

PRESIDENT'S CABINET
BUILDING D – PATTERSON CAMPUS
APRIL 27, 2011

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

ABSENT: Deborah Griggs

GENERAL COMMENTS/DISCUSSION ITEMS:

The meeting was called to order by President Sam Munnerlyn at 9:00 a.m. with a moment of silence and remarks by the President.

- Students First Act:
 - The President reported that this Bill will have some impact on “Fair Dismissal.” He stated that Postsecondary is working hard to eliminate tenure status.
 - Information is being sent out as the various Bills are introduced to the legislature.
 - The President stated that he will continue to have meetings with the faculty and staff to inform them of what is happening.
- One College-One Mission:
 - The President made some comments about our mission and the college being one college with one mission and we need to begin to operate as such.
 - He stated that he will spend more time on the Patterson Campus. Every other meeting should be held on the Patterson Campus.
- Louisiana Lagnaippe:
 - Dr. Johnson reported that 64 tickets were sold to employees and 264 people attended. We are very happy with the turn out.
 - We are still tabulating the proceeds from the event. We expect to have made approximately \$27,000.
 - The President thanked Dr. Johnson for her and her staff's hard work.
 - Dr. Johnson also mentioned that P. Southall is in the process of establishing a scholarship in her mother's name.
 - A meeting with the Foundation and the College Advisory Board will be held today.
- SACS Final Report:
 - SACS application will be submitted May 12th.
 - We still have some faculty credentials that we are working on cleaning up.
 - The President gave appreciation to Sharon Watts and Dean Spears' team for completing the SACS application.
 - We will have Sharon Watts come to a Cabinet meeting to give a SACS update.
- COE Update:
 - Dean Spears has identified about a dozen people who have not been assigned to a COE committee.
 - Dean Holt reported that the COE consultant was able to look at the entire campus. She looked at the sample crates we had available. We hope to have more for her next visit.
 - A COE meeting is coming up in July.
 - Overall we are looking good for COE.

- Dean Harris' committee has been conducting inspections on campus buildings. Almost every building has some safety issues.
- 2009 Audit:
 - The President reported that the 2009 Audit was back with one audit finding in internal control. We think it was the same finding as before. We have put in place some internal controls to correct the finding.
- Items on Board Agenda:
 - We have one item on the Board Agenda for tomorrow, the New Building on the Trenholm Campus.
 - The President met with Mrs. Bell last Thursday to let her see what our plans were concerning the new building. She was pleased with our planning.

Updates:

- The President stated that on the Patterson campus we want to stop traffic when you turn into campus and we want to resurface parking.
- The President distributed the dress code from the handbook with suggested changes.
 - There was a discussion on having the responsibility to teach life skills which includes appropriate dress.
 - President Munnerlyn stated jeans and flip flops are not appropriate attire for the college.
 - He stated that he did not want anyone wearing jeans or flip flops to include the shop instructors and maintenance. (Webb, Shedd, Green, Buice, Carden).
 - He asked Dean Spears to put together a list of those who should be allowed to wear jeans with a rationale for why, and he would consider that.
 - He also wants to find out what other schools are doing in their shops as it pertains to dress.
- Dean Holt Update:
 - Dean Holt has been assessing business hours on Friday. He has found that we can eliminate our hours on Friday with the exception of six programs.
 - He stated that most colleges are now closing on Friday.
 - There was a brief discussion held on this topic.
 - The president stated that this would work for faculty but not staff. There would have to be alternating schedules for staff.
 - He is willing to give it a try with faculty this summer.
- Cathy Wright Update:
 - She has finished the updates to the Fiscal Procedures Manual.
 - Dr. Johnson asked when were the proposed budgets for the upcoming year going to go out. A brief discussion was held about the budgets.
 - The President requested to get with Dr. Johnson, Dean Spears, and Cathy Wright after the Board meeting tomorrow in reference to the budget.
- Dean Kaushik:
 - Dr. Kaushik made some comments about the Adult Education statistics.
 - He stated that we needed to analyze the Adult Education student numbers. We have had 1700 students within three years to pass through the program.
 - 7% acquired the GED, 5% went to a postsecondary institution and two-thirds dropped out of the program.
 - We should make a priority to capture these students.
 - We should work on the staff for the program.
 - We should form a task force to review the program.

- The President stated that one thing was going to be put in place before we do any of the above-mentioned.
- **Arlinda Knight:**
 - Reported that the Office had a busy month due to the following activities:
 - Pharmacy Tech class that ended on April 18.
 - Small Engine Repair class that ended on April 25.
 - Health Education Seminar held on April 15.
 - Administrative Professionals' Day Workshop held on April 26th
 - The Title III-B Office is coordinating activities for the Faculty and Staff Retreat scheduled for May 9th.
- **Dean Ross:**
 - Reported that we are currently 200 students down from last summer, but we have not gone through general registration yet.
 - Graduation is May 6th at the Renaissance.
 - Also mentioned that the money in the Leroy Bell account needs to be taken out. Library is in need of purchasing supplies.
- **Dr. Johnson:**
 - The Administrative Professionals event went well.
 - We are still in the process of collecting money for the Lagniappe. There was some concern about money receipted to the College instead of the Foundation. We did get that worked out.
 - We are working on program reviews and unit plans.
- **Dean Spears:**
 - Reported that we have safety projects for SACS. The consultant recommended that we create a Hazmat manual. Dean Harris' COE committee has been conducting inspections on campus buildings. Almost every building has some safety issues.

ACTION ITEMS

ITEM NO.	ACTION ITEM	PERSON RESPONSIBLE	DATE TO BE COMPLETED
1.			
2.			
3.			
4.			
5.			

NEXT MEETING

No meeting next week. Next meeting to be announced. The meeting adjourned at 11:15a.m.

Respectfully submitted by:

Shearese G. Gipson

Shearese G. Gipson

Approved on _____