



**PRESIDENT'S CABINET MEETING
PRESIDENT'S CONFERENCE ROOM - TRENHOLM CAMPUS
JUNE 06, 2007**

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

ABSENT: Deborah Griggs

The meeting was called to order by Interim President Sam Munnerlyn at 10:05 a.m.

GENERAL COMMENTS/DISCUSSION ITEMS:

- ◆ Additions to the Cabinet - President Munnerlyn has reappointed Arlinda Knight and Mimi Johnson to the President's Cabinet, effective June 13, 2007. It was mentioned that we should consider adding faculty representation to the President's Cabinet.
- ◆ Registration Committee – President Munnerlyn stated that the registration committee needs to be reactivated. Tennie McBryde is the chair of the committee and Dean Spears has been added as a member. Will have Mrs. McBryde to set meeting dates for the entire year.
 - Issue for this year- bookstore being closed at 5:30 p.m.
- ◆ Legacy Gardens – at the last meeting great progress was made. Catherine Light has granted us a verbal one year extension for the grant.
- ◆ Bridge Project – President Munnerlyn stated that the Cabinet needs to determine if we want to continue with the bridge project or cancel it entirely.
- ◆ HVAC Patterson Campus – low bid for HVAC was \$859,000 and high bid was \$1.2 million.
- ◆ The President will talk with Pam Rollins about a professional development activity for faculty and staff as it relates to the business office procedures.

ROUNDTABLE UPDATES:

Wilford Holt

- ◆ A/C Patterson Campus – the maintenance department has been given the okay to begin the A/C and heat installation. President Munnerlyn to meet with Dennis Monroe.
- ◆ Developing division chair schedules for the fall.
- ◆ Truck Driving Grant – grant administrator gave the okay to purchase a bus or truck. Grant administrator wants us to expend the funds for this grant as soon as possible.
- ◆ Dr. Kaushik developing plan for counselors meeting July 9-20, 2007.

Charles Harris

- ◆ Will be attending the information technology association meeting in Orange Beach along with Larry Achord and Robert Brown.
- ◆ Has been working with Mrs. Knight on organizing the summer youth programs (transportation, room use, etc.)
- ◆ Bid opening for renovation of building D has been rescheduled for June 12th.
- ◆ Discussed issues relevant to business office procedures relating to the W-9 process.

Dr. Suresh Kaushik

- ◆ Truck Driving Grant – Dr. Kaushik stated that since we only have three months to spend the truck driving funds he does not recommend buying anything outside of what is already on the list of equipment submitted to the grant administrator.
- ◆ A lunch meeting has been scheduled with the partners of the grant for June 21st at 10:30 a.m.
- ◆ A lunch meeting has also been scheduled with the Automotive DOL grant partners for June 28th at 10:30 a.m. to give them a status update of the grant and to solicit their involvement with the grant.
- ◆ MISEP grant progressing well.
- ◆ New Oracle instructor is in the process of ordering upgraded software.

Barbara Anne Spears

- ◆ Bullock County Site – We are still working out a few kinks with Bullock County. We need a better system of the logistics for the site. A meeting needs to be scheduled to discuss plans for the site.
- ◆ Nurses monitoring visit is scheduled for February 26 – 28, 2008.
- ◆ Still focusing on SACS and making good progress.
- ◆ Would like to schedule a lunch meeting with partners of the Nursing DOL grant once the project director is hired.
- ◆ Nurses held a continuing education conference this past Saturday on the Patterson Campus. Conference went very well.
- ◆ New reporting procedures for DOL grant Webinar to be held June 13th.

Deborah Griggs

- ◆ Absent

ANNOUNCEMENTS

- **FOUNDATION BOARD MEETING – JUNE 7**
- **MEETING WITH CHANCELLOR BYRNE – JUNE 7**
- **MEDICAL ASSISTING ADVISORY COMMITTEE MEETING – JUNE 11**
- **PRESIDENTS’ SUMMER CONFERENCE – JUNE 24-26**
- **COE CONFERENCE – JULY 11-13**
- **SACS CONFERENCE – DECEMBER 11-15**
- **STUDENT LEADERSHIP INSTITUTE -**

NEXT MEETING

The next meeting will be held on June 13, 2007 at 10:00 am.

The meeting adjourned at 12:00 noon

Respectfully submitted by:

Shearese G. Gipson

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Approved on _____