

PRESIDENT'S CABINET
PRESIDENT'S CONFERENCE ROOM – TRENHOLM CAMPUS
APRIL 1, 2009

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

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.

The following items were discussed:

- Business Cards:
 - President Munnerlyn stated that we can move forward with ordering the College Business Cards. He does not support ordering cards for all personnel.
 - admissions clerks, secretaries, etc. should order cards only if actively involved in meeting the public
 - All administrators, instructors and recruiters should order cards
 - The President requested that the Deans forward the names of people for their area that need business cards. Names are needed by next Cabinet meeting.
 - Send names and completed business card form to Angela Cone.
- E-mail:
 - President Munnerlyn stated that he did not like the message “tags” attached to the bottom of emails that come from college personnel. He is going to communicate to the college to remove these messages from their emails.
 - Mrs. Knight and Mrs. Wright to revise the email policy to include verbiage about email “tags”. This wording should be inserted in the faculty and staff handbook.
- Reduction in Force Guidelines:
 - Pam Rollins gave a brief update on the guidelines set up for RIF. Trenholm’s RIF plan mirrors that of AIDT since they have already had theirs approved by the State Board.
 - The first line of personnel that will be affected by RIF will be part time and temporary employees.
 - The President wanted to present this to the Cabinet for their input and recommendations.
 - The next step will be to submit to Joan Davis at Postsecondary to review before sending to the Board.
 - We anticipate sending the RIF Policy to Postsecondary after our next Cabinet meeting; this will allow us time to review the draft.
 - This document must be a part of the faculty/staff handbook.
- Policy on Creating Brochures, Posters, & other Marketing Materials:
 - Mrs. Knight stated that in order for the Marketing Committee to be effective, a policy is necessary.

- She presented the Cabinet with a draft policy for their review and comments. Mrs. Knight will send electronic draft to the Cabinet.
- The President would like to approve at the next Cabinet meeting. He also stated that he will transfer the marketing budget to Mrs. Knight.
- Student Complaints:
 - President Munnerlyn had some concerns about how student complaints are handled. Deans Holt, Spears, and Ross should get initial formal student complaints.
 - After they have investigated and/or resolved the complaint, a written resolution should be sent to the President.
- Food Service:
 - We should reevaluate our contract with Buffalo Rock. There are several free services available to us from them but we are not taking advantage of the services.
- Keys:
 - Dean Griggs and Dean Holt should have keys to entire Patterson Campus.
 - Administrative Assistant to Associate Dean of Technical Education does not need to have master keys.
 - We should collect master keys from Henry Tylicki and Kenny Cox.
 - Lawrence Patterson should receive a master key for Trenholm Campus.
 - Dean Ross requires a key to her building.
 - Dean Spears requires a key to Administration Building.
 - Dr. Kaushik has master key to Library Tower and may have an extra one for Arlinda Knight
 - Security must be responsible for making sure Building D on the Patterson Campus is open.
- Bullock County Center:
 - Dean Spears gave a brief update on what is going on in Bullock County.
 - We currently offer Nurse Assisting but the class normally does not make due to lack of participation.
 - English, Math and Developmental Classes are offered. We still face some problems in getting large numbers.
 - We do have some classes scheduled for this summer.
 - President Munnerlyn stated that the whole program in Bullock County might be an option to consider when making budget cuts. We need to do a cost analysis of the site.
- Review Tasks:
 - The hiring process was discussed. President Munnerlyn stated that we have to advertise for every position except tutors or instructors. Anything outside of these two positions must be advertised.
 - All hiring must go through Human Resources.
 - TEBI /contracts must go through the Business Office. Mrs. Wright stated that the Business Office will distribute a memo explaining the rationale for determining whether an individual is an employee of the college or a contract worker. There was some discussion on this issue.
 - Each time we extend a contract, approval is required. President Munnerlyn to talk with Joan/Latonya at Postsecondary to get additional guidance on issue.
 - President Munnerlyn asked Dr. Johnson to review the on-line work order process after the Gala is over.
 - It was asked if Title III funds can be used to re-key both campuses for one true master key. Mrs. Knight stated that we do not have an objective for re-keying the campuses but that may be something we could consider.
 - It was suggested that the Cabinet may need to have some sort of protocol training. The President agreed and wants to schedule some activities.

- The President mentioned the Lyceum Committee and wants them to submit a plan for some protocol activities college wide.
- Mrs. Knight mentioned that Activity I has funds set up for professional development activities.
- President Munnerlyn wants to take the group of people to lunch for helping with the recent Civil Rights review: Civil Rights Committee, Angela Cone, Shearese Gipson, Ken Scott, Syed Raza. Angela will schedule lunch date.
- Safe Mail Handling:
 - Information came in on safe mail handling from the Federal Government. The President will make sure we get info by the next meeting. He will e-mail to the Cabinet.

UPDATES:

- Strategic Initiatives – not discussed.
- AMTC –not discussed.
- Dual Enrollment:
 - Dr. Kaushik and Dean Holt have written a dual enrollment proposal. This is a good opportunity for us. After this proposal we want to try to concentrate on what we have now before getting any other grants.
- Relocations:
 - President Munnerlyn is depending on Dean Griggs and Mrs. Wright to complete the chart of activities as far as the moves are concerned.
 - We must schedule a date to move Central Supply, the Bookstore, Student Support Services.
 - We must determine where Jackie Peterson and Early Care is going. Dean Holt stated that they were going to move to the Library Tower. He will meet with Arlinda Knight to discuss.
 - President Munnerlyn stated that as of June 1, the Head Start building will be available.
- PACT :
 - President Munnerlyn gave a handout in reference to PACT. He wants the Cabinet to read the information for general knowledge.
- Celebration of Success –
- Dr. Kaushik mentioned just as Trenholm State took the lead in doing something concrete in the arena of automotive manufacturing training, we should consider developing concrete plans to develop a training program in “Green Jobs” and get our faculty in various technical programs to acquire professional development skills for incorporating energy-efficiency and renewable-energy related courses/modules in their respective programs. We should be doing this now, lest we miss the current opportunities or are mandated to it later.

ACTION ITEMS

ITEM No.	ACTION ITEM	PERSON RESPONSIBLE	DATE TO BE COMPLETED
1.	Deans to submit names of individuals who need business cards.	Deans	
2.	Order business cards	Angela Cone	
3.	Revise email policy to include verbiage about message "tags"	Arlinda Knight Cathy Wright	
4.	Submit RIF to Joan/Postsecondary for review.	President Munnerlyn	
5.	Send electronic version of Creating Brochures, Posters & other Marketing Material	Arlinda Knight	
6.	Submit marketing budget to Arlinda Knight	President Munnerlyn	
7.	Re-evaluate contract with Buffalo Rock		
8.	Do cost analysis on Bullock County Site		
9.	Send correspondence out to faculty/staff on "employee vs. contract worker"	Cathy Wright	
10.	Get additional guidance from Postsecondary on where or not a new contract is needed every time we extend a contract to the same individual.	President Munnerlyn	
11.	Complete chart of campus moves.	Cathy Wright	

ANNOUNCEMENTS

1. none

NEXT MEETING

The next meeting to be held on the Trenholm Campus at 8:30.

The meeting adjourned at 11:30 a.m.

Respectfully submitted by:

Shearese G. Gipson

Shearese G. Gipson

Approved on _____