

**PRESIDENT'S CABINET**  
**PRESIDENT'S CONFERENCE ROOM – TRENHOLM CAMPUS**  
**JULY 23, 2008**

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

**ABSENT:** Deborah Griggs

The meeting was called to order by President Sam Munnerlyn at 8:10 a.m.

**GENERAL COMMENTS/DISCUSSION ITEMS:**

The meeting began with remarks by President Munnerlyn. The following items were discussed:

- Legislative Initiatives –President Munnerlyn stated that Ella Bell is still trying to solicit money for our facilities. Meeting is scheduled for some time in August with Governor.
- GED Students Enrollment- discussion about the GED students who have passed the GED exam and were eligible for the free tuition of \$270.00.
- Completer Exit Survey-President Munnerlyn has received a copy of the completer exit survey. He would like for the Cabinet to review and discuss at a later meeting.
- LPN Scholarship-a news release was issued about a scholarship being sponsored by the nursing association. There will be two \$500 scholarships per semester.
  - Dr. Kaushik stated that we should grant those scholarships to new students instead of our current students.
  - Beverly Ross to discuss with Mike Evans and ask him to prepare a news release. We should make sure to give recognition to nursing facility.
  - Discussion about the Governor's Rural Health Initiative.
- College Advisory Council – we have a draft of the College advisory members. We need to finalize the list.
- Fall Professional Development- a draft of the August 4<sup>th</sup> professional development schedule was given to the Cabinet.
  - We will plan to review the Safety Plan.
  - August 11<sup>th</sup> instructors will be working in departments.
  - August 15<sup>th</sup> faculty and staff will have separate meetings. President Munnerlyn asked Dean Griggs and Ross to plan an hour for staff. *This is mandatory for everyone except faculty who have classes and Admissions.*
  - Foundation wants to award scholarships on one of the professional development days. The President and Dr. Johnson will discuss.
  - August 22<sup>nd</sup> Joan Davis will conduct Harassment training.
  - September 19<sup>th</sup> Ethics training.
- Recruiting Plan- Beverly Ross discussed goals for recruitment. She noted that Brittany Anderson was taken off recruitment activities. Asked the Cabinet to look through the plan to see if there was anything that needs to be added.
- Dr. Kaushik commented about the Recruitment Plan. He stated that all of the current goals are things that we do on a year to year basis. Stated that we need to do an assessment of what was done last year and what may have been missed last year and focus on finding the gaps.

- President Munnerlyn agreed and said that it will take time for this to happen. Suggested that Beverly Ross go through the plan with her unit and report back to the Cabinet.
- Would like to know how individual goals have been successful.
- Dean Spears has volunteered to be responsible for the school schedule. Will develop a step by step process for getting the schedule out and posted on the web to make sure it is accurate before it is printed.
- Discussion on handicapped students and being able to communicate to the deaf students enrolled this fall.
  - Discussed funding for interpreters.
  - Dean Spears stated that Central Alabama College may be able to give us some guidance.
- Dr. Johnson thinks an assessment once a year would be sufficient for recruitment goals.
- Beverly Ross to discuss with everyone involved and get feedback on where they are in accomplishing their goals.
- Safety Plan-Charles Harris discussed the safety plan.
  - Stated that the documents are on the intranet under publications for everyone to review.
  - Suggested that to stay out of trouble everyone should be familiar with the plan.
  - Dr. Kaushik suggested that some portions of the plan be posted in each classroom to help with getting people aware.
  - Charles stated that information should be distributed and discussed at other levels and that he could not be responsible for that.
  - There are some updates that still must be made. Charles Harris stated that the committee was established with too many people and not enough input.
  - President Munnerlyn stated that the new building representatives could be added to the committee to replace or delete current members.
  - Wilford Holt mentioned software that other schools are using to make people aware of emergency situations.
  - Dean Harris will bring information about the system and how much it will cost and how many people it takes to use it.
  - Minor changes were suggested to the document:
    - Change administrator to president or designee.
    - Change form from student to individual.
  - Brief discussion on capturing information for decals. We got the information last year and no one was responsible for inputting the data. President Munnerlyn stated that we would assign someone to input the data.
  - Hazmat information for technical programs should be updated. Responsible person should be responsible for check list.
  - We should appoint someone to follow up on OSHA regulations. We had/have books.
  - We should ensure we have exit lights on each of our doors. People on the Crisis Management Team (CMT) list should have a college phone. Everyone on the Cabinet is a part of the CMT.
  - We need generators for emergencies. President Munnerlyn approved Dean Harris to purchase two generators at \$400.00 each.
  - Brief discussion on whether or not building captains need radios. Discussion was tabled. All weather radios may or may not be operational. Robert Brown will officially be the person to monitor the alert system in case Dean Harris is not available.
  - It was asked if we have a form for incidents. Dean Harris stated that this goes through security and they have forms.
    - Changes to the form include: add submit to Charles Harris and add the College's name.
    - The switchboard operator should have forms along with financial aid and admissions.
  - We have sent an email to select individuals asking them to serve as building captains. After they accept, they will be asked to attend a meeting with Charles Harris, Wilford Holt and Barbara Anne Spears to discuss their responsibilities.

- A job description for the building captains will be developed with no additional money being paid. Wilford stated that division chairs and building captains sounds may have some of the same duties. We should look at job descriptions and make sure they don't overlap in duties.
- Dean Harris to write the description for building captain.
- President Munnerlyn stated that Beverly Stephens will be reporting to Dean Harris.
- Technology Plan – Dean Harris reviewed the technology plan. He will make sure institutional goals are updated on the plan.
- Dean Spears will soon have some faculty and staff members ready to post streaming videos. They should contact Charles or Donald Holmes when streaming videos are ready to post.
- The new TrenholmTech web page was discussed. A few minor changes were suggested:
  - add a bullet for workforce development and the president's message to the webpage.
  - Dr. Johnson to write statement for front page of webpage.
- It was suggested that potential students be allowed to pay on line. President Munnerlyn stated that we should make this happen.
- The College will be going to *trenholmstate.edu* in the spring. We should notify employees so they can go ahead and order business cards and other items.
- A discussion was held about how to process non-credit data. A problem is presented when non-credit activities take place throughout the college that are not being counted; a process for reporting these activities must be established.
- It was noted that no one person is responsible for giving permission for non-credit activities to take place on campus. President Munnerlyn stated that any training held on the Patterson Campus must go through Dean Holt. Mike Dunwoody will capture the data and have it input into the system. Dean Spears will do the same on the Trenholm Campus and Arlinda Knight will capture the data and have it input into the system. An email will be sent to everyone informing them of the process. Guidelines were requested as to what can be counted at non-credit.
- President Munnerlyn made it clear that the AUT department is a regular instructional program and Dean Holt is responsible for the program. Dr. Kaushik is the administrator for the grant.
- Deans should be responsible for their divisions and document when faculty or staff fail to produce. A letter should be prepared and given to the non-performing individual and placed in his/her file. We must be consistent. A copy of the letter must be forwarded to the President.
- No dean or faculty can receive comp time. A letter from the President will be sent to exempt employees soon regarding this issue.

**UPDATES:**

- No significant individual updates.

**ACTION ITEMS**

ITEM NO.	ACTION ITEM	PERSON RESPONSIBLE	DATE TO BE COMPLETED
1.	Review Completer Exit Survey	Cabinet	
2.	News Release about scholarships B. Ross to ask M. Evans	Beverly Ross	
3.	College Advisory Council Members – finalize list.	Cabinet	
4.	Review Recruitment Plan with SS department	Beverly Ross	
5.	Develop process for getting school schedule out	Barbara Anne Spears	
6.	Make updates to Safety Plan	Charles Harris	

7.	Bring info. on emergency alert software	Charles Harris	
8.	Assign someone to input decal information	President Munnerlyn	
9.	Assign someone to follow up on OSHA regulations	President Munnerlyn	
10.	Make sure exit lights are operational on all doors	Maintenance/D. Griggs	
11.	Purchase generators	Charles Harris	
12.	Make changes on incident form	Charles Harris	
13.	Meeting with building captains	C. Harris, W. Holt, B. Spears	
14.	Develop job description for building captains	Charles Harris	
15.	Update Institutional Goals on Technology Plan	Charles Harris	
16.	Write statement for front page of webpage	Dr. Mimi Johnson	
17.	Allow students to pay on-line		

**ANNOUNCEMENTS**

1. No announcements.

**NEXT MEETING**

The next meeting will be held on July 30, 2008, at 8:00 a.m.

The meeting adjourned at 11:20 a.m.

Respectfully submitted by:

*Shearese G. Gipson*

Shearese G. Gipson

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