



**PRESIDENT’S COUNCIL MEETING
LIBRARY TOWER 415
FEBRUARY 5, 2003**

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

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

BOND SALE

Prioritized renovations that are necessary using the funds generated from the Bond sale.

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| 1. Building A/B | Trenholm Campus |
| 2. Culinary Arts | Trenholm Campus |
| 3. Rest rooms | Both Campuses |
| 4. External/Internal Painting | Both Campuses |
| 5. Signage | Large & Small |
| 6. HVAC | Building C & B Patterson |
| 7. Student Centers/Bookstores | Both Campuses |

James Meadows reported on the process of the bond sale. The request is submitted to the Chancellor, Dr. Roy Johnson, who upon his approval forwards this to the Alabama State Board of Education for consideration. The request submitted to the Chancellor will indicate how much is needed and the expected use of the funds. We will have to implement an additional fee of at least \$8.00 to cover the expense of the \$4 million bond sale.

Possible to redirect Title III funds to construction; however, it will mean reduction of the Title III activities.

This was tabled until the next Council meeting to further discuss the bond sale.

BRAINSTORMING IDEAS AND RECOMMENDATIONS

1. We need a consultant to assess the efficiency of our college operations to implement cost containment methods.
2. Corporate sponsorships is a manner by which we can get funding. Another method is showcasing programs. After the program reviews have been completed by the Curriculum Committee, the Council can review the programs and select ones for showcasing.

3. The advisory committees really need to be revised to include membership that can offer real time solutions for the college.

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
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	

ROUND TABLE

- ✓ **CHARLES HARRIS.** (1) Still investigating WEB CT and other distance learning opportunities. The Learning House does not require any initial financial investment. They provide 24 hours-7 days a week technical support. We should be able to have at least 5 classes on line for this summer. Request permission to relocated computer furniture from LT 314 to LT 315 as a possible site for displaced K-Mart and Workforce Development workers.
- ✓ **MIMI JOHNSON.** Presented draft of Completer Exit and Employer Satisfaction and Needs Surveys. Revisions will be made to both instruments. The Completer Exit Survey will be implemented for the spring 2003 semester. The Completer Exit survey will be administered during the graduation clearance process. David Jones will assist with this project.
- ✓ **DAVID JONES.** State printing office to be responsible for college-wide printing, Mr. Lamar Parker at 242-2808. Services available brochures, flyers, pamphlets, booklets, forms, multiple reproduction, multiple colors available, collate, staple, fold and duplex. Central locations for pick-up and delivery: *Patterson Campus – Warehouse – David Reid, Trenholm Campus-Bookstore-Henry Smith and Library-Paul Blackmon.* Each individual is responsible for getting documents/artwork and purchase order number to Lamar Parker. The process that should be implemented is (1) Contact L. Parker to get a price quote (give all pertinent information regarding the print job, (2) Submit requisitions to budget center manager for approval, (3) Receive purchase order from business office, and (4) Contact L. Parker to pick up job and purchase order number. All Alabama Academic Team meeting will be held March 14 and 15, 2003 in Birmingham, AL. The Trenholm College Career Expo on the Patterson Campus on Friday, March 21, 2003.
- ✓ **WILFORD HOLT.** Live Work Policy. Service areas (horticulture, culinary arts, cosmetology and dental assisting) are not subject to the recently implemented Live Work Policy. Academic meeting will be held on Friday, February 7, 2003, at 9:00 am on the Patterson

Campus. One major item to be discussed is the implementation of a 4 ½ day work week for faculty, which will begin in the summer 2003.

- ✓ **GAIL TAYLOR.** Biohazardous waste from the medical assisting program will be picked up every term.
- ✓ **SURESH KAUSHIK.** A meeting will be held on February 11, 2003, to discuss the development of a network between school system within 10 counties, Central Alabama Community Foundation and ADECA to submit a proposal to USDA to obtain funds for teleconferencing. We should showcase our programs to this body. Angela Sharpe and Jerry Joyce to make presentation on dual enrollment.
- ✓ **SAM MUNERLYN.** Getting ready for pre-registration. Attorney Jock Smith will be here on February 19, 2003, at 10 a.m. for the black history program on the cafeteria on the Trenholm campus.
- ✓ **ANTOINETTE JONES.** Sick Leave Bank.
- ✓ **JAMES MEADOWS.** Uniforms and other supplies ordered for students must be delivered to the bookstore so the student will have to sign for receipt of the item. Gail Taylor and Wilford Holt to inform the faculty of this process.
- ✓ **ANTHONY MOLINA.** The following items will be on the agenda at the Alabama State Board of Education meeting on February 27, 2003: (1) purchase of the AS400, (2) approval of off-site instruction at Maxwell and Wetumpka, and (3) purchase of tools for the Machine Tool Technology program with Title III-A funds.

SPECIAL REPORT:

- ✓ **ARLINDA KNIGHT ON SICK LEAVE BANK.** The Sick Leave Bank Committee (Samuel Munnerlyn, Annitta Love, Shirley Smith and Aurelia Williams) met on Monday, February 3, 2003. Mrs. Smith was elected as secretary. They have received one sick leave bank request from Mrs. Yvonne Williams, which is currently being considered. An open enrollment for is currently being conducted, which will conclude on March 4, 2003. An annual open enrollment will be held.

The next meeting will be held on February 12, 2003, at 8:00 a.m. The focus of the meeting will be on public relations.

The meeting was adjourned at 11:04 a.m.

Respectfully submitted by:

Mimi Evelyn Johnson

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Approved on _____