

PRESIDENT'S CABINET
PRESIDENT'S CONFERENCE ROOM – TRENHOLM CAMPUS
AUGUST 27, 2008

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

ABSENT: Deborah Griggs, Catherine Wright, Beverly Ross

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

GENERAL COMMENTS/DISCUSSION ITEMS:

The meeting began with remarks by President Munnerlyn. He thanked the Cabinet for having such a productive year thus far. He commended the Cabinet for their great leadership and for spending many after hours doing their jobs. He also thanked Dr. Johnson and Title 3B for the professional development activity last week. It was the best one we have had so far.

The following agenda items were discussed:

- Evaluations – discussed the importance of completing annual evaluations by the due date.
 - Deans must ensure all evaluations are turned in on time.
 - Brief discussion on giving employees an excellent rating of five. If an employee earns a five then it should be given, but an explanation should be written in conjunction with that rating.
- Severe Weather Preparedness – President Munnerlyn stated that Mike Evans must have a more proactive role in making sure the word gets out about the college closing for bad weather.
 - Discussion was held about making the call that the College is closed.
 - President Munnerlyn stated that he wanted feedback from the Cabinet to assist in making this decision.
 - He normally listens to see who is closed before making the decision to close the College.
 - The President stated that we are more in line with the high schools rather than the other two-year institutions as far as closing down. We don't want to close unless it is absolutely necessary.
 - President Munnerlyn wants to review our action plan for getting prepared for the storms and being ready to go into action. Charles Harris stated that the Safety Plan covers what needs to be done in case of emergencies.
 - It was stated that Maintenance should have a more active role in setting up and getting prepared for bad weather. A meeting should be held with Maintenance to discuss this issue.
 - In order to get a handle on what is ready and what is not ready for bad weather, the President wants to meet with Dennis Monroe, Charles Harris, and Wilford Holt.
 - Dean Holt stated that we need to do a practice drill with the students. He also suggested that we get the alert system that can alert students, faculty, staff and parents at the same time through whatever device the individual prefers (phone, email, text).
 - President Munnerlyn stated that we should have bad weather items always on hand (sandbags, plastic, etc.)
 - The Cabinet will discuss in depth weather preparedness at another meeting, not on Wednesday.

- Dean Spears mentioned that the water situation at the entrance of the campus might be a hazard. President Munnerlyn stated that we need a sign that says flood area for the entrance. Dean Holt stated that there is a drainage issue there that should be repaired. Dr. Johnson stated that the Library Tower also has an area requiring a sign.
- Enrollment Report – our current enrollment for the semester is 1313.
 - We have a few more students than we had last year at this time. President Munnerlyn asked if there were any issues during registration.
 - Dean Holt stated that he did not have as many classes to close. He has some concern about cut-off dates.
 - Many students were told they could not register because the system was down. We are not sure who was aware of the situation. There may be audit findings from this situation because of financial aid. President Munnerlyn would like to meet with the following people to discuss this issue: Wilford Holt, Barbara Anne Spears, Beverly Ross, Tennie McBryde, Betty Edwards.
 - Tracie Arthur and Jackie Hall did a great job with registration on the Patterson Campus.
 - We are still converting about 39% of our applications we should be doing about 50%.
- Report Due Dates- President Munnerlyn would like to start a published list with various report due dates within the College. Each Dean should prepare a list of reports due in their areas and give to Shearese Gipson to be added to the master list. President Munnerlyn will send out an email asking everyone to submit report dates. Dr. Johnson will send a copy of an old listing to Shearese.
- MSEIP – we originally had a two-year grant and a few years back received a one-year extension. 50% of the grant has been spent. We have been given another one-year extension.
 - The grant period is Oct 1 – Sept 30. The primary objectives of grant should remain the same.
 - GIS, Oracle, and Physics were main functions of the grant.
 - Because we have previously returned grant money unspent, the College is listed as “high risk” with the federal government. Any time we turn money back as a HBCU, it negatively affects all HBCUs.
 - Meeting must be scheduled soon so we can get back on target.

Other Discussion Items (*not on agenda*):

- SAT should meet to write and approve the Perkins plan prior to deadline. We had meeting last year at Harper’s. Meeting should be set for September.
- Significant accomplishments –
 - Library Patterson Campus, AMTC, Nursing Passage Rate, Bldg. D., Culinary Award.
- Dr. Johnson gave an update on ACHE
 - We should review program viability numbers and meet with instructors in non-viable programs to let them know that their program may be ending unless immediate, sweeping changes are seen in graduation numbers.
 - We still have a down turn in enrollment.
 - Out of 22 programs, 12 are meeting the viability standards.

UPDATES:

- No updates were discussed from each division.

ACTION ITEMS

ITEM NO.	ACTION ITEM	PERSON RESPONSIBLE	DATE TO BE COMPLETED
1.	Complete Evaluations	President/Deans	
2.	Review action plan for bad weather	The Cabinet	
3.	Meeting with Maintenance to discuss	President Munnerlyn	

	their role in getting prepared for bad weather		
4.	Meeting with Dennis, Charles, Wilford – Bad Weather	President Munnerlyn	Completed
5.	Practice Drills	Charles Harris	Completed
6.	Bad weather items on hand (sandbags, plastic, etc.)		
7.	Meeting to review bad weather preparedness	Cabinet	

ANNOUNCEMENTS

1. No announcements.

NEXT MEETING

The next meeting will be held on September 17, 2008 at 8:00 a.m.

The meeting adjourned at 9:45 a.m.

Respectfully submitted by:

Shearese G. Gipson

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Approved on _____