



**PRESIDENT’S CABINET MEETING
PRESIDENT’S CONFERENCE ROOM - TRENHOLM CAMPUS
NOVEMBER 2, 2005**

PRESENT: Mrs. Debbie Griggs, Mr. Charles Harris, Dr. William Hierstein, Mr. Wilford Holt, Mrs. Mimi E. Johnson, Dr. Anthony L. Molina, Mr. Sam Munnerlyn and Pebblin Warren

ABSENT: Dr. Julliana Probst

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

PRESIDENT’S COMMENTS:

- ◆ Dr. Molina expressed his appreciation to the President’s Cabinet for the excellent work that they do day-in-and-day-out at Trenholm Tech.
- ◆ **Faculty Enrollment Strategy** meeting will be held on November 7, 2005 at PC Conference Center at 2:00 p.m. The tentative agenda for this meeting will include:
 - Overview and Purpose of Meeting.....Dr. Molina
 - Introduction of AEA Representative.....Dr. Molina
 - Enrollment Trend Statistics.....Dean Munnerlyn
 - SACS Accreditation Impacting Enrollment.....Dean Hierstein
 - Enrollment Downturn and the College Budget.....Dean Griggs
 - Faculty Issues (yearly course offerings schedule; faculty summer contracts)....Dean Holt
 - Roundtable Strategies to Increase Enrollment (facilitators and recorders/presenters will be selected). Initial questions should include:
 1. What enrollment initiatives have been implemented that you consider effective?
 2. What short-term and long-range ideas do you have that will enable us to increase enrollment? {e.g., new programs, curriculum enhancements, specifically market evening program offerings}
 3. What can administrators do to increase enrollment?
 4. What actions can faculty employ to increase enrollment in their respective programs?
 5. How can we retain students and reduce the attrition rate?
 6. What are we not doing that we should do to increase enrollment?
 - Reports from Roundtable Strategies
 - Follow-up Plan from Strategy Session
 - AEA Representative Comments
- ◆ *Name the Restaurant Contest.* Dr. Molina distributed the entry’s for the “*Name the Restaurant Contest*” for the Cabinet’s discussion. The Cabinet reviewed the entries and selected the finalists for voting by faculty and students. Mimi Johnson will handle the on-line voting.

- ◆ *Culinary Arts Program.* Dr. Molina commended Deans Harris and Holt for their management of the relocation of the Culinary Arts Program to Montgomery Mall. He also thanked Mrs. Knight for working with Chef Bernard to establish the culinary arts short-term non-credit offerings.
- ◆ *2005-06 Unit Plans.* Dr. Molina also asked the following units at the request of Mimi Johnson to submit their 2005-06 Unit Plans – (1) Campus Safety and Security (Dean Harris), (2) Development (Dean Kaushik), (3) Drafting and Design (Reddick), (4) Horticulture (Dr. Wilson), and (5) Radio/TV Broadcasting (Richard Walker). Dr. Molina reiterated the importance of adhering to the deadlines established by the Office of Institutional Research and Advancement in order to facilitate the institutional effectiveness and accreditation processes at the College.
- ◆ *Student Focus Groups.* The results from *Student Focus* groups held to discuss the Trenholm Tech website and other issues was reported by Dean Munnerlyn. Dean Harris offered solutions (e.g., improving instructions to use the College’s website, establishing process for pre-notification of cancelled classes, etc.) to some of the issues brought out by the student focus groups. Dr. Molina requested that Dean Munnerlyn incorporate some of the issues mentioned in the focus groups into the College’s Enrollment Plan. Dean Munnerlyn was asked to communicate to the focus group participants the actions [e.g., marketing evening/weekend class offerings, implement classroom observations, sponsoring more student activities, assign division chairs to monitor and ensure that classes are being held according to the published class schedule (e.g., time, venue, class length)] being taken to address their concerns.

ROUNDTABLE DISCUSSIONS:

DEBBIE GRIGGS

- Assigned Pam Rollins to develop professional development offerings for the College employees
- The inmate detail for grounds keeping is working out well.
- The cabinets have been ordered for the Bookstore relocation to the One-Stop Center in Building F on TC. The relocation is planned for December.
- Finalizing the Year-End Reports.
- The FEMA Grant has been placed on the State Board of Education Agenda
- Cleaning out the warehouse on the PC and outside of shops is ongoing
- Inquired about the parking in the front of the A/B Building on TC, which allows for congestion coming into the campus

CHARLES HARRIS

- The contract for the Christmas Party on December 2, 2005 has been turned into the Governors House
- Negotiations are underway with Ned Butler to develop a teleconferencing room in Bullock County

BILL HIERSTEIN

- Attended HUD Grant workshop in Savannah, Georgia sponsored through the University Relations Office last week to learn about the various types of HUD grants available.

WILFORD HOLT

- Discuss the implications of the Career Tech and COE Annual reports.

- Several faculty positions that will be advertised in the near future – industrial maintenance, truck driving, CIS, draft and design. There are about four positions that need to be filled for the Department of Labor Auto Manufacturing \$3 million grant.
- The new Culinary Arts cooking lab will be opened and operational in January 2006. The non-credit offerings are operational immediately.
- Suggested having a “recruiting presence” at the Montgomery Mall.

ARLINDA KNIGHT

- She is working with Chef Bernard to implement the short-term non-credit culinary courses through Continuing Education.
- The Grant Writing continuing education class taught by Desmond Wilson started last night.

MIMI JOHNSON

- Completed and submitted the 2005 Career Technical Annual Report.
- Finalizing the Institutional Management Plan - due November 18, 2005.
- A meeting with program coordinators and division heads to discuss completion of the 2005 Council on Occupation Education and Program Reviews will be held on Friday, November 4, 2005 at 10:00 a.m. in PC Conference Center.
- An email was sent out to employees regarding pre-selling seats to the 2006 Seven Course Gala and Auction – March 21, 2006. Congress has enacted legislation that will allow 100% deductions on individual income tax returns for contributions to charities made August through December 31, 2005.
- Dean Munnerlyn has provided the funding for us to contract with a location company to obtain current mailing addresses and telephone numbers for our graduates. This will enable us to administer assessment surveys to graduates.

SAM MUNNERLYN

- Started advising students on November 1, 2005 for spring semester. Early registration will begin on November 16-18, 2005.

JULLIANA PROBST – ABSENT

PEBBLIN WARREN

- Finalizing arrangements with infrastructure to offer the Early Child Care classes in Macon County. She proposed requesting permission from Chancellor Johnson to administer the ASSET testing at off-campus site offerings.
- Dean Holt and Pebblin will visit Tarwater prison about the College’s offerings to the warden.
- A meeting will be held at 2:00 p.m. in the President’s Conference Room on TC with EDAmerica.

ACTION ITEMS

The following assignments and action items were assigned:

Detailed Assignment	Person(s) Responsible	Due Dates
Research purchasing commercial washer/dryer and assign one of the inmates to be responsible for washing items for culinary and cosmetology	Debbie Griggs	

programs.		
Examine janitorial contract for Patterson Campus to ensure compliance (problem in Building J on PC in janitorial services – not cleaning bathrooms or emptying trash)	Dean Hierstein/ Dennis Monroe	

ANNOUNCEMENTS

UPCOMING EVENTS/MEETINGS

EVENT/MEETING	DATE	TIME	PLACE	CONTACT
Faculty Enrollment Strategy Session	11/7/05	2:00 P.M.	PC Conf Ctr	Dr. Molina
2006 Seven Course Gala and Auction	3/21/06	5:30 P.M.	RSA Activity Center	Mimi Johnson

NEXT MEETING

The next meeting will be held on November 9, 2005 at 8:00 a.m..

The meeting adjourned at 11:30 a.m.

Respectfully submitted by:

Mimi Evelyn Johnson

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Approved on December 13, 2005