



**PRESIDENT'S CABINET MEETING  
PRESIDENT'S CONFERENCE ROOM - TRENHOLM CAMPUS  
JULY 2, 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 10:30 a.m.

**GENERAL COMMENTS/DISCUSSION ITEMS:**

- ◆ Rewards Program – Interim President Munnerlyn identified the staff responsible for the rewards program and stressed how important the program was for the College.
- ◆ Committee Assignments – Barbara Anne Spears will continue to work on revising the committee assignments for 2007-08.
- ◆ SACS Conference – the following people will attend the SACS Annual Conference in December: Sam Munnerlyn, Mimi Johnson, Barbara Spears, Vicky Ohlson, Wilford Holt, and Debbie Griggs
- ◆ Agenda Items for President's Cabinet Retreat:
  - Hurricane Shelters
  - Organizational Charts
  - Fall In-service
  - Ethics Training
  - Strategic Initiatives
  - Business office – policies, budget, spending, requisitions
  - Grants
  - Institutional Goals & Objectives
  - SACS
  - COE Update
  - Emergency Management
- ◆ Deans Spears and Holt were asked to call a faculty and staff meeting to update employees on college projects.
- ◆ DOL Meeting – Mr. Joe Franklin and Dr. Tracie Carter were recommended to attend the DOL meeting on July 16-17, 2007.
- ◆ COE Annual Meeting – Interim President Munnerlyn, Wilford Holt and Dr. Suresh Kaushik will attend the meeting.
- ◆ An email needs to be sent asking that all advisory committee minutes be forwarded to the President's Office. Mrs. Gipson will draft an email from the president regarding this request.
- ◆ Title IX- Interim President Munnerlyn asked who is responsible for each area. What takes place when an incident is reported? It was suggested that Pam Rollins come and address the Cabinet in reference to compliance.

**ROUNDTABLE UPDATES:**

**Dr. Suresh Kaushik**

- ◆ Gave a brief update on Truck Driving program.

- ◆ Asked if we were a part of ATN. He is trying to establish contacts beyond HR & various suppliers.

**Barbara Anne Spears**

- ◆ Gave a brief update on the SACS meeting held with Mimi Johnson, Charles Harris and Interim President Munnerlyn. A plan was established for getting the SACS information loaded onto the website. A detailed discussion on if we want to submit the application in September will be continued at the President's Cabinet Retreat.

**Deborah Griggs**

- ◆ No update.

**Wilford Holt**

- ◆ Brief discussion on AMTC program. Felt like we are on track with getting the participant files completed and updated. Dr. Kaushik was asked to take a look at the files.

**Charles Harris**

- ◆ Absent.

**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 11, 2007 at 10:00 am.

The meeting adjourned at 12:00 p.m.

Respectfully submitted by:

Shearese G. Gipson

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