

**PRESIDENT'S CABINET MEETING
PRESIDENT'S CONFERENCE ROOM - TRENHOLM CAMPUS
JUNE 15, 2005**

PRESENT: Mr. Charles Harris, Mrs. Mimi E. Johnson, Dr. Anthony L. Molina, Mr. Sam Munnerlyn, Dr. Julliana Probst, Dr. John Reutter, and Mr. Quinton Ross

ABSENT: Dr. Bill Hierstein, Mr. Wilford Holt, and Dr. Suresh Kaushik

SPECIAL GUEST:

The meeting was called to order by the presiding officer, Dr. Molina, at 8:16 a.m.

PRESIDENT'S COMMENTS

1. **NSF SUMMER TECHNOLOGY INSTITUTE** – The institute will begin on June 20, 2005 and end on July 1, 2005.
2. **WORK ETHICS CURRICULUM** – Benee Edwards is leading a task force on implementing the work ethics curriculum.
3. **ADMINISTRATIVE COUNCIL** – The Administrative Council will be convened to discuss several policy issues to include: (a) Dress Code, (b) ID Badge, (c) Advance Connections Training for Faculty, (d) Dr. Reutter to discuss the Facilities Master Plan, (e) Administrative Calendar, and (f) Leave Request Policy.
4. **CARCAM PROPOSAL** - Dr. Molina commended and congratulated Deans Harris and Holt on their work with the CARCAM Consortium proposal.
5. **NURSING ASSISTING** – Discussions are underway for providing a nursing assisting program with Bullock County.
6. **TITLE III-B** – Commended Mrs. Arlinda Knight on the excellent job she has done with organizing the Title III-B program at the College.
7. **ADMINISTRATIVE CALENDAR** – President's Cabinet members were asked to submit their revisions to the Administrative Calendar to Angela Cone by June 22, 2005.

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 a report on the Faculty Credentials, which will be submitted with the SACS application.
- (2) Will submit the SACS application to the external reviewers by Federal Express overnight this weekend.
- (3) Congratulated Dr. Probst, Oneita Farrow, and Marion Steele for their editorial review of the Facilities Master Plan. Dr. Kaushik was thanked for his assistance on developing the Facilities Master Plan.
- (4) Expressed appreciation to Marvalene Elston and Rosa Miles for their dedicated assistance with the SACS Application.

PRESIDENT'S CABINET ABSENCES:

- ◆ Dean Harris will be out of town June 16 to June 20, 2005.
- ◆ Dr. Probst will be out of town June 22 to June 24, 2005.
- ◆ Dean Hierstein will be out of town July 1 to July 15, 2005.

ACTIONS TAKEN BY CABINET

The President's Cabinet made the following actions:

- ◆ The President's Cabinet approved the Faculty/Staff Leave Request policy developed and presented by Dr. Probst.

ROUNDTABLE

- **CHARLES HARRIS** – (1) Trenholm Tech has been awarded \$270,000 from the CARCAM proposal of which \$60,000 will be spent on a robot, (2) Completed and submitted the \$114,000 FEMA grant, (3) Discussed with ADECA representative regarding establishing the technical support for the Bullock County satellite Nursing Program, (4) July 10-12 will be attending the Information Technology Conference in Point Clear, Alabama, (5) Updating AS400 with the purchase requisition and security module, (6) Install tape library backup system.
- **MIMI JOHNSON** – (1) SACS application, (2) Developed and in the process of distributing the Trenholm Tech Foundation Newsletter, Golden Opportunities, (3) Facilitated the signing of a Memorandum of Understanding between the College and the Foundation, (4) Developing the Foundation website, (5) Providing assistance to the Summer Youth Institutes sponsored through Con Ed.
- **QUINTON ROSS** – (1) The FIT program has been discontinued because of funding. (2) Restructuring is underway for the Adult Education Consortium with subcontracting of part time employees. (3) Establishing satellite locations for the GED classes and testing.
- **WILFORD HOLT** – ABSENT
- **SURESH KAUSHIK** – ABSENT
- **JULLIANA PROBST** – (1) Submitted the revised Faculty/Staff Annual Leave: Prohibited during Registration policy for the Cabinet's review, (2) Will be in Washington, DC on June 22-25, 2005 to attend the MIE Joint Forum, (3) Hosting a retirement party for Mrs. Joanna Middlebrooks and Dean Taylor on June 17, 2005 at 11:00 am on the PC Cafetorium. (4) Faculty members have been asked about summer contracts.
- **JOHN REUTTER** – (1) Gave SACS update.
- **SAM MUNNERLYN** – (1) Met with Mrs. Hucklebuck, Job Corps Director, and Mrs. Sims with Mike Miller to discuss developing the partnership with Trenholm for 24 of their students to attend our College, (2) Working on the administrative calendar, (3) The ACT Center on the Patterson Campus is almost completed (i.e., Automotive Service Engineer, Work Keys and Social Work exams will be administered at the center), (4) Implemented suggestion boxes process at the College, (5) Instituting a Guest Line telephone service that will address concerns identified by our customers.
- **BILL HIERSTEIN** – ABSENT

ACTION ITEMS

The following assignments and action items were identified:

Action Items	Detailed Assignment	Person(s) Responsible	Due Dates
Program Brochures	Develop design and format for program brochures.	Arlinda Knight Spencer Arington Marketing Team	July 20, 2005
Comprehensive Professional	Develop a professional development schedule with a	Dr. Bill Hierstein	July 20, 2005

Development Schedule	reward system built in.		
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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
NSF SUMMER TECHNOLOGY INSTITUTE	JUNE 20, 2005	8:00 AM	PC CONF CTR	PEBBLIN WARREN
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
PRESIDENT'S CABINET RETREAT	AUG 8 - 12, 2005	TBA	TBA	DR. REUTTER/QUINTON ROSS/WILFORD HOLT
FACULTY TRAINING SESSION ON INCORPORATING WORK ETHICS ACROSS THE CURRICULUM (GEORGIA DEPT OF TECHNICAL AND ADULT EDU)	AUG 15, 2005	TBA	TBA	DR. HIERSTEIN
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 22, 2005 at 9:00 a.m.**

The meeting adjourned at 10:22 a.m.

Respectfully submitted by:

Mimi Evelyn Johnson

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Approved on July 7, 2005