

**PRESIDENT'S CABINET - PRESIDENT'S CONFERENCE ROOM**  
**MAY 30, 2012**

**PRESENT:** Sam Munnerlyn, Arlinda Knight, Cathy 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. and comments from President Munnerlyn regarding a message from a student. He reiterated to the Cabinet that we must make sure we return our calls and that people are treated with respect. We are fighting with other colleges for students.

- Notes from Presidents' Association Meeting:
  - The President expressed his appreciation for Susan Price. She is doing an excellent job.
  - The Legislature is still discussing a funding formula.
  - There has been a lot of discussion about the system not being represented as a whole. An ad campaign that would sell the entire system is being developed.
  - Information about the new immigration law will be provided soon. There will be regional workshops.
  - The President mentioned that we are coming up on a 50<sup>th</sup> anniversary and should plan some good publicity around that. He suggested we can use the idea Dr. Kaushik was talking about to do a great publication. He will appoint a committee to handle this event.
  - Fees are another issue that came up at the meeting. He believes that the two-year system will implement an application fee and a transcript fee. Postsecondary wants to talk more about the fees.
  - Workforce Development took a big hit through the budget. They lost 2.2 million.
  - ATN remains with the community college system.
  - Mr. Brustein will be here June 27<sup>th</sup> for the statewide Perkins meeting in Building D on the Trenholm Campus.
  - Cosmetology bill did not pass, so the program will remain a credit hour program.
  - Dr. Mimi Johnson talked about the Pell Grant recipient data. Dean Holt asked if we were correcting the last report. We are correcting the report. Dean Harris will contact Jeff Jones and Dave Laton at DPE pertaining to this issue.
  - There was a discussion about learning and performance based learning.
    - Dean Spears reported two classes not meeting load requirements for summer classes: Massage Therapy and Dental Assisting. We also have a few instructors who aren't teaching at all.
    - MPS will end its school year 2013 on May 23, so we may need to go back and look at our calendar to change some dates in order for those students to have a chance to consider registration.
    - The President inquired about the tuition assistance. He suggested that we talk with Lynne Thrower about the vendor Lawson State is using. Several schools are using this vendor.
    - It was mentioned that there is an option for students to sign for us to hold their refund to use at a later date. Dean Spears will email Michelle Sylvester to get more information on this.
- Miscellaneous Discussions Items: *(added agenda item)*

- President Munnerlyn mentioned some of the areas identified from the retreat that need further discussion and/or an action plan.
    - The Master Plan, Program Reviews, Retention and Program Viability
  - We have a meeting scheduled on the Trenholm Campus with the Superintendent of Montgomery Public Schools tomorrow at 3:00p.m.
  - Emergency Management – we are moving forward with the random drills. Dean Harris will complete an evaluation of how well the drills go.
  - Dean Harris talked about consolidating printers. There was a brief discussion about Printwise. The President will speak with Newt Higgman and let him know that we will not use his services at this time.
  - The President asked Dean Holt to get with Quinton Ross to schedule a program visitation day for the Adult Education students to visit our regular programs.
  - He asked Shearese to order the AACC publication mentioned in today’s meeting.
- GED Testing: no discussion
  - Responding to Request:
    - The President thanked everyone for adhering to the request to cease all non-essential spending.
  - Cost-cutting Measures:
    - Dennis Monroe has been attending the energy savings meetings.
    - We are going to take all coffee pots, heaters, refrigerators, microwaves, etc. out of the individual offices as an energy saving tactic. The President requested a list of where all these items are being used. Dean Holt and Dean Kaushik will provide the list.
    - We plan to establish a centralized area in each building for break areas.
    - Dr. Kaushik, Dean Holt and Catherine Wright will determine where these areas are in each building. We may have to consider getting a refrigerator large enough for everyone to refrigerate their items.
  - 2012-13 Budget:
    - The President mentioned that we should thank Quinton Ross; we received half of a \$292,000 earmark for career technical education.
  - RIF Plan:
    - The College is going to move forward with a RIF plan.
    - The President asked each Dean to evaluate their areas and identify some positions we can operate without. The President stated that he would not take anyone from Information Technology or Maintenance since these departments have already lost individuals that have not been replaced.
    - When the plan is finished, it will not be released until it is approved by the Chancellor’s Office.
  - Recommendations from Alliant:
    - Alliant (Vicki) was here about a week ago conducting some training for the faculty and staff.
    - Participation was good except the advisor training.
    - Vicki stated that there was some cooperation and some unwillingness.
    - She made some comments about each unit.
    - The President will give comments to each unit so further discussion can take place.
    - Another session will be set up for this year.

**Updates:**

- Upward Bound Proposal:
  - Grant was funded with a perfect score.
- Skills USA:
  - The President inquired about what publicity the College did on SkillsUSA. He stated that SkillsUSA was a big deal and we should have some kind of send off for the students. There was an article in the Montgomery Advertiser and it was mentioned in the College Update.
- Lead Lab & Welding Booths:
  - The President wants a begin date for this project. Dennis Monroe is going to get with Mr. Payne on this project because the building commission has to be involved in the project.
- Summer Term Enrollment:
  - Currently summer term enrollment is 1004. Last summer term it was at 1288.
- Go to Meeting:
  - The Go-to-Meeting software purchase was approved for a 15-20 person license package. Title IIIB will pick up funding from there.
- Perkins: No discussion.
- COE/SACS:
  - For COE, we have high volumes of reports to do. We also need to mail minutes in with cover letter to COE in response to the recommendations from the visit.
  - The President would like to have a social gathering with our faculty/staff before the SACS representatives get here. He would like to have something that our families can participate in as well. He does not want to attend a Biscuits game since we have already done this in the past.

#### **Individual Updates:**

- Catherine Wright:
  - She has been working with Dennis Monroe trying to get some structure to the department and improving the workflow.
  - The cashier's office has been relocated to Building F.
  - We are moving along in the business office putting things in place and trying to reduce the amount of paper we have. We are still receiving check requests and trying to get people to use the online requisition piece. There is a bit of confusion on the check request form. Hopefully we will clear this up with the updates to the FPM.
  - As far as our financials are concerned, we won't know exactly where we are until the end of the month.
  - We have had some bookstore concerns; some on our part and some on their part.
  - Within the next month we should be moving into Building D on the Patterson Campus.
  - It was mentioned that we need steam cleaning on all of our sidewalks.
- Dean Beverly Ross:
  - Asked the Cabinet to send emails (complaints) pertaining to Admissions to the Admissions Office.
  - There were some recent complaints about financial aid on the Patterson Campus. Complaints must go to the appropriate department in order to be properly handled.
- Dean Suresh Kaushik:
  - At this time working on a Task Grant but not moving like we hoped. We will continue working with the HBCU consortium.
- Arlinda Knight:
  - Thanked Dr. Kaushik for getting the Comprehensive Development Plan. We were able to submit before the deadline date.

- Dean Charles Harris:
  - Shared an article that he read about high school seniors; we ranked 17<sup>th</sup> in the article.
  - Mentioned that we must eliminate the faculty load form and use the Alliant software to process loads.
- Dean Wilford Holt:
  - Workforce Development approved the welding booths. We hope to have in by the fall.
  - We will change grant proposal a little to add a career coach.
  - We are not going to ask for RTW but will ask for CNA.
  - There was a brief discussion about the Hyundai relationship and how we must cultivate that relationship. We must make sure we stay in touch with Mr. Beckham and make sure he has everything the needs for the class. The President stated that his teaching is critical for us holding this relationship with Hyundai.
- Dr. Mimi Johnson:
  - Reminded everyone that the unit planning email was sent. She will be looking to see who has or has not completed their planning.
  - We have to input the previous three years as well into the new system.
  - A brief discussion was held pertaining to individuals not adhering to deadlines or requests. The President stated that if faculty/staff do not submit what is requested of them then those individuals should be written up.

**ACTION ITEMS**

<b>ITEM NO.</b>	<b>ACTION ITEM</b>	<b>PERSON RESPONSIBLE</b>	<b>DATE TO BE COMPLETED</b>
1.	Appoint committee to handle Trenholm's 50 <sup>th</sup> Anniversary Celebration.	President Munnerlyn	
2.	Schedule program visitation day for Adult Education students	Dean Holt Quinton Ross	
3.	Order AACC Publication discussed in today's meeting	Shearese Gipson	
4.	Develop a list of household appliances from each area on both campuses	Dean Holt Dean Kaushik	
5.	Determine the areas where refrigerators and microwaves will be housed for each building	Catherine Wright Dean Holt Dean Kaushik	
6.	Plan a social gathering for the faculty/staff prior to SACS visit	President Munnerlyn	

**ANNOUNCEMENTS**

1. none

**NEXT MEETING**

The meeting adjourned at 11:40 a.m.

Respectfully submitted by:

Shearese G. Gipson

Shearese G. Gipson

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