



**PRESIDENT'S CABINET MEETING
PRESIDENT'S CONFERENCE ROOM
TRENHOLM CAMPUS
APRIL 13, 2005**

PRESENT: Mr. Charles Harris, Mrs. Mimi E. Johnson, Dr. Bill Hierstein, Dr. Suresh Kaushik, Dr. Anthony L. Molina, Mr. Sam Munnerlyn, Dr. Julliana Probst and Mrs. Gail Taylor
ABSENT: Mr. Wilford Holt, Mr. Quinton Ross and Dr. John Reutter

The meeting was called to order by the presiding officer, Dr. Molina, at 1:09 p.m.

PRESIDENT'S COMMENTS

- ✦ Dr. Molina complimented the fine job that Mike Evans is doing with public relations at the College; we have had several news articles in local papers about the College.
- ✦ Dr. Molina and Dr. Hierstein recently attended two conferences in Boston, MA: (1) NATN (National Articulation Transfer Network) to facilitate the transfer of students from one state to another state to HBCU, Historically Hispanic Colleges and Universities and travel colleges.
- ✦ Dr. Molina shared the results from the financial audit ending September 20, 2004 with the President's Cabinet.
- ✦ Dr. Molina will facilitate a panel at the NAFEO Conference next week discussing transfer and articulation.
- ✦ Distributed the following articles for the President's Cabinet review and consideration: (1) *The Bridge to College Success: Community College/High School Collaboration* by Robert H. McCabe in the April/May 2005 edition of the Community College Journal and (2) *Building a Pathway for Occupational Students* by Thomas Bailey and Davis Jenkins published in The Chronicle of Higher Education on April 15, 2005.
- ✦ As a result of not meeting ACHE's viability criteria, the Dental Lab program is being discontinued; therefore, this program will not enroll any new students. The currently enrolled students are asked to meet with Dean Taylor and Dr. Tracie Carter to develop a plan for them to complete the program in a timely manner.

ACTIONS TAKEN BY CABINET

The President's Cabinet made the following actions:

- ◆ Appointed the COE Self-Study Committees: **Editing Committee** (Dr. Julliana Probst, Sharon Watts, Gail Taylor, Doris Anthony, Vicki Ohlson, Marion Steele, Oneita Farrow, and Dr. Bill Hierstein) and **Hospitality Committee** (Mimi Johnson, Dennis Monroe, Margaret Law, Vicki Williams, Shirley Smith, Linda Owens, Wanda Armstrong, Sherease Gipson, Zandra Toney, Marianne Van Houten, Mike Evans, and Henry Smith).
- ◆ Appointed an ad-hoc team (Dr. John Reutter, Wilford Holt and Quinton Ross) to plan a President's Cabinet retreat for the summer 2005. This team will plan 1.5 day, which will include a 4-hour session on Customer Service. They are asked to select a venue, arrange for speakers (History of the Alabama College System from Dr. Harold Wade, president of Beville State CC), and develop a budget.

ROUNDTABLE

- **CHARLES HARRIS** – (1) The Technology Plan is on the intranet. (2) The unit plan form is on the intranet. (3) Robert Brown will be away from the college for two weeks. (4) Need help with maintaining video conferencing room; users are not powering off equipment after use. (4) Responding to 10 questions from NSF regarding CARCAM with the CARCAM Consortium on April 14, 19 and 26, 2005. (5) Traveling to FAMU for FEMA sponsored conference with Kenny Cox on May 4-6, 2005. (6) Contacted Dr. Roy Johnson, Chancellor, about visiting the College. (7) Mentioned the need to set the dates for the Patterson Campus beautification day.
- **MIMI JOHNSON** – (1) Requested assistance from Deans Hierstein, Holt and Taylor on obtaining the contact information (name, address and telephone numbers) from the program coordinators in order to conduct an Employer’s Satisfaction survey, (2) Distributed *Tomorrow Jobs* report developed by the U.S. Department of Labor to President’s Cabinet for their review. Dr. Molina asked that this report be placed on the Cabinet’s April 20, 2005 agenda. (3) Completed the IPEDS surveys (Fall Enrollment, Graduation Rate, Finance and Student Financial Aid) before the April 6, 2005 deadline date with the capable assistance from Debra Cobb, Betty Edwards and Mary Ann Beck. (4) John has been meeting with program coordinators to assist them with developing their unit plans.
- **GAIL TAYLOR** – (1) Dr. Carter has met with all of the Dental Lab students currently enrolled in the program to discuss their degree programs in view of the discontinuation of the program. A pre-registration schedule has been developed for these students.
- **QUINTON ROSS** – ABSENT
- **WILFORD HOLT** – ABSENT
- **SURESH KAUSHIK** - (1) The draft letters for NSF and CARCAM and MSEIP are currently being reviewed, (2) COE Program Narratives are progressing quite well. We need to appoint an editing and hospitality committees.
- **JULLIANA PROBST** – (1) Will send a weekly newsletter to all faculty regarding the deliberations of the President’s Cabinet.
- **JOHN REUTTER** – ABSENT
- **SAM MUNNERLYN** – (1) Finalizing the plans for implementing Work Keys at the College (2) Benez Edwards will host four (4) workshops on Employment Readiness skills for participants in the Job Fair scheduled for April 21, 2005. (3) Visited Reid State to view their records storage system. (4) Requested completion of summer and fall class schedules into one document.
- **BILL HIERSTEIN** – (1) Plans are underway to submit the catalog for publication very soon.

ACTION ITEMS

The following assignments and action items were assigned:

Action Items	Detailed Assignment	Person(s) Responsible	Due Dates
Proposal for HS Counselors and Technical Instructor	Develop proposal targeted at hosting high school counselors and technical instructors for a three-week crash course on the technical programs at the College. The counselors/technical instructors will receive a \$1,500 stipend.	Drs. Kaushik/ Reutter and Dean Munnerlyn	April 21, 2005

Program Brochures	Present Plan to President's Cabinet regarding the design and format for program brochures.	Arlinda Knight	May 4, 2005
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UPCOMING EVENTS/MEETINGS

EVENT/MEETING	DATE	TIME	PLACE	CONTACT
HONORS DAY PROGRAM DR. CLYDE WILLIAMS, SPEAKER, FORMER INTERIM PRESIDENT OF TRENHOLM TECH	APRIL 14, 2005	10 A.M.	GOVERNOR'S HOTEL IN CONSTITUTION HALL	DEAN MUNNERLYN
FACULTY TRAINING SESSION ON INCORPORATING WORK ETHICS ACROSS THE CURRICULUM (GEORGIA DEPT OF TECHNICAL AND ADULT EDU)	JULY 8, 2005	TBA	TBA	DR. HIERSTEIN
BUDGET AS 400 TRAINING	APRIL 15, 2005	LEC CENTER	TBA	CHARLES HARRIS
JOB FAIR	APRIL 21, 2005	TBA	BOTH CAMPUSES	DEAN MUNNERLYN

The next meeting will be held on **April 20, 2005 at 8:00 a.m.**

The meeting adjourned at 3:29 p.m.

Respectfully submitted by:

Mimi Evelyn Johnson

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Approved on July 7, 2005