



**PRESIDENT'S COUNCIL MEETING
LIBRARY TOWER 415
NOVEMBER 10, 2004**

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

The meeting was called to order by the presiding officer, Dr. Molina, at 9:09 a.m.

PRESIDENT'S COMMENTS

- Ⓜ Dr. Molina congratulated Dean Munnerlyn and the Student Services staff on the successful Veteran's Day Program held on November 9, 2004.
- Ⓜ Dr. Molina expressed his appreciation to Dean Jones and the Financial Division staff on their completion of the year-end budget report.
- Ⓜ Dr. Molina congratulated Dean Taylor and the Allied Health staff on their successful meeting of the program advisory committee.
- Ⓜ Dr. Molina distributed the Alabama Workforce Development System 2005 Strategic Plan Executive Summary.
- Ⓜ Dr. Molina met with small groups of faculty over the past few weeks to address any concerns they have, which included the following:
 - 1) Faculty expressed concern on their inability to receive needed instructional and shop supplies in a timely manner. In response to this concern, Dr. Molina asked Dean Jan Jones to facilitate the process of faculty receiving supplies by establishing an instructional/technical central supply area on the Patterson Campus and office supplies central receiving area on the Trenholm Campus. The central supply areas will be managed by Kenny Cox.
 - 2) Another concern included the maintenance of facilities. The maintenance staff has been assigned primarily on the Trenholm Campus to ensure the timely completion of several physical infrastructure projects on that campus. For example, Building D – new roof is needed, Building H – Early Child Care future home requires upgrades and the completion of the A/B Building renovations. The rest rooms in Building E on the Patterson Campus are a top priority for the College and work will begin on these after the projects on Trenholm Campus are completed. The Heating and A/C project is still underway. Admissions and Financial Aid are scheduled to move into Building F before the spring 2005 semester.
 - 3) The college will solicit a bid for a new janitorial contract for the Patterson Campus.
 - 4) A new recruitment initiative will involve currently enrolled students completing a contact card on prospective students they would recommend to attend Trenholm Tech.
- Ⓜ A new employee (employed since August 2004) orientation will be held on **Monday, November 15, 2004, at 9:00 a.m.** conducted by Pam Rollins, Administrative Services Manager, in the PC Conference Center. The President's Council was asked to attend and discuss their respective areas with the new employees.
- Ⓜ The College plans to implement Work Keys assessment.
- Ⓜ The President's Council recommended a tentative agenda for the upcoming Administrative Council meeting, which will be held on **December 2, 2004 at 11:00 a.m. to 1:00 p.m. in the PC Conference Center.** Agenda items include: (1) ID Badges, (2) How to capture data from all Non-Credit offerings at the College, (3)

Crisis Management Plan, (4) Dress Code, (5) Soft Skills Curriculum, (6) Proposed State Board of Education policies – Increase of Faculty Contact/Work Hours, Schedule H Tuition Assistance, and new Fee Schedule and (7) Work Keys.

- Ⓢ New hires and assignments for the college include Benee' Edwards, Placement and Follow-up Coordinator; Pat Rollins, Administrative Services Manager; William Byrd, IT Technician; Dr. Bill Hierstein, Dean of the College; Mrs. Arlinda Knight, Director of Continuing Education and Title III-B; and Mimi Johnson will be responsible for the Trenholm Tech Foundation.
- Ⓢ Mr. Henry Hendricks has announced his intent to retire effective December 31, 2004.
- Ⓢ Dr. Molina asked Dean Jan Jones to begin planning the relocation of personnel, computers, equipment and furniture to the A/B Building prior to the spring 2005 semester.

ACTIONS TAKEN BY COUNCIL

The President's Council made the following actions:

- Ⓢ The Council recommended Patricia Griggs to serve as the ADA Coordinator for the Trenholm Campus and Zandra Toney to serve as the Grievance Officer for the Patterson Campus. Dr. Molina will contact these individuals.

ROUNDTABLE

- **CHARLES HARRIS** – (1) Distributed a list of Information Technology prioritized projects.
- **MIMI JOHNSON** – (1) Distributed the analysis of the 2004 Institutional Effectiveness Survey, (2) A SACS accreditation meeting will be held on December 2, 2004 at 3:30 p.m. on the PC Conference Center, (3) Still working on President's Annual Report, (4) Still working on the Institutional Management Plan (IMP), and (5) Reminded Council that we need to develop the 5-YR/10-YR Facilities Master Plan for accreditation purposes.
- **JAN JONES** – (1) Completing financial statements for the fiscal year closeout to include financial aid reconciliation.
- **DAVID JONES** – (1) Working on the printing and distribution of the spring 2005 semester class schedule; Spencer Arington developed the graphic design for the cover; (2) Still working on getting catalog ready, need the degree plans in order to finalize the catalog; (3) Still working on auction.
- **GAIL TAYLOR** – (1) Dr. Probst and Dean Taylor attended the Academic Advising Conference at Jeff State on the STARS system. She recommended that student services staff attend this conference in March 2005 at Shelton State in Tuscaloosa. One of the techniques used by Jeff State is to develop relationships with faculties and admission staff at 4-yr institutions (2) Will students need liability insurance for the Phlebotomy Certification? Dean Jones recommended assessing a \$10 fee per student, per clinic to cover the cost of the liability insurance.
- **WILFORD HOLT** – (1) Working on curriculum to bring them to industry standards, (2) Meeting with Tier I supplies to develop training for their employees, (3) Plans are underway to spend Perkins funds for this academic year to include the Work Keys and Bridge Program, (4)
- **SURESH KAUSHIK** – (1) Working on radiology technology proposal (2) Attended meeting at Auburn University on ORACLE
- **QUINTON ROSS** – ABSENT,

- **JULLIANA PROBST** – (1) Still working on revising policy. (2) Presented concern about the lack of a systemic and comprehensive Personnel (Faculty/Staff) Evaluation process for accreditation purposes.
- **JOHN REUTTER** – ABSENT
- **SAM MUNNERLYN** – (1) All Academic Team recommendations are due on December 3, 2004; (2) Preparing for the Thanksgiving parade; (3) Installation of SGA Officers on November 17, 2004 at 7:00 p.m. in the Patterson Campus. (4) Noel Levitz will be here on December 3, 2004. (5) Interviewed for the Retention Advisor and will forward the final three candidates to the President.

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	Spring 2005
ACCESS generated credit cards	Investigate the use of "credit 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.	Wilford Holt	Fall 2004
Partnership with Job Corp	Job Corp students need internships in office technology and maintenance. Contact Mr. Eddie Williams	Benee' Edwards	Fall 2004
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
Partnership with Job Corp	Job Corp needs assistance with Financial Aid workshop. Contact Mr. Eddie Williams	David Jones	Fall 2004
Administrative Council	Review and revise (if necessary) the mission for the Administrative Council	Dr. Probst	Fall 2004
Assessment	Identify all units (i.e., FIT, GED, etc.) that conduct assessments in order to develop a common location for assessment data	Sam Munnerlyn & David Jones	Fall 2004
Non-Credit Offerings	Identify all offerings that may be counted for non-credit (AL Father Initiative, TBI, CE, etc.). Verify how adult education	Charles Harris	Fall 2004

	courses are reported.		
Computer Courses	Review and report all courses that are computer based on the Patterson Campus	Wilford Holt/ Linda Crowe	Fall 2004

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
COE CONFERENCE	Nov. 19, 2004		San Antonio, Texas	Dr. Molina/Dr. Bill Hierstein
ACA CONFERENCE	Nov. 20-23, 2004		Birmingham, AL	
COE ACCREDITATION MEETING	Nov. 30, 2004	3:15 pm	LT 317	Dean Kaushik
SACS ACCREDITATION MEETING	Dec. 2, 2004	3:30 pm	PC Conf Ctr	Mimi Johnson
SACS ANNUAL CONFERENCE	Dec. 4-8, 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
TRENHOLM TECH ANNUAL CHRISTMAS PARTY	TBA	7-9 pm	TBA	Cassandra Crosby
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+
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 **November 16, 2004 at 8:00 a.m.**

The meeting adjourned at 12:36 p.m.

Respectfully submitted by:

Mimi Evelyn Johnson

Mimi Evelyn Johnson

Approved on