



**PRESIDENT'S CABINET MEETING  
PRESIDENT'S CONFERENCE ROOM - TRENHOLM CAMPUS  
OCTOBER 26, 2005**

**PRESENT:** Mrs. Debbie Griggs, Mr. Charles Harris, Mr. Wilford Holt, Mrs. Mimi E. Johnson, Mrs. Arlinda Knight, Dr. Anthony L. Molina, Mr. Sam Munnerlyn, Dr. Julliana Probst, and Mrs. Pebblin Warren **ABSENT:** Dr. William Hierstein **SPECIAL GUEST:**

The meeting was called to order by the presiding officer, Dr. Molina, at 8:05 a.m.

**PRESIDENT'S COMMENTS AND ANNOUNCEMENTS:**

- ◆ Dr. Molina acknowledged the death of civil rights activist, Mrs. Rosa L. Parks. He expressed his sadness at the loss of a national hero and legend and that we at Trenholm Tech would endeavor to continue her legacy.
- ◆ Dr. Molina complimented the hard work and dedication of Dean Deborah Griggs.
- ◆ The College has made arrangements with Kilby Correctional Center to provide four (4) inmates to aid us in grounds keeping and other general maintenance activities. The College will provide transportation and lunch for the inmates who will be supervised by Louis Campbell (PC) and Joe Merriweather (TC). Mr. Harris discussed the Alabama Department of Corrections regulations that the College will have to employ as it relates to the use of inmates.
- ◆ The Christmas Party will be held at the Governor's House on Friday, December 2, 2005.

**OTHER ACTIONS:**

- ◆ The agenda for the Administrative Council meeting on October 26, 2005 was presented and discussed.
- ◆ The President appointed team to develop an Employee Orientation Institute for new employees. Pam Rollins and Mimi Johnson were appointed to the team with other members to be added at a later date.

**ROUNDTABLE DISCUSSIONS:**

**Sam Munnerlyn**

- Presented the Spring 2006 Advertising Plan. Upon completion of the presentation, Dr. Molina recommended the following:
  1. Add 5800 AM
  2. Add Wetumpka Herald
  3. Add Tallassee Tribune
  4. Add Montgomery Tuskegee Times
  5. Eliminate direct-mail
  6. Utilize "Front Page Notes" with Montgomery Advertiser. There will only be one (1) run.
  7. Decrease the number of schedules to 10,000 and develop a plan for distribution.
  8. Distribute flyers emphasizing Trenholm State Technical College in the rural counties
  9. Compare advertising plan to existing Marketing Plan 2005-1010.
- Veteran's Day-There will not be a program this year. There will be a presentation to the VA Hospital.
- Focus Group Meeting with Students- An e-mail will be sent to the students requesting a response regarding the website, degree plan, financial status and survey.
- Toll-Free Number- Charles Harris will work on getting an 800 number for the College.

### **Charles Harris**

- There will be a message released to all faculty and staff requesting their needs from the IT Department so that they can plan and organize their work to avoid last minute requests. Other planned work activities will include bringing up the streaming video during the Christmas break.

### **Arlinda Knight**

- Completed internal site reviews for all Title III-B activities. There were no major concerns. There is a planned method to complete the inventory for all activities.
- Title III-B web page is currently under construction to include updates.
- Submitted paperwork for the Extended Reading Room.
- Professional Development- Plans are being made to increase activities for this upcoming fiscal year.
- Continuing Education-Adding three (3) new online courses. They are Modern Automotive Services Technician, Business Marketing Design and Forensic Computer Examiner.
- Meeting with Chef Rudy Bernard at 9:00 a.m. on Monday, October 31, 2005 to discuss non-credit cooking courses.
- Dr. Molina encouraged all to start thinking of ways we could better use Title III-B funds during the next grant cycle. It is important that we start analyzing our existing activities and identify new activities, if needed. There will be more details regarding a method to use in identifying the most appropriate activities for Trenholm Tech during the new grant cycle.

### **Pebblin Warren**

- Working with the National Center for Neighborhood Enterprises. They are applying for grant from the Department of Labor to provide a Workforce Training Center. Trenholm will be a major provider.
- Macon County Early Childcare -They are meeting to asses the area. There is a possibility of about 20 students for Trenholm. There is a partnership being developed between Macon County Head Start and Trenholm.
- The Life Tech Center in Wetumpka- Pebblin will act a liaison to explore training opportunities. Currently, there are no real training programs. There are approximately 200 potential students.

### **Wilford Holt**

- Presented the existing Institutional Summer/Employment Policy. The policy was approved as presented. The recommendation made was to remove the addition to the policy and enforce the existing policy. This policy will be discussed and disseminated to faculty at the focus group meeting scheduled for November 7, 2005.

### **Deborah Griggs**

- The Business Office is working on the Financial Aid Statements and End of Year reports.
- The online budgets should be ready by next week.

### **NEXT MEETING**

The next meeting will be held on November 2, 2005 at 8:00 a.m.

The meeting adjourned at 12:00 p.m.

Respectfully submitted by:

*Mimi Evelyn Johnson and Arlinda Knight*

Mimi Evelyn Johnson and Arlinda Knight

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