



**PRESIDENT'S CABINET MEETING
PRESIDENT'S CONFERENCE ROOM - TRENHOLM CAMPUS
JULY 20, 2005**

PRESENT: Mrs. Debbie Griggs, Mr. Charles Harris, Dr. William 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. Quinton Ross **SPECIAL GUEST:**

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

PRESIDENT'S COMMENTS:

- ◆ Dr. Molina extended a sincere welcome to Mrs. Debbie Griggs as the Dean of Finance for the College. Mrs. Griggs will officially report to work on August 1, 2005.
- ◆ Dr. Molina shared the *Expectations of the President's Cabinet* members.
- ◆ Dr. Molina expressed his appreciation to Dr. Reutter, Dr. Kaushik, Pebble Warren, Carolyn Millender, Regina Eggleston, Bence Edwards and others for the successful outcome of the 2005 Summer Technology Institute. Plans are underway to show the testimonial video during the fall inservice.
- ◆ Mr. Harry Bowman, the chair of the COE Visiting Team will be here August 29-31, 2005 and we need to have everything ready (i.e., crates and the Self-Study report completed).
- ◆ Dr. Molina presented the 2005 Fall College Assembly and Fall Professional Development agenda on August 15, 2005.
- ◆ The President's Cabinet retreat will be held on August 8 and 9, 2005. Issues for discussion include the following: President's Vision for the College, Reorganization, and QPA.
- ◆ Dr. Molina will attend the NAFEO Conference on July 21- 25, 2005.
- ◆ Dr. Molina complimented Dr. Kaushik on the successful submission on the Department of Labor grant. Dr. Kaushik expressed his appreciation to Dr. Reutter and Mimi Johnson for their assistance with the grant.
- ◆ Dr. Molina asked the President's Cabinet to involve the College's Advisory Council as a resource to assist us with accomplishing the mission of the College.
- ◆ Dr. Molina congratulated Ethel Jones on receiving her doctorate.

ROUNDTABLE DISCUSSIONS:

MIMI JOHNSON – (1) Completed and submitted the ACHE reports (FICA, Retirement, Tuition and Fees, Building Inventory, Utilities Cost and Consumption, Space Data, etc.) on time with the assistance of Mary Ann Beck, (2) Currently administering the Climate and Culture Survey on line, please encourage your staff to complete the survey, (3) Completed and disseminated the analysis of the Completer Exit Survey, Summer New Student Survey, Summer Registration Survey, and Faculty and Staff Assessment on Student Services, (4) Compiling Employee Photo Directory, (5) Attended the training session at Post Secondary for the revised Institutional Management Plan, ACS College Accountability Performance Profile, ACS Model College Quality Standards and Performance Indicators, (6) Currently administering Employer's Satisfaction and Alumni Satisfaction surveys via telephone, (7) The Trenholm Tech Foundation now has a presence on the College Web site, (8) Completed and submitted the Second Year Merger Progress Report and (9) Working on formatting the COE accreditation program and standard supplements.

JOHN REUTTER – (1) Presented information on the New Program Review process

BILL HIERSTEIN – (1) Working on the LPN program for Bullock County, (2) EMT and MAT have accreditation visits in October 2005, (3) Requested College Catalog distribution list,

SURESH KAUSHIK- (1) Working on the Talent Search proposal, (2) COE is moving quite well and we will be on track for the visit, (3) Recommended that we assess the quality of certain technical education programs in light of the President’s vision for us to be a ‘world-class’ technical college.

JULLIANA PROBST – (1) Requested permission to disseminate new leave policy.

DEBBIE GRIGGS –

QUINTON ROSS – (1) ABSENT

WILFORD HOLT – (1) Implementing several programs at off-campus sites machine tool programs in Wetumpka and Pike counties, and LPN in Bullock County, (2) The Work Keys assessment has been implemented and it is bringing money into the College.

CHARLES HARRIS – (1) Went to Union Springs to make operational video conferencing for our Bullock County offerings, (2) ACT equipment has arrived and we are doing the configuring to make that Center operational, and (3) State Inmates Work Assistance for ground services is proceeding as planned.

SAM MUNNERLYN – (1) Distributed the Advertising for Fall Semester 2005 schedule, (3) Distributed the Suggestion Box comments, (3) Met with DPT, Allied Health and Industrial Maintenance regarding their retention rates, (4) Have conducted several meeting to discuss the orientation classes and Work keys, (5) We have initiated a marketing campaign to get students to apply for financial aid for the fall semester, (6) We are having Early Registration for New Students to make sure that everyone is registered, (7) After each COMPASS assessment, we are advising the students immediately following. (8) Requested that the Admissions Office be relocated to Building F.

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 Development Schedule	Develop a professional development schedule with a reward system built in.	Dr. Bill Hierstein	July 20, 2005
Develop Policy Use of College Letterhead	Develop a policy for the use of the college letterhead	Dr. Probst	July 27, 2005

UPCOMING EVENTS/MEETINGS

EVENT/MEETING	DATE	TIME	PLACE	CONTACT
ADMINISTRATIVE COUNCIL MEETING	JULY 20, 2005	3:00 P.M.	PC CONFERENCE CENTER	DR. MOLINA
PRESIDENT’S CABINET RETREAT	AUG 8 - 9, 2005	8 TH – 1:30 P.M. 9 TH – 8:00 AM TO 4:00 PM	TBA	MIMI JOHNSON
FALL COLLEGE ASSEMBLY AND PROFESSIONAL DEVELOPMENT	AUG 15, 2005	8:30 A.M. TO 3:50 P.M.	PC CAFETORIUM	DR. MOLINA
DR. HAROLD BOWMAN, COE TEAM PRE-VISIT	AUG 29 – 31, 2005			DR. KAUSHIK
ALABAMA COLLEGE SYSTEM HUMAN RESOURCES MANAGEMENT ASSOCIATION	SEPT 14-15, 2005		BIRMINGHAM, AL SHERATON BIRMINGHAM \$85 REGISTRATION FEE	DR. MOLINA

ANNOUNCEMENTS**NEXT MEETING**

The next meeting will be held on July 27, 2005.

The meeting adjourned at 1:02 p.m.

Respectfully submitted by:

Mimi Evelyn Johnson

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Approved on August 4, 2005