

PRESIDENT'S CABINET
PRESIDENT'S CONFERENCE ROOM – TRENHOLM CAMPUS
MARCH 11, 2009

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

ABSENT: Dr. Mimi Johnson

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:

- Title II Review:
 - President Munnerlyn asked Mrs. Knight if there were any concerns about the upcoming visit.
 - Mrs. Knight stated that they are in the process of getting the requested items for the visit. As of this date things are in order. We hope to get the requested information out by tomorrow.
 - The Review team will meet with the Activity Directors, the President and Mrs. Knight.
 - Mrs. Knight recommended that Shemedrea Johnson be the contact person during the visit since she is knowledgeable about the rules and regulations of Title III.
 - Mrs. Knight stated that on the Title III Team's schedule, they indicated that they would have lunch on campus. She stated that she thought they may have placed that on the schedule because they think that we have a cafeteria on campus. The President then stated that he would have lunch brought in.
 - Discussion ensued about Business Office Procedures Manual; some corrections have been made. We can submit the manual in draft form if changes have not been completed. Mrs. Knight and Dean Spears made some suggestions for corrections to the manual. President Munnerlyn commented that the manual was okay with the postsecondary policies but we also needed to include our policies. Charles Harris stated that we are lacking on processes in the manual. Cathy Wright stated that those are the kinds of things we are trying to correct.

- Civil Rights Review:
 - Charles Harris stated that we have run into some difficulties with having everything in place for this review, but we are working through these difficulties.
 - We are assembling data, we have timelines to meet, and next week we will start to compile the report.
 - We are working on noncompliance items as they are discovered. There will be some areas of noncompliance that we cannot resolve before the visit. He stated that he would review those things with the President as they arise. The President asked Dean Harris to let him know immediately of the areas in which we are not compliant.
 - The current issue of the Faculty/Staff Handbook is not published. The President stated that we will revise the handbook and have an electronic copy published before the visit.
 - He stated that Pam Rollins sent out sections for each of the Deans to update but no deadline was given to complete the project. The President stated that we must have the updates now. He stated that he would discuss with Mrs. Rollins.

- There was a brief discussion on where to find information in the faculty/staff handbook and adding a table of contents or an appendix.
- It was stated that it is our responsibility to train our employees. We must ensure that everyone knows where to go for specific things like grievances, harassment, etc. President Munnerlyn requested training sessions be placed on the action item list. Training also applies to our off campus sites.
- President Munnerlyn stated that we must have another meeting with the faculty/staff as soon as possible to discuss the Compliance Review. He asked Mrs. Knight and Dean Harris to give a brief update on what information the team would be seeking.
- We will generate a list of the deans, coordinators, department heads, grievance coordinators, etc. so that faculty/staff will know who these individuals are. Dean Spears to develop list and give to Dean Harris.
- Some issues with various incidents on campus were discussed. Cathy Wright stated that she thought it might be time for us to consider more security staffing. It seems that with the kind of problems we have, more security would be approved to combat some of the issues we face on both campuses. The President agreed.
- The President stated that a lot of our problems begin with disruptive students; if someone would take the time to handle these students, we could prevent further issues. Sometimes employees don't want to take the time to follow the procedure and write the student up. We know the area where most of these problems originate, so we should be able to find a solution.
- We must involve Quinton Ross in a discussion about his area. If GED students are on our campus they should go through the same orientation process as our credit students. The President requested a meeting with Mr. Ross and Dean Holt about an orientation for GED students. Cathy Wright also had a suggestion for the GED students to have a mentoring program along with classes they are offered.

UPDATES:

- RIF Update- Dean Holt gave a brief update on RIF. The committee meet and will be prepared by April 1 to give draft of the policy. The committee is confident that it will be something that will work for the College and its employees.
- Gala- The President meet with the foundation last week. Sponsorship is not what it was last year. Ticket sales are going well. We hope sponsorship increases.
- Architect Selection for Patterson Campus- The committee met and has selected three architects. The President will see their presentations on Thursday and the best architect will be selected for the project. Once the selection is made, we are asking for a new plan for the campus.
- President Munnerlyn asked Dean Griggs to tell Dennis Monroe to make sure the AC is working on the Patterson Campus. We must test the air as soon as possible.
- Work Session- We have several items on the agenda for tomorrow: approval of two programs, Radiology and Ultrasound Technology, plus the inclusion of Echocardiogram Technology as an information item. Renovation of Building E is also on the agenda. The instructional programs being considered by SBE are also on the ACHE agenda for Friday.
- Mini term- President Munnerlyn requested an update on the mini term. Dean Holt reported that on the technical side we had four classes that are going to make. In the future we would like to see more than that. Dean Spears stated that we did not get what we were expecting in general education. There was some confusion during the process; however, a mini term is something that we would like to continue from term to term.
- Library Patterson Campus – not discussed.
- Head Start –The President met with Dennis Johnson of Head Start, and they are going to vacate the Head Start buildings on the Trenholm Campus. He asked Cathy to put together an action plan and

time line for moves. The entire committee should reconvene and put plan together. President Munnerlyn chairs the committee.

- Dean Griggs reported that we received oral communication from the State that we had a clean audit. Mrs. Knight asked if we had received a final report from the Auditors from Postsecondary. President Munnerlyn stated that they did have some findings and they are being addressed by our Comptroller. Mrs. Knight then stated that she found it to be odd that we would have 0 findings from the State and a number of findings from Postsecondary.
- He is proud that we got a good audit from the State. Dean Griggs stated that the scope of what Postsecondary was looking for is different from that of the State.
- President Munnerlyn requested to know the projected start date of the Bridge Project. Dean Griggs stated that the project has not been bid yet because of some issues that have come up with CSX. We are currently waiting on Larry Willard to give us an opinion on the issue. The Railroad has been very difficult to deal with during this project. Lamar Signs did remove the sign near the railroad; however, the pole is still there.
- Cathy Wright was asked to check on the Johnson Control contract for maintenance on the library that was submitted to her by Dean Harris.
- President Munnerlyn stated that at the next meeting we need to spend some time on process and the flow of things.

Action Item Updates:

President Munnerlyn requested to know how we were getting things inserted into the handbooks after Cabinet approved a process. He suggested the following:

- After the Cabinet has approved a form, process, policy, etc., submit to Shearese and she will be responsible for getting the document to the appropriate person(s) to have it inserted into the official College procedures.

ACTION ITEMS

ITEM No.	ACTION ITEM	PERSON RESPONSIBLE	DATE TO BE COMPLETED
1.	Training Sessions for faculty/staff on where to go for different issues that arise on campus.	President Munnerlyn	
2.	Hold another meeting with faculty/staff in reference to Compliance Review.	President Munnerlyn	completed
3.	Generate a list of Deans, Coordinators, Department Heads, Grievance Coordinators, etc. for faculty/staff.	Dean Spears	completed
4.	Meeting with Quinton Ross, Dean Holt and President Munnerlyn to discuss orientation session for GED students.	President Munnerlyn	
5.	Make sure AC is working on the Patterson Campus	Dean Griggs	
6.	Johnson Control contract for library was submitted by Charles Harris– (<i>who has it? Cathy to check on</i>)	Cathy Wright	
7.	Time to be scheduled at the next cabinet meeting to discuss inter office processes.	Cabinet	

ANNOUNCEMENTS

1. none

NEXT MEETING

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

The meeting adjourned at 11:30 a.m.

Respectfully submitted by:

Shearese G. Gipson

Shearese G. Gipson

Approved on _____