



PRESIDENT'S CABINET MEETING
PRESIDENT'S CONFERENCE ROOM - TRENHOLM CAMPUS
JUNE 27, 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 10:05 a.m.

GENERAL COMMENTS/DISCUSSION ITEMS:

- ◆ Presidents' Report – Interim President Munnerlyn gave a brief report on the summer conference he attended this week. Chancellor Byrne's main concern right now is bringing integrity back to the two year college system. He discussed several issues with the presidents.
 - Legal Issues/email
 - Linking schools with the DAT system
 - Flex time policy
 - Discussed bond money for each school
- ◆ Ethics Meeting – Chancellor Byrne spent a great deal of time talking about ethics and things we need to do.
 - One important thing that the two year colleges need to do is stick to our policies. We should not directly violate any policy.
 - The Chancellor also stated that there will be Ethics training coming up soon for all employees of the two-year college system.
- ◆ Rewards Program – Had meeting with the Foundation to see if they would sponsor the Faculty/Staff Rewards Program. The Foundation did agree to sponsor the TrenholmTech Years of Service Pins.
 - A committee has been developed to determine the criteria for the pins.
- ◆ Fall In-service – Will be held on August 13th. Agenda items for the in-service are as follows:
 - Approval for all employees working outside the college
 - Policies
 - Ethics
 - Rewards Program
 - Retention
 - Business Office Procedures/Update
 - FERPA Regulations (Brenda Wade)
 - Classroom management problems
 - 1. conduct/academic
 - Foreign Students Current Regulations
- ◆ Fall Registration – Fall Preview on July 19th has been set in place for registration.
 - Working on reviewing applications and trying to convert those applications into students.
 - Registration for Bullock County will be announced.
- ◆ Encouraged all deans to make sure everyone returns phone calls.
- ◆ Inmates – Inmates on the Patterson Campus need stricter supervision.

ROUNDTABLE UPDATES:

Barbara Anne Spears

- ◆ Gave a brief update on SACS – we need to take a close look at if we want to submit the SACS application this September.
- ◆ Medical Assisting Curriculum Review Board gave approval to continue to 2015; some issues we need to fix; will get report to Cabinet.

Dr. Suresh Kaushik

- ◆ Truck Driving – partners meeting last week did not bring a great response. There are three agencies that have plenty of students to refer to the program; DHR, Tarwater and Telaman; will have meeting tomorrow with truck driving staff and DHR.
- ◆ MSIEP Grant – have submitted proper paperwork to the business office to hire adjunct instructor.

Deborah Griggs

- ◆ Submitted Building Inventory report.
- ◆ Still working on budget; looks good.
- ◆ Asked deans to check budget as they sign requisitions to see if money is available.

Wilford Holt

- ◆ Reported that Mr. Henry Tylicki got national recognition from Certified Industrial Maintenance Mechanics.
- ◆ Has scheduled meeting tomorrow at postsecondary on TechPrep Consortium.

Charles Harris

- ◆ Developing RFP for campus signs.
- ◆ Finalized new administrative calendar.
- ◆ Patterson Campus guard shack needs to be removed from campus.
- ◆ In the process of testing unified messaging system that would allow voice messages to go to e-mail.
- ◆ Bid opening on building D is scheduled for tomorrow.
- ◆ Smart Room training will be held Friday on the Trenholm Campus.

ANNOUNCEMENTS

- **ANNUAL ALABAMA MASTER TEACHER SEMINAR – JULY 8-12**
- **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 July 2, 2007 at 10:30 am.

The meeting adjourned at 11:45 p.m.

Respectfully submitted by:

Shearese G. Gipson

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Approved on _____