

**PRESIDENT'S CABINET RETREAT
PRESIDENT'S CONFERENCE ROOM – TRENHOLM CAMPUS
SEPTEMBER 19, 2007**

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

ABSENT: none

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

GENERAL COMMENTS/DISCUSSION ITEMS:

The meeting began with remarks by Interim President Munnerlyn.

- SACS- Mr. Munnerlyn asked Dean Spears to give an update on SACS. SACS is still coming along well; there are some areas of concern credentialing and getting information posted to the website. Mr. Munnerlyn stated that if there is a need we can get more individuals involved to help with the process.
- Automotive Technology – Mr. Munnerlyn reported that the Montgomery Chamber met with him about Trenholm's role in the Workforce Development program. Some major concerns were:
 - How we were going to put the COOP students in the program and how it is going to work.
 - Curriculum for the high schools.
 - Articulation agreements at the high school level.
 - Things Trenholm was responsible for completing in August: develop student application, begin development of curriculum (all August items have been completed)
 - September items to be completed: WorkKeys business partners and high schools need to identify people to test.
 - Maria Jones is currently working on the development of the policy and procedure manual? Financial staff to conduct workshops and prepare minutes of meetings to present to Dwight.
 - Where do we stand on getting curriculum approved? As of Monday should have it in their hands.
 - Where are we with Rockwell? We placed equipment in warehouse. Equipment comes in pieces and they assemble it. We will talk with Carl Exford on Monday to see where we are on getting building done.
 - Dr. Kaushik mentioned that the job descriptions for AMTC are ready. Dr. Kaushik suggested that we expand our advertising base for these positions. Dr. Kaushik to submit a list of venues for advertising to Pam Rollins.
- Presidents' Meeting – Belle Wheelan was speaker at Presidents meeting. Governor said we are going to be the training facility for all of these things. They told us to expect heavy audits, employee scholarships, and cell phones usage. The Chancellor places emphasis on colleges receiving ethics training.
- Items of discussion at the meeting:
 - Joan Davis is working on a policy about criminal background checks. People will not be hired in some cases. Our board member, Mrs. Ella Bell, has requested that she is informed about any requests being submitted to the State Board of Education prior to the meeting.
 - Only college presidents may meet with legislators as it relates to the various colleges.
 - If you do not have a workforce development coordinator, we need to get one.
 - There has been a decline of WIA funding. 10 Workforce development centers around the state.

- FIT program asking for proposals as the number of sites will be limited. If you want money for all of your sites you have to write grant for all sites.
- DAX system they will be implemented real soon.
- Larry Willard was there. They are going to be looking a little bit harder. Stipends, part time hours documented, president's institutional allowance, anywhere you have cash there needs to be some kind of controls.
- There are several things as Deans we need to be proactive in doing:
 - Procedures and Processes - We need to be proactive in giving ethics training of our own. Part of in-service in November. Along with policies and procedures.
 - Deans need to check all things before it gets to president. Follow our procedures.
- Mimi, we need to get back on our customer service activities.
- We were going to make a final decision today on online compensation. A number of institutions are not paying anything. Sneed is paying \$500.00 flat rate. Another is paying adjunct time or release time. We have not settled the compensation issue but you can go ahead and put you classes on line. Barbara to email policy to cabinet for them to review. Will vote next week.
- Displaced Workers – plant closing in Prattville, recruiter up there next week. Instructors need to go with them. We need to get in touch with WIA and go from there (Wilford Holt).

ROUNDTABLE UPDATES:

DEAN BARBARA ANNE SPEARS

- Dean Spears has been asked to show Don Crump (Postsecondary) how numbers were pulled for viability.
- Met with academic council. Have talked with faculty at length about CAPP data. Did get letter from COE asking some questions. They are working on getting the questions answered. Did we notify COE of relocating Radio/Television to the Patterson Campus?
- Faculty to have schedules submitted to division chairs by Friday.
- Dean Spears will be serving on an attendance committee with the State.

ASSOC. DEAN WILFORD HOLT

- We do have monthly meetings with division chairs. Have asked them to do several things. Have asked them not to give out cell phone numbers. Sign all leave slips for their people. Get familiar with budget center for their people.
- Need to get started on projects in Title III-B grant. Horticulture will start on that. He needs some updated stuff curriculum and others. Can he teach continuing education? – yes.
- The Montgomery Mall is for sale. Owner wants to know what we want to do. Need to make a priority for culinary building. Sam Munnerlyn met with Johnny Green; they recommended that we not do that. The amount of money it would take to run all three campuses.
- Need to have a plan for where culinary is going. Building across the street HUD money could be used.
- Patterson Campus started with paint and fixing up. We need to continue that. Where are we on heating and air? Bid is at Postsecondary.
- Truck driving grant ending this month. Truck was not part of the grant. Director of Restricted Programs will not sign off on it. Is the truck in the grant? Yes, but he was in error. Car hauling hasn't been given a proper chance.

DEAN SURESH KAUSHIK

- COE package has gone out. Letter ready for equipment list –MISEP.

ARLINDA KNIGHT

- Did hear from Mr. Hunt; everything submitted was fine. Student recipient for 1500 scholarship. Did stress the fact that we have so much personnel in grant (35%) we are 70% and above. We need to start a plan to decrease it. Any expense for T3 can be used for leadership.
- Cont. Education increase in online courses.

- Will start Inspectors training this weekend.
- Had an instructor to come to her and felt that students had not been properly trained, need training for students about to graduate – business ed., dress, etc. Ms. Brown/Benee Edwards should do one every semester. Could work out for students not covered. Every semester will put on calendar.
- Planning marketing meeting.

ASST. DEAN CHARLES HARRIS

- Bldg. D progress going good. Working with Randy Ross for phones in Building D,
- We have plans for Building E renovation. Barbara Anne Spears and Dr. Kaushik to be in on plans.
- Survey on web registration request from the board.
- Reported Issue with stalker and security guard.
- Message on Hold meeting with company some options for equipment. President wants it to happen. Do go to marketing committee. Every 60 days scripture change. Job placement salaries, AMTC, new programs. List of people to make sure power is off.

DR. MIMI EVELYN JOHNSON

- CAPP is coming up. Took last years report to people to help get new data.
- Working on Career Tech report. Some problems with data. Sent data to program coordinators to review data. Need Wilford Holt and Barbara Anne Spears to send email to program coordinators to look at the data and take seriously.
- Packages to collect alumni information as well as data for career tech information. Evening coordinators to make some phone calls. Night time coordinator overseeing things on the campus concern. Very concerned with the data.
- Reports C'OE/Career Tech should be very close in numbers but they are not. Completed the fact book and is on the web.
- Webanair scheduled at 1:00 – retention TC/Lib Tower.
- Program viability working on reports to help them with that.
- Getting ready to work on library survey.
- Foundation invited Chancellor to meet with them in October.
- Foundation given money for the PC library. Issues in the library – wireless and paint on the windows for lighting. Drapes and glass scraping. We need to have a plan as to how we are going about this.
- Retention committee meeting and very good discussion.
- Two things we needed to bring out of that – bookstore the hours that they are open, IT students not being able to do online things.
- Title III Activity V has purchased retention package. Hope to implement during spring term. Wants to be on agenda in November. Planning an activity. Retention rates need to be ready for them. (Nov. 17th)

DEAN DEBORAH GRIGGS

- New programs for fox traught program.
- Spencer has program for Presidential Search.
- Instructors not responding to closing purchase order emails.
- Debra Cobb working on getting contracts in system.
- Additional guidance on work orders. In November monthly financial info on web.

ANNOUNCEMENTS

1. ACS Diversity Conference – October
2. COE Annual Meeting – November 2-4, 2007
3. SACS Conference – December 7-12, 2007

NEXT MEETING

The next meeting will be held on September 26, 2007 at 9:00 a.m.

The meeting adjourned at 12.10.

Respectfully submitted by:

Shearese G. Gipson

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Approved on _____