

PRESIDENT'S CABINET - PRESIDENT'S CONFERENCE ROOM
APRIL 4, 2012

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

ABSENT: Dr. Mimi Johnson, Wilford Holt

GENERAL COMMENTS/DISCUSSION ITEMS:

The meeting began with a moment of silence.

- Customer Service:
 - The President asked the Cabinet to help him ensure that departmental calls are being returned. It is urgent that we answer our phones and return our calls.
 - We have to be mindful of how we talk to people; we cannot tolerate rude, flippant or careless behavior.
 - The student run-around must also stop. We must ensure that students receive service and answers without having to visit several offices first.
 - The Business Office has not had a major presence in registration. Someone from the Business Office will be present at the next registration.
 - Wilford Holt will be taking a more active role in registration on the Patterson Campus. Dr. Kaushik will also be taking a more active role at the Trenholm Campus during registration. These are some things that we want to get in place before registration.
 - Building D should be ready on the Patterson Campus for registration.
- Communicating with High School Students:
 - The President stated that some time ago we had a targeted mail out to various zip codes as a recruiting effort. He wants to see something like that mailed to those students graduating this year. We are very limited for time so this should be done within the next two or three weeks. We need a plan to get to these students.
 - Dean Ross and Arlinda Knight will get together about the plan.
 - There was a brief discussion about our registration date and overlapping of graduation for upcoming high school students. President Munnerlyn wants to send mail out regardless.
- Registration:
 - Dean Spears inquired to see if we are considering doing a mass registration in one room or are we doing in the various departments? The faculty prefers to do in departments because it goes smoother that way.
 - Dean Harris stated that there were fewer complaints all around with registration in departments.
 - The biggest complaint is the cashier location. The President stated that this will never happen again when someone brings us money and there is no one here to take it. The cashiers must understand that they must be here during registration.

Updates:

- Lagniappe: Preparations are going well. Ticket sales are good. We needed \$9000 more in sponsorships to hit the goal. The President believes we are going to make our goal.
- Community College Day/Legislative Breakfast: Breakfast in the morning at 7 a.m. Six students will be attending the breakfast. Tomorrow evening is the All Alabama Academic meeting and two students will be attending.

- Safety & Security: from a previous Cabinet meeting safety & security training activities are being scheduled for the fall professional development meeting.
 - Building captains will meet next week. We will have a building evacuation and a lock down drill.
 - The building captains will be documenting how the drill goes. A message will go out stating that this is a practice drill. Drill is tentatively set for April 7th.
 - There was a brief discussion about individuals violating board policies pertaining to weapons on campus. Dean Harris stated that board policy is policy; we must adhere to it. It is not open for negotiation.
- The President wants to meet with Carol Millender and Dr. Tracie Carter, the Lyceum committee chairs. He would like for Arlinda Knight, Beverly Ross, and Dr. Mimi Johnson to be a part of the Lyceum committee to ensure that we are meeting our goals and objects for professional development and not scheduling conflicting events.
- Skills USA- we are busy planning.
- Dean Spears reported that her unit's budgets will not be turned in on time because of various obligations. An alternative due date should be set.
- Arlinda Knight reported that we have 71 participants scheduled for Administrative Professional Day.
- There was a brief discussion about Apparel and Design, Horticulture and some Culinary Arts classes moving toward continuing education.
- Trenholm's Job Fair is on April 19th – Benee Edwards is the contact person for the event. We must ensure that our students are prepared for the job fair. We may need to send a communication to the faculty to assist with getting their students prepared.
- The President requested that at the next Cabinet meeting we discuss the bidding process.
- Dean Harris made a brief presentation on the Webmail calendar- Microsoft Exchange.

ACTION ITEMS

ITEM NO.	ACTION ITEM	PERSON RESPONSIBLE	DATE TO BE COMPLETED
1.	Mail - Out: High School graduates	Dean Ross	
2.	Safety Drills	Dean Harris	
3.	Meeting with Lyceum Chairs	President Munnerlyn	
4.	Next Cabinet Meeting: Bid Process	President Munnerlyn	

ANNOUNCEMENTS

1. none

NEXT MEETING

The meeting adjourned at 9:50 a.m.

Respectfully submitted by:

Shearese G. Gipson

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Approved on _____