



**PRESIDENT'S CABINET
PRESIDENT'S CONFERENCE ROOM – TRENHOLM CAMPUS
OCTOBER 13, 2010**

PRESENT: Sam Munnerlyn, Wilford Holt, Barbara Anne Spears, Charles Harris, Arlinda Knight, Cathy Wright, Dr. Kaushik, Debbie Griggs

ABSENT: Dr. Mimi Johnson, Beverly Ross

GENERAL COMMENTS/DISCUSSION ITEMS:

The meeting was called to order by President Sam Munnerlyn at 9:30 a.m. with a moment of silence and remarks by President Munnerlyn.

- CAPP:
 - President Munnerlyn thanked everyone for their cooperation in completing the CAPP report. The following areas are of some concern.
 - Adult Education program.
 - The Workforce Development and TEBI numbers. We are taking steps to make some major improvements to these programs.
 - Dean Holt will spend a lot of his time working with these programs. The President would like to see improvement within one reporting period in Adult Education.
 - The President announced that all the Technical programs have been reassigned to Dean Spears. This reassignment works better as it relates to SACS and COE. She will have all our programs on both campuses.
 - Dean Holt has been reassigned as the Dean of Workforce Development and will be in charge of non-credit courses.

- ACCA:
 - The President announced that we will provide a bus for employees to travel to the ACCA Conference; therefore, we will not pay travel expenses.
 - If you attend ACCA on Sunday, there is no allowance for early release any other day for attending on Sunday.
 - HVAC group and Electronics group will be meeting on the Patterson Campus. Renita Scott will assist the groups. Dean Holt will check her availability.
 - ACCA days are work days; faculty/staff should either be at the conference, on duty or on leave.

- Evaluation:
 - The President stated that he did review the evaluation form the team is working on, and it looks great. He mentioned that HR stated that it needed to go to postsecondary for approval. We are not clear on this process. The President will get clarification on this.
 - When the committee finishes the final draft, please send to the President. At the next meeting the Cabinet will review the evaluation.
 - Mrs. Knight will send to the Cabinet via email.
 - President also stated again that if anyone needs to communicate with the Board to please courtesy contact him first.

- Outsourcing:

- We are still investigating the possibility of outsourcing our bookstore operation. We hope by January or no later than the spring, someone else can take over the operation.
 - There are other areas we will be looking at for outsourcing.
 - Dr. Kaushik suggested investigating the option of going to a collegiate bookstore.
 - The cashiers will still have a presence on both campuses. Cashier function is not related to the bookstore outsourcing.
 - The President stated that he wants the campus gates to be set up on each campus.
 - He wants Mr. Webb to have someone to set the gates. There was some discussion about the cost of the gates, the keypad and additional parts. The President reiterated that he wants the gates set now.
- Confidentiality- no discussion.
 - Instructional Issues:
 - Dr. Kirkland resigned his position this past week. Before the accrediting body will consider our application the program director must be approved. Next training date is February 9th. The recommendation was to send the program director in February and delay starting the program.
 - We have a COE visit next week for the Culinary Arts program. There is a list of 45 items that will be addressed. The visit will be next Thursday and Friday.
 - The EMT program licensure pass rates and medical assisting completion rates were very low. We met with the EMT instructors and adjuncts; they have developed a plan for improving the passage rates. They will be implementing some software for remediation.
 - A major reason for the decline in the rates is that students are enrolling in EMT or Medical Assisting as they prepare to apply to the more selective programs on campus. Most of Medical Assisting are enrolling to this program but will be going to Radiology or Physical Therapy.
 - United Way- no discussion.

UPDATES:

- COE/SACS:
 - Dr. Kaushik distributed an update on the progress for each COE Standard.
 - Dean Spears will send recommendation for library co chair.
 - Dean Holt mentioned that crates should be given out next week.
 - President Munnerlyn stated that we need a timeline so that we can see where we are in the process.
 - He stated that we will have another school come in and review our crates. He mentioned having Reid State come back again.
 - Dr. Kaushik and Dean Holt to coordinate a date to do this. This is our official start for renewal of COE and attempt at SACS accreditation.
- Personnel:
 - We are in the process of hiring a new network technician.
 - We have advertised for the Dean of Students.
- Building Security:
 - The President is very pleased with the way security is progressing.
 - We still have some kinks to work out but we are progressing.
- Budget Release:
 - President stated that the budgets will be open November 10th.

- Facilities Update:
 - Dean Harris reported that the old Culinary building project is going well. We are still on schedule for December 1st for substantial completion.
 - Bridge should be complete in December.
 - New building pre-construction will be the week after Thanksgiving. There was some discussion about interruption of electrical service. We will announce when this may happen.
 - We don't have a date yet for demolition.
 - The President asked Dean Spears where we are with Building C? It was supposed to be finished by October 1st. She reported that there had been some hiccups with that process. Dean Spears to get with Danny Perry on this issue.

- Cathy Wright:
 - Reported that we are moving forward with the student stipend initiative. We will be issuing student stipends rather than traveling with cash as it relates to Student Support Services.
 - Accounts Payable-K. Cleveland will be out for an extended period of time.
 - A brief discussion about cross training someone for the bookstore. It was stated that we have D. Fontaine as a backup person.
 - Budgets will be on-line November 10th.

- Dean Harris:
 - DAX meeting is coming up soon. Need to identify individuals who should attend: Tennie McBryde, Charles Harris, Mimi Johnson, and Billy Merrill.

ACTION ITEMS

ITEM NO.	ACTION ITEM	PERSON RESPONSIBLE	DATE TO BE COMPLETED
1.	Send evaluation form to Cabinet	A. Knight	
2.	Review/approve evaluation form at next meeting.	Cabinet	
3.	Have campus gates set.		
4.	Need timeline for COE	Dr. Kaushik W. Holt	

NEXT MEETING

The next meeting to be announced. The meeting adjourned at 11:15 a.m.

Respectfully submitted by:

Shearese G. Gipson

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Approved on _____