



**PRESIDENT'S CABINET RETREAT
PRESIDENT'S CONFERENCE ROOM – TRENHOLM CAMPUS
OCTOBER 3, 2007**

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

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. President Munnerlyn asked for assistance in getting significant accomplishments for CAPP report: Suggestions were - DOL Allied Health grant, External Health, and Truck Driving program. Dr. Kaushik and Dean Spears to provide written information to the President by Friday.

○ **Retention Issues**

- Discussed concerns with retention as it related to policies, classrooms, and medical assisting issues with those wanting to go to LPN program. Mr. Munnerlyn asked the Cabinet to review the suggestions that came from the suggestion boxes located around campus. Majority of comments were positive with the exception of two or three. Most wanted cafeteria to be open and have a place to go in between classes. Dr. Johnson suggested to the President to enhance the vending machines with nutritional food items such as sandwiches, soups, and fruit.

○ **Distance Education Policy**

- The Cabinet did decide last week to offer \$500.00 for professional development for every online course development. Dr. Johnson had some minor changes to Distance Education Policy. Dean Spear's meeting with Distance Ed. Committee was very productive; discussed class cap and agreed to have general cap of 20; in some specific cases we may need to change this. Committee will recommend policies with approval of academic dean then submitted to the Cabinet for final approval.

○ **Alabama Rural Action Committee**

- Need to recommend someone to be on this committee. Committee is similar to black belt action committee. Areas of interest are health, education, economic development. Dr. Kaushik was appointed to serve on the committee.

○ **Postsecondary Visit**

- Will have a visit from postsecondary October 19th by Bethany Clem and Dr. Matthew Hughes. They will be here to assess some of our facility needs; we need to show them the good as well as the bad on the Patterson Campus.

ASSOC. DEAN WILFORD HOLT

- We have interim jobs that we need to advertise for; automotive grant, culinary arts, truck driving, machine tool, drafting, TBI, DOL nursing, and academic administrative assistant.
- Received complaints about evening Orientation class not being taught this week or last week in the absence of Mike Evans. Cabinet agreed that Orientation class should be taught under the instructional division and that someone from general education needs to be responsible for the class.
- Truck Driving grant is over. We have two car hauling trucks that we are paying insurance on and need to make a decision on whether we will continue to use them. We may be able to incorporate the

use in the curriculum? We also need insurance for class B truck. President Munnerlyn would like for us to give ourselves a semester to get some people in the program. Hold off until we know what the instructor is doing.

DEAN SURESH KAUSHIK

- Discussed several issues with staff of AMTC grant.
- COE – Dr. Kaushik did talk to Rene from COE in reference to Automotive curriculum; is in decent shape. Takes six to eight weeks to approval. Did say she will try to expedite. We can not advertise the program until next term.
- We have several staffing positions that need to be filled for the automotive grant. We need to follow the outline written in the modified proposal. Discussion about percentage of salaries.
- Discussion on program courses and instructors needing planning time. New instructors need to develop a relationship with suppliers. An advisory committee for the grant needs to be developed. Shearese Gipson stated that there was already an advisory committee list.
- Meeting with faculty to make sure they understand we should not purchase equipment with grant money and put in their areas and they do nothing in connection with the grant. Meeting next Tuesday at 2:00 p.m. Instructors can't buy anything until someone approves it. We are not supposed to be supplementing what they are already doing.
- In the grant we state that Job Corp would be a part of the grant. The intent at the time the grant was written was to enhance their program (material handling program). No where in proposal are we suppose to offer a materials and handling class. Dean Holt stated that the material handling portion goes along with the whole production process; that was going to be taught at Job Corp and demonstrated at Trenholm. We need to help Job Corp with what they have already.
- We need to show some drastic progress before DOL makes a return visit. We need to clear the warehouse now. We need to get a quote on moving the equipment from one place to the next. We need to have equipment set up. We need to get a time line to get this done. **Meeting scheduled with Sam Munnerlyn, Wilford Holt, Joe Franklin, Maria Jones, Debbie Griggs, and Dr. Kaushik.** We need to have a regular meeting.

ARLINDA KNIGHT

- We are moving forward with the Title III projects. Hope to have them completed in a timely manner. We can move forward with everything we have submitted to Title III.
- We also need to become part of the Clearing House. We need to review this information and complete application.
- Met with marketing committee to update the existing marketing plan. How can we measure the effectiveness of the plan? Can we have a quarterly report from those offices for those responsible for marketing plans? We need to have some focus group meetings with students. Marketing group discussed the college domain name; group liked the trenholm.edu. domain. We were asked to add the college recruiter to the marketing committee. President Munnerlyn agreed with that.
- Discussed with Latrisha Brown the etiquette training for graduates. Student Services has some money to use for the purpose.
- Working on administrative professionals annual event. Any ideas, please let us know.
- Library has identified problems with regular classroom seating. Would like to look at furnishing classrooms to make them look like regular classrooms. Rooms 310 and 314 need furnishing.
- Are we working on a plan to address evening classes or weekend classes? DOL Allied Health grant will start evening nursing and nurse assisting in the spring.
- Smoking on the library tower – we need a policy on smoking and designated smoking areas. Debbie Griggs and Sam Munnerlyn to get with Dennis Monroe to discuss smoking areas.
- Mrs. Knight is representing Trenholm with total resource campaign. Has raised \$13,450.00.

ASST. DEAN CHARLES HARRIS

- Server problems, email about software,

- Building D project is on schedule; finishing work won't happen until new windows are in
- Met with Buffalo Rock; we will have one additional machine on campus. We need some signs on the campus for our buildings. Buffalo Rock will provide the signs if we find a way to mount them.
- Started process for Building E. We have proposed floor plan for Building E; we need to set up meeting for this meeting (Becky needs to be in on meeting)
- Painter coming today to give quote on painting Library Tower.

DR. MIMI EVELYN JOHNSON

- New student survey summer 2007 is on the website. Results are basically the same; we need to look at the comments. Look at what is under your perspective areas.
- Radio stations for the local areas. Need to put out a question on the station.
- ACHE facilities master plan was completed by Debbie Griggs
- Retention web training session on Oct. 16th .
- Working on CAPP due October 15th. Career tech report due October 31st.
- COE report due December 7th.
- List of program coordinators and division chairs, is this correct?

DEAN DEBORAH GRIGGS

- Meet with Barbara Anne Spears about new program for area space. Dennis Monroe is trying to get air/heat going. Business Office issues – checks we have had a number of checks to be returned. Do we want to continue to have checks or let it continue. Tuition, fees, books, etc. Can we limit the amount the check can be written? Get capability to get check machine or not take checks. Would like to get back to travel policy and adopt something so we can distribute to everyone. Hope to get the new budget in to the system by next week.

DEAN BARBARA ANNE SPEARS

- Schedules have come in; they are putting those in the computer. Should be on schedule for registration. Peterson no class next term in Bullock county. Medical/nursing assisting and general education classes are scheduled for next term. Chancellor awards nominations have been working on. We are almost finished working out General Education Competencies with SACS. Our health care grant going well. We are about to submit to ACHE for their review for physical therapy program.

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 October 10, 2007 at 9:00 a.m.

The meeting adjourned at 11.00.

Respectfully submitted by:

Shearese G. Gipson

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Approved on _____