

**PRESIDENT'S CABINET**  
**PRESIDENT'S CONFERENCE ROOM – TRENHOLM CAMPUS**  
**SEPTEMBER 23, 2009**

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

**ABSENT:** Dr. Suresh Kaushik, Wilford Holt

The meeting was called to order by President Sam Munnerlyn at 9:00 a.m.

**GENERAL COMMENTS/DISCUSSION ITEMS:**

The meeting began with a moment of silence and remarks by President Munnerlyn.

The following items were discussed:

- President's Meeting Briefing:
  - President Munnerlyn gave a brief overview of the Presidents' Meeting he attended. He stated that the Chancellor search is still in process.
  - The Chancellor interviews will be conducted on October 1<sup>st</sup> and a reception is being planned for October 2<sup>nd</sup>.
  - Beginning in October, funding from Workforce Development will be in the form of a reimbursement.
  - It was mentioned that the colleges need to make sure we are being very careful in segregation of duties, compliance with federal regulations and bid laws as far as audits are concerned.
  - Stimulus reporting starts on October 1<sup>st</sup>.
  
- Expected Proration:
  - The President mentioned how bad the upcoming years are predicted to be. The state is predicting a 12 – 16% additional proration.
  - We have to develop an action plan for the upcoming cuts. The following will be part of our action plan:
    - There will be no replacements hired for any vacant positions.
    - Only essential travel will be approved—travel pertaining to accreditation, new programs or certification.
    - We must be very careful with our spending. Deans must be proactive in budget spending. If it does not have to be spent do not spend it. Be as conservative as possible.
    - An action plan for the RIF policy must be developed.
    - Other colleges have reported that they are seeing some savings with powering off all buildings when closed. We should begin this practice immediately.
    - We may have to consider shutting down the Bullock County site.
    - We should consider reducing the number of scholarships we are offering.
    - We may find it necessary to cap enrollment.
    - We must analyze the necessity of some adjuncts.
  
- Tuition Increase:

- The President also reported that there will be a tuition increase. It is possible that we are looking at going to \$85 -\$90 and another 4% in the fall and then 2% each year thereafter.
- CAPP:
  - Dr. Johnson reviewed the CAPP report. Based on the data we have collected, enrollment average is up 1%; this may seem low, but we are making progress in the right direction.
  - CAPP has made a lot of changes to the reporting form.
  - Cabinet is requested to send some comments to the President to help develop the College's accomplishments for the previous year.
- Fall Term New Student Survey:
  - Dr. Johnson reviewed the new student survey and some of the comments from that survey.
  - There was some discussion about the how some of the comments on the survey were initiated by our own faculty.
  - Dr. Johnson stated that we must document administrative review of these comments as well as an action plan for correcting these issues.
  - The IR Division is proposing that their office collect and analyze the comments and group them and send them to the respective areas. From there the Deans will review and submit an action plan for the problem areas.
  - The President agreed with the process Dr. Johnson has presented.
  - He commented that some faculty members do not understand the process of how students get enrolled into the college. We must show them what the process is and how to successfully maneuver through the process.
- Patterson Campus Library Open House:
  - The Open House for the Patterson Campus Library has been set for October 23, 2009 at 10:00 a.m.; invitations are being developed and will be mailed.
- Online Registration Procedures:
  - Dean Harris briefed everyone on the online registration process.
  - This process has been in place since 2002. We need to make sure that faculty and staff are aware of the online tool and encourage the usage of online services.
  - We had approximately 246 students to go online to register this term. Every student has access to the module.
  - It was suggested that we should include this process in an orientation session.
  - At the next faculty meeting, online registration will be an agenda item. Each year we will go through this process until faculty and staff are efficient in using this tool.
  - During registration, the instructors must take responsibility for making sure their students know they can use this tool.
  - President Munnerlyn reiterated that at the next faculty meeting he would like to discuss the assessment of the new student survey and the attitude of our people. He would like to go through the online registration process with them to make sure they are fully equipped with the knowledge of what they need to do. We need to provide everyone with the information they need.
- Leadership Trenholm Graduation:
  - Leadership Trenholm Graduation was set for October 14, 2009 in conjunction with the Cabinet meeting.
- Cathy Wright briefly discussed the new "Annual Prior Approval Form". The updated policy has been inserted into the Fiscal Policy and Procedures Manual.

- There was a brief discussion about various emails being sent to individuals with the content being disrespectful and non professional. President Munnerlyn stated that he will hold the Deans responsible for this kind of behavior within their departments. It was also mentioned that there is always a professional and respectable manner in which to convey what you want a person to know. Each person on the Cabinet will be responsible for handling this type of behavior in their departments.

**ACTION ITEMS**

<b>ITEM NO.</b>	<b>ACTION ITEM</b>	<b>PERSON RESPONSIBLE</b>	<b>DATE TO BE COMPLETED</b>
1.			
2.			
3.			
4.			
5.			

**ANNOUNCEMENTS**

1. none

**NEXT MEETING**

Next meeting TBA.

The meeting adjourned at 10:36 a.m.

Respectfully submitted by:

Shearese G. Gipson

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