

PRESIDENT'S CABINET
PRESIDENT'S CONFERENCE ROOM – TRENHOLM CAMPUS
NOVEMBER 19, 2008

PRESENT: Sam Munnerlyn, Charles Harris, Arlinda Knight, Dr. Suresh Kaushik, Dr. Mimi Johnson, Barbara Anne Spears, Deborah Griggs, Catherine Wright, Dr. Suresh Kaushik

ABSENT: Wilford Holt

The meeting was called to order by President Sam Munnerlyn at 8:00 a.m.

GENERAL COMMENTS/DISCUSSION ITEMS:

The meeting began with a moment of silence and remarks by President Munnerlyn. The following items were discussed:

- Reporting on Time- President Munnerlyn stated that he has received several calls about things being submitted late to Postsecondary. He stated that this practice must change and that individuals will be held accountable.
- Review of Strategic Initiatives- The Strategic Initiatives must be reviewed.
 - President Munnerlyn asked each Dean to meet with his/her department, discuss the initiatives, and set some time lines.
 - Dr. Johnson will schedule a time to review the initiatives at one of the Cabinet meetings. We should review the initiatives several times within the year. President Munnerlyn asked Dr. Johnson to schedule dates for the entire year to review/revise initiatives.
- Evaluation Reports – When our programs are evaluated by governing authorities, the outcomes should be shared with the Cabinet. Presentation of information to the Cabinet should be documented. If the evaluation is done by an external agency it should be reported to President Munnerlyn, Postsecondary and Dean Griggs due to some reporting requirements that she may need to do.
- Internet Policy- Arlinda Knight has developed a draft of the internet acceptance policy. The Cabinet will review the policy and adopt at the next meeting.
- Space Planning - There have been continual discussions about where we are going to house the Culinary School. President Munnerlyn stated that he has made a decision on this matter.
 - We will continue to use the space in the Montgomery Mall.
 - We are in a lease with the Mall until June of 2009. If things don't go as planned in the Mall, Jerry Kyser has promised us that we would be able to work something out with him.
 - Next year we may get an additional \$500,000 from Title 3B to do some renovations.
 - We will use the Trenholm Campus to house all the health care programs. The plan is to complete the building renovations for building E.
 - We are planning to do some renovations to the old Culinary Arts building to turn it into classroom space.
- Flow Chart for Grant Proposal Development – Dr. Kaushik submitted a draft for the Cabinet to review.

- Mrs. Knight conducted research on this project and made some additional suggestions.
- The Cabinet should review the format and if the format is acceptable we will adopt at the next meeting.
- Planning for Spring Semester- Planning for the spring semester should begin now.
 - Advertising and recruiting are top priority. (The President requested Freddie Williams to come to one of our meetings to discuss recruitment).
 - In the past we have waited too late to get started with advertising; we can no longer afford to do this.
 - We are preparing to hire all instructors for the AUT program and we have nothing directed/advertised to get students into the program. Mr. Horn must be proactive in getting some advertising for the department.
 - We should carefully review low enrollment programs and begin to assess the actions we will take with those programs.
 - We should spend advertising dollars on GIS/Oracle as soon as possible.
- Christmas Party – The Event Planning Team will meet to discuss the upcoming Christmas Party. President Munnerlyn has asked the Cabinet to serve breakfast to the faculty and staff on that day.

UPDATES:

- When we developed the Legacy Garden at the Library, someone was appointed to be responsible for the upkeep, but that has not been done. We must ensure that the person responsible maintains the Garden.
 - President Munnerlyn stated that we must do a better job of making things happen and doing what we say we are going to do. We must hold people responsible.
- We must submit the Space Utilization Report to ACHE.
 - Charles Harris stated that he should be in the loop on various planning projects so that proper IT planning can be done.
 - President Munnerlyn stated that we should establish a committee who will have input on initial discussions about space and develop a printed outline so we can all be on the same page with space planning.
 - President Munnerlyn asked to see a list of the individuals on the Facilities Master Plan Team. From that list the President will develop a committee for space utilization.
- Dean Spears gave an update on the Baptist Health meeting with Mr. Tyner. Baptist Health and Trenholm have entered into a partnership that will allow Trenholm to offer new health programs. We were in competition with other Colleges in the area but Baptist decided to go with us to continue the programs.
 - ACHE staff seemed very positive about approving the programs.
 - We must look carefully at space to see how we will manage the programs.
 - We need classroom space and staff space.
 - The President and Mr. Tyner will be meeting December 2nd to finalize the partnership.
 - Live equipment will be handled at Jackson Hospital.
- Post Office Box – Cathy Wright reported that we have established a post office box for the College. Henry Smith will be responsible for picking up and sorting mail. He will pick up mail from the post office at 9:15 every morning. Kenny Cox is his back up person. Discussion on mail and procedures.
- We have some security issues on the Patterson Campus. President Munnerlyn stated that he needs security personnel to be present and visible. He also stated that the old security shack must be removed from the campus. He wants a new security building ordered today.
- Greenhouse issues must be resolved on the Trenholm Campus.

- We have been trying to get estimates on repairing the greenhouse, but no one will give us an estimate.
 - If we find someone to get an estimate, we should get a settlement.
- SACS team will be meeting to discuss submission of our next application. Sharon Watts will be taking over as the Liaison.
- President Munnerlyn has a meeting with Lawrence Patterson and there will be a group of people we will appoint to come up with a maintenance plan.
We need to get approval from COE to move Cosmetology and Massage Therapy.
- Met with Advisory Committee chair persons and they are very excited about being a part of the Board. We have scheduled some tours for them.
- Water project is on the Board agenda. Bids for the Patterson Campus paint project have gone out. Carpet and tile will also be replaced in some areas. President Munnerlyn stated that a list was developed in reference to what areas require improvements. He wants everything on that list completed. (Munnerlyn, Dennis and Griggs).
- President Munnerlyn asked Dean Harris to meet with Dennis Monroe for the area lighting at Cosmetology. Wilford Holt will investigate the possibility of replacing the American Homepatient sign on the Cosmetology building with a Trenholm Tech sign.
- Dean Spears reminded the group that Leadership Trenholm will be meeting tomorrow and the PIE Walk will be held this Saturday at 8:00 a.m.
- There are two programs that are in teach-out mode--Building Construction and Horticulture. It was stated that anytime a decision like this is made, the Cabinet should be informed.
- Dean Holt asked if there was a place where final reports/reporting documents rest at the College. Dr. Johnson houses a number of reports but the submitting department should keep a final copy of every report. He also asked who compares the data from year to year?
 - Someone should do comparisons and verify that the data is true.
 - From a marketing standpoint, someone should review all data to ensure accuracy.
 - It was suggested that Mike Evans determine the kind of data that is out there representing the College.
 - We also need to make sure we forward new information to Mike Evans so that he will know what is going on at the College.

ACTION ITEMS

ITEM No.	ACTION ITEM	PERSON RESPONSIBLE	DATE TO BE COMPLETED
1.	President Munnerlyn asked each Dean to meet with their department, discuss the initiatives, and set some time lines.	Deans	
2.	Dr. Johnson will schedule a time to review the initiatives at one of the Cabinet meetings	Dr. Johnson	
3.	Draft of the internet acceptance policy was distributed. The Cabinet will review the policy and adopt at the next meeting.	Cabinet	
4.	Flow chart-the Cabinet will review the format and if the format is acceptable, adopt at the next meeting.	Cabinet	
5.	Advertising for AUT Program & GIS/Oracle Advertising must begin immediately		
6.	Look at low enrollment programs and begin to assess what action we will take with those programs.		
7.	Submit the Space Utilization Report to ACHE		
8.	Establish a committee who will have input on initial discussions about space and develop a printed outline for space planning. (need list of individuals on Facilities Master Plan Team) From that list the President will develop a committee for space utilization.	President	
9.	Patterson Campus old security shack must be taken off the campus. New security building to be ordered today.		
10.	Greenhouse issues must be resolved on the Trenholm Campus.		
11.	President Munnerlyn has a meeting with Lawrence Patterson and there will be a group of people we will appoint to come up with a maintenance plan.	President Munnerlyn	
12.	Get approval from COE to move Cosmetology and Massage Therapy.		

ANNOUNCEMENTS

1. No announcements.

NEXT MEETING

The next meeting will be announced.

The meeting adjourned at 10:30 a.m.

Respectfully submitted by:

Shearese G. Gipson

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Approved on _____