



**President's Cabinet Meeting
Wednesday, October 8, 2008**

9:00 a.m.

President's Conference Room, Trenholm Campus

PRESENT: Deborah Griggs, Charles Harris, Wilford Holt, Dr. Suresh Kaushik, Arlinda Knight, Dr. Mimi Johnson, Samuel Munnerlyn, Beverly Ross, Barbara Anne Spears, and Catherine Wright

SPECIAL GUEST: Lynn Sutton

The meeting was called to order at 9:00 a.m. by the president officer, President Samuel Munnerlyn.

Comments from the President

- Ⓢ The President has had discussions with Jerry Kyser regarding the location of the culinary arts program. The lease in the Montgomery Mall will expire in six months (June 2008); however, discussions are underway to extend the lease for an additional six months. We are hopeful that Montgomery Mall will be revitalized and if so, the culinary arts program will remain there. If not, we will make a decision to relocate.
- Ⓢ "Chat with the President" will be held every 4th Friday at 10:00 a.m. This will be an open forum to allow employees to discuss pertinent issues they may have about the College. It is voluntary and will be rotated between campuses.
- Ⓢ New GI Bill – There have been revisions to the GI Bill, which will greatly benefit our students. The New GI Bill will cover the entire cost of education. Therefore, we are hopeful it will increase our enrollment.
- Ⓢ The Institutional Management Plan is due to DPE on December 1, 2008.
- Ⓢ The All Alabama Workshop will be held on October 17, 2008. Dean Ross will attend.

Other Business

- Ⓢ Lynn Sutton discussed the results from the Myers Briggs Personality Testing that the Cabinet completed.
- Ⓢ Dean Spears reported that the Work Ethics Celebration would be held October 13, 2008 to October 17, 2008. Each semester the College will conduct a work ethic celebration during mid-term week. All departments were asked to develop some type of display or other activity showcasing work ethics. Faculty were asked to conduct lessons on work ethics during this week. The theme is "Good Work Ethics is Just Good Business." Dean Spears reported that a capstone course will eventually be implemented for work ethics.
- Ⓢ All Alabama College System Conference attendees were asked to turn in manual requisitions and prior approval for travel to business office no later than October 15, 2008.
- Ⓢ Assistant Dean Harris gave a very detailed report on the SchoolCast emergency alert notification system. The license price is \$3,887 with an annual cost of \$3,887. It was recommended that a policy be established on the use of this system.
- Ⓢ Interim Dean Ross gave a report from the Student Services Task Force Committee on Enrollment. Dean Ross distributed the newly developed plan of action to address enhancing enrollment at the College (see attached).

Action Items

- ④ President Munnerlyn asked Dean Spears to draft a new selection policy for the All Alabama Team.
- ④ Dean Spears, Dean Holt, Dr. Johnson, Dean Ross and Freddie Williams were asked to meet individually with Program Coordinators to discuss their respective student enrollment data and to assist program coordinators in developing a customized plan of action to increase enrollment in their respective programs.
- ④ Dean Griggs was asked to place a sign outside directing visitors to the location of Admissions, Financial Aid, and GED Testing.

The meeting adjourned at 11:16 a.m.

Respectfully submitted,

Mimi E. Johnson
Recorder