



**PRESIDENT'S CABINET
PRESIDENT'S CONFERENCE ROOM – TRENHOLM CAMPUS
JUNE 25, 2008**

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

ABSENT: Arlinda Knight, Dr. Mimi Johnson, Charles Harris

The meeting was called to order by President Sam Munnerlyn at 8:10 a.m.

GENERAL COMMENTS/DISCUSSION ITEMS:

The meeting began with a moment of silence and remarks by President Munnerlyn. The following items were discussed:

- Distance Education Policy – Dean Spears updated the group on the Distance Education Manual.
 - The same guidelines apply for on-line students as with traditional students. There is an on-line readiness course that they can take to see if they are ready for on-line courses.
 - There has been a change in compensation for on-line courses for instructors.
 - Small discussion on hybrid courses. Dean Spears will continue to meet with the Distance Education Committee and Health Flowers to get on the right direction where hybrid courses are concerned. It was suggested for the instructors to go take a class or seminar on hybrid classes.
 - Dr. Kaushik suggested developing a team to get this kind of training done. He mentioned the issue of IT not having the time to support the technical issues with hybrid classes.
 - President Munnerlyn would like to add a directory to the Distance Education Policy.
 - The President wanted to know where the course survey went after it was completed. Directions should be included on the survey as to where it will go after it is completed. It should not go to the instructor.
 - The Distance Education Policy was approved by the Cabinet.
- Fall In-service
 - Small discussion on some of the agenda items for the fall in-service.
 - Our grievance process needs to be discussed.
 - We need to review all policies especially those related to ethics. We could be breaking policies and not even know it.
 - 700 and 800 series polices need to be reviewed next.
- Scholarships number can be changed by the Chancellor if he chooses. Right now the College only has 150 scholarships.
- Bethany Clem will be visiting the campus Monday to assess our technical programs. Dean Holt to send out an e-mail to tell everyone to clean up their shops.
- Items discussed at the President's Meeting
 - The Chancellor wants the two-year Presidents' salaries to be based on the going rates of Presidents not tied to a salary schedule. They are evaluating those rates now.
 - He wants to do the same for Deans.
 - There was a lot of discussion about Adult Education. They think that all of us should be getting more students enrolled into traditional classes through the GED program. Susan Price is disappointed in the type of information currently being provided in the AE report.

- Update of student services hand out was presented.
- Dean Holt thinks we need to get the College recruiter to do an orientation to see if we can get more students from the adult education program enrolled in school. Freddie Williams will do follow up with students who have passed the GED. Scholarships could help those students to enroll into programs.
 - President Munnerlyn to set a meeting with Beverly Ross, Wilford Holt, Quinton Ross, Tennie McBryde, Betty Edwards, Freddie Williams, and Dr. Kaushik to develop a plan to get AE students enrolled.
 - Discussion on GED students and the transition from AE to a two-year college and whether or not these students are getting support from other agencies like DHR. Our focus should be between adult education and GED.
- Double Dipping Policy – as of right now the policy remains the same; we do have to allow legislators flex time and keep record of work hours. It was mentioned that legislators have a “swipe” card to verify time in session.
- Admissions Policies - policy is currently under review and they are pursuing some changes relating to illegal immigrants.
- Criminal Background checks – policy still under review.
 - Schools have been paying for background check or taking it from the 1st payroll check of the employee. We should add to our employment contract “*hiring will be contingent on background check*”.
- President Munnerlyn stated that we needed to get an email out on shredding of documents. The only thing we can shred is GED scratch paper.
- Distributed a reduction in force policy. Dean Spears needs to get this from Angela Cone. New administration program system to be installed in 2010.
- New bid law effective August 1st to increase bid amount to \$15,000.
- We need to get prepared for proration--about 2%. Sales taxes are down.
- We need to make sure we keep a close look at our budgets.
 - Look at travel and supplies very closely.
 - The Presidents wants everyone to be a little more deliberate every day. We must be a little more careful each day.
 - When we take on a project, we should be able to deliver.
- President Munnerlyn will be making a presentation at the Commission on Higher Education about Trenholm this Friday.
- Professional development date is set for August 15th.
- We are having some issues with our facilities on the Patterson Campus; we are doing everything we can to keep the air conditioning going and water on the campus.
 - C115 needs air conditioners on the Patterson campus.
- Bridge Project– President Munnerlyn stated that we are committed to the bridge project for several reasons; we solicited funds to do this project and we even returned some of the money. It would not be good leadership to not do this project.

UPDATES:

DR. SURESH KAUSHIK

- Has met with Brenda Barrett and discussed our not getting the most out of the relationship we have with them.
- Ms. Barrett stated that no one has been in her office to replenish the College brochures since Jerry Joyce left the College.

- It was suggested that some of the people who go through the employment service might be good candidates for potential students. Also, we need to do more to make a team relationship with the surrounding agencies. We should get Freddie Williams to play a major part in this.
- President Munnerlyn to talk with the recruitment committee for input. (Tennie McBryde, Mike Evans, Freddie Williams, and Brittany Anderson)

BARBARA ANNE SPEARS

- Attended a Board of Pharmacy meeting and does not see anything happening with this in the near future.
- We can see the 700 and 800 series policies next week. Dean Spears will bring next week to review.
- We are trying to get out a catalog as quickly as possible.
- President Munnerlyn would like to invite Tennie McBryde and Betty Edwards for next cabinet meeting to talk about policies related to Admissions and Financial Aid.
- President Munnerlyn stated that we need to ensure that policies are being reviewed with our divisions. Start with what affects your department then move on to the others.
- It was stated that we should have several Friday in-services to discuss these issues to be more effective.

DEBBIE GRIGGS

- Easy audit was completed yesterday and submitted. We are on schedule with budget, which is due on July 11th.
- Please remind your department to turn in all receipts after a purchase.

BEVERLY ROSS

- We are preparing for registration. Will be meeting with Betty Edwards and Tennie McBryde daily to get information updated for the catalog. Upward Bound is up and running.

ACTION ITEMS:

ITEM No.	ACTION ITEM	PERSON RESPONSIBLE	DATE TO BE COMPLETED
1.	Meet with Health Flowers about hybrid classes	Dean Spears	
2.	Add a directory to the Distance Education Policy	Dean Spears	
3.	Send e-mail telling instructors to clean up shops for B.Clem visit	Wilford Holt	
4.	Meet with B.Ross, W Holt., Q.Ross, T.McBryde, B.Edwards, F. Williams, S.Kaushik to develop plan for Adult Education students to transition into traditional classes at the College	President Munnerlyn	
5.	Send e-mail about shredding documents	Deborah Griggs	
6.	Reduction in Force Policy-get from Angela Cone	Dean Spears	
7.	Room C115 on the Patterson Campus needs air conditioning		

ANNOUNCEMENTS

1. No announcements.

NEXT MEETING

The next meeting will be held on July 2, 2008 at 9:00 a.m.

The meeting adjourned at 9:35 a.m.

Respectfully submitted by:

Shearese G. Gipson

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Approved on _____