

PRESIDENT'S CABINET
PRESIDENT'S CONFERENCE ROOM – TRENHOLM CAMPUS
SEPTEMBER 7, 2011

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

ABSENT:

GENERAL COMMENTS/DISCUSSION ITEMS:

The meeting was called to order by President Sam Munnerlyn at 9:00 a.m. (*no agenda*)

- Administrative Council:
 - The President asked the Administrative Council to come and brief the Cabinet on their last meeting. The chair of the council, Danny Perry, gave a brief update on what the council was doing and presented three recommendations from the group.
 - **Tobacco Free School:** The Cabinet heard the recommendation to implement a tobacco free campus or implement designated tobacco use areas for all campuses. The Cabinet made the recommendation to accept this proposal with changes. (*not to include tobacco free campus but designated areas*).
 - Mr. Perry to modify the policy and send back to Angela Cone.
 - Once policy is revised the President requested that it be put in place by October 1st.
 - Policy needs to be included in the Faculty/Staff Handbook, Student Handbook, Website and bulletin boards.
 - **Standardized Meeting Minutes Template:** The Cabinet heard the recommendation to implement a standard template for minutes. The Cabinet made the recommendation to accept this proposal and charged the Council with developing the template.
 - Dr. Kaushik also wants to designate a person to keep up with all the minutes. Discussion about who will house the minutes. Dean Spears commented that the minutes should go to the Library Archives.
 - **(Technical Instructors) 12 Month Contract:**
 - The Cabinet heard the recommendation for 12 month contracts and rejected the recommendation.
 - Dr. Johnson commended the administrative council for their work.
 - The Strategic Plan:
 - Dr. Johnson reported that we have reviewed the plan for this year and made some change in early March but we should review again to see if further changes are needed.
 - We need to make sure we have measurable performance indicators.
 - Discussion about the strategic plan. The President would like everyone to look at the areas they are responsible for.
 - Discussion about how no one respects due dates. We should all adhere to due dates.

- The President reviewed some of the COE crates this morning. He has some concern about the crates.
 - Some things are missing and still need to be done.
 - We only have three weeks to go before the visit.
 - The President asked who the reviewers were for the crates? (*Dean Holt, Jackie Peterson, and Dean Spears are the official reviewers*). He requested the review to be finished by the end of this week.
 - He also requested a copy of every plan that we are suppose to have.
 - If the plan is in our area we need to be familiar with the plan. Review, evaluate and do something after the evaluation for each plan.
 - He commented on the placement and follow-up work that was supposed to have been done. The work has not been completed as of this day. This is very serious. Dean Ross commented that people are working on placement and follow-up.
 - Someone needs to be assigned here for the next three weeks checking the crates.
 - Dean Holt stated that the plan is to review each crate and make a list of what needs to be added/changed and communicate that to the chairs.
 - The President requested a timeline.

Updates:

- No new updates.

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.

Respectfully submitted by:

Shearese G. Gipson

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Approved on _____