

**PRESIDENT'S CABINET MEETING  
PRESIDENT'S CONFERENCE ROOM - PATTERSON CAMPUS  
JUNE 8, 2005**

**PRESENT:** Dr. Bill Hierstein, Mr. Wilford Holt, Mrs. Mimi E. Johnson, Dr. Suresh Kaushik, Dr. Anthony L. Molina, Mr. Sam Munnerlyn, Dr. Julliana Probst and Dr. John Reutter

**ABSENT:** Mr. Charles Harris and Mr. Quinton Ross

**SPECIAL GUEST:** Mrs. Pebblin Warren

The meeting was called to order by the presiding officer, Dr. Molina, at 2:08 p.m.

**PRESIDENT'S COMMENTS**

- ◆ **PEBBLIN WARREN** - Dr. Molina introduced and welcomed Mrs. Pebblin Warren to the College as the Director of Economic Development and Internal Auditor for Financial Aid. Pam Rollins will be asked to send a notice to the College employees regarding Mrs. Warren's appointment. Mrs. Warren's contact information is as follows: Phone-420-4371; Office - Bldg J on the Patterson Campus; Email - [pwarren@trenholmtech.cc.al.us](mailto:pwarren@trenholmtech.cc.al.us).
- ◆ **NSF SUMMER TECHNOLOGY INSTITUTE** - Mrs. Pebblin Warren was asked to coordinate this initiative for the College. The programs that will be highlighted are: Welding, Automotive Service, Auto Body, CIS, Machine Tool Technology, etc. The following assignments were made:
  1. Mike Evans will be asked to handle the public relations for the institute. Mr. Evans was assigned to submit press releases to the usual media outlets as well as the participants' local newspapers.
  2. Mrs. Knight was asked to award the participants CEU credits.
  3. Dr. Probst was asked to prepare a special newsletter highlighting the Summer Institute.
  4. Jerry Joyce and Regina Eggleston were assigned to contact the High School Counselors to encourage their participation in the Summer Institute.
  5. Wilford Holt was asked to identify several industry representatives who would give presentations to this group.
  6. Dr. Hierstein and Dean Wilford Holt to ensure that the faculty submit their plans for implementing the Institute in their respective areas
- ◆ **DEPARTMENT OF LABOR GRANT** - Trenholm will develop a stand-alone grant for an auto-manufacturing center. At some point, an articulation and dual enrollment agreement with Tuskegee University for the B.S. degree in mechanical engineering with an auto manufacturing focus will be implemented. The goal is to obtain an auto-manufacturing center with the latest technology in robotics, industrial maintenance, industrial electronics, etc. This grant proposal will have a service target area of the Black Belt counties. One of the eligibility requirements for this grant is that Trenholm Tech must have course transferability to a 4-year program. Another submission to apply for this grant would be to have a cooperative partnership with Wallace-Selma Community College with the aforementioned as the lead institution. Dr. Kaushik was asked to develop both grants.
- ◆ **BUDGETS** - James Meadows will be here for two weeks to assist us in our June 30, 2005 submission of the annual College budget in the Department of Postsecondary Education.
- ◆ **STUDENT AND FACULTY/STAFF ACTIVITY** - A student/faculty appreciation will be held on June 30, 2005 from 11 am to 2 pm at the PC courtyard. Dean Munnerlyn is coordinating this event.
- ◆ **ACA 2005 CONFERENCE** - Dr. Molina asked that the following individuals (Dean Munnerlyn and Mimi Johnson on Retention, Wilford Holt on Auto Manufacturing and Dr.



Molina on Work Ethics) submit presentation proposals to the 2005 Alabama College Association (ACA) Conference which will be held November 20-22, 2005 in Birmingham, AL. The conference theme is "The Alabama College System: Enriching Lives by Expanding Opportunities."

### **SPECIAL STATUS REPORT ON SACS**

Dr. John Reutter updated the President's Cabinet on the status of the SACS application. He provided a checklist of critical items needed:

- (1) Distributed the proposed Ten-Year Facilities Master Plan for the College for the Cabinet's review developed by Dr. Kaushik and Dr. Reutter.
- (2) Distributed Unit Plan Submission Roster for the respective dean's intervention for completion of the 2005-06 Unit Plans from identified unit heads: Drafting and Design (Lee Gray), Graphic Communication (Spencer Arington), Radio/TV (assigned to Wilford Holt on June 8, 2005), and Physical Plant (Dennis Monroe).
- (3) Requested that Wilford Holt contact Pam Rollins for a list of employment credentials for various faculty members.

### **PRESIDENT'S CABINET ABSENCES:**

- ◆ Dean Harris will be out of town June 16 to June 20, 2005.
- ◆ Dean Hierstein will be out of town July 1 to July 15, 2005.

### **ROUNDTABLE**

- **CHARLES HARRIS** - ABSENT
- **MIMI JOHNSON** - (1) SACS application, (2) Fortunate to have April Kimble working as a part-time temporary worker in our office for the summer. She will assist with conducting Employer Satisfaction telephone Surveys and with Mrs. Knight's summer youth programs.
- **QUINTON ROSS** - ABSENT
- **WILFORD HOLT** - (1) Working with Wetumpka Ar

notice from the Federal Register that indicates all institutions that receive federal funds must host an implementation of Constitution Day and Citizenship Day, (6) We also have an office at Carver High School that a recruiter will be there at least once a week, (7) Requested permission to offer Regina Eggleston flex time so she may be able to recruit on Sundays by attending various church services.

- o **BILL HIERSTEIN** – (1) Discussed 2005 Faculty Evaluations

### ACTION ITEMS

The following assignments and action items were identified:

Action Items	Detailed Assignment	Person(s) Responsible	Due Dates
<b>Program Brochures</b>	<b>Develop design and format for program brochures.</b>	<b>Arlinda Knight Spencer Arington Marketing Team</b>	<b>July 20, 2005</b>

### UPCOMING EVENTS/MEETINGS

EVENT/MEETING	DATE	TIME	PLACE	CONTACT
SEMINAR FOR MONTGOMERY AREA CHAMBER OF COMMERCE MEMBERS	JUNE 16, 2005	7:30 AM	PC CONF CTR	MIKE MILLER
STUDENT/FACULTY APPRECIATION ACTIVITY	JUNE 30, 2005	11 AM TO 2 PM	PC BREEZEWAY	DEAN MUNNERLYN
EMPLOYEE (FACULTY AND STAFF) ANNUAL PERFORMANCE EVALUATION	JULY 15, 2005			PAMELON ROLLINS
FACULTY TRAINING SESSION ON INCORPORATING WORK ETHICS ACROSS THE CURRICULUM (GEORGIA DEPT OF TECHNICAL AND ADULT EDU)	JULY 8, 2005	TBA	TBA	DR. HIERSTEIN
PRESIDENT'S CABINET RETREAT	AUG 8 – 12, 2005	TBA	TBA	DR. REUTTER/QUINTON ROSS/WILFORD HOLT
DR. HAROLD BOWMAN, COE PRE-VISIT	AUG 29 – 31, 2005			DEAN KAUSHIK
ALABAMA COLLEGE SYSTEM HUMAN RESOURCES MANAGEMENT ASSOCIATION	SEPT 14-15, 2005		BIRMINGHAM, AL SHERATON BIRMINGHAM \$85 REGISTRATION FEE	DR. MOLINA
COE REAFFIRMATION VISIT	OCTOBER 4-7, 2005			DR. KAUSHIK

The next meeting will be held on **June 15, 2005 at 9:00 a.m.**

The meeting adjourned at 5:10 p.m.

Respectfully submitted by:

Mimi Evelyn Johnson

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Approved on June 26, 2005