

**PRESIDENT'S CABINET  
PRESIDENT'S CONFERENCE ROOM – TRENHOLM CAMPUS  
FEBRUARY 18, 2009**

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

**ABSENT:** Deborah Griggs

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:

- President Munnerlyn made a comment in reference to having invocations at College events. It is against board policy to openly pray at college functions. He wanted to know the Cabinet members' thoughts about prayer at these events. The Cabinet members shared their thoughts on the subject and it was agreed that instead of prayer before college events, there would be a moment of silence.
- Establishment of New Instructional Sites:
  - We must add Cosmetology and Massage Therapy to the Postsecondary Instructional Site list. Deans Spears and Holt are working on this.
- ACCS Strategic Plan:
  - President Munnerlyn asked the Cabinet to review the ACCS Strategic Plan for the system. President Munnerlyn will send the plan electronically to the Cabinet for review.
- 2009-2010 College Calendar:
  - President Munnerlyn asked the Cabinet to review the calendar for 2009-2010. The calendar committee has already approved this one. He stated that we want to make sure that this type of publication comes to the Cabinet before submitting to Postsecondary for approval.
  - We should all be familiar with the calendar.
  - We must ensure that in our planning for next year that we are aware of what is going on at the College to prevent calendar conflicts.
  - There was a brief discussion about how the calendar days are decided. Dean Holt stated that at one time we actually distributed a calendar with all days designated. It would be helpful to see actual days.
- Review of Surveys:
  - Dr. Johnson distributed the new student survey and employee satisfaction survey. President Munnerlyn stated that there are a few areas where our results are not as high as they have been in previous years; this must be addressed. Several areas of the survey were discussed.
  - President Munnerlyn is asking each Dean to review the surveys with their departments and make sure they understand them.
- State appropriations :

- President Munnerlyn stated that we should attempt to secure some of the funds that are available through the State Appropriations. Some projects to consider are the Patterson Campus infrastructure, Trenholm Walking Track, and Culinary Arts Building.
  - The President requested that we make this project the number one priority today.
  - Dr. Kaushik will be taking the lead on the project. Everyone should assist him in securing appropriate documentation to secure funds.
  - President Munnerlyn asked Shearese to give Walking Track information to Dr. Kaushik.
  - President Munnerlyn requested that Dean Griggs be contacted for estimates of the Culinary Arts Building from Exford. He wants these estimates to be given to Dr. Kaushik.
- Federal Stimulus Package - approved.
- Policy Review Process:
    - President Munnerlyn discussed the process for policy review and distribution.
    - He thought that the Cabinet had reviewed the Business Office Manual before it was released.
    - He stated that there are a number of things that should be added to the document.
    - He stated that he will send a statement out to the faculty and staff saying that the document is null and void until further notice.
    - A manual is a dynamic document, subject to continual updating and change. With this and all documents, we will work towards continual improvement and change.
    - President Munnerlyn stated that any publication from the College should go to the Marketing Committee first and then be approved by the Cabinet. We must have a clearing house for publications of the college.
    - Cathy Wright stated that there are a number of things in the Business Office Manual that should be addressed.
      - We will send out periodic emails from the Comptroller addressing current issues and concerns.
      - We will plan a professional development day to address and alleviate some of the problems that we have experienced.
      - The ultimate goal is problem resolution and ease of business processes. If you have concerns send them to the CBO and we will add them to the list.
      - The professional development will be scheduled in March. Discussion ensued on approval process for the deans.
      - Cathy Wright stated that we still get requisitions that are incomplete and this should not be happening. Once a requisition gets to the Dean, the Dean should make sure that all forms are complete. Requisitions should be done on-line at this point. President Munnerlyn stated that we must set a deadline to make this happen.
      - Comments or suggestions for the Manual should be sent to Cathy Wright.
    - Dean Harris requested a copy of the CBO Task List from the Business Office.
    - Dr. Johnson wanted to know who the contact person is for information from the Business Office.
    - Dr. Kaushik had a concern about having mail shipped to the college and not being able to use the post office box. He also did not know the process for printing requisitions. The physical address is still the shipping address for non-post office deliveries (UPS, Fed Ex, etc.) This is not necessarily clear to everyone.
    - Debra Cobb and/or Charles Harris will schedule training for online requisitions.
    - Dean Spears thanked Shearese for rearranging and labeling mailboxes near her office; it has really cut down on the distractions they used to receive in reference the mailboxes.
    - Suggestion for next CBO Alert:
      - Not accepting orders from Progressive Business Publications because they have been reported to the BBB for unethical representation.

- Personnel should be notified that mailrooms are the official way to send mail from campus to campus. Mail should not be handed to any individual traveling between campuses; it cannot be tracked and is easily lost.
- Draft of College Letterhead and Envelope:
  - President Munnerlyn asked the Cabinet to approve the letterhead and envelopes. Kenny Cox is working with Angela Cone on ordering business cards and letterhead. These kinds of things should also be approved by the marketing team.
- Office of Civil Rights Compliance Review:
  - President Munnerlyn appointed Beverly Ross, Sharon Ingram, Freddie Williams, and Dennis Monroe to a compliance review team for the Civil Rights Compliance Review. He also appointed Charles Harris to make sure this review gets done.
  - President Munnerlyn will send email to the faculty and staff to ensure cooperation for this project.
- Probationary Employees:
  - If there is someone in your department whose contract you may not wish to renew, the President wants to know now. President Munnerlyn will ask Pam Rollins to provide the list of probationary employees for your area.
- COE Distance Education:
  - Dr. Kaushik reported that the next COE visit will be in 2011.
  - He also reported that we are in non-compliance with COE in reference to Distance Education and Hybrid classes. (Holt, Spears, Kaushik are working on this)
  - When we have our next advisory committee meeting, the committee should be asked to vote on being supportive of Distance Education classes.
  - Ask Angela to add Distance Education to the Advisory Council agenda for Tuesday. The Cabinet should be in attendance for the meeting. The meeting will take place at Harper's.
- President Munnerlyn would like for Mrs. Bone to come to a Cabinet meeting to discuss and update us on the new VA packet.

#### UPDATES:

- AMTC:
  - Dean Holt gave a brief update on the meeting from yesterday.
  - We talked about the AUT program and the water has been approved.
  - The grant will end soon and we should be able to meet our goals and objectives for the grant.
  - Jackie Peterson has been working with the grant and has been very helpful and knowledgeable with the grant. She understands what we need to do for the project.
- Bridge Project:
  - President Munnerlyn stated that the project was approved at the Work Session last week.
  - We hope that when it goes to the board that it goes through without any questions.
  - This spring we should be able to start this project.
  - Charles Harris has an issue that he wishes to discuss with the bridge developers in reference to putting a microwave link between here and the library tower. He wanted to know if the bridge was 100% designed. Would like to look at how we can run fiber optics across the bridge.
  - President Munnerlyn stated that he and Charles should have a conversation with Dean Griggs and the KAHFRA representative about this issue.

- Water Project:
  - Water project has finally come out of the Building Commission and we are about 4 -5 weeks away from having water.
  - Dean Harris wanted to know if we had to wait for punch list before his department could do what they needed to do as far as IT is concerned. President Munnerlyn requested a meeting with Dean Holt, Dean Griggs, Dean Harris and Dennis Monroe about the water.
  
- Painting:
  - Patterson Campus paint project is almost complete. Building M was not included in the bid specification so the College must paint that building.
  - We should clean up area between Ms. Law and Mr. Greer. The area is unappealing. Those sidewalks should be steam cleaned. Painting on inside will begin.
  - Instructors will choose their colors.
  - We will buy some new furniture for the general education faculty on the Patterson Campus.
  - Lighting for Patterson Campus should be revisited.
  - We should work to fix the “disconnect” with the Patterson Campus.
  
- Faculty/Staff Handbook:
  - President Munnerlyn stated that the committee should convene before March 1<sup>st</sup>. The members are Dean Griggs, Dean Holt, Pam Rollins, Dr. Probst, and Dean Spears. The Chair should call this meeting now.
  - Arlinda Knight made the comment that the various College committees that we have are not functioning and that we should perhaps revisit the purpose of the committees.
  - It was stated that we should review our evaluation process. The current faculty/staff evaluation does not really meet the needs of the College.
    - Cabinet members want to know if there is a standard evaluation form used throughout the system. There is not.
    - It was stated that we could bring in a specialist to develop an effective evaluation for the faculty/staff. Before we spend money to do this, we should do some sort of investigation on what is out there. The discussion was tabled for right now. President Munnerlyn asked Shearese to put this item on the Cabinet Action Items.
  
- Career Academics- We are involved in this; we met last week with Arthur DeCote and four of our instructors are on this task force. (MPS)
  
- Domain name change is on target. Training packet to go out next week to be done by Friday. President Munnerlyn wanted to make sure that the marketing committee was satisfied with the change for the web. Deans should respond to marketing committee request.

**ACTION ITEMS**

<b>ITEM NO.</b>	<b>ACTION ITEM</b>	<b>PERSON RESPONSIBLE</b>	<b>DATE TO BE COMPLETED</b>
1.	President Munnerlyn to email ACCS Strategic Plan for the Cabinet for review	President Munnerlyn	
2.	Cabinet to review the 2009-2010 College Calendar	Cabinet	
3.	President Munnerlyn asked Shearese to send Walking Track information to Dr. Kaushik	Shearese	
4.	President Munnerlyn to send email to	President Munnerlyn	

	faculty/staff to ensure cooperation for the Civil Rights Compliance Review		
5.	President Munnerlyn to ask Pam Rollins to provide list of upcoming tenure individuals to each Dean	President Munnerlyn	
6.	President Munnerlyn requested Brenda Bone to visit a Cabinet meeting to discuss the new VA packet.	Dean Ross	
7.	President Munnerlyn and Charles Harris to have conversation with Dean Griggs about Bridge Project and "microwave link"	President Munnerlyn	
8.	President Munnerlyn requested meeting with Deans Holt, Griggs and Harris and Dennis Monroe to discuss the AMTC water.	President Munnerlyn	
9.	Building M on the Patterson Campus to be painted by the College.	Dean Griggs	
10.	President Munnerlyn requested that the area between Ms. Law and Mr. Greer be significantly cleaned.	Dean Griggs	
11.	President Munnerlyn requested that the lighting on the Patterson Campus be revisited.	Dean Griggs	
12.	Faculty and Staff Handbook team needs to meet ASAP (before March 1st )	Rollins, Griggs, Holt, Probst, Spears	
13.	Cabinet to review faculty/staff evaluation for effectiveness.	Cabinet	

## ANNOUNCEMENTS

1. Dean Ross stated that we have 1394 students enrolled.

## NEXT MEETING

The next meeting to be held on the Patterson Campus at 9:00.

The meeting adjourned at 11:40 a.m.

Respectfully submitted by:

*Shearese G. Gipson*

Shearese G. Gipson

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