



**PRESIDENT'S COUNCIL MEETING
LIBRARY TOWER 415
OCTOBER 12, 2004**

PRESENT: Mr. Charles Harris, Mrs. Mimi E. Johnson, Mr. David Jones, Mr. Wilford Holt, Dr. Suresh Kaushik, Dr. Anthony L. Molina, Dr. John Reutter, Mr. Quinton Ross and Mrs. Gail Taylor **ABSENT:** Mr. Sam Munnerlyn and Dr. Julliana Probst

The meeting was called to order by the presiding officer, Dr. Molina, at 9:40 a.m.

PRESIDENT'S COMMENTS

- ④ Dr. Molina expressed his appreciation to the President's Council for their hard work and dedication to the mission of the College.
- ④ Distributed a memorandum from Dr. Roy Johnson, Chancellor, indicating the revised college service area for the two-year college system. Trenholm State Technical College is represented as follows: Bullock (western half), Elmore (shared with Ingram and Central), Lowndes, Macon (western one-third), and Montgomery.

ACTIONS TAKEN BY COUNCIL

The President's Council made the following actions:

- ④ The President's Council endorsed the December and April community service projects proposed by the Climate and Culture Team (see attached).

ROUNDTABLE

- **CHARLES HARRIS** – (1) LEC Lab will be ready in early November. (2) Discussed infrastructure for phones and computer needs. (3) Parking tickets will be given to individuals parking on either campus without current parking decals after October 15, 2004.
- **MIMI JOHNSON** – (1) Distributed the 2004 Fall New Student Survey to the Council. It will be published on the Institutional Research (IR) website. (2) Completing the Career Technical Report, this is due to Postsecondary on October 31. (3) Currently administering the Institutional Effectiveness Survey via on-line; this will close on October 15, 2004. (4) Working on data entry for the Registration Survey. (5) Finalizing audits of IPEDS surveys with Postsecondary. (6) Still working on President's Annual Report, (7) Reminded the Council that the Institutional Management Plan is due on October 15, 2004. (8) Reviewing applications for the Administrative Assistant in the IR/Development offices. (9) Presented recommendations from the Climate and Culture Team for community service projects. (10) Distributed 2003 fall and 2004 spring term enrollment data from the Alabama College System and compared Trenholm Tech to other technical colleges in the system.
- **JAN JONES** – (1) Completing financial statements to include financial aid reconciliation, (2) Three positions are open in the Finance Division: Operations Accountant, Director of Accounting, and Bookstore Manager. (3) On-line requisitions will be available from ACCESS at the end of November.
- **DAVID JONES** – (1) Distributed 2004-05 Student Activities Calendar to the Council. The calendars will be distributed to students through the faculty. (2) Reordered parking decals to replace defective decals.
- **GAIL TAYLOR** – (1) We should have received a thank you letter from the CITY program for the donated computers. (2) Dental Assisting and Dental Lab onsite

accreditation visit will be held on November 17, 2004. (3) LPN program will implement their new curriculum, which will require changes in the admission criteria. (4) A meeting is scheduled this afternoon to revise the academic calendar for general education evening offerings. (5) Instructors in Building C do not have access to a telephone at night.

- **WILFORD HOLT** – (1) Distributed sample plastic key chain mold made by the Machine Tool Technology program using the plastic injection molding machine. (2) Making progress on developing the new program in massage therapy (3) Scheduling classes for Hyundai employees.
- **SURESH KAUSHIK** – (1) Submitted MES (Manufacturing Execution System) software tool to the National Science Foundation. (2) Working on Tech Prep proposal that is due next week.
- **QUINTON ROSS** – (1) Participated in Montgomery County inservice. (2) Will meet with grassroots groups (i.e., churches) who desire assistance with Adult Education. (3) Approving data for the new accountability system is in place and operating. (4) Montgomery County Adult Education will have a booth at the Fair. (5) Need to investigate the possibility of relocation of Adult Education facilities to an environment conducive for learning. (6) Plans for the future include offering adult education classes on the Patterson Campus to extend the adult education services.
- **JULLIANA PROBST – ABSENT**
- **JOHN REUTTER** – (1) Developed a new program review concept, which was piloted with the MIS Division. Curriculum, marketing and advising changes will be implemented in the division based on the pilot program review.
- **SAM MUNNERLYN – ABSENT**

ACTION ITEMS

The following assignments and action items were assigned:

Action Items	Detailed Assignment	Person(s) Responsible	Due Dates
Academic Program Cost/Benefit Analysis	Conduct a cost/benefit analysis for each program offering to determine a minimum number for a class to make. Determine break even number of students, currently is 10 students for a class to make.	Jan Jones	Spring 2005
ACCESS generated credit cards	Investigate the use of "credit cards" for the financial aid recipients through ACCESS	Betty Edwards and Jan Jones	Spring 2005
Partnership with Job Corp	Investigate developing a partnership with Mr. Eddie Williams of the Job Corp for non-credit offerings for Job Corp students.	Wilford Holt	Fall 2004
Partnership with Job Corp	Job Corp students need internships in office technology and maintenance. Contact Mr. Eddie Williams	Benee' Edwards	Fall 2004
GED Testing	Job Corp needs GED testing. Contact Mr. Eddie Williams	Quinton Ross	Fall 2004

Partnership with Job Corp	Job Corp needs assistance with Financial Aid workshop. Contact Mr. Eddie Williams	David Jones	Fall 2004
Administrative Council	Review and revise (if necessary) the mission for the Administrative Council	Dr. Probst	September 15, 2004
Assessment	Identify all units (i.e., FIT, GED, etc.) that conduct assessments in order to develop a common location for assessment data	Sam Munnerlyn & David Jones	Fall 2004
Non-Credit Offerings	Identify all offerings that may be counted for non-credit (AL Father Initiative, TBI, CE, etc.). Verify how adult education courses are reported.	Charles Harris	Fall 2004
Computer Courses	Review and report all courses that are computer based on the Patterson Campus	Wilford Holt/ Linda Crowe	Fall 2004
Auction	Faculty in Building M are asked to identify materials/equipment located on the outside of the building that are essential to their programs	Wilford Holt/ David Jones	Fall 2004

UPCOMING EVENTS/MEETINGS

EVENT/MEETING	DATE	TIME	PLACE	CONTACT
LAKIN INSTITUTE AACC RECEPTION & DINNER	Oct. 14, 2004	5 – 8 pm	Culinary Arts	Dr. Molina and Sam Munnerlyn
FINANCIAL AID WORKSHOP	Oct. 13-15, 2004		Birmingham, AL	Attendees: Sam Munnerlyn, Jan Jones, Mary Ann Beck, Shemeadra Johnson, Wilford Holt, Gail Taylor, David Jones, Betty Edwards
PRESIDENT'S ASSOCIATION FALL CONFERENCE	Oct. 17-19, 2004		Prattville, AL	Dr. Molina
RECEPTION FOR VICE CHANCELLOR SUSAN PRICE	Oct. 26, 2004	6 pm	Culinary Arts	Sam Munnerlyn, Cassandra Crosby
SGA ELECTIONS	October 26, 2004	TBA	TBA	Sam Munnerlyn
ADMINISTRATION A/B BUILDING DEDICATION/ OPEN HOUSE	December		TC	Dr. Molina
TRENHOLM TECH ANNUAL CHRISTMAS PARTY	December 9, 2004	7-9 pm	Capital City Club	Cassandra Crosby

The next meeting will be held on **October 13, 2004 at 9:00 a.m.**

The meeting adjourned at 12:28 p.m.

Respectfully submitted by:

Mimi Evelyn Johnson

Mimi Evelyn Johnson

Approved on October 20, 2004