

PRESIDENT'S CABINET
PRESIDENT'S CONFERENCE ROOM – TRENHOLM CAMPUS
SEPTEMBER 1, 2010

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

ABSENT: Deborah A. Griggs, Cathy Wright

GENERAL COMMENTS/DISCUSSION ITEMS:

The meeting was called to order by President Sam Munnerlyn at 1:00 p.m. with a moment of silence and remarks.

- Ethics Violations:
 - President Munnerlyn made a few comments in reference to Ethics Violations.
 - He wants the Deans to be mindful of the Ethics Training we previously had and to monitor their departments.
 - State vehicles should not be seen in places that may give the appearance of suspicious activity.
 - President Munnerlyn stated that Freddie Williams should be using the state vehicles more.

- Campus Codes:
 - Dean Spears stated that during registration there was a lot of confusion among students about the campus on which their class was located. There were a high number of students coming into Building E on the Trenholm campus looking for computer classes taught on the Patterson Campus. She would like to change campus codes from 10 and 20 to PC and TC on the schedules.
 - We also need to code the other off campus sites as well (Culinary, Library Tower, Truck Driving, Cosmetology and Message Therapy). Can we code each site separately?
 - Charles Harris stated that we could with little effort on his part but the Business Office would have the bulk of the work to make this happen. The President stated that this needed to be done by next term.
 - The President stated that we still have issues with fee tables. Fee tables were not in place for online courses and again we had to work backwards in charging students. The President assigned Cathy Wright and Deborah Griggs to fix the problem with David Fontaine about the fee schedules before next term.
 - The President stated it would be good to get students to apply early and follow through. Dean Spears mentioned having a financial aid day to see if we could get students to follow through with completing paperwork.
 - The President stated that we need to be ready for the growth of SACS accreditation.
 - Dr. Kaushik suggested that some kind of correspondence go to the instructors to help with validation and paying.

- Open Communication:
 - The President stated he was going to form a committee to ensure that when new programs are being introduced that everyone has all the information necessary for their units. Things cannot continue to happen like they did with Medical Billing and Coding. The committee members are: Dean Spears, Dean Holt, Dean Ross, Betty Edwards, Tennie McBryde and Billy Merrill.

- Dean Spears stated that because we don't have approval from COE the programs are not Pell eligible. The President asked what is the process for offering a new program? Dean Spears stated that the State Board, ACHE, COE has to approve. Betty Edwards sends to State Department of Education then we have all approvals.
- Reorganizations:
 - The President stated that we have reorganized Jackie Peterson to the Director of Student Support Services and Maria Jones to Secretary for Upward Bound.
- Hiring Process:
 - The President will have Pam Rollins attend the next meeting to clear up the confusion about who has to interview and some other hiring issues. (*if there are only three candidates do they have to be interviewed by the search committee*)
 - The President stated it is time for the Ethics Training again along with Sexual Harassment Title VII and IX.
- Risk Management:
 - The President asked each Dean to conduct a Risk Management Survey in their respective areas. He asked Shearese to give him a date to have surveys completed (*a month*).
- Leave Policy:
 - A brief discussion was held about leave and the President stated that we can deny leave if it interferes with the operation of business.
 - The President stated that no one should take leave during registration.
 - No one should take leave during professional development. Emergencies happen but do not plan appointments on these days.
 - Everybody must attend professional development including maintenance. Deans are responsible for their departments. We need to document and follow up.
- Fee Collection:
 - The President stated that he would like for anyone who must pay funds to the College to come to the cashier to pay but in some cases this may not be possible.
 - There will be a cashier for the Trenholm Campus and the Patterson Campus and each will have backup. Dean Holt has a concern about Massage Therapy having to pay with the cashier because they often take clients after hours (*who will be here to take money*). The President stated that while at the current site, Massage Therapy can continue to collect money from clients.

Updates:

- RTW:
 - Dean Holt gave an update on Bullock County. We have eight students in the Bullock program and Lowndes County has 22 registered. We may be awarded \$58,000 next year.
- Registration:
 - The registration numbers look good. We are currently at 1749.
- New Hires:
 - We have hired a Math Instructor and English Instructor.
 - We will hire the network technician.
 - We will hire a Biology Instructor.
 - The Switchboard Operator will be here Monday.
 - We have hired a Head Librarian - Paul Blackmon.

- We are getting ready to advertise for Assistant Librarian.
 - We have hired a Cosmetology Instructor and Welding Instructor.
 - We will hire a new TEBI person.
- Workforce Development- no discussion.
- SACS/COE:
 - Dean Spears reported we are updating the credentials and enrollment data and waiting on some financial information to complete our packet.
 - We will be ready to submit before December.
 - Dr. Kaushik reported that COE committee assignments have been made. Beverly Ross is checking on student assignments.
 - The President asked Dr. Kaushik to set a date to have everyone reconvene. Anticipated meeting date will be late October or early November.
 - Dr. Kaushik and Wilford Holt will meet on exhibits.
- Defrayed GED Tests Fees:
 - After passing the GED test a student will qualify for a scholarship for 2 college courses.
 - When the students take the GED test, Leadership should have a presence there to encourage them.
 - It was suggested that Freddie Williams talk with them before they take the test. Beverly Ross suggested it may not be better to talk with them at a different time because of the lengthiness of the test. It may be good to visit the individual study sites to talk with the students instead.
- Instructional Programs:
 - Dean Spears mentioned that the Physical Therapy Assistant information was supposed to be submitted today but Dr. Kirkland said it was not ready.
 - No clinical agreements or outcome forms were ready to submit; he said that they will be ready for submission in December. President Munnerlyn wants to know why that did not happen from Dr. Kirkland or whomever responsible.
- Dean Holt mentioned that our pre-apprenticeship grant led in the state over the four colleges. We will meet all our goals and objectives for the grant.
 - Nursing assisting for Bullock County: we are in the process of applying for the site. We did get funding of \$40,000 and an additional \$40,000 was made available at the WIA office in Eufaula. The President wants to speak to Linda Young as a courtesy.

ACTION ITEMS

ITEM No.	ACTION ITEM	PERSON RESPONSIBLE	DATE TO BE COMPLETED
1.			
2.			
3.			
4.			
5.			

ANNOUNCEMENTS

1. none

NEXT MEETING

The next meeting to be announced. The meeting adjourned at 2: 36 p.m.

Respectfully submitted by:

Shearese G. Gipson

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Approved on _____