The Meeting of the VP Group
Monday, March 08, 2004
8:30 a.m.
President's Office

AGENDA

1) Budget (Dr. Pierce)
2) Budget meeting on Friday, March 5 (Dr. Pierce)
3) Other

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Other options

= Split George's salary
Meeting of the VP Group
Monday, March 28, 2005
9:00 a.m.

AGENDA

Dr. Carson:

1. Marietta in June
2. AV for Marietta
3. FY '05 transition needs
4. Faculty workload considerations
5. FY '06 faculty hiring/budget
6. Calendar
7. Background checks
8. STARS

9. Other
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9. Other

Wednesday, August 10th.
Saturday, August 20th.
Monday, August 22nd.
Floyd College
Health Science Salary adjustments to lower workload to equivalent of 27 hours
DRAFT
3-23-05

Nursing

One additional full-time faculty member including benefits $55,000
One part-time 16-hour faculty member each of Fall and Spring $960

Dental Hygiene

One additional full-time faculty member including benefits $50,000
One part-time 16-hour faculty member each of Fall and Spring $960
One part-time 8-hour faculty member for Spring $240

[Note: Under these circumstances, Dental Hygiene could admit two additional students per year.]

Approximate total $107,250
I. FY '05 Marietta needs

A. Furniture required:
   - 2 computer labs with 21 ea. stations  
     42
   - 2 classrooms in the G building w/40 ea. tablet arm chairs  
     80
   - 3 " " " D " w/24 ea. 6' tables and chairs  
     72
   
   TOTAL  
     194

   Need to purchase ??? 6' folding tables@ $78 each.
   Chairs are available (from Cartersville).
   Probably can furnish 7-10 offices.

B. Audio visual equipment for 7 classrooms - ~$32,000

C. Operating budget May and June

D. Other equipment required:
   - Fax machine – need phone lines for in addition to initial cost
   - Credit card machine – must have dedicated phone line
   - Telephones
   - Telephone number?
   - Computer and printer for student schedules
   - Copier for office use
   - Will we still be using T-1 lines?
   - VTR machine?

II. FY '05 NMTC needs

A. Secretary for May/June  
   $5000?

B. Paint and carpet five classrooms:
   - Carpet  
     $11,200
   - Rubber base  
     1,620
   - Paint  
     300
   - Primer  
     300
   - Labor  
     2,332
   
   Total  
     $15,752
MEMORANDUM

TO: All Departments
FROM: Wilbur B. Shuler, Vice President
       Finance and Administration
DATE: March 17, 2005
RE: Year-End Purchasing Deadlines

Floyd College has recently received the purchasing deadlines from the State Procurement Office. To meet the requirements of the State Procurement Office and normal year-end processing, the Office of Finance and Administration is setting the following purchasing deadlines.

   All Open Market Purchases—April 5, 2005
   All Statewide Contract Purchases—April 5, 2005
   All Large Value Purchases (=>$5,000.00)—April 5, 2005
   All Small Value Purchases (<$5,000.00)—April 15, 2005
   All Purchasing Card Purchases—May 1, 2005
   All Encumbrances for Travel and Per Diem—May 30, 2005

   Work Orders for items to be made in Plant Operations where there would be an encumbrance of funds—May 30, 2005.

   Funded Programs (NYSP, Cont. Ed., etc.)—Not yet set

Please contact the Business Office if you have an emergency. Emergencies will be handled on an individual basis.

cc: Randall Pence
Floyd College
Faculty salary adjustments per FAC proposal
3-23-05
DRAFT

[The data below reflects full-time faculty, but does not include Health Science faculty or Division Chairs.]

If the college pays master’s prepared faculty $2000 additional, and the part-time rate is $1700, the following represent estimated additional costs to the college:

- 44 master’s prepared faculty @ $300 $13,200
- additional benefits @ 20% of $2000 $17,600

The proposal is to pay faculty with a doctorate $2250 additional. There are very few part-time faculty earning above $1700, so $1700 is used for these estimates. The following represent estimated additional costs to the college:

- 22 doctorate prepared faculty @ $550 $12,100
- additional benefits @ 20% of $2,250 $9,900

The subtotal of these expenses for FY ’06 (Fall and Spring only) is $52,800.

Should these faculty teach in the summer session, there will be an increased cost to the college since summer pay is based on annual contract salaries. Most Floyd faculty teach in the summer. In FY ’07, the college would expect to pay additional expenses as follows:

- 44 master’s prepared faculty @ $2,000 teaching two classes for 18% $15,840
- 22 doctorate prepared faculty @ $2,250 teaching two classes for 18% $8,900

The subtotal of additional summer instructional expense is $24,740.

The total additional instruction expense for three terms would be $77,740.

The proposal also asks for $2000 additional for 5 Assistant Librarians giving the additional workload of an increased student enrollment and more faculty.

5 @ $2000 $10,000

It should be noted that of the seven librarians that have left the college in the last years, all have left for salary reasons.

The total FAC instructional proposal would cost $87,740 for Fall/Spring/Summer.

There is an additional request for a $100 stipend for faculty teaching in more than one location. In Spring 2005 the following assignments exist with corresponding estimates:

- Two locations 22 faculty $2,200
- Three locations 9 faculty $1,800
Meeting of the VP Group
Monday, October 24, 2005
8:30 a.m.
President’s Conference Room B

AGENDA

1) Status of card swipe/security system at Cartersville (Doug Webb)
2) Financial Aid Report (Dr. Shade)
3) Policies proposed to Cabinet: (Dr. Shade)
   a. Non-Accredited Home Schooled Student Admissions Policy
   b. Freshman Applicants from an Unaccredited High School
4) Other
Ron Shade

From: Kelly Gribble
Sent: Thursday, October 20, 2005 11:45 AM
To: Ron Shade
Cc: Gail Campbell; Joe Agan; Tess Neel; Annette Wright
Subject: 04-05 reporting info for FA

I've just submitted our yearly report to the BOR and just wanted to give you a summary of the data of aid disbursed for 04-05:

$2,406,569 student loans (15% increase in total loans from 03-04)
2,663,048 Pell grant
2,510,542 HOPE scholarship (16% increase from 03-04)
23,798 HOPE GEDs/grants-certificates
14,250 LEAP grant
97,951 FWS
41,800 SEOG
15,037 Institutional scholarships
4,020 other State scholarships (non-need based)
77,907 Scholarships from outside organizations (more than doubled from 03-04)

GRAND TOTAL: $7,854,922.00

We currently have 3,238 students packaged financial aid for 05-06, which is 85% of the current student body.
Non-Accredited Home Schooled Student Admissions Policy

According to the policies of the Board of Regents of the University System of Georgia, an applicant whose SAT I combined (Verbal + Mathematics) score is at or above the average SAT I score of the previous year's fall semester first-time freshman admitted to the USG institution to which he or she is applying and who has completed the equivalent of each of the CPC areas as documented by a portfolio of work and/or other evidence that substantiates CPC completion qualifies for consideration for admission.

The following items are necessary to complete an admissions file for Non-Accredited Home Schooled applicants to Georgia Highlands College:

- The GHC application and $20 Non-refundable application processing fee
- The GHC Certificate of Immunization
- Official SAT or ACT scores sent to GHC directly from the testing agency:
  - For Fall Semester 2004, the Georgia Highlands College average freshman total SAT score was 890. The equivalent ACT Composite score is 18.
  - In addition, applicants must meet the minimum required SAT verbal score of 330 and minimum SAT math score of 310. The ACT minimum equivalent scores are English- 12 and math- 14.

- Official transcripts from any conventional public/private high school and colleges attended with at least a 2.0 grade point average in College Preparatory Curriculum
- Completed Home School CPC Evaluation Form
- Home school applicants must present to the Office of Admissions an Academic Portfolio detailing all 16 required college prep courses in the subject areas of English, natural math, science, social science, and foreign language. Courses in progress should be so noted.
- An Academic Portfolio must include the following information:
  - Complete course title, Length of time of course, date completed/will complete
  - Course description, course syllabus
  - Textbook/materials used
  - Primary teacher/instructor for course and education credentials

Once all application materials received in the Office of Admissions, the home school applicant’s Academic Portfolio is forwarded to the GHC Admissions Committee. The Committee will review each portfolio to determine if the applicant has fulfilled the college prep course requirements. Please allow four weeks for the Committee to complete its review. Upon completion of the committee’s review, the Office of Admissions will send in written notification to the applicant his/her admissions status.
Freshman Applicants from an Unaccredited High School

Applicants who are graduates of non-accredited high schools may be considered for admission to Georgia Highlands College through one of several avenues:

♦ By taking the GED and attaining a passing score required by the State of Georgia; or
♦ By scoring at or above the average SAT I score of the college’s previous year’s fall semester first-time freshman class (890 cumulative) with at least a 330 Verbal score and at least a 310 Math score, or the equivalent ACT scores, AND by also substantiating College Preparatory Curriculum completion via the SAT II examinations in seven specified subject areas – Mathematics IC or IIC, English Writing, English Literature, Biology, Chemistry or Physics, American History & Social Studies, and World History – and achieving designated scores in each area; OR
♦ By presenting extensive evidence of potential for success for evaluation as a Presidential Exception, with minimum SAT I scores of 500 Verbal and 500 Math or corresponding ACT scores; OR
♦ By scoring in the top five percent of all students, nationally, on the SAT I or ACT.

Students who achieve a qualifying GED score and those who are admitted as Presidential Exceptions will be required to makeup any CPC (College Preparatory Curriculum) deficiencies noted during the admissions evaluation process. Students substantiating CPC completion by taking the seven specified subject tests of the SAT II (noted above) and achieving designated scores in each area are not subject to CPC deficiency makeup, having demonstrated equivalent CPC competence with successful completion of SAT II testing.
Home School CPC Evaluation Form

Student Name: ____________________________________________

Social Security Number: ____________________________ Graduation Date: ____________

Please complete this form and on separate paper provide a detailed description of course work completed in each subject area indicating subject title, course description, texts or program used, and primary teacher. Each subject should be representative of one Carnegie Unit (or academic year) of study. You may attach supplemental information including, but not limited to, writing samples, reading lists, major projects and assignments, exceptional learning experiences, and additional standardized test scores such as the Iowa Basic Skills, State Exit Exams or SAT II subject exams.

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<th>ENGLISH (4 Units)</th>
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<th>Grade Earned</th>
<th>Source/Curriculum</th>
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Completed by: ________________________________ Date: ______________


Meeting of the VP Group
Monday, November 14, 2005
9:00 a.m.
President's Conference Room B

AGENDA

1) Barnes and Noble arrangement (i.e., phones, computers) (Jeff Patty)
2) Other
The Meeting of the VP Group
Monday, November 28, 2005
9:00 a.m.

AGENDA

1) Feedback concerning Travel Regulations (Dr. Shuler)
2) Enrollment update (Dr. Shade)
3) USG Task Force (Dr. Pierce)
4) Other
PROPOSED NATIONAL SEARCHES

Replacement tenure-track faculty positions:
English
Nursing
Chair of Academic Support
Division Chair of Humanities Division

Advertise tenure-track for three current temporary full-time positions:
Learning Support mathematics
Learning Support English
Mathematics

[Note 1: Continue four other temporary full-time positions (two nursing, biology, mathematics)]
[Note 2: There are three one semester full-time positions for Fall 2005 that might need to be extended.]

Proposed new faculty positions (prioritized):
1. Biology
2. Accounting
3. Communications
4. Physical Education
5. English
6. Political Science
7. *Nursing
8. Temporary Biology
9. *Nursing
10. Psychology
11. Temporary Communications
12. Dental Hygiene

* May need to move to the top of the list, if external degree is approved

PROPOSED LOCAL SEARCHES Staff positions (prioritized):
1. Science lab coordinator
2. Full-time library staff (Cartersville)
3. Part-time librarian (Cartersville)
4. Full-time nursing secretary (Acworth)
5. Part-time audio-visual technician (Cartersville)

PROPOSED INTERNAL SEARCH (with reassigned time): Director of Acworth Site
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Started two weeks later this year.

Student killed going from school to home. Was on schedule to graduate in Dec. raising part-time faculty rate 1790-2000 1700-2000.
unheard about until such
time as the legal
tools have been
duly prepared.

Throughout my
time in the field of
law, I have often
wondered about the
date of the
unheard about until such
time as the legal
tools have been
duly prepared.

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time as the legal
tools have been
duly prepared.