



**PRESIDENT'S COUNCIL MEETING  
LIBRARY TOWER 415  
JULY 14, 2004**

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

The meeting was called to order by the presiding officer, Dr. Molina, at 8:09 a.m.

**PRESIDENT'S COMMENTS**

- ☉ A Hyundai job fair will be held July 16-18, 2004. The schedule was distributed to the Council members. Council members were asked to be available throughout the weekend. Mr. Charles Harris was designated as the coordinator of the Hyundai job fair open house. A video conference will be held at 11:00 a.m. for all volunteers to discuss the logistics for the job fair. Cassandra Crosby distributed the Hyundai Open House updates.
- ☉ Senator Hank Sanders Death of a Fat Man book signing will be held on Monday, July 19, 2004, 11:00 a.m. to 1:00 p.m. in the Library Tower.
- ☉ Dr. Molina distributed a memorandum from Dr. Roy W. Johnson, Chancellor, on proposed bond issues. Discussion ensued about investigating the possibility of submitting a request for enjoining the bond issue. The pros and cons of this were discussed in detail.
- ☉ A proposal was disseminated from Baptist Medical Center South requesting Trenholm Tech to assume and offer educational programs in Radiologic Technology and Diagnostic Ultrasound.

**ACTION TAKEN BY COUNCIL**

The President's Council made the following actions:

- ☉ It was recommended by the Council that all front-line staff attend the Noel Levitz Advanced Connection Customer Training sponsored through Student Services.
- ☉ The Council by consensus approved for Dr. Kaushik and Dean Taylor to conduct additional research regarding this proposal.
- ☉ The Council approved the use of "calendar days" for mid-term to ensure consistency with the business office refunds and financial aid actions.
- ☉ The Council approved the recommended revision to the Notification of Unofficial Withdrawal form, which is to remove *a grade of WF must be assigned*.
- ☉ The Council approved the policy of suspending mailing grade reports to students. Students will be asked to obtain their grade reports on-line.

**ROUNDTABLE**

- **CHARLES HARRIS** – (1) Met with Alcatel to discuss a call center training center
- **MIMI JOHNSON** – (1) Received annual request to complete multiple reports from ACHE (i.e., Retirement, FICA, Building Inventory, Enrollment, Utilities Cost Consumption, etc.) which are due to Postsecondary by July 23 and subsequent due date to ACHE is August 9, 2004. The majority of these reports will be completed by the fiscal area. (2) Will attend the COE Conference in Biloxi, MS with Dr. Kaushik and Dr. Molina. (3) Asked Council members to submit to IR for inclusion in the President's Annual Report any noteworthy events involving students, also asked Dr. Kaushik to submit a one-page synopsis on the external grants we have received since 2003. (4) Have been working with the Climate and Culture Team and will have several recommendations to present to the Council after its July 23 meeting.

- **JAN JONES** – (1) Distributed the proposed Tuition and Fees Section of the College Catalog for mini-terms for review by the Council.
- **GAIL TAYLOR** – (1) Drafted policy on 17 hour rule (affects adjunct faculty) and forwarded to Council for review-have not received any comments and revisions, (2) Have received information from several faculty members for the syllabi on-line requirement, (3) Curriculum Committee met yesterday to consider the curriculum changes in compliance with SACS requirements, curriculum revisions will be resubmitted to program coordinators for the final review and approval.
- **DAVID JONES** – (1) Would like to propose that we use “calendar days” for mid-term to be consistent with business office refunds and financial aid. (2) Requested that the College will no longer mail grade reports would result in a \$1,000 savings in postage to the college. (3) Submitted a revision to the Notification of Unofficial Withdrawal Form. (4) State car keys will be in Student Services for check out. (5) Also distributed the parking permit for the Council’s review.
- **SURESH KAUSHIK** – (1) Community Outreach Partnership Center (COPC) Grant with AUM is progressing; (2) Working with the Student Support Services staff proposal (three year trends data graduation/retention/transfer rates are needed for the proposals); the proposal is due August 30, 2004; (3) Still working with Quinton Ross on the bridge project; (4) Additional assistance is needed with the MES proposal—need to enter into a dialogue with Hyundai (Charles and Wilford were asked to make contact with Hyundai in support of this proposal); and (5) The Career Tech proposal work has begun.
- **JULLIANA PROBST** – (1) Still working on policy manual.
- **SAM MUNNERLYN** – (1) Attending the Student Leadership Institute July 21-23, 2004; (2) Advanced Connection Customer Service Training (18 hour) will begin on August 10, 2004, the training is conducted once every two weeks for a two-hour period.

**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	Summer 2004
17-hour rule	Draft policy addressing the 17-hour rule for inclusion in the faculty/staff handbook and give it to Dr. Probst	Wilford Holt Gail Taylor	Summer 2004
Fall In-Service	Prepare presentation for faculty on <i>syllabi on web</i> requirement and expansion of distance learning	Gail Taylor, Wilford Holt and Charles Harris	August 2004
Distance Learning Policy	The distance learning policy developed by Dr. Robert Walker needs to be presented to the President’s Council for adoption	Dr. Molina	June 2, 2004
Develop a composite of the Externally Funded programs	Draft a composite of all externally funded programs: program description, funding agency, funding amount. Submit copies to the President’s Council and Shemeadra Johnson	Dr. Kaushik	June 2, 2004
Vacancy announcement for Division Chairs and Program Coordinators	Prepare vacancy announcements for the division chairs and program coordinator positions to advertise internally by July 1, 2004.	Dr. Molina	July 1, 2004
Administrative Planning Council	Hold elections for the Administrative Planning Council	Dr. Molina	July 1, 2004

Student Activity Calendar	Develop student activity calendar	Lee Broaden	July 7, 2004
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**UPCOMING EVENTS/MEETINGS**

EVENT/MEETING	DATE	TIME	PLACE	CONTACT
COE Summer Conference	July 14-16, 2004		Biloxi, MS	Mimi Johnson, Dr. Suresh Kaushik and Dr. Molina

**ANNOUNCEMENTS**

- o Fall In-Service Plans – (1) Distribute Faculty/Staff Handbooks with signatures of receipt, (2) Concurrent sessions on budget training, (3) Present information from the Climate & Culture Team (Mimi Johnson)

**NEXT MEETING**

The next meeting will be held on **July 14, 2004 at 8:00 a.m.**

The meeting adjourned at 10:59 am

Respectfully submitted by:

Mimi Evelyn Johnson

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Approved on \_\_\_\_\_