

**PRESIDENT'S CABINET**  
**PRESIDENT'S CONFERENCE ROOM – TRENHOLM CAMPUS**  
**SEPTEMBER 5, 2007**

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

**ABSENT:** none

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

**GENERAL COMMENTS/DISCUSSION ITEMS:**

- Chancellor's Visit – the President was overall pleased with the visit from the Chancellor. We had good representation from the community at the reception.
- On-line Classes – Discussion ensued about compensation for the development of on-line courses.
  - If instructors develop a course on their own time do we need to pay them for that? If they develop the course on their own time and do not receive compensation then they own the course.
  - How much will it cost us to pay instructors to develop courses; approximately \$1,260.00 per course. Are all courses the same credit hours? Dean Spears will research this for review at the next meeting.
  - Dean Harris stated that if college resources are used to develop courses then the college should own the course. There is a contract for development that should be given to each developer.
  - Some instructors were paid and some were given release time to develop course, and others just took it upon themselves to do.
  - What was the process for course development?
    - Courses are approved for development,
    - instructor would develop 50%, then that instructor would receive 50% of pay,
    - Upon completion of the course the other 50% would be disbursed.
  - Dean Griggs will research the compensation process. During the next couple of weeks we will come up with a compensation plan.
- Partnership with the Chamber – President Munnerlyn had a meeting with the incoming and outgoing president of the Chamber last week about our Automotive Technology partnership.
- The Chamber is concerned with whether or not the building is going to be ready. They gave President Munnerlyn a list of things we are responsible for in this partnership agreement. Dr. Kaushik was assigned to take a more active role in this matter to ensure fulfillment of the agreement. How familiar is Joe Franklin and Maria Jones with the automotive technology curriculum and have they been working with the Chamber at all on this?
  - PC's may have been delivered to schools but equipment is still at the Patterson Campus.
- Chancellor's Awards – due October 12<sup>th</sup>. Shearese Gipson has sent out all information that is required. Encourage employees to participate.
- Dean Munnerlyn stated that we need to put together a small committee to get a good application submitted. Pam Rollins will put a small committee together. Dean Spears volunteered to serve.
- Identifying Office Space – There are issues on both campuses with office space. We have a Recruiter and a Student Activities Coordinator who will need offices.
  - Mrs. Knight will identify office space available in the Library Tower.
  - Dean Spears will identify space on the Trenholm Campus.

- Dr. Kaushik asked if it were necessary for every director to have a secretary/administrative assistant. He would like to see a secretarial pool.
- Pam Rollins to get a list of all administrative assistants and secretaries for the next meeting.
- Fall Workshop – Campus procedures need to be covered at the next in-service. Leadership team needs to know operating procedures. We may need to bring Joan Davis in to facilitate this session.

**ROUNDTABLE UPDATES:**

**DEAN BARBARA ANNE SPEARS**

- Bullock classes scheduled to begin tomorrow. Orientation committee to meet next week to look at ways to improve orientation.
- The new recruiter will take the lead in helping Bullock County. Mrs. Jackie Peterson has volunteered some time to assist with Bullock County.

**ASSOC. DEAN WILFORD HOLT**

Absent

**DEAN SURESH KAUSHIK**

- Career Tech Transition Plan submitted to DPE last Friday.

**ARLINDA KNIGHT**

- Requested plan from each activity director to submit for a no cost extension.
- Discussed issues with Culinary Arts building.
  - No plans for the Culinary Arts building after spending a large amount of dollars.
  - We need something solid if we are going to obligate Title III funds for this project.
- What do we need to submit to DOE in reference to the Title III Grant? (Debbie Griggs, Arlinda Knight, President Munnerlyn to discuss). Thurs/Fri. next week meeting.

**ASST. DEAN CHARLES HARRIS**

- We are experiencing some e-mail issues from the weekend power loss.
- Bldg. D purchasing issues have been solved.
- Copier contract has been negotiated. Current Copiers will be replaced with equivalent copiers. They should be networked so readings are automatically done.
- Next Wednesday will be in depositions all day.
- Gun incident on Patterson Campus- Interviewed student who said twelve shots were fired at him on campus. MPS did come out to assess the situation and did not find anything. No report was filed. It was determined that the incident did not happen. There have been several break-ins at Montgomery Mall. Parents want to know what we are doing for security.
- Dean Spears asked what our policy when students have to get out of class early. Do they have to leave campus right away?
  - There is no policy for the students leaving the campus right away after class. Dean Spears will discuss with Night Coordinator, Earnest Stone.

**DR. MIMI EVELYN JOHNSON**

- The annual Fact Book has been finished. Hard copies for the Cabinet will be sent via the courier.
- Working on several other reports: Career Tech, IPEDS Institutional Characteristics, IPEDS Completions, IPEDS 12-Month Enrollment, and COE Annual Report.

## DEAN DEBORAH GRIGGS

- We still have some purchase orders outstanding. Invoices are being sent out to budget heads; please send back to the Business Office ASAP. What happens to the money not spend in budget year? Money goes back into the college general balance.

## GUEST FACULTY REPRESENTATIVE

Vicky Ohlson – Issues from faculty this term

- The faculty desperately needs help with some issues. Our goal is to make our students number one, but this term that did not happen. There are several issues that need be fixed before next semester.
- Classrooms, alternate classrooms should have been assigned because there was no air, assignments were overlapped, and first week of classes was trying to understand where we were supposed to meet. There is a major lack of communication problem that needs to be fixed.
- We need a contingency plan on paper ahead of time to address facility problems.
- The textbooks situation was critical this term. We did not have enough textbooks for class. We do not have a buy back plan.
- Other faculty members said they were informed by students that there room assignments had been changed. We have to have some better communication and planning. Students need to see us as being knowledgeable and on top of things.
- President Munnerlyn agrees that there is no excuse and things should have been taken care of at the beginning of the summer term. We can not go into the spring semester in this manner. The A/C issue has a lot to do with the problems encountered this term.
- We have some textbook problems because our instructors are not communicating with textbook vendors. Instructors need to keep a connection with vendors/publishing companies.
- Do we have a solution for the book problem? It was suggested that it might work better for a central person ordered all textbooks for everyone.
- New procedure has been created for faculty:
  - Faculty will fill out textbook form and turn in with schedules.
- There are also problems with transferring books from store to store.
- How do we fix the communication problem? Are we passing on the information that faculty needs?
- Locks on the doors on the Patterson Campus some are not being open in the morning.
- After hearing the concerns of the faculty, President Munnerlyn stated that we needed to elect two faculty members to become a part of the Cabinet. Dean Sears will handle the process.

## ANNOUNCEMENTS

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

## NEXT MEETING

The next meeting will be held on September 19, 2007 at 9:00 a.m.

The meeting adjourned at 11:00 noon.

Respectfully submitted by:

Shearese G. Gipson

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