



**PRESIDENT’S COUNCIL MEETING
LIBRARY TOWER 415
MARCH 5, 2003**

PRESENT: Mr. Wilford Holt, Mr. Charles Harris, Dr. Suresh Kaushik, Mrs. Mimi E. Johnson, Mrs. Antoinette Jones, Mr. David Jones, Mr. James Meadows, Dr. Anthony L. Molina, Mr. Sam Munneryn and Mrs. Gail Taylor. Special Guest: Mr. Ernest Stone, SGA President

The meeting was called to order by the presiding officer, Dr. Molina, at 8:04 a.m.

ACTION ITEMS

The following assignments and action items were assigned:

Action Items	Detailed Assignment	Person(s) Responsible	Due Dates
President’s Council Minutes on Intranet	Send memo to college community about minutes available on the Intranet	Dr. Molina	Immediately
Mont. Police Department	Contact Huey Thornton to request speaker to discuss preparation for war protests	Dr. Molina	Immediately
Administrative Council Meeting	Have Ms. Gordon and Ms. Owens to identify membership of this committee and notify them of meeting and ask them to submit agenda items to Dr. Molina.	Dr. Molina	March 12, 203
FEMA REPRESENTATIVE	Contact Dennis to find out who is his contact at FEMA so we can have someone to speak to us about safety and security.	James Meadows Dr. Molina	Immediately
SACS Consultant Visit	Send memo to faculty and staff about mandatory meeting with SACS Consultant, Dr. Barbara Jones, visit on March 17, 2003 at 2:30 p.m.	Dr. Molina	Immediately
Memo to Supervisors	Ask supervisors to identify staff who are in the National Guard.	Dr. Molina	March 12, 2003
K-Mart Displaced Workers	Develop a plan of how we can assist them with training; workers are eligible for 50% tuition waivers. Need to develop PSAs.	Gail Taylor, Jim Randolph, Charlene Cannady, Kim Davis, Wilford Holt, James Meadows, Charles Harris	Immediately
Hourly Wage Standard	Develop an hourly wage standard for various positions	President’s Council	March 12, 2003
Counselor’s Night Out	Coordinate a “Counselor’s Night Out” activity with area high school counselors to highlight our programs at Trenholm	Sam Munneryn, Jerry Joyce	April 14, 2003 4:30 pm Reception 5:00 pm Dinner
SACS Campaign Launch and Barbecue	Coordinate a barbecue for faculty and staff at an off-site venue	SACS Leadership Team	May 12, 2003
Roof Leaks	Meet with Dennis about roof leak in Bldg. J on Trenholm Campus	James Meadows	March 12, 2003
Bridge Proposal and Portfolio	Provide Dr. Molina the portfolio designed for the bridge project.	Dr. Kaushik	March 12, 2003

Action Items	Detailed Assignment	Person(s) Responsible	Due Dates
Fish Fry Morale Booster	Coordinated by the President's Council, who will also cook and serve the food; Culinary arts will purchase fish and other supplies. Menu: coleslaw, hush puppies,	Wilford Holt, David Jones to coordinate this activity	April 18, 2003 11:30 a.m. Patterson Campus
Develop a mileage policy	Reimbursement for REQUIRED TRAVEL may request reimbursement for 8 miles each way @ .36 from individual department budgets. James to provide a written policy.	James Meadows	March 12, 2003
Policy Review Committee	Establish subcommittees of President's Council to review College policies for possible revision.	Dr. Anthony Molina	On-going
On-Line Requisitions	Host workshop on Trenholm campus for use of on-line requisitions system	Charles Harris/James Meadows	March 12, 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	March 19, 2003
Faculty Credentialing	Please forward faculty credentialing report to Mimi Johnson for transmittal to Dr. Barbara Jones	Gail Taylor/Antoinette Jones	March 14, 2003
COE approval of Building Construction	Update for President's Council on COE approval of building construction program (impacts financial aid).	Gail Taylor	March 12, 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 1, 2003
Library Tower Classroom Usage	Manage the scheduling class room usage of library tower	Gail Taylor	Ongoing
Staff Evaluation Committee	Reconvene Staff Evaluation Committee to review the evaluation instrument. Objective is to get a concise instrument.	Charles Harris and Antoinette Jones to serve as Chair and Co-Chair	Spring 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

FACULTY CREDENTIALING – We have about 20 faculty members that this will impact for SACS Accreditation.

EMPLOYEE DATA SHEET- The Employee Data Sheet was reviewed and recommendations for revisions were made.

FACULTY ISSUES

Dean Taylor and Wilford Holt should stress to faculty:

- the importance of checking their Email on a daily basis.
- to plan their software needs for computer labs for the entire semester so that IT people can install the software during the breaks BEFORE classes begin.

PLANS FOR PRORATION

Each area is asked to examine their 2004 budget and how a 6% decrease will impact their budget. Meet with your team and discuss the situation. Budget managers must identify critical needs that can not be eliminated. Line items that will be affected include travel, supplies, etc. Personnel salaries and fringe benefits will not be affected. For example, if you have accreditation or a piece of instructional equipment that is essential to instruction, then that is a critical need. If there is anything (equipment, supplies, etc.) that is absolutely needed for instruction, that should be the first priority and must be identified as a critical need. Faculty members should inform the dean of their critical need who will submit it to the president. Dr. Molina is committed to ensuring that faculty has what they need to ensure that the students receive the quality instruction they deserved.

The restriction in expenditures should be implemented in the current 2003 budget.

An \$8.00 tuition increase for the upcoming academic year to aid in proration proofing will be implemented. The Chancellor mandates that the colleges maintain a three months reserve for salaries to meet payroll. The Chancellor also has requested a fiscal report from each college. This report also asks data on any programs with enrollment increases that we have to hire additional faculty.

ROUND TABLE

- **Charles Harris** – (1) working on copier bids; (2) reviewing bid for back-up system; reviewing contract with Charter Communications to lease fiber optics; (3) short-term non-credit software courses are in process; (4) short-term office technology lab is completed and courses will begin on March 10, 2003, 8 am to 12 noon in Library Tower, 315; (5) letter has been sent to Postsecondary for approval of purchasing video teleconferencing equipment.
- **Mimi Johnson** – Distributed Fact Book and spring 2003 edition of Institutional Advancement Informer to members of President's Council. It will be placed on the internet and disseminated to members of the Alabama State Board of Education and Department of Postsecondary Education.
- **David Jones** – working on graduation exercises as well as ordering caps and gowns.
- **Wilford Holt**– (1) Career Expo plans are proceeding; (2) reviewing faculty schedules to allow faculty to conclude weekly responsibilities by 12:00 noon Friday, may not be applicable to EMT and LPN; Staff will be included by extending the M-Th workdays by one hour a day. We will need to compare the utility usage from summer 2002 with summer 2003 to determine the cost savings with this pilot program. This should be presented to the Administrative Council on March 31, 2003, at 2:30 p.m. on Patterson Campus in the Conference Center for consideration; (4) Cisco IV will be offered this summer 2003 for Lowndes Co students.
- **Gail Taylor** – (1) Requisitioning process for Title III expenditures should be made clear to all Title III budget managers. Dean Taylor to disseminate this process. (2) Plan to

submit proposals to Postsecondary for four new program offerings: surgical tech, phlebotomy and pharmacology tech, and auto body manufacturing; (4) IT problem with Access software—as they put degree plans into the computer, the software is not allowing them to put in more than one option.

- **Suresh Kaushik** – (1) Working on developing auto body manufacturing program proposal; (2) working on CIS curriculum in the database management option with Charlene Cannady, Rick Olson and other committee members. Dr. Kaushik to discuss this with Dr. John Reuter, (3) Distance Learning Telecommunications Network (Central AL) planning committee meeting is scheduled on March 11, 2003 at 11:00 a.m. in Culinary Arts Center; (4) HUD/HBCU \$300,000-400,000 grant to purchase and renovate Legacy restaurant on Air Base Blvd to make it a non-credit course offerings site for jobs in the auto manufacturing industry. Dr. Kaushik to share the intent to purchase contract this building with Joan Davis.
- **Sam Munnerlyn** – (1) Ask Wilford and Gail to ask faculty to notify students of early registration; (2) Host Financial Aid workshops, (3) All Academic Team Tickets are here, and (4) Advising Workshop will be held on April 11, 2003.

INFORMATION ITEMS

ADMINISTRATIVE MERGER

By fall 2003, the administrative merger should be completed based on all contingencies being resolved.

HYUNDAI APPLICATION INFORMATION WORKSHOPS

Central Alabama OIC, Job Corp of Montgomery and Trenholm Tech will conduct a 2-week automotive application information and education workshop in the Montgomery area beginning Saturday, March 8, 2003 from 9:00 – 10:00 a.m. at area YMCAs. Automotive application information and education workshop planned for Central Alabama community beginning March 10, and ending on March 21, at 5:30-6:30 pm

UPCOMING EVENTS/MEETINGS

EVENT/MEETING	DATE	TIME	PLACE	CONTACT
Pastor's Breakfast	March 11, 2003		Culinary Arts	Student Services
Superintendent's Luncheon	March 11, 2003		Culinary Arts	Student Services
Distance Learning Telecommunications Network Meeting	March 11, 2003	11:00 a.m.	Culinary Arts	Development
All AL Academic Team	March 13, 2003		Birmingham	Student Services
SACS Consultant – Dr. Barbara Jones	March 17, 2003			SACS Leadership Team
Student Satisfaction Survey	March 12, 13, 2003			Student Services
Institutional Priorities Survey	March 17, 18, 2003			Student Services
Graduation Committee	March 19, 2003	1:30 p.m.	Patterson Center Conf	Student Services
Administrative Council	March 31, 2003	2:30 p.m.	Patterson Center Conf.	President
Retention Workshop	April 4, 2003	9:00 a.m.	Trenholm Campus, Cafeteria	Student Services
Awards Day	April 17, 2003			Student Services
Fish Fry for Faculty and Staff	April 18, 2003	11:30 a.m.	Patterson Campus	President Council

ANNOUNCEMENTS

The next meeting will be held on March 12, 2003, at 8:00 a.m.

The meeting was adjourned at 11:55 a.m.

Respectfully submitted by:

Mimi Evelyn Johnson

Mimi Evelyn Johnson

Approved on _____