



**PRESIDENT'S COUNCIL MEETING
LIBRARY TOWER 415
NOVEMBER 16, 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 **ABSENT:** Dr. Julliana Probst, Dr. John Reutter, Mr. Quinton Ross and Mrs. Gail Taylor

The meeting was called to order by the presiding officer, Dr. Molina, at 8:10 a.m.

PRESIDENT'S COMMENTS

- Dr. Molina distributed the proposed agenda for the Administrative Council meeting scheduled for December 2, 2004 at 11:00 am to 1:00 pm.
- The Dean of the College, Dr. Bill Hierstein, was welcomed to the College.
- Dr. Molina asked the President's Council to attend the ACA conference awards ceremony to support Trenholm Tech nominees (Dr. Julliana Probst, Cecile Stanford and Betty Edwards) for the 2004 Chancellor's Awards. The Chancellor's Awards presentation will be held on Sunday, November 21, 2004, from 4:00 to 5:00 p.m.

ACTIONS TAKEN BY COUNCIL

The President's Council made the following actions:

ROUNDTABLE

- **CHARLES HARRIS** – (1)
- **MIMI JOHNSON** – (1) Distributed copies of the Institutional Management Plan (2) The SACS Annual Conference will be held on December 4-7, 2004 in Atlanta and detailed plans will be forthcoming regarding the conference via email. (3) Still working on President's Annual Report, (4) Working on COE Annual report, which is due December 1, 2004.
- **JAN JONES** – (1) Completing financial statements for the fiscal year closeout to include financial aid reconciliation.
- **DAVID JONES** – (1) Finalizing script and budget for television commercials, (2) Finalizing course schedule for spring semester
- **GAIL TAYLOR** – ABSENT
- **WILFORD HOLT** – (1) Discussed the ACA Conference, (2) Updated the Council on the training we are providing for Hyundai, (3) Plastic Injection molds program are underway
- **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) MESSIP progress report is due in December 15, 2004; need to meet with Wilford and Charles regarding the progress on this grant. (3) Requested direction on the Radiologic Technology program request.
- **QUINTON ROSS** – ABSENT

- **JULLIANA PROBST** – ABSENT
- **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.
- **BILL HIERSTEIN**

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	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

College Assessment	Identify an assessment (i.e., PLATO, Work Keys, Pass Keys, etc.) tool for the College	Bill Hierstein	December 2004
Hyundai Update	Prepare a Hyundai update article in the Trenholm Tech newsletter. Also, develop	Wilford Holt, Julliana Probst, Spencer Arington, David Jones	December 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
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	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 24, 2004 at 8:00 a.m.**

The meeting adjourned at 12:36 p.m.

Respectfully submitted by:

Mimi Evelyn Johnson

Mimi Evelyn Johnson
December 1, 2004

Approved on