Minutes of the Administrative Council Meeting
Monday, July 11, 2005

The Administrative Council met at 2:00 p.m. on Monday, July 11, 2005 in the President’s Conference Room. Present:

Present:

Dr. Randy Pierce    Wayne Jones
Jack Bishop         Dr. Rob Page
Jeff Brown          Carolyn Parks
Dr. Virginia Carson Ken Reaves
Dr. Soumitra Chattopadhyay Dr. Barbara Rees
Dana Davis          Shirley Roberson
Sandie Davis        Dr. Ron Shade
Carolyn Hamrick     John Spranzen
Debbie Holmes       Judy Taylor
Dr. Bruce Jones

Absent:

Sheryl Ballenger    Donna Miller
Howard Brooks       Jeff Patty
Dr. Tim Floyd       Dr. John Reiners
Kelly Gribble       Dr. Wilbur Shuler
Todd Jones          Rhonda Woman-Green
Rob Lattrello       Phyllis Weatherly
Pete Matthews       Doug Webb

President Pierce convened the meeting.

Cabinet Update.

Old Business.

Catalog. The on-line catalog will be updated. All updated information is to be submitted by August 1. The current catalog in paper and CD format will not be distributed as it is out of date.

New Business

Campaign update – Master Schedule. Judy Taylor announced that she will discuss the timeline for Phase 2 and 3 of the Campaign at the retreat. The schedule goes through next August.

Representation at Chamber events. The Cabinet is committed to be aware of all Chamber events and that the College would be appropriately represented. The information will go to the Cabinet and down.
**Enrollment update.** Dr. Shade discussed the enrollment update for Summer and Fall 2005 (see attached.) He announced that students who will not get into West Georgia will be referred to Marietta, although it is not an ATP.

**Staffing updates.** Angelica Mosley has been hired as a recruiter. Sherri Beideck has moved into Amy Casey's position as of July 1. They are looking for a replacement for Sherri's old position.

**Chamber expos.** Dana announced the Chamber expos in which the College will participate:

- September 27, Cherokee Chamber, noon until 6:00 p.m. at the National Guard Armory in Canton.
- October 6, Polk County, 3:00-7:00 p.m.
- October 27, Cartersville, 2:00-8:00 p.m.
- November 4-5, Rome, Friday evening will be a Business After Hours limited To Chamber members.

The College will participate in the Cobb Expo next May.

**SACS Substantive Change Follow-Up Report.** The College submitted a Substantive Change to SACS in order to open in Marietta. Conditional approval has been granted based upon responses to two questions which are requiring comparative data.

**Cartersville Operations.** There have been ongoing conversations about Cartersville operations and there is a blueprint in progress about communication which will be facilitated using the team approach.

**2005-2006 Calendar.** Dr. Carson discussed the working calendar (see attached) which has not been released to the public. She asked the Council to review and submit revisions or questions to Sherry New in the next couple of days.

She also discussed the leadership of the Calendar Committee. Dr. Shuler will chair the coming year (2005-2006) and Dr. Shade the next year (2006-2007).

Barbara Griffith will receive requests to change the calendar. The President will decide if the Cabinet needs to consider changes.

There was a discussion concerning the two-year calendar required by the Board of Regents. There is a need for discussion regarding how the committee works on this.

**Other.**

Dr. Carson reported concerning the Instructional Council Retreat last week. She commented that the group is better prepared to open the building in Cartersville and expand operations.

Tanner Medical Center has donated $10,000 for the general operation of the Nursing Program. The College is pleased to have the support. A survey shows that there are as many FC nursing graduates working at Tanner as there is at Redmond Regional Medical Center.
Dr. Carson announced that Donna Sutton has resigned in order to become Director of the Dental Assistant Program at Coosa Valley Technical College.

Kirby Swenson has accepted a position at Middle Georgia College.

Dr. Pierce welcomed Dr. Bruce Jones back from China.

Dana Davis asked for names and addresses of people who should be invited to the Ribbon Cutting in Cartersville.

She is working on updating the directory which should be completed by the end of the month.

Dana announced that Jen Banks has been hired as the PR Specialist and will report for work on July 25.

Ken Reaves distributed copies of the agenda for the Administrative Retreat and asked for questions and comments.

He also announced that he is getting ready to make an offer regarding the HR Assistant position.

Judy Taylor announced that the Foundation had received a $30,000 endowment from the City of Cartersville. She will be getting the word out to potential scholarship applicants. Also, the Scholarship Committee is getting ready to award the first Bill and Pat Eakes Scholarship.

Other

Dr. Pierce discussed the report concerning the HOPE scholarship.

Todd Jones discussed health insurance for international students. The current insurance carrier will be terminated and the insurance will be offered by the company recommended by the Board of Regents.

Wayne Jones reported that Rhonda Twymann Green started work July 1 as Budget Director.

Ken Reaves announced that Retreat participants will pay their hotel bill as they leave on Friday.

Dr. Carson discussed the Comprehensive Program Review for the upcoming year will be all AA and AAP cooperative degrees. She discussed data concerning the degrees programs.

She announced that Continuing Education finished the 2004-05 year with a positive outcome. Jane Slickman is now working part-time in the Department. She reported that Rome has offered more programs than Cartersville this past year.
Dr. Pierce announced that the College has received a temporary Certificate of Occupancy for Cartersville and will be teaching classes there beginning Fall.

There being no further business, the meeting was adjourned at 2:55 p.m.

Respectfully submitted,

[Signature]

Barbara G. Griffith
Recording Secretary
Minutes of the Administrative Council Meeting
Monday, July 25, 2005

The Administrative Council met at 2:00 p.m. on Monday, July 25, 2005 in the President’s Conference Room.

Present:

President Randy Pierce
Sheryl Ballenger
Jennifer Banks, Special Guest
Jack Bishop
Howard Brooks
Dr. Soumitra Chattopadhyay
Dana Davis
Sandie Davis
Carolyn Hamrick
Dr. Bruce Jones
Todd Jones
Wayne Jones
Dr. Rob Page
Carolyn Parks
Ken Reaves
Shirley Roberson
Dr. Ron Shade
Dr. Wilbur Shuler
John Spranza
Judy Taylor
Rhonda Twyman-Green
Phyllis Weatherly

Absent:

Jeff Brown
Dr. Virginia Carson
Dr. Tim Floyd
Kelly Gribble
Debbie Holmes
Rob Laltrello
Pete Matthews
Donna Miller
Jeff Patty
Dr. Barbara Rees
Dr. John Reiners
Doug Webb

President Pierce opened the meeting.

Wayne Jones gave an update on the year-end financial closing for FY 04-05. Wayne then exited the meeting.

Dr. Shuler introduced Rhonda Twyman-Green, Budget Director.

President Pierce gave a Cabinet update:

**Update on Ribbon Cutting.** Dana Davis gave an update on the Ribbon Cutting Ceremony in Cartersville scheduled for August 26. The ceremony is scheduled for 10:30 a.m. until 12:00 noon. The invitations are scheduled to go out this week. Dana asked the Council to notify her of additional guests to be invited.

**Bartow update.** Dr. Pierce reported concerning the status of the Cartersville building. He asked that people not go into the building unless it is necessary as there is a lot of work to be done in the next couple of weeks.

There was a brief discussion concerning the readiness of the technology for the August 13 and 18 orientations. Carolyn Parks stated that they plan to stay at the Etowah building as long as necessary.
Strategic Planning Objectives, 05/06 – 07/08. Dr. Pierce discussed a couple of changes suggested by the Cabinet (see attached,) mostly related to expanding Health Sciences along the I-75 corridor. He asked for additional suggestions.

Facilities Usage Committee – Revised Alcohol, Reservation & General Rules Form. Two documents were approved by the Cabinet: Rules for Usage of Lakeview and Centre Stage and the Alcohol Usage Policy. A copy will be e-mailed to the Administrative Council members.

August 1 – Official Name Change Day. Dana Davis announced the celebration and photo op on August 1. She asked everyone to wear their GHC shirts, caps, etc. These are available in the Bookstore. A time will be announced later. Ice cream and cake will be served.

The Minutes are updated to reflect that August 1 will be GHC Day and cake will be served at 11:00 a.m. in front of the cafeteria. The photo op is scheduled for 10:00 a.m. on August 2 in front of the sign in the front of the Floyd Campus.

Enrollment update. Dr. Shade discussed the Enrollment update (see attached.)

Student Development June Monthly Report. Dr. Shade asked the Council to review the report (attached.) He announced that Phyllis Weatherly has given notice that she is leaving August 15 and will become Director of Counseling Services at Southern Poly.

He announced that John Spranza and Heath Rogers have put together a lot of activities for Rome and Cartersville. Marietta students will participate in the Southern Poly activities for a flat fee.

Name Change Proposal for FCTV. The President’s Cabinet approved Jeff Brown's request to change the name of FCTV to HCTC.

Other.

Dana introduced Jen Banks, Publications Specialist.

Dr. Shuler gave a report on the process of changing our banking services to United Community Bank. The change should be complete by the end of August.

Dr. Shuler reported that the top two scorers on the Bookstore proposal are Barnes and Noble and Follett. The proposals were submitted to State Purchasing. He would like to complete the selection process by the end of September. The College Bookstore will continue to operate as it has until then. He stated that he would have to look at when we can get into Cartersville. Marietta is also a consideration.

Judy Taylor reported that she is working with Jeff Brown on a campaign video. She and Jeff will be working on more shots of activities as well as classrooms at all locations.

Other
Todd Jones reminded the group that all professional organizations should be updated with our new name as well as our new website address.

Dr. Shuler announced that the College has subscribed and now has access to “The Chronicle of Higher Education” on-line. The address is www.chronicle.com. Anyone coming through the network now has access to any article on-line. This only works from the Highlands website. Dr. Shuler will send an e-mail notifying everyone.

Phyllis Weatherly announced that 115 new students would be attending orientation tomorrow. There were 74 last week. ATP numbers have created a space nightmare at West Georgia; however, they are working on this.

Ken Reaves announced that plans are still in the works for the August 26 Braves and picnic event. He is also working on the agenda for In-Service. He asked for suggestions. Heath Rogers has scheduled Dr. Pierce for the first pitch.

Dr. Shade announced that he and the Student Development staff are still working on automated processes.

Dr. Pierce announced that he had received an e-mail from the Chair of the Board of Regents that an interim Chancellor will be named by the end of the week. Dr. Steve Portch, former Chancellor, will serve as advisor and Baker-Parker will be the search firm.

A general email will go out regarding August 1.

There being no further discussion, the meeting was adjourned at 2:55 p.m.

Respectfully submitted,

Barbara G. Griffith
Recording Secretary
Meeting of the Administrative Council
Monday, August 1, 2005

The meeting scheduled August 1, 2005 was cancelled.

[Signature]

Barbara L. Suffet
Minutes of the Administrative Council Meeting  
Monday, September 12, 2005

The Administrative Council met at 2:00 p.m. on Monday, September 12, 2005, in the President’s Conference Room.

Present:

President Randy Pierce  Rob Lattrelo  
Sheryl Ballenger  Pete Matthews  
Jack Bishop  Dr. Rob Page  
Dr. Virginia Carson  Carolyn Parks  
Dr. Soumitra Chattopadhyay  Jeff Patty  
Dana Davis  Ken Reaves  
Sandie Davis  Dr. Barbara Rees  
Dr. Tim Floyd  Dr. Ron Shade  
Jill Forrest  Dr. Wilbur Shuler  
Kelly Gribble  John Spranza  
Debbie Holmes  Judy Taylor  
Wayne Jones  Rhonda Twyman-Green

Absent:

Howard Brooks  Donna Miller  
Jeff Brown  Dr. John Reiners  
Carolyn Hamrick  Shirley Roberson  
Dr. Bruce Jones  Doug Webb

Dr. Pierce opened the meeting with a Cabinet update:

**Emergency Scholarships.** Judy reviewed changes to the Emergency Scholarship criteria and guidelines made by the Cabinet (see attached.)

**Strategic Objectives, 2005-06, 2006-07, and 2007-08.** Judy discussed the revisions made to the Strategic Objectives developed at the Summer Retreat (see attached.)

**Frequency of Administrative Council meetings.** Dr. Pierce discussed the current schedule and asked for input concerning the rationale with regards to the current gas prices. It was decided that the schedule would remain the same for now. IT will work on connecting the campuses so that those who have to travel can meet at their home campus. Dr. Pierce stressed the need to rotate the meetings between campuses when possible.

**Fall enrollment update.** Dr. Shade discussed the current enrollment for fall following the latest purge. Floyd, 1871; Heritage Hall, 267; Cartersville, 1155; North Metro, 300; West Georgia, 118; Marietta, 543; Web, 343; and ECore, 81. The total comes to 3727 students, which is 317 more than this time last year, and represents a 9.5% increase.
Registration is on-going for the second start.

**Student Services update.** Dr. Shade gave an update on position openings in Student Services.

**Other.**

There was a discussion concerning accommodations for evacuees from Katrina.

Dr. Pierce discussed decentralization of student services.

Dr. Pierce reported concerning his recent meetings with school superintendents.

Dr. Carson reported the following:

- The Substantive Change was mailed on September 1.
- She also reported that two temporary, full time faculty has been hired.
- The search for a librarian for Marietta is in progress.
- A screening committee has been appointed to hire a faculty member who will replace a faculty member retiring in December.
- There will be a State Board of Nursing meeting this Friday in which a satellite nursing program for GHC will be discussed.
- The 07/08 ICAPP funding concept paper has been submitted.
- Dr. Carson discussed the passing rates on the Regents Exam (see attached.)

Dr. Shuler reported concerning his conversation with DOT about the entrance to the Cartersville campus. DOT suggested hanging an overhead sign perpendicular to the highway with the name of the entrance road. The Cabinet decided to name the road Highlands Boulevard temporarily until a naming gift is made to the College. The DOT will post a “School Zone” sign. Dr. Shuler and Dr. Pierce will look at an additional road out the back of the campus onto Cline Smith Road.

Ken Reaves announced the dates of faculty/staff meetings: November 9, January 25, and March 29.

Judy announced that the City of Cartersville will set up an endowment for a criminal justice scholarship.

Dr. Shuler discussed the new travel mileage reimbursement rate which will be effective September 10.

Todd Jones announced that he is talking to students concerning the second start. These are students who did not make the August start. There was a discussion.

Debbie Holmes reported concerning the progress of the Library at Cartersville.

Sheryl Ballenger discussed Rome Transit Authority routes as it relates to students needing transportation to the Floyd Campus.
John Spranza announced that Constitution Week begins this week. Tables will be set up on the Floyd and Cartersville campuses distributing copies of the Constitution. There will be an open discussion concerning the Constitution. GHTV will be showing the movie, “A More Perfect Union.”

Rob Laltrello announced that the “floyd.edu” domain will be used one more month, after which all e-mail addresses and list serves will need to be updated to use “highlands.edu.”

Tim Floyd reported concerning paving on I-75 starting in Acworth.

There being no further business or discussion, the meeting was adjourned at 3:20 p.m.

Respectfully submitted,

Barbara G. Griffith
Recording Secretary
Minutes of the Administrative Council Meeting  
Monday, September 26, 2005

The Administrative Council met at 2:00 p.m. on Monday, September 26, 2005 in the President’s Conference Room.

Present:

President Randy Pierce
Sheryl Ballenger
Jack Bishop
Dr. Virginia Carson
Dr. Soumitra Chattopadhyay
Dana Davis
Sandie Davis
Dr. Tim Floyd
Jill Forest
Carolyn Hamrick
Debbie Holmes
Dr. Bruce Jones
Todd Jones
Wayne Jones
Rob Laitrello
Pete Matthews
Dr. Rob Page
Carolyn Parks
Jeff Patty
Ken Reaves
Dr. Barbara Rees
Shirley Roberson
Dr. Ron Shade
Dr. Wilbur Shuler
John Spranza
Rhonda Twyman-Green

Absent:

Howard Brooks
Jeff Brown
Kelly Gribble
Donna Miller
Doug Webb

President’s Cabinet

The President opened with a Cabinet update:

Administrators Teaching Policy. Ken Reaves distributed and discussed the revised policy approved by the Cabinet (see attached.)

Revision of date of November Faculty/Staff Meeting. The Faculty/Staff meeting has been moved to November 2.

Letterhead Design and Use of College Logo. Dana Davis circulated a copy of the stationary adopted by the Cabinet.

Proposal for implementing background checks. Ken Reaves discussed the proposal for background checks.

Open Records Act requests. Ken Reaves reported on a request under the Open Records Act and announced that all requests should be directed to him.

Fall 2005 Enrollment Management update. Dr. Carson discussed the report (see attached.)
2005 Annual Conference for Women in Higher Education. Dr. Pierce called attention to the information concerning the conference (see attached.)

Discussion concerning fuel consumption. Dr. Pierce discussed the Governor’s request to conserve energy. College employees should only travel when necessary. He discussed a four-day workweek. There was a lengthy discussion.

African American Male initiative. Dr. Pierce discussed the RFP from the University System of Georgia (see attached.) He announced that the College will put together some things in the form of a concept paper (see attached) in order that the College will be more visible or available to the African American male population. He asked if anyone has any ideas, please see Judy Taylor.

Other

- Dr. Pierce discussed changing the meeting schedule to the second and fourth Mondays, effective January. This is due to so many holidays falling on Mondays. He asked for feedback.
- Dr. Carson announced that the League for Innovation will likely move their 2006 conference to Atlanta (from New Orleans.)
- She announced that Georgia Highlands has been asked to be a host institution for NACCTEP (National Association of Community College Teacher Education Preparation) in Atlanta. She will be looking for volunteers.

Enrollment update

Dr. Shade distributed and discussed the Enrollment Report dated 9/26/05 (see attached.)

Monthly Student Development Report

Dr. Shade distributed and discussed the Student Development Monthly Summary for August, 2005 (see attached.)

Other

John Spranza announced that there would be a blood drive on Tuesday on the Floyd Campus and on Thursday at Cartersville, 9:00 a.m. until 3:00 p.m.

Sheryl Ballenger announced that the Access Center is having an automatic door opener installed today.

There being no further business, the meeting adjourned at 3:00 p.m.

Respectfully submitted,

Barbara G. Griffith
Recording Secretary
Minutes of the Administrative Council Meeting  
Monday, October 17, 2005

The Administrative Council met at 2:00 p.m. on Monday, October 17, 2005, in the President's Conference Room.

Present:

President Randy Pierce  
Sheryl Ballenger  
Jack Bishop  
Dr. Vera Brock (for Dr. Barbara Rees)  
Gail Campbell (for Kelly Gribble)  
Dr. Virginia Carson  
Dr. Soumitra Chattopadhyay  
Dana Davis  
Sandie Davis  
Jill Forest  
Dr. Bruce Jones  
Todd Jones  
Wayne Jones  
Betty Nolen  
Dr. Rob Page  
Carolyn Parks  
Ken Reaves  
Shirley Roberson  
Dr. Ron Shade  
Dr. Wilbur Shuler  
John Spranza

Absent:

Howard Brooks  
Jeff Brown  
Dr. Tim Floyd  
Carolyn Hamrick  
Donna Miller  
Debbie Holmes  
Rob Laltura  
Pete Matthews  
Jeff Patty  
Judy Taylor  
Rhonda Twyman-Green  
Doug Webb

President Pierce opened with a Cabinet update:

Cabinet Update:

Old Business

Proposal for implementing background checks. Ken Reaves distributed and discussed the proposal which was approved by the Cabinet (see attached.) Ken asked that any questions be forwarded to him. There was a brief discussion.

USG conservation measures. Dr. Pierce discussed the report from the System Office (see attached.)

New Business

Regional Legislative Reception. Dr. Pierce announced that the Regional Legislative Reception scheduled for October 20 has been postponed.

College/Division banners. Dana Davis discussed updating the College banners used at graduation as part of the name change. The banners will be displayed at Centre Stage and somewhere at the Cartersville Campus. She asked for ideas.
NACCTEP. Dr. Pierce announced that the College will be a host institution for
the conference scheduled in Atlanta in March, 2006 (see attached.) The College will
provide assistance at the Conference, mostly consisting of students in addition to some
financial sponsorship.

Other

Finance and Administration

• The transition to Barnes and Noble as the bookstore provider for the College
will take place by November 15. The transition team will be here next week.
• There was an update on Budget Reports.
• There are auditors on campus today and tomorrow.

Student Development

• Dr. Shade gave an enrollment update.
• The GHC student headcount in housing at Southern Poly is 19.
• John Spranza discussed Fall Frenzy, which will be an evening event open to
families on October 26 in Rome and the 27th in Cartersville.

Academic Affairs

• Dr. Carson discussed the issue of credit hours.
• There are 35-37 sections which have made for second start.
• An Instructional Delivery Plan has been prepared for the proposed Nursing
Program at Acworth and has been submitted to Dr. Dan Papp at the System
Office. This will be posted to the Intranet. The second step is to seek
Georgia Board of Nursing approval and possibly then a SACS Substantive
Change.

Advancement

• Dr. Pierce gave a campaign update.

Institutional Effectiveness

• Jack Bishop reminded everyone to encourage the people working in their
division/department to complete the climate surveys.

President

• Dr. Pierce reported on his meeting last week with Linda Daniels when she
toured the Cartersville Center. She recommends that the Master Plan for that
campus be revised. He reported that they also discussed the minor project at
Heritage Hall. Ms. Daniels is going to attempt to secure some design money.
• He discussed two articles in yesterday's AJC.

Other
There was no other "Other Business."

There being no further business or discussion, the meeting was adjourned at 3:00 p.m.

Respectfully submitted,

[Signature]

Barbara G. Griffith
Recording Secretary
Minutes of the Administrative Council Meeting
Monday, November 7, 2005

The Administrative Council met at 2:00 p.m. on Monday, November 7, 2005 in the
President’s Conference Room.

Present:

Dr. Randy Pierce  Dr. Bruce Jones
Sheryl Ballenger  Todd Jones
Jack Bishop  Dr. Rob Page
Dr. Virginia Carson  Jeff Patty
Dr. Soumitra Chattopadhyay  Carolyn Parks
Sandie Davis  Ken Reaves
Jill Forest  Betty Nolen
Kelly Gribble  Judy Taylor
Carolyn Hamrick  Rhonda Twyman-Green
Debbie Holmes

Absent:

Howard Brooks  Pete Matthews
Jeff Brown  Dr. Barbara Rees
Dana Davis  Shirley Roberson
Dr. Tim Floyd  Dr. Ron Shade
Donna Miller  Dr. Wilbur Shuler
Wayne Jones  John Spranza
Rob Lattrello  Doug Webb

Dr. Pierce welcomed the Council and opened with a Cabinet update:

Nonaccredited Home School and Nonaccredited High School Policies.
Todd Jones discussed the policies (see attached) which were approved by the Council.

Retention/Progression/Graduation Report. Dr. Carson discussed the draft of
the report (see attached) which is due November 15. She also distributed a group of
questions related to the report (see attached.)

She announced that the faculty is working on an Academic Advising Plan.

President’s Meeting. Dr. Pierce reported on the President’s meeting on
November 3:

- Enrollment
- Non-residential immigrant enrollment
- Budget preparation
- Performance factors
- Tuition
- Energy Conservation
Other. Kelly Gribble discussed the cited reasons for withdrawals based on fifty withdrawals from fall semester. She also discussed briefly the Financial Aid awarded in 2004-05 (see attached.)

Other

Debbie Holmes reported that a Librarian for Marietta has been hired and will start work December 1.

It was announced that there will be no classes on Wednesday, November 23, the day before Thanksgiving.

There being no further business or discussion, the meeting adjourned at 3:30 p.m.

Respectfully submitted,

[Signature]

Barbara G. Griffith
Recording Secretary
Minutes of the Administrative Council Meeting
Monday, December 19, 2005

The Administrative Council met at 2:00 p.m. on Monday, December 19, 2005, in the President’s Conference Room.

Present:

President Randy Pierce                Todd Jones
Sheryl Ballenger                     Wayne Jones
Jack Bishop                           Dr. Rob Page
Howard Brooks                        Ken Reaves
Dr. Virginia Carson                  Dr. Barbara Rees
Dana Davis                           Shirley Roberson
Sandie Davis                         Dr. Ron Shade
Jill Forest                          Dr. Wilbur Shuler
Kelly Gribble                        Judy Taylor
Dr. Bruce Jones                      Rhonda Twyman-Green

Absent:

Jeff Brown                           Pete Matthews
Dr. Soumitra Chattopadhyay           Jeff Patty
Dr. Tim Floyd                        Carolyn Parks
Carolyn Hamrick                      Betty Nolen
Donna Miller                         John Spranza
Debbie Holmes                        Doug Webb
Rob Lartrello

President’s Cabinet Update

President Pierce opened the meeting with an update from the President’s Cabinet meeting held in the morning:

The Retention/Progression/Graduation Report has been submitted and will be made available on the website. We are currently awaiting feedback from the USG office. Copies were distributed (See attached.)

Dr. Carson discussed the SACS timeline (see attached) and asked that everyone become familiar with the information.

Dr. Carson discussed the needs identified in the academic area (see attached.) There was a discussion.

Dr. Carson discussed the external nursing program in Acworth which has been proposed to the BOR. North Metro Technical College has signed a cooperative agreement allowing GHC to use their laboratories. The proposal has the support of the USG staff and will be on the BOR agenda in January. If approved, the next step will be to go to the Georgia Board of Nursing in March and then a Substantive Change with SACS. The
goal is to accept 25 students for August 2006. Over time, we hope to begin a Bridge Program.

Dana Davis discussed the design of new division and college banners. There was a discussion. Sandie Davis suggested using the school colors with shield and the names of the divisions since there are several disciplines represented within each division. This was approved. Dana will involve the academic area in the design.

Dr. Shuler discussed the travel regulations which were submitted by the Travel Regulations Committee. The Cabinet has read the regulations for the first time this morning. They will be presented again to the Cabinet at their next meeting for a second reading and approval. All new forms will be finalized once the regulations are approved. The regulations have been sent via e-mail to the Council members. (See attached.)

Dr. Shade discussed the spring enrollment update (see attached.)

Dr. Carson reported the following:

- SACS has approved CVTC to apply for candidacy for COC accreditation. NMTC has been approved for candidacy and is awaiting their initial visit.
- Teacher Education requirements are being raised in Fall 2007, adding three education courses, two standard mathematics courses, and two science courses. This will have significant hiring implications as well as science resources.
- Three students enrolled at GHC fall have died and two students who were recently enrolled (Spring, 05 and Fall, 04) have also died.
- At the recent Academic Affairs/Student Development retreat, the group discussed the structure of the two divisions as well as orientation, registration, and financial aid.
- The recent Increasing Expectations retreat.
- A part-time secretary has been hired at Marietta to cover evening hours Monday through Thursday. They will need to hire someone to cover on Saturday mornings.
- She is continuing to work with Dr. Shuler to iron out issues in the Bookstore.

Dr. Shade asked the Council members to review their unit information in the catalog, located in the Academic Affairs conference room.

Judy Taylor reported that she is finishing the campaign video. Leadership Awareness is scheduled in February. She also asked everyone to remember the Tillman family. Updates on the search are expected this afternoon.

Other

Dana Davis reported that Jen Wilbanks recently completed a three-day seminar on website design and management.

There being no further discussion or business, the meeting was adjourned at 3:05 p.m.
Respectfully submitted,

Barbara G. Griffith
Recording Secretary
Minutes of the Administrative Council  
Monday, January 9, 2006

The Administrative Council met at 2:00 p.m. on Monday, January 9, 2006, in the President’s Conference Room.

Present:

President Randy Pierce  Wayne Jones  
Sheryl Ballenger  Rob Laltrello  
Jack Bishop  Dr. Rob Page  
Howard Brooks  Jeff Patty  
Dr. Virginia Carson  Ken Reaves  
Dr. Soumitra Chattopadhyay  Dr. Barbara Rees  
Dana Davis  Shirley Roberson  
Sandie Davis  Dr. Ron Shade  
Jill Forest  Dr. Wilbur Shuler  
Debbie Holmes  John Spranza  
Dr. Bruce Jones  Judy Taylor  
Todd Jones  Rhonda Twyman-Green

Absent:

Jeff Brown  Donna Miller  
Dr. Tim Floyd  Carolyn Parks  
Kelly Gribble  Betty Nolen  
Carolyn Hamrick  Doug Webb  
Pete Matthews

President Pierce opened the meeting with a Cabinet Update:

Travel Regulations. The Travel Regulations were approved with the change in reimbursement rate from $.485 to $.445, which became effective January 1, 2006. Dr. Shuler noted that requests to travel will go to the area VP, who will give final approval for that trip. He also noted that receipts for meals are required for reimbursement.

Enrollment report. Dr. Shade discussed the Enrollment Report dated 1/9/06 (see attached.)

Student Development personnel update. Todd Jones reported that Evelyn Davenport has begun working in the Admissions Office. Jill Forest announced that Sheryl McKinney will begin work as Director of Counseling and Career Services on Tuesday, January 17. Sheryl Ballenger reported that Kristin McNally is working as an intern in Disabilities Services for the Spring Semester.

Faculty average salary. Dr. Carson distributed and discussed the corrected document for the Fact Book (see attached.) She noted that the figures reflect the $2,000 given to faculty this year for increased teaching load.

Retention. Dr. Carson discussed the current retention rates (see attached.)
E-mail notification. Dr. Carson announced that the Cabinet had decided that e-mail notification will be sent to students for warning and probation. A hard copy (letter) will be sent for dismissal and Dean's List. The Dean's List certificates will be mailed with the letter from the President (see attachment.)

President Pierce added that students should be informed that e-mail is the official notification, probably on the grade page on-line.

Campaign update. Judy Taylor gave a campaign update.

Other.

- Dr. Rob Page announced that two full time, temporary professors have been hired for Spring, Karen Huggins and Scott Akemon.
- Judy Taylor announced that members of the President's Cabinet will be attending the various Chamber annual meetings in the upcoming weeks.
- The USG Gala to benefit the USG Foundation will take place on January 28 at the Georgia Aquarium. Several will be attending from the College as well as four of our legislators and their spouses and/or guests.
- Ken Reaves announced that the results of the Climate Survey will be presented at the next Faculty/Staff meeting.
- John Spranza announced that a calendar of events has been distributed and is on the website.
- Dr. Carson announced that additional full time, temporary faculty have been hired to teach English and mathematics Spring semester.
- The GHC Mission has been submitted to the BOR for review due to the deactivation of the Interpreter Program which is referenced in the current Mission statement, as well as adding the External Degree Program in Nursing.
- Dr. Carson announced that the PREP program has ended; however, there is a small amount of money which had been donated which will allow the Menlo Program to continue.
- She also announced that the Appalachian Regional Center for Higher Education has opened at North Georgia College and State University and programs in Chattooga County and Menlo may benefit. The opening of the Center is scheduled for later this week.
- There are ongoing discussions concerning continuing NYSP this summer on a scaled-down basis. The College has been offered $40,000 to run the program. This may be possible since the change in school calendar as well as other programs on-going through the local school system have affected the recruitment. The decision will be made in the next ten days.
- Todd Jones asked that everyone thank the Admissions personnel for their hard work in the registration process for Spring.
- Jeff Patty announced that the phone system in the Walraven Building has been converted and work is continuing to complete the conversion.
- Dana Davis discussed proofing for the catalog.
- Wayne Jones recognized staff in his office who has worked hard during registration despite the recent recognition of the front-desk cashier.
- Barbara Rees announced that the Nursing Division has a new secretary, Teresa Wylie, who replaces Janice Thomas.
• Dr. Pierce announced that additional furniture for Cartersville is expected later this week.
• Howard Brooks asked for patience over the next two weeks with students who are learning where to park.
• Dr. Pierce announced appointments of new BOR members.

There being no further announcements or discussion, the meeting was adjourned at 3:00 p.m.

Respectfully submitted,

[Signature]
Barbara G. Griffith
Recording Secretary
Minutes of the Administrative Council Meeting  
Monday, January 23, 2006

The Administrative Council met at 2:00 p.m. on Monday, January 23, 2006, in the President’s Conference Room.

Present:

President Randy Pierce
Sheryl Ballenger
Jack Bishop
Howard Brooks
Jeff Brown
Dr. Virginia Carson
Dr. Soumitra Chattopadhyay
Dana Davis
Sandie Davis
Jill Forest
Carolyn Hamrick
Dr. Bruce Jones
Todd Jones
Wayne Jones

Rob Laitrello
Sheryl McKinney
Dr. Rob Page
Jeff Patty
Carolyn Parks
Ken Reaves
Dr. Barbara Rees
Shirley Roberson
Dr. Ron Shade
Dr. Wilbur Shuler
John Spranza
Judy Taylor

Absent:

Dr. Tim Floyd
Kelly Gribble
Donna Miller
Pete Matthews

Betty Nolen
Rhonda Twyman-Green
Doug Webb

The President opened the meeting by introducing Sheryl McKinney, Director of Counseling and Career Services.

Dr. Pierce gave an update from the President’s Cabinet meeting:

Comprehensive Program Review. Dr. Carson discussed the revised timeline (See attached.)

Other.

Dr. Carson:

- The Board of Regents has approved the External Nursing Degree Program for the Acworth site. The proposal is tentatively on the Georgia Board of Nursing agenda for their March meeting. She noted that the GBN is not approving new degree programs; however, this is not considered a new program. She discussed the program in more detail and asked that any inquiries be referred to the Nursing Division in Rome.
• The College will receive notification on February 16 as to whether grant funding in the amount of $40,000 is awarded to conduct the NYSP on a limited basis this summer.
• The modified College Mission has been approved by the Board of Regents. The mission was discussed at the Summer Administrative Council Retreat and approved by the Council prior to being submitted for BOR approval.
• On Monday, January 28, five individuals serving on the SACS Leadership Team will attend a training session in Atlanta for the 2008 Reaffirmation Class.
• The Georgia Youth, Science, and Technology Center, housed at Heritage Hall, is proposing a summer science camp at GHC. Available space will be a determining factor.

Dr. Ron Shade:
• Recognized Sheryl McKinney, Director of Counseling and Career Services.
• Enrollment has increased 9% over last year (Enrollment Report attached.)
• John Spranza discussed the Skills Workshops schedule for Rome and Cartersville which is available online and on flyers.
• Thanked Jill Forest for the work as Interim Director of Counseling.
• Joe Agan and his wife had their first child over the weekend.
• Todd Jones announced that the Probe Transfer Fair will be held on the Floyd Campus on February 13.
• The Floyd County Counselor’s workshop will be held on March 10.

Judy Taylor:
• The Named Giving Guidelines were approved by the Board of Regents.
• She discussed the criteria for the Emergency Loans and invited people to notify her of situations requiring assistance.

Ken Reaves
• Discussed the First Lady’s Cabinet Program (See attached.) He asked the Council to read and stated that he will be encouraging people to participate.

Shirley Roberson announced that the tables and chairs for the public area in Cartersville have arrived. The remainder of the order will be delivered next week.

Dr. Shuler
• The College has met the revenue projections for student fees and now must collect the money.

Cathy Cox, Secretary of State, will be on campus on Thursday.

Jeff Brown announced that he is moving forward with reviewing applications to replace Robbie Nash.

Judy Taylor announced that the College is in the second year of the Study Abroad Scholarships.
Jeff Patty announced that phone conversion is tentatively scheduled for February 17 at Heritage Hall and February 24 at Rome.

Carolyn Hamrick reported that a part time secretary has been hired for Marietta to cover for evenings, which means there is now full coverage at night and on Saturday morning.

Dr. Carson noted that this is the second semester we have tracked the redistribution of students. There was a brief discussion.

Wayne Jones announced that Rhonda Twyman-Green’s mother-in-law died suddenly last week.

John Spranza announced that Club Round-up is being held today and tomorrow in Cartersville and on Wednesday and Thursday in Rome.

There being no further business or discussion, the meeting was adjourned at 3:10 p.m.

Respectfully submitted,

Barbara G. Griffith
Recording Secretary
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From: Randy Pierce, President

Instructions: PLEASE KEEP/DISCARD/RETURN AFTER

ROUTING IS COMPLETE
Minutes of the Administrative Council Meeting
Monday, February 20, 2006

The Administrative Council met at 3:00 p.m. on Monday, February 20, 2006 in the
President’s Conference Room.

Present:

President Randy Pierce            Rob Laltrello
Sheryl Ballenger                  Laura Musselwhite
Jenn Banks, for Dana Davis        Betty Nolen
Howard Brooks                    Dr. Rob Page
Jeff Brown                       Cynthia Parker
Dr. Virginia Carson              Ken Reaves
Dr. Soumitra Chattopadhyay       Shirley Roberson
Sandie Davis                     Dr. Ron Shade
Dr. Tim Floyd                    Dr. Wilbur Shuler
Kelly Gribble                    John Spranza
Debbie Holmes                    Rhonda Twyman-Green
Dr. Bruce Jones
Todd Jones

Absent:

Dana Davis                       Jeff Patty
Carolyn Hamrick                  Carolyn Parks
Donna Miller                     Dr. Barbara Rees
Wayne Jones                      Judy Taylor
Pete Matthews                    Doug Webb

Dr. Pierce welcomed the Council members. He thanked everyone for their kind
expressions and sympathy following the death of his mother recently.

Cabinet Update

2006-07 and 2007-08 Academic Calendar. Dr. Shuler reported that the Cabinet has
approved the academic calendars with the addition of the 2006 In-service date as well
as winter breaks, holidays, and the SACS on-campus visit dates in 2008 9 (see
attached.) He thanked Sandie Davis for her assistance in the process.

2007 and 2008 Holiday Schedule. Ken Reaves reported that the 2007 holiday
schedule was approved with an annual day being required on December 31, 2007. The
2008 holiday schedule has been tabled.

In-Service Date. Ken reported that the In-Service date for 2006 is August 10.

Retreat Dates. He also reported that the tentative dates for the Administrative Retreat
are July 20-21. A firm date will be set in April. The dates will be Wednesday and
Thursday or Thursday and Friday.
Direct Debit of Retiree Insurance Premiums. Ken reported that the Cabinet has approved guidelines for retirees to have their insurance premiums debited from their checking account.

Academic Advising Mission Statement. Dr. Pierce briefly discussed the Academic Advising Mission statement and stated that each department should develop their own mission statement and should frame and display it for constituents to see.

Dr. Carson continued the discussion regarding the background and faculty ownership of academic advising. She distributed cards with the mission statement as well as the Objectives and Goals (see attached.)

Other. Sheryl McKinney introduced Joyce Darden-Arnette, the new Counselor at Cartersville.

Dr. Carson welcomed Laura Musselwhite as Acting Director of Institutional Effectiveness and Research as well as Director of the SACS Reaffirmation Process.

Dr. Shuler introduced Cynthia Parker as Purchasing Assistant.

Reaffirmation Timeline

Dr. Carson discussed the SACS timelines (see attached.) She announced that the visit will be on October 16-18, 2007. Part of the process will be development of the 2006-2009 Strategic Plan.

Laura Musselwhite made additional comments and handed out a flow chart showing how the College goals flow down through the assessment/strategic planning process to the budget (see attached.) She also provided an Institutional Effectiveness Organizational Chart (see attached.)

Dr. Carson suggested holding these documents on one’s desk in a file. It is each department’s responsibility to meet the deadlines. The process should be proactive, not reactive.

Other

Dr. Pierce announced that mid-year retreats will be scheduled. There was no mid-year retreat this year.

Dr. Pierce discussed the budget process. He asked everyone to let him know of the needs at the various locations. He asked for a note or e-mail – something he can keep.

Rob Laltrello announced that the Heritage Hall phone conversation is scheduled for Friday of this week.

Dr. Shade announced that enrollment is 7.25% above last year at this time. The SIRS date is one and one-half weeks away and he thinks the enrollment will end up around a 7% increase.
Howard Brooks announced that the alarm system will be functional as of March 1 at Cartersville and Heritage Hall. He announced that the doors will be closed from 10:00 p.m. until 6:00 a.m., Monday through Friday. The doors will be locked on weekends and holidays as well. Dr. Shuler stated that they will take a look at Friday afternoon and Saturday class schedules in order to make sure the buildings remain open at the appropriate times.

Sandie Davis announced that Summer schedules are out. She distributed copies.

Kelly Gribble announced that the Financial Aid Fair will be held on Wednesday, 11 a.m. until 1:00 p.m. There will be refreshments and door prizes. The purpose of the fair is to encourage students to complete their FAFSA early.

Jenn Banks circulated and discussed the designs for the new college banners. She noted that they are not broken out by administrative structure (i.e., Math and Science, as well as Nursing and Dental Hygiene have separate banners.) They will be done in cloth.

John Spranza announced that the deadline for nominations for Student Who's Who is next week. There are 150 slots and only 25 have been submitted.

There being no further business, the meeting was adjourned at 4:05 p.m.

Respectfully submitted,

Barbara G. Griffith
Recording Secretary
AGENDA

1) Cabinet Update: New Business

   A) Conservation measures (Ken Reaves)
   B) Phi Theta Kappa Report (Dr. Carson)
   C) Nomination for replacement member of Capital Improvements Committee (Dr. Carson)
   D) Proposed GHTV Policies – First Reading by Cabinet (Dr. Carson)
   E) Screening Committees for 2006-07 positions (Dr. Carson)
   F) RPG meeting updates (Dr. Shade)
   G) Other
      a. Academic Affairs (Dr. Carson)
      b. Student Services (Dr. Ron Shade)
      c. Finance and Administration (Dr. Wilbur Shuler)
      d. Information Technology (Jeff Patty)
      e. Human Resources (Dr. Pierce reporting for Ken Reaves)

2) Assessment issues (Brent Griffin)

3) Other
Meeting of the Administrative Council
Monday, March 20, 2006

The Administrative Council meeting was cancelled due to the short agenda. The information from the Cabinet meeting in the morning will be shared at the next meeting.

Barbara G. Griffith
Recording Secretary
Minutes of the Administrative Council Meeting
Monday, April 3, 2006

The Administrative Council met at 2:00 p.m. on Monday, April 3, 2006 in the President's Conference Room.

Present:

Dr. Randy Pierce  Sheryl McKinney
Dr. Virginia Carson  Laura Musselwhite
Donna Daugherty (for Dr. Chattopadhyay)  Dr. Rob Page
Dana Davis  Cynthia Parker
Kelly Gribble  Carolyn Parks
Debbie Holmes  Jeff Patty
Dr. Bruce Jones  Dr. Ron Shade
Todd Jones  Dr. Wilbur Shuler
Wayne Jones  John Spranza
Rob Lattrello  Judy Taylor (Briefly)

Absent:

Sheryl Ballenger  Carolyn Hamrick
Howard Brooks  Pete Matthews
Jeff Brown  Donna Miller
Dr. Soumitra Chattopadhyay  Betty Nolen
Sandie Davis  Ken Reaves
Dr. Tim Floyd  Dr. Barbara Rees

March 20, 2006 President’s Cabinet Update

- GHTV Policies – Approved by Cabinet. Dr. Carson briefly discussed the Policies. There have not been in policies in place in the past (see attached.)
- Dr. Pierce discussed the Open House which has been tentatively scheduled for Tuesday, May 9, 5:00-7:00 p.m., at the Cartersville Campus. The community will be invited.
- Extended Absence Policy – Dr. Carson discussed the policy and explained that the policy brings Division Chairs into the decision-making for students who are in class but can no longer attend (see attached.)
- Semester Enrollment Summary – Dr. Carson discussed the highlights of the report. (see attached.)
- Programs by Location – Dr. Carson discussed the information which reflects the approval by GBN for external degree in Nursing at Acworth.
- NACCTEP Conference Report – Dr. Pierce briefly reported on the Conference co-sponsored by Georgia Highlands College.
April 3, 2006 President’s Cabinet Update

- Student Grievance Policy – Dr. Carson discussed the new policy approved by the Cabinet (see attached.)
- 2007-08 and 2008-09 Academic Calendar – Dr. Shuler briefly discussed the calendar approved by first the Calendar Committee and then by the Cabinet (see attached.)
- Enrollment Update – Dr. Shade reported on the official enrollment for spring 06, which is 3690. This represents an 8.5% increase, spring to spring. Summer and fall prospects look good and are well ahead of last year.
- Administrative Retreat Dates – the Cabinet decided the Administrative Retreat dates would be July 19 and 20 (Wednesday/Thursday, due to the Summer 4/10 work schedule) at the Brasstown Valley Resort. Due to the heavy agenda, the group will meet all day both days, beginning at 10:00 a.m. on Wednesday.

- Other
  - Randy received some information from the USG Office regarding the 06-07 budget.
  - Dana Davis showed a couple of the new division banners.
  - Rhonda Twyman-Green reminded the Council members that travel reimbursements are due by June 10.
  - Dr. Carson announced that the West Georgia Early Childhood Education program will have two cohorts of juniors. They will continue to accept 30-35 per year, but will split the students into two cohorts. They will also bring their Masters program to GHC. Classes for the program will be offered in the afternoon and evening. Students will be able to complete the entire degree program on the GHC campus.
  - John Spranza announced that Spring Fling is scheduled this week – Tuesday at Cartersville and Wednesday on the Floyd Campus. He also announced that the deadline for Honor’s awards is this week. The Spirit or Service award nominations are also due this week.
  - Laura Musselwhite thanked everyone for completing the Planning Survey.

There being no further business, the meeting was adjourned at 2:40 p.m.

Respectfully submitted,

Barbara G. Griffith
Recording Secretary
The Administrative Council meeting scheduled for 2:00 p.m. on Monday, April 17, 2006, was cancelled due to no agenda items.

Barbara G. Griffith
Recording Secretary
Minutes of the Administrative Council Meeting
Monday, May 1, 2006

The Administrative Council met at 2:00 p.m. on Monday, May 1, 2006, in the President’s Conference Room.

Present:

Dr. Randy Pierce, President
Sheryl Ballenger
Dr. Virginia Carson
Dr. Soumitra Chattopadhyay
Dana Davis
Sandia Davis
Dr. Tim Floyd
Carolyn Hamrick
Debbie Holmes
Dr. Bruce Jones
Todd Jones

Sheryl McKinney
Laura Musselwhite
Dr. Rob Page
Cynthia Parker
Carolyn Parks
Ken Reaves
Dr. Barbara Rees
Dr. Ron Shade
Dr. Wilbur Shuler
John Spranza
Rhonda Twyman-Green

Absent:

Howard Brooks
Jeff Brown
Kelly Gribole
Wayne Jones
Rob Laltrello
Pete Matthews

Donna Miller
Betty Nolen
Jeff Patty
Judy Taylor
Doug Webb

Cabinet Update

Compass Retesting Policy. Dr. Carson discussed the new policy of charging a testing fee (see attached.) She stated that she is not sure when it will be finalized; however, when this occurs, the College will look at implementation. There was a discussion.

Geology Supply Fee. The Cabinet approved a $20 course supply fee for geology. This will apply to field trips and any other costs for the course. The effective date will be Fall Semester 06.

Acworth Nursing. Dr. Carson gave an update on the Acworth External Degree Program in Nursing as well as external funding for both programs.

FIPSE Grant. Dr. Carson reported concerning GHC partnering with five other institutions for a FIPSE grant. We will know early fall if we have been funded.

STEM Grant. The College has applied for a STEM (Science, Technology, Engineering and Mathematics).

Enrollment update. Dr. Shade reported concerning current enrollment (see attached.)
Personnel update. Dr. Shade reported that Mike Mosely has been hired to replace Jill Forrest. Mike will be working in the Acworth and Marietta locations.

Honor's Night. Dr. Shade announced that Honor's Night will be held tonight at 6:30 p.m. in the Lakeview Auditorium. Over 150 students will be recognized.

Other.

- Dr. Carson discussed the new policy dealing with student absences. This puts division chairs in the position of deciding if a student can miss a number of classes and make up the work.
- Todd Jones discussed the Customer Service Plan which was requested by the Governor's Office. Funding will be tied to this.
- Todd discussed the recent Board of Regents policy concerning health insurance required of international students as well as students in health professions programs. The insurance is available to any student who needs the insurance.
- Rhonda Twyman-Green announced that departments should use the Authority to Travel forms to encumber travel money for the remainder of the fiscal year. This includes those employees who are covered by a Standing Authority to Travel. The deadline to encumber travel is June 5. May 15 is the deadline for using purchasing cards, although May 12 is the preferred date.
- Ken Reaves announced that the Administrative Council Retreat will begin at 1:00 p.m. on July 19, due to scheduling conflicts.
- Sandie Davis announced that Banner will be down May 15-19 for conversion of imaging.
- Dana Davis reminded everyone about the Open House at Cartersville next Tuesday (May 9.) Assistance is needed.
- Graduation is May 13. Three hundred fifty six students have petitioned for their Associate Degrees. There will be one certificate awarded.

There being no further business, the meeting was adjourned at 3:05 p.m.

Respectfully submitted,

[Signature]
Barbara G. Griffith
Recording Secretary
Minutes of the Administrative Council Meeting
Monday, June 19, 2006

The Administrative Council met at 2:00 p.m. on Monday, June 19, 2006, in the President’s Conference Room.

Present:

President Randy Pierce          Rob Laitrello
Sheryl Ballenger               Dr. Rob Page
Dr. Soumitra Chattopadhyay     Cynthia Parker
Dana Davis                     Jeff Patty
Sandie Davis                   Ken Reaves
Kelly Gribble                  Dr. Barbara Rees
Debbie Holmes                  Dr. Ron Shade
Todd Jones                     Dr. Wilbur Shuler
Wayne Jones                    John Spranza

Absent:

Howard Brooks                  Sheryl McKinney
Jeff Brown                     Donna Miller
Dr. Virginia Carson            Laura Musselwhite
Dr. Tim Floyd                  Betty Nolen
Carolyn Hamrick                Carolyn Parks
Dr. Bruce Jones                Judy Taylor
Pete Matthews                  Rhonda Twyman-Green
                                  Doug Webb

President Pierce opened with a Cabinet update:

- Charles Garrison has been appointed as an ex-officio member of the Environmental Health and Safety Committee.
- Georgia Highlands College will be partnering with Darton College for a Histology Program through Health Sciences.
- Dr. Shade gave an enrollment update (see attached.)
- Dana Davis announced that a news release has been printed regarding the Georgia Public Broadcasting station at Heritage Hall. There will be a reception with a special guest personality from GPB.
- She announced that the GHC billboards are now up.
- Dr. Shade discussed a report of GHC students who are living in housing at Southern Polytechnic State University.
- Sandie Davis announced that Mary Ann Steiner has been hired in the Registrar’s Office.
- Kelly Gribble announced that Joe Agan will be leaving July 6, and that Richard Bramblett has been hired as a Financial Aid Assistant. Replacements will be hired for both positions.
- Dr. Shuler announced that the Financial Aid Audit reconciliation will be done in early July and will be due August 1.
• Dr. Pierce discussed the Chancellor’s visit.
• Ken Reaves announced the work schedule options for July 4. He asked department heads to talk to their staff – they can work two ten-hour days and one 4 hour or take four hours annual leave on Friday. He asked by feedback by Wednesday so that he can make an announcement.

There being no further business, the meeting was adjourned at 2:35 p.m.

Respectfully submitted,

Barbara G. Griffith
Recording Secretary