



**PRESIDENT'S CABINET
PRESIDENT'S CONFERENCE ROOM – TRENHOLM CAMPUS
JULY 9, 2008**

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

ABSENT: Barbara Anne Spears

The meeting was called to order by President Sam Munnerlyn at 9:05 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 updated the Council with information from Alliant Data Systems (formerly Access Software). They have a new staff and wanted us to know they would like to continue to do business with us. Winston Hayes is no longer a part of the company, nor is his family.
- The President stated that he has an evaluation developed by Dr. Mimi Johnson that will be administered to the entire college. The purpose of the evaluation is for improvement.
 - Stated the College is working our way through the legal issues and hope they are settled soon.
 - Stated that two of the hardest things he has had to deal with thus far as being President of Trenholm is supervising people who used to be considered co-workers and the negativity of the two year college system. Stated he would continue to represent the college with excitement.
 - Our number one commitment right now is SACS. He stated that we will be ready to submit our application for SACS this December. We are depending on some of our leaders to take us through this process.
 - Our second commitment is finding a way to communicate to our people and do a better job at training activities.
 - We need to make sure that the college has a positive relationship with the community. We need to try to make sure that the college keeps a positive image so that students are proud of their school.
 - The fourth thing is the stakeholders making sure they keep a positive image of us.
- Plans and Manuals:
 - If you are responsible for any of the College plans we need to review those prior to August. We would like to highlight revisions and discuss where we are going with each plan. (Marketing, Facilities and Master Plan, Emergency Management Plan, Retention Plan) Mrs. Knight will review Marketing Plan at our next meeting. Beverly Ross will review the Recruitment Plan on that same day.
 - Manuals – Betty Edwards is currently working on a manual for her department. The Business Office is also working on a manual. The president would like to have a good draft of these manual by the fall in-service. He is mainly looking for office procedures in both of these manuals. He also wants each of these departments to do some cross training within their departments.
- Culture of Not Responding:
 - President Munnerlyn has received several complaints about people not responding to requests. He is expecting everyone to respond accordingly to whatever requests they receive.

- The President also directed Deans to document when directives are given to an employee and the employee does not respond to those directives. You need to protect yourself.
- The President will communicate to each Dean about complaints that he receives from their divisions.
- Budget:
 - We have to cut an additional \$700,000 from our budget this year. We may not be in a position to fill some of the vacant positions we have this year.
- Student Handbook :
 - President Munnerlyn asked the Council to get familiar with the student handbook, especially the part that deals with grievances and policies. We need to spend a lot of time working on this area.
 - Charles Harris stated that he thought there should be some kind of minimum standard in reference to the way students dress. Instructors should play a stronger part in making sure students are dressed properly for their class.
 - Dress for faculty and staff also needs to be addressed at the fall in-service. We need to look at our Work Ethics training and include the faculty and staff.
 - Wilford Holt suggested that we also take a look at the faculty and staff handbook, especially the Grievance, Harassment and Work Ethics Training sections. It was stated that there will be 3 or 4 Fridays in the fall for professional development to cover these topics. Attendance will be required. Some instructors will miss inservice because of scheduled classes but most schedules should allow for attendance.
- Search Committee Training:
 - Whenever we have a search to open, we need to refresh the search committee about what their duties and responsibilities are before they begin the process.
- Fall Registration Plans:
 - Beverly Ross updated the group on registration dates. After registration only Dean Holt and Spears can get students enrolled in class. Fall preview will be held July 24th on the Trenholm Campus in the student center.

UPDATES:

Dr. Suresh Kaushik:

- Summer camp going well. Project Ahead proposal and workforce development going along well.
- Brenda Barrett has been diligent in sending us some potential students. We need to do something with this student information. Information should be given to Beverly Ross.
- It was clarified that all training should be counted as non-credit training. We need to appoint someone to oversee the non-credit process.
- We have Mike Dunwoody and Mrs. Knight working separately with their individual reporting systems.
- Dr. Kaushik volunteered to oversee the non-credit process and be the clearinghouse.
 - Guidelines must be established.
 - Departments should funnel their information to Dr. Kaushik.
 - We need to develop a non-credit form and appoint someone to input that information.
- Arlinda Knight:
 - Summer programs are going well.
 - Would like for us to list the priorities in order of importance and develop a plan to make them happen so that we all will know the direction the college is going.
 - We have all these things going on and many areas doing a lot of things and no one accomplishing anything.
 - President Munnerlyn stated that we do have priorities and he has shared them before and will be happy to convey them again.

- Charles Harris:
 - Stated that we need to determine what our priorities are to determine the success of the college.
 - SACS needs to be the number one priority.
 - Will be conducting updates from Access on the AS400. There are some errors in the validation but we are working through those issues. The update will take place after this term before we get into registration.
 - Forty-two new computers have arrived. We have about 150 in warehouse that need to go to the auction but not until we have destroyed all data on the machines.
 - We will have Building D on Patterson campus up and running next week. B108 has a new teleconferencing center.
- Wilford Holt:
 - Will be meeting with Hyundai this week.
 - AUT building is looking good. We should be in by spring semester.
 - Working on facilities project and others.
 - There was some discussion on scholarships and if some had been given to Counselors for AUT scholarships.
 - Dean Holt stated that we only have 150 for the college. President Munnerlyn stated that we would be lucky if we give away 10 scholarships because of the students not meeting the requirements. He does not think it will be an issue to give some for AUT. Applications should be in by July 31st. They will be presented to the scholarship committee once received.
- Beverly Ross:
 - Registration Update.
- Deborah Griggs:
 - Working on budgets and budget cuts.
 - Dennis Monroe is meeting with risk management about the building damage on the Patterson Campus.
- Dr. Mimi Johnson:
 - Webinar training for student leadership has been paid for and if others want to attend they can.
 - Stated that there needs to be a place where Webinars can be held for a large group of people. Charles Harris stated that room 415 is the room that has the technology and can hold a large group of people. President's conference room is the only room that we can use for small groups.
 - Dr. Johnson would like to establish some clubs at the college that would be interesting to the students and good for the College. If anyone has any ideas, please share them with Dr. Johnson.

ACTION ITEMS

| ITEM NO. | ACTION ITEM | PERSON RESPONSIBLE | DATE TO BE COMPLETED |
|----------|--|---------------------|----------------------|
| 1. | Business Office Manual | Deborah Griggs | Fall In-service |
| 2. | Financial Aid Manual | Betty Edwards | Fall In-service |
| 3. | Establish Guidelines for submitting non-credit data to Dr. Kaushik | Dr. Kaushik | |
| 4. | Identify person to input non-credit data | President Munnerlyn | |
| 5. | Submit information from Brenda Barrett to Beverly Ross | Dr. Kaushik | |

ANNOUNCEMENTS

1. No announcements.

NEXT MEETING

The next meeting will be held on July 16, 2008 at 8:00 a.m.

The meeting adjourned at 11:30 a.m.

Respectfully submitted by:

Shearese G. Gipson

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Approved on _____