Floyd College
Administrative Council Meeting

February 12, 1996

Announcements/Discussions

Announcements

- The President has appointed a Task Force to study the impact of computers and technology used in instruction. A meeting will be scheduled for the purpose of charging the committee. Dr. Dwight Cassity will chair the committee.

- A Debit Card Committee is being formed to look at uses and implementation of the Debit Card.

- The President and several others from the College will meet with the Chancellor’s staff at 9:00 a.m. on Tuesday, February 20, to present a high-tech, hard-hitting budget presentation.

- The Regent’s Office deadline for requests for new student fees is March 6. These are the additional fees to the matriculation fees. Floyd College currently only charges “student participation fees” in addition to the student activity fees.

- The Council on Occupational Education has been formed as an accrediting body for Postsecondary Schools.

- There will be an Open House at Bremen March 3, 2:00-4:00 p.m.

- Mr. Chris Lee reported that Dr. Barbara Vrana will submit a proposal for the Learning Styles Workshop in May.

- There will be a performance of the play, “Our Town” for students on February 22. At the present time, 184 tickets have been issued; 40 have signed up for the shuttle bus; seating is limited to 250-300. Faculty and staff are welcome to get tickets; there is a 2 ticket minimum per person. A workshop will be held at 12:15-1:15 p.m. that day by the actors in the play to talk about their parts.

- The faculty will meet at 3:00 p.m. on Monday, February 19; the staff will meet at 3:00 p.m. on Tuesday, February 20.

- Dr. Mugleston announced that Mr. Yuzo Noda, the Japanese intern, is available to do programs and to speak to groups.
• The Chair of the SACS Visiting Committee will be named soon and committee members will be selected.

• The University System is again placing emphasis on Student Learning Outcomes.

• The first mock registration with Banner was held Saturday, February 10. Several problem areas were noted; those involved will be working to resolve those problems and moving on to the next mock session.

• The closing date on resumes for the VP/Finance and Administration will be Friday, February 16. The Committee will receive their charge tomorrow, February 13.

• The screening of applications for the Assistant Librarian for Technical Services will begin on Friday, February 16.

• The secretarial position at Cartersville closed on Friday, February 9.

• Computer Services has been interviewing for a Systems Support person.

• There are openings for part-time Instructors in Physical Education as well as an Assistant Professor of English.

• Privatization of financial aid is moving forward.

• A committee comprised of Dr. Vardemann, Dr. Bruce Jones, and Sarah Burkhalter will develop a policy for the use/rental of Centre Stage. They will be looking at policies for similar facilities.

• The Regents Test will be offered at 1:00 and 6:00 p.m. tomorrow.
FLOYD COLLEGE
SEMI-MONTHLY MEETING OF THE ADMINISTRATIVE COUNCIL

Monday, February 12, 1996

Room B-200, Administration Building

Agenda

I. ANNOUNCEMENTS
   A) Appointment of a Computerization Task Force
   B) Debit Card Task Force
   C) Budget Hearing w/Chancellor’s Staff - February 20
   D) Deadline for requests for new fees - February 16
   E) Status of COE
   F) Open House at Bremen Center - March 3
   G) Learning Styles Workshop (C. Lee)
   H) “Our Town” performance for students - Thursday, February 22
   I) Upcoming meetings:
      (1) Faculty Meeting - February 19, 3:00 p.m.
      (2) Staff Meeting - February 20, 3:00 p.m.
   J) Use of Japanese Intern (B. Muleston)

II. POSITION VANCANCIES
   A) Update (C. Lee)
      (1) VP for Finance and Administration
      (2) Assistant Librarian for Technical Services
      (3) Secretary, Cartersville Center
      (4) Security
      (5) Systems Support Specialist
      (6) Part-time Physical Education Instructor
      (7) Assistant Professor of English, Learning Resources (On hold)
   B) Recent Hires
      (1) Garry Prince, Data Processing Specialist

III. STRUCTURAL CHANGES
   A) Privatization of Financial Aid

IV. POLICY ISSUES
   A) Policy for Centre Stage

V. CELEBRATIONS
Floyd College
Administrative Council Meeting
February 26, 1996

Announcements/Discussions

Announcements

- **See the minutes for the February 26 Vice President’s Council meeting for updates and announcements.**

- The Waco School will be vacated this summer, but we will not be ready to occupy it until the restrooms are renovated and offices are built. We will know in May if the construction of their new school is on schedule.

- Dr. Cundiff has talked with BellSouth representatives concerning taking our television signals to Summerville, Cedartown, and Cartersville. The only means at this time is via fiber optic cable. The College would have to pay to run the cable to our buildings, which would cost approximately $100,000. The College is close to forming a consortium with Southern Tech and perhaps West Georgia College to run distance learning throughout Northwest Georgia. This would be financed by private means.

- The 8th Regiment band will perform for employees of the College and their families on Friday, March 1, at 8:00 p.m. at Centre Stage.

- Lights have been installed in the parking lot at Heritage Hall. The College is still trying to buy land across the street. Dr. Cundiff met with residents of the neighborhood last week and they are opposed to angle parking in the front of the building, but are amenable to a parking lot on what is now the front sidewalk and lawn of the building. If we can get more parking across Glen Milner, we will pursue that plan instead of putting parking on the front.

- A budget hearing is scheduled for April 1 for the purpose of discussing our actual budget appropriations. The appropriations will be given out at the President’s Meeting which Dr. Cundiff will attend on March 28.

- Family Night will be March 8. Everyone planning to attend should sign up in Student Activities.

- Jerry Shelton announced that basketball tournaments will start again on Thursday. He anticipates that parking will be a problem. He asked that division chairs inform faculty. Ken Weatherman and Russ Robinson need more workers.

- Dr. Mugleston announced that Sheila McCoy’s father died on Saturday. Those who
would like to donate money to the Valdosta State University Foundation, can turn the money in to the Division of Social and Cultural Studies.

- The dedication of the Walraven Building is set for March 11. A reception will follow in the Solarium.

- Chris Lee announced the following personnel updates:

  The VP/Finance and Administration Search Committee is due to complete their work in late April.

  The Assistant Librarian for Technical Services Committee is currently doing telephone interviews.

  The secretarial position in Learning Resources is now open externally.

  The assistant secretary position in the President’s Office is now being advertised internally.

  There are numerous faculty positions to be advertised at the same time, when job descriptions are submitted.

  New Hires were also announced:

  George Howard, Security

  Shelvie Booth, Secretary, Cartersville (transfer)

- There will be more remodeling at Cartersville. Closets are being combined and turned into classrooms.

- Mr. Shelton and Mrs. Bowers continue to meet regularly concerning SACS. A chair for the visiting committee has not been named, but should be shortly.

- Drew Tonsmeire suggested that the College should pay close attention to cleanup after events at Heritage Hall. The building wasn’t ready for upstart of business the Monday after Dinner Theatre.

Celebrations:

- Phi Theta Kappa has been commended by the Georgia Phi Theta Kappa and will receive national recognition as well. Dr. Brennan is the advisor for the group.

- Banner ran on this campus and Cartersville last Friday. There will be another mock registration which will be on all campuses on March 11.
The Sports Festival basketball team won a tournament this past weekend at Emory at Oxford. They beat three other four-year colleges. They plan to enter a tournament at Statesboro in early March.
I. ANNOUNCEMENTS
   A. Updates from the VP Council Meetings
   B. 8th Regiment Band Concert March 1
   C. Family Night Dinner - March 8

II. POSITION VACANCIES
   A. Update - C. Lee

III. STRUCTURAL CHANGES
   A. Food Service

IV. POLICY ISSUES
   A. Policy Manual
   B. SACS
   C. Centre Stage Policy
   D. Policy regarding personal injury

V. CELEBRATIONS
   A. Phi Theta Kappa commendation
Minutes of the Semi-Monthly Meeting
Administrative Council
March 25, 1996

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

See the Executive Council minutes from March 25 concerning the World-Wide Web Page.

See EC Minutes concerning the report on the Total Immersion Sign Language Program for FY 1996. Sandy Briscar will prepare the report.

See EC Minutes concerning the Report on the Mac Lab. Currently, programs of instruction in geology and biology are running in the Lab. Mr. Mott has requested to use the Lab to teach Art.

See EC Minutes regarding MRR List. Dr. Cundiff requested that Administrative Council members submit suggestions by next week. An additional suggestion for the list was to add a new catwalk to the request for a new roof at Heritage Hall. Dr. Cundiff announced that, after the new Master Plan is complete, we will ask for monies to renovate the fitness trail at the lake area as well as monies to renovate the old Physical Education Building.

Dr. Cundiff shared the System budget breakdown -- 6% raises, $450,000 for Master Plans. Floyd College received $4.8 million for the new building, with $1.8 of the this amount being for permits, and overhead, and $3.8 million for actual construction. Dr. Cundiff said he would receive Floyd College's appropriations amount next week at the President's meeting in Atlanta.

Dr. Cundiff shared information concerning the Governor's Teaching Fellows Program. There are fellowships available for nine-month and summer assignments. Those nominees selected would receive release time and salary supplements for the program. There is a July deadline for nominations. Dr. Vardemann will send a copy of the information to division chairs w/suggested in-house deadlines for nominations.

Dr. Cundiff and Dr. Vardemann met this morning with the architects for the new building. The areas which would remain as part of the plan would be 1) Student Center; 2) Exhibition hall/meeting room; 3) classrooms; 4) Bookstore; 5) Cafeteria; 6) Student Lounge/tv area; and 7) Student Activity Offices, etc. The architects will bring revised plans and numbers back by Thursday. The architects propose a Fall 1998 opening for the new building. If the cafeteria area is moved, the College will need to request $300-$400,000 next year to renovate the areas vacated by the Cafeteria, Bookstore and Student Activities for classroom space. There will be meetings next week with on-campus people involved in the planning of the new building to look at three options on the location of the building: 1) multipurpose building on the lake, leaving the Cafeteria and Bookstore in their present locations; 2) a building coming off the building where the Student Activities Offices are currently located, butting up to the Solarium.
The problem with this plan is existing underground systems in that area. It will cost $400-$500,000 to move the utilities in order to build on that site.

Mr. Jerry Shelton handed out copies of the February Report on Critical Success Indices. Dr. Cundiff stressed the importance of submitting this information to Mr. Shelton in a timely manner. This is a major factor for SACS.

Mr. Shelton passed out the results of the survey concerning the budget process. Mr. Shelton felt that the process was overall profitable.

Mr. Lee gave a vacancy/search update as follows:

The Vice President for Finance and Administration Search is down to the semi-final stage. The committee will be conducting telephone interviews over the next week.

Computer Services is receiving applications on their two positions.

Faculty positions in criminal justice, English, English/Learning Resources, PTA, Math and Geology are being advertised. Ron Johnson has announced his retirement, effective November 1, 1996.

There is one new employee, Freda Goodson, custodian at Heritage Hall.

Mr. Lee also reported that there had not been any responses to Performance Definitions for staff. The deadline for raise recommendations is Monday, April 1. The budget directors will meet on that day, 1:30-5:00 p.m. to discuss budget allocation.

Dr. Cundiff requested input concerning the Report of the Task Force on Faculty and Staff Development. The short version is on the g: drive in WP format. Mr. Lee has the long version, if anyone would like to see it.

Dr. Cundiff shared a fax from the Regents Office concerning a court case handed down last week in Texas saying that law schools in Texas could no longer hold spots for minority students. Dr. Cundiff stated that Floyd College feels that this is something we may need to address at some time; however, at the present time, we continue to support Affirmative Action.

See EC Minutes concerning Gymnasium Policy action.

Mr. Harold Boyd asked for a volunteer liaison person and coordinators to assist with the Sports Festival Tournament. He reported that only half the positions are currently covered. Mr. Boyd stated he had rather have employees volunteer.

Reports by President Cundiff Concerning Activities:

The results of the Faculty and Staff surveys will be available late next week. The SACS
Committee will attempt to address concerns brought out by these surveys. The Steering Committee will meet one more time to finalize the results.

A survey will be sent out to students and will concern how much they would be willing to pay to own their own computer.

Dr. Cundiff participated in a conference call last week concerning the debit card. He reported that we would likely start with a card with a chip on the front and a magnetic strip imaging on the back. The chip will contain transcript as well as medical information. At the present time, there are no international standards on chip technology. The banks are interested in moving to chip technology for in-house services. The College will receive money from the use of these cards. The chip technology will develop at a fast rate over the next few years.

The recent basketball tournaments grossed $30,000. The college received nearly $9,000 of that amount. The College is negotiating only two tournaments for next year, the News Tribune Tournament and the State Tournament. We will no do the regional tournaments.

The College was successful in being selected to participate in a SCOLA project, which gives FCTV access to international programming, both live and taped.

**Other Reports**

Sandy Briscar received a letter that the College will be receiving a 1996 Georgia Trust Certificate for 1996 for the renovation of Heritage Hall.

Phil Kerr reported that enrollment stands at 1758 after wipeouts. Registration will be held Thursday and Friday, March 28 and 29.
Floyd College  
The Semi-monthly Meeting of the Administrative Council  
Monday, March 25, 1996  
2:00 P.M.  
Room B-200

Agenda

I. ANNOUNCEMENTS
A) Update from Executive Council
   1) Guidelines for World-Wide Web page
   2) Report on the Total Immersion Sign Language Interpretation Program for
      FY 1996
   3) Report on the Mac Lab
   4) FY 1997 MRR list
   5) Legislative (budget) update
   6) Governor’s Teaching Fellows Program
   7) Architects
B) Critical Success Indices (J. Shelton)
C) Budget process review (J. Shelton)

II. PERSONNEL
A) Vacancy update (C. Lee)
B) Update from Executive Council
   1) Performance Definition responses

III. POLICY ISSUES
A) Update from Executive Council
   1) Report of the Task Force on Faculty and Staff Development
   2) Affirmative Action court decision
   3) Gymnasium Facilities Policy

IV. CELEBRATIONS
A) Spring Quarter enrollment update
Policy for Usage of Centre Stage
Heritage Hall - Floyd College

Centre Stage is a 225 (176 at tables) seat multi-purpose meeting facility. Centre Stage offers the newest in Bose Sound Systems with audio cassette and compact disc inputs. The system is capable of 8000 watts of audio output. The room also boasts computerized theatrical lighting. Additionally, the facility has a projection television and 16 ft. screen with VHS videotape, computer, laser disc, or slide projector inputs. The facility is also fully integrated into a computer network with internet access.

Centre Stage is a specialized facility; its use requires trained personnel, advance scheduling, detailed technical arrangements, and rental and use charges established specifically for the facility. Therefore, use of the facility is governed by the following policies and procedures. All reservations, scheduling, and technical arrangements for use are coordinated through the Office of Continuing Education. This must be accomplished prior to any public announcements or ticket sales. Address:

Office of Continuing Education
Floyd College
P.O. Box 1864
Rome, GA 30162
Telephone: (706) 295-6324
Fax: (706) 295-6380

1. Scheduling

A. Campus use of the facility will be allocated on the priority scheduling system below.

   Rank 1 - Campus Performances of Academic Credit Groups
   Rank 2 - Floyd College Foundation Events
   Rank 3 - Professional Development Activities of Floyd College
   Rank 4 - Continuing Education Sponsored Professional Development Activities
   Rank 5 - Other Campus Organizations and Departments
B. Requests from non-campus organizations will be scheduled only after all campus requests are processed. Requests will be ranked on the basis of appeal to the stakeholders of the College.

C. All public events must be co-sponsored by a campus organization if a non-campus organization is involved. All such events must be publicized as jointly sponsored.

D. Forms for Centre Stage reservations requests may be obtained from the Office of Continuing Education. Approval must be received before publication of the event.

E. Requests will not be processed in less than 30 days. Early planning is essential in order to avoid conflicts and provide adequate planning. Normally a minimum of 60 days is required. (This includes campus based groups and organizations.)

F. Groups making multiple requests should prioritize them in the event that not all of the requests can be scheduled. The College will seek to encourage a wide variety of activities in the facility while discouraging over use by a single organization.

G. Receipt of funds for non-campus based events will be handled by the Office of Continuing Education. The Office of Continuing Education will receive a $1.00 per ticket surcharge for handling these transactions. The staff will sell and issue tickets during regular business hours: 8:30 a.m. - 4:30 p.m., Monday-Friday and one hour before performances.

II. Basic Usage Guidelines

A. A staff technician must be available to supervise the general operation of the facility any time it is in use.

B. Rehearsal time, set-up time, and break-down time are considered and included in a reservation request. Each of the above are normally one and one-half times the length of the performance.

C. No activities can commence before 7:30 a.m. or continue after 11:59 p.m. without prior approval.

D. Decorations furnished by an organization must be free standing or table type. They must not be attached to the building by tape, nails, or any other means.
E. House lighting and air conditioning are provided two hours prior to the event and rehearsal times only. Any additional lighting or air conditioning must be reimbursed.

F. Basic facility maintenance will be the responsibility of the user. Organizations will be responsible for the removal of any trash from the floors of the seating areas, lobby, stage, and backstage support space.

G. Depending on the type of event, the sponsoring group may be required to provide security at the scheduled event. This decision will be made at the time of scheduling.

H. Arrangements for ushers are to be made by the user.

I. Dinner Theaters are expressly forbidden except for the Floyd College Foundation.

III. **Fees**

A. College organizations and departments will not be charged for "basic use" of the theater unless the organizations and departments are using the facility to make a profit. There will be no deposit charged for any campus organization.

B. Non-campus users of the theater will be required to pay a usage fee. A 25% deposit will be required for the use of the facility and will be due upon return of a signed contract.

C. The following is a schedule of the charges for theater use.

1. **Non-Profit Organizations**: $200 per day plus personnel and services. One (1) rehearsal period per event is included in the fee. Extra rehearsal days are $125 per period plus personnel.

2. **For-Profit Groups**: $400 or 10% of gross whichever is greater plus personnel and services. One (1) rehearsal period per event is included in the fee. Extra rehearsal periods are $125 per day plus personnel.

   **Fees are subject to change without notification**

D. Charges for audio-visual equipment, musical instruments, and additional staff may be found in the "Comprehensive Fee Schedule."
E. Cancellation penalties will be incurred if cancellation is not made at least 30 days prior to the reserved date.

1. Outside groups will forfeit their deposit if cancellation is not made at least 30 days prior to the reserved date.

2. Campus organizations and departments must also cancel their reservations at least 30 days prior to the reserved date. Failure to do so may result in restricted use of the facility in the future.

3. All concession revenues will be retained by the sponsoring unit of The College. Theater users will receive no profit from the sale of concessions.

4. Food and beverages for the performers and receptions must be coordinated by the sponsoring unit of The College.

F. The possession or consumption of alcoholic beverages is controlled by alcoholic beverage policy (Section IV).

G. All campus buildings are designated as non-smoking facilities.

H. Generally, the use of cameras and recording devices is prohibited in the theater; however, the sponsoring organization has the right to allow the use of this equipment with prior approval of the Director of Continuing Education.

I. The use of the facility is also governed by Board of Regents policies.

J. The user will be liable for any claims for damages to persons or property caused by the acts or omissions of its members, employees, or agents. Non-college groups must carry liability and property damage insurance in an amount acceptable to the College with a certificate naming the College as certificate holder. (Copies may be requested by the College.)

K. Any request for College facilities or services made by an individual or any organization or group may be denied or cancelled if after proper inquiry it is determined that the proposed program constitutes a threat to public safety or is not consistent with the College's mission.

No provisions of these rules and regulations may be waived except in a special case and for good cause shown and then only by written memorandum attached to the rental agreement and approved by the President.
IV. **Alcoholic Beverage Policy**

The possession, consumption, or furnishing of alcoholic beverages on the Floyd College campus is prohibited except for events sponsored by external organizations or for pre-approved events sponsored by the College at Centre Stage.

The following describes the special conditions under which the service of alcoholic beverages is permitted at Centre Stage. To assure compliance, the special conditions permitting the service of alcoholic beverages are contained in the "Alcoholic Beverage Service Agreement" entered into between Floyd College and the external organization or persons permitted to serve alcoholic beverages.

Floyd College permits clientele to schedule events wherein the service of alcoholic beverages is allowed. Extraordinary efforts must be made to protect the safety and well-being of clientele, guests, students, faculty, and staff.

Alcoholic beverages may be served at Centre Stage only with the approval of the President in accordance with a signed agreement hereinafter described as the Alcoholic Beverage Service Agreement for Centre Stage.

Alcoholic beverages supplied by the client may be served when the following criteria are met:

1. All alcoholic beverages will be furnished by the client.
2. No sale or form of exchange for alcoholic beverage is permitted.
3. Self-service is not permitted; provisions will be made for furnishing a bartender.
4. Printed materials, including invitations to functions, may not include reference to alcoholic beverages.
5. Proof of legal age must be requested of participants as necessary.
6. Continuous service of alcoholic beverages to a single user group may not exceed a period of one hour except when served with a meal. Service and consumption of alcoholic beverages is restricted to the rooms specified.
7. Alternate, non-alcoholic beverages must be available and apparent.
8. Alcoholic beverages may not be served to on duty employees of Floyd College.

9. A named representative of the sponsoring external organization or person is present at the event.
General Rules Governing Use of Floyd College Facilities

All events and participants must abide by policies of the Board of Regents and federal, state, and local laws.

1. An appropriate employee of Floyd College shall be present at all indoor functions.

2. Campus facilities may not be used to raise funds for political purposes, to campaign for political candidates or issues or to promote or raise funds for any purpose which has not been specifically approved by the President or authorized designee.

3. Tobacco products are permitted only in designated outside areas. The use of tobacco products is prohibited within all buildings.

4. The College retains the right to refuse reservations to groups who have previously violated usage policies or groups whose purpose violates any Board of Regents Policy or Floyd College Policy.

5. Groups are responsible for reimbursing the College for damage to equipment or facilities in addition to the deposit/rental fees.

6. Parking is permitted only in marked parking areas.
Comprehensive Fee Schedule

Personnel Charges

<table>
<thead>
<tr>
<th>Service</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-House Security</td>
<td>$11.25 per hour</td>
</tr>
<tr>
<td>Police</td>
<td>$14.50 per hour</td>
</tr>
<tr>
<td>Ushers</td>
<td>$5.50 per hour</td>
</tr>
<tr>
<td>Ticket Takers</td>
<td>$5.50 per hour</td>
</tr>
<tr>
<td>Ticket Sellers</td>
<td>$7.50 per hour</td>
</tr>
<tr>
<td>Supervisors of Ticket Takers/Sellers and Ushers</td>
<td>$6.50 per hour</td>
</tr>
<tr>
<td>Janitor</td>
<td>$11.00 per hour</td>
</tr>
</tbody>
</table>

All charges are on a 4-hour minimum

Equipment

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Follow-Spotlight</td>
<td>$25.00 (per event)</td>
</tr>
<tr>
<td>Risers</td>
<td>$100.00 per event</td>
</tr>
<tr>
<td>Musical Instruments</td>
<td>Current Market Rental Rates</td>
</tr>
</tbody>
</table>

Event Management

The Office of Continuing Education will contract with a professional On-site Facilities Manager and/or team when necessary for stage productions. The On-site Facilities Manager will serve in a general supervisory role and will not assume a specific responsibility for the sponsoring organization's program. The manager will supervise all stage activity including safety, equipment and security concerns. Any equipment or supplies used by any group are subject to the approval of the On-site Facilities Manager. Fees for such services will vary according to the size and time required for the production. All fees will be discussed with the user prior to signing a usage agreement. Fees are subject to change without notification.

May 9, 1996
Semi-Monthly Meeting of the
Floyd College Administrative Council
Monday, May 13, 1996
2:00 p.m.
Room B-200 - Walraven Building

Dr. Cundiff welcomed the members and Jan King introduced Keisha Ward, a junior at Bremen High School, who has been working at the Haralson Center learning how a college operates. This is part of our community outreach. Ms. Ward is planning to attend Floyd College in the future.

Dr. Cundiff distributed the proposed Policy for Usage of Centre Stage at Heritage Hall. Any comments on this policy should be made to Dr. Bruce Jones by Wednesday, May 15.

There will be a new award given at graduation this year, Administrator of the Year. The recipient of this award will be announced at the Recognition Dinner on Friday, May 17. This will make four awards to be given during graduation so Mr. Lee will be making a recommendation this fall as to whether all four awards should be given each year.

We are still trying to purchase land for parking at Heritage Hall.

Dr. Cundiff is looking for statewide initiatives for next year. If you have suggestions that would be of interest to the state and legislators, please let him know.

Architects are working on plans for the new science building.

Dr. Cundiff has been talking with Dr. Ken Allen, President at North Metro Tech, about Floyd College and North Metro Tech asking for funding during the 1998 legislature to build a new facility between North Metro Tech and the Cartersville Campus to be shared by both schools.

By June 12, all employees will receive a letter from Human Resources stating their new rate of pay and benefits for the 1996-97 budget year.

The Administrative Retreat is scheduled for August 14, 15, and 16 at Unicoi State Park in Helen, Georgia.

The deadline to apply for the Interim Vice President for Advancement and Interim Vice President for Student Development positions will be Friday, May 17. The President’s Cabinet will screen the applicants and make a decision hopefully by Monday, May 20.

Ms. Briscar asked that each department head submit at least one page of information about
their department to be entered into the Web Page. She needs this information within the next two weeks. This should be information that will remain the same for approximately six months.

Ms. Briscar discussed catalog distribution. They are now looking into giving each student a voucher to present to the Bookstore for a new catalog. If students need an additional copy, they can purchase one in the Bookstore at a very low cost.

We are looking at IBM, Compaq, and Texas Instruments computers for the faculty's use.

Mr. Lee made the following personnel updates:

Six faculty position searches are closed to applicants but still remain vacant.

Various staff positions remain vacant.

New employees: Patty McDonald, Food Service Supervisor, Robin McCary, Temporary Banner Entry Person, and Samantha Hookness, Temporary Interpreter.

Departures: Angela Jenkins leaves May 24.

Mini-grants are due to Human Resources by Wednesday, May 15. The recommendations are due to Dr. Cundiff by Monday, May 20.

Mr. Lee will be on military duty during the month of June. If you should need him, please contact Ms. Weeks or Ms. Tooman.

Four people will be considered for faculty trips abroad. This can also include spouses.

Student assistants can work during the quarter break if they are preregistered for twelve or more hours for the next quarter. Dr. Perdue and Ms. Briscar were appointed to assist Mr. Lee in distributing the $75,000 for student assistants.

The possibility of getting Ms. Googe some help with the switchboard was discussed. The switchboard received 10,010 calls during the month of April. Ms. Googe is doing a great job, but it is hard to schedule student assistants at the appropriate time for her to take breaks, lunch, or vacation. Also, there is no one to cover all day should she need to take sick leave. Purchasing an automated answering system was discussed. Since everyone likes to talk with a live person, Mr. Lee and Mr. Kerr will be looking at various systems to find one that might work.

After July 1, we will be looking into purchasing a new phone system.
Mr. Shelton announced that our SACS chair should be visiting soon. The SACS Criteria Committee should be submitting their first draft report by the end of May.

Dr. Cundiff appointed Dr. Perdue, Ms. Nora, Mr. Patty, Dr. Mugleston, and Dr. Jones, to make a recommendation on how to spend the $100,000 that the Chancellor gave us for lab renovations for next year.

Bids for the Astronomy Lab will begin next week.

There will be a major fair in the cafeteria May 15, from 10:00 a.m. until 12:00 noon.

Randstad will be going to North Metro Tech on May 23, for an Olympic Job Fair.

Haralson Center can now have classes on Mondays and Wednesdays in addition to Tuesdays and Thursdays.

Mr. Floyd thanked everyone for returning their surveys. He can now get to work on earning his doctorate.

Dr. Bill Carson from RESA announced that they have two computer labs and a GSAMS room available for our use. Contact David Smith concerning the computer labs and Dr. Cooper concerning the GSAMS room.

The Annual Recognition Dinner will be Friday, May 17, at the pavilion, please try to attend.

Tower Hour was a success this year. The students seemed to really enjoy themselves.

The campus will be closed May 27, for Memorial Day.

There will be a Summer Theater Camp on the Heritage Hall campus this summer. Also, NYSP will be on the main campus during the summer.

The Minority Summer Enrichment Program will be on the main campus during July 8 thru July 19.

We will be testing a new food service next week.

The P-16 Pilot Program will be on campus June 17 thru 28. This is a program for local 7th graders.

The meeting adjourned shortly before 4:00 p.m.
The Semi-Monthly Meeting of the
Floyd College Administrative Council
Monday, May 13, 1996
2:00 p.m.
Room B-200 - Walraven Building

AGENDA

I. ANNOUNCEMENTS
   A) President’s Cabinet Update (L. Cundiff)
   B) Web Page Information (S. Briscar)
   C) Catalog distribution (S. Briscar)

II. PERSONNEL
   A) Personnel Update (C. Lee)
   B) Human Resources Issues (C. Lee)

III. POLICY ISSUES
   A) Proposed Centre Stage Policy - to be distributed (L. Cundiff)
   B) Switchboard (L. Cundiff)

IV. CELEBRATIONS
Floyd College
The Semi-Monthly Meeting of the Administrative Council
June 10, 1996

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

President Cundiff made the following announcements:

The faculty will have another opportunity to attend a "Connecting Teachers With Technology" workshop. Faculty members should apply using a form which will be placed in their mailboxes. Five nominations will be submitted to the Regents Office; they will select one, and one alternate.

The President's Cabinet has approved a request by Dr. Perdue to use the $100,000 initiatives laboratory monies to build a microbiology lab.

Office copiers in Social Sciences and Physical Education will be replaced with a larger volume copier. The College and RESA are each paying half to purchase a new collator for the Risograph. Anyone making multiple copies should use the Risograph.

Tom Daniel of the Regents Office has asked that we host an open house for the three facilities financed by initiatives and state grant monies. The College will be giving him a date in order to invite legislators. The facilities for which the College will host open house are: the astronomy lab, the chemistry lab, and the wetlands project. Next year we will host an open house for the new microbiology lab.

The Pinning Ceremony will take place Thursday evening with Dr. Vardemann being the speaker. Dr. Vardemann will also fill in for the President at the Honor's Assembly on Friday evening, since the President will be conferring degrees at the North Metro Tech graduation that evening. Attendance at graduation on Saturday can not be required -- but is expected. The graduation starts at 10:00 a.m. Dr. Jim Muyskens, Senior Vice Chancellor for Academic Affairs for the Board of Regents of University System of Georgia, will be the speaker.

Dr. Cundiff and Wesley Jones will attend the July 22 Haralson County School Board meeting. They also visited the Waco school last week. It will be vacated this summer.

Employees will be able to flex hours this summer, as long as offices will remain open and are covered.

Dress for summer will be casual.

The College will be receiving 260 laptop computers on or about August 1-15 for instruction/faculty/staff.
Human Resources update:
Pinghua Wang has accepted the mathematics position.

Recommendations will be made today on the English position.

Tim Houston has been hired as a programmer in Computer Services and started work last week.

There are four excellent candidates for the Director of Student Life position. They will be interviewing this week and next.

Library candidates are coming in for interviews this week.

Candidates for Criminal Justice and Economics are interviewing this week.

Minutes taken and transcribed by:

Barbara Griffith
AGENDA

I. ANNOUNCEMENTS
   A) Interim Vice President
   B) "Connecting Teachers and Technology" Professional Development Workshops
   C) Funding for laboratories
   D) Office copiers/Risograph
   E) Official openings of new facilities
   F) Presentation - Universal Card and Campus Computerization
   G) Nursing Pinning/Honors Assembly/Graduation

II. HUMAN RESOURCES UPDATE

III. POLICY ISSUES
    A) Flex hours/dress for summer

IV. CELEBRATIONS