



**PRESIDENT'S CABINET MEETING**  
**PRESIDENT'S CONFERENCE ROOM – PATTERSON CAMPUS**  
**MAY 3, 2006**

**PRESENT:** Mrs. Debbie Griggs, Mr. Charles Harris, Dr. William Hierstein, Mr. Wilford Holt, Mrs. Arlinda Knight, Mrs. Mimi E. Johnson, Dr. Anthony L. Molina and Mrs. Peblin Warren

**ABSENT:** Mr. Sam Munneryn and Dr. Julliana Probst

The meeting was called to order by the presiding officer, Dr. Molina, at 8:05 a.m.

**PRESIDENT'S COMMENTS:**

- ◆ *Vacation* – Dr. Molina will be on vacation. In his absence, Dean Munneryn is in charge.
- ◆ *2006 Fact Book* – Dr. Molina displayed the 2006 Fact Book and expressed his appreciation for a well done publication.
- ◆ *SACS Accreditation* – Our goal is to achieve COC SACS accreditation by December 2007.

*Actions Taken by the President's Cabinet*

1.

**ROUNDTABLE DISCUSSIONS:**

**DEBBIE GRIGGS**

- Compiling budgets.
- Working on accounts receivables to collect payables.
- Landscape for LT should be underway soon.
- Discussed college vehicle usage policy.

**MIMI JOHNSON**

- The *CAPP* survey submission deadline has been extended to May 15, 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.
- The 2006 Fact Book is on the IR webpage.
- Student Learning Outcome Taskforce will host its faculty training session on May 8, 2006, 7:30 a.m. to 12:00 noon in the PC Cafetorium.

**DR. WILLIAM HIERSTEIN**

- *Schedule E Employees* – The plan for the Schedule E employees will be presented on May 24, 2006.

**ARLINDA KNIGHT -**

- **CONTINUING EDUCATION**
  - Promoting the Culinary Arts program and will be releasing a gift certificate for culinary arts classes for Mother's Day.
  - Youth programs – have received a number of applications and are still trying to identify a funding source for the Girls Exploring Technology
  - The Certified Professional Movers class is having difficulties with the students enrolled.
- **TITLE III-B**

**DR. JULLIANA PROBST**

- ABSENT

**PEBBLIN WARREN**

- *STEM Camp* – the NSF review team was at the Wallace CC-Hanceville – Mrs. Warren gave a representation about our STEM Camp which impressed the review team. Representatives from

Rockwell and Hyundai will be a part of STEM. Will make changes to the recruitment process for the next cycle. Participants will be Montgomery County and Lowndes County. The Camp will be conducted from June 12 to 23, 2006 from 8:00 a.m. to 3:00 p.m. The budget is \$19,600, a stipend of \$40 a day will be given to 20 students; however, if a student is absent the stipend will not be paid. The Camp will culminate with reports from the students on their projects. Dr. Molina requested that the following initiatives be implemented during the STEM Camp: (a) photo album developed to serve as documentation of the program, (b) Dr. Kaushik to be involved in developing an evaluation of the STEM Camp, (c) Dean Munnerlyn to provide a Trenholm item for the participants on a daily basis, and (d) Katara Smith assigned to meet with the students on a daily basis during the Camp.

- *Union Springs Project* – Scheduled to close it out on May 24, 2006, but we may need to extend it longer to ensure that the students have everything they need during this mini-session. An evaluation will be conducted next weeks to assess the project. Suggested that the instructional departments be responsible for managing the off-campus site projects once they have been established.
- *Life Tech Center in Wetumpka* – Will be embarking on establishing program offerings for the Center. Need to identify an academic person to drive this program.

**WILFORD HOLT**

- COE Site Visit Team (2 people) on June 14, 2006 for Culinary Arts program.
- ACF Accreditation Visit is coming up soon.
- Adult Ed Program will be audited on May 8-9, 2006.
- Max Leatherwood is retiring at the end of May.
- DOL Grant is going well under the leadership of Tim Gates.
- A building construction advisory committee to develop a multi-craft (plumbing, pipe fitting, wiring, etc.) curriculum in building construction program will be convened.
- Recruiting students for industrial maintenance areas; 60 scholarships are available.
- Plans are underway to build attractive gates for all the College.

**CHARLES HARRIS**

- Release 28 for the AS400 will be uploaded on May 5, 2006, which will include the on-line requisition component.
- Installing wire for the FEMA project and will be completed within the next two weeks.
- Network Technician position needed to be hired before the summer.
- Reviewing software for student learning outcomes assessment – [www.trueoutcomes.com](http://www.trueoutcomes.com).

**SAM MUNNERLYN**

- Student Services goals is to have 800 students registered by May 12, 2006. Dr. Molina distributed a plan of action developed by Dean Munnerlyn to reach this goal.
- SEMSWorks (Jim Black) will be here May 10-11, 2006 to host a recruitment and retention workshop.
- Distributed schedule for advertising.
- Distributed New Application Report for summer 2006 as of May 1, 2006.

**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	Summer 2006
Advisory Committee Guidelines	Draft guidelines of responsibility for Advisory Committee members	Dean Hierstein	Summer 2006
College Vehicle Policy	Investigate other insurance options for the College's truck driving and overall vehicle insurance. Investigate other college vehicle usage policies.	Dean Griggs	May 24, 2006

## ANNOUNCEMENTS

### UPCOMING EVENTS/MEETINGS

EVENT/MEETING	DATE	TIME	PLACE	CONTACT
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
SEMSWorks (Jim Black) President's Cabinet	May 10, 2006	8:30 to 9:30 a.m.	PC President's Conf	Dean Munnerlyn
SEMSWorks (Jim Black) retention, admissions and recruitment staff	May 10, 2006	Afternoon	PC	Dean Munnerlyn
SEMS (Jim Black) student focus group	May 10, 2006	5:00 p.m.	Red Lobster Restaurant	Dean Munnerlyn
Retention Workshop SEMSWorks	May 11, 2006	9:00 a.m. to 12:00 noon	PC	Dean Munnerlyn
Debriefing Session SEMSWorks	May 11, 2006	3:00 to 5:00 p.m.	TBA	Dean Munnerlyn
Spring Fling	June 15, 2006	4:30 to 8:00 p.m.	PC	Dean Munnerlyn
Spring Fling	July 13, 2006	11:30 a.m. to 3:30 p.m.	TC	Dean Munnerlyn
Fall Registration Open House	July 25, 2006			Dean Munnerlyn

### FUTURE MEETINGS

- May 24, 2006, 8:00 a.m., TC President's Conference Room

The meeting adjourned at 10:13 a.m.

Respectfully submitted by:

*Mimi Evelyn Johnson*

Mimi Evelyn Johnson

Approved on 5/5/06