

**PRESIDENT'S CABINET MEETING  
PRESIDENT'S CONFERENCE ROOM - PATTERSON CAMPUS  
MAY 25, 2005**

**PRESENT:** Mrs. Mimi E. Johnson, Mr. Charles Harris, Dr. Bill Hierstein, Mr. Wilford Holt, Dr. Anthony L. Molina, Mr. Sam Munnerlyn, Dr. Julliana Probst, Dr. John Reutter, **ABSENT:** Dr. Suresh Kaushik, Mr. Quinton Ross and Mrs. Gail Taylor  
**SPECIAL GUEST:** Mrs. Pamelon Rollins

The meeting was called to order by the presiding officer, Dr. Molina, at 10:10 a.m.

**PRESIDENT'S COMMENTS**

- ◆ **2005 SUMMER TERM REGISTRATION** – Dean Munnerlyn distributed a comparison of program enrollments for summer 2004 and summer 2005. Plans are underway to telephone students who attended last term; but did not register for summer 2005. It was determined that faculty must participate in advising students. Dean Munnerlyn was asked to involve Dean Hierstein in the registration process.
- ◆ **INCREASE ENROLLMENTS** – Dr. Hierstein suggested that we offer a general education major as an effort to increase enrollment.
- ◆ **BUDGETS** - Budgets and unit plans must be submitted as soon as possible. Deans were asked to follow up with the department heads.
- ◆ **PERSONNEL ISSUES** – (1) The Dean of Finance position has a pool of ten candidates. (2) Advertised faculty positions: Medical Assisting, Culinary Arts, Early Care Education, Auto Body Technology, Massage Therapy and Building Construction, etc.

**POLICY AND PROCEDURES FOR STAFF PERFORMANCE EVALUATION**

Mrs. Pamelon Rollins, Administrative Services Manager, distributed a proposed policy and procedures for staff performance evaluation for the Cabinet's review.

**SPECIAL STATUS REPORT ON SACS**

Dr. John Reutter updated the President's Cabinet on the status of the SACS application. He provided a checklist of critical items needed:

- (1) Need faculty to student ratios from Debra Cobb
- (2) Information Technology has developed an off-site SACS website for IR
- (3) Distributed Unit Plan Submission Roster for the respective deans intervention for completion of 04-05 Status Reports and 05-06 Unit Plans from identified unit heads.

**PRESIDENT'S CABINET ABSENCES:**

- ◆ Mimi Johnson will be in San Diego, CA attending the 2005 AIR Forum from May 28 to June 3, 2005. She is also representing the Alabama Association for Institutional Research (ALAIR) as the 2004 Best Paper Presentation Recipient.
- ◆ Dean Sam Munnerlyn will be out of town attending a Public Relations Conference from May 30 – June 3, 2005.
- ◆ Dean Harris will be out of town June 16 to June 20, 2005.
- ◆ Dean Hierstein will be out of town July 1 to July 15, 2005.

**ACTIONS TAKEN BY CABINET**

The President's Cabinet made the following actions:

- ◆ The Cabinet adopted the revised annual performance evaluation policy and procedures submitted by Pamelon Rollins.

### **ROUNDTABLE**

- **CHARLES HARRIS** – (1) Working on FEMA grant, which is due June 1, (2) Convening Dean of Finance Search Committee on May 26, 2005, (3) ACCESS software will be moving away from the green screen
- **MIMI JOHNSON** – (1) Working on SACS.
- **GAIL TAYLOR** – ABSENT
- **QUINTON ROSS** – ABSENT
- **WILFORD HOLT** –
- **SURESH KAUSHIK** - ABSENT
- **JULLIANA PROBST** – (1) Working on compiling the arts and sciences collection for the Library, along with Oneita Farrow
- **JOHN REUTTER** – (1) Gave an update on SACS.
- **SAM MUNNERLYN** – (1) Hosted a live remote radio broadcast on May 25, 2005.
- **BILL HIERSTEIN** –

### **ACTION ITEMS**

The following assignments and action items were identified:

<b>Action Items</b>	<b>Detailed Assignment</b>	<b>Person(s) Responsible</b>	<b>Due Dates</b>
<b>Program Brochures</b>	<b>Develop design and format for program brochures.</b>	<b>Arlinda Knight Spencer Arington Marketing Team</b>	<b>July 20, 2005</b>
<b>Faculty Loads</b>	<b>Analyze faculty loads</b>	<b>Wilford Holt Dr. Probst, Dr. Hierstein</b>	<b>June 6, 2005</b>

### **UPCOMING EVENTS/MEETINGS**

<b>EVENT/MEETING</b>	<b>DATE</b>	<b>TIME</b>	<b>PLACE</b>	<b>CONTACT</b>
FACULTY AND STAFF GENERAL ASSEMBLY	MAY 23, 2005	8 – 10 A.M.	TRENHOLM CAMPUS BLDG D	DR. MOLINA
STUDENT REGISTRATION	MAY 24, 2005	8 A.M. TO 6:30 P.M.	ALL DEPARTMENTS	DEAN MUNNERLYN
FACULTY MEETING TO DISCUSS SUMMER TERM CLASS LOADS	MAY 31, 2005	3 P.M.	PC CONFERENCE CTR	DR. MOLINA/WILFORD HOLT/DR. PROBST/DR. HIERSTEIN/DEAN MUNNERLYN
MEMORIAL DAY HOLIDAY	MAY 30, 2005			
SUBMIT SACS APPLICATION	JUNE 1, 2005			MIMI JOHNSON/ DR. REUTTER
WORKSHOP FOR SUPERVISORS TO CONDUCT EMPLOYEE ANNUAL PERFORMANCE EVALUATIONS	JUNE	TBA	TBA	PAMELON ROLLINS
EMPLOYEE (FACULTY AND STAFF) ANNUAL PERFORMANCE EVALUATION	JULY 15, 2005			PAMELON ROLLINS
FACULTY TRAINING SESSION ON INCORPORATING WORK ETHICS ACROSS THE CURRICULUM (GEORGIA DEPT OF TECHNICAL AND ADULT EDU)	JULY 8, 2005	TBA	TBA	DR. HIERSTEIN



PRESIDENT'S CABINET RETREAT	AUG 8 – 12, 2005	TBA	TBA	DR. REUTTER/QUINTON ROSS/WILFORD HOLT
DR. HAROLD BOWMAN, COE PRE-VISIT	AUG 29 – 31, 2005			DEAN KAUSHIK
ALABAMA COLLEGE SYSTEM HUMAN RESOURCES MANAGEMENT ASSOCIATION	SEPT 14-15, 2005		BIRMINGHAM, AL SHERATON BIRMINGHAM \$85 REGISTRATION FEE	DR. MOLINA
COE REAFFIRMATION VISIT	OCTOBER 4-7, 2005			DR. KAUSHIK

The next meeting will be held on **May 25, 2005 at 8:00 a.m.**

The meeting adjourned at 12:30 p.m.

Respectfully submitted by:

*Mimi Evelyn Johnson*

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Approved on June 13, 2005