



**PRESIDENT'S COUNCIL MEETING  
LIBRARY TOWER 415  
AUGUST 11, 2004**

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

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

**PRESIDENT'S COMMENTS**

- Ⓢ A skeleton crew in admissions should be available to assist the public on Friday's from 1:00 to 5:00 p.m. Dean Munnerlyn and Assistant Dean David Jones were asked to coordinate staffing on Friday afternoons.
- Ⓢ Radio and TV commercials have been aired for the College.
- Ⓢ Marketing brochures have been developed to help the College reconnect to business and industry and the community at large.
- Ⓢ Radio live remote broadcast will be held on each campus on August 17, 2004.
- Ⓢ The Fall 2004 In-Service Agenda was distributed and discussed.
- Ⓢ The Council viewed the focus group video of business/industry and students.

**ACTIONS TAKEN BY COUNCIL**

The President's Council made the following actions:

- Ⓢ The Council appointed the COE Steering Committee Team with Dr. Suresh Kaushik as Chair – President's Council, Zenobia Blackmon, Don Greer, Max Leatherwood, Vanessa Murphy, Jean Stockman, Daisy Taylor, Henry Tylicki, Linda Crowe, Angela Cone, Debra Cobb, and Mary Ann Beck.
- Ⓢ The Council approved the recommendations presented by the Climate and Culture Team as follows: (1) Retirement receptions will be held semiannually in December and June. (2) The Climate and Culture Team has permission to coordinate community service. (3) Establish an employee recognitions system for faculty/staff who have received additional degrees, certifications and/or licensures during the previous academic year during the January 2005 In-Service. (4) Coordinate the Chancellor's 2004 Awards process for the College. The Chancellor's 2004 Award recipients will be recognized during the January 2005 In-Service.
- Ⓢ The Strategic Analysis Team (Career Tech) will meet in August 2004; Linda Crowe, Wilford Holt and Sherease Grayson will coordinate this activity.
- Ⓢ Established the *Council on Occupational Education Teams* for the reaffirmation of accreditation in October 2005: **Educational Programs** (Sharon Watts and Annita Love), **Human Resources** (Vicky Ohlson and Linda Brown), **Financial Resources** (Samuel Ehie and Mary Ann Beck), **Physical Resources** (Renoda Thomas, Dennis Monroe and Kenny Cox), **Strategic Planning** (Dr. Tracie Carter and Jackie Dickerson), **Learning Resources** (LaTrisha Brown and Becky Morris), **Student Services and Activities** (Fatima Jones and Becky Morris), and **Mission** (Dr. Julliana Probst and Marilyn Whiting).

## ROUNDTABLE

- **CHARLES HARRIS** – (1) On-line registration will be functional in October. (2) Investigating purchasing CATIA software (deals with auto manufacturing production of three-dimensional modeling) to facilitate training for Hyundai employees. (3) Technology Plan will be published under Publications on the intranet by August 13, 2004. (4) The GIS and Oracle lab will be operational in LT 309 by August 20, 2004. (4) Met with ACCESS software, along with Mimi Johnson and John Reutter, to discuss the COE and Career Tech reporting results. ACCESS has plans to create electronic follow-up forms for students to complete on-line. Email alerts will be sent to students notifying them they need to complete the follow-up forms. Holds will be placed on students on-grades until the form has been completed. Faculty will be asked to be proactive in ensuring that students complete these forms. ACCESS will also build an electronic employer database for use by the Placement and Follow-up Coordinator. Faculty will be asked to submit contact information on employers that routinely hire our students. This will be a system-wide effort and will not be implemented immediately.
- **MIMI JOHNSON** – (1) Asked the Council to ensure that their academic programs and administrative departments complete unit plans using the electronic intranet – Unit Planning Software by August 25, 2004. (2) Asked that the members of the Council to submit the completed SACS application by August 31, 2004. (3) Distributed a SACS/COE Crosswalk recommending that the SACS Teams that are in place assume the responsibilities for the upcoming COE Self-Study with one of the Co-Chairs focusing on the COE and the other on SACS.
- **JAN JONES** – ABSENT
- **DAVID JONES** – (1) Presented podium seals for the College for Council's review. (2) Lapel pins and parking decals have been ordered. (3) The CD burner for the college, which will allow us to put the Student Catalog on CDs. We are waiting on the final curriculum changes. (4) Auction memo has been distributed to faculty and staff asking for items for auction. Working on coordinating the upcoming auction. (5) Alice Lot is the contact person for Trenholm Tech for WIA. Continuing education classes have not been billed for WIA students and he is working on resolving this issue. (6) All programs who have students from external agencies must submit student names AND social security numbers.
- **GAIL TAYLOR** – (1) Added two phlebotomy courses to the Medical Assisting program. (2) Planning to issue all faculty professional growth plans on August 19, 2004 so they may make revisions. (3) An ad hoc committee has been working to redesign the attendance/grade form. (3) The CITY program is still requesting that we donate our used computers to their agency.
- **WILFORD HOLT** – (1) We are offering several training opportunities for Hyundai employees. (2) Several programs have been redone: Auto Body, Early Child Care, Graphic Communications/RTV and other shops on the Patterson Campus. (3) Injection molds classes in conjunction with the Machine Tool Technology program will be implemented in January 2005. (4) Plans are underway to add a massage therapy program to the college. (5) Recommended that the President's Council organize a day to visit industry within our community to investigate how Trenholm may help them.
- **SURESH KAUSHIK** – (1) Bridge Project, Perkins and MESSIP proposals are underway. (2) The Student Support Services proposal will be submitted on August 31, 2004. (3) The collection of the first generation special population data needs to be collected during the COMPASS testing.
- **JULLIANA PROBST** – ABSENT

- **JOHN REUTTER** – (1) Reiterated Mimi Johnson’s appeal for the completion of the SACS application.
- **SAM MUNNERLYN** – (1) The search committee for the Placement and Follow-up Coordinator position garnered 50 applications which the screening committee has selected 10 finalists. The top three candidates will be recommended to the President. (2) Recruiting – Regina McTier Eggleston has been staffing a recruiting station at Calhoun Foods. (3) Customer Service Training will be held on August 11, 2004 for the remaining Student Services staff and Business Office staff. (4) A workshop for faculty advisors by Noel-Levitz has tentatively scheduled for September 10 or 17, 2004. (5) Davie Crockett, Noel Levitz will assist us with customer service training. (7) Distributed Student Activities Calendar that will be disseminated to all students during fall orientation. (6) Distributed retention data for fall 2002 to fall 2003.

**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	Fall 2004
17-hour rule	Draft policy addressing the 17-hour rule for inclusion in the faculty/staff handbook and give it to Dr. Probst	Wilford Holt Gail Taylor	Fall 2004
Fall 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	August 2004
Distance Learning Policy	The distance learning policy developed by Dr. Robert Walker needs to be presented to the President’s Council for adoption	Dr. Molina	Fall 2004
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**

<b>EVENT/MEETING</b>	<b>DATE</b>	<b>TIME</b>	<b>PLACE</b>	<b>CONTACT</b>
FALL SEMESTER REGISTRATION	AUGUST 17 & 18, 2004		PC & TC	DAVID JONES
RADIO LIVE REMOTE BROADCAST	AUGUST 17, 2004		PC & TC	ANTHONY L. MOLINA

**ANNOUNCEMENTS**

- Fall In-Service (August 19, 2004) Plans – (1) Distribute Faculty/Staff Handbooks with signatures of receipt, (2) Concurrent sessions on budget training, (3) Present information from the Climate & Culture Team (Mimi Johnson), (4) Unit project updates from Business Office, Student Services, Information Technology
- An open house will be planned for the renovated Administration (A/B) Building on the Trenholm Campus in November.

**NEXT MEETING**

The next meeting will be held on **August 18, 2004 at 8:00 a.m.**

The meeting adjourned at 12:15 p.m.

Respectfully submitted by:

Mimi Evelyn Johnson

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