

PRESIDENT'S CABINET
PRESIDENT'S CONFERENCE ROOM – TRENHOLM CAMPUS
SEPTEMBER 24, 2008

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

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

GENERAL COMMENTS/DISCUSSION ITEMS:

The meeting began with remarks by President Munnerlyn. The following items were discussed:

- Website – All information for the new website was due August 1. Deadline is extended to October 15 because of non-responsiveness of employees. Work on the website has been suspended until that time. Deans Holt and Spears were reminded that several employees in their areas have not submitted information.
- Connections NOW – President agreed to complete his Connections Now training on this day. Kudos to Erika Taylor for pushing him; she is an example of the type of dedication we need with these projects. All Cabinet members were asked to complete their Connections NOW by September 25.
- Paperwork – Cabinet members were asked to get all necessary signatures on paperwork before sending to the President. If signatures are not in place, the President's Office has to track down individuals or return the paperwork, slowing down processing.
- Criminal Background Checks – Findings on Criminal Background Checks should not be discussed with anyone. President will discuss with dean of the area in which an individual works if that individual was identified as having a felony. These discussions are absolutely confidential. President will talk with individuals personally starting on the 25th.
- Complaints/Grievances – Try to solve problems before they become grievances. Act on things when they come across your desk – do not delay. Move on complaints immediately. Get information to people as quickly as possible. Do things legally and ethically.
- President's Decision – The President cannot be questioned about every decision he makes. Cabinet members are asked to respect the confidentiality of President's communications and support his decision. The President is very open with all information except confidential information; he expects others to keep confidential information confidential. We must all also respect and support decisions of the Cabinet, even if we disagree with the decision. The Cabinet must act as one and not talk against college decisions or colleagues. The President will deal individually with Cabinet members if specific incidents of non-support are identified. Any individual not willing to operate by these rules should not continue to serve on the Cabinet.

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

- Goals/Strategic Initiatives – Dr. Johnson

- Dr. Johnson would like to reduce the goals to six. Members began reviewing the specific goals and identified the appropriate changes (see attached). A committee to include Dr. Johnson, Ms. Wright, Dean Ross, Dr. Kaushik, and Dean Spears will meet to discuss the specific wording for the Strategic Initiatives. Deans Harris and Griggs will submit information relative to their areas of oversight.
- Members discussed incorporate of college culture as part of the Strategic Initiatives. Dr. Kaushik noted that this is somewhat addressed by the Institutional Values statement.
- Work Ethics
 - Dean Ross noted that the Work Ethics presentation should be repeated for those who missed the presentation. Dean Spears sent the PowerPoint to everyone, but the bullet points are not fully explained.
- Recording of Meetings
 - All presentations on campus should be recorded and posted online for those who cannot attend. Discussion ensued regarding who should do this. Dean Holt reminded everyone that Maurice Goode had been selected previously for this responsibility, but Mr. Goode has not been trained. Rosa Miles also previously worked in the library as a media specialists. David Fontaine also did some video work. Camera is still in library. President stated that the goal now is for Mr. Goode to record all presentations and get those to Donald for posting online. Dean Griggs noted that Mr. Goode will need a schedule of events so that he can appropriately schedule his maintenance work.
- Organizational Charts
 - Organizational charts were distributed and reviewed. Changes were noted. Shearese will send the revised chart to everyone for review; once received, Cabinet members should note additional corrections and return to her immediately.

ACTION ITEMS

ITEM NO.	ACTION ITEM	PERSON RESPONSIBLE	DATE TO BE COMPLETED
1.	Complete Connections Now	Cabinet	September 25
2.	Meeting to Discuss wording for Strategic Initiatives	Dr. Johnson, Cathy Wright, Beverly Ross, Dr. Kaushik, Barbara A. Spears	
3.	Organizational Charts update	Shearese Gipson	

NEXT MEETING

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

With no further business, the meeting was adjourned.

Respectfully submitted by:

Barbara Anne Spears

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Approved on _____