



**PRESIDENT'S COUNCIL MEETING
LIBRARY TOWER 415
JUNE 18, 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 Munnerlyn, and Mrs. Daisy Taylor for Mr. Martin Sheffield. GUEST: Mrs. Annitta Love

The meeting was called to order by the presiding officer, Dr. Molina, at 8:00 a.m.

SUMMARY OF THE 2002-2003 COLLEGE PROGRAM REVIEW PROCESS

Mrs. Annitta Love gave a debriefing of programs reviewed in 2003 by the Curriculum Committee: Air Conditioning and Refrigeration, Automotive Technology, Building Construction, Cosmetology, Culinary Arts/Hospitality Management, Diesel Mechanics, Interior Design, Apparel and Designs, Upholstery, Truck Driving, Accounting, Office Administration, Clerical, and Computer Information Systems.

Reviewed and adopted *Program Review Follow-up Procedure* submitted by Dr. John Reutter. Dr. Tracie Carter was recommended to serve as the Program Review Follow-up Supervisor.

SACS RETREAT FOLLOW-UP

Action items from the retreat:

- Ⓢ *Instructional and Student Services Task Force* {Sam Munnerlyn, Henry Tylicki, Vicki Colon, Wanda Kirk, Betty Edwards, Vanessa Murphy, Annitta Love, Latrisha Brown (Chair), Academic Division Heads, Gail Taylor, Lynn Sutton, and Wilford Holt} to assess the advising and counseling process in order to develop a comprehensive student advisory plan which will incorporate web registration and other interventions. Another issue to be addressed is to ascertain the difference between advising and counseling.
- Ⓢ *Presidents Council to review and approve all official reports for the college and document of such.*
- Ⓢ Incentives (release time, recognition, monies from foundation) for faculty to write grants.
- Ⓢ Conduct a cost/benefit analysis for each program offering to determine a minimum number for a class to make.
- Ⓢ Competency-based instruction initiative for the college
- Ⓢ Develop a formalized plan for classroom observation
- Ⓢ Develop a college planning matrix for the college

2001 AUDIT

The 2001 Audit has been completed and the exit interview is scheduled for June 19, 2003. The audit findings were improved from 2000; however, several issues require immediate attention.

GOVERNOR'S TAX PACKAGE

Attended meeting at AEA with other college and university presidents. It is important for education proponents to "get out the vote" on September 9, 2003, to pass the Governor Riley's tax initiative. The consequences of not getting the tax package passed are dire. As a college, we need to decide how to contact (fliers, rallies, mailings, etc.) our constituents (students, faculty, staff and alumni) about supporting the passage of this tax package. Campaign for Alabama will devote funds to push this initiative. The college can submit a written strategy.

Construct a billboard and place it next to McGhee and E. South Blvd at the Patterson Campus –“Trenholm Tech supports the Governor’s Tax Package! Please vote YES on September 19, 2003.”

PERSONNEL

The College is in the process of developing advertisement for several positions: Machine Tool Technology Instructor, Culinary Arts/Hospitality Management Instructor, Adjunct Faculty Positions, Building Construction Instructor, Director of Accounting, Director of Technical Education, Assistant Director of Enrollment Management and Recruiter, and Director of Admissions/Registrar.

MATH (GENERAL ED) SUMMIT

A General Education Summit will be held on June 19, 2003 at 1:30 p.m., Patterson Campus Conference Center to address issues prerequisites, advising, syllabi and curriculum.

ACCIDENT PROCEDURES

When an accident has occurred on the Trenholm property an accident report must be completed and submitted to the Coordinator of Safety for transmittal to the State Board of Adjustment for financial assistance with medical bills. Procedures must be implemented and disseminated college-wide.

ACTION ITEMS

The following assignments and action items were assigned:

Action Items	Detailed Assignment	Person(s) Responsible	Due Dates
Appointment of Instructional and Student Services Task Force	Send appointment letter to Sam Munnerlyn, Henry Tylicki, Vicki Colon, Wanda Kirk, Betty Edwards, Vanessa Murphy, Annitta Love, Latrisha Brown (Chair), Academic Division Heads, Gail Taylor, Lynn Sutton, and Wilford Holt	Dr. Molina	June 18, 2003
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
Academic Program Cost/Benefit Analysis	Conduct a cost/benefit analysis for each program offering to determine a minimum number 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
Program Goal Purpose Statements	Identify the number of program goal purpose statements and appropriate time for this to be displaced...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	June 25, 2003
Advertising	Dr. Molina will discuss with Daisy Taylor regarding the notice of vacancy and job descriptions.	Holt, Sheffield, Munnerlyn, Jones, Anthony Molina	June 18, 2003
Graduate Exit Survey/ Employer’s Survey	Develop a process and timeline to implement Graduate Survey (during intent to graduate process) and Employer’s Survey (administered by faculty during duty	Mimi Johnson	July 9, 2003

	days)		
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	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) Survey tool is available, (2) Administrative merger process is ongoing—drop dead date is July 15, 2003, (3) Software package that will provide on-line distance education.
- **Sam Munnerlyn** – (1) Expressed a need to have departmental orientations for new students. (2) Student Satisfaction Survey and Institutional Priorities Survey have been administered on the Trenholm Campus and are currently being administered on the Patterson Campus. (3) SGA is sponsoring a solicitation of \$1 for the Red Cross and also sponsoring other fundraising activities.
- **Kim Davis** – (1) Article in Montgomery Adv. In Sunday edition on Father to Work Graduation, (2) PSAs have been developed and anticipate running them soon
- **David Jones** – (1) Distributed templates for Parking Decal and approved by President's Council.
- **Mimi Johnson-** (1) Developed a SACS Retreat Evaluation Questionnaire and with Charles Harris assistance developed it as an on-line survey, (2) Distributed report to program coordinators for their review and revision of follow-up data as recorded on the AS400. (3) Conducting debriefing of SACS Retreat and pre-planning to develop protocol for SACS Leadership and Team Chairs responsibilities during Brown Bag Lunches.
- **Wilford Holt**– (1) Reminder of Fish Fry on June 27, 2003 at Trenholm Campus, (2) Horticulture trailer has been placed on the property, proposal for landscaping have been developed.
- **Suresh Kaushik** – (1) Developing response to NSF proposal grant.

UPCOMING EVENTS/MEETINGS

EVENT/MEETING	DATE	TIME	PLACE	CONTACT
Fish Fry for Staff	June 27, 2003	9:30 a.m.	Trenholm Campus	President Council
President's Conference	June 30-July 2, 2003			
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 25, 2003 at 8:00 a.m.

The meeting adjourned at 12:00 p.m.

Respectfully submitted by:

Mimi Evelyn Johnson

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Approved on _____