

PRESIDENT'S CABINET
PRESIDENT'S CONFERENCE ROOM – TRENHOLM CAMPUS
APRIL 8, 2009

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

ABSENT: Dr. Mimi Johnson, Deborah Griggs

The meeting was called to order by President Sam Munnerlyn at 8:30 a.m.

GENERAL COMMENTS/DISCUSSION ITEMS:

The meeting began with a moment of silence and remarks by President Munnerlyn. He thanked members for their hard work.

The following items were discussed:

- Reduction in Force Policy:
 - Since the Cabinet did not have any changes to the RIF policy, we are ready to send to Postsecondary for their review before it goes to the Board.
- Proposal Submission:
 - President Munnerlyn stated that Syed Raza and Ken Scott should be sent a copy of the proposal submission form. They are in the process of writing a grant.
 - Dr. Kaushik will schedule a meeting about upgrading the Physics Lab, professional development for instructors, modifying objectives relating to course sequence and clarifying designs, and purchasing an E size plotter for GIS.
 - We have about \$80,000 left in the grant. Henry Tylicki has already developed a proposal to spend \$60,000.
 - President Munnerlyn stated that we must address the current proposal and submit appropriate requests before we start submitting new proposals.
 - President Munnerlyn requested that Dr. Kaushik meet today with Mr. Tylicki. Charles Harris should be included in the meeting.
- AMTC:
 - Dean Holt gave a brief update on the status of AMTC.
 - Grant personnel and instructors are working to get new students enrolled.
 - President Munnerlyn inquired about the status of incumbent worker training.
 - We are dealing with Hyundai, Leer and Washing. There is a series of classes that they have requested. We are not getting the big numbers that we need for incumbent workers.
 - The President stated that we should look at the grant and get the funds where they are supposed to be. If we are going to use some of the money for a Robotics Lab, we should act on that immediately. No grant money should remain except to pay salaries. We may be able to keep instructors until we have expended all the funds.
 - Shemedrea Johnson should lead this effort to determine where the funds should be. The President does not expect us to wait until the last minute to get this done.

- Dr. Kaushik stated that 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.
- Cost Saving in 2010 Budget:
 - President Munnerylyn stated that in an effort to save jobs and not terminate so many employees, he is considering not having 24 hour security. We may reduce the hours of the security staff to 8 hours and go back to some type of monitoring system.
 - There will also be another budget cut, if funds are still in your budget by June, the President will be taking those funds back.
 - We will not approve a lot of requisitions late in the year. The President will send notification out to Deans before funds are taken back.

UPDATES:

- SACS :
 - Dean Spears gave an update on SACS. Sharon Watts is focusing on faculty credentialing to make sure what we have in the personnel files is what we need. The major problem we have found is that the documentation is not in the files.
 - Helen Johnson has been working with us for the remainder of the semester to help with this effort.
 - Mrs. Watts and Dean Spears will be attending the Candidacy meeting in April. Dean Spears stated that we are on target with where we need to be.
- Contracts:
 - President Munnerylyn noted that many employees are not signing contracts. Previously, Joan Davis provided the College with a letter referencing employees not signing their contracts. We are going to send that letter to the faculty and staff again about contracts.
- Moving Plan:
 - President Munnerylyn stated that Mrs. Wright has been working on the moving plan. There are still some issues being worked out. He also stated that departments must share their areas until we work out our space issues.
 - By next week we hope to start moving some departments.
 - There is approximately \$250,000 left in Activity II. There are also some carryover funds. He stated that the next project will be the Culinary building across the street.
 - Cathy Wright stated that we plan to send out budget information today. The format is the same as what has gone out in the past.
 - There has been a lot of dialog about contracts. We hope to get this resolved today.
 - Charles Harris asked to be considered when moves are being planned, because IT is an important part of moves.
 - President Munnerylyn requested a meeting with the original moving committee to discuss the upcoming moves along with any other issues; Charles Harris is to be added to this committee.

ACTION ITEMS

ITEM No.	ACTION ITEM	PERSON RESPONSIBLE	DATE TO BE COMPLETED
1.	Send RIF Policy to Joan Davis for review.	President Munnerlyn	
2.	Send Syed Raza and Ken Scott "Grant Proposal Form"	Shearese Gipson	
3.	Dr. Kaushik to schedule meeting with H. Tylicki and C. Harris about upgrading the Physics Lab	Dr. Suresh Kaushik	
4.	Shemendra Johnson responsible for rearranging funds for AMTC grant	Cathy Wright	
5.	Send Budget Information to budget managers.	Cathy Wright	Completed
6.	Complete contract process	Cathy Wright	
7.	Meeting with move committee.	President Munnerlyn	completed

ANNOUNCEMENTS

1. none

NEXT MEETING

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

The meeting adjourned at 00:00 a.m.

Respectfully submitted by:

Shearese G. Gipson

Shearese G. Gipson

Approved on _____