



**PRESIDENT'S COUNCIL MEETING  
LIBRARY TOWER 415  
DECEMBER 1, 2004**

**PRESENT:** Mr. Charles Harris, Mrs. Mimi E. Johnson, Mr. David Jones, Mrs. Jan Jones, Dr. Bill Hierstein, Mr. Wilford Holt, Dr. Suresh Kaushik, Dr. Anthony L. Molina, and Mr. Sam Munnerlyn, Dr. John Reutter, Mr. Quinton Ross **ABSENT:** Dr. Julliana Probst and Mrs. Gail Taylor **SPECIAL GUESTS:** Ms. DeAnn H. Shine, SGA President and Mrs. Arlinda Knight, Director of Continuing Education/Title III-B

The meeting was called to order by the presiding officer, Dr. Molina, at 8:03 a.m.

**PRESIDENT'S COMMENTS**

- ☉ The 2003-04 SGA president, Ms. DeAnn H. Shine, was introduced to the Council
- ☉ Congressman Mike Rogers secured \$90,000 for the Culinary Arts Project
- ☉ Dr. Molina will travel to Washington, DC to meet with Alabama's Congressional Delegation in February 2005
- ☉ Dr. Molina distributed a schematic of the renovated A/B Building on the Trenholm Campus. The Business Office will move on December 9 and 10, 2004. Instructors will move on December 15-17, 2004.
- ☉ Dr. Molina recently met with Dr. Leon Davis of the Community Care Network to discuss the role of the nursing students with this community organization.
- ☉ Dr. Molina discussed the college's new initiative to become more involved with the Black Belt community. We need to look at other activities we can offer in the form of community outreach. He asked for ideas on how we may be able to impact positively the counties in the Black Belt within our service areas. For example, it may be possible to set up off-campus sites offering courses and/or programs within the Black Belt counties. Another idea that was proposed was a community apprentice program where students offered services such as the building trades with local business and industry.
- ☉ We should begin planning for the Spring Inservice scheduled for January 3, 2005. Suggestions for the agenda included: COE/SACS status report, Ed Castille, Director of AIDT, to discuss auto manufacturing, Greg Kimball to discuss Hyundai, and Mimi Johnson/Craig Washing to discuss the Foundation.

**PHYSICAL FACILITIES**

Dennis Monroe gave an update on pending maintenance projects: (1) Building H – Child Care will be completed in early January 2005, (2) Have received the drawings for roofing on Buildings C and D, (3) Must begin planning for placement of the Library on the Patterson Campus, (4) Plans are underway to strip and wax the floors on the Patterson Campus during the holiday.

**ACTIONS TAKEN BY COUNCIL**

The President's Council made the following actions:

**ROUNDTABLE**

- **CHARLES HARRIS** – (1) On Dec 13, DCI will build the smart rooms that will be housed in the A/B Building and Building J (Medical Assisting) on Trenholm Campus

and other locations (Julliana Probst and Vicky Ohlson classrooms) on the Patterson Campus. Another smart room will be built in LT 214. (2) Public display system will be ready by the end of the December 2004.

- **MIMI JOHNSON** – (1) The LT United Way Campaign raised \$1,500. Mr. Jeffery Thomas (security guard) was the winner of the \$20 gift card to the Fish Camp restaurant and Dr. John Reutter was the winner for the largest donation. (2) The SACS Annual Conference will be held on December 4-7, 2004 in Atlanta. Dr. Reutter and Dean Munnerlyn will serve as drivers. (3) Still working on President's Annual Report, (4) Working on COE Annual report, which is due December 10, 2004.
- **JAN JONES** – (1) Completing plans for relocating to the A/B Building over the next couple of weeks. (2) Completed the year-end budgets. Will send the actual budgets out within the next two weeks.
- **DAVID JONES** – (1) The spring schedule has been distributed and 42,000 schedules were mailed out on November 30, 2004, (2) 30-second commercial shooting will be held on December 7, 2004.
- **GAIL TAYLOR** – ABSENT
- **QUINTON ROSS** – (1) The FIT program has 12 students participating. A graduation ceremony will be held on December 14, 2004 at 3:00 p.m. in the PC Conf Center. (2) Met with DHR to discuss collaborative efforts for transition of individuals into the GED program.
- **WILFORD HOLT** – (1) Investigating implementing Work Keys assessment and offering training for local business and industry (Neptune, Hyundai, etc.) for those employees who do not test out of Work Keys. (2) Visited Mercedes Benz to discuss developing an apprentice program. (3) Will meet with Brenda Barret to discuss training displaced workers funded by WIA. (4) The College will be providing computer training with employees of MOBIS, a tier-one auto manufacturer supplier.
- **SURESH KAUSHIK** – (1) Investigating the possibility of submitting Industrial Systems Technology Model Program (January 10, 2005-June 30, 2006) Workforce Investment Act, Title V, Incentive \$525,000 Grant. This grant specifically pertains to Industrial Maintenance and has a December 17, 2004 deadline. Using the Alabama Tech Prep model must develop a consortium, which includes participation from postsecondary institution, secondary institution, and business/industry representation. (2) The COE self study is progressing quite well. The next COE accreditation meeting will be held on December 13, 2004, 3:30 p.m. in the LT 317. (3) MESSIP grant annual progress report is due.
- **JULLIANA PROBST** – ABSENT
- **JOHN REUTTER** – (1) Has completed the SACS application draft which will be discussed at the meeting on December 3, 2004 at 3:30 p.m. to 4:30 p.m. (2) The Institutional Planning Council must meet in January or February 2005 to demonstrate that we "closed the loop" for institutional effectiveness.
- **SAM MUNNERLYN** – (1) Spring registration is scheduled for January 4 and 5, 2004. (2) Initiated requests from local merchants and local 4-year institutions about giving discounts to students, which has been very promising. (3) Still developing orientation course. (4) The SGA officers and Miss Trenholm will be featured in Black College Today. (4) Asked Council members to pick up course schedules for their respective churches.
- **BILL HIERSTEIN** - (1) The proposed radiology program with Baptist Health is being investigated. Dr. Bill Hierstein will coordinate the discussions regarding this program. (2) Investigated the use of PLATO, which is being replaced by COMPASS by other users. However, PLATO would be used for remediation.
- **DEANN SHINE** – (1) The SGA will have feed needy families during the Christmas holidays. (2) Requested additional Trenholm Tech pins to give to local merchants who donate items to the SGA.

- **ARLINDA KNIGHT** - (1) In process of completing the Title III-B annual progress report, which is due on December 31, 2004, (2) Plan to offer a real estate course in January as part of Continuing Education.

**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	February 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
Non-Credit Offerings	Identify all offerings that may be counted for non-credit (AL Father Initiative, TBI, CE, etc.). Verify how adult education courses are reported.	Charles Harris	Fall 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	December 2004

Community Apprentice Program	Develop a proposal for a community apprentice program	Wilford Holt, Bill Hierstein, Charles Harris, Julliana Probst	Spring 2005
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### UPCOMING EVENTS/MEETINGS

EVENT/MEETING	DATE	TIME	PLACE	CONTACT
ACCREDITATION VISIT FOR DENTAL LAB AND DENTAL ASSISTING	Nov. 17, 2004			Dean Gail Taylor
UNDERSECRETARY FOR ADULT EDUCATION ROUNDTABLE	Nov. 17-18, 2004		Washington, DC	Dr. Molina
ADMINISTRATIVE COUNCIL	Dec. 2, 2004	11 am – 1 pm	PC Conf Ctr	Dr. Molina
SACS ACCREDITATION MEETING	Dec. 2, ,2004	3:30 pm	PC Conf Ctr	Mimi Johnson/ John Reutter/ Vicky Ohlson
CHRISTMAS CELEBRATION FACULTY/STAFF MAY BRING THEIR CHILDREN TO CAMPUS TO SEE SANTA CLAUS	Dec. 3, 2004		PC	Climate & Culture Team JoAnna Middlebrooks
SACS ANNUAL CONFERENCE	Dec. 4-7, 2004		Atlanta, GA	M. Johnson, J. Reutter, A. Molina, J. Jones, S. Munnerlyn, S. Watts, M. Leatherwood, S. Arington, V. Ohlson, T. Carter, Z. Blackmon, A. Love, Bill Hierstein
TRENHOLM TECH ANNUAL CHRISTMAS PARTY	Dec. 17, 2004	7-10 pm	RSA Activity Center	Sherease Grayson
LEADERSHIP DEVELOPMENT & TEAM BUILDING WORKSHOP	Dec. 14, 2004	8:45 am to 4:00 pm	Holiday Inn East I-85, 1185 Eastern Blvd.	Dr. Molina Cost \$199 per person; \$189 each for four+
FIT GRADUATION	Dec. 14, 2004	3:00 p.m.	PC Conf Ctr	Quinton Ross
SPRING INSERVICE	January 3, 2005	8:00 am to 12:00 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
ADMINISTRATION A/B BUILDING DEDICATION/ OPEN HOUSE HONORED GUEST-H.C. TRENHOLM'S DAUGHTER	Feb. 2005		TC	Dr. Molina

The next meeting will be held on **December 8, 2004 at 8:00 a.m.**

The meeting adjourned at 12:07 p.m.

Respectfully submitted by:

Mimi Evelyn Johnson  
Mimi Evelyn Johnson

Approved on