

PRESIDENT'S CABINET
PRESIDENT'S CONFERENCE ROOM – TRENHOLM CAMPUS
AUGUST 24, 2011

PRESENT: Sam Munnerlyn, Arlinda Knight, Charles Harris, Wilford Holt, Mimi Johnson, Barbara Anne Spears, Cathy Wright, Beverly Ross, Deborah A. Griggs

ABSENT: Dr. Suresh Kaushik

GENERAL COMMENTS/DISCUSSION ITEMS:

The meeting was called to order by President Sam Munnerlyn at 9:00 a.m. with a moment of silence and remarks.

- Social Media Guidelines:
 - The President asked if everyone reviewed the final social media guidelines. He stated that we are ready to proceed with this.
- Conservative Spending:
 - The President asked that everyone look at requisitions very carefully and make sure we are spending money wisely. If you do not see where you are going to spend all of your budgeted funds, we can take those funds and allocate them for something else.
- ACHE Institutional Student Profile:
 - The ACHE report was discussed. It shows the demographics for Trenholm and how we compare against other 2 year and 4 year colleges. Dr. Johnson usually emails the report when it comes out.
- Team Leader Visit:
 - The agenda was reviewed for the team leader and if changes need to be made we need to make them today.
- Always Open:
 - There was some discussion about how high the bill has been for this service.
 - It was stated that Always Open is the relief for the Receptionist. President Munnerlyn stated that we need to go back to using Beverly Stephens to relieve the Receptionist for her breaks and lunch. We are paying too much extra for the service.
 - Adult Education should not have their calls forwarded to Always Open.
 - Mrs. Knight thinks we are relying too heavily on this system. The purpose was to help us out in extreme cases. We are allowing the service to answer the calls and that we should be answering. Have we identified the times that we should use the service?
 - It was stated that the Financial Aid and Admissions voice mail has been full all week. The President does not think that we can eliminate those mail boxes getting full but he does think that somebody has to be available to empty the boxes and take the phone numbers of those callers. We can have someone checking mailboxes and emailing phone messages.
 - Charles Harris stated he asked the telemarketing company not to forward the call but to take the message.
- Enrollment Report:
 - Dean Ross reported that as of the 23rd we have 1633 students registered with 12 in pre-registration and 990 Pell Grant recipients. We are down about 130 students.
 - Dean Ross asked if we could extend registration on a case by case basis. If they have gone through the process we can continue with registration but do not add any new students.
- Establish Plan for Spring Registration:

- The President wants the registration committee to go back into action. We need to put our heads together and have this overall committee meeting where everyone can be involved and talk about what we are going to do.
- He wants an early meeting with this committee. The committee last met in the spring. Discussion items for the meeting:
 - Why some students were purged after they were validated.
 - Problems with online registration and pre-requisites. Disconnect between compass score and developmental.
- Once a student enters the doors we should have an information sheet telling them about the registration process and what day registration is. They also need to be told to start early to avoid the lines.
- The other thing we can do from the instructional side is when early registration comes up the instructors need to get their students to take advantage of early registration.
- Discussion about having a new process for registration. It was suggested to have a designated time for a group of students to attend registration. The President wants to have a registration committee meeting next week.

Updates:

- Renovation Projects in Progress:
 - The President apologizes for any inconvenience for the construction projects in process.
 - Dean Griggs gave an update on all the construction projects.
 - President stated that we need a schedule for the projects.
 - Dean Harris mentioned he's got active phone lines in these areas. He had no clue on demolition and what the plan is. We need to have a written plan. We have equipment that we have to secure.
 - Total project should end somewhere around January.
- COE Visit:
 - The President stated that some striping, carpet and tile have been completed in the places identified.
 - Parking lot on Patterson campus will be painted and striped.
 - New barrels for shops and new trash cans for outside of the buildings will be purchased.
 - Some mats have been ordered.
 - Painting is almost finished.
 - Some work in Building F has been completed.
 - More landscaping will be done before the team gets here.
 - We are going to cover potholes but work must be bid. For now we will get concrete in them or asphalt patch for temporary fix. Strip and then patch holes.
 - Self study has been sent to Mae Perry and program supplements. We need to have crates ready and set up in the conference room.
 - Classroom and offices need to be clean and clutter free.
 - Building M needs to be cleaned.
 - Discussion about the JDEC parking. Only 2 handicap parking spaces in the front and the rest in the back.
 - An email should be sent giving instructions about COE visit. Email should also remind everyone to wear their Trenholm pins.
 - The Trenholm scrapbook needs to be assigned to someone. At one time it was assigned to Mike Evans.
 - Crates and Self Study need to go the college archives.
- Title III:
 - Mrs. Knight updated the Cabinet on Title III and how we may lose funds in the future. We did receive a cut this year and this was the lowest grant award that we have every received.

- Most colleges received a 16.4% cut.
- Mrs. Knight reported that 54.6% of our grant for this year is salaries and benefits. We are expecting another cut for next year and we need to prepare ourselves for what is going to take place.
- Bookstore:
 - Dean Harris updated the Cabinet on the bookstore. He stated that everything is running well but we did have some issues not under our control.
 - Some students do not fully understand the financial aid process and requirements, which holds up the line.
 - Students are sometimes going to the bookstore 5 or 6 times, returning every time they get a new signed attendance verification allowing them to get a particular book. This increases lines tremendously.
 - Email needs to go out to the students and college about the bookstore leaving on the 29th.
 - At our meeting tomorrow we will get some guidance on what to do about Pell for the summer. A letter to the students should go with the Pell checks. Cabinet to form the letter.
 - A student loan program through Wells Fargo was mentioned. Dean Griggs to get more information about the program.
 - Cathy Wright stated that the bookstore issues are not different from bookstore issues from the past. We are not getting the book orders on time.
 - Dean Harris mentioned that we need to spend time talking about the internet and what that does to our system at our next professional development. All streaming audio have been eliminated.

ACTION ITEMS

ITEM NO.	ACTION ITEM	PERSON RESPONSIBLE	DATE TO BE COMPLETED
1.	Registration Committee Meeting	Dean Ross	
2.	Schedule for renovation projects	Cathy Wright	
3.	Send email giving instructions about COE to faculty/staff	President Munnerlyn	
4.	Assign someone to maintain the college scrapbook.	President Munnerlyn	
5.	Email to students/faculty/staff about the bookstore hours.	Cathy Wright	

ANNOUNCEMENTS

1. none

NEXT MEETING

The next meeting to be announced. The meeting adjourned at 11:00 a.m.

Respectfully submitted by:

Shearese G. Gipson

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Approved on _____