

PRESIDENT'S CABINET - PRESIDENT'S CONFERENCE ROOM
JULY 9, 2012

PRESENT: Sam Munnerlyn, Arlinda Knight, Cathy Wright, Wilford Holt, Charles Harris, Barbara Anne Spears, Beverly Ross, Dr. Mimi Johnson, Dr. Suresh Kaushik. (Special Guests: Sharon Watts, Danny Perry)

ABSENT:

GENERAL COMMENTS/DISCUSSION ITEMS:

The meeting began at 10:00 a.m. with comments from Barbara Anne Spears.

- SACS – Sharon Watts and Danny Perry updated the group about the upcoming SACS visit that is scheduled for the end of August 2012. The visit was scheduled earlier than we anticipated but we still have a lot of work to do. Sharon distributed an outline of what may be expected.
- A phone conference has been scheduled this week with Dr. Claudette Williams. Dr. Williams may decide to make a preliminary visit.
- Danny Perry reviewed a handout of Dos and Don'ts for the visit. *(list will be sent to the college)* We would like to have a college-wide meeting to talk about the dos and don'ts but not until after we talk with Dr. Williams.
- We want to make sure that we have a clearing house for all student complaints. *(Student complaints should go to the Dean of Students)*. Employee complaints should go through the Director of Human Resources.
- The President requested that the Cabinet review the application so we will know what it contains. He requested that at least once a week we have a meeting to go through the application. This meeting has been set for Mondays.
- Discussion about where the team was going to be housed on the Patterson Campus. The President stated that the conference room in Bldg. Q would suffice for a work room for the team.
- Dean Spears is working on a timeline for the visit and will release to everyone when finished.
- She also stated that if you supervise an area that was mentioned for review you may be asked to pick the team members up from the airport.
- The President stated that the College wants to do something for the faculty and staff for all of the hard work put into the SACS process. We have \$500 from the Foundation that we will use for getting together an event for the college. We will try to schedule this activity next week. *(He asked for the help of Dean Holt, Dean Harris, and Dean Kaushik for this event.)*
- President Munnerlyn, Dean Spears, and Dean Holt will be attending the COE summer meeting this week (Thursday-Saturday).

Departmental Updates:

- Wilford Holt (Workforce Development):
 - The department has been working on a grant that will be submitted for \$60,000 this Wednesday.
 - We have not received the Perkins allocation for next year but we anticipate getting \$260-265,000.
- Dr. Suresh Kaushik (Development):
 - The department has been working on an Upward Bound Math/Science project that is due next week.

- Upward Bound is currently working on a Greenhouse Project that Geneva Patterson arranged with the Alabama Cooperative Extension Service. The project includes growing plants and raising fish.
- Dr. Mimi Johnson (Institutional Research):
 - Stated that everyone has not completed the Compliance Assist unit reporting. An e-mail will follow to the Deans of those individuals who have not submitted their unit plans.
- Charles Harris (Information Technology & Safety):
 - Reported that we have a problem with people speeding through the Trenholm campus so he proposes that we have four speed bumps installed. The estimated cost for this project is \$1900.
 - Last week we updated the JDEC Building to the alert system.
 - We anticipate connecting Cosmetology, Culinary Arts, GED and any other campus location that needs to be attached to the system.
 - We are working with Alliant to move to a “Goosey” based system. This should happen soon depending on the price. We have also been working with them on being able to compare terms.
- Arlinda Knight (Continuing Education & Title IIIB):
 - Reported that she and Regina Rudolph recently attended the Title IIIB conference. Conference focus was on retention and graduation rates. They also mentioned that the student clearing house was crucial to institutions. The College just completed registration with the clearing house a few weeks ago.
 - Reported that in some of the Continuing Education non-credit classes that we offer we are not meeting expected participation.
 - Mentioned that current advertising budget funds have been expended. There are no remaining funds for the current year.
- Beverly Ross (Student Services):
 - Currently planning for the Extravaganza on July 27th.
 - Preparing for the upcoming on-line registration.
 - Dean Harris stated that it would be very nice to get our students to register online as opposed to us guiding them.
- Barbara Anne Spears (Instruction):
 - We had to hold back registration for Welding, A/C and Electrical until tomorrow.
 - We anticipate having 300 K-12 students on our campus every day this term. They are part of the new MTEC program. The students will be using our technical equipment. We will get money per head for those students to use our equipment.
 - There was a brief discussion and some concern about the age group (18 and under) being around the inmates.
 - Dr. Kaushik asked for more background on the K-12 students and their purpose on campus. The goal is twofold: to support MPS in its efforts to establish a technical center until MPS can purchase its own equipment and to use this opportunity to build a relationship with this potential student base in the hopes that they will enroll as dual students in 11th and 12th grades and then as traditional students following high school graduation.
 - We are probably going to be using the warehouse to hold some of the classes. The only other concern is the use of protective gear for the students.
 - The College will borrow a welding trailer from AIDT.
 - Some discussion about the GED building and where we may have to move those students.
- Cathy Wright:
 - Has been preparing the College Budget. The 2011-12 budget is balanced. The 2012-13 budget is due next Monday. It is a very tight budget with little flexibility, however it maintains as best as possible the high priority for instructional funding.
 - Deadlines are being met with DPE.

- Some changes have been made in the mail delivery process. Primarily, the mail distribution process will begin at 3:00 each day. This change allows Mr. Smith to serve as a full time cashier at Patterson until 3:00 each day and Suzette Pritchett will be full time cashier on the Trenholm Campus. There are a few challenges that we still need to address to ensure the best service to the College.
- Charles Harris:
 - A brief discussion was held about changing the college logo. Dean Harris suggested that we change the college logo with the upgrade of the website.
 - Some Cabinet members do not agree that we need to change the logo at this time because after SACS is achieved we will change the logo again.
 - It was suggested that we continue using the current logo until SACS is achieved.
 - President Munnerlyn tabled the discussion until Monday. The President will talk with Mrs. Knight and Dean Spears.
 - The request to change the logo has not gone to the marketing committee. The President wants to put on hold for now.
 - Dean Harris stated that this change only applies to the website and that he would hate to spend money on upgrading the website and continue with the same stuff we have.
- The President stated that we have a RIF plan already in place and we are awaiting final approval from the Board on those that are included in the plan. We plan to RIF this fall.
- Also, we have decided to go back to paying Pell three times instead of two for the fall term. Mrs. Wright added that Texas Book Company does have the option to rent books if this would help any of our students. The President requested to talk later to Mrs. Wright and Beverly Ross pertaining to the Deferred Tuition Plan.
- The President asked Dean Holt and Cathy Wright to confer about the move-in date for Building D on the Patterson Campus.

ACTION ITEMS

ITEM No.	ACTION ITEM	PERSON RESPONSIBLE	DATE TO BE COMPLETED
1.	Schedule event for faculty/staff in appreciation for their hard work on the SACS project.	President Munnerlyn Dean Holt, Dean Harris, Dean Kaushik	
2.	Schedule move in date for Bldg. D on the Patterson Campus	Catherine Wright Dean Holt	

ANNOUNCEMENTS

1. none

NEXT MEETING

The meeting adjourned at 11:25 a.m.

Respectfully submitted by:

Shearese G. Gipson

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Approved on _____