



**PRESIDENT'S COUNCIL MEETING
LIBRARY TOWER 415
SEPTEMBER 3, 2004**

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

The meeting was called to order by the presiding officer, Dr. Molina, at 8:09 a.m.

PRESIDENT'S COMMENTS

- Ⓢ Advertisements for the Dean of College and other positions will be conducted by September 5, 2004 in the Montgomery Advertiser.
- Ⓢ Dr. Molina expressed his appreciation to Dr. Julliana Probst and the newsletter team for the good job they have been doing with publishing the Trenholm Tech newsletter.

ACTIONS TAKEN BY COUNCIL

The President's Council made the following actions:

- Ⓢ The Faculty Credentialing documentation procedure was approved and adopted for implementation by the President's Council by consensus.
- Ⓢ It was discussed about the possibility of establishing a dress code for students. Therefore, the possibility of requiring students to wear Trenholm Tech shirts or lab coats whichever is appropriate during class will be investigated.
- Ⓢ Develop a plan for faculty to incorporate soft skills into the curriculum.

ROUNDTABLE

- **CHARLES HARRIS** – (1) We must plan the assignment of offices to include phones and other technology for the A/B Building, (2) Parking must be only in designated parking spaces. (3) The Alabama Automotive Manufacturing Association (AAMA) is interested in being placed under the auspices of CARCAM.
- **MIMI JOHNSON** – (1) Distributed to Council a report of academic programs and administrative departments that have not completed unit plans. The Council was asked to contact those individuals. (2) A professional photographer will be at the Library Tower to take photos of the following groups on Wednesday, October 6, 2004: President's Council, Trenholm Tech Foundation Board, Financial Services Current Staff, and Trenholm Tech Student Ambassadors and advisors. The 2004-2005 SGA Officers and Miss Trenholm photos will be taken after the fall election.
- **JAN JONES** – (1) Working on staff contracts, (2) Received letter from Department of Postsecondary approving the 2004-05 College Budget, department heads will receive their budgets very soon.
- **DAVID JONES** – (1) Enrollment as of today is 1,518 with 422 new students for fall 2004, (2) Still coordinating the auction and developing a building inventory for the auction. (3) Car tag decals are available for distribution on September 1, 2004. (4) Catalog updates are ongoing.
- **GAIL TAYLOR** – (1) The Allied Health Sciences students will participate in the Community Health Care Network Health Fair on Saturday, September 25, 2004 from

9:00 a.m. to 3:00 p.m. at the Joe L. Acadome on the campus of Alabama State University.

- **WILFORD HOLT** – (1) Received verbal approval on Perkins budget; investigating how to make programs Pell Grant eligible that are not currently eligible. (2) Training for Maxwell is still on track and must undergo orientation. (3) Hyundai has requested that a Korean Culture class be taught.
- **SURESH KAUSHIK** – (1) The Student Support Services proposal was submitted on August 31, 2004.
- **QUINTON ROSS** – (1) An In-service for the Adult Education Consortium will be held on September 14, 2004, (2) New memorandum of agreements are being completed, (3) Implementing credentialing process for all adult education partners.
- **JULLIANA PROBST** – (1) Still working on policy manual.
- **JOHN REUTTER** – (1) Submitted new policy to ensure that the credentialing verification process will be continued for new full-time and adjunct faculty
- **SAM MUNNERLYN** – (1) Orientation sessions for new students will be held on September 1 and 2 on both campuses (2) Voter Registration Drives will be held on September 8, 2004.

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	Fall 2004
Spring In-Service	Prepare presentation for faculty on <i>syllabi on web</i> requirement and expansion of distance learning	Gail Taylor, Wilford Holt and Charles Harris	January 2005
Develop a composite of the Externally Funded programs	Draft a composite of all externally funded programs: program description, funding agency, funding amount. Submit copies to the President’s Council and Shemeadra Johnson	Dr. Kaushik	June 2, 2004
Administrative Planning Council	Hold elections for the Administrative Planning Council	Dr. Molina	July 1, 2004

UPCOMING EVENTS/MEETINGS

EVENT/MEETING	DATE	TIME	PLACE	CONTACT
NOEL-LEVITZ FACULTY ADVISING WORKSHOP	Sept. 10-17, 2004			Sam Munnerlyn
NEW STUDENT RECEPTION	Sept. 11 & 12, 2004	TBA	TC/PC	Sam Munnerlyn
VOTER REGISTRATION DRIVE	Sept. 7 & 8, 2004	TBA	Both Campuses	Sam Munnerlyn
ACADEMIC ADVISING	Sept. 17, 2004		Jeff State	Mimi

CONFERENCE			Birmingham	Johnson, Gail Taylor, Sam Munnerlyn, David Jones and Dr. Julliana Probst
ADMINISTRATION A/B BUILDING DEDICATION/OPEN HOUSE	December		TC	Dr. Molina

ANNOUNCEMENTS

NEXT MEETING

The next meeting will be held on **September 8, 2004 at 8:00 a.m.**

The meeting adjourned at 10:10 a.m.

Respectfully submitted by:

Mimi Evelyn Johnson

Mimi Evelyn Johnson

Approved on September 8, 2004