



**PRESIDENT'S COUNCIL MEETING
LIBRARY TOWER 415
JUNE 10, 2003**

PRESENT: Mr. Wilford Holt, Mr. Charles Harris, Mrs. Mimi E. Johnson, Mr. David Jones, Dr. Suresh Kaushik, Mrs. Gail Taylor, Dr. Anthony L. Molina, Mr. Sam Munneryn, and Mr. Martin Sheffield.

The meeting was called to order by the presiding officer, Dr. Molina, at 8:05 a.m.

STUDENTS TAKING MATH CLASSES

A meeting will be held to develop a protocol for students taking math courses to ensure that students take the prerequisite courses as required.

SACS RETREAT UPDATE

The SACS Retreat will be held June 12-13, 2003, at the Heritage Trail Conference Center in Sylacauga, Alabama. Transportation will be provided by the college. The bus will depart from Patterson Campus at 6:45 a.m. promptly. Approximately 35 participants are expected to attend the retreat. The purpose of the retreat is to develop a strategic plan for the college. Communication was sent to attendees of the retreat regarding the logistics. Mimi Johnson distributed SACS retreat attendees matrix and finalized agenda.

JOB DESCRIPTIONS

Dr. John Reutter is developing a standardized format for all job descriptions. During each new contract year, employees will be asked to sign a job description which will be placed in their personnel files and a copy maintained by the employee.

STAFF EVALUATIONS

A preliminary draft of the staff evaluation was distributed. The Staff Evaluation Committee will meet on June 19, 2003 to recommend an instrument to use for staff evaluations.

CARL PERKINS REPORT

Jim Randolph has been assigned to manage Carl Perkins, which includes hosting the advisory committee and writing the annual proposal.

INSTRUCTIONAL PROGRAMS SEEKING GRANTS

Instructional programs that require enhancing should be identified and submitted to Dr. Kaushik in order for additional funds to be obtained via grant writing.

REVIEW OF ENROLLMENT AND PROGRAM COMPLETION DATA

A table of Enrollment and Completions by Program for fall 2002 - summer 2003 was distributed to the Council.

UPDATE ON NSF GRANT

Consultants and Wallace-Hanceville have been at the college to discuss the automobile manufacturing proposal. NSF is considering funding a planning grant for the college.

VEHICLE INSURANCE

The college has vehicle insurance for campus cars and trucks driving program.

ACTION ITEMS

The following assignments and action items were assigned:

Action Items	Detailed Assignment	Person(s) Responsible	Due Dates
Notification to College	Appointing James Meadows to address college issues in the absence of the President and President's Council on June 12 and 13, 2003	Dr. Molina	June 10, 2003
Student Satisfaction Survey	Presentation of results at the next President's Council meeting.	Sam Munnerylyn	June 18, 2003
Program Viability Task Force	Appoint a task force (members of the curriculum committee) to develop strategies to enhance programs with low enrollments	Gail Taylor, Annita Love	June 18, 2003
Advertising	Meet with Linda Owens to draft advertisement for Director of Accounting, Director of Technical Education, Assistant Director of Enrollment Management and Recruiter, Director of Admissions/Registrar as well as faculty positions. Dr. Molina will discuss with Daisy Taylor regarding the notice of vacancy and job descriptions.	Holt, Sheffield, Munnerylyn, Jones, Anthony Molina	June 18, 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
Advertising Campaign	Develop a package for advertising	David Jones, Charles Harris, Kim Davis	June 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 18, 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 18, 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	July 1, 2003
Distance Learning	Dr. Walker to give Admissions and Registration staff an orientation about the distance learning program	Gail Taylor/ Dr. Walker	June 30, 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) Bullock County has expressed an interest in connecting with our distance learning.
- (2) Cost containment initiative for the college is to facilitate the administrative merger. (3) Distributed

Contingency Plan for inclement weather, emergencies or any other contingency which may impact the safety of Trenholm students, faculty and staff.

- **Sam Munnerlyn** – (1) Students will attend upcoming Leadership Retreat. (2) Trenholm Tech does not currently participate in the student loan program and do not have any plans to participate. (3) Student Satisfaction Survey by Noel Levitz has arrived.
- **David Jones** – (1) Distributed marketing plans for fall semester 2003.
- **Mimi Johnson-** (1) Coordinate completion with Finance and Administrative Services of the fall 2003 ACHE Facilities Inventory. The report is currently being reviewed and will be submitted to Postsecondary by June 18, 2003. (2) Distributed SACS retreat attendees matrix and final agenda. (3) Collecting Unit Goals and Progress Reports. Will distribute a report on the status at the next President’s Council meeting. (4) Of the 150+ attendees of the May 12 Professional Development Activity approximately 84 people have completed the Institutional Effectiveness survey. Analysis will be distributed at the next President’s Council meeting. (5) After the spring 2003 semester has been closed out by IT, a preliminary COE and Perkins reports will be conducted.
- **Wilford Holt**– (1) Proceeding with relocating trailer to Trenholm campus. Removing old train car and doing restorative work on the landscape.
- **Martin Sheffield** – (1) Currently ascertaining the funding outlook for the College as how we should proceed to the end of the fiscal year. (2) Addressing request from Bennita Vaughns for needing a classroom in the LT from 8 a.m. to 2 p.m. on Fridays until June 27, 2003.
- **Suresh Kaushik** – (1) Submitted additional information for the USDA Distance learning proposal.

UPCOMING EVENTS/MEETINGS

EVENT/MEETING	DATE	TIME	PLACE	CONTACT
SACS Retreat	June 12-13, 2003		Heritage Trail Conference Center	Mimi Johnson
Fish Fry for Staff	June 27, 2003	9:30 a.m.	Trenholm Campus	President Council
HBCU-UP Meeting	July 18-19, 2003		Lawson State, Birmingham	Attendees: Gail Taylor, Charles Harris, Dr. Suresh Kaushik, Dr. Molina and Sam Munnerlyn

ANNOUNCEMENTS

The next meeting will be held on June 18, 2003, at 8:00 a.m.

The meeting adjourned at 10:17 a.m.

Respectfully submitted by:

Mimi Evelyn Johnson

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Approved on _____