



PRESIDENT'S CABINET MEETING
PRESIDENT'S CONFERENCE ROOM - TRENHOLM CAMPUS
JUNE 30, 2005

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

The meeting was called to order by the presiding officer, Dr. Molina, at 3:13 p.m.

PRESIDENT'S COMMENTS:

- ◆ Dr. Molina attended the Title III-B Conference in Atlanta, along with several other colleagues from the College.
- ◆ Dr. Molina distributed the following documents: (a) University Tuition/Fee Increases 05-06; (b) Post Secondary Instructional and Students Services Update; (c) Nursing School licensure passage rate table indicating that Trenholm has a 100% passage rate; and 2004 Post Election Survey from the Capital Survey Research Center (AEA).
- ◆ Dr. Bruce Gearhart has been appointed to serve as the Grievance Officer for the Patterson Campus.
- ◆ Dr. Molina commended Dr. John Reutter, Mimi Johnson, IR staff and all other personnel who assisted with the development of the College's Application for Membership with the Commission on Colleges Southern Association for Colleges and Schools.
- ◆ A College-wide meeting will be held to discuss the budget on July 5, 2005.

ROUNDTABLE DISCUSSIONS:

MIMI JOHNSON – (1) Finalizing the submission of the SACS application, (2) Distributed the Faculty/Staff Input in developing the College's Facilities Master Plan for the Cabinet's review and action. (3) We have been working along with Dr. Kaushik in preparing the Second Year Merger Progress Report, (4) Reminded Dr. Molina about the need for Mary Ann Beck to have time to complete the ACHE reports, (5) Discussed the vacancy at the reception desk on the Trenholm Campus – there is no one to provide assistance to the visitors to the College. Recommended placing sign at the reception desk directing visitors to one of the offices for assistance.

JOHN REUTTER – (1) The SACS application is ready for submission.

BILL HIERSTEIN – (1) The Catalogs are here, (2) The Calendar is being reviewed by Post Secondary, (3) Working on formal articulation agreements with local four-year universities.

SURESH KAUSHIK- ABSENT

JULLIANA PROBST – ABSENT

QUINTON ROSS – (1) Discussed the accuracy of data contained in report on Adult Education, (2) Met with part-time employees in Adult Education to discuss becoming employees of Trenholm in several counties, (3) FIT program will remain at the Montgomery site.

WILFORD HOLT – (1) Met with Brenda Barrett to coordinate meetings with our students once a week on both campuses to discuss Workforce Investment Act opportunities. Her focus will be on recruiting for Office Technology and Truck Driving. (2) Working with implementing an off-site industrial maintenance offering.

CHARLES HARRIS – (1) Making DVDs for the "Hey Leslie" television show promoting out programs, (2) Tested the connectivity at Bullock County for the Nursing Program and it requires additional work, (3) Started the process of bringing four inmates to assist us with grounds upkeep, (4) AS400 has been updated and the purchase requisition has been implemented, (5) renegotiated our cell phone usage to reduce costs, (6) will be on vacation July 1 – July 5, 2005, and (7) Will attend Information Services Association Conference at Point Clear on July 10-13, 2005.

SAM MUNNERLYN – (1) Distributed costs associated with printing the course schedules, (2) Distributed Retention Information 1998-2004 for the College, (2) Distributed Application Conversion Rate for 1998 to 2004, and (3) Recruiters are stationed at Carver and Job Corp to promote enrolling at the College.

ACTION ITEMS

The following assignments and action items were assigned:

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 Development Schedule	Develop a professional development schedule with a reward system built in.	Dr. Bill Hierstein	July 20, 2005

UPCOMING EVENTS/MEETINGS

EVENT/MEETING	DATE	TIME	PLACE	CONTACT
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

ANNOUNCEMENTS



NEXT MEETING

The next meeting will be held on July 20, 2005.

The meeting adjourned at 5:52 p.m.

Respectfully submitted by:

Mimi Evelyn Johnson

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Approved on August 4, 2005