



**PRESIDENT'S CABINET MEETING
PRESIDENT'S CONFERENCE ROOM - TRENHOLM CAMPUS
OCTOBER 19, 2005**

PRESENT: Mrs. Debbie Griggs, Mr. Charles Harris, Dr. William Hierstein, Mr. Wilford Holt, Mrs. Arlinda Knight, Dr. Anthony L. Molina, Mr. Sam Munnerlyn, and Dr. Julliana Probst **GUESTS:** Mrs. Betty Edwards and Mrs. Tennie McBryde **ABSENT:** Mrs. Mimi Johnson and Mrs. Pebblin Warren

The meeting was called to order by the presiding officer, Dr. Molina, at 8:00 a.m.

PRESIDENT'S COMMENTS:

10/19	2:30 p.m	Meeting for Wilford, Bill, Sam, Debbie, and Pam
10/20	3:00 p.m	HVAC – PC
10/24	All day	Lola Allen Hearing
10/26	1:30 p.m.	PC
	3:00 p.m.	Administrative Council
10/31	10:00 a.m.	Student Focus Group – PC
	5:00 p.m.	Student Focus Group – PC
11/1	11:00 a.m.	Student Focus Group – TC
11/2	3:00 p.m.	Student Focus Group – TC
11/7	2:00 p.m.	Enrollment Strategy – PC – Conference Center (Faculty and AEA meeting)
11/21-11/23		ACA– <i>How many have to go? Mr. Holt said that Industrial Maintenance and Cosmetology instructors have to go.</i>
12/2		Christmas Party
12/3 – 12/6		SACS – Pre-conference meeting

AGENDA FOR ADMINISTRATIVE COUNCIL

- ◆ Charles's proposal to parking, boots
- ◆ Policy for late registration
- ◆ Bookstore operations (the move)
- ◆ Address suggestions from COE
- ◆ Plan for reorganization of Curriculum Committee
- ◆ Tentative morning meeting on 11/18 with staff about enrollment strategy
- ◆ Culinary Arts -- move and restaurant
 - Ms. Knight – talk about the business side
 - Mr. Holt – talk about the instructional side

Dr. Molina wants recommendations for Student Focus Groups.

Chancellor's Award – vote today

ROUNDTABLE DISCUSSIONS:

DEBBIE GRIGGS – distributed budget. Dr. Molina emphasized that “budget cuts are due to decrease in revenue.”

MIMI JOHNSON – ABSENT

JULLIANA PROBST –

SAM MUNNERLYN

- procedure for late registration (handout). Dr. Hierstein suggested extending registration for five days instead of two. State Board Policy -- #5 (handout). Steps for registration pulled from catalog – p. 17. Division Directors are responsible for all full-time and part-time instructors to report NS.
- Angela Cone working on retention report
- Advising plan – almost complete

CHARLES HARRIS

- provided poll results about primary information source about Trenholm Tech (39.2% -- Trenholm Tech website; 31.4% -- Friends & family; 11.8% -- Campus visit)
- prison work force from Kilby. Charles will meet with the warden at 9:00 a.m. tomorrow about getting two teams of four. Initially, Trenholm Tech will get only one team of four. Louis Campbell and Merriwether have been identified to get trained to work with this group. The prisoners will be transported and fed but not paid.
- the money saved in maintenance can be used to purchase a college van
- Culinary Arts -- functions in mall – phone, email, AAS400; quote up for cameras, sound system, plasma, wireless microphone, etc.
- quote for surveillance of AB and library
- Landmarks Signs working on signs for classrooms and restaurant
- in the process of deconstructing the Alcatel lab
- LT310 – available for Continuing Education

ARLINDA KNIGHT

- changing website to be more user friendly
- ConEd wants online registration and courses
- Title III B on web
 - more for internal use – upgrade appearance by Nov. 1
 - inform employees about accomplishments etc.
 - add publication
 - add quarterly newsletter – to start no later than the first quarter of next year
 - start Advisory Committee for ConEd in 2006 (Dr. Molina suggested involvement of spouses of Hyundai employees in ConEd’s Advisory Committee. How to communicate with the spouses of Hyundai employees?)
- complete work on annual performance report by Nov. 15
- do something on website about Medical Certificate Training (purpose: to accommodate community)

BILL HIERSTEIN

- meeting to get Building J and greenhouse on track – plan to be operational in SP06
- computers ready to be put in the Building J
- tomorrow – obtain quote for gas repair
- working on body shop; next bathrooms on the PC
- instructional side – a bunch of reports due by Oct. 31/Nov. 1– COE Annual Report, WIA report, Nursing, etc.
- Friday morning – Program Reviews meeting with Division Chairs

WILFORD HOLT

- WIA report similar to Perkin’s report

- Who is keeping up with the WIA report? It needs to be put in place by the end of this month. Dr. Kaushik is working on the report
- forward letter to Fontaine
- SAT(?) meeting mandatory – next Thursday – box lunch on the PC – approve budget and things done
- USDA wants Trenholm Tech to partner with them to expand their classes

Advisory Council Members – to go out to high schools to talk about Trenholm Tech; a schedule has to be set for the speakers.

NEXT MEETING

The next meeting will be held on October 26, 2005.

The meeting adjourned at 12:00 p.m.

Respectfully submitted by:
Julliana Probst

Approved on _____