

PRESIDENT'S CABINET
PRESIDENT'S CONFERENCE ROOM – TRENHOLM CAMPUS
JUNE 17, 2009

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

ABSENT:

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:

- Enrollment Goal for fall 2009:
 - President Munnerlyn stated that we should have an enrollment goal and everybody should know what that goal is so we can work toward it. That goal should be at least 150 or more than we had last semester. Enrollment should be at least 1500 students.
 - President Munnerlyn asked Dean Harris to put this information on the plasma, and we will have an email sent out as well with this information.
 - We should have departmental meetings; staff should be reminded that fall term is a new year for financial aid and we must work to retain current students.
- Facilities Update- no facilities update was done
- Adult Ed Relocation:
 - President Munnerlyn stated that two trailers from AIDT have been moved to the Patterson Campus for use by Adult Education classes; this move will free space on both campuses for our new programs.
 - On the Trenholm Campus, Adult Education will be moving out of Bldg. H and moving to the new facility on Mobile Highway. President Munnerlyn stated that we are ready to move forward with this as soon as Dennis gets some classrooms space ready and the air conditioning is in proper use.
- Faculty/Staff Handbook:
 - President Munnerlyn stated that we must have the Faculty and Staff Handbook ready by the fall in-service. There are no exceptions; it must be complete by fall in-service. The committee should ensure that everybody who is a part of that team sits down at a meeting and is a part of the discussion.
- Procedural Manual:
 - Dean Griggs stated that we hope to get the manual out tomorrow for the cabinet to review (travel, contracts and sole source). When we start the fall term, the manual will be ready.
 - Dean Ross stated that they are working on the Financial Aid Manual. A meeting must take place with Betty Edwards, Accounts Receivable, Brenda Bone, Cathy Wright, and the President to discuss the manual.
- Preparation for fall term and close out:
 - President Munnerlyn wants to make sure we are prepared for the fall term. He requested that Dean Ross meet with the registration team.

- Dean Holt thinks there may be an issue with having sufficient space in the BUC area to accommodate students as a result of the stimulus grant.
- The question was posed: how can we distinguish between credit and noncredit students in this area when the curriculum is the same?
- Stimulus money – we have already identified the space for the Building Construction part. Stimulus money must be kept separate.
- Space is a problem for fall.
- Dean Spears would like to see Deans Holt, Ross, Betty Edwards and herself meet prior to the fall to address registration issues related to credit v noncredit students.
- President Munnerlyn stated that Dr. Kaushik should attend the July COE meeting July 9-10, 2009. Dr. Johnson stated that she had not been getting copies of correspondence to and from COE, and she should still be getting copies since she is the depository for this.
- Closing Out:
 - Cathy Wright stated that in closing out, we should take a closer look at our budgets. She is finding that some departments have at least 90% left of their budgets remaining.
 - We are planning to go to 100% online requisitioning for the new year.
 - Fall in-service may be held prior to the faculty leaving. Someone from business office should attend the fall in-service planning meeting so we can set a date for fall in-service.
- Proposed location for Culinary Arts program:
 - The old Barnes and Nobles building across the street from the Patterson Campus is being considered to house some of our programs (culinary arts, admissions, financial aid).
 - The coffee shop area can be renovated as a kitchen; other classroom space can be created throughout the building.
 - We are going to do month by month rental at the mall for Culinary after our contract ends at the end of this month.
 - Cathy Wright stated that someone from the culinary area should be responsible for running cash register for Harper's.
 - We believe we can get Barnes and Nobles much cheaper than any other building.
 - There was a discussion on closing Harper's for the summer. It was agreed that the lab would be closed. This information should be placed on our website.
- Summer Campus Schedule:
 - President Munnerlyn stated that we have a lot going on this summer as far as the usage of buildings; we need to some kind of clearing house for this. Everyone should use the administrative calendar.
- Administrative Calendar- no discussion.
- Leadership Trenholm:
 - Dean Spears reported that we are nearing the 1st year graduation which will be in July. We have not set that date yet.
 - One of the things that participants have asked to do is visit the cabinet meeting. The June meeting will be held on Tuesday instead of Thursday. They will be doing their presentations in July. President would like to have the cabinet meeting with graduation.
- ACCS TEBI follow up visit:
 - Dean Holt reported that we have had three TEBI visits and they are grading our TEBI and technical programs and grading the technical dean.
 - We had a follow up visit that did not meet expectations. As a follow up to that meeting, they will return to see if we have done what they recommended. They also suggested that we put all of our non credit under one umbrella—TEBI/Continuing Education. We should have this ready for fall.

UPDATES:

- SACS:
 - Dean Spears reported that we have met with Dr. Ron Lindahl from ASU, and we are going to try to use interns to assist in the SACS process. She does have some concerns about the moves taking place on our campuses because once we mail in our application we can not move any program.
- AMTC:
 - We have purchased insurance on the building and are ready to move equipment. Computers and furniture can be moved into the building. However, no alterations can be done to the building right now.
 - President Munnerlyn asked Dean Ross and Arlinda Knight to take the lead on the ribbon cutting for the building.
 - Dean Holt wants to make sure we have all equipment installed before ribbon cutting. Projected time frame for equipment to be placed is October/November.
 - Mrs. Peterson has scheduled some workshops at the Renaissance this summer for AMTC.
- Bridge:
 - President Munnerlyn stated that the bid came in over the Board's approval amount. We have been in negotiation with the contractor. Johnny Green recommends that we go back to the Board for another approval.
- Civil Rights Compliance:
 - Dean Harris reported that we have been trying to establish cost relating to the restrooms. We have five buildings where the restrooms were not accessible or in compliance. Our response is due back by July 2nd. Charles Harris, Dennis Monroe, Debbie Griggs, Cathy Wright and the President will meet in reference to this.
- Summer Programs
- Signs:
 - President Munnerlyn stated that most of the signs are up and they look good. The sign for Building H must be revised to include Early Care & Education. Solar lights can be put in front of signs if we want lighting.
- Other Construction Projects:
 - We have a pre construction meeting next week regarding Building E. Bids were opened and low bid was \$462,000.00.
 - We should move ahead with Building M – old culinary. We are working on the design. Dean Spears and President Munnerlyn to be included in meetings. We will close parking lot to the building so we will not have issues with vehicles.
- Screws Property:
 - The deed to the property will transfer July 11, 2010.
 - Some furniture will be left in the building if needed. We may look at using the building for General Education and the Library.
- The floor plan for Culinary Arts building must be completed.
- Water main project:
 - We are still awaiting approval.
- Mimi was contacted through email, and there is a student who is interested in completing a doctoral internship at Trenholm.
- President's meeting starts next week. We made reservations for SACS conference for the President, Dean Spears, Dr. Mimi Johnson and Sharon Watts. We will be making a tentative list from faculty.
- Dean Spears would like to go to COE meeting in November.

Action Item Updates:

ACTION ITEMS

ITEM NO.	ACTION ITEM	PERSON RESPONSIBLE	DATE TO BE COMPLETED
1.	Goal for enrollment should be set and sent to everyone. Goal also should be placed on plasma screens	B. Ross	
2.	Faculty & Staff Handbook should be ready for fall in-service.	D. Griggs	
3.	Fiscal Procedures Manual (section for review tomorrow) travel, contracts, sole source	D. Griggs/C. Wright	
4.	Financial Aid Manual Meeting – B. Edwards, AR, B. Bone, C. Wright, President	B. Ross	
5.	Registration Team Meeting	B. Ross	
6.	Meeting prior to fall registration – Holt, Ross, B. Edwards, B. Spears		
7.	Copies to Dr. Johnson of COE correspondence	B. Spears	
8.	Ribbon Cutting Event	B. Ross/A.Knight	
9.	Early care – to be added to sign in front of Bldg. H		
10.			

ANNOUNCEMENTS

1. President Munnerlyn announced that the Cabinet would not be meeting every week but every other week.

NEXT MEETING

The next meeting TBA.

The meeting adjourned at 11:15 a.m.

Respectfully submitted by:

Shearese G. Gipson

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Approved on _____