Administrative Council

January 9, 1995

Minutes

The Mobile Computer Lab is now operational. Sarah Burkhalter asked everyone to phone the Continuing Education Office (295-6324) in order to schedule the bus. Ms. Burkhalter is currently talking with several area business and industries concerning training utilizing the bus.

Winter Quarter enrollment now stands at 2790, including approximately 100 unpaid invoices. Final enrollment for Winter Quarter 1994 was 2851. This represents a 4% decrease for the Winter. We were down 3% Summer Quarter and 1/2% Fall. Based on where we have been the other quarters, we project that we will be 41/2-5% down from what was projected previously. This will mean a decrease of $138,000 in revenue for student fees for the year. Dr. Cundiff requested that all departments reserve 1% of their budget to make up for shortage.

A proposal, requested by the Chancellor, will be submitted to the Regents Office for a $200,000 upgrade to the chemistry lab. The monies will be available July 1 and is from the lottery.

There is a new line item in the Chancellor’s budget for programs of national merit. This will be funding for programs which are nationally recognized. The college plans to submit a proposal to provide interpreter training for the deaf and hard of hearing for the entire state of Georgia via television and satellite. More than one proposal may be submitted. We could propose collaborative programs with city and county governments, DTAE schools, and four year schools in this state. If anyone has any ideas for proposals, please meet with the Vice President in your area.

We will be cooperating with West Georgia College to bring baccalaureate programs in business, education, and nursing to this campus by next Fall Quarter. This will be done by GSAMS and by television. We will be proposing a GSAMS in Cartersville so that programs may be offered to students in that area. Proposals for these programs must be submitted to the Chancellor’s Office by February 15. There is a three-page form with one sheet being a proposed budget.

Plans to furnish a MacIntosh computer lab for Natural Sciences and Continuing Education will be implemented as soon as the new model of computers are on the market. We will be putting another new computer lab in place and combining that with a testing center. There will be a meeting Friday including the President, Vice Presidents, Dr. Brennan, Dr. Perdue, and Jeff Patty concerning what we need to do with computers on this campus. If anyone has any ideas, they are welcome to attend the meeting in the President’s Conference Room at 11:00 a.m.

There will be a training session for secretaries Wednesday afternoon, January 18, at 2:00 p.m. in B-200. The purpose of this meeting is to show secretaries how to complete budget request forms for the budget hearings in February.
Copies of the budget notebooks will be available prior to the hearings in February so that individuals involved in the meetings will know what is being requested and prepare their responses. This information is for individuals included in the budget hearings only and must be kept in strict confidence. Dr. Cundiff requested that, in preparing budget requests for new positions, job descriptions should be included with the request.

The air handlers in the library are now on and the air should be circulated well in a few days. There is no health risk to anyone working in or visiting the library at this time. The air only needs to be filtered to eliminate the odor in the building. Plans are to resume normal library hours and schedules as soon as possible.

The heat will be on at Heritage Hall as soon as one more leak is welded; this should be accomplished tomorrow. There will be more parts on the heating system to replace, but the heat will be on sometime this week.

The college will be adding more security at Heritage Hall. To assist with securing all equipment, Dr. Cundiff asked that faculty teaching in that facility lock rooms as they leave. This is the result of a VCR being taken from a nursing classroom. Also, construction will begin again on that facility in March and we will need more security by that time.

Professional development mini-grants are now available. You can pick up the grant applications from Chris Lee in Human Resources. Review of all applications will be done by February 1. A new training intern now assigned to Human Resources will be focusing on these issues over the next few weeks. Mr. Lee asked that everyone submit a resume to HR to be included in their personnel file for professional development training purposes. To assist with this, Phyllis Weatherly has a resume-writing packet available in her office.

Ms. Jenny Martin has been hired as a secretary at North Metro; Ms. Dorothy Morgan as a liaison person at North Metro; Sean Cai as a physical education instructor; and Courtney Campbell as night switchboard operator and RISOGraph operator. The Business Division chair position has been advertised.

Mrs. Bowers requested a listing of faculty teaching loads be submitted to either Mrs. Vivian Benton or herself by 3:00 p.m. on Tuesday. Please include those faculty members in each division who are teaching off-campus. To ensure that faculty are paid according to their class loads, there should be no "staff" assignments on any class.

Changes to the Spring Quarter class schedule should be turned in soon.

Office moves have gone smooth so far. We are half-way complete in the plan and Plant Operations plans to proceed this week with more moves.

Mr. Shelton announced that this December's Holiday Festival basketball tournaments were probably the most successful we have ever had. Mr. Shelton expressed appreciation for those who contributed 45 hours or more working at the tournaments.
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January 9, 1995
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Mr. Shelton requested copies of course syllabi to develop a matrix to determine what we need on such documents. He also said that the status reports will be revised.

Mr. Shelton said that there were two significant changes made during the SACS Annual Meeting in December. He said these changes would likely affect us.

Dr. Cundiff announced that on February 9, Dr. Gerald Lord, the College's liaison at SACS would meet with the faculty and staff of the college. All faculty and staff will need to be there to hear what he has to say. He will be meeting with the SACS committee prior to this meeting.

Monday, January 16, is the celebration of Martin Luther King's birthday. The College will be closed.

Next Thursday evening, January 19, the Chancellor will bring his basketball team from the Regents Central office and will play a team comprised of Floyd College faculty and staff in the Floyd College gymnasium. All faculty and staff are invited to attend. If anyone is interested in playing on the Floyd College team, practice will take place in the gymnasium Tuesday and Thursday of this week at 5:00 p.m. and Tuesday and Wednesday of next week at the same time.

With the opening of Heritage Hall, the College will be reviewing its emergency plan to include that facility. We will also be updating our inclement weather closing plan. At the present time, the plan is that Dr. Cundiff will discuss the snow/ice situation with the three vice presidents, reach a decision, and notify Sandy Briscar who will, in turn, notify the radio stations in Rome and surrounding areas. Each vice president will be responsible for notifying key people in their departments/divisions who will be responsible for notifying employees.
AGENDA

I. ANNOUNCEMENTS
   A) Scheduling computer bus (Sarah Burkhalter)
   B) Enrollment Report
   C) Budget update
   D) Training issues (Chris Lee)

II. POSITION VACANCIES
    A) Update (Chris Lee)

III. POLICY ISSUES

IV. STRUCTURAL CHANGES

V. CELEBRATIONS
1. MINI DEVELOPMENT GRANTS

Members of the faculty and staff are encouraged to apply for mini development grants. Information and application packets may be secured from Chris Lee or Jerry Shelton.

2. VIDEO TAPE BY WILLARD R. DAGGETT

A videotape by Willard R. Daggett dealing with the educational systems of the United States, most European countries, and several Asian countries is available for preview. This videotape is worthwhile viewing for all FC employees especially academic administrators. Individuals may contact Barbara Walden for private viewing during the day or overnight check-out.

3. PBS Program on "INSTITUTIONAL EFFECTIVENESS IN THE CLASSROOM"

A PBS program dealing with the above topic will be aired January 19, 1995 from 3-4:30pm in room B-200. All academic administrators and faculty members are strongly urged to attend.

4. HOLIDAY FESTIVAL BASKETBALL TOURNAMENT

The recently completed tournament was a success thanks to the assistance of numerous individuals. We established all-time records for (1) income from tickets, (2) income from concessions, (3) total attendance, and (4) efficiency of operation. A special note of appreciation is hereby extended to those individuals (Ken Weatherman, Sam Callan, David Cook, David Mathis, and Beth Harrison) who volunteered 45+ hours for the event. In addition, thanks to all those other individuals who volunteered their time and efforts.
Administrative Council

January 23, 1995

Minutes

The next Administrative Council meeting, on February 13, will be extended by 30-45 minutes to include a follow-up to the December Administrative Retreat.

A faculty meeting has been scheduled for 3:00 PM on February 6; a staff meeting has been scheduled in Room B-218 at 3:00 PM on February 7. A part of the staff meeting will be an open forum.

Dr. Gerald Lord of the Southern Association of Colleges and Schools will be on campus on February 9 to meet with various groups concerning the College's reaffirmation.

There will be a rollback of approximately 3% on each departmental 1994-95 budget. However, this is still an estimate pending some further study. The exact percentage will be released by the end of this week. In addition, Dr. Cundiff urged everyone to be conservative in what they spend the remainder of the year.

Dr. Pullen and Dr. Cundiff have met with managers of the cable companies in the College's service area and they are all willing to work with us concerning airing Floyd College programming.

Mr. Chris Lee talked about Fall 1995 employee orientation. Plans are to combine with Coosa Valley Technical Institute in some sessions, including workshops and speakers. Proposed dates for orientation will be September 8 for new employees and September 11-13 for in-service training.

Renovation of the new Cartersville Center will proceed when the College locates a plumber who will let us use his license. Workers are also removing asbestos from the ceiling and under the floor.

The College is waiting on the contract to be awarded on the chiller at Heritage Hall. The contract will be awarded soon on Phase 2 of the renovation.

Dr. Cundiff received a call from an individual who is in the process of purchasing the Hubbard building in Bremen and is willing to give the College space to offer classes there. The individual has offered to renovate at no cost if the College will pay utilities. Plans are to meet with a group from Bremen sometime next week.

After meeting with a group of faculty and administrators concerning the College's computer lab needs, it has been recommended that the Tutorial Center will be moved to Room B-202; the current Reading Laboratory (B-306) will be designated as a laboratory for specialized and computerized assistance to deaf and hard-of-hearing students; the old Nursing Laboratory will become the new MacIntosh Laboratory; the current B Computer Laboratory (B-166) and the current Library Computer Laboratory #1 will remain as computer laboratories and will be configured as to accommodate additional computers; the old
Bookstore space will be outfitted as a computer laboratory; Classroom AA-42 will eventually be outfitted as the fourth computer laboratory, but will continue to be utilized as a classroom until the conversion is made; and the two areas in the Library now known as the Tutorial Center and the Library Laboratory #2 will become the new Testing Center.

The method of dividing the budget for next year was discussed.

It is anticipated that the fee decrease proposed to take place in July will be 5% at two year colleges. There will probably be a 4% increase at four year colleges and universities.

New student fee assessments for next year have been proposed by the Vice Presidents to be submitted for approval by the Regents. It is recommended that fees be assessed for transcripts, parking fees be assessed each quarter instead of a one-time charge per year, late registration fees, class drop fees, and increased student activity fees. Dr. Cundiff recommends that it needs to be done, but we need to be reasonable.

Chris Lee discussed the new employee request forms which have been saved on the network drive g.

Dr. Harvey Moody has accepted the chemistry faculty position and will start in the Fall.

The accounting clerk position will remain open internally only until Wednesday of this week. Mr. Lee distributed a copy of the internal transfer policy.

Mini-grants are due by the first of February.

Dr. Cundiff outlined proposed changes in the HOPE grant program.

Dr. Cundiff reviewed the inclement weather policy and procedures.
I. ANNOUNCEMENTS
A) Retreat follow-up meeting February 2
B) 1994-95 Budget
C) Faculty/Staff Meetings
   (1) Faculty meeting February 6, 3:00 p.m.
   (2) Staff meeting February 7, 3:00 p.m.
D) Dr. Lord's visit
E) Visits with area cable companies
F) Fall 1995 employee orientation

II. POSITION VACANCIES-Update (Chris Lee)

III. STRUCTURAL CHANGES

IV. POLICY ISSUES

V. CELEBRATIONS
Dr. Cundiff has contacted two of the local legislators most involved with the Police Academy/GSD issue and the closing of the School for the Deaf in Cave Spring is not official. The College requested $1.7 million to build a new Police Academy building on this campus which the state legislature says it cannot fund this upcoming year. As a result, the local delegation is trying to come up with an alternative for our situation, and since the fate of GSD is hanging in the balance, this would help us and also utilize a campus which may be vacated in the near future.

Concrete is being poured at the new Cartersville facility. There will be two classrooms, nursing and biology, open for use this fall.

The College still has not settled the issue of a classroom facility in Bremen. The College has had two offers, neither of which have come through at this time. The College has also been offered a facility in Douglasville.

The College will let a contract on or around March 15 for the chiller at Heritage Hall. Workers are continuing to work on the heating system under the Business Division. They have installed new units as well as new pipes.

We have a basic agreement on the architectural plans for Phase 2. Included in this phase is an elevator and a balcony in Centre Stage. We are about $200,000 over budget on this phase of the project. In an effort to alleviate the parking problems at Heritage Hall, administrators are talking about constructing a brick wall in the front of the building next to the sidewalk and having most of the front lawn paved for parking, with a driveway on both sides. Dr. Cundiff emphasized that we will leave the trees intact. We will probably not be doing any more remodeling in regard to the relocation project on this campus until the next budget year.

Dr. Cundiff plans to make an appointment with Ron Swanson, president of Coosa Valley Tech, in order to discuss the details of moving Continuing Education to Riverbend Mall.

In updating on the BANNER progress, Dr. Cundiff described the system as pervasive; it will affect everything we do on this campus. He outlined a timeframe for implementation of the system:

March, 1995  BANNER will be installed on our system and will be available to who has the capability to call it up and look at it.

May, 1995  (Mid-Late May) Four days of administrative training. This will require exclusive dedication of all of the Computer Services staff and four computer labs.
May-October, 1995  On-going system training involving administrative and registration personnel. There would be a three-day workshop which translates into four days -- three days to learn and one day to teach the rest of their staff this material.

September, 1995  Administrative Productions. Administrative flow of how we register students.

October, 1995  Letter Generation School. People will attend this school to learn how to produce letters and merge them with student records for mailouts (mail-merge).

January, 1996  Course descriptions for each course needs to be in the system. The descriptions need to be ready several months before they need to be in the system. Summer schedule must be ready and entered into the computer sometime during this month.

February, 1996  Financial aid live tracking
               Location management
               Faculty assignments

March, 1996  Academic history conversion

April, 1996  Print the schedule for Summer Quarter

May, 1996  Live system registration begins for Summer Quarter 1996
           Accounts receivable converted to the BANNER system
           Registration assessment and billing

July, 1996  Accounts receivable go active

The Regents will not be funding the request for the $160,000 for the Human Physiology Laboratory in the Physical Education Building. Mostly science and computer lab requests were funded.

The Foundation Dinner Theatre is this Friday night. The play is named "Graceland." There are still tickets to be sold. All proceeds go for the renovation of the Centre Stage area of Heritage Hall.

There are three searches currently on-going. There are nine applications for the Business Division Chair. The application period for the Computer Science position closes this Friday. The secretarial position in Learning Resources is on hold.

The SACS process is proceeding on schedule. The College has asked for a Review
Committee visit in November, 1996.

The request for approval of the Physical Therapy Assistant program was mailed Monday.

Dr. Cundiff expressed thanks to Mr. Shelton and those who volunteered during the basketball tournaments.
Dr. Cundiff asked that priority be given to the on-going activities associated with the SACS process and BANNER. He asked that classes be the only exception -- attendance is required at all meetings.

Tom Melton is balancing this year's budget; therefore, budget conferences with division and department heads will not be necessary.

The University System Ad Hoc Committee on Distance Learning and Instructional Technology, on which Dr. Cundiff serves, will meet in June to consider recommendations submitted by subcommittees, one of which was chaired by Dr. George Pullen.

The Semester System Conversion Task Force, on which Dr. Vardemann serves, met last week and will make a recommendation to the Chancellor in which they will ask the Chancellor to change the beginning timeframe to fall 1998. Dr. Cundiff also noted that, once we go on the semester system, we will be involved in constant patterns of registration, (i.e., mini courses, year-long courses which meet one day per week). Through this change, the Chancellor stresses that we must learn to be creative.

Tom Melton has negotiated the contract with the Forum management for graduation events including Nursing Pinning on Thursday, Honors Assembly on Friday, and graduation on Saturday.

Dr. Fred Gainous, Chancellor of the Alabama two-year college system, has accepted the invitation to be our commencement speaker.

Dr. Cundiff will be preparing a memo asking for suggestions for the use of high technology funds. Priority will be a testing center, another computer lab at Heritage Hall, and kiosks for student information on both Rome campuses. We expect to receive more information later this week concerning timelines as to when these should be submitted to the Chancellor.

The zero-based budget process will be discussed at the next administrative retreat scheduled for August 29-31. The location of this retreat will be announced later.

Faculty/staff in-service is scheduled beginning September 11.

Dr. Cundiff has asked the vice presidents to look at the work committees on campus and consider appointing a task force to look at a number of issues concerning advising, etc.

COMPASS is coming and will change the way we do testing. It is a computerized test and we will be using it for exit exams beginning next fall. Sometime after that, we will be using it for entrance testing. There are significant changes at the state level concerning entrance testing, including the option not to test.
Dr. Muggleston updated that the application for a Japanese intern for next year had been sent to Tokyo. This would be an adult who would possibly teach a course in Japanese via GSAMS. Dr. Muggleston is asking for another host family to volunteer for part of the year.

The Business Division chair search committee has made a recommendation on a candidate. The Computer Science committee is contacting their finalists. The biology committee has chosen two finalists. The counselor committee will be meeting on May 10.

Human Resources is in the process of revamping the entire search process. Each member of the Instructional Council, departmental directors, and search committee chairs will receive a book of guidelines.

The College is in the process of looking for an architect for the new student center building. The Board of Regents has given us $311,000 in next year's budget to hire an architect, develop a master plan, and design the new facility. Once an architect is selected, they will be on campus early in the fall and will arrange meetings so that everyone on campus will have the opportunity to give input.

The College has approved the plans and specifications for Phase II of the Heritage Hall renovation. The second phase will be up for bid in two to three weeks, and then the construction phase will begin. Construction should be complete by fall. The parking lot behind the main building will be paved soon.

Drywall is being hung this week at the new Cartersville facility. A plant in Cartersville has agreed to donate the grid for the ceilings and Shaw Industries has agreed to donate carpet for the facility.

A new GSAMS unit will be in place at the Cartersville facility in the fall.

West Georgia College will be offering some baccalaureate degree program classes, on this campus in the fall. Course offerings will include a class via GSAMS at Heritage Hall. They will send someone to process registration and will work with us on publicity.

The new admissions policy for two and four year institutions will be approved by the Board of Regents this week. New facilities request policies will be voted on by the Board this week as well.

A revised missions statement for the College has been submitted to the Regents. In June, we will be asked to meet with consultants who will decide if our mission statement is appropriate.

The College will prepare a report due in June which will support a new long-range plan for new programs for the College. All requests for new programs must be tied to the long range plan in order to be funded.
The Chancellor is working on a new funding formula for the University System in which funding will be appropriated on the basis of initiating new collaboratives rather than student headcount.
Sandy Briscar announced that the Annual Report to the Chancellor will be no more than 10-15 pages this year. She asked that each department/division condense their individual reports to 2-3 pages. These should be in to Public Information by July 31.

Dr. Cundiff reviewed the discussion which occurred in Vice Presidents Council earlier in the day. Please refer to those minutes. Items which should be noted are:

* enrollment figures and the need to increase retention as it relates to maintaining headcount for budgetary reasons.
* the Building Program Committee for the Student Center/Classroom building
* the formation of the Enrollment Management Committee
* parking at Heritage Hall
* funding of high tech equipment

Floyd College has been offered 10,000 square feet of space in which to offer educational programs in the Hubbard Building in Bremen for the cost of utilities, furniture, and fixtures. West Georgia College and Carroll Tech would like to offer classes in that space as well. The College is anticipating the building will be renovated and classes could be offered in January, 1996 at the earliest. The area the College will be using will be renovated first.

There will be an interview Thursday for the assistant secretary in the Office of the President.

Interviews for the counselor position will be held Friday and next week.

Three of the eight final candidates for the biology position are still being considered.

The application deadline is Friday for the Computer Services secretary, programmer, and systems support personnel.

The deadline for applications to be submitted for the lab coordinator position is next Wednesday. The computer science/math position is down to finalists.

Selection of a Human Resources secretary is being finalized.

Several security guards have been hired in the past few weeks.

The application deadline for a Nursing faculty position will be in July.
The night administrator position will be opening this week for internal candidates only.

Mr. Sam Callan has resigned his position as Director of Student Activities to pursue a Ph.D. in exercise physiology at Georgia State University.

The security truck was stolen and has been recovered; a storage building at Physical Plant was broken into and tools were stolen.

Dr. Cundiff reported that Governor Miller has announced that there will be a 5% reduction in funds over the next three years.

Mr. Lee announced that there are new employee request forms and exit interview forms. He stressed that the request forms must be completed and submitted for all positions, newly created or existing, whether filled internally or externally. Also, the exit interview must be completed using the new form for each employee leaving employment at this institution. These forms will be numbered so that they may be tracked.

Mr. Lee requested that all requests for student workers, student assistants, and work-study, by June 21 for consideration at the July 10 Vice Presidents Council meeting.
Administrative Council  
June 12, 1995

AGENDA

I. ANOUNCEMENTS  
   A) Annual Report to the Chancellor - Sandy Briscar  
   B) Overview of Vice President's Council Meeting

II. POSITION VACANCIES  
   A) Update - Chris Lee  
   B) Hiring Procedures - Chris Lee, Wes Jones

III. STRUCTURAL CHANGES

IV. POLICY ISSUES

V. CELEBRATIONS  
   A) Graduation