

PRESIDENT'S CABINET - PRESIDENT'S CONFERENCE ROOM
AUGUST 22, 2012

PRESENT: Sam Munnerlyn, Arlinda Knight, Catherine Wright, Wilford Holt, Dr. Mimi Johnson, Charles Harris, Beverly Ross

ABSENT: Barbara Anne Spears, Dr. Suresh Kaushik

GENERAL COMMENTS/DISCUSSION ITEMS:

The meeting began at 9:30 a.m. with a moment of silence and remarks from the President.

- On-line Leave:
 - Dean Harris mentioned that the on-line leave implementation date would be September 30th.
 - There has been some discussion about who should approve leave.
 - Dean Harris suggested that maybe the frontline supervisor could be deleted from the approval path.
 - Dr. Johnson commented that front line supervisor should not be deleted from approval path because often time they are the ones that need to be in the loop.
 - All Deans must sign off on their entire departmental leave requests.
 - The President inquired as to who was writing the policy? It was stated that between the Business Office, Human Resources and Dean Harris, the policy would be written.
 - It was mentioned that we may need some professional development on "leave" because of abuse.
 - It was mentioned that there has been email discussion about changing campus codes. At this time we will not change the campus codes on the class schedules.
 - Dean Harris discussed the campus security information center in our AS400 system. It allows us to track permits, students, charges, fines, etc. He suggested that we start connecting violations with the system.
 - The President does not want to access a fee now because we as faculty/staff will not adhere to the rules.
 - He did agree to charge \$1 for student decals beginning this spring.
- College Publicity:
 - President Munnerlyn charged the Marketing Committee with developing a five minute video that highlights some of the programs at the College.
 - He would like to use the video as a tool for recruitment.
 - He suggested that the Marketing Committee could talk with the individual who produced Bishop State's video. He likes that video and would not mind having a similar video.
 - He will try to get that individual's contact information.
- Review of Activities from Yesterday: (*Governor's visit*)
 - President Munnerlyn reported that yesterday was a very good day for the College.
 - He was very proud of Heath Flowers, Danny Carden, Mike Barnette, James Shedd and Mr. Cantrell. They did an outstanding job and so did the maintenance crew. The campus looked great.
 - The Governor goes out twice a month and visits various establishments, and Trenholm was chosen this month.
 - There was a brief discussion about people not taking a more proactive role at the College. For example, when things are broken or not working in a particular department, instead of reporting that to the appropriate individuals, we just let it sit and not say anything. As leaders

of the institution we have to take a more proactive role within our departments.

- Personnel Changes:
 - The President stated that tomorrow the board is voting on the RIF plan. If the vote is yes, we will have some personnel changes to take place.
 - He will tell each Cabinet member who is affected in their unit after it is approved.
 - Benee Edwards has resigned from the College and Doris Turner is retiring.

Departmental Updates:

- Dr. Mimi Johnson - no update.
- Catherine Wright:
 - We are having a few audit challenges.
 - Still have four documents missing from a PSCA file.
 - Trying to work through some internal control issues.
 - We have campus key issues but we are working to get a handle on those issues.
- President Munnerlyn had a conference call with Dr. Claudette Williams. She was very complimentary of the work done on the SACS application; however, she did make a few suggestions.
- She will conduct three phone conferences; after that, it is a matter of just waiting on the audit.
- We are going to ask the State Examiners Office to move the audit up.
- She will be here to visit us sometime mid-spring semester before the chair person visits.
- By April 12, we need an audit in our hands.
- There was a brief discussion about an individual not getting paid and upcoming contracts. A large piece of what we need to fix belongs to HR; EPD records, load sheets, etc. and Dean Spears (Instructional Division). President Munnerlyn stated that he had already given a directive 8 months ago pertaining to this. He also stated that Dean Holt would address the issue. Dean Holt, Catherine Wright and Dean Harris will talk after this meeting.
- Dean Charles Harris:
 - Mentioned that the College experienced another break-in with a significant loss approaching \$60,000. We also had a van to be destroyed.
- Arlinda Knight – no update.
- Dean Beverly Ross:
 - We currently have 1458 enrolled. Everything went fairly well with registration. Enrollment is down across the State.
 - Reported that she met with other colleges to help plan a Deans' conference.
- Dean Wilford Holt – reported that we have about 60 dual enrolled students.

ACTION ITEMS

ITEM No.	ACTION ITEM	PERSON RESPONSIBLE	DATE TO BE COMPLETED
1.	Write On-Line Leave policy	C. Harris <i>(in conjunction with the Business Office and Human Resources)</i>	
2.	Recruiting Video <i>(5 minutes) – President Munnerlyn will get info on person who produced Bishop State’s video as a reference.</i>	Marketing Committee	

ANNOUNCEMENTS

1. none

NEXT MEETING

The meeting adjourned at 10:50 a.m.

Respectfully submitted by:

Shearese G. Gipson

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Approved on _____