

PRESIDENT'S CABINET
PRESIDENT'S CONFERENCE ROOM – TRENHOLM CAMPUS
AUGUST 4, 2011

PRESENT: Sam Munnerlyn, Arlinda Knight, Charles Harris, Dr. Suresh Kaushik, Wilford Holt

ABSENT: Deborah A. Griggs, Cathy Wright, Beverly Ross, Mimi Johnson, Barbara Anne Spears

GENERAL COMMENTS/DISCUSSION ITEMS:

The meeting was called to order by President Sam Munnerlyn at 1:30 p.m. with a moment of silence and remarks by the President.

- College Plan and Procedures:
 - President Munnerlyn distributed a handout that listed several college plans. The Cabinet identified who was responsible for each plan.
 - The President asked the Cabinet to make sure any changes to these plans were documented.

- College Bookstore:
 - The President stated that we have a large inventory of books in the bookstore that cannot be returned because we have had them too long.
 - A book company has been selected to run the bookstore. Texas Book Company will be starting on the 19th to facilitate selling books to our students.
 - Alliant has been involved in the process. Online piece will also be used to sell books.
 - We will be testing the attendance piece this term.
 - We will run only one bookstore on the Trenholm campus.
 - We may need to rent some vans for those students who need transportation.
 - There was a brief discussion about cashiers and their schedule. Directional information will be given to everyone.
 - The President asked for special assistance from Dean Spears and Holt in getting the other campus to get on board with the new changes.

- Changes for Fall Term:
 - The President announced that the Talent Search Grant had not been refunded.

- 2011-12 Budget Adjustment:
 - The 2011-12 Budget was finished last weekend. We need to make 1.3 million in cuts.
 - We are down now to 2 months worth of reserve. We have to practice very conservative spending.
 - We did make some adjustments in your budgets and will be getting them back to you. The President stated that just because money is in the budget does not mean you should buy things that are not in the unit plans. All budgets need to be traced to unit plans. If it is not in the plan we should not be doing it.
 - Dean Harris mentioned inviting WIPA, a company that provides a kiosk printing service, to put a station at the college at no cost to us. Students would have to pay for copies.
 - The President is not opposed to trying but does not think it will be beneficial to the company. Maybe try one in the library on both campuses. We may look into making the students buy their own paper for the labs.

- So far there have been no negative comments about the tuition increase. The President stated that we must keep an eye on our enrollment.
- 2010-11 Evaluations:
 - The President reminded the Cabinet to make sure evaluations are done. They were due on the August 1st.
- Social Media Policy:
 - Most of the Cabinet members have reviewed the Social Media Policy.
 - A survey was conducted about social media with various colleges in the system. The policy was developed from that survey.
 - Dean Holt and Griggs have not reviewed policy, they don't have yet. Mrs. Knight will send policy out to the Cabinet.
- Online Leave:
 - Dean Harris gave a brief presentation on on-line leave.
 - A policy needs to be developed for on-line leave. Human Resources should be a part of that development.
- Service Learning Activities:
 - Mrs. Knight presented information that was discussed at the last marketing meeting. The committee listed activities departments can do for their programs to participate in as service learning projects to give Trenholm more visibility to the public.
 - President suggested that we start with a couple, not all at one time. Start next semester with Apparel and Design and Early Care Education.
 - He asked the committees to work through Dean Spears.
 - He had some concern with the Cosmetology activity.
 - It was suggested that every semester we may be able to add two more activities.
 - We should make this part of some annual report so we can get some kind of benefit.
- Guard Service:
 - The President asked for an update with the guard service. There were some concerns about the low bidder. The President stated that he would contact Lynn Thrower today.
 - Dean Harris stated that we need to have this in place by September 1st to allow us time to get things in order. (*Bill and Matilda were requested to stay on board with the new company*)
- Always Open Telemarketing:
 - Dean Harris reported that there have been about 350 calls that were picked up on this billing period.
 - We have got complaints about calls not being returned. Also employees have been forwarding phones to the service for everyday use.
 - There was a discussion about assigning someone for the recipient phone log. (*Robert Patterson, Cassandra Bell, Beverly Stephens*).

Updates:

- Striping:
 - Dean Harris reported that we have been measuring the shops. Tape will not be purchased until measuring is completed.
- SACS/COE :

- A discussion was held about the consultant's visit. She had some concerns about how we put our crates together. Dean Holt mentioned we did them the way we were trained.
- She gave some suggestions on the content we have placed in the crates and we should review those comments.
- She went through all the Standards except for Standard 8.
- Barbara Anne Spears:
 - Made some comments about how we put the information in the crates. We may need to go through the crates and pull out full documents and replace with only for the pertinent section of the document.
 - It was also suggested that we use less numbers when numbering our folders. The consultant did not like the numbering system.
- Dr. Suresh Kaushik:
 - Painting is being done along with some other minor things.
 - New trash cans for the outside new drums for the inside of the shops will be ordered.
 - Charles Harris and his team are working on all the signs.
 - Dennis Monroe is working on carpet for those buildings that were identified.
 - Fences are going up soon across the parking lot behind the old Culinary.
 - President Munnerlyn is working on the potholes with Dennis Monroe.
 - Nothing is happening from the front around to Building I because that will be taken care with the new building construction.
 - Doors on Building E are not opening on the Patterson Campus. (Dennis to fix the doors).
 - All doors will be painted on both campuses.
 - When the electrician is hired open data wires need to be addressed.
 - Dean Holt would like to do more in the courtyard around Building D on the Patterson Campus. The President asked him to write it down and we will get it done.
 - There have been many changes to the COE committees. If you know of anyone who was not on a committee please report to Dr. Kaushik. President Munnerlyn would like to know the people who are not on a committee.
 - The team leader has arrangements at the Embassy Suites. Dr. Kaushik to develop an agenda for her visit.

ACTION ITEMS

ITEM NO.	ACTION ITEM	PERSON RESPONSIBLE	DATE TO BE COMPLETED
1.	Email Social Media Policy to Cabinet	Arlinda Knight	
2.	Develop policy for on-line leave (<i>HR should be a part of this</i>)		
3.	Begin Service Learning Activities	Arlinda Knight	
4.	Assign someone to the recipient phone log (<i>Always Open</i>)		

ANNOUNCEMENTS

1. none

NEXT MEETING

The next meeting to be announced. The meeting adjourned at 4:30 p.m.

Respectfully submitted by:

Shearese G. Gipson

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Approved on _____