



**PRESIDENT'S CABINET MEETING  
PRESIDENT'S CONFERENCE ROOM - TRENHOLM CAMPUS  
MAY 2, 2007**

**PRESENT:** Sam Munnerlyn, Debbie Griggs, Charles Harris, Barbara Anne Spears, Wilford Holt, Dr. Suresh Kaushik

The meeting was called to order by Interim President Sam Munnerlyn at 10:20 a.m.

**GENERAL COMMENTS/DISCUSSION ITEMS:**

- ◆ Attendance – Dean Spears, Dean Griggs and Tennie McBryde are taking a closer look at the registration process and developing some new guidelines. They recommended to the Interim President to not have extended registration simply because of the problems it can cause with audits. The cabinet will vote on the new procedure at the next meeting. This will also be discussed at the In-service on May 8<sup>th</sup> & 9<sup>th</sup>. It was also decided that Dean Spears and Assoc. Dean Holt will be the only people to add students past the drop and add period.
- ◆ Summer Semester Enrollment – we have approximately 600 applications and will narrow them down to those who have actually completed the process. We will be advertising on billboards, WZHT Radio, the Movie Theatre in Prattville and local stations.
- ◆ Union Springs – met with Vicky Ohlson about the Bullock County Site. She developed an outline of what is currently going on with the site. Betty Edwards and Tennie McBryde will provide registration assistance.
- ◆ Spring In-service – program is currently being drafted.
- ◆ Minutes should be provided to cabinet the Monday following each meeting.
- ◆ A/C for the Library Tower IT storage room has been approved.
- ◆ Guard Shack proposal has been approved to replace old building with prefab building.
- ◆ A/C unit in building H has been approved to be replaced.

**ROUNDTABLE UPDATES:**

**Charles Harris**

- ◆ Wrapping up Screws Army deal. The application is being reviewed by an attorney. The Resolution has been signed by postsecondary.
- ◆ Zoning map from city has been developed.
- ◆ Surveillance camera project has been completed.
- ◆ Building D renovation project meeting today.

**Wilford Holt**

- ◆ DOL Grant update – site visit is going well except for a few issues. Grant Administrator will make a second visit in July 2008. A modification needs to be done.
- ◆ Truck Driving Grant update – the FPO for the grant discovered some problems with the grant.

**Suresh Kaushik**

- ◆ No new updates

**Barbara Anne Spears**

- ◆ Master Teacher Seminar – there have been no procedures followed as far as selecting individuals to attend the Master Teacher Seminar. Wilford Holt and Barbara Anne Spears have been assigned to develop a procedure for this selection.
- ◆ Events Calendar – it was decided that one events calendar should be developed for scheduling usage of facilities. (already exists on intranet)
- ◆ Barbara and the bookstore personnel have been working on textbook issues. They are in the process of reviewing textbook orders and developing process to strengthen guidelines. Information will be presented at May 9 in-service.

**Debbie Griggs**

- ◆ Working on setting up Trenholm activity for all faculty, staff and families at the Biscuits stadium.
- ◆ Audit Exit conference went well. There were some comments as to how to prepare for upcoming audits.

**ANNOUNCEMENTS**

- **GRADUATION – FRIDAY, MAY 11, 2007 – 6:00 P.M.**

**NEXT MEETING**

The next meeting will be held on May 11, 2007 at 8:00 am.

The meeting adjourned at 12:00 noon

Respectfully submitted by:

Shearese G. Gipson

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Approved on \_\_\_\_\_