

**PRESIDENT'S CABINET**  
**PRESIDENT'S CONFERENCE ROOM – TRENHOLM CAMPUS**  
**JUNE 2, 2010**

**PRESENT:** Sam Munnerlyn, Cathy Wright, Wilford Holt, Beverly Ross, Barbara Anne Spears, Charles Harris, Dr. Kaushik, Arlinda Knight, Michael Dunwoody (guest)

**ABSENT:** Deborah A. Griggs, Dr. Mimi Johnson

**GENERAL COMMENTS/DISCUSSION ITEMS:**

The meeting was called to order by President Sam Munnerlyn at 9:05 a.m. with a moment of silence and remarks by President Munnerlyn.

- Microsoft Elevate America (Dunwoody):
  - Microsoft has donated money throughout the State of Alabama for training and/or testing certificates in Microsoft Office 2007 or 2003.
  - Individuals can get free on-line training, go to career centers and get testing certificate and then come to Trenholm for testing.
  - There is no cost to the College for participating in testing. Each certificate is worth approximately \$62.00 and \$75.00 for a retake certificate.
  - Certiport is our link through this process. They are acting as a separate entity in this process. Certiport would like us to become a permanent testing center at some point (10 per year). If we become testing center there will items that need to be purchased. We are still working out some issues with the process.
  - The State got a total of 13,800 certificates for training and testing.
  - The College was mandated by the Chancellor to participate in this testing.
  - The President stated that Dean Harris, Dean Holt, Dean Spears and Dean Ross will need to have some involvement in being informed about these kinds of activities on campus. The President would like these individuals to give some thought about how we can work the testing into our schedule. Mrs. Wright would like to be added to this process to add the resources side to the group.
  - Mike Dunwoody stated that the first 90 days are granted by Microsoft and the end of that time we pay for testing and the tester pays us. At this time all calls should be referred to Mike Dunwoody's office about the testing.
  - Delois Curry also needs to be informed with this information. There was a brief discussion about the logistics of how the program will work.
  - The President stated that there is a lot of pressure on us to get this done and we need to make sure it happens. The more traffic we have on campus, the more opportunity we have for enrolling new students. We need to capitalize on our campus visits when we get them.
- Electronic Posting of Financial Data:
  - Dean Harris discussed a memo from the Chancellor's Office identifying items that must be posted on the website. All expenditures by the 15<sup>th</sup> of the month, employee data by name, position, and salary schedule; personal service contracts. Alliant is working with us to get this accomplished.
- Fall Professional Development:

- The President stated that we need to begin to prepare for the Fall Professional Development on Aug 17<sup>th</sup>. He will need about 45 minutes for opening discussion.
  - He requested the Deans get their information to Shearese so we can begin to plan the agenda. This is a duty day for everyone.
  - It has been noted that some faculty and staff have not shown up for any professional development. Everybody is expected to be there unless the President grants an exception.
  - Postsecondary Risk Assessment with Alvena Williams should be on the agenda in the afternoon.
- Fall 2010 Enrollment Goal:
- The President stated that one of our goals was to reach an enrollment of 2500 but we know that this was somewhat unrealistic. The President believes 2000 is more attainable at this time. Last term we had about 1750 enrolled. The President stated that we need to have a plan to reach our goal.
  - He also stated that it is time to put the Leadership Trenholm graduates to work.
    - We need a recommendation for the switchboard. The President stated that as soon as we get a better grip on the budget we will hire someone for the switchboard. President believes that people respond better when they know this is their responsibility. It calls for a new person who takes this job seriously.
    - We need a plan to achieve our recruitment goals for 2010. The President wants to form a committee chaired by Freddie Williams.
  - He stated that the Advertising Budget was moved from the President's Office to Mrs. Knight and the Marketing Committee. A plan and budget has already been submitted to the President. The President likes the plan and will put it in place as soon as possible.
  - He stated that we needed to get back into the middle schools and change minds about technical colleges as a recruiting effort.
  - The President reminded the Deans that they need to be responsible for the individuals under their divisions. The President asked Shearese to make sure we keep up with deadlines.
- Preparation for 2011:
- The President stated that it is almost time for new contracts and that this is the time to review job descriptions within your area and make revisions if necessary. Discussion about job descriptions and when positions will be advertised.
  - Members of the Cabinet mentioned the College Handbook and wanted to know if we can have continuous updates.
  - The President wanted to know who the chair of the Handbook Committee was. He suggested that the committee chair be changed to get movement on the Handbook.
  - The President asked Shearese to send the Task List to the Cabinet. He wants everyone to get updated and complete their tasks. We need to go back to checking off items on the list.
  - There was a brief discussion about the issues with the hiring process. President stated that he looks at the search committee assignments and he tries to make sure the committee is fair. He tries to make sure that it involves the experts.
  - It was stated that at least a telephone call from HR to the Director or Dean of an Interim position ready for advertisement be made before sending advertisement out to the public.
- Registration:
- Dean Spears discussed registration drop/add to make sure we are all on the same page. To drop/add after the regular drop/add period, you have to get permission from Dean Spears, Dean Ross or Dean Holt.

- There have recently been some incidents where people have been added after the drop/add period was over. This should only occur in the event that the person is in a class that is canceled at the last minute or if a person has been placed into the wrong class by our employees. Individuals who are cash paying students are no exceptions.
  - The President stated that we need to do what we said we were going to do as far as drop/add. We all need to be operating in the same manner. Mini terms were created so that we could catch anybody who did not get registered on time. At end of drop/add no one should be admitted without the approval of Dean Spears, Dean Ross or Dean Holt.
  - Dean Spears will have a discussion with the individuals responsible for breaking the drop/add policy. If this should happen again, the individuals responsible should be written up.
- President's retreat:
    - The President will set a date for the Cabinet Retreat for sometime in August. We will talk about some of the same topics, goals for next year, policies, and COE, etc. We are going to ask Harry Bowman to consult with us for COE.

**Updates:**

- The President gave a Bond issue time line to the Cabinet.
- Dr. Kaushik reported that we are ready for SkillsUSA; everything is done. We have a bus chartered from ASU to transport our students.
- Proposed graduation dates for next year include May 7, 9, 10, 2011 or we can go back and look into April 29, 2011. The President would like to continue having graduation on Fridays if possible. No Saturdays or Mondays. We need to consider at the next meeting.

**ACTION ITEMS**

<b>ITEM NO.</b>	<b>ACTION ITEM</b>	<b>PERSON RESPONSIBLE</b>	<b>DATE TO BE COMPLETED</b>
1.	Microsoft Testing meeting to discuss working the testing into our schedule testing schedule	Dean Harris, Dean Holt, Dean Spears, Dean Ross, Cathy Wright	
2.	Inform Delois Curry of Microsoft testing procedures		
3.	Develop Fall Professional Development Agenda – send items to Shearese	Deans	
4.	Recommendation for Switchboard	Leadership Trenholm class	
5.	Develop plan to achieve recruitment goals – committee chaired by Freddie Williams.		
6.	Review job descriptions within departments	Deans	
7.	Set Cabinet Retreat Date	President	

**ANNOUNCEMENTS**

1. none

**NEXT MEETING**

The next meeting to be announced. The meeting adjourned at 11: 45a.m.

Respectfully submitted by:

Shearese G. Gipson

Shearese G. Gipson

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