



**PRESIDENT'S COUNCIL MEETING  
LIBRARY TOWER 415  
SEPTEMBER 8, 2004**

**PRESENT:** 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, and Mrs. Gail Taylor **ABSENT:** Mr. Charles Harris, Dr. John Reutter, and Mr. Quinton Ross

The meeting was called to order by the presiding officer, Dr. Molina, at 8:08 a.m.

**PRESIDENT'S COMMENTS**

- ☉ Dr. Molina distributed a workshop brochure – *Managing Multiple Projects, Objectives and Deadlines*, which will be held in Montgomery, Alabama on November 16, 2004, sponsored by SkillPath Seminars for \$199.
- ☉ The College has nine (9) vacancies that are currently on the intranet.

**ACTIONS TAKEN BY COUNCIL**

The President's Council made the following actions:

- ☉ The Bulletin Boards and Posters posting procedure was approved and adopted for implementation by the President's Council.
- ☉ 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** – ABSENT
- **MIMI JOHNSON** – (1) Distributed the 2004 Summer New Student Survey to the Council. It will be published on the Institutional Research's website. It will also be distributed to the Chancellor, State Board of Education and Vice Chancellors. (2) The Completer Exit Survey will be presented at the September 15<sup>th</sup> President's Council meeting. (3) The ACHE Facilities Master Plan has been completed and awaiting Dr. Molina's review and approval.
- **JAN JONES** – (1) The Trenholm Campus bookstore will be giving away old textbooks to the public on Friday, September 10, 2004. (2) Re-mailing old PELL checks with a letter to banks requesting them to cash the checks regardless of issuance date. New checks will have a suspend date printed on them (i.e., checks must be cashed within 60 or 90 days of issuance). (3) Bookstore inventory for both campuses will be conducted during the last week in September. (4) The TC A/B Building nursing equipment must be ordered.
- **DAVID JONES** – (1) Distributed roster of auction items; requested Dr. Molina, Dennis Monroe and Wilford Holt to do a walk through to view these items on September 14, 2004 at 2:00 p.m. Asked Wilford to investigate removing the motors from cars to sell.
- **GAIL TAYLOR** – (1) Reminded the Council that some Title 3B funds were used on the renovation of the A/B building (TSTC Campus). Presently, the building is named "Administration" building. We need to name that portion of the building where the classrooms are. She will get a copy of the letter, which was sent to our grants officer, which referenced the name change. (2) Met with Mr. Eric Guttenson from

the CITY program who has expressed a need for computers to be used in their program. There are some computers remaining from the Health Careers Opportunity Program (HCOP). Mrs. Mathews indicated six computers are broken and are available to donate. (3) The Title III-B has been awarded \$1,185,936 for the 2004-2005 academic year, which reflects \$28,000 less from the 2003-2004 year. The report is due on September 20, 2004. A copy of the application for the Phase 2 report was given to Dean Jones. The majority of the report involves assigning the budget for the activities and the director's office.

- **WILFORD HOLT** – (1) Hyundai has a need for CATIA training, which is similar to AUTOCAD. May have found an instructor for the CATIA training. (2) Reported a need to establish an apprentice program in conjunction with AIDT for the local high schools to feed into the Industrial Maintenance and Machine Tool. (3) Work Keys is needed to perform skills assessment on potential employees for employers. (4) Will need to conduct surveys (i.e., student and industry) to assess the need for the massage therapy program.
- **SURESH KAUSHIK** – (1) Fred Johnson is no longer working with Hyundai; however, he will continue to work with us on the MES proposal. (2) There was \$60,000 in the approved budget for MESSIP; for ORACLE software and equipment will be available for Trenholm.
- **QUINTON ROSS** – (1) ABSENT
- **JULLIANA PROBST** – (1) There are several changes to be made to the Employee Handbook that is on the intranet. (2) There appears to be an issue with the Distance Learning offerings; more specifically, faculty are using different platforms (other than Moodle) for distance learning offerings. This issue was tabled until the 15<sup>th</sup> meeting to get input from Mr. Charles Harris.
- **JOHN REUTTER** – (1) ABSENT
- **SAM MUNNERLYN** – (1) Distributed Bulletin Boards and Posters placement policy for approval by the Council. (2) Noel-Levitz will hold a Faculty Advisor workshop on September 17, 2004. (3) The SGA Elections will be held in October. (4) According to Marilyn Whiting, there has been a significant increase in the retention rate (60%) for the LPN program. (5) Continue working on the reception for Vice Chancellor Price.

**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>
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
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	September 15, 2004
Administrative Planning Council	Hold elections for the Administrative Planning Council	Dr. Molina	September 15, 2004

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

#### UPCOMING EVENTS/MEETINGS

EVENT/MEETING	DATE	TIME	PLACE	CONTACT
ACADEMIC COUNCIL MEETING	Sept. 10, 2004	9 am	PC Conf. Ctr.	Gail Taylor/ Wilford Holt
NEW STUDENT RECEPTION	Sept. 13, 2004 Sept. 14, 2004	6-7 pm	PC, BLDG D TC, BLDG D	Sam Munnerlyn
ACADEMIC ADVISING CONFERENCE	Sept. 17, 2004		Jeff State Birmingham	Attendees: Mimi Johnson, Gail Taylor, David Jones and Dr. Julliana Probst
NOEL-LEVITZ FACULTY ADVISING WORKSHOP		8-12	LT 317	Sam Munnerlyn
FIRST GENERATION COLLEGE STUDENT WORKSHOP	Sept. 23, 2004	1 pm	PC, BLDG D	Sam Munnerlyn
SGA ELECTIONS	October	TBA	TBA	Sam Munnerlyn
ADMINISTRATION A/B BUILDING DEDICATION/ OPEN HOUSE	December		TC	Dr. Molina

The next meeting will be held on **September 15, 2004 at 8:00 a.m.**

The meeting adjourned at 10:30 a.m.

Respectfully submitted by:

*Mimi Evelyn Johnson*

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Approved on 9/20/04