



**PRESIDENT'S CABINET MEETING  
PRESIDENT'S CONFERENCE ROOM - TRENHOLM CAMPUS  
DECEMBER 20, 2005**

**PRESENT:** Mrs. Debbie Griggs, Mr. Charles Harris, Mr. Wilford Holt, Mrs. Mimi E. Johnson, Dr. Anthony L. Molina, Mr. Sam Munnerlyn

**ABSENT:** Dr. William Hierstein, Dr. Julliana Probst and Pebblin Warren

The meeting was called to order by the presiding officer, Dr. Molina, at 1:35 p.m.

**PRESIDENT'S COMMENTS:**

- ◆ **ASU Articulation.** Dr. Molina has asked Dr. Hierstein to develop an articulation model with Alabama State University.
- ◆ **Spring In-Service.** The agenda for the 2006 Spring In-Service was distributed and discussed. The following Cabinet members will make presentations at the meeting.
  - Dean Munnerlyn will present the Noel-Levitz Advising Training for faculty.
  - Dean Griggs will offer on-line requisitions training for faculty.
  - Mimi Johnson to represent the Foundation
  - Results of Faculty Focus Groups on Increasing Enrollment
  - Open House at the Culinary Cooking Lab at Montgomery Mall
  - Dean Griggs to discuss budget

**ROUNDTABLE DISCUSSIONS:**

**DEBBIE GRIGGS**

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**CHARLES HARRIS**

- Updated Trenholm Tech website with a new look
- Streaming Video is forthcoming
- Continuing work on Culinary Cooking Lab

**BILL HIERSTEIN**

- **ABSENT**

**WILFORD HOLT**

- Working on DOL – WIRED \$5 million grant for three years

**MIMI JOHNSON**

- Working on the HR IPEDS Surveys
- Asked the Cabinet to check their email for the Accomplishments 2004-05, which should be completed by January 30, 2006.
- CAPP is on target
- The logistics for the Seven Course Gala are underway.

**ARLINDA KNIGHT**

- o Distributed to the Cabinet a handout describing the allowable and unallowable activities for Title III-B funds as well as purchasing procedures. Dr. Molina requested that this information be presented to all budget managers.

**SAM MUNNERLYN**

- o Distributed the ORI 101 – Orientation to College class evaluations, which were very positive to the overall orientation process. The orientation class has a 74% retention rate.
- o ECEP students are on target to graduate and he is currently working on ECEP students for the spring semester.
- o There are 659 applicants for the spring 2006 term.
- o Spring registration will be held January 4-5, 2006.

**JULLIANA PROBST**

- o **ABSENT**

**PEBBLIN WARREN**

- o **ABSENT**

**ACTION ITEMS**

The following assignments and action items were assigned:

<b>Action Items</b>	<b>Detailed Assignment</b>	<b>Person(s) Responsible</b>	<b>Due Dates</b>
Faculty Observation	To observe faculty instruction to ensure compliance with College initiatives	Dr. William Hierstein	Spring 2006
ID Badges	Investigate the expense of metal (brass) ID badges with name of employee and title	Deans Munnerlyn/Griggs	Dec. 14, 2005
Learning Outcomes	Contact Dr. Don Crump to find a speaker on learning outcomes	Mimi Johnson	Dec. 14, 2005
President’s Cabinet Retreat	Find a speaker on Myer’s Brigs Personality Traits	Mimi Johnson	Dec. 14, 2005
Professional Development	Develop a schedule for monthly professional development activities for faculty and staff	Dr. William Hierstein	Spring 2006

**ANNOUNCEMENTS**

**UPCOMING EVENTS/MEETINGS**

<b>EVENT/MEETING</b>	<b>DATE</b>	<b>TIME</b>	<b>PLACE</b>	<b>CONTACT</b>
Culinary Arts Cooking Lab for the Community <i>Congressman Rogers will be the special guest</i>	TBA	Evening	Montgomery Mall	Dr. Molina
2006 Seven Course Gala and Auction	3/21/06	5:30 P.M.	RSA Activity Center	Mimi Johnson

**NEXT MEETING**

The next meeting will be held on January 11, 2005.

The meeting adjourned at 4:08 p.m.

Respectfully submitted by:

*Mimi Evelyn Johnson*

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Approved on