



**PRESIDENT'S CABINET MEETING**  
**PRESIDENT'S CONFERENCE ROOM – PATTERSON CAMPUS**  
**JUNE 9, 2006**

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

The meeting was called to order by the presiding officer, Dr. Molina, at 9:35 a.m.

**PRESIDENT'S COMMENTS:**

*Actions Taken by the President's Cabinet*

1. Approved College Vehicle Policy with recommended changes, effective immediately.
2. Received Faculty Credentials Policy for review; Wilford Holt will verify DPE requirements by Monday, June 12, 2006.

**ROUNDTABLE DISCUSSIONS:**

**DEBBIE GRIGGS**

- Interim positions need to be advertised: culinary arts instructor, FIT, EMS secretary, Drafting and Design instructor, Recruiter, Director of Economic Development/Financial Aid Auditor, etc.
- Professional Development activities have been planned throughout the summer.
- James Meadows is here assisting in preparation of the budget, which is due on June 30, 2006 to DPE.
- Discussed cost saving measures in order to balance the 2006-2007 budget.

**MIMI JOHNSON**

- Submitted report/survey log to Dr. Molina for 2005-06 and 2006-07 reporting cycles.
- Distributed fall 2005 Demographic Statistics Fact Sheet.
- Submitted SACS Response to Application Action Plan and Action Items for Cabinet's review.
- Distributed other IE items in relation to SACS: 2004-05 Summary of Objectives and Results and 2005-2010 Strategic Initiatives Status Report.
- Submitted Faculty Credential Policy for Cabinet's Review and approval.
- Student Learning Outcome Taskforce hosted its faculty training session on May 8, 2006, 7:30 a.m. to 12:00 noon in the PC Cafetorium, which was a huge success. The training session was followed by a workshop for PC faculty to discuss methodologies on incorporating enhanced library resources in the instructional curriculum.
- 2006 Program Reviews for RTV, GPO, ILT, NAS, and ABS are currently being conducted. They are due to our office by June 15, 2006.
- Out of town from June 14 to 21, 2006.

**ARLINDA KNIGHT – SUBMITTED BY MIMI JOHNSON**

- **CONTINUING EDUCATION**
  - Continuing Education programs being conducted include: Basic Math (10), Grammar Enrichment (23), Medical Billing (5), and Phlebotomy (4). We have been working with Carolyn Millender on recruiting for the Basic Math and Grammar Enrichment courses.
  - Summer Youth programs enrollment – Financial and Career Planning for Teenagers (21) and Girls Exploring Technology (20). Programs are scheduled for June 12 – July 11, 2006. Both classes are being held in the Library Tower.
- **TITLE III-B**

**DR. JULLIANA PROBST**

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**PEBBLIN WARREN**

- *STEM Camp* –The Camp will be conducted from June 12 to 23, 2006 from 8:00 a.m. to 3:00 p.m. The budget is \$19,600, a stipend of \$40 a day will be given to 20 students; however, if a student is absent the stipend will not be paid. The Camp will culminate with reports from the students on their projects.

**WILFORD HOLT**

- Distributed College Vehicle Usage Policy.

**CHARLES HARRIS**

**SAM MUNNERLYN**

- Distributed trend enrollment by program for 2001, 2005, 2006 summer terms. Summer term enrollment is 1173 and 1160 for 2005 and 2006, respectively.
- Discussed establishing a weekly (Tuesday) recruiting presence (office) in Bullock County. Will host an open house for the recruitment office in July.
- Distributed detailed Action Plan based on recommendations from SEMSWorks (Jim Black) workshop.
- Distributed a roster of personnel for the Student Appreciation Day/Open House scheduled for July 20, 2006.
- Five years of records have been stored.
- Meeting with Dr. Smith, Dean of Students at ASU to discuss collaborative student activities between ASU and Trenholm Tech
- Will incorporate the ACT test at our Testing Center.

**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>
Advisory Committee Guidelines	Draft guidelines of responsibility for Advisory Committee members		Summer 2006
Initiate Life Tech Program	Coordinate implementation for the Life Tech Program to begin in Fall 2006	Pebblin Warren	Summer 2006
SEMWorks Action Plan	Cabinet to discuss the SEMWorks Action Plan	Dean Munnerlyn	June 14, 2006

**ANNOUNCEMENTS**

**UPCOMING EVENTS/MEETINGS**

<b>EVENT/MEETING</b>	<b>DATE</b>	<b>TIME</b>	<b>PLACE</b>	<b>CONTACT</b>
Spring Fling	July 13, 2006	11:30 a.m. to 3:30 p.m.	TC	Dean Munnerlyn
Fall Registration Festival (Open House)	July 20, 2006	10:00 a.m. to 4:00 p.m.	PC	Dean Munnerlyn

**FUTURE MEETINGS**

- June 14, 2006, 8:00 a.m., TC President’s Conference Room

The meeting adjourned at 11:20 a.m.

Respectfully submitted by:

*Mimi Evelyn Johnson*

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