

**PRESIDENT'S COUNCIL MEETING
LIBRARY TOWER 415
MARCH 19, 2003**

PRESENT: Mr. Wilford Holt, Mr. Charles Harris, Mrs. Mimi E. Johnson, Mrs. Antoinette Jones, Mr. David Jones, Dr. Suresh Kaushik, Mr. James Meadows, Dr. Anthony L. Molina, Mr. Sam Munnerlyn and Mrs. Gail Taylor. Student Representative: Mr. Ernest Stone (SGA President). ABSENT: Mr. Sam Munnerlyn

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

ACTION ITEMS

The following assignments and action items were assigned:

Action Items	Detailed Assignment	Person(s) Responsible	Due Dates
Memo to constitute the Staff Evaluation Committee	Appoint Mimi Johnson, Daisy Taylor, Linda Crowe, Jerry Joyce, Joseph Trimble, and Patricia Griggs to serve on the Staff Evaluation Committee. Antoinette Jones and Charles Harris to serve as co-chairs	Dr. Molina	March 26, 2003
Community College Month	Develop PSAs about community college month.	Kim Davis	March 26, 2003
Community College Month	Place an announcement about community college month on the college's web page.	Charles Harris	March 26, 2003
Memo to President's Council and Department Heads	FEMA presentation on April 16, 2003 at 10:00 a.m., Patterson campus, conference center	Dr. Molina	March 26, 2003
Cost Containment Campaign	Charge security staff to turn off lights in buildings.	Dr. Molina	March 26, 2003
Energy Conservation Task Force	Appoint Andy Jordan (chair), Heath Flowers, Dennis Monroe, Henry Tylicki, James Turner, and Charles Harris to develop a cost containment plan for the college as it relates to concerning energy	Dr. Molina	March 26, 2003
Memo to Supervisors	Ask supervisors to identify staff who are in the National Guard.	Dr. Molina	March 26, 2003
Memo to Students	Announcing \$8.00 per credit hour tuition increase effective summer term 2003, pending approval by Department of Postsecondary Education	Dr. Molina	March 26, 2003
Bridge Proposal and Portfolio	Provide Dr. Molina the portfolio designed for the bridge project.	Dr. Kaushik/ Earnest Stone (provide a photo of the proposed bridge)	March 26, 2003
FEMA Representative College Walk Through	Notify Dennis Monroe and Andy Jordan to be on the walk through with FEMA representative, Anita Patterson on April 7-11, 2003	Dr. Molina	March 26, 2003
Mileage allowance for campus to campus travel	Revise mileage allowance for persons traveling on official business in privately owned vehicles.	James Meadows	March 26, 2003

Action Items	Detailed Assignment	Person(s) Responsible	Due Dates
On-Line Requisitions	Host workshop on Trenholm campus for use of on-line requisitions system	Charles Harris/James Meadows	April 4, 2003
Student Email	Develop process for students to have email. Cost projection will be researched. Possibility of using Title III funds to purchase student server (hardware) and Title IV student worker to manage the process	Charles Harris	April 4, 2003
Fact Book and Institutional Advancement Informer	The Fact Book and Institutional Advancement Informer to be placed on the internet	Charles Harris/Mimi Johnson	April 16, 2003
AS400 update	Update tuition increase in AS400	Charles Harris	April 16, 2003
Orientation for Distance Learning Students	Host an orientation for the students about distance learning; Dr. Robert Walker (chair), Vicky Colon, Sharon Watts, Charles Harris	Dr. Molina	March 26, 2003
Distance Learning	Investigate COE requirements concerning distance learning.	Dr. Kaushik and Gail Taylor	March 26, 2003
Federal financial aid regulations on Distance Learning	Investigate Federal financial aid regulations on Distance Learning	David Jones	March 26, 2003
Hourly Wage Standard	Develop an hourly wage standard for various positions	President's Council (Dr. Molina and James Meadows)	May 15, 2003
Faculty Workload	Academic Council to review implementing a policy for faculty who teach night classes to leave work at 12:00 noon on Fridays.	Academic Council Wilford Holt/Dean Taylor	Spring 2003
Fall Scheduling	Develop fall schedule so the duplicate classes are not being offered on both campuses at the same time. These offerings should be staggered.	Gail Taylor/Wilford Holt	Summer 2003

ROUND TABLE

- **Charles Harris** – (1) Administrative merger-must implement codes that we will be used for the combined dataset, (2) Summer Term 2003 will offer a English 101 and Math 100 with Jeff State (teachers Vicky Colon and Sharon Watts) taught via distance learning. *The distance learning cost is \$84 per credit hour.* (3) IBM through their Partner in Education program has agreed to provide us free software to assist with educational programs.
- **David Jones** – (1) Need to get with Dennis Monroe to discuss possible bomb threats and appropriate response.
- **Wilford Holt**– Career Expo will be hosted on Friday, March 21, 2003; we are expecting approximately 250-300 students.
- **Earnest Stone** – (1) Requested that the Dean of Student Services swear in the Student Government Association on Honor's Day on April 17th, (2) presented proposal to host a unifying student event for both campuses, Mr. Stone was asked to adhere to proper protocol and channel all activities and requests through the SGA advisor, (3) researching the possibility of relocating the security guard station on the Patterson campus to a more visible location.

- **Gail Taylor** – (1) Governor’s House will be the venue for the May 12, 2003, professional development activity.

INFORMATION/DISCUSSION ITEMS

BUILDING CONSTRUCTION TECHNOLOGY

Effective March 18, 2003, the Council on Occupation Education has granted approval for Trenholm Tech to offer associate degrees in building construction technology.

STAFF EVALUATION

Faculty evaluations are being managed by Dr. Robert Walker. Mimi Johnson was asked to develop a process to get feedback from the staff concerning the last staff evaluation. Charles Harris was asked to reconvene the staff evaluation committee to assess the last instrument that was used. Members of the staff evaluation committee are Charles Harris (Co-chair), Antoinette Jones (Co-chair), Mimi Johnson, Daisy Taylor, Linda Crowe, Jerry Joyce, Joseph Trimble, and Patricia Griggs.

COMMUNITY COLLEGE MONTH – APRIL

It was suggested to host a *Trenholm Tech Day at the Legislature* and present legislators with cookies and plants.

PRORATION MEETINGS UPDATE

All deans were asked to discuss the proposed cuts with their staff to get their input and understanding of the situation.

COST CONTAINMENT CAMPAIGN

Dr. Kaushik suggested that we have a special campaign to discuss cost containment strategies. Dr. Molina will ask campus security on Patterson Campus to check all offices and other rooms to turn off lights. Charles Harris will power down all computer labs in an effort to conserve energy. An Energy Conservation Task Force will be formed to develop a plan for the College to contain costs and conserve energy.

FEEDBACK FROM SACS MEETING

Dean Taylor and Mr. Holt were asked to clarify to the faculty that it will not take 10 years to get SACS accreditation. The instructional deans were asked to identify faculty who may need additional credentials to meet SACS requirements. Each affected faculty member will, along with the deans, develop a plan to obtain the additional credentials. The college will assist as much as possible to aid the faculty in this process.

Tony Honeycutt, a consultant recommended by Dr. Barbara Jones, will come to review the faculty credentials in technical programs.

HOUSE BILL 62

A bill sponsored by Betty Carol, requiring all funding for agencies that deal with workforce development (i.e., ADECA, Department of Industrial Relations) to be placed under the auspices of the Department of Postsecondary Education. This bill is being supported by Dr. Roy Johnson.

UPCOMING EVENTS/MEETINGS

EVENT/MEETING	DATE	TIME	PLACE	CONTACT
Graduation Committee	March 19, 2003	1:30 p.m.	Patterson Conf Center	Student Services
Police Officer Tony Garrett to speak to President’s Council about suggestions to handle student protests or crowd control	March 26, 2003	8:00 a.m.	Library Tower, 415	President

Administrative Council	April 3, 2003	1:30 p.m.	Patterson Conf. Center	President
Retention Workshop	April 4, 2003	9:00 a.m.	Trenholm Campus Cafeteria	Student Services
FEMA Representative College Walk Through with Dennis Monroe and Andy Jordan	April 7-11, 2003			President
Counselor's Night Out	April 14, 2003	4:30 p.m.	Culinary Arts	Student Services
FEMA Presentation for President's Council and Department Heads	April 16, 2003	10:00 a.m.	Patterson Campus Conference Center	President's Council
Honors Day	April 17, 2003	TBA	Both Campuses	Student Services
Fish Fry for Faculty and Staff	April 18, 2003	11:30 a.m.	Patterson Campus	President Council
SACS Campaign Launch and Barbecue	May 12, 2003	TBA	TBA	SACS Leadership Team

ANNOUNCEMENTS

The next meeting will be held on March 26, 2003, at 8:00 a.m.

The meeting adjourned at 10:59 a.m.

Respectfully submitted by:

Mimi Evelyn Johnson

Mimi Evelyn Johnson

Approved on _____