

PRESIDENT'S CABINET
PRESIDENT'S CONFERENCE ROOM – TRENHOLM CAMPUS
AUGUST 8, 2007

PRESENT: Sam Munnerlyn, Dr. Mimi Evelyn Johnson, Arlinda Knight, Charles Harris, Deborah Griggs

ABSENT: Wilford Holt, Dr. Suresh Kaushik, Barbara Anne Spears

The meeting was called to order by Interim President, Sam Munnerlyn, at 10:05 a.m.

GENERAL COMMENTS/DISCUSSION ITEMS:

The meeting began with remarks by Interim President Munnerlyn.

- Discussed the Chancellor's visit on the 28th of August. Would like to have some faculty/staff with knowledge about the campuses to talk about their perspective areas to the Chancellor. Some specific areas to visit are Automotive, Trenholm Campus administration building, Allied Health and EMS.
- The reception for the Chancellor will be held at Harper's Cooking Lab. Some community and business leaders to invite are: Executive Committee of the Trenholm Tech Foundation Board (Craig Washing, Douglas Jones, Vicki Jones, and Steve Flanagan), Todd Strange, Randy George, Ed Crowell, county commissioners, Councilman Knuckles, Councilman Cook, Councilman Calhoun, Ed Crenshaw, Hyundai – George Roland, Leer, David Ward, Susan Harrison, Frank Ciaro, Christy Sellers, John Dilworth, Keith Steward, Donald Dotson, Dr. Daniel Boyd, Macon Co. Supt., Elmore County - Jeff Langham, Carver HS Principal Gary Hall, Percy Thomas, Avant contact, President's Cabinet members, division heads, and College Advisory Board.
- Mrs. Knight to coordinate activities for the Chancellor's visit.
- Organization Charts – minor changes were made to the organizational charts.
- Evaluations – Interim President Munnerlyn stressed the importance of fair evaluations - we can't tell anyone how to evaluate someone; however, employees should be evaluated based on their individual job performance.
- Campus directional signs need to be posted. Looking into getting visible signs.
- Bullock County – we have not sent anyone there to register students. We need to begin registration for Bullock County approximately two weeks later than main campus registration in order to serve this area.
- TBI discussion. Who is inputting data that Linda Owens did while she was here? AMI workshops should be counted from this summer. Any kind of training done on the campus needs to be counted. Nursing refresher from June needs to be counted. Mrs. Knight suggested that TBI should be moved under Continuing Education. President Munnerlyn indicated that he would take her suggestion under advisement.
- President Munnerlyn discussed issues with classes being cancelled at the end of semester. There is an issue with students not being dropped in a timely manner, it has caused some problems. If people continue to do things that they are not supposed to do they should be written up. Deans need to follow through. We are not going to keep doing the same things and expect different results.
- Enrollment is going well.
- Registration will not close until the end of drop/add.

ROUNDTABLE UPDATES:

DR. MIMI EVELYN JOHNSON

- Foundation scholarships have been awarded to fifteen students totaling \$18,450. The Foundation will be making some changes to the guidelines next year to better serve the students. The college will recognize scholarship recipients on August 17th. A representative from Dr. Carter's family will be there to present her family scholarship. Mrs. Molina will attend the ceremony to award Dr. Molina's scholarships.
- Data compiled from ACHE shows how we compare to other colleges in the state. We are the largest technical college in the state. Enrollment is good compared to other colleges but needs to be improved upon.
- Dr. Johnson to find out what formula ACHE uses to calculate retention rates.

DEAN DEBORAH GRIGGS

- Will discuss credit card use policy at the next meeting.
- Open purchase orders need to be closed for year end closeout.
- President Munnerlyn stated that when employees don't respond to requests, deans need to know and the appropriate action needs to occur. Deans will be held accountable.

ASST. DEAN CHARLES HARRIS

- Suggested that we have an inmate at the Library Tower to help Mr. Brooks. Dean Griggs stated that there would have to be other stipends paid to those who supervise inmates. We will assign an inmate to the tower and we will work through other business issues.
- Suggested that the sign on Library Tower building should say Trenholm Campus Library. President Munnerlyn agreed and also stated that signs from the street need to be visible and should direct people to admissions. Building name signs also need to be replaced.
- Parking in "no parking areas" must be re-enforcement. Employees are creating their own parking zones - Adult Education. President Munnerlyn authorized Dean Harris to remove any parking signs that are not sanctioned by the College. IT will be working very hard over the next few weeks to fix everything that is broken - Smartrooms, bulbs, pc's, etc.
- If you need technology support for the in-service, please notify IT by the helpdesk or an email to Dean Harris.

ARLINDA KNIGHT

- Asked if there had been any follow up to becoming a member of the National Clearing House (for student tracking). At this time, nothing has been decided on the clearing house. Interim President Munnerlyn has information.
- Title III has an issue with funds being obligated that have not been approved. A meeting with Arlinda Knight, Debbie Griggs, Carl Exford and President Munnerlyn to discuss the issue will be scheduled.
- Mr. Exford will be ending his billing for the culinary project.

WILFORD HOLT

- Absent.

BARBARA ANNE SPEARS

- Absent.

DEAN SURESH KAUSHIK

- Absent.

ANNOUNCEMENTS

1. Hurricane Preparedness Training – August 27-28, 2007
2. Foundation Board Meeting – September 6, 2007
3. HBCU's 2007 Conference – September 9-11, 2007
4. President's Assoc. Fall Conference – September 17-18, 2007
5. COE Annual Meeting – November 2-4, 2007
6. SACS Conference – December 7-12, 2007

NEXT MEETING

The next meeting will be held on August 22, 2007 at 10:00 a.m.

The meeting adjourned at 12:00 noon.

Respectfully submitted by:

Shearese G. Gipson

Shearese G. Gipson

Approved on _____