



**PRESIDENT'S CABINET MEETING**  
**PRESIDENT'S CONFERENCE ROOM – TRENHOLM CAMPUS**  
**JULY 7, 2006**

**PRESENT:** Mrs. Debbie Griggs, Mr. Charles Harris, Mrs. Mimi E. Johnson, Mrs. Arlinda Knight, Dr. Anthony L. Molina, Mr. Sam Munnerlyn, Dr. Julliana Probst **ABSENT:** Mr. Wilford Holt and Mrs. Pebbly Warren

The meeting was called to order by the presiding officer, Dr. Molina, at 8:10 a.m.

**PRESIDENT'S COMMENTS:**

- Dr. Molina, along with Tim Gates, will be attending a conference in Anaheim, CA regarding the Department of Labor grant the week of July 10, 2006.
- Congratulated Dr. John Reutter, Mimi Johnson, and Marvalene Elston in re-submitting the COCSACS Application to Dr. Ann Card for review.
- Discussed Fall In-Service – requested a hard copy of the revised and new policies be distributed to all employees at the Fall In-Service
- Discussed timeline for obtaining SACS accreditation.

<b>Dates</b>	<b>Activity</b>
June 29, 2006	Re-submitted SACS application
April-May 2007	Candidacy Team
December 2007	Awarded SACS Candidacy
June 2008	Awarded SACS accreditation

*Actions Taken by the President's Cabinet*

1. Approved *Faculty Credentials Policy* submitted by Mimi Johnson.
2. Adopted *Action Plan for Attraction, Recruitment, and Retention of Students* submitted by Dean Munnerlyn.

**ROUNDTABLE DISCUSSIONS:**

**DEBBIE GRIGGS**

- The annual budget was submitted to DPE on June 30, 2006.
- Contract report information was submitted to DPE on June 30, 2006. An addendum to that report is due to DPE on July 28, 2006.
- Working on ACHE Reports
- Student Financial Aid agreement report was submitted on June 30, 2006
- Easy Audit report was submitted on June 30, 2006.

**MIMI JOHNSON**

- Submitted SACS Response to Application Action Plan to Dr. Ann Chard on June 29, 2006.
- Final preparations are underway to create a SACS website.
- SACS Teams will be restructured to begin work on the Comprehensive Standards. Cabinet members were asked to allow faculty and staff to become active participants during this process. Attending meetings and completing committee assignments should be given high priority. Dr. Molina will be notified of any committee members not attending meetings or generally not participating.
- Dr. Molina accepted the resignation of Mrs. Marvalene Elston, effective August 31, 2006.
- Dr. Reutter will retire effective August 31, 2006.
- 2006 Program reviews for RTV, GPO, ILT, NAS, and ABS have been submitted to the Curriculum Committee for peer reviews.

- o ACHE reports due to DPE on July 21, 2006: Tuition and Fee Schedule, Space Data Report, Annual Utilities Report, Retirement Survey and FICA Survey. Reports have been submitted to Dean Griggs for completion with a due date back to IR on July 18, 2006 for audit and transmittal to DPE.

**ARLINDA KNIGHT**

- o **CONTINUING EDUCATION**
  - Summer Youth programs – Enrollment for the Financial and Career Planning for Teenagers (30) and Girls Exploring Technology (20). The closing ceremonies will be held July 11, 2006 and July 7, 2006, respectively. Mrs. Knight expressed appreciation to Mimi Johnson for coordinating the programs this summer during her medical absence. She also thanked Charles Harris for securing funding (\$2,000) from Information Transport Solution (Tomi Shelby) for the Girls Exploring Technology program.
- o **TITLE III-B**

**DR. JULLIANA PROBST**

- o Discuss clarification about the mileage reimbursement for transversing between campuses.

**PEBBLIN WARREN**

- o ABSENT

**WILFORD HOLT**

- o ABSENT

**CHARLES HARRIS**

- o Discussed ordering parking decals for 2006-07 academic term. A plan needs to be developed to enforce parking violations.
- o Ninety percent of the wiring has been completed – two buildings remain on each campus.

**SAM MUNNERLYN**

- o Discussed establishing a weekly (Tuesday) recruiting presence (office) in Bullock County.
- o Will host a registration open house on July 27, 2006.
- o Web conference will be held on July 19, 2006 at 10:00 a.m. in President’s Conference Room on Trenholm Campus to discuss how to make an impact on parents during the recruitment process.
- o Gave update on the detailed *Action Plan for Attraction, Recruitment, and Retention of Students* based on recommendations from SEMSWorks (Jim Black).
- o Distributed a detailed matrix designed to facilitate increase in inquiry cultivation.
- o Discussed plan to incorporate “stories” of students on the College’s webpage.
- o Academic Competitive Grant for students who possess a high school advance diploma through Financial Aid.

**ACTION ITEMS**

The following assignments and action items were assigned:

<b>Action Items</b>	<b>Detailed Assignment</b>	<b>Person(s) Responsible</b>	<b>Due Dates</b>
Advisory Committee Guidelines	Draft guidelines of responsibility for Advisory Committee members		Summer 2006
Initiate Life Tech Program	Coordinate implementation for the Life Tech Program to begin in Fall 2006	Pebblin Warren	Summer 2006

**ANNOUNCEMENTS**

**UPCOMING EVENTS/MEETINGS**

<b>EVENT/MEETING</b>	<b>DATE</b>	<b>TIME</b>	<b>PLACE</b>	<b>CONTACT</b>
Fall Registration Festival (Open House)	July 27, 2006	10:00 a.m. to 4:00 p.m.	PC	Dean Munnerlyn

## **FUTURE MEETINGS**

The next President's Cabinet meeting will be held on August 2, 2006 at 8:00 a.m. in the President's Conference Room on Trenholm Campus.

The meeting adjourned at 10:00 a.m.

Respectfully submitted by:

*Mimi Evelyn Johnson*

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