



**PRESIDENT'S CABINET  
PRESIDENT'S CONFERENCE ROOM – TRENHOLM CAMPUS  
SEPTEMBER 26, 2007**

**PRESENT:** Sam Munnerlyn, Arlinda Knight, Charles Harris, Dr. Suresh Kaushik, Wilford Holt, Deborah Griggs, Barbara Anne Spears

**ABSENT:** Dr. Mimi E. Johnson

The meeting was called to order by Interim President Sam Munnerlyn at 9:30 a.m.

**GENERAL COMMENTS/DISCUSSION ITEMS:**

The meeting began with a moment of silence and remarks by Interim President Munnerlyn. He thanked the Cabinet for everything they have done while he has assumed the role of Interim President. He hopes to one day have a full staff so employees will not have to take on dual positions.

- Institutional Management Plan – (Mimi's responsibility) We are getting close to updating the plan. **(Dr. Johnson and Dean Spears are working on the long term facilities master plan).** NOTE: The College's 10-Year Facilities Master Plan is the responsibility of the Dean of Finance and Administrative Services. It should be updated annually; but it hasn't been updated since it was created approximately two years ago. We need to make sure that when we receive a section of the institutional management plan for revision to get back to Dr. Johnson in a timely manner.
  - If there are any other facility needs; we need to let Dean Griggs know as soon as possible.
    - Space needed to house the physical therapy program.
- Employer Satisfaction Survey – We will wait until Dr. Johnson gets back to discuss this issue. We need to connect Benee Edwards and instructors together to help bring this area together. Benee should be involved in collecting data for placement and follow-up. Mr. Munnerlyn will meet with Benee and Mimi to discuss the issue. Wilford would also like to be a part of that meeting.
- Continental Eagle – Asked Dean Holt if we made contact with the company? Dean Holt responded that we were going to let Mike Miller talk with them but his last day with us is Friday. Mr. Munnerlyn stated that Freddie Williams can be involved in this discussion as well. Wilford stated that we needed to see where Brenda Barrett with Career Link is on this issue. Mr. Munnerlyn wants to go on record that we have made contact with them since we did get the directive from the Chancellor. Dean Holt to contact the company today.

**ROUNDTABLE UPDATES:**

**DEAN BARBARA ANNE SPEARS**

- Will have meeting today to discuss General Education Competencies.
- Evening Nurse Assisting program was supposed to start this term. Some students did not pass ability-to-benefit exam so the program did not start. Bullock County situation is a real concern. We may look at having a mini term beginning Oct. 15<sup>th</sup>. We will be advertising for an instructor.
- The Distance Education Manual has been completed and is awaiting review by the Cabinet. Compensation section was left blank. Discussed options for pay.
  - Mr. Munnerlyn wants to give instructors professional development money that can be used for their program. (\$500.00 per year)
  - The President will set appointment with Mrs. Burge to discuss compensation of classes already developed. This should not be included in the minutes.

**ASSOC. DEAN WILFORD HOLT**

- Update on Mike Miller – going to postsecondary. Stated we needed to fill position as soon as possible. Mr. Munnerlyn indicated that the position should be filled with one of our best people.

**DEAN SURESH KAUSHIK**

- Budget for Perkins was sent out yesterday to postsecondary and the State Department of Education.
- Working on AMTC curriculum. (COE has not returned call; will keep trying).

**ARLINDA KNIGHT**

- Title III met yesterday to get the new people familiar with the purpose of the grant. We are ready to start immediately to meet objectives of the grant. Will monitor activities to see how we are spending monies.
- Submitted to Mr. Hunt the request to use funds for interior renovations to the library.
- Continuing Education is going well; started a new class this past weekend.

**ASST. DEAN CHARLES HARRIS**

- IT has many projects going on right now. Recently completed installation of a new lab in room 212 of the Library Tower.
- New administrative calendar has been added to intranet.
- Reviewed crime statistic report; has some interesting points.
- Activity 2 of Title III has requested a change order to include office space, new flooring, sheet rock walls for building D. We also need to look at floor plans for building E.
- Library building needs some outside attention (water/calcium issue and paint).
- Units need to be replaced - Johnson Controls can replace for \$150,000. We are going to proceed with replacing older units outside.

**DR. MIMI EVELYN JOHNSON**

- Absent

**DEAN DEBORAH GRIGGS**

- AMTC building update. Contract/construction to begin by November. There are still issues with the new building- material handling and production line.
- Mr. Munnerlyn asked if materials were delivered to high schools. Wilford stated that materials were delivered. NOTE: I would clarify what materials were being discussed.
- Wilford to get job description to Pam to advertise for AMTC positions.
- Working on year end close out. Still have some purchase orders out and some people have not responded. Got financial aid balanced. Payroll going well; contracts are in.
- Auditors will be on campus Friday in both the bookstores. They will be back on Monday to begin audit. Have identified accounts payable person. Will announce by end of week. Kim Lawler leaving on Friday.

**ANNOUNCEMENTS**

1. ACS Diversity Conference – October 17-18, 2007
2. COE Annual Meeting – November 2-4, 2007
3. SACS Conference – December 7-12, 2007

**NEXT MEETING**

The next meeting will be held on October 3, 2007 at 9:00 a.m. The meeting adjourned at 11.00.

Respectfully submitted by:

Shearese G. Gipson

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