



**PRESIDENT'S CABINET
PRESIDENT'S CONFERENCE ROOM – TRENHOLM CAMPUS
MAY 12, 2010**

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

ABSENT: Barbara Anne Spears, Deborah A. Griggs

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.

GENERAL COMMENTS/DISCUSSION ITEMS:

- Budget Hearings
 - President Munnerlyn will be meeting with each Dean, Division Director and Budget Manager to discuss line items of the upcoming budgets. The President stated that he wants to place money where it is truly needed in individual budgets based on requests.
 - The President stated that he was not sure if Unit Plans and Budgets are being followed according to plan.
 - He stated that there was some concern about programs that produce revenue and why all of that revenue goes into the general fund instead of partially returning to the programs. He stated that some of the revenue needs to be funneled back through the program that made the money.
 - The President stated that he wants to have a realistic budget that would give each department what they need and allow each department to have control of their budgets.
 - He also stated that adjunct instructors should be placed in the budgets. If we know we spent a certain amount on adjuncts we should at least put that amount back in the budget and allow the Deans to have control over hiring adjuncts. The Dean of Academics and Technical Dean should not have to get permission to hire adjuncts. If there is a need, they should be able to fill the need. These funds should also be placed in individual budgets.
 - He stated that Title III and other Federal Programs would not be affected by the budget hearings. Continuing Education and all other departments will be reviewed.
 - A schedule of how we are going to proceed with Budget Hearings was distributed today. More attention will be paid to why items are being charged to budget centers without approval of budget managers. More specific planning needs to be done for travel and student activities.
 - The President stated that FY2012 is going to be a very bad year for us because we will not have stimulus money as a supplement. We have to look at all non tenure positions and any other additional cut backs for this year. The President told the Deans that they needed to be in the Budget Hearings with their Units.
 - Cathy Wright mentioned the contents of the book the President will be using during the Budget Hearings.
 - Discussion focused on supplanting funds as it relates to paying interpreters out of a particular budget. The President stated that Perkins Funds should be spent on instruction.

- Item on State Board Agenda:
 - 5.5 Million Bond is currently on the agenda.

- There is an opportunity to get some stimulus funds not used. Those agencies that received stimulus funds and did not use all of the funds had to return the unused portions. We can apply for a reasonable percentage of those funds. The Mayor still has to agree with the request.
 - My Payne is still working on the Master Plan. Dean Holt asked if we (the Cabinet) will have an opportunity to take a look at the plan before it is in the final stages. He stated that “It sounds like it will be a done deal before we get to see it.” He also stated that he would like to be included in the beginning stages of development. He asked if there would be a substantial cost for changes to the plan.
 - President Munnerlyn stated that we have spent most of the time developing the Master Plan according to his vision, which includes input from most of the Cabinet members.
 - He also stated that Dean Spears and Dean Holt will be considered in planning since the major renovations are affecting their units.
 - There was a discussion about the conceptual drawings for the Patterson Campus Building. Dr. Kaushik stated that as a Cabinet some may feel that people in certain areas are making all the decisions where the master plan is concerned.
 - Dean Harris stated that he should have been involved in the planning stages as it relates to IT.
 - The President stated that his number one priority is getting control of the budget.
- Cabinet Retreat/August:
 - The President wants to push the August Cabinet Retreat up to July so that we can deal with the following issues and others:
 - Space
 - Dean Harris had a previous conversation with Dean Spears about Upward Bound which begins its summer program on June 7. The President would like to schedule a meeting with the follow individuals as it relates to space issues: Dean Spears, Arlinda Knight, Carol Millender, Wilford Holt, and Beverly Ross. This meeting can be held this afternoon or Friday morning. Dr. Kaushik inquired if ACHE still required a space utilization report. The report is still required. Dean Harris stated that there is a module on the AS400 for ACHE but did not know the validity of the data for that module.
 - Job Descriptions – President Munnerlyn stated that now is the time for us to revise job descriptions if needed.
 - Discussion about Microsoft Testing and Voucher Testing program as a mandate from the State. Dean Holt , Dean Harris, Dean Ross, Mike Dunwoody, Geneva Patterson, Carol Millender, Arlinda Knight and Dean Spears to have a meeting in reference to the program.
 - President Munnerlyn requested that Mike Dunwoody attend the next cabinet meeting to discuss the Microsoft Testing Program.

UPDATES:

- Cathy Wright stated that we were approved for credit cards. If we have an immediate need we have a “ghost card” for use. Official cards will be sent to the College.
- The President asked Shearese to look back through previous minutes for detail about what Dean Spears and Dean Holt were assigned to do relating to space.
- Physical Therapist Assistant program is going to be housed in Building C.
- The President reminded everyone that during registration we should not take extended leave.

- The President stated that the Chancellor wants to review allocations and work on changing the formula for how we receive allocations. The President has been selected to be on the committee. He stated that we can not operate on getting anything less than what we would normally get. He needs to meet with Dean Harris and Dr. Kaushik to show a cost analysis.
- Registration:
 - Dean Ross gave an update on registration for summer term: 1082 students have registered and 270 have not paid.
- Logistics Summer 2010:
 - The President stated that during summer term we must make sure everybody has a place to go as far as space.
- SkillsUSA:
 - Dr. Kaushik reported that we are planning for the National Conference. Trenholm is sending more students than anyone else in the State. The conference is June 20-26.
- Dr. Johnson mentioned the Foundation Duck Race training session will be held on May 19th at 9:00 a.m.

ACTION ITEMS

ITEM NO.	ACTION ITEM	PERSON RESPONSIBLE	DATE TO BE COMPLETED
1.	Budget Hearings	Sam Munnerlyn	
2.	Meeting to discuss space issues (upcoming summer programs) Dean Spears, Arlinda Knight, Carol Millender, Dean Holt, Dean Ross	Sam Munnerlyn	
3.	Meeting to discuss Microsoft Testing & Voucher Program. Dean Holt, Dean Harris, Dean Ross, Mike Dunwoody, Geneva Patterson, Carol Millender, Arlinda Knight, Dean Spears.	Sam Munnerlyn	
4.	Review minutes for detail information on what Dean Spears and Dean Holt were assigned to do relating to space issues.	Shearese	

ANNOUNCEMENTS

1. none

NEXT MEETING

The next meeting to be announced. The meeting adjourned at 11: 35 a.m.

Respectfully submitted by:

Shearese G. Gipson

Shearese G. Gipson

Approved on _____