TO: Tom Melton  
Comptroller

FROM: Harold Boyd  
Director of Student Affairs

The figures below are the recommended budget cuts at the 5%, 10% and 15% levels for the Student Affairs and Admissions offices.

### Student Affairs

<table>
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<tr>
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### Admissions & Records

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HB:rs1

AFFIRMATIVE ACTION/EQUAL EMPLOYMENT AND EDUCATIONAL OPPORTUNITY INSTITUTION
MEMORANDUM

TO: Student Affairs Committee Members
FROM: Joseph Mayson

I am putting together an agenda for our initial meeting of this academic year. I would like to know what items you would like to consider.

Some items I am considering include an analysis of how Honors Day went, plans for this year's Tower Hour Day, the problem of club meeting times, and ways the Committee can assist Mr. Weatherman in his new role as Director of Student Activities.

Please consider carefully ways the Student Affairs Committee can improve student affairs at FJC.

Also let me know what your best time for meeting (day and hour) would be and what times you absolutely cannot meet.

Please get this information back to me by Friday, the 24th of October, and I will schedule a meeting for the last week of October. (If you don't respond I will have Shirley Morrison hound you to death!)

Thank you.
The Student Affairs Committee met on November 6, 1980, at 1:30 pm. Members present were: Joseph Mayson, Ruth Corlew, Aline Frost, Ken Weatherman, Margaret Davis, Harold Boyd, Allison Rogers, Tammy Cape, Regina Abernathy, and Mark Hibbard. Members absent were: Carol Beck, Steve Burns, Hal Langford, and Kristie Kemper.

The first order of business was the election of this year's committee chairman and secretary. J. Mayson, last year's chairman, opened the floor for nominations. R. Corlew nominated J. Mayson for chairman. Cape seconded. A motion was made that nominations be closed, after which J. Mayson was unanimously elected. The floor was then opened for nominations for secretary. R. Corlew nominated A. Rogers. M. Davis seconded. After a motion to close the floor for nominations was made, A. Rogers was also unanimously elected.

Discussion of last year's Honors Night was opened by J. Mayson, who asked for feedback from committee members. M. Davis commented on the effectiveness of the opening speeches to each award division and of the Honors Night reception. R. Corlew felt that the use of the permanent plaques as a background was an excellent idea. Comments on the use of nametags (lettered by Ruthie Lawler) and the seating of award recipients near the front were also discussed. Overall, members felt that last year's Honors Night went very well.

Next on the agenda was discussion of the Who's Who Among Students in American Junior Colleges. R. Corlew stated the requirements which a student must meet in order to be considered: (1) at least a 2.0 GPA; (2) an accumulation of 150 points, according to the point system; and (3) an accumulation of 40 or more credit hours, with at least 30 hours earned at F.J.C. She also stated that two excellent candidates had to be disqualified because of the third requirement and would be sent notices concerning their disqualification.

Discussion of the new announcement/bulletin board was opened. The board will be located on the wall between the pool room's two doors. Plans are underway, and sizes are being checked on; but the board is expected to cover most of the wall. R.
Corlew suggested the board be categorized. She also asked if the board would keep small notices off the wall. H. Boyd replied that certain notices need to be placed in other areas so students would see them. He stated that even though it might be neater, he felt no rule was needed concerning this. J. Mayson suggested having each poster authorized and stamped, with the stamp showing the date it is to be taken down. No decisions or suggestions were made.

J. Mayson brought to the committee's attention a suggestion that more preparation be taken in getting ready for the College Bowl. H. Boyd stated he doesn't feel planning committees are needed to handle such activities as College Bowl and Tower Hour. He feels the Student Affairs Committee has turned into one concerned with student activities, instead of one concerned with items which should be a part of this committee (such as career planning and guidance counseling). He also feels that on one hand the committee is going beyond its boundaries, and on the other it is not doing all it should. J. Mayson stated that the items on the meeting's agenda were submitted to him by committee members. R. Corlew stated that she feels there should be some clarification as to the activities which the committee is to handle. J. Mayson charged each committee member who sees a problem and a solution, which could improve F.J.C. in any way, to report it to the committee so proper action can be taken. He also charged all committee members to submit recommendations on projects or ideas on which the committee could work—not just to sit and discuss, but to act on. J. Mayson wants members to submit their own ideas on what they feel the responsibilities of the committee should be. He then asked A. Rogers to put a copy of the statutes on the Student Affairs Committee into the minutes.

Student Affairs Committee: Statutes - Section G, Page 26 & 27

(1) The Student Affairs Committee shall consist of the Director of Student Affairs, four representatives from the student body, and other members of the faculty recommended by the Committee on Committees and approved by the faculty. The Chairman shall be elected by the members of the committee.

(2) The Student Affairs Committee shall recommend policy and assist in the implementation of all matters pertaining to
student financial aid including scholarships, loans and part-
time employment; counseling and advising; student activities,
organizations, publications, and health; orientation; and
occupational placement counseling concerning both college trans-
fer and occupational information.

(3) The Committee shall consider for recognition student organizations
which have been recommended for approval by the Student Senate.

(4) The Committee shall oversee student publications through the
establishment of a Publications Committee to carry out that function,
subject to ratification by the Student Affairs Committee and the
Faculty.

K. Weatherman opened discussion on the lengthening of the time given to student
and club activities, which is presently one hour each Monday. He feels this is a problem
which needs to be considered. J. Mayson mentioned the fact that many teachers use this
hour for giving make-up tests and other like activities. H. Boyd made a motion that teachers
be spoken to about not using this hour for such activities (Make-up tests, etc.). M. Davis
seconded, and the committee accepted the motion unanimously. R. Corlew commented that the
committee should come up with a concrete plan before asking for extra time. She also
suggested that: (1) one club should not plan an activity on another club's meeting date;
(2) special events not be scheduled during club hours; and (3) special events not begin
before 12:30, giving clubs some time to have their meeting. H. Boyd asked for a committee
made up of K. Weatherman, T. Cape, M. Davis, and himself to look at this problem and possible
solutions to it.

J. Mayson called another Student Affairs Committee meeting for Wednesday, November 19,
1980, at 1:30 pm. With no further business or discussion, the meeting was adjourned promptly
at 3:00 pm.

Respectfully submitted,

Allison M. Rogers

Allison M. Rogers
MEMORANDUM

TO: Student Affairs Committee
FROM: Joseph Mayson, Chairman

There will be a Student Affairs Committee meeting Tuesday, April 28, 1981, at 2:30 pm in Room B-153.

JM:sh
The committee recommends the following:

1. Each student should be assigned to an individual adviser in his major field. (Undecided students will be spread throughout the divisions.) An effort should be made to assign night class students to advisers who are usually available in the evening.

2. An Advising Coordinator (perhaps the Dean or the Director of Student Affairs) will be responsible for assigning advisers (with the help of division heads) and for monitoring the implementation of the advising procedures.

3. Any student who does not have an adviser should be advised by the Coordinator or by a temporary adviser until a permanent adviser can be assigned. Once an adviser has been assigned, every effort should be made to see that the student is advised only by that person.

4. Preregistration should be encouraged to insure adequate advising time and availability of advisers. This could be done by registering students according to the number of hours they have completed for the first two or three days of preregistration and possibly by setting a shorter preregistration period for currently enrolled students (or preregistration could be limited to certain days of the week after the initial preregistration period).

Responsibilities of the advisers and the Coordinator and the advantages of the individual adviser system are outlined below.

Responsibilities of Adviser:

1. Help student plan his quarterly schedule and sign student's schedule card each quarter

2. Sign drop-add requests

3. Sign withdrawal requests (signature of class instructor also being required)

4. Maintain a file containing each student's transcript, biographical data, pertinent memos and notes, and student's projected two-year course of study

5. Notify Coordinator if a student fails to appear for advising and cannot be otherwise contacted
6. Monitor student's academic progress and initiate counseling in case of difficulties

7. Maintain contact with Special Studies Division concerning students in any special studies classes

8. Post office hours and make an effort to keep them, especially during preregistration and registration periods

Responsibilities of Coordinator:

1. See that an adviser is assigned to each student

2. See that each student's academic record is provided to his adviser—with a transcript update for each quarter

3. Make decisions about advising issues over which a student and his assigned adviser disagree

4. Reassign any student who desires a new adviser (students should be discouraged from changing advisers too frequently)

5. Advise or secure advisement for any student without an adviser and see that the student is assigned a permanent adviser during his first quarter at FJC

6. Follow up on all reports of students who do not show up for advisement to determine the student's status

7. Monitor the success of the advising program

8. Work out in cooperation with division heads a form to be used for planning the two-year program for each major (forms already in use by the Nursing Division could serve as a guide for developing the new forms)

9. See that information on advisers and which students are assigned to them is available in the computer for easy access during registration

Advantages of one-on-one advising system:

1. The individual adviser should be better able to help a student plan his class schedule since he will have a fuller awareness of the student's personal background, abilities, and needs.

2. The individual adviser will be able to help the student plan his entire program at FJC and help him more smoothly toward graduation.

3. The new system should increase retention since someone will be monitoring the academic progress of each student.
4. The one-on-one system will give students who are undecided about their major a knowledgeable person with whom to discuss education and career goals.

5. The individual adviser will be able to help a student as he plans to transfer to a four-year program.

6. Under the one-to-one system, at least one person at FJC will be thoroughly familiar with each student and therefore able to give meaningful recommendations for jobs, scholarships, etc.

7. This system would allow for accurate evaluation of the advising process.

Advantages of having preregistration by hours earned:

1. It would allow better class selection by students close to graduation.

2. It would reduce course overloads since students registering later would have fewer hours and therefore more scheduling options.

3. It would allow more flexibility in scheduled classes since a more complete picture of course demand would be available early. Therefore courses could be added in areas of heavy student demand or other adjustments made.

4. It would improve retention by encouraging students to make an early commitment to return the subsequent quarter.

5. It would improve the quality of advising since advisers would know when to make themselves available to students and since more time could be spent on the advising process.
COMMITTEE ON ORIENTATION

I. Testing and Placement (2 sessions)
   Scheduling/Advisement/Registration (1 session)

II. A. Extend one evening of testing (15-30 minutes)
        Film: Campus/building layout
        Financial aid
        Parking facilities/regulations
        Student activities
           Clubs
           Publications
           S. G. A.

        Students available at both testing sessions for individual contact.

   B. Second Monday of Quarter (Activity Hour) re-showing of film in
        Student Center with students available. (Faculty?)

III. Request assistance of various departments/divisions first week of
     each quarter.

   A. English/Special Studies (Eng. 019-020-060-101; Educ. 020-060) -
      other English classes - new/transfer/joint enrollment students.
         Introduction to Library
         Freshman essays
         Regents Test
         Departmental

   B. Physical Education - all classes
      Tour of indoor/outdoor facilities, gymnasium, dressing rooms,
      first aid, office complex, equipment rooms, whirlpool,
      weight room, exercise room.
      Football - baseball-softball fields, tennis courts, golf
      course, fitness trail, archery range
      Health, Physical Education requirements
      Acquaint with recreational equipment available (use, time,
      check-out procedure, etc.)
      Intramural program

IV. S. G. A., Club, Intramural emphasis (Activity Period? Following
     introductory film second Monday of quarter?)

V. Survival course
   (1-2 hour credit - part of Educ. 020)
   \[ B - \text{Conf} \]
   Thurs 2:00
ACTIVITY HOUR

I. 12:00 - 1:00 P.M.   Every Monday through Friday

   Schedule club meetings
   Special programs
   Recreational activities
   Intramurals

II. 12:00 - 1:00 P.M.   Monday

10:45 - 11:50 - Wednesday - 4th period

   Schedule for all class days to accommodate above suggestion:

1.  8:00 - 8:50 (50)
2.  8:55 - 9:45 (50)
3.  9:50 - 10:40 (50)
4. 10:45 - 11:50 (65)
5. 11:55 - 1:00 (65)
6.  1:05 - 1:55 (50)
MEMORANDUM

TO:  Carol E. Beck  Tammy Cape
     J. Harold Boyd  Allison Rogers
     F. Stephen Burns  Regina Abernathy
     Ruth O. Corlew  Mark Hibbard
     Margaret S. Davis  Aline Frost
     Kristie Kemper  
     Harold Langford  
     Kenneth Weatherman  

FROM:  Joseph Mayson, Chairman  
        Student Affairs Committee

        There will be a Student Affairs Committee meeting
        Thursday, January 29, 1981, at 2:00 pm in room B-153
        (Nursing Conference Room).

JM:sh
The Student Affairs Committee held its second meeting on November 19, 1980. Members present were: Kristie Kemper, Joseph Mayson, Ruth Corlew, Aline Frost, Mark Hibbard, Tammy Cape, Harold Boyd, Carol Beck and Ken Weatherman. Members absent were: Hal Langford, Steve Burns, Allison Rogers, Margaret Davis, and Regina Abernathy.

The first order of business was the approval of the last meeting's minutes. There was one change in the minutes: H. Boyd made a motion to reword "J. Mayson brought to the committee's attention a suggestion that more preparation be taken in getting ready for the College Bowl" to "J. Mayson brought to the committee's attention a recommendation that more preparation be taken in getting ready for the College Bowl"—substituting the word 'recommendation' for the word 'suggestion'. After this change the minutes from the November 6, 1980 meeting were approved.

Next the committee asked for a report from the committee for club change. K. Weatherman stated that the committee had not yet had a chance to meet.

At this time the Who's Who Nominations were not ready. The Who's Who Committee will meet Wednesday, November 25, 1980, to finish up this order of business. This meeting will be held at 1:30.

J. Mayson opened discussion on the Student Affairs Committee section of the statutes. This part of the statutes was read. It was then decided that two-man committees would each take a relevant section of these statutes and investigate the individual parts. R. Corlew pointed out that we are already moving toward such self-evaluations in HPERS and the Office of Student Activities. After people had volunteered for subcommittees in which they had special interest or expertise, R. Corlew then recommended that we back up and appoint people to committees they know nothing about. She felt this would allow for a more objective view. R. Corlew then recommended that the committee come back to Financial Aid later because it is not as pressing as other areas, and because there is a full-time person to do it. The area of Counseling/Advising was suggested as the first area to be taken up. The consensus is that the first three areas to be taken up should be:

1) Counseling/Advising - (retention)
2) Orientation - (recruiting)
3) Health - Mental/Physical - (personal counseling & referral)

R. Corlew made a motion that committees on Orientation be appointed, and that these committees report back after reviewing all available information. K. Kemper seconded the motion, and the committee approved the motion. So the Sub-committees stand as follows:

Health:  A. Frost, C. Beck, M. Hibbard
Orientation: R. Corlew, T. Cape, H. Boyd
Counseling: K. Weatherman, A. Rogers, R. Abernathy, K. Kemper

The investigations of these sub-committees should begin after reading the self-study report. A charge was given to the individual sub-committees:

1) to look into available services and procedures
2) to analyze these in terms of their strengths and weaknesses

C. Beck stated that she thought it would be a good idea to have a placement system.

The meeting was adjourned at 2:45. The next meeting of the Student Affairs Committee is scheduled for Wednesday, November 25, 1980, at 1:30.

Respectfully submitted,

Allison M. Rogers
MEMORANDUM

TO:        Carol E. Beck    Harold Langford
         J. Harold Boyd    Kenneth Weatherman
         F. Stephen Burns  Regina Abernathy
         Ruth O. Corlew    Mark Hibbard
         Margaret S. Davis Tammy Cape
         Aline Frost       Allison Rogers
         Kristie Kemper

FROM:      Joseph Mayson, Chairman  
            Student Affairs Committee

There will be a Student Affairs Committee meeting
February 10, 1981, at 2:30 pm in room B-153 (Nursing
Conference Room).

JM: sh
The Student Affairs Committee held its fourth meeting on Thursday, January 29, 1981. Members present were: Joseph Mayson, Margaret Davis, Krisite Kemper, Allison Rogers, Tammy Cape, Carol Beck, Regina Abernathy, Mark Hibbard, Ruth Corlew, and Harold Boyd. Members absent were: Ken Weatherman, Steve Burns, Hal Langford, and Aline Frost.

The first order of business was the approval of the minutes of the November 19, 1980 meeting. There were several changes made, and these changes are as follows:

1) H. Boyd and K. Weatherman were not present at the 11-19-80 meeting.
2) H. Boyd did not make a motion toward a change in the 11-6-80 minutes: instead "there was a request made by H. Boyd, who asked to have a change in sentence wording". (par.2)
3) K. Weatherman "sent word" that the club change committee had not yet met. (par.3)
4) Strike sentence stating "R. Corlew pointed out that we are already moving toward such self-evaluations in HPER and the Office of Student Activities. (par.5)
5) Strike the words "on orientation" from the motion made by R. Corlew on sub-committees. (par.5)
6) Strike the second part of the charge to the sub-committees. (par.5)
7) C. Beck stated that she thought it would be a good idea to have a "job" placement system. (par.5)

After the proper amendments were made, the minutes of the November 19, 1980 meeting were approved.

A tentative date for the annual Honors Night was discussed. The day of Friday, May 15, 1981 was recommend. Another date of Friday, May 22, 1981 was also discussed. J. Mayson asked that Sandra Hudson check on any conflicts with high school graduations.

A motion was made by M. Davis that Peggy Easley Cowan be added to the Who's Who list of recipients. After a second by T. Cape, the motion was carried by the committee.

The committee for club change still has not yet had a chance to meet. This committee consists of K. Weatherman, R. Corlew, A. Frost, and H. Boyd.

The investigative committee on orientation was asked to give a report on its findings. H. Boyd reported on what F. J. C. has been doing, T. Cape on students'
views of orientation, and R. Corlew on past school orientation. H. Boyd stated that
orientation now exists mainly of testing and placement. He feels that students need to
understand the need for placement tests, which are given at the different sessions.
Last time about one-half of the students didn't come to orientation, and transfer
students and joint enrollment students are not required to take the tests. H. Boyd
also feels that students need to know who takes the tests, or who is required to. The
orientation sessions are divided into three nights: On Monday and Tuesday nights the
testing takes place. On Wednesday night the tests scores are tallied. On Thursday
students are given individual score sheets and program of study sheets. Students meet
with their advisors after their placement is discussed with them. Advisors explain
the programs to students and answer questions. H. Boyd asked of the committee their
thoughts on the following question: Can we afford to demand more of the new students
time to go into other things, such as building layout, financial aid, P. E. requirements,
and freshman essays? J. Mayson felt that maybe we could, if students understood what
this time would be for. R. Abernathy stated that more information on such things as
clubs needs to be made available to the new students.

T. Cape reported that most of the students that she talked with did not even
remember orientation. Many of these students wished the school would have furnished
a tour of the school and its facilities, refreshments, and someone to talk to about the
school, such as students who have already attended F.J.C. The new students seem to have
wanted personal views on the school, instead of having to read the handbook. J. Mayson
suggested putting together a snappy T.V. program or slide show giving an overall view
of F.J.C., its students, and its activities. R. Corlew felt this would prove to be
invaluable in recruitment. M. Davis stated that suggestions are great, but what is
needed is dedication and hard work.

H. Boyd asked once again if we could ask new students to spend more time
in orientation sessions. M. Davis felt we could if it was made interesting. R. Corlew
suggested that the orientation sessions maybe be held prior to registration, but the
first day of class. J. Mayson suggested reviewing the students schedules and holding
sessions during their free hours, and R. Corlew suggested extending the first activity hour on the first Monday of the quarter.

J. Mayson asked T. Cape to take this to the Senate for further ideas (package ideas). He also issued a charge: 1) to get the S.G.A. involved and 2) to get an idea of the feelings of extended hours. R. Abernathy suggested that S.G.A. members be required to be present at orientation and to take part in acquainting students with F.J.C. The committee seems to feel that three questions should be considered: 1) How much we can impose on the new students, 2) When we can hold orientation sessions, and 3) Who will handle the sessions and attend them. J. Mayson suggested that we plan on spending February and March on making decisions on this matter and on how we could best use orientation time.

At 3:30 the meeting was adjourned. The next meeting will be held on February 10, 1981 at 2:30.

Respectfully submitted,

[Signature]

Allison M. Rogers
MEMORANDUM

TO: Floyd Junior College Faculty

FROM: Joseph Mayson, Chairman
       Student Affairs Committee

SUBJECT: Committee Minutes and Subcommittee Report on Advising

Attached are copies of the committee minutes for Thursday, May 14, 1981, and a subcommittee report on advising. These will be discussed in the near future, and we recommend that you take time to study both the minutes and subcommittee report.

JM:sh
STUDENT AFFAIRS COMMITTEE MINUTES

The Student Affairs Committee met Thursday May 12, 1981, at 2:30 pm in the Nursing Audio-Visual Lab; members present were Beck, Corlew, Frost, Kemper, Langford, Mayson, Weatherman, and Wilson (student).

The following motions and requests were made to be presented to the Faculty for action:

Whereas the Student Activities Budget has experienced a decrease in revenues, and
Whereas there has been an increase in the rate of inflation, and
Whereas there has been a comparable increase in tuition and costs, and
Whereas there has been an expansion in facilities for broadening Student Activities services, and
Whereas increased minimum wage takes a larger proportion of the Student Activities budget, and
Whereas there is precedent in other System institutions,

1. The Student Affairs Committee recommends that the Student Activities fee be increased from the present $10 to $15 per quarter beginning as soon as possible. (Corlew/Langford/ unanimous vote)

2. The Student Affairs Committee recommends that the Student Activities fee be applied to all students enrolled in the academic program at Floyd Junior College. (Corlew/Weatherman/ unanimous vote)

3. The Student Affairs Committee requests the Faculty to review and consider the attached Report on Advising at FJC. This Committee charges the 1981-82 Student Affairs Committee with the immediate responsibility of collecting and reviewing the responses of staff and faculty to this Report.

Also, a Subcommittee was appointed to study the most efficient use of Student Activities monies for paid student personnel. Members: Weatherman, Dennard, one other "objective" faculty member, 1981-82 SGA President, and a sophomore senator.

There being no further business, the Committee adjourned at 3:40 pm.

Respectfully submitted,

[Signature]

Joseph Mayson, Chairman
REPORT OF STUDENT AFFAIRS SUBCOMMITTEE ON ADVISING

The committee recommends the following:

1. Each student should be assigned to an individual adviser in his major field. (Undecided students will be spread throughout the divisions.) An effort should be made to assign night class students to advisers who are usually available in the evening.

2. An Advising Coordinator (perhaps the Dean or the Director of Student Affairs) will be responsible for assigning advisers (with the help of division heads) and for monitoring the implementation of the advising procedures.

3. Any student who does not have an adviser should be advised by the Coordinator or by a temporary adviser until a permanent adviser can be assigned. Once an adviser has been assigned, every effort should be made to see that the student is advised only by that person.

4. Preregistration should be encouraged to insure adequate advising time and availability of advisers. This could be done by registering students according to the number of hours they have completed for the first two or three days of preregistration and possibly by setting a shorter preregistration period for currently enrolled students (or preregistration could be limited to certain days of the week after the initial preregistration period).

Responsibilities of the advisers and the Coordinator and the advantages of the individual adviser system are outlined below.

Responsibilities of Adviser:

1. Help student plan his quarterly schedule and sign student's schedule card each quarter

2. Sign drop-add requests

3. Sign withdrawal requests (signature of class instructor also being required)

4. Maintain a file containing each student's transcript, biographical data, pertinent memos and notes, and student's projected two-year course of study

5. Notify Coordinator if a student fails to appear for advising and cannot be otherwise contacted
The Student Affairs Committee held its first meeting on Tuesday, November 3, 1981 at 2:10 PM in room B-153. Present were: Riley Evans, Phyllis Cox, Joseph Mayson, Ken Weatherman, Johnny Bishop, Tracy Lawler, Aline Frost, Harold Boyd, Warren Akin, Carol Beck.

Elections were held for the positions of chairperson and secretary. Joseph Mayson was nominated and elected for the position of chairperson, and Carol Beck was nominated and elected for the position of secretary.

Mr. Mayson opened the meeting with a discussion of the nominating procedures and criteria for Who's Who. The fact was discussed that the criteria and nominating procedures need to be clarified and that this could be a topic to be worked on in future meetings.

A Red Cross Blood Drive has been planned for November 19 and memoes will be distributed on this topic.

The next meeting was planned for the second week of next quarter. Mr. Weatherman was asked to contact the committee members to find out what the best meeting time will be on a Tuesday.

The topic of discussion of the next meeting will concern the nominating procedure for Who's Who.

The seventeen nominations for Who's Who were nominated and seconded by Riley Evans. They were approved by the whole committee.

An information sheet and a copy of the procedures for selection of Who's Who in American Junior Colleges will accompany these minutes.

Respectfully submitted,

Carol Beck
Secretary
INFORMATION SHEET

Who's Who Among Students in American Junior Colleges

Please fill out completely. If you have any questions contact the Office of Student Activities.

Name: __________________________ (First) __________________________ (Middle) __________________________ (Last)

Address: __________________________________________________________

_________________________________ (City) __________________________ (Zip Code)

AREA I

Number of hours earned at FJC ______

Grade Point Average at FJC ______

Number of hours transferred to FJC (if applicable) ______

Area I Total ______

AREA II

College Organizations and/or Activities

Membership in Official FJC Campus Organizations (B.A.S., B.S.U., H.P.E.R., etc.). Please List

Offices held in above organizations (President, Vice President, Secretary, Committee Chairperson, etc.). Please List

Member of staff of campus publications (Six Mile Post, Old Red Kimono) Please List publications, and positions held.
Participation in Intramural Athletics:

<table>
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<th>Team Event*</th>
<th>Quarter</th>
<th>Individual Event*</th>
<th>Quarter</th>
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</table>

Participation in Special Projects at FJC (Tower Hour, College Bowl, Ms. FJC, etc.).

Awards for Intramural or Special Projects. (All-Star, Ms. FJC, Decathlon, etc.).

Area II Total

AREA II
Community Organization or Activities

Civic Organizations to which you belong

Religious Organizations to which you belong

Special Projects (Civic or Religious)

Special Awards or Honors due to your membership in civic or religious organizations

Area III Total

* Team Events - flag football, soccer, field hockey, basketball, and softball.

Individual events - tennis, billiards, archery, horseshoes, bowling, shuffleboard, golf, canoes, sailing, etc.).

** Must be active member while student at Floyd Junior College.
### Point System for Grade Point Average

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### Point System for College Organizations and/or Activities

- Official Organizations: 0--15 per quarter
- Official Publications: 0--15 per quarter
- Intramural Athletic Activities: 0--15 per quarter
- Special Projects: 0--25 per each
- Special Awards and Honors: 0--25 per each
- Miscellaneous: 0--25

### Point System for Community Organizations and/or Activities

- Official Organizations or Activities: 0--30 per each
- Religious Organizations or Activities: 0--30 per each
- Educational Activities: 0--30 per each
- Special Projects: 0--25 per each
- Special Awards and Honors: 0--25 per each
- Miscellaneous: 0--25

*The initial maximum number of points that an individual may accumulate in each of the three areas shall be 100.*

### General Guidelines

1. The point distribution shall be as follows:
   A. Grade point average:
   B. College organizations and/or activities
   C. Community organizations and/or activities

   A. 40% 0-100 X 2 = 0-200
   B. 40% 0-100 X 2 = 0-200
   C. 20% 0-100 X 1 = 0-100
2. The computed maximum number of total points that an individual may accumulate shall be as follows:
   A. Grade point average: 200 points
   B. College organizations and/or activities: 200 points
   C. Community organizations and/or activities: 100 points
   Total 500 points

3. An individual must satisfy the following minimum requirements:
   A. Possess a 2.0 academic grade point average at the end of the quarter prior to consideration.
   B. Accumulate a total of 150 points within the "Point System."
   C. Complete in a successful manner a minimum of 45 academic credit hours on the college level with a minimum of 30 being completed at Floyd Junior College.

4. The grade point average shall be determined by computing all academic credit courses successfully completed at Floyd Junior College.

5. An individual shall not accumulate any points in the area of college organizations and/or activities for organizations and/or activities while attending units of higher education other than Floyd Junior College.

6. An individual shall not accumulate any points in the area of community organizations and/or activities unless he or she is enrolled as a student at Floyd Junior College during the time period of involvement.

7. A sub-committee of the Student Affairs Committee shall be appointed and shall be responsible for such items as a compilation of potential candidates, verification of appropriate items, assignment of selected point totals, etc.

8. The final decision relative to the selection of individuals for inclusion in Who's Who in American Junior Colleges shall be at the discretion of the Student Affairs Committee.
MINUTES OF SPECIAL CALLED MEETING
for Student Affairs on November 24 at 1:10PM

Present were: Melissa Satcher, Martha Bevels, Carol Beck, Tracy Lawler, Joseph L. Mayson, Ken Weatherman, Phyllis Cox, Riley Evans, Aline Frost.

Mr. Mayson called the meeting to order at 1:10, and Mr. Weatherman moved that all current nominees for Mr. and Ms. FJC be allowed to represent their organizations on the FJC float in the Rome Christmas parade. The motion was seconded by Phyllis Cox. After a lengthy discussion, the motion passed unanimously.

Melissa Satcher moved that all candidates for Mr. and Ms. FJC meet the criteria for nomination both in fall 1981 and winter 1982, or be disqualified. Riley Evans seconded the motion which passed unanimously.

Mr. Mayson requested that the appropriate SGA Committee work with Mr. Weatherman, SGA advisor in formulating a revised set of criteria for nomination and submit it to the Student Affairs Committee with a recommended date for implementation. There being no further business, the meeting adjourned.

Copies of the minutes of the November 3rd meeting will be sent to all student members.

Respectfully submitted,

 Carol Beck
 Secretary to the Committee

CB/bjt
MEMORANDUM

TO: Student Affairs Committee
FROM: Joseph Mayson, Chairman

There will be a Student Affairs Committee meeting on Thursday, October 14, at 2:30 pm in Room B-21.

JM:sh
STUDENTS AFFAIRS COMMITTEE

ENCLOSURES:

1. Minutes 11/1 committee meeting
2. Guidelines for FJC Who's Who Student Selection
3. Students Who's Who Application Form
4. List of 1982–1983 Student Affairs Committee members
PROCEDURES FOR SELECTION
OF
WHO'S WHO IN AMERICAN JUNIOR COLLEGES
FLOYD JUNIOR COLLEGE
ROME, GEORGIA 30161

*1. Point System for Grade Point Average

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*II. Point System for College Organizations and/or Activities

- Official Organizations: 0----15 per quarter
- Official Publications: 0----15 per quarter
- Intramural Athletic Activities: 0----15 per quarter
- Special Projects: 0----25 per each
- Special Awards and Honors: 0----25 per each
- Miscellaneous: 0----25

*III. Point System for Community Organizations and/or Activities

- Official Organizations or Activities: 0----30 per each
- Religious Organizations or Activities: 0----30 per each
- Educational Activities: 0----30 per each
- Special Projects: 0----25 per each
- Special Awards and Honors: 0----25 per each
- Miscellaneous: 0----25

* The initial maximum number of points that an individual may accumulate in each of the three areas shall be 100.

General Guidelines

1. The point distribution shall be as follows:
   A. Grade point average:
   B. College organizations and/or activities
   C. Community organizations and/or activities

   \[ A. \quad 40\% \times 0-100 \times 2 = 0-200 \]
   \[ B. \quad 40\% \times 0-100 \times 2 = 0-200 \]
   \[ C. \quad 20\% \times 0-100 \times 1 = 0-100 \]
2. The computed maximum number of total points that an individual may accumulate shall be as follows:
   A. Grade point average: \[ 200 \text{ points} \]
   B. College organizations and/or activities: \[ 200 \text{ points} \]
   C. Community organizations and/or activities: \[ 100 \text{ points} \]
   Total \[ 500 \text{ points} \]

3. An individual must satisfy the following minimum requirements:
   A. Possess a 2.0 academic grade point average at the end of the quarter prior to consideration.
   B. Accumulate a total of 150 points within the "Point System."
   C. Complete in a successful manner a minimum of 45 academic credit hours on the college level with a minimum of 30 being completed at Floyd Junior College.

4. The grade point average shall be determined by computing all academic credit courses successfully completed at Floyd Junior College.

5. An individual shall not accumulate any points in the area of college organizations and/or activities for organizations and/or activities while attending units of higher education other than Floyd Junior College.

6. An individual shall not accumulate any points in the area of community organizations and/or activities unless he or she is enrolled as a student at Floyd Junior College during the time period of involvement.

7. A Sub-committee of the Student Affairs Committee shall be appointed and shall be responsible for such items as a compilation of potential candidates, verification of appropriate items, assignment of selected point totals, etc.

8. The final decision relative to the selection of individuals for inclusion in Who's Who In American Junior Colleges shall be at the discretion of the Student Affairs Committee.
STUDENT AFFAIRS COMMITTEE

Carol E. Beck
J. Harold Boyd
P. Stephen Burns
Ruto O. Corlew
Margaret S. Davis
Aline R. Frost
Joseph Mayson
Lawrence F. Moshier
Robert W. Richards
Kenneth E. Weatherman
Linda Swafford
Holly Farr
Lynn Pack
Irving Sanders
INFORMATION SHEET

Who's Who Among Students in American Junior Colleges

Please fill out completely. If you have any questions contact the Office of Student Activities.

Name: ___________________________ (First) ___________________________ (Middle) ___________________________ (Last)

Address: _____________________________________________________________

_________________________________ (City) ___________________________ (Zip Code)

AREA I

Number of hours earned at FJC________

Grade Point Average at FJC________

Number of hours transferred to FJC (if applicable)________________________

Area I Total________

AREA II

College Organizations and/or Activities

Membership in Official FJC Campus Organizations (B.A.S., B.S.U., H.P.E.R., etc.). Please List

Offices held in above organizations (President, Vice President, Secretary, Committee Chairperson, etc.). Please List

Member of staff of campus publications (Six Mile Post, Old Red Kimono) Please List publications, and positions held.
**Participation in Intramural Athletics:**

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<th>Individual Event*</th>
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**Participation in Special Projects at FJC (Tower Hour, College Bowl, Ms. FJC, etc.).**

**Awards for Intramural or Special Projects. (All-Star, Ms. FJC, Decathlon, etc.).**

**Area II Total**

**AREA III**

**Community Organizations or Activities**

**Civic Organizations to which you belong**

**Religious Organizations to which you belong**

**Special Projects (Civic or Religious)**

**Special Awards or Honors due to your membership in civic or religious organizations**

**Area III Total**

* Team Events - flag football, soccer, field hockey, basketball, and softball.

**Individual events - tennis, billiards, archery, horseshoes, bowling, shuffleboard, golf, canoes, sailing, etc.).**

**Must be active member while student at Floyd Junior College.**
MINUTES
STUDENT AFFAIRS COMMITTEE

The Student Affairs Committee met on Thursday, October 14th, 1982 at 2:30PM. Present were Ken Weatherman, Joseph Mayson, Ruth Corlew, Robert W. Richards, Carol Beck.

The nominees for Who's Who were discussed, and it was decided that persons who did not qualify this year due to lack of residence hours at FJC, will be nominated next year.

Due to the lack of a quorum, members will be called to go by the office to cast their vote for the nominees of Who's Who.

A nominating committee was appointed consisting of Ruth Corlew, Ken Weatherman, Carol Beck to select nominees for the for the positions of secretary and chairperson.

The next meeting was scheduled for Tuesday, October 26th at 1:00PM.

Respectfully submitted,

(\(\sigma_0, \sigma_1, \sigma_2, \ldots \))
Carol Beck

CB/bjt
The Floyd Junior College Student Affairs Committee met at 1:00 p.m. in Room B-153. Present were Holly Farr, Lynn Pack, Ken Weatherman, Ruth Corlew, Larry Mosher, Joey Mason, Alene Frost and Stephen Burns. Quorum was met.

The pressing agenda for committee discussion concerned selection: selection process, and selection guidelines for students nominated for Who's Who. The attending student members were requested to leave this meeting as they may have possibly been candidates.

Mr. Weatherman opened the meeting with comments concerning the present Who's Who selection process and presented the committee with a list of names of nominated students and assigned weighted numerical values based upon three areas (ref. enclosure #2). He also advised the committee of the immediate need to finalize the list of student names for submission to the National Who's Who Committee.

After lengthy discussion, Ms. Corlew made an initial motion of changing the mandatory 45 total class hours to a more flexible 42-45 total class hours to incorporate the minimum basis for sophomore status. Ms. Front seconded, discussion, committee vote and unanimous acceptance.

Discussion ensued. Various student names were deleted from the list as a result of students not meeting particular guidelines (sic.).

Ms. Corlew, again taking our bull by the horns, made a motion to accept the revised list of 21 student names which was seconded by Ms. Frost. Discussion. Mr. Weatherman, voicing his disapproval at the cut-off point which he deemed to be rather low, debated. Discussion, vote, acceptance of Corlew motion.

A general committee concern seemed to be toward review, critique, and possible adjustment of present guidelines and forms utilized by the Who's Who selection committee, Student Activities Committee, and nominated students (ref. enclosure #'s 2 and 3). Please review these forms with salient comments and suggestions to be presented for possible changes at our next meeting on Monday, Nov. 8, at 1:30 p.m. in Room B-153.

These minutes, not necessarily in accurate chronological order and open to challenge and adjustment, are:

Respectfully submitted

Stephen Burns
FLOYD JUNIOR COLLEGE
MINUTES
STUDENT AFFAIRS COMMITTEE

The Student Affairs Committee met on Tuesday, October 26, 1982 at 1:00PM. Present were Ruth Corlew, Aline Frost, Ken Weatherman, Joseph Mayson, Carol Beck, Lynn Pack, Holly Farr, Linda Swafford.

The nominating committee selected Steve Burnes as chairperson and Carol Beck as secretary. A unanimous vote elected Steve Burnes as chairperson and Carol Beck as secretary.

Several of the members suggested several projects which the committee could work on this year.

Mr. Weatherman suggested a course for entering freshmen which would meet 1 - 2 hours for the first five weeks. It would be a required course, and would orient students to the campus. Faculty members would be present from the various departments to answer any questions. The students suggested that it could be a part of orientation, and that the hours would need to be flexible for night students.

Ms. Corlew mentioned that the registration procedures could be improved. She also suggested that the committee could work on improved communications within the College. One of her suggestions was a central location for messages which could be put in a place on the campus, which would have the most visibility for students and faculty.

Following Mr. Boyd's suggestions the committee has decided to broaden its scope, and the previous suggestions are ways in which this could be accomplished.

Respectfully submitted,

Carol Beck
Secretary to the Committee

CB/bjt
PROCEDURES FOR SELECTION
OF
WHO'S WHO IN AMERICAN JUNIOR COLLEGES
FLOYD JUNIOR COLLEGE
ROME, GEORGIA 30161

*1. Point System for Grade Point Average

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*II. Point System for College Organizations and/or Activities

1. Official Organizations 0----15 per quarter
2. Official Publications 0----15 per quarter
3. Intramural Athletic Activities 0----15 per quarter
4. Special Projects 0----25 per each
5. Special Awards and Honors 0----25 per each
6. Miscellaneous 0----25

*III. Point System for Community Organizations and/or Activities

1. Official Organizations or Activities 0----30 per each
2. Religious Organizations or Activities 0----30 per each
3. Educational Activities 0----30 per each
4. Special Projects 0----25 per each
5. Special Awards and Honors 0----25 per each
6. Miscellaneous 0----25

* The initial maximum number of points that an individual may accumulate in each of the three areas shall be 100.

General Guidelines

1. The point distribution shall be as follows:
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   C. Community organizations and/or activities

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B. 40% 0-100 X 2 = 0-200
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   C. Community organizations and/or activities: 100 points
   Total 500 points

3. An individual must satisfy the following minimum requirements:
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8. The final decision relative to the selection of individuals for inclusion in Who's Who In American Junior Colleges shall be at the discretion of the Student Affairs Committee.
INFORMATION SHEET

Who's Who Among Students in American Junior Colleges

Please fill out completely. If you have any questions, please contact the Office of Student Activities. Form must be reviewed and completed by a faculty sponsor (a faculty member who knows you and is familiar with your work and/or environment on campus).

NAME: ____________________________________________

(First) (Middle) (Last)

ADDRESS: ________________________________________

(City) (Zip Code)

AREA I

Number of hours earned at FJC

Grade Point Average at FJC

Number of hours transferred to FJC (if applicable)

AREA II

College Organizations and/or Activities

1. Official Organizations
   Membership in official FJC Campus Organizations (B.A.S., B.S.U., H.P.E.R. etc.)
   Please list memberships as well as activities in which you participated
   (e.g. organizing programs, fund raisers, etc.) and any offices held in these
   Organizations (President, Committee Chairman, etc.) Please list and
   specify quarter.

2. Official Publications
   Member of staff of campus publications (Six Mile Post, Old Red Kimono)
   Please list publications, and positions held, identify which quarter.
3. **Intramural Athletic Activities**
   (Team Events - flag football, soccer, field hockey, basketball, & softball).
   (Individual events - tennis, billiards, archery, horseshoes, bowling, shuffleboard, golf, canoes, sailing, etc.)

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4. **Special projects**
   Participation in Special Projects at FJC (Tower Hour, College Bowl, Mr. and Mrs. FJC, etc.).

5. **Special Awards and Honors**
   Awards for Intramural, Special Projects, or any other award received at FJC (Decathlon, etc.). Please list.

6. **Miscellaneous**
   (any other on-campus activities)
AREA III

Community Organizations or Activities
(Must be active member while student at Floyd Junior College.)

1. Official Organizations or Activities
   Please list for each organization to which you belong:
   Memberships, any offices held, and any specific activities in which you
   participate.

2. Religious Organizations or Activities
   (same as above)

3. Educational Activities

4. Special Projects

5. Special Awards or Honors due to your membership in civic or religious
   organizations.

6. Miscellaneous
   (same as Area II, 6.)

This space reserved for comments by faculty sponsor. Completed form should be
returned to Office of Student Activities by Faculty Sponsor.

Signature of faculty Sponsor
MEMORANDUM

TO: Members of Student Affairs Committee

FROM: Margaret Johnston

RE: Revision of "Who's Who" Selection Procedures

The subcommittee has met and has developed a revision form of the Information Sheet filled out by students nominated for Who's Who. Please look over this copy before our next committee meeting and bring with you to the next meeting any suggestions you have concerning revision of the procedure.

I have included here a copy of Procedures for Selection and a revised copy of the Information Sheet.

The two major changes suggested on the Information Sheet are:
(1) coordinating the Information Sheet with the Point system on the Procedures Sheet, and
(2) requiring that a faculty member review the sheet after it is filled out by the student.
Student Affairs Committee Meeting Minutes

The Student Affairs Committee of Floyd Junior College met at 2:30 p.m. on November 15, 1984 in the Mental Health Conference room. Members present were Ruth Corlew, Margaret Davis, Margaret Johnston, Merle King, Ken Weatherman, Shirley Whitworth, and Jolene Hare for Aileen Frost. The meeting was called to order by Chairman Margaret Johnston, who made some introductory remarks and then called for the report of the Who's Who Evaluation committee. The Evaluation Committee consisted of Ruth Corlew, Merle King, and Shirley Whitworth.

Merle King distributed a computer print-out (our first!) with the results of the point system for the Who's Who nominees. The nominees were then discussed and voted on, and the list of those selected was given to Ken Weatherman. Announcements of the winners will come from the office of Student Activities.

There being no further business, the meeting adjourned at 3:30 p.m.

Respectfully submitted,

Margaret Davis, Secretary
Student Affairs Committee Meeting Minutes

The Student Affairs committee of Floyd Jr. College met at 12 noon on March 8, 1985 in room B-310. Members present were Ruth Corlew, Margaret Davis, Aileen Frost, Margaret Johnston, Yvonne Riley, Edward Traylor, Ken Weatherman, and Shirley Whitworth. Chairman Margaret Johnston called the meeting to order and stated the purpose of the meeting. Our committee was convened to make a decision on decreasing the minimum credit hours necessary for elected or appointed positions held by students.

Edward Traylor reported from Student Government concerning lowering the minimum hours for SGA positions. The SGA is working toward a constitutional amendment to be presented for a student vote. Chairman Johnston asked Edward to report back to the Student Affairs Committee so that we may preview the amendment before it is voted on by the students.

Ruth Corlew moved and Yvonne Riley seconded that the minimum credit hours for student elected or appointed positions be changed to ten. Discussion followed in which it was noted that our student profile is changing. The typical FJC student is older with family and/or career commitments. The former stipulation of 12 hours was routinely excluding candidates who were otherwise well-qualified and representative of our student population. After much discussion the motion passed unanimously.

There being no further business, the meeting adjourned at 12:23 pm.

Respectfully Submitted,

Margaret Davis
Secretary
MEMORANDUM

TO:       Student Affairs Committee
FROM:    Margaret Johnston, Chairperson

There will be a Student Affairs Committee meeting on Wednesday, May 15, 1985. The meeting will begin at 2:30 p.m. in Room B-331. This will be a brief meeting to discuss the new SGA Constitution. A "rough copy" of the proposed Constitution is attached. Please review the major changes (indicated by stars, arrows, etc.) and come prepared to discuss and/or ask questions.

The student body will be voting on this proposal on Monday and Tuesday, May 13 and 14.

MJ:sh
CONSTITUTION OF THE STUDENT
GOVERNMENT ASSOCIATION

PREAMBLE

We, the students of Floyd Junior College, desiring a representative and efficient Student Government, wanting better communications between students and the college's administration and faculty, seeking to cultivate and preserve the ideals of responsible citizenship on this campus, and hoping to maintain a complete and fruitful atmosphere of learning at this college, do hereby establish this constitution for Student Government.

ARTICLE I

Section 1. Name. The name of this organization shall be the Student Government Association of Floyd Junior College.

Section 2. Authorities and Powers.

Subsection A. The Student Government Association, chosen through popular elections by the student body of Floyd Junior College, serves as the official agent of the student body of Floyd Junior College in the presentation of student opinion on matters affecting student welfare.

Subsection B. The Student Government is established under the Policies and Regulations of Floyd Junior College. The exercise of its functions shall be subject to such conditions and limitations as they may prescribe.

Subsection C. The Student Government Association is to work subject to the policies and purposes of the Board of Regents of the University System of Georgia and of Floyd Junior College and the student body thereof.

Subsection D. To make recommendations to the Student Affairs Committee on the approval or disapproval of all clubs or organizations seeking official recognition on campus.

Subsection E. To make rules regulating Student Government Association elections.

Subsection F. To make recommendations concerning any considered change in college rules governing student conduct.
Subsection C. To make recommendations concerning the Student Activities allocation of college funds.

Subsection II. To require financial reports from organizations receiving appropriations from the Student Activities Budget.

Subsection I. To execute any powers not specifically delegated herein but which, subject to the limitations of Subsection B and C of this article, may be undertaken in the interests of the student body and for the advancement or improvement of the college.

ARTICLE II - MEMBERSHIP

All students enrolled in Floyd Junior College who have paid student activity fees shall be members of the Student Government Association and shall have a voice and vote in all student referendums. Members are subject to all rules and regulations as may be herein and hereafter enacted by this organization.

ARTICLE III - ORGANIZATION

The Student Government shall be composed of a Legislative Branch and an Executive Branch.

ARTICLE IV - DIVISION OF POWER

Section 1. The Legislative Branch.

Subsection A. The Student Senate shall constitute the Legislative Branch of this Government and shall have legislative authority within the limits established by this constitution.

Subsection B. Membership of the Senate shall consist of ten Senators, until the student body reaches an enrollment of 1,000, then one additional Senator per 200 students shall be elected.

Subsection C. One third of the Senate seats shall be reserved exclusively for incoming Freshmen, to be elected Fall Quarter.

Subsection D. Qualifications.

a. Must have a 2.0 cumulative grade point average at the time of election with the exception of entering freshmen, who will not be subject to a 2.0 grade point average upon election. A 2.0 cumulative grade point average must be maintained throughout the term of office by all Senators.
u. Must be planning to be in attendance at Floyd Junior College throughout the term of office.

v. Must carry and successfully complete at least 10 credit hours at the time of election and during the term of office.

w. Any student can run for Freshman Senator provided he has not attempted more than one full quarter of credit work (12 hours).

The Executive Branch.

Subsection A. Shall be composed of a President, Vice-President and Secretary.

Subsection B. Student Government Association Officer Qualifications.

Par. 1. President

a. Must have a 2.2 grade point average at the time of election and must maintain a 2.0 grade point average throughout the term.

b. Must be planning to be in attendance at Floyd Junior College throughout the term of office.

c. Must carry and successfully complete at least 10 credit hours at the time of the election and during the term of office.

d. Must have been a student at Floyd Junior College one full quarter prior to running for office.

e. Must be a rising sophomore at the time of election.

f. Must not be on social probation.

g. Must not hold any other major leadership position on campus.

h. Must reserve a minimum of six hours per week for office hours to be spent in the SGA office.

Par. 2. Vice-President

a. Must have a 2.2 cumulative grade point average at the time of election and must maintain 2.0 grade point average throughout the term.
b. Must be planning to be in attendance at Floyd Junior College throughout the term of office.

© c. Must carry and successfully complete at least 10 credit hours at the time of election and during the term of office.

d. Must have been a student at Floyd Junior College one full quarter prior to running for office.

e. Must be a rising sophomore at the time of election.

f. Must not be on social probation.

g. Must not hold any other major leadership position on campus.

Par. 3. Secretary

© a. Must have a 2.2 cumulative grade point average at the time of election and must maintain a 2.0 grade point average throughout the term.

b. Must be planning to be in attendance at Floyd Junior College throughout the term of office.

c. Must carry and successfully complete at least 10 credit hours at the time of election and during the term of office.

d. Must have been a student at Floyd Junior College one full quarter prior to running for office.

e. Must be a rising sophomore at the time of election.

f. Must not be on social probation.

g. Must not hold any other major leadership position on campus.

Section 3.

Term of Office. The term of office for all elected and appointed Officers and Senators of the Student Government Association shall be from Summer Quarter through Spring Quarter of each year.

Section 4.

Oath of Office. I solemnly swear to preserve in my duties as of the Student Government Association of Floyd Junior College, to work for a responsible student government and to maintain the dignity of the office during the term. I do solemnly swear to execute my office faithfully and honestly and to respect and preserve the constitution and by-laws on which our student government is founded.
ARTICLE V - DUTIES OF OFFICE

Section 1. Powers and responsibilities of the elected and appointed officers of the Student Government Association.

Subsection A. President

Par. 1. The President of the Student Government Association shall:

a. Represent the student body in student affairs and in student relations with the various constituencies of the college.

b. Call and preside over all meetings of the Senate.

c. Appoint and remove the chairmen of all committees with 2/3 approval of the Student Senate.

d. Fill vacancies by appointment for the unexpired term of any Senator. Appointee must meet the qualifications set forth for the office by the constitution and must be approved by a two-thirds vote of the Student Senate.

e. Formulate, submit, and execute the budget of the Student Government Association in accordance with the provisions of Article VII, Section 1, Subsection A., Par. 1 of this constitution.

f. Vote only in the case of a tie in Senate proceedings.

g. Perform all other duties that are assumed by the President of such an association.

h. Serve as an ex-officio member of all committees.

Subsection B. Vice-President

Par. 1. The Vice-President of the Student Government Association shall:

a. Preside in the absence of the President or upon the request of the president.

b. Assume the Office of President in the event the Office is vacated.

c. Chair the Elections Committee

d. Be a voting member of the Senate.

e. Perform all other duties of Vice-President to the Senate and Student Body.
Section 1. The Senate shall meet a minimum of every two weeks at an established time and place, and at such times as deemed necessary by the President of the Student Government Association.

Section 2. Robert's Rules of Order, Revised shall be the final authority on the parliamentary procedure observed at all meetings of the Senate when not in conflict with the provisions of this constitution.
Section 3. Active members of the Senate shall be required to attend all meetings. Any member absent for more than one regularly scheduled meeting in one quarter without an excuse satisfactory to the membership of the Senate will be dismissed from the Senate.

Section 4. All motions pertaining to regular business shall be passed by a simple majority of those Senators present and voting.

Section 5. A quorum of the Senate shall consist of 51% of the voting membership of the Senate. No official business shall be transacted without a quorum.

Section 6. The meetings of the Senate shall be open to all members of the college community.

Section 7. The Senate shall keep an annual report of its proceedings and accomplishments.

Section 8. Measures passed by the Student Senate and referred to the faculty shall be accompanied by a request that those measures which do not receive approval of the faculty shall be referred back to the Student Senate with a statement of the reason for which that measure was not approved.

ARTICLE VII - COMMITTEES

The Student Government Association shall be divided into various committees to carry out its functions. Committee Chairmen shall be appointed by the Student Government Association President. The Chairmen shall preside over the committee voting only in case of a tie.

Subsection A. Standing Committees. Chairmen shall be appointed from the Student Senate.

Par. 1. Finance and Budget Committee.

This committee shall work in conjunction with the Office of Student Activities in formulating and presenting the Student Activities' Budget and Student Government's budget request to the budget Committee for approval. This committee shall be responsible for receiving and rendering all budget request from agencies using Student Activity Funds. The Senate approved budget shall be forwarded through the Student Activities Office for approval by the Student Affairs Committee, faculty and President of Floyd Junior College. The Director of the Office of Student Activities shall chair the Budget Committee. Members of the Committee shall include a faculty member from each academic division and an equal number of students appointed by the president of the SGA.
Par. 2. Elections Committee.

The Elections Committee shall supervise all SGA Elections and Referendums. The Vice-President of the SGA shall act as chairman of this committee.

Par. 3. Public Relations Committee.

The Public Relations Committee shall relate SGA business to the student body.

Par. 4. Entertainment Committee.

The Entertainment Committee shall work with the Director of the Office of Student Activities planning all entertainment sponsored by the SGA.

Par. 5. Chartering Committee.

The Chartering Committee shall receive and review all petitions to organize a student club or organization on the FJC Campus making sure the petition is in line with the Student Organization Regulations as printed in the Student Handbook. The petition and committee report shall then be forwarded to the Student Senate for action. The Senate's recommendation shall then be forwarded to the Student Affairs Committee for consideration. The chartering committee shall hold a yearly review of each campus organization and make a report to the Senate concerning the status of each campus organization.

Add Par. 6. Judicial Committee.

The Judicial Committee shall hear cases involving serious infraction of institutional rules which shall be referred to it by the Office of Student Affairs. The Judicial Committee shall consist of five members two of whom shall be student members of the Senate, recommended by the President of the Student Government Association and appointed by the President of the college. (For a more detailed discussion of the Judicial committee see The Judicial Committee, in Student Handbook)

Subsection B. Special Committees.

Par. 1. Special Committees.

Special Committees shall be established by the President of the SGA when necessary.
ARTICLE VIII - ELECTIONS AND NOMINATIONS

Section 1. General Provisions.

Subsection A. Regular Campus-wide elections shall be held during the Spring and Fall Quarters. The President, Vice-President, Secretary, and five sophomore Senators shall be elected Spring Quarter. Five Senators shall be elected Fall Quarter; three of these seats shall be reserved for Freshmen Senators, the two remaining seats may be held by either freshman or sophomore students.

Subsection B. The Elections Committee in conjunction with the Student Activities Office shall be responsible for setting the exact date for student elections and referendums.

Section C. The official campaign period for all student elections shall be established by the Elections Committee, lasting not less than four consecutive class days in duration and no more than one calendar week prior to the election.

Section 2. Qualifications and Electors.

Subsection A. All students enrolled in Floyd Junior College who have paid student activity fees shall be entitled to vote in all student elections and referendums.

Section 3. Voting Places.

Subsection A. The Elections Committee shall designate all voting places.

Section 4. Qualifications.

Subsection A. Every candidate must fulfill the qualifications of the office.

Subsection B. Every candidate for office in the SGA shall personally sign and file with the Elections Committee an official petition to qualify for an office. No candidate may file an application for more than one office in an election. All petitions must be signed by the Registrar and the Director of the Office of Student Activities. The Elections Committee shall set and publicize a deadline for filing a petition and will furnish the proper forms for this petition.
Subsection C. Candidates for office in the SGA must submit their petitions to the Elections Committee via the Student Activities Office on or before the last day of filing set by the Elections Committee.

Subsection D. A petition shall be approved by the Elections Committee only upon submission of a valid and complete petition. The Elections Committee shall be the judge of a valid and complete petition.

Subsection E. No student who is scheduled to graduate before serving a full term in a legislative office may become a candidate for office.

Subsection F. No student on academic warning or social probation may become a candidate for office.

Subsection G. After the Elections Committee has approved the petition of a candidate, the name of the candidate shall appear on the ballot unless a written request for withdrawal of his name is submitted by the candidate to the chairman of the Elections Committee not less than twenty-four hours prior to the election.

Section 5. Balloting.

Subsection A. All SGA Elections shall be by secret ballot.

Subsection B. A student must present his current FJC Student I.D. Card in order to vote.

Subsection C. If the voter marks more names than there are persons to be elected to an office, or if for any reason it is impossible to determine the vote in choice for any office to be filled, his ballot shall not be counted for that office, but this shall not vitiate the ballot so long as it is properly marked. Unofficial ballots shall not be counted.

Subsection D. The President, Vice-President, and Secretary shall be elected by a simple majority vote of those students voting. If no majority is received on the initial ballot, a run-off election between the two candidates receiving the most votes shall be held within one week after the initial election. Senators shall be elected by a simple plurality vote of those students voting. The Elections Committee in conjunction with the Student Activities Office shall set the date for all run-off elections.

Section 6. Contested Elections.

Subsection A. The Student Senate is authorized to hear and determine all cases of contested elections.
Subsection B. The contesting candidate shall give written notice to the Chairman of the Elections Committee via the Student Activities Office within two class days after the official results are announced. This notice shall state in detail the reasons for contesting the election.

Section 7. In all cases not otherwise provided herein, the Elections Committee shall have the authority to make all rules and regulations necessary for the conduct of any election.

ARTICLE IX - PROVISIONAL GOVERNMENT

Section 1. A council shall be appointed by the President of the SGA with the majority approval of the Student Senate to serve as an interim government during the Summer Quarter. All SGA Officers and Senators in school during this interim period shall be members of the council and shall elect its officers as necessary.

ARTICLE X - REFERENDUM

Section 1. A referendum petition shall contain the full text of the measure proposed and shall be signed by at least thirty percent of the student body. Petitions shall be filed with the President of the SGA.

Section 2. Referendums shall be submitted to the Student Body by the Elections Committee.

Section 3. Ratification shall require a two-thirds vote of those students voting.

ARTICLE XI - IMPEACHMENT

Section 1. The Student Government Association Senate shall have the sole authority in all impeachment proceedings.

Section 2. The Vice-President of the Student Government Association shall preside over all impeachment proceedings except in impeachment proceedings against the Vice-President. A sophomore senator chosen by the Senate shall preside over impeachment proceedings against the Vice-President.

Section 3. Any member of the Student Government is subject to impeachment.
Section 4. Any member of the Student Government may bring impeachment charges against any member of the Student Government.

Section 5. Grounds for impeachment.

Subsection A. A student may be impeached for:

A. Failure to serve in the best interest of those students who elected him.

B. Failure to accept all responsibilities of the office such as attending meetings and compliance with rules and regulations of the college.

Subsection B. A student who fails to maintain the qualifications of his office shall be placed on probation for one quarter. Failure to meet qualifications after one quarter shall result in dismissal from the SGA.

Section 6. A 3/4 majority of the entire Student Senate must be present for impeachment proceedings, and a 3/4 majority vote of those present is necessary for impeachment.

ARTICLE XII - AMENDMENTS

Section 1. The Senate, whenever two-thirds of the membership deem it necessary, shall propose amendments to the constitution.

Section 2. Amendments shall be submitted to the Student Body for review.

Section 3. The Elections Committee shall submit the amendments to the Student Body for ratification or rejection.

Section 4. Ratification shall require a two-thirds vote of those students voting.

Section 5. Once rejected by the Student Body, the amendment shall not be eligible for a vote again until three quarters have elapsed.

ARTICLE XIII - RATIFICATION

This constitution shall become effective immediately upon ratification by a 2/3 vote of those students voting.
Student Affairs Committee Meeting Minutes

The Student Affairs Committee of Floyd Junior College met at 2:30 pm on Wednesday, May 15, 1985 in B-331. The meeting was called by Chairman Margaret Johnston in order to review the new SGA constitution. Members present were Margaret Davis, Margaret Johnston, Jeremy Newsum, Yvonne Riley, Edward Traylor, Ken Weatherman, and Shirley Whitworth. Chairman Johnston had been given three proxy votes, one of which led to discussion.

Ruth Corlew had discovered inaccuracies in Article VII, Section 1, paragraph 1. These were pointed out and total chaos ensued. Ken Weatherman finally gained the floor and reminded the committee of the reasons for changing the constitution in the first place. The main thrust was to restructure the prerequisites for SGA officers and other positions. As for the paragraph in question, it was simply badly written, not an attempt to take over the throne. Weatherman moved that the offending paragraph be rewritten (see attached) and submitted to the committee membership for evaluation, input, and a vote by ballot. The motion was seconded and passed.

There being no further business, the meeting was adjourned.

Respectfully submitted,

Margaret Davis
Secretary
This committee shall work in conjunction with the Office of Student Activities in formulating and presenting the Student Activities' Budget and Student Government's Budget request to the Budget Committee for approval. This committee shall be responsible for receiving and rendering all budget request from agencies using Student Activity Funds. The Senate approved budget shall be forwarded through the Student Activities Office for approval by the Student Affairs Committee, faculty and President of Floyd Junior College. The Director of the Office of Student Activities shall chair the Budget Committee. Members of the Committee shall include a faculty member from each academic division and at least an equal number of students appointed by the president of the SGA.

The Finance and Budget Committee shall work in conjunction with the Office of Student Activities in formulating and presenting the Student Activities Budget and Student Government's Budget request to the Budget Committee for approval. Members of the student-faculty Budget Committee shall include a faculty member from each academic division and at least an equal number of students appointed by the president of the SGA. This student-faculty Budget Committee shall be responsible for receiving and rendering all budget requests from agencies using Student Activity funds. The Senate approved budget shall be forwarded through the Student Activities Office for approval by the Student Affairs Committee, faculty and President of Floyd Junior College.

Approve ------- Disapprove -------

Signature

Please return this ballot to Margaret Johnston.
Student Affairs Committee Meeting Minutes

The Student Affairs Committee of Floyd Junior College met at 2:30 on Tuesday, September 24, 1985 in the Mental Health conference room. Members present were Margaret Davis, Aileen Frost, Kristi Kemper, John McPherson, Jack Sharp, Ken Weatherman, Shirley Whitworth, and Jeff Tinklepaugh. The meeting was called to order by Margaret Davis, acting as chairman in the absence of Margaret Johnston.

The first order of business was the report on changing Article VII, Section 1, paragraph 1 of the SGA constitution. The Student Affairs committee indicated a unanimous approval (via paper ballot) to change the existing paragraph to read:

The Finance and Budget Committee shall work in conjunction with the Office of Student Activities in formulating and presenting the Student Activities Budget and Student Government's Budget request to the Budget Committee for approval. Members of the student-faculty Budget Committee shall include a faculty member from each academic division and at least an equal number of students appointed by the president of the SGA. This student-faculty Budget Committee shall be responsible for receiving and rendering all budget requests from agencies using Student Activity funds. The Senate approved budget shall be forwarded through the Student Activities Office for approval by the Student Affairs Committee, faculty and President of Floyd Junior College.

Ken Weatherman was then called on to explain how this change could be implemented. Ken stated that this change would be presented as an amendment when the SGA senators are elected in October. This should finally settle the matter.

The next order of business was the election of officers. Margaret Johnston was elected chairman on a Davis-Frost motion, and John McPherson was elected secretary on a Sharp-Whitworth motion. There being no further business, the meeting was adjourned.

Respectfully submitted,
MINUTES
1986-87 STUDENT AFFAIRS COMMITTEE

The Student Affairs Committee met on Friday, October 10, 1986, with the following members present:

Margaret Johnston
Kristie Kemper
Shirley Whitworth
Riley Evans
Aline Frost
Glenn Singleton

A letter from Holly David was presented which informed the committee of her intention not to seek election to the office of President - Student Government Association (SGA).

The committee considered and approved a request from Laurie Jackson to be allowed to seek the post of SGA Secretary, despite her current academic workload of seven credit hours (in the nursing sequence), rather than the heretofore required minimum of ten credit hours.

For purposes of eligibility for membership in the SGA, the committee voted to change the number of credit hours required of students in the nursing sequence from ten to seven.

For purposes of eligibility for nomination to Who's Who Among Students in American Universities and Colleges, the committee voted to change the minimum college academic credit hours requirement from 45 to 30.

The committee discussed but failed to act on an appeal from Wes Chafin for a waiver of certain requirements concerning qualifications to seek the office of SGA Vice-President.
MEMORANDUM

TO: Mr. Harold Boyd
FROM David B. McCorkle, President

You are requested to serve on the Public Information Committee. This is a policy level committee and should be a very important addition to the College.

Those requested to serve on the committee are:

Harold Boyd, Chairman
George Pullen
Sarah Burkhalter
Leigh Callan
Phil Kerr

Ex Officio
Sheila Shaw
Ruthie Lawler
PUBLICATIONS COMMITTEE

1. Publication needs for next quarter (3 months period)

2. Status of their area re: catalog - just those mostly unchanging parts.

3. Features from their departments

TO: Dr. McCorkle  
Dean Walraven  
Tom Melton  
Phil Kerr  
Harold Boyd  
George Pullen  

June 15, 1987

Here is the copy for the FJC Foundation brochure. I hope you will have time to review it in the next week or so.

There are several specific points I would like you to consider:

--- Are there any additional existing Foundation programs that should be mentioned?

--- Are there any programs planned for the future that might encourage donations?

--- Is the description of the Foundation, its programs and policies, accurate and clear? Can it be improved upon?

--- Should the list of high schools mentioned in the description of the Foundation Scholarship Program be updated to include such systems as Paulding County and Gordon Central? There are other high schools in our area that are not included.

I would like to leave Sheila a polished, completed version of this by June 23, so that she can begin work on the layout. I need your feedback to do so.

Thank you,
Jon
WHAT IS THE FOUNDATION?

The FJC Foundation was chartered in January 1973 as a tax-exempt, non-profit corporation to assist the college in its development program and provide a vehicle for securing funds for scholarships, special funds and programs. In broad terms, its purposes are to give community input to the college so as to enable the college to better serve the community, to expand educational opportunities, and to finance projects not fundable with state funds. The Foundation is made up of public-minded citizens who have been willing to devote time and energy to enlarge the scope and influence of FJC, its personnel and programs.

WHAT IS THE FOUNDATION DOING NOW?

The Foundation is involved in a wide variety of projects, many of which vary from year to year. However, described here are three ongoing projects which the Foundation enthusiastically supports year after year, seeking in these endeavors to promote excellence in scholarship and character.

a. Foundation Scholarship Program—
This program is designed to recognize outstanding high school seniors from area high schools by naming them FJC Foundation Scholars. Students from the 18 high schools in the FJC service area will be eligible to receive this honor, which carries with it a scholarship award. The total award made in any given year depends on the availability of funds.

The high schools from which these students may be selected are: Armuchee, Cedartown, Coosa, East Rome, Model, Pepperell, Rockmart, West Rome, Adairsville, Calhoun, Cartersville, Cass, Chattooga, Trion, Darlington, Georgia School For the Deaf, and Haralson.

Prospective recipients of the scholarships are identified by the counselors and principals of the high schools, and actual selections are made by the Executive Committee of the FJC Foundation.

b. Foundation Endowment Scholarship—
The purpose of this scholarship is to provide for the education of worthy and needy young men and women of Floyd and Polk Counties.

In 1981, the Foundation was the recipient of a $30,000 award from an anonymous donor. This award was invested and the income from the investment used for these scholarships. This program has been providing about $3,000 in scholarships each year. The corpus of this fund may not
be spent, but may be added to should anyone wish to augment the assistance students have been receiving from it.

**c. The Honors Program**

One program the Foundation has recently begun to support is the Honors Program. The Honors Program is designed to increase the educational opportunities for the well-qualified, highly motivated and curious FJC student. There are no separate honors courses; rather, the student works more closely with his instructor on unique, sophisticated projects while taking regular courses. Students must have exceptional grade point averages and faculty recommendations to qualify. As the program expands, special materials and computer equipment will be needed, and fields trips to various places must be funded in order to give these above-average students everything they may need to excel.

**WHY DOES FJC NEED A FOUNDATION?**

As a unit of the University System of Georgia, FJC is financed through state funds. Why, then, is additional private funding so necessary? Although the state provides funding needed for FJC to perform capably, further private funding can make a huge difference. It can, in fact, insure that FJC is able to achieve its aspirations to continued and ongoing excellence.

**HOW CAN I HELP?**

You can become a most active part of the FJC Foundation. You can be instrumental in helping the Foundation support existing programs, enhance student services, and develop new programs for the future of FJC. Your donation to the FJC Foundation is an investment not only in the future of the college, but an investment in the future of the community as well. Also, FJC is classified as a tax-exempt organization and is eligible to receive tax deductible contributions. The Foundation has authorization to serve as trustee for charitable gifts.

You may offer your invaluable gifts in several ways. An unrestricted cash gift may be made directly to the Foundation to be used in an area of urgent need. Gifts may be made in the forms of properties or real estate. The Foundation and the College may be named as beneficiaries in a will or in an insurance policy. Gifts of remainder interest may be made through a trust or pooled income fund. Local companies may wish to set up a policy of matching funds. Special memorial gifts can also be arranged.

Foundation members will be happy to discuss with you any of the possible methods of donation.

Every donation is a cherished one, no matter the amount.
Floyd Junior College is dedicated to the community, and will continue to serve it and its people as it has in the past. However, the community has a great deal of control over the magnitude of that service. Donations to the college through the FJC Foundation can make a huge difference in the variety and excellence of the programs and services FJC provides your neighbors, your families, and yourselves.

Call for more details.
MEMORANDUM

TO: Phil Kerr
    Lee Callen
    George Pullen
    Sarah Burkhalter
    Ruthie Lawler
    Sheila Shaw

FROM: Harold Boyd, Chairman

July 6, 1987

There will be a meeting of the Public Information Committee Thursday, July 9, at 12:15 p.m. in the President's Conference Room. Members of the Social Science Division will be present to discuss their public information needs for the near future.

cb
ADVERTISING CAMPAIGN -- FALL QUARTER 1987

Rome News Tribune.......................... 1098.00
  4 quarter page ads
  One 6" ad about late registration
  One 12" ad about CPS courses

Cartersville Daily Tribune.................... 101.92
  Two 12" ads about CPS courses

WROM/WKCX.................................. 1600.00
  200 60-second spots

WRGA/WQTV.................................. 1001.00
  91 60-second spots

WLAQ......................................... 300.00

WIYN......................................... 150.00

WGAA (Cedartown)............................ 150.00

\[ \text{Total: } 4486.92 \]

FOOTBALL PROGRAMS

Cedartown H.S.................................. 100.00
Adairsville H.S................................ 60.00
Pepperell H.S................................ 100.00
WRHS......................................... 100.00
ERHS......................................... 100.00
Haralson Co.................................. 75.00
Darlington................................... 100.00
Calhoun H.S.................................. 75.00
Bremen H.S................................... 75.00
Gordon Central............................... 80.00
Paulding Co.................................. 100.00
Armuchee..................................... 100.00
Coosa........................................ 100.00
Model......................................... 100.00
Rockmart..................................... 100.00
Cass.......................................... 75.00

\[ \text{Total: } 1440 \]

ERHS Yearbook.................................. 60.00

NAACP Freedom Fund Awards Banquet.............. 65.00
RE-BIDDING OF QUARTERLY SCHEDULES

Currently paying $910.00 per issue for
- 35,000 copies
- 8 page tabloid
- newsprint
- 2 color throughout

To get a booklet w/glued binding, same quality of paper, slightly larger page, 2 colors throughout......$1585 per issue

Same specs, except higher quality paper........$2136 per issue

(Estimates from Star Printing, which currently prints our schedules)

For a 16 page booklet similar to Berry's, 2 colors.......$5700 per issue

(Estimate from Johnson Printing, Cedartown)
MEMORANDUM

TO: Phil Kerr
     Lee Callen
     George Pullen
     Sarah Burkhalter
     Ruthie Lawler
     Sheila Shaw

FROM: Harold Boyd, Chairman

There will be a meeting of the Public Information Committee Wednesday, August 19, at 2:00 p.m. in the President's Conference Room. Members of the Student Affairs Division will be present to discuss their public information needs for the near future.

cb
MEMORANDUM

TO: Phil Kerr
    Lee Callen
    George Pullen
    Sarah Burkhalter
    Ruthie Lawler
    Sheila Shaw

FROM: Harold Boyd, Chairman

There will be a meeting of the Public Information Committee Thursday, October 22, at 2:15 p.m. in the President's Conference Room.

cb
MINUTES
STUDENT AFFAIRS COMMITTEE

The Student Affairs Committee of Floyd College met on Monday, November 9, 1987, 1:30 p.m. in room B-331. The meeting was called to order by Chairman Margaret Johnston, who opened the floor to nominations for offices. After much discussion, the following officers were elected:

Chairman: Margaret Johnston

Secretary: Margaret Davis

The next order of business was the selection of a Who's Who Rating Subcommittee. Chairman Johnston appointed Amelia Billingsley, Aline Prost, and Chester Wright to this subcommittee. Each Who's Who nominee will be rated by all subcommittee members, and the entire list of nominees will be considered at the next Student Affairs Committee meeting on Thursday, November 19, at 12:15 p.m.

There being no further business, the meeting adjourned at 2:15 p.m.

Respectfully submitted,

[Signature]

Margaret Davis
MINUTES
STUDENT AFFAIRS COMMITTEE

The Student Affairs Committee of Floyd College met on Thursday, Nov. 19, 1987 at 12:15 pm in room B-331. Members present were Amelia Billingsly, Margaret Davis, Aline Frost, Margaret Johnston, Ken Weatherman, Shirley Whitworth, and Chester Wright.

The meeting was called to order by Chairman Margaret Johnston, who asked for Who’s Who evaluations from the Rating subcommittee. The subcommittee distributed a handout which showed each nominee with points from all raters. After much discussion, the final list of 26 students selected for Who’s Who was approved.

Chairman Johnston charged committee members to be thinking about more precise criteria for Spirit and Leadership awards. The meeting was then adjourned at 12:50 pm. Our next meeting will be in January, 1988.

Respectfully submitted,

Margaret Davis
Secretary
The Student Affairs Committee of Floyd College met on Thursday, April 21, 1988, at 12:15 p.m. in room B-331. Those present were Russell Cheadle, Margaret Johnston (chairman), Barbara Rees, Ken Weatherman, Shirley Whitworth, and Chester Wright.

After the committee read the forms of the nominees for the Leadership and Spirit Awards, Chairman Johnston called for a discussion. The committee then selected the recipient of the Leadership Award. A motion (Cheadle/Rees) to name two students as recipients of the Spirit Award passed; and the two were selected. Ken Weatherman was instructed to notify the three students of their selection.

Ken Weatherman and Margaret Johnston explained the proposed changes in the nomination forms for next year to make them more consistent.

A motion (Cheadle/Wright) to send the nomination forms to the faculty at large and to delete "Division Chairperson or his/her representative or club advisor" from the form passed.

The new forms were approved.

A motion (Weatherman/Cheadle) to have the Club Executive Committee act as a preliminary screening committee to evaluate the nomination forms for Leadership and Spirit Awards and group them into three categories, with the authority for the final decision still remaining with the Student Affairs Committee, passed.

The meeting was adjourned at 1:20 p.m.

Respectfully submitted,

Shirley Whitworth
Student Affairs Committee Meeting

The Student Affairs Committee of Floyd College met in a special called meeting on Monday October 24, 1988 in the B-conference room. Members present were Amelia Billingsley, Margaret Davis, Aileen Frost, Ron Johnson, Ken Weatherman, Shirley Whitworth and Chester Wright.

Chairman Wright called the meeting to order and allowed Margaret Davis to present a Floyd college pageant nominee for committee approval. Ken Weatherman mentioned others who also needed committee approval. There was much discussion which led to a motion by Amelia Billingsley to approve the special cases. Aileen Frost seconded the motion, and Ken Weatherman offered an amendment since not all nominees had completed the paperwork. The amendment and motion passed and gave approval to nominees who are first-quarter students at Floyd, transfer students who are first quarter students at Floyd, and nursing students whose course load is under 10 hours.

Ken Weatherman then asked that the Who's Who subcommittee be appointed, since Floyd's list of nominees is almost ready to be rated. Chairman Wright appointed Jon Hershey, Ron Johnson, and Shirley Whitworth. This subcommittee should be ready to present by the second week in November.

There being no further business, the meeting was adjourned.

Respectfully submitted,

Margaret S. Davis
M E M O

TO: Student Affairs Committee Members
FROM: Chester F. Wright
Chairman

There will be a meeting of the Student Affairs Committee on Thursday, November 17, at 1:00 PM in the B Conference room. We will be discussing the recommendations of our rating subcommittee for the selection of Who's Who candidates.

The Chair also requests that committee members bring to the meeting any concerns or ideas about the role of our committee in improving student life here at the College. Winter quarter, which seems traditionally slow for this committee, may afford us an opportunity to venture into uncharted territory.

According to the Faculty Statutes, "the (Student Affairs) Committee shall recommend policy and assist in the implementation of all matters pertaining to financial aid, counseling and student activities; ...shall consider for recognition student organizations which have been recommended for approval by the Student Senate; ...(and) shall oversee student publications through the establishment of a Publications Committee to carry out that function, subject to ratification by the Student Affairs Committee and the Faculty."

I suggest that some examination of this committee's duties is in order, and that this might be a worthy topic for a meeting or meetings winter quarter.

I look forward to seeing you Thursday.

CFW/hs
The Student Affairs Committee of Floyd College met on November 17, 1988 at 1 pm in the B-conference room. Members present were Amelia Billingsley, Aileen Frost, Jon Hershey, Ken Weatherman, Shirley Whitworth, Chester Wright, and Cory Young. Chester Wright, chairman, presided.

The first order of business was presented by Ken Weatherman. He first introduced Cory Young, assistant to the director of Student Activities, who will be added to this committee. Next, Ken gave the Who’s Who report. The three evaluators returned results to Student Activities office where points were averaged. Ken moved, and Amelia seconded, that the 18 students who scored 150 or higher be accepted and that the 2 students who scored above 150 but did not have enough hours be checked by Student Activities office and added to the list if they are found to have enough hours. The motion passed. There was discussion on how to get students who are more socially and athletically involved on campus nominated for Who’s Who. Club advisors would become more aware of these students’ potential.

Chester Wright took the floor again to discuss Faculty Statutes regarding the committee’s duties. He pointed out that this committee should have student representation. Cory Young will see that student representatives are appointed by SGA and invited to attend appropriate meetings. Also, a Publications Committee must be established. Chet will talk with student publications’ advisors, and Ken and Cory will check the student handbook on this topic. This will be discussed further at the next meeting. Finally, Chet noted that this committee is responsible for responding to action from student groups, and hence students need to make their concerns (nonsmoking areas, etc.) known to this committee. Student Affairs then arranges for the issues to be presented to the appropriate body of the college.

There being no further business, the meeting adjourned at 2:10 pm.

Shirley Whitworth
for Margaret Davis
Student Affairs Committee Meeting

The Student Affairs Committee of Floyd College met at 2 pm on Thursday, April 27, 1989, in B-conference room. Members present were Margaret Davis, Jon Hershey, Ken Weatherman, Shirley Whitworth, Chet Wright, and Corey Young.

The first order of business was consideration of the sophomore status (or lack of it) for possible SGA nominees. Chairman Wright asked Ken Weatherman to take the floor and explain the extenuating circumstances. After some discussion, a Weatherman-Whitworth motion to approve the nominees was passed.

The second order of business concerned the selection of Leadership and Spirit Awards. The Leadership Award will be given jointly to Annette Espy and Susan Jordan, and the Spirit Award will go to JoAnn McClung.

Lastly, Chairman Wright brought the concerns of anti-smoking students before the committee. Our committee will try to schedule a meeting with one of these students in the near future.

The meeting adjourned at 3 pm.

Respectfully submitted

Margaret S. Davis
Secretary
May 19, 1989

M E M O

TO:  Student Affairs Committee
FROM:  Chet Wright, Chair

As discussed in our last meeting, I have formulated a resolution concerning the campus smoking policy, and Ken Weatherman has seconded it. I am submitting it for your consideration. If the committee votes to support the resolution, then our proposal will go the full faculty, and will probably be considered at the next faculty meeting. If the committee votes to reject or amend the resolution, then we will meet again this quarter to reconsider our stance vis-a-vis smoking in common areas of our campus.

Please return your vote to me by Wednesday, May 24.

The resolution is as follows:

"Resolved, that we the members of the Floyd College Student Affairs Committee, in response to student and faculty concern voiced directly to this committee, propose that the Faculty of Floyd College recommend to the President that smoking in common areas of the campus be allowed only in designated smoking areas."

Accept the resolution.

Reject the resolution.

Amend the resolution (please state your suggestion for amendment).

Also, Johnny Stowe has asked me to circulate a copy of his letter from the Surgeon General. Johnny will no doubt be happy to allow you to examine any of the documents alluded to in the letter.

CFW/hs

Enclosure
Mr. Johnny Stowe, Jr.
Six Mile Post
Floyd College
P.O. Box 1864
Rome, Georgia 30163

Dear Mr. Stowe:

Thank you for your letter expressing concern about smoking at your college campus.

I commend you for your interest in the health and well-being of the students and faculty members of Floyd College. In December 1986, the Report of the Surgeon General, The Health Consequences of Involuntary Smoking (copy enclosed), was released. After careful examination of all scientific evidence available concerning involuntary smoking (or passive smoking), the following conclusions were reached: (1) involuntary smoking is a cause of disease, including lung cancer, in healthy nonsmokers; (2) the children of parents who smoke, compared with the children of nonsmoking parents, have an increased frequency of respiratory infection, such as pneumonia and bronchitis; and (3) the simple separation of smokers and nonsmokers within the same air space may reduce, but does not eliminate, the exposure of nonsmokers to environmental tobacco smoke.

In the preface to that report, I stated that "The scientific case against involuntary smoking as a health risk is more than sufficient to justify appropriate remedial action, and the goal of any remedial action must be to protect the nonsmoker from environmental tobacco smoke."

I am also enclosing excerpts from the 1988 Surgeon General's Report, The Health Consequences of Smoking: Nicotine Addiction, which review the "Patterns in the Development of Drug Dependence." This material summarizes the relationship between the use of tobacco and the initial use of other licit and illicit drugs in our society.

In the preface of the 1989 Surgeon General's Report, Reducing the Health Consequences of Smoking: 25 Years of Progress (executive summary enclosed), I indicated that each day, more than 3,000 American teenagers start smoking. I believe that we can substantially reduce this number by making an impression upon students and faculty members regarding the importance of nonsmoking behavior. This will ultimately achieve a reduction in smoking prevalence among adults in the future.
Since the majority of smokers initiate smoking behavior prior to age 20, I believe that administrators of all educational institutions must make every effort to eliminate the use of tobacco on school grounds and facilities. I wish you success in establishing a smoking policy that will eliminate smoking at Floyd College. You may wish to share this letter with the Dean and President of your college.

Sincerely yours,

C. Everett Koop, M.D., Sc.D.
Surgeon General

Enclosures
STUDENT AFFAIRS COMMITTEE MEETING MINUTES

The Student Affairs Committee of Floyd College met at 2:15 pm on Monday, September 18, 1989 in the B conference room. Members present were Margaret Davis, Riley Evans, Aline Frost, Beth Harrison, Jon Hershey, Ron Johnson, Margaret Johnston, Shirley Whitworth, and Chet Wright. Margaret Johnston and Shirley Whitworth quickly railroaded the re-election of Chet Wright as chairman and Margaret Davis as secretary. The victims were elected unanimously.

Chet opened the floor for discussion of old business. It was noted that the minutes of the last meeting were distributed to the entire faculty, and the designated smoking area resolution should be considered at the next full faculty meeting. However, all University System presidents have been mandated to appoint study committees on each campus. What these committees will propose about smoking areas remains to be seen. It may be wise to wait for Regent-directed action to see how it affects our resolution.

Other items of business were student representation on this committee (which Ken Weatherman will recommend), a clearer description of Spirit and Leadership award criteria, and meeting times for Student Affairs Committee. We may have meetings on Fridays at noon as we begin to work on student awards guidelines.

The meeting adjourned at 2:40pm.

Respectfully submitted

Margaret Davis
Secretary
The Student Affairs committee of Floyd College met on Monday October 16, 1989 at 1:30 pm in the B-conference room. Members present were Margaret Davis, Beth Harrison, Ron Johnson, Phyllis Weatherly, Ken Weatherman, Shirley Whitworth, and Kim Bearden (SGA president). Chairman Wright called the meeting to order and asked Ken Weatherman to present the issue of candidates for SGA office. Ken stated that some of the hopefuls do not quite have the qualifications which are required to run for office, but asked for consideration for those who meet the spirit of the law.

Kim Bearden also spoke for the aspiring candidates and asked for any consideration the committee might give. After considerable discussion, Ron Johnson moved and Margaret Davis seconded that all but two students on the list be accepted as candidates. (A low GPA and an office in SGA would probably be counterproductive.)

Chairman Wright next appointed the Who's Who subcommittee, consisting of Jon Hershey, Beth Harrison, and Phyllis Weatherly. The subcommittee will meet in about two weeks, and the full Student Affairs committee will meet in about a month. There being no further business, the meeting was adjourned.

Margaret Davis
Secretary
Student Affairs Committee Minutes

The Student Affairs committee of Floyd College met on November 28, 1989 at 1:30 pm in B conference room. Members present were Margaret Davis, Margaret Johnston, Aline Frost, Phyllis Weatherly, Ken Weatherman, and Chet Wright. Chairman Wright called the meeting to order and asked Ken Weatherman to present the Who's Who nominees to the committee. After the nominees were considered, Aline Frost moved and Margaret Johnston seconded that all candidates be approved. The vote was unanimous.

Ken then informed the committee about some student activities events, such as election of SGA, Mr/Ms Floyd College pageant, etc. There was also a lively discussion of personal security (student, faculty, or staff) on campus. This committee will continue this discussion at the January meeting. There being no further business, the meeting was adjourned by Chairman Wright.

Respectfully submitted,

Margaret Davis
Floyd College
Student Affairs Committee
Minutes

The Student Affairs Committee of Floyd College met at 1:00 PM on January 16, 1990, in the B conference room. Members present were Wright, Harrison, Weatherman, Whitworth, and Anderson for Hershey. As the Secretary was not present, the Chair volunteered to take the minutes.

Ken Weatherman presented the cases of three candidates who do not meet the G.P.A. criteria established for participation in the Mr./Ms. Floyd College Pageant. Two students had been eligible at the time of the original election, but had since suffered calamitous descents in their G.P.A.s; one student was only slightly below the required G.P.A. The Committee recommended that the G.P.A. requirements be waived for the candidate who was only six hundredths of a point short of the required 2.0 G.P.A.; in the cases of the other two students, one was not attending the College this quarter, and the Committee felt that the duties and responsibilities of serving as Mr. or Ms. Floyd College would be a further detriment to the other student’s studies. An Anderson-Harrison motion to this effect was passed unanimously.

A brief discussion of campus security followed, including an announcement that a second security officer had been hired to work the day shift. The Committee saw this as a positive sign, but noted that there are other security issues which have not yet been addressed on this campus.

The meeting was adjourned at 1:30 PM.

Respectfully submitted,

Chester F. Wright

HHW/hs
Student Affairs Committee Minutes

The Student Affairs committee of Floyd College met at 1:30 pm on Tuesday, February 20, 1990 in the B conference room. Members present were Margaret Davis, Beth Harrison, Margaret Johnston, JoAnn Starnes, Ken Weatherman, Shirley Whitworth, and Chet Wright. Chairman Wright called the meeting to order and stated that the committee needed to consider Who's Who guidelines and the issue of designated smoking areas.

It was pointed out that the spirit of Who's Who election is to recognize those students who are well-rounded, not simply those who have a high GPA. In order to insure this, the Student Affairs Committee will request to see subtotals for each nominee in the future. This will guarantee the evidence of participation (or the lack thereof) in all three areas.

The second order of business was the Student Affairs committee's resolution concerning designated smoking areas. It was decided to send a copy of the resolution to the newly formed President's Committee on Tobacco Usage. The resolution was distributed to each faculty member in September of 1989. A copy of the memo to the President's committee is attached to these minutes.

Respectfully submitted,
Margaret Davis
MEMO

TO: The President's Committee on Smoking
FROM: Chet Wright, Chair
Student Affairs Committee

In May 1989, the Student Affairs Committee passed a resolution regarding smoking policy on the Floyd College campus. The resolution, which appeared in Student Affairs Committee minutes which were subsequently approved by the Faculty of the College, reads as follows:

"Resolved, that we the members of the Floyd College Student Affairs Committee, in response to student and faculty concern voiced directly to this committee, propose that the Faculty of Floyd College recommend to the President that smoking in common areas of the campus be allowed only in designated smoking areas."

The Committee reaffirmed its position in a meeting on February 20, 1990. We encourage the members of the President's Committee on Smoking to recommend that smoking be allowed only in designated smoking areas.

CFW/hs

cc: Student Affairs Committee
Student Affairs Committee Minutes

The Student Affairs committee of Floyd College met on Wednesday, May 9, 1990 at 1 pm in the B-conference room. Members present were Margaret Davis, Riley Evans, Ron Johnson, Margaret Johnston, Barbara Rees, Ken Weatherman, Shirley Whitworth, and Chet Wright.

Chairman Wright called the meeting to order and asked Ken Weatherman to present the nominees for Leadership and Spirit awards. All nomination forms were read by each committee member, and each nominee's accomplishments were discussed.

Committee members voted by secret ballot, but were unable to break ties in each category. Therefore, on a Shirley Whitworth-Ron Johnson motion, Tina Garrard and Dana White were elected as Leadership Award recipients. Similarly, on a Ron Johnson-Riley Evans motion, Briton Mosely and Johnny Stowe were elected as Spirit Award Recipients.

There being no further business, the meeting was adjourned at 2:30 pm.

Respectfully submitted,

Margaret Davis
Secretary
STUDENT AFFAIRS COMMITTEE MINUTES

The Student Affairs Committee of Floyd College met on Friday, September 21, 1990, at 9:50 a.m. in the B conference room. Members present were Margaret Davis, Beth Harrison, Jon Hershey, Ron Johnson, Dan McDougall, Melissa Morgan, Phyllis Weatherly, Ken Weatherman, Shirley Whitworth, and Barbara Rees. Dan McDougall was elected chairman by acclamation, and Margaret Davis was elected secretary. Ken Weatherman promised to check on student members.

Chairman McDougall appointed a Who's Who Committee consisting of Jon Hershey, Barbara Rees, and Phyllis Weatherly. He also appointed a committee to study the criteria for the Spirit and Leadership awards. Serving on this committee are Melissa Morgan, Ron Johnson, and Ken Weatherman.

There was a discussion of the status of recommendations for designated smoking areas. Some no smoking signs are already in evidence, and this was noted. Chairman McDougall promised to check with Kristie Kemper about an informative article (about designated smoking areas) in the school newspaper.

After determining that meetings will probably be on Tuesdays at 2 p.m., Chairman McDougall adjourned the meeting.
From: "KRISTIE KEMPER" <FLOYD/KKEMPER>
Organization: FLOYD COLLEGE - ROME, GA -USA-
To: EVERYONE ON ALL CAMPUSES
Date: Thu, 1 May 1997 17:39:22 EST5EDT
Subject: Student Affairs Committee minutes for 4/29

The Student Affairs Committee met at 2:30 p.m. on Tuesday, April 29, in the Natural Science Conference Room. Present were Margaret Davis, Kristie Kemper, Dorothy Morgan, and Ken Weatherman. Barbara Rees had a class conflict, and Tim Dees was making a presentation at the Police Academy.

Dr. Weatherman reported that the following people have agreed to serve on the Intramural Athletics Committee: David Mathis, Ralph Peters, Harriet Kaiser, Michael Windelspecht, Jo Anne Starnes, Beth Harrison, Harold Boyd, Tom Berry, and Jane Slickman. The committee membership was approved.

The revised constitution of the Computer/Internet Club was approved.

The proposed constitution of ASAP will be distributed to all committee members with e-mail balloting to follow.

There was discussion of the Student Activities Budget Committee process. The Budget Committee must meet right away since the State deadlines are earlier than expected. There was discussion of student and faculty nominees for the Budget Committee. Some attention was given to the need to have students representing both main and branch campuses and traditional and non-traditional students. Dr. Davis will contact those on the list to see who is willing to serve. Ms. Morgan will solicit budget requests. The Budget Committee will meet from 2 to 4 p.m. on Monday, May 5, in the Student Affairs Conference Room. There will be a short organizational meeting from 2 to 2:30 p.m. Then those requesting funds and other interested parties may attend starting a 2:30 p.m.

The meeting adjourned at 4 p.m.

Respectfully submitted,
Kristie Kemper
Secretary
Floyd College
Minutes of the President's Cabinet
April 1, 1996, 7:30 a.m.

Present: Dr. Lynn Cundiff, Dr. Brady Vardemann, Mr. Wesley Jones, Mr. Chris Lee, and after a time, Dr. Perdue.

Mr. Lee opened the meeting with a plea for uniformity in terminology beginning with the name of this very group! It is currently called Vice President’s Council. Dr. Cundiff stated that it is called Executive Committee in the FC Statutes. He also suggested, and all agreed, that since this is a policy-making body the name be President’s Council. Dr. Cundiff will ask Ms. Griffith to check the Statutes on this matter.

Mr. Lee distributed a chart of personnel by category (faculty, staff, administrative, etc), name, title, salary, etc. He further explained the rationale of this document, B code changes, who’s over salary mid-point, who’s under salary mid-point, etc. Document will be discussed again.

ISDN (Work At Home) possibilities were discussed. The Rome area will have about 100 lines available in November 1996. Dr. Cundiff would like for Floyd College to get four of these lines, maybe one each for main campus, Bremen campus, Cartersville campus, and North Metro campus. Cost is projected to be $63.00 per month per line plus 48 cents a minute for actual usage. Heritage Hall might also need a line. Multi-conferencing with screen viewing (not to be confused with GSAMS) will be a distinct plus. There is no geographic limitation. Dr. Cundiff requested that Ms. Wolter in Computer Services communicate FC’s request for a reservation of lines to BellSouth.

Dr. Cundiff has received an endorsement from Ms. Linafelt for a Minority Achievement Award which is proposed by Mr. Hershey. The award would be a plaque presented at Honors Assembly. After discussion, decision was reached to call the award the Multicultural Award because per Mr. Lee "if it is a celebration of diversity, why call it minority achievement". The award was approved and Ms. Linafelt and others will be charged to define the criteria, the nomination process, and the selection process.

Dr. Vardemann reported on Spring Quarter enrollment. There are 2,883 bodies as follows: 1,598 at main campus, 434 at NMT, 433 at Etowah, 312 at Heritage Hall, and 106 at Bremen for the duplicated headcount of 2,883 minus 330 souls on two campuses = 2,553 unduplicated enrollment. Spring 1995 had an unduplicated enrollment of 2,294.

Mr. Jones led a brief discussion of Bremen campus concerns. The first concern is that no elevator exists which means that everybody and everything must go up and down the stairs. The next concern is that all space will be fully utilized by Fall 1996. A
meeting with Carroll Tech representatives (who want more space but are not contributing) is needed. Ms. Griffith will attempt to schedule a meeting of Dr. Vardemann, Dr. Cundiff, and Ms. Janet Ayers (?) of Carroll Tech for late April or early May at a non-campus site in Bremen.

Dr. Cundiff has received a letter and a tentative agreement from Bremen city officials which stipulates that Floyd College will pay utilities in the amount of $1,500 for a half year. All agreed that the College should pick up utilities with Spring Quarter. Dr. Cundiff will write a counter-agreement letter to the Bremen city officials.

Floyd College has received word that the Federal Government is experiencing an approximate two-week delay in processing FAFSA's. Floyd's students who have applied for financial aid should be notified. Mr. Jones suggested posting a notice in the financial aid office, in the Six-Mile Post, and perhaps a letter to the students who have applied. Dr. Vardemann will request Mr. Kerr to disseminate this information.

Dr. Cundiff discussed the 1997 budget. Formula funding continues to be a problem and it is believed that the existing formula should be revisited prior to the current Governor's departure. The salary increase policy is the same as last year, 6% average based on merit. Any salary increase above 10% will require approval from Chancellor Portch (and there should not be any). If there are any salary increases over 10%, the person's position should be reclassified.

Continuing with the budget, all sources of revenue will be identified and allocated at the beginning for there will be no quarterly budget amendments. Any increases or decreases amounting to 5% will necessitate a budget amendment which must have Board of Regents approval. Creation of a new position will go directly to the Board for approval rather than through a budget amendment. Instant tenure will be a reality. There is tuition available for employees, but such must be work related, guidelines are coming. FY 1997 budget is due May 1996.

Specific funds received in the 1997 budget include:

*Master Teacher, $45,000. Matching guidelines coming.
*Model Classroom, $100,000. Multiple use.
*Professional Development funds, $1,000,000 (not allocated yet, $500,000 to be allocated soon).
*Post-tenure Review, $250,000.
*Faculty Travel & Workshops, $250,000 (to be kept by Board of Regents, and institutions can apply for grants).

An admissions policy involving freshman index is coming. The freshman index includes SAT scores and student grades and is a system-wide index. After five years, student grades will be thrown out. Institutions must hold tightly to exceptions noted in policy.
This same approach can be used for home-schooled students, who currently have to take the GED and then enter college. Floyd College should use current procedures until new policies are approved, then adjust internally as necessary.

Under strategic planning, Floyd College should develop a plan for growth including the projected work force need for the 20th century. Dr. Cundiff has documents of things to consider.

Precise funding levels for all budget categories are not yet known. New money received includes: $70,000 for professional development, $37,000 for instructional technology, $78,000 for student information systems, and $50,000 other campus strategic initiations. There is $131,250 in operating costs including new facilities (Bremen), utilities, painting, etc. There is $75,000 in revenue change (6% increase in tuition and fees and out-of-state). There is approximately $300,000 new money not counting raises. It appears that some cuts were made that are in error and Mr. Jones will check on those. There is $15,000 in fringes and $484,000 for salary increases. There is a decrease of $26,000 in enrollment adjustment which is a throw-back to the formula funding problem where institutions are cut in boom years for low enrollment years. Floyd College requested more money than received per Dr. Cundiff. Mr. Jones stated that Floyd College will have to be more innovative.

Dr. Cundiff reported on the recent GPEC meeting. Some issues must be defined and a method of tracking duel enrollments devised. Dr. Vardemann will talk with NMT and CVT representatives and provide guidance.

The World-Wide Web Page guidelines were approved with noted changes by the President’s Cabinet. They go back to Ms. Briscar for implementation into policy.

Mr. Jones briefly discussed information he has concerning the financial aid function. The Department of Education does not approve of financial aid representatives working out of the Office of Business and Finance. Dr. Vardemann will talk with Mr. Kerr regarding Mr. Jones and Mr. Kerr working together to blend functions and develop ideas, plans, and procedures while leaving financial aid under Enrollment Management.

Dr. Vardemann is following up with Learning Support regarding information that Mr. Shelton needs to include into the Critical Success Indices.

Dr. Perdue discussed NYSP, specifically what to do with it this Summer. There are personnel problems, and there are major space problems due to the Regental policy that system schools be involved in the Olympics. Mr. Shelton and Dr. Perdue will talk to NCAA about deferring the program to Summer 1997. If they are unable to get a commitment in writing for deferment to Summer 1997, they will find some good people and run the program in Summer 1996.
Dr. Vardemann started the area reports. The chair evaluation system is moving along. A price is expected from the architect regarding the astronomy construction this week.

Mr. Lee discussed the EOC statement for the catalog. Decision was made not to change the statement for the catalog at this time for the same language is tied to the Statutes. Whatever the Statutes say should go in the catalog.

Mr. Jones discussed a request for refund of non-resident fee for Ms. Merati. Refund was approved. Mr. Jones informed the group that repairing the lake dam and Heritage Hall roof will run more than originally thought. He also mentioned that registration went well at Bremen.
Minutes of the
Weekly Meeting of the President's Cabinet
April 22, 1996

The Cabinet met at 7:30 a.m. in the President's Conference Room. Present were Dr. Cundiff, Dr. Vardemann, Mr. Wesley Jones, and Mr. Chris Lee.

The Cabinet discussed the redesignation of building references for rooms in the Walraven Building. The Cabinet adopted “W” as the room prefix reference for the building, with lab references as “WL”. The Administrative Council will be asked to submit changes in rooms which are incorrectly designated.

In a letter from Dr. Joan Elifson, acting president of Georgia Southwestern College, the College has been asked to nominate it best retention program practices for consideration to be included in a “Best Practices” document being compiled by the Regents Staff. The Chancellor has committed FY 97 funds for five specially recognized programs. Dr. Vardemann will ask Dr. Margaret Davis to prepare the submission for the College’s program.

The Cabinet reviewed a letter and memo from Chancellor Portch concerning nondiscriminatory admissions policies. Dr. Vardemann and Mr. Phil Kerr will review the College’s practices and policies to see where the College currently is.

The Cabinet reviewed a memo and attached Salary Administration Policy for FY 1997 from Dr. Lindsay Desrochers. Individual meetings will be called within the next week with division chairs and directors to discuss raise allocations by department and by individual.

Per a request from Dan Shealy, Office of Information Technology, Mr. Wesley Jones will prepare a status report on the College’s “Connecting Students and Services” initiative.

Dr. Vardemann will review a letter inviting Floyd College to participate in a Community College Exchange Program and make a recommendation concerning the College’s participation.

The Critical Success Indices Report for March shows that the College is actively working in all reported areas.

Dr. Cundiff reported that the Board of Regents has approved the Colleges recommendations for faculty promotions. Dr. Vardemann will report the approvals to the division chairs and letters will be written to the individuals being promoted.

The Cabinet reviewed the Switchboard Report for March, 1996. The report continues to show increasing phone calls.
Dr. Cundiff shared with the Cabinet a petition signed by nursing students and asking that the snackbar at Heritage Hall be reopened. He reported to the Cabinet that Tom Melton is talking with a vending company concerning servicing that facility.

The Cabinet reviewed a copy of the College’s Civil Rights and Equal Employment Opportunity policies. Each Cabinet member was asked to study them further and report back to the Cabinet on May 6. The Cabinet will act upon the recommendations and/or proposed policy on that date.

Mr. Lee reported that he is moving forward with hiring a trainer as part of the Faculty/Staff Development Initiative monies allocated by the Regents for FY 1997.

Mr. Lee reported that In-Service will take place September 11-17, with new employees orientation all day on the 11th, and group activities on September 12-13. Department/division activities are scheduled for September 16-17. Dr. Harriet Cabell, from Alabama, will be leading a learning styles workshop for faculty during In-Service. She is available on the 16th and 17th, and Mr. Lee is working on scheduling her during that time. Mr. Lee is also trying to arrange for a session with a group who role plays workplace issues. He is trying to arrange a co-sponsorship with Coosa Valley Tech. The Cabinet also discussed other speakers for In-Service, with suggestions being Dr. Betty Siegel and bringing Dr. Matheny back to discuss “the stress of change in an organization.”

Dr. Vardemann reported that Floyd College is one of four institutions who were successful in receiving grants for the P-16 program for the summer. Two orientation dates for the program have been scheduled for April 29 and 30. Plans are to bring parents in to talk about the program. Judy Taylor is overseeing the program and a faculty member from this campus will also be coordinating for Floyd College.

Mr. Lee reported that the College is in the process of hiring an NTU Coordinator at a pay grade of 18. The Cabinet approved the salary level.

Mr. Jones reported on a Business Officer’s meeting as follows:

1) Post-tenure review was stressed

2) System institutions will be allowed to redirect funds next year. The process is under review and we can expect changes. The amount will be 5% again.
3) The issue of students attending classes without paying fees was discussed. The faculty should be made aware and should inform administrators of any of these situations at Floyd College; 4) early next year there will be a fees structure review.

4) The salary limit on retired faculty who are teaching part-time will be raised.

Dr. Vardemann reported the following:

1) The Banner System is making is necessary to review the method in which the college compiles the Dean’s List each quarter. In light of the changes, Dr. Vardemann proposed that students who make the Dean’s List 3 or 4 quarter out of any academic year be named Dean’s Scholars.

2) Dr. Vardemann will attend a Semester Conversion meeting on May 2.

3) There are a number of items on the faculty meeting agenda for today; the Georgia Board of Nursing will be conducting their accreditation visit on May 1-3, and that President Cundiff and she will be meeting with them on May 1.

4) The Librarian position has been offered to Jean Blakely from Florida. She may be starting in 3-4 weeks.

5) Debbie Holmes has been asked to draft a position announcement for a Head Librarian. Dr. Vardemann would like to appoint a search committee and have someone on board in August, since this position is a requirement for SACS accreditation.

Respectfully submitted,

Barbara G. Griffith