



**PRESIDENT'S CABINET**  
**PRESIDENT'S CONFERENCE ROOM – TRENHOLM CAMPUS**  
**JANUARY 12, 2011**

**PRESENT:** Sam Munnerlyn, Cathy Wright, Wilford Holt, Beverly Ross, Barbara Anne Spears, Charles Harris, Dr. Kaushik, Arlinda Knight, Deborah A. Griggs, Dr. Mimi Johnson

**ABSENT:**

**GENERAL COMMENTS/DISCUSSION ITEMS:**

The meeting was called to order by President Sam Munnerlyn at 9:30 a.m. with a moment of silence and remarks by President Munnerlyn. He welcomed everyone back from the holidays.

- Spring 2011 Registration:
  - The President made a few comments on spring registration and congratulated everyone on how well it went. He was very pleased. It currently looks like we are going to do as well as we did last spring. Spring seems to be the larger semester for enrollment than fall, although this is somewhat unusual.
  - The President asked Dr. Johnson to get a registration survey together so we can see what the thoughts were of our students.
  - There are still some issues to be worked out with ticketing. Mr. Harris recommended two sets of tickets – one for students who have not begun the process and others who have issues that can be quickly resolved.
  - He also mentioned that the college has not received any complaints recently regarding the switchboard.
  
- COE/SACS Schedule:
  - Dr. Kaushik gave a brief update on where we are in the COE process.
  - The President wanted to make sure the Steering Committee is on schedule with our bi-weekly meetings.
  - Dean Spears and Holt have been meeting with divisions on their program supplements.
  - Dean Spears reported that we are on track to submit in February or March. We are currently waiting on the College Audit and the approval from COE and Postsecondary on the Screws Site.
  - Dean Griggs to continue to make contact with Ann Chard regarding the College's planned use of reserve funds.
  
- Building Fee Request:
  - The President discussed a Building Fee that some colleges are currently charging. Trenholm will submit for approval to charge a Building Fee for no more than \$8. The fee will allow us to make improvements and renovations on the campuses.
  - The Cabinet agreed to charge the fee.
  
- Screws Property:
  - Dean Harris gave a brief update on the Screws property. The Army will be out of property sometime around June. The deed will transfer to Trenholm State between April and July.

- Under the conditions in which we applied for the building, we have 12 months to put the building to use, 24 months to utilize buildings that require extensive renovation.
  - The President wants to go back and review the budget for this project.
  - Dean Spears stated that we are going to need firm information about the building as it relates to SACS.
  - A brief discussion was held about what departments were going to be placed in the building and who would be the site coordinator.
- Meeting with Chancellor & Mayor:
    - The President mentioned that he has a meeting scheduled with the Chancellor and Mayor Strange on Friday to talk about space on the campuses.
    - The meeting will focus on getting funding to do some upkeep on our buildings, landscaping, etc. and getting assistance with the traffic light at the intersection on the Patterson campus.
    - We will also talk about the short-term training programs.
    - There was some discussion about renovating existing buildings instead of demolishing them.
- Early Retirement Incentive:
    - The Business Office has been preparing the Early Retirement Incentive report for Postsecondary. There will be more discussion about this tomorrow at the work session.
- Committee Assignments:
    - The President wanted to make sure everyone knows their Standing Committees assignments.
    - He asked Cathy Wright and Dean Spears to update the list and meet with the chair-persons of each committee to get them functioning. Hold discussion at next cabinet meeting.
- Bookstore:
    - We are in the process of narrowing down a solution for the bookstores. The RFP for Bookstore services will go out soon.

#### **Updates:**

- Evaluation Instrument:
  - The President stated that the new evaluation will need to go to Postsecondary. Mrs. Knight will forward to the president.
- COE/SACS:
  - Dean Spears and Holt have been meeting with divisions and talking about program supplements and the crates.
  - Brief discussion about who was going to prepare the like items for the crates for the program supplements. Dean Spears stated that Sharon Portis will make copies and will give to Dean Holt to put in crates.
  - A brief discussion about Program Supplements and Standards was held. Program Supplements support the instructional standard and are specific to each program.
- Campus Codes:
  - The President inquired about where we are on getting the campus codes changed. Dean Harris stated that the summer term would be more suitable to implement the change in campus codes. Dean Harris, Dean Spears and Dean Ross will work together to make the change.
- Harris updates:
  - Dean Harris discussed the policy about downloading materials from the web.

- He also stated that OSHA can come and do a free assessment.
  - The President stated that we need to do our best to clean up and then call them for an assessment.
  - Dean Harris, Dean Spears, Dean Holt, and Dennis Monroe to meet so that we can meet the requirements.
  - Dean Holt mentioned that AIDT has done all our OSHA training in the past. They can come and do an assessment for us before we get OSHA involved.
- Facilities:
    - The former Culinary building is almost finished. We hope to be in the building by the 31<sup>st</sup>.
    - The President mentioned that we got a nice letter from the Dickerson family about renovating that building. The new building will be called the Joseph Dickenson Lecture Hall.
    - The President requested a chain link fence in the back of the building.
    - We can give the existing sign to the family if they want it.
- President Munnerlyn stated that more ethics training is needed.
- Dean Griggs inquired about the plan to close out on equipment for grants, more specifically the Hybrid and Home Energy.
    - There is a lot of equipment housed in an unsecured area and something needs to be done with the equipment.
    - Dean Holt stated that the Hybrid equipment is in the automotive building and will be used.
    - He also stated that the Home Energy will be used by non-credit training.
    - We need to find someone to be responsible for this equipment.
    - The President wants all the equipment to be placed in the supply room until it can be secured. Dr. Kaushik and Dean Holt to work out details.

**ACTION ITEMS**

<b>ITEM NO.</b>	<b>ACTION ITEM</b>	<b>PERSON RESPONSIBLE</b>	<b>DATE TO BE COMPLETED</b>
1.	Develop Spring Registration Survey	Dr. Johnson	
2.	Update Standing Committees	Dean Spears Cathy Wright	

**ANNOUNCEMENTS**

1. none

**NEXT MEETING**

The next meeting to be announced. The meeting adjourned at 11:36a.m.

Respectfully submitted by:

Shearese G. Gipson

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Approved on \_\_\_\_\_