

PRESIDENT'S CABINET
PRESIDENT'S CONFERENCE ROOM – TRENHOLM CAMPUS
JANUARY 14, 2009

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

ABSENT:

The meeting was called to order by President Sam Munnerlyn at 8:30 a.m.

GENERAL COMMENTS/DISCUSSION ITEMS:

The meeting began with a moment of silence and remarks by President Munnerlyn. The following items were discussed:

- Budget Hearings-President Munnerlyn attended the budget hearings and found the proceedings to be very interesting. The Chancellor did an outstanding job on supporting what the two-year colleges requested. It was announced that the Presidents will have a Presidents meeting before every work session.
- Leadership Trenholm-The Cabinet members were given assignments for the Leadership Trenholm class. Each member has about 30-45 minutes to make a presentation to the class. We are looking for things that faculty and staff should know in order to make good quality decisions and do their jobs better.
- Employee Satisfaction Survey- Dr. Johnson reviewed the Employee Satisfaction Survey and discussed some of the results.
 - President Munnerlyn requested that we review and document each time we analyze surveys. We need the documentation to show that we did review them.
 - Review, documentation, and distribution to their departments should be part of the Division Chair responsibility.
 - President Munnerlyn shared some letters that he received about training from Trenholm. Various companies thanked us for the training and services they have received from Trenholm, especially from Mr. Tylicki and Danny Perry's area.
- Domain Name-Dean Harris discussed timing for change of our domain name to www.trenholmstate.edu.
 - We will still get e-mail for a period of time at the old email addresses.
 - Target date for the switch is March 1, 2009.
 - Target date to turn on the new webpage is between the 1st -15th of February.
 - President Munnerlyn wants the Cabinet to review everything before we launch the site. He requested that Dean Harris bring site information back to the Cabinet before the site is launched.
 - We must inform the faculty and staff so no new business cards, letterhead, etc. will be ordered with the wrong information. Dean Griggs and Cathy Wright to set deadline date for this to happen.
- Personnel Issues:
 - President Munnerlyn asked that we not wait to decide if we want to keep a person on staff. We should know within the first year if we don't want to keep an individual.
 - We have several issues we are managing

- Dean Griggs moving to the Patterson Campus
 - Painting project on the Patterson Campus has started
 - AHEAD program was not funded in the new funding cycle. Delois Curry has relocated to Testing, under the supervision of Lynn Sutton
 - Jackie Peterson has temporarily been placed with AMTC
 - New hires, outreach director, processing instructor, robotic instructor PT
- On Site Review-
 - RIF – Pam Rollins is developing a draft for the RIF Policy. We may be able to review by next meeting date.

UPDATES:

- AMTC – Project is about 30 days from completion.
Facility Projects:
 - Dean Griggs reported that she had spoken with the Building Commission about the water problem in the AMTC Building. A document was filed incorrectly is why there is a hold on the release of the building.
 - President Munnerlyn stated that we need some kind of estimated time frame as to when we can expect release of the building.
 - The building that AIDT was going to occupy has been placed on hold. This impacts our move to the AIDT building.
 - Architect responses have been received for the remodeling project on the Patterson Campus. Architect Review team will be meeting tomorrow at 8:30 to review those responses.
- Enrollment:
 - Enrollment is looking good. We have approximately 75 to 100 more people to register.
 - Tennie McBryde should call a post registration meeting.
- Business Office Manual- President Munnerlyn will approve the contract portion of the Business Office Manual and then it can be forwarded to the faculty and staff.
- We want to invite everyone to view the inauguration of the U.S. President in the student centers on both campuses.
- President Munnerlyn requested to meet with Dean Griggs and Cathy Wright every Wednesday after the Cabinet meeting.

ACTION ITEMS

ITEM NO.	ACTION ITEM	PERSON RESPONSIBLE	DATE TO BE COMPLETED
1.	Target date for the domain name switch	Charles Harris	March 1, 2009
2.	Target date to turn on the new webpage	Charles Harris	1 st -15 th of February
3.	Review webpage information before launching the site	Cabinet	
4.	Dean Griggs and Cathy Wright to set deadline for ordering new letterhead, envelopes and business	Deborah Griggs Cathy Wright	
5.	Draft for the RIF Policy	Pam Rollins	
6.	Call a post registration meeting	Tennie McBryde	
7.	Approve contract portion of the Business Office Manual	President Munnerlyn	

ANNOUNCEMENTS

1. Personal injury report has been submitted.

NEXT MEETING

The next meeting to be announced.

The meeting adjourned at 10:00 a.m.

Respectfully submitted by:

Shearese G. Gipson

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Approved on _____