

PRESIDENT'S CABINET
PRESIDENT'S CONFERENCE ROOM – TRENHOLM CAMPUS
MARCH 4, 2010

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

ABSENT: none.

The meeting was called to order by President Sam Munnerlyn at 8:00 a.m.

GENERAL COMMENTS/DISCUSSION ITEMS:

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

- Master Plan:
 - The President has a meeting scheduled with Mr. Payne to review the college master plan.
 - He stated that the Cabinet will have a chance to voice their opinion about the plan. He has already talked with some about the vision for the facilities.
 - We have a need for a health science building on the Trenholm Campus. Parking lots, entrance to the campus, biology labs, adult education, old culinary building, general education classrooms and the energy piece are some things that are of immediate concern for the master plan.

- Ribbon Cutting:
 - The President thanked everyone for their participation in the AMTC ribbon cutting. He stated that there was a good mix of people at the event. Now we need to further develop the center and make sure the program is continuously growing. We need the expertise to make that program what it needs to be. We also need a robotics instructor for the program.
 - Culinary Arts – President Munnerlyn asked Dean Ross and Arlinda Knight to begin preparing for the Culinary Arts ribbon cutting. He suggested having an event sometime in June. The event can be either a ribbon cutting or open house. It was also suggested that we may be able to tie the event in with a chamber meeting. A Chamber Business After Hours would be good.

- Professional Development:
 - A draft of the Professional Development activity for the 12th was released.
 - The President asked the Deans to talk about real incidents that have happened on campus so that we can inform faculty and staff of proper procedures. He stated that if a student threatens our employees, the student should not be here. If the student breaks rules, he should be held responsible. These are some things that should be covered.
 - He would also like to see AS400 training, credit card, bookstore and moodle training.
 - Dr. Kaushik will cover COE.
 - We need to know emergency procedures. The President asked Shearese to set up a meeting with Mr. Stone, Mr. Patterson and Charles Harris. Mr. Stone and Mr. Patterson are the night coordinators and need to have responsibility. They need to know what to do in an emergency situation.
 - There was a small discussion on the current security services. It was suggested that we may need to go with better security, paying more and having fewer shifts with more monitoring.
 - Dean Holt has a concern about the Professional Development day on the 12th. He is concerned about a makeup day for bad weather.

- President Munnerlyn asked the Deans to tell him when the makeup day should be for weather days.
- Faculty who have class on that Friday may have class. We cannot count those students absent on a day that we have told them they are out. Faculty should let the students know what the make-up day will be.
- Security RFP:
 - Dean Harris stated that the Security RFP will go out soon. He did not receive any response back from the Cabinet on the Security RFP.
- Sharing for Improvement:
 - The President stated that when faculty and staff attend professional development activities off campus, upon their return they should be ready to talk about what they learned and how they will apply those teachings to their job.
- Characteristics of Younger Students:
 - The President stated that we need to be prepared for the kind of students that will be enrolling and attending our college. We are going to experience some new problems and situations. We just need to be prepared for this new culture.
- Action Item Review:
 - The President asked Shearese to send out the Cabinet Action Items. We will review at the next meeting.
- Advertising for Vacancies:
 - The President stated that we should have a plan for advertising vacancies here at the college. We are spending a lot of money in this area. He does not want to continue to advertise like we have been doing in the past.
 - He wants to try to get all positions advertised once per month. He stated that there should not be any time that we are in a rush to advertise. It was suggested that we only advertise once per month by the 15th of each month.

Updates:

- Culinary Arts Facility/Adult Education:
 - Dean Griggs reported that we have got an estimate for the remaining electrical work.
 - The Adult Education Building has carpet. Houston has completed wiring. The duct work in ceiling is loose. We are waiting for owners to complete this work. The President wanted to know when we were moving? He asked Dean Griggs to get with Dennis Monroe and give him a date for move in.
- SACS/COE:
 - Dean Spears reported that we were asked by the Chancellor to send our SACS information to a consultant for his review. He has reviewed the information and thus far, the main thing we have issues with is documentation about how the college was established. However, his review is not yet complete.
 - Dr. Kaushik reported that a revised COE committee list was sent out. He stated that if any changes are warranted, we should let him know. As of today this is the approved list of committees.
- SkillsUSA:

- Dr. Kaushik reported that everything is going well with SkillsUSA. We have about 200 students, and 15 sections are going for awards and metals.
- Bridge:
 - Dean Griggs reported that the architect is on campus conducting some surveys. They should be here next week with equipment. The Bridge has been ordered and should be finished around September.
- Dual Enrollment:
 - Dean Holt reported that we have 44 dual enrolled students in the two counties. We have about 34,000 in Funding. We may have 20, 000 left for the fall.
- Workforce Development:
 - The President had a discussion with Mr. Hutto. He is waiting to get back with him to see where we are going with this effort.
 - Arlinda Knight asked who was entering the Pre-apprenticeship program numbers. Dean Holt stated that he thought Bevill was doing this. The President stated that we do need to capture these numbers for our portion of credit.

ACTION ITEMS

ITEM NO.	ACTION ITEM	PERSON RESPONSIBLE	DATE TO BE COMPLETED
1.	Preparation for Culinary Open House/Ribbon cutting.	Dean Ross Arlinda Knight	
2.	Set up meeting with E. Stone and R. Patterson.	Shearese Gipson	
3.	Deans to let the President know when to schedule student makeup day.	Deans	
4.	Send Action Items Out	Shearese Gipson	
5.	Get move in date for Adult Education.	Dean Griggs	

ANNOUNCEMENTS

1. Stabilization report was completed.
2. Articulation Report has been completed.
3. Recertification of FSFA is being worked on.
4. Cabinet will not meet during Spring Break.
5. Library heat on 1st floor was completed on yesterday.
6. We will adhere to the 30 day policy pertaining to travel. We will not go backwards in paying individuals any more. We need to do what the policy says.

NEXT MEETING

The next meeting to be held on the Trenholm Campus. The meeting adjourned at 11: 30 a.m.

Respectfully submitted by:

Shearese G. Gipson

Shearese G. Gipson

Approved on _____