

PRESIDENT'S CABINET
PRESIDENT'S CONFERENCE ROOM – TRENHOLM CAMPUS
DECEMBER 3, 2008

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

ABSENT: Charles Harris

The meeting was called to order by President Sam Munnerlyn at 8:00 a.m.

GENERAL COMMENTS/DISCUSSION ITEMS:

The meeting began with a moment of silence and remarks by President Munnerlyn. The following items were discussed:

- All Alabama Academic Team- the College gets to select four students to be a part of the All Alabama Academic Team. The deadline has already passed to select the students; however, we were still able to submit names to participate. Next year we need to be certain that we are on top of the deadline to participate in this activity.
 - We need to develop a better selection process for choosing our students for All Alabama Academic Team.
 - We would also like to encourage more participation from our students. We had more interest from students in our previous years.
 - Dean Holt will talk with Mr. Beckham about Skills USA to develop a plan to encourage participation. Don Greer is the co-chair.
- Hiring Policy- a directive from the Chancellor's Office was released, effective immediately, stating that we cannot hire anyone unless we have the approval of the Chancellor.
 - There was some discussion on this directive at the Presidents' meeting at ACA. The Chancellor allowed the Presidents to form a committee to make recommendations about this directive. He will consider the recommendations.
 - President Munnerlyn stated that any positions that are currently vacant are not going to be filled. Federal Programs will not be affected because those funds must be spent.
- Awards Program- President Munnerlyn stated that he would like to do the same thing we did last year in recognizing our employees with the service pins. He would like Pam Rollins to be involved as she was last year. Dean Ross will work in conjunction with Mrs. Rollins.
 - A suggestion was made to write guidelines for service pins. President Munnerlyn will be responsible for writing these guidelines. A discussion was held about doing something different for those employees with 30 plus years. Nothing was decided.
- Christmas Party- Christmas Party plans are underway for this year. We plan to have the party on December 12th at 8:30 a.m. TrenholmTech retirees are invited to the party.
- Meeting with Baptist- President Munnerlyn stated that Dean Spears and Dr. Carter are doing a great job in establishing the partnership with Baptist Health. New programs Trenholm will offer as a result of this partnership are: Echocardiogram Technology, Radiologic Technology, and Ultrasound Technology (Sonography). Trenholm will also offer Physical Therapy Assisting through the DOL grant.

- Anticipated start date for the PTA programs will be January 2010. Start date for the Baptist programs will be August 2009.
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- Four new health care programs will put a strain on us for space.
- Dean Spears, Cathy Wright, Dean Holt, and Debra Cobb were appointed by the President to work together to create a space utilization plan for these programs.
- Orientation Evaluation- Dean Spears shared the results of the orientation evaluations. The comparisons show that the student satisfaction is very good. She is pleased with the comments we received. She reported that she had met some resistance in changing the Orientation curriculum, but student feedback supports the new curriculum.

UPDATES:

- President Munnerlyn stated that at the next meeting the Cabinet will adopt the flowchart for submitting new grants. Dr. Kaushik stated his concern with the 10-day deadline issue. The group decided that the 10-day deadline will be used as our best practice. There were a few changes to the chart. Shearese will send chart electronically with changes.
- AMTC Building – Dean Holt gave an update on the new AMTC Building. The building is almost complete. The landscaping is being completed, and there are still a few things to be done on the inside. The main issue is that we are waiting on the water system to be installed into the building. The building will not be turned over to us until the water system has been checked.
- Painting PC – the painting project will begin January 2009 along with other upgrades to some of the buildings.
- Arlinda Knight has submitted the change to Title IIB to renovate Building E on the Trenholm Campus. The budget for the project is \$500,000.
- HVAC Library- this project has been completed.
- Registration – Dean Ross gave an update on registration. We currently have 600 students pre-registered. She also reported that taking registration to the classrooms did not work very well. The instructors had a lot of resistance to this process.
 - President Munnerlyn stated that we are not going to drag registration out like we have in the past. No one should come to the President with any request to extend registration.
 - Dean Spears stated that we do have options for students who come in late for registration. Those students may register for the second mini-term classes in transitional and general education.
- Dr. Kaushik and Dean Holt stated that a mini-term for AUT will be possible.
- There was a discussion about the Counselors Summit held last summer. One Counselor stated that he/she did not get the scholarship promised. Dean Holt stated that we have not cancelled any scholarships. We should further investigate to see what the problem is with the student.
- President Munnerlyn stated that we should be more aggressive in getting our name on the airways. Other suggestions for reaching students were My Space and Facebook. It was also suggested that we attend PTO meetings as a recruitment option. We should brainstorm on some other ideas.
- Mrs. Knight wanted the Cabinet to know that Mr. Brooks was hospitalized but he was released. He is recuperating at home and waiting for the doctors to release him to come back to work.
- President Munnerlyn was happy to see the summer schedule out. We have needed this for a very long time. He stated that we need to begin dialog with Cathy Wright about being able to get students registered for upcoming semesters. It is the understanding that the Business Office has been the hold up for the College not being able to do this.
- Dr. Johnson informed the Cabinet that she is working on the President's Annual Report. She asked that they notify her of any programs or employees who have distinguished themselves for inclusion in the report.

- Cathy Wright stated that we have been working with the Post Office on getting our mail system process working. Cathy will be responsible for letting everyone know the procedures for mail. Other Business Office issues include the following:
 - We have an agreement with Cyber Collect to collect on bad checks. This agreement seems to be working well.
 - We also have an agreement with Millennium. This agreement is not working well. There is a legal issue now with Millennium. We need to go on record that Millennium owes the College money. It is our understanding that students have made payments to Millennium but Millennium has failed to send those funds to the College.
 - Bookstores - credit card charges being made twice to the same account. There seems to be a problem with the scanner. We are trying to resolve this issue.
 - Business Office Manual should be released.
 - Notification should be sent when budgets are ready.
 - We have hired the operations accountant. He will begin on Monday.

ACTION ITEMS

ITEM NO.	ACTION ITEM	PERSON RESPONSIBLE	DATE TO BE COMPLETED
1.	Dean Holt will talk with Mr. Beckham about Skills USA to develop a plan together to encourage participation for All Alabama Academic Team	Wilford Holt	
2.	President Munnerlyn will be responsible for writing guidelines for receiving service pins	President Munnerlyn	
3.	President Munnerlyn appointed a group to work together to create a space allocation plan for the new health programs.	Dean Spears, Cathy Wright, Dean Holt, and Debra Cobb	
4.	Send flow chart electronically with changes. (Grant Submission Flow Chart)	Shearese Gipson	
5.	Business Office Manual should be released	Deborah Griggs	
6.	Notification should be sent when budgets are ready	Deborah Griggs	

ANNOUNCEMENTS

1. No announcements.

NEXT MEETING

The next meeting to be announced.

The meeting adjourned at 10:40 a.m.

Respectfully submitted by:

Shearese G. Gipson

Shearese G. Gipson

Approved on _____