



**PRESIDENT'S COUNCIL MEETING
LIBRARY TOWER 415
JULY 9, 2003**

PRESENT: Mr. Charles Harris, Mr. Wilford Holt, Mrs. Mimi E. Johnson, Mr. David Jones, Mrs. Gail Taylor, Dr. Anthony L. Molina, Mr. Sam Munnerlyn, Mr. Quinton Ross and Mr. Martin Sheffield. Student Representative: Mr. Ernest Stone, SGA President ABSENT: Dr. Suresh Kaushik (attending a meeting at Department of Postsecondary)

The meeting was called to order by the presiding officer, Dr. Molina, at 9:00 a.m.

WELCOME QUINTON ROSS

Mr. Quinton Ross was introduced and welcomed as a member of the President's Council. The Adult Education Consortium with Montgomery, Bullock, Elmore and Macon counties has been formed. Senator Quinton Ross has been appointed as educational specialist for the adult education consortium, effective July 1, 2003.

2000-2001 FINANCIAL AUDIT AND EDITORIAL

An editorial was in the Sunday (7/6/03) edition of the Montgomery Advertiser which discussed the 2000-2001 financial audit findings of the College. The president will meet with each member of the President's Council to discuss the audit findings and the Council's role in improving the audit findings. The president has drafted a response to the editorial which will be sent to the Advisory Council of the College. A public relations package will be developed to be presented to the Editor of the Montgomery Advertiser about the College to convey that this administration has a new vision and it includes accountability.

JULY 11TH AND JULY 25TH- GOVERNOR'S TAX REFORM PACKAGE

- Ⓢ July 11th – A called meeting with Alabama Education Association (AEA) to discuss the Governor's Tax Package. The president was asked to send two representatives to this meeting to gather information on marketing the support of the tax reform package --Shirley Smith (AEA President of Trenholm College Chapter) and Henry Tylicki.
- Ⓢ July 25th - All personnel of the Alabama College System (approximately 6,000) will meet at Wallace Community College in Hanceville, Alabama to discuss the Governor's Tax Package and its impact on the two-year college system on July 25, 2003. Attendance is mandatory. Student Government Association leadership was asked to attend this meeting.

PERSONNEL SEARCHES

The following positions have been advertised: Director of Accounting, Coordinator of Admissions and Records, Assistant Director for Enrollment/Recruiter, Director of Technical Education and several faculty positions.

SACS

The SACS Leadership Team will meet on Monday, July 14, 2003 at 3:00 p.m. at the Patterson Conference Center to discuss the brown bag lunches, SACS planning calendar and preliminary report from Dr. Barbara Jones.

FISH FRY

The Fish Fry will be held on August 8, 2003. David Jones will spearhead this effort in collaboration with the President's Council and Student Support Services as an appreciation effort for faculty, student and staff. MENU: catfish, tilapia, fried green tomatoes, hush puppies, French fries, cake and coleslaw.

FINANCIAL AID WORKSHOP – JULY 16 AND 17 OR JULY 29 AND 30, 2003

A financial aid workshop sponsored by NAFEO in conjunction with the Federal Student Aid Office of the U.S. Department of Education to provide specialized training and technical assistance to those staff persons who are involved in the delivery of Title IV funds at Spellman College in Atlanta, GA will be held on July 29-30, 2003.

Other workshop dates are July 16 and 17 at Miles College in Birmingham, AL. Attendees at this workshop include: Martin Sheffield, Shemeadra Johnson, financial aid staff, Gail Taylor, Wilford Holt, and Dr. Molina.

STATE BOARD OF EDUCATION MEETING ON JULY 8, 2003

The Board approved the 10-year energy maintenance contract for both campuses with Siemens Building Technologies which will include the renovation of the Administration Building, lighting for the Library Tower parking lot, and replacement of existing heating, ventilation and air conditioning systems.

At its February 4, 2003 meeting the Commission on the Council on Occupational Education approved the merger/consolidation of John M. Patterson Technical College and H. Council Trenholm State Technical College. Board policy requires formal final approval by the Board following approval by the Commission on the Council of Occupational Education, this completing the merger/consolidation process. Final approval of the merger of Trenholm Tech by the State Board of Education occurred on July 8, 2003.

ACTION ITEMS

The following assignments and action items were assigned:

Action Items	Detailed Assignment	Person(s) Responsible	Due Dates
Professional Development	Identify and coordinate professional development sessions for innovate instructional strategies to enhance student outcomes (i.e., salesmanship for faculty to market their programs).	Robert Walker	Fall 2003
Faculty Credentialing	Obtain status report from Dr. Reutter on faculty credentialing. We need this information prior to the July 14, 2003 SACS meeting	Wilford Holt	July 9, 2003
Student Exit and Employers Surveys	Wilford will contact Dr. Reutter to obtain samples of these surveys	Wilford Holt	July 9, 2003
Voter Registration Drive and Student Rally	Coordinate a voter registration drive and student rally to support the Governor's Tax Reform Package	Ernest Stone, Sam Munnerylyn	August 2003
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.	Martin Sheffield	Fall 2003
Program Report Cards	Develop report card for program reviews to be disseminated by recommendation of the President's Council internally	Annitta Love and Curriculum Committee	Summer 2003
Classroom Observation	Develop a plan to conduct classroom observation	Gail Taylor/ Wilford Holt	July 9, 2003
Planning Matrix	Confer with Dr. Barbara Jones to develop a planning matrix for the college that will be a comprehensive initiative of annual unit planning process, budgeting and program review.	Dr. Suresh Kaushik	July 9, 2003
Institutional Goals	Develop a plan and timeline for changing the institutional goals	Dr. Suresh Kaushik Dr. Julianna Probst	July 9, 2003

Internal Audit Committee	Appoint Carl Perkins Audit Committee to conduct an internal audit of the Carl Perkins process. Dr. Suresh Kaushik (Chair), Mimi Johnson, Wilford Holt, Shemeadra Johnson, and Charles Harris	Dr. Anthony L. Molina	July 9, 2003
Program Goal Purpose Statements	Identify the number (60) of program goal purpose statements and appropriate time for this to be displayed...Charles Harris to develop a format to include the college mission on the intranet. Goal purpose statement should include retention and completion rates.	Mimi Johnson/ Charles Harris	Summer 2003
Grant writing Incentive	Investigate the possibility of providing monetary incentives to grant writers from external indirect costs.	Martin Sheffield	Fall 2003
Advertising	Dr. Molina will discuss with Daisy Taylor regarding the notice of vacancy and job descriptions.	Holt, Sheffield, Munnerlyn, Jones, Anthony Molina	July 9, 2003
Building Coordinators	Write letter appointing persons as bad weather building coordinators. Meet with Andy Jordan, Martin Sheffield, Dennis Monroe, Marsh and Charles Harris to develop a plan for using the radios.	Dr. Molina, Andy Jordan, Sheffield, Monroe and Harris	June 18, 2003
Energy Conservation	Instruct security to turn off lights and computers in labs Train security officers to turn off computers Set up meeting with Marsh, Dennis and Dr. Molina	Martin Sheffield/ Charles Harris	June 11, 2003
Summer Contracts	Identify adjuncts needed for the summer semester. Identify assignments for people who do not have a full teaching load for the summer.	Gail Taylor/ Wilford Holt	June 25, 2003
Carl Perkins Funds	Supply list of faculty critical needs and amount of Carl Perkins funds available for review by the Council. Dean Taylor and Wilford Holt to send letter to program coordinators (faculty) to solicit critical needs.	Wilford Holt/Gail Taylor	June 25, 2003
Fact Book and Institutional Advancement Informer	The Fact Book and Institutional Advancement Informer to be placed on the internet	Charles Harris/Mimi Johnson	August 1, 2003
Fast Facts	Publish Fast Facts	Mimi Johnson	August 1, 2003
Distance Learning	Dr. Walker to give Admissions and Registration staff an orientation about the distance learning program	Gail Taylor/ Dr. Walker	July 9, 2003
Hourly Wage Standard	Develop an hourly wage standard for various positions	Martin Sheffield	Summer 2003
Standardized Degree Plan Format	Convene committee to standardized degree plan format	Annita Love, Dr. Robert Walker and Linda Crowe	

ROUND TABLE

- **Charles Harris** – (1) Distributed Staff Evaluation for final approval to the President’s Council. (2) Video/Teleconference set up in LT317 is on schedule, equipment has been arriving (3) The vendor associated with the Fiber optics project to connect both campuses by fiber optics has increased the 10-year lease to \$45,000 initial deposit as well as the monthly fee. The budget will have to be reviewed to determine if the funding is available. (4) Culinary Arts computer lab is up and running.
- **David Jones** – (1) Distributed revisions to College Catalog received from faculty and staff; President’s Council was asked to review the revision and be prepared to approve the revisions. Final due date for college catalog revisions to David Jones is Friday, August 1, 2003. (2) Fall 2003 semester schedule will be mailed on July 29, 2003 to community.

- **Sam Munnerlyn** – (1) Completed administration of Institutional Priorities and Student Satisfaction surveys on Patterson Campus. Will report results at the August Professional Development meeting.
- **Mimi Johnson**- (1) Strategic Analysis Team (SAT) luncheon meeting will be held on Monday, July 21, 2003 at 11:30 a.m. in the Culinary Arts center, (2) SACS meeting will be held on July 14, 2003 at 3:00 p.m., Patterson Campus Conference Center with SACS Leadership Team to discuss SACS timeline and brown bag lunches scheduling, (3) Distributed Institutional Effectiveness Survey results, recommended a college standard of 3.50 on a 4.00 scale; suggested that areas with a rating below 3.00 develop written strategies for improvement (5) Discussed quote for publication of Fast Facts (1,000-\$658, 1,500-\$688, and 2,000-\$718),
- **Wilford Holt**– (1) Orientation meeting at Maxwell instructional site on July 11, 2003. (2) July 25, 2003 meeting system-wide meeting to discuss Tax Reform package; refreshments are needed, must arrive by 10:45 a.m. so we need to depart at 7:00 a.m.; lunch will be provided; mandatory meeting—all staff and faculty are required to attend. Attendees are asked to wear Trenholm Tech t-shirts.
- **Gail Taylor** – (1) Title III requisitions and invoices that have been paid without appropriate signatures. A memo will be sent out regarding the process on obtaining the appropriate signatures.
- **Ernest Stone** (1) Fundraiser with car wash and raised \$150; (2) Fundraiser for Red Cross- total to date \$332

APPROVALS:

1. The Staff Evaluation Form was approved upon the recommended revisions. Mr. Harris was asked to distribute the revised Staff Evaluation to the President’s Council prior to implementation.
2. Publication of 2,000 copies of the Fast Facts brochure.

UPCOMING EVENTS/MEETINGS

EVENT/MEETING	DATE	TIME	PLACE	CONTACT
President’s Conference	June 30-July 2, 2003			
AEA meeting on Governor’s Tax Reform	July 11, 2003		AEA	Attendees: Shirley Smith, Henry Tylicki, Quinton Ross, Earnest Stone
SACs Leadership Team meeting	July 14, 2003	3:00 p.m.	Conference CTR Patterson Campus	Mimi Johnson
NAFEO sponsored Financial Aid Workshop	July 16-17, 2003		Miles College Birmingham, AL	Attendees: Gail Taylor, Dr. Molina, Quinton Ross, Martin Sheffield, Wilford Holt, Dr. Molina Financial Aid Staff
HBCU-UP Meeting	July 18-19, 2003		Lawson State, Birmingham	Attendees: Gail Taylor, Charles Harris, Dr. Suresh Kaushik, Dr. Molina and Sam Munnerlyn
Strategic Analysis Team Meeting	July 21, 2003	11:30 a.m.	Culinary Arts Center	Dr. Anthony L. Molina Attendees include: President’s Council
Two-Year System-wide Meeting	July 25, 2003	11:00-1:00	Wallace Community College-Hanceville	All faculty and staff (student leadership)
College Fish Fry	August 8, 2003	9:30 a.m.	Trenholm Campus	David Jones

ANNOUNCEMENTS

The next meeting will be held on July 23, 2003 at 8:00 a.m.

The meeting adjourned at 11:30 a.m.

Respectfully submitted by:

Mimi Evelyn Johnson

Mimi Evelyn Johnson

Approved on _____