



**PRESIDENT'S CABINET MEETING
PRESIDENT'S CONFERENCE ROOM - TRENHOLM CAMPUS
APRIL 18, 2007**

PRESENT: Sam Munnerlyn, Debbie Griggs, Charles Harris, Barbara Anne Spears

ABSENT: Wilford Holt

The meeting was called to order by Interim President Sam Munnerlyn at 10:00 a.m.

GENERAL COMMENTS/DISCUSSION ITEMS:

- ◆ President Munnerlyn made the following comments in reference to parking on both campuses:
 - We need to make sure every car is authorized to be on campus
 - Everyone needs decals; there should be random checks for decals
 - We need hang tags for visitors
- ◆ Announced that Dr. Kaushik would be rejoining the Cabinet.
- ◆ Work Ethics project needs to be revised and consistent throughout the college. (Dean Harris and Dean Spears to be added to the Work Ethics committee)

ROUNDTABLE UPDATES:

Barbara Anne Spears

- ◆ The school catalog is still under revision; plans are underway to submit the catalog to the printers for by the end of May. There are several sections that still need to be revised (i.e., personnel section, program length issues, admissions, etc.)
- ◆ Dean Spears was asked to revised the attendance policy and present to the President for discussion at the next Cabinet meeting.
- ◆ Working on professional development activity in May.
- ◆ Planning Council needs to meet.

Charles Harris

- ◆ Security update- The College has selected Vinson to provide security effective May 1st.
- ◆ Henry Hendricks will replace Tony Sager on a part time basis while Mr. Sager is out on medical leave.
- ◆ Still working on completing Screws Army proposal.

Debbie Griggs

- ◆ Expecting budget to be completed by Friday
- ◆ Informed Cabinet that purchases over \$5,000 require approval from Department of Postsecondary Education.
- ◆ Board approval is also needed if more than three people are traveling to the same conference.
- ◆ Dean Griggs to prepare email about policy changes.
- ◆ Discussed AMTC logo.

ANNOUNCEMENTS

- NO ANNOUNCEMENTS

NEXT MEETING

The next meeting will be held on April 24, 2007 at 10:00 am.

The meeting adjourned at 12:00 noon

Respectfully submitted by:

Shearese G. Gipson

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Approved on _____