

PRESIDENT'S CABINET
PRESIDENT'S CONFERENCE ROOM – TRENHOLM CAMPUS
NOVEMBER 10, 2010

PRESENT: Sam Munnerlyn, Cathy Wright, Wilford Holt, Beverly Ross, Barbara Anne Spears, Charles Harris, Dr. Kaushik, Arlinda Knight, Deborah A. Griggs, Dr. Mimi Johnson

ABSENT:

GENERAL COMMENTS/DISCUSSION ITEMS:

The meeting was called to order by President Sam Munnerlyn at 8:30 a.m. with a moment of silence and remarks by President Munnerlyn.

The President stated that he appreciates the work that we do and he knows sometimes it is not under ordinary circumstances. He also stated that most of our issues are personnel issues not student issues. Most colleges are faced with the same situations and we are not unique in this area.

- Loading Forms/HR/Payroll:
 - Pam Rollins was invited into the Cabinet meeting to discuss Loading Forms and the effects of not completing those forms properly. Individuals will not get paid correctly if those forms are not correct.
 - The President stated that when we make an error we must be responsible for correcting it and get individuals paid. If we make an error we need to fix it when discovered and not make individuals wait another month before getting a pay check.
 - Mrs. Rollins stated we are getting better with preparing loading forms but we still have some issues. We get a lot of errors from the DAX reporting system stemming from loading forms.
 - She also stated that the Division Chairs need to ensure the accuracy of credit hours. This will help cut back on errors.
 - After the form is received by Ms. Rollins she checks the money and makes sure it matches and then she creates a pay code. We try not to create unnecessary pay codes. After the pay code is created she rolls over to Renoda Thomas and from there a paycheck is produced.
 - Mrs. Rollins asked that if there is a revised Load Form to be processed that a phone call be made to HR to make them aware. She also mentioned that hourly rates need to be explained to instructors because there has been some incorrect information given.
 - The President asked if there were any additional questions for HR. No other questions were asked.

- Revised Performance Evaluations:
 - The President asked the Cabinet to review the form before we introduce to the faculty and staff.
 - The President stated that the revised evaluation form would replace our current evaluation form. This will be our official document.
 - The President asked for three training sessions on the evaluation tool so everyone will know how they will be evaluated for the upcoming year.
 - The President stated that the form does not have to go to Postsecondary for approval. He approved one additional change to the form. (an additional line is needed for the signature area).

- College Seal:
 - Mrs. Knight presented a draft of the new college seal. The draft presented was not the official colors of the seal but only so the Cabinet could get a visual of what the new seal would look like.
 - The President would like to put this on the agenda for the next meeting to allow everyone to review the document. If there are questions or comments, please let Mrs. Knight know.
 - When we bring a new item to the Cabinet, it will stay on the table until next cabinet meeting for voting.
 - The President does not have any objections to changing the seal.

- Instructional Concerns:
 - President Munnerlyn stated that Instruction would be placed on the agenda each meeting. Dean Spears asked that Cabinet members document any complaints they may receive from students. Please forward complaints to Dean Spears preferably through email to make us aware. We can not address an issue if we do not know about it.
 - Dean Spears stated that we are in the process of hiring someone to replace Dr. Kirkland. She stated that the new person will have to go to CAPTE training in February.
 - New TEBI person may be hired next week.

- Meet & Greet w/Chancellor Hill:
 - The Chancellor will be here on the November 17th. We will have lunch at Harper's. The Cabinet, Board Member, Advisory Committee chairpersons, Trenholm Foundation and a few students are invited for lunch.
 - The President will give an overview of our current status regarding the Master Plan and Strategic Plan.
 - There will be a tour of both campuses. Two golf carts will be available. Tour will begin on the Patterson Campus, then the Trenholm Campus and then the Library if time permits.
 - The Chancellor and her guest need to get a good idea of what our space is like.
 - There will be a combined faculty and staff meeting after the tour. It is mandatory that everyone is in attendance except the switchboard operator. An email from the President's Office will be sent referencing attendance.
 - The President mentioned that the Cosmetology/Message Therapy building has not been maintained very well. We need to take responsibility for our buildings and keep them clean. The President asked Dean Griggs get maintenance to make sure floors are clean and buildings are maintained.

- Spring Registration Plan:
 - Mr. Harris met with Dean Ross, Tennie McBride, and Ms. Edwards to talk about registration, to be held in the student center on Patterson Campus.
 - Dean Harris stated that he did not see any issues from his side of the task. We plan to have a dry run. The business office should be included in this process.
 - This registration is for the new students. Everybody else needs to already be registered. Early registration will be handled the same way we have in the past.
 - New students will have to go to the Patterson Campus to register. Cosmetology and Culinary does their own registration.
 - There was some discussion about the live chat on the web and how beneficial it will be for the students.
 - Discussion ensued about how there is a need to correct the issues of people not responding. This will be a discussion item for next meeting. At our next meeting we need to deal directly with the Deans on these issues.

- Impact of Recent Election on Funding Opportunities:

- The new funding formula will probably take some traction because of the new legislature. The President is concerned with money that we are already getting. There will be some changes probably in 2012 in the way we are funded.
- There was some discussion about there being a separate Board. On the federal level they want to cut \$100 million dollars from the budget. If we don't get Title III funds we will be in some serious trouble.
- Renting Campus Facilities:
 - The President had some concern about the facilities on each campus. We need to make sure that all rentals and outside usage for the facilities comes through the President's Office.
- Student Discipline:
 - When students break the rules they must be held responsible. Instructors have some authority to put disruptive students out of class if they pose a threat to others. If they are chronic abusers we should suspend them for a given length of time.

Updates:

- SACS:
 - Dean Spears reported that we are proceeding with SACS on schedule. Application will be submitted by February.
- COE:
 - Dean Spears reported that we learned some new things that we need to be doing as it relates to COE, including new things about the crates.
 - Final standards will be sent to the president. Dean Spears stated that we need to identify one term from which all information will be pulled, and everything should come from the same term as a snapshot.
 - The President would like to have a meeting with Dean Holt and Dr. Kaushik with the steering committee.
- Projects (CUA Bldg, & Bridge):
 - Dean Harris reported that the former Culinary Building was progressing well. We anticipate moving into the building sometime around the spring.
 - Parking lot in the front of former Culinary Building needs to be resurfaced.
 - The President stated that we needed to find the money to fund this project. There was a discussion about furniture for the Culinary Building.
 - President Munnerlyn asked if we were going to finish the Bridge Project before the year is out. Dean Griggs stated we are still on schedule.
- Legal Issues - President Munnerlyn gave an update on legal issues.
- New Funding Formula – no discussion.

ACTION ITEMS

ITEM NO.	ACTION ITEM	PERSON RESPONSIBLE	DATE TO BE COMPLETED
1.	Schedule three training sessions for new evaluation tool.	Arlinda Knight	
2.	Put on the agenda for next week the College Seal for voting.		
3.	Reminder: Place Instruction on agenda each week.	President Munnerlyn	
4.	Reminder: Ensure the Cosmetology/Massage Therapy	Dean Griggs	

	building is being cleaned and maintained.		
5.	Discussion Item: next week discussion about the attitude of “not responding”		
6.	Meeting with Dean Holt & Dr. Kaushik with steering committees (COE).	President Munnerlyn	

ANNOUNCEMENTS

1. none

NEXT MEETING

The next meeting to be announced. The meeting adjourned at 11: 00a.m.

Respectfully submitted by:

Shearese G. Gipson

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Approved on _____