

PRESIDENT'S CABINET
PRESIDENT'S CONFERENCE ROOM – TRENHOLM CAMPUS
MAY 19, 2011

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

ABSENT: Deborah A. Griggs

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 the President.

- Logistics for Summer Term:
 - The President wanted to ensure that all logistics have been worked out for the upcoming semester.
 - He mentioned that the ABE class has been suspended until June 6th.
 - He wanted to ensure that we have everything in order as far as the Business Office and Academics for the semester.

- Social Media:
 - The President asked for an update on the social media. Mrs. Knight has developed a draft plan for social media. Plan has been submitted to the Social Media Committee: (*Charles Harris, Dr. Suresh Kaushik and Arlinda Knight*). The committee will meet to finalize plan. President Munnerlyn added Dr. Mimi Johnson to the committee.
 - Dean Harris stated that the network is wide open concerning social media. He also stated that there will be some issues with opening the network up, such as employees spending too much time surfing the net, watching movies, visiting facebook and other websites, etc.
 - The President stated that he was not so much concerned with that but is concerned with social media being available for our students.
 - There are a lot of things we need to consider regarding policy. We had another request for a pod casting workshop but we don't have any rules for pod casting for faculty or students. Dean Harris stated that with the college network being open, the greater concern needs to be control.
 - The President requested that when we come back for our next meeting we should have a plan to get this done.

- Online Leave Requests:
 - The President asked Charles Harris to set up some training on the online leave system.
 - A policy also needs to be developed and forwarded to HR for inclusion in the employee handbook.
 - This item needs to be placed on the agenda for Tuesday's professional development.
 - After a discussion on the logistics of the system the Cabinet agreed that August 1st would be the start date to begin using the system.
 - There was some discussion about abusing leave. The president will take care of addressing leave issues at the administrative level. He reminded the Cabinet that if there are problems with leave within their departments, it should be taken care of by the Deans.

- New Cycle Title III-B:
 - The President asked Dean Spears to get involved to make sure we have our new general education instructors included in the initial budget.
 - It was mentioned that we have excessive Title IIIB travel, so we are trying to get most of the travel request in the budget. The President stated that travel expenses for faculty and staff should not be more than his travel expenses unless it is absolutely necessary. We have to be consistent and reasonable with our Title IIIB money.
 - Danny Perry needs to know how many people should be budgeted for the COE and SACS conferences.
 - Initially, it was recommended that the following individuals should plan to attend the SACS conference: President Munnerlyn, Paul Blackmon, Wilford Holt, Barbara Anne Spears, Juliana Probst, Sharon Watts, and Annitta Love.
 - Dean Holt stated that he thought a technical person from the Patterson Campus needed to attend. It was suggested and agreed that Henry Tylicki go and Danny Perry instead of Annitta Love. The President stated that someone from the business office should go as well.
 - The President would like to have a full-time person on board for SACS. We do appreciate all of the hard work Sharon Watts has contributed to SACS but she does have to return to her normal duties. We want to get someone with a good background for SACS. Dr. Kaushik suggested looking at a retired person to do the job. The President likes the idea and wants to move forward with getting this done.

- COE:
 - The following individuals should plan to attend the Summer COE conference: Dr. Suresh Kaushik, Wilford Holt, Sam Munnerlyn, Barbara Anne Spears.
 - He would also like some instructional people to go to the fall COE meeting. It was brought to his attention that this would be after the COE visit.

- Dress Code:
 - The President mentioned that Dean Spears checked to see what other schools were doing as far as dress code for the shop programs.
 - He has approved for the shop instructors to continue to wear jeans and appropriate t-shirts in their areas.
 - He does not want to see flip flops, tennis shoes, low cut and/or tight jeans, Budweiser t-shirts or any other kind of writing that is not conducive for learning.
 - He reiterated that jeans are only for technical people not for faculty, administrators, secretaries or any others.
 - If there are days that will require jeans to be worn, we will identify those days.
 - Communication about the dress code will go out to the faculty/staff.

- Grand Opening for Bridge:
 - The President assigned Mrs. Knight to go ahead and schedule the ribbon cutting for the Bridge Project. We will not wait for the other building to be finished.
 - He would like to see the ribbon cutting within the next couple of weeks.
 - There was some discussion about whether or not the project was complete:
 - No rails are currently on the bridge. President Munnerlyn stated that we do want to get rails but don't have the \$35,000 right now to install them. Wilford Holt suggested that we build and install the rails for the bridge.
 - Hedges need to be planted.
 - There was some concern about the lighting and concrete posts. The President stated that there would be more lighting installed and that the posts will be covered until lamp posts can be installed.

- Charles Harris would like to see if we can get Alabama Power to own the lights and maintain them.
 - Other end completion work will also be done to include sod and grass.
- Outsourcing:
 - We are still moving forward with outsourcing the bookstores. Cathy Wright and Billy Merrill have been investigating outsourcing the operation.
 - Most students already utilize other sources to get books because they can get a better deal. In an effort to better serve our students, instead of ordering books, marking them up and letting them sit on our shelves, we are looking at a better operation.
 - It was asked if the vendor would sell Trenholm paraphernalia. The book vendors will do whatever the client wants.
 - The President would like to have this in place by the fall semester.
- Evaluations:
 - The President apologized for not having evaluations done. His office will be calling to make the appointments.
- Annual Planning Timeline:
 - Dr. Johnson stated that in order for the budget process to work the budgets and unit plans have to be done together. We are not in that stage. Dr. Johnson stated that we want to make the process be real.
 - Some individuals thought the timeline was just not reasonable. A lot of people just ignored the deadline.
 - Cathy Wright stated that she was not involved with this budget process. She mentioned her experience in building budgets. There is no reason why we can't begin the budget process with a reasonable amount of time. What are we going to do to ensure that this is not going to happen again? The President would like to meet with Dr. Johnson, Cathy Wright, and Deborah Griggs about the process.
 - The President stated that we do have a good process. The breakdown comes when we as a unit don't read what has been submitted and approved.
 - The President stated that he is aggravated when something has already been approved in a budget and when it comes time to purchase the approved item or spend funds that have been already allocated/approved there is interference for some reason. We don't need someone to second guess how we spend our money.
 - The President would also like to meet with Dean Spears, Dr. Johnson and Cathy Wright on Tuesday to get together and change budget deadline. Shearese will communicate with Angela to set up meeting.

Updates:

- Skills USA:
 - The President stated that the students need to help us raise money for this event. We can't continue to fund the entire event. We need to know what their plan is for raising money for future events.
- Presidents' Meeting:
 - At the Presidents' meeting the new Vice Chancellor for Adult Education was introduced - Kim Lee.
 - They are working on uniform disciplinary guidelines for our system.
 - They are also working on establishing a SACS bank.
 - The legislature has several things going on:
 - The private school licensure passed.

- The Fire College never got to a vote.
 - Employees will contribute 2% more for our retirement.
 - Education budget should pass as is.
 - Tenure reform will come up next.
- Imagine a Greater Montgomery:
 - The President reminded everyone that we are a member of the State Workforce Planning and Region 7 Workforce Development Council.
 - He distributed a handout from Imagine a Greater Montgomery that listed Trenholm as a major part of the initiatives in the Imagine a Greater Montgomery II activities.
 - Page 10 of the handout was reviewed. We are expected to do a lot in this project and we cannot do this without participation and working together as a team.
 - We have an opportunity to show what we have to offer and what we can do; if we drop the ball on this we will never get this opportunity again. This is our responsibility and we need to make it happen.
 - Dr. Kaushik will be the point person for this project. The President stated that we cannot miss a beat. We need to stay on task and on point.
 - The President will forward to Dr. Kaushik a copy of all pertinent information. We will need to begin meeting to strategize how we can fulfill our responsibility.
 - Besides SACS, this is the next important priority.
 - The next thing we need to do is to meet with leadership at the Chamber, Troy State, AUM and ASU.
- Charles Harris:
 - He recently sent info to some about inmates. We should be screening the inmates given our environment.
 - We need to review the guidelines given to us for inmates.
 - Inmates should be supervised at all times.
 - Workforce Development is no longer in Postsecondary it has moved back at ADECA.
 - There will be some changes with workforce development.
- Summer Term Registration-no discussion.
- Renovations-no discussion.
- SACS/COE: Dean Spears reported that the SACS application will be mailed today. We have completed a lot of editing on COE documents. Working on budgets.
- Arlinda Knight – no update.
- Charles Harris – planning for registration.
- Cathy Wright:
 - The Standing Committee update is just about done. She will forward to Angela or Shearese to make sure formatting is correct. Will send to the Cabinet. Update will be ready before Tuesday.
 - As far as Standard 1 is there is no COE crate intact for us to use as a guide. She needs some additional help on documentation for Standard 1.
- Wilford Holt:

- Reported that TEBI is on schedule with industry visits; we are writing contracts every week.
- Doing some work with RTW.
- Busy with all the superintendents. Will have to regroup and find out what is going on with the dollars.
- Mentioned that titles for the trailers purchased for Truck Driving are needed so that we can get insurance on them. Brief discussion on where the titles are. The President asked Mrs. Wright to work on getting the replacement titles.

- Dr. Mimi Johnson- working on IEP.

ACTION ITEMS

ITEM NO.	ACTION ITEM	PERSON RESPONSIBLE	DATE TO BE COMPLETED
1.	Training for on-line leave system. Develop policy and forward to HR.	Charles Harris	
2.	Send communication regarding dress code.	President Munnerlyn	
3.	Schedule ribbon cutting for Bridge project.	Arlinda Knight	
4.	Forward to Dr. Kaushik information from Imagine a Greater Montgomery	President Munnerlyn	

ANNOUNCEMENTS

1. none

NEXT MEETING

The next meeting to be announced. The meeting adjourned at 11: 00a.m.

Respectfully submitted by:

Shearese G. Gipson

Shearese G. Gipson

Approved on _____