

**PRESIDENT'S CABINET**  
**PRESIDENT'S CONFERENCE ROOM – TRENHOLM CAMPUS**  
**MARCH 4, 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, Deborah Griggs

**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. President Munnerlyn stated that once per month the Cabinet will meet on the Patterson Campus in Building J (LEC). The 1<sup>st</sup> Wednesday of the month will be the designated week. He thanked the Cabinet for their efforts in the President's Evaluation.

The following items were discussed:

- Administrative Council:
  - President Munnerlyn stated that we have held elections twice for this Council and both times there was not very much participation from the faculty and staff. He stated that from those individuals who were nominated he was going to appoint individuals to serve. By the next Cabinet meeting, we will have a list of those who have been appointed to the Council.
  
- Contracts for Professional Services:
  - President Munnerlyn stated that the leadership has not performed as we should where these contracts are concerned.
  - He stated that this is what he understood about Professional Service Contracts
    - A directive from the Chancellor's Office came out stating that every position for which we hire must be approved by his office. Because this caused such a problem for the colleges in the system, the Chancellor gave us relief on hiring adjuncts; thus, we are allowed to hire them without approval from Postsecondary.
    - We will continue to hire adjuncts as we have in the past from the "pool".
    - Hiring for any position not considered adjunct requires permission from the Chancellor.
    - The Chancellor's Office will get the approval back to us as quickly as possible.
    - We have found that this directive was not followed during some time in January. We must write a letter to the Chancellor and tell him we made a mistake by hiring some people in January without his permission.
    - President Munnerlyn stated that we should have guidelines in place to ensure that this does not happen again.
    - Personal Service Contracts should be signed by Dean Griggs and/or Dean Holt.
    - If a person has been hired without following the proper guidelines, the President wants to know immediately.
  - There was some discussion about how contract workers and adjuncts are different and who is an adjunct and who is a contractor. There seems to be a lot of confusion about this.

- If we are not providing the curriculum for that individual to teach, then he/she is not considered an employee of Trenholm. The individual would be a contractor paid through accounts payable.
    - If the individual is using our books, curriculum, etc., he/she would be considered an employee of the College and would be paid through payroll.
  - President Munnerlyn requested a meeting with Cathy Wright and Deborah Griggs to discuss this issue further. He stated that we will have guidelines for this process by the next Cabinet meeting.
  - President Munnerlyn stated that he will inquire at the next Presidents' meeting whether or not Lab Techs can be included in the "pool".
  - Cathy Wright suggested that we take a look at IRS Publication 15a.
  - Dean Holt wanted to know at what point do we know if it is okay to hire someone?
    - Dean Griggs stated that once the approval is back from Postsecondary the Business Office will let you know if your request was approved.
  - Cathy Wright stated that the breakdown comes when determining if a person is a contractor or adjunct.
  - Dr. Kaushik has concerns about why Postsecondary is not giving more specific directives/definitions of a contractor in the process.
- 2009 Survey of Occupational Injuries & Illnesses:
  - Discussion held between Dean Harris and Dean Griggs on who is responsible for the report. Dean Harris stated that a number of issues on that report deal with Human Resources and that is why he believes that HR should be responsible for the report rather than Safety/Security. He stated that if information is needed from him, he will provide that information. Dean Griggs stated that she will put the report in the Human Resources cycle to be completed.
- Keys to Facilities:
  - President Munnerlyn wants to know who has master keys to the College.
  - He wants all keys returned to the College and reissued to those who actually should be key holders. Keys should be returned by Wednesday the 11<sup>th</sup>.
  - President Munnerlyn stated that the following individuals should have master keys
    - Wilford Holt – Patterson Campus {keys to everything}
    - Arlinda Knight – Library Tower {keys to everything}
    - Someone on the Trenholm Campus should have keys to everything and should be identified as a keyholder in the event that employees require access to labs, offices, etc. This may also be an issue at instructional sites.
  - Arlinda Knight stated that we should have some sort of procedure for getting keys returned and reissued when people move from office to office; President Munnerlyn agreed.
  - When individuals ask for keys to be made, Dennis will get final approval from the President before making the keys.
  - Discussion ensued about security being able to let instructors into their offices and classrooms. It was agreed that when someone is locked out of their office they should call security. However, security does not have keys to all computer labs.
  - President Munnerlyn wants a resolution to the key issues by the next Cabinet meeting on March 11<sup>th</sup>.
- President Munnerlyn appointed the following Committees:
  - RIF Guidelines - Dean Holt (co-chair), Pam Rollins (co-chair), Dean Griggs, Cathy Wright, Walter Austin, Mike Evans, Melissa Pickett. June 9<sup>th</sup> is the deadline for submission. President Munnerlyn wants a draft submitted by the 1<sup>st</sup> Wednesday of April.
  - Business Office Manual- Dean Griggs, Cathy Wright (chair), Dean Holt, Billy Merrill, Dr. Mimi Johnson and Shemedrea Johnson. President Munnerlyn wants to have draft submitted to him by the 1<sup>st</sup> of April.

- Sign Committee – directing students/visitors to buildings – Spencer Arington, Arlinda Knight (chair), Dean Harris, Beverly Ross, Dean Holt, Dean Griggs. Need timeline and draft to get this project done.
- Stimulus Plan point person is Dr. Kaushik.
  - He will need estimates for front entrance of Patterson Campus along with plans. We will select an architect and let them know what we need. Need four or five pages of detail. Dean Holt to get this information to Dr. Kaushik.
  - Estimates for Walking Track on Trenholm Campus—Dean Griggs to be responsible for getting this information to Dr. Kaushik.
  - One other concern the President has is making sure that we do something about the bird droppings by the end of the month. We can't have this where students enter buildings.
  - He also wants to take ashtrays down that are attached to the wall. The President does not want to see anyone standing in front of the College smoking. We must have a designated area for the Administration Buildings on both campuses. Dean Spears assigned to this on the Trenholm Campus and Dean Holt on the Patterson Campus.
- Moving from Building C:
  - President Munnerlyn stated that by the next Cabinet meeting Geneva Patterson and Mrs. James should be moved.
  - Student Support Services should be moved as soon as possible.
  - Dean Griggs should prepare a timeline for building projects by tomorrow.
  - EMT will move to building C at the end of this term.
  - Inmates can help with all the moves.
  - Dean Griggs and Dennis Monroe to get an action plan together for the moves.
  - Dean Griggs, Dean Holt and Cathy Wright will discuss moving shipping/receiving back to the warehouse on the Patterson Campus.

#### UPDATES:

- RIF Policy- committee appointed.
- Dual Enrollment Opportunities – Dean Holt met with Keith Stewart in Bullock County, and Stewart believes that the best thing for his students is to bus them to our campus. The students will take academic classes at their location in the morning and technical classes in the evening at Trenholm. We have requested funding for about 40 students from Bullock County. We have continued with Macon County in AUT program. We are requesting money for Montgomery, Elmore and Lowndes Counties.
- Lights in Library- President Munnerlyn wants maintenance to start lowering lighting in the library on Monday.
- Outdoor Lighting on Campus – The President has received several reports about lights, and we have not responded. The non-functioning lights have been identified more than once.
  - When we come back next week he wants the lights to be replaced. Light bulbs should be replaced as soon as they go out.
  - We should know the dates that these things are scheduled to be completed. Shearese will record in the action items. As soon as we get the deadlines, President Munnerlyn wants to know what the plan is for maintenance.
- COE committees should be set up now so we can begin to prepare for the visit.
- Dean Ross – submitted a draft for the selection of students for the Who's Who Award. The Cabinet made some minor changes to the draft and approved with corrections.
- President's Briefing/ Student Focus Groups- Not discussed.
- 2009 Gala:
  - Dr. Johnson reported that the Gala is going well. We have several new sponsors this year.
  - If you know of anyone who we can solicit, please let us know.

- We still have seats available.
- Employees are allowed to get two tickets for \$125.00 each; after that the price is \$175.00.
- We try to accommodate 180 - 190 seats at the Gala.
- President Munnerlyn had a suggestion to include the students who have received scholarships from the Foundation to say a word of thanks in a video for closing remarks at the Gala.

## ACTION ITEMS

ITEM No.	ACTION ITEM	PERSON RESPONSIBLE	DATE TO BE COMPLETED
1.	Appoint members to the Administrative Council	President Munnerlyn	
2.	Develop guidelines/procedures for submitting personal service contracts	Dean Griggs Cathy Wright	March 11, 2009
3.	Meeting with Cathy Wright & Deborah Griggs to discuss Personal Service Contracts	President Munnerlyn	
4.	2009 Survey of Occupational Injuries & Illnesses to be completed	Dean Griggs	
5.	President Munnerlyn wants a list of who has master keys at the College; they should be returned and reissued to those who actually should be key holders. Resolution by next meeting.	Dean Griggs	March 11, 2009
6.	Procedure should be developed for individuals who move from office to office to make sure keys are properly returned.		
7.	Dennis Monroe to get final approval to make keys from the President.	Dean Griggs	
8.	Draft of RIF Policy	Dean Holt	April 1, 2009
9.	Draft of Business Office Manual	Cathy Wright	April 1, 2009
10.	Draft of Signage for both Campuses	Arlinda Knight	April 1, 2009
11.	Provide estimates for front entrance of Patterson Campus to Dr. Kaushik	Dean Holt	
12.	Provide estimates for Walking Track on the Trenholm Campus to Dr. Kaushik	Dean Griggs	
13.	Remove bird droppings from entrances where students enter.	Dean Griggs	March 31, 2009
14.	Remove ashtrays from building	Dean Griggs	March 31, 2009
15.	Identify designated smoking areas on the Trenholm Campus	Dean Spears	
16.	Identify designated smoking areas on the Patterson Campus	Dean Holt	
17.	Coordinate with Dennis to move Geneva Patterson and Dorothy James	Dean Griggs	
18.	Coordinate with Dennis to move Student Support Services	Dean Griggs	
19.	Prepare timeline for building projects	Dean Griggs	
20.	Coordinate with Dennis to move EMT	Dean Griggs	By end of term
21.	Dean Griggs, Holt and Cathy Wright		

	to discuss moving shipping/receiving back to the warehouse on the Patterson Campus		
22.	Maintenance to lower lights in Library on Patterson Campus	Dean Griggs	March 9, 2009
23.	Maintenance to replace lights that are out	Dean Griggs	
24.	Develop plan for Maintenance	Dean Griggs	
25.	Reconvene COE Committees to get prepared for COE visit.	Dr. Kaushik	
26.			

**ANNOUNCEMENTS**

1. none

**NEXT MEETING**

The next meeting to be held on the Trenholm Campus at 9:00 a.m. on March 11.

The meeting adjourned at 11:15 a.m.

Respectfully submitted by:

Shearese G. Gipson

Shearese G. Gipson

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