



**PRESIDENT’S COUNCIL MEETING
LIBRARY TOWER 415
FEBRUARY 12, 2003**

PRESENT: Miss Kim Davis, Mr. Wilford Holt, Mr. Charles Harris, Mrs. Mimi E. Johnson, Mrs. Antoinette Jones, Dr. Suresh Kaushik, Mr. James Meadows, Dr. Anthony L. Molina, and Mr. Sam Munnerlyn and Mrs. Gail Taylor. ABSENT: Mr. David Jones

The meeting was called to order by the presiding officer, Dr. Molina, at 8:06 a.m.

INTRODUCTION OF KIM DAVIS/PUBLIC RELATIONS

Dr. Molina introduced the CEO of KIMANDCOMPANY Communications, Inc., Kim Davis. The Council was charged with the responsibility of being diligent about keeping her informed about activities that may be newsworthy for dissemination to the general public. Miss will serve as our liaison to the news media.

Miss Davis was asked to attend the President’s Council meetings at her discretion. The Council will discuss possible public relation issues at each weekly meeting. The Council may contact Kim Davis directly about possible news issues via email at kdavis@kimandcompany.net or telephone - 409-9555 (office) and 538-3427 (cell).

Miss Davis was invited to attend the SACS Subcommittee meeting on Monday, February 17, 2003, at 2:00 p.m. on the Patterson Campus.

Activities for follow-up by Miss Davis:

EVENT	CONTACT PERSON
▪ EXPO – March 21, 2003	Sam Munnerlyn, Wilford Holt, David Jones
▪ K-Mart displaced workers	Charles Harris
▪ It’s a Trenholm Thing	Kim to develop PSAs on WVAS about activities happening at Trenholm
▪ A Good Thing to Know (tips on seasonal items) – (i.e., Horticulture giving planting tips –possible forum on Alabama Today forum	Wilford Holt
▪ Highlighting programs on TV (i.e., nursing faculty and students showing to correct way to take a temp on a child)	Gail Taylor
▪ Internal public relations campaign for faculty, student and staff to buy in to the SACS Accreditation	Dr. Molina
▪ Establishing Speakers Bureau	Dr. Molina
▪ Develop a SACS internal campaign package together about this by March	Dr. Molina and SACS Planning Committee

LEGISLATIVE AGENDA

The following are items that should be included on our legislative agenda: (1) building renovations and improvements, and (2) incentives for faculty to be in compliance with the faculty credentialing component of SACS (SACS requires a minimum of an Associate Degree and documented competencies in the discipline for a non-transferable program; minimum of a Master's Degree and 18 graduate hours in the discipline for a transferable program.).

Another college implemented a professional development plan by earmarking \$5,000 annually for faculty to make application for funding to complete the faculty credentialing.

We should consider prioritizing the Title III-A professional development funds for faculty because the credentialing would have a greater impact for SACS.

SENATOR SHELBY BREAKFAST

An Eggs and Issues breakfast with Senator Richard Shelby will be held on Friday, February 21, 2003 at 7:30 a.m. at the RSA Alabama Activity Center. The following members of the President's Council will attend this function.

A presentation containing several Trenholm Tech items will be made to Senator Shelby. Gift basket items will include golf shirt, briefcase, etc.

1. Charles Harris
2. Antoinette Jones
3. Sam Munneryn
4. Kim Davis
5. Dr. Suresh Kaushik
6. Mimi Johnson
7. Incoming SGA President

CATALOG

Student services will do an addendum to the catalog as agreed by general consensus of the Council.

SACS

Dr. John Reuter will serve as a consultant to assist us with our pursuit for SACS accreditation. He will initially assess the CIS program to determine the focus of the curriculum and develop a strategic plan for this program. A series of brown bag lunches to discuss the importance of SACS with small groups to get their buy in to the process. We have to sell the process as to why it's essential for us to take this direction. We have to get buy in from the faculty, staff and students because this will require tremendous team effort. We need to have a kick-off for the SACS campaign; however, we need to develop a timeline.

ACTION ITEMS

During this meeting several recommendations were made. The following assignments and action items were discussed.

Action Items	Detailed Assignment	Person(s) Responsible	Due Dates
Counselor's Night Out	Coordinate a "Counselor's Night Out" activity with area high school counselors to highlight our programs at Trenholm	Sam Munnerlyn, Jerry Joyce	March 2003
SACS Campaign Launch and Barbecue	Coordinate a barbecue with Johnny Ray's for faculty, staff and possibly students.	Wilford Holt, Sam Munnerlyn and Kim Davis	Immediately
Fish Fry	Coordinate by the President's Council, who will also cook and serve the food	President's Council	Immediately
Corporate Sponsorships	Establish relationships with corporate sponsors which will result in funding for the college.	Dr. Kaushik and Sheila Sprowl	Immediately and on-going

ACTION ITEMS FROM FEBRUARY 5, 2003 MEETING:

Action Items	Detailed Assignment	Person(s) Responsible	Due Dates
Cost Containment	Ask budget managers to carefully monitor spending in their departments.	President's Council	Immediately
Financial Aid	Establish timelines for financial aid disbursement to students.	Sam Munnerlyn	February 12, 2003
Building F Renovation	Convene a team to develop a concept to maximize the space in Building F.	Sam Munnerlyn	February 12, 2003
Budget	Eliminate individual departmental travel line items and put one line item under the division for all travel.	James Meadows	February 12, 2003
Memo to Supervisors	Ask supervisors to identify staff who are in the National Guard.	Dr. Molina	February 12, 2003
Title III Funds	Provide budget of Title III Carry-Over Funds by activity and line item; money must be reconciled on a monthly basis for Dean Taylor.	James Meadows/ Shemedrea Johnson	February 12, 2003
Business Office Procedures	Develop procedures with timelines established as it relates to Business Office.	James Meadows	February 12, 2003
Develop a mileage policy	James to check with other colleges in the system on how they address this issue of employees' transversing between campuses.	James Meadows	February 12, 2003
Policy Review Committee	Establish subcommittees of President's Council to review College policies for possible revision.	Dr. Anthony Molina	February 12, 2003
On-Line Requisitions	Make sure that the on-line requisitions will have the capability for the individual who receives the items to indicate same.	Charles Harris	February 12, 2003
Faculty Credentialing	Must finalize the faculty credentialing report	Gail Taylor/ Antoinette Jones	February 12, 2003
Title III Allocation	Meeting to discuss the carry-over funds as well as the redirection of Title III funds/	Gail Taylor, Shemedrea Johnson and Dr. Molina	February 13, 2003 at 8:00 a.m.

Overtime Issues/Personnel Action Form/Supervisor's Workshop	Invite a representative from the Dept. of Labor to our next meeting to discuss overtime issues. Review the PERSONNEL ACTION FORM to incorporate needed responsibility assigned to the appropriate person.	Antoinette Jones	February 26, 2003
Relocation of Early Care and RTV	RTV will relocate temporarily to a trailer on the Trenholm Campus. This will make the space available to complete the renovation project for Early Care	Dennis Monroe/ Wilford Holt	On-going
Budget Training Session	Plan training session for budget managers on budget preparation and use of AS400.	James Meadows/ Charles Harris	Spring 2003
Staff Evaluation Committee	Reconvene Staff Evaluation Committee to review the evaluation instrument. Objective is to get a concise instrument.	Charles Harris and Antoinette Jones to serve as Chair and Co-Chair	Spring 2003
Faculty Workload	Academic Council to review implementing a policy for faculty who teach night classes to leave work at 12:00 noon on Fridays.	Academic Council Wilford Holt/Dean Taylor	Spring 2003
Financial Audits	Provide financial audits for the last three years to Dr. Molina.	James Meadows	Spring 2003
Fall Scheduling	Develop fall schedule so the duplicate classes are not being offered on both campuses at the same time. These offerings should be staggered.	Gail Taylor/ Wilford Holt	Summer 2003
Student Satisfaction Survey	Include item about student transportation issues	Sam Munnerylyn	

ANNOUNCEMENTS

The college catalog will be discussed at the next meeting. It is recommended that Angela Cone coordinate the addendum to the catalog.

The next meeting will be held on February 26, 2003, at 8:00 a.m. The focus of the meeting will be on public relations.

The meeting was adjourned at 10:00 a.m.

Respectfully submitted by:

Mimi Evelyn Johnson

Mimi Evelyn Johnson

Approved on _____