



**PRESIDENT'S COUNCIL MEETING
LIBRARY TOWER 415
FEBRUARY 2, 2005**

PRESENT: Mrs. Mary Ann Beck for Jan Jones, Mr. Charles Harris, Mrs. Mimi E. Johnson, Dr. Bill Hierstein, Mr. Wilford Holt, Dr. Suresh Kaushik, Dr. Anthony L. Molina, Mr. Sam Munnerlyn, Dr. Julliana Probst, Dr. John Reutter, Quinton Ross and Mrs. Gail Taylor
GUESTS: Arlinda Knight, Carolyn Millender, Mike Miller and Zandra Toney

The meeting was called to order by the presiding officer, Dr. Molina, at 8:11 a.m.

PRESIDENT'S COMMENTS

- Ⓢ Dr. Molina commended Mimi Johnson and Dr. John Reutter on an outstanding Institutional Planning Council workshop on January 28, 2005.
- Ⓢ Dr. Molina commended Mimi Johnson, Marvalene Elston, Delphine Goldsmith and Drs. Bill Hierstein, John Reutter and Suresh Kaushik for their assistance with the development of the ASU Articulation document.
- Ⓢ Dr. Molina announced the following personnel changes: Veronica Thomas has been transferred from account receivables accountant to bookstore manager. David Fontaine has been transferred from bookstore manager to media specialist in the Library. Lisa Lilley has been hired on an interim basis as the account receivables accountant.

NON-CREDIT ENROLLMENT REPORTING

- Ⓢ The Council discussed strategies about increasing the reporting of non-credit enrollment. The following staff individuals: Beverly Stephens (Continuing Ed), Zandra Toney (FIT), and Linda Owens with assistance from Theresa Barnett (TBI) are responsible for enrollment data entry of the identified programs. All non-credit workshop and training sessions provided by Trenholm Tech should be counted as non-credit enrollment. Dr. Hierstein will be responsible for the oversight of reporting non-credit enrollments.

COLLEGE CREDIT CARD POLICY

- Ⓢ A proposed policy for use of the College Credit Card was disseminated for the Council's review and discussion. Dr. Probst will develop an official policy for this issue.

DEPARTMENTAL BUDGETS

- Ⓢ Dr. Molina demonstrated how to read the departmental budgets. A Budget Amendment Form was distributed.

ROUNDTABLE

- **CHARLES HARRIS** – (1) Preparing for upcoming visit from CARCAM representatives, (2) Distributed hanging parking decals prototype (3) Received bids for providing security for the College and has submitted a proposal to Dr. Molina for his review
- **MIMI JOHNSON** – (1) Completed and distributed the 2005 Fact Book on January 28, 2005, and it will be placed on the website in the near future, (2) Working on the 2005 Fast Facts publication, (3) Distributed the January 28, 2005 Institutional Planning Council Workshop Evaluation Analysis. Overall, the attendees were very

satisfied with the workshop. (4) The Seven Course Gala will be held on March 17, 2005 at the Capital City Club, please mark your calendars for this date. We will begin pre-selling the tickets at \$125 each for Trenholm employees. Employees will have the option to pay for the tickets through payroll deduction over a four-month period. The official flier announcement has been submitted to Trenholm Tech employees via email and snail mail, (5) distributed a draft survey for the Advisory Council upcoming meeting.

- **MARY ANN BECK FOR JAN JONES** – (1) Debbie Dahl and Leigh Grogan from the Department of Postsecondary Education will be visiting the Business Office at Trenholm Tech.
- **GAIL TAYLOR** – (1) Expressed need for a biology lab for fall 2005 using Title III-B Activity 1 funding, (2) Discussed the plans for the 2-hr ORI course with a work keys/work ethics focus being added to the curriculum, (3) Raised a question about the need to notify COE about substantive changes in curriculum after receiving approval from ACHE and Postsecondary Education (4) A decision should be made on which software we plan to use --PLATO versus PASS KEYS. We will use PASS KEYS.
- **QUINTON ROSS** – (1) Ross Patterson will be visiting the Adult Education Program on February 17-18, 2005.
- **WILFORD HOLT** – (1) CARCAM representatives from Washington, D.C. will be here on Feb 25, 2005, (2) Planning various meetings with several organizations, (3) Meeting with Hyundai and AIDT to develop an apprentice program for high school students, (4) Melanie Hacker has been hired to implement the Massage Therapy program for the College.
- **SURESH KAUSHIK** – (1) Discussed proposal for submitting HUD grant to encompass property on the other side of DHR.
- **JULLIANA PROBST** – (1) Investigating faculty governance policies
- **JOHN REUTER** – (1) Ask for all units to submit all outstanding unit plans, status reports and use of results analysis reports.
- **SAM MUNNERLYN** – (1) The Career Expo is scheduled for February 14-16, 2005, (2) Distributed Black History Month Calendar (3) February 8, 2005 meeting on the early college enrollment program
- **BILL HIERSTEIN** – (1) Proposal for the injection mold program has been submitted to Postsecondary Education, (2) Attended an organizational meeting for medical assisting accreditation visit scheduled for summer 2005

ACTION ITEMS

The following assignments and action items were assigned:

Action Items	Detailed Assignment	Person(s) Responsible	Due Dates
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	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	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
Faculty Governance	Research policy for inclusion in the catalog on faculty governance	Dr. Probst	Jan 28, 2005
Contract with Alabama Power	Review contract with Alabama Power for additional outside lighting	Mary Ann Beck	Feb. 9, 2005

UPCOMING EVENTS/MEETINGS

EVENT/MEETING	DATE	TIME	PLACE	CONTACT
TUNES AT NOON (JAZZ)	Feb. 2, 2005	12:00 noon	PC Cafetorium	Dean Munnerlyn
BLACK HISTORY FORUM HISTORY OF THE MONT. BUS BOYCOTT	Feb. 3, 2005	11:00 a.m.	TC Cafetorium	Dean Munnerlyn
ASF PLAY – THE DREAMS OF SARAH BREEDLOVE	Feb. 3, 2005		ASF	Dean Munnerlyn
SHOWING OF EYES ON THE PRIZE MOVIE	Feb. 3, 2005	11:00 a.m.	PC & TC Cafetorium	Dean Munnerlyn
BLACK ART EXHIBIT	Feb. 8-10,		Library Tower	Dean Munnerlyn/Z.

	2005			Blackmon
ADVISORY COUNCIL MEETING	Feb. 8, 2005	8:00 a.m.	Culinary Arts Ctr	President Molina
CAREER TECHNICAL ED WEEK	Feb. 7-11, 2005			
TUNES AT NOON (R&B)	Feb. 9, 2005	12:00 noon	TC Cafetorium	Dean Munnerlyn
TUNES AT NOON (R&B)	Feb. 10, 2005	12:00 noon	PC Cafetorium	Dean Munnerlyn
TUNES AT NOON (LOVE SONGS)	Feb. 14, 2005	12:00 noon		Dean Munnerlyn
EYES ON THE PRIZE MOVIE	Feb. 16, 2005			Dean Munnerlyn
BLACK HISTORY MONTH PROGRAM – SPEAKER DR. LACY WARD, TOPIC TUSKEGEE AIRMEN	Feb. 17, 2005	11:00 a.m.	PC	Dean Munnerlyn
PRESIDENT’S COUNCIL RETREAT	Feb. 18, 2005	7:30 a.m. to 11:30 a.m.	TC President’s Conference Room	Dr. Reutter, Mimi Johnson
CHARLES DREW BLOOD DRIVE	Feb. 22, 2005	11:00 a.m.	TC	Dean Munnerlyn
GOSPEL CHOIR CONCERT	Feb. 22, 2005			Dean Munnerlyn
TUNES AT NOON (GOSPEL)	Feb. 23, 2005	12:00 noon	PC	Dean Munnerlyn
NSF CARCAM VISIT	Feb. 24-26, 2005	9:30 to 11:30 a.m.		Charles Harris/Wilford Holt/John Reutter
TUNES AT NOON (HIP-HOP)	Feb. 28, 2005	12:00 noon	TC	Dean Munnerlyn
STATE-WIDE TBI MEETING	Mar. 9, 2005		PC Conf Ctr	Mike Miller/ Carolyn Millender
STRATEGIC PLANNING RETREAT	Mar. 14, 2005		Mar. 14, 2005	Dr. Reutter, Mimi Johnson
PROGRAM REVIEWS COMPLETED	Mar. 30, 2004			Dr. Reutter, Curriculum Committee
UNIT PLANS DEVELOPED	Apr. 15, 2005			Dr. Reutter, Mimi Johnson
BUDGETS DEVELOPED	May 2, 2005			Dean Jan Jones

The next meeting will be held on **February 9, 2005.**

The meeting adjourned at 12:06 p.m.

Respectfully submitted by:

Mimi Evelyn Johnson

Mimi Evelyn Johnson

Approved on