



**PRESIDENT'S CABINET MEETING
PRESIDENT'S CONFERENCE ROOM - TRENHOLM CAMPUS
DECEMBER 7, 2005**

PRESENT: Mrs. Debbie Griggs, Dr. William Hierstein, Mr. Wilford Holt, Mrs. Mimi E. Johnson, Dr. Anthony L. Molina, Mr. Sam Munnerlyn and Dr. Julliana Probst

ABSENT: Mr. Charles Harris and Pebblin Warren

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

PRESIDENT'S COMMENTS:

- ◆ ***SACS Conference.*** Dr. Molina discussed the recent COC SACS Annual Conference and its focus on identifying and assessing learning outcomes in the accreditation process. The 2006 SACS Annual Conference will be held in Orlando, FL. The following individuals will be taped to attend the 2006 Conference: Mrs. Debbie Griggs, Dr. Julliana Probst, Dr. Anthony L. Molina and Mrs. Mimi Johnson.
- ◆ ***Vacation Time during Christmas Holidays.*** Dr. Molina requested that the Cabinet inform him of their intent to take any vacation time during the Christmas holidays.
- ◆ ***Harper's Culinary Arts Cooking Lab Open House.*** It will be held on January 27, 2005 for the community.
 - Chef Bernard to conduct a cooking demonstration.
 - Mrs. Knight to develop a brochure on the Continuing Education offerings for Culinary Arts.
 - Congressman Mike Rogers has been invited as our special guest.
 - Recommendation for souvenirs – laminated sample menu of the Cooking Lab.
- ◆ ***Spring In-Service.***
 - Dean Munnerlyn will present the Noel-Levitz Advising Training for faculty.
 - Dean Griggs will offer on-line requisitions training for faculty.
 - Mimi Johnson to represent the Foundation
 - Results of Faculty Focus Groups on Increasing Enrollment
 - Open House at the Culinary Cooking Lab at Montgomery Mall
 - Dean Griggs to discuss budget

ROUNDTABLE DISCUSSIONS:

DEBBIE GRIGGS

- Begun implementation of the on-line requisition system. Distributed the unrestricted on-line requisition approval path assignments. Debra Cobb will hold training for business office staff on December 13, 2005 at 10:00 a.m.
- The inmates have painted the new bookstore and LEC area.

CHARLES HARRIS

- **ABSENT**

BILL HIERSTEIN

- The taskforce for Schedule E reclassification met and has decided upon an action plan.
- Working on the COE Extended Campus Request for the Culinary Arts Program.
- Athens State University representatives (Dean Chauncey) want to come to Trenholm Tech during January to discuss articulation arrangements.

WILFORD HOLT

- Recommended that new faculty participate in training on instruction.
- Working on DOL grant – identifying equipment to be purchased.
- Harper’s Culinary Arts Cooking Lab is completed.

MIMI JOHNSON

- Completed and submitted the 2005 COE Annual Report one week ahead of the due date. She expressed her appreciation to the program coordinators for their hard work on this report.
- Attended the COC SACS Annual Conference in Atlanta, GA.
- Beginning to work on the IPEDS Winter Collection Surveys.

ARLINDA KNIGHT

- Sent mailings out advertising Continuing Education

SAM MUNNERLYN

- The ACT Testing Center has increased its testing
- Orientation Evaluation is being conducted.
- The Spring 2006 Semester Class Schedules will be hand delivered by faculty/staff, recruiters, TBI, mailed to prospective students who request information, distributed to local business/industry partners, local agencies and organizations associated with the College.
- Showed the 30 second TV commercial, which will be advertised on the CableVantage Advertising and Promotions through Knology and Brighthouse networks for \$3,360.

JULLIANA PROBST

- It appears that there is indication of non-compliance regarding teaching work ethics and library component across the curriculum by some faculty.
- It appears that there is indication of non-compliance regarding wearing Trenholm Tech name badges and using the early alert warning system among some faculty.

PEBBLIN WARREN

- **ABSENT**

ACTION ITEMS

The following assignments and action items were assigned:

Action Items	Detailed Assignment	Person(s) Responsible	Due Dates
Faculty Observation	To observe faculty instruction to ensure compliance with College initiatives	Dr. William Hierstein	Spring 2006
ID Badges	Investigate the expense of metal (brass) ID badges with name of employee and title	Deans Munnerlyn/Griggs	Dec. 14, 2005
Learning Outcomes	Contact Dr. Don Crump to find a speaker on	Mimi Johnson	Dec. 14,

	learning outcomes		2005
President's Cabinet Retreat	Find a speaker on Myer's Brigs Personality Traits	Mimi Johnson	Dec. 14, 2005

ANNOUNCEMENTS

UPCOMING EVENTS/MEETINGS

EVENT/MEETING	DATE	TIME	PLACE	CONTACT
Culinary Arts Cooking Lab for the Community <i>Congressman Rogers will be the special guest</i>	1/27/05	Evening	Montgomery Mall	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 14, 2005.

The meeting adjourned at 9:56 a.m.

Respectfully submitted by:

Mimi Evelyn Johnson

Mimi Evelyn Johnson

Approved on December 13, 2005