



**PRESIDENT'S CABINET MEETING**  
**PRESIDENT'S CONFERENCE ROOM – TRENHOLM CAMPUS**  
**JULY 26, 2006**

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

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

**PRESIDENT'S COMMENTS:**

- Dr. Molina will advertise (internally) all division head and program coordinator positions at the College. The Cabinet leadership positions will also be reviewed for revisions.
- Discussed the possibility of doing a strategy planning retreat for the President's Cabinet on August 2, 2006.
- Discussed the request to relocate the Central Alabama Skills Training Consortium to Trenholm Tech.
- Discussed Fall In-Service, August 14, 2006, 7:45 a.m. - 12:00 noon – (a) Premiere of the College's new marketing DVD, (b) requested a hard copy of the revised and new policies be distributed to all employees at the Fall In-Service (Pam Rollins), (c) Motivational Speaker (Pam Rollins), (d) Student Learning Outcomes Task Force Report (Vicky Ohlson), (e) Security, Parking Issues and FEMA project (Charles Harris), (f) SACS (Mimi Johnson), (g) Review of new policies (Dr. Probst), (h) State of the College (Dr. Molina), (i) Budget (Dean Griggs), (j) *Action Plan for Attraction, Recruitment, and Retention of Students* (Dean Munnerlyn) and (k) Auto-manufacturing Center (Tim Gates), and (l) AEA representative.
- Distributed summer to fall semester transition calendar for Cabinet's review.
- Title III-B Tuition Assistance Policy
- Appointed Wilford Holt and Sam Munnerlyn to serve as co-chairs of the Scholarship Committee.

*Actions Taken by the President's Cabinet*

1. Reviewed the Tuition Assistance Title III-B Policy. Further discussion about this will be held at the next meeting. Mimi Johnson suggested that we add to the policy a requirement for the recipients to remain at the College for a period of years after receiving the assistance.

**ROUNDTABLE DISCUSSIONS:**

**DEBBIE GRIGGS**

- Gave report on the refurbishing of the walking trail on the Trenholm Campus.
- Contract report information was submitted to DPE on June 30, 2006. An addendum to that report is due to DPE on July 28, 2006.
- Auditors will be here next Monday to do pre-audit work.
- Wrapping up Building J, greenhouse and other construction projects.
- The Budget has been finalized.
- Personnel evaluations are due to Pam Rollins by August 1, 2006.

**MIMI JOHNSON**

- The SACS website is now up and running. It has a protected access presently; however, this will be removed soon.
- The SACS Teams have been restructured and will begin work on the Comprehensive Standards in September.
- Received the ACHE Facilities Master Plan which is due to ACHE on October 6, 2006. This report has been submitted to Dean Griggs for completion and it should incorporate the revisions of the College's 10-Year Facilities Master Plan.

- The **10-Year Facilities Master Plan (Dean Griggs), Safety and Security Plan (Dean Harris), Technology Plan (Dean Harris) and Marketing Plan (Mrs. Knight)** are scheduled on the institutional effectiveness calendar to be reviewed and revised in August 2006. These must be submitted to the President's Cabinet for approval.
- All of the ACHE reports due to DPE on July 21, 2006 were submitted prior to the due date: *Tuition and Fee Schedule, Space Data Report, Annual Utilities Report, Retirement Survey and FICA Survey*. Thank you to Dean Griggs and Mary Ann Beck.

**ARLINDA KNIGHT**

- **CONTINUING EDUCATION**
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- **TITLE III-B**

**DR. JULIANA PROBST**

- Distributed Education Policy Manual for the Cabinet's review; asked President's Cabinet to be ready to discuss this at the next meeting.

**WILFORD HOLT**

- Several instructor positions are currently being advertised and are posted on the College's website.
- Expending Perkins funds for equipment purchases
- Plans are underway to purchase DOL grant equipment
- Maria Jones is the new secretary for the DOL grant.

**CHARLES HARRIS**

- SACS website has been completed.
- Harper's has a health inspection pending.
- Need to get actual budget for IT from Dean Griggs.
- FEMA wiring project has been completed by the IT staff.

**SAM MUNNERLYN**

- Registration is going very well. Submitted a roster by program of current students who have not registered for fall semester to Dean Holt.
- Distributed Student Appreciation Day/Registration Festival Schedule.

**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
President's Cabinet Strategy Planning Retreat	August 2, 2006	7:30 a.m. to 5:15 p.m.	Alagasco Conference Room	Arlinda Knight/Dr. Molina
Fall In-Service	August 14, 2006	7:45 a.m. to 5:15 p.m.	Quality Inn Governor's House	President's Office
Classes Begin	August 17, 2006			

## **FUTURE MEETINGS**

The next President's Cabinet meeting will be held on August 2, 2006 at 7:45 a.m. to 4:30 p.m. at the Alagasco Conference Room.

The meeting adjourned at 11:49 a.m.

Respectfully submitted by:

*Mimi Evelyn Johnson*

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