



**PRESIDENT'S CABINET MEETING
PRESIDENT'S CONFERENCE ROOM - TRENHOLM CAMPUS
NOVEMBER 30, 2005**

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

ABSENT: Mr. Sam Munnerlyn

SPECIAL GUEST: Angela Cone for Dean Sam Munnerlyn

The meeting was called to order by the presiding officer, Dr. Molina, at 8:07 a.m.

PRESIDENT'S COMMENTS:

- ◆ *ACA Conference.* Dr. Molina indicated that the ACA Conference was excellent. Dr. Molina was elected as the Second Vice President for the Alabama College Association. Pebblin Warren, Dr. John Reutter and Dr. Molina presented at the ACA Conference on the Trenholm Model of the Summer Institute for High School Counselors and Principals.
- ◆ *Athens State University.* Dr. Molina distributed a flier from Athens State University detailing its College of Business (Accounting, Management, Management of Technology and Human Resource Management) 100% On-Line Degree Programs. He indicated that we should post this information on our website and host a meeting with Athens State University to inform our students, faculty and the surrounding community about this great opportunity. Deans Munnerlyn and Hierstein were assigned to handle the arrangements for the meeting.
- ◆ *Consent Decree.* There is a motion to eliminate all of the two-year colleges from the *Knight v. State* Consent Decree.
- ◆ *SACS Conference.* The SACS Annual Conference will be held December 2-6, 2005. Dr. Molina, Mr. Charles Harris, Mrs. Arlinda Knight, and Mrs. Mimi Johnson will attend the conference.
- ◆ *SACS Application.* We can anticipate hearing about our SACS application sometime in March 2006.
- ◆ *Trenholm Tech Christmas Party.* The party will be held on December 2, 2005 at 6:30 p.m. at the Governor's House Hotel. The following have provided either door prizes or cash donations in support of the Christmas Party. **Cash** - Master's Security (Jacques Marsh), Hager Companies (David Ward), Adventures in Advertising (Douglas Watson), Access Group, LLC (Winston Hayes), Panacea Consulting Group (Josh Whitman), PH&J Architects, Inc. (Renis Jones), Howard Computers (Rusty Thoms), Hodges Bonded Warehouse (Lance Hunter), Strickland Paper (Michelle Wells), Jerry Kyser Builder (Jerry Kyser), Professional Facilities Management (Felix Whatley), **Door Prizes** - Adventures in Advertising (Douglas Watson), Nextel (Brian Key), Cohens (David), CDWG (James Hillebrand), Trenholm Tech Foundation, Calmar Entertainment, Marriott Legends, Alabama Shakespeare Festival, Montgomery Advertiser, and Lajolla Restaurant.
- ◆ *Trenholm Tech Automotive Manufacturing Technology Center funded by the Department of Labor (DOL).* An internal coordinating committee (Henry Tylicki, chair, Wilford Holt,

Charles Harris, Pebblin Warren, Shemedrea Johnson, Dr. Suresh Kaushik, Pam Rollins, Michael Evans, Benee Edwards and Carol Millender) has been established. A meeting will be held on December 2, 2005 at 11:00 a.m. at the PC Conference Center with the community partners to discuss the new DOL grant. It will develop an Associate degree in Automotive Manufacturing with articulation to Tuskegee University.

- ◆ *Professional Growth Plan.* Dr. Molina appointed the following individuals (Dr. Hierstein, chair, Angela Cone, Arlinda Knight, Mimi Johnson, and Pam Rollins) to develop criteria, timeline and review process for the professional growth plan for Schedule E employees.

ROUNDTABLE DISCUSSIONS:

DEBBIE GRIGGS

- Kimberly Lawler has tendered her resignation. David Fontaine is responsible for processing purchase orders. Mrs. Sankey is responsible for accounts payable.
- Plans are underway to have AS400 training on faculty for on-line requisitions.
- The Business Office will begin processing purchase orders at the end of the week.
- The Bookstore will be open until 7:00 p.m. during registration and drop and add.

CHARLES HARRIS

- The Culinary Cooking Lab will be in operation today. The name for new Culinary Cooking Lab is Harper’s, which was suggested by Mimi Johnson. Lawrence Patterson has done an excellent job with the plumbing.
- We have purchased eight (8) new computers for the Wetumpka off-campus site.
- We have received some of the equipment for the streaming video. Dr. Molina will prepare a Christmas message for the faculty and staff through streaming video.

WILLIAM HIERSTEIN

- Developing articulation agreements with the University of West Alabama and Athens State University.
- The Curriculum Committee will meet next week to appoint subcommittees to review the program reviews.
- Met with Thomas Construction concerning renovations to Green House and Building J on the Trenholm Campus.
- Submitted a proposal for an on-line education seminar.

WILFORD HOLT

- Coordinating logistics with Hyundai to offer classes for their workers in January 2006.
- Professional development that was held last week was received well by faculty.
- Developing the “End of the Term Agenda.”

MIMI JOHNSON

- The Institutional Management Plan was submitted to Department of Postsecondary (DPE) by its due date.
- The COE Annual Report is complete and waiting for Dr. Molina’s review and signature. It is due December 9, 2005.

Category	2005 COE Minimum Standards	College’s Rates
Completion Rate	55.89%	72.30%
Placement Rate	74.30%	89.99%

Licensure Passage Rate	87.37%	88.19%
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- Plans are underway to distribute the CAPP developed by DPE in January 2006 with a due date in March 2006. A training workshop will be held in January 2006 for all colleges regarding the completion of the CAPP.
- We have been soliciting sponsors for the 2006 Seven Course Gala on March 21, 2006; and have received support from Aliant Bank so far.

ARLINDA KNIGHT

- Planning for 2006 Summer Youth Programs – *Girls Exploring Technology, Introduction to Computers, Financial and Career Planning for Teenagers, Math and Science Tutoring, Soft Skills for At-Risk Youth, and Foreign Languages.*
- Plans are underway to develop a Continuing Education booklet, which will also advertise the Summer Youth Programs.
- WIA (non-credit) Office Technology has increased enrollment to four students.
- Advertised for a full-time Administrative Assistant for Title III-B
- The Advisory Committee for Continuing Education will meet January 19, 2006.

ANGELA CONE FOR SAM MUNNERLYN

- 10,000 schedules were printed for distribution for Spring 2006 semester
- Trenholm had three vehicles in the Thanksgiving Parade.
- December 11, 2005 Montgomery Advertiser will have the sticky note advertising the College
- Early registration started November 16-18, 2005. By November 22, 2005, there were 461 students registered. The early bird registration is November 29, 30 and December 1, which we have registered 96 new students thus far. We have received 458 applications for spring 2006 semester.
- 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

- Developing a certificate in General Studies

PEBBLIN WARREN

- She and Mrs. Dickerson have been working on having 20 students in the early care program for macon county
- She will contact Chancellor Johnson requesting that the ASSET assessment be used for all of our off-campus sites.

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	Fall 2005

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	Spring 2006
Host meeting with Athens State University, surrounding community and Trenholm Faculty/Students to discuss articulation with Athens and Athens on-line degree programs	Deans Munnerlyn and Hierstein	Spring 2006
Contact students from Bullock County to inform them that we will be offering developmental/general ed courses Spring 2006 Semester. Encourage them to complete the financial aid process.	Katara Smith, Pebblin Warren, Angela Cone, Sam Munnerlyn	NOW

ANNOUNCEMENTS

- Trenholm Tech has a one-page ad in the December 1, 2005 edition of the Montgomery Advertiser will feature Dr. Gwendolyn Patton for her contributions to the Civil Rights Movement.

UPCOMING EVENTS/MEETINGS

EVENT/MEETING	DATE	TIME	PLACE	CONTACT
Trenholm Tech Christmas Party	12/2/05	6:30 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 December 7, 2005 at 9:30 a.m.

The meeting adjourned at 11:18 a.m.

Respectfully submitted by:

Mimi Evelyn Johnson

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Approved on December 13, 2005