



**PRESIDENT'S CABINET
PRESIDENT'S CONFERENCE ROOM – TRENHOLM CAMPUS
AUGUST 1, 2007**

PRESENT: Sam Munnerlyn, Barbara, Charles Harris, Arlinda Knight, Dr. Suresh Kaushik, Wilford Holt, Debbie Griggs, and Dr. Mimi Evelyn Johnson

ABSENT: None

The meeting was called to order by Interim President, Sam Munnerlyn at 10:05 a.m.

GENERAL COMMENTS/DISCUSSION ITEMS:

The meeting began with remarks by Interim President Munnerlyn.

- Dean Spears introduced Ms. Sophie Ryan as the new DOL Allied Health Grant Director. Ms. Ryan gave some background information about herself.
- Organizational Charts- President Munnerlyn asked that the Cabinet make sure their changes are correct on the organizational charts.
- President Munnerlyn informed the Cabinet that the college has been getting a lot of publicity in the Montgomery Advertiser about our programs.
- Chancellor's visit – scheduled for August 28th. A committee is needed to come up with a schedule for the Chancellor's visit. (Margaret Law, Charles Harris, Angela Cone, Mike Evans, Aurelia Williams, Shirley Smith, James Rawson, Debbie Griggs, Dennis Monroe, and two students) Suggestions for the visit: tour Patterson Campus 1st then the Trenholm Campus, need to show him our maintenance needs, reception in his honor, inviting - leadership team, community leaders, superintendents, Montgomery Chamber, Montgomery County Commissioners, City Council, Craig Washing and Douglas Jones from the Trenholm Tech Foundation.
- On October 15th, the Chancellor will be here for the selection process for the President.
- Registration for fall term – 875 people in the registration module. E-mail needs to be sent to instructors to get new students registered.
- Fall in-service – Wachovia Bank would like a few minutes to discuss services they have to offer.
- Personnel Evaluations due today.
- Mrs. Knight stated that the current evaluation form needed to be revised. Evaluations should be 75% objective 25% subjective. Current evaluations do not measure performance.

ROUNDTABLE UPDATES:

DEAN BARBARA ANNE SPEARS

- Currently working on the 2nd Quarterly DOL report. Will continue to meet with Ms. Ryan over the next couple of weeks to make a smooth transition.
- Committee for SACS was developed – Dean Spears, Vicky Ohlson, Cecil Mathews, Dr. Mimi Johnson, Angela Cone, Trish Jones, Regina Rudolph, and James Shedd. A letter needs to be sent to these individuals.

ASSOC. DEAN WILFORD HOLT

- Truck Driving and Car Hauling trucks have arrived. The third round of Class B Training began yesterday. In the process of getting a truck for Class B Training. May be able to use Perkins dollars to get bus.
- AMTC - waiting on the equipment to put into the facility as it relates to assembly. Property numbers will be assigned when property received.
- Will have an SAT meeting very soon. Meeting needs to take place prior to proposal being submitted at the end of August. SAT meeting was scheduled for Aug. 24th – breakfast at Harpers 8:00 a.m.. Letter to go out from President's Office.

DEAN SURESH KAUSHIK

- Meeting with representatives from Baptist Health to talk about program approaches.
- Tomorrow meeting with DHR.
- Five students from Tarwater to enroll in the Class B Training. Wagnor may close their program and send their students to us.
- COE – we need to have November meeting. Shearese Gipson to handle registration. Went over COE excerpts.
- Mr. Munnerlyn asked that nobody communicates with COE except Dr. Kaushik and that copies of all correspondence need to be sent to Dr. Kaushik. Send email to that affect.
- Need to send letter to COE regarding program change for AMTC. Can look at delayed registration. Advertise to start in September.
- Meeting with Mike Miller, Carol Millender, and Benee Edwards, - for HR Directors to review program application. We need to spend some time to go over COE excerpts.
- Meet at 8:00 next Wednesday (PUT ACTUAL DATE HERE), put together committee.

ARLINDA KNIGHT

- Can we provide refreshments at the advisory board meetings? Some programs are allowed to and others are not. We need to have some consistency. Barbara Anne Spears, Wilford Holt, and Debbie Griggs to review guidelines.
- Are we offering employee discounts for continuing education? President Munnerlyn stated that at this time we will not offer employee discounts.
- Department has been receiving several incoming calls not related to area. Can we minimize this? What is the problem?
- Maintenance - is there a schedule for staff to check the shrubs and other up keep? Kenny Cox or Mrs. Stephens to respond to work orders.
- Room 314/214 removed some equipment so it can be used for classroom. (Typewriters, Steno equipment)

ASST. DEAN CHARLES HARRIS

- Microsoft Office 2007 we can go to that. College will move to Microsoft Office 2007.
- Vehicle registration faculty/staff at August 17th in-service.
- FERCA discussion social security account number conversion will be done during break.
- Plasma screens in Harper's to be hung. Security system running. Alert system running.
- RFP for the web work we are going to have done will be funded by Title IIIB.
- Signs bids are out.
- Need power in the median on the Trenholm Campus. Power will have to come from main building.

DR. MIMI EVELYN JOHNSON

- Rodney Ellis', SACS Consultant contract is ending. The recommendations he sent to us are not ready to be adopted at this time.

- Activity V, early alert system is out there on the Internet for faculty to use to identify students at risk of dropping out of College. There might be a concern with completing paperwork or not being implemented. Please let Dr. Johnson know if there are any comments. Will talk with Wilford Holt and Barbara Anne Spears. Want input from instructional side. Talked with Dorothy James.
- Trenholm Tech Foundation Scholarship application process is going well.

DEAN DEBORAH GRIGGS

- The cut off on purchase orders is August 25th.
- Bridge project- One bridge that goes across mobile highway will be cancelled. We hope the construction project will begin by Christmas. There will be a construction manger on site for the project.
- Culinary old building, we want to advertise this property for sale. Dr. Kaushik has reservations about selling property.

ANNOUNCEMENTS

1. Hurricane Preparedness Training – August 27-28, 2007
2. Foundation Board Meeting – September 6, 2007
3. HBCU's 2007 Conference – September 9-11, 2007
4. President's Assoc. Fall Conference – September 17-18, 2007
5. COE Annual Meeting – November 2-4, 2007
6. SACS Conference – December 7-12, 2007

NEXT MEETING

The next meeting will be held on August 8, 2007, at 10:00 a.m.

The meeting adjourned at 12:00 noon.

Respectfully submitted by:

Shearese G. Gipson

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Approved on _____