



**PRESIDENT'S COUNCIL MEETING  
LIBRARY TOWER 415  
FEBRUARY 26, 2003**

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

The meeting was called to order by the presiding officer, Dr. Molina, at 8:00 a.m.

**COLLEGE INTERNAL NEWSLETTER**

Sheila Sprowl, Director of Resource Development, has volunteered to coordinate an electronic internal newsletter for the college. The newsletter will be published bi-weekly. Newsworthy items that will be included are: student events, community activities, meetings, restricted programs, faculty/staff accomplishments, and program spotlights. The initial publication date is scheduled for March 17, 2003. The newsletter will serve as an excellent internal communication device. It was also suggested that we implement an employee recognition program on a quarterly basis. The President's Council was asked to contact Mrs. Sprowl with any suggestions.

**LEGISLATIVE BREAKFAST, MONDAY, MARCH 3, 2003, 7:30 A.M.**

Issues to be discussed at the Legislative Breakfast:

**#1 Renovations**

| <b>Items</b>                            | <b>Campus</b>                                    | <b>Cost</b>                                           |
|-----------------------------------------|--------------------------------------------------|-------------------------------------------------------|
| A/B Building                            | Trenholm                                         | \$1.2 million                                         |
| Culinary Arts                           | Trenholm                                         | \$450,000                                             |
| Bridge                                  | Trenholm                                         | \$1,050,000<br>((\$850,000 Bridge; \$200,000 asphalt) |
| Restrooms                               | Trenholm<br>Patterson                            | \$200,000                                             |
| Student Service Support One Stop Center | Trenholm                                         | \$100,000                                             |
| HVAC                                    | Patterson (Bldg. B&C);<br>Trenholm Library Tower | \$350,000                                             |
| Campus Monumental signs (2)             | Trenholm<br>Patterson                            | \$80,000                                              |
| Building Signs                          | Trenholm<br>Patterson                            | \$30,000                                              |
| Painting (External/Internal)            | Trenholm<br>Patterson                            | \$242,000<br>(Trenholm \$75,000; Patterson \$167,000) |

|                               |           |           |
|-------------------------------|-----------|-----------|
| Retrofit roofs (6 Bldgs)      | Trenholm  | \$315,000 |
| Security cameras and lighting |           |           |
| Retrofit roofs (Patterson)    | Patterson |           |
| TOTAL                         |           |           |

**#2 SACS Accreditation**

- Tuition Incentives for Faculty \$300,000

**#3 Fast Track Instructors**

- Two (2) \$33,600 each (28,000 salary plus fringe benefits)

**#4 Tuition Costs for H.S. Dual Enrollment (to promote health academies in high school)**

- 20 Dental Lab Students
- 20 Nursing Assistant/Home Health Students
- 20 Dental Assisting Students

**ACTION ITEMS**

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

| <b>Action Items</b>   | <b>Detailed Assignment</b>                                                                                                       | <b>Person(s) Responsible</b>                                 | <b>Due Dates</b>  |
|-----------------------|----------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|-------------------|
| HVAC Contractors      | Meet with contractors about HVAC in Library Tower                                                                                | Dr. Kaushik, James Meadows, Charles Harris and Dennis Monroe | February 26, 2003 |
| Roof Leaks            | Meet with Dennis about roof leak in Bldg. J on Trenholm Campus                                                                   | James                                                        |                   |
| Faculty Credentialing | Provide Dr. Molina with an approximate number of faculty who may need additional credentials as it relates to SACS accreditation | Wilford Holt and Gail Taylor                                 | February 28, 2003 |

**ACTION ITEMS FROM FEBRUARY 5 & 12, 2003 MEETINGS:**

| <b>Action Items</b>                                         | <b>Detailed Assignment</b>                                                                                                                                                                                | <b>Person(s) Responsible</b>                        | <b>Due Dates</b>                  |
|-------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|-----------------------------------|
| Counselor's Night Out                                       | Coordinate a "Counselor's Night Out" activity with area high school counselors to highlight our programs at Trenholm                                                                                      | Sam Munneryn,<br>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 Munneryn 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          |
| 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/<br>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/<br>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,<br>Shemedrea Johnson<br>and Dr. Molina | February 13, 2003<br>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/<br>Wilford Holt                      | On-going                          |
| Budget Training Session                                     | Plan training session for budget managers on budget preparation and use of AS400.                                                                                                                         | James Meadows/<br>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 next meeting will be held on March 5, 2003, at 8:00 a.m.

The meeting was adjourned at 9:06 a.m.

Respectfully submitted by:

*Mimi Evelyn Johnson*

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Approved on \_\_\_\_\_