Administrative Council

June 13, 1994

Minutes

Phyllis Weatherly talked about the Summer Enrichment Program. She appealed to the group to support the program. The Foundation will match any donations made by employees. There are five outside sponsors.

Ms. Weatherly encouraged the Division Chairs to support the FCS 101 training. The FCS 101 retreat has been set for September 11-12.

NYSP starts Tuesday, June 14.

Graduation at North Metro is tonight.

Construction on the new student center and bookstore area is to begin this week. Trailers have been moved here in preparation for the construction.

Enrollment for Summer Quarter stands at 1,112 students (118 at North Metro, 117 at Cartersville, and 877 on the main campus).

A discussion was held concerning increasing our presence in Cobb County (North Metro).

Chancellor Stephen Portch, will speak to the faculty and staff during In-Service on September 16. Parker Young will open the Tuesday session of In-Service. Another speaker will be here Wednesday or Thursday.

Mr. Ken Spruce has been recommended for the Political Science position at North Metro/Etowah. Mr. Spruce has taught part-time for us this year. Catherine King was recommended as a permanent employee and Instructor in recreation. Mr. Hiram Burgess has been hired as Comptroller and will report to work on Monday. Mr. Chris Lee will begin work on Wednesday. Deborah Claypool has been recommended for the biology position. Dr. Brad Bishop has been recommended for the physics/math position.

Interviews have been scheduled for next week for the Learning Resources Chair position.

There are still three Social Science positions open.

The College is seeking a recruiter, a grantwriter, and an Instructor in Physical Education (position vacated by Tim Green).

The group then discussed possible alternatives to offer Nursing majors, along with possible new programs.
ADMINISTRATIVE COUNCIL

MONDAY, JUNE 13, 1994

AGENDA

1) ANNOUNCEMENTS
   A. Summer Enrichment Program (Phyllis Weatherly)
   B. FCS 101 (Phyllis Weatherly)
   C. Update on construction projects

2) POSITION VACANCIES
   A. Position Vacancy Updates - Dr. Cundiff

3) POLICY ISSUES

4) STRUCTURAL CHANGES

5) CELEBRATIONS
   A) End-of-year
   B) Suggestions for improving Graduation/Honors Assembly
Floyd College

Administrative Council
June 27, 1994

Minutes

Dr. Cundiff discussed the college-wide goals for the next three years, faculty, staff, and students.

Summer Quarter enrollment now stands at 1500 students (1197 - Main Campus; 200 - North Metro Campus; 171 - Etowah Campus). We are still 138 students (or $30,000) short on our budget for next year; however, there will be a few more students to register for second session of Summer Quarter.

Applications for admission for Fall Quarter are running approximately 100 ahead of this time last year.

The Board of Regents will hold their regular meeting on this campus on November 7-8. They will begin to arrive on Monday, November 6, and will meet all day on Tuesday and throughout the morning on Wednesday. A committee will be formed to plan the visit, which will include activities for the Regents and their spouses.

Floyd College will host a Business After Hours meeting at Heritage Hall on April 27, 1995. These meeting are sponsored by the Chamber of Commerce. Business and industry members of the Chamber are invited to tour, and food and drink are provided.

The College is planning an Open House at the Heritage Hall facility on March 24, 1995.

The Rome Chamber of Commerce is holding its semi-annual meeting at Lock and Dam at 7:00 p.m. on Saturday, July 23. Tickets are $25 for adults, $5 for kids 6-18, and kids under 6 are admitted free. The proceeds go to the Three Rivers Education Foundation for scholarships. Tickets are available through the Chamber of Commerce.

Ms. Phyllis Weatherly announced that there are now nine children sponsored for the Summer Enrichment Program. She encourages faculty and staff to donate -- we are close to sponsoring one child (with the assistance of matching from the Foundation). The Business Office will take the money, or get it to Phyllis and she will see that it gets to the Business Office.

Brenda Otting announced that the Bookstore will be closed Friday for inventory.

The College is scheduled to go on cable television on September 6. We do not know yet which channel. We will be ready to offer classes and full programs at the beginning of Fall Quarter.
Floyd College
Administrative Council Minutes
June 27, 1994
Page 2

The College is scheduled for an August installation of the GSAMS classroom at Heritage Hall. It is anticipated that this will be ready Fall Quarter.

The College is tentatively scheduled to participate in the Business Expo, which is planned in conjunction with the opening of the Forum in downtown Rome. We have reserved two booths, which will need to be covered on Friday, Saturday and Sunday, November 10-12, 1994.

Grading has begun for the new Student Center area. The construction company has encountered a problem with the location of a manhole, and is awaiting a visit from the project architect to attain approval to move the manhole. They should be able to start hanging drywall on the Student Activities and Bookstore areas this week.

The Annex at Heritage Hall is 75-80% complete. The construction workers are waiting on the roof to be replaced so they can begin work inside the rest of the facility.

Work on the new front entrance to the College is set to begin again. The utilities have been moved.

The final interview for the Learning Resources position is tomorrow. The committee has committed to making a decision by Wednesday.

The Nursing Division has made two recommendations for faculty positions.

The Social Sciences Division is still interviewing for the history position.

Interviews have begun and are ongoing for the Division of Social and Cultural chairman.

The Physical Education position vacated by Mr. Tim Green is being advertised in The Chronicle.

The committee has reopened the position of Assistant Professor of Biology.

The Physics/Mathematics position has been offered to Dr. Brad Bishop.

Ms. Carolyn Hamrick has been approved by the Board of Regents for the Developmental Studies reading position.

Ms. Catherine King has been offered the recreation position in Physical Education.
Mr. Kenneth Spruce has accepted the Political Science position at North Metro/Etowah.

The part-time press operator position is open. Employees are asked to advertise this position or make a recommendation if you know someone qualified.

Filling the Disabilities Support position has been delayed due to Mike Burton's family situation.

The grantwriter position is still open. We have received several applications for this position.

An Administrative Retreat has been tentatively scheduled for August 21-22 (Sunday-Monday) at Amicalola Falls.

A committee will be appointed to implement the installation of the BANNER software system.

Margaret Davis has conducted a Noel Levitz survey on student satisfaction. Mr. Boyd has received a copy of the results for follow-up, and Mr. Jerry Shelton will use the suggestions in the evaluation process for SACS. This survey will also be discussed during In-Service in September.

Mr. Shelton reported that some SACS process committees will be meeting during the Summer, and will be prepared to move forward with the process in the Fall.

Mr. Shelton also said that there are approximately 450 participants enrolled in NYSP this Summer. The daily average attendance is 350-400.

Beginning July 12, there will be a series of meetings involving various groups of people to talk about the Human Resources function at the College, as we move toward the new organizational structure scheduled for September 1.

The Space Allocation Committee will give us two or more proposals on the reallocation of space made available by the move to Heritage Hall. These proposals should be ready by July 20. If there are more proposals, Dr. Trimble will meet with faculty and staff to discuss them.
Administrative Council

June 27, 1994

AGENDA

I. ANNOUNCEMENTS
   A. College-wide goals
   B. Summer school enrollment
   C. Fall enrollment update
   D. Regents visit
   E. Business-After-Hours at Heritage Hall (April 27, 1995)
   F. Chamber of Commerce mid-year meeting

II. POSITION VACANCIES
    A. Updates (Mr. Chris Lee)

III. STRUCTURAL CHANGES
     A. Process for reorganization

IV. POLICY ISSUES
    A. Committees
    B. Year-long calendar
    C. Student surveys

V. CELEBRATIONS
    A. July 4
The Administrative Council will meet at 2:00 p.m. on Monday, July 11, in Room B-200. The categories for agenda items are listed below. Please submit your agenda items by 10:00 a.m. on Monday (the 11th) and bring your informational items (news) printed as handouts to the meeting. Please bring at least 24 copies of each item.

AGENDA

I. ANNOUNCEMENTS

II. POSITION VACANCIES

III. STRUCTURAL CHANGES

IV. POLICY ISSUES

V. CELEBRATIONS

Thank you.

Barbara Griffith
ADMINISTRATIVE COUNCIL
JULY 11, 1994
MINUTES

Dr. Cundiff announced that installation of the BANNER system will begin in April, 1995. We are in the first group of two-year colleges to receive the system. There are 80 or more questions which will need to be answered prior to the system being customized for this institution. This system will change the way we function in the areas of registration, financial aid, student records, and accounts receivable. A committee has been formed to look at the questions in preparation for the installation. The committee members are as follows:

Susan Tate, Chair  Ron Johnson
Vivian Benton      Phil Kerr
Adrian Bowers      Jeff Patty
Kevin Brown        Marsha Welch
Patricia Guest     Terron Wright

A committee has also been formed to plan the Regents visit to our campus for their meeting on November 8-9, 1994. Visiting will be the Regents, their spouses, and Central Office staff. The Regents meet in committees on Tuesday and the full Board meets on Wednesday. The Planning Committee will hold its first meeting on Thursday. Serving on the committee to plan the visit will be:

Sandy Briscar, Chair  Chris Lee
Cheryl Baker         Tom Melton
Vivian Benton        Carol Pilgrim
Barbara Griffith     Jerry Shelton

A third committee has been formed to screen for the Grantswriter position. There have been fourteen responses to this position opening. The committee members are as follows:

Jerry Shelton, Chair  Christ Lee (Ex-Officio)
Paula Almond          Jeffery Mack
Margaret Davis        Tom Melton

The Southern Association of Colleges and Schools has responded to the First Progress Report submitted in response to recommendations and suggestions made by the Substantive Change Committee in regard to the College's cooperative programs at North Metro Technical Institute. The SACS committee has accepted the report, and has requested a second report to be filed by May 1, 1995. The second report will address recommendations made in the committee report concerning planning and Library resources.

Construction of the new Student Activities building is still held up due to storm drainage problems. The electrical work in the old solarium area is being rebid.
Administrative Council Minutes
July 11, 1994
Page 2

Repair of cornices at the East Rome facility is now being done. The contractor is waiting on the roof to be replaced to proceed with further renovation.

Construction will proceed with the new front entrance road when the ground dries enough to move dirt. Moving of power lines, which created a delay, has been done.

The people installing the GSAMS classrooms at the RESA building and the East Rome facility were here on Friday. The College and RESA need to do some preliminary work soundproofing the rooms before the classrooms can be installed. Installation will take place within two weeks after they are notified this work has been done.

The money will be received this week from the City of Cartersville ($50,000) and Bartow County ($50,000) for renovation of the future Cartersville Center.

Preparation for the next issue of the College catalog is scheduled for next Spring. Due to the restructuring and the necessity to be clear on what is required in each academic program, there will be major revisions to the catalog. A rough draft of the catalog needs to be submitted to Sandy Briscar by November 1. We should be able to look at the revised version by November 15 or 20. The catalog needs to be ready for bid on January 2. It will take four to six weeks to bid and another six weeks to print. The target delivery date is in April.

The Social and Cultural Studies Division Chair position has been offered to Dr. Mugleston from East Georgia College. The part-time Press operator position is still open. The Secretary/Bookkeeper position in the Police Academy is open. Applicants will be required to undergo a background check and will be required to wear a Police Academy uniform. We have readvertised the biology faculty position. Resumes for this position must be in by Friday.

Bob Peterson, formerly with the City of Rome Police Department, has accepted the position as Director of the Police Academy.

An Administrative Retreat has been scheduled for August 21-22. Letters of invitation will be sent today or tomorrow morning. This will be a planning session for year-long goals.

The Human Resources Department has taken the responsibility of assigning 100% institutional student assistants. A request will be sent to each department to submit their requests for student assistants for the Fall.

There will be an American Red Cross blood drive on campus on July 26.

Departmental/Divisional annual reports are due in to Sandy Briscar in the next two weeks.

Faculty/Staff In-Service will be the entire week of September 12. Parker Young from the University of Georgia will be speaking on Tuesday; Mr. Harvey Altman, a motivational
speaker from Ohio, will speak to the faculty and staff on Wednesday.

The Chancellor will speak to the faculty and staff at 10:00 a.m. on Friday of In-Service Week. He will be on campus by 9:00 a.m. for an hour-long walking/talking tour of the main campus. He will speak at 10:00 a.m. for approximately 10 minutes and then will answer questions for the next 15-20 minutes. A 15-minute reception will follow so the Chancellor can meet the faculty and staff, then Dr. Cundiff will take the Chancellor to the East Rome facility for a tour. The Chancellor will be speaking to the Kiwanis Club at noon, and will meet with local legislators and officials that afternoon.

At their meeting this week, the Regents will be making decisions concerning the technology grant funds. A committee meeting on Tuesday will make a recommendation to the Board on Wednesday. The College has applied for these funds, using donated facilities and funds as matching.

In addition, the Regents will be making decisions on next year’s MRR monies, which will include the Phase II of the Heritage Hall renovation.

Coosa Valley Tech held a groundbreaking this morning for a new Education Center named for Mr. J.D. Powell, President.

Facility scheduling has been changed to be a centralized system. Academics will always be given priority. Scheduling in the central locations will only be done after discussions with the people more directly involved in the day-to-day use of the facilities involved. As part of setting a new system and policy for facilities usage, the College may start charging for the use of the pavilion and gazebo. In addition, a set up and usage fee for use of the Student Center and other facilities by outside groups will be charged. A recommendation will be made to Dr. Cundiff and he will bring it before the Administrative Council and other affected parties before a decision is made.
Administrative Council

Monday, July 11

AGENDA

I. ANNOUNCEMENTS
   A) Committees
      (1) BANNER
      (2) Regents Visit
      (3) Grantswriter Screening
   B) SACS letter
   C) Construction update
   D) College catalog

II. POSITION VACANCIES
    A) Social and Cultural Division Chair

III. POLICY ISSUES
     A) Facility scheduling

IV. STRUCTURAL CHANGES

V. CELEBRATIONS
Public Information Office Report
to the Administrative Council
July 11, 1994

Quarterly Schedule: Currently being put together. Should go to the printer July 26 and be on campus by August 3.

FCTV promotional flyers will be inserted in Scripps Howard Cable Co.'s August bills--our first step in promoting the new educational station.

Annual Reports from each department are due to the Public Information Office this month.

Look for a permanent, painted Floyd College billboard in the location on Hwy. 411 which was formerly the "Welcome to Rome" sign.

Plans for the 25th Anniversary Celebration continue. The kickoff celebration will be held Saturday, September 17. All faculty, staff, students and their families will be invited for a cookout which will be followed by a fireworks display over the lake. Plan now to attend!
Welcome to Rome Ridge.

For information, call 1-800-555-5555.

This is the location on Hwy 311, which is...
HUMAN RESOURCES BRIEF SHEET
STATUS OF HIRES

Status of Searches for Faculty Positions:

1. Instructor/Asst. Prof. of Human Growth/Development: Position offered to Suzanne Black.

2. Prof. of Sociology/Education: Dr. Judson Moss is interviewing for the position.

3. Instructor History: Position offered to Laura Musselwhite

4. Instructor/Asst. Prof. of Nursing (Med-surg): Position offered to Mary Rhinehart.

5. Instructor of Nursing(Fundamentals): Position offered to Edith Hilton.

6. Chair, Division of Social and Cultural Studies: Position offered to Dr. William Mugleston

7. Instructor/Asst.Prof. of Health & PED: Screening to begin on August 1.

8. Chair, Division of Learning Resources: Position offered to Dr. Exir Brennan.

9. Instructor/Asst.Prof. of Biology - Search extended

10. Instructor/Asst.Prof. of Computer Science, Math & Physics: Position offered to Dr. John Bradford Bishop.

11. Asst. Prof. of Social Sciences: Position offered to Kenneth Spruce.

12. Asst. Prof. of Developmental Reading: Carolyn Hamrick offered position.

13. Instructor/Asst. Prof. of Health & Physical Education: Position offered to Catherine King.

STATUS OF HIRES FOR ADMINISTRATIVE AND PROFESSIONAL PERSONNEL


2. Off Campus Liaison Coordinator, Admissions and Financial Aid: Committee work in progress.
   Target Employment Date: July 15, - August 1, 1994

   Target Employment Date: July 15, - August 1, 1994

4. Disabilities Support Specialist: Screening committee is forming

5. Grant Writer - Screening committee meets Tuesday July 12, 1994
   Target Employment Date: August 15, 1994

6. Program Assistant, Student Activities: Screening in progress

   Target Employment Date: ASAP
Administrative Council

July 25, 1994

Minutes

The roofing for Heritage Hall was to be delivered today. It will take about three days to roof the Annex. After that time, the roofers will immediately start to work on the main building. It will take two to three days on that roof. The second coat of paint had been put on the annex. The lumber has been delivered to build the main stage in the annex. Windows are being scraped. The primary coat is on about one-third of the windows that had been scraped. The workers are studing for office walls in the main building.

In the Student Activities area, the workers have put the sheetrock on the walls and are now hanging ceiling. After completing the ceiling, they will hang doors. The Student Activities personnel can then move and the workers can tear out for the new Bookstore and the Private Dining Room area.

The workers have solved the manhole problem and the steel has been ordered to resume construction of the new Student Center building.

A schedule will be set for working on the front entrance.

This year's Monte Carlo gala will be on Friday, October 21, at State Mutual Insurance Company. Ticket prices will be the same as last year; however, those who purchased tickets last year will be given the opportunity to purchase tickets first. In observance of fire codes, ticket sales will be limited to 300.

The final schedule for Fall In-Service will be submitted to Dr. Cundiff this week. Letters to all employees, with schedules included, will be mailed early next week.

An administrative retreat has been scheduled for August 21-22 at Amicalola Falls. Attendees will spend some time developing goals. Dr. Cundiff hopes to leave the meeting with a written product to use as a guide. He also plans to discuss some issues concerning quality management.

We have been awarded $200,000 in high technology funds by the Board of Regents. The Regents are specific as to what could be purchased with the money. Approved items included two computer labs, a library computer, a Macintosh lab, some upgrades for faculty and staff computers, a multi-media lab, upgrades to the developmental labs with some more machines for off-campus sites at Heritage Hall and Cartersville.

Carol Pilgrim attended a workshop put on by the Postal Service last week. We can anticipate a 10% increase in postal rates next year. All mail will be reclassified, resulting in a 70% increase in cost for all groups, including non-profits. All postal customers will be forced to use 5 + 4 zip codes. As of Monday, August 1, all departments should put their department name above the return address of the College.
The Space Allocation Committee submitted their report last Wednesday. Dr. Cundiff will meet with the Vice Presidents on Friday concerning the recommendations made by the committee and finalize the plan. Dr. Cundiff asked that any recommendations be submitted prior to Friday in writing or via Email.

Dr. Cundiff will also meet this week with different groups concerning the salary structure for classified employees. This is the first step toward setting salary ranges for starting salaries, mid-points, etc. This is not a final policy. Mr. Lee will be doing a salary survey for Directors and faculty as well.

The Minority Summer Enrichment Program is averaging five participants per day.

The report from the Tobacco-Free Campus Committee has been submitted to Dr. Cundiff. The Committee has made several recommendations, including that the campus be tobacco-free within the confines of the buildings; that there be three or four roofed areas where smokers can sit and smoke; that no smoking, chewing, or spitting be allowed within 50 feet from the entrance to any building; along with recommendations on signage for Heritage Hall; suggestions for students, faculty and staff concerning smoking cessation, as well as penalties for violators of tobacco-free policies. The committee asked to remain as a committee for six weeks into the quarter to review the effects of the policy.
ADMINISTRATIVE COUNCIL

JULY 25, 1994

AGENDA

I. ANNOUNCEMENTS
   A. Construction Update
   B. Monte Carlo Night
   C. Fall In-Service activities
   D. Administrative Retreat
   E. High Technology Equipment Funds
   F. Postage return addresses
   G. Space Allocation Committee Report
   H. Meeting calendar

II. POSITION VACANCIES
   A. Update (Chris Lee)

III. STRUCTURAL CHANGES

IV. POLICY ISSUES
   A. Tobacco-free Campus Policy

V. CELEBRATIONS
Administrative Council
Minutes
September 26, 1994

Enrollment now stands at 2762 (unduplicated). Registration will be held at North Metro Tech next week. An enrollment increase over last year is expected at North Metro. The Floyd College budget was based on 2900 unduplicated enrollment.

The proposed two-year academic calendar was discussed. The final two-year calendar will be published in the upcoming two-year catalogue.

Student Activities has moved to their new area. It is anticipated that the new student center will be finished prior to November 1. The contractors will be starting on the brickwork this week.

Renovation of the Private Dining Room will begin next week. The Private Dining Room and the Video Room will be combined and divided by a curtain. Work will begin on the new Bookstore area as well. The Bookstore will be moved sometime around Thanksgiving.

The new front entrance to the campus will be paved in about two weeks. The new electronic sign in front of the College is installed. A new power source needs to be installed in front of the campus before power can be run to the sign.

Phase I of the Heritage Hall renovation is nearing completion. Nursing classes are being taught. Security is on duty each morning directing the parking of cars. The construction crews plan to be out in the next two weeks. We are awaiting carpet for the office areas in the main building. Neither the boiler nor the chiller are working. Mr. Melton met with the Regents on Friday and replacement of the boiler will be funded immediately by them. Replacement of the chiller will be part if Phase II.

The indoor air quality project will be done in areas where humidity has been a problem. The walls will be washed down. Mr. Doug Webb is working on a schedule for this project. There will be days where there will be minimal heat/cooling while this project is ongoing, so he will try to work out the schedule with areas which share temperature control.

College officials are in the process of finding architects to design the proposed new Student Center/classroom building which will be funded in the very near future. The building will be next to the Library building, and will house Student Activities, an auditorium, student union, food services, 9 or 10 classrooms, and a deck overlooking the lake.

Dr. Berry and Dr. Vardemann are negotiating with P.O.S.T. for a new Police Academy building, to be located next to the Foundation Center (RESA), and financed by the State Legislature.

The Monte Carlo Gala (Foundation fundraiser) is scheduled for Friday, October 21. Tickets are limited and will be offered to sponsors, patrons, and last years’ guests first.
Please contact the President's Office if you are interesting in being on the list for a ticket.

Representatives from the Belgium Olympic Committee will be on campus tomorrow (Tuesday) to look at the gymnasium and related facilities in consideration of their table tennis team. We also expect to be visited by the Italian and Spanish teams.

Plans are still underway for the Board of Regents meeting on campus in November. The committee planning the visit will meet immediately after Administrative Council.

Mr. Shelton announced that a new Institutional Effectiveness Committee will be formed, reflecting the change in the organizational structure of the College.

The new organizational structure is now in place. The Faculty Statutes will be approved by the Board of Regents in November.

Mr. Bruce Pound announced that the Foundation Scholars luncheon will be held on Wednesday, October 26, at the pavilion. The lunch will be informal, with deli sandwiches. Vice Presidents, Division Chairs, Foundation Executive Committee members, along with other Foundation trustees will be invited to spend some time getting acquainted with new and return Foundation Scholars recipients.
ADMINISTRATIVE COUNCIL

SEPTEMBER 26, 1994

AGENDA

I. ANNOUNCEMENTS
   A) Enrollment Update
   B) Two-Year Academic Calendar
   C) Construction Update
   D) Monte Carlo
   E) Visit - Belgium Olympic Committee Representatives

II. POSITION VACANCIES
    A) Employment of Grantwriter - Ms. Jan King
    B) Other

III. STRUCTURAL CHANGES

IV. POLICY ISSUES

V. CELEBRATIONS
FLOYD COLLEGE
DIVISION OF HEALTH SCIENCES
ASSOCIATE DEGREE NURSING PROGRAM
September 26, 1994

UPDATE INFORMATION FOR MEMBERS OF THE ADMINISTRATIVE COUNCIL

I. 1994 Nursing Graduates’ State Board Performance:

Beginning with the June graduates, the National Board of Nursing changed the format of the examination from a paper and pencil test to CAT (Computer Adaptive Testing). Each student scheduled the date and selected the location for their examination. Testing sites included any Sylvan Testing Center in the U.S. Most of our graduates went to Smyrna, Georgia or Chattanooga, Tenn., being closest to Rome. One took her exam. in Texas and 2 in No. Carolina. To date, we have heard from 115 out of the total 118 and the results are as follows:

110 - passed
5 - failed
3 - took in Sept. and results not yet available

This gives Floyd College 95.5% success rate on the first attempt. Thus far, all are currently employed in the nursing field including those who failed.

II. Admission Status, Fall Quarter, 1994:

100 students were admitted into the Nursing Program at the Floyd College Campus. This represents 20 students less than Fall, 1993. It was a deliberate attempt to scale down the # because of the current low job market for nurses as hospitals continue to down-size.

20 new students were admitted into the Nursing Program at the Cartersville Satellite. The demographic data for both groups are as follows:

<table>
<thead>
<tr>
<th></th>
<th>Rome</th>
<th>Cartersville</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nursing 101</td>
<td>100</td>
<td>20</td>
</tr>
<tr>
<td>Total Admitted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Re-entries</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>Males</td>
<td>19</td>
<td>4</td>
</tr>
<tr>
<td>Average SAT</td>
<td>883</td>
<td>880</td>
</tr>
<tr>
<td>Average age</td>
<td>31</td>
<td>28</td>
</tr>
</tbody>
</table>
III. Heritage Hall Classes:

The combined class of 120 freshmen met for orientation at Heritage Hall last week with very few inconveniences. Surprisingly, the parking was more than adequate. Parking went very smoothly with campus security directing traffic and parking. There were very few complaints, if any, from the faculty and students. The nursing faculty liked being able to see all the students in the class from the elevated platform. The wireless microphone and sound system were most satisfactory. The only drawback the first day was the "Out-of-order" condition of the comfort rooms which were immediately fixed for the following days' use. The comfort rooms in the main building were made available the next day to accommodate the needs of the 120 students.

IV. Moving Situation:

The Nursing lab. have been completely stripped of its cabinets which have already been moved to Heritage Hall. Practice and checked-offs for Nursing skills are moving as scheduled either at Heritage Hall or the main campus.
September 26, 1994

HUMAN RESOURCES BRIEF SHEET
STATUS OF HIRES

Status of Searches for Faculty Positions:

1. Instructor/Asst. Prof. of Human Growth/Development: @Suzanne Black.
2. Prof. of Sociology/Education: @Dr. Judson Moss.
3. Instructor History: @Laura Musselwhite.
4. Instructor/Asst. Prof. of Nursing (Med-surg): @Mary Rhinehart.
5. Instructor of Nursing(Fundamentals): @Edith Hilton.
6. Chair, Division of Social and Cultural Studies: @Dr. William Mugleston.
7. Instructor/Asst.Prof. of Health & PED: *Mr Russell E. Robinson.
8. Chair, Division of Learning Resources: @Dr. Euir Brennan.
9. Instructor/Asst.Prof. of Biology - *Andrew Dawson has taken the position as a Temporary Instructor through this academic year!
10. Asst.Prof of Computer Science, Math & Physics: @Dr. John Bradford Bishop.
11. Asst. Prof. of Social Sciences: @Kenneth Spruce.
12. Asst. Prof. of Developmental Reading: @Carolyn Hamrick
13. Instructor/Asst. Prof. of Health & Physical Education: @Catherine King
14. Asst/Librarian: Interviews are being held this week.
15. Instructor/Asst. Prof. of Health and Physical Education: Open.

STATUS OF HIRES FOR ADMINISTRATIVE AND PROFESSIONAL PERSONNEL

1. Press Operator, P/T, Public Information: Richard Beauchamp has been hired.
2. Off Campus Liaison Coordinator, Admissions and Financial Aid: This position has been put on hold!
3. Recruiting Coordinator, Admissions & Financial Aid: Angela Jenkins has been hired.
5. Grant Writer: Jan King has been hired for this position! She'll began full-time work on October 4, 1994.
6. Program Assistant, Student Activities: Stacy Kohm has been hired.

7. Custodian (2 Positions): Joann Golden had been hired. Another full-time position will be filled as the completion of Heritage Hall nears.

11. Security: Clint Thompson has been hired. Another full-time position will be filled as the completion of Heritage Hall nears.

* Has accepted position/Awaiting Board of Regents approval.
@ Has been approved by the Board of Regents
Administrative Council

November 14, 1994

Minutes

Tim Floyd announced that advisors are needed at North Metro to work 8:30 AM - 6:30 PM on Monday, November 21.

Bill Mugleston announced a meeting at 1:30 PM on Friday, November 18, in B Conference Room to discuss fine arts activities for Centre Stage at Heritage Hall. Dr. Mugleston is hoping to generate more activity in that area since the area is available.

Feedback from the Regents meeting last week is very positive. Comments were that it was the "best campus experience they had ever had." Dr. Vardemann commended everyone who was involved in planning and hosting the meeting.

A report on hiring statuses was distributed by Chris Lee.

Lynn Mills gave an update on the refurbishing and moving process for both main and Heritage Hall facilities. Work on the former Nursing area began this week. Plans are to treat offices in the Administrative Annex for mold during Thanksgiving holidays, beginning with Admissions and Records and complete that process during Christmas holidays.

The Division of Business and Continuing Education will be moving to Heritage Hall this week. Bids for Phase 2 of the Heritage Hall renovation will go out in December and will be due in and opened by mid-January. Work will begin immediately. Contractors are currently working on the heating system at Heritage Hall. The new Student Center will be finished the first or second week in December. The new front entrance is open; it only lacks the painted lines.

Admissions and Records, Continuing Education, and Division of Business hosted booths this past weekend at the Small Business Expo at the new Forum in downtown Rome. This event was scheduled in conjunction with the opening of the Forum.

December 1 will be Senior Day at Floyd College. Angela Jenkins will be getting some information out concerning activities. It is anticipated that 300-400 area high school seniors will visit the campus that day.

Fridays at Floyd have been started as a recruiting tool by the Recruiting Office. High school seniors and their parents are invited to visit the campus and attend classes.

The Institutional Effectiveness Committee is in the process of developing a status report based on the accrediting criteria. A report will be completed sometime in December. On December 10-14, Dr. Cundiff, Dr. Vardemann, Mrs. Bowers, and Mr Shelton will attend the SACS annual meeting in San Antonio, Texas.

There will be a faculty/staff meeting on November 21.
An Administrative Retreat is scheduled for December 19-20. The first day of the retreat will be at the Lodge at Cave Spring and the second day will be on campus.

The annual Christmas party will be December 2. Dress will be more casual this year. It is hoped that everyone will attend.

The campus will close at 5:00 PM on December 23 for Christmas holidays.

The end of the quarter luncheon will be at 12 noon on December 7 in the Student Center. The College will provide the meat and drinks; everyone please bring a covered dish. For those who do not wish to prepare a dish, they can contribute toward the meat.

The blue cards will be used again this quarter for registration.

The Division of Business advisors will not have an office beginning Tuesday. They will come back to the main campus for advising beginning Thursday. They will be in Sherry New’s old office.

The Statutes Committee will have an open forum on Wednesday, 1:00-2:30 PM in the President’s Conference Room. Anyone who has comments and input to give on the Faculty Statutes is encouraged to attend.
November 14, 1994

HUMAN RESOURCES BRIEF SHEET
STATUS OF HIRES

Status of Searches for Faculty Positions:

1. Instructor/Asst. Prof. of Chemistry: Position Advertised.

2. Instructor/Asst. Prof. of Health and Physical Education: Open.

3. Asst/Librarian: Debbie Holmes has accepted position. Start date December 2, 1994.

STATUS OF HIRES FOR ADMINISTRATIVE AND PROFESSIONAL PERSONNEL


2. Off Campus Liaison Coordinator, Admissions and Financial Aid: This position has been advertised.


4. Secretary, North Metro Tech: Screening has begun on this position.
ADMINISTRATIVE COUNCIL
Monday, November 14, 1994
2:00 P.M.
B-200

AGENDA

1. Announcements

2. Board of Regents meeting on campus

3. Update on Positions (Mr. Lee)

4. Update on Moving (Ms. Mills)

5. Update on Heritage Hall and Other Renovation

6. Business EXPO (Mr. Kerr)

7. Recruiting Efforts

8. SACS Update

9. Christmas Party

10. Campus Closing Prior to Thanksgiving Break

11. End-of-Quarter Luncheon

12. Other Topics of Discussion:
Administrative Council

November 28, 1994

Minutes

Dr. Cundiff introduced and welcomed Mr. Wesley Jones, Comptroller.

An Administrative Retreat has been scheduled for December 19th and 20th. The retreat will be held at the Cave Spring Lodge all day on the 19th and at the College the first half of the day on the 20th. This will be an important retreat with topics of discussion concerning long-range planning, budget hearings in February, the BANNER system, computer technology at the College, reorganization at the Regents Central Office, and how this college fits into the System.

A group of System presidents and students will be at the opening session of the 1995 legislature to promote the Chancellor’s budget request. In regard to this, Dr. Cundiff outlined the Chancellor’s budget request.

The new solarium will be completed within the first two weeks in December. The entrance road is complete except for a stop sign.

There is still no heat at Heritage Hall. Dr. Cundiff asked to borrow kerosene heaters from employees for approximately a month. The College will supply the kerosene. The College needs at least six heaters by Friday to heat Centre Stage for the holiday party.

Three College employees are working on the renovation of the new Cartersville Center.

Dr. Cundiff asked the administrators’ assistance in maintaining and building on the Fall Quarter enrollment.

The representatives from the BANNER system will be here in February to begin making preparations and will begin training the College employees in May. The recruitment and admissions package will be first, followed closely by registration and advising. This is probably a two to three year process.

The College has negotiated a lease/purchase agreement for an imaging system. A February or March installation is expected.

The hard drive on the network server is being replaced. The system should be up and running soon.

The main campus and Heritage Hall are now connected on the network; however, you must use the address of each person you wish to Email. The people at Heritage Hall are not included in any groups used on the main campus.
Plant Operations will begin moving people into vacated areas on the main campus next week. Financial Aid and Human Resources will be moved first. Cleanup and painting will continue on through the holiday break. Mr. Melton asked that anyone moving please leave the keys to their desk and file cabinets with the unlocked equipment.

Mr. Chris Lee summarized the hiring update.

The new College catalog was discussed. Due to upcoming changes in the direction of the System and possibly the cooperative agreements with the Technical Schools, Dr. Cundiff asked Sandy Briscar, Phil Kerr, Dr. Berry, and Dr. Vardemann to meet and discuss possibilities for the catalog.

Mr. Shelton reminded the Institutional Effectiveness Committee that status reports are due in December. He said that the next step is to analyze where we are and where we need to go. He commended everyone for the response concerning the SACS process.

The RISOGraph is now interfaced and operational. At the present time, no one is assigned to operate the machine.
HUMAN RESOURCES UPDATE

STATUS OF HIRES

STATUS OF SEARCHES FOR FACULTY POSITIONS:

1. Instructor/Assistant Professor of Chemistry: Screening underway.

2. Instructor/Assistant Professor of Health and Physical Education: Screening underway.

3. Assistant Librarian: Debbie Holmes has accepted position. Start date December 2, 1994.

4. Department chair, Division of Business: Search Committee has been appointed.

STATUS OF HIRES FOR ADMINISTRATIVE AND STAFF PERSONNEL

1. Comptroller, Business Office: Welcome Wesley Jones, today is his first day at the helm.

2. Student Affairs Development Specialist (Off Campus Liaison Coordinator), Admissions and Financial Aid: Application deadline has passed.


4. Secretary, North Metro Tech: Interviews have been scheduled.