

**PRESIDENT'S COUNCIL MEETING
LIBRARY TOWER 415
SEPTEMBER 3, 2003**

PRESENT: Mr. Charles Harris, Mr. Wilford Holt, Mrs. Mimi E. Johnson, Mr. David Jones, Dr. Suresh Kaushik, Dr. Anthony L. Molina, Mr. Sam Munnerlyn, Mr. Quinton Ross and Mr. Martin Sheffield. Special Guest: Dr. John Reutter, Institutional Effectiveness

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
Enrollment Management Team	Sam Munnerlyn to constitute a Enrollment Management Team {Jerry Joyce (chair) and Regina McTier} to examine decrease in enrollment, enhance recruitment practices and develop strategies to improve retention. Sam Munnerlyn, Wilford Holt and Gail Taylor to serve as resource persons.	Sam Munnerlyn	Sept 24, 2003
2004-05 College Catalog Committee (Develop distribution guidelines, bid costs, and internet placement)	Dr. Molina to send a letter appointing the following to the College Catalog: Linda Crowe, Patricia Griggs, Mimi Johnson, Juliana Probst, Sharon Watts, Angela Cone, David Jones (Chair), Don Greer, and Walter Austin	Dr. Molina	Sept 24, 2003
Carl Perkins Bridge Program	Sam Munnerlyn and Wilford Holt to meet with Betty Edwards, Shirley Smith and Shemedria Johnson to discuss the guidelines for the Bridge Program	Sam Munnerlyn and Wilford Holt	Sept 24, 2003
Carl Perkins Equipment	Devise plan for identifying Carl Perkins and other federal programs equipment	Wilford Holt/Charles Harris	Sept 24, 2003
Report of Pell Grant Recipients by Program	Generate a report on Pell Grant Recipients by Program to Wilford Holt	Charles Harris	Sept 24, 2003
Carl Perkins	Develop a process for dispensing Carl Perkins funds and will present it at the next President's Council meeting,	Wilford Holt	Sept 24, 2003
Petition for Excused Absences	Discuss Petition for Excused Absences	Gail Taylor, Wilford Holt, David Jones	Sept 24, 2003
IMP	Institutional Management Plan (IMP) due to the Office of Institutional Research on September 15, 2003	President's Council	September 15, 2003
Institutional Effectiveness Survey	Develop written strategies for improvement on all measures that were below 3.00 mean score AND for SACS Start, Continue and Stop items.	President's Council	September 29, 2003
Professional Development	Identify and coordinate professional development sessions for innovative instructional strategies to enhance student outcomes (i.e., salesmanship for faculty to market their programs). Ask him to get with Mimi Johnson and Charles Harris to develop a survey to identify professional development.	Robert Walker/Gail Taylor	Fall 2003
Faculty Credentialing	Obtain status report from Dr. Reutter on faculty credentialing.	Wilford Holt	Sept 24, 2003
Student Exit and Employers' Surveys	Wilford will contact Dr. Reutter to obtain samples of these surveys	Wilford Holt	Sept 24, 2003
Academic Program Cost/Benefit Analysis	Conduct a cost/benefit analysis for each program offering to determine a minimum number for a class to make.	Martin Sheffield	Fall 2003

	Determine break even number of students, currently is 10 students for a class to make.		
Program Report Cards	Develop report card for program reviews to be disseminated by recommendation of the President's Council internally	Annitta Love and Curriculum Committee	Fall 2003
Planning Matrix	Confer with Dr. Barbara Jones to develop a planning matrix for the college that will be a comprehensive initiative of annual unit planning process, budgeting and program review.	Dr. Suresh Kaushik	Sept 24, 2003
Institutional Goals	Develop a plan and timeline for changing the institutional goals	Dr. Suresh Kaushik Dr. Julianna Probst	Sept 24, 2003
Grant writing Incentive	Investigate the possibility of providing monetary incentives to grant writers from external indirect costs.	Martin Sheffield	Fall 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	Fall 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	Fall 2003
Hourly Wage Standard	Develop an hourly wage standard for various positions	Martin Sheffield	Fall 2003
Standardized Degree Plan Format	Convene committee to standardized degree plan format	Annita Love, Dr. Robert Walker and Linda Crowe	Fall 2003

ROUND TABLE

- **Dr. Anthony L. Molina** – (1) The President's Council was asked to review the job descriptions for staff in their respective areas today (9/3). (2) The President's Council was asked to recommend someone to produce the College's Internal Newsletter.
- **Charles Harris** – (1) Implementing student emails, (2) Make signs for LT 317 requesting that no food or drinks be consumed in this classroom (video conferencing center), (3) Fiber has been ordered for all College locations, (4) Ten (10) computers have been ordered for Financial Aid.
- **David Jones** – (1) 2003-2004 College Catalog and Student Handbook Addendum is progressing, (2) Asked permission to constitute a College Catalog Committee (Linda Crowe, Patricia Griggs, Mimi Johnson, Juliana Probst, Sharon Watts, Angela Cone, David Jones, Don Greer, and Walter Austin) for 2004-2005.
- **Sam Munnerlyn** – (1) Looking at retention rates by program and plan to meet with program coordinators to discuss retention initiatives
- **Martin Sheffield-** (1) Public examiners concluded audit on September 3, 2003, (2) Director of Accounting position will be announced
- **Gail Taylor** – (1) Received 1.2 million Title III funding focusing on retention and new programs.
- **Suresh Kaushik** – (1) Still working on bridge program to connect the Trenholm Campus with the Library Tower to identify funding sources.
- **Quinton Ross** – (1) Secured a rendering for inclusion in our proposal to secure funding for bridge project and (2) Conducted organizational meeting for the Adult Education Consortium
- **Mimi Johnson-** (1) SACS Leadership Team will meet on September 4, 2003 at 3:00 p.m. on Patterson Campus in the Conference Center to discuss the performance indicators for the strategic initiatives and adopt the SACS Candidacy Calendar.
- **Wilford Holt-** (1) Attended Instructional Officers meeting on September 2, 2003: Chancellor is recommending that the two-year colleges allow students to enroll in 2 to 3 courses per semester in order to expedite the completion of the developmental courses; Chancellor plans to introduce legislation for two-year colleges to handle all developmental courses instead of four-year colleges; Chancellor is

proposing that the two-year colleges (SACS accredited) to provide training to the K-12 instructors in compliance to No Child Left Behind, (2) On September 22-26, 2003, the Perkins Monitoring Team will be at Postsecondary; it is possible that this team may visit Trenholm, (3) Submitted Carl Perkins Budget to Postsecondary and the State Department of Education which includes \$15,000 for faculty professional development and \$20,000 for Bridge Program, (4) A request has been to the Chancellor to increase Truck Driving tuition from \$1,290 to \$2,200, and (5) Meeting at Postsecondary to standardized nursing curriculum upcoming.

UPCOMING EVENTS/MEETINGS

EVENT/MEETING	DATE	TIME	PLACE	CONTACT
Financial Aid Workshop	September 10, 2003	Depart 6:00 am from Patterson Campus	Atlanta, ,GA	Attendees: Martin Sheffield, Shemedria Johnson, Betty Edwards, Charles Harris, David Jones and Dr. Molina
Diversity Conference	September 17, 2003		Birmingham, AL	
Workforce Development Conference	October 15-17, 2003		Birmingham, Alabama	Attendees: Jim Randolph, Wilford Holt and Mike Miller

ANNOUNCEMENTS

The Alabama Commission on Higher Education (ACHE) found that the College was in compliance with the procedures and guidelines pertaining to the ANGEAP and the ASAP for the 2000-2001 and 2001-2002 award years. Congratulations to Mrs. Betty Edwards and the financial aid staff.

Dr. John Reutter, Interim Director of Institutional Effectiveness and adjunct computer information systems instructor, was welcomed to the staff at Trenholm Tech.

The next meeting will be held on September 24, 2003 at 8:00 a.m.

The meeting adjourned at 10:16 a.m.

Respectfully submitted by:

Mimi Evelyn Johnson

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Approved on _____