



**PRESIDENT'S CABINET  
PRESIDENT'S CONFERENCE ROOM – TRENHOLM CAMPUS  
DECEMBER 15, 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 9:30 a.m. with a moment of silence and remarks by President Munnerlyn.

(No agenda)

- Accomplishments:
  - The President stated that we have had many accomplishments this year:
    - Enrollment is looking good. We are running ahead of where we were last year for spring term.
    - The registration signs look very professional. It is important for us to continue working on improving our image.
    - The President offered thanks to Dean Spears and the faculty for encouraging students to participate in early registration.
  - We have made some progress with our SACS application. Our main objectives for 2011 are SACS and COE. We need to have some activities to get everyone involved in and energetic about these projects.
  - There have been some changes to the College Master Plan. We have decided to build a new building on the Trenholm Campus and continue with some renovations to the Patterson Campus. We are in the process of putting together another Master Plan that will show the revised plans for both campuses.
  - This move will allow us to cut back on the duplication of services and other expenses.
- Foundation:
  - The Foundation has been very supportive of the College. Dr. Johnson stated that we are planning another event for the spring. The event will not be a seven-course gala but will be a Louisiana style function. The proposed dates are April 12<sup>th</sup>, 13<sup>th</sup>, 19<sup>th</sup> or 20<sup>th</sup>. Ticket prices will be reduced.
- Evaluations:
  - President Munnerlyn stated that when we evaluate our people we need to evaluate them the way we talk about them.
  - We are planning to have a training session on the new evaluation tool. Mrs. Knight will take the lead on this.
  - We need to take responsibility and hold individuals responsible for their jobs. This not only applies to faculty and staff but Deans as well. He stated again that he is holding the Deans responsible for their divisions.
- In-Service:
  - We have added another session on Federal Programs and Updates to the agenda for the upcoming in-service in January.

## Updates:

- President Munnerlyn:
  - Advised the Cabinet that a few changes are effective in January. He has asked Cathy Wright to help him out in trouble shooting things that he does not have time to do at the College.
  - Dr. Kaushik will be the campus director for the Trenholm Campus.
  - Dean Holt will be the campus director for the Patterson Campus.
  - He stated that everyone needs to utilize these individuals when possible.
  - The President needs to be more visible in the community.
  
- Dean Griggs:
  - There will be a webinar on Incentive Compensation in January. We will identify a few people that need to attend.
  - A number of changes regarding Financial Aid regulations will take place in July.
  
- Dean Ross:
  - We have processed 1200 students receiving financial aid.
  
- Dean Kaushik:
  - We are working on a Talent Search grant proposal for the Trenholm campus to address some of the areas that the Patterson Campus proposal is not addressing.
  
- Dean Spears:
  - We are finishing up finals and all is going well.
  - We met with a good group of individuals this week to plan for the submission for the SACS proposal. We are pleased with how they embraced the roles that were given to them.
  
- Dean Harris:
  - He and his staff are finishing up typical end-of-year work.
  - IT is building a nursing lab in A/B Building.
  - The staff has completed a dry run for registration; everything is working properly. (Dean Ross to send email again about registration)
  
- Dean Spears will send a reminder to faculty to get students to check Trenholm email.
  
- Dr. Johnson:
  - An additional professional development activity has been scheduled on February 15<sup>th</sup>. Consultant will be training faculty on Podcasting. All faculty and staff can attend.
  
- Dean Holt:
  - Dual Enrollment is going well with Elmore County.
  - We will not be doing anything in Montgomery County with Dual Enrollment.
  - Bullock and Macon County programs are still going well.
  - New TEBI person will start tomorrow.
  - Ready to work program is going well.
  - Discussion ensued about sending correspondence to Montgomery County parents and highlighting Trenholm's Dual Enrollment program. Beyond this, President Munnerlyn will not do anything else.

- Cathy Wright reported that the fee collection summary was sent out to some for comments. All fees will be paid at the cashier's office.

**ACTION ITEMS**

<b>ITEM No.</b>	<b>ACTION ITEM</b>	<b>PERSON RESPONSIBLE</b>	<b>DATE TO BE COMPLETED</b>
1.	NO ACTION ITEMS		

**ANNOUNCEMENTS**

1. none

**NEXT MEETING**

The next meeting to be announced. The meeting adjourned at 11:08a.m.

Respectfully submitted by:

Shearese G. Gipson

Shearese G. Gipson

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