



**PRESIDENT'S CABINET MEETING
TRENHOLM CAMPUS PRESIDENT'S CONFERENCE ROOM
JANUARY 18, 2006**

PRESENT: Mr. Charles Harris, Mrs. Mimi E. Johnson, Dr. William Hierstein, Mr. Wilford Holt, Mrs. Debbie Griggs, Mrs. Arlinda Knight, Dr. Anthony L. Molina, Mr. Sam Munnerlyn, and Dr. Julliana Probst

ABSENT: Mrs. Pebbelin Warren

SPECIAL GUESTS:

The meeting was called to order by the presiding officer, Dr. Molina, at 8:05 a.m.

PRESIDENT'S COMMENTS

- o Dr. Molina discussed procedures that supervisors must conduct employee evaluations.
- o Dr. Molina has issued a mandate that all supervisors will receive training on how to supervise employees, navigate the process of disciplining employees and how to conduct employee evaluations.

ACTIONS TAKEN BY CABINET

The President's Cabinet made the following actions:

- 1.

ROUNDTABLE UPDATES

CHARLES HARRIS

- o **Harper's Cooking Lab Update** – Ricky Whiting to build Hostess Station by Feb 15th, Bellsouth phone installed for Hostess Station to process credit cards, Installed door chime for Culinary Classroom and will purchase one for the Cooking Lab, Working on other small items to complete cooking lab, and awarded bid for instructional technology to DCI (2 plasma displays, 2 cameras, wireless microphone, amplifier and speakers). Seating capacity for Harper's Cooking Lab is 121.
- o **Medicare Prescription D Registration** – Negotiations are underway for Trenholm to be a site for Medicare prescription D registration
- o **Security Alert System** – Bids have been submitted for the security alert system through the FEMA grant.

MIMI JOHNSON

- o 2006 **Fundraising Campaign** for the Foundation has begun
- o The **2006 Seven Course Gala** will be held on Tuesday, March 21, 2006.
- o The **List of Accomplishments for 2004-05** for your respective areas due January 31, 2006
- o Status of **Unit Plans** and Plans for Improvement 2004-05 are due January 31, 2006
- o **CAPP Training Workshop** is scheduled for January 31, 2006
- o **ALAIR Training Workshop** – Dr. Kaushik and Dr. Probst will attend the ALAIR Training Workshop on developing Quality Enhancement Plan (QEP) for SACS in Birmingham on January 27, 2006.
- o **IR Personnel** – Marvalene Elston is on maternity leave until February 13, 2006.

- **Program Reviews** – Met with Sharon Watts of the Curriculum Committee to discuss the process for conducting the 2006 Program Reviews.

WILFORD HOLT

- Discussed the plans for Montgomery Mall and how it will impact Trenholm Tech.
- Submitted quarterly progress report for the DOL grant.
- Working on streamlining course offerings and adjunct faculty. Must develop a yearly course offerings calendar.
- Working with offering classes for Hyundai and Hallo (auto body, tool and die) employees.

DEBBIE GRIGGS

- Completed bookstore relocation
- David Reid processing purchase orders
- Relocating central supply into bookstore on Trenholm Campus
- Working with auditors

JULLIANA PROBST

- Attending ALAIR training workshop on January 27, 2006.

SAM MUNNERLYN

- Reported spring semester enrollment 1,364 and 13,188 credit hour production.
- Campus tours will be conducted beginning on January 31, 2006 and continue throughout February for local high schools in our service area.
- Lines for registration have decreased dramatically because of technological advancements, advisors, and pre-registration.
- SEMS Workshop to evaluate enrollment processes conducted by the College

WILLIAM HIERSTEIN

- The Curriculum committee meets on January 19, 2006 to discuss program reviews
- Meeting with representatives from Athens State University to discuss articulation
- Submitted documents for Culinary Arts being off-site
- On-line training sessions will be conducted beginning next week
- Will meet with University West Alabama representatives to discuss articulation agreement
- Building J and Greenhouse renovations have been submitted to Building Commission

ARLINDA KNIGHT

- Expecting furniture for reading room in LT
- Completed Title III-B manual
- Five students in Office Technology

ACTION ITEMS

The following assignments and action items were assigned:

Action Items	Detailed Assignment	Person(s) Responsible	Due Dates
Supervisor Training	Coordinate logistics for a mandatory supervisor training to include Myer's Brigs Personality Traits	Pam Rollins and Charles Harris	Jan 25, 2006
Faculty Mentorship Protocol	Query institutional researchers to see if they have a faculty mentorship protocol at their respective colleges	Mimi Johnson	Jan 25, 2006

Student Learning Outcomes	Recommend two faculty members to be the College's authority on student learning outcomes. Selected faculty will receive release time	Dr. Probst	Jan 25, 2006
Faculty/Staff Professional Development	<ul style="list-style-type: none"> ✓ Suggested speakers: O. J. Webster, Mike Babb, John Fergus, Dr. Deravi from AUM ✓ Need schedule for Professional Development Institute for the Spring Semester ✓ Develop an incentive program for faculty/staff attending professional development sessions 	Dr. William Hierstein and Pam Rollins	Jan 25, 2006
Programs with Low Enrollment	Submit schedule to Dr. Molina regarding meetings with faculty to discuss options for summer contracts	Dr. William Hierstein and Dean Holt	Jan 25, 2006
IMP	Review IMP for renovation and capital projects and report to Cabinet	Mimi Johnson	Jan 25, 2006
STEM CAMPS	Developing protocol for STEM (Science, Technology, Engineering and Math) CAMPS for high school students (junior/senior) during the summer semester.	Pebblin Warren, Benee Edwards, Carolyn Millender, Charles Harris, Wilford Holt, Jerry Joyce, Arlinda Knight, Katara Smith	February 28, 2006

UPCOMING EVENTS/MEETINGS

EVENT/MEETING	DATE	TIME	PLACE	CONTACT
SGA INSTALLATION	TBA	11:00 a.m.	PC Cafetorium	Dean Munnerlyn
WVAS LIVE JAZZ REMOTE	Feb. 1, 2005	12:00 Noon	PC	Dean Munnerlyn
BLACK HISTORY FORUM GEORGETTE NORMAN RICHARD BAILEY JOE CAVER	Feb. 2, 2006	10:00 a.m.	PC Cafetorium	Dean Munnerlyn
COOKING DEMONSTRATION CLASS FOR \$55	Feb. 2, 2006		Harper's Cooking Lab	Arlinda Knight
VALENTINE BALL	Feb. 10, 2006	7-10 p.m.	PC Cafetorium	Dean Munnerlyn
BLACK HISTORY ART EXHIBIT CLEVE WEBBER	Feb. 13, 2006		A/B Building TC	Dean Munnerlyn
BLACK HISTORY PROGRAM	Feb. 16, 2006	11:00 a.m.	PC Cafetorium	
CARVER HIGH SCHOOL GOSPEL CHOIR	Feb. 23, 2006	10:00 a.m.	TC Cafetorium	Dean Munnerlyn
HARPER'S COOKING LAB GRAND OPENING BY INVITATION ONLY	Feb. 28, 2006	6:00 p.m.	Harper's Cooking Lab	Dr. Molina

SEVEN COURSE GALA	Mar. 21, 2006	5:00 p.m.	Activity Center	Mimi Johnson
FACULTY/STAFF DEVELOPMENT ON STUDENT LEARNING OUTCOMES	Jul. 8, 2006	9:00 a.m. – 5:00 p.m.	Pete Peterson Lodge	Dr. William Hierstein

The next meeting will be held on **January 25, 2006 at 8:00 a.m.**

The meeting adjourned at 11:48 a.m.

Respectfully submitted by:

Mimi Evelyn Johnson

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Approved on January 21, 2006