



**PRESIDENT'S CABINET RETREAT
PRESIDENT'S CONFERENCE ROOM – TRENHOLM CAMPUS
AUGUST 22, 2007**

PRESENT: Sam Munnerlyn, Dr. Mimi Evelyn Johnson, Charles Harris, Arlinda Knight, Dr. Suresh Kaushik, Barbara Anne Spears

ABSENT: none

GENERAL COMMENTS/DISCUSSION ITEMS:

The meeting began with a moment of silence and remarks by Interim President Munnerlyn.

- Chancellor's Visit – Henry Tylicki to have some kind of demonstration for that day.
 - Areas to visit on the Patterson Campus - Harpers, Truck Driving(20), Administration Building, Cosmetology (15), Industrial Maintenance (20), Machine Tool (15), (Wilford Holt, Sam Munnerlyn). If we have extra time we will go to Learning Enhancement Center.
 - Pictures of new projects to be shown before lunch. Images in the smart room will also be shown at the reception.
 - Current building projects to be displayed in the conference room. Automotive, Bridge, Science. Wilford to talk to Mrs. Stockman, Danny Carden and Truck Driving.
 - Areas to visit on the Trenholm Campus- (Sam Munnerlyn, Barbara Anne Spears) Library Tower, Lib-Blackmon(30)/Archives –Dr. Patton, video conferencing room, Trenholm Campus Administration Bldg, Mrs. Love(20) nursing lab, allied health-Dr. Tracie Carter, Bldg D. Renovations, Mr. Austin, Mrs. Dickerson, conference room – pictures.
 - Dean Spears concerned about meeting with faculty at 1:30; suggested time change.
 - President Munnerlyn to send correspondence for faculty/staff meeting on that day.
 - Need additional funds to perform needed maintenance on the Patterson Campus. A lot of work has been done to get the campuses cleaned up.
- Bullock County Site – Attended a meeting with Community Development Director, Ben Main. When we bring a recruiter on board we will put them in Bullock County once a week. They have invited us to another meeting to be held in a few weeks. Meeting ended with some good conclusions. We have to stay and do what we said we were going to do.
- Spring Schedule – we need it now. Spears/Holt experiencing problems with how classes are scheduled. New form has been created for instructors.
- Some how class caps were increased too much. Need to find out who changed the caps?

- There have been some problems with having to move a number of classes because of heat. Mrs. Knight has volunteered to help with classrooms in tower.
- HVAC for Patterson Campus – bid went out last week. (Projected time to begin project is October/November)
- Administrative Council – committee has not met since Dean Spears has been here. Administrative Council committee needs to be elected again. Shearese to handle Administrative Election soon.
- Planning Council needs to be active now. Need to bring meeting plans together for the entire college to see the bigger plan. We need to have minutes from our divisions so that we need show how we get it down to our people. Minutes should be sent to Shearese Gipson for recordkeeping purposes. Meeting minutes need to be shared with the entire college.
- Enrollment – coming along okay. We have about 1250 enrolled. Still have truck driving, Elmore County to count.
- President’s Cabinet meeting to begin at 9:00 a.m. each Wednesday.

ROUNDTABLE UPDATES:

DR. SURESH KAUSHIK

- Working on Perkins application; will make the deadline.
- Upward bound application– We are on the list of institutions to be funded.
- Next week the COE package, Perkins application, and letter for MISEP grant to be completed. Truck driving making progress in Class B Training. Several females to enroll. Equipment needs to be purchased.
- Agenda for Strategic Analysis Team Meeting.
- Bridge project. How far along are we? Wants to look at more options for handicapped ramp.
- Do we want to have people on walking track any time of the day? Signs will be placed indicating the time walkers can be on campus (Closed at sunset).

DR. MIMI EVELYN JOHNSON

- Updated Strategic Initiatives given to the Cabinet. Asked the Cabinet to review the initiatives for their areas of responsibility.
- Completed analysis for Counselors/Instructors summer institute; it will be posted on the IR website; Work ethics questionnaire; Career Tech report questions.
- Foundation will award scholarships on an annual basis. Due date will change. Guidelines will change. Foundation will not award scholarships during summer term; serious needs may be considered through Betty Edwards.
- IPEDS cycle has started again. We need to get information from various offices. Please ask your staff to respond to information request from IR in a timely manner.
- Employee Rewards Committee – committee has decided on service awards pin. Foundation will be asked to fund project (\$680). Please share any feedback about rewards program.

ASSOC. DEAN WILFORD HOLT

- TechPrep funding is being cut. TechPrep dollars to be combined with Perkins dollars.
- Trenholm to be fiscal agent for consortium which includes; five colleges and four high schools. Meeting set up for August 30th. Do we want to turn in the \$16,000? How much do we want to be a part of TechPrep? If we get out of TechPrep, we won't have to designate 10%. Consensus is to not get out of TechPrep.
- Currently advertising for AMTC instructors. Need an update on the bid for the new building.
- Issues with program where we have more instructors than students. Some Instructors have not had a full load this year. What do we do with those instructors? They need to get credentialed to teach other subjects if they are going to continue to teach. When do you take the step to determine when we close a program? This term we need to make plans as to how we are going to handle this. Approach them with options.

ASSIT. DEAN CHARLES HARRIS

- Student decal distribution started today.
- Building D going well with construction. There are some issues with purchase orders to contractors that need to be worked out.
- Need help with making sure equipment is off in major areas. Controlling utility cost is impossible unless you make one person responsible for, it will never get done.
- Need list of rooms and list individuals to be responsible for shutting office equipment.
- Copiers need to be updated and changed. New equipment needs to come in. Charles to negotiate the new contract.
- Campus safety report due in February to the Federal Government. Biggest problem is the theft.
- Students to use Building C for time being.

ARLINDA KNIGHT

- Title III B – may need to discuss looking at the academic portion. At this moment no change to that section.
- Started to implement activities to keep activity directors involved on regulations.
- We are working to may sure carryover balances are expended.
- Cont. Education –referrals from WIA - don't think we will have any other referrals from them. In the process of updating continuing education booklets. Should be finalized by October 25th.
- Updates in the library tower - ordered motivational pictures. Faculty /staff lounge. Need 2nd person to provide janitorial services at the Library Tower. Reminded Sam Munnerlyn to get inmate for the Library Tower. Get with Dennis.

DEAN BARBARA ANNE SPEARS

- Met with Ricky Scott from Job Corp who has several options he wanted us to consider. Nursing Assisting program - wants RN to sign off on work done by Job Corp. or provide us with an instructor to assist with this.

- Barbara Anne Spears has come up with is - if we can have one instructor or adjunct go over every eight weeks to do the testing. Reimburse us for the cost at an hourly rate. Pull original proposal and follow script. Dr. Kaushik to get proposal to Dean Barbara.
- Serious bookstore issues – bookstore managers need some training. No one is directing their efforts. We are continuing to have problems. They need some training. Pell grants will be issued if we have books that are not yet in those students will probably not go back to buy books. We need to have some leadership with the bookstore.
- Process for selecting Chancellor’s award. Barbara Anne Spears wants to help with process.
- SACS committee has not met yet. New standing committee to focus on developmental education.
- NADE conference Dean Spears will speak.

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 September 5, 2007 at 9:00 a.m.

The meeting adjourned at 12:00 p.m.

Respectfully submitted by:

Shearese G. Gipson

Shearese G. Gipson

Approved on _____