

**PRESIDENT'S CABINET**  
**PRESIDENT'S CONFERENCE ROOM – TRENHOLM CAMPUS**  
**JULY 1, 2009**

**PRESENT:** Sam Munnerlyn, Arlinda Knight, Charles Harris, Dr. Mimi Johnson, Deborah Griggs, Wilford Holt, Beverly Ross

**ABSENT:** Cathy Wright, Dr. Suresh Kaushik, Barbara Anne Spears

The meeting was called to order by President Sam Munnerlyn at 8:30 a.m.

**GENERAL COMMENTS/DISCUSSION ITEMS:**

The meeting began with a moment of silence and remarks by President Munnerlyn.

The following items were discussed:

- President Munnerlyn gave a brief update on where we are and the President's meeting he attended last week.
  - They decided to come up with a resolution to have at least two presidents be on the search committee for the new chancellor.
  - Mr. Munnerlyn stated that Chancellor Byrne was a friend to Trenholm; he promoted the College whenever he got the opportunity.
  - No new initiatives came out of that meeting.
  - Updates on the budget were given and we still need to be as frugal as possible.
  - There were no changes from Johnny Green's area.
  - Don Edwards was there and the strategic initiatives may be postponed until we get the new chancellor.
  - Overall it was a good meeting.
  - When we left the state board meeting last week, everything was on a very positive note.
- Double dipping:
  - We were not successful in the appeal on "double dipping." You must take leave if you are away from the college on legislative business and if no leave is available, the chancellor must approve.
- Leave:
  - Reminded the deans to be sign their departmental leave forms.
- Culinary Arts:
  - Dean Holt reported that the students are having labs. If we want to move an existing air conditioning unit we can do so.
  - We are still looking at moving Culinary to the Barnes and Nobles building and renovating an area for the kitchen.
  - Other programs to go into the Barnes and Nobles building are: Admissions, Financial Aid, Lynn Sutton's testing Lab, Bookstore, CIS.
  - We must draft plans for the building and have an architect review. We are still in negotiation with Barnes and Nobles.
  - Because of the cost of the building, we can not move everybody at one time. The plan is to move Culinary Arts, admissions, financial aid and testing in the first phase.
  - Eventually Cosmetology will be moving to Bldg. E.
  - Dean Harris should have a conversation with the architect and be included in the meetings. President will get him involved as soon as necessary.

- We are also meeting with Larry Dixon on the 6<sup>th</sup> to get his support from the highway department in reference to the traffic light on the Patterson campus.
- The President stated that we would be using bond money for the traffic light, water project and Building D project on the Patterson Campus.
- AMTC building can now be occupied. Carl Exford is working on some things that must be finished concerning the building.

#### UPDATES:

- Building E:
  - Dean Harris reported that the contract has been signed by Webb Builders and forms have been executed. We may be able to start construction in about two weeks.
  - Dean Harris is still looking for the plat for the old culinary building. Dean Griggs stated that Kenny Cox can get plat from down town.
- Discussion on lease of new building:
  - If we can move Lynn Sutton and labs we can give Adult Education her old area.
  - President would like to get Quinton Ross to one cabinet meeting to discuss the Adult Education Review. ( Questions about the review) See if he is available next week.
  - Charles has some concerns about how they will be hooked to the web. He needs to have some dialogue about the Adult Education move.
  - We hope to get agreement today for new building lease on Mobile Hwy.
  - We have requested two AIDT units for the Patterson campus AE students.
- It was reported that we did get approval letter from COE to waive upcoming visit and site fees for Service Occupations Building but they are expecting us to be at the COE conference in November.
- The two proposals presented by Dr. Kaushik are due on July 22<sup>nd</sup>.
- Dean Griggs gave a brief update on the budget. She stated that we may be looking at further cuts.
- The President stated that we have an ongoing problem with employees not signing their contracts. He stated that the Deans will be responsible for their departments and getting signatures.
- Dean Harris finished the action plan for civil rights visit. All findings must be completed by Dec. 2010. The President asked for a monthly update on the progress of each finding until completed.
- Arlinda Knight mentioned some things from a Title III meeting she recently attended.
  - They encouraged grant administrators to submit travel for learning opportunities.
  - They also mentioned it is important that we begin to look at removing one person from the Title III grant each year.
  - There was a brief discussion about supplanting; we cannot use Title III for expenditures covered by the college.
  - We should assess how much we are spending on supplies.
  - Faculty members are still allowed to take a course and be refunded by Title III. It does not matter if it is credit or noncredit.
- Dean Ross reported that we have approximately 1151 enrolled for the summer semester.
  - July 16<sup>th</sup> is scheduled for the fall preview.
- Dr. Johnson reported that Dean Griggs, Spears and Holt had not turned in their Unit Plans.
  - A work session on unit plans is planned for July 14<sup>th</sup> & 21<sup>st</sup>. Every Dean, Director and Coordinator should attend.
  - Unit Plans for Griggs and Holt should be submitted by this coming Tuesday.

- President Munnerlyn stated that during the fall in-service there are a lot of things that should be covered (August 14<sup>th</sup>):
  - Business Office Procedures Manual. President Munnerlyn stated that the Manual should come back to the President’s Cabinet for review before the in-service. He wants the committee to set a date for completion.
  - Faculty & Staff Handbook (*everyone needs to get a copy before in-service*)
  - The Strategic Initiatives and Goals that the college has set in general and changes that have been made to our policies.
  - The College’s Grievance Policy for employees and students.
  
- We are scheduled to go to the Biscuits game on the 16<sup>th</sup> of July. The President is encouraging everyone to come. Dean Ross suggested that we find another activity next year.
  
- Some departments are still having problems with the mail not getting to them in a timely manner. There are some issues that still must be addressed. The President would like for us to monitor the situation and see if the kinks are going to work out. Dean Griggs to find out about the post office holding mail. We will revisit in one month to see if we still have problems.

**Action Item Updates:**

**ACTION ITEMS**

ITEM NO.	ACTION ITEM	PERSON RESPONSIBLE	DATE TO BE COMPLETED
1.	Kenny Cox to retrieve the plat for culinary	D. Griggs	
2.	Quinton Ross is requested to attend the next cabinet meeting	W. Holt	

**ANNOUNCEMENTS**

1. none

**NEXT MEETING**

The next meeting TBA.

The meeting adjourned at 11:45 a.m.

Respectfully submitted by:

Shearese G. Gipson

Shearese G. Gipson

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