

PRESIDENT'S CABINET
PRESIDENT'S CONFERENCE ROOM – TRENHOLM CAMPUS
DECEMBER 2, 2009

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

ABSENT: Wilford Holt, Deborah Griggs, Beverly Ross

The meeting was called to order by President Sam Munnerlyn at 10:14 a.m.

GENERAL COMMENTS/DISCUSSION ITEMS:

The meeting began with a moment of silence and remarks by President Munnerlyn.

The following items were discussed:

- Computer Usage:
 - There have been some problems with individuals using the network for non-educational purposes. We have an Acceptable Use Policy that we should enforce. Everyone should be responsible for his/her own usage of the network.
 - Copyright laws are now in effect. We must ensure we are not violating any copyright laws. A presentation has been scheduled for the faculty on *Copyright Issues*. More information to come. President Munnerlyn asked that the date and name of presenter be given to Shearese so we can send information out.
 - Dean Harris to give Dean Spears specifics on the labs that have inappropriate usage on them. We will monitor them and at the end of January have another conversation about this.
- ASU Scholarship Program (Handout):
 - President Munnerlyn gave everyone a handout pertaining to our students being eligible for the scholarship.
 - Another meeting is being scheduled to talk about articulation. Our students should be notified about this option. ASU recruiters will talk with our students about this option as well.
- Hiring Process:
 - The President asked Mrs. Wright to follow through on where the breakdown is on the contract workers process. He wants to know where we went wrong.
 - The President stated to the Cabinet that when people apply for jobs here at the college we can never give the indication that we have someone identified already for the position because there is a hiring process that must take place. We must be very careful to protect the college when these kinds of issues arise.
- Relocations:
 - EMT, Adult Education and Physical Therapy are moving.
 - The President appointed Cathy Wright to chair the Relocation Committee. Dean Spears, Charles Harris, Becky Morris, Quinton Ross, and Arlinda Knight also should be a part of the committee. Mrs. Wright to set meeting date.
 - President Munnerlyn asked for a sequence and organized move and dates so that students and the administration will know what is taking place.
 - Details should appear in some written format so that we can get this out to the entire college.
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- Professional Development (January 4, 2010):

- After the holidays we will have a partial day of professional development. The President has some things that he would like to cover. If you have something to cover you will have about 10-15 min.
- Dean Harris to talk about conflict resolution and management.
- Dr. Johnson will discuss Retention.
- Cathy Wright will present a Business Office refresher.
- Dean Spears will provide a SACS update.
- College Advisory Council Meeting Dates:
 - We have come up with some suggested dates for our College Advisory meeting (see agenda for dates)
 - Dr. Johnson gave an update on the foundation.
- Mid-year Planning Retreat (February):
 - The President stated that we are in need of a Cabinet Planning Retreat. It was suggested that the first Cabinet meeting in February be used as that planning retreat. The President will send an email with details.
 - Next full Cabinet meeting will be January 13, 2010.
 - President Munnerlyn asked Mrs. Knight to establish a committee for a Social and Educational College Retreat. This would be more of a preparation retreat for the year. February 20, 2010 was suggested.

Updates:

- Ribbon Cuttings
 - Mrs. Knight gave a brief update on the upcoming ribbon cuttings. January 20th - Bldg E, February 24th - AUT Building. Agendas have been established.
- Registration:
 - Dean Ross reported that registration is going nicely. We have approximately 300 more students than last semester. The President state that we need to capitalize more on our conversion rates.
- SACS/COE:
 - Dr. Kaushik gave a brief update on the plan for COE. He is preparing a list of COE committees for the President to review. The list should be complete by next week.
 - Reaffirmation visit is in 2011.
 - Dean Spears reported that in regards to COE we did get Distance Education approval. COE will do a review of all on-line classes within the next six months.
 - We need to have an official Distance Education Coordinator at some point.
 - SACS— everything should be ready next week for others to review. Application looks good.
 - President Munnerlyn asked Dean Spears to prepare a timeline for events to happen with SACS.
- Culinary Arts Site:
 - The Culinary Arts site will be moving soon. We are getting a package together for the Board. Our Board member is in agreement with us for the proposed relocation. Starting in January we hope to be able to have classes and labs. The computers and computer lab will not be working right away. The President would like for the Cabinet to go and visit the building.
- Water Project:
 - Water Project is slowly coming to an end. Lines will be taken into the building and flushing will begin to see what kind of water we have.
- Master Plan:
 - Master Plan is being developed. The President will review the master plan and bring it to the Cabinet.

- Foundation Board meeting will be held this Thursday.
 - We have selected March 24, 2010 for the next Foundation event. A “*Meet at the Bayou*” event on the river front will take the place of the gala this year. This event will be a more casual event. More information to come.
- The students who participated in ACCA did a good job. They were some of the same ones who went through the leadership training.
- Doris Pinkston, Mr. Austin, Mr. Tylicki, B. Anderson, Dean Holt and Dean Spears will meet on January 4 to discuss Skills USA.
- The President stated that he, Dean Spears and Dean Griggs should talk about furniture for Building E on the Trenholm Campus.

ACTION ITEMS

ITEM NO.	ACTION ITEM	PERSON RESPONSIBLE	DATE TO BE COMPLETED
1.	Send information about Copyright presentation	Barbara Anne Spears	
2.	Dean Harris to give Dean Spears specific information about lab computer usage	Dean Harris	
3.	Mrs. Wright to follow through on the Contract workers process and determine breakdown of process	Cathy Wright	
4.	Relocation committee meeting; need sequence for organized moves. (EMT, AE, Physical Therapy)	Cathy Wright	
5.	1 st Cabinet meeting in February to be Cabinet Planning Retreat; President to send details	Sam Munnerlyn	
6.	Mrs. Knight to establish a committee for a College Retreat	Mrs. Knight	
7.	Prepare COE committee list	Dr. Kaushik	

ANNOUNCEMENTS

1. none

NEXT MEETING

The next meeting to be held on the Trenholm Campus.

The meeting adjourned at 11: 45a.m.

Respectfully submitted by:

Shearese G. Gipson

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Approved on _____