



**PRESIDENT'S CABINET MEETING  
PRESIDENT'S CONFERENCE ROOM - TRENHOLM CAMPUS  
JUNE 13, 2007**

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

**ABSENT:** Charles Harris

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

**GENERAL COMMENTS/DISCUSSION ITEMS:**

- ◆ Vendor Disclosure Form – President Munnerlyn asked Dean Griggs to discuss the Vendor Disclosure Form with the group. Dean Griggs stated that we are required by state laws to comply with this request. The form is needed from every vendor if the purchase is over \$5,000. President Munnerlyn asked Dean Griggs to communicate these changes with the entire college so that everyone can stay informed. The W-9 was also discussed. This form is needed on every vendor we do business with and it has to be an original form.
- ◆ Hurricane Shelters – the Chancellor wants everyone to continue their involvement with the hurricane shelters. We are a secondary site and need to be prepared for the unexpected. We need to develop new plans and conduct drills for emergencies.
- ◆ Investigation Cooperation – President Munnerlyn asked everyone to cooperate with any investigation as it relates to postsecondary.
- ◆ Annual Performance Evaluations – evaluations are due August 1<sup>st</sup>, please make every effort to complete the evaluations you are responsible for by this date.
- ◆ Advertising/Registration Fall – will be meeting with Tapely Finklea to finalize our advertising goals for the fall semester. Schedule is ready for the fall. A fall preview is currently being organized on the Patterson Campus to showcase the College to new students.
- ◆ Biscuits Game- the TrenholmTech night out at the Biscuits Stadium will be held on July 12<sup>th</sup>. (\$22 Adult ticket/\$17 children).
- ◆ Confidentially Statements – majority of the faculty and staff have signed statements with the exception of about nine individuals. We will encourage 100% participation.

**ROUNDTABLE UPDATES:**

**Deborah Griggs**

- ◆ Working on getting the car hauling insurance for the school. Students need to sign a written agreement stating that they have additional medical insurance.
- ◆ There was a recent break in at the greenhouse; nothing was stolen.
- ◆ Bridge Stone Fire Stone donating a \$6000.00 scholarship. Scholarship will be presented next week and pictures taken.
- ◆ Continuing to work on land report.
- ◆ Working with Debra Cobb on doing a test run for the on-line purchasing system. We hope to have this running very soon.
- ◆ There has been a request for us to provide any information we have on Alabama Contract Sales to postsecondary.

- ◆ Suggested that we begin to use a Post Office Box to centralize where the mail is being sent for the college.
- ◆ At the Business Manager meeting it was discussed that a new per diem rate of \$125.00 will go into effect.
- ◆ Budget preparation is going well.
- ◆ A/C on the Patterson Campus is being installed in some areas.

### **Wilford Holt**

- ◆ Perkins grant will be due in August. Dr. Kaushik and Dean Holt will be working on this project.
- ◆ Tech Prep will be getting less money and performing same duties.
- ◆ Data Certification report has been completed and submitted to postsecondary.
- ◆ Stem Camp preparation going well.
- ◆ Counselors are going to start on July 9<sup>th</sup>.
- ◆ Chamber of Commerce group will be visiting the campus next week.

### **Barbara Anne Spears**

- ◆ Rubin Buice will be attending the Master Teachers Seminar and we are working on maybe getting one more participant.
- ◆ We are very close to finishing the school catalog.
- ◆ Met with Mimi Johnson and the Interim President to discuss SACS.
- ◆ Continued work on DOL grant. We hope to have a project director soon.
- ◆ Instructional officers meeting will be held next week.
- ◆ We are continuing to look at our registration process and ways to improve upon that. One issue we are facing is students being placed in developmental courses and someone overriding that and placing students in credit courses.

### **Dr. Suresh Kaushik**

- ◆ DOL Automotive invitation letters are being sent out.
- ◆ Have not received grant report for 1<sup>st</sup> review.
- ◆ DOL Nursing grant – 1<sup>st</sup> quarter report has been completed.
- ◆ Truck Driving meeting on June 21<sup>st</sup>.
- ◆ MISEP grant

### **Charles Harris**

- ◆ Absent

### **ANNOUNCEMENTS**

- **DOL WEBINAR – JUNE 13**
- **NACUBO WEBINAR – JUNE 15**
- **PRESIDENTS' SUMMER CONFERENCE – JUNE 24-26**
- **COE SUMMER CONFERENCE – JULY 11-13**
- **STUDENT LEADERSHIP INSTITUTE – JULY 19-20**
- **COE ANNUAL MEETING – NOVEMBER 2-4**
- **SACS CONFERENCE – DECEMBER 7-12**

### **NEXT MEETING**

The next meeting will be held on June 21, 2007 at 2:00 pm.

The meeting adjourned at 12:00 noon

Respectfully submitted by:

Shearese G. Gipson

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