

PRESIDENT'S CABINET
PRESIDENT'S CONFERENCE ROOM – TRENHOLM CAMPUS
OCTOBER 14, 2009

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

ABSENT: Dr. Suresh Kaushik, Wilford Holt, Deborah Griggs

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. He welcomed the Leadership Trenholm Class and commended them for being a part of the first graduating class. He expressed his thoughts about the responsibility of having such a program and hoped that what they have learned thus far would be used in a positive way.

The following items were discussed:

- Evaluations:
 - President Munnerlyn has not completed all of his evaluations but plans to be finished by next week. Thanked all of those who have completed their evaluations.
 - He stated to the Leadership Trenholm Graduation class that if they are ever in a supervisory leadership role at the College, it is vital that they be very truthful on employee evaluations. He explained that when supervisors give many high marks on an evaluation, it is difficult to then support any corrective action if an employee is not meeting his/her responsibilities.
- Ribbon Cutting:
 - Dr. Johnson reported that the ribbon cutting for the Library on the Patterson Campus is scheduled to take place on Oct 23, 2009 at 10:00 a.m. Light refreshments will be served.
- Update on Master Plan:
 - We have engaged Payne and Associates to begin working on our Facilities Master Plan. Our contract is for two years.
 - The first report was submitted on yesterday.
 - A meeting has taken place to prioritize our needs.
 - All bathrooms not currently in compliance will be renovated to meet ADA requirements. There will be a significant cost associated with this item.
 - Regarding the Patterson Campus B/C Building, the long range plan is for us to get a bond and build a building.
 - Parking lot paving and striping will occur on both campuses, but immediate plans focus on the Patterson Campus.
 - Trenholm Campus will also receive some changes in paving, striping, and restrooms.
 - There is a whole list of other facilities needs to be addressed but this is what we have planned immediately.
- Clarification of Scholarships:
 - Working on getting an articulation agreement with ASU.
- COE & SACS Travel:
 - COE conference will be held in November and SACS conference in December.

- The President stated that we are not going to pay for everybody to drive separate vehicles. We will be car pooling, if you choose to drive separate from everyone else you will be driving at your own expense. With the number of people going, we cannot afford to reimburse everyone.
- Activity V Workshop Evaluation:
 - President Munneryn commented on the recent Activity V workshop. He enjoyed the presentation and stated that it was something that we can all learn from and use. He stated to the Leadership class that as leaders we must get as much knowledge as possible.
- Building Captains:
 - Dean Harris mentioned that it is very important for the building captains to attend the meetings scheduled for them.
 - The Captains have a vital role in a real time event and must make sure people take the actions needed in case of an emergency.
 - He also stated that we will have a fire drill once per term.
 - The College Safety Plan is in the process of being revised. We all have a responsibility to look out for our safety.
- Entrepreneurial Panel Discussion at ASU:
 - ASU has a panel discussion on the 20th of October from 11a.m. until 1:00 pm. They have asked if we wanted to send any of our students.
 - The President stated that these types of things are good opportunities for our students to attend. The President and other leadership from the College will be going and if anyone else would like to go please let him know. Anyone interested should let the President's Office know as soon as possible.
 - The President would like to talk with ASU about our students' transferability.

Updates:

- Building E:
 - Contractor will begin on the 29th of this month with painting. Building renovations are progressing well.
 - Some change orders have been made.
 - We hope to be back in the building and ready for class during the spring semester.
- Bridge:
 - President Munneryn reported that the Bridge Project is ready to be re-bid.
 - The specifications have been changed. Bid should go back out on the 30th of the month; we hope that bids will be under budget.
- Dual Enrollment – we have approximately 63 students. We were expecting 66 students.
- Workforce development:
 - Alternative Fuel and Home Efficiency grants have worked out well in terms of recruiting students; we only needed 40 for home efficiency and 36 for alternative fuel.
 - Some instructors have already been hired. We will also hire a coordinator for the program.
 - Dean Harris mentioned issues with Continuing Education and the Bookstore in reference to how we are supposed to categorize students in the program; Access Software does not have access to the accounting system for this program. We must address this issue.
- RIF:
 - President Munneryn stated that we are experiencing another 7.5% decrease in our funding and that there may be more cuts after the Christmas holidays.
 - We have been working on the budget, cutting almost \$800,000.
 - Cathy Wright mentioned that we hope to have the current fiscal year running soon.

- We assume that what you send forward for the President’s approval is critical; we will likely approve travel only for credentialing or certification of your programs.
 - Discussed annual travel form.
 - This body should make a decision on not having printers in every office. President wants recommendations at next meeting.
 - Paper will be charged to budgets.
 - One suggestion was to remove printers from labs and have students save information on jump drives, then go to library to get printed.
 - RIF is reduction in force and it comes into play when you cut your budget every way you know how and additional cuts are still needed. We will be looking at essential positions.
 - We are going to have a locked box on the thermostats.
- SACS Progress Report:
 - Dean Spears reported that we had our second SACS update for those who wanted to attend.
 - We are almost finished with our candidacy application and will be submitting this spring.
 - H1N1 Information:
 - The President’s Office will be sending out another caution message about washing hands or being sick on campus.
 - We will be teaching students how to register online. An email will go out to all students soon.

ACTION ITEMS

No action items.

ITEM No.	ACTION ITEM	PERSON RESPONSIBLE	DATE TO BE COMPLETED
1.			
2.			
3.			
4.			
5.			

ANNOUNCEMENTS

1. none

NEXT MEETING

The next meeting will be held on the Trenholm Campus.

The meeting adjourned at 10: 43a.m.

Respectfully submitted by:

Shearese G. Gipson

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Approved on _____