



**PRESIDENT'S COUNCIL MEETING
LIBRARY TOWER 415
MAY 28, 2003**

PRESENT: Mr. Wilford Holt, Mr. Charles Harris, Mrs. Mimi E. Johnson, Mr. David Jones, Dr. Suresh Kaushik, Mrs. Annita 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.

WELCOME NEW EMPLOYEES

The President welcomed Ms. Sharese Grayson, Administrative Assistant to the President, and Mr. Martin Sheffield, Dean of Finance and Administrative Services.

ORGANIZATIONAL CHARTS UPDATE

After adoption by the President's Council the organizational chart will be published on the intranet.

SACS RETREAT UPDATE

The SACS Retreat will be held June 12-13, 2003, at the Heritage Trail Conference Center in Sylacauga, Alabama. Transportation will be provided by the college. Approximately 35 participants are expected to attend the retreat. The purpose of the retreat is to develop a strategic plan for the college. Communication was sent to attendees of the retreat regarding the logistics.

DIVERSITY CONFERENCE

Human Resource Management Association's Second Annual Diversity Conference in Birmingham, Alabama on September 17 and 18, 2003. The conference is entitled "Dynamics of Diversity-Using Uniqueness as a Strategic Advantage." The President and four other employees will attend this conference.

SUMMER CONTRACTS & SUMMER EMPLOYMENT RESPONSIBILITIES

Dean Taylor and Mr. Holt were asked to provide information regarding the faculty summer contracts and extra duties for faculty who do not have a full teaching load during the summer.

BEAUMONT PROPOSAL

Dr. Kaushik presented the Beaumont Proposal to the Council. Additional discussion will be held with Dr. Kaushik and Charles Harris to determine the feasibility of this proposal.

ACTION ITEMS

The following assignments and action items were assigned:

Action Items	Detailed Assignment	Person(s) Responsible	Due Dates
Advertising	Meet with Linda Owens to draft advertisement for Director of Accounting, Director of Technical Education, Assistant Director of Enrollment Management and Recruiter, Director of Admissions/Registrar as well as faculty positions. Scheduled to be advertised on June 4, 2003.	Holt, Sheffield, Munnerlyn, Jones	May 29, 2003
Staff Fish Fry	Coordinate activities for the fish fry. Check on getting a vendor to sponsor a snow ball machine. Table clothes for eating tables.	David Jones Wilford Holt	June 11, 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
Advertising Campaign	Develop a package for advertising	David Jones, Charles Harris, Kim Davis	June 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	May 28, 2003
Parking Decal	To present new designs for fall 2003	David Jones	June 4, 2003
Carl Perkins Funding	Provide a report on Carl Perkins expenditures for the college	Martin Sheffield/ Shemeadra Johnson	June 4, 2003
Action Items	Detailed Assignment	Person(s) Responsible	Due Dates
Technology Revenue	Provide Charles Harris with a report on technology fees revenues and expenditures	Martin Sheffield	June 4, 2003
Facility Use Fee	Provide a report on the facility use revenue and expenditures for the College	Martin Sheffield	June 4, 2003
Budget Center Managers Trainings	Host workshop on Trenholm campus for use of on-line budgeting system for budget center managers	Charles Harris/James Meadows	June 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	Summer 2003
Fast Facts	Publish Fast Facts	Mimi Johnson	Summer 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
Mail	Andy Jordan to address the efficiency and timeliness of mail delivery	Martin Sheffield/ Andy Jordan	June 4, 2003
Vehicular Insurance Requirements	Andy Jordan to coordinate the motor vehicle record requirement for employees as well as other requirements and will present this at the next in-service meeting.	Martin Sheffield/ Andy Jordan	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) Administrative merger is progressing. Testing period for new dataset is scheduled for May 28-June 15, 2003. DATAHCTS – Test Data which is composed of DATATSTC and DATAPSTC. The DATA400 will house the merged data and be up and running by June 15, 2003. Fall scheduling can begin in the merged dataset. Degree plans have been moved into the DATA400. Financial aid must reconcile no later than June 15, 2003. (2) Two new computer labs on the second floor of Library Tower are now on-line.
- **David Jones** – (1) Registration for summer term is May 28, 2003 and drop/add is on May 30, 2003. (2) All data entry will be suspended on June 15, 2003 in order to facilitate the administrative merger process. (3) Pell grant rosters will be distributed to faculty on May 30, 2003, by Linda Crowe (Patterson) and Annita Love (Trenholm). The no-show roster will also be distributed on June 3, 2003 and due back to financial aid on June 4, 2003. Financial aid no-show will be submitted to Finance Services on June 9, 2003. Pell grants checks will be distributed on June 12, 2003. (4) A no-show student does not constitute a drop. No-shows should not be processed at the end of the semester. (5) Application for Admission has been revised to include the verbiage recommended by Mimi Johnson in reference to the special populations section.
- **Mimi Johnson-** (1) A preliminary Career Tech and COE reports will be conducted on June 2, 2003. (2) Unit Goals and Status Reports are due on May 30, 2003. (3) Of the 150+ attendees of the May 12 Professional Development Activity approximately 80 people have completed the Institutional Effectiveness survey. Please encourage staff to complete the survey and return it to me. (4) Received communication from ACHE that for the fall 2003 IPEDS collection we will no longer submit separate reports for Patterson and Trenholm campuses, but as a combined college.
- **Wilford Holt**– (1) New Teacher Institute in August 2003 for one week sponsored by Postsecondary will be held in Tuscaloosa, AL. This Institute offers instruction on teaching fundamentals and methodology. (2) Trailer for horticulture will be donated and will be available for horticulture’s use in fall 2003. (3) Working on providing facilities for the Father’s Work initiative summer program coordinated by Joseph Trimble.
- **Martin Sheffield** – (1) Inquiry about how to manage requests for revisions to new employee work hours.
- **Suresh Kaushik** – (1) Distance learning proposal is still in the works. (2) NSF has informed us that we may be awarded a small planning grant depending on the response to questions submitted by NSF.

UPCOMING EVENTS/MEETINGS

EVENT/MEETING	DATE	TIME	PLACE	CONTACT
Orientation	June 4-5, 2003	10 am 5:30 p.m.		Sam Munnerlyn
SACS Retreat	June 12-13, 2003		Heritage Trail Conference Center	Mimi Johnson
Fish Fry for Staff	June 27, 2003	11:00 a.m.	Trenholm Campus	President Council
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 10, 2003, at 8:00 a.m.

The meeting adjourned at 12:09 p.m.

Respectfully submitted by:

Mimi Evelyn Johnson

Mimi Evelyn Johnson

PRESCouncilMay28/2003

Approved on _____