



**PRESIDENT'S CABINET MEETING**  
**PRESIDENT'S CONFERENCE ROOM - TRENHOLM CAMPUS**  
**AUGUST 3, 2005**

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

The meeting was called to order by the presiding officer, Dr. Molina, at 8:13 a.m.

**PRESIDENT'S COMMENTS:**

- ◆ Dr. Molina discussed a revision in the agenda for the President's Cabinet Retreat
- ◆ Dr. Molina indicated that the crates and self-study for COE should be ready by August 17, 2005. The program files should be located on the respective campus of its origin.
- ◆ Dr. Molina noted that the responsibility of directing projects associated with new externally-funded programs will no longer be the responsibility of Dr. Kaushik.
- ◆ The 2005 Fall College Assembly and Professional Development Agenda for August 15, 2005 was reviewed and revised with Cabinet input.

**ROUNDTABLE DISCUSSIONS:**

**MIMI JOHNSON** – (1) Working on finalizing the President's Cabinet Retreat, (2) Received the Facilities Master Plan/Capital Projects report from ACHE, which has been forwarded to Dr. Hierstein, (3) The Trenholm Tech Foundation Board will meet on August 12, 2005, (4) Distributed packages to Dean Holt for delivery to program coordinators to collect follow-up data, (5) Shared information from the First Direct Corporation – Alumni Database Company. This company locates alumni.

**JOHN REUTTER** – (1) Received statistics on enrollment decreases on Information Technology from NSF

**BILL HIERSTEIN** – ABSENT

**SURESH KAUSHIK**- (1) Discussed providing desk top and lap top computers for the COE reviewers; (2) Indicated the need for brochures to be developed for each program for COE; (3) Need to designate an authorized organization representative in order to submit Talent Search proposals; (4) Discussed the unexpended balance remaining in the NSF grant and inquired about someone conducting a workshop to expend the balance of \$7,500. Dean Holt asked about using the monies for the Strategic Analysis Team meeting, but Dr. Kaushik didn't think the meeting would qualify as a "workshop". It was determined that there was not sufficient time to prepare and present a workshop and that the monies would not be utilized.

**JULLIANA PROBST** – (1) Instructors are concerned about the presence of security in the evening on the Trenholm Campus, (2)

**QUINTON ROSS** – ABSENT

**WILFORD HOLT** – (1) Distributed the Semester Transition Reminder, (2) We are in need of a drafting instructor for the DDT program, (3) We have received the massage therapy and are still working on finishing the massage therapy lab, and (4) The bids are due on July 28, 2005 for the injection-molding machine.

**CHARLES HARRIS** – (1) CARCAM (NSF) received \$3 million dollars with approximately \$270,000 and \$60,000 for a robot over a four-year period for Trenholm, (2) Working on implementing technology equipment for the Nursing Program in Bullock County; the training for nursing and selected general education instructors will receive teleconferencing training on August 19, 2005, and (3) The technology for network and Plasma Screens for Building F will be completed August 3, 2005,

**SAM MUNNERLYN** – (1) Registration is still going on and a lot of follow-up is underway, (2) All of the advertising has started this week, (3) Recruiting at the Montgomery Mall is going well, (3) Working on the ACT Center on the Patterson Campus; the first exam is scheduled for October 2005; and (4) We have received 775 applications

**DEBBIE GRIGGS** – (1) The College will have a new audit manager assigned by the Examiners of Public Accounts for the upcoming audit; (2) Requested that the programs be sure that all work order billings are completed accurately and that all purchases on behalf of the projects are included; (3) Persons who are assigned college cell phones should monitor their personal calls. We will be setting up procedures by which the college will be reimbursed for personal usage; (4) Requested assistance with Compliance with Bid Law, which will streamline the purchase order process; (5) Final Budget Amendments for FY 04-05 are due to Postsecondary at the end of the month; (6) Contracts are being prepared; (7) Requested stationary security guard on the Trenholm Campus Bookstore during registration; (6) Where are the students from the Bullock County and Wetumpka sites registering and how are they getting their books?

**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>
<b>Enrollment Management Team to Develop a Plan to Increase Hispanic Enrollment</b>	<b>Enrollment Management Team to develop a comprehensive plan to reach out to the Hispanic community and increase enrollment</b>	<b>Dean Munnerlyn</b>	<b>Fall Semester</b>
<b>Safety Signage</b>	<b>Requested Division Chairs to make sure that the safety signage for each program are posted in the shops</b>	<b>Dean Holt</b>	<b>August 28, 2005</b>

**ANNOUNCEMENTS**

**UPCOMING EVENTS/MEETINGS**

<b>EVENT/MEETING</b>	<b>DATE</b>	<b>TIME</b>	<b>PLACE</b>	<b>CONTACT</b>
Dr. Harold Bowman, COE Visiting Team Chair	August 29-31, 2005			Dr. Kaushik

**NEXT MEETING**

The next meeting will be held on August 17, 2005 at 8:00 a.m.

The meeting adjourned at 11:44 p.m.

Respectfully submitted by:

*Mimi Evelyn Johnson*

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Approved on \_\_\_\_\_