



**PRESIDENT'S COUNCIL MEETING
LIBRARY TOWER 415
MARCH 26, 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, and Mr. Sam Munneryn. SPECIAL GUESTS: Kim Davis, Mr. Marsh, Trenholm Tech Security Force and Dennis Monroe ABSENT: Student Representative: Mr. Ernest Stone (SGA President) and Mrs. Gail Taylor

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

CPL TONY GARRETT (CRIME PREVENTION SPECIALIST) – MONTGOMERY POLICE DEPARTMENT

Protest/Crowd Control: What type of area might be targeted for terrorist activity would usually be areas of concentration. Do not put anything in writing about how the college we handle protests. Peaceful protests are in a location whereby the protesters can voice their opinion. If notified of protest in advance, the college should identify the location to the protest leaders. Montgomery has a riot team to assist college security in crowd control. College should identify locations whereby protesters may use. It is important to use shrubbery as a security measure to protect buildings and property. How do we handle spur of the moment protests? The College should contact the police if it is determined that the protest may get out of control (use of profanity, number of crowd, ascertain the threat level, traffic problem). If more than eight (8) people, contact the police department to have an officer to access the situation.

General Security Issues: Always document the altercation or situation.

The Police Department is available to train receptionist on how to handle bomb threats.

FAREWELL TO ANTOINETTE JONES

Mrs. Jones has resigned as Executive Assistant to the President and Director of Human Resources effective March 28, 2003. The college appreciates the services she has rendered in this position and wishes her well in her future endeavors.

VISIT TO BMW PLANT IN SPARTANBURG, SC

Dr. Molina indicated that this was a very beneficial visit and he had an opportunity to network with several very influential individuals (Bobby Bright, Clinton Carter, etc.). Several panel discussions of interest were attended such as Employment/Workforce and Education Issues. The local technical college plays a significant role in training the workforce for the BMW plant.

ATF BOMB THREAT CHECKLIST

This will be presented on May 12, 2003, at the professional development activity and at the fall 2003 in-service. Mr. James Walker, Director of Homeland Security for the state of Alabama could be a possible speaker.

PRORATION MEETINGS UPDATE

We need to be clear that the six (6) percent reduction is applicable to the 2003-04 fiscal year budgets.

MILEAGE ALLOWANCE

James Meadows present the revised mileage allowance for persons traveling on official business in privately owned vehicles. The Council approved the revised policy, effective summer 2003.

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 Jackie Dickerson to serve on the Staff Evaluation Committee. Charles Harris to serve as chair	Dr. Molina	April 2, 2003
Training for Receptionist	Arrange training for receptionist with the Montgomery Police Department on dealing with bomb threats	Mr. Marsh/Charles Harris	April 2, 2003
Community College Month	Develop PSAs about community college month and check with a date the college can visit the legislature (March 22, 12:30 p.m. to 2:30 p.m.) Dr. Molina will notify the Chancellor	Kim Davis/Dr. Molina	April 2, 2003
Community College Month	Place an announcement about community college month on the college's web page.	Charles Harris	April 2, 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	April 2, 2003
Cost Containment Campaign	Charge security staff to turn off lights in buildings.	Dr. Molina	April 2, 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	April 2, 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	April 2, 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	April 2, 2003
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	April 2, 2003
Distance Learning	Investigate COE requirements concerning distance learning.	Dr. Kaushik and Gail Taylor	April 2, 2003

Action Items	Detailed Assignment	Person(s) Responsible	Due Dates
Federal financial aid regulations on Distance Learning	Investigate Federal financial aid regulations on Distance Learning(must verify attendance in order for students to receive Pell grant; the orientation session can serve as documentation; rolls have to be turned into financial aid with email documentation between student and instructor)	David Jones	April 2, 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) Cell phone will be recalled up to the Administrative Council. All staff person requiring cell phones will have to provide justification to the President. (2) Copier bid is on hold to get a better rate with state bid contract. (3) Energy conservation needs to be addressed. (4) Distance Education – are we going to offer it for summer 2003? (5) Staff evaluation committee meeting will be held on April 2, 2003.
- **David Jones** – (1) Caps and gowns have been ordered. (2) Investigated Federal financial aid regulations on Distance Learning and discovered that we must verify attendance in order for students to receive Pell grant; the orientation session can serve as documentation; rolls have to be turned into financial aid with email documentation between student and instructor.
- **Mimi Johnson-** (1) Disseminated a matrix of the status of unit goals and progress reports. Deans were asked to ensure that their staff is in compliance with applicable reports. (2) Distributed the spring 2003 New Student Survey analysis. (3) Distributed the 2003-2003 Institutional Effectiveness Survey for review and approval to administer to faculty and staff during the May 12, 2003, professional development activity.
- **Wilford Holt**– Maxwell Air Force Base is still working on obtaining clearance for prisoners to attend classes offered by Trenholm Tech.
- **Kim Davis** – (1) Planning to begin “We are Talking Trenholm” PSAs. (2) Will meet with Joseph Trimble about the Father’s Welfare Work graduation. (3) Need feature information about students who are graduating. (4) Trenholm Tech’s Alabama All Academic Team will be featured on the April 16th to be on Today in Alabama at 5:55 a.m.
- **Sam Munnerlyn** – Plans are being finalized for the following activities: Retention workshop (4/4), Honor’s Day (4/17) and Counselor’s Night Out (4/14).

UPCOMING EVENTS/MEETINGS

EVENT/MEETING	DATE	TIME	PLACE	CONTACT
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

EVENT/MEETING	DATE	TIME	PLACE	CONTACT
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 April 2, 2003, at 10:00 a.m.

The meeting adjourned at 9:43 a.m.

Respectfully submitted by:

Mimi Evelyn Johnson

Mimi Evelyn Johnson

Approved on _____