



**PRESIDENT'S COUNCIL MEETING
LIBRARY TOWER 415
JANUARY 11, 2005**

PRESENT: Mr. Charles Harris, Mrs. Mimi E. Johnson, Mrs. Jan Jones, Dr. Bill Hierstein, Mr. Wilford Holt, Dr. Suresh Kaushik, Dr. Anthony L. Molina, Mr. Sam Munnerlyn, Dr. John Reutter, Mr. Quinton Ross and Mrs. Gail Taylor **ABSENT:** Dr. Julliana Probst **SPECIAL GUESTS:**

The meeting was called to order by the presiding officer, Dr. Molina, at 8:11 a.m.

PRESIDENT'S COMMENTS

- ☉ We have decided to delay the Ribbon Cutting/Dedication of A/B Building until March 2005.
- ☉ The ***Public Relations and Marketing Team*** was revised to include the following: Spencer Arington, Veronica Thomas, Jerry Joyce, Vanessa Murphy, Sam Munnerlyn, SGA Representative, Zandra Toney, Delphine Goldsmith, Arlinda Knight (Chair), Quinton Ross, Charles Harris, Marilyn Whiting, Walter Austin, Mike Miller, Dr. William Hierstein, Mike Evans, Wilford Holt, Dr. John Reutter, and Angela Cone.
- ☉ The Culinary Arts proposal to move downtown has been suspended; however, we will continue to pursue a new building for the Culinary Arts program. Recommendations included relocating the Culinary Arts program to the Trenholm Campus.

ENROLLMENT DATA

Dean Sam Munnerlyn distributed and discussed the following enrollment reports: (1) Enrollment Summary Report by Program of Study and (2) Comparative Analysis of Registration Statistics of Spring 2004 and Spring 2005 enrollment data.

ACTIONS TAKEN BY COUNCIL

The President's Council made the following actions:

- ◆ The Council proposed 75% as the benchmark for action on the 2004-05 Institutional Effectiveness Survey.
- ◆ Student Services has established an Advising Team (Benee Edwards, Mike Evans, Lynn Sutton and Regina Eggleston) who will be responsible for advising first semester students. After the first semester, students will be assigned to a faculty advisor within their program in study.
- ◆ A HUD grant Task Force was appointed: Arlinda Knight, Quinton Ross, Benee Edwards, Dr. Suresh Kaushik (Chair), Dr. William Hierstein, Dr. John Reutter, Charles Harris, Wilford Holt, and Carl Exford.

ROUNDTABLE

- **CHARLES HARRIS** – (1) Still making progress.
- **MIMI JOHNSON** – (1) Working on three IPEDS reports which are due January 17, 2005, (2) Distributed Compendium of Institutional Surveys to aid the Council in "closing the loop" for the strategic planning process, (3) Announced that the employees have donated approximately \$13,159 to the Trenholm Tech Foundation through cash and payroll deductions. (4) The Seven Course Night will be held on March 17, 2005 at the Capital City Club. Cassandra Crosby will coordinate this event

for the Foundation. Tickets will be \$175 per person, \$350 per couple and \$125 for Trenholm Tech employees.

- **JAN JONES** – (1) Two auditors are here and (2) We have begun work on the Facilities Master Plan
- **GAIL TAYLOR** – The first draft has been made for COE Standard 2 – Educational Programs. Will begin work on the second draft.
- **QUINTON ROSS** –
- **WILFORD HOLT** – (1) Implementing three new programs, (2) Still maintaining relationships with Hyundai
- **SURESH KAUSHIK** – The COE accreditation meeting is scheduled for January 20, 2005 at 3:30 p.m. in LT317. (2) Hobson Cox, Owner of Affordable Eyewear, has requested that we look into offering an optician program. (3) MESSIP grant meeting will be held on January 14, 2005 at 8:30 a.m. in President’s Council Conference Room on Patterson Campus. (4) Need to establish HUD grant task force.
- **JULLIANA PROBST** – ABSENT
- **JOHN REUTTER** – (1) The Administrative Planning Council will be held on January 28, 2005 at 7:30 a.m. (2) Need to complete 2003-2004 unit plans
- **SAM MUNNERLYN** – (1) First College Generation Luncheon was very successful, (2) Distributed Academic Advising Workshop Evaluation (3) The SGA will participate in the MLK, Jr. Celebration scheduled for Monday, January 17, 2005.
- **BILL HIERSTEIN** – (1) Requested any policy or procedures changes that have occurred since the last catalog change to him as soon as possible.

ACTION ITEMS

The following assignments and action items were assigned:

| Action Items | Detailed Assignment | Person(s) Responsible | Due Dates |
|----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|------------------|
| Academic Program Cost/Benefit Analysis | Conduct a cost/benefit analysis for each program offering to determine a minimum number for a class to make. Determine break even number of students, currently is 10 students for a class to make. | Jan Jones | Feb. 2005 |
| ACCESS generated credit cards | Investigate the use of “debit cards” for the financial aid recipients through ACCESS | Betty Edwards and Jan Jones | Spring 2005 |
| Partnership with Job Corp | Investigate developing a partnership with Mr. Eddie Williams of the Job Corp for non-credit offerings for Job Corp students. | Sam Munnerlyn/ Arlinda Knight | Spring 2005 |
| Partnership with Job Corp | Job Corp students need internships in office technology and maintenance. Contact Mr. Eddie Williams | Sam Munnerlyn | Spring 2005 |
| Alabama State Personnel Office | Develop a relationship with the Alabama State Personnel Office for placing our graduates. Investigate the curriculum needs of the Alabama State Personnel Office. | Sam Munnerlyn | Spring 2005 |
| Assessment | Identify all units (i.e., FIT, Work Keys, EMT, GED, etc.) that conduct assessments in order to develop a common location for assessments and counting for non-credit. | Sam Munnerlyn & David Jones | Dec. 15, 2004 |

| | | | |
|------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|-------------|
| Hyundai Update | Prepare a Hyundai update article in the Trenholm Tech newsletter. Also, develop a new layout for the official college newsletter. | Wilford Holt, Julliana Probst, Spencer Arington | Dec. 2004 |
| Community Apprentice Program | Develop a proposal for a community apprentice program | Wilford Holt, Bill Hierstein, Charles Harris, Julliana Probst | Spring 2005 |
| Catalog | Coordinate revisions and corrections of catalog | Dr. Hierstein | Jan. 2005 |
| Mini-Terms | Develop a proposal for offering mini-terms at the College | Dr. Hierstein, Gail Taylor, Wilford Holt | Spring 2005 |
| Policy Manual | Develop policy manual for the College | Dr. Hierstein, Pam Rollins, Daisy Taylor | Spring 2005 |

UPCOMING EVENTS/MEETINGS

| EVENT/MEETING | DATE | TIME | PLACE | CONTACT |
|----------------------------------------------------------------------------|-----------------|-----------|-------------------------|----------------|
| CAREER TECHNICAL ED WEEK | Feb. 7-11, 2005 | | | |
| EYES ON THE PRIZE MOVIE | Feb. 16, 2005 | | | Dean Munnerlyn |
| BLACK HISTORY MONTH PROGRAM – SPEAKER CHARLES LACEY, TOPIC TUSKEGEE AIRMEN | Feb. 17, 2005 | | | Dean Munnerlyn |
| CHARLES DREW BLOOD DRIVE | Feb. 22, 2005 | | | Dean Munnerlyn |
| GOSPEL CHOIR CONCERT | Feb. 23, 2005 | | | Dean Munnerlyn |
| HUD GRANT TASK FORCE | Jan. 19, 2005 | 1:30 p.m. | Presidents Conf Room TC | Dr. Kaushik |

The next meeting will be held on **January 19, 2005 at 8:00 a.m.**

The meeting adjourned at 11:45 p.m.

Respectfully submitted by:

Mimi Evelyn Johnson

Mimi Evelyn Johnson

Approved on February 1, 2005