

**PRESIDENT'S CABINET  
PRESIDENT'S CONFERENCE ROOM – TRENHOLM CAMPUS  
SEPTEMBER 22, 2010**

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

**ABSENT:** Deborah A. Griggs

**GENERAL COMMENTS/DISCUSSION ITEMS:**

The meeting was called to order by President Sam Munnerlyn at 3:30 p.m. with a moment of silence and remarks by President Munnerlyn.

- Campus Codes:
  - President Munnerlyn mentioned several emails received about campus codes. He stated that we would be changing the student schedules to read TC and PC instead of 10/20.
  - The President wanted to know who was going to be responsible for what in the process of changing codes. He stated that we cannot wait until the day of registration to try to get this completed. We need to be ready for the 1<sup>st</sup> day of registration.
  - Cathy Wright stated that with communication with the IT department we will be ready.
  
- New Student Survey:
  - President Munnerlyn made comments about the new student survey. He stated that some areas have improved and thanked everyone for their participation. We must get instructors to realize the importance of pre-registration.
  - A brief discussion was held in reference to validation. Charles Harris stated that he could put verbiage on the web as a reminder of what the students need to do before returning for the next semester; however someone needs to provide the information to him. Dean Ross stated that Tennie McBryde, Betty Edwards and she would be the individuals who could provide that information.
  - The Cabinet discussed comments pertaining to why students did not pre-register. The most common reason was “waiting too long.” The President wants the registration team to pay close attention to these comments.
  - Cathy Wright stated that there were a number of people who complained about not enough registration help on the Patterson Campus in Financial Aid.
  - Wilford Holt stated that the facilities on the Patterson Campus don't help the situation. The configuration is not good.
  - It was suggested that we set up in Building D on the Patterson Campus for registration. The President stated that he was not confident that this would help the flow of registration but will go along with the idea because the Cabinet thought it would be a good idea. Charles Harris will make sure phones, AS400, and imaging process is functional. Admissions and Financial Aid will take care of the rest.
  - An actual walk-through and setup will take place so we can see how things will work.
  - There will be no changes to registration on the Trenholm Campus.

- Proration 2010 & 2011:

- The President stated that we are under a 2% proration for this year and 5% next year. There was a brief discussion about outsourcing.
- Building Security:
  - The President discussed some areas of concern with the recent break-ins on campus recently.
  - Building keys have been taken away from the guards. Our employees are now securing the buildings. There are still some issues to be worked out.
  - The President asked if we have settled the issues for those individuals who need to get in on the weekends.
  - Program Coordinators can have a code and key to their building only.
  - Dean Harris needs to know those individuals. Dean Holt and Spears will provide this information to Dean Harris.
- Improving Registration Process-earlier discussion.
- Legal Matters- there was a brief discussion about current legal matters.

#### UPDATES:

- COE/SACS:
  - Dr. Kaushik has communicated to committee chairs and requested that a draft of the standards be submitted before Thanksgiving.
  - Dean Spears reported that SACS was progressing well. Everything will be complete before Christmas. We did inform the auditors that we need the audit before then.
- Personnel Updates:
  - The President gave a brief update of the new hires for the College. The following positions have been filled: Switchboard Operator and Biology instructors.
  - We plan to hire for a network administrator, MIS Director, TEBI Director, and (2) Adult Education positions.
- Internal Control:
  - The President stated that if we know of any internal control issues to bring it to his attention. If there are any, we may be able to fix the issues ourselves.
- Security: earlier discussion.
- HBCU Conference:
  - The President attended the HBCU conference this year, and it was one of the best he has ever attended.
  - We made some good connections at the conference, and some may be invited to speak at our graduation.
  - Mrs. Knight commented on the conference and stated that one thing that is standing in our way of funding is not focusing in on the student clearinghouse; we lose out on funding because we are not a part of this clearinghouse.
  - The President stated that when we get the MIS Director we need to make sure he/she, Tennie McBryde and Betty Edwards get this going.
- Allocations Committee:

- The President stated that the state Allocations Committee met, and it was decided that we would not make anybody suffer and give part of the allocations back. However, there will be a change in the way the money is allocated in the future.
- Governance Structure: The President mentioned that we may have a separate board for K-12 and Postsecondary. There is some discussion on this issue.
- Dean of Students Search: We have begun our search for the Dean of Students and will begin interviewing soon.

**ACTION ITEMS**

ITEM No.	ACTION ITEM	PERSON RESPONSIBLE	DATE TO BE COMPLETED
1.	No Action Items		

**ANNOUNCEMENTS**

1. None.

**NEXT MEETING**

The next meeting to be announced. The meeting adjourned at 5: 00 p.m.

Respectfully submitted by:

Shearese G. Gipson

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Approved on \_\_\_\_\_