



**PRESIDENT’S COUNCIL MEETING  
PATTERSON CAMPUS – CONFERENCE CENTER  
MAY 8, 2003**

PRESENT: Mr. Wilford Holt, Mr. Charles Harris, Mrs. Mimi E. Johnson, Mr. David Jones, Dr. Suresh Kaushik, Mr. James Meadows, Dr. Anthony L. Molina, Mr. Sam Munnerlyn and Mrs. Gail Taylor.

The meeting was called to order by the presiding officer, Dr. Molina, at 3:00 p.m.

**PRESIDENT’S REPORT**

Dr. Molina expressed his appreciation to the President’s Council for their hard work with the 2003 commencement exercises. He also asked that the Council make a special effort to thank the graduation committee members.

Dr. Molina also gave the following update:

- Mr. Martin Sheffield has been selected as the Dean of Finance and Administrative Services, effective May 26, 2003.
- A proposal for building a new culinary arts building will be submitted to Congressman Mike Rogers.

**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>
Building Coordinators	Write letter appointing persons as bad weather building coordinators	Dr. Molina	May 15, 2003
Registration Committee	Convene registration committee to debrief the pre-registration process prior to the next pre-registration process.	David Jones and Tennie McBryde	Summer 2003
Access to Building	Develop procedures for access to buildings during off-duty hours.	James Meadows, Dennis Monroe, Mr. Marsh and Anthony Molina	Summer 2003
On-Line Requisitions	Host workshop on Trenholm campus for use of on-line requisitions system	Charles Harris/James Meadows	Summer 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	Summer 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
Distance Learning	Investigate COE requirements concerning distance learning.	Dr. Kaushik and Gail Taylor	May 15, 2003

Hourly Wage Standard	Develop an hourly wage standard for various positions	President's Council (Dr. Molina and James Meadows)	May 15, 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
Non-Credit Application	Check with Jim Randolph about a sample non-credit application. This application should be placed in the admissions office	David Jones/Sam Munneryn	Summer 2003

### ROUND TABLE

- **Charles Harris** – (1) Disseminated information about the new Nextel phones.
- **Suresh Kaushik** – (1) Discussed updates with National Science Foundation automotive manufacturing proposal and attempts to develop a collaborative arrangement with Gaston, Wallace-Hanceville and Trenholm Tech. Requested assistance from Dr. Molina to work out details with the other college presidents.
- **Gail Taylor** – Reminded everyone about the Professional Development Activity on May 12, 2003.
- **David Jones** – Working on inputting grades for the Spring 2003 semester.
- **James Meadows**- Interview process for the Dean of Finance position has delivered some good applicants for the President's review.
- **Mimi Johnson**- Distributed a draft of the Fast Facts for recommendations from the Council.
- **Wilford Holt**– Fish fry will be held on Friday, May 23, 2003. President's Council will serve the staff in appreciation for their dedicated service to Trenholm Tech.
- **Sam Munneryn** – (1) Working on new admission application to include the student population data and a Trenholm Tech logo. The application will probably be about two pages. (2) Ask for representation from the Council to present scholarships at local high school; please contact Jerry Joyce if available.

### UPCOMING EVENTS/MEETINGS

EVENT/MEETING	DATE	TIME	PLACE	CONTACT
Fish Fry for Staff	May 23, 2003	11:30 a.m.	Trenholm Campus	President Council

### ANNOUNCEMENTS

The next meeting will be held on May 21, 2003, at 8:00 a.m.

The meeting adjourned at 4:25 p.m.

Respectfully submitted by:

*Mimi Evelyn Johnson*

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