

PRESIDENT'S CABINET
PRESIDENT'S CONFERENCE ROOM – TRENHOLM CAMPUS
APRIL 30, 2008

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

ABSENT:

The meeting was called to order by President Sam Munnerlyn at 8:10 a.m.

GENERAL COMMENTS/DISCUSSION ITEMS:

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

- Interviews –President Munnerlyn gave a brief update on all the positions for which we are currently hiring. He stated that the process should be complete soon. A discussion was held about our hiring process. The President asked everyone to remember that it takes a while to get an individual hired into the system.
- Background Checks –We were ready to move forward with the background checks, but that process was halted by a lawsuit with AEA. Social Security numbers cannot be used as a mandatory method to obtaining a background check. A new process had to be implemented and will take effect soon.
- Transfers- The President announced that Shearese Gipson has been transferred to the office of the Dean of Finance but will continue taking minutes for the Cabinet for a while. Angela Cone has been transferred to the President's Office.
- In-service- There was a discussion on the agenda for the upcoming in-service. Changes were made and agreed upon.
- Graduation-We are almost ready for graduation. Due to other engagements Arlinda Knight and Dr. Suresh Kaushik will not attend the graduation. Interim Dean Ross asked Dean Spears to present the student achievements at graduation.
- Draft of Advisory Committee-A final draft of the advisory committee was issued. President Munnerlyn asked Shearese to prepare the letters asking the new members to join and prepare letters thanking the old members. We need to get advice on how we can make our programs more successful; this is why we want a revised advisory group.
- Biscuit Update- Trenholm outing has been planned for June 12th at the Biscuits Stadium. Dr. Johnson stated that someone who owns a press box at the stadium has offered their suite for the president's cabinet to use for some leisure time.
- Summer Enrollment Projections-Interim Dean Ross stated that as of yesterday we have 699 students registered, 328 paid and 371 students in pre-registration. We have projected our enrollment for the summer term to be ten more than last summer.
 - Interim Dean Ross voiced her concerns with not having the bookstore open at all times. There was an issue on campus pertaining to the bookstore not being open. President Munnerlyn stated that we do have some system issues that need to be worked out in reference to the bookstore.
 - President Munnerlyn asked Interim Dean Ross to set up a meeting with the local ministers to tap into that source for potential students.

OTHER COMMENTS:

- President Munnerlyn announced that postsecondary will no longer pay for Work Key assessments.
- He also asked the Deans to monitor how their departments use College letterhead. We need to be careful of how we communicate with outside agencies. We need to make sure that we know what is going out to the community. There are some things that only the President can obligate the College.
- Myers Briggs – the President has communicated with Lynn Sutton on getting the Cabinet set up to take the assessment. She has given directions as to how the Cabinet can take the assessment.
- Cabinet Leadership Training – President Munnerlyn would like to see training in the following areas:
 - Conflict resolution
 - Respect as it relates to leadership
 - Characteristics of a good leader
 - Would also like for each cabinet member to be responsible for developing an activity for the cabinet to participate in here at the college or off campus. President Munnerlyn will be responsible for the first activity.
- President Munnerlyn also reiterated that all Cabinet members need to be involved in some community agency/board. He believes this is a good way to get Trenholm’s name out there in a positive manner. The Cabinet should notify the President of community activities in which they are involved.
- President Munnerlyn stated that the Workforce Development Committee he established will not activate right now. He would like to get the combined advisory committee meeting (craft/college advisory) scheduled as soon as possible before we move forward with the Workforce Development Committee. The craft committees could then break into their individual sessions after the combined meeting.
 - The meeting can be held on the Patterson Campus with a 10 minute PowerPoint presentation about what Trenholm is all about and then provide a tour of the campus. Arlinda Knight and Wilford Holt will co-chair the committee. Would like to have scheduled by the end of July.
- Dean Griggs to send email that the online requisition system is operational.
- Dr. Johnson mentioned that each Cabinet member needs to review Strategic Initiatives prior to publication.

ACTION ITEMS:

ITEM NO.	ACTION ITEM	PERSON RESPONSIBLE	DATE TO BE COMPLETED
1.	Letters to Advisory Council	Shearese Gipson	
2.	Myers Briggs Directions (send to Cabinet)	President Munnerlyn	
3.	Combined Craft Committee/Advisory Committee Meeting	Arlinda Knight Dean Wilford Holt	Before July
4.	Send e-mail stating the on-line requisition system is operational	Dean Deborah Griggs	
5.	Review Strategic Initiatives to make sure they read well.	Cabinet Members	ASAP

ANNOUNCEMENTS

1. No announcements.

NEXT MEETING

The next meeting will be held on May 7, 2008 at 8:00 a.m.

The meeting adjourned at 9:20 a.m.

Respectfully submitted by:

Shearese G. Gipson

Shearese G. Gipson

Approved on _____