

PRESIDENT'S CABINET
PRESIDENT'S CONFERENCE ROOM – TRENHOLM CAMPUS
SEPTEMBER 9, 2009

PRESENT: Sam Munnerlyn, Arlinda Knight, Barbara Anne Spears, Charles Harris, Deborah Griggs, Cathy Wright, Beverly Ross

ABSENT: Dr. Mimi Johnson, Wilford Holt, Dr. Suresh Kaushik

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.

The following agenda items were discussed:

- Classroom Availability:
 - The President stated that we must be able to trust the validity of the data from our AS400 system. More specifically we must be able to verify what classes are meeting where. There have been some issues to arise with some of our healthcare classes and their locations. We are working on solving the problem of moving classes without permission.
 - The President wanted to know what kind of shape we were in as far as space for classes. Dean Spears believes we will have enough space once the renovations are complete.
 - The President commented that we should focus more on our student retention. This should be a special area of emphasis for the Cabinet. Our instructors could play a more crucial role in this area.
 - There was a brief discussion on the process for registration and the “yellow” slip. The Retention Committee and Deans will meet about this process.
- Close out Process:
 - The President stated that Close Out will involve all Cabinet members.
 - He reminded Dean Griggs that he asked for a “close out procedure” and has not received it yet. He stated that every year there is a problem with this process.
 - He stated that we are going to have written close out procedures where everyone will know what is expected of them and cut off dates.
 - Everyone must be informed regarding what is going to happen and when.
 - The President stated that he wants clear written directions and procedures for close out by December 1, 2009.
 - He stated that he does not want the same complaints next year.
 - It was suggested that the business office visit other schools to see how they conduct close out. Dean Griggs stated that Cathy Wright and she will call other area colleges.
 - Charles Harris stated that Access made a provision for us to run two years at the same time. Debra Cobb should have the details.
 - President Munnerlyn stated that after contacting the other schools he wanted written instructions about close out. Each employee will be provided with information about what close out is and why it is important. The President stated again that he wanted this done by December 1st.

- Document Retention:
 - The President reiterated that we are still not able to destroy documents of any kind unless there is a duplicate. There was a brief discussion on the directive from Postsecondary. We may want to fully explain to faculty and staff.

- Facilities Master Plan:
 - We have been working with Payne and Associates on the Facilities Master Plan. We had some discussion last week, but further discussion will be needed.
 - Areas for renovations include the following: bathrooms, parking lots (resurfacing), sidewalks, renovation for some buildings. The Trenholm campus is included in that master plan. The plan that we develop must serve as the facilities plan for the college for at least the next five years. We will send a draft to the Cabinet before the next meeting so we can discuss.

- Lowndes County Awards Program:
 - The President discussed a situation involving an awards program held a few years ago in Lowndes County. The DOL (AMTC) participated in the program, and someone obligated DOL (AMTC) to pay for the cost of the program.
 - The program cost was about \$4500, but the cost was unallowable in the grant. There was a brief discussion on why the Director of Restricted Funds was not asked to sign off on this money before it was obligated.
 - Donald Dotson has asked the college to resolve this issue because the bill is still outstanding.

- ACCA:
 - Dean Spears discussed the upcoming ACCA Conference being held at the Renaissance downtown starting on Monday, November 23, 2009 at 10:00a.m. Registration is \$75.00 per person.
 - The AC and Refrigeration instructors from throughout the state will meet at the Patterson Campus. A contact person from Trenholm will work with ACCA Food Coordinator Sheri Fleming because ACCA will provide lunch for these instructors. The food will be set up in Building D in the Conference Center.
 - The Ambassadors will assist with giving out programs and evaluations and serving as runners.
 - The President would like for everyone to fully participate. There will be a variety of sessions.

- Bond:
 - The President stated that we are preparing to apply for a bond. We will investigate the application process.
 - Our scheduled projects will utilize a large portion of our current dollars. If we are eligible for a bond, we will use it. The process could be as short as six months or as long as twelve months.

- Manage by Crisis/Accountability:
 - We have been putting too much energy and effort into solving crises. This is draining us.
 - Overpaid people
 - Individuals being hired without going through the process, especially as it relates to adjuncts.
 - This happens at least once a week. We cannot continue to manage by crisis.
 - The resolution to this problem is accountability. When there is a crisis, someone probably did not do something he or she should have done.
 - The President stated that when someone does not do what is required, the problem should be addressed in writing, given to the individual, and placed in his/her file.

- The only people the President has to hold responsible is the Cabinet. Members are not as accountable as they should be.

UPDATES:

- CAPP – no discussion.
- SACS/COE- Dean Spears gave a brief update on SACS. We are still putting together the narrative for the application. We think we are in good shape. We have a few faculty members who will be attending the upcoming SACS Conference.
- Ready to Work- We have re-hired Dr. Prempeh to run this program and enrollment is increasing. He has a new space for the program. The budget was cut back to 50k. The RTW program currently falls under TEBI with Mr. Dunwoody. Jackie Peterson is assisting with this.
- Advisory Council Meeting- We recently had the College Advisory meeting and it went very well. We have been getting some positive feedback from the group.
- Foundation Board Meeting- The Foundation Board made the decision to not have the Gala every year but every other year. This would allow for us to have a more informal event in the years between the Gala years. There will be no Gala this year.
- Culinary Arts Facility- Culinary Arts did get new air conditioning units.
- Enrollment- Dean Ross reported that we currently have 1656 students enrolled for the fall. Financial aid office processed 966 approved Pell grant applications.
- Marketing- Arlinda Knight briefly discussed the new ad campaign. We have involved many people on this new campaign and expect to soon have new commercials running. She also mentioned that at the HBCU conference the focus was accountability and documentation.
- Building E- Charles Harris reported that Building E should be almost complete by the end of October. We should be able to schedule classes in the building for the spring semester. We have had only two change orders—one for double doors and sidewalk and one for changing the color of the bricks that were refinished. We also may do a break area in back of the building.
 - Also, contract work for old Culinary Arts building was taken down to building commission. It was suggested that we get Mr. Patterson to put a chain across the entrance of the property to keep out unwanted guest.
 - Behind Building H, the fence, trailer, and other assorted stored items must be removed. Maintenance can use the old GED Trailer.
- The President stated that we should have an open house for the Library on the Patterson Campus. We are going to go ahead and set a date on this.
- Also the parking lot still needs to be cleared on the Patterson Campus.
- The President mentioned that we cannot continue to have our reports going in on the last day. We must do better when submitting reports.

Action Item Updates:

ACTION ITEMS

ITEM NO.	ACTION ITEM	PERSON RESPONSIBLE	DATE TO BE COMPLETED
1.	Retention Committee to meet in reference to the registration process	Dean Ross	
2.	Written Close Out Procedures	Dean Griggs	December 1, 2009
3.	Contact other Colleges in reference to close out	Dean Griggs Cathy Wright	
4.	Send Cabinet draft of Facilities Master Plan from Payne & Associates	President Munnerlyn	By next cabinet meeting
5.	Place chain fence across entry way to old culinary on Mobile Hwy.	Dean Griggs	
6.	Take fence down on TC near Mr. Austin's area & remove other stuff from area	Dean Griggs	
7.	Schedule open house for PC Library		
8.	Clear parking lot on PC near Mr. Greer's area	Dean Holt	

ANNOUNCEMENTS

1. none

NEXT MEETING

The next meeting to be held on the Trenholm Campus.

The meeting adjourned at 11:30 a.m.

Respectfully submitted by:

Shearese G. Gipson

Shearese G. Gipson

Approved on _____