

H. COUNCILL TRENHOLM STATE TECHNICAL COLLEGE PRESIDENT’S CABINET MEETING MINUTES

Date	Time	Location
January 30, 2013	10:00	TC- President’s Conference Room
Facilitator	President Sam Munnerlyn	
Minutes Taken By	Shearese G. Gipson	
Attendees	Present	Absent
	Sam Munnerlyn, Arlinda Knight, Catherine Wright, Dr. Mimi Johnson, Charles Harris, Barbara Anne Spears, Dr. Suresh Kaushik, Wilford Holt, Beverly Ross	

GENERAL COMMENTS/DISCUSSION ITEMS:

The meeting began at 10:00 a.m. with the Institutional Effectiveness Process discussion lead by Dr. Mimi Johnson.

Agenda Item 1: Leadership Trenholm

- The President stated that each Leadership Trenholm graduating class will have a project assigned to them on a continuous basis to keep them engaged. The first assignment given to the first two graduating classes is building the Alumni Association.
- Tamara Ward gave an update on the Leadership Trenholm assignment.
- She reported that the group is formulating a plan to activate the Association. The group will be using various social media outlets to assist in this project.
 - Facebook, Twitter, letters, advertisements, radio spots, etc.
- Dean Ross offered a suggestion to start with current employees that graduated from Trenholm.
- Mrs. Knight added that the National Student Clearing House may be an additional source to identify alumni.

Agenda Item 2: Governance

- The President stated that we all need to be familiar with college governance. College leadership may be required to discuss this topic. For example, “what are the Board’s responsibilities?” The appropriate answer would be the Board sets policies and makes sure the college has resources to operate.

Agenda Item 3: Unit Goal Process

- The group reviewed the College Strategic Plan and the Unit Planning process.
- Dr. Johnson mentioned core requirement 2.5 as it relates to SACS and how important this requirement is because it pertains to ongoing, integrated, and institution-wide research based planning and evaluation processes. This requirement requires us to prove our process.
- Discussed the College mission and assessment of the mission.

- The President inquired if the Administrative units prepare “unit plans” and if Faculty prepares “student learning outcomes”. Dr. Johnson stated that everyone does unit plans; however, faculty has to develop student learning outcomes as well. This needs to be very clear to everyone because college leadership may be questioned about this by SACS.
- Faculty may need more training on the unit planning process. Dr. Johnson stated that we have had several training sessions on how to write unit plans.

Agenda Item 4: Budgeting Process

- Catherine Wright gave a presentation on the Budgeting Process. The following were some areas of discussion:
 - Accountability and the budget structure.
 - End of the year purchasing and how the Cabinet plays a role in close out.
- President mentioned that we are depending on our Deans and Department Heads to make sure we are spending what we are supposed to spend according to our unit plans.
- The President is very interested in the (6) six month status reports because tuition dollars are down. There is a possibility that we may need to monitor our spending again. He encouraged everyone to spend some time looking at the budget piece.
- He also stated that we may have to revert back to using a Central Supply system.

Agenda Item 5: Establishing Procedures

- The President mentioned that he has some concern about establishing procedures. We must make sure we have a procedure for everything. He stated that he would leave this process to Dean Spears to spearhead.
- The other thing we must do is make sure that everybody understands what the procedures are in student services.

Agenda Item 6: Accessing Student Services

- We must ensure we have a student services presence at all our off campus sites. There needs to be a schedule and it must be consistent. It should be posted for everyone’s knowledge.
- We are three months away from our visit and we have a lot of work to do. Again we must read the application and be familiar with the contents.

Agenda Item 7: Cabinet Retreat – Wednesday, February 27, 2013

- The Cabinet Retreat will be held at Embassy Suites on February 27th.

UPDATES:

ACTION ITEMS

ITEM NO.	ACTION ITEM	PERSON RESPONSIBLE	DEADLINE
1.			
2.			

NEXT MEETING

The meeting adjourned at 11:45 a.m.