



**PRESIDENT'S COUNCIL MEETING  
LIBRARY TOWER 415  
DECEMBER 15, 2004**

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

The meeting was called to order by the presiding officer, Dr. Molina, at 8:05 a.m.

**PRESIDENT'S COMMENTS**

- Ⓢ The President's Council said farewell to Mr. David Jones, Assistant Dean of Extended Day Programs, Admissions and Financial Aid as he begins his new position as Dean of Students at Jeff Davis Community College in Brewton, AL. He was presented with a keepsake box and a \$45 gift certificate from Edwin Watts Golf from the President's Council.
- Ⓢ February Dedication of A/B Building on February 4, 2004 and Black History Month activities was discussed. The Climate and Culture Team, along with Dean Munnerlyn were asked to formulate a steering committee to plan the dedication of the A/B Building on the Trenholm Campus. The President's Council was asked to serve as tour guides for the tour of the A/B Building.
- Ⓢ The Spring In-Service Agenda was discussed and finalized.
- Ⓢ Community Outreach – The Family Guidance Center (FGC) of Alabama, Inc. has requested the assistance of the Building Construction program to provide an 8x10 roof and a concrete slab foundation for a security house to benefit their FGC Morning Star Program.
- Ⓢ Spring 2005 Registration will be held on January 4 and 5, 2005.
- Ⓢ Dr. Molina has requested Daisy Taylor to draft a new policy regarding the use of the College's credit card.

**ACTIONS TAKEN BY COUNCIL**

The President's Council made the following actions:

- ◆ The College hours for December 20 and 21, 2004, are 7:30 a.m. to 4:00 p.m. with a 30-minute lunch.

**ROUNDTABLE**

- **CHARLES HARRIS** – (1) Trenholm Tech will host a Hyundai Job Fair on January 7-9, 2005; they need to hire 500 production and 40 maintenance workers: Angela Cone will take care of door prizes, Zandra and Carolyn will take care of hospitality refreshments, Dennis will assist with the room arrangements and sound system. Wilford and Gail will coordinate program displays. Others involved with planning include Kenny Cox and Arlinda Knight.
- **MIMI JOHNSON** –
- **JAN JONES** – ABSENT
- **DAVID JONES** – (1) Distributed draft of catalog for corrections and revisions. (2) Discussed disposition of WIA financial aid program, (3) Presented the new television commercial.
- **GAIL TAYLOR** – (1) Still need an annual report for Activity 2 in Title III-B.

- **QUINTON ROSS** –
- **WILFORD HOLT** – ABSENT
- **SURESH KAUSHIK** – ABSENT
- **JULLIANA PROBST** –
- **JOHN REUTTER** –
- **SAM MUNNERLYN** –
- **BILL HIERSTEIN** –

**ACTION ITEMS**

The following assignments and action items were assigned:

<b>Action Items</b>	<b>Detailed Assignment</b>	<b>Person(s) Responsible</b>	<b>Due Dates</b>
Academic Program Cost/Benefit Analysis	Conduct a cost/benefit analysis for each program offering to determine a minimum number for a class to make. Determine break even number of students, currently is 10 students for a class to make.	Jan Jones	Feb. 2005
ACCESS generated credit cards	Investigate the use of "debit cards" for the financial aid recipients through ACCESS	Betty Edwards and Jan Jones	Spring 2005
Partnership with Job Corp	Investigate developing a partnership with Mr. Eddie Williams of the Job Corp for non-credit offerings for Job Corp students.	Benee' Edwards/ Arlinda Knight	Spring 2005
Partnership with Job Corp	Job Corp students need internships in office technology and maintenance. Contact Mr. Eddie Williams	Benee' Edwards	Spring 2005
Alabama State Personnel Office	Develop a relationship with the Alabama State Personnel Office for placing our graduates. Investigate the curriculum needs of the Alabama State Personnel Office.	Benee' Edwards	Spring 2005
GED Testing	Job Corp needs GED testing. Contact Mr. Eddie Williams	Quinton Ross	Fall 2004
Administrative Council	Review and revise (if necessary) the mission for the Administrative Council	Dr. Probst	Nov. 2004
Assessment	Identify all units (i.e., FIT, Work Keys, EMT, GED, etc.) that conduct assessments in order to develop a common location for assessments and counting for non-credit.	Sam Munnerlyn & David Jones	Dec. 15, 2004
Hyundai Update	Prepare a Hyundai update article in the Trenholm Tech newsletter. Also, develop a new layout for the official college newsletter.	Wilford Holt, Julliana Probst, Spencer Arington, David Jones	Dec. 2004

Community Apprentice Program	Develop a proposal for a community apprentice program	Wilford Holt, Bill Hierstein, Charles Harris, Julliana Probst	Spring 2005
Catalog	Coordinate revisions and corrections of catalog	Dr. Hierstein	Jan. 2005

**UPCOMING EVENTS/MEETINGS**

EVENT/MEETING	DATE	TIME	PLACE	CONTACT
RETIREES BREAKFAST	Dec. 17, 2004	9:00 am	PC	Linda Owens
TRENHOLM TECH ANNUAL CHRISTMAS PARTY	Dec. 17, 2004	7-10 pm	RSA Activity Center	Sherease Grayson
SPRING INSERVICE	Jan. 3, 2005	8:00 am to 12 noon	PC Conf Ctr	Dr. Molina
INTERNAL OPEN HOUSE FOR A/B BUILDING ON TRENHOLM CAMPUS	Jan. 3, 2005	1:00 p.m.	A/B Building Trenholm Campus	Dr. Molina
JOHNNIE CARR, JOE CAVER, AND RICHARD DAILEY	Jan. 3, 2005			Dean Munnerlyn
ADMINISTRATION A/B BUILDING DEDICATION/ FORMAL OPEN HOUSE HONORED GUEST-H.C. TRENHOLM'S DAUGHTER, PORTIA TRENHOLM	Feb. 4, 2005	10 am to 12 noon	TC	Dr. Molina, Mimi Johnson, Climate & Culture Team, Sam Munnerlyn, S. Grayson
CAREER TECHNICAL ED WEEK	Feb. 7-11, 2005			
EYES ON THE PRIZE MOVIE	Feb. 16, 2005			Dean Munnerlyn
BLACK HISTORY MONTH PROGRAM – SPEAKER CHARLES LACEY, TOPIC TUSKEGEE AIRMEN	Feb. 17, 2005			Dean Munnerlyn
CHARLES DREW BLOOD DRIVE	Feb. 22, 2005			Dean Munnerlyn
GOSPEL CHOIR CONCERT	Feb. 23, 2005			Dean Munnerlyn

The next meeting will be held on **December 21, 2004 at 1:30 p.m.**

The meeting adjourned at 12:23 p.m.

Respectfully submitted by:

*Mimi Evelyn Johnson*

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Approved on