



**PRESIDENT'S CABINET MEETING  
PRESIDENT'S CONFERENCE ROOM - TRENHOLM CAMPUS  
MAY 30, 2007**

**PRESENT:** Sam Munnerlyn, Debbie Griggs, Charles Harris, Wilford Holt

**ABSENT:** Barbara Anne Spears, Dr. Suresh Kaushik

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

**GENERAL COMMENTS/DISCUSSION ITEMS:**

- ◆ Legacy Gardens – Project is proceeding well. We want to keep the community involved in this project.
- ◆ Bridge Project –The Bridge Project needs to be reassessed.
  - President Munnerlyn to talk with Sen. Ross to see if we can change project to only include one bridge.
  - Need to know timeline as far as spending money for the project.
- ◆ Enrollment – Enrollment is looking good. Numbers are up.
- ◆ Posting of Part-time Positions – Recently received a letter from postsecondary explaining the procedures for posting part-time positions. It is important that this policy is adhered to by all pertinent parties.
- ◆ Student Leadership Institute – Is held every year and we need to be involved in this activity. We normally take six to eight students to the institute.
  - Dean Holt Wilford and Dean Spears were assigned to develop a procedure for selecting the individual students to participate in the institute
  - President Munnerlyn mentioned that he would like to have more clubs and organizations on campus with the support of the administration.
- ◆ Work Ethics Revision – Need to revisit the work ethics strategy. It is critical that this project is enhanced to encourage college-wide support by fall 2007.
- ◆ Rewards Program – Pam Rollins and Debra Cobb are co-chairing a rewards program committee for college full-time employees. It is expected that their proposal should be completed this summer and ready for implementation in the fall of 2007.
- ◆ Ad Campaign – Advertising campaign is going well. This fall there will be advertising on the radio and our normal advertising areas. Plans are underway to promote each individual program using radio spots.
- ◆ COE –Dr. Kaushik, COE Liaison, should attend the annual COE meeting in November 2007.

**ROUNDTABLE UPDATES:**

**Wilford Holt**

- ◆ A/C Patterson Campus – We are in the process of relocating employees and students to areas that have operational air conditioning. Cosmetology and Drafting will be the only two classes in the B/C building as a result of not having workable air conditioning in the building. It is estimated that it will cost over \$1million to repair or replace the HAVC system in the B/C building on the Patterson Campus.
- ◆ STEM Camp Counselors Institute – Beverly Ross, A. Chatom, Joe Franklin and Maria Jones have been assigned to work on coordinating the counselors meeting.
- ◆ Truck Driving is the process of purchasing a bus.

- ◆ Montgomery Mall – if TrenholmTech is interested in any area of the mall we need to go ahead and act now. The Cabinet will meet at mall on Friday to assess the need.
- ◆ Suggested we have student appreciation day this summer.

### **Deborah Griggs**

- ◆ Organizational Charts need to be updated. Please return any changes that need to be made.
- ◆ Suggested that an e-mail go out to all faculty and staff to not include any additional comments/sayings at the end of e-mails due to legal implications.
- ◆ Pam Rollins working on policies for the following to present at next meeting:
  - Weekly devotion announcements are okay to send.
  - Other religious messages are not okay to send.
  - No quotes at the bottom of emails
  - No headphones allowed while assisting clients/customers.
- ◆ Risk Management report submitted.
- ◆ Finalizing Biscuit game night for faculty and staff.

### **Charles Harris**

- ◆ Online Requisitions – Debra Cobb and Zenobia Blackman are entering test data for the online requisitions.
- ◆ Hanging Decals are in. Will work out a distribution plan over the next few weeks.
- ◆ Phone system upgrades are done. Met with the representative to talk about how we want to handle incoming calls to the college.
- ◆ Scheduled meeting with Johnson Controls to discuss HAVC system at the Library Tower.
- ◆ Surveillance project still ongoing.

### **Barbara Anne Spears**

- ◆ Absent

### **Dr. Suresh Kaushik**

- ◆ Absent

### **ANNOUNCEMENTS**

- **MEDICAL ASSISTING ADVISORY COMMITTEE MEETING – JUNE 11**
- **COE CONFERENCE – JULY 11-13**
- **PRESIDENTS’ SUMMER CONFERENCE – JUNE 24-26**
- **SACS CONFERENCE – DECEMBER 11-15**
- **STUDENT LEADERSHIP INSTITUTE -**

### **NEXT MEETING**

The next meeting will be held on June 6, 2007 at 10:00 am.

The meeting adjourned at 12:00 noon

Respectfully submitted by:

*Shearese G. Gipson*

Shearese G. Gipson

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