

PRESIDENT'S CABINET
PRESIDENT'S CONFERENCE ROOM – TRENHOLM CAMPUS
SEPTEMBER 17, 2008

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

ABSENT:

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

GENERAL COMMENTS/DISCUSSION ITEMS:

The meeting began with a moment of silence and comments from President Munnerlyn. He stated that he has been getting a lot of emails about hurricane shelters. We did not have to participate this time in providing shelter.

The following agenda items were discussed:

- Career/Technical Education Performance Report- President Munnerlyn wanted to know the status of the Perkins Grant.
 - Dean Holt stated that Dr. Kaushik is scheduled to write the grant.
 - Dean Holt stated that the grant should be a projection for the next five years.
 - The deadline for submission is September 26th.
- June Adopted Board Policies- President Munnerlyn stated that there were several adopted board items in the 800 series. All Cabinet members are responsible for being familiar with the policies.
 - One item in particular is scholarships. Dean Holt thinks there are about 200 for the College.
- Grant Award Notification
 - Minority Science Education Improvement Program - President Munnerlyn stated that about a year ago we had a MSEIP Grant that was not implemented, and monies were sent back. The awarding office called and wanted to know why we were not able to use the grant money.
 - They suggested we try to implement the grant. We were granted another extension, and we should find a way to use the money.
 - We should go ahead and hire GIS, Oracle, and Physics adjuncts to get these programs off the ground. Dr. Kaushik stated that we may need to consider a mini term.
 - President Munnerlyn stated that he wanted to meet with Dr. Kaushik, Dean Holt, Dean Spears, Ken Scott, Melissa Pickett, Mr. Herring, and Cathy Wright to get program started. (Angela to set up meeting).
 - Cathy Wright stated that we may need to make an effort to partner with Gunter/Maxwell. There are people who have the expertise in this area on the base. There may be an untapped student base within the military environment. The base is very receptive to partnering with the community.
 - President Munnerlyn stated that we have one year from October 1st to implement the program.
- ACA Conference – we must find out how many people are going to ACA.
 - Quinton Ross has already submitted the names for his division.

- After Deans have approved requisitions they should be forwarded to the Business Office and sent to Dean Griggs by the 1st of November.
- The conference is the 23rd - 25th of November.
- Dean Griggs to send a college wide email letting everyone know we have to submit one purchase order for the entire College. Oct. 15th is the deadline.
- Dean Spears mentioned that the PIE Walk had been rescheduled for November 22nd.
- Professional Development- will be held this Friday on Safety and Security and Work Ethics.
 - Policy review will be the following Friday.
 - President Munnerlyn asked the Cabinet to let him know if the departments are experiencing some issues so that we can address them at the in-service.
 - If there are things in your area that are causing issues related to the Business Office, please let Dean Griggs know.
- Region Seven WFD – Dr. Kaushik finished the grant proposal.
 - We will be submitting the proposal to Matthew Hughes.
 - President Munnerlyn stated that when we are writing proposals there should be some kind of procedure or flow chart. Dr. Kaushik to take the lead in developing the flow chart. We need this by Oct. 15th from Dr. Kaushik
 - No one should write a proposal without Dr. Kaushik knowing and the President knowing.
- Title III meeting- President Munnerlyn stated that we have had some excellent workshops from Title III. Arlinda Knight gave a brief update on Title III
 - They are asking us to review comprehensive development plan.
 - On our grants we are allowing people to become tenured, and we should not let this happen. We need to develop a plan to absorb T3 people as they become tenured.
 - Talked about record keeping and the importance of maintaining accurate records.
 - It is very important that we do work to complete the objectives that we have submitted.
 - We need to spend the funds for the purposes intended.

OTHER DISCUSSION ITEMS: *(not on the agenda)*

- We must set a SAT meeting. Report due Oct. 31st. Meeting should be set for next week (Wed). President Munnerlyn stated that we do not need to wait until the end of the year to have this meeting. We should go ahead and set meeting day for the end of September each year. We should have SAT budget ready for next week. (300,000) Dr. Kaushik has the team members and will notify them today. We should look at the list.
- MDA lock up – President Munnerlyn is trying to raise money for Muscular Dystrophy.
- SACS conference – President Munnerlyn and Dean Spears will definitely attend conference. We will see who else should attend.
- COE - Dr. Kaushik, Dean Holt and President Munnerlyn will attend conference.
- President Munnerlyn has been appointed to the Committee of 100.
- President Munnerlyn will be away on a conference and Dean Holt will be in charge.
- Beverly Ross stated that Constitution Day activities are scheduled for September 17, 2008.

UPDATES:

- No individual updates.

ACTION ITEMS

ITEM	ACTION ITEM	PERSON RESPONSIBLE	DATE TO BE COMPLETED
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No.			
1.	Hire adjuncts for GIS, Oracle, Physics (MSEIP)		
2.	Meeting with President Munnerlyn, Dr. Kaushik, Dean Holt, Dean Spears, Ken Scott, Melissa Pickett, Mr. Herring and Cathy Wright – (MSEIP Grant)	President Munnerlyn	
3.	Dean Griggs send e-mail to faculty/staff about ACA requisition deadline.	Dean Griggs	
4.	Develop flow chart for writing proposals.	Dr. Kaushik	
5.	Set SAT meeting		

ANNOUNCEMENTS

1. No announcements.

NEXT MEETING

The next meeting will be held on September 24, 2008 at 8:00 a.m.

The meeting adjourned at 10:00 a.m.

Respectfully submitted by:

Shearese G. Gipson

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Approved on _____