



**PRESIDENT'S CABINET  
PRESIDENT'S CONFERENCE ROOM – TRENHOLM CAMPUS  
FEBRUARY 6, 2008**

**PRESENT:** Sam Munnerlyn, Dr. Mimi Johnson, Arlinda Knight, Charles Harris, Wilford Holt, Deborah Griggs, Dr. Suresh Kaushik

**ABSENT:** Barbara Anne Spears

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. Mr. Munnerlyn announced that he appointed Beverly Ross to the cabinet. The following items were discussed:

- Travel:
  - President Munnerlyn stated that there needed to be some changes pertaining to the policies and procedures for travel. The following will be inserted in the procedures manual.
    - Conference registrations can be paid in advance.
    - Out of state travel will not be paid in advance. A traveler will be reimbursed when he/she returns from the trip and submits proper documentation and receipts for travel.
    - The college credit card will not be issued to travelers.
    - For extended stay or early check-in there must be some activity the traveler is attending on behalf of the college to stay over or check in early if traveler is expecting to be reimbursed for expense.
  - An email will be sent to inform all employees of the procedures for travel.
- Leadership Summit:
  - The leadership summit should be a productive time for the team.
  - We all need to review the goals and objectives of the college prior to meeting.
  - We need to have a plan as to how we are going to meet the goals and objectives.
  - We need to have information about where we are going in terms of enrollment.
  - The Chancellor has invited a representative from his office to attend the Summit (Don Edwards). Mr. Pete Land will also be in attendance.
  - Dr. Mimi Johnson discussed the overview of the retreat. Brief oral presentations will be expected from each cabinet member. Presentations need to be submitted to IR electronically a week after the summit.
  - Wilford Holt will not be in attendance at the Summit.
  - Strategic Initiatives should be reviewed for all areas so that everyone will know what they are.
  - Program coordinators will not be a part of this session. We will have another session and extend an invitation to them at that time.
  - Charles Harris to assign someone to videotape the Summit.
- Advisory Council:
  - We are in the process of revising the College Advisory Council.
  - President Munnerlyn asked the Cabinet to let him know if there were other individuals that would serve well on the Council. We would like to focus on people from the workforce development area and community individuals.
  - President Munnerlyn would like to have a new list by the next meeting date.
- Customer Service Training/Phones:
  - President Munnerlyn stated that the college should have customer service training at least three times a year.
  - Next training session is tentatively scheduled for February 22<sup>nd</sup>. Jackie Thorington will conduct the training. Training will be mandatory for all employees except instructors with a class. Bookstores and

Financial Aid to close so those employees will have an opportunity to attend the training sessions.  
(notice needs to be posted on bookstore office doors)

- Discussion on the college incoming telephone lines. Ms. Stephens needs to be informed about everything that is going on at the College.
- Meeting should be scheduled with some directors and financial aid staff where we are experiencing some phone problems.
- President Munnerlyn stated that we should be more professional and official.
- Meeting with Chancellor:
  - Met with chancellor. He has talked to several people in the community. Has brought an internal auditor to review some job descriptions. We are in the process of correcting some issues.
  - Discussed budget concerns for next year. We are being asked to be conservative in spending. We should go back and set some priorities. We should look more at private funding. Another meeting is scheduled with him in about three weeks. The Chancellor is familiar with the projects going on here at the college.
  - Discussion on getting a water contract with Blue Ridge to provide drinking water on the Patterson Campus since there is a problem with the ground water. (*Areas for water will be the Administration Building and Building D*)
- Evaluations/Surveys:
  - If there is something that is revealed through one of our surveys whether it is good or bad we should not hide it, we should improve upon it. We should do something about it. We should deal with the issues.
  - Dr. Mimi Johnson will be developing an evaluation form for the President to be evaluated by everyone here at the college. This cabinet also needs to be evaluated as a whole.
- Robotic Exhibit:
  - A robotic demonstration will be held on the Patterson Campus, Feb. 11-13<sup>th</sup>. A robotics trailer will be traveling parts of the U.S. giving demonstrations to all students. There is a good chance that the Governor will be on campus to watch the demonstration and Mr. Ed Castile will be in attendance as well, along with news media.
- Job Posting:
  - President Munnerlyn stated that we are continuously wasting money by advertising every week with new advertisements. He stated that there should be some structure to the process of advertising. We should set dates to have job postings for each month.
  - The Cabinet requested the procedures for advertising. The Cabinet would also like a policies and procedures manual for human resources.
  - There should be an approval form submitted for approval of advertisements.
  - Pam Rollins to do a presentation about hiring process to the Cabinet.
- High School Visits:
  - We should take advantage of the opportunity to recruit high school students now or we will lose them to other schools.
  - Wilford Holt and Beverly Ross to set up schedule for student visits. Schedules should go out to the instructors for the fall and spring for student days.
  - Freddie Williams to get sign up sheet and let the students know what is going on in advance.
- Non-credit Students:
  - Have noticed on fall enrollment report and spring that we are not counting non credit students. We need to adopt a procedure for making sure we count these students.
  - We need to brief Mr. Dunwoody on this procedure.
- Domain Name:
  - There was some discussion on the college domain name change. A survey was conducted and revealed that everyone liked trenholmtech.edu.
- Inauguration:
  - Arlinda Knight gave an update of activities scheduled for the inauguration of President Munnerlyn. Plans are going well.
- Leadership Committee – no report.
- Enrollment- we currently have 1275 students enrolled.
- AMTC:

- We are currently waiting for notice to proceed from building commission to begin construction on the new building. We should be ready to start in the next few weeks.
- Building D:
  - The office furniture should arrive this Friday. Discussion on when the lab would be ready in the student center. Dean Griggs to have inmates available to help with getting the computer tables in the lab.
- Legacy Garden:
  - Legacy Garden group meeting to be held tomorrow. The first induction ceremony is scheduled for February 27<sup>th</sup>.
- Bridge -
- Summer Camps:
  - Dr. Kaushik, Wilford Holt, Barbara Anne Spears to organize summer camps
    - STEM camp
    - Counselors Camp
    - Upward Bound
    - We need to identify faculty members who will not have a full load to help with camps
- Signs:
  - We are ready to move forward with getting the signs but no activity has happened. Dean Griggs to give contact information to President Munnerlyn.
- GED Testing:
  - We plan to start GED testing on the Patterson Campus as soon as we get the material needed to start. Georgia McGee and Quinton Ross are ready to proceed with the testing. Beverly Ross has agreed to be the back-up testing proctor. They are waiting on test material.

**ACTION ITEMS:**

<b>ITEM NO.</b>	<b>ACTION ITEM</b>	<b>PERSON RESPONSIBLE</b>	<b>DATE TO BE COMPLETED</b>
1.	Send e-mail informing faculty/staff of procedures for travel	Deborah Griggs	
2.	Cabinet to review goals & objectives for the College and Strategic Initiative	Cabinet	
3.	Assign someone to videotape summit	Charles Harris	
4.	Revise College Advisory Council	Cabinet	
5.	Plan continuous customer service training	Arlinda Knight	
6.	Schedule meeting with Financial Aid and other Directors to discuss phones	Sam Munnerlyn	
7.	Order water contract with Blue Ridge Water for the Patterson Campus		
8.	Develop evaluation tool for the President	Dr. Mimi Johnson	
9.	Develop Human Resource policy & procedures manual.		
10.	Request procedures for advertising from Human Resources		
11.	Set dates for job advertisements		
12.	Pam Rollins to give overview of hiring process		
13.	Schedule student visits	Wilford Holt Beverly Ross	
14.	Adopt a procedure for capturing non-credit student data		
15.	Have inmates available for assistance in getting student lab in Building D setup	Deborah Griggs	
16.	Organize Summer Camps	Dr. Kaushik Wilford Holt Barbara Anne Spears	
17.	Move forward with installation of campus signs; give info to President Munnerlyn	Deborah Griggs	
18.	Floor in AMTC Building must be cleaned		

**ANNOUNCEMENTS**

1. No announcements.

**NEXT MEETING**

The next meeting will be held on February 20, 2008 at 9:00 a.m.

The meeting adjourned at 11:45 a.m.

Respectfully submitted by:

Shearese G. Gipson

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