



**PRESIDENT'S CABINET RETREAT**  
**PRESIDENT'S CONFERENCE ROOM – TRENHOLM CAMPUS**  
**OCTOBER 24, 2007**

**PRESENT:** Sam Munnerlyn, Arlinda Knight, Charles Harris, Dr. Suresh Kaushik, Wilford Holt, Barbara Anne Spears, and Dr. Mimi E. Johnson

**ABSENT:** Deborah Griggs

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

**GENERAL COMMENTS/DISCUSSION ITEMS:**

The meeting began with a moment of silence and remarks by Interim President Munnerlyn. Mr. Munnerlyn stated that we would attempt to move through our weekly meetings a little faster. He also stated that if anyone had items to be placed on the agenda to submit them to Shearese Gipson prior to the meeting so she can place them on the agenda. The minutes from previous meetings need to be reviewed each week.

**AGENDA ITEMS:**

- November In-service – Items to be covered during the in-service;
  - Campus procedures
  - Other college policies
  - Protocol - how things should be reported
  - Pam Rollins and Beverly Ross to handle policies
  - Business office procedures
  - Ethics - Joan Davis
  - Retention – Dr. Mimi Johnson
  - Customer service items
  - Advisors training
  - Moodle training
  - Advisory Committee Meetings
  - Industry visits
  - Arlinda Knight, Dean Spears, and Dr. Johnson to prepare schedule for 19<sup>th</sup> and 20<sup>th</sup>.
- Cabinet members to schedule leadership training with Peter Land. Would like to schedule this training in November.
- Building Projects- Building D is on schedule for completion. We have got a lot of responses in reference to building E project. We will start looking for someone to revamp the Library Tower and determine what needs to be done to the exterior of the building.
- COE Update- Dr. Kaushik reported that he did make contact with COE and they should be approving AUT curriculum soon.
- Advisory Committee Meeting – DOL Grant needs to meet
- Foundation Survey Results – Dr. Johnson to discuss survey results at the Foundation meeting.
- Grant application for Capitol Expenditures- Charles Harris will submit for a \$250,000 state grant. Mr. Munnerlyn asked Dean Harris to get Dr. Kaushik involved in the grant writing project.
- Christmas Party Date – donation letters have gone out. Christmas Party and Retirement party will be consolidated this year.

## UNRESOLVED ISSUES FROM PREVIOUS MINUTES:

- September minutes – issues for office space. Space was found for the recruiter and student activities assistant. Mrs. Knight to identify space at Library Tower – one office on the 4<sup>th</sup> floor was identified for use if needed.
- It was decided that the secretarial pool idea was not appropriate for the College.
- From previous minutes it was stated that the President would appoint two faculty members to the Cabinet. Since that discussion it was decided that at this time the Cabinet would not appoint any faculty to the Cabinet.
- Vicky Ohlson's concerns for faculty – lack of communication, classrooms space, and heat. Mr. Munnerlyn wanted to know if her concerns were addressed.
- The textbook situation. Did we get that cleared up? Dean Spears stated that we do have a textbook system in place. We will determine how well it works.
- AMTC – policy and procedure manual. Joe Frankin and Maria Jones are working on the manual; process is going slow. Mr. Munnerlyn asked for a deadline date for the completion of the manual. Dr. Kaushik will have it one to two weeks from today. Was the curriculum approved? Dr. Kaushik talked to COE and they are in process of approving curriculum. By November we should have approval. We have sent request to advertise to postsecondary have not heard back yet. Dwight will call on the 26<sup>th</sup> of this month to talk with Joe Franklin and Dr. Kaushik about the program.
- Faculty in office technology- met with SET group to brainstorm on how we can improve the program. The group is coming up with a recruitment plan. Should we continue to have low enrollment in the program some faculty can be used in the LEC. This may be a good place to send some faculty who don't have a full load.
- The Foundation will be meeting with the Chancellor on Monday.
- Library on Patterson Campus - furniture has been ordered. Everything should arrive in Dec/Jan. There is concern from the Foundation that the school needs to do some work as it pertains to the Patterson Campus Library.
- AMTC Building – bid is out should open the 1<sup>st</sup> of November. Ground breaking is scheduled for the middle of November. Send list of invitees to Shearese.
- DOL partnership committee - needs to meet very soon. Dr. Kaushik wants some faculty expertise on the committee. Rockwell Update – Joe Franklin said we should be receiving equipment back by December. Warehouse is beginning to look like a center. Will move Joe Franklin and Maria Jones as soon as the carpet is laid. Will start seeing posters of activities with AMTC.
- Clearinghouse - Trenholm is now registered with the clearinghouse.
- Focus Group – Mike Evans to handle.
- Etiquette Training – Ms. Latrisha Brown and Arlinda Knight working on etiquette training for students.
- Dean Griggs, Sam Munnerlyn and Dennis Monroe get together on smoking no smoking area.
- Job Corp – met with them they are very excited about the DOL partnership. This week or next week we will be getting back together.
- Mrs. Knight, Sam Munnerlyn and Debbie Griggs – to meet about culinary arts.
- ACA – on the Trenholm Campus Title III can cover the cost for as many as possible to attend ACA – limit to those areas that have something on agenda. On the Patterson Campus Perkins can cover the cost for as many as possible to attend.

## **ANNOUNCEMENTS**

1. COE Annual Meeting – November 2-4, 2007
2. ACA Conference – November 18-20, 2007
3. SACS Conference – December 7-12, 2007
4. Faculty & Staff Christmas Party – December 14, 2007

**NEXT MEETING**

The next meeting will be held on October 31, 2007 at 9:00 a.m.

The meeting adjourned at 10:25.

Respectfully submitted by:

Shearese G. Gipson

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