

**PRESIDENT'S CABINET
PRESIDENT'S CONFERENCE ROOM – TRENHOLM CAMPUS
JULY 16, 2008**

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

ABSENT:

The meeting was called to order by President Sam Munnerlyn at 8:00 a.m.

GENERAL COMMENTS/DISCUSSION ITEMS:

The meeting began with a moment of silence and remarks by President Munnerlyn. The following items were discussed:

- 700-800 Series Review:
 - President Munnerlyn asked Dean Spears to review the 700 and 800 State Board Policies. (*Dean Spears reviewed the major changes to the policies*).
 - Guidelines for implementing new programs--minor changes were discussed. There is no guideline for phasing out a program but rather a process. We should follow the procedure that SACS has for closing out a program.
 - Off site EMT classes will have to be approved as part of the approval process. This is a major change. Several policies go into effect January 1.
 - There was a major change to the Non-traditional credit policy. Non-traditional credit will not count towards the 25% that must be taken at the college in order for a student to earn an award.
 - Live Work has been rewritten significantly. Dean Spears suggested that Dean Holt and instructors look at this policy very closely. All live work must be approved in writing by the President. Any live work project off campus that involves more than 30 hours off campus must be approved by the Chancellor's office. Dean Griggs and Holt are designees for approving live work on Trenholm Campus and Patterson Campus, respectively. A report must be sent to the Chancellors office by September 30th of each year for all live work. This policy is in effect now.
 - Dean Spears stated that the same people who write guidelines write policies and should ensure that they don't conflict with policy. Guidelines do not have to go to the board and can be changed at the Chancellor's office.
 - Advisory Committees – The new policy states that there should be specific representatives from certain organizations on the advisory councils. There may be additional changes to this policy; it is still somewhat unclear. Members of the councils must be approved by the President and a report must be sent to the Chancellor's office.
 - Developmental courses will now be called transitional courses.
 - 800 Discussion – most of the changes to the 800 series relate to cleaning up grammatical errors.
 - Deferred tuition plan has been included because of Marion Institution. Tuition payment by third parties has been extended to 60 days instead of 30 days.
 - Refund policy has significantly changed.
 - Admission and Scholarship policies are still being discussed.

- President Munnerlyn stated that these policies should be reviewed with each division. Policies are now available on Postsecondary's webpage.
- President Munnerlyn wants to make sure that the employees are aware of the new policy changes, and he believes documentation that they have reviewed the new policies is necessary.
- It was stated that it is time to develop a new faculty and staff handbook to include the new policies.
- President Munnerlyn appointed a committee to develop the new handbook. (Pam Rollins-Chair, Juliana Probst-Co-chair, Barbara Anne Spears, Wilford Holt, Beverly Ross, Deborah Griggs, Arlinda Knight, Debra Cobb).
- Charles Harris commented on policies and visitors on campus as a result of an incident in the Library Tower. He stated that policies must be clear and people should know what they are. President Munnerlyn asked Dean Harris and Ross to draft a policy for visitors on campus and bring to the next meeting. They are to get Mrs. Blackmon involved in the process.
- Recruitment Plan- President Munnerlyn asked Beverly Ross to present a copy of the recruitment matrix at the next cabinet meeting.
- Marketing Plan:
 - Arlinda Knight discussed updates for the marketing plan. She reported that no major changes have been made to the plan, only minor updates. We are trying to condense the length of the plan. Mrs. Knight is asking for the Cabinet to submit any recommended changes to her so a finalized draft can be produced.
 - President Munnerlyn asked Arlinda Knight and Beverly Ross to develop a matrix of reports and responsibilities for the marketing plan to ensure that everyone knows who is responsible for what. Mr. Munnerlyn will meet with Mrs. Knight and Mrs. Ross to talk about matrix.
 - There was some discussion about whether or not we are trying to include too much in the marketing plan or doing some things that should not be done in the plan.
 - President Munnerlyn will check with Mike Evans to see if he keeps all articles about the college appearing in the media.
 - Arlinda Knight suggested to the President that we may need to look at some alternative funding for developing a budget to hire a true Director of Marketing.
 - It was suggested that additional people be solicited to work with the marketing team. External people will also be solicited.
 - President Munnerlyn stated that he would like to meet with the group for its initial meeting.
 - He appointed Dean Spears and Wilford Holt to the Marketing committee.
 - There was some discussion about how Adult Education students fit into the marketing plan and making the transition from Adult Education to being enrolled into the traditional classes.
 - Dean Holt did not see in the plans where we were going to continue to market to keep the target age group of 26 and over.
 - Dr. Kaushik stated that the plan did not seem to show transition. Brief discussion was held.
- Unit Plan Review:
 - President Munnerlyn state that the mode of operation needs to change in our environment; we are not implementing the plans that we develop. If we call it a plan then it should be a plan of action from department to department.
 - Dean Spears stated that there seems to be a disconnect with what we have on paper and what we are actually doing in reality.
 - Dean Holt suggested that there needs to be some sort of evaluation for the faculty to determine if they are actually performing what they say they are going to do.

- There was a short discussion on individuals who have not turned in their unit plans. President Munnerlyn instructed Dr. Johnson to let each of the Deans know which individuals from their unit have not turned in unit plans. Deadline for unit plan submission is Tuesday, July 22, 2008.
 - President Munnerlyn stated that each time faculty or staff is given a directive and does not perform, it should be documented and placed into personnel files.
- Plans for Professional Development – August 15th, 22nd and 29th have been designated for in-service dates.

UPDATES:

- Dr. Suresh Kaushik- no significant departmental updates.
- Arlinda Knight- no significant departmental updates.
- Charles Harris:
 - Overrides – We have generated a list of individuals who have override authority. President Munnerlyn, Dean Harris, Dean Spears and Dean Holt to talk about who needs authority. It was stated that one person should not have the sole power.
 - President Munnerlyn asked Dean Spears and Holt to make recommendations as to who needs override authority. He stated that Tennie McBryde definitely needs to be one of those people.
- Wilford Holt- no significant departmental updates.
- Beverly Ross- no significant departmental updates.
- Deborah Griggs- no significant departmental updates.
- Dr. Mimi Johnson- no significant departmental updates.

ACTION ITEMS

ITEM NO.	ACTION ITEM	PERSON RESPONSIBLE	DATE TO BE COMPLETED
1.	Develop a new Faculty/Staff Handbook	Pam Rollins, Juliana Probst, Barbara Anne Spears, Wilford Holt, Beverly Ross, Deborah Griggs, Arlinda Knight, Debra Cobb	
2.	Develop a policy for visitors on campus	Charles Harris, Beverly Ross Zenobia Blackmon	Next meeting
3.	Review Recruitment Plan at next meeting	Beverly Ross	Next meeting
4.	Develop matrix for Marketing Plan	Arlinda Knight, Beverly Ross	
5.	Meeting about Marketing Matrix	President Munnerlyn	
6.	Final Submission of unit plan	Dr. Johnson	July 22, 2008
7.	Meeting about overrides	Sam Munnerlyn , Charles Harris, Barbara Anne Spears, Wilford Holt	
8.	Submit recommendation for those who need override authority	Barbara Anne Spears Wilford Holt	Next meeting

ANNOUNCEMENTS

1. President's Cabinet Strategic Planning Summit – August 20, 2008

NEXT MEETING

The next meeting will be held on July 23, 2008 at 8:00 a.m.

The meeting adjourned at 10:40 a.m.

Respectfully submitted by:

Shearese G. Gipson

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Approved on _____