

PRESIDENT'S CABINET - PRESIDENT'S CONFERENCE ROOM
MAY 2, 2012

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

ABSENT:

GENERAL COMMENTS/DISCUSSION ITEMS:

The meeting began with a moment of silence at 9:00 a.m. The President expressed his condolences to Wilford Holt and his family.

- Administrative Council Information:
 - The President introduced Danny Perry, chair of the Administrative Council, and thanked him and the Council for the great work being done.
 - Danny presented a proposal from the Council for acquiring “Go To Meeting” software.
 - The Cabinet voted unanimously to purchase the software. The President stated that this is exactly the kind of recommendation we are seeking from the Council.
 - Dean Harris stated that there is an objective in the next Title III cycle to expand the “Go To Meeting” software, allowing for more participants.

- Summer Term Registration:
 - Dean Ross stated that summer term registration is going well. We currently have 517 students who have paid and 400 in pre-registration.
 - Last summer we had approximately 1150 registered and paid students. This semester we are running about 200 students behind in the number of students who have applied.
 - Dean Ross stated that we are still having an issue with students coming to pay cash to register and no cashier is available to take their money. Mrs. Wright stated that we are working on a plan to rectify the situation.
 - The President stated that some of our instructors may have to be available for day and night classes. We will be cutting back significantly with our adjuncts.

- 2011-12 Budget

- 2012-13 Budget

- Professional Development Agenda:
 - The President still wants to meet with Carol Millender and Dr. Tracie Carter, the co-chairs of the Lyceum team. He wants to talk with them about the direction the team should be going and to discuss some activities that we are trying to outline for the spring.
 - The President plans to schedule a meeting with all of the standing committee chairs, co-chairs, Mrs. Knight, Dr. Kaushik and Beverly Ross.
 - Upcoming Perkins webinar on Financial Management: The President requested that Dr. Johnson, Wilford Holt, Cathy Wright, and Shemedrea Johnson attend the webinar. Angela will send information to attendees.

- Cost cutting Measures:
 - The President addressed some cost cutting measures effective immediately:

- Travel-absolutely no travel will be approved unless it is pertinent to your area. Some travel plans have already been approved but from this day forward travel will be approved on a case by case basis by the President. Title III travel and spending plans can continue because those are restricted funds.
 - If more than one person is going to the same conference, we need to carpool instead of taking separate vehicles. If you choose to drive your own vehicle no mileage will be paid if a carpool is available.
 - We must ensure that our departments are conserving energy by cutting lights off, turning off computers, etc.
 - Let's be mindful not to waste copy paper.
 - The President's Office will no longer provide refreshments for meetings.
 - We need to look at our vehicles and make sure that the schedules that we use are the best schedules. We also need to monitor where our vehicles are going.
 - Mrs. Wright stated that we are looking into getting fuel from a State approved vendor on the bid list. We will be moving to a different card.
 - We will be reviewing some of our maintenance contracts.
 - It was also mentioned that the various office refrigerators, microwaves, heaters, fans, and toasters should be minimized. The President asked Dr. Kaushik, Dean Holt and Dennis Monroe to look at where these items are, make a list, and analyze it.
 - It was also mentioned that we are looking into networking printers as a cost saving measure.
- Tuition & Fees:
 - The President asked if the schedule for the fall term has been keyed into the system. David Fontaine needs to be reminded to complete this task. Next fall we will increase again by two more dollars.
- Short Term Training Opportunities:
 - The President stated that Ms. Adams from Hyundai met with Mr. Beckham on starting some short term classes.
 - Dean Holt reminded the President that Ms. Adams needed to talk with him after this meeting to discuss a dollar amount.
 - Dr. Kaushik mentioned that Mr. Jackson with GTABS Inc., a minority firm that does railway signaling consulting for the railway industry, may want to partner with Trenholm State to develop a training program in this area.
 - GTABS has done training in Jacksonville, Chicago, Atlanta and several other places.
 - We are looking to see how we can get initial funding to bring the training project here to Trenholm. We hope to get WIA or some other funding source involved.
 - Dean Holt updated the Cabinet on Region 7 Workforce Development; Regions Seven and Eight will receive \$60,000 in funding from round three of the Governor's Office of Workforce Development money. These funds can only be used for training. Dean Holt hopes that out of this funding we can get \$16,000 to cover Bullock County for training.
 - He also mentioned that we may be able to use \$5,000 from Perkins funds for the electrical work for the new welding booths. Dennis Monroe can go ahead and begin his work on the new side.
- Graduation:
 - Dean Ross reported that rehearsal will be held at 11:30 on Friday. We will be using Harper's and the old Union Bank parking. We can also park at the Montgomery Advertiser after 3p.m. for no charge. Email has gone out about rehearsal to faculty/staff.
 - We have 197 graduates.
 - All faculty will be seated on stage.

- Discussion about moving Brittany Anderson to Dean Ross' area.
- SkillsUSA:
 - Dean Ross reported that Trenholm State had five 1st place winners.
 - Ken Scott and Jon Beckham lead the group. We will ask Mr. Beckham to give us a break down so we can send information to the College.
 - We will send all five winners to Kansas City. Dean Holt stated that he could send the instructors through Perkins to travel. We may need to do some fundraisers to offset the cost and pay the difference.
- Non-Viable Programs:
 - The President stated that it is time that we look at the programs that are not viable and begin to make some decisions about those programs. This is one way to balance out our budget for the coming year.
 - He also stated that if an instructor does not have the hours to teach there will be no extra duties.
 - The President mentioned in our current budget we have a freeze on spending. We need to balance our budget now so we don't take any losses in reserve at the end of the year.
 - The President is really concerned about the programs not producing revenue like they should. We have a break down on instruction for some of these programs. There are trends in these programs that should have been dealt with some time ago.
 - Child Development (Pinkston) and Graphic Design (Arrington) made more revenue for the College than any other program. Last year alone Child Development made \$179,000. Other programs are not generating anything.
 - Office Administration produced \$17,000. We need to address these types of issues and save the college money. To figure the amount of funds generated for the program we looked at credit hour production and attached the tuition dollar figure for that year to generate a dollar amount.
 - Harper's is another area that is not producing revenue. Loss in that program is astronomical.
 - Culinary Arts, Machine Tool, Office Administration, Accounting and Industrial Maintenance are some areas in which we need to generate some interest. We may need to think about doing some non-credit in these areas to get more interest.
 - Dean Holt mentioned that Montgomery County is opening a machine tool program and that they probably would not feed students into our program.
 - The President wants to concentrate more on non-credit. This summer and this fall we need to concentrate on and develop a non credit option for these programs.
 - Dean Harris offered to promote some of the programs, which need help with enrollment, on the plasma screens. He just needs to know what programs need help.
 - Dialog about adult education students and getting them into the traditional programs at the College. There was also a discussion held about how to fund this transition. Dr. Kaushik is working on a grant to help adult education students for funding.
 - The President stated that we need to get more out of our adult education program. We should try to get adult education students involved at least twice per semester in the mainstream programs. Having a program visitation day is a great start. The President assigned Dean Holt this responsibility. He asked Dean Holt to confer with Quinton Ross and schedule a day for the kick-off. He wants the Cabinet to be a part of the kick-off to tell the students how much we appreciate them and how we want them to succeed in their educational goals.
 - At professional development we need to talk about recruitment and recruitment strategies.

Updates:

- COE:

- We received a letter that we are not meeting the 90% requirement for Perkins not COE.
 - Dean Holt stated that we inherited the problem. He stated that we have to go back and do a better job at capturing our data.
 - It is a strong possibility that if we don't meet the requirements for the third year we could lose all or some funding. The reason it looks like we are not meeting requirements is because of the data collection.
 - The President asked if there were two different individuals reporting the data? Has anyone called Industrial Relations to see how they are doing this? Dean Harris volunteered to talk with Jeff Jones at DPE to determine how Industrial Relations report supports our data.
 - The President asked Dr. Johnson, Dean Holt and Dean Harris to handle this.
 - We have not received COE final approval yet. We are still waiting on minutes from fall /spring before we can get final approval. Our reaffirmation has been delayed until this is received.
- SACS:
 - We did get review back from Ann Chard. She was pleased with how we did our student learning outcomes but did think we should have had more. Faculty has been asked to do two to four more outcomes. The President stated that if someone needed to miss the professional development to get this done then that is what needs to happen.
 - Upward Bound Proposal:
 - The President asked Dr. Kaushik if the Upward Bound program was funded? There was not a definitive answer. Everyone must have a clear understanding that if this program is not funded there is no place for the employees to go.
 - Consortium Partners-no discussion.
 - Building D Patterson Campus:
 - We need to plan a day to have a small open house.
 - We can begin to move some of the things that can be moved.
 - Once we finish registration, hopefully everyone will be ready to move.
 - Technology piece is done.
 - Building F, G & H – Trenholm Campus:
 - These buildings are all completed.
 - Furniture – Patterson Campus:
 - Furniture needs to be straightened out and chairs need to be ordered.
 - Substantial Completion of Both Campuses:
 - The President stated that we did get substantial completion on both campuses.

ACTION ITEMS

ITEM NO.	ACTION ITEM	PERSON RESPONSIBLE	DATE TO BE COMPLETED
1.	Meeting with C. Millender, T. Carter – Lyceum Team.	President Munnerlyn	
2.	Meeting with all standing committee chairs & co-chairs	President Munnerlyn	
3.	Make list of various offices with (home appliances) and analyze where savings	Wilford Holt Dr. Suresh Kaushik	

	can be.	Dennis Monroe	
4.	Reminder to David Fontaine to key in fall term tuition and fees	Catherine Wright	
5.	Schedule program visitation date for GED students to visit programs. Confer with Quinton Ross.	Dean Holt	
6.	Contact Industrial Relations pertaining to Perkins data.	Dean Harris	
7.	Order furniture for Building D – PC	Catherine Wright	

ANNOUNCEMENTS

1. Cathy Wright - Leadership Trenholm class graduation is May 9th in Building D on the Trenholm Campus. Graduation plaques have been ordered for May 8th.
2. President stated that Always Open has been shut down for the College.
3. Dr. Mimi Johnson – we made approximately \$44,000 on the Lagniappe. We had approximately 80 employees to attend. We are still collecting a few dollars that individuals owe us.
4. Arlinda Knight- thanked all those for helping with the Administrative Professionals event. Planning for the retreat on Tuesday has been completed. Title IIIB proposal will be submitted today.
5. Beverly Ross- we had a group of 35 to 40 sixth, seventh and eighth graders to visit the AUT Department. A representative from Hyundai talked with them as well. The honors day program went well; Valerie Lawson was the speaker. She could be a candidate for our graduation speaker next year.
6. Mrs. Edwards' financial statewide award will be presented on Tuesday.
7. Erica Giles will be leaving as of May 4th, and Eddie Crosby has retired as of May 31st.

NEXT MEETING

The meeting adjourned at 11:00 a.m.

Respectfully submitted by:

Shearese G. Gipson

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Approved on _____