

**PRESIDENT'S CABINET
PRESIDENT'S CONFERENCE ROOM – TRENHOLM CAMPUS
NOVEMBER 13, 2007**

PRESENT: Sam Munnerlyn, Dr. Mimi Johnson, Barbara Anne Spears, Arlinda Knight, Deborah Griggs, Wilford Holt

ABSENT: Charles Harris, Dr. Suresh Kaushik

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 on behalf of veterans followed by remarks by Interim President Munnerlyn.

- Report from Board Meeting – Mr. Munnerlyn discussed a few things that came from the last state board meeting.
 - Out of State travel-when more than three (3) people are traveling out of state to a conference we need to get approval from postsecondary. Dean Spears and Dean Griggs will be responsible for getting the approval from postsecondary (Instructional-Dean Spears; other-Dean Griggs). They will need at least 2 months notice to get approval. Mr. Munnerlyn mentioned that only three (3) people will be traveling to the SACS conference.
 - Discussed the employment of persons with a felony. Salary Schedule E persons have been added to this policy.
 - Anita Archie will be heading the Legislative program; she replaced Bob Boothe as lobbyist.
 - The Chancellor can receive no gift over \$50 from any president.
 - When we prepare something for board action the President needs to know prior to it being submitted to postsecondary.
- Ground Breaking – will be held tomorrow at 10:30. All cabinet members need to be present at the ceremony. An e-mail will be sent to all faculty and staff to invite them to attend. Craig Washing will be presiding on the program. Greetings from the mayor's office, Ms. Ella Bell, Mr. Bradley Byrne and closing comments from the President.
- Leadership Training – Met with Mr. Pete Land to talk about leadership training for the cabinet. All directors will be included in this training process. Mr. Land wants to assess their attitudes before he conducts the session. First session scheduled for November 28th.
- Spring Semester Registration – Numbers look good for spring--approximately 600. Before we leave for the holidays, students need to go ahead and go through the process of registration. Dean Holt/Spears will send memo out about registration to faculty and students.
- Adult Education Report card – Report card was okay.
- Schedule for in-service – Vicky Ohlson to let us know if enough faculty will be here to schedule a Moodle training session.
- Budget – Mrs. Knight discussed some concerns with the annual department budgets.
 - Are we working on a plan to have access to the budgets in a quicker manner?
 - Dean Griggs stated that there is a possibility but she is not sure. If we had an accounting system that runs multiple years that would be possible.
 - Mrs. Knight stated that in Title III they begin working on their objectives in October. She would like to have the budget at the beginning of October.

- She also asked that when budgets are submitted and there are changes after submission made by the Business Office, someone should let the budget manager know that there have been changes. Most people are not aware if their budgets have been cut.
- Supplies for Instructors – Mrs. Knight has had complaints from instructors about not being able to order supplies. The faculty doesn't know where to go to order supplies. Is there a process that they are to follow? The faculty members are not aware of the process. Dean Holt will meet with Mr. Austin in reference to supplies for the SET department in the Library Tower. Dean Holt will get back with us at the next meeting.

ANNOUNCEMENTS

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

NEXT MEETING

The cabinet will not meet next week. The next meeting will be held on November 21, 2007 at 9:00 a.m.

The meeting adjourned at 9:57 a.m.

Respectfully submitted by:

Shearese G. Gipson

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Approved on _____