

PRESIDENT'S CABINET
PRESIDENT'S CONFERENCE ROOM – TRENHOLM CAMPUS
APRIL 27, 2010

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

ABSENT: Dr. 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 President Munnerlyn.

- Enrollment Management:
 - Recruitment-the President mentioned the recruitment trailer we once had. He thinks that this may be something we should consider again.
 - Increase community service and volunteering – the President wants this information passed down to Brittany Anderson to get students involved in volunteering. He mentioned that we should consider going to the middle school level to begin recruiting.
 - President Munnerlyn will spend more time with Freddie Williams (recruiter) on this effort. We should identify some key people to help with this initiative.
 - President Munnerlyn will assign someone to work with Dr. Johnson to get a database started to begin communication with alumni.
 - President Munnerlyn stated that all surveys that come out of IR should be utilized. We must continue to review these so we can keep our numbers up.
- Relocations Summer 2010:
 - The space Adult Education is currently occupying in Building B on the Patterson Campus will be available for class and the space in Building H on the Trenholm Campus will also be available.
 - We must find space for Geneva Patterson (Upward Bound) in the new Adult Education Building on Mobile Highway. Her program will require four classrooms this summer.
 - AIDT is requesting their small trailer back this week. A brief discussion was held in reference to the move.
- Student Success Story:
 - The President stated that we should feature a student success story on our website every other month. Public Relations should be a great place to start looking for these types of stories.
 - Dean Spears will assist with this effort but will not take full responsibility. The President wants to focus on students not faculty and staff. Mrs. Knight will work with marketing committee on this effort as well.
- American Association of Community Colleges- President attended conference and it was very informative.

Updates:

- Skills USA:
 - Dean Ross reported 54 students went to Skills USA.
 - John Knight arranged for the ASU bus to be used.
 - Dr. Kaushik attended and Erika Taylor, Brittany Anderson, Rosa Miles and Geneva Patterson went as chaperones.
 - The President is making plans to attend the awards ceremony.
 - Dean Ross was pleased with the students and their enthusiasm.

- Retreat (Faculty/Staff):
 - Mrs. Knight had a final meeting yesterday with planning team and has finalized the agenda. The entire day is focused on team building.

- Registration:
 - Dean Ross reported that we have 1033 applicants at this time. That is 300 plus more than last term.
 - Dean Holt stated that we have so many scholarship applications that we can not award them all.

- Graduation:
 - Dean Ross reported that graduation is progressing well.

- Leadership TSTC:
 - Dean Spears suggested that Dr. Johnson and she should take back control over the class. We have six participants and the class has only met once. Nothing is happening with the class at this time.
 - President Munnerlyn stated that we need to put the previous graduates in some leadership roles. They need to be serving and given an opportunity to lead.

- Foundation:
 - Dr. Johnson gave an update on the Foundation. They are so excited about a Duck Race. This is the fund raising plan for 2010.
 - On June 4th a consultant will come in and have an all-day training session. We will identify individuals to participate in this session.
 - The race will take place on September 23rd.

- Instructional Concerns:
 - Dean Spears reported that our Radiology department did receive accreditation.
 - Dean Holt stated that we need to look at the budgets and some instructors because we have a lot of new students in the Air Conditioning and Automotive Service departments and need additional instructors.
 - Dean Spears and Dean Holt to discuss instructor positions needed and what we need to do for the next step.
 - Dean Holt also needs to come up with a game plan for the Accounting program.

- COE/SACS:
 - Dean Spears did get final approval for Distance Education from COE.
 - Completed initial approval for the Harper's site.
 - Narratives for SACS can possibly be used for COE. A brief discussion was held on how the new faculty/staff will be orientated on what they are supposed to do for SACS and COE.

ACTION ITEMS

ITEM NO.	ACTION ITEM	PERSON RESPONSIBLE	DATE TO BE COMPLETED
1.	Assign someone to work with IR on alumni database.	President Munnerlyn	

ANNOUNCEMENTS

1. none

NEXT MEETING

The next meeting to be announced. The meeting adjourned at 11:08 a.m.

Respectfully submitted by:

Shearese G. Gipson

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Approved on _____