



**PRESIDENT'S CABINET MEETING
PRESIDENT'S CONFERENCE ROOM - TRENHOLM CAMPUS
MAY 16, 2007**

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

ABSENT: Wilford Holt

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

GENERAL COMMENTS/DISCUSSION ITEMS:

- ◆ Skills Olympics – President Munnerlyn expressed his concern about getting the faculty participation for Skills Olympics. We want to ensure the College's participation for next year.
- ◆ Career Tech – there was concern about the student follow up forms not being completed by faculty. It was suggested that the form be placed on the intranet so that the students can respond in that manner.
 - Meeting to be scheduled with President Munnerlyn, Dr. Kaushik, Dean Spears, Dean Holt, Benee Edwards and Division Heads.
 - Another meeting with Federal Grant Project Directors will be scheduled for May 22nd. Shemedrea Johnson and Dr. Kaushik to work very closely pertaining to federal grants.
- ◆ View Book – A committee was developed to develop school applications, brochures, financial aid applications and CD's. (Committee: Arlinda Knight, Sharon Watts, Mike Evans, Spencer Arington, and Charles Harris)
- ◆ MSEIP Grant/Fed Voc. - money needs to be spent for this grant by September 30th. Dr. Kaushik stated that if we get the commitment for classes he will get the approval to expend the monies for equipment and initiate the hire of a part-time instructor (Oracle, GIS, Physics).
 - Meeting to be scheduled for May 21st to discuss further (President Munnerlyn, Dr. Kaushik, Dean Spears, Dean Holt)
- ◆ President Munnerlyn is requesting the fall schedule by June 15th.
- ◆ Clean Up Day – the second round of clean up days to be scheduled for the Library Tower.
- ◆ Dr. Molina's Portrait Hanging will be Monday the 21st at 10:30 a.m.
- ◆ President Munnerlyn has asked Mimi Johnson to develop a survey for the Cabinet that will evaluate the performance of each cabinet member.

ROUNDTABLE UPDATES:

Deborah Griggs

- ◆ Working on submission of Risk Management Plan.
- ◆ Some Budgets are still not in, will move forward and use last year's budget if they do not submit.
- ◆ Working on preparing Indirect Cost Report which should be prepared by the Development Office.
- ◆ Department of Public Examiners had two computers stolen with some sensitive information on TrenholmTech employees (29) and students (103).
- ◆ Patterson Campus A/C project bid to be opened on May 22nd.
- ◆ Bridge Project still underway; still waiting on some issues to be resolved with the Franchise Agreement.
- ◆ David Reid filling in for Irma Sankey who is out until August.

Charles Harris

- ◆ Meeting with phone support group to see where we are and how to handle volume of incoming calls with phone system.
- ◆ Surveillance cameras are going up around campus.
- ◆ Screws Army package was mailed last week.
- ◆ Communication with Landmark Signs in reference to (2) campus signs.
 - Buffalo Rock is an option of getting signs funded
- ◆ Patterson Campus guard shack to be ordered soon. Cost is \$1,500.00
 - Building 8 x 12, to install A/C & heating unit, insulated sheet rock and concrete slab, phone line and wiring
- ◆ Currently exploring the idea of taking the college website to a different level. Will cost \$11,000 to get system to maintain website.

Suresh Kaushik

- ◆ Noticed that the College website needed to be updated.
- ◆ Discussed Radiology Technology and Baptist School of Technology.
- ◆ Discussed the need for more involvement with the faculty as it relates to each program.

Barbara Spears

- ◆ Had great attendance from faculty at last week's professional development activity.
- ◆ Discussion on no show rosters and WF grade.
- ◆ There have been some advising issues to come up and we are now looking at ways to correct the problems with advising.
- ◆ We are very close to being ready to print the college catalog.
- ◆ Need greeting letter from the president for the catalog.
- ◆ In the process of updating the SACS application which is due in September.
- ◆ We are re-advertising for the Project Director for the DOL Healthcare CBJTG program.
- ◆ Assigned to work on process to reassign faculty and staff to appropriate committee assignments.

ANNOUNCEMENTS

- **PORTRAIT HANGING – MAY 21ST**
- **REGISTRATION – MAY 24TH**

NEXT MEETING

The next meeting will be held on May 23, 2007 at 10:00 am.

The meeting adjourned at 12:00 noon

Respectfully submitted by:

Shearese G. Gipson

Shearese G. Gipson

Approved on _____