Meeting of the VP Group  
Monday, January 29, 2007  
10:00 a.m.  
President's Office Conference Room

AGENDA

1) Yellow ribbon (Dr. Carson)
2) Calling students who were wiped out? (Dr. Carson)
3) Proposed DVD plan for Academic Support (Dr. Carson)
4) Assessment of Administrative and Educational Support Units (Dr. Carson)
5) Foundations of Excellence in the First College Year Initiative (Dr. Pierce)
6) Other

wiped out
The following enrollment categories were provided for the wiped-out students:

<table>
<thead>
<tr>
<th>Category</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continuing</td>
<td>77%</td>
</tr>
<tr>
<td>Transfer</td>
<td>9%</td>
</tr>
<tr>
<td>Post-Bacc</td>
<td>2%</td>
</tr>
<tr>
<td>New Freshmen</td>
<td>8%</td>
</tr>
<tr>
<td>Transient/readmit</td>
<td>3%</td>
</tr>
<tr>
<td>Non-Trad</td>
<td>00.7%</td>
</tr>
<tr>
<td>Joint Enrollment</td>
<td>00.5%</td>
</tr>
</tbody>
</table>

- The above data demonstrate that continuing students perhaps take advantage of an easy-going culture about making payments.
- After continuing, the larger remaining categories (Transfer and New Freshmen) attend orientations as do Joint Enrollment. The smaller categories (Post-Bacc and Transient) are not required to attend orientation.
- Are students in need of counseling about financial responsibility?
- What is the role of financial aid for continuing students? The FAFSA reapplications are due before fall term each year. Should more students receive information about financial aid opportunities?
- Perhaps there needs to be a rethinking of the “when to pay” messages that the institution is delivering.
- Should students who are new admissions to the college be given more emphatic messages about paying up front?
- What messages and invoices should be utilized for wiped-out students?

A count of the students’ status on January 26, 2007 is as follows:

<table>
<thead>
<tr>
<th>Status</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrolled</td>
<td>49%</td>
</tr>
<tr>
<td>Not enrolled</td>
<td>51%</td>
</tr>
</tbody>
</table>

- A significant number of the wiped-out students are not currently enrolled.
- Some of them may be sitting in classes without knowing their status.
- These students cared enough about their educational plans to register for Spring classes. How much higher would our enrollment be each term?

Note:
Fall 2006 wipe-out data was not collected in a manner that would permit analysis. Therefore, only speculation is possible.
There was a total of 600-700 wipeouts in Fall 2006.
The unduplicated number is not known nor is the number who were reinstated.
If the Spring 2007 trends applied to that group, then it is possible that some hundreds of students tried to attend but could not.

- Many questions can be generated by the above.
- Systemic approaches appear to be in order.
- Targets to reduce the number of wipeouts might be set.
- Strategies to meet reduced targets should be analyzed with appropriate assessment measures.
NOTE:

- The following data were counted once manually and therefore are probably NOT precise.
- However, the PREPONDERANCE of the trends provides a reasonable basis for analysis.

This is a snapshot of the institution for one semester. These data do NOT include students removed by the Registrar for academic reasons. These data are limited to students who did not meet financial obligations to the college. It is not known if the data below represent an improvement over previous terms or not. Nevertheless, a LOT of students and MUCH institutional time is taken up with these students. Decisions about classes/instructors are often made based on faulty data.

The Spring 2007 wipeout report had 439 rows. Wipeouts were conducted on the following dates:

   1  January 3, 2007
   2  January 6, 2007
   3  January 25, 2007 < 87

The following represent approximate percentages of INDIVIDUAL students wiped out by the three dates.

1 only 38% 113
1 and 2 both 4%
1 and 3 both 2%
1,2, and 3 all 0.2%
2 only 40%
2 and 3 both 2%
3 only 15%

- The above data clearly destroy the myth that most of the wipeouts represent the same students getting wiped out over and over.
- Comparatively, the total number of wipeouts is about 10% of Spring 2007 headcount.
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Introduction:

Georgia Highlands College is a two-year college providing certificate, career associate and associate degrees. Programs are delivered at a variety of locations, including Rome (main campus as well as the Heritage Hall facility), Cartersville, Acworth, Marietta, and Carrollton. Georgia Highlands is an access institution primarily serving northwest Georgia as well as neighboring parts of Tennessee and Alabama. Nursing and Dental Hygiene are the two primary Associates Degree programs offered by the institution.

The analysts assigned to the institution appreciated the willingness of university administrators to engage in discussion related to the shadow budget process. The open dialogue was of tremendous benefit to the analysts and served as an enlightening opportunity to learn about the accomplishments, plans, and challenges facing the institution.

FTE Expenditure Data:

Appendices I – IV contain the relevant 5-year FTE expenditure data for Georgia Highlands College as well as the data from peer institutions within the University System of Georgia for fiscal years 2003 through 2007. These charts should be reviewed with the understanding that different types of expenditures are coded various ways throughout the University System of Georgia. Allowing for these differences, the following trends are worth noting:

1. In 4 of the 5 years during the period under review, instructional expenditures (Appendix I) per FTE were approximately 5% to 15% higher than the sector average. There are likely a variety of factors contributing to this trend, including the cost of delivering instruction at multiple locations, as well as delivering higher cost instruction programs such as nursing and dental hygiene.

2. Student services expenses (Appendix II) consistently fall below the sector average. It is worth noting that in this sector many of the schools, including Georgia Highlands, are clustered together, with two other institutions showing substantially higher expenditures per FTE.

3. Academic support expenses (Appendix III) also consistently fall below the sector average for each fiscal year under review. In 4 of the 5 years, expenditures were lower at Georgia Highlands than the sector average. As mentioned above in item (2) Georgia Highlands expenditures in this area are also very tightly clustered with many other institutions in the sector, while another institution has a substantially higher level of academic support expenditures.
(4) Institutional support expenditures (Appendix IV) practically mirror the sector average. In this area, there is a wider dispersion of expenditures than in academic support or student services referenced above.

In summary, expenditure levels do not seem to be radically out of line with what would be expected at similar institutions. Furthermore, using the average as a reference point for a couple of the expenditure categories could be slightly misleading given high expenditure levels at one or two schools in the sector.

Opportunities for Improvements / Internal Reallocations:

- During the self-reporting process prior to the campus visit by the analysts, the institution indicated that it spent approximately $45,000 in general funds related to credit card transaction fees for FY 2007. The institution should reconsider this strategy of covering credit card fees from the general fund and investigate any alternatives that would alleviate this burden from the institution going forward. As credit card fees are typically a percentage of the amount of the transaction, increases either in credit card usage or tuition rates will cause this cost to continue to grow in future years. If the costs of covering the credit card fees are assessed to those individuals who are benefiting from the convenience, that would free funds at the institution to devote to higher priority needs, such as hiring more full-time faculty.

- During the initial enrollment for the health care high deductible plan, Georgia Highlands only had one (1) employee sign up. It is estimated that the institution will save over $1,000 per year for every employee who switches from the PPO plan to the high deductible health insurance plan. Initial feedback from around the system indicates that low enrollment in the new plan was due in part to limited information about the plan and the associated cost savings / benefits to the employee. A more aggressive effort by the institution to educate employees about the new plan could yield substantial savings via higher participation rates in the new health care plan.

- Recent changes in the Optional Retirement Plan (ORP) rate have reduced the employer share of the benefit contribution. This change is estimated to save Georgia Highlands approximately $41,000 per year on a continuing basis. (Source: Analysis by the Board of Regents Budget Office). This represents another potential source of internal funding that could be redirected to higher priority needs of the institution.
Meeting of the VP Group
Monday, February 12, 2007
10:00 a.m.
President's Office Conference Room

AGENDA

1) Budgets
2) Food Service
3) Other
Meeting of the VP Group

Thursday, January 31, 2008

9:30 a.m.

President’s Conference Room

AGENDA

1) Information from ACIT meeting regarding cell phones (Jeff Patty or representative)
2) Budget preparation (Rob Whitaker)
3) Other
Meeting of the VP Group

Monday, February 11, 2008

9:00 a.m.

President’s Conference Room

AGENDA

1) Discussion of CBO meeting and draft allocations (Rob Whitaker) *
2) Discussion of current year funding needs (Rob Whitaker)
3) Other

*Handout for this discussion item is included in the 2009 Budget Folder.
Meeting of the VP Group

Monday, February 25, 2008

10:00 a.m.

President’s Conference Room

Agenda

1) Year-end funding (Rob Whitaker)
2) Other
Meeting of the VP Group

Monday, March 24, 2008

10:00 a.m.

President’s Conference Room

AGENDA

1) Processing cell phones (Jeff Patty)
2) Critical position hiring process (Rob Whitaker)
3) Shared Services (Rob Whitaker)
4) Mileage reimbursement rate change (Rob Whitaker)
5) FY 09 Budget update (Rob Whitaker)
6) Other
The Meeting of the VP Group

Friday, April 18, 2008

9:00 a.m.

President’s Conference Room

AGENDA

1) Personal Appearance Policy (Dr. Pierce)
2) Student Services enrollment update – Summer (Dr. Shade)
3) Application update for Fall (Dr. Shade)
4) Student Services staffing developments (Dr. Shade)
5) Other
Greetings!

Just a friendly reminder concerning personal appearance and dress at GHC; Due to the fact that we are now on a 4/10 schedule, the rule of thumb is still that a professional/businesslike appearance (this includes business casual) must be maintained for each day of the week, including Thursday. Thursday should not be considered a substitute casual dress day as Friday has been during our normal work schedule. Additionally, as stated in the policy, **jeans and t-shirts** (even those with the college logo) are normally not appropriate dress items at any time for most departments.

While there is not a specific definition for business casual dress, our policy provides good guidance on this subject without issuing a comprehensive list. Please let me know if you have any questions concerning our policy or this issue. Thanks,

kr

Ken Reaves
Director of Human Resources
Georgia Highlands College
Phone: 706.802.5134 (fax) 706.368.7723 or 295.6610

*If you are planning for a year, sow rice.  
If you are planning for a decade, plant trees.  
If you are planning for a lifetime, educate people.  
Chinese proverb*
Personal Appearance

Changes to Georgia Highlands College Faculty and Staff Handbook, 1999

Section III, Personnel and Employment Information, pp 25-26

Approved by Human Resources Advisory Committee, Sep. 29, 1999

Approved by President's Cabinet, Oct. 4, 1999

Amended May 9, 2002

PERSONAL APPEARANCE AND DEMEANOR

Discretion in style of dress and behavior is essential to efficient operation of Georgia Highlands College. Employees are, therefore, required to dress in appropriate business attire and to behave in a professional, businesslike manner. Employees should use good judgment in choice of work clothes and should conduct themselves at all times in a way that best represents Georgia Highlands College.

Georgia Highlands College maintains a business casual dress policy during the academic year; that is, traditional business attire (e.g., a business suit) is not expected. Employees should however dress appropriately for their work activities. For some events and visitors traditional business attire may be appropriate. Specific departmental dress policies will vary to meet the needs of different departments. In general, shorts and jeans are not appropriate business casual attire. Each supervisor is expected to assure that all employees are dressed appropriately.

On Fridays, the more casual attire must still be professional, businesslike, and appropriate for the workplace. In certain offices where staff regularly meet the public on Fridays, semester breaks, or during the summer, the supervisor may extend the business casual dress code as appropriate. Casual clothing of student employees must also be appropriate for the work setting.

Employees should also keep their work environment clean and orderly. Workspaces should appear professional. Whether on or off duty, employees reflect Georgia Highlands College. Consequently, employees are encouraged to observe the highest standards of professionalism at all times.
Meeting of the VP Group

Monday, April 28, 2008

10:00 a.m.

President's Conference Room

AGENDA

1) Salary Administration Policy (Rob Whitaker)
2) Budget Decisions (Rob Whitaker)
3) Summer and Fall Enrollment updates (Dr. Shade)
4) Other

Quality: #1
Enrolled Student Count by Campus:

<table>
<thead>
<tr>
<th>CAMPUS</th>
<th>Fall 2008</th>
<th>Credit Hours</th>
<th>Fall 2007</th>
<th>Credit Hours</th>
<th>Fall 2007</th>
<th>Final Enrollment</th>
<th>Final Credit Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Floyd</td>
<td>267</td>
<td>2,241</td>
<td>226</td>
<td>1,597</td>
<td>1,547</td>
<td>14,107</td>
<td></td>
</tr>
<tr>
<td>Cartersville</td>
<td>378</td>
<td>3,500</td>
<td>291</td>
<td>2,306</td>
<td>1,730</td>
<td>15,368</td>
<td></td>
</tr>
<tr>
<td>Acworth</td>
<td>0</td>
<td>0</td>
<td>27</td>
<td>142</td>
<td>487</td>
<td>3,143</td>
<td></td>
</tr>
<tr>
<td>Heritage Hall</td>
<td>1</td>
<td>3</td>
<td>2</td>
<td>7</td>
<td>265</td>
<td>2,219</td>
<td></td>
</tr>
<tr>
<td>Marietta</td>
<td>108</td>
<td>986</td>
<td>64</td>
<td>502</td>
<td>654</td>
<td>6,244</td>
<td></td>
</tr>
<tr>
<td>DVD/Cassette/WEB</td>
<td>130</td>
<td>464</td>
<td>91</td>
<td>287</td>
<td>476</td>
<td>1,553</td>
<td></td>
</tr>
<tr>
<td>eCore</td>
<td>26</td>
<td>115</td>
<td>20</td>
<td>82</td>
<td>106</td>
<td>467</td>
<td></td>
</tr>
<tr>
<td>West Georgia</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>136</td>
<td>1,907</td>
<td></td>
</tr>
<tr>
<td><strong>Total Enrollment</strong></td>
<td><strong>698</strong></td>
<td><strong>7,309</strong></td>
<td><strong>599</strong></td>
<td><strong>4,923</strong></td>
<td><strong>4,345</strong></td>
<td><strong>45,008</strong></td>
<td></td>
</tr>
<tr>
<td>Duplicates</td>
<td>212</td>
<td></td>
<td>122</td>
<td></td>
<td>1,056</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total w/ Duplicates</strong></td>
<td><strong>910</strong></td>
<td></td>
<td><strong>721</strong></td>
<td></td>
<td><strong>5,401</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Fall 2006 total enrollment: 481

- enrollment to date up 16.53%
- credit hours to date up 48.47%

- enrollment compared to final enrollment less 83.94%
- credit hours compared to final credit hours less 83.76%

Applications for Admission:

<table>
<thead>
<tr>
<th>ADMISSIONS</th>
<th>Fall 2008</th>
<th>Fall 2007</th>
<th>Final Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Applications Entered</td>
<td>1,204</td>
<td>1,163</td>
<td>3,416</td>
</tr>
<tr>
<td>Completed Applications</td>
<td>318</td>
<td>271</td>
<td>2,850</td>
</tr>
<tr>
<td>Students Accepted</td>
<td>718</td>
<td>601</td>
<td>2,800</td>
</tr>
<tr>
<td><strong>Total New Applicants Enrolled</strong></td>
<td><strong>17</strong></td>
<td><strong>28</strong></td>
<td><strong>1,873</strong></td>
</tr>
</tbody>
</table>

* Students Accepted are Readmits
* New Applicants Enrolled are Readmits
# Enrolled Student Count by Campus:

<table>
<thead>
<tr>
<th>Campus</th>
<th>Summer 2008</th>
<th></th>
<th></th>
<th>Summer 2007</th>
<th></th>
<th></th>
<th></th>
<th>Summer 2007</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Enrollment</td>
<td>Credit</td>
<td>Hours</td>
<td>Enrollment</td>
<td>Credit</td>
<td>Hours</td>
<td></td>
<td>Enrollment</td>
<td>Credit</td>
</tr>
<tr>
<td>Floyd</td>
<td>649</td>
<td>3,460</td>
<td></td>
<td>465</td>
<td>2,371</td>
<td></td>
<td>773</td>
<td>4,076</td>
<td></td>
</tr>
<tr>
<td>Cartersville</td>
<td>757</td>
<td>3,506</td>
<td></td>
<td>447</td>
<td>2,165</td>
<td></td>
<td>674</td>
<td>3,325</td>
<td></td>
</tr>
<tr>
<td>Acworth</td>
<td>10</td>
<td>40</td>
<td></td>
<td>85</td>
<td>346</td>
<td></td>
<td>152</td>
<td>637</td>
<td></td>
</tr>
<tr>
<td>Heritage Hall</td>
<td>13</td>
<td>65</td>
<td></td>
<td>33</td>
<td>177</td>
<td></td>
<td>38</td>
<td>206</td>
<td></td>
</tr>
<tr>
<td>Marietta</td>
<td>183</td>
<td>906</td>
<td></td>
<td>85</td>
<td>438</td>
<td></td>
<td>155</td>
<td>791</td>
<td></td>
</tr>
<tr>
<td>DVD/Cassette/WEB</td>
<td>370</td>
<td>1,307</td>
<td></td>
<td>205</td>
<td>679</td>
<td></td>
<td>343</td>
<td>1,134</td>
<td></td>
</tr>
<tr>
<td>eCore</td>
<td>87</td>
<td>354</td>
<td></td>
<td>39</td>
<td>162</td>
<td></td>
<td>60</td>
<td>261</td>
<td></td>
</tr>
<tr>
<td>West Georgia</td>
<td>0</td>
<td>0</td>
<td></td>
<td>0</td>
<td>0</td>
<td></td>
<td>42</td>
<td>258</td>
<td></td>
</tr>
<tr>
<td><strong>Total Enrollment</strong></td>
<td><strong>1,640</strong></td>
<td><strong>9,638</strong></td>
<td></td>
<td><strong>1,129</strong></td>
<td><strong>6,338</strong></td>
<td></td>
<td><strong>1,827</strong></td>
<td><strong>10,688</strong></td>
<td></td>
</tr>
<tr>
<td>Duplicates</td>
<td>429</td>
<td>230</td>
<td></td>
<td>230</td>
<td>230</td>
<td></td>
<td>410</td>
<td>410</td>
<td></td>
</tr>
<tr>
<td><strong>Total w/ Duplicates</strong></td>
<td><strong>2,069</strong></td>
<td><strong>1,359</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Spring 2006 total enrollment: **985**

- Enrollment to date up 45.26%
- Credit hours to date up 52.07%

- Enrollment compared to final enrollment less 10.24%
- Credit hours compared to final credit hours less 9.82%

Applications for Admission:

<table>
<thead>
<tr>
<th>Admissions</th>
<th>Summer 2008</th>
<th></th>
<th></th>
<th>Summer 2007</th>
<th></th>
<th></th>
<th></th>
<th>Summer 2007</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Enrollment</td>
<td>Credit</td>
<td>Hours</td>
<td>Enrollment</td>
<td>Credit</td>
<td>Hours</td>
<td></td>
<td>Enrollment</td>
<td>Credit</td>
</tr>
<tr>
<td>New Applications Entered</td>
<td>1,064</td>
<td></td>
<td></td>
<td>1,021</td>
<td></td>
<td></td>
<td>1,250</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Completed Applications</td>
<td>683</td>
<td></td>
<td></td>
<td>658</td>
<td></td>
<td></td>
<td>1,072</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Students Accepted</td>
<td>687</td>
<td></td>
<td></td>
<td>514</td>
<td></td>
<td></td>
<td>1,017</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total New Applicants Enrolled</strong></td>
<td><strong>275</strong></td>
<td></td>
<td></td>
<td><strong>187</strong></td>
<td></td>
<td></td>
<td><strong>541</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*71 Students Accepted are Readmits
84 New Applicants Enrolled are Readmits
Meeting of the VP Group

Monday, April 28, 2008

10:00 a.m.

President's Conference Room

AGENDA

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4) Other
GEORGIA HIGHLANDS COLLEGE  
Summer 2008 / Summer 2007

Enrolled Student Count by Campus:

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<thead>
<tr>
<th>CAMPUS</th>
<th>Summer 2008</th>
<th></th>
<th>Summer 2007</th>
<th></th>
<th>Summer 2007</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Enrollment</td>
<td>Credit Hours</td>
<td>Enrollment</td>
<td>Credit Hours</td>
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</tr>
<tr>
<td>Total w/ Duplicates</td>
<td>2,069</td>
<td>1,359</td>
<td></td>
<td></td>
<td>2,237</td>
<td></td>
</tr>
</tbody>
</table>

Spring 2006 total enrollment: 985

- Enrollment to date up 45.26%
- Credit hours to date up 52.07%
- Enrollment compared to final enrollment less 10.24%
- Credit hours compared to final credit hours less 9.82%

Applications for Admission:

<table>
<thead>
<tr>
<th>ADMISSIONS</th>
<th>Summer 2008</th>
<th>Summer 2007</th>
<th>Summer 2007</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Applications Entered</td>
<td>1,064</td>
<td>1,021</td>
<td>1,250</td>
</tr>
<tr>
<td>Completed Applications</td>
<td>683</td>
<td>658</td>
<td>1,072</td>
</tr>
<tr>
<td>Students Accepted</td>
<td>687</td>
<td>514</td>
<td>1,017</td>
</tr>
<tr>
<td>Total New Applicants Enrolled</td>
<td>275</td>
<td>187</td>
<td>541</td>
</tr>
</tbody>
</table>

171 Students Accepted are Readmits
84 New Applicants Enrolled are Readmits
GEORGIA HIGHLANDS COLLEGE  
Fall 2008 / Fall 2007

Enrolled Student Count by Campus:

<table>
<thead>
<tr>
<th>CAMPUS</th>
<th>Fall 2008</th>
<th></th>
<th>Fall 2007</th>
<th></th>
<th>Fall 2007</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Enrollment</td>
<td>Credit Hours</td>
<td>Enrollment</td>
<td>Credit Hours</td>
<td>Final Enrollment</td>
<td>Final Credit Hrs</td>
</tr>
<tr>
<td>Floyd</td>
<td>267</td>
<td>2,241</td>
<td>226</td>
<td>1,597</td>
<td>1,547</td>
<td>14,107</td>
</tr>
<tr>
<td>Cartersville</td>
<td>378</td>
<td>3,500</td>
<td>291</td>
<td>2,306</td>
<td>1,730</td>
<td>15,368</td>
</tr>
<tr>
<td>Acworth</td>
<td>0</td>
<td>0</td>
<td>27</td>
<td>142</td>
<td>487</td>
<td>3,143</td>
</tr>
<tr>
<td>Heritage Hall</td>
<td>1</td>
<td>3</td>
<td>2</td>
<td>7</td>
<td>265</td>
<td>2,219</td>
</tr>
<tr>
<td>Marietta</td>
<td>108</td>
<td>986</td>
<td>64</td>
<td>502</td>
<td>654</td>
<td>6,244</td>
</tr>
<tr>
<td>DVD/Cassette/WEB</td>
<td>130</td>
<td>464</td>
<td>91</td>
<td>287</td>
<td>476</td>
<td>1,553</td>
</tr>
<tr>
<td>eCore</td>
<td>26</td>
<td>115</td>
<td>20</td>
<td>82</td>
<td>106</td>
<td>467</td>
</tr>
<tr>
<td>West Georgia</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>136</td>
<td>1,907</td>
</tr>
<tr>
<td><strong>Total Enrollment</strong></td>
<td><strong>698</strong></td>
<td><strong>7,309</strong></td>
<td><strong>599</strong></td>
<td><strong>4,923</strong></td>
<td><strong>4,345</strong></td>
<td><strong>45,008</strong></td>
</tr>
<tr>
<td>Duplicates</td>
<td>212</td>
<td></td>
<td>122</td>
<td></td>
<td>1,056</td>
<td></td>
</tr>
<tr>
<td><strong>Total w/ Duplicates</strong></td>
<td><strong>910</strong></td>
<td></td>
<td><strong>721</strong></td>
<td></td>
<td><strong>5,401</strong></td>
<td></td>
</tr>
</tbody>
</table>

Fall 2006 total enrollment: 481  
enrollment to date up 16.53%  
credit hours to date up 48.47%  
enrollment compared to final enrollment less 83.94%  
credit hours compared to final credit hours less 83.76%

Applications for Admission:

<table>
<thead>
<tr>
<th>ADMISSIONS</th>
<th>Fall 2008</th>
<th>Fall 2007</th>
<th>Fall 2007 Final Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Applications Entered</td>
<td>1,204</td>
<td>1,163</td>
<td>3,416</td>
</tr>
<tr>
<td>Completed Applications</td>
<td>318</td>
<td>271</td>
<td>2,850</td>
</tr>
<tr>
<td>Students Accepted</td>
<td>718</td>
<td>601</td>
<td>2,800</td>
</tr>
<tr>
<td><strong>Total New Applicants Enrolled</strong></td>
<td><strong>17</strong></td>
<td><strong>28</strong></td>
<td><strong>1,873</strong></td>
</tr>
</tbody>
</table>

38 Students Accepted are Readmits  
4 New Applicants Enrolled are Readmits
Meeting of the VP Group

Monday, June 9, 2008
10:00 a.m.
President's Conference Room

AGENDA

1) Enrollment and Orientation Updates (Ron Shade)
2) Personnel Updates (Ron Shade)
3) New Phone System Feedback (Ron Shade)
4) Year-end Spending (Rob Whitaker)
5) Academic Warning/Dismissal Policy (Renva Watterson)
6) Maymester Registration (Renva Watterson)
7) Other
Meeting of the VP Group
Monday, June 23, 2008
10:00 a.m.
President’s Conference Room

1. Fall Enrollment Update (Ron Shade)

2. Staffing Update (Ron Shade)

3. Academic advising (Renva Watterson)

4. e-Core  (Renva Watterson)

5. Academic dismissal survey of other USG colleges  (Renva Watterson)

6. Other
Meeting of the Vice President Group
Monday, September 29, 2008
9:00 a.m.
President’s Conference Room

AGENDA

1) Food and Meal Policy (Rob Whitaker)

2) Other
Meeting of the Vice President Group
Monday, October 13, 2008
10:00 a.m.
President's Conference Room

AGENDA

1) Academic Affairs 2008-2009 Travel Policy (Dr. Watterson)
2) USG Academic Advisory Committees for 2008 (Dr. Watterson)
3) Chancellor & Shelley Nichols visits (Dr. Pierce)
4) Other
Chancellor’s Campus Visit Checklist

*Note: The only meeting the President is required to attend is the one-on-one session with the Chancellor. All other meetings are at the presidents’ discretion.*

_____ The first thing on the agenda will be a one-on-one session with the President of the Institution and the Chancellor (this will not be compromised) (estimated: 1 hr)

_____ The Chancellor will meet with the Presidents’ Cabinet members (estimated: 1 hr minutes)

_____ The Chancellor will meet with senior faculty “leaders” (estimated: 1 hr)

_____ The Chancellor will have a meeting with community leaders, legislators and/or university supporters. (estimated: 1.5 hrs)

_____ The Chancellor will meet with student leaders (example: SGA members) (estimated: 1 hr)

_____ A brief tour of presentation highlighting a building or a facility (estimated: 30 minutes)

_____ *Note:* Please provide the Chancellor’s office with a draft agenda two weeks prior to the visit and a finalized agenda a week prior to the visit.

_____ *Note:* Please provide the Chancellor’s Office with a full list of all individuals who will be attending the meetings one week prior to the visit.

_____ The visit should last for no more than 6 hours in length and should be considered a low key visit *(no media or speeches)*
DRAFT
Times approximate

Chancellor Davis
October 30

9:00 am  arrive at Rome campus
9:15 am  meet with President
10:30 am meet with Cabinet
11:30 am leave for Coosa Country Club
12:15 am Rotary meeting; Chancellor will speak
1:30 pm  tour & presentation (Heritage Hall?)
2:00 pm  leave for Floyd campus
2:15 pm  meet with senior faculty
3:15 pm  meet with student group
DRAFT
Times approximate

Shelley Nichols
November 4

9:00 am  Meet in Marietta, tour location

10:00-10:30 am  Leave for Rome

11:00-10:30 am  Tour Heritage Hall

Noon  Lunch at Coosa Country Club with GHC leadership team

1:30 pm  Tour Floyd Campus

2:00 pm  Meet with student group

2:30 pm  Meet with faculty group

3:00 pm  Leave for Marietta
USG Academic Advisory Committees
Georgia Highlands College
2007-2008 Roster

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EMAIL: rpeters@highlands.edu
Academic Affairs Travel Policy for 2008-2009

1. With BOR and IRS regulations met, all intercampus class-based travel will be approved, following standard operating procedure. This represents both essential and mission-critical travel expense.

2. Effective immediately, a moratorium is invoked on all out-of-state professional travel. While there may be some rare instance that may be considered essential and mission-critical, requests will be reviewed on a case-by-case basis and will be approved only in exceptional circumstance. As a rule, authorities to travel out of state should neither be accepted nor approved at the division level.

3. Personally-funded professional travel that entails absence from a faculty member’s contract work schedule will require approval from the division chairperson. The filing of requisite authority to travel forms for informational and coverage purposes is expected to proceed.

4. In-state travel that is deemed essential and mission-critical will be subject to standard review and processing. In all cases, alternate efforts to participate should be explored first, e.g., teleconferencing, conference calling, sending meeting materials by e-mail, paring the number of meetings, cancelling face-to-face meetings altogether. Serious scrutiny should be applied at the division level, with only fully vetted and approved requests being sent to the VPAA for further action.

From Rob Watts’ budget update letter of 9.16.08:

“Please keep in mind that the Finance and Business Operations Committee of the Board requests quarterly expenditure data; Board members are always interested in institutional patterns. In addition, over the past year, at least one legislative committee has held a hearing each quarter on our quarterly expenditure report. We don’t know if that will happen again this fall, but we assume it will. This is simply a reminder for you to ensure that your expenditure pattern reflects the picture you want publicly presented about your institution for the first quarter of the fiscal year.”
AGENDA

1) Compliance Audit (Rob Whitaker)
2) “What are we not doing?” (Rob Whitaker)
3) Chancellor visit (Dr. Pierce)
4) Douglas County and Paulding County (Dr. Pierce)
5) Other
Times approximate

9:00 am  meet with President
10:00 am meet with Cabinet
11:00 am conference call
11:30 am leave for Coosa Country Club
12:15 pm Rotary meeting; Chancellor to speak
1:30 pm tour of Heritage Hall
2:00 pm leave for Floyd campus
2:15 pm meet with senior faculty
3:15 pm meet with student group

President’s Cabinet: Dr. Ron Shade, Dr. Renva Watterson, Rob Whitaker, Dana Davis, Carolyn Hamrick, Jeff Patty, Dr. Fitzpatrick Anyanwu, John Southwood, Mary Norton

Faculty leadership group: Dr. Laura Musselwhite, Sharryse Henderson, Brent Griffin, Debbie Holmes, Donna Daugherty, Dr. Carla Moldavan, Dr. Barb Rees, Dr. Diane Langston, Dr. Rob Page, LaNelle Daniel

Student group: Sean Jepsen, Jason Stewart, Amanda Stegall, Spencer Musick, Shannon Williams, Sarah Colston, Lacie Holland, April Wilson, Bassel Rabah, Colleen Fries, Lacie Clonts, Leslie Mathis, Jabari Wilson, LaTonya Burrell, Gerardo Gurrera, Daisey Mercado
Meeting of the Vice President Group
Monday, December 8, 2008
9:00 a.m.
President's Conference Room

AGENDA

1) Spring enrollment and orientation updates (Dr. Shade)
2) Academic Recognition Day (Dr. Watterson)
3) Other