RESA has signed a contract with Floyd College to move to this campus. The Foundation has developed specs and plans and secured financing (10 yrs) for constructing the building where RESA will be housed through a five-year renegotiable lease.

Advantages:

1) 60-70/week K-12 student sector to interface with RESA
2) Access two computer labs (McIntosh & IBM)
3) Access to $200,000 TV studio
4) Access 119 K-12 buildings in 16 counties via video & satellite

Eventually, will have the capability to offer a course to area schools directly from this campus. The college will also be able to provide staff training on-site through interactive videos.

Other issues in regard to the RESA project which must be resolved:

1) RESA must be up and running by Sept. 1, 1993, which includes having 2 "classrooms of the future." These will be housed temporarily in the library.

2) Satellite dialing must also be made available to RESA on a part-time basis, and will have to be coordinated.

3) Need name for the new building (NOT "RESA BUILDING"). Please give any suggestions to Barbara Myers. Note: "Technology Center" conflicts with the "Business and Technology Center now under consideration for funding.

The HOPE and PostSecondary Options programs were discussed. Questions concerning these programs need to be referred to the Financial Aid Office.

Dr. Pullen expressed concern over the school’s fragmentation, stating the need for all "representatives" of Floyd College to share the same information. All meetings involving options available to students, or any information for use in approaching area schools in recruiting should include everyone who will be representing the school in this area.

Construction will begin on new facility on the "far side" of the campus. Bids will be let for the Student Center Replacement Facility Sept. 23rd, so he recommends that no one schedule the Solorium or Meeting Rooms 1 & 2 after October 15 (due to the noise). Every effort has been made to schedule construction so as to minimize disturbance and disruption. The new facility will seat 128 people.

Currently, Floyd College is #13 on the list for new buildings. We need to do something to adjust our position up at least two places.

The first Budget Amendment is in process. Please submit any request prior to registration.
Jeff Patty gave the time frame for ORACLE as "soon." Dr. Cundiff recommended more direct instruction to departments compiling information for the data base.

Ten new computers should be in by the end of this week.

Mr. Kerr reported that 1129 applications were received, up by 71 from last year; pre-enrollment, however, is down from last year.

Mr. Callan reported that the new ID machine is on its way. No IDs will be made unless student presents a ticket showing tuition has been covered. This will save on the cost of film. Mrs. Bowers inquired into making a photo for the permanent record; the possibility will be considered. Also, staff IDs will differ from student IDs this year.

Mrs. Nora reported her department received a $2000 gift certificate from Mosby Book Co. for the purchase of books.

Mr. Boyd's department is developing a program to extend throughout the year with notable speakers covering a variety of topics; he would like to solicit input for both topics and experts in various fields.

Barbara Myers handed out guide sheets and budget requirement forms for the Foundation budget which she would like returned to her by October 15th. Her goal is to be inundated with requests, but asks that requests be prioritized.

She also suggested a Challenge Grant to Dr. Cundiff, and reminded everyone of upcoming fund-raising events, starting with a meeting 9/28/93 at 5:30 at the State Mutual Building, the TGIFC fund-raiser the week of October 18, and the culmination of the effort in "Monte Carlo Night" October 28. Both Governor Miller and Buddy Darden have been invited. The Foundation has verified the legalities of the Casino.

Dealers are needed for the Casino on Monte Carlo Night, and everyone is encouraged to attend the auction to be held later the same evening. Those participating in the fund-raising events will be granted flex-time.

Mrs. Bowers informed the committee about a "brain-storming" committee comprised of Floyd College and Coosa Valley Tech faculty whose aim it is to explore new frontiers with new programs. Tuesday, COPE will be on our campus for open house; following, the committee will choose projects with the intent to:

1) Improve communication between Floyd College and CVT
2) Floyd College to provide new in-service training at CVT in areas such as Health Care

Phyllis Weatherly reported that there may be as many as 170 transfer students at orientation -- many more than anticipated. They need help!
Beth Rogers asked that everyone use new form for employees who need reprimands. Dr. Cundiff reminded everyone that it is mandatory to provide a formal, written evaluation of all new employees (whether new to the school, or new to the position) after 3 and then 6 months.

Sandy Briscar reported that the departmental brochures would be delivered in about one week. Since about five departments have not responded, there will be another set of brochures printed later.

Dr. Perdue reported that the system upgrade will start next week and they should be fully automated by fall. Also, we will get the "Browsing Library", which rotates best sellers through our library starting in September.

Tom Berry noted that Floyd County School System has tentatively promised to send 26 secretaries, which brought up the subject of certificate programs, which, it was agreed, we need to look at more closely.

Finally, there was some discussion over the use of the term "counsel." With the July 1, 1993 enactment of a new State law, avoid the use of the term because only those who are licensed, or are eligible to be licensed and will be licensed by July 1997 can counsel. This applies even to Loan Counseling (although, the State cannot fire anyone already in this position).

The meeting concluded at 4:40 p.m.
ADMINISTRATIVE COUNCIL

SEPTEMBER 27, 1993

MINUTES

Faculty and staff are invited to attend a two-part teleconference on Assessing Student Outcomes hosted by Gainesville College on September 30 and October 14. Contact the President's Office for further information.

Ms. Nanette Jaynes will be conducting a three-part professional development workshop on business writing for secretaries, clerical, and any employees who write or type correspondence for the college. These workshops will take place October 15, 22, and 29, from 2:00 until 4:00 p.m. in Room AA-43. This course is free, but anyone interested must register with the Public Service Office.

To date, there are 2,888 students registered for Fall Quarter. Another 150 or more are expected during final registration at North Metro. Final enrollment is expected to be around 2,900.

Due to a personnel shortage in Admissions and Records, final class rolls have not been run.

Floyd College recently received a grant to pay 50% of the cost of a grant writer to write a $90,000 energy grant for upgrading electronic balasts on campus.

The Vice Presidential Screening Committee has submitted three names for on-campus interviews: Dr. Jimmy L. Peterson, Florida; Dr. Blandina M. Rose, Michigan; and Dr. Keith T. Samuels, Florida. Interviews are now being set up. There will be a time set aside for divisional personnel to meet with each candidate. Employees are encouraged to participate. There will be a November meeting to make a recommendation to the Regents Office, for a December approval and a possible January starting date.

The search for a Developmental Studies Division Chair will be reopened in January. Mr. Fred Green will return to full-time faculty as of January 1. A new Acting Chair will be named in December. The search for a Social Sciences Division Chair will follow the same timeframe.

The English Faculty Search Committee is interviewing an English candidate on October 15 to fill Bob Pletcher's position. The selection was taken from the pool of candidates for the English positions recently filled.

Interviews were conducted last Thursday for a Business Consultant in the SBDC. Final selection will be completed soon.

The Nursing Division is currently in the process of filling one of four unfilled faculty positions. Ms. Denise Beck will not be returning after the birth of her child. The position is currently being advertised and applications accepted.
Administrative Council Minutes
September 27, 1993
Page Two

The Hearing Impaired Support Services has received applications to fill an interpreter position vacated by the death of Hal Reid in May. They are currently interviewing for the position.

The Natural Sciences Division is in the process of hiring a Lab Coordinator as replacement for Donna Daugherty, who was recently hired as a full-time faculty member in Biology.

Regent Edgar Rhodes visited the campus recently and met with Dr. Cundiff and the Vice Presidents seeking input on the proposed regionalization of the University System of Georgia. The popular proposal being discussed by the Regents is to regionalize the system and have all the University System schools and the technical institutes in the state under one board.

Vice President Bowers and Dr. Cundiff met last week with Acting President Bruce Lyons and two of the administrators of West Georgia College concerning Floyd College opening a Bremen Center and also concerning West Georgia offering baccalaureate and graduate courses on the campus of Floyd College. Dr. Lyons and his staff were in favor of the ideas proposed. They were especially interested in offering graduate courses for public school teachers via the RESA downlink.

The Policy on Facility Usage by External Groups has been accepted, and a Room/Facility Reservation Form has been developed and approved by the President’s Office. A copy of the policy will be distributed to each department. The reservation form will be distributed to departments scheduling for outside groups.

A reminder was given that the switchboard should be notified of schedule changes, along with additions and deletions to the weekly calendar for the purpose of directing people coming onto campus for these meetings and courses. It was also announced that Plant Operations personnel are busy installing the monitors in hallways which will carry information on scheduling and locations of meetings.

A proposal for a change in the length of the registration period for Winter Quarter 1994 was distributed to Administrative Council members.

The parking lot (service court) has 40 spaces. If all spaces are filled, do not double park, park in another lot. Double parking causes problems with delivery trucks coming in and out.

The Library will be open on October 30 and November 20 (Saturdays). The Library will poll departments to determine if there is a need for regular Saturday hours.

The switchboard is now being operated until 9:15 p.m. Monday through Thursday.

The speaker for the 1994 Secretaries Day Luncheon program will be Mr. George Lindsey (Goober on the television program, "Gomer Pyle, USMC").
Administrative Council Minutes
September 27, 1993

October 18-22 will be "Thank Goodness It's Floyd College (TGIFC) Week.". Activities are being planned along with a public relations campaign for the college.

Radio station K-98 will be giving away a scholarship in cooperation with the Floyd College Foundation. The radio station will conduct a publicity campaign on the $3,600 scholarship, which will be presented to an individual writing an award-winning essay.

October 28 is the Monte Carlo Gala, a fund-raising evening sponsored by the Foundation. Tickets may be purchased for $50.00 each from the President's Office or the Foundation Office.

The meeting was adjourned at 4:00 p.m.
AGENDA

1) ANNOUNCEMENTS
   A) Teleconference on Assessing Student Outcomes - Gainesville College
   B) Professional development classes in Business Writing
   C) Enrollment report

2) POSITION VACANCIES
   A) Vice President for Instruction search update

3) STRUCTURAL CHANGES
   A) Regionalization

4) POLICY ISSUES
   A) Facilities Usage Policy
      (1) Policy
      (2) Procedures for notification/reservation form (to be distributed)
   B) Proposed winter quarter registration period
   C) Distribution of quarterly schedules

5) AREA REPORTS - INDIVIDUALS

6) CELEBRATIONS
The meeting convened at 2:00 p.m.

There will be a meeting for all classified staff tomorrow at 3:00 p.m. in Room B-206. All staff are required to attend. Dr. Pullen will talk about distance learning and Dr. Cundiff will talk with the group about goals planning.

There will be a faculty meeting at 3:00 p.m. on Wednesday in Room B-200. Several items of significance will be discussed.

The Cundiffs will be hosting a reception from 6:30-8:30 p.m. tomorrow evening at their home for the Social Sciences and Nursing Divisions. Receptions have been scheduled and are listed on the year-long calendar to include all divisions and departments. All employees in each department and their spouses or guests are invited. Attendance is not required. The format is drop-in -- people do not have to stay the entire time. The dress is casual.

A fire drill held last week indicated that there is a problem with the college's fire alarms. The alarms will be updated, visual alarms will be installed, and instructions for vacating the buildings will be posted in each room, including and most specifically classrooms.

Fall Quarter enrollment now stands at 2965. This represents a 4-5% increase over Fall Quarter 1992. 311 students are enrolled at the Cartersville Center, and 478 at North Metro.

Sarah Burkhalter and Tom Melton are loaned executives on the United Way Task Force. Dr. Cundiff urged participation in this year's campaign.

Mr. Phil Kerr and his committee, consisting of staff, have developed a skeletal Recruiting Plan which will be more aggressive and pervasive than the college has ever done. The committee will now be expanded and charged with building on this plan. Many people will be involved when the plan is implemented.

During Winter 1996 or Spring 1997, Floyd College will undergo a 10-year reaffirmation visit by the Commission on Colleges of the Southern Association of Colleges and Schools. During January, 1994, Dr. Cundiff will start appointing a group of people to start a committee structure. Committees will be appointed in the Spring to start work in the Fall. The Self Study Committee will be charged with the responsibility of completing the Self-Study Report. A SACS consultant will be on campus this Spring to meet with people to start the Self-Study process.

The process of developing plans for regionalization of the University System has been slowed down. However, the issue is not dead.
Administrative Council  
Minutes  
October 11, 1993  

A group of state legislators representing the college service area will be on campus tomorrow for a luncheon. Dr. Cundiff will be discussing various issues with them, one of which being needs of the college.

Dr. Blandina Rose, candidate for the position of Vice President for Instruction, withdrew herself from consideration last week. She has accepted a proposal of marriage and will be remaining in Detroit, Michigan.

This Thursday, Dr. Jimmy Peterson will be on campus interviewing for the Vice President for Instruction position. The interviewing schedule for next week will be Dr. Brady Vardemann on Monday, Dr. Julian Sidlowksi on Thursday, and Dr. Mary O’Banner on Friday.

Ms. Beth Rogers reported on the following new hires: Ms. Susan Caldwell, Records Clerk, Admissions and Records; Mr. Eddy Adair, Trainer, Police Academy; Mr. Peter Matthews, Consultant, SBDC; and Barry Rogers, Carpenter, Physical Plant Department.

Interviews were completed last week on the interpreter position and a decision will be made soon. The part-time nursing position in Student Affairs remains open. Applications for the biology lab instructor position have been closed. A decision will be made this week. Screening for the Nursing secretarial position will be done this week. A candidate will be interviewed Friday for the English instructor position.

The college is in the process of purchasing a program called "Partners" by Noel Levitz for the purpose of training workstudy students in phone skills and dealing with people. Beth Rogers asked administrators to spend 20-30 minutes looking at this program to see what we are teaching these student workers.

Six or seven monitors have been installed overhead in various high-traffic areas of the campus buildings. The college is in the process of purchasing the equipment needed to program these monitors to scroll student information (class changes, notices, etc.). Ms. Emily Farmer, who works in the President’s Office, has been temporarily given the responsibility of training on a Harvard Graphics program, which is to be purchased, and programming these monitors. When the system is working smoothly, this responsibility will be permanently reassigned to an appropriate department. Suggestions on this should be submitted to the President’s Office.

Dr. Berry initiated a discussion on the responsibility of scheduling computer labs. Dr. Cundiff decided that, due to academic programs being a priority, the responsibility should rest in the Office of the Vice President for Instruction.
Administrative Council
Minutes
October 11, 1993

The issue of students bringing food and drinks into classrooms and labs was discussed. It was decided that no food or drink will be allowed in labs, including the Tutorial Lab, or slanted classrooms (i.e., B-206, B-218, and B-333). Students should be requested to dispose of any wrappers and/or containers at the end of class, and the classrooms or meeting rooms should be left clean for the next class. All faculty members will be expected to enforce this policy.

The Humanities Division tentatively plans to offer a music (chorus) course Winter Quarter 1994. Faculty and staff will be invited to participate, schedules permitting. Plans are for the course to be taught by Harry Musselwhite, Director of the Rome Symphony Orchestra Chorus and Director of Choral Activities at Berry College. The course will meet three hours per week.

The meeting was adjourned at 4:10 p.m.
ADMINISTRATIVE COUNCIL MEETING

OCTOBER 11, 1993

AGENDA

I. ANNOUNCEMENTS
   A) Tuesday staff meeting
   B) Wednesday faculty meeting
   C) Reception at Cundiff’s
   D) Fire Drill Report
   E) Fall Enrollment Report
   F) United Way
   G) Recruiting Plan
   H) SACS process

II. POSITION VACANCIES
    A) Vice President for Instruction interviews update and schedule
    B) New hires (Beth Rogers)
    C) Current vacancies (Beth Rogers)

III. STRUCTURAL CHANGES
     A) Internal TV network
        (1) Patterns of communication
     B) Scheduling of computer classes
     C) New Library hours

IV. POLICY ISSUES

V. AREA REPORTS

VI. CELEBRATIONS
    A) Fall Enrollment Report
ADMINISTRATIVE COUNCIL MEETING
MONDAY, OCTOBER 25, 1993
MINUTES

Due to the size of the Administrative Council, future meetings will take place in Room B-200.

The Vice Presidential committee is meeting to make a recommendation on the Vice President for Academic Affairs position.

Mr. Jeffrey Mack has accepted the offer to fill the English position in the Humanities Division. Mr. Mack will replace Mr. Bob Pletcher.

Natural Sciences is interviewing for the Laboratory Coordinator position.

Mary Park Clay has filled the Interpreter position in Hearing Impaired.

Ms. Priscilla Sullins, Secretary to JTPA, has resigned.

Mr. Tim Garrett and Ms. Elaina Riley have been employed as part-time Recruiters.

The roof and walls are being put on the Floyd College Foundation Technology Center building.

The college will be able to use the interactive lab from 8:00 a.m. until 3:00 p.m., along with other times scheduled on an individual basis. These labs will be hooked up to North Metro Technical Institute and Calhoun High School. The equipment will not be installed in the building and functional until February.

Dr. Cundiff is trying to raise money from private and public sources for two to three more computer labs.

The specifications have been completed for the new access road on the front of the campus. Pipe is being laid, but it will be a while before the paving is done.

Floyd College and Coosa Valley Technical Institute administrators will be meeting next week concerning several issues.

Floyd College administrators met with several of the local legislators and have made requests which will hopefully be funded through lottery monies or appropriations.

The Chancellor has announced is retirement, effective March, 1994. He will be taking annual leave in January and February. The Regents will be meeting sometime soon to appoint an acting Chancellor.

Floyd College is number 13 on the building priority list. The amount funded next year will probably be $100-112 million.
Dr. Cundiff reminded everyone of the Monte Carlo Gala on Thursday.

Dr. Berry will be teaching a Health Care Power of Attorney workshop on November 10. There will be two sessions, 1:00-2:30 p.m. and 2:30-4:00 p.m. This will be open to all full and part-time employees and their spouses. The cost will only be $1.00 (for materials). Please sign up in the Public Service Office.

Ms. Nanette Jaynes has been teaching an in-service workshop on business writing. The classes are going well. An appropriate version may be offered for administrators to train on use of pronouns and letter styles adopted by the institution.

The internal information network is installed. Emily Farmer is training and then will train Sarah Ballard. Please do not change the channels on the television monitors installed for this network. Security will turn the monitors on at approximately 7:00 a.m. each morning, and then will turn them off at around 10:00 or 11:00 p.m. Information to be put on this system should be submitted to Barbara Griffith or Emily Farmer, until further notice when Ms. Ballard has been trained.

The College is attempting to lay fiber optic cable between the Foundation Technology building and the main campus buildings, so that the interactive labs may be accessed.

The College has been requested by some businesses and industries to take the Plato System onto their locations.

The plans are finalized for the Student Activities/Bookstore renovation. Bids will be let in the next couple of weeks. Construction will begin in January.
ADMINISTRATIVE COUNCIL MEETING

OCTOBER 25, 1993

AGENDA

I. ANNOUNCEMENTS

II. POSITION VACANCIES

III. STRUCTURAL CHANGES

IV. POLICY ISSUES

V. AREA REPORTS

VI. CELEBRATIONS
ADMINISTRATIVE COUNCIL MEETING

NOVEMBER 8, 1993

AGENDA

I. ANNOUNCEMENTS
   A) Natural Science/Mathematics and Developmental Studies Divisions Reception
   B) Internal information network
   C) Administrative retreat
   D) Budget hearings (February 21-March ?)
   E) Phi Beta Kappa
   F) Chancellor search

II. POSITION VACANCIES
   A) Update (Beth Rogers)
   B) Update on Dr. Vardemann

III. STRUCTURAL CHANGES
   A) Committee structure
   B) Registration
   C) Budget process
   D) Facilities
   E) Athletic Committee update

IV. POLICY ISSUES
   A) Thanksgiving Eve classes

V. AREA REPORTS
   A) Special announcements only

VI. CELEBRATIONS
   A) Monte Carlo
   B) Thanksgiving
Public Information Office Update
for Administrative Council
November 8, 1993

• Quarterly Schedules have been printed and distributed. They will appear in the Rome News-Tribune today (Monday, November 8), and in the Cedartown Standard, The Rockmart Journal, The Chattooga County Press and The Cartersville Daily Tribune News later this week.

A schedule-only flyer has been printed for the Vice President's Office and placed around campus. Please do not send students to our office for these publications—we only design and print them, we do not have quantities to distribute.

• We are making arrangements for Dr. Cundiff to speak to area civic groups beginning in January. If you belong to a civic club, please give Sandy Briscar the program chairman's name so she can contact him or her about an engagement.

• If I haven't met with your faculty for a division meeting, please let me know when you meet so I can attend. I will only need 5-10 minutes of your time, once a quarter. The meeting with HPER netted two feature story ideas! I'm sure there are many other great stories around campus. We don't want to miss any opportunities for good media coverage for the college!

• 56 students, 41 faculty members, and 53 staff members responded to the 25th Anniversary survey. Thanks for your support!
Division of Social Sciences News
Nov 8, 1993

1. The Office of Student Activities and the Division of Social Sciences invite all to attend "School Choice Debate," between Tom Keating and Matt Glavin on the topic of school vouchers for paying for private schooling.
   Nov. 9th--11:00 in B-218

2. The Division has received another laser disc player (this one on loan for 9 mo.). Randy will mount on a cart--please feel free to use it.

3. Dr. James Cook may have to have surgery (back problems) after Fall Quarter. He might have to miss all of Winter Quarter.

4. Deaf and Hard of Hearing:
   A. Mike Burton made a presentation regarding research using interactive Video-disc to teach sign language to non-signers and to teach English vocabulary to deaf and hard of hearing students at the SERID conference on Oct. 21.
   B. Mary Barclay was hired on Oct. 25th as an interpreter.
   C. Jackson State University student interns are on campus today, Nov. 8, for a workshop.

5. Mental Health:
   A. Jim McKeel and Steve Burns are beginning to collect data to determine how different type students (internal or external locus of control students--ask them to define the psychological theories of this) do with our telecourse offerings. Their intent is to see what kind of students do well with the telecourses--which will help with our advising. Also, they want to become rich and famous by getting this study published. Good luck gentlemen!
Floyd College Distance Learning

presents

EXPLORE INTERNET
by satellite

Explore the world of knowledge at your fingertips with Internet, the largest and fastest growing information network in the world - right at home!

Floyd College Division of Distance Learning will host a teleconference on the technology and applications of Internet on Thursday, December 2, from 12:00 Noon until 2:00 PM.

Who should attend? Anyone who is interested in information access, but especially librarians, teachers and other information professionals.

Who will be leading the teleconference? Paul Evan Peters, Director of the Coalition for Networked Information; Rick Gates, former Director of Library Automation at the University of California and the creator of "Internet Hunt"; Jean Amour Polly, who writes on networking for Library Journal; and others.

Why should I attend? This is an opportunity to learn more about Internet from experts. The teleconference format is interactive, convenient and affordable!

How do I register? Register by calling the Floyd College Continuing Education office: 295-6324 Please pre-register! Early Registration $15; after November 24 $20
ADMINISTRATIVE COUNCIL MEETING
MONDAY, NOVEMBER 8, 1993

MINUTES

The Administrative Council met at 2:00 p.m. in Room B-200.

There will be a reception for the Natural Sciences/Mathematics and Developmental Studies Divisions on Thursday, November 11, from 6:30 until 8:30 p.m. at the home of Dr. and Mrs. Cundiff. The reception is a drop-in, the dress is casual, and there will be light finger foods. All employees and their spouse or guest are invited to attend.

Reminder: The internal information network is up and running. The monitors are on between the hours of 8:00 a.m. and 10:00 p.m. Please submit items for the network to Emily Farmer or Barbara Griffith. Sarah Ballard will be trained and will ultimately have the responsibility for programming the network.

An Administrative Retreat is scheduled for January 27. The retreat will be held locally, but off-campus. As of today, there are three issues on the agenda: teamwork, the recruiting plan, and the college reorganization. More items will be added. This will be an all-day retreat.

Budget hearings have been scheduled for the week of February 21, 1994. Persons involved this process should schedule time each day, starting at 1:30 p.m. Also, please schedule some afternoons into the next week.

The Phi Theta Kappa Induction Ceremony has been rescheduled for 7:30 p.m. on November 18, in Room B-200. Please make reservations if you plan to attend. This will also be a chartering ceremony. Out of 3,000 students, 238 are eligible for this honorary organization.

The President’s Office received notification today, by fax, that Executive Vice Chancellor David Spence has resigned, effective December 31, 1993, to take the position of Executive Vice Chancellor in the Florida University System.

Interviews for a Lab Coordinator have been completed. A decision will be made this week. Applications have been closed for the part-time secretarial position in JTPA. The part-time Nursing position in Student Affairs is still open.

Dr. Vardemann will be here the Monday after Thanksgiving. The main purpose of her visit will be to look at housing, but she will be on campus the first of the week. Dr. Vardemann’s first day of work here will be January 18. The President’s Office will be sending her some materials, including the SWOT reports. If anyone would like to send her information, please do so. If you would like to communicate with her, please do so in writing, as she is still employed in Minnesota and will be busy completing her responsibilities there.
The committee structures are on track. There may be changes suggested to the committee.

The pre-registration period has been shortened to 2-3 weeks. Dr. Cundiff asked that the staffs of the Business Office and Student Affairs be updated on the policy.

By November 15, those who are involved in the budget process will be receiving forms for the 1994-95 budget process. The form will show the current budgetary expenditures to date. A form will be provided for requests, with the four categories being personal services, travel, operating supplies and expenses, and equipment. Each department will be limited to 4 priorities in each category, and each priority will require some specificity. The forms will be due back by January 15, to be included in a notebook for the budget meetings.

The college has been notified that it has been funded for two requests, one for an air quality study with the money to complete some of the corrective measures recommended in the study, and an energy grant. Funding has been requested to run the air handling system, alternating hot and cool air 24 hours per day, which will alleviate some of the problems shown in the air study. This will cost an additional approximate $100,000 per year.

The Committee on Athletics has held its first meeting. Another meeting is scheduled for Tuesday of this week. The committee will continue to meet for a period of time until they make a recommendation on whether or not to have an athletic program at the college.

Ms. Bowers will be sending out a note concerning Thanksgiving Eve classes. There are enough class periods in the quarter to allow for classes to be cancelled that evening.

Ms. Beth Rogers reminded everyone of the benefits meetings Tuesday at 2:15 p.m. in B-200 and Wednesday at 2:15 p.m. in B-218.

Ms. Rogers announced that the salary survey is ready to be sent out to 10 different local organizations and industries on December 10.

Dr. Cundiff and Ms. Bowers has been meeting with Mr. Jerry Shelton concerning the Institutional Effectiveness Committee’s project to establish short-term goals for the college. As a part of the goal-planning process, a number of local business/industry CEOs, along with local service sector executive will be meeting on campus on November 23 in a round-table discussion concerning goals for the college.

A correction to the year-long calendar was announced. The faculty and staff meetings shown on the calendar on November 15 and 16 are in error. There will be a combined meeting on Monday, November 22, at 3:00 p.m. in the Student Center. This is shown correctly on the year-long calendar. There will be a motivational speaker on the agenda.
Doug Bachtel, a statistician with the University of Georgia Consumer and Family Sciences Department, will speak to the faculty and staff in March.

The Monte Carlo Gala was a success, raising between $18,000 and $20,000 net. There have been a lot of good comments on the event.

Thanksgiving holidays will be Thursday and Friday, November 25-26.

November 18 is "Stop Smoking Day." Dr. Cundiff announced that over the next year, the college will become a tobacco-free campus. Smoking cessation classes will be offered to faculty, staff, and students.

Departmental reports and information were handed out by the individual departments.
ADMINISTRATIVE COUNCIL MEETING

MINUTES

DECEMBER 13, 1993

Dr. David Lewis has requested assistance with registration at North Metro on January 3.

Enrollment now stands at 2,070. More students than usual have paid their fees. We need 900 more students to break even on the budget.

Two individuals from Georgia College at Milledgeville were on campus to look at our computer system and network.

Dr. Cundiff has appointed an ad hoc committee chaired by Denise Babin to develop a Three-Year EDP Plan which must be filed with the Board of Regents. This study will include both short and long-range needs, along with a recommendation concerning CLO90.

Betty Nolen has indicated that there are some problems with teaching the computer labs. Equipment needs to be repaired, and printers need to be updated. Dr. Cundiff stressed the need to work on our resources for this.

Sandy Briscar led a discussion on reprinting of departmental brochures. Questions raised concerning from which budget should the cost be paid. It was decided that this would be discussed during budget hearings.

The college has purchased a Noel Levitz program entitled "Partners", which will be used to train student assistants (both financial aid and institutionally funded) in job skills for the offices. Sessions will be offered in January. Separate sessions will be scheduled to train supervisors of student workers.

An administrative retreat has been scheduled for January 27, beginning at 9:00 a.m., at the Cave Spring Lodge.

College officials will be meeting with Diana Shadday, some local officials, and a representative from NORBA (Mountain Bike Racing) concerning the college hosting a race to be held behind the college. This will be a new Olympic event in 1996.

Phyllis Weatherly announced that the institutional SAT will be held tomorrow night.

The college will be advertising the division chair positions in Social Sciences and Developmental Studies early in January. Other positions currently being advertised are a custodial position for the Foundation Technology building, a part-time cashier in the Cafeteria, secretarial positions in Humanities and SBDC, and a part-time teaching assistant position in the Human Services Department.
Last Monday, the City of Rome donated the East Rome Junior High School facility to the Board of Regents. On Wednesday of last week, the Board of Regents voted 10-3 to accept the facility. The Board of Regents will fund $300,000 in the current budget year to renovate the outside and first floor, and will fund $700,000 in the next budget cycle to complete the renovation of the second floor and gymnasium. The facility offers 14 classrooms, offices, 5-6 labs, and an auditorium which will seat 250-300 people, and a small gymnasium. Groups tentatively selected to move to the downtown facility are the Division of Business, Division of Nursing, SBDC, Continuing Education, and Police Academy. Art Studio classes may also be moved to the facility in the second phase of renovation. Final decision on which departments will be moved will not be made until later.

Parking at the East Rome facility is being studied. There are approximately 140 spaces at the facility, including street parking. A lot across Glen Milner from the facility is being negotiated, and running a shuttle service from Riverbend or the old KMart parking lot is under consideration.

The college is working with the City of Bremen on a grant format, for renovation of a building in Bremen for City offices, along with four classrooms for use by the college. College officials have met with West Georgia College administrators, who have given their approval on Floyd offering classes in Bremen.

The college has applied for several grants, along with applying for eligibility on Title III. Floyd College personnel will write a Title III grant whether we are eligible or not. Most institutions applying for Title III funding are not accepted the first year. We will be receiving the reader’s comments from the last Title III grant proposal submitted by the college. These comments will aid in writing future proposals.

Floyd College has requested funding for approximately $200,000 from a state committee allocating lottery money for use in technology. The local legislative delegation has also been requested to appropriate supplemental funding, and funding has been requested from a Board of Regents fund which provides for teaching technology.

Results from the Division Chair/Vice President/Director Planning meetings have been tabulated and will be used in planning forums for faculty and staff after the first of the year. The final information will be used in planning courses. Information from the CEO roundtable meeting held in November will also be used in the faculty and staff forums.
ADMINISTRATIVE COUNCIL MEETING
MONDAY, DECEMBER 13, 1993

AGENDA

I. ANNOUNCEMENTS
   A. Registration at North Metro
   B. Computer Labs
   C. Departmental brochures (Sandy Briscar
   D. Workshop on Partners Program
   E. Administrative retreat
   F. Enrollment report (Winter Quarter)

II. POSITION VACANCIES
    A. Update on Vacancies

III. STRUCTURAL CHANGES
    A. East Rome Junior High facility

IV. POLICY ISSUES

V. AREA REPORTS

VI. CELEBRATIONS
    A. Christmas Holidays