



**PRESIDENT'S CABINET MEETING  
PRESIDENT'S CONFERENCE ROOM - TRENHOLM CAMPUS  
FEBRUARY 1, 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, and Mr. Sam Munnerlyn

**ABSENT:** Dr. Julliana Probst and Mrs. Pebblin Warren

**SPECIAL GUESTS:**

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

**PRESIDENT'S COMMENTS**

- **Student Forums** – A total of 60 students attended the both sessions of the Student Forum with the President.
- **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. The Chancellor has requested another drawing that will show the production area for the facility.
- **Media Policy 600.16** – Dr. Molina distributed the media policy developed by Dr. Probst for the Cabinet's review: *In those instances, where the media want to interview members of the Trenholm Tech community, the media must first contact the Office of Public Relations. Members of the media may not come onto campus to photograph, record, or interview faculty, staff, students, and guests without the permission and assistance of the Office of Public Relations. If faculty, staff students, and guests are approached by members of the media, they must direct the members of the media to the Office of Public Relations or the President of the College, or the Dean of Finance. This policy helps Trenholm Tech conduct its educational mission in an orderly and effective manner and protects the rights and needs of its students, faculty, staff, and guests.*

**ACTIONS TAKEN BY CABINET**

The President's Cabinet made the following actions:

**ROUNDTABLE UPDATES**

**CHARLES HARRIS**

**MIMI JOHNSON**

- Attended, along with Debra Cobb **CAPP Training** Workshop on January 31, 2006. Requested to be on the President's Cabinet Agenda to give an overview of CAPP.
- **Significant Accomplishments received from:**
- **Unit Status Results for 2004-05 received from:**
- **President's Cabinet Retreat** –
  - ☑ Possible dates February 13-16 or February 20 -23, 2006
  - ☑ Discuss tentative agenda items for the retreat: (1) Review Strategic Initiatives Results; (2) Review Significant Accomplishments, (3) Develop Key Strategic Theme for 2006-07 – Dr. Reutter; (4) Develop five Strategic Initiatives – Dr. Reutter/Cabinet; (5) Review agenda for Institutional Planning Council Strategic

- Planning Retreat; (6) Team Building – Myer’s Briggs Personality Test; (7) Status Report from Benee Edwards on Work Ethics
- **Institutional Planning Council Strategic Planning Session –**
    - ☑ Tentative Agenda Items: (1) Report on Strategic Initiative Results; (2) Report Significant Accomplishments; (3) Report Strategic Initiatives for 2006-07; (4) Report Unit Plan Results for 2004-05 by Division Heads and Administrators; (5) Training on Linking Unit Plans with Budgeting
  - Establish a **Student Learning Outcomes Task Force** – Suggested members: *Henry Tylicki, Vicky Ohlson, Melissa Pritchett, Oneita Farrow, Cecile Mathews, Walter Austin, Helen Johnson, and Lynn Sutton. Dr. John Reutter and Mimi Johnson will serve as resources.*
    - ☑ Recommend individuals (Dr. Molina, Mimi Johnson, Lynn Sutton and Vicky Ohlson) to attend Faculty Development Workshop on Student Learning Outcomes at Marion Military Institute on March 10, 2006. Dr. Reutter will also attend at his own expense.
    - ☑ Invite Dr. John Johnson at Alabama Southern to conduct workshop on Student Learning Outcomes during the July 8, 2006 Professional Development.
  - In a comparison of the **IMP and the 10-Year Facilities Master Plan** – Both documents contain the following proposed facilities renovations and construction:
    - ☑ Horticulture, Turf Management and Garden Center (The Greenhouse will be completely refurbished and equipped)
    - ☑ Culinary Arts Center

The Facilities Master Plan contained:

    - ☑ General Education Classroom Facilities
    - ☑ Manufacturing and Engineering Technology Center
    - ☑ Computer Information and Office Systems Technology Center
    - ☑ Industry Training Center
    - ☑ Allied Health and Personal Care Services Complex
    - ☑ Digital Media and Library Services Center
    - ☑ Community Services, Adult and Continuing Education Center
    - ☑ One-Stop Service and Learning Enhancement Centers
    - ☑ Truck Driver Training Center

The Financial and Physical Resources Section of the IMP contained:

1. What major changes or improvements in classrooms, laboratories, and/or instructional equipment are planned over the next three years?
  - A newly leased space located in the Montgomery Mall is being remodeled to accommodate the Culinary Arts Program.
  - A remodeling project in Building J on the Trenholm Campus will provide a new Medical Assisting laboratory and computer facility.
  - The Greenhouse will be completely refurbished and equipped
  - The Early Child Care classrooms and laboratory will be remodeled
  - New equipment and furnishing are being installed in the Culinary Arts classroom and laboratory.

- New plastics injection molding equipment will be installed in the Machine Tool Program
- Computer equipment will be purchased and installed to replace older equipment for the CIS Program.

2. What major construction or renovation projects are planned over the next three years?

- A building which will house the Culinary Arts Building will be constructed as soon as funds can be procured on the site of the current Culinary Arts Building.
- Roofs on the Trenholm Campus will be replaced according to the established schedule
- A warehouse building on the Patterson Campus will be extensively remodeled to accommodate the establishment of a Center for Automotive Manufacturing.

**WILFORD HOLT**

- **Training**– Making arrangements with Hyuandi to offer their employees in Industrial Maintenance and Machine Tool. Also working on providing automotive manufacturing training to other Tier 1 suppliers.

**DEBBIE GRIGGS**

- Working with auditors; anticipate two more weeks with the auditors.
- Submitted all W2s, 1099, etc.

**JULLIANA PROBST**

- ABENT

**SAM MUNNERLYN**

- **Black History Month Activities** – The Calendar has been distributed. Please come out and support these activities.

**WILLIAM HIERSTEIN**

**ARLINDA KNIGHT**

- **Continuing Education** –
  1. Certified Moving Training course is currently being advertised.

**ACTION ITEMS**

The following assignments and action items were assigned:

<b>Action Items</b>	<b>Detailed Assignment</b>	<b>Person(s) Responsible</b>	<b>Due Dates</b>
Supervisor Training	Coordinate logistics for a mandatory supervisor training to include Myer's Briggs 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"> <li>✓ Suggested speakers: O. J. Webster, Mike Babb, John Fergus, Dr. Deravi from AUM</li> <li>✓ Need schedule for Professional</li> </ul>	Dr. William Hierstein and Pam Rollins	Jan 25, 2006

	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		
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
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	Jul. 8, 2006	9:00 a.m. - 5:00	Pete Peterson Lodge	Dr. William Hierstein

STUDENT LEARNING  
OUTCOMES – DR. JOHN  
JOHNSON – ALABAMA  
SOUTHERN

p.m.

The next meeting will be held on **February 1, 2006 at 8:00 a.m.**

The meeting adjourned at 8:42 a.m.

Respectfully submitted by:

*Mimi Evelyn Johnson*

Mimi Evelyn Johnson

Approved on