

**PRESIDENT'S CABINET - PRESIDENT'S CONFERENCE ROOM**  
**MARCH 21, 2012**

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

**ABSENT:** Barbara Anne Spears

**GENERAL COMMENTS/DISCUSSION ITEMS:**

The meeting began with a moment of silence.

- Review of Planning Summit:
  - The President requested that all faculty and staff who enter data into the AS400 must have annual training sessions. We want to make sure to include the Business Office. The training may help us get better data output.
  - There was a brief discussion about data and the national clearing house and making sure that students are providing all information requested on any forms being completed for the College.
  - Dean Harris stated that we have four training sessions set up for this year with Alliant.
  - The President requested someone from the Cabinet to work with the Lyceum Committee on developing our professional development activities. Standing Committee and Ad Hoc document shows that most of the Cabinet members are already a part of the Lyceum Committee.
  - The President asked Shearese to work with Angela to schedule a meeting with Carol Millender and Dr. Tracie Carter, the committee chairs.
  - Dean Ross is currently working on a script for those who will be recruiting. The President will speak to the Rotary Club this coming Monday as a recruitment effort. He plans to go to as many places as he can to talk about what Trenholm is doing.
  - He asked Dean Holt to assist those programs who are trying to do individual advertising and to make sure they go through Mrs. Knight for approval.
  - The President asked for volunteers who would like to work on the Facilities Master Plan. Dr. Johnson, Arlinda Knight and Cathy Wright volunteered. The Ad Hoc Committee list shows that all Cabinet members are on the Facilities and Master Plan Committee. Dr. Kaushik is the chair of the committee; the President asked him to call a meeting.
  - The President asked Dean Ross to get Angela to complete a requisition for one recruiting display.
- Economic Impact Study:
  - The President passed the Economic Impact study around to the Cabinet. The study is a view of the system as a whole; Trenholm has a \$56M impact. Our role in the community is important.
  - Last week Cathy Wright and the President met with Colonel Matt Hamel. Another meeting will be scheduled to get together to discuss how we can work together.
  - The President also had a meeting with Ray White from Troy to discuss how we can work together.
  - Next we plan to meet with AUM and maybe the HBCU presidents.
- Registration Plan:
  - Dean Ross reported that online registration will be held on the 20<sup>th</sup>, 21<sup>st</sup>, and 22<sup>nd</sup>. We have approximately 308 students who have registered online already. Students can access their account information online which allows them to see what funds they have available. They can also validate their schedules online.

- Dean Griggs reported that we are working out an agreement on another student financial aid plan. She is also in contact with Wells Fargo Education Financial Services as an alternative method for student funding.
- The President stated that a memo came from Postsecondary about a payment plan policy. The President wants to make sure that students are not purged on a payment plan. Tennie McBryde can flag them to make sure they are not purged.
- MPS Partnership:
  - The President met with MPS Superintendent Barbara Thompson and Donald Dotson; he is not sure where this will lead because the programs that we want are not necessarily the programs they want.
  - Some of the programs we want: Automotive Technology, Industrial Maintenance and Machine Tool. They want Plumbing, Brick Masonry, and Welding. Dean Spears will need to be a part of the next meeting.
- Executive Order 25:
  - This is an order asking us to appoint an Energy Officer. Dennis Monroe has been appointed as that officer.
  - Cathy Wright and Dean Griggs attended a facilities meeting in Greenville. They shared that several presenters were at the meeting and discussed several issues. One main discussion item was mapping our utilities underground.
  - Dean Harris stated that we already own mapping software.
  - The President stated that we are supposed to have an energy plan to save 30%. He asked Cathy Wright to ensure that we begin to develop that plan. Dennis Monroe must stay on top of this.
- Postsecondary Leadership:
  - The President hopes that Susan Price remains Interim Chancellor until a permanent Chancellor is found. She is a very fair person and will hear all dynamics of an issue before making a decision.
  - He stated that we want to continue our working relationship with Postsecondary. We will schedule another meeting with her (Susan Price) after taking a look at the Screws Property.
  - The President mentioned a few Bills introduced to the Legislature:
    - A Bill was introduced by Senator Pittman to turn the leadership of Postsecondary back to secondary.
    - There is also a Bill being introduced to separate Postsecondary from this Board and to be governed by another Board.
    - There is also a backlash about presidents now. Everything is up in the air. There will be some changes in Postsecondary Education.
    - The legislature has requested a list of any funds the College has not expended. We have \$210M with part of that being reserves.
    - Athens State has a Bill to separate from the system.
- Upcoming Cabinet Discussion Item:
  - MPS, Program Viability, Professional Development, Facilities, Bid Process
- Emergency Management:
  - The President asked Dean Harris to discuss emergency management this morning. He stated that emergency management should be discussed every year at the fall in-service.
  - The President would like for every building captain to have a hard copy of the emergency plan.
  - Dean Harris reported that we had a safety meeting last week and he was surprised at comments made at the meeting.
  - Some instructors are suppressing some important things that should be brought to leadership.
  - Safety and Security will conduct another training session where safety and security speakers will rotate to different groups to do the training.

- The President wants to make sure we all know the plan. Each time we have a meeting we need to talk about safety.
- Discussion about who the spokesperson should be in case of an emergency. Most colleges have their Public Relations person handle this. President Munnerlyn will follow up on this.
- Students need to get this information through orientation each year.

**Updates:**

- Community College Day: We are going to take about five of our students to this event.
- SACS Schedule: a brief review of the SACS timeline schedule was distributed and a discussion about what we should expect during the course of candidacy was held. We are ready to send shortly. (*see handout*)
- Legislative Agenda: The President gave a brief overview of some the Bills on the legislative agenda and how they affect us.
- PACT Settlement: The President informed everyone that the settlement has been halted.
- Title III-B Proposal: We are currently working on preparing the next cycle proposal. We are planning to continue with activities that are currently in the works. The draft proposal will be submitted to the Cabinet for review and finalization. By April 19<sup>th</sup> the proposal will be submitted.
- Camp iMade It: The President stated that about 98% of participants gave a good rating. The Camp was held on the Patterson Campus.
- Lagniappe: President Munnerlyn and Chef Campbell will appear on WSFA business break at 6:40 a.m. on March 29<sup>th</sup> to promote the Lagniappe. We are still selling tickets and trying to get more sponsors. The President stated that he does expect the Cabinet to be participants.
- SCREWS Property: We got a letter from the Department of Education saying that we have to go back through the acquisition process again to obtain the building. In the process of reapplying we had to go back to the Board to get another resolution; the process is halted at the Board because of additional questions. We have met with Leigh Grogan and Susan Price to talk about finances to see if we can afford the building. Frank Barnes and Mr. Payne will be evaluating the building.
- Dean Ross reported that for the summer term Pell Grant has been awarded to 776 currently enrolled students.

**ACTION ITEMS**

<b>ITEM NO.</b>	<b>ACTION ITEM</b>	<b>PERSON RESPONSIBLE</b>	<b>DATE TO BE COMPLETED</b>
1.	Schedule a meeting with Carol Millender and Dr. Tracie Carter chairs of Lyceum Committee.	President's Office (Angela)	
2.	Schedule a meeting with the Facilities Master Plan Committee	Dr. Suresh Kaushik	
3.	Purchase (1) Recruiting Display	President's Office	
4.	Develop Energy Reduction Plan	Cathy Wright	

**ANNOUNCEMENTS**

1. none

**NEXT MEETING**

The meeting adjourned at 11:30

Respectfully submitted by:

Shearese G. Gipson

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