

PRESIDENT'S CABINET - PRESIDENT'S CONFERENCE ROOM
JULY 27, 2012

PRESENT: Sam Munnerlyn, Arlinda Knight, Cathy Wright, Wilford Holt, Barbara Anne Spears, Dr. Mimi Johnson, Dr. Suresh Kaushik

ABSENT: Charles Harris, Beverly Ross

GENERAL COMMENTS/DISCUSSION ITEMS:

The meeting began at 9:00 a.m. with a moment of silence and remarks from the President.

- August 9th Work Session:
 - The College will have the RIF plan on the agenda at the State Board meeting on August 23rd.
 - We plan to execute our plan effective August 31st. The President stated that the 15-day guideline does not apply under Students First.
 - Letters have already been given to all non-tenured individuals.
 - The President stated that the College has done everything we could do to save jobs. He requested the support of the Cabinet in this difficult time because there will be more cuts to come.
 - He stated that the RIF includes individuals, not the position. Along with the RIF plan is also a process for bring individuals back to work. We are not going to hire new people unless the individual who has been released has already found a job.
 - In the federal programs we plan to replace some individuals with someone on state appropriations. We have selected the best individuals for each position based on job duties. The President will talk to those who will be directly affected.
 - A comment was made that the President should have discussed the changes with the department head prior to talking with the affected individuals. The President stated he did not because most things become out of control once they are verbalized and this issue is very sensitive.
- Policy and Guidelines:
 - The President mentioned that the college administration must use better judgment in some of the decisions that are made. He referenced the boot that was placed on the campus vehicle which resulted in a photo on Facebook.
 - We also need to be mindful to follow street signs in to “one-way” areas. If we don’t follow our rules, how do we expect our students to follow them?
- Pell Payments:
 - The President announced that the College will go back to disbursing three Pell payments. This will allow students to pay tuition for every term, but they will have no funds for books.
 - Previously all Presidents decided to pay two terms and now we realize what this decision has done to our students. We were under the assumption that we were required to do this by federal regulations.
 - The Department of Education stated that we can pay however we want to pay.
 - He mentioned deferred payment options and asked Dean Ross to go forward with the plan to use the same vendor Lawson State uses. Every option that we have will help us and our students.
- Relocation to Building D:
 - The President instructed Dean Holt to coordinate with Dean Ross and Cathy Wright to get moved into Building D on the Patterson Campus. Mrs. Wright stated that we are waiting for

the electrician to set up for the copier. The President wants this completed while everyone is out for summer break.

- Mrs. Knight stated that in the Title IIIB proposal we were going to upgrade the media equipment that was previously in the multi-media room in Building D. Since the room is no longer there, it was suggested that the equipment be installed in the big meeting room.
- All equipment that was previously in the old room should be upgraded and installed in the big room.
- \$10,000 was allocated for the equipment (Symposium, projector, cabinet etc.). We just need to get specs and prioritize our list. This must be completed by September 30.
- Dean Holt asked if we were still planning to lower the ceiling? We were on target to move on the project but Frank Barnes at DPE put the project on hold because he said we needed to take to the Building Commission. The President stated that if there are funds left after the Welding Lab, we can lower the ceiling but this is not top priority right now.
- The President stated that as soon as the Business Office can give us some numbers, we will be better able to make some decisions. Mrs. Wright stated that we will have those numbers by next week.
- She also stated that we have a very lean budget for the next two years. We would like to use some of the funds left over from the current budget to put towards some of the projects we have upcoming.
- We do anticipate some funding from MPS that we have not earmarked.
- There was a brief discussion about the Radiology Phantom bid on yesterday. Originators should pay closer attention to the items being bid and make sure the proper specifications are used in the bidding process. It is very frustrating and a waste of time to send out a bid with incorrect specifications. The President stated that we have to use this as an opportunity to learn and do better. We must communicate to our people the proper procedures.
- Texas Books:
 - The President commented that some of our students think that Texas Book Company books are too expensive. He stated that students can purchase books from wherever they want; they don't have to use Texas Book Company. The students now have the opportunity to buy used books through Texas Book Company.
 - Mrs. Wright stated that we are actually saving money for the students.
- 2011 Audit:
 - The President stated that since we had to push SACS back, we had to request an early audit. The Examiners Office will be able to accommodate that request.
 - The President stated that we are expecting no internal control issues to be cited during this audit.
 - Dr. Kaushik asked if we could use this opportunity to start new programs. Dean Spears responded that getting a new program approved takes about a year. She doesn't foresee us doing this with our budget issues at this time. We may be able to consider some new options within current programs.
 - The President stated that we are trying to get a handle on our budget and new programs are not an option right now. He does see us doing a better job with the programs we already have in recruiting, retention, instruction and services.
 - He stated that we are getting better. Hopefully at the end of our SACS quest, we will be able to add some new programs.
- Alliant Training:
 - Alliant will be visiting again with more training. Vicki sent a report with recommendations from the last training session held.
 - She is coming back the 2nd week in August for more training.
 - The President reminded the Cabinet of the items identified from the February 29th Cabinet Retreat that must be completed.

- He stated that he was depending on the Lyceum Team to provide information on what professional development is most necessary for the College to provide. There was some confusion regarding what was expected from the group.
- The President stated that they did not have to plan the day but rather come up with relevant professional development ideas. Dean Spears will meet with the committee and get them going.

Departmental Updates:

- MPS:
 - We are still working with MPS in reference to the MTEC Program and committing to this because we want the relationship where those students can fill some of our programs. This partnership is the right thing to do for the community and may be a way to raise some funds.
 - It was suggested that we ask MPS to provide some kind of ID for their students to wear on campus. We will put funding for IDs in our budget.
 - Dean Spears received a call asking who was going to provide the MPS students their supplies. President Munnerlyn stated that if instructors buy supplies for the students, those funds will be put back into that program. We will not go in a budget and allocate money without budget managers knowing about it.
 - Cathy Wright mentioned that we can set up a budget code for MPS.
 - The President asked Mrs. Wright to identify what is needed for MPS.
 - We can assess a fee of \$200 per student for the use of our supplies.

- LEAD Lab:
 - LEAD Lab bid came back at \$49,999.99.

- Welding Lab:
 - Building Commission will not approve any work until an architect is selected for the project.

- Equipment for Radiology: no discussion.

- Dean of Finance:
 - We did sign final agreement with Deborah Griggs; she is not coming back to the college. The hearing will not take place.
 - It was asked if we were going to put position on hold or if we were going to fill the position? The President stated that we are going to fill the position, regardless of what the budget looks like.

- Cost Cutting:
 - The President reminded everyone that we all should be trying to cut costs. He reminded Dean Kaushik and Dean Holt to inventory both campuses on how many refrigerators, heaters and home appliances are on campus.
 - The President wants to know where they are so a plan can be formed to eliminate them. In each building we need to have some type of a break area. We hope to have a centralized area for everyone to enjoy.

- The Master Plan is next on the agenda; it must be updated. If you want to volunteer to serve on the committee, please let Shearese know. We will concentrate on this project after registration and drop/add. Cathy Wright suggested that the committee include our facilities director and finance people.

- Dr. Mimi Johnson:
 - Reported that she has begun to try to improve data for the career tech report and has engaged Benee Edwards to assist with this effort. Also one thing we need to do is have the institutional

planning council meeting. The Trenholm Foundation scholarship meeting was held yesterday. We want to invite the recipients to the August 14th meeting.

- Dean Holt:
 - Perkins allocation is \$231,000, a little increase from what we previously had.
 - We need to schedule an SAT meeting to approve the budget.
 - We have applied for six grants through workforce development.

- Cathy Wright:
 - We have some new inmates, so you will be seeing some new faces around campus.
 - It was asked if the inmates and teenagers law apply when we have teen visitors on campus? It was stated that you cannot have minors on campus when you have inmates.
 - We may have an issue with trash on Fridays when students are on campus because the inmates are generally not here on Fridays.
 - The President anticipates that a special meeting will be called about the inmates and underage students.
 - Dean Holt has \$60,000 from Workforce Development funds that he will bring in for assistance.
 - There will be one MPS administrator on campus. We will ask for one additional security person.
 - Monday we will have a meeting with David Payne; Dean Holt needs to be a part of the meeting. We are not going to have to bid the warehouse project; all we need to do is get three quotes.
 - Leadership Trenholm will meet next week.

- Arlinda Knight:
 - She received an invitation for a conference call this afternoon regarding the formula that could result in a decrease in our budget for Title IIIB.
 - There are four colleges in Alabama that could be affected. There may be some adjustments that must be made.
 - We do have \$250,000 in SAFRA funds and we are working on a plan to explain why we have not used the funds.

- Dean Suresh Kaushik:
 - Dr. Ken Scott and Dr. Syed Raza have been working on NSF grant.
 - The President asked Dr. Kaushik to follow through with the Livingston deal.

- Dean Barbara Anne Spears:
 - The President mentioned that previously EMT was supposed to have a plan in place to meet goals they had not met.
 - Dean Spears reported that they have met those goals thus far. EMT is off the list. There are currently four other programs on the list.
 - We are sending our final report to COE.
 - We have been working with faculty to correct some errors within the program minutes. We possibly need to have some training on taking minutes.
 - There are four programs that we have to follow up with because they did not meet the completion, placement, licensure requirements for COE. Those programs are as follows: Heating and Air Conditioning, Cosmetology, Electronics Technology, and Entertainment Media Production.
 - Building H is now up and running and Building I is not yet running like it should. There are problems with the following:
 - Air, phones, bathrooms, sink, etc. It was stated that Dennis Monroe may need to assign these duties to someone. If something is broken, someone needs to report it.

- It was asked if anyone keeps track of the college warranties. Currently there is not. It was suggested that someone in the business office be assigned that duty.
- Dean Spears stated that the welding lab booths are being installed today or tomorrow.
- Some equipment was donated to Culinary Arts. Alabama Power is putting some equipment in the lab and Chef Campbell needs to know what to do to get rid of the old equipment. Alabama Power would like to donate a monetary gift to us as well. The President stated that Alabama Power has always been a great supporter of the College.
- It was suggested that an email be sent from Human Resources when an employee is no longer associated with the College and when new hires join the College. Dean Holt will follow through with Pam Rollins.

ACTION ITEMS

ITEM NO.	ACTION ITEM	PERSON RESPONSIBLE	DATE TO BE COMPLETED
1.	Select Deferred Payment Plan <i>(President likes the vendor Lawson State is currently using)</i>	Dean Ross	
2.	Building D (PC) move- get scheduled <i>(the President wants this completed while everyone is out for the break)</i>	Dean Ross, Cathy Wright, Dean Holt	
3.	Install media equipment from previous media conference room into the big meeting area – (PC) Bldg D.		
4.	Order new media equipment for big meeting area	Arlinda Knight	
5.	Provide list of home appliances located in offices.	Dean Holt Dean Kaushik	
6.	Schedule SAT meeting	Dean Holt	
7.	Email informing the College of employee departures and additions. <i>(Dean Holt to follow up with Human Resources)</i>	Dean Holt	

ANNOUNCEMENTS

1. none

NEXT MEETING

The meeting adjourned at 11:39 a.m.

Respectfully submitted by:

Shearese G. Gipson

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Approved on _____