



**PRESIDENT'S CABINET MEETING
PRESIDENT'S CONFERENCE ROOM - PATTERSON CAMPUS
JUNE 21, 2007**

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

ABSENT: none

The meeting was called to order by Interim President Sam Munnerlyn at 2:25 p.m.

GENERAL COMMENTS/DISCUSSION ITEMS:

- ◆ Brief meeting with the Cabinet to let them know that Interim President Munnerlyn will be out of the office attending a Presidents' Summer Conference. Dean Holt will be in charge in his absence.
- ◆ Brief discussion about being prepared when Chancellor Byrne visits the college.
- ◆ Items to be addressed at the fall in-service:
 - Distance Learning class on each campus
 - Policy for employees working outside the college

ROUNDTABLE UPDATES:

Barbara Anne Spears

- ◆ Gave a brief update on the DPE system meeting she attended.
 - Chancellor Byrne will begin visiting the various colleges within the next few weeks.
 - He will be paying close attention to the academic transfer, technical education, workforce, and adult education areas for now.

Wilford Holt

- ◆ Need to develop TBI salary schedule.
- ◆ Stated that in conversation with Joan Davis at Postsecondary, we need to make sure procedures are in place. Also, stated that everyone working outside of the college is required to have approval from DPE.
- ◆ Discussion about students signing a disclaimer to discuss grades with parents or legal guardians.
- ◆ The state department is in the process of developing a statewide attendance policy and Dean Holt will serve on the committee.

Charles Harris

- ◆ Decals are still in the bookstore. We need to determine how to implement the decal procedures. Procedures should be in place for the fall.
- ◆ Work study students will be involved in the distribution of decals.

Dr. Suresh Kaushik

- ◆ No update.

Deborah Griggs

- ◆ Budgets are almost complete; one issue with Bullock County is should money be placed in the budget for them?

ANNOUNCEMENTS

- **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 27, 2007 at 10:00 am.

The meeting adjourned at 3:17 p.m.

Respectfully submitted by:

Shearese G. Gipson

Shearese G. Gipson

Approved on _____