



**PRESIDENT'S COUNCIL MEETING  
LIBRARY TOWER 415  
JUNE 25, 2003**

PRESENT: Ms. Kim Davis, Mr. Charles Harris, Mr. Wilford Holt, Mrs. Mimi E. Johnson, Dr. Suresh Kaushik, Mrs. Annitta Love for Mrs. Gail Taylor, Dr. Anthony L. Molina, Mr. Sam Munnerlyn, and Mr. Martin Sheffield.

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

**2001 FINANCIAL AUDIT**

The findings and corrective actions from the 2001 financial audit were discussed by Martin Sheffield. The 2002 financial audit is expected to be completed by September 2003.

**CHAT WITH THE PRESIDENT**

The Chat with the President will be held on June 25, 2003, at 2:00 p.m. in the cafeteria on the Patterson Campus. Issues to be discussed are: 2001 financial audit results, personnel changes, administrative merger, 2002 financial audit, proration, Governor's Tax Package, Math Summit, Welfare to Work Audit, Adult Education Consortium, SACS Retreat and Brown Bag lunches, library tower parking lot, Siemens upcoming renovations, Staff Evaluations and July 4<sup>th</sup> Holiday.

**ADULT EDUCATION CONSORTIUM**

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. A grant from the Department of Postsecondary Education has awarded us a grant to pay 50% of this salary with the other 50% coming from Montgomery Public Schools.

Mrs. Geneva Patterson has been named the Adult Education Teacher of the Year.

**GOVERNOR'S TAX PACKAGE**

A handout will be distributed to the faculty and staff during the Chat with the President that was developed by Alabama Education Association.

**BOARD OF NURSING**

President Molina, Dean Taylor and Mrs. Ethel Avery recently attended a meeting with the Board of Nursing to discuss the status in the nursing program.

**CARL PERKINS POSSIBLE AUDIT**

The President's Council will determine how the Carl Perkins funds will be disbursed. Dr. Suresh Kaushik was appointed to monitor the Carl Perkins Program with proposal and reporting responsibilities. A recommendation was made to form a committee to ensure compliance with Carl Perkins regulations to address a possible audit in September 2003. ***Internal Audit Committee:*** Dr. Suresh Kaushik (Chair), Shemeadrea Johnson, Wilford Holt, Mimi Johnson, Charles Harris and Jim Randolph.

**STAFF EVALUATION FORM**

The Staff Evaluation Form was adopted by the President's Council effective June 25, 2003. Recommendations for revisions included: attaching the Postsecondary guidelines relative to staff evaluations and professional development plan to include a statement that the professional development plan should be updated on an annual

basis for Schedule E employees to ensure consideration for salary increases; a statement should be included in the procedures for a copy of the evaluation to be forwarded to the President's office for review; incorporate statement for supervisors to offer justification when rating an employee with 5 or 1.

**REPORTS TO BE PRESENTED AT JULY 9<sup>TH</sup> MEETING** (1) Sam – Institutional Priorities and Student Satisfaction Surveys, (2) Mimi Johnson – Institutional Effectiveness Survey, and (3) Wilford Holt – Student Absence policy.

**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>
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
Student Exit and Employers Surveys	Wilford will contact Dr. Reutter to obtain samples of these surveys	Wilford Holt	July 9, 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
Institutional Effectives Survey	Discuss IE survey results and recommend standard for the college and strategies for improvement.	Mimi Johnson	July 9, 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 form for approval
- **Sam Munnerlyn** – (1) Welfare to Work audit has been conducted, (2) College will get two billboards near Trenholm Tech for advertising, (3) Jamie Davis from AUM (TWITH from 8-12) internship to assist in Student Services.
- **Mimi Johnson-** (1) Distributed SACS Retreat Evaluation Questionnaire results, (2) Distributed Unit Goals and Progress Reports Status Matrix (3) SACS meeting will be held with SACS Leadership Team to discuss SACS timeline and brown bag lunches scheduling, (4) Distributed Institutional Effectiveness Survey results, (5) Distributed draft of Fast Facts, (6) Discussed Graduating Student Survey Administration process.
- **Wilford Holt**– (1) Requested full feature telephone for night coordinators – Wyndell Hilyer and Doug Patterson, (2) Distributed draft of Holiday Schedule for July 4<sup>th</sup> indicating that the work schedules will not be adjusted.
- **Martin Sheffield** – (1) How will the administrative merger affect the fact that we will be in the middle of the financial aid year? (2) 2002 financial audit must be completed by August. Staff/Faculty will be asked to only process emergency requests for supplies and equipment for about six weeks.
- **Suresh Kaushik** – (1) National Science Grant Proposal contracts office has requested the College to provide financial information.

### **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 Fast Facts brochure.

### **UPCOMING EVENTS/MEETINGS**

EVENT/MEETING	DATE	TIME	PLACE	CONTACT
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
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**ANNOUNCEMENTS**

The next meeting will be held on July 9, 2003 at 8:00 a.m.

The meeting adjourned at 11:45 a.m.

Respectfully submitted by:

*Mimi Evelyn Johnson*

Mimi Evelyn Johnson

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