



**PRESIDENT'S COUNCIL MEETING
LIBRARY TOWER 415
JULY 21, 2004**

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

The meeting was called to order by the presiding officer, Dr. Molina, at 9:07 a.m.

PRESIDENT'S COMMENTS

- Ⓢ Approach to ensuring a successful marketing campaign is to base it on research. Focus groups will be conducted with potential students and business/industry on July 21, 2004.
- Ⓢ Annual staff evaluations must be completed and submitted by the Administrative Services Manager by August 2, 2004. If evaluations were not completed on staff for the previous year (2002-2003), they need to be completed for both years.
- Ⓢ Dr. Molina, Mimi Johnson and Dr. Suresh Kaushik attended the summer conference for the Council on Occupational Education last week. Our reaffirmation team visit is scheduled for **October 4-7, 2005**. We must communicate to the college community that we must extend our very best effort. A kick-off for the COE reaffirmation will be conducted during the fall 2004 in-service.
- Ⓢ The following personnel searches are currently underway: Director of Adult Education, Placement and Follow-up Coordinator, FIT Instructor, and Administrative Services Manager.
- Ⓢ Daisy Taylor and Linda Owens are asked to be responsible to distribute employee handbooks and/or revisions during the fall in-service. Employees must sign for receipt.

ACTION TAKEN BY COUNCIL

The President's Council made the following actions:

- Ⓢ The Council approved the posting of the weekly minutes to the College's intranet after review and approval by Dr. Molina.
- Ⓢ The Council approved the Annual Planning Timeline (Calendar) for the College.

ROUNDTABLE

- **CHARLES HARRIS** – ABSENT
- **MIMI JOHNSON** – (1) Requested that the President's Council meeting minutes to be posted on the College's intranet. (2) Ask that the members of the Council responsible submit the completed SACS application expeditiously. (3) Suggested that the President's Council purchase golf shirts from AKD for \$25.85 (includes \$3.00 for staff name). (4) Mimi Johnson will attend an institutional research conference at Florida State University on July 26-30, 2004.
- **JAN JONES** – (1) Will interview for the Administrative Services Manager, (2) Culinary Arts building has experienced break-ins so measures will be put in place to better secure the building. (3) The bookstore has an inventory of books that will be available for use by faculty and additional books will be donated to Barnes and Nobles for its literacy program. (4) Accounts Receivable and On-Line Requisitions modules will be implemented by spring 2005 semester.
- **GAIL TAYLOR** – ABSENT
- **QUINTON ROSS** – ABSENT

- **WILFORD HOLT** – ABSENT – REPORT MADE BY LINDA CROWE (1) Hyundai wants to schedule training for next month.
- **DAVID JONES** – ABSENT
- **SURESH KAUSHIK** – (1) Student Support Services proposal is progressing quite well and will be submitted on August 31, 2004.
- **JULLIANA PROBST** – (1) Still working on policy manual. (2) Plan to attend a conference on policy development in September 2004.
- **JOHN REUTTER** – (1) Distributed the annual planning timeline for consideration of the Council. (2) Dr. Reutter has completed five mission analysis meetings with the MIS Division. (3) Dr. Reutter has announced that he will be attending a conference July 26-30, 2004 (3) Curriculum revisions were submitted to the Curriculum Committee for review and approval. Program Coordinators have been asked to review and officially approved the degree plans for their respective programs.
- **SAM MUNNERLYN** – (1) The search committee for the Placement and Follow-up Coordinator is progressing quite well. (2) Recruiting – Eastdale Mall and Calhoun Foods have been contacted about placing a display staffed by recruiters at these facilities. (3) Survey on the intranet – How often would use a quite place on campus to study, if it was available. Approximately 65% indicated that they would use it weekly. (4) Ambassador training will be conducted today at 11:00 a.m. on the Trenholm Campus. Tennie McBryde has been appointed as advisor. (5) Customer Service Training will be held on August 11, 2004 for the remaining Student Services staff and Business Office staff. (6) A workshop for faculty advisors by Noel-Levitz has tentatively scheduled for September 10 or 17, 2004.

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	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 Shemadra 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

UPCOMING EVENTS/MEETINGS

EVENT/MEETING	DATE	TIME	PLACE	CONTACT
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Council on Resource Development and NAFEO Conferences	July 26-30, 2004			Dr. Molina
Institutional Research Training Conference	July 26-30, 2004			Mimi Johnson

ANNOUNCEMENTS

- o Fall In-Service (August 19, 2004) 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), (4) Unit project updates from Business Office, Student Services, Information Technology
- o An open house will be planned for the renovated Administration (A/B) Building on the Trenholm Campus in November.

NEXT MEETING

The next meeting will be held on **August 4, 2004 at 8:00 a.m.**

The meeting adjourned at 10:51 am.

Respectfully submitted by:

Mimi Evelyn Johnson

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Approved on _____