

**PRESIDENT'S CABINET MEETING
PRESIDENT'S CONFERENCE ROOM - PATTERSON CAMPUS
MAY 5, 2005**

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

The meeting was called to order by the presiding officer, Dr. Molina, at 9:26 a.m.

PRESIDENT'S COMMENTS

- ◆ Dr. Molina expressed his appreciation for all of the hard work that the members of the President's Cabinet have been doing. We are making sustained progress.
- ◆ On May 23, 2005, a faculty and staff general assembly will be held. Items to be discussed: new college work hours, new email policy, new positions, COE reaffirmation and SACS application status, Facilities Master Plan, financial aid information.
- ◆ The Suggested Work Hours Schedule for Faculty and Staff, effective fall 2005, was distributed to the Cabinet for review.
- ◆ Discussion regarding how to best use the expertise of the College Advisory Council, suggestions were Facilities Master Plan and Off-Campus Sites.

SPECIAL STATUS REPORT ON SACS

Dr. John Reutter updated the President's Cabinet on the status of the SACS application. He provided a checklist of critical items needed:

- (1) Clerical staff should be identified (Marvalene Elston, Rosa Miles, Zandra Toney, Sherease Gipson, Theresa Barnett, Ann Gordon, and Linda Owens) to assist with scanning documents,
- (2) Receiving training (Mimi Johnson, Suresh Kaushik, John Reutter, Sharon Watts, and Tracie Carter, along with identified clerical staff) from IT on use of scanning machines and converting documents to PDF format using Adobe Acrobat,
- (3) On-line course information,
- (4) Need plan on how to provide student and library services to the off-campus sites,
- (5) Need dedicated assistance from Angela Cone to work on College Catalog, Debra Cobb to provide various data inputs and Pam Rollins regarding faculty credentialing, and
- (6) Supporting documents that are needed to submit with the application are college catalog, strategic plan, information technology, preventative maintenance plan, facilities master plan, and marketing plan.

ACTIONS TAKEN BY CABINET

The President's Cabinet made the following actions:

- ◆ Appointed the following clerical staff to attend the PDF and use of scanning sessions: Marvalene Elston, Rosa Miles, Zandra Toney (if available), Sherease Gipson, Theresa Barnett, Ann Gordon, and Linda Owens.

ROUNDTABLE

- **CHARLES HARRIS** – (1) ABSENT
- **MIMI JOHNSON** – (1)

- **GAIL TAYLOR** – ABSENT
- **QUINTON ROSS** – ABSENT
- **WILFORD HOLT** – (1) Hyundai needs approximately 1,000 technicians in several areas, which they have been unable to find; they have agreed to allow COOP students (\$12.00 per hour) from the College, effective 2005 summer term. An open house with Hyundai is scheduled for May 20, 2005, by invitation only. We will soon be providing tool and die training for Hyundai employees. Other training from Hyundai suppliers has also requested administration in Work Keys and training in industrial maintenance, injection molding, welding and robotics. (2) Dean Holt complimented Carol Millender on the great job she has been doing. (3) Working on developing partnerships with high school students to serve as feeder schools to Trenholm. (4) Plans are underway to hire several instructors: Radio/TV, Medical Assisting, Auto Body, Truck Driving, Massage Therapy, and Culinary Arts. (5) Injection Molding program is ready to begin.
- **SURESH KAUSHIK** - (1) MEESIP grant has been extended for one year; the Oracle instructor may be placed full-time on grant funds. Secured \$66,000 to develop the Oracle, GIS and multi-media program. Must make progress on implementing the physics courses. (2) CARCAM budget modification request has been submitted and we need to meet to discuss issues identified by NSF regarding Summer Program for Secondary Teachers and Counselors Concept of Proposed Plan for the "Summer Technology Institute," which was compiled by Dr. John Reutter with input from Sam Munnerlyn and Dr. Kaushik. Recommended Anita Sherman to coordinate this institute.
- **JULLIANA PROBST** – (1) Requested permission to distribute course schedule to faculty.
- **JOHN REUTTER** – (1) Gave an update on SACS, (2) Distributed Roster of Instructional Faculty Credentialing for SACS, which the Cabinet reviewed and made recommendations as needed.
- **SAM MUNNERLYN** – (1) Noel-Levitz teleconference on May 11, 2005 with several student services staff; (2) Continuing with hosting Advance Connections Customer Service workshops for new employees, (3) The two pre-registration sessions for new students was very successful, (3) Finalizing the plans for implementing Work Keys at the College. A meeting will be held with faculty to discuss Work Keys on May 9, 2005 at 3:30 p.m. in the PC Conference Center. (4) Student services staff have been asked to dress in blue during drop and add period as a means to identify student services staff for the students.
- **BILL HIERSTEIN** – (1) College catalog will be completed by Friday, May 6, 2005. (2) Completed the Academic Program Inventory to be submitted to the Department of Postsecondary Education; working on the one for COE. (3) Met with Bullock County representatives regarding the satellite LPN program; however, waiting to hear from them regarding their teleconferencing capability.

ACTION ITEMS

The following assignments and action items were identified:

Action Items	Detailed Assignment	Person(s) Responsible	Due Dates
Program Brochures	Develop design and format for program brochures.	Arlinda Knight Spencer Arington Marketing Team	July 20, 2005

UPCOMING EVENTS/MEETINGS

EVENT/MEETING	DATE	TIME	PLACE	CONTACT
FACULTY MEETING	MAY 9, 2005	8:00 A.M.	PC CONFERENCE CTR	DEAN HIERSTEIN
COMMENCEMENT REHEARSAL	MAY 9, 2005	1-3 P.M.	DAVIS THEATRE	MARGARET LAW
2005 COMMENCEMENT	MAY 10, 2005	6 P.M.	DAVIS THEATRE	DEAN MUNNERLYN/ MARGARET LAW
COE CRATE DAY	MAY 11 & 12, 2005	TBA	TBA	DR. KAUSHIK
FACULTY AND STAFF GENERAL ASSEMBLY	MAY 23, 2005	8 – 10 A.M.	TRENHOLM CAMPUS BLDG D	DR. MOLINA
STUDENT REGISTRATION	MAY 24, 2005	8 A.M. TO 6:30 P.M.	ALL DEPARTMENTS	DEAN MUNNERLYN
MEMORIAL DAY HOLIDAY	MAY 30, 2005			
SUBMIT SACS APPLICATION	JUNE 1, 2005			MIMI JOHNSON/ DR. REUTTER
FACULTY TRAINING SESSION ON INCORPORATING WORK ETHICS ACROSS THE CURRICULUM (GEORGIA DEPT OF TECHNICAL AND ADULT EDU)	JULY 8, 2005	TBA	TBA	DR. HIERSTEIN

The next meeting will be held on **May 11, 2005 at 8:00 a.m.**

The meeting adjourned at 12:21 p.m.

Respectfully submitted by:

Mimi Evelyn Johnson

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Approved on