



**PRESIDENT'S COUNCIL MEETING
LIBRARY TOWER 415
JANUARY 19, 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. Julliana Probst, Dr. John Reutter and Quinton Ross **ABSENT:** Mrs. Gail Taylor

The meeting was called to order by the presiding officer, Dr. Molina, at 8:04 a.m.

PRESIDENT'S COMMENTS

- Ⓢ The President shared comments made by the Chancellor, Dr. Roy Johnson, which included: (1) Increase the ceiling for facilities and purchase orders from \$50,000 to \$200,000 and \$50,000 to \$100,000, respectively. (2) Requesting \$15 million for work force development and \$5 million for adult education, proposing funds for instructional sites in the state for Athens University, proposing funds for prison education, and (3) the two-year college system consisting of 25 colleges serves 216,000 students with 98% Alabamians.
- Ⓢ Dr. Molina has been invited to serve on a Council on Occupational Education (COE) review team next month.
- Ⓢ College Advisory Council breakfast meeting will be held on Tuesday, February 8, 2005. Recommendation was made by Dean Kaushik to recognize Paul Bailey of Paul Bailey's Radio Hospital as he leaves the advisory council. Recommendation was made by Dean Holt to invite Paul Bailey to replace with Hank Golden of Neptune on the Council.
- Ⓢ The A/B Building Dedication/Open House will be held in April 2005. The Planning Team for this event consists of Mimi Johnson, Sherease Grayson, Sam Munnerlyn, Climate and Culture Team, SGA, Miss Trenholm and Student Ambassadors. A technology/hands-on demonstration of Smart Rooms by instructors will be held.
- Ⓢ Carolyn Millender coordinated a Work Keys meeting for the Tier One Suppliers.
- Ⓢ A luncheon and tour of the Patterson Campus will be held on January 26, 2005 for the 15 Tier One Suppliers in the Montgomery area. Dean Holt will organize the luncheon and tours.
- Ⓢ Dr. Molina commended Dean Jan Jones and her team on their commitment to the College.

REPORTS

- 1) Dean Munnerlyn submitted an updated summary report of enrollment by program of study reflecting headcounts for spring 2004, fall 2004 and spring 2005. The major decreases are reflected in DPT, NAS, and CGM. Medical Assisting shows an increase of 26 in headcount over spring 2004.
- 2) Dr. John Reutter distributed the Annual Planning Timeline, Unit Planning, Annual Performance Review and Institutional Planning Council Workshop for discussion.

ROUNDTABLE

- **CHARLES HARRIS** – (1) Open security bid opens on January 20, 2005; (2) Interviews for the web developer will be held on January 20, 2005; (3) Still need to work with CATIA for the second and third tier suppliers.
- **MIMI JOHNSON** – (1) Completed and submitted IPEDS (a) Faculty Salaries, (b) Staff, and (c) Employee Assigned Position surveys prior to the due date of January

17, 2005. (2) Working with Dr. Kaushik and Dr. Reutter on the 2005 Institutional Planning Council workshop scheduled for January 28, 2005 at the PC Conference Center. (3) Foundation Update: Dr. Kaushik has contributed to the Foundation; announced that Dean Holt, Dean Munnerlyn and Mr. Ross have become members of the President's Club with a \$1,000 donation each. Also, announced that Dean Munnerlyn, Dennis Monroe and A. Chattom have been consistent contributions to the Foundation through payroll deduction. We have revised the Foundation Donation Form for those individuals who wish to keep their donation confidential. We are collecting donations continuously and the Foundation Donation Form has been revised to distribute the contributions over 11 months and so on. (4) The Seven Course Gala will be held on March 17, 2005 at the Capital City Club, please mark your calendars for this date. We will begin pre-selling the tickets at \$125 each for Trenholm employees. Employees will have the option to pay for the tickets through payroll deduction over a four-month period.

- **JAN JONES** – (1) Auditors are here and working on a March 1, 2005 completion deadline.
- **GAIL TAYLOR** – ABSENT
- **QUINTON ROSS** – (1) FIT programs are up and running with 12 students on the PC and eight (8) at the Hayneville sites, (2) Ross Patterson will be visiting the Adult Education Program on February 17, 2005. (3) Developed database on inquires to the FIT and Adult Education program.
- **WILFORD HOLT** – (1) Working with Hyundai and Tier One Suppliers, (2) Appointed member of committee by Chancellor Johnson to develop collaboration of TBI and ATN Centers for the state. (3) Plumbing has started as a non-credit offering with six students. (4) Still working on plastic injection mold program.
- **SURESH KAUSHIK** – (1) HUD/MESSIP meeting to discuss these two grants will be held this afternoon. (2) NSF - CARCAM planning grant budget revision has been approved, (3) COE is on track, (4) Completed ASU Articulation Executive Summary draft.
- **JULLIANA PROBST** – (1) The upcoming Trenholm Tech newsletter will have a Black History focus.
- **JOHN REUTTER** –
- **SAM MUNNERLYN** – (1) The Career Expo is scheduled for February 14-16, 2005, (2) Distributed Black History Month Calendar
- **BILL HIERSTEIN** – (1) Still working on the school catalog -- Deans Holt and Taylor are working on instructional section. Please submit all revisions to the catalog to Dr. Hierstein 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
GED Testing	Job Corp needs GED testing. Contact Mr. Eddie Williams	Quinton Ross	Fall 2004
Administrative Council	Review and revise (if necessary) the mission for the Administrative Council	Dr. Probst	Nov. 2004
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	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
Faculty Governance	Research policy for inclusion in the catalog on faculty governance	Dr. Probst	Jan 28, 2005

UPCOMING EVENTS/MEETINGS

EVENT/MEETING	DATE	TIME	PLACE	CONTACT
COE ACCREDITATION MEETING	Jan. 20, 2005	3:30 p.m.	LT 317	Dr. Kaushik
INSTITUTIONAL PLANNING COUNCIL WORKSHOP	Jan. 28, 2005	7:30 a.m. to 11:30 a.m.	PC Conference Center	Mimi Johnson, Dr. Kaushik, and Dr. Reutter
TUNES AT NOON (JAZZ)	Feb. 1, 2005	12:00 noon	PC Cafetorium	Dean Munnerlyn
TUNES AT NOON (JAZZ)	Feb. 2, 2005	12:00 noon	PC Cafetorium	Dean Munnerlyn
BLACK HISTORY FORUM HISTORY OF THE MONT. BUS	Feb. 3, 2005	11:00 a.m.	TC Cafetorium	Dean Munnerlyn

BOYCOTT				
ASF PLAY – THE DREAMS OF SARAH BREEDLOVE	Feb. 3, 2005		ASF	Dean Munnerlyn
SHOWING OF EYES ON THE PRIZE MOVIE	Feb. 3, 2005	11:00 a.m.	PC & TC Cafetorium	Dean Munnerlyn
BLACK ART EXHIBIT	Feb. 8-10, 2005		Library Tower	Dean Munnerlyn/Z. Blackmon
CAREER TECHNICAL ED WEEK	Feb. 7-11, 2005			
TUNES AT NOON (R&B)	Feb. 9, 2005	12:00 noon	TC Cafetorium	Dean Munnerlyn
TUNES AT NOON (R&B)	Feb. 10, 2005	12:00 noon	PC Cafetorium	Dean Munnerlyn
TUNES AT NOON (LOVE SONGS)	Feb. 14, 2005	12:00 NOON		Dean Munnerlyn
EYES ON THE PRIZE MOVIE	Feb. 16, 2005			Dean Munnerlyn
BLACK HISTORY MONTH PROGRAM – SPEAKER DR. LACY WARD, TOPIC TUSKEGEE AIRMEN	Feb. 17, 2005	11:00 a.m.	PC	Dean Munnerlyn
PRESIDENT’S COUNCIL RETREAT	Feb. 18, 2005	7:30 a.m. to 11:30 a.m.	TC President’s Conference Room	Dr. Reutter, Mimi Johnson
CHARLES DREW BLOOD DRIVE	Feb. 22, 2005	11:00 a.m.	TC	Dean Munnerlyn
GOSPEL CHOIR CONCERT	Feb. 22, 2005			Dean Munnerlyn
TUNES AT NOON (GOSPEL)	Feb. 23, 2005	12:00 noon	PC	Dean Munnerlyn
NSF VISIT	Feb. 24-26, 2005			Charles Harris
TUNES AT NOON (HIP-HOP)	Feb. 28, 2005	12:00 noon	TC	Dean Munnerlyn
STRATEGIC PLANNING RETREAT	Mar. 14, 2005		Mar. 14, 2005	Dr. Reutter, Mimi Johnson
PROGRAM REVIEWS COMPLETED	Mar. 30, 2004			Dr. Reutter, Curriculum Committee
UNIT PLANS DEVELOPED	Apr. 15, 2005			Dr. Reutter, Mimi Johnson
BUDGETS DEVELOPED	May 2, 2005			Dean Jan Jones

The next meeting will be held on **January 26, 2005.**

The meeting adjourned at 11:01 a.m.

Respectfully submitted by:

Mimi Evelyn Johnson

Mimi Evelyn Johnson

Approved on Feb. 1, 2005