

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

Date	Time	Location
November 7, 2012	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, Wilford Holt, Dr. Mimi Johnson, Charles Harris, Beverly Ross, Barbara Anne Spears, Dr. Suresh Kaushik	

GENERAL COMMENTS/DISCUSSION ITEMS:

The meeting began at 9:00 a.m. with a moment of silence and remarks from the President. He thanked everyone for the work they do at the College. He encouraged everyone to continue to find ways to work together to accomplish our goals. He reiterated that when we put our students first this helps us to make better decisions for the College. He gave accolades to all the Cabinet members.

The President mentioned the following:

- We have an active Adult Education program that we need to tap into to get potential mainstream students. We must make the connection with our adult education students.
- In our next Title III proposal we plan to write in (3) three more career coaches.
- He mentioned that it is time for us to go back and look at our articulation agreements and renew those agreements.
- He also mentioned that there have been some rumors going around about the RIF process. He stated that during the RIF process we did everything by the book. He wanted the Cabinet to be aware of the rumors and to know how the process was completed.

Agenda Item 1:

- New Hires Using Federal funds:
 - We received a grant from workforce development funds and will hire a Career Coach soon. These funds are not a part of regular funds. If the funds are not received next year the position will be eliminated.
 - We have hired a part-time Placement Coordinator with Title III funds and plan to hire a Web Developer.
 - We do have a request pending at Postsecondary pertaining to the Switchboard.
 - Theresa Barnett has been moved to Upward Bound, Beverly Stephens to EMS and Glenda Davis to Title III.

Agenda Item 2:

- RFP for Architect:

- We are required by Postsecondary to advertise for architect professional services. Presentations will begin today for the top three architects chosen for construction projects under \$200,000.
- Frank Barnes will attend the presentations.
- We had a total of (14) fourteen responses to the RFP.

Agenda Item 3:

- Strategies to help students register early:
 - Early registration is next week. There was a lengthy dialog about registration.
 - The President asked how the Cabinet felt about the slew of withdrawals. It was stated that students are indicating, on the withdrawal form, that they will return next semester.
 - Most of the Cabinet felt like the lack of finances was the problem.
 - Catherine Wright suggested that we need to take a look at how we can get additional financial aid assistance. Just from her observation the reason that students are withdrawing is money and lack of resources to pay. We need to follow up on the process that we started on financial assistance.
 - Dr. Johnson asked if it would help if the Foundation could provide additional funds.
 - The President stated that he only wanted to go to the Foundation with large significant needs only.
 - It was mentioned that the students should be using online registration. This should be a tool that we use and it is unclear what is keeping us from using the system. The instructors primarily want to register the students themselves.
 - It was stated that General Education students can register online themselves but with technical programs the instructors try to keep students on track with their course.
 - Dean Harris stated that students can't register for anything outside of their program.
 - Dean Holt also mentioned that our scholarships increased from 150 to 300. If the problem is money, we can award some partial scholarships. However, if we use scholarships we are not generating dollars. Students would still need to qualify for scholarships.
 - The President stated that we must continue to flush out this online registration process. He stated that he wanted an informational mass mailing to go out to every household in our service area. We may need to involve Action in Mailing. We also need to get an informational piece to the parents of dual enrolled students. The President assigned Arlinda Knight, Dr. Kaushik and Beverly Ross to work on this.

Agenda Item 4:

- Travel to ACCA:
 - The President mentioned that we have several individuals going to ACCA; we are very pleased with the attendance. We have van transportation plans for those going. Individual cars can be driven but no reimbursement will be allowed.

Agenda Item 5:

- Responsibility for Evening Programs:
 - The President stated that because we do not have Evening Coordinators anymore that Dr. Kaushik and Dean Holt would be responsible for this function on each campus. Everyone needs to have this information.

Agenda Item 6:

- Auto Body Program:
 - The President is concerned about the enrollment for the Auto Body program.
 - He believes that there has been some sort of transition affecting the enrollment numbers.

- The ability to benefit may be one issue but not the only issue.
- Recently I have received a report on two products we released from the program.
- This program is a good program and we do know it can come alive again.
- We must focus on finding the problem. If the economy is not affecting the program then what is the problem?

Agenda Item 7:

- IPEDS Report:
 - The President reviewed the IPEDS report and asked Dr. Johnson to interpret.
 - We are doing well according to the report.
 - According to the number of degrees awarded Trenholm out performs other colleges by a long shot. We need to share this information with the faculty and staff.

Agenda Item 8:

- Christmas Party:
 - The President would like to have the Christmas celebration before everyone leaves for the Holiday. December 7th was identified as the celebration day. Dean Spears will let the President know if that works well for faculty.
 - A speaker will be identified for that day.

Agenda Item 9:

- Professional Development:
 - November 19-21, 2012 is ACCA week.
 - It was asked if we were planning any activities on campus for those individuals not attending ACCA? A few ideas were mentioned - maybe something on benefits, retention or industry visits. Advisory Committee meetings could also be held.

UPDATES:

- Culinary Team Visit:
 - Reception will be held Monday night at 5:30p.m., if you can attend please do so. The team will be here Monday-Wednesday.
- Welding Shop:
 - Dean Holt and Catherine Wright are in the process of finalizing the second phase of the Welding Shop. We have identified some funding sources. An email has been sent to Kathy Childree to get approval from Postsecondary.
 - Dean Holt stated that the plan is to be in the trailers by January.
- MPS:
 - Dean Holt reported that everything is going well.
 - Inquired about who opens/closes the buildings on Friday for MPS. We may go beyond a nine month period with this agreement. We may be obligated until fall of next year.
- COE Conference:
 - The President, Dean Holt and Dr. Johnson attended the COE Conference last week.
 - Dr. Johnson reported that it was a great conference. There is one thing that we must stay mindful of with passage rates if a program is not meeting benchmarks the program can be closed down. She has already spoken to Dean Spears pertaining to passage rates.
 - Dean Holt mentioned that it was his understanding that we cannot have equal governing bodies; SACS will be one and COE will be another.

- Dr. Kaushik inquired about the programs that did not meet the required benchmarks in the last annual report.. What was the action taken by COE? Dean Spears responded that we have the length of the longest program to meet the required benchmarks.
- SACS:
 - SACS conference will be held December 8-11, 2012. We have several individuals attending this conference.
- Thanksgiving Parade:
 - We want to make sure we are in the parade. The SGA and Ambassadors have had some great suggestions.

DEPARTMENTAL UPDATES:

- Dean Ross:
 - Our annual Veteran’s Day program will be held tomorrow at 11:00 a.m. on the Trenholm Campus. Light refreshments will be served.
- Catherine Wright:
 - Financial Statements are due on the 15th.
 - Dean Holt and Mrs. Wright will get together to correct the problem pertaining to Kent Turner.
- Dean Holt:
 - Reported that DOT staff is welding on the Patterson Campus.
- Dean Spears:
 - Reported that a phone conference will be held tomorrow with Danny Perry, Sharon Watts, the President and herself. We are proceeding with SACS piece and PTA. We have to have full PTA application to Postsecondary by December 2nd.

ACTION ITEMS

ITEM NO.	ACTION ITEM	PERSON RESPONSIBLE	DEADLINE
1.	Informational mass mailing.	Beverly Ross & team	
2.			

NEXT MEETING

The meeting adjourned at 11:00 a.m.