



**PRESIDENT'S CABINET MEETING
PRESIDENT'S CONFERENCE ROOM - TRENHOLM CAMPUS
JULY 11, 2007**

PRESENT: Sam Munnerlyn, Mimi Johnson, Arlinda Knight, Dr. Suresh Kaushik, Charles Harris, Wilford Holt, Barbara Anne Spears, Deborah Griggs

ABSENT:

The meeting was called to order by Interim President Sam Munnerlyn at 1:30 p.m. The Interim President welcomed Mimi Johnson and Arlinda Knight back to the Cabinet.

GENERAL COMMENTS/DISCUSSION ITEMS:

- ◆ COE Approved Programs – Dean Spears previously reviewed the approved program listing from COE and has indicated some changes that need to be done to the listing. Dean Spears will coordinate the changes with COE.
 - Interim President Munnerlyn appointed Dr. Suresh Kaushik as the liaison for COE. A letter will be drafted to COE and a copy forwarded to Mimi Johnson.
 - All copies of COE correspondence should be sent to Mimi Johnson and Dr. Kaushik.
- ◆ Fall Contracts – Contracts will be ready for faculty and staff at the fall in-service meeting. All none renewals need to be given to Human Resources as soon as possible.
- ◆ Chancellor's visit- Interim President Munnerlyn has spoken to the Chancellor Byrne on several different occasions and he has not indicated when he might stop in and see Trenholm on his scheduled visits to all of the colleges. We want to be proactive in getting prepared for his visit and ask to be placed on his calendar as soon as possible.
- ◆ Medical Assisting Program – The accrediting agency needs to correct the address information for the Medical Assisting Program. Dean Spears to coordinate this with the agency.
- ◆ Still currently trying to secure funding to revitalize the track on the Trenholm Campus.
- ◆ Trenholm Day at the Biscuits stadium is scheduled for July 28th.
- ◆ Mentioned that the upkeep of the grounds on both campuses needs to be a priority.

ROUNDTABLE UPDATES:

Barbara Anne Spears

- ◆ Reported that Mrs. Blackmon, Head Librarian, is concerned about a moisture problem on the 1st floor of the library. Dewayne Neese has inspected the area and did not see any indication of a moisture problem. Dennis Monroe will conduct a second inspection.
- ◆ Asked Dean Griggs if an email ever went out in reference to W-9's. Dean Griggs has not yet sent the email because there will be training sessions prior to email.
- ◆ Catalog is almost ready for print. Need to check to see if current information on foundation scholarship is included.
- ◆ Master Teacher Seminar was excellent.
- ◆ Candance Smith is currently serving as a service learning volunteer and is working with Jackie Peterson.

Dr. Suresh Kaushik

- ◆ Gave brief update on the car hauling and truck driving programs. DHR has five individuals they are trying to get registered for the truck driving program (working out tuition payment).
- ◆ There is an issue with where the car hauling training will take place. There are two options (1) on the Patterson Campus or (2) at the truck driving facility.
 - We currently have about five cars and we need five additional cars. Junk cars that are already on the campus need to be brought up to condition so they can be used.
 - Hauling may do harm to the parking lot causing it to be repaved.
 - There is no plan for the program to continue after this year.
- ◆ Reported that the Radiology/Ultrasound program at Baptist Hospital still wants to develop some sort of articulation agreement with Trenholm. Interim President Munnerlyn is will to have some dialogue with Baptist Hospital about the program. Dean Spears is not convinced that there is much we can do to make this partnership work until we get SACS accreditation.

Deborah Griggs

- ◆ Gave brief report on on-line requisition process; still finding little problems with the system; hope to have problems worked out by January.
- ◆ Deans and budget administrators need to carefully review requisitions that they sign for completeness.
- ◆ The Business Office will be offering training session in the near future for business office procedures.
- ◆ Discussed the bid process briefly. Specs need to be sent with every item that needs to be bid.
- ◆ Discussed travel briefly. Travel request need to be submitted and given a reasonable time to get processed.
- ◆ Discussed credit card use. There has been an increase of use for the school visa card. This excess use will be cut to a minimum. Should be used for travel and registration. A credit card policy will be developed.
- ◆ The Business Office still has problems with getting people to turn in receipts.
- ◆ Budget administrators need to be familiar with their budget and know what they are doing.
- ◆ It was suggested that we have continuous training on office procedures.
- ◆ Human Resources still have problems with people being hired without the knowledge of the President. The President is the only person at the College who may hire employees.

Charles Harris

- ◆ Surveillance project is being completed; 20 of the 22 cameras are working.
- ◆ Working on web revisions.
- ◆ Low bid for the renovations of building D on the Trenholm Campus was \$419,000.00. Title III will be funding the project.

Arlinda Knight

- ◆ Reported that Mr. Hunt (Title III) would give us an opportunity to change what we want in the grant proposal to strengthen it.
- ◆ Mimi Johnson has been appointed Activity V Director during the interim appointment of Mr. Munnerlyn as President.

Mimi Johnson

- ◆ Working on the Fact Book for Trenholm.
- ◆ Foundation scholarships are available.
- ◆ The foundation will sponsor some renovations to the library on the Patterson Campus.
- ◆ Discussion on the National Clearing House Database to help track students.
- ◆ The Foundation has received \$6,000.00 for Dr. Molina's scholarship.

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 18, 2007 at 8:00 am.

The meeting adjourned at 12:00 p.m.

Respectfully submitted by:

Shearese G. Gipson

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Approved on _____