



PRESIDENT'S CABINET MEETING
PRESIDENT'S CONFERENCE ROOM - TRENHOLM CAMPUS
APRIL 20, 2006

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

The meeting was called to order by the presiding officer, Dr. Molina, at 9:10 a.m.

PRESIDENT'S COMMENTS:

- ◆ *Summer Term Preparation* – Dr. Molina asked Dean Munnerlyn to report to the Cabinet the plans for summer term registration. Early registration started on April 19, 2006. Early Bird Registration for new students begins on April 25, 2006. Advertising is underway for summer term in local papers, television, radio and billboards in our service area. Schedules have arrived and are being disseminated. Student services will offer give-a-ways to pre-register for the summer term. Also, a roster will be generated to disseminate to faculty the students who have pre-register so the faculty may contact those students currently enrolled in their programs to pre-register.
- ◆ *CAPP* – Requested President's Cabinet members to respond to an email he sent in reference to CAPP.
- ◆ *Graduation* – Requested full participation from the President's Cabinet. Mr. Purser L. McLeod, Jr., president of the Montgomery Chamber of Commerce Board, is the commencement speaker.
- ◆ *Scholarship Committee* – 60 scholarships will be dedicated to industrial maintenance.
- ◆ *Protocol Among President's Cabinet* – If an issue arises within another person's span of control, Cabinet members were asked to try to work it out with the appropriate dean instead of bringing the issues to the President.

Actions Taken by the President's Cabinet

ROUNDTABLE DISCUSSIONS:

DEBBIE GRIGGS

- Packages are delivered to the Trenholm Campus bookstore, the TC bookstore staff will notify the recipients that the packages have arrived and the recipient needs to make arrangements to pick up or request that the maintenance department deliver the item.

MIMI JOHNSON

- All of the *Unit Goals 2006-07* have been received except for Economic Development
- Completed and locked Spring Collection IPEDS (Finance, Student Financial Aid, Fall Enrollment and Graduation Rate) Surveys; CAPP; and several external surveys/reports.
- The *CAPP* survey submission deadline has been extended to May 1, 2006 in order to give the President's ample time to review the CAPP prior to submission to DPE and to resolve some of the issues surfacing because this is the pilot implementation.
- A plan of action has been developed to respond to Dr. Ann Chard's comments regarding our *SACS* application and Dr. Reutter is following through on our response.
- The *Student Learning Outcomes Taskforce* (Helen Johnson, Melissa Pickett, Oneita Farrow, Cecile Mathews, Walter Austin, Vicky Ohlson, and Dr. Molina) will be visiting Alabama Southern-Thomasville Campus on Friday, April 21, 2006 to gather information about their teaching and learning initiative model.
- A *professional development* session for the faculty will be held on May 8, 2006, 7:30 a.m. to 12:00 noon, PC Cafetorium on student learning outcomes. Dr. John Johnson, president of Alabama Southern, will be the keynote speaker.

DR. WILLIAM HIERSTEIN

- **ABSENT**

ARLINDA KNIGHT - ABSENT

- **CONTINUING EDUCATION**
- **TITLE III-B**

DR. JULLIANA PROBST

- **ABSENT**

PEBBLIN WARREN

- **ABSENT**

WILFORD HOLT

-

CHARLES HARRIS

- **ABSENT**

SAM MUNNERLYN

- Distributed a sample agenda with SEMS Works, consultants on retention for the Cabinet’s review.

ACTION ITEMS

The following assignments and action items were assigned:

Action Items	Detailed Assignment	Person(s) Responsible	Due Dates
Plan of Action for Faculty without Full Loads	Develop an assignment protocol for those faculty without full loads that will include deliverables upon the completion of the summer term	Deans Holt and Hierstein	

ANNOUNCEMENTS



UPCOMING EVENTS/MEETINGS

EVENT/MEETING	DATE	TIME	PLACE	CONTACT
Career Fair	Apr. 25, 2006	9 a.m. to 2 p.m.	Governor’s House Hotel	Benee’ Edwards
Administrative Professionals Workshop	Apr. 25, 2006	10 a.m. to 1 p.m.	PC Conference Center	Arlinda Knight
Commencement	May 5, 2006	6:00 p.m.	Davis Theatre	Dean Munnerlyn
Faculty Training Session on Student Learning Outcomes Key note speaker, Dr. John Johnson	May 8, 2006	8:00 a.m. to 12:00 noon	PC Conference Center	Dr. John Reutter/Mimi Johnson
SEMS Training Session	May 10-11, 2006	TBA	PC Conference Center	Dean Munnerlyn

FUTURE MEETINGS

- April 26, 2006, 8:00 a.m., TC President’s Conference Room

The meeting adjourned at 10:57 a.m.

Respectfully submitted by:

Mimi Evelyn Johnson

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Approved on April 27, 2006