

PRESIDENT'S CABINET
PRESIDENT'S CONFERENCE ROOM – TRENHOLM CAMPUS
JANUARY 13, 2010

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

ABSENT:

The meeting was called to order by President Sam Munnerlyn at 9:00 a.m.

GENERAL COMMENTS/DISCUSSION ITEMS:

The meeting began with a moment of silence and remarks by President Munnerlyn.

The following items were discussed:

- Security (Keys, access, etc.):
 - President Munnerlyn stated that we have been having some major problems with equipment and other things disappearing from campus. It is necessary for us to get some control over our campuses.
 - A meeting was conducted with security; demands and expectations were discussed. The President stated that he realized that there are additional steps the College should take.
 - He stated that one of the major concerns was the fact that security has keys to each of the buildings on campus. He stated that we are going to make some changes as far as security is concerned.
 - Dean Harris stated that beginning tomorrow we intend to take all keys from security and give the responsibility of opening and closing buildings back to the night coordinators and the maintenance staff.
 - We are establishing some new policies and procedures.
 - Program directors will be the only instructors to have keys to their building.
 - You will not be allowed to drive on campus after hours. Parking will only be allowed in the front of the campus.
 - Faculty and staff will be responsible for locking their offices.
 - Security will have access to open/close the gates. They will have the phone list.
 - The night coordinators will make sure every building and gate is locked.
 - On Fridays, Lawrence Patterson will be responsible for locking the Trenholm Campus.
 - On Fridays, Dennis Monroe will be responsible for locking the Patterson Campus.
 - Becky Morris will open EMT area.
 - Mr. Austin will open his area.
 - We have to make arrangements for the individuals in our departments and work together to achieve our goal.
 - The last person in each building should call the night coordinator to inform him that class is over. When classes are over the night coordinator should ensure the building is locked.
 - The President will have a conversation with the night coordinators to let them know our expectations. A meeting with Mr. Stone, Robert Patterson, Lawrence Patterson and Dennis Monroe to be scheduled.
 - The President stated that the Trenholm alert system worked very well when classes were canceled because of weather recently.
 - These changes and others will be written in the personnel handbook and security handbook.

- SACS:
 - The Chancellor's Office requested our "Plan to Achieving SACS and Executive Summary," in addition to our SACS timeline.
 - Dean Spears provided a written plan and executive summary for the Cabinet to review. There was a lengthy discussion, and everyone agreed with the plan and summary. There was also a lengthy discussion about naming the college a community college after we have received accreditation.
 - Once the plan is submitted, a meeting with the Chancellor will be held. President Munnerylyn stated that he thought the meeting with the Chancellor has been set up for some time next week.
 - Dean Griggs will provide budget amounts to Dean Spears for the final report.
 - Dr. Kaushik mentioned in reference to the college's mission and long-range planning, instead of duplicating general education courses that several colleges and universities in the area already offer, even though general education courses are financially lucrative Trenholm State should develop a niche nationwide by focusing on technical education and developing technical courses by utilizing its Radio/Television program for production of such courses. President stated that before we take on any more projects, he wanted to see us do things better than we are currently doing.

- Review of Unit Plans and Budget:
 - The President asked Shearese to search our previous minutes for the discussion on Unit Plans/Budgets.
 - Cathy Wright stated that the Business Office is supposed to provide monthly status reports on the budgets.
 - The President stated that everyone who has a budget and unit plans must ensure that their budgets/unit plans connect with each other and that spending is according to plan. By January 27, 2010 budget managers should have the first monthly status report.

- Skills USA:
 - Dr. Kaushik stated that the old VICA will be revitalized. We had an orientation meeting last Monday. Next meeting is scheduled for next Tuesday.
 - Our goal is to have a number of sections that would compete for hard skills as well as leadership skills.
 - State competitions are in April and the National competitions are in June. There are a number of two year colleges in this state who have been very active. We are planning to be more actively involved with this organization. (*Dean Holt and Dean Spears can also be a part of this meeting if they would like*).

- Student Profile (change):
 - The President made the comment that we as faculty and staff should embrace change as we see more and more students coming on campus. Students are on campus and will gather in student areas. This is an acceptable behavior. We must change our mentality. We should encourage faculty/staff to engage in conversations with our students and make them feel welcome on campus.

- Hiring Process:
 - The President reiterated to the Cabinet that as far as advertised positions are concerned there is a process that we have to follow. He does not get involved until the top three candidates have been submitted to him for interview.
 - When you hear in the community that someone has already been identified for a specific job even before the interviews have started, please correct those individuals and let them know that there is a process that must be followed.
 - Cathy Wright made some comments about some of the issues we are having with hiring. There is still some confusion in employing contract employees vs. employees. We are trying to

gather the information that we need to make sure we are in compliance with State Board and Fair Labor. She briefly mentioned a Supplemental Contract for current employees.

Updates:

- DAX Errors:
 - President Munnerlyn stated that we must ensure that the DAX errors are corrected. Sharon and Renita are working on instructional errors. Tennie McBryde is working on the Admissions incomplete data errors.
- Enrollment Report:
 - Dean Ross reported that we have 1691 students as of today. Last spring we had 1453.
 - Dean Ross asked Dean Spears and Holt to remind instructors about no shows that are due tomorrow.
 - The President asked if the Administrative Council continues to meet. Cabinet members are not on the Council, but Shearese, who is a member, indicated that the Council has not met in several months.
 - January 29, 2010 is the first Advisory Council meeting. The meeting will be held at the Culinary Facility. All Cabinet members are expected to attend.
 - The President stated that we should begin to schedule classrooms currently being used by Adult Education in Building B on the Patterson Campus. Adult Education must be moved by February.
- Dean Harris reported that Building E has been completed.
 - Bids for the old Culinary Building will go out soon.
 - Downtown Culinary Arts Building had fiber optics survey done. We will know Friday what the cost will be for this project.
 - We have 20 new computers to go into the computer lab. All equipment will be placed in the new facility.
 - Dean Harris asked if the power for the computer lab been completed. Dean Griggs responded that “they think it is sufficient for our use.”
 - Adult Education Building should be ready to go. Power is not working as of today. President Munnerlyn stated that January 31 is the deadline date to be in the building. Everything must be done.
 - President also made the comment that our mentality must change. He does not want to see the broken down Trenholm truck on the highways again until it is fixed. This is poor PR for the college.
- Facility Master Plan:
 - Cathy Wright wanted to know if the Facilities Master Plan was being developed before input from the Cabinet. The President stated that the plan does begin with his vision for the College and after it is somewhat developed then the President will bring it to the Cabinet for further discussion.

ACTION ITEMS

ITEM	ACTION ITEM	PERSON RESPONSIBLE	DATE TO BE COMPLETED
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No.			
1.	Retrieve building keys from security and give phone list.	C. Harris	
2.	Meeting with night coordinators, Lawrence Patterson and Dennis Monroe	President	
3.	Provide budget status reports	Cathy Wright Deborah Griggs	1/27/2010

ANNOUNCEMENTS

1. none

NEXT MEETING

The next meeting to be held on the Trenholm Campus.

The meeting adjourned at 11: 50a.m.

Respectfully submitted by:

Shearese G. Gipson

Shearese G. Gipson

Approved on _____