

**PRESIDENT'S CABINET**  
**PRESIDENT'S CONFERENCE ROOM – TRENHOLM CAMPUS**  
**MAY 27, 2009**

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

**ABSENT:** Deborah Griggs, Wilford Holt

The meeting was called to order by President Sam Munnerlyn at 8:30 a.m.

**GENERAL COMMENTS/DISCUSSION ITEMS:**

The meeting began with a moment of silence and remarks by President Munnerlyn.

The following items were discussed:

- Reduction in Force:
  - RIF policy was submitted for the last Work Session and was approved. It will be submitted to the Board tomorrow. After approval the policy will be placed in the Faculty and Staff Handbook.
- Dual Enrollment Opportunities:
  - We have about 40 students in Macon County and 40 in Bullock County taking advantage of dual enrollment opportunities.
  - Montgomery County has six academies and right now the only academy that is ready to begin is the IT academy. We have representatives on each academy committee and are looking at starting a Dual Enrollment Program with Montgomery County.
- Pre Apprenticeship Grant/Workforce:
  - Trenholm State will pilot the Apprenticeship grant at four schools. The President stated that he was happy to be chosen as a pilot for the grant. This will give us a chance to continue offering some classes in Building Construction since the funding will be provided.
  - Dr. Kaushik has written two additional proposals for Hybrid and Alternative Fuel Vehicles and the other for Home Efficiency and Solar Installation.
    - The grants were written because the state received a grant from stimulus funds and under that program there is funding for these projects.
    - Region 7 committee voted 9 out of 10 for the energy grant and 10 out of 10 for the other grant.
  - There was some concern about how the new WIA Project was handled with registration. The length of the program is 27 weeks. Because funds from stimulus money cannot be funneled with regular student funds, there was some confusion during registration.
    - It was suggested that for the future someone from admissions be included in any meeting that requires admissions/registration assistance, so that the appropriate individuals will be informed.
    - The students of this program can not be in the same class with regular students.
    - Dean Ross, Dean Spears, President Munnerlyn and Dean Holt need to meet today to fix this issue.
- Civil Rights Review/Action Plan:

- Charles Harris discussed the review plan that was received back from Postsecondary. He stated that the majority of noncompliance issues deal with our facilities.
- There are a number of parking issues that must be addressed as well--i.e., buildings that do not have handicapped signage or access for handicapped from parking lot to the building.
- As far as general compliance issues on paper work side, there were few findings.
  - No contact information for students to reach Title IX coordinator was a finding.
  - Team felt more training was needed and students should be more aware of procedures.
- We have 60 days to give them an action plan. Other comments noted.
- President Munnerlyn, Dennis Monroe, Beverly Ross, Charles Harris, Cathy Wright and Arlinda Knight will meet concerning recommendations.
- President Munnerlyn stated that we did a great job with getting prepared for the review. The response plan should be submitted back by July 4<sup>th</sup>.
- Relocations:
  - Some departments have already completed their move.
  - Cathy Wright mentioned the bookstore move and discussed the contingency plan for inclement weather. The plan was to have students access the bookstore from Student Support Service but that was never communicated to SSS employees so the students were not allowed to enter, creating a hazard getting to the bookstore from the outside. There is no walkway to the bookstore so the students had to walk through the grass and mud puddles. A floor runner was placed to help prevent any accidents.
  - President Munnerlyn stated that the college should proceed with moving the mailboxes.
  - We may be planning another move for the bookstore; no definite plans have been made at this point.
  - We are in negotiations to lease the building next to the Public Library on Mobile Highway.
    - Dennis Monroe is inspecting the building for things that require repair.
    - Adult Education, new Healthcare Programs, Youth Build Construction and the Bookstore will be housed in this building.
    - Head Start will be moving off campus, freeing up building I by the summer of next year. This may be a permanent location for the bookstore.
  - An email will be sent advising everyone of the moves. President Munnerlyn asked Sheares send out email when permanent plans are done.
  - Pam Rollins has legal files that must be stored in another location because they are currently in building E. Cathy Wright will discuss the status of this move with Dean Griggs.
  - With the renovations planned for Building D on the Patterson Campus, dividers are going to be placed to create classroom space, 2 big rooms and 3 smaller rooms.
  - There was an issue that came up about cosmetology kits and who is supposed to order those. Dean Holt stated that Renita Scott and Shirley Smith can give more information about this issue. He knows that there use to be bridge money available for these.
- Budget:
  - Cathy Wright stated that we have most of the budgets. She is getting familiar with what has been requested. Some budget managers have done a great job in providing detail.
  - There is still some confusion about personal service contracts.
  - Travel reimbursement policy will be discussed at in-service.
  - I am working on budget status reports so that the President can have the detail that he needs.
  - If the budget managers are not meeting their reduction of 10% then the Deans should reduce budget before it gets to the Business Office.
- Strategic Initiatives:
  - Dr. Mimi Johnson reported that the Strategic Initiatives sub committee met and changes were made to the initiatives. The Cabinet should now review and make changes as needed.
  - We have gone from nine goals to five goals. After your review we can bring back to cabinet next week.

- Dr. Johnson stated that the Cabinet should look very closely at the Strategic Initiative, set timelines and then finalize at the next meeting.

#### UPDATES:

- Gala:
  - Dr. Johnson reported that \$27,875 was the net income from the Gala. We are not really sure why we experienced the significant decrease in giving. We are hopeful that we will be able to increase next year. This will impact the scholarships that the Foundation is able to give.
- SACS:
  - Dean Spears reported that we continue to work towards credentialing. We continue to meet with Sharon Watts and Helen Johnson on the project. We are planning to hire an intern to work on General Education data. The only change that we see is submitting in February of 2010 instead of March 2010.
- COE:
  - COE granted our request to move programs. They also requested a visit in 180 days. President Munnerlyn stated that Dr. Kaushik is the chair person for COE and we need to get ready for this visit. He asked Dr. Kaushik to let us know what should be done.
  - COE is looking very closely at Distance Education virtual programs.
  - COE will only consider one new program at a time and we have a lot of changes to be considered.
- Building E – Trenholm Campus
- Automotive Manufacturing:
  - Jackie Peterson is working very hard with this program and is doing an outstanding job. She has given some direction to the program. As soon as we can occupy the building, we will go ahead and move the classes.
- Painting:
  - Patterson Campus painting project is near completion and it looks better and much brighter on the campus.
  - We have offered to buy desk for the General Education department, but they have not accepted. Dean Spears will follow up on this.
- Signs:
  - Dean Harris reported that the signs for the Trenholm Campus have been designed and ordered.
  - The tree on the Patterson Campus that was hanging over the sign has been cut down.
  - President Munnerlyn stated that Mike Evans is responsible for updating the campus marquee. He is also responsible for the “Message on hold.” Dean Ross will communicate this to Mike Evans.
  - Cathy Wright mentioned that she needed to talk to the President outside of this meeting about the switchboard operation.
- New Programs
- Truck Driving
  - Dean Holt reported that we have many students in the truck driving program. He wanted to know if we have plans to put signage on trucks. The President stated that we are going to paint them and redo them to say Trenholm State. Dean Holt mentioned we could get a “cut out” as well. Wilford and Charles to discuss.
- We have plans to put a sign at the cosmetology building.
- Facilities Master plan:
  - Dean Griggs and Cathy Wright to facilitate the plan.
  - It was suggested that we look at a master facilities planner to do this.
  - We are employing Payne and Associates to do some of this. Part of their work will be the plan for the Patterson Campus. Meeting should be rescheduled with them.

- We are looking at two places to relocate Culinary Arts--the old Johnny Ray's building and the Barnes and Nobles building. If we can get a reasonable lease price we will put Culinary and some other programs in that building. No General Education classes will be held there.
- Payne and Associates will be hired to do facilities master plan for both campuses.

**Action Item Updates:**

**ACTION ITEMS**

<b>ITEM NO.</b>	<b>ACTION ITEM</b>	<b>PERSON RESPONSIBLE</b>	<b>DATE TO BE COMPLETED</b>
1.	Civil Right Action plan must be submitted in 60 days.	C. Harris	
2.	President, D. Monroe, B. Ross, C. Harris, C. Wright, A. Knight to have meeting to discuss Action Plan.	C. Harris	
3.	Send email about moving plans when final plans are developed	S. Gipson	
4.	C. Wright to touch base with D. Griggs about storage for P. Rollins' files from Bldg. E.	C. Wright	
5.	Cabinet to review Strategic Initiatives	Cabinet	
6.	Dean Spears to check with General Education on new desk to be purchased	B. Spears	
7.	Communicate to Mike Evans his responsibility to change marquee and message on hold.	B. Ross	
8.	Begin planning for the Facilities Master Plan	D. Griggs/C.Wright	

**ANNOUNCEMENTS**

1. none

**NEXT MEETING**

The next meeting TBA.

The meeting adjourned at 12:00 noon.

Respectfully submitted by:

*Shearese G. Gipson*

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Approved on \_\_\_\_\_