. We should spend a few minutes talking about the different forms of leave and see what the State Board Policy says about leave.
 - Dean Harris needs a list of names of individuals who should be allowed to access the leave records. President Munnerlyn stated that only the Cabinet needs access.

UPDATES:

- Gala:
 - Dr. Mimi Johnson gave a brief update for the Gala.
 - The individuals who were attending/working the Gala are still allowed to leave work early to prepare for the Gala.
 - The sponsorship is going well but not as well as it has in the past.
 - Seating is arranged by first come first serve and seating requests.
 - The Foundation would like to purchase the building that was constructed by the Building Construction Lab to auction off at the Gala. Dean Griggs stated that we cannot sell the building but thought they could give us a donation. Will do some more research to get final answer.

- Student :
 - We received a letter from Mrs. Hall stating that a student on preceptorship was caught stealing.
 - The doctor the student was working for reviewed a security tape and saw the student took money from the office. The doctor does not want her to come back to the office any longer.
 - Dean Ross sent the student a letter and reviewed the College policy with her.
 - The student will return next semester to complete the class.
 - President Munnerlyn stated that if she was caught stealing we need to go to our discipline policy and give her due process. Dean Ross stated that the student did meet with Mrs. Hall and herself and that this was already done.
 - The doctor will continue to accept our students.

- Deliveries:
 - There are some concerns about storing large deliveries as they come in at the Bookstore.
 - When large items come in for IT, they can be placed in building G and Tony Sager or Charles Harris can be contacted.
 - President Munnerlyn stated that we must do a better job of letting people know when their areas are going to be affected.
 - There was some concern about students getting registered and standing in long lines that lead outside. President Munnerlyn stated that students could line up going through the Student Support Services area during registration and go to the bookstore through the lab or that registration can be moved to building D.
 - President Munnerlyn also stated that we can let the mail stay where it is until after registration.
- President Munnerlyn asked Cathy Wright's office to manage the College cell phones.
- Payne and Associates have been chosen as the Architect for the Patterson Campus project.
- The Bridge Project should be ready to bid this weekend.
- We must be in the AMTC building by summer term.
- President Munnerlyn stated that he wanted the cars between Don Greer's shop and Margaret Law's gone; we don't have to wait on the fence.

ACTION ITEMS

ITEM NO.	ACTION ITEM	PERSON RESPONSIBLE	DATE TO BE COMPLETED
1.	Review the guidelines for the Employee Recognition Pins.	Cabinet	next cabinet meeting
2.	Provide training for Mrs. Gordon on leave process.	Dean Griggs	
3.	Provide list of individuals that need access to leave records to Charles Harris.	President Munnerlyn	

ANNOUNCEMENTS

1. We will not meet next week.

NEXT MEETING

The next meeting to be held on the Trenholm Campus at 9:00.

The meeting adjourned at 10:25 a.m.

Respectfully submitted by:

Shearese G. Gipson

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Approved on _____