



**PRESIDENT'S CABINET MEETING
PRESIDENT'S CONFERENCE ROOM - TRENHOLM CAMPUS
NOVEMBER 16, 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 Dr. Julliana Probst

ABSENT: Pebblin Warren

SPECIAL GUESTS: Ms. Katara Smith and Ms. Romonica Fountain

The meeting was called to order by the presiding officer, Dr. Molina, at 8:08 a.m.

PRESIDENT'S COMMENTS:

- ◆ Dr. Molina welcomed the new interim Trenholm Tech Recruiter, Ms. Katara Smith, who has a M.S. in Higher Administration from University of Alabama. He also welcomed the 2005-06 SGA President, Ms. Romonica Fountain, an accounting major.
- ◆ The ACA Conference will be in Birmingham, Alabama, November 20-23, 2005. Dr. William Hierstein will be in charge during Dr. Molina's absence.
- ◆ *Name the Restaurant Contest.* In consideration of the cost of signage, it was decided to re-do the on-line voting of the Culinary Cooking Lab name with the addition of Nia's and Harper's to the finalist. The list would be redone based on names with 10 characters or less.

ROUNDTABLE DISCUSSIONS:

DEBBIE GRIGGS

- Ed Kershaw of Auburn Meritor plans to give a \$2,500 cash contribution to the Industrial Maintenance Program.
- The Business Office will begin processing purchase orders at the end of the week.

CHARLES HARRIS

- The name of the Culinary Cooking Lab needs to be selected so that a sign can be purchased. The letters of the name should be limited to no more than 10 characters. Other suggestions include – Nia's and Harper's for the cooking lab name.
- A demonstration for document imaging system was held on Nov. 15, 2005. The document image system would be use to preserve student records.

WILLIAM HIERSTEIN

- The College has received the official report from the COE Reaffirmation Site Visit.
- The Curriculum Committee will meet on November 17, 2005.
- A WEBair has been scheduled on hiring and selecting faculty to teach on-line on November 18, 2005 at 12:00 noon in the TC President's Conference Room.
- A proposed articulation agreement with the University of Phoenix was distributed for consideration.

WILFORD HOLT

- The College has purchased a 12-passenger van to use to transport the prisoner detail and for other uses.
- The Culinary Arts cooking lab is just about 90% complete with instruction to begin next week. The new Culinary Arts cooking lab will be opened and operational in January 2006.
- Working on establishing the auto-manufacturing center and is developing the job description for director of the center.

- Several faculty positions that will be advertised in the near future – industrial maintenance, truck driving, CIS, horticulture, draft and design. There are about four positions that need to be filled for the Department of Labor Auto Manufacturing \$3 million grant.

MIMI JOHNSON

- The draft of the IMP has been submitted to Dr. Molina for his review. The IMP is due November 18, 2005.
- The COE Annual Report is in process. The deadline for program coordinators to submit their revised information is November 18, 2005.
- I will be attending a CAPP Advisory Committee meeting at DPE on November 17, 2005 from 10:00 a.m. to 2:00 p.m.
- The 2005 Program Reviews have been submitted by the program coordinators. Cecile Mathews, Dental Assisting, submitted a very good program review, which can be used as a model by the faculty to see how a program review should be completed. The Program Reviews will be given to the Program Review subcommittee of the Curriculum Committee for review and action. The abstracts have been written for submission in the IMP.

ARLINDA KNIGHT

- The Title III-B annual progress report is almost complete. A procedure has been identified to inventory Title III-B property.
- The non-credit courses have been identified for the Culinary Arts offerings.
- In the process of researching methods to improve registration for the Continuing Education classes.
- An advisory committee has been appointed to work with Continuing Education.

SAM MUNNERLYN

- Early registration started November 16, 2005.
- A SGA meeting will be held on November 16, 2005 to gain assistance from SGA officers in encouraging students to pre-register.
- A lab assistant is needed in the ACT Testing Center. A lab assistant is needed to work nineteen (19) hours scheduled for Tuesday, Thursday and Saturday from 8:00 a.m. to 12:00 noon at \$10.00 per hour. An Associate Degree is required.
- Graphics were distributed that will be used for bulletin boards (9 Billboards around Montgomery) and newspaper ads. Our print advertising base includes Clear Channel, Montgomery Skywatch, CableVantage, Charter, Montgomery Advertiser, Union Springs Herald, Tuskegee News, Weeklies Flight Plan, Tallassee Tribune, Wetumpka Herald, and Rx Express Marketing.

JULLIANA PROBST

-

PEBBLIN WARREN - ABSENT

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 programs.	Debbie Griggs	
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

- November 19, 2005 is Dr. Molina's fifth year anniversary as President of H. Council Trenholm State Technical College.

UPCOMING EVENTS/MEETINGS

EVENT/MEETING	DATE	TIME	PLACE	CONTACT
Trenholm Tech Christmas Party	12/2/05	6:00 P.M.	Governor's House Hotel	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 23, 2005 at 8:00 a.m.

The meeting adjourned at 10:43 a.m.

Respectfully submitted by:

Mimi Evelyn Johnson

Mimi Evelyn Johnson

Approved on _____