

**PRESIDENT'S CABINET**  
**PRESIDENT'S CONFERENCE ROOM – TRENHOLM CAMPUS**  
**AUGUST 19, 2009**

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

**ABSENT:** none

The meeting was called to order by President Sam Munnerlyn at 9:00 a.m.

**GENERAL COMMENTS/DISCUSSION ITEMS:**

The meeting began with a moment of silence and remarks by President Munnerlyn. He thanked the Cabinet for everything they are doing to move the College forward. He also stated that he was very impressed this morning to see our security making sure everybody was parking in the right areas on campus. The President stated that he wanted to get some more parking cones. Dean Harris mentioned that there was not a need to purchase new cones because EMT already has some and the College should be able to use those. The President agreed and will ask EMT for the cones.

**THE FOLLOWING ITEMS WERE DISCUSSED:**

- Personnel Issues to be Resolved
  - If there are any personnel issues that have not been resolved we need to resolve those today. The President asked those Deans to stay after the meeting to discuss the issues.
- Electronic Transcripts and Applications
  - The President stated that he was in attendance at the Committee of One meeting and that we can look forward to moving to electronic transcripts and applications. He believes it will benefit the College and students.
  - Charles Harris mentioned that we have the capabilities to accept electronic applications now and that transcripts would be something we would have to add.
- ACCA
  - Dean Spears attended an ACCA meeting yesterday. There was some sort of a mix up on the College not getting correspondence in reference to ACCA but that has been corrected.
  - The President wanted to make sure that Dean Ross and Tennie McBryde were getting the proper number of ambassadors ready for ACCA.
  - The conference will be at the Renaissance in Montgomery this year on Monday and Tuesday before Thanksgiving.
  - The President wants everyone, including maintenance, to participate this year since it will be held locally. He also stated that some individuals will stay and run the office.
- Allied Health Separation
  - The President stated that a decision has been made to split the Allied Health Division.
  - We have about nine programs and that is a lot for this division. They will require a lot of attention. Dr. Carter will give her full attention to the programs already in place.
  - We are going to make Danny Perry the Division Chair for the new programs.
  - Dr. Kaushik suggested that we have one division with two co-chairs.

- Agreement with Payne & Associates
  - We are going to sign an agreement with Payne and Associates to engage them in producing our master plan.
  - We are very motivated to get in compliance with ADA and make sure we get those items taken care of that were cited in the review. The architects will also be focusing on the entrance to the Patterson Campus.
  
- Meeting with Congressman Bright
  - President Munnerlyn will be meeting on Monday with Congressman Bright. He requested that the Cabinet members make plans to eat lunch at Harper's at 11:30 a.m.
  - Wilford Holt stated that the mall plans to have the air conditioning fixed by Monday and leaks fixed today or tomorrow. The President asked Wilford to check to see what is scheduled in the conference room on the Patterson Campus as a back-up plan.
  - They will begin their tour on the Trenholm Campus at 10:30, go to Harpers for lunch, then tour the Patterson Campus.
  
- College Advisory Council Meeting
  - The President asked the Cabinet to make plans to attend the College Advisory Committee meeting at 11:30 a.m. on August 25.
  
- SACS & COE Attendees
  - President Munnerlyn asked everyone who was planning to go to SACS to let Shearese know today. We may need to make arrangements for additional people. We only have 15 rooms reserved at the conference site.
  - The following Cabinet members will be attending SACS: Beverly Ross, Wilford Holt, Barbara Anne Spears, Mimi Johnson and Sam Munnerlyn
  - The following Cabinet members will be attending COE: Beverly Ross, Wilford Holt, Barbara Anne Spears, Mimi Johnson, Sam Munnerlyn and Suresh Kaushik.
  - The registration process sparked a conversation about the college not having a school credit card. Mrs. Knight wanted to know what the problem was with the college getting a credit card. Mr. Munnerlyn briefly discussed some concerns he had with getting another college visa/master card. In sum we simply do not want to be in a position to have audit findings where this is concerned.
  
- Adult Education Move
  - The President wanted to know where we are on this move. He also wanted to know the status of getting AE in the trailers at Patterson and the building on Mobile Hwy. He requested that Dean Harris, Dean Holt and Dean Griggs stay and talk about the move after the Cabinet meeting. Dean Spears asked to be included in the meeting since the move will affect general education space.
  
- Stimulus Package
  - The President asked Dr. Kaushik to attend a webinar today at 1:00 p.m. in reference to the Stimulus Package.

**UPDATES:**

- Charles Harris
  - Building E is progressing on schedule. It is a great possibility that we may be complete by the end of the year. We have one change order for the front entrance of the building.

- Dean Harris passed around a hand sketch for the renovation of the old Culinary Building. Building has been exposed to mold and other hazardous conditions; there is no locking door to the building, so it can be accessed at will. It is estimated that it will cost \$67-70,000 for mold remediation.
- Wilford Holt
  - AMTC -we have the assembly and quality lines and hydraulic trainers are here. The Robotic equipment must still be placed.
  - Dean Holt has a meeting with Jeff Kehers today to finalize everything. The furniture is in and a minor desk issue still must be handled. There are also some punch list things that must be addressed.
  - The President prefers that the ribbon cutting ceremony not go past November.
  - Dean Holt stated that the Building Construction students will be funneled through Continuing Education since they are non-credit and connected to stimulus money. These students will also have to have their own instructor.
  - Under the Building Construction Program we have the following:
    - Pre-Apprenticeship program (10 week program, 30 hours a week).
    - Home Builders program (home builders will pay us \$750 per person; course starts Sept. 22 and runs for 12 weeks)
- Deborah Griggs – Patterson Water project is progressing on schedule.
  - Stimulus meeting – we are developing a budget to identify and track separately how this money is spent. Budget plan must be submitted by the 28<sup>th</sup>.
- Suresh Kaushik
  - Gave brief update on two grant opportunities that have already been funded.
    - Energy Efficiency Grant and Solar Systems Installations (\$237,600) & Hybrid Electric and Alternative Fuel Vehicle Servicing (\$189,000).
  - It was mentioned that Building J would be an ideal project in which to introduce the thermal heating technology.
  - We will be focusing on lining up individuals to implement these programs. We will appoint someone to handle the grant; however no monies are available in the budget for coordinator.
  - Dr. Kaushik mentioned that there are several other grant projects being developed.
  - President Munnerlyn mentioned that we should make sure one of our priorities is getting Student Support Services re-funded.
- President Munnerlyn stated that he is in support of the Freewill “Enough is Enough” campaign. He would like to see our SGA involved some kind of way.
  - The President asked Dean Ross, Dr. Kaushik and Dean Harris to participate. He would also like to see Brittany Anderson and Freddie Williams get the SGA involved in the campaign.
- Beverly Ross – we have 1400 students registered.
  - Early alert professional development will take place sometime throughout the year. The President would like to have someone from our system to do the professional development. Dean Harris suggested Mr. Lloyd {lastname} but he is not within the system.
- Cathy Wright mentioned that there will be periodic updates to the Fiscal Procedures Manual and those updates would be available every August 1<sup>st</sup>. We will make adjustments as needed to the manual.

**Action Item Updates:**

**ACTION ITEMS**

<b>ITEM NO.</b>	<b>ACTION ITEM</b>	<b>PERSON RESPONSIBLE</b>	<b>DATE TO BE COMPLETED</b>
1.	Request to use EMT cones.	President Munnerlyn	
2.	Provide list of ambassadors for the ACA Conference	Beverly Ross	

**ANNOUNCEMENTS**

1. none

**NEXT MEETING**

The next meeting to be held on the Trenholm Campus.

The meeting adjourned at 11:00 a.m.

Respectfully submitted by:

Shearese G. Gipson

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