Minutes of the Administrative Council Meeting

Monday, January 14, 2008

The Administrative Council met at 2:00 p.m. on Monday, January 14, 2008, in the President’s Conference Room.

Present:

President Randy Pierce, Dr. Fitzpatrick Anyanwu, Sheryl Ballenger, Jeff Brown, Dr. Virginia Carson, Donna Childres, Sandie Davis, Brent Griffin, Carolyn Hamrick, Dr. Bruce Jones, Todd Jones, Phillip Kimsey, Dr. Catherine King, Rob LaTrello, Dr. Diane Langston (arrived at 2:40 p.m.), Peter Matthews, Jason McFry, Sheryl McKinney, Donna Miller, Mary Norton, Dr. Rob Page, Cynthia Parker, Jeff Patty, Laura Ralston, Ken Reaves, Dr. Barbara Rees, Dr. Ron Shade, Dr. Wilbur Shuler, John Spranza, Judy Taylor, Rhonda Twyman-Green, Dr. Rena Wattersom, and Rob Whitaker.

Absent:

Howard Brooks, Donna Daugherty, Dana Davis, Jeanette Eckles, Debbie Holmes, Dr. Laura Musselwhite, and Billy Morris.

Dr. Pierce welcomed the group.

President’s Cabinet update

Old Business

RIFF/Heritage Hall. Judy Taylor discussed the one-year agreement between the college and the Rome International Film Festival Committee to provide space for the committee at Heritage Hall. She gave some of the background. Judy will send an e-mail informing the campus community.

New Business

College Catalogs. Chris Davis announced that the College Relations Office is getting ready to move forward with printing new catalogs, looking at the most economical and feasible options. Todd Jones suggested that the college tighten the reins on how catalogs are handed out upon request. The Registrar has sheets used for graduation audits which could also be used for advising and reference for course requirements for majors. It was suggested that the bookstore have catalogs available for purchase. Catalogs will continue to be distributed at orientations.

Other
Dr. Pierce reported that the master planning is underway for the Cartersville Campus. There are major implications for land use. There is some discussion concerning joint use of land on the same side and across the road from the campus. The college has endorsed a civic center from GA 20 from the college and has expressed that all land on the same side of the campus be part of the college.

Dr. Pierce has notified the president of North Metro Technical College that Georgia Highlands will vacate the space there at the end of summer semester 2008. This is a positive move for North Metro Technical College, whose enrollment has increased, requiring the need for more space. This is also an opportunity for Georgia Highlands to consolidate some programs on the Cartersville and Marietta campus and to perhaps find additional space for the nursing program.

Phillip Kimsey announced that the USG will fund energy-saving projects based on payback. Georgia Highlands will submit two projects: 1) installation of time clocks on air handlers, and 2) replacement of lights in the library.

He also announced that installation of the new AC/H in the President’s Conference Room as well as the installation of the epoxy flooring in the Lakeview Auditorium will begin tomorrow. With regard to Heritage Hall, he reported that bids are in on the AC/H work on the second floor of Heritage Hall, there is now a break room for nursing students, and ADA door openers have been installed. Additional door openers will be installed in the Physical Education Building on the Floyd Campus.

Dr. Watterson added that the new language lab looks good.

Rob Whitaker reported that the p-card audit went very well. The college received a rating of 8 out of a possible 10, and is one of the top three institutions they have reviewed. There will be on-going training for p-card users and budget managers in order to ensure that employees who use purchase cards are kept up to date on policies. He commended Judy Spurgeon on her work with regard to preparing information for the audit as well as the on-going work with processing and monitoring p-card statements.

Rhonda Twyman-Green reported that PeopleSoft end-user goes live in September or October. There will be training, which was supposed to be in March.

Ron Shade reported that registration and enrollment efforts have gone well. He thanks everyone for their contribution. He referred to the enrollment numbers (see attached.) He noted that all sites were up in enrollment with the exception of the Floyd Campus. The enrollment numbers represent a 9.25% increase over last year.

He also reported that today is Club and Organization Day.
Todd Jones reported on the application processes for summer and fall. There were a number of last-minute applications for spring.

John Spranza announced the following:
- Club and Organization Awareness through tomorrow on the Floyd Campus and on Wednesday and Thursday at Cartersville.
- There will be a Volunteer Fair on the Floyd Campus on Wednesday.
- There will be an upcoming speaker series on February 7.
- On February 7, Michael Fosberg will be bringing his one-man play entitled “Incognito” to the Lakeview Auditorium at 7:00 p.m. Mr. Fosberg also wrote the play.
- The speaker series in March will feature Laura Ingleby, scientist/biologist and expert on marine mammals.
- The spring Smithsonian exhibit will be “Beyond Baseball: The Life of Roberto Clemente,” March 16-May 11.

Sheryl McKinney announced that there will be time management workshops on both campuses this week, at 1:00 p.m. and 5:00 p.m.

She reported that “Discover Your Major” has gone well at Cartersville. They will try to extend the hours for evening students.

Donna Childres announced that Gail Campbell will be leaving on Wednesday of this week. Tess Womack has also resigned and has already left. They are finishing the interview process to replace her.

She asked that anyone needing work study students should send their request to Melissa. The work study funds need to be spent.

Judy Taylor reported that she is working on the Foundation Annual Report which should go to the printer this week. This will take the place of the In Advance newsletter for the winter quarter.

The Advancement Office has commissioned a local artist to do a water color of the Floyd, Heritage Hall, and Cartersville campuses. Note cards of the print are being produced in-house.

She announced that her last day will be Tuesday or Wednesday of next week. Mary Norton will be the Interim Director. Judy bid the group good-bye.

Dr. Barbara Rees reported that the second admission class of nursing students has started and is going well.

Rob Laltrello announced that IT will be performing work the next two weekends which will break the connection between campuses on Saturday and Sunday.
Jason McFry reported that some of the classroom and cluster computers have been randomly rebooting. IT is aware of the problem and hopes it will not continue much longer.

Dr. Shuler stated that he has enjoyed is time at Georgia Highlands. His last day is January 31.

Todd Jones announced that IT is doing training with the Admissions staff and hopes to have a queue for the phones.

Catherine King announced that they have reworked the setup at the Marietta office where they will be able to use a lab on the campus; however, they will not be able to teach geology.

Amanda Southern is working full time now at Marietta and is doing a good job. Brandon Bray is quite a coup and has helped immeasurably at Marietta. They hope to hire a new night person there soon.

Brent Griffin announced that they were able to staff all math classes.

Laura Ralston reported that Acworth is off to a good start. There have been changes on North Metro’s part where they have reconfigured computers in the library and in classrooms. Eddie McLeod has retired and they need to hire another librarian.

Carolyn Hamrick announced that there is enough parking at Cartersville this semester; however, they are almost full. Stacy Baggett is now on board 5:00-8:00 p.m. in the evenings and 8:00 a.m. until 1:00 p.m. on Saturdays.

Dr. Carson gave a positive report concerning the results of the academic standing pilot project for fall semester. She thanked everyone who has helped with the project. There will soon be a recommendation regarding what will need to be done next year.

She discussed the transition at Acworth. All students can be accommodated. The nursing co-hort is still an unanswered question; however, we will hopefully know something soon. This is a positive move for both Georgia Highlands College and North Metro Technical College. The Public Relations Office will prepare a message we can send.

Diane Langston announced that there will be a two-year schedule meeting following this meeting to look at schedule changes.

Peter Matthews reported that the Small Business Development Center finished the 07 contract. In contract year 2007 the SBDC provided assistance to 170 clients, with 58% of those in business. The office had a 29% Pre-venture conversion rate, meaning that 29% of the clients that met with us prior to starting a business actually opened their business. The office assisted business owners acquire or invest $1,754,000 in capital.
Jeff Brown announced that GHTV has been converted to digital format, which represents an improvement in quality of signal. They are working on the room in the new WGPP studio.

Ken Reaves announced that the mid-year administrative retreat has been scheduled for February 4, at Winshape Retreat Center at Berry College. The minutes have been updated to reflect that the date has been changed to February 6.

The System Office is encouraging employees to complete the Lean Six Sigma training. He will send out an overview and schedule to everyone. Everyone should go through at least the white belt. Employees can opt out of this training by taking a test and scoring 85% or better.

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

Respectfully submitted,

[Signature]

Barbara G. Griffith
Recording Secretary
Meeting of the Administrative Council

Monday, January 28, 2008

The Administrative Council meeting scheduled for Monday, January 28, 2008 at 2:00 p.m. in the President’s Conference Room was cancelled due to a short agenda.

Barbara G. Griffith
Recording Secretary
Minutes of the Administrative Council Meeting

Monday, February 4, 2008

The Administrative Council met at 2:00 p.m. on Monday, February 4, 2008, in the President’s Conference Room.

Present:

President Randy Pierce
Dr. Fitzpatrick Anyanwu
Donna Childres
Donna Daugherty
Dana Davis
Jeanette Eckles
Brent Griffin
Carolyn Hamrick
Debbie Holmes
Dr. Bruce Jones
Todd Jones
Phillip Kimsey
Rob Laitrello
Dr. Diane Langston
Sheryl McKinney
Dr. Rob Page
Jeff Patty
Ken Reaves
Dr. Barbara Rees
Dr. Ron Shade
John Spranza
Rob Whitaker

Absent:

Howard Brooks
Jeff Brown
Dr. Virginia Carson
Sandie Davis
Dr. Catherine King
Pete Matthews
Jason McFry
Donna Miller
Dr. Laura Musselwhite
Billy Morris
Mary Norton
Cynthia Parker
Laura Ralston
Rhonda Twyman-Green
Dr. Renva Watterson

Dr. Pierce convened the meeting at 2:00 p.m.

President’s Cabinet Update:

Senior citizens fee waiver – second reading. It is the consensus of the Cabinet to drop the student activity fee for senior citizens 62 and over taking classes for credit. The second part of this item deals with the revision of fees for students 62 and over who are auditing classes and not earning credit. The Cabinet would like to give consideration to those who want to audit a class. Dr. Bruce Jones and Todd Jones will meet and develop a proposal for a revision of the policy (see attached.)
Work study rate increase – second reading. The Cabinet approved Ken Reaves’ proposal to raise the pay rate for work student and student assistants to $7.00 per hour, beginning the next payroll date (see attached.)

Mid-year retreat agenda. Ken Reaves discussed the retreat agenda which was approved by the Cabinet (see attached.) He noted that there is an empty time slot from 11:30 a.m. until 12 noon. The Cabinet did not make any changes.

Other

Rob Whitaker – the Cabinet looked at the original letter regarding the budget hearing on February 21. He will guide the administrative council through a SWOT analysis at the retreat on the 6th. He asked the group to pull out information from their previous SWOT and identify two or three under each area. These should be the major things we want the people at the System to know about us. There is additional information which must be prepared prior to the budget hearing. He will be working to refine the college’s message for the budget hearing.

Rob gave a report on his meeting at Southern Poly regarding space needs. They are talking about collaborating on some renovations which would give GHC some dedicated space.

Phillip Kimsey has had an urgent request by the System Office to turn in an MR&R request for 09. He turned in over $1M to show them what the college needs. This does not represent all of the needs; however, he can continue to add each year as projects are funded. The USG will put this together to for the legislature.

Dr. Pierce reported that he has had a request for information regarding statistics on the student withdrawal trends. This request is coming out of the legislative session as well.

John Spranza announced that this is Black History Month. There is a reading today, an event tomorrow, and on Thursday, Mike Fosberg will bring his one-man show, “Incognito,” to the Lakeview Auditorium. Later in the month, there will be a lecture as well as a Great Jazz Duo.

Todd Jones reported concerning his visit to the Floyd Career Academy. They currently have 650 students on a block schedule. He spoke to groups there at the academy. They are trying to get funding for robotics. Todd also said that they talked about programs they want to offer.

Dr. Pierce elaborated on the Academy, explaining the mission. It is a new charter school, a hybrid closely married to the technical college more than anything. We must figure out how to work with them.

Donna Childres reported that, currently, Melissa (Johnston) is working in Rome and Maria (Lauro) in Cartersville. As of Friday, Kelli Thomas will be working in Cartersville and will be coming in to
the Financial Aid Office as a counselor. There will be a transition time in this office. A second ad has finished running for an Assistant Director position.

Sheryl Ballenger reported that the ACCESS Center is doing well. They have done some training for Humanities regarding laws affecting disabilities. They would be willing to do this for division meetings.

Sheryl McKinney reported that she will do a presentation next week regarding resources available to nursing faculty. She offered to present the information at division meetings.

There will be a Transfer Probe Fair in Cartersville on February 13 and on the Floyd Campus in the Student Center on the 14th, 10:00 a.m. until 12 noon. There are 30 colleges on the list. It is likely 22-25 will show up.

Dr. Barbara Rees announced that the NLN accreditation visit will take place on February 26-28. This will be a meeting with some of the council members. There will be an exit report at 9:00 or 9:30 a.m. on the 28th in HH 137.

Rob Laltrello reported that IT has installed wireless this weekend at Heritage Hall. It is not ready for use; however, they have ordered the equipment.

Dr. Rob Page reported concerning a copy of a letter responding to an inquiry from the USG regarding the correlation between students taking core classes and their performance on the Regents Test.

Brent Griffin reported that the Acworth transition team is working to put together a to-do list of things that must be done between now and fall. He asked for any ideas are sent to him.

Donna Daugherty announced that she will send an e-mail asking for help at the basketball tournaments.

Ken Reaves announced that there is a new employee in HR – Jenica Paige McFry.

He also announced that the Conflict Resolution Team has been resurrected and information will be forthcoming over the next few months.

Dr. Pierce reported that he attended the Chancellor’s Cabinet meeting last week. He represents the two-year college sector. The Chancellor visited ABAC and had questions. There are a number of interesting things going on, with the legislative session being the main issue.

Dr. Pierce will talk more on Wednesday, at the retreat, about the master planning process and how that is coming along. He will also discuss the Metro Capacity issues.
There being no further business, the meeting was adjourned at 2:50 p.m.

Respectfully submitted,

Barbara G. Griffith
Recording Secretary
Minutes of the Administrative Council Meeting

Monday, February 18, 2008

The Administrative Council met at 2:00 p.m. on Monday, February 18, 2008, in the President’s Conference Room.

Present:

Dr. Randy Pierce
Dr. Fitzpatrick Anyanwu
Jeff Brown
Dr. Virginia Carson
Donna Childres
Donna Daugherty
Dana Davis
Jeanette Eckles
Brent Griffin
Carolyn Hamrick
Debbie Holmes
Dr. Bruce Jones
Catherine King

Rob Laltrello
Dr. Diane Langston
Pete Matthews
Jason McFry
Sheryl McKinney
Dr. Rob Page
Jeff Patty
Laura Ralston
Dr. Barbara Rees
Dr. Ron Shade
Dr. Renva Watterson
Rob Whitaker

Absent:

Sheryl Ballenger
Howard Brooks
Sandie Davis
Todd Jones
Phillip Kimsey
Donna Miller

Dr. Laura Musselwhite
Billy Morris
Mary Norton
Cynthia Parker
Ken Reaves
John Spranza
Rhonda Twyman-Green

Dr. Pierce convened the meeting at 2:00 p.m.

Cabinet update

Information regarding the Acworth transition. Brent Griffin discussed the timeline for the transition at Acworth, which was reviewed by the Cabinet (see attached.)
QEP. Dr. Carson announced that the Cabinet had reviewed and approved the five-year plan to meet the expectations of the SACS Visiting team in October (see attached.) The increases in the amounts are due to the anticipated increases in enrollment. There was a major increase this year.

Summer work load. Dr. Pierce announced that the Cabinet had approved the 4/10 summer work schedule beginning June 2. He added that everyone is obligated to work a 40-hour work week; however supervisors can decide how the 4/10’s are managed. The standard work hours will be 7:30 a.m. until 6:00 p.m. when offices must be open. 7:00 a.m. until 5:30 p.m. will be allowed; however, everyone must work the ten hours.

The Cabinet discussed the issue of July 4 falling on a Friday. Ken Reaves had proposed to move that day to the December winter break, resulting in a discussion by the Cabinet of the dates for the winter break (see attached.) The Cabinet proposed that December 22-23 would be work days. The holidays would be December 24-26, 29-31, with the extra holiday (July 4) being taken on the 31st. Employees would be required to take eight hours annual leave on Friday, January 2. The college will reopen on Monday, January 5. Ken will revise the schedule and bring it back to the Cabinet at its next meeting.

Discussion items for Town Hall Meetings February 19 and 20. The Cabinet discussed items for the Town Hall meetings agendas – the recent administrative retreat, the master plan, the transition from Acworth, the budget, as well as any discussions initiated by the faculty and staff.

Proposed In-Service date. Ken Reaves proposed August 11 as the In-Service date. The Cabinet approved the date.

Retreat review and budget hearing. Rob Whitaker discussed the SWOT analysis document which was the result of the exercise at the retreat and will be submitted Thursday at the budget hearing (see attached.) Rob will delete the item regarding workforce dynamics and will make the document focused in order to get the key points across.

NLNAC Overview

Dr. Rees overviewed the information relative to the National League for nursing accreditation site visit. She thanked everyone for helping prepare for the visit.

Other

Rob Whitaker announced that Jamie Petty has accepted his offer regarding the Director of Accounting position. Jamie is coming from Southern Polytechnic State University. Rob will forward Jamie’s resume to Dana Davis for a news release.
Ron Shade announced that two or three of the directors in his area are going through the Six Sigma training at Southern Poly this week.

He reported that the official preliminary enrollment for spring semester is 4,252, which represents a 10.38% increase over last spring. There was a health increase of 12% in FTE.

Dana Davis announced that the college is about to launch the notification program for emergencies, weather, and general information. Every student has the option to opt in.

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

Respectfully submitted,

Barbara G. Griffith
Recording Secretary
Minutes of the Administrative Council Meeting
Monday, March 3, 2008

The Administrative Council met at 2:00 p.m. on Monday, March 3, 2008, in the President’s Conference Room.

Present:

President Randy Pierce  
Dr. Fitzpatrick Anyanwu  
Howard Brooks  
Jeff Brown  
Dana Davis  
Jeanette Eckles  
Brent Griffin  
Beth Harrison (for Dr. Diane Langston)  
Debbie Holmes  
Dr. Bruce Jones  
Todd Jones  
Phillip Kimsey  
Catherine King  
Rob Laltrello  
Jason McFry  
Sheryl McKinney  
Donna Miller  
Dr. Rob Page  
Cynthia Parker  
Jamie Petty  
Laura Ralston  
Ken Reaves  
Dr. Ron Shade  
John Spranza  
Dr. Renva Watterson  
Rob Whitaker

Absent:

Sheryl Ballenger  
Donna Childres  
Donna Daugherty  
Sandie Davis  
Carolyn Hamrick  
Dr. Diane Langston  
Pete Matthews  
Dr. Laura Musselwhite  
Billy Morris  
Mary Norton  
Jeff Patty  
Dr. Barbara Rees  
Rhonda Twyman-Green

Dr. Pierce convened the meeting.

Rob Whitaker introduced Jamie Petty, the new Director of Accounting.

President’s Cabinet Update:

New Business
Orientation Dates – approved by the Cabinet. Dr. Page announced that the orientation dates were approved by the Cabinet (see attached.) He briefly discussed the schedule. These were deferred from a previous meeting of the Cabinet; however, the dates were cleared prior to being presented to the Cabinet.

Pre-tenure/post-tenure review – informational item. Dr. Page stated that the new documents are an attempt to streamline and make the pre and post-tenure process more concise for faculty to know and understand the requirements (see attached.)

Emergency operations management meeting report – informational item. Dana Davis discussed the report (see attached.) The College will introduce a text message system in the next couple of weeks. There are three categories: emergency, weather, and general. Students can sign up for individual or all categories.

Dr. Pierce added that everyone will receive e-mail as well as text.

Every USG institution’s communication and emergency plans are being audited.

Year-end funding list approved by VP group – informational item. Dr. Pierce discussed the approved list (see attached.) If any items were not funded, the end of year sweep will be done the end of April or in May. Departments are to work through the VP/Finance Office. Departments can go ahead and spend the money.

Report concerning budget hearing – informational item. Rob Whitaker gave a positive report concerning the budget hearing at the BOR on February 21. He stated that he does not know the outcome at this time. Dr. Pierce elaborated concerning other opportunities to apply for additional money.

2008 Holiday Schedule – July 4 holiday – approved by Cabinet. Ken discussed the revision in the holiday schedule for ‘08 as it relates to the July 4 holiday, which falls on Friday. Due to the 4/10 work schedule for summer, the Cabinet voted to move the holiday to the winter break and use it on December 31 (see attached.)

FY 09 Year-end Target Enhancement Funds

Rob Whitaker discussed the process for applying for 09 Target Enhancement Funds, which are due very soon. He will work with the Cabinet in preparing proposals. He asked Administrative Council members for any suggestions they would like to make. There was a brief discussion (see attached.)

Other
Dr. Shade gave a positive report concerning the recent PTK induction, where over 65 students were inducted. The chapter has won many state awards and is the second in size in the state. The chapter is eligible for national awards. Sharryse Henderson and Nancy Hague are the principal advisors, and will be taking a group of students to the International Conference in April.

The Financial Aid Department has received the Chancellor’s Customer Service Excellence certificate. Todd Jones has headed up the effort. Todd Jones asked the group for suggestions for next year. It will need to be tied in to Six Sigma and money savings.

Dr. Shade reported concerning Six Sigma Training in the Student Services Division.

Advising Daze is ongoing today at the Floyd Campus. Laura Ralston added that this will be held at the Cartersville Campus, 9:00 a.m. until 5:00 p.m. tomorrow (Tuesday), in Marietta on Wednesday, 9:00 a.m. until 5:00 p.m., by appointment, and at Acworth on Thursday.

Todd Jones reported that the recruiters are working to find a date to host a Counselor Workshop in Cartersville. High school counselors from the college’s entire service area will be invited.

There will also be a customer service meeting entitled, “Service in Action.” There will be posters that need to be displayed around the college.

Rob Laltrello reported that there have been problems with the Heritage Hall connection due to too much saturation. They are looking at additional equipment for Heritage Hall to remedy the problem.

Dr. Catherine King reported that the last basketball tournament for the season was held this past weekend. Nontraditional students receiving scholarships from the tournaments worked as a service requirement for the scholarships. She commended David Mathis on his hard work.

Sheryl McKinney announced that Counseling and Career Services is offering “Discover your Major” in conjunction with Advising Daze.

Sheryl attended GCBA last week. She has ordered display racks and brochures for Heritage Hall. They will offer services for nursing students in preparation for the next academic year.

John Spranza announced that the first cultural event of the semester in Cartersville is being held today with Jennifer Daniels, musician. She will perform on the Floyd Campus tomorrow. Laura Ingleby, Marine Biologist, will speak on the 11th on the Floyd Campus. Counseling and Career Services will offer Spring Break Safety on the Floyd campus on the 10th and in Cartersville on the 11th. The Spring Smithsonian exhibit, “Beyond Baseball: The Life of Roberto Clemente,” will open up on the 16th, which is Spring Break week.
Non-Accredited Home Schooled or High School Policy. The policy has been rewritten, combining the two policies presented at the previous Cabinet meeting, and making them one policy (see attached.) This will open up enrollment to home schooled (in non-accredited home school programs) or graduates of non-accredited high schools. The new policy will open up enrollment for students who have graduated from Unity Christian School, for example. There was some discussion. The website will be updated, there will be communication with high schools, and through parents of home schooled students.

New Business

Summer enrollment update. Dr. Shade discussed the enrollment report (see attached.) He commented that the enrollment looks good.

Critical hiring process. Mr. Whitaker discussed the memorandum sent to the Campus Community, dated March 30, 2008 and the attached Personnel Review Critical Action form (see attached.) The process is the result of a communication from the Governor’s Office stating that revenues have been down the past couple of months and the measure is being taken as a precautionary move in case of the need for future budget cuts. Each unit in the USG has been requested to develop and implement their own process as of April 1. The process is required for all positions which have not already been advertised. The process will remain in effect until the end of this fiscal year, and precedes an Authority to Hire.

Mileage reimbursement rate notice. This was an informational item which was e-mailed to employees last week (see attached—not distributed as part of the agenda packet.) The mileage rate is the same as the IRS reimbursement rate. If departments need additional funding to meet this rate, they need to talk to their area vice president. The Cabinet will entertain requests for additional funds.

Study Abroad initiatives. Dr. Watterson reported that the Study Abroad Committee had looked at offering three programs this summer, but will fill only one. Dr. Bruce Jones and Erica Simpson will be taking a group to Germany, Italy, and Switzerland. The college administrators are looking at business practices, the selection process, etc.

Dr. Jones added that the program has progressed to the point of needing a director, which will require resources. This has been done on a volunteer basis up to now.

Jeff Brown talked briefly about the European Council Program in Russia.

Post-Secondary Option planning in Cartersville. Dr. Watterson discussed the PSO program with Cartersville High School (see attached.) The program will begin in the fall and will be taught on the Cartersville High School campus. ENG 1101 and Economics will be offered in the fall. ENG 1102 and Political Science will be offered in the spring.
Classes will be taught in the afternoon on block scheduling. There will not be any classes taught on Fridays.

There was a brief discussion concerning HOPE requirements.

Common core revision progress. Dr. Watterson reported concerning the meeting of the Regents Advisory Committee on Academic Affairs which she attended. The System is headlong into core revision. Dr. Laura Musselwhite is serving on one of the two committees. She stated that it is very important that the System look at the core curriculum in order to ready students for their futures.

First-Year Experience considerations. Dr. Watterson reported that GHC is going to be required to encase its efforts into a first-year experience. She briefly discussed information from a meeting she attended (see attached.) A committee has been formed to look at structuring the program at GHC.

Update on eight faculty searches now underway. There are eight faculty positions which have been announced and advertised, with an application closing date of today. There has been a good response for all eight positions (see attached.)

Workshops will be conducted for the purpose of training search committees and division chairs on how to conduct a search.

Fall 2007 Student Satisfaction and Climate Survey Results. Dr. Anyanwu reviewed the summaries of the surveys (see attached.) He added that the spring 2007 version of the survey has been revised and is longer. There are two other versions for the instructional sites. He would like to have a larger response rate. The student class withdrawal rates affect the return rates.

It was noted that the level of instruction should not include the temperature controls. This should be moved to another category.

The summaries will be sent electronically to everyone.

Other

Dr. Pierce reported concerning the USG Foundation Awards for Excellence in Education gala on Saturday.

John Southwood has accepted the position of Director of Advancement. Dana will send an announcement to the local papers.

Dr. Shade reported that interviews are underway for the Assistant Director of Financial Aid position. They hope to make an offer next week.
Phillip Kimsey reported that there will be a power outage in the administrative, administrative annex, and F wing on Friday at noon. The power should be restored by noon on Sunday. He will talk with IT about running the phone system.

Jason McFry reported that IT has ordered 120 i-Macs as replacements. They will be running Windows software. The computers are designated for classrooms; however they may be an option for staff.

Jeff Patty added to Phillip Kimsey’s report that there must be a back-up for the phone system. The battery backups will only last two days.

Dr. Barbara Rees reported that a group has looked at the Wellstar development 4.7 miles from Southern Poly for use as a lab for the nursing program.

Dr. Catherine King reported that 20+ students from a Cobb High School will visit the Marietta site to look at what they do in Marietta.

Brent Griffin reported that the nursing lectures will be held at the Marietta site. Sherry Sullivan, the current administrative secretary at Acworth will become the Mathematics Division secretary and will be based in Cartersville.

Sandie Davis reported that a former student was fatally injured in a car accident over the weekend.

Todd Jones reported that admissions is in full swing. The University of West Georgia will not be offering housing for the ATP students, which may slightly affect the numbers GHC will enroll in the program.

He reported that the transient letters are coming in. The PSO deadline is tomorrow. He asked for ideas for next year’s Customer Service Plan.

There being no further business, the meeting was adjourned at 3:15 p.m.

Respectfully submitted,

Barbara G. Griffith
Recording Secretary
Dr. Pierce gave an update on the interviews for a Director of Advancement. One candidate has been interviewed and there will be two more next week. He hopes to complete the process by the end of the month.

He will fill the Interim VP/AA position no later than next week. He expects Dr. Carson’s interim assignment to be at least one year. She is likely not to come back. The idea is to give her the position after a year. The Interim VP/AA would be eligible to apply for the position.

There being no further business, the meeting was adjourned at 2:50 p.m.

Respectfully submitted,

Barbara G. Griffith
The Meeting of the Administrative Council  
Monday, March 17, 2008

The Administrative Council meeting scheduled for 2:00 p.m. on Monday, March 17, 2008, was cancelled due to a conflict in schedule with the interview process for the Director of Advancement position.

[Signature]
Barbara G. Griffith  
Recording Secretary
Minutes of the Administrative Council Meeting
Monday, March 31, 2008

The Administrative Council met at 2:00 p.m. on Monday, March 31, 2008, in the President’s Conference Room.

Present:

Dr. Fitzpatrick Anyanwu
Sheryl Ballenger
Jeff Brown
Donna Childres
LaNelle Daniel
Donna Daugherty
Dana Davis
Sandie Davis
Brent Griffin
Debbie Holmes
Dr. Bruce Jones

Todd Jones
Phillip Kimsey
Dr. Catherine King
Jason McFry
Sheryl McKinney
Dr. Rob Page
Jeff Patty
Jamie Petty
Dr. Barbara Rees*
Dr. Ron Shade
Dr. Rena Watterson
Rob Whitaker

Absent:

Howard Brooks
Jeanette Eckles
Carolyn Hamrick
Rob Laltrello
Dr. Diane Langston
Pete Matthews
Donna Miller
Dr. Laura Musselwhite

Billy Morris
Mary Norton
Cynthia Parker
Laura Ralston
Ken Reaves
John Spranza
Rhonda Twymman-Green

*Dr. Rees joined the meeting at 2:15 p.m.

Rob Whitaker called the meeting to order.

Cabinet update

Old Business
Minutes of the Meeting of the Administrative Council
Monday, April 21, 2008

The Administrative Council met at 2:00 p.m. on Monday, April 21, 2008, in the President’s Conference Room.

Present:

Dr. Randy Pierce
Dr. Fitzpatrick Anyanwu
Sheryl Ballenger
Jeff Brown
LaNelle Daniel
Donna Daugherty
Dana Davis
Sandie Davis
Carolyn Hamrick
Elizabeth Harrison (for Dr. Diane Langston)
Debbie Holmes
Dr. Bruce Jones
Todd Jones
Phillip Kimsey

Dr. Catherine King
Rob Lai'trello
Dr. Rob Page
Cynthia Parker
Laura Ralston
Ken Reaves
Dr. Barbara Rees (joined meeting at 2:15 p.m.)
Dr. Ron Shade
John Southwood
John Spranza
Rhonda Twyman-Green
Dr. Renva Watterson
Rob Whitaker

Absent:

Howard Brooks
Donna Childres
Jeanette Eckles
Brent Griffin
Dr. Diane Langston
Pete Matthews

Jason McFry
Sheryl McKinney
Donna Miller
Billy Morris
Dr. Laura Musselwhite
Jeff Patty

Dr. Pierce opened the meeting.

Cabinet Update

American Express Corporate Cards. Rob Whitaker explained to the Council members that the American Express Corporate Cards are to be used for employee travel advances and to simplify the reimbursement process. American Express has asked the System Office to take responsibility for the use and to inform employees concerning the policy.
FY 2009 Budget Allocation. Rob Whitaker reviewed the 2009 budget allocation (see attachment), which included the salary and wage administration. He will communicate the campus policy regarding the cost of living part of raises as soon as it is decided. The budget is due May 18 or 19; therefore, the salary administration will be due to Rob the week prior to the deadline.

Travel and Flex Reimbursements. There is a new policy for reimbursement for travel and flex accounts. All travel reimbursements will be run on Wednesdays of each week. Requests must be in to the Accounts Payable Office on Tuesday. They will accept anything the courier delivers on Tuesday. There will be no exceptions, however, to the Tuesday deadline.

All travel reimbursements will be done on-line beginning in September; however, they will need to be approved by supervision. There will be more information coming.

Reimbursements for flexible spending accounts will be run on the 15th and the 30th of each month. Requests must be submitted to the Payroll Office no later than the Friday prior to the 15th and the 30th.

The new policy will be implemented on Monday of next week.

FY 2009 MRR Submission. The 09 MRR request has been developed and prepared and was reviewed by the Cabinet this morning for input (see attached.) The items are in priority order.

Rob has found $200,000 he will use for Phase Three of Heritage Hall, unless the money has to be returned. He may use the energy money in the 09 budget for electrical panels.

HB 1183 – Tuition Carry-Forward. The legislature has passed a bill this year which allows institutions to carry forward tuition and fees up to 3%, thus allowing the institutions to make decisions on carrying forward money for projects.

P-card laws. Laws have passed in the legislature this year regarding use of purchase cards. It is now a felony for any malfeasance. GHC had the third best p-card audit.

Ethics. The Board of Regents will implement an ethics policy in July. Every employee will sign an ethics policy statement each year. A review of the policy will be part of annual employee training.

2009 Holiday schedule. Ken Reaves presented and discussed the 2009 holiday schedule with the Cabinet (see attached.) The July 4 holiday has been moved to the winter break (December 31.) July 4 falls on Saturday and would be celebrated on Friday; however, the 4/10 work schedule in the summer allows for the change.
Other

The Calendar Committee approved a change in the time for a new student orientation on July 1 from 1 p.m. until 9 a.m.

Dr. Shade reviewed the enrollment updates (attached.) Todd Jones reported that applications are coming in for new and transients. He will keep Dr. Pierce updated on a weekly basis regarding fall applications.

John Spranza gave a positive report concerning the Alabama Shakespeare Festival.

Dr. Shade reported that Anna Teresa Cole Harris has been hired as Assistant Director of Financial Aid and will begin work the first of May.

John Southwood reported that he is pleased to be on board and is looking forward to working with everyone. He gave a positive report concerning the scholarship luncheon on Friday. Dr. Pierce added that they will try to enhance and enlarge the attendance next year.

LaNelle Daniel reported concerning Regents Test essays.

Laura Ralston reported that posters regarding the Acworth closing are ready. The official close date is June 5. Sherry Sullivan will be moving to Cartersville to be the Mathematics Division secretary. Brent Griffin has produced an FAQ sheet which will be distributed and hopefully posted on-line. All items belonging to the divisions (housed at North Metro) will be returned to the divisions. Dr. Pierce and Steve Dougherty will work on a closing party. We want to make sure we present the correct information when asked about why GHC is leaving.

Beginning fall semester 2008, the lectures for the nursing program now housed at Acworth will be held in Building G at Southern Polytechnic State University. The lab portion of the program will be held at the Wellstar Building in Marietta.

Todd Jones is still soliciting input for the Customer Service Improvement Project for next year. A cost-saving component will be included.

John Spranza announced the Honor’s Assembly on Thursday in the Lakeview Auditorium.

Dr. Watterson gave an update on the eight faculty searches.

The college has received a grant in the amount of $12,500 for the African American Male Initiative. Jon Hershey and Ken Reaves will be working on this project. It will start in the summer and will be full-scale in the fall.
Frank Minor received a National Endowment for the Humanities grant to study along the coast of Georgia. He will bring this back to his literature classes in the fall.

Dr. Pierce reported concerning the Master Planning Steering Committee meeting. He plans to present information on Assessment Day on May 6. The Master Plan has implications for Bartow County and the Civic Center. The Board of Regents will vote on June 25 on the sale of 25 acres.

The official dress policy now in place is business casual on Fridays. Denim jeans and/or t-shirts are not considered business casual. The Council members were asked to inform everyone in their department concerning the policy.

Dr. Pierce spoke briefly about an article in the newspaper last week regarding the System working more aggressively to address capacity issues in the metro Atlanta area. He has received an e-mail from the System Office addressed to both he and Dr. Sethna giving the go-ahead to test the demand in Douglas County. A second e-mail has come from the System to him and Dr. Dan Papp at Kennesaw State University giving the go-ahead to test the demand in Paulding County. GHC will be the lead institution in both endeavors. Classes will be offered in both locations in fall, 2009. Dr. Pierce had already planned a meeting with Douglas Planning Authority personnel. Dr. Tim Hynes from The University of West Georgia is a part of the discussions. Dr. Pierce plans to meet again in May with a larger contingent from Douglas County. Dr. Papp and Dr. Pierce will contact Jerry Sherrin in Paulding County concerning a meeting. There was a brief discussion concerning the impact of the expansion on the ATP program at the University of West Georgia.

There being no further business, the meeting was adjourned at 3:15 p.m.

Respectfully submitted,

Barbara G. Griffith
Recording Secretary
Minutes of the Administrative Council Meeting

Monday, May 5, 2008

The Administrative Council met at 2:00 p.m. on Monday, May 5, 2008, in the President’s Conference Room.

Present:

President Randy Pierce        Jason McFry
Dr. Fitzpatrick Anyanwu       Donna Miller
Sheryl Ballenger              Cynthia Parker
Jeff Brown                    Jeff Patty
Donna Childres                Jamie Petty
LaNelle Daniel                Ken Reaves
Donna Daugherty               Dr. Barbara Rees
Dana Davis                    Dr. Ron Shade
Brent Griffin                 John Southwood
Carolyn Hamrick               John Spranza
Debbie Holmes                 Rhonda Twyman-Green
Dr. Bruce Jones               Dr. Renva Watterson
Todd Jones                    Rob Whitaker
Peter Matthews

Absent:

Howard Brooks                 Sheryl McKinney
Sandie Davis                  Dr. Laura Musselwhite
Jeanette Eckles               Billy Morris
Phillip Kimsey                Mary Norton
Dr. Catherine King            Dr. Rob Page
Rob Laltrello                 Laura Ralston
Dr. Diane Langston

Dr. Pierce convened the meeting.

Jeff Patty gave an update on the e-mail catastrophic database corruption. The college will have to enforce e-mail storage policies. He told the group to check the front page of the college’s website for updates on the restoration of e-mail. Jeff and Jason McFry exited the meeting.

Cabinet update.
2009 Holiday Schedule. The 2009 holiday schedule was approved. The July 4 holiday was moved to Winter Break (see attached.)

Nominations for the Committees of the College. The Cabinet approved the nominations made by the Instructional Council for the Committees of the College, with one revision. Sheryl Ballenger will replace Tammy Nicholson on the Capital Improvements Committee in order that the committee would have the Sheryl ’s perspective from the ACCESS Disabilities’ Support Center. (See attached.)

Dr. Pierce told the Council that the committees must work. They should meet no less than two times per year and should submit minutes and an annual report at the end of the year.

Update — items discussed at the CBO meeting. Rob Whitaker reported items discussed at the recent CBO meeting:

Shared Services -- He explained that what shared services means to GHC is that payroll will be performed by ADT, which is the only qualified vendor who has responded to the RFP. Beginning in July, 2009, employees will log in and record their time and attendance for the pay period. Tina Proffitt will review the batch, approve the payroll, and will then dispatch to ADP. Benefit election for new employees as well as open enrollment will be on-line. The System has given the college $78,000 to fully-fund the cost.

American Express Travel Cards – The recommendation from the System internal auditor is that employees should cancel their American Express Corporate cards. Cards are not to be used for personal purposes. Any use of the American Express card for personal purchases would make the employee subject to termination.

Todd Jones mentioned problems with hotels not giving government rates nor exempting taxes. Rob suggested he let Cynthia Parker know which hotel or hotels and she can research and contact the hotel. Local option taxes should be taken off the bill. Cynthia can put them on a “Do Not Use” listing.

Tuition Carry-Forward – A tuition carry-forward bill is being looked at by the Governor’s office. Colleges have been instructed to only carry forward 1.5% of tuition money in the budget.

Rob also stated that the CBOs were told that it would be prudent budgeting for them to set aside 2% for a budget cut at the mid-year point. He will continue monitoring enrollment. If the enrollment continues in a positive direction, the college should be alright.

Summer and fall enrollment updates. Dr. Shade discussed the update on the summer and fall enrollment (see attached.) There are three more orientations for summer semester.

There is a healthy flow of applications coming in for fall.
Todd Jones added that schools are still inviting his staff to talk to seniors, senior letters are going out, and transient letters for summer are coming in.

Just over 100 students have been admitted to the ATP program for fall. There are spaces for up to 150 of the 300 applications which have been received. The University of West Georgia will send applications once they make admission decisions. GHC did not include any information concerning housing in letters to ATP students. West Georgia won’t know if any housing will be available for these students until July.

Guaranteed tuition beginning in fall 2006 will end this fall. Jamie Petty is preparing e-mail or notification by letter to the students affected. The intent was for the students to begin and finish their program within three years.

Jeff Patty joined the meeting to update the group that e-mail will be started up at 4:00 p.m. for web-mail only.

Other

Donna Miller reported that there was a 100% pass rate on the dental hygiene clinical board exams.

Brent Griffin reported that posters are up regarding the Acworth closing. An e-mail has been sent to all students affected by the closing. There will be a closing celebration at 1:00 p.m. on June 4.

Dr. Watterson announced that Assessment Day will be held tomorrow, with a faculty meeting in the afternoon.

Diane Langston’s father passed away on Saturday. The funeral will be held at 2:00 p.m. on Wednesday at the Cave Spring Baptist Church. Visitation will be 6:00-8:00 p.m. on Tuesday.

There was a discussion concerning deadlines for graduation in light of the e-mail problem.

The Nursing Pinning Ceremony will be held on Friday night at 7:00 p.m.

Peter Matthews announced that, starting next week, Continuing Education will be offering classes for entrepreneurs.

Todd Jones announced that the Ambassadors will be sponsoring an ice cream social tomorrow, 3:00-4:00 p.m. in the Student Center.
There being no further business, the meeting was adjourned at 2:55 p.m.

Respectfully submitted,

Barbara G. Griffith  
Recording Secretary
Meeting of the Administrative Council

Monday, May 5, 2008

2:00 p.m.

President’s Conference Room

1) President’s Cabinet update
   
   Old Business
   
   A) 2009 Holiday Schedule – Second Reading (Ken Reaves)
   
   New Business
   
   A) Nominations for the Committees of the College (Dr. Watterson)
   B) Update – items discussed at CBO meeting (Rob Whitaker)
   C) Summer and Fall enrollment updates (Dr. Shade)

2) Other
Meeting of the Administrative Council

Monday, May 19, 2008

The Administrative Council meeting scheduled for 2:00 p.m. on Monday, May 19, 2008, in the President’s Conference Room was cancelled.

Recorded by:

[Signature]
Barbara G. Griffith
Recording Secretary
Minutes of the Administrative Council Meeting
Monday, June 16, 2008

The Administrative Council met at 2:00 pm in the President's Conference Room. Present were Dr. Randy Pierce, Dr. Renva Watterson, Dr. Ron Shade, Dr. Fitzpatrick Anyanwu, Dana Davis, Carolyn Hamrick, Ken Reaves, John Southwood, Jeff Patty, Howard Brooks, Sheryl McKinney, Donna Daugherty, Dr. Diane Langston, Dr. Catherine King, Dr. Bruce Jones, Laura Ralston, Dr. Rob Page, LaNelle Daniel, Jason McFry, Debbie Holmes, Cynthia Parker, Rhonda Twyman-Green, Jamie Petty, and Jeannette Eckles.

Dana Davis introduced to the Council her recently hired assistant, Ali Kimberl.

Administrative Retreat Agenda
Ken Reaves reviewed the retreat agenda with the Cabinet. There was some discussion about the order for the topics. Among agenda items will be SWOT analyses, strategic planning, FERPA, emergency procedures, intellectual diversity survey, facilities, capacity and budget.

Cartersville Bartow Chamber Picnic
Carolyn Hamrick relayed the information she had gathered about the picnic. It will be on June 26 from 5:30 pm until 8:00 pm at Taylor’s Lake. A large turnout is expected. Tickets are $35.00. Members are to let Nancy Warner know in the next few days if they wish to attend.

Academic Progress
Dr. Watterson distributed a summary of Academic Progress Committee issues (see attached). The growth of the GHC student population has resulted in increased number of academic dismissals, to the point that it is nearly unmanageable for the Committee to hear all of the appeals. Spring 2008 resulted in 128 dismissals for academic standing. It was noted that a student on academic probation must make a 2.0 or better semester average to avoid dismissal. Until recently a 1.8 was required, and Dr. Pierce questioned the reasoning for raising it to a 2.0. Carolyn Hamrick mentioned one reason is that a 2.0 is necessary for graduation. Dr. Pierce requested that it be determined what other institutions in the University System are using in terms of the GPA cut-off for dismissal.

Advising
Dr. Watterson reviewed the two Academic Advising handouts she provided (see attached). The GHC Advising Task Force is working to assess the College’s progress on Phase I of the Enhanced Advising Process: planning. Dr. Watterson mentioned one item partially complete is a plan that would require all undergraduates to meet with an advisor prior to registering for classes. An item that is complete and ongoing is the development of a comprehensive and published academic advising mission statement.
Another item assessed as complete is the provision for an online academic advising handbook. The online handbook is managed by Laura Ralston, Lead Advising Specialist.

**Fall Enrollment**
Dr. Shade provided documents related to enrollment (see attached). He noted that there was a 13% increase for Summer over last year, and Fall enrollment is up 34% from this time last year. He observed that the number of new applications entered into the system is down due to staff absences. They are attempting to de-centralize the process.

**Orientation**
There are 107 students signed up for the next orientation, which will be in Cartersville.

**Other**
Jason McFry reported on the activities of the Information Technology Department. They have been very busy installing new equipment.

Ken Reaves said that employee recognition will take place during lunch at the faculty/staff in-service on August 11. He reviewed a proposal for Community Kudos Employee Recognition Awards (see attached). These will be certificates, signed by Dr. Pierce, that will go to employees who have made significant contributions to the college and the community.

Carolyn Hamrick described the Cartersville location as being very busy with Summer school and advising.

John Southwood announced that there is now a form for requesting funds from the Foundation. It will be accessed online. He said that this will allow for greater documentation and more uniform decision-making.

Dana Davis said she has hired a new assistant, Ali Kimberl, whom she will introduce at the afternoon's Administrative Council meeting.

Dr. Watterson said that there are 2 upcoming workshops for academic division chairs concerning faculty development and mentoring. The workshops will be led by Dr. Linda Noble on July 9 and July 18.

Dr. Watterson was happy to announce that Dr. Carla Moldavan has come onboard as Mathematics Division Chair. She will be based in Cartersville.

Dr. Watterson gave an update on faculty offices. She said the number of offices is adequate at the Floyd and Marietta locations, but there is a need for 9 more faculty offices in Cartersville.
Dr. Pierce announced that Mary Norton has returned from personal leave, and she will be in charge of special projects for him. He then adjourned the meeting at 10:15 am.