

**PRESIDENT'S CABINET
PRESIDENT'S CONFERENCE ROOM – TRENHOLM CAMPUS
JUNE 17, 2008**

PRESENT: Sam Munnerlyn, Wilford Holt, Arlinda Knight, Dr. Suresh Kaushik, Charles Harris, Beverly Ross, Dr. Mimi Johnson, Deborah Griggs

ABSENT: Barbara Anne Spears

The meeting was called to order by President Sam Munnerlyn at 8:05 a.m.

GENERAL COMMENTS/DISCUSSION ITEMS:

The meeting began with a moment of silence and remarks by President Munnerlyn. He thanked everyone for their participation in the President's Inauguration.

The following items were discussed:

- President Munnerlyn asked Beverly Ross to get the keys from Angela Cone for the suggestion boxes that are on each campus.
- President Munnerlyn made brief comments about the Master Plan for the College. Dr. Kaushik thought the master plan was impressive but it is not an actual plan but rather ideas. We need to put together something more realistic to accomplish. President Munnerlyn requested that Dean Griggs provide him with the current plan.
- Filling Work Orders – President Munnerlyn stated that when activities are planned that they be placed on the College Calendar so that everyone is informed of the activities being held. Renita Scott is contact person for the Patterson Campus and Angela Cone on the Trenholm Campus.
- Policy Review- President Munnerlyn stated that the Chancellor has mandated that we review all board policies and asked Dean Griggs to review the 500 series of these policies.
- Assessments Review-Dr. Mimi Johnson reviewed several of the surveys conducted by Institutional Research.
 - New student survey- show overall experience with the College and where they were referred from. Survey showed most students were referred to Trenholm by family and friends.
 - Orientation survey was also reviewed.
 - Leadership summit evaluation – showed that it went very well; most people got something out of it.
 - Faculty/Staff assessment of support services – Any item scoring below 80% indicates that we should begin to look at what can be done to improve. Discussion about security and making people aware of how to get in touch with security.
 - ACT Student Opinion survey – get copy of survey comparing us to other two year technical schools.
 - T3 Student Act. Director – It was suggested that on registration days to have an admissions/financial aid person in the front office lobby.
 - Beverly Ross mentioned that several classes were overlapping. Wilford Holt stated that this could not happen. Charles Harris will look to see what is happening in this case.
- 2008-09 Budget- Dean Griggs discussed the progress with the 2008-09 budgets. We are on schedule with getting the budget submitted on time.

- Grievance Procedure –President Munnerlyn stated that we need to make sure we follow procedures and do everything we can to make sure our units adhere to the policies and procedures. There was a situation in the Adult Education Department a few weeks ago and the proper channels were not followed. When a grievance is filed it has to be within 10 days from the occurrence of the incident or there is nothing that can be done. We need to follow up with our divisions and keep them informed.
 - At our next in-service we are going to cover grievance procedures.
- 2008-09 Calendar- Dean Holt reported that our calendar is aligned as much as possible with Montgomery Public Schools. It was requested that we add ACA conference dates to the calendar.

Summary Reports:

- Deborah Griggs –Wachovia will donate the refreshments for the August in-service.
 - There was significant damage on the Patterson Campus from the storm – PH & J will be handling the plans for reconstruction. Dennis Monroe has estimates on water damage.
 - FERPA Training – reported that Renee Culverhouse will be available to do FERPA training if others at the college need training.
- Dr. Suresh Kaushik – stated that the adjunct pay needs to be adjusted to keep up with the market or we will lose some good adjuncts. Also, he stated that we need to team up with Troy University Montgomery. We should also be developing our own technical courses with the equipment that we have.
- Wilford Holt- reported that we are reviewing the rate we are paying TEBI and adjunct instructors.
 - AUT program has dual enrollment program with MPS dual enrollment program.
 - Reported that as a measure to cut down on costs, other colleges are not having class on Fridays. Also stated that we need to do more on-line classes. We need every instructor to attend on-line training workshops.
 - Asked if we were capturing all TEBI data? There have been two training sessions on getting the data back to Postsecondary. Who is entering the data into the AS400? *Shearese to review previous minutes to see who is supposed to enter data.*
 - We will be able to count the ATN students in non-credit area.
 - Instructional – We will be receiving a bus to be used for training purposes in Truck Driving (*training will be non credit*).
 - Discussion on the traffic light in front of the Patterson Campus. We have met several times about this issue. We hope to have it resolved soon.
- Beverly Ross – reported that enrollment is up by 40 students.
- Charles Harris - During the spring meeting the Chancellor discussed the administrative system.
 - They have an aggressive time line to put the system in place.
 - The 18 committees are developing RFP to be completed by the end of this year for the project. They have not decided if it is going to be a centralized system operated from Postsecondary.
 - PERS has a life cycle of about 2 years and then it goes away; data will be going to a supercomputer.
 - Charles Harris was elected to serve as vice president elect.
 - 42 new pc's were placed in the Computer lab on the Patterson Campus. 42 are on order for CIS/Drafting.
 - New video teleconference system will be installed in B108 in the nursing suite.
 - Moodle is running well.
 - 23 instructors are using the on- line grade quick. We need to have all instructors using this system.
 - A major phone system upgrade will happen toward the end of the month. We will have a new function called “call accounting” to see where calls come in and go out at the college. Need information from Admissions and Financial aid on how they expect their phones to work.
 - Alert notification system has had some work but is all clear now. Working on being able to send notification from anywhere.

- Major software upgrade to AS400 to be completed.
- Security – new decals are on order. We need some help getting those plugged into security module in AS400.
- Title III- Library painting project completed. HVAC scheduled for installation in August.
- Emergency Management Plan – we need to have some drills -- at least one fire and one tornado drill. Need someone to evaluate the process of the drill. We need to identify those people who are in charge of each building. That same person can pull the alarm. At the August in-service we will allocate some time for Charles to go through the safety plan.
- Arlinda Knight – no update.

UPDATES:

- Building E Renovation - PH & J established budget of \$800,000 for renovation of the building. We have decided not to move forward until we get the money for the project. We need to spend that money on some other needs. Buildings J and F and Bookstore need attention.

ANNOUNCEMENTS

- Tech Prep leadership proposal sent to Wilford Holt.
- Skills Training Consortium has been combined.
- Grade on Job Readiness received.
- Quarterly report for AE – we are currently number 8 out of 25
- Jobs Program in Macon closed due to non participation.
- New application for Student Support Services due October 31st .
- No tuition change.
- Cabinet members, if you are going to be out, let President know personally.

ITEM No.	ACTION ITEM	PERSON RESPONSIBLE	DATE TO BE COMPLETED
1.	Keys for suggestion boxes.	Beverly Ross	
2.	Current Master Plan to Pres. Munnerlyn	Deborah Griggs	
3.	Check to see who is overlapping classes	Charles Harris	
4.	Review previous minutes to see who inputs TEBI data	Shearese Gipson	
5.	August In-service: Grievance Procedures Safety Plan	????????? Charles Harris	

NEXT MEETING

The next meeting will be held on June 25, 2008 at 8:00 a.m.

The meeting adjourned at 11:25 a.m.

Respectfully submitted by:

Shearese G. Gipson

Shearese G. Gipson

Approved on _____