

PRESIDENT'S CABINET
PRESIDENT'S CONFERENCE ROOM – TRENHOLM CAMPUS
APRIL 16, 2008

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

ABSENT: Charles Harris

The meeting was called to order by President Sam Munnerlyn at 8:05 a.m.

GENERAL COMMENTS/DISCUSSION ITEMS:

The meeting began with a moment of silence and remarks by President Munnerlyn. The following items were discussed:

- Revision of Board Policies – President Munnerlyn stated the importance of the Cabinet knowing the Board policies and that we need to be involved with the revision process. Representatives from the College are currently serving on the committee for board policy revisions.
- Biscuits Outing – President Munnerlyn asked Dean Griggs to go ahead and make arrangements to have another college outing at the Biscuits Stadium.
- Leadership Training- President Munnerlyn commented on the leadership training that we have recently received.
 - Stated that continuous training might be necessary to ensure that we are absorbing the training sessions and implementing the training in our departments.
 - Stated that the training we had this past Friday was the most useful training we have had.
 - If cost becomes an issue we may need to look at other sources to do some training.
 - It was suggested that the Cabinet may need to undergo several training sessions before opening the training sessions up to other leadership of the college. We need to have specific dialog with specific examples.
 - Stated that we need to lead by example. If we have better insight of what type of leadership styles we have then that might help us lead others.
 - We will limit the training to the cabinet and will start out with Myers Bridges (*Will ask Lynn Sutton to get this set up for us*). Most of the Cabinet members agreed that we need to limit the initial training to just the cabinet.
- Advertising – President Munnerlyn stated that the College needed to increase our advertising. He has noticed how flooded the area is with advertising from other colleges. We need to start advertising immediately. We need something that is an attention getter. We have revised the college DVD's along with Culinary Arts.
 - Campus sign should be installed tomorrow on the Patterson Campus.
 - Mr. Munnerlyn commented that the Patterson Campus library lobby was very well done.
- ATN - President Munnerlyn had a meeting with Mike Bailey with ATN. He wanted to talk about a partnership with the College and doing some combined training.
 - We have committed to partner with ATN.
 - Dr. Bailey would like for his staff person to have an office on the Patterson Campus. This person needs to be connected to Mike Dunwoody.
 - Any training that they do in our service area will be credited to Trenholm. President Munnerlyn thought this was a good time to partner with some other agencies.

- Advisory Council- A draft of the new College Advisory Council has been completed. We need to finalize the list as soon as possible. We need people who could possible help us in terms of Business/Industry.
- Conversation with student – A student came to see President Munnerlyn about a situation with which he was faced. The student was laid off his job because he did not have the training he needed.
 - He interviewed with another industry company and they did not want to hire him because he was from Trenholm. President Munnerlyn stated that we need to change our reputation. We need to convince the community that we train top notch people.
 - We need to get program advisory council members to talk to the business/industry and community and support the college. (*Dean Holt, Dean Spears, Dr. Kaushik, and Dean Ross to get heavily involved with improving our reputation*).
 - President Munnerlyn stated that he, Dean Spears, or Dean Holt needed to be at program advisory committee meetings. We want to educate the public about what we do.
 - President Munnerlyn would like to set a date for advisory meeting in June. (*need Renita Scott and Sharon Portis to organize this*).
- AUT – Dean Holt reported that we did encounter a small set back with the building but we are working it out. We should still be on schedule. We have a good contractor.
- SACS – No report.
- Enrollment – Dean Ross reported that we have 373 pre registered students; 115 of those have paid.
- ACHE - Annual report was reviewed by cabinet. Discussion about how Trenholm is changing from year to year. Dr. Johnson stated that we need to be aware of this type of data and how we appear to outsiders.

ACTION ITEMS:

ITEM NO.	ACTION ITEM	PERSON RESPONSIBLE	DATE TO BE COMPLETED
1.	Appoint representatives to serve on committee for board policy revisions	Sam Munnerlyn	completed
2.	Biscuits Outing	Deborah Griggs	
3.	Leadership Training – <i>Cabinet Only</i>	Dr. Mimi Johnson	
4.	Myers Bridges assessment – <i>Cabinet Only</i>	Sam Munnerlyn (<i>ask Lynn Sutton to set up</i>)	
5.	Increase – Advertising		
6.	Office space for Mike Bailey – ATN		
7.	Advisory Council Meeting	Sam Munnerlyn	

ANNOUNCEMENTS

1. No announcements.

NEXT MEETING

The next meeting will be held on April 25, 2008 at 8:00 a.m.

The meeting adjourned at 10:05 a.m.

Respectfully submitted by:

Shearese G. Gipson

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Approved on _____