Administrative Council Meeting
January 12, 1993

Agenda

1) Report on enrollment
   Vice President Boyd
2) Direct/indirect cost ratio
   President Cundiff
3) Budget amendment process
   President Cundiff
4) Minority Advisory Committee
   President Cundiff
5) Facilities Policy Committee
   President Cundiff
6) Crisis Communication Plan
   Ms. Sandy Briscar
7) Stationery and business cards
   Ms. Sandy Briscar
8) Administrator at Night Program
   Dr. David Cook
   Dr. Tom Berry
9) Telephone workshop
   Dr. Tom Berry
10) Teleconference: Concepts of Learning
    Organizations
    Dr. Tom Berry
11) Reports:
    Christmas Festival Basketball Tournament
    Olympic participation
    SACS workshops
    Institutional Effectiveness Committee
    Mr. Jerry Shelton
MEMORANDUM

TO: Administrative Council Members

FROM: Lynn Cundiff
      President

DATE: January 8, 1993

RE: Meeting Agenda for January 12, 1993

Attached you will find a tentative agenda for the meeting on Tuesday. If you wish to add any items, please notify Barbara Griffith no later than 5:00 p.m. on Monday, January 11.
Administrative Council Meeting
Monday, February 1, 1993

Agenda

1) Report on Chancellor's meeting
2) Projects college-wide
3) Inauguration
4) Community College Week
5) In-service training (Dr. Tom Berry)
Administrative Council Meeting
March 8, 1993

Agenda

1) Jeff Patty (update on advising system)
2) Dates for faculty/staff meetings
3) Year-long calendar
4) Meeting of division chairs for year-long schedule
5) Graduation speaker
6) Status of Title III grants
7) Status of SACS report
8) Evaluations/due dates
9) Area status reports
10) Starr Wright Survey
11) Other
Administrative Council Meeting
Monday, March 22, 1993

AGENDA

1) Announcements
   A. Computer operations
   B. Kevin Wright
   C. Sam Callan
   D. Spring enrollment update

2) Position vacancies
   A. Director of Human Resources
   B. Acting Division Chair of Social Science

3) Structural changes
   A. Division of Extended Learning
   B. Human Resources
   C. Procedures for finishing Winter Quarter

4) Policy issues
   A. Year-long schedule
   B. Other

5) Area reports
   A. Individual

6) Celebrations
   A. End of Winter Quarter

Funds for coffee for advisory groups.
Peer Announcements for Dept.
ADMINISTRATIVE COUNCIL MEETING

April 12, 1993

Agenda

1) Announcements
   1) Title III
   2) Wellness Week (May 3-8)
   3) Foundation luncheon
   4) Enrollment (Spring)
   5) Inauguration update
   6) Renovation update
   7) Plato purchase
   8) Comparative statistics
   9) President’s Meeting (Thurs./Fri.)

2) Position Vacancies Listing
   1) Division Chair (Developmental Studies)
   2) Instructor, Developmental Studies
   3) Instructor, Humanities
   4) Instructor, Natural Sciences and Mathematics
   5) Instructor, Nursing (3)
   6) Instructor, Social Sciences
   7) Secretary, Etowah Center
   8) Lab Assistant, HPER
   9) Procurement Specialist
  10) Human Resources

3) Structural Changes
   1) Copy machines
   2) Position description
   3) Committee charges

4) Policy Issues
   1) Etowah Center
   2) West Rome
   3) Fall schedules/Summer schedules
   4) Dr. Cook’s memo
   5) Other

5) Area Reports - Individuals

6) Celebrations
ADMINISTRATIVE COUNCIL MEETING
MAY 10, 1993

AGENDA

1. ANNOUNCEMENTS

   A. Administrative retreat in June

   B. Follow-up to Inauguration

2. POSITION VACANCIES

   A. Updates on current searches
      (1) Division Chair, Developmental Studies
      (2) Instructor, Developmental Studies
      (3) Instructor, Humanities
      (4) Instructor, Natural Sciences and Mathematics
      (5) Instructors, Nursing (3)
      (6) Instructor, Social Sciences
      (7) Lab Assistant, HPER
      (8) Human Resources

   B. Positions filled:
      (1) Secretary, Etowah Center

3. STRUCTURAL CHANGES

4. POLICY ISSUES

5. AREA REPORTS - INDIVIDUALS

6. CELEBRATIONS
MEMORANDUM

DATE: June 8, 1993

TO: Administrative Council Members

FROM: Lynn Cundiff
President

RE: Administrative Council Meeting Rescheduled

The Administrative Council Meeting which would have been scheduled for Monday, June 14, will take place on Friday, June 11, at 1:30 p.m. in the President's Conference Room.

Below is a list of agenda categories. Please notify Barbara Griffith by 5:00 p.m. on Thursday, June 10, if you wish to place items on the agenda.

1) Announcements
2) Position vacancies
3) Structural changes
4) Policy issues
5) Area reports - individuals
6) Celebrations

Thank you.
Administrative Council Meeting

June 28, 1993

AGENDA

1) ANNOUNCEMENTS

2) APPOINTMENTS
   A. Beth Brown, Director of Human Resources

3) POSITION VACANCIES

   Reports from various screening committees:
   
   A. Chair, Division of Developmental Studies
   B. Instructor/Assistant Professor of English (Division of Humanities)
   C. Instructor/Assistant Professor of Developmental English (Division of Developmental Studies)
   D. Instructor/Assistant Professor of Political Science (Division of Social Sciences)
   E. Instructor/Assistant Professor of Psychology (Division of Social Sciences)
   F. Instructor/Assistant Professor of Biology (Division of Natural Sciences and Mathematics)
   G. Instructor/Assistant Professor of Nursing Education (Division of Nursing Education - all positions)

4) STRUCTURAL CHANGES

5) POLICY ISSUES

6) ON-GOING AND UPCOMING ITEMS OF DISCUSSION
   A. Departmental brochures (Ms. Sandy Briscar)
   B. Distance Learning
   C. RESA proposal
   D. Relationships with Coosa Valley and North Metro Technical Institutes

7) AREA REPORTS - INDIVIDUALS

8) CELEBRATIONS
Dr. Cundiff opened the 2:00 p.m. meeting by thanking everyone, especially the committee, for planning Dr. Walraven's retirement party on Friday, June 25.

Enrollment for summer quarter now stands at 1,577. We are approximately $13,000 short of our break-even point on the budget for summer quarter. The average number of quarter hours per student is 7.99.

Following spring quarter, approximately 40 students at North Metro Technical Institute received joint degrees from Floyd College. Fifteen of those students participated in the North Metro graduation commencement on June 22. Our faculty and administrators were well-represented at the ceremony.

Dr. Cundiff appeared before a SACS committee at the Commission on College's Summer Conference at Panama City, Florida, on June 21. The purpose of this committee was to review the Substantive Change in regard to our joint cooperative programs with North Metro Technical Institute.

Dr. Cundiff announced the appointment of Ms. Beth Brown Rogers as Director of Human Resources. Ms. Rogers will take this position on July 26. Her role will be to support the hiring process, take minutes and notes for the screening committees, talk with applicants, make appointments for interviews, and oversee the evaluation process. The last and most important role of Ms. Rogers will be to be the leader of professional development for all staff on campus.

Ms. Beth Fletcher, Center Manager for the Small Business Development Center, will be leaving on July 6.

Ms. Nora announced that Ms. Sara Hiern will be going to part-time, and Ms. Rebecca Maddox, Ms. Sandy Benton, and Ms. Debra Drummonds have all resigned from their faculty positions in the Nursing Department.

Dr. Dillard reported that the Developmental Studies Chair Screening Committee will meet on Wednesday, June 30, and that there are approximately 40 applicants for the position.

There is a joint screening committee for the English positions in Humanities and Developmental Studies. The committee will review 230 applicants for both positions.
Administrative Council
June 28, 1993
Minutes
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Mr. Ralph Peters is chairing the screening committee for the political science position. The committee has eliminated all the applicants who do not meet the minimum qualifications, and hope to interview in July and have someone on board by September 1. Applicants for the psychology positions have been narrowed to 12.

Ms. Jo Ann Jackson has replaced Ms. Rebecca Maddox on the biology screening committee. Many applicants have been eliminated because they do not meet the qualifications, and Ms. Leigh Callan, chair, will be calling another meeting for the committee to go forward.

Dr. Berry will be putting together a screening committee for the SBDC Manager position. He already has another committee in place for the Business Program Coordinator position.

Dr. David Cook reported that he has several applicants for the Biology Lab Coordinator position, and is sure he will be able to fill the position from the applicant pool.

Dr. Richard Trimble has agreed to chair the screening committee for the Vice President for Instruction position.

A policy has been developed for advisory committees. A copy will be distributed to council Members before the next meeting. This should be reviewed and brought to the next meeting for discussion.

Mr. Shelton’s Institutional Effectiveness Committee has developed an institutional Mission Statement. This will be distributed to Council Members prior to the next meeting and to faculty members when they return in the fall. Changes may be made, and, when it is finalized, each division will need to look at where their division fits into this statement.

Following a few minor changes, we will be ready to implement the policy on Facility Usage by External Groups.

Dr. Perdue’s Ad Hoc Committee on Flex Time and Staff Development will be meeting and making a recommendation shortly.

An Ad Hoc Safety Committee has been formed to review safety policies.

Ms. Briscar recommended Simpsonwood in Norcross, Georgia, as the site for the Administrative Retreat on August 9-10.

Ms. Briscar asked that information be sent to her by July 12 for departmental brochures. The brochures will be geared towards student recruitment and will be designed and printed in-house. Proofs will be sent to departments.
A Floyd College Viewbook has been developed and will be sent to a printer in the next few weeks.

Fall quarter schedule information is due in the Public Information Office on July 6. If anyone has any recommendations on articles, please give them to the Public Information Office.

The Library can produce two new video courses per quarter. Because of the time involved in duplicating tapes, we will need to do most of our courses on cable.

Dr. Cundiff reported that RESA (Regional Education Services Agency) has made Floyd and Berry Colleges a proposal to enter into an agreement to provide them a facility for their training.

Dr. Cundiff reported that he has recently met with the presidents of both Coosa Valley and North Metro Technical Institutes, in an effort to form a stronger relationship between Floyd and each of these institutions.

Dr. Perdue reported that the Library is setting up a new fiction and non-fiction section in the reference area of the Library. This will be a collection of 200 or so volumes. She also reported that the Library personnel has almost completed the purging of the serials section. If there is anything anyone would like to keep, they should go down to the Library and get it.

Ms. Briscar reminded everyone that, as of July 1, departments will be charged for publications.

Ms. Phyllis Weatherly distributed a brochure with testing and orientation dates for fall quarter.

Dr. Cassity reported that Social Science Division will go smoke-free as of fall quarter.

Mr. Jerry Shelton reported that there are 486 participants in NYSP this summer.

Mr. Jim McKeel announced that the JTPA Health Services Technician grant was approved for next year.

Dr. Walraven thanked everyone for his party on Friday night.

Ms. Adrian Bowers reported that a grant proposal has been submitted to the Georgia Child Care Council for $76,000 for next year. This grant will include money for scholarships. She also reported that she will be meeting with Tallatoona Headstart about bringing their operation to Floyd next year.
Ms. Eileen Walker will be handling the Advising Program while Ms. Bowers serves as Acting Vice President for Instruction.

Ms. Bowers thanked everyone for getting their fall quarter class schedules in so early. She asked that if anyone intended to schedule a Saturday or video course, please let her know their intention. She would like to see one of these courses added per quarter.

Ms. Bowers also asked that year-long schedules be submitted to her office. She would like to do some type of publication of these.

Mr. Kerr reminded everyone that, beginning July 1, we will have a switchboard in operation.

Mr. Sam Callan reported that he is starting to meet with the Student Government Association officers taking office in the fall. They are starting to plan activities for the fall quarter and also some activities for the summer. He asked that people get their trip plans in to him.

Dr. Dillard announced that Ms. Judy Sims is back teaching this summer after being out on sick leave since January.

Mr. Melton reminded everyone of the meeting involving division chairs, directors, and secretaries scheduled for tomorrow at 2:00 p.m. in B-200.

Dr. Cundiff said that draft copies of the year-long calendar will be distributed on Wednesday. Department heads need to review these and submit any additions or changes to the President’s Office. A final copy will be printed for distribution in the near future.

Dr. Cundiff reminded everyone that Monday, July 5, is a holiday. The college will be closed.

On behalf of Congressman Buddy Darden, Dr. Berry presented a United States flag and an accompanying certificate to Dr. Cundiff. This flag was flown over the nation’s capitol on May 8, in honor of the inauguration of Dr. Cundiff.

The meeting was adjourned at 4:30 p.m.
MEMORANDUM

DATE: July 7, 1993

TO: Administrative Council Members

FROM: Lynn Cundiff
       President

RE: Attached Items for Review

Attached, please find a copy of the Policy Statement on College Advisory Groups and the proposed Mission Statement for Floyd College. These items were mentioned at the last meeting on June 28, and are being sent to you for review before the next meeting on Monday, July 12.

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attachments
PURPOSE
FLOYD COLLEGE
ROME, GEORGIA

The philosophy of Floyd College, a two-year unit of the University System of Georgia under the jurisdiction of the Board of Regents, is expressed in the following beliefs:

Education is essential to the intellectual, physical, economic, social, emotional, cultural, and environmental well-being of individuals and society.

Education should be academically, geographically, and physically accessible and economically affordable.

Floyd College is well-qualified to provide excellent educational opportunities and services.

Therefore, the purpose of Floyd College is to promote high quality educational opportunities and services that are responsive to the needs of the College's service area which includes Bartow, Chattooga, Floyd, Gordon, Haralson, Paulding, and Polk Counties. To accomplish this purpose, Floyd College provides the following:

Educational access to individuals with a desire to benefit from educational offerings.

A learning environment which promotes inclusiveness and diversity.

Student and other support services that assist individuals in formulating and achieving educational goals.

The first two years of a transfer program leading toward a baccalaureate degree through the concept of the Core Curriculum of the University System of Georgia.

Career, certificate, and cooperative programs to prepare students for gainful employment or career advancement.

Developmental education that assists individuals in improving skills and overcoming educational deficiencies.

Continuing education and personal enrichment opportunities which support life-long learning and the overall quality of life.

Business and industry training that meets employers' needs and promotes local and regional economic competitiveness and stability.
Floyd College

Policy Statement
College Advisory Groups

Floyd College advisory committees shall be sanctioned and appointed by the President of the college.

Procedure:

Units of the college desiring to work with an advisory group shall adhere to the following procedures:

1. A formal written request shall be forwarded to the President along with a committee charge stating the name, purpose, and scope of the advisory group.

2. Upon approval by the President, the requesting unit shall propose a set of names selected from the community at large.

3. Advisory groups shall be limited to fifteen (15) members.

4. Advisory groups may meet as often as four (4) times per fiscal year. The college will furnish a meal for the annual meeting, as well as tea and coffee at the advisory group meetings.

5. Agendas shall be developed and minutes kept for all meetings.

6. Issues arising from advisory groups shall be forwarded to the appropriate organizational unit for consideration and action, if appropriate.

7. Terms of advisory members shall be from 1-3 years. Members may serve two consecutive terms.

8. An annual report describing the activities of the group shall be forwarded to the President’s Office by September 1 of each year.
Minutes
Administrative Council Meeting
July 12, 1993

Dr. Cundiff opened the 2:00 p.m. meeting.

Reports

1. Dr. Cundiff discussed highlights of the Presidents Academy in Breckenridge, Colorado.

2. Faculty contracts should be turned in within the fifteen day limit.

3. The Developmental Studies Chair candidates have been narrowed to the finalists and the committee will start interviewing next week.

   The Biology Screening Committee will be meeting tomorrow to narrow the candidates to the finalists.

   The Political Science pool has been narrowed to three good candidates, who will be interviewed this week and next.

   There are four finalists for the Psychology position. The committee will interview three candidates.

   There are over 200 applications for the two English positions. The committee will meet next week and start narrowing the list.

   There are 40 applications for the Business Consultant position. The pool will be narrowed to 10, and the committee will start interviewing next week.

   The SBDC Manager Screening Committee has not met, and there is a limited number of applications.

   There are currently six Nursing faculty positions open at this time. Ms. Nora is in the process of interviewing.

   Applications for the Financial Aid position will be narrowed to four or five, and interviews will begin next week.

   Guidance Services has completed interviews for the secretarial position and will meet this week to make a decision.

   The Vice President for Instruction Screening Committee is in place and will possibly meet this week. The committee hopes to have a group of finalists by early August, and will probably interview three.
3. Ms. Emily Farmer has been employed part-time in the President’s Office and will report to work on July 20.

Ms. Camilla Crocker will be taking the part-time secretarial position in Humanities, and the division will be interviewing in the fall for a full-time replacement for Ms. Crocker.

4. The college is still involved in the process of proposing a building on this campus for Northwest RESA (Regional Education Services Agency). Dr. Cundiff hopes to meet with them soon to find out if they will commit to bringing their agency.

5. Dr. Pullen is working with Leigh Callan on the Biology 212 video course. There are five extended learning courses listed on the Fall Quarter schedule. The Distance Learning Advisory Committee will meet on Thursday of this week.

6. The Psychology 201 audio tapes are in and Steve Burns has started working on these.

7. Mike Burton is absent often, due to his wife’s illness, and the others in Social Science, Mental Health, and Hearing Impaired are covering for him.

8. There are 164 Floyd College students enrolled for Summer Quarter at North Metro Technical Institute. This represents a 26% increase in enrollment over last summer.

9. The Floyd College/NMTI Joint Oversight Committee will meet this month.

10. Two new joint programs with NMTI have been submitted for approval. These are Emergency Medical Technician (EMT) and Computer Programming Operations. Both programs are currently in operation with Coosa Valley Technical Institute.

11. A record number of people attended Ms. Weatherly’s FCS 101 retreat. She now has someone from each division to teach this course.

12. An evaluator will be on campus tomorrow to evaluate the National Youth Sports Program. An evaluator from the USDA was on campus last week.

13. On Thursday, from 10:00 a.m. until 12:00 p.m. Dr. David Morgan, Assistant Vice Chancellor for Student Affairs for the Board of Regents and Dr. Edith Belden from the Georgia Department of Education will conduct a workshop on Postsecondary Options. This is a program where high school students can take college courses their senior year in high school and the courses are paid for out of the high school’s budget. This workshop will be videotaped and offered through Public Service.

14. There are ten new Foundation Scholars for the 1993-94 academic year, and seven returning Scholars.
Administrative Council
July 12, 1993
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15. Ms. Bowers thanked everyone for the prompt submission of their fall schedules. She is working on a year-long calendar of classes, and is working with the Library on getting copyright clearance on materials requested through the Library.

Discussions

1. A new policy regarding college advisory committees was discussed and accepted.

2. A Student Code of Conduct for Floyd College students on the North Metro Tech campus was discussed. Dr. Lewis asked that a statement be put in place and defined in a student publication for North Metro students.

3. The proposed Floyd College Mission Statement was discussed briefly. This will be presented to the faculty for approval in the fall.

Announcements

1. Mr. Bruce Pound asked that those who are assigned workstudy students should be aware of the number of hours the students are allowed to work and stay within that budget.

2. Any department desiring to hire a student on 100% institutional money should go through the Department of Human Resources and not the Financial Aid Office.

The meeting was adjourned at 3:00 p.m.
Minutes

Administrative Council Meeting

July 26, 1993

The meeting convened at 2:10 p.m.

Opening Remarks:

1. Dr. Cundiff introduced Ms. Barbara Myers, Executive Director of the Floyd College Foundation, and Ms. Beth Rogers, Director of Human Resources.

Reports

1. Mr. Boyd reported on the recommendations of the Ad Hoc Committee on Professional Development, Flex Time, and the Mentoring Program.

2. Northwest RESA (Regional Education Services Agency) has decided to bring their operations to the Floyd College campus. The college has requested that the Board of Regents lease one (1) acre of land on the campus, and the Foundation is seeking local financing to build a building which will house at least two computer labs, a television production studio, offices, and at least two other classrooms. The college will have access to a great deal of this space when not in use by RESA. RESA will lease the building from the Foundation.

3. The Southern Association of Colleges and Schools has approved the Substantive Change request in regard to our programs with North Metro Technical Institute. We will be filing a Progress Report by May, 1994.

4. Financial Aid will be interviewing for the position of Financial Aid Assistant tomorrow and Wednesday, and hopes to offer the job by next week.

Biology finalists are scheduled for interviews.

Ms. Glenda Collier has been hired in the position of secretary in Guidance Services. She will start next Monday.

Faculty vacancies in Nursing is now at 7. The committee has interviewed two applicants.

Three candidates will be interviewed for the Psychology position next week.

The Developmental Studies Chair committee is in the process of interviewing.

Interviews for the two English positions will begin this week.

Interviews are set for the Biology position.
Reports (Continued)

There is still a vacancy in the Hearing Impaired Program for an interpreter.

The SBDC Manager Screening Committee is in the process of checking references on the finalists for the position. They will be making an offer in the next couple of weeks.

Ms. Jane Slickman has been hired as Business Program Specialist. She will start on August 16.

5. Sam Callan reported on a Wellness Conference he recently attending in Wisconsin.

6. The Social Science Division is working on a time study of part-time vs. full-time faculty.

7. Mr. Shelton reported on a meeting he attended recently on Quality and Quality Management.

Discussions

1. Postsecondary Options and the HOPE scholarship were discussed. Postsecondary Options allows seniors in high school to enroll in college classes at public institutions with the tuition being paid out of the high school's budget. The HOPE grant and loan, which is provided through the Georgia Lottery.

Announcements

1. Sandy Briscar distributed agendas for the Administrative Retreat scheduled for August 9-10. She requested that those who want to share a room should notify her this week.

2. New Faculty Orientation will be held September 13-14, prior to regular In-Service. An agenda will be published. This orientation will include time for campus tours and information about the college. The entire faculty and staff will meet on September 15.

3. There will be a new work schedule available for the month of August. Work hours Monday through Thursday will be 8:00 a.m.-5:30 p.m.. The hours on Friday will be 8:00 a.m.-12:00 p.m., with Friday afternoons off. The buildings will be open on Friday afternoons, and the air conditioning will be not turned off, in case anyone needs to be here.
4. Barbara Griffith will be setting up two or three separate meetings over the next month and a half with directors, division chairs, and vice presidents. These meetings will be to talk about plans for the future. Dr. Cundiff will be sharing information he received at the Presidents Academy in Colorado.

5. There are two position vacancies in the Police Academy, one for secretary and one for trainer.

6. Debbie Pettyjon, payroll clerk in the Business Office, has resigned. Interviews for this position are currently being conducted.

7. Mr. Charles Wood has been hired as a full-time security guard, to replace Mr. George Bonds, who has resigned. Mr. Michael Grindle has been hired as a part-time security guard. Both guards are starting this week.

8. Dr. Betty Franklin has accepted a one-year appointment at another college. The Division of Social Sciences will be filling her position temporarily.

9. The electronic sign donated to the Foundation for use in the front of the school is unable, and the college is looking at a reconditioned sign.

10. The college will be getting a new access road, at the front of the campus, on the south side. This will be completed sometime fall quarter.

11. An Alumni Association has been started. The membership fee is $15.00.

   The Foundation will be hosting a Monte Carlo Night in October, to raise funds for the Foundation.

   There will be a meeting on August 20 with a guest speaker who will talk about planned giving. Anyone interested in this subject is invited to attend.

12. The Foundation Scholars Luncheon will be held on August 18. These scholars will now be required to complete a service component with the scholarship award.

13. There will be a Family Medical Leave Act program on August 5 at 11:00 a.m. Anyone affected by this is welcome to attend free of charge; however, you will not be furnished lunch.

14. Fall Quarter schedules will be delivered sometime this week.

   The meeting was adjourned at 3:30 p.m.
ADMINISTRATIVE COUNCIL MEETING

AUGUST 23, 1993

AGENDA

1) Recent hires
2) Existing vacancies
3) Conclusion of RESA project
4) TV Room/Library
5) HOPE Grant/Postsecondary Options
6) Viewbook
Administrative Council

Minutes

August 23, 1993

The meeting started at 2 p.m.

There are 1278 students registered for fall quarter.

Dr. Cundiff shared information from Governor Miller’s address given at the Georgia Association of Colleges meeting where the Governor said that he will discourage Technical Institutes from seeking COC accreditation until the issue of the future of technical Institutions and two-year colleges is formally addressed. He also said the University System will deal with the HOPE program.

Chancellor Propst said we need to look at personnel policies in the University System. The problem is that instructors are not adhering to the policies. He is preparing to put the tuition remission policy back on the Board agenda. The regents are looking at a plan to regionalize the University System. The Board will create 4 - 5 regional universities with two year units under the regional university system. It is proposed that technical institutes would also fall under these universities.

Recently filled positions on campus:

Donna Daughtery/Assistant Professor of Biology
Alberta Johnson/Assistant Professor of Psychology and Education
Suzanne Black/1 year temporary Instructor in Psych/Human Growth & Development
Ann Drake/Secretary, Humanities Division
Mary Saye/Financial Aid Assistant
Ann Gore/Secretary, Financial Aid Office
Kathy Easterwood/Public Information Secretary
Marie Morgan/Cashier - Accounts Receivable
Glenda Brooks/Payroll Clerk
Beverly Parrish/Secretary, Police Academy

Dr. Cundiff has reopened the search for Developmental Studies Chair.

Open positions:

   Several nursing faculty
   Trainer in the Police Academy
   Groundskeeper
   Carpenter

An offer will be made today to a candidate for the night office security.
Work hours will return to 8:30 a.m. - 5:00 p.m. Monday-Friday after Labor Day. The campus will be open during these hours, but flex time is allowed. Supervisors are permitted to establish flex time with their employees. During the summer and between quarters, we may again alter the schedule to allow Friday afternoons free.

Dr. Cundiff pointed out that other schools use a 3/2 schedule which concentrates classes on three days, with a minimal load on two. Some schools offer a full load on Tuesday, Wednesday and Thursday, with minimal classes on Monday and Friday. This allows students who work the opportunity to accept a full-time job, since they could conceivably work five days (Fri.-Mon.).

Class policies, in regard to staff taking classes, is as follows:

If an employee is encouraged to take a class because it would enhance their on-the-job performance, the employee will be given time to take the class. If there is limited seating, or if the class is a Continuing Education class that has not yet met its payroll, the employee will not be allowed to attend.

If an employee wishes to take a class for personal enrichment, or to enhance their abilities for performance outside their job on campus, the employee will not be given time to take the class, but must make up lost time. The employee will not be allowed to take the class in lieu of lunch.

Anyone allowed to take a class without paying tuition will not receive credit.

Community time is encouraged by Floyd College. Should a faculty/staff member wish to participate in community work, the school will allow one hour of time per week for this endeavor, but that hour will not include driving time, and the hour will be taken either on the way to work, or on the way home from work.

The college needs to take a look at what is effective in resolving the conflict between the need within the school for development and the fees-based operations of the Continuing Education department.

Development needs: Retirement Planning
                      Proposed Networking Program
                      Estate/Financial Planning

Those interested in a free* health-care power-of-attorney workshop should contact Dr. Pullen. We have the opportunity for a 3-hour workshop free, except for the *cost of the booklet (approx. $1).

Tom Melton is working on again producing a breakdown showing health insurance cost & retirement plan cost for each employee.