

PRESIDENT'S CABINET
PRESIDENT'S CONFERENCE ROOM – TRENHOLM CAMPUS
OCTOBER 29, 2008

PRESENT: President Sam Munnerlyn, Charles Harris, Arlinda Knight, Dr. Suresh Kaushik, Dr. Mimi Johnson, Barbara Anne Spears, Deborah Griggs, Catherine Wright, Dr. Suresh Kaushik

ABSENT: Wilford Holt, Beverly Ross

The meeting was called to order by President Sam Munnerlyn at 3:00 p.m.

GENERAL COMMENTS/DISCUSSION ITEMS:

The meeting began with remarks by President Munnerlyn. At the President's Leadership Conference last week he had a chance to talk to a number of Presidents. The advice that most of the Presidents had for new Presidents was to make sure to take care of your external people, the people in the community. You are the face of the College and you need to be in the community building relationships. These relationships are not the President's job alone; instead, this activity is the job of the entire leadership team. Each Cabinet member should be a part of some board or organization outside of the College.

The following items were discussed:

- Budget:
 - President Munnerlyn stated that the upcoming years will be difficult budget years for the College. He stated that we need to take some action now in getting prepared for what is to come. The order of cut backs will be hiring, travel, material supplies, and then layoffs.
 - President Munnerlyn is proposing that each department cut its budget by an additional 10%. He stated that Student Services may be able to cut a little more than 10%.
 - He stated that we will not hire for any additional positions after this round of new hires.
 - He also stated that we are going to limit out-of-state travel except for the federally funded programs and accreditation travel.
 - Some additional travel may be approved if monies are available.
 - President Munnerlyn asked the Cabinet to assist in expressing the seriousness of the budget issues to their departments.

- Evaluations:
 - President Munnerlyn reported that he has finished all evaluations except for one.
 - He wants to meet with each of the Deans to discuss their evaluations. Angela Cone will schedule meetings next week.

- Workforce Development Fund Allocations:
 - In July we requested about \$44,000 of WFD funds for Macon County. The students they promised us did not enroll.
 - Dr. Kaushik is working on a grant for Region 7. Christie Sellers has already given her seal of approval grant. Dr. Kaushik gave a brief overview to the Cabinet.
 - The grant is designed to assist with direct training for unemployed individuals in general.
 - We will be working with Montgomery Public Schools.

- Keith Steward is excited about Welding, Automotive, and one other program being offered to Bullock County under dual enrollment.
 - Dr. Kaushik stated that although the programs we have in Bullock County are doing well, the dual enrollment programs may improve the numbers.
- Manufacture Alabama Program:
 - President Munnerlyn had a meeting with Christie Sellers and Ed Castile in which they requested that we take over this program, and we have agreed to do so.
- Water Project (Patterson Campus):
 - President Munnerlyn stated that we are going to begin installing some new pipes on the Patterson Campus. The project has been approved by the Board, and we are ready to go forward with this project. Project cost is approximately \$400,000.
- Other Renovations (Patterson Campus):
 - We will also begin several other renovation projects on the Patterson Campus
 - Administration Building, roofs for building D, B & E with new facade on building E.
 - Dennis Monroe, Debbie Griggs and President Munnerlyn walked around campus and identified some things that should be done, such as painting and replacing chairs in Welding and Don Greer's area. We must complete these things as soon as possible.
 - Mr. Patterson has identified all the lights that are out on the campuses.
 - The overall plan is for the door at the CIS end of the building to be the main entrance for Building E. Mr. Flowers and Mr. Tylicki will not be in that location anymore; the general instruction classes will be located there.
 - Cosmetology & Massage Therapy instructors and students seem to be satisfied with their new building. Ms. Barnett will be the receptionist for the building and will require a phone.
 - Once the renovations have been completed, Cosmetology and Massage Therapy will move to building M.
 - The new building is almost complete. It will serve us well. The plan is to renovate all the roofs in the same style as the roof used on the new building.
 - When the A/B building is torn down, it will leave a lot of green space. We hope to make this space more inviting.
- Presidential Briefing:
 - This Friday a Presidential Briefing will take place on the Patterson Campus to let the faculty and staff members know about the upcoming changes and renovation projects.
 - Every fourth Friday we will hold a briefing with the President.
 - President Munnerlyn stated that our reputation in the community is good. Within the College we can do better than what we are doing. We should ensure that we get things turned in on time. There are a few units that we should encourage and assist in order to get this accomplished.
 - The Deans must ensure that when deadlines are not met or assignments are not completed, they document by sending the President an email stating the issue.
- Discuss SACS Conference:
 - We are still pursuing SACS accreditation. President Munnerlyn wants to meet with the SACS team tomorrow. We will review the number of people attending the SACS conference this year.
- Leadership Trenholm:

- We have begun our first Leadership Trenholm class and the President is pleased with the group.
 - We had a good presenter at our orientation meeting, Sam Greene.
 - President Munnerlyn stated that he did not want the Cabinet to actually be participants in the Leadership Trenholm class; we need to begin to train some other leaders as our seasoned leaders are beginning to move out.
 - President Munnerlyn asked the Cabinet to identify individuals who have the desire to be leaders. The Leadership meeting scheduled for January 22 is the meeting where we want to teach them about the College and how it operates.
- Flowchart for developing proposals:
 - Dr. Kaushik presented a draft of the flowchart for grant proposal development.
 - It was decided that as a group the Cabinet would decide if we want to pursue a grant project before anything is actually committed to the project.
 - The form outlines the steps to be taken prior to submitting for a grant on the College's behalf.
 - A step will be added to submit to the Cabinet prior to committing to the project.
 - A signature line for the Dean of Finance will be added to the form.
 - The signatures on the form just indicate that we are in agreement that we want to make contact to seek this grant opportunity.
 - Everyone must contribute in his/her job-appropriate role in each grant opportunity. As we go through this process, everyone who is needed should be involved in the grant process and come before the Cabinet.
 - At the next meeting we will review the revised flowchart.
- A discussion was held in reference to surfing the net. Some individuals spend too much time on the Web surfing. President Munnerlyn asked for a listing that shows how long individuals are on the Web and where they go.
- Maintenance:
 - President Munnerlyn mentioned that he has a concern with Maintenance and how things are getting done. There should be a standard schedule for each worker.
 - There is no real attention to detail and there is little attention to things that need great detail.
 - Meeting will be scheduled with Dennis Monroe and Mr. Patterson.

UPDATES/COMMENTS:

- No individual updates.

ACTION ITEMS

| ITEM NO. | ACTION ITEM | PERSON RESPONSIBLE | DATE TO BE COMPLETED |
|-----------------|--|---------------------------|-----------------------------|
| 1. | Meeting with Deans to discuss evaluations | President Munnerlyn | |
| 2. | Meeting with SACS team | President Munnerlyn | |
| 3. | Identify individuals who desire to be leaders. | Cabinet Members | |
| 4. | Review updated Grant Proposal Flowchart | Dr. Kaushik | |
| 5. | List of Web Surfers | Charles Harris | |
| 6. | Meeting with Dennis Monroe & Mr. Patterson (regarding maintenance) | President Munnerlyn | |

ANNOUNCEMENTS

- The College Advisory Meeting will be held tomorrow at Harper's.

NEXT MEETING

The next meeting will be held on November 19, 2008 at 8:00 a.m.

The meeting adjourned at 4:30 p.m.

Respectfully submitted by:

Shearese G. Gipson

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Approved on _____