

H. COUNCILL TRENHOLM STATE TECHNICAL COLLEGE PRESIDENT’S CABINET MEETING MINUTES

Date	Time	Location
January 9, 2013	9:00	TC- President’s Conference Room
Facilitator	President Sam Munnerlyn	
Minutes Taken By	Shearese G. Gipson	
Attendees	Present	Absent
	Sam Munnerlyn, Arlinda Knight, Catherine Wright, Dr. Mimi Johnson, Charles Harris, Barbara Anne Spears, Dr. Suresh Kaushik	Wilford Holt, Beverly Ross

GENERAL COMMENTS/DISCUSSION ITEMS:

- The meeting began at 9:00 a.m. with a moment of silence and remarks from the President. He encouraged everyone to look over the SACS application.
- He stated that we must refresh ourselves on the planning process (Strategic Plan) and know the process. The president asked Dr. Johnson to review the planning process at the next few Cabinet meetings.
- For the next month or so the Cabinet will meet every other week. Leading up to the SACS visit in April, Cabinet meetings will be held every week.
- The President reminded the Cabinet that when we decided not to utilize night campus coordinators, the night phone calls have to be routed to Dr. Kaushik for the Trenholm Campus and Dean Holt for the Patterson Campus. Our phone message must be updated with this information.
- The President inquired if the situation with Kent Turner was resolved? Per Mrs. Wright the situation was resolved.
- The President also mentioned that Priscilla Southall’s husband passed away this morning.

Agenda Item 1: New Hires

- The Web Developer will start January 22nd.
- We are in the process of hiring a Career Coach with Workforce Development funds.
- This term one of our goals is to have a representative in the local schools telling potential students about what we have to offer.
- We are also trying to get a part-time Career Coach on staff.
- Dual enrollment and those students with low GPAs is a big part of our recruitment.

Agenda Item 2: Campus Safety

- There has been a lot of concern about campus safety since the most recent school shooting. A meeting is being held today referencing what needs to be done to help with safety.
- The Cabinet viewed a video that was developed by Homeland Security on safety. This video will be released for everyone to see. DHS.Alabama.Gov
- It was mentioned that during registration we need to be extra careful and take our students serious.

- Dean Harris mentioned that a webinar will be held on the 24th for the Cabinet and few other individuals.
- It was agreed that this video should be shown during orientation.
- The President suggested that we have two assemblies for our students to view the video. Two during the day and two during the evening. Instructors would be asked to bring their students to view the video. Sign-in sheets are needed to document attendance.
- It was also suggested that the video be shown in class several different times during the course.
- The President wants to get Dr. Probst and Dr. Carter to help coordinate this effort.
- Dean Harris and Dean Spears will handle getting the video out to faculty/staff.

Agenda Item 3: Relocations

- Adult Education/Ready to Work is moving near Jackson Hospital in the Park View building. Dean Spears stated that we will need information about the move for our SACS application.
- The President mentioned some of the interoffice personnel moves that have taken place. (*Title III, Health Services, Upward Bound, etc.*)
- There was also a brief discussion about the Switchboard.

Agenda Item 4: Annual Report

- The President reminded everyone that our response is needed for the Annual Report. Dr. Johnson sent out a request pertaining to the report and we must ensure we get that information back to her.

Agenda Item 5: SACS Application Review

- Dean Spears gave an update on the SACS application. She stated that we are continuing to update the application. It is our goal to have Claudette Williams to visit us prior to the official visit.
- Meetings are being conducted to ensure that everybody is familiar with pieces of the application. This is important so things won't be said that differ from what we have written. We need to know the policies and understand them. We have to have a policy on everything and a policy on policy development.
- The President stated that we can make a difference in getting people to do what we want by documenting.
- Dean Spears suggested that we send out portions of the SACS document to be read at different intervals.

Agenda Item 6: Visit from Jay Love

- The President stated that he needed to visit us because the session starts next month. He wanted to gather as much data about the colleges as he could so he could understand how they needed to deal with the Postsecondary budgets.
- Representative Love visited some of the facilities and stated that the buildings had good bones.
- This afternoon Dr. Katsinas will be presenting the formula study. We want to ensure that we as technical colleges get what we need.

Agenda Item 7: Recruiting

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Agenda Item 8: Summary of Federal Funding Conference

- The President went to the Federal Funding conference in Las Vegas. Some of the same things discussed at the Title III conference were discussed at this conference. Main topic was compliance.
- With the Perkins funds we spend a lot of our money on equipment; we need to begin to change that. We will work with Shemedrea Johnson on the budget so that we can ensure we are doing what is suggested.

Agenda Item 9: Summit on Civic Engagement and Alabama's Two-Year Colleges

- The President stated that as a college we need to do more civic things. We don't necessarily do anything as a group.
- There is a conference at Jeff State next month that will be focused on how the two year colleges can participate in civic duties. Some faculty/staff will be invited to attend this conference.
- The President stated that he will also have students attend the Eggs and Issues breakfast with Senator Terry Sewell.

UPDATES: No agenda items.

DEPARTMENTAL UPDATES:

- Arlinda Knight – no new updates.
- Dean Charles Harris – no new updates.
- Catherine Wright:
 - working on getting Alliant to come back for more training: On-line budget transfers, leave, load forms
 - The President stated that we will not take on any more initiatives until SACS is over. Training needs to be closer to when we are going to actually use system.
 - The auditor is wrapping up her work today. We should have the audit back in hand on/before the date requested (April 5 or 12th).
- Dr. Mimi Johnson:
 - Make sure you meet the deadline for Mid-Year Status Report so information can be compiled. Due date Jan. 31.
- Other Comments:
 - The President stated that enrollment was not looking good; we only have 1256 students paid. After registration we will need to review our budget again. Bottom line is we cannot spend more than we receive.
 - Catherine Wright inquired about the financial vendor that we talked about previously and what happened with that idea. The President stated that we just need to look at what Lawson has and mimic what they did. He asked Shearese to go back and look at who was responsible for this initiative.
 - Arlinda Knight inquired about the decrease in enrollment and the reason behind the decrease. The majority feels that Pell is the cause of the decrease. She asked if a study has been done. The President stated that we are not exploring any other reasons for the decrease. This is by far the number one reason for the decrease, combined with the clock hour situation.
 - Higher Education Task Force – the President briefly mentioned the Higher Education Task Force and how the chamber wants to talk about how we can get our students to stay here in Montgomery and go to school. We met and as result of that we established another committee with financial aid and another that deals with just students.
 - He mentioned the Nursing passing rate is at 92%.
 - Professional development team:
 - Has met and will get together again soon. Co-chairs of the team are Carol Millender and Dr. Tracie Carter.
 - The President wants the group of people to plan professional development. He wants that group together again and to get something published.

- He stated that no one should have a professional development unless they go through this committee.
- Dean Spears will revisit with the group.
- Mrs. Wright and the President have met with PH & J about relocating the Auto Body program. We are moving forward with plans sometime this summer.
- Welding will also be evaluated.
- The President asked Mrs. Wright to develop a plan so that everyone will know the schedule.
- Dr. Kaushik expressed some concerns with previous W-2s. He asked Mrs. Wright for some assistance with his issue.
- The President announced that Craig Washing has retired from our Foundation Board.

ACTION ITEMS

ITEM NO.	ACTION ITEM	PERSON RESPONSIBLE	DEADLINE
1.			
2.			

NEXT MEETING

The meeting adjourned at 10:51 a.m.