



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

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

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

PRESIDENT'S COMMENTS

- Ⓜ The ribbon cutting ceremony for the Lucious W. Smiley Administration and Classroom Building will be held on April 6, 2005 at 10:00 a.m. A special reception for former presidents of Trenholm Tech and Patterson will be held in the President's Conference Room at 9:15 a.m.
- Ⓜ Dr. Molina announced that Jan Jones resigned as Dean of Finance and Administrative Services. We hope to have the position filled by early summer.
- Ⓜ The Director of Accounting position has an interim appointment (Mary Ann Beck), which ends on March 31, 2005. This position will be advertised and filled.
- Ⓜ Dr. Molina will attend the NAFEO Leadership Conference in April and serve as a facilitator for a panel on articulation and transfer.
- Ⓜ The minutes from the President's Advisory Council meeting on February 8, 2005 were distributed.
- Ⓜ Dr. Molina commended Chefs Campbell and Cawley, along with the Culinary Arts Students, who did a superb job with the Seven Course Gala and Auction.
- Ⓜ A Budget and Unit Goal Preparation Workshop will be held at Monday, April 4, 2005, at 2:45 p.m. in the Conference Center on the Patterson Campus.
- Ⓜ A workshop on using the AS400 to manage budgets electronically for budget center managers will be held on Friday, April 1, 2005, at 9:30 a.m. in Building J (LEC Lab) on the Patterson Campus.
- Ⓜ Dr. Molina distributed a memorandum dated March 24, 2005, from Dr. Roy Johnson regarding the March State Board of Education actions.

ACTIONS TAKEN BY CABINET

The President's Cabinet made the following actions:

- ✓ Mimi Johnson distributed the 2005 New Student Survey, which was discussed and reviewed by the Cabinet. The Cabinet established 85% to be the benchmark for success. The handling of telephone inquiries received a 78.8% rating; therefore, initiatives were discussed on how to improve the "handling of telephone inquiries." Suggestions included: (1) Scheduled workshops on customer service for administrative assistants and other front-line staff. (2) All employees, primarily faculty, should be encouraged to respond to voice mail and email messages in a timely manner.

ROUNDTABLE

- **CHARLES HARRIS** – (1) The Technology Plan will be posted on the intranet today.

- **MIMI JOHNSON** – (1) The Trenholm Campus Beautification will be held on Monday, April 4, 2005, at 8:00 a.m. to 11:30 a.m. Volunteers are asked to meet in the A/B Building Lobby. Beautification days will also be held for the Patterson Campus and the Library Tower/Culinary Arts.
- **GAIL TAYLOR** – ABSENT
- **QUINTON ROSS** – ABSENT
- **WILFORD HOLT** – (1) Discussed new COOP partnership with Hyundai (industrial maintenance, welding, a/c and refrigeration, etc.) and Tier 1/2 suppliers. (2) The second shift with Hyundai will begin in July 2005.
- **SURESH KAUSHIK** - (1) COE accreditation meeting will be held on Thursday, March 31, 2005 at 3:30 p.m. in the LT317. Dr. Kaushik has requested that the program coordinators submit their completed educational program supplements for Educational Programs Standard 2. (2) Need status report on the physics component of the MSEIP (Minority Science Education Improvement Program).
- **JULLIANA PROBST** –
- **JOHN REUTTER** – (1) ACETEA PHASE 2 will be dealing with wireless communications. Pat Thomason is being considered as co- PI with a 5% release time on the grant, which is proposed as a \$400,000+ over a three-year period. Another grant would develop an industrial maintenance model program for an \$850,000+ grant with Henry Tylicki as co-PI with a 5% release time. (2) ACETEA Phase 1 is entering its curriculum development phase for robotics, instrumentation, industrial electronics, electrical technology and industrial maintenance. (2) The Strategic Plan has been completed; however, it doesn't include some of the benchmark data.
- **SAM MUNNERLYN** – (1) Met with ACT to discuss Trenholm hosting the Work Keys Assessment with 13.5 hours a week (4.5 hours must be on Saturday).
- **BILL HIERSTEIN** -

ACTION ITEMS

The following assignments and action items were assigned:

Action Items	Detailed Assignment	Person(s) Responsible	Due Dates
Proposal for HS Counselors and Technical Instructor	Develop proposal targeted at hosting high school counselors and technical instructors for a three-week crash course on the technical programs at the College. The counselors/ technical instructors will receive a \$1,500 stipend.	Dr. Kaushik and Dr. Reutter	April 21, 2005

UPCOMING EVENTS/MEETINGS

EVENT/MEETING	DATE	TIME	PLACE	CONTACT
BUDGET AS400 TRAINING	APRIL 1, 2005	9:30 A.M.	PC CONF CTR	CHARLES HARRIS
TRENHOLM CAMPUS BEAUTIFICATION DAY	APRIL 4, 2005	8:00 A.M. TO 11:30 A.M.	TRENHOLM CAMPUS ADMIN BLDG	MIMI JOHNSON
BUDGET/UNIT PLAN PREPARATION WORKSHOP	APRIL 4, 2005	2:45 P.M.	PC CONF CTR	DAISY TAYLOR/JOHN REUTTER
HONORS DAY PROGRAM CYNTHIA ANTHONY, SPEAKER	APRIL 14, 2005	10 A.M.	GOVERNOR'S HOTEL IN CONSTITUTION	DEAN MUNNERLYN

The next meeting will be held on **April 13, 2005 at 8:00 a.m.**

The meeting adjourned at 11:41 a.m.

Respectfully submitted by:

Mimi Evelyn Johnson

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Approved on