



**PRESIDENT'S CABINET MEETING
PRESIDENT'S CONFERENCE ROOM - TRENHOLM CAMPUS
JANUARY 25, 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. Pebblin Warren

SPECIAL GUESTS:

The meeting was called to order by the presiding officer, Dr. Molina, at 8:08 a.m.

PRESIDENT'S COMMENTS

- **College Advisory Committee meeting** – The Advisory Committee identified four areas of expertise, which were marketing and public relations, facilities and grounds, student services/activities, and programs and curriculum that the members could offer their expertise. At the next meeting, the pedestrian bridge will be discussed. The College has applied for a \$25,000 grant from the National Park Service to fund landscaping around the pedestrian bridge.
 1. Facilities and Grounds – (a) naming of the pedestrian bridge, (b) its impact on the Civil Rights Historical Trail, and (c) how do we get the community involved with this project.
 2. Culinary Arts Centre – (a) 1/3 of the funds available to build the Culinary Arts Centre, and (b) where should the Culinary Arts Centre be located (old location across from the Library Tower or on the Trenholm Campus)?
 3. Marketing/Public Relations – How do we eliminate the *disconnect* between education and industry? How do we enhance workforce development?
- **Automotive Manufacturing Technology Center** – Dr. Roy Johnson has committed \$2 million to build the Automotive Manufacturing Technology Center funded by the Department of Labor on the Patterson Campus.
- **DPE Memorandums** – (a) Distributed a letter requesting the post-implementation report for Building Construction Technology, and (b) Distributed copies of a memo from Amanda Vaughan regarding reporting on the Alabama College System
- **Supervisor's Training Session** – Dr. Hierstein was asked to schedule a supervisor's training workshop during the spring semester.

ACTIONS TAKEN BY CABINET

The President's Cabinet made the following actions:

1. Recommended that the Activity 1 funds be used to develop a turf management certificate under the Horticulture program.

ROUNDTABLE UPDATES

CHARLES HARRIS

- **Harper's Cooking Lab Update** – Ordered health department walk through, received multimedia equipment will be installed by Feb. 7th, install phone lines, will purchase Harper's sign today with funds provided by the Trenholm Tech Foundation, freezer ceiling will be completed today, February 20th to begin offering lunches in Cooking Lab

- **Fire and Safety System** – working on improving fire monitoring and safety systems.
- **Master’s Security Contract** – is up for bid in April.
- **Medicare Prescription D Registration** – Negotiations are underway for Trenholm to be a site for Medicare prescription D registration
- **Security Alert System** – Received one bid for the security alert system through the FEMA grant.
- **IT** – (a) the next PCs that we buy will not have floppy disk drives we will move toward selling flash drives in the college bookstore, (b) will add additional memory (\$3,000) to the AS400,

MIMI JOHNSON

- 2006 **Fundraising Campaign** for the Foundation has begun.
- The **2006 Seven Course Gala** will be held on Tuesday, March 21, 2006. Distributed employee payroll deduction sheets to the Cabinet members.
- The **List of Accomplishments for 2004-05** for your respective areas are due January 31, 2006
- **Unit Results for Quality Improvement and Quality Improvement** forms for 2004-05 are due January 31, 2006
- **CAPP Training** Workshop is scheduled for January 31, 2006 and will be attended by Mimi Johnson and Debra Cobb.
- **ALAIR Training Workshop** – Dr. Kaushik, Dr. Probst and Dr. Reutter will attend the ALAIR Training Workshop on developing Quality Enhancement Plan (QEP) for SACS in Birmingham on January 27, 2006.
- **IE Timeframe** – Distributed Table of Institutional Effectiveness Tasks and Timeframes for Cabinet’s review.
- **Faculty Mentorship Program** – Queried other institutional researchers who are members of ALAIR to see if they had a faculty mentorship program at their respective colleges. The results that I received was no; however, they were interested in receiving the prototype once we developed one.
- **Renovation and Capital projects** – Distributed the renovation and capital improvements reported in the 2004-2008 Institutional Management Plan (IMP).
- **Institutional Research Website** – Reported that there have been 6,841 hits to the institutional research website. Thanked Charles Harris and his staff for their technological assistance in establishing and maintaining the website.
- **Strategic Analysis Team** – Has it met? When will it meet?
- **Foundation Board** – the Trenholm Tech Foundation Board will meet on Friday, January 27, 2006.

WILFORD HOLT

- **CARCAM/Automotive Manufacturing Center** - We need to begin conducting the objectives for CARCAM and the Automotive Manufacturing Center grants. Received nine applications for the Director of the Automotive Manufacturing Center position. Met with Tech Prep to discuss the Automotive Manufacturing Center.
- **Summer Enrollment** – need to develop a plan for programs and faculty assignments during the summer term.
- **Course Offerings** - Working on streamlining course offerings, stacked classes and adjunct faculty. Must develop a yearly course offerings calendar.

DEBBIE GRIGGS

- Working on indirect costs proposal
- Reconciled bank accounts

JULLIANA PROBST

- o Culinary Arts student with a disability needs transportation to the Montgomery Mall from the PC.

SAM MUNNERLYN

- o **Advertising** - Working on plans for advertising with a start date for April 3, 2006 for summer term. Will met with Dan Black studios about developing a recruitment CD to be distributed to high school counselors and students.
- o **Suggested Boxes** - Distributed comments from Suggestion Boxes as of January 24, 2006.
- o **Campus tours** will be conducted beginning on January 26, 2006 and continue throughout February for local high schools in our service area.
- o **Soft Ball** – Plans are underway of to participate in the spring league.

WILLIAM HIERSTEIN

- o Informed the Cabinet of several meetings which are identified in the table below.

ARLINDA KNIGHT

- o **Continuing Education** –
 1. Medical Billing and Coding Class began on January 24, 2006 with 14 students (13 paying and one scholarship)
 2. Continuing Education Advisory meeting was held on January 19, 2006. Recommended offering CEUs with some of the continuing education classes, offer soft skills training, and host corporate breakfasts with speakers.
 3. Certified Moving Training is being planned.
 4. Summer Youth Programs – (a) Girls Exploring Technology, Computer Training Just for Girls, Career Preparation and Financial for Teenagers, Leadership Institute for Youth, (b) Dr. Molina suggested a Culinary Camp for the 2007 summer session.
 5. Administrative Assistants Workshop and Luncheon for April 25, 2006.
 6. Requested that the Administrative Assistant position in Title III be filled.
- o **Title III** -
 1. Parking, landscaping, roofing and early child care projects must be completed by September 30, 2006
 2. Activity 1 – Expressed concerns about the need to schedule professional development and establishing new programs,
 3. Marketing Team – Should met on February 21, 2006 to discuss the marketing plan, results from objectives of the marketing plan, and invite Arthur Ducote to attend.
 4. Furniture for reading room in LT has arrived

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	Feb 1, 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 ✓ Schedule supervisor's training during the spring semester 	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	Compare IMP and Facilities Masters Plan for renovation and capital projects and report to Cabinet	Mimi Johnson	Feb 1, 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	Feb 28, 2006
Applied Physics lab	Establish physics lab in the former dental lab space	Dr. William Hierstein	Spring Semester
Policy	Develop policy regarding employees bringing children to the work place	Dr. Probst	Spring Semester

UPCOMING EVENTS/MEETINGS

EVENT/MEETING	DATE	TIME	PLACE	CONTACT
SGA INSTALLATION	TBA	11:00 a.m.	PC Cafetorium	Dean Munnerlyn
FACULTY FORUM ON ENROLLMENT	Jan. 30, 2006	2:30 p.m.	PC Conf Center	Dr. Hierstein
WVAS LIVE JAZZ REMOTE	Feb. 1, 2006	12:00 Noon	PC	Dean Munnerlyn
LOW ENROLLMENT PROGRAMS	Feb. 1, 2006			Dr. Hierstein
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
SGA VOTER REGISTRATION DRIVE	Feb. 6, 2006		TC	Dean Munnerlyn
SGA VOTER REGISTRATION DRIVE	Feb. 7, 2006		PC	Dean Munnerlyn

VISIT TO ROSA PARK MUSEUM	Feb. 9, 2006		Rosa Parks Museum	Dean Munnerlyn
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
COLLEGE ADVISORY COMMITTEE MEETING/STRATEGIC ANALYSIS TEAM	Feb. 28, 2006	8:00-9:00	PC Conf Center	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 **February 1, 2006 at 8:00 a.m.**

The meeting adjourned at 12:34 p.m.

Respectfully submitted by:

Mimi Evelyn Johnson

Mimi Evelyn Johnson

Approved on