



**PRESIDENT'S CABINET MEETING**  
**PRESIDENT'S CONFERENCE ROOM – TRENHOLM CAMPUS**  
**AUGUST 9, 2006**

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

The meeting was called to order by the presiding officer, Dr. Molina, at 8:06 a.m.

**PRESIDENT'S COMMENTS:**

- Dr. Molina has completed the President's **Cabinet Evaluations** and will meet with each cabinet member this week.
- The **Alabama Power Career Fair** for traveling construction crew helper will be held on Saturday, August 12, 2006 beginning at 8:00 a.m. on the Patterson Campus. Requested Trenholm Tech presence at this event.
- A **Car and Bike** show will be held on Saturday, August 26, 2006 on the Patterson Campus sponsored by Freewill Baptist Church utilizing the parking lots. Requested Trenholm Tech presence at this event.
- Distributed results of the **Library Use Survey** that was administered to faculty and students.
- Distributed information about the **2006 Alabama SkillsUSA Summary**. Discussed the possibility of Trenholm Tech participating in this annual event.
- Discussed **Fall In-Service**, August 14, 2006, 8:30 a.m. – 1:45 p.m.
- Distributed Collegiate Team Assignments for the Cabinet's input and review.
- The course syllabus template was submitted for the President's Cabinet review.

*Actions Taken by the President's Cabinet*

1. Cabinet approved the destruction of the vending machine hut on the Trenholm Campus and relocate the vending machines inside Building D on the Trenholm Campus.

**ROUNDTABLE DISCUSSIONS:**

**DEBBIE GRIGGS**

- Auditors are here and will conduct financial aid testing for the summer term.
- Completed Year End reports coordinated through the IR Office.
- Mrs. Savannah Green has returned to work.
- Building H has been cleaned out and the ceilings are being dropped. Other building projects are moving along as scheduled.
- Contract report information was submitted to DPE on June 30, 2006. An addendum to that report is due to DPE on July 28, 2006.
- The Budget has been finalized.

**MIMI JOHNSON**

- Completed analysis of the **2006 Completer Exit Survey**. It will be placed on the IR webpage today. Discussed the low response rate for this survey and the need for faculty to encourage students to complete all surveys.
- The **10-Year Facilities Master Plan (Dean Griggs), Safety and Security Plan (Dean Harris), Technology Plan (Dean Harris) and Marketing Plan (Mrs. Knight)** are scheduled on the institutional effectiveness calendar to be reviewed and revised in August 2006. These must be submitted to the President's Cabinet for approval.

**ARLINDA KNIGHT**

- CONTINUING EDUCATION
- 
- TITLE III-B

**DR. JULIANA PROBST**

- Distributed Education Policy Manual for the Cabinet’s review; asked President’s Cabinet to be ready to discuss this at the next meeting.

**WILFORD HOLT**

- Several instructor positions are currently being advertised and are posted on the College’s website.
- Expending Perkins funds for equipment purchases
- Plans are underway to purchase DOL grant equipment
- Maria Jones is the new secretary for the DOL grant.

**CHARLES HARRIS**

- SACS website has been completed.
- Harper’s has a health inspection pending.
- Need to get actual budget for IT from Dean Griggs.
- FEMA wiring project has been completed by the IT staff.

**SAM MUNNERLYN**

- Registration is going very well. Submitted a roster by program of current students who have not registered for fall semester to Dean Holt.
- Distributed Student Appreciation Day/Registration Festival Schedule.

**ACTION ITEMS**

The following assignments and action items were assigned:

Action Items	Detailed Assignment	Person(s) Responsible	Due Dates
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		Summer 2006
Establish Alabama Skills USA	Establish membership of Trenholm Tech to the Alabama SkillsUSA	Dean Holt	Fall 2006

**ANNOUNCEMENTS**

**UPCOMING EVENTS/MEETINGS**

EVENT/MEETING	DATE	TIME	PLACE	CONTACT
Fall In-Service	August 14, 2006	8:30 a.m. to 2:30 p.m.	Patterson Campus Cafetorium	President’s Office
Classes Begin	August 17, 2006			
ACHE Facilities Master Plan	October 6, 2006			Mimi Johnson/Dean Griggs

**FUTURE MEETINGS**

The next President’s Cabinet meeting will be held on August 16, 2006 at 8:00 a.m.

The meeting adjourned at a.m.

Respectfully submitted by:

*Mimi Evelyn Johnson*

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