Floyd College
Semi-monthly Meeting of the Administrative Council
Monday, July 8, 1996
2:00 p.m.
Room B-200

Present at the meeting were: Dr. Lynn Cundiff, Mr. Jerry Shelton, Mr. Harold Boyd, Ms. Sarah Burkhalter, Mr. Phil Kerr, Mr. Drew Tonsmeire, Mr. Jeff Patty, Dr. Bruce Jones, Mr. Chris Lee, Dr. Bill Mugleston, Ms. Carla Patterson, Mr. Tim Floyd, Ms. Phyllis Weatherly, Ms. Jan King, Ms. Belen Nora, Ms. Debra Holmes, Ms. Sandy Briscar, and, later, Mr. Wes Jones.

Dr. Cundiff made the following announcements:

Israeli Consul Eitan Sirkus-Almog will be speaking to students at 9:30 a.m. on Thursday in the Solarium and then will speak to the Rome Rotary at noon.

Ten western states are coming together to form a "virtual university", which will be accredited by the regional accrediting agency for western states.

This morning, the President's Cabinet approved

- proposed GSAMS usage charges and policies.

- guidelines for the Mobile Computer Lab -- basically approved, a couple of minor changes are to be made.

- the proposed reservation form for Centre Stage.

The President's Cabinet discussed the 1998 Capital Outlay Plan, which is the 5-year building program. However, the Master Plan which is being done will supersede any requests the College will make in the five-year plan. The Cabinet discussed making a center on I-75, which would combine both the Cartersville and the North Metro Centers will be the number one priority. The next building to be requested on the main campus will be a Social and Cultural Studies Building, which will allow the College to devote the entire current F-Wing to Student Activities. However, the architects working on the Master Plan will take into consideration enrollment patterns and projections in considering the buildings for the Master Plan. In the $500,000 to $5,000,000 category, projects to be requested will be a parking deck for the downtown campus, a swimming pool on the main campus, enclosing area between the old and new PE buildings, repaving all the roads on the main campus as well as paving a road around the lake, and paving a parking lot near the Wetlands Project.

A meeting will be called to discuss security problems at Heritage Hall.
Dr. Cundiff and Dr. Skinner, President of Clayton State College, met last week with Mike Cheaves from IBM concerning the laptop computers. IBM has made an attractive proposal. Dr. Cundiff and Dr. Skinner will be meeting with representatives from Compaq to see what they will offer. The plan is to have 260 laptops on campus by September 6. The computers will be leased for a three-year period. Students will not be charged a lease amount when enrolled in the 2-3 classes labeled ITI (Instructional Technology Intensive) offered Fall Quarter. The actual leasing of computers to students will begin Fall, 1997, to all students. Computers will also be leased to Continuing Education students as well as businesses and industries for which the College delivers training.

Bids for the debit cards have been received from three companies. DOAS will probably know in 10 days or so who the successful bidder is. Floyd and Clayton State are asking for a 45 day start-up time.

MCI has successfully bid to deliver Internet service for the University System at $11.95 per month, unlimited access. Floyd College would like to contract with BellSouth for Internet service at $7.95 per month, and be able to offer it to faculty and staff home computers.

The College has purchased a kiosk system which is a student information system which allows students to call up their grades, access transcripts, as well as other student information. This kiosk is compatible with Banner. Plans are to purchase additional kiosks (at $17,000 each) for branch campus centers, beginning with Heritage Hall.

Dr. Cundiff and Dr. Skinner will be showing the debit card presentation for the Governor and will also be meeting this week with Regent Leeburn and next week with Regents Jones and Coleman.

Dr. Cundiff and Wes Jones will be meeting with the President and Senior Vice President of RegionsBank to discuss providing electronic banking services for students. The bank will also be given the opportunity to provide banking services, i.e., electronic banking transactions with personal accounts and VISA.

Mr. Chris Lee reported the recent activity in Human Resources:

Heidi Graef has accepted the position of Director of Student Life and will begin July 15. Timothy Dees has accepted the faculty position in Criminal Justice. Physical Therapy faculty position has been accepted. There will be a one-year temporary appointment for the Economic faculty position.

Open positions are as follows:
2 Nursing faculty positions
Master Teacher
Training Coordinator
part-time Physics/Astronomy lab assistants
Psychology faculty
Biology faculty
part-time switchboard clerk
Director of Floyd College at Haralson County
Comptroller
2 full-time Food Service workers
Systems Support (to replace Mary Ellen Broome)
Financial Aid Assistant/Counselor
Recruiting Coordinator
Library Support/Technical Support for Heritage Hall

The Minority Enrichment Program began today. There were 7 students -- 7 more are expected to start this week.

The Latvians are still training in the gymnasium.

The NYSP program will begin in late July for a three-week duration.

The Swedish Paralympic Seated Volleyball and Wheelchair Basketball Teams will follow in early August for training. It is likely they will play an exhibition game in seated volleyball.

The PREP summer program ended last week. The College, in conjunction with West Georgia College, has submitted an application for a year-long program.

The Fall In-Service schedule is now being completed. The New Employee orientation will begin on September 11 at Centre Stage. All employees will begin in-service on the 12th.

The Telephone Registration System has been ordered and is expected to arrive on August 5.

There will be additional ISDN lines installed in Rome. The College hopes to reserve 4 lines for use. Eventually, ISDN lines will be run to all campuses.

Closing dates for Christmas holidays have been set -- the College will close at the end of the workday on December 20 and will reopen on January 2. Staff employees will be charged with three annual days.

The President’s Cabinet Retreat is scheduled for July 19. The group will discuss two or three major issues to bring to the Retreat August 14-16. One item will be a prioritized budget format.
Dr. Cundiff shared an idea of a profit sharing model which would bring people to the place to where they have a part in what is happening over a period of time where money saved (profits) would be sent back to their division as a profit sharing.

The SACS retreat took place two weeks ago. The project was finalized and major progress was made. The Chair of the SACS Visiting Committee will be on campus during In-Service. The College will begin to get some information about the team members and visitation plans.
I. ANNOUNCEMENTS
   A) President’s Cabinet updates
   B) Initiatives (J. Shelton)
   C) Critical Success Indices (J. Shelton)

II. HUMAN RESOURCES ISSUES
   A) Personnel vacancy update
   B) New hires
   C) End of Quarter lunch

III. POLICY ISSUES

IV. CELEBRATIONS
Floyd College
Announcements/Discussions from the
Semi-Monthly Meeting of the Administrative Council
Monday, October 28, 1996
2:00 PM
Room W-200

Dr. Mugleston distributed a handout of information concerning discussion sessions on The Great Decisions Program (Copy of handout attached).

The Galileo program is a semi-finalist in education for a National Information Infrastructure Award.

Carla Patterson requested that faculty and division chairs request programming for next quarter.

Dr. Mugleston reported that the core curriculum for the semester conversion has been finalized.

Dr. Cundiff reported that the technology project will go before the entire Board of Regents in December -- it will not have to pass through committee.

Dr. Cundiff announced that the Georgia Soil and Water Conservation group has given an additional $7,000 to the College for the wetlands project. Part of this money will go for completing a tower. The group will possibly continue supporting this project.

Bids on the new building will be sent out mid-November. Bid opening will be scheduled in January. The target completion date on the building will be fall 1997.

There will be a decision made concerning Wednesday evening classes before Thanksgiving so that students will have adequate notice.

This year’s Expo will go through this weekend (Saturday and Sunday.) Volunteers are needed to man the booth both weekend days. This is a great recruiting opportunity for students. The theme for the College’s booth will be “Tomorrow’s Classroom Today.” The College will receive 10-20 complimentary tickets. See Drew Tonsmeire or Jane Slickman to volunteer.

Dr. Cundiff discussed the budget worksheet showing how to determine the 10% of personal services which can be requested for next year.

Please see the minutes of the President’s Cabinet meeting from this date for the update on items discussed and action taken.

Mr. Lee gave a Human Resources update as follows:
Searches in progress:

1) Vice President for Academic Affairs - closing date 1/31/97
2) Communications Specialist (Deaf Education) - closing date 11/22/96

Positions closed and vacant:

1) Cashier clerk, Business Office - in progress
2) Assistant Professor of Biology - in progress
3) Secretary, Haralson County - finalist chosen
4) PT Clerk, Financial Aid - interviewing
5) Career Development Specialist - interviewing

Recent Hires:

1) Barry Greeson, Data Processing Specialist
2) Deanna Dotson, Clerk, Admissions
3) Kim McBurnett, PREP (Note: Ms. McBurnett has been a part-time faculty member, these are additional staff responsibilities.)

Jerry Shelton gave an update on the upcoming SACS visit. A revised committee list was distributed.

Mrs. Bowers asked that copies of all committee meeting minutes and/or reports be sent to the document room for the visit.
I. ANNOUNCEMENTS

II. PRESIDENT'S CABINET UPDATE (Dr. Cundiff)
   A) Model Memorandum of Agreement with Cooperative Organizations
   B) Weekend study area
   C) PBS lecture series
   D) Chuck Pardoe
   E) UGA Customer Service Workshop
   F) GA Assn. of Two-Year Colleges Meeting
   G) Physical Therapy Assistant Program Accreditation
   H) New Budget Request Worksheet

III. HUMAN RESOURCES UPDATE (Mr. Lee)
    A) Search processes
    B) New employees
    C) Departing employees

IV. SACS UPDATE (Mr. Shelton)

V. OTHER BUSINESS

VI. CELEBRATIONS