

PRESIDENT'S CABINET
PRESIDENT'S CONFERENCE ROOM – TRENHOLM CAMPUS
JANUARY 9, 2008

PRESENT: Sam Munnerlyn, Dr. Mimi Johnson, Barbara Anne Spears, Arlinda Knight, Charles Harris, Wilford Holt, and Deborah Griggs

ABSENT: Dr. Suresh Kaushik

The meeting was called to order by President Munnerlyn at 9:00 a.m. The meeting began with remarks from the President.

GENERAL COMMENTS/DISCUSSION ITEMS:

- Ethics Training
 - We have received materials to conduct the Ethics Training sessions which must be completed by the end of January 2008.
 - President Munnerlyn encouraged the Cabinet to ensure faculty/staff in their areas take the training.
 - Verification of 100% participation must be sent to Postsecondary.
 - President Munnerlyn requested that a cabinet member be present at each session.
- Trenholm Tech Foundation
 - President Munnerlyn reported that Postsecondary spoke very highly of our Foundation. They did seem to think that because we have some “heavyweights” on our board, we do need to raise more money.
 - Efforts should be made to increase alumni involvement in giving to the Foundation.
- Building Maintenance Plan
 - We should ensure that we are not letting our buildings deteriorate from inadequate maintenance. There should be someone assigned to ensure our buildings/grounds are groomed on a regular basis.
- Adult Education
 - There has recently been some negative publicity about adult education. Postsecondary will be taking a closer look at all the Adult Education programs.
- Budgets 2008-2009
 - This year Postsecondary will take \$348 million from the “Rainy Day Fund”. They indicated that there may be some hard times for 2009.
 - We have been conservative in our spending and need to continue to do so.
 - We need to monitor the budgets very closely.
 - Generally, projects should only be pursued if they are already in the college’s plan. Unexpected projects are difficult to fund since budget is tied to the planning documents.
- Leadership Meeting
 - We need to schedule a leadership training session that involves leaders in all areas of the college. They need to be more involved. Harper’s was suggested for meeting location with a working lunch.
 - Dr. Mimi Johnson to schedule date in February for meeting.
 - The college will begin an employee leadership institute to get people ready to take on leadership roles not only here at the college but also in the community and other organizations.
- Communication

- We need to continue to meet with our divisions and update them on what is going on at the College. They must be informed.
- We must keep minutes of all our division meetings.
- Organizational Structure
 - Some minor changes were made to the organizational charts. We will be submitting the charts to postsecondary soon.
- Program Models
 - We should have a beautiful campus as it relates to the grounds since we do have a horticulture department. Inmates should be utilized more for landscaping. Also, we need to look into internships and apprenticeships that will allow us to do what we are trying to accomplish at the college.

COMMENTS

- Please remember to submit agenda items to Shearese Gipson.
- Charles Harris
 - Building D progressing very well. Renovations should be completed by middle of next week.
 - We will start issuing warning tickets next week. Boot policy has been implemented and provided to everyone.
 - Decals for new students will be issued by work study students.
 - Elevator telephone should be installed.
- Wilford Holt
 - We still need to hire faculty for AUT program.
 - Commercial for advertising AUT degree should be running. Some heavy recruiting must be done for the program. Dr. Kaushik will give Freddie Williams and Brittany Anderson some responsibility in recruiting for the program.
- Barbara Anne Spears
 - Voiced some concerns about the Bullock County site.
 - We don't have anyone to manage the site.
 - Students are arriving for classes but no instructor is there. A site coordinator could help eliminate these miscommunication issues.
 - We should have a Trenholm employee in that office from 5-8 who will manage the site. President Munnerlyn will find someone to manage the site.
- Arlinda Knight
 - Asked if there was an update on Culinary Arts at this time. No update at this time.
- Please remember to review the minutes each week.

ACTION ITEMS

ITEM NO.	ACTION ITEM	PERSON RESPONSIBLE	DATE TO BE COMPLETED
1.	Ethics Training	Pam Rollins	
2.	Recruitment of Alumni (Foundation)	Dr. Mimi Johnson	
3.	Assign person to make sure buildings/grounds are groomed	Sam Munnerlyn	
4.	Schedule Leadership Training	Dr. Mimi Johnson	
5.	Elevator telephone to be installed (LT)	Charles Harris	
6.	Hire faculty for AUT Program	Wilford Holt	
7.	Assign Freddie Williams & Brittany Anderson some responsibility in recruiting for AUT Program	Dr. Suresh Kaushik	
8.	Hire Site Coordinator for Bullock Co.	Sam Munnerlyn	

ANNOUNCEMENTS

1. No announcements.

NEXT MEETING

The next meeting will be held on January 16, 2008 at 9:00 a.m. The meeting adjourned at 10:05 a.m.

Respectfully submitted by:

Shearese G. Gipson

Shearese G. Gipson

Approved on _____