



**PRESIDENT'S CABINET MEETING**  
**PRESIDENT'S CONFERENCE ROOM – PATTERSON CAMPUS**  
**APRIL 27, 2006**

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

The meeting was called to order by the presiding officer, Dr. Molina, at 3:09 p.m.

**PRESIDENT'S COMMENTS:**

- ◆ *Alabama State Board of Education Meeting* – Attended the Alabama State Board of Education meeting today in Birmingham, AL.
- ◆ *Cabinet Member Protocol* – In the event, a cabinet member has an issue with another cabinet member, please attempt to work it out with the cabinet member. If the issue is not resolved by this manner, then you may present it to the President.

*Actions Taken by the President's Cabinet*

1.

**ROUNDTABLE DISCUSSIONS:**

**DEBBIE GRIGGS**

- Compiling budgets.
- Working on accounts receivables to collect payables.
- Met with Red Cross representatives, DPE representative, and Dean Harris to develop a protocol (Building A and D on TC; Building A and D on PC) for using our buildings during hurricane evacuations as a pre-evacuation center.
- Working on bid openings.

**MIMI JOHNSON**

- All of the *Unit Goals 2006-07* have been received except for Economic Development.
- 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.
- Distributed a plan of action developed by Dr. Reutter for responding to Dr. Ann Chard's concerns regarding our SACS application.
- Asked Dr. Hierstein to remind program coordinators to submit completed follow-up forms for the spring 2006 semester; especially for the students who are graduating.
- The IR office is preparing to distribute the Program Reviews for this cycle.

**DR. WILLIAM HIERSTEIN**

- The University of Cincinnati has provided us with a proposal for articulation for our early care program.
- The Tuskegee University articulation agreement should be forthcoming.

**ARLINDA KNIGHT -**

- **CONTINUING EDUCATION**
  - Hosted Administrative Professionals Workshop with 57 registrants on April 25, 2006. Distributed evaluation analyzed by the Office of Institutional Research on the workshop.
  - Started Certified Movers training class this week with 12 enrollees.
  - The Continuing Education brochure will be delivered this week.
  - We are still working on funding sources for several of the Summer Youth programs.

- Held Continuing Education Advisory Committee on April 20, 2006. Several worthwhile ideas were presented and will be implemented.
- Developing brochure (information packet) to promote the cooking demonstrations conducted by Chef Bernard.
- **TITLE III-B**
  - Meeting with Pam Rollins and Pete Land on May 1, 2006 regarding the professional development scheduled for May 18, 2006.
  - The new Title III-B proposal is due in April 2007. We need to discuss what we would like to include in the Comprehensive Development Plan.
  - Working on creating a master file on Title III-B equipment inventory.
  - Mrs. Love is drafting the curriculum for the associate degree in nursing.

**DR. JULIANA PROBST**

- ABSENT

**PEBBLIN WARREN**

- ABSENT

**WILFORD HOLT**

- ABSENT

**CHARLES HARRIS**

- Gathering data for Tim Gates to complete a report
- Still working on running wire for the FEMA project.

**SAM MUNNERLYN**

- We are in early registration until May 25, 2006.
- The Career Fair coordinated by Binee Edwards was well attended and was a successful event.
- Requested that all members of the Cabinet be available on May 10, 2006 to meet with the SEMS representative. The final report will be given on May 11, 2006 from 3:00 to 5:00 p.m. in the President's Conference Room on the Trenholm Campus.
- Completed all activities for the recruitment DVD.
- Distributed billboard images for the Cabinet's review.

**ACTION ITEMS**

The following assignments and action items were assigned:

<b>Action Items</b>	<b>Detailed Assignment</b>	<b>Person(s) Responsible</b>	<b>Due Dates</b>
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	<b>Summer 2006</b>
Advisory Committee Guidelines	Draft guidelines of responsibility for Advisory Committee members	Dean Hierstein	<b>Summer 2006</b>

**ANNOUNCEMENTS**



**UPCOMING EVENTS/MEETINGS**

<b>EVENT/MEETING</b>	<b>DATE</b>	<b>TIME</b>	<b>PLACE</b>	<b>CONTACT</b>
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

**FUTURE MEETINGS**

- May 3, 2006, 8:00 a.m., TC President's Conference Room

The meeting adjourned at 5:12 p.m.

Respectfully submitted by:

*Mimi Evelyn Johnson*

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Approved on