

PRESIDENT'S CABINET - PRESIDENT'S CONFERENCE ROOM
SEPTEMBER 12, 2012

PRESENT: Sam Munnerlyn, Arlinda Knight, Cathy Wright, Wilford Holt, Dr. Mimi Johnson, Charles Harris, Beverly Ross

ABSENT: Barbara Anne Spears, Dr. Suresh Kaushik

GENERAL COMMENTS/DISCUSSION ITEMS:

The meeting began at 9:00 a.m. with a moment of silence and remarks from the President.

- Legislative Breakfast:
 - The President mentioned that the College is planning a Legislative Breakfast for October 2nd in Bldg. Q on the Patterson Campus in conjunction with ATN.
 - ATN has several legislature representatives that they believe they can get to attend. We will let them take the lead in getting those representatives here.
 - Mrs. Knight has been working in the past with the legislative luncheon; she will spearhead our efforts in working with Joan Davis on this event.
 - We will get Culinary Arts to set up.
 - The Cabinet is expected to be in attendance.
 - We also will look back at the video that Malena Cunningham did for the College to see if it can be salvaged.

- Council of Presidents:
 - This group is made up of the College Presidents in the region.
 - There are 13 colleges involved from this region but the Council chose not to invite those colleges that have not been here more than five years.
 - The purpose of the group is to work together to accomplish more...working with MPS, having internships, etc.
 - Each college has been asked to select three students to assist with coming up with ideas as to how the students can work together.
 - Emerge Montgomery and Leadership Montgomery is spearheading a "Financial Friday" event to help students with financial aid applications.
 - The Council allows ASU, Troy State, and AUM to work together in a sense. Ray White chairs the council from Troy State. The group has been in existence for about 4 or 5 months.
 - Starting in September we are going to have tours at all of the colleges. Students will be able to select two colleges and they will be assigned one to visit.
 - We want to make sure we are at our best when that time comes.

- Support for ACCA:
 - The President emphasized that anytime one of us is involved in a community activity as a leader we are going to support that organization/activity. For example Dean Spears is President of ACCA; we must make sure we get our people involved in this activity to show support, which can only build our reputation within the system.

- Moving into Bldg. D:
 - The President stated that we needed to get appropriate employees moved into Building D on the Patterson Campus.

- We need to resolve the issue with the locks.
- Leadership Trenholm:
 - Catherine Wright reported that the College is kicking off the next Leadership Trenholm class on September 27th. She provided the Cabinet with nominee information. Nominations are needed by tomorrow.
 - Our goal is to get nominee letters out by this Friday.
 - The President recommended some changes to the letter.
 - Mrs. Wright will provide a list of those employees who have already participated.
- Procedures for Processing College Matters:
 - The President mentioned that there is a process that must be followed when we begin a new project. We must make sure that we start with the Cabinet.
 - Too many times when we begin new projects, we don't have all the players at the table to discuss each aspect of the project. We often end up with somebody over here working this part and somebody over there working on another part without any discussion.
 - If we have a building project, one of the first things that should happen is the Cabinet needs to discuss it. We need to make sure all the players are involved in decision making.
 - He stated that he takes the blame for allowing this to happen. He will ensure that this does not continue to happen and all parties will be included.
 - Mrs. Knight stated that a lot of times these projects are Title III projects. She asked if he wanted a list of those projects.
 - She also stated that if there are procedures that we must follow, we should have them in writing.
 - The President mentioned that he is still waiting for a professional development plan from the Lyceum Team (Dr. Carter and Millender). Dean Spears will assist in getting plan from the team.
 - A discussion about the Lead Lab renovation was held. Mrs. Knight inquired about the status of the project because the project must be completed by September 30th.
 - Title III has not received any paperwork on the project and cannot complete requisitions without a contract. Mrs. Knight has a concern about starting a project without the proper paperwork.
 - Mrs. Wright stated that we did get approval to start the project.
 - It was stated that before we start any project we need to have necessary paperwork in order. The President stated that this is the reason we need to ensure we have parties together on a project. In the future we should not have any of these issues.
 - Dean Ross asked if the College could be notified when contractors or repairmen are on campus working.
 - Mrs. Wright stated we would do our best to get the information out.

Departmental Updates:

- MPS:
 - Dean Holt reported that we have 135 students from the MPS MTEC program. The students are in Welding, Air Conditioning, Electrical and Carpentry (*carpentry is at Brewtech*).
 - They are here all day on Wednesdays and Fridays in three groups from 8:45-3:30.
 - They have hired their own instructors.
 - During the week the students are at MTEC (previously McIntyre), which they have remodeled for the career center; they take all their classes there except the labs which are held here. The goal of the program is to increase to 900 students.
 - This is an agreement to help the school system. We saw this as a recruiting opportunity for us. Education wise, we have an obligation and a role that nobody else can play.

- The President thanked Dean Holt, Dean Spears and Catherine Wright because this was no easy deal to put together. Our intent is to take the 11th and 12th graders next year and enter them into dual enrollment.
- Currently we have 40 dual enrolled students and this term enrollment is 14:19.
- On-line Leave (October 1st):
 - We are moving forward with on-line leave.
 - Dean Harris will send an email informing everyone.
 - Approval flows may still need to be set up. This is the only thing that must take place before we launch. Dean Holt, Dean Harris and the President to talk after this meeting.
- Dr. Mimi Johnson:
 - Needs institutional effectiveness meeting scheduled.
- Wilford Holt:
 - No update.
- Catherine Wright:
 - Reminded the Cabinet that September 14th is the last day to submit purchase orders.
 - October 19th is when we will re-open on-line requisitions.
 - We will have to make adjustments to the budget because our enrollment came in short.
 - We hope to issue a new contract for copiers by the 1st of October.
 - The President has approved to hire Newt Higgman to monitor printers which will save the College about \$1500 per month. Within 90 days he will provide the President a report of what is being printed volume wise.
 - Our goal is alleviate wasteful printing and some individual printers. We also need to cut down on the amount of paper we are using.
 - President commented that we have to take every step to get the college healthy.
- Charles Harris:
 - Has received a number of complaints about traffic around the loop. We have a new quote to install speed bumps around the loop for \$1500.
 - President stated we can stop the two way traffic in front of the Administration Building. Dean Harris and Dennis Monroe will handle details to change the traffic to one way. We may want to do some arrows for direction in the street.
 - Mentioned that we got the scripts from the company working on our website. We need to start looking for a diverse group of students for the website. Dean Harris will work with marketing committee and Dean Ross to get this done.
 - Some of the stolen property was recovered last week. Almost all of Mr. Greer's stuff is back except two pieces and most of the maintenance stuff was recovered except lawn mower equipment.
- Arlinda Knight:
 - Mentioned the annual faculty and staff retreat and asked if Thursday, May 9th is a good day. The President is okay with that date. Dean Spears previously gave this date to Mrs. Knight.
 - She also mentioned that we need to limit the information placed on the marquee because it can be hard to read.
 - The President stated that we can take all the other stuff off the marquee. We need to only display Trenholm information. Angela Cone is the contact for the marquee on the Trenholm Campus, Mike Evans for the Patterson Campus, and Patricia Griggs for the Library Tower/JDEC.

- Beverly Ross:
 - The department had a post registration meeting last week. We went over the suggestions from registration.
 - We are planning a great Constitution Day. If your department has any items that we can add to our gift bags we would like to get those items.

ACTION ITEMS

ITEM NO.	ACTION ITEM	PERSON RESPONSIBLE	DATE TO BE COMPLETED
1.			
2.			
3.			
4.			
5.			

ANNOUNCEMENTS

1. none

NEXT MEETING

The meeting adjourned at 11:00 a.m.

Respectfully submitted by:

Shearese G. Gipson

Shearese G. Gipson

Approved on _____