Minutes of the President’s Cabinet Meeting  
Monday, July 16, 2007

The President’s Cabinet met at 9:30 a.m. on Monday, July 16, 2007, in the President’s Conference Room. Present: President Randy Pierce, VP Virginia Carson, VP Ron Shade, VP Wilbur Shuler, CR Dana Davis, DDO Carolyn Hamrick, PP Phillip Kimsey, CIO Jeff Patty, SACS Laura Musselwhite, HR Ken Reaves, and AO Judy Taylor.

Dr. Diane Langston, Chair of the Division of Learning Support, was present for the discussion concerning the Capital Improvement Plan.

Old Business

Revised Guidelines for Merit Increases

Ken Reaves requested that this item be deferred until a later meeting.

Administrative Retreat Agenda

Ken Reaves distributed the agenda, which was then discussed by the Cabinet. Revisions were made. See final agenda (attached) which was distributed via e-mail and at the retreat.

Wireless Communications Devices Telecommunications Policy – Second Reading

Jeff Patty discussed the policy, which has been revised based on the discussion at the previous meeting (see attached.) Dr. Shuler added that the CIO should consider benefits to the college when considering use of the devices, and not just because the Cabinet approved the policy. It was also stated that there needs to be a process to review the policy. There was a discussion concerning the process that has been established with the development and printing of a comprehensive institutional policy manual.

Dana Davis moved to approve the policy as presented. The motion was seconded by Dr. Shuler, and unanimously approved by the Cabinet.

Other

There was no “Other” Old Business.

New Business

Capital Improvement Plan
Dr. Shuler discussed the requests included in the Capital Improvement Plan:

1) Academic Bookend Building on the Bartow Campus
2) Student Union/Academic Building
3) Building D at Southern Polytechnic State University renovated for the use of Georgia Highlands College
4) Government building in Paulding County available for GHC use in collaboration with Kennesaw State University (requiring approval of the Board of Regents.)

Dr. Carson continued with additional information. She distributed an Enrollment Modeling Paradigm (see attached.) The Instructional Delivery Plan which was approved previously by the USG will need to be revised and submitted for approval. The CIP is done in five-year increments, with the plan being submitted expiring in 2012.

Dr. Langston discussed information which she and a task force put together for the Plan (see attached.) Dr. Langston exited the meeting.

The Cabinet required no action.

Nursing Course Fee

Dr. Carson presented a proposal for a new Nursing Fee System requiring student to pay $98 per semester. Dr. Carson reported that the students are currently paying $30/semester for testing fees. The minutes are updated to reflect that the students are currently paying $60/semester for testing fees.

The new fee system will not require BOR approval and is proposed to be implemented fall semester 2007. The fee will not qualify for HOPE because of the HOPE ceiling. There were additional questions.

The fee was approved by the Cabinet. Dr. Carson will provide additional information to the Cabinet regarding the fee (see attached.)

eCore

Dr. Carson discussed the background and the premise of the eCore consortium in light of the upcoming review of the consortia arrangement. Laura Musselwhite reported concerning a meeting of the USG eCore Committee which she attended.

Dr. Carson recommended offering GHC faculty additional resources to develop more distance learning courses as an alternative to continuing participation in the consortia agreement. Dr. Pierce will consult with System personnel.
UWG degree

Dr. Carson announced that the University of West Georgia will be offering a master’s degree in Early Childhood Education, which is a good opportunity for GHC.

The Cabinet required no action.

Retention project

Dr. Carson discussed the retention project which has been continued this summer by contacting students and asking why they did not return to school.

Dr. Carson is currently serving on a Retention Task Force and will bring information concerning this group to the Cabinet.

The Cabinet required no action.

Academic advising

Dr. Carson reported that she is working on an Academic Advising Task Force for GHC. There was a brief discussion.

The Cabinet required no action.

Marietta science laboratory

Dr. Carson has worked on an agreement for shared laboratory space in Marietta in the physics science lab.

The Cabinet required no action.

Nursing funding

Dr. Carson distributed and discussed an analysis of the 2007-08 funding for the nursing program (see attached.)

The Cabinet required no action.

GHC Fleet Management Policies and Procedures

Dr. Shuler discussed the policies and procedures (see attached) as a first reading. There was a question concerning who can ride in a state vehicle – both college employees as well as other state employees.
He will research the issue, revise the document to include the information, and will bring the proposal back to the Cabinet at their next meeting for a second reading.

The Cabinet required no action.

Other

- Dr. Carson distributed and discussed the enrollment management information for Summer Semester 2007 (see attached.) There was a discussion concerning college vehicles available for employee travel.
- Dr. Pierce reported concerning the president’s meeting last Thursday.
- Dr. Musselwhite reported that everything is due for the Focus Report on August 15.
- Phillip Kimsey reported the following:
  - the 2008 MRR has been approved in the amount of $401,000. Some money for specific items was taken and rolled into the Heritage Hall project so that more can be done at Heritage Hall.
  - everything has been ordered for the renovation of F wing. The college will likely get money back from the contractor to repair water damage.
  - he gave an update on the Heritage Hall renovation. Dr. Pierce will call Tom Barclay (GPB) regarding the equipment for the radio studio.
- Dr. Shuler gave an update on the Board policy regarding waiver of mandatory fees for U.S. Military Reserve and Georgia National Guard Combat Veterans (see attached.) This is on the agenda for the next BOR meeting.
- Judy Taylor reported that Alison Lampkin is now the full time Alumni Development Specialist. Mary Norton has moved to the new part time position overseeing Planned Giving. Judy has finalized an agreement on additional endowments.
- The current enrollment report was distributed. Dr. Shade had to leave early in order to attend a meeting.

There being no further business, the meeting was adjourned at 11:55 a.m.

Respectfully submitted,

[Signature]

Barbara G. Griffith
Recording Secretary
Minutes of the President’s Cabinet Meeting  
Monday, July 30, 2007

The President’s Cabinet met at 9:00 a.m. on Monday, July 30, 2007, in the President’s Conference Room. Present: President Randy Pierce, VP Ron Shade, VP Wilbur Shuler, IE Fitzpatrick Anyanwu, CR Dana Davis, Interim Chair, Mathematics Division Brent Griffin (representing VP Virginia Carson), PP Phillip Kimsey, Director of Client Support Services Jason McFry (for CIO Jeff Patty), SACS Laura Musselwhite, HR Ken Reaves, and AO Judy Taylor.
Absent: VP Virginia Carson, DDO Carolyn Hamrick, and CIO Jeff Patty.

Old Business

GHC Fleet Management Policies and Procedures – Second Reading

Dr. Shuler requested that item was deferred to the next meeting.

Other

There was no “Other” Old Business.

New Business

Faculty/Staff meetings, 07-08 Academic Year

Ken Reaves distributed copies of last year’s calendar showing dates for the faculty/staff town hall meetings (see attached.) He proposed the same timeframe for the coming year (Tuesday/Wednesday, Rome and Cartersville) and the Cabinet approved the dates as follows: October 30 in Rome and October 31 in Cartersville, and February 19 in Cartersville and February 20 in Rome. The meetings will be a town hall meeting format.

Dr. Pierce proposed, on the suggestion by a staff member, that faculty and staff is included in an incident exercise such as the one with the Administrative Council. He asked if this should be done at a town hall meeting. The Cabinet agreed.

Dana Davis will share comments and recommendations from the training with the Administrative Council.

It was also suggested that the 07-08 Strategic Objectives be shared with the faculty and staff at the October meeting.

In-Service Agenda
Ken Reaves distributed and discussed the agenda for In-Service on August 9 (see attached.) He noted that the meeting will begin 30 minutes earlier than previous years. Additional changes will be to distribute goody bags at break and the Employee Recognition Luncheon from 12:15-1:30 p.m. (moving it from April), where new employees will be introduced in addition to recognizing employees for their service and the traditional awards (Staff and Administrator awards.) He also noted that there will be fewer people receiving service awards this year. There will also be a special presentation regarding QEP by a group from North Georgia College and University, where they have just completed the QEP process.

The agenda was approved with changes (with the addition of the North Georgia group – QEP.)

There was a discussion concerning have the faculty meeting at Heritage Hall. Phillip Kimsey will check into the availability of Centre Stage, while Brent Griffin will check with Dr. Carson concerning the location.

**Policy on Institutional Fundraising**

Judy Taylor discussed the policy being proposed by Dr. Musselwhite (see attached.) She explained that the policy came from the college’s SACS Compliance Report. This was an area of non-compliance. Funds raised by clubs, divisions, and sports activities do not normally go to the Foundation.

Dr. Shuler made additional comments. The second sentence in the third and fourth paragraphs was omitted. Dr. Anyanwu suggested that, although it is implied that the president is the chief fundraising officer for the college, this statement should be explicit.

Judy will make the changes and bring back to the Cabinet at the next meeting. The policy needs to be approved prior to the Focus Report which is due August 15.

**Economics of Education meeting**

Judy discussed the meeting scheduled for August 15 at the Rome Chamber, and encouraged the Cabinet members to attend. Dr. Carson has already registered. The additional people will attend:

Dana Davis, Dr. Anyanwu, Dr. Shade, Dr. Pierce, Judy Taylor, Dr. Shuler, and Ken Reaves. Barbara Griffith will send the registration to the Chamber.

**Other**

- Dr. Pierce discussed the Annual Report of Institutional Progress (see attached.) Barbara Griffith will send copies of the memorandum from the Chancellor to Dr. Anyanwu and Dana Davis. Dr. Pierce stated that he wants to work closely with them while this is being prepared. Dr. Anyanwu explained that this is why he proposed the new unit reporting timeline. Dr. Pierce will write a memorandum to the vice presidents this week regarding reporting on their respective areas.
• Dr. Shade distributed and discussed the enrollment update (see attached.) There was a discussion concerning the increases in enrollment over last year. Dr. Shade stated that Student Development, Accounting Services, and IT are trying to get a handle earlier on student who haven’t paid. Donna Childre is taking this on as an assignment.

• Dr. Shade announced that Crystal Farrar has been hired as a recruiter and has begun work today. They will advertise to replace Allison Lampkin who has taken the Alumni Development Specialist position in the Advancement Office.

• Phillip Kimsey reported that he will be doing the final punch list on August 8 with the contractor at Heritage Hall. Replacement of the carpet in F-wing began this morning, and work in that area will be completed by the start of classes.

• Ken Reaves distributed and discussed information regarding short-term disability (see attached.) He explained that Hartford and Mutual of Omaha were geared more toward people who haven’t been with the college a long time and do not have much sick leave. An employee could keep the insurance for four or five years until they have built up enough sick leave. He recommended Mutual of Omaha as perhaps the best option and asked for a consensus so that he can get the information to employees during open enrollment. A minimum of 15% of the employees must sign up in order to offer the benefit.

The Cabinet approved Mutual of Omaha.

• Judy Taylor reminded the Cabinet about the naming ceremony at 5:30 p.m. on August 9 in Cartersville. The Community Room will be named for Sam Smith, former Board member. Plaques will be mounted and there will be brief remarks at 6 p.m. There was a discussion concerning the invitation list.

• Dr. Anywu discussed the Economics of Education meeting as an opportunity to promote the System initiatives. Judy Taylor went on to announce that on Fridays in October, November, and January, eighth graders will be on campus. There will be more information at the next meeting.

• There was a reminder regarding the grants supermarket in Cartersville on August 8.

• There is a group in Cartersville working on a scholarship program for fifth graders.

• Dr. Shuler announced that there is a group of people on campus from KSU working with the accounting services to prepare for year-end closing.

• Jason McFry reminded the Cabinet that IT is working towards upgrading all laptops with Office 2007. If anyone has a laptop that hasn’t been upgraded, please drop it by their office before in-service. PeopleSoft does not support Office 07; however, it will in April, ’08.
• Dr. Pierce suggested that one thing GHC can do as an institution is to encourage our faculty and staff to participate in the Young Professionals group. He asked that new employees are notified regarding the group and its meetings. There will likely be a group in Cartersville in the near future.

There being no further business, the meeting was adjourned at 10:20 a.m.

Respectfully submitted,

Barbara G. Griffith
Recording Secretary
Minutes of the President’s Cabinet Meeting
Monday, August 6, 2007

The President’s Cabinet met at 9:00 a.m. on Monday, August 6, 2007, in the President’s Conference Room. Present: President Randy Pierce, VP Virginia Carson, VP Ron Shade, VP Wilbur Shuler (joined the meeting at 10:00 a.m.), IE Fitzpatrick Anyanwu, CR Dana Davis, DDO Carolyn Hamrick, PP Phillip Kimsey, IO Jeff Patty, HR Ken Reaves, and AO Judy Taylor.

Absent: SACS Laura Musselwhite.

Old Business

Guidelines for Merit Increases

Ken Reaves distributed and discussed the revised Guidelines for Merit Increases (see attached,) noting that the changes are indicated by strike-through. An additional revision was made (Paragraph 2.b.,) changing “calendar” to “fiscal” year.

There was a discussion concerning tying the base to the position, based on funding from the legislature, and the merit being tied to the employee’s individual evaluation.

The issue still to be decided is how to handle merit raises for new employees who have not completed their provisional period when the evaluations are due, including new faculty who begin work in August.

Ken will consult with his contacts at Mercer and find out what they recommend. Dr. Pierce asked Ken to then meet with Dr. Shuler and Jeff Patty, as a committee, and come back to the Cabinet with a proposal. Dr. Pierce stated that what he wants is a policy where everyone is moving up with base increases at the same level (percentage.)

Proposed Shared Sick Leave Policy

Per Ken Reaves, as a matter of record, the Proposed Shared Sick Leave Policy is tabled. The short-term disability has been presented at earlier meetings as a better option.

The Cabinet required no action.

Policy on Institutional Fundraising

Judy presented the revised policy on behalf of Dr. Musselwhite (see attached--changes noted in fuschia.) Dr. Anyanwu asked, referencing Paragraph 4, how to avoid duplication of fundraising efforts with
Advancement. Judy responded that the Director of Advancement will work with the unit director to coordinate any fundraising that might present a duplication of efforts.

The Cabinet approved the policy as presented.

Other

There was no “Other” Old Business.

New Business

Fabulous Fridays

Judy discussed the report entitled, “Team on Developing Early Outreach Programs to Students in At-Risk Situations – and Their Parents – To Get Ready for Colleges,” by Martha Nesbitt, chair (see attached.) Judy discussed four recommendations from the report, iterating that we must think regionally, within the area in which GHC serves. Dr. Carson suggested that we should collaborate with other institutions (i.e., in Cobb County.)

Judy stated that Communities in Schools sets up the mentoring programs and GHC will partner with them. Dr. Anyanwu interjected that this is one area where GHC could get grant money.

Judy stated that, per the recommendations, a middle school council needs to be appointed. Judy recommended including the graduation coaches rather than school counselors. Judy requested that ownership of the council be in Student Development.

Judy reported regarding her meeting with Beverly Smith, Floyd County Schools, who works with graduation coaches in the schools, concerning a proposed program to bring 50 sixth grade students on campus for twenty Fridays (Fabulous Fridays,) 9 a.m. until 2 p.m. The school system will provide transportation and lunches. Dr. Carson noted that the college will need to find reassigned time for faculty to work with the program.

Judy suggested that packets go out to school counselors and to parents and to follow-up with an Open House for the sixth graders who are prospects for the program. As seventh graders, these students would be identified for Foundation Camp.; however, we will have a responsibility to the entire service area, especially all campuses.

Dr. Pierce talked briefly about a proposal for a scholarship program in Cartersville.

There was a brief discussion concerning public relations for the proposed program. Dana stated that this is included in her PR Plan.
Judy recommended that this year be used as a planning year and if Recommendation #4 comes through with up to $50,000 in funding, then we can perhaps apply for grant money.

Judy suggested that the college take into account that we have a Foundation camp for boys is being funded and staffed and consider expanding efforts into the other communities that we serve. If the camp is to continue, perhaps a budget should be developed with the intention of looking at other means of funding.

Dr. Pierce asked Dr. Shade, Judy Taylor, and Dana Davis to bring a recommendation as to who might be appointed to the council and how the council will be charged.

Foundation Camp for Girls

Judy Taylor has received an inquiry from someone in the Alpha Kappa Alpha sorority regarding a camp for girls which is comparable to the foundation camp for boys. There was a discussion concerning the sponsorship of the Foundation Camp by the 100 Black Men of Rome as well as other donations solicited by Jon Hershey and David Mathis. The Foundation Camp is being done in response to a System Initiative. GHC would work with a sorority group by perhaps providing facilities if they would like to sponsor the camps. This would need to be tied to the System initiative for all at-risk sixth graders, both male and female.

Dr. Anyanwu suggested that we cost out any in-kind costs in case we apply for grant money.

The Cabinet required no action.

Enrollment update

Dr. Shade distributed and discussed the enrollment update (see attached.) There was a discussion concerning the higher numbers over the same date last year. The Accounting Office will send invoices for any unpaid tuition and fees on Friday. The last day to pay is August 17 at 5:30 p.m. Dr. Carson stated that all personnel will be available on Monday, August 20, to assist with students.

Dr. Carson said that there is a request for earlier fee payment deadlines so that decisions can be made in a timely manner. There was a discussion concerning students whose tuition is still outstanding due to pending loan requests and those who are being processed for HOPE. Dr. Shuler suggested that these categories need to be reviewed on a more periodic basis so that more realistic numbers can be reported. There was a discussion regarding how to predict enrollment.

SWOT Post-Retreat 2007

Dr. Anyanwu discussed the Post-Retreat SWOT analysis (see attached,) asking how does this fit into the six priorities from the retreat. This must also fit in with the System Strategic Plan. Dr. Anyanwu will
prepare a matrix showing how this fits. Then the president will then give direction to the college community.

Dr. Anyanwu asked the Cabinet to take a look at the results to see if they agree. Once consensus is achieved, hopefully after the next Cabinet meeting, he will put these into some kind of context to that they can be sent out to the general college community. There was some further discussion.

The Cabinet required no action.

Other

Dr. Carson reported the following:

- The SACS follow-up report is about 95% complete. Dr. Musselwhite plans to mail the hard-copy of the report prior to August 15.

- Her office is working with Dr. Musselwhite on the logistics of the on-site visit. Dr. McKenzie, chair of the On-Site Committee, will likely want to visit GHC prior to October. She does not know who will serve on the On-Site Committee.

- Three faculty members have resigned: Cyndi Baker, Walter Cotter, and Sakinah Dantzler.

- Hiring is going well.

- A task force is being assembled to make recommendations concerning the Regents Test. There could be significant financial implications. We haven't heard from this yet.

- Laura Musselwhite has been asked to serve on a task force to look at the International Baccalaureate.

- The System CAO search is in full gear. There is a meeting this Wednesday. Nominations are being accepted. Dr. Rossbacher from Southern Poly is serving as Acting CAO.

- There is a proposed change to Board policy giving presidents responsibility for monitoring tenure from a risk management perspective.

- Considerable attention is being given on both the institutional and state level regarding retention and advising. The reports have not yet been released.

Dr. Pierce interjected that new admissions standards, which will be tied to the middle and high school curriculum, are under consideration by the System.
Phillip Kimsey reported the following:

- He had gone through the punch list with the architect for the Heritage Hall project. There were nine pages. Half of that has already been done. The mechanical punch list will be done next Wednesday; however, they do not expect as many items.

- He is soliciting bids from Holder to continue the next phase of the Heritage Hall project with the upstairs. The engineering is up in the air.

- F-wing is near completion. They will be waxing the hallway and replacing carpet. They are continuing to clean the carpet hoping that parts of it will not need to be replaced.

Dr. Shade announced that Sue Tarpley has accepted a position with Berry College as a counselor.

Judy Taylor reminded the Cabinet of the naming ceremony on Thursday. She also reported that there are many things in the works regarding gifts. She met with Chris Anderson (Clements Group) last week, and hopes to be ready to announce the campaign goal by January.

Ken Reaves reported that the HR office is busy with new hires and in-service. He will schedule an orientation for new employees.

Dr. Shuler reported that he is still working to close on the offer for the controller position. He has a tentative acceptance.

Dana Davis announced that she is working on a media schedule for this year. She is trying to incorporate on-line advertising.

Jeff Patty announced that he will send out pointers and tips regarding technology. His staff is very busy looking at their projects list, bringing things to the forefront, and prioritizing.

Carolyn Hamrick reminded everyone of the grants supermarket on Wednesday. There will be a part-time faculty orientation on August 16 in Cartersville. There are a total of three sessions.

Dr. Pierce reported the following:

- He will be on annual leave Monday through Wednesday (August 13-15.)

- He will be attending the Diamond Jubilee (75th anniversary) celebration at the state capitol on Wednesday (August 8.) He briefly discussed his calendar for the week.

- Concerning a meeting on Wednesday (August 8) to discuss an exercise for the Bartow EMA
at the Cartersville Campus. The College will be involved.

- He met with the Douglas County school superintendent last week regarding the need for a USG presence in this growing county.

There being no further business, the meeting was adjourned at 11:50 a.m.

Respectfully submitted,

Barbara G. Griffith
Recording Secretary
Minutes of the President’s Cabinet Meeting  
Monday, August 27, 2007

The President’s Cabinet met at 9:00 a.m. on Monday, August 27, 2007, in the President’s Conference Room. Present: President Randy Pierce, VP Virginia Carson, VP Wilbur Shuler, IE Fitzpatrick Anyanwu, CR Dana Davis, DDO Carolyn Hamrick, Todd Jones, Director of Admissions (for VP Ron Shade), CIO Jeff Patty, HR Ken Reaves, and AO Judy Taylor. Absent: PP Phillip Kimsey and SACS Laura Musselwhite.

Old Business

SWOT Post-Retreat 2007

This item was deferred until the next meeting on Monday, September 10, 2007. The next steps of the process will be:

1) The three VPs and the CIO will prioritize what they think the college should be looking at as priorities.
2) Prioritize these items in terms of setting goals.

President Pierce reiterated that this process needs to be completed as soon as possible.

GHC Fleet Management Policies and Procedures, Revised – Second Reading

The policies and procedures, which were revised based on the discussion in the July 16, 2007 meeting, were presented for a second reading (see attached.) Additional revisions are to correct a type-o on page 2, adding “action” after “disciplinary”; add Carolyn Hamrick, page 4, as the contact at Cartersville; and to add the vehicle which will be assigned to Cartersville to a web-based program (the current program is in Outlook.)

The policy and procedures were approved with the additional revisions.

Other

There was no “Other” Old Business.

New Business
Survey results of ad campaign

Dana showed and discussed the results of the recent survey regarding the ad campaign conducted over the past year (see attached.) The survey was sent to 4,000 individuals (faculty, staff, alumni, retirees, as well as people in the general community) and there was a 5% response rate, which is a good response. Dana will include the members of the Foundation in next year’s survey.

Dr. Anyanwu asked in which part of the survey the college had not fared well. There was no definite response.

Dana stated that she would like to do a more random sample next year and revise some of the questions so that they will be clearer to the participant.

Dana then discussed the media schedule for the coming year (see attached,) which includes a more media mix of print and outdoor.

There was a lengthy discussion. It was suggested that a portion of the college advertising in Cobb be directed towards North Cobb High School, which is the largest feeder high school into Georgia Highlands College.

The Cabinet required no action.

Associate in Social Work Degree

The faculty has approved a proposal for GHC to offer an Associate in Social Work Degree. Students will have the option to complete their Baccalaureate degree by enrolling in Dalton State College’s Bachelor’s Degree program offered on the Cartersville Campus. Dr. Carson is readying a proposal seeking approval by the Board of Regents to offer the Associate program.

The program can be offered at no cost because of Area F of the core curriculum. One new course, Introduction to Social Work, may need to be introduced. There is sufficient part-time faculty to teach the program, with perhaps one additional new full-time faculty member in the future. The program will not replace the current Associate of Applied Science in Human Services. The Human Services program will remain a career program, while the Social Work program will be a professional program.
A preliminary proposal is being forwarded to the System Office asking for permission to move forward with the full proposal.

There was a discussion concerning the Human Services Program as compared to the Social Work Program.

The Cabinet voted to move forward with seeking approval to offer the program.

2008 Commencement Speaker

There was a discussion asking for input regarding a commencement speaker for 2008. Kathy Cox, President of Young Harris College was suggested as a first choice.

Dr. Pierce will proceed with contacting President Cox’s office concerning her availability.

Enrollment/Orientation update

Todd Jones distributed and discussed the enrollment update (see attached.) There was a discussion concerning the enrollment and wipe-outs.

Todd distributed and discussed the orientation totals for Fall Semester 2007 (see attached.) The Orientation Committee has met to discuss Spring Semester. There will be fewer but larger orientation sessions for Spring. Admissions will also change the language in the acceptance letters.

Todd distributed a listing of Counseling and Career Services offerings (see attached.)

Dr. Anyanwu commented that there is an 11% increase in enrolled credit hours for Fall. That is good quality.

Other

- Dr. Carson reported the following:
  - IT and the Registrar’s Office furnished information regarding the Fall ’07 enrollment period (see attached.) There was a brief discussion. Dr. Pierce inquired as to how many students register themselves (online.) Dr. Carson responded that the information can be obtained.
Dr. Carson stated that a science lab has been added at Acworth. A weekend program could be started there in order to accommodate more students at that location. She also commented that the college could retain more revenue if we offer students alternatives to e-Core.

- Dr. Carson discussed a new pilot project to assist the increasing number of students who are not successful academically (see attached—Academic Intervention Plan.) She noted that the Student Success Centers will be charged to manage students on academic warning. Holds will be placed on records and students will not be allowed to do anything until they meet the requirements of the intervention program.

- There is developing news on the on-site (SACS) visit. Dr. Carson was contacted by Dr. Carter’s secretary asking for approval for an observer. She gave her consent. There is one vacant seat on the committee.

- There was also an update on Dr. McKenzie’s visit which will be on Friday of this week. The purpose of the visit is to discuss logistics. Some members of the Cabinet may be asked to meet with her on Friday morning. Volunteers will be needed for the October visit. She asked that everyone on the Cabinet make themselves available. Details may not be known until one to two weeks prior to the visit.

- The Steering Committee for the core curriculum revision meets tomorrow in Macon. Dr. Leland is convening the meeting.

- Dr. Shuler asked about students who applied but didn’t meet the admissions requirements. Todd Jones responded that he is preparing a recruitment summary over the next two weeks. This may give one indication of students who are underprepared.

- Judy Taylor reported concerning the film festival in Cartersville on August 24. There were just over 50 people who attended.

- Ken Reaves reported concerning short term disability. The contract has been received and will be signed. A meeting will be scheduled towards the last of September for people who are interested in enrolling in the policy to talk with representatives from Mutual of Omaha. The focus will be on employees who have been here five years or less.

- Carolyn Hamrick reported that the Student Life Director at Cartersville is doing a great job and that parking has been alright; however, there will need to be some consideration of the matter before Spring.

- Carolyn has asked security to monitor the Business After Hours from 5:00-6:30 p.m. on September 27. It was noted that this is the same day as the Maya Angelou event. A waiting list has been started for faculty and staff for tickets not claimed by students.
• Judy Taylor reported concerning the Business After Hours with the Arts at Heritage Hall on August 24. There were over 250 people in attendance. The Chamber had 186 registered. There were a lot of walk-ins.
• Dr. Pierce commented that the renovations at Heritage Hall look very nice. Work will begin on the second floor. He encouraged everyone to go by and look at the building.
• There was a discussion concerning an FCC opening for a new FM radio station, which could be a teaching lab and could piggy-back with WGPB. There was a discussion concerning purchasing the license, however, the cost is unknown. The suggestion was made that there needs to be a venue in Cartersville, Acworth, or Marietta for broadcasting. The only reason for doing this would be to be proactive.
• Dr. Pierce reported that he will be meeting tomorrow with Barry Henderson, Willis Potts, and Rob Watts concerning development in Cartersville.
• He reported concerning his visit to the Tulles Museum last week. There will be opportunities for collaboration with the museum.
• Judy Taylor announced that there will be training tomorrow night for RIFF volunteers. Fifteen to twenty faculty and staff from the college have volunteered.

There being no further business, the meeting was adjourned at 11:00 a.m.

Respectfully submitted,

Barbara G. Griffith
Recording Secretary
Minutes of the President’s Cabinet Meeting

Monday, September 10, 2007

The President’s Cabinet met at 9:00 a.m. on Monday, September 10, 2007, in the President’s Conference Room. Present: President Randy Pierce, VP Ron Shade, IE Fitzpatrick Anyanwu, CR Dana Davis, DDO Carolyn Hamrick, PP Phillip Kimsey, Dr. Rob Page, Chair of the Division of Social Sciences (for VP Virginia Carson,) CIO Jeff Patty, HR Ken Reaves, Rhonda Twyman-Green, Budget Director (for VP Wilbur Shuler,) and AO Judy Taylor.

Absent: VP Virginia Carson, SACS Laura Musselwhite, and VP Wilbur Shuler.

Old Business

There was no “Old Business.”

New Business

Semester Enrollment Report

Dr. Page distributed and discussed the talking points regarding the enrollment management data (see attached.) He noted that specific classes such as English and Communications are capped due to writing assignments and computer classes are capped due to classroom capacity. There is also a limit on Acworth classes due to capacity. There was some discussion by the Cabinet.

From the talking points, he pointed out is the growth in general education faculty, 2000 to date is two positions. Additional general education faculty is needed. There was a discussion concerning full time temporary faculty.

Also, he noted that the number of students enrolled in eCore was overall 2% of the duplicated enrollment. The other distance learning courses was 9%. More students, by far, take the college’s distance learning courses.

There was additional discussion concerning the number of locations where faculty is teaching.

The Cabinet required no action.

Budget Conference in October/Preparation of FY09 Budget – FY1

Rhonda Twyman-Green announced that the annual budget conference will be held on October 17. The budget process appears to be the same as last year. She will prepare a “shadow budget” again this year.
The request for new money will be prioritized. Rhonda will attend the meeting on October 17 as well as the CBO meeting the next day, due to the SACS Committee being on site October 15-17, requiring Dr. Shuler to be on campus.

The Cabinet required no action.

Other

Phillip reported that he is working on the MRR list for FY 08, which is Phase 2 of the Heritage Hall renovation. There is $50,000 left in the GMP contract with Holder which he can apply to the project as well as an additional $20,000 available. He is trying to get Holder’s price down for the electrical and heating and air. The System Office has requested a change order to continue the work; however, a contract will likely be required.

F wing is almost finished, with the exception of carpet in the Social Sciences division offices.

Phillip will be moving the remaining Accounts Payable and Budget staff out of the Towerview Dining Room approximately the first of October. Minor renovation is required in the dining room.

Dr. Shade announced that searches are underway to fill three positions in Student Services -- a disabilities professional (new position,) a WIA counselor, and a generalist position at Acworth.

Enrollment totals are showing approximately 450 students ahead of the final headcount for Fall 2006, which represents an approximate 11.5% increase in unduplicated student headcount.

September 23 will be the opening of the first of two Smithsonian exhibits this year. The first, entitled “Wondrous Cold: An Antarctic Journey,” runs until early December.

Judy Taylor added that there will be an alumni reception the evening prior to the opening of the exhibit.

Dr. Shade announced that the speaker series begins this month. There will be three speakers during the Fall Semester and two during the Spring Semester. The first speaker will be Maya Angelou.

There are still openings in classes that begin at the eight-week mark. There was a brief discussion.

Jeanette Eckles is working on a program for extracting data regarding first time freshmen admitted immediately after graduating from high school. This is different data from the first time, full time retention tracking.
Dana Davis announced that plans are underway for a crisis emergency exercise at Cartersville, in conjunction with Cartersville and Bartow County emergency and law enforcement agencies, on October 11. She is working with the Sheriff’s Department regarding a news conference. She is trying to get out as much publicity as possible so that people will be aware of the activity at the Cartersville Campus. There was a lengthy discussion.

Ken Reaves distributed and discussed, as reminder, the policy concerning compensatory and overtime (see attached.) By law, the college is required to pay overtime for working over 40 hours per week. A signed, written agreement, in the form of a memorandum addressed to Ken Reaves, between the employee and the supervisor is required, giving authorization and approval, prior to overtime work being performed. There was some discussion.

HR will begin a search in the near future to replace Brenda Weeks, Benefits Coordinator, who will retire at the end of January, 2008.

Judy Taylor reported that there were 50-60 students working at and benefitting from the Rome International Film Festival. Erica Simpson was there and offered extra credit to her students if they attended.

Dr. Page distributed a brochure regarding the LPN & Paramedic Hybrid Career Mobility Option (see attached.) This is being done for Wellstar Hospital System. Any questions should be directed to Dr. Barbara Rees.

He distributed and discussed the policy revision regarding travel for faculty who are teaching at more than one site. There was a brief discussion. The minutes are updated to reflect that the policy was sent to the Cabinet members via e-mail for vote of approval on September 12, 2007. The policy was approved on Thursday, September 13, 2007, and signed by Dr. Pierce (see attached.)

Jeff Patty reported that the AT&T bills have started to come in. The bills are higher than they should be because the discounts have not been applied. In addition, they cover two months (one month prorated and a full month in advance.) He and his staff are going through the bills to sort them so that the departments can be charged accordingly.

Carolyn Hamrick announced the Business After Hours at Cartersville on September 27. She reported that the PTK participated in the “Relay for Life” over the past weekend, raising $2,700 for the benefit.

Dr. Pierce reported that he will attend two “Breakfast with the President” events this week, one tomorrow on the Floyd Campus and the other on Wednesday at the Cartersville Campus. This is being organized by the PTK and approximately 500 students who qualify to join PTK were invited.
Dr. Pierce discussed a draft letter sent by the Board of Regents, inviting three architectural firms to present a proposal for master planning (see attached.) There will be a pre-proposal site visit on September 27, the proposal deadline on October 3, and interviews on October 15. He said that this will be an inclusive group and there needs to be input as to community members who need to be part of the process.

The college is still in the midst of the Capital Campaign. A couple of proposals have been submitted to potential donors.

Judy Taylor reported that an agreement is ready to be signed for a gift from an alumnus from Summerville. She will make an announcement once the agreement is signed.

Judy also reported that the college will likely make an announcement in November regarding the goal for the campaign.

Dr. Pierce reported that he will meet with Shelly Nickel on Thursday. She is working with the strategic planning process.

There being no further business, the meeting was adjourned at 10:20 a.m.

Respectfully submitted,

Barbara G. Griffith
Recording Secretary
Minutes of the President’s Cabinet Meeting

Monday, September 24, 2007

The President’s Cabinet met at 9:00 a.m. on Monday, September 24, 2007, in the President’s Conference Room. Present: President Randy Pierce, VP Ron Shade, VP Wilbur Shuler, IE Fitzpatrick Anyanwu, CR Dana Davis, DDO Carolyn Hamrick, CIO Jeff Patty, HR Ken Reaves, AO Judy Taylor, and BD Rhonda Twyman-Green.

Absent: VP Virginia Carson, PP Phillip Kimsey, and SACS Laura Musselwhite.

Old Business

GHC Middle School Council/Fabulous Fridays: GHC Team

Judy Taylor distributed and discussed a proposal for the Middle School Council (see attached,) prepared by the Task Force appointed by President Pierce at a prior meeting of the Cabinet. The task force recommended that the Council be small and focused on Floyd County Schools. Plans are to perhaps expand the Council to include the college’s service area. Judy reported that she is meeting this week with the middle school academic coaches.

Judy noted that, in the proposal, Alison Lampkin and David Mathis are recommended to be co-chairs of the Fabulous Fridays, a test activity proposed by the task force.

Dr. Pierce suggested that there be more representation from Student Services and recommended adding Todd Jones and Crystal Farrer to serve on the Council. Dr. Shade will remain on the Council.

Carolyn Hamrick suggested adding at least one additional faculty member to serve on the Council. Judy will ask Dr. Carson to make a recommendation.

It was suggested that a Fabulous Fridays event should be organized in Cartersville. It cannot be done now; however, this needs to be done in the future. Dr. Pierce talked briefly about a scholarship program that is being organized to help address the drop-out rates in Bartow County.

It was decided that the program will be referred to as a “test program” rather than “pilot program.”

Judy asked that the Cabinet approve the Middle School Council. Dr. Shuler made the motion and it was seconded, and then approved by the Cabinet. She asked that the Cabinet approve the appointment of Alison Lampkin and David Mathis as co-chairs of the Fabulous Fridays program. Dr. Shuler made the motion. The motion was seconded and approved by the Cabinet.
Judy will keep the Cabinet informed of the progress.

Other

There was no “Other” Old Business.

New Business

Rental Facilities: Use of Revenue

Judy Taylor stated that it has been brought to her attention that there is a need for additional chairs for Centre Stage and Lakeview Building. The two facilities are being rented on a regular basis and there are not enough chairs for both facilities to adequately seat everyone. She asked about using the rental revenues from renting the two facilities in order to keep the facilities available. The immediate need is for additional chairs.

Dr. Pierce asked Dr. Shade to check on the account where the rental fees are being kept. Judy asked if a special account could be set up for this purpose.

Other

Dr. Shade reported that interviews are in progress for replacement positions. A full-time Disabilities Services Counselor has been hired for Acworth/Marietta. Additional information will be forthcoming from Sheryl Ballenger at the Administrative Council meeting in the afternoon.

Interviews are on-going this week to replace Joyce Darden and also the WIA position vacated by Sue Tarpley.

A number of his staff attended the Banner (Summit) conference in Augusta this past week.

Donna Childres is working on the FISAP Report this week. This report is a compilation of what the college has done with financial aid this past year.

This is recruitment season and the recruiters are involved in their activities.

The Smithsonian Exhibit opened on Sunday.

Dr. Shuler reported that the Summit in Augusta was packed with information. He attempted to attend session that the others were not able to attend. Most of the presentations will be on the web.
Ken Reaves announced that, in the near future, Jeff Thompson, an attorney who does HR training for the USG, will be on campus during a two-hour Administrative Council session in order to conduct training for the Council on HR issues: documentation, hiring, sexual harassment, as well as others.

Ken requested approval to increase the bi-weekly, hourly pay scale by three percent, which reflects the base pay raise which becomes effective January 1, 2008. It was decided that the grade table is to be updated each time the Cabinet approves a base pay increase during the budget process.

Judy Taylor reminded everyone of the Business After Hours, 5:00-7:00 p.m., this Thursday on the Terrace at the Cartersville Center. Carolyn Hamrick interjected that, in case of rain, the event will be held in the Library. There was a discussion and it was decided that the event will be announced to the Council today.

Judy reported that she attend the GACHE (Georgia Appalachian Center for Higher Education) meeting at North Georgia College and State University last Friday. She added that the closest counties which GHC serves that are included in the program are Gordon and Chattooga. They provide funding to local high schools to help increase the rate of students who attend college.

Carolyn Hamrick reported that she and her staff are still working on plans for the emergency drill in October.

Dana Davis reported concerning a System Emergency Management Committee meeting she attended last week. She briefly discussed a software package, “Connect-Ed,” which is an instant communications system. Because they have been working with the System, it is being offered at a reduced price through October 31. It has been tested and has always worked instantly. There are issues which need to be addressed (i.e., people flooding the system and overloading and locks on the inside of doors. She discussed a software system which tracks expenses during a disaster.

Jeff Patty reported concerning an internal version which has been tested with a group of volunteers who have texting on their phones (20-30 people.) They are at the next stage, which would be a demonstration to Cabinet or Administrative Council. The internal version would be able to send text message or e-mails to anyone who signs up for the service.

There was a brief discussion.

Dr. Pierce discussed a letter from the USG to the three firms which have been selected to submit proposals for the Bartow Campus and Institute of Genetics Land Use Plan (see attached.) He will e-mail Alan Travis, Director of Planning, at the System Office, for more details.

Dr. Shuler reported that his office is working with Dr. Carson to make sure that the SACS On-Site Committee has what they need for their visit in October.
There being no further business, the meeting was adjourned at 10:05 a.m.

Respectfully submitted,

Barbara Griffith
Recording Secretary
Minutes of the President’s Cabinet Meeting
Monday, October 1, 2007

The President’s Cabinet met at 9:00 a.m. on Monday, October 1, 2007, in the President’s Conference Room. Present: President Randy Pierce, VP Ron Shade, VP Wilbur Shuler (arrived at 10:15 a.m.), IE Fitzpatrick Anyanwu, CR Dana Davis, DDO Carolyn Hamrick, PP Phillip Kimsey, CIO Jeff Patty, HR Ken Reaves, BD Rhonda Twyman-Green, and AO Judy Taylor. Absent: VP Virginia Carson and SACS Laura Musselwhite.

Old Business

There was no “Old Business.”

New Business

USG Admissions Survey

Dr. Rob Page distributed the survey which was completed by Dr. Diane Langston’s office (see attached.) Dr. Pierce gave the background on the survey, stating that it originated from a group chaired by Dr. Peter Sireno at Darton College who was working for the two-year college presidents. The survey looks at the results of the new admissions policy (learning support versus non-learning support students.) There was some discussion.

Dr. Page noted the main points from the survey (see attached), which were compiled by Brent Griffin. Dr. Carson wanted to bring these forward to the Cabinet and the Administrative Council.

Dr. Pierce added that the System presidents will meet on Thursday and will hear from Dr. Sireno concerning the survey.

The Cabinet required no action.

GHC Retention Project with Fall 2006 FTFT students

Dr. Page distributed gave a brief background on the retention project (see attached.) He stated that, from a discussion in Instructional Council, there were a fair number who were called who had not registered but were planning to register. He referred to the summary (see attached) which noted that those contacted had an overall positive impression of the college.

Carolyn Hamrick added that that calls are now being made to the 450 who registered but didn’t pay and that 200 of those came back. Possibly, the calls prompted the students to follow-through with their
registration. They are looking at the other 250 to learn the reasons they did not come back and reregister and pay.

Dr. Page stated that a great deal of praise should go out to Dr. Langston and those who put this project together. There were a number of volunteers. This was a labor-intensive project.

Dr. Pierce related the experience at GPC this fall when they were anticipating losing a large contingent of their students to the new college in Gwinnett. As a result of measures initiated by their president which included making calls to students who had not returned, streamlining the admissions process, as well as bringing a new campus on line, resulting in a record enrollment.

Carolyn added that she thought that students' having a name of a contact at the college gives students a sense of a more personal relationship with the college.

The Cabinet required no action.

USG STEM Initiative

Dr. Page distributed the STEM Grant Proposal Summary (see attached), discussing the highlights of the summary. There was a discussion concerning the low number of science and science education majors graduating in the system.

The Cabinet required no action.

Academic Advising consultation Monday, October 8

Dr. Page announced that Dr. Charlie Nutt, advising consultant, will be at the Cartersville Campus on Monday, October 8. The Cabinet members are invited to attend and should let Glenda Law know if they plan to attend the luncheon so she can order enough lunches.

Dr. Pierce reiterated that advising is tied to graduation and retention.

The Cabinet required no action.

Emergency Drill Cartersville October 11

Dr. Page reminded everyone of the drill and stated that concerns have been raised over the drill and the impact. There has been discussion concerning whether or not to cancel classes. Dr. Pierce discussed his meeting last week with Billy Morris, president of the Faculty Advisory Council regarding the concerns. They discussed whether or not the exercise can be assessed and what does the college get out of this. Dr. Pierce responded that this would be a good time to test the text messaging communications system
as well as preparedness of classrooms. It is an opportunity to further refine how we would react if a situation such as this actually happened.

Dana Davis added that the committee planning and carrying out the exercise will work with the sheriff’s department and other agencies to look at and assess the results. There will be a news conference sharing the results.

Dr. Pierce reiterated the importance of being prepared if such an incident took place.

Carolyn stated that it has been suggested that the video of the exercise conducted at Armuchee High School be made available for people to view. She suggested that the Cabinet look at this before it is put out to the college community.

The Cabinet required no action.

**Spring 2008 hiring**

Dr. Page announced that four full time, temporary positions, for which Authorities to Hire have been processed, will be filled for Spring 2008:

1) Political science – position vacated by Cindi Baker
2) History -- to cover increased enrollment at Cartersville, Acworth, and Marietta
3) Math
4) English

The positions will not be advertised. The divisions are looking internally. None of the positions are new, with the exception of political science. The funding for the others is mostly redirected. The positions are being filled to meet the demands of enrollment.

Dr. Pierce asked if the class sizes are comparable between campuses. Dr. Page responded that they are. There was some additional discussion.

The Cabinet required no action.

**SACS**

Dr. Page reported that the planning for the visit is on track. Most people who are serving on the committee have communicated with those working on the logistics. Everyone on the committee has been assigned a partner to guide them on their visit. The partners here have been identified, and arrangements are being made to meet committee members who are arriving at the Atlanta airport. J
There was a discussion concerning visits with individuals by the committee members. There are meetings scheduled on Tuesday.

Dr. Pierce reiterated that everyone should be familiar with the QEP Executive Summary and the Focus Report. Most of the 13 recommendations were in the academic area.

The Cabinet required no action.

Update on nursing

Dr. Page reported that the Nursing Division is moving full speed ahead on the Hybrid Career Mobility Option distance learning programs for LPN and Paramedics which have been funded by Wellstar. He will pass out the brochures to the Administrative Council today. There are 100 applications for 40 spots for January. There is a cohort that starts in January.

There is another program which is part of a USG initiative which also begins in January.

GHC Customer Service Recognition

The Chancellor’s office has sent a listing of Customer Service Recognition Awards. GHC is one of three in to receive an award in the Outstanding Customer Service Improvement Initiative category. On October 30, the Governor will host a banquet for the finalists which are representative of all state agencies.

New Employees in Student Services

Dr. Shade announced that Diane Renfrow has been hired as Disabilities Support Specialist. Christin Perry Michalik has been offered and has accepted the position of Counselor to replace Joyce Darden in Cartersville.

There are three candidates for the WIA Counselor position. This process should be completed this week.

Calendar Committee items

Dr. Shade asked the Cabinet to review the timeline for Spring 2008 as proposed by the Calendar Committee (see attached.) He added that the major dates for the semester are already built into the calendar.

He made a motion that the Cabinet approve the timeline to be made a part of the calendar. The motion was seconded by Carolyn Hamrick and was approved by the Cabinet.

Climate Survey Draft
Ken discussed the draft survey (see attached.) He noted that some of the questions were changed and that the survey is longer. He and Dr. Anyanwu used feedback from the SWOT as a basis for the revisions. The survey will be paper and pencil; however, it will eventually be done on-line.

Dr. Anyanwu discussed the survey in greater detail, and stated that it needs to go out in the next two weeks or before mid-term. Dr. Anyanwu asked for input to be sent via e-mail to him.

Other

Dr. Shade reported that the recruiters are visiting each of the Floyd County schools. There will be a workshop for Floyd County counselors at Berry. The Probe Fair has been scheduled at the Forum on Friday. The recruiters are ready.

Phillip Kimsey reported that he is working on the 08 MRR list, making lists and soliciting bids. He will begin working on the 09 MRR list. Phillip reported concerning a mysterious odor, which he has not yet been able to identify, in the library.

Carolyn Hamrick reported that there was a large turnout for the Business After Hours in Cartersville last week.

Rhonda Twyman-Green reported that she is working with auditors on follow-up questions.

Dr. Shuler reported that he has received an e-mail from the auditors regarding the exit conference.

Ken Reaves announced that the short-term disability meetings begin today.

Dr. Shuler stated that he will speak later to everyone concerning illegal immigration and criminal activity.

Judy reported that the Fabulous Fridays are scheduled to begin October 12. She has talked with Dr. Carson and has met with the academic coaches and Floyd County School System personnel concerning the program. Part of the goal of the program is to provide an academic experience, 15 to 30 minutes, in a classroom situation with a professor. She will send an e-mail asking for volunteers. The focus is so that the middle-school students can meet a professor and see how teaching and learning takes place on a college campus. Should there not be any volunteers, she will have a backup plan. Dr. Carson is working on an estimate for providing stipends to faculty members who are part of the program.

Dr. Page reported that his division has been renovated from the flooding during the roof project.

Dana Davis announced that Jenn Banks is leaving. Her last day will be Friday, October 12.
Dana asked if anyone from the USG had been invited to be present for the exercise on October 11. Dr. Pierce responded that he had invited a couple of people who could not come.

Dana announced that the expos are coming up. She will send an e-mail today to everyone letting them know the dates.

Dr. Pierce announced that the System presidents will meet on Thursday.

He also reported that he had met with Alan Travis and representatives from three architectural firms on Thursday regarding the site planning and master planning for Cartersville.

There was a discussion concerning placing “No Trespassing” signs around the genetics property to secure the site. Dr. Pierce asked Phillip Kimsey to have someone cut the weeds around the property.

There was a discussion concerning starting the process to put the Genetics Institute on the historic registry. Dr. Pierce responded that the System would want to do this unless the college is given possession of the property. In addition, he stated that having the property on the registry prior to restoration limits what can be done with the property.

Dr. Pierce discussed the latest general conversation concerning the Capital Improvement Project. The System Office wants to combine the proposed two buildings into one larger building with the components proposed for the two buildings. The one building would be a mirror of the existing building with the wing being the student center and the remainder of the building being academic. The building is programmed for 2011 construction.

There being no further business, the meeting was adjourned at 10:40 a.m.

Respectfully submitted,

Barbara G. Griffith
Recording Secretary
Minutes of the President's Cabinet Meeting  
Monday, October 22, 2007

The President's Cabinet met at 10:00 on this date in the President's Conference Room on the Floyd Campus. Present were Dr. Virginia Carson, Dr. Wilbur Shuler, Dr. Fitzpatrick Anyanwu, Ken Reaves, Judy Taylor, Jeff Patty, and Rhonda Twyman-Green. Dana Davis and President Randy Pierce arrived from another meeting at 10:30 am. Absent were Carolyn Hamrick, Phillip Kimsey, and Dr. Ron Shade.

Dr. Carson opened the meeting with a brief recapitulation of the preliminary report of the SACS visiting committee. She said that in 2-3 weeks, Dr. Pierce will get a draft copy of the report to check for factual errors, then the official report will arrive a month to 6 weeks later. A follow-up report from GHC is due in March, 2008, and in June, 2008 SACS will meet to decide whether or not to grant reaccreditation.

Old Business: None

New Business:

2009 Budget Preparation
Rhonda gave each Cabinet member a packet of handouts pertaining to the GHC FY 09 budget process. The appropriation for this year is $14,886,051. The college can submit a request for an additional 5%, or $744,303, for FY 09. The submission must be tied to the goals in the Strategic Plan. Calculations are based in part upon a usage report that Sherry New submits to the system office, and it is important that the report does not show less usage than last year.

Two budget analysts assigned to our institution will be coming to Georgia Highlands to research and examine our budget. Among other things, they will want to look at how we compare with other two-year schools. Our budget analysts will be Rob Whitaker and David Dickerson.

Dr. Carson expressed concern that there has been an 11% increase in enrollment, but the school is only allowed to ask for 5% in additional funds. Her area alone needs more than the $744,303 amount to cover additional faculty, staff, and classroom space, even with judicious pruning of budgets.

There was additional discussion and examination of the budget hand-outs. Rhonda requested that the Vice Presidents provide her with FTEs for 2007.
Budget Timeline
The institution’s submission of a request for new funds is due in the system office by November 16. November 12 will be the institutional deadline. The budget conferences will take place at the system office February 1-8, 2008. The budget analysts will arrive on campus for their work between the date of our submission and the budget conferences.

Comprehensive Hotline Services
Ken Reaves reported that he has received a memo from the system office outlining a plan by which the Board of Regents will be instituting a hotline service. It is a triage type of reporting system that will allow someone to anonymously report any ethics or compliance violation. Ken needs information from the Vice Presidents regarding who from their areas will act as Executive Report Recipient, Case Manager, and Investigator. Ken gave the Vice Presidents a hand-out listing the responsibilities of each hotline position so that they can make informed decisions.

Other
Dr. Carson said that a new librarian has been hired for the open position. Academic Affairs is still working on hiring for January (with redirected funds) and on hiring enough part-timers to cover Spring classes. They are also working on FY 09 funding needs.

Dr. Shuler reported on a Chief Business Officers meeting he attended at the system office the previous week. Much time was spent on how part-time students will be treated as it relates to the Fixed-For-Four tuition plan. There was also much discussion at the CBO meeting about the use and misuse of institutional purchasing cards. The System Office has asked for a copy of GHC purchasing card policies and procedures. Other issues involved shared services, criminal background checks, and a review of the USG health plan.

Ken Reaves announced that there will be a Human Resources-sponsored training session on November 19. Anyone with supervisory responsibilities should plan to attend.

After some discussion, it was decided that the college will be closed on December 31. It will be considered an annual leave day. January 1 will be considered a holiday for 2008. The college will reopen January 2. Ken will send an e-mail to employees regarding this.
For this year's holiday luncheon, the Employee Ambassadors have been working with Dr. Jon Hershey to include members of his Writer's Academy, who will present some of their poems and short stories.

Judy Taylor reported that the capital campaign will soon reach $3,000,000, mostly from a few major donors. There was discussion about taking the campaign to the public arena.

Judy also reported on Fabulous Fridays. She has been gratified by the amount of faculty involvement. There have been two Fabulous Fridays thus far with five more to go.

Dr. Anyanwu stated that GHC has complied with the IPEDS regulations in a timely fashion.

Jeff Patty asked that with any budget request that involves a new position, a new computer is requested at the same time.

Dana Davis gave a generally positive review of the emergency drill that took place at Cartersville. A news conference will be held after there has been an opportunity for further analysis.

Dr. Laura Musselwhite will be a member of the Assessment Subcommittee for the Core Curriculum Steering Committee of the University System of Georgia.

The meeting was adjourned at 11:30am.
Minutes of the Meeting of the President’s Cabinet  
Monday, November 5, 2007

The President’s Cabinet met at 9:00 a.m. on Monday, November 5, 2007, in the President’s Conference Room. Present: VP Virginia Carson, VP Ron Shade, IE Fitzpatrick Anyanwu, CR Dana Davis, DDO Carolyn Hamrick, PP Phillip Kimsey, IT Rob Laitrello (for CIO Jeff Patty), HR Ken Reaves, AO Judy Taylor, and BD Rhonda Twyman-Green (for Dr. Shuler.)

Absent: President Randy Pierce, SACS Laura Musselwhite, CIO Jeff Patty, and VP Wilbur Shuler.

Dr. Carson presided over the meeting.

Old Business

Climate Survey

Ken Reaves distributed and discussed the climate survey, noting that the original draft had been sent out for feedback. The survey is more detailed than the previous version. This was a second reading by the Cabinet. The survey will be presented again at the next meeting for approval.

Post-SWOT Review Comments

This item was tabled until the next meeting.

New Business

Summer 2007 Semester Enrollment Report

The Cabinet reviewed the report (attached.) This was an informational item and did not require Cabinet action.

Rome Christmas Parade

Judy Taylor brought forward a proposal that the college participate in the annual Rome Christmas parade. The theme of the parade is “A Storybook Christmas,” and the college will use the theme, “I got my storybook start at GHC.” She proposed that this is a fun, inexpensive way to participate. The parade is scheduled for Tuesday, November 27. Judy gave some description of the vehicle and the decorations for the float.
Dr. Carson suggested that someone inquire concerning the Cartersville parade, stating that it is equally important to participate in the Cartersville Community. Carolyn Hamrick will check on a date. Judy proposed that perhaps faculty, staff, and students from Cartersville participate. All agreed.

Judy made the motion that the college participate. Dr. Carson added to the motion that the college possibly participate in the Cartersville parade, if feasible. The motion was seconded by Ken Reaves, and was unanimously accepted by the Cabinet.

**Emergency Contact System**

On behalf of Jeff Patty, Rob Laitrello distributed and discussed information concerning the Connect Ed communications system (see attached) in order to determine if it is worthwhile for the college. He compared this with an internal system which has been developed by IT. There was some discussion concerning the options. Dr. Carson asked that anyone having questions concerning this proposal contact Rob or Jeff.

This was an initial proposal; therefore, this item will be brought back to the Cabinet by Jeff Patty at the November 19 meeting for a second discussion and decision.

**Other**

Phillip Kimsey reported that he is nearing the final engineering RFP as part of the MRR for the AC/electrical for Heritage Hall. The RFP will be going out for bid. Work on the AC in the PCR and the Tower View Dining Room will begin in two to three weeks. A proposal for epoxy flooring for the Lakeview Auditorium is another piece of the MRR. He has hired an engineer to evaluate the bids and specifications submitted.

Carolyn Hamrick asked what the college is doing with regard to water conservation. Phillip Kimsey briefly discussed the measures in place as well as proposed measures. He added that there needs to be a long-term plan as the drought will likely be on-going.

Dr. Shade reported the following:

- Applications for admission are up considerably from this time last year. Admissions personnel have entered 830 applications for spring, compared to 732 last year (see attached.) Registration begins November 12.

- He reported that Student Services has completed a search for a Student Services generalist whose time will be split between Acworth and Marietta. Brandon Bray has accepted the position.
• The college recruiting staff will be at the Business Expo in Rome this weekend.

• Todd Jones recently spoke at a minority recruiting event sponsored by the 100 Black Men of Rome.

• Orientation dates for spring are scheduled and publicized. There are four with one additional back-up session. The first session will be on November 16 and is almost filled. There is one in December and three in early January.

Ken Reaves:

• Reminder -- an HR training session has been scheduled during Administrative Council on November 19 at 2:00 p.m.
• The signup for short-term disability insurance went well. Over 100 employees enrolled.
• The Board of Regents is looking at changing healthcare vendors.

Rhonda Twyman-Green announced that she will be meeting Thursday with budget managers in order to finalize the budget request for FY09.

Judy Taylor reported the following:

• A $25,000 challenge gift has been made by Summerville (Georgia) alumni
• Chris Anderson from Clements Group will be here on Wednesday. She and Judy will meet with Dr. Pierce and the two lead gift committees in order to determine a goal for the campaign to be announced by the end of the year. The Foundation must meet the goal in a reasonable amount of time.
• The Fabulous Fridays are going well. There are three for Model Middle School, 3 for Armuchee Middle, and one for Coosa Middle prior to the holiday break. She gave a brief discussion of the format for the sessions. Judy briefly discussed the positive feedback from the sessions which have already transpired.

Carolyn Hamrick reported that the Cartersville Campus will be hosting two groups in the near future, the Youth Academy on Saturday and Cartersville Chamber leadership group next week. She will also be working with Todd to organize a Probe Fair in February. There will be live advising and registration for spring semester at the Cartersville Campus.

Dana Davis announced that she will be out of the office the remainder of the week and will be available by phone and e-mail.

Dr. Carson reported the following:
• The revision of the Core Curriculum is well underway. It has been dubbed “Strong Foundations” and a web site has been launched (see handout regarding web page and FAQ,) It is important that everyone at the college be familiar with the implications of this. Requirements for students in their freshman and sophomore years will likely change in the next five years. This will have significant impact on students entering the college.

The steering committee is well underway. Dr. Carson is the only two-year representative on the Steering Committee. There are now two other committees – one that will work on the student learning outcomes to be presented to the Board of Regents by this spring and a Curriculum Assessment Committee. Dr. Laura Musselwhite has been appointed to the Curriculum Assessment Committee. All three committees will meet at the end of November and there will be a retreat for all three committees in February to move this project along. Dr. Carson will be working hard so that the faculty at GHC feel that they have input into this process.

• There have been extensive discussions about the January matriculation period and drop/add support needed. It has been determined that everybody liked what was done in August; therefore, this will be repeated at the various locations for advising and enrollment support for the drop/add period. Dr. Diane Langston has been heading this up. This will be done at Cartersville and on the Floyd Campus, in the President’s Conference Room. They are working out details for Acworth and Marietta. It is hoped that the volume of students needing this help will be smaller than in August.

• She will be in Macon Tuesday and Wednesday of this week. Chief academic officers of the two-year schools meet on Tuesday and the officers from all of the system schools will meet on Wednesday. Dr. Susan Herbst began her tenure as executive vice chancellor at the USG on November 1. She is on the agenda for the meeting on Wednesday. Dr. Herbst is coming from Georgia from New York where she was acting president of SUNY Albany. She took over as acting president two years ago when the president of that college drowned.

She asked for input as to whether there is a substantial agenda to convene the Administrative Council this afternoon. The consensus was that there was not. She asked Barbara Griffith to review the Cabinet agenda with President Pierce, and, if he is in agreement, send the notice of cancellation to the Administrative Council.

There being no further business, the meeting was adjourned at 9:45 a.m.

Respectfully submitted,

Barbara G. Griffith
Recording Secretary
Minutes of the President’s Cabinet Meeting  
Monday, November 19, 2007

The President’s Cabinet met at 9:00 a.m. on Monday, November 19, 2007, in the President’s Conference Room.

Present: President Randy Pierce; VP Virginia Carson; VP Ron Shade; IE Fitzpatrick Anyanwu; CR Dana Davis; DDO Carolyn Hamrick; CIO Jeff Patty; Budget Director Rhonda Twyman-Green (for Dr. Shuler); Ken Reaves (joined the meeting at 10:30 a.m.) and AO Judy Taylor.

Absent: VP Wilbur Shuler; PP Phillip Kimsey; SACS Laura Musselwhite.

Dr. Pierce opened the meeting with the first item on the agenda.

Old Business

Climate Survey – Action Item

On behalf of Ken Reaves, Dr. Pierce presented the Climate Survey for approval (see attached.) The document was reviewed by the Cabinet at the last meeting. No changes were made.

The Cabinet approved the survey document to be implemented in 2008.

Post-SWOT Review Comments

Dr. Anyanwu opened the discussion by reiterating the purpose of the discussing the SWOT results within the various units and ended with the statement that, upon review of the analysis by the units, if the ranking did not change, then the document would remain the same.

Dr. Shade shared some of the comments from Student Services concerning the SWOT analysis (see attached.) He received feedback from all six units within Student Services. Some of the comments were different from the survey. There was some discussion.

Dr. Carson said that Dr. Anyanwu has the comments from the Academic Affairs area. There were no changes in the rankings which were assigned from the Administrative Retreat.

Dr. Pierce shared comments from the President’s area (Human Resources, Advancement, and College Relations.) Judy added some of the comments from her notes from the discussion in the meeting of this group.
Jeff Patty briefly reviewed the rankings from the Information Technology division. He stated that distance learning was the main issue in the discussion with his unit. This resulted in a lengthy discussion concerning distance learning by the Cabinet.

Dr. Anyanwu recommended that the comments be documented. The current document will be retained.

**Emergency Contact System**

Jeff Patty discussed the information which had been presented by Rob Laitrello at the last meeting (see attached.)

Jeff presented the pros and cons of the technical piece of the two emergency communications systems – an internal system developed by the college and Connect-Ed (see attached.) Jeff stated that the difference in the two systems is that Connect-Ed can make a phone call to all numbers listed for an individual and the internal system cannot. Each individual would be required to opt into either system. There was a lengthy discussion concerning the features of the two systems as well as the infrastructure required, including security staffing requirements.

Jeff asked the Cabinet to make a decision as to whether to purchase the Connect –Ed or to use the internal version.

The Cabinet decided to use the internal system. Dana suggested that grant money could possibly be available from Homeland Security. A grant writer would be needed.

**Hotline implementation**

In Ken Reaves’ absence, the Cabinet reviewed the attachments regarding the contacts for the Hotline System being implemented by the Governor (see attached.) Barbara Griffith circulated a poster.

Dr. Carson inquired regarding contact names and numbers. She also asked how this coordinates with existing grievance policies—does this overlay or parallel. Names listed on the contact list are examples.

When Ken joined the meeting, the discussion went back to this issue. The names on the attached list were plugged in as examples. He does need contact names and numbers by the end of the month. The posters need to be located around the campuses.

In answer to Dr. Carson’s questions, this process complements the grievance process, giving individuals an additional avenue. Employees would be encouraged to go through the normal grievance process.

**Recommendations resulting from emergency drill in Cartersville**
Dana reported that they had met with several people, mostly participants in the drill in Cartersville. There was a list of items which came out from this, mostly items that do not directly relate to the college. The items which directly relate to the college are:

1) Arm our security or keep a firearm in a locked box. They would be willing to train our staff in the use of other safety measures.
2) Install panic buttons under desks or desktops where staff could alert emergency officials. This would mainly be useful if a security staff were to be unavailable due to injury.
3) Furnish two master keys to be kept at the Sheriff’s office. Part of this conversation is that office suites are an area of vulnerability when SWOT is clearing a building.

Carolyn added that other individuals have passed along is how to evacuate handicapped individuals from the second and third floor. She suggested a type of elevator chair should the elevators not be in use.

Jeff Patty suggested that a security system at all locations is a concern. Dr. Pierce suggested that Jeff talk with Phillip Kimsey concerning this.

Other

- Rhonda Twyman Green reported that the preliminary budget went out on time. She thanked everyone for their help in completing the document. Items which need to be submitted are the fee request that is due December 14 and the auxiliary plan for student activities. The information which needs to be completed has been sent by e-mail. In addition, from the budget that was submitted with the new request and narrative, the shadow budget analyst will meet with college staff in January. The budget hearings will be held in February.
- Dr. Carson reported the following:
  - She reported concerning a presentation by Dr. Gordon Davies at an AACC meeting she attended last week. He was the head of the State Higher Education Commission in Virginia and then the founder and CEO of the community college system in Kentucky. After the Virginia Tech incident, he was asked by the governor of Virginia to convene a blue ribbon panel to investigate the incident and give recommendations to the governor of things that should be put into place. The governor will take some of them to congress and ask for some national legislation. She shared some of the points.
    1) There were clearly some bad decisions made due to lack of understanding as to what FERPA does and does not do. The governor will make a recommendation to congress that there be mandatory training sessions on FERPA with our institutions.
    2) The timeline as to what occurred that morning. All individuals on the Blue Ribbon Panel agreed that it is a mistake to rely on a SWOT team, or any external individuals, because of what happened before the SWOT team arrived on the scene.
    3) Door latches which extend across the door and could be chained should be changed.
Early bird advising, formerly known as Advising Daze, continues to improve every semester that it is done. The number of students who request advising has increased and there has been an upsurge in the first three days of registration of students who registered early.

There will be a small reception on Wednesday for Monica Southern at Marietta, who has resigned. With assistance from Ken Reaves, Catherine King is making plans to quickly fill that position.

Dr. Pierce has received the report from the SACS on-site team. He was asked to verify that there are no factual errors and return it to the chair. As a result of the report, the follow-up report due in March is being prepared. This will require some institutional decision-making. She will keep the Cabinet posted on this.

She reported concerning discussions in the System concerning the Regents test. She distributed and briefly discussed reporting concerning the Regents Test (see attached.) She said the reporting suggests that the college will likely need additional resources in the form of more support for students who are unable to pass the test. She noted that more students take the test in the two-year schools because certain SAT scores allow students in the four-year schools to exempt some of the test. There was a discussion by the Cabinet.

The AACC Commission is looking at a positive statement on information literacy. This is timely information for us as GHC is ahead of the curve on this.

She distributed and discussed data regarding research on the increase in women and the decrease in men attending college (see attached.)

The system committee is looking hard at the core curriculum revision. The steering committee will meet before Christmas with the new Executive Vice Chancellor wants to weigh in with her thinking on core curriculum revision.

Ken Reaves reported the following:

- Six Sigma training will begin in January. From the information he received at a recent orientation, most administrator would need to have at least a green belt. The white belt is recommended, but not mandatory, and is a one-day training. Most of the training will be available on-line. Face-to-face training will be available at several locations. The only cost is at the black belt level.
- Jeffrey Thompson from a law office in Macon will be conducting HR training this afternoon during Administrative Council. He was hired by the USG Office.

Dr. Shade reported the following:

- A GHC ad is listed in the College Guide which goes out to 60,000 high school juniors and seniors.
- The numbers look good for registration for spring semester (see attached.) Enrollment is 375 students ahead of this date last year. The largest difference is at Cartersville.
Dr. Pierce thanked the Cabinet members who were involved in interviewing for the CBO position. He is still talking to references and will likely make a decision next week.

He also announced that he will be on annual leave the remainder of the week, but will be available by cell phone or e-mail.

There being no further business, the meeting was adjourned at 10:55 a.m.

Respectfully submitted,

Barbara G. Griffith
Recording Secretary
Meeting of the President’s Cabinet
Monday, December 3, 2007

The President’s Cabinet met at 10:00 a.m. on Monday, December 3, 2007, in the President’s Conference Room. Present: President Randy Pierce, VP Virginia Carson, VP Ron Shade, VP Wilbur Shuler, IE Fitzpatrick Anyanwu, CR Dana Davis, Budget Director Rhonda Twyman-Green, Director of Daily Operations/Cartersville Carolyn Hamrick, CIO Jeff Patty, HR Ken Reaves, and AO Judy Taylor.

Absent: Director of Plant Operations Phillip Kimsey and SACS Committee Chair Laura Musselwhite.

Dr. Pierce opened the meeting by calling on Dana Davis to present the first item on the “New Business” agenda.

Pandemic Flu project

Dana Davis referenced the attached letter from Floyd Medical Center requesting, as part of a contingency plan in case of a pandemic flu disaster, to use Heritage Hall to house employee and their families. There was a discussion concerning the requirements of using the facility to house people. The considerations would be that there are no showers and no food services. Showers would likely be provided in a mobile format and Centre Stage would be used to cater in food. The medical center would provide all of the necessities. It was suggested that parts of the building would need to be off-limits (i.e., laboratories, the radio station, and certain classrooms.)

Dana was asked to have the medical center outline the needs and requirements in writing. A contract would be required should a formal agreement be reached. Dr. Shuler will consult with Phillip Kimsey. It was suggested that the gymnasium on the Floyd Campus would be a better location.

Parking Fee

Dr. Pierce discussed the possibility of needing to raise the current parking fee in light of needing to expand parking at Cartersville, the need for repairs in the parking lots at the Floyd Campus, as well as general maintenance of parking lots. The current parking fee is $2.00, which only covers the cost of printing the parking hang tags.

Dr. Pierce asked if the money needs to be set aside in a separate account. Dr. Shuler suggested that there needs to be a list of what needs to be done and the amount of money required. This will determine the amount of the parking fee. It was agreed that the money would need to be placed in an account for that specific purpose.
Dr. Pierce asked Dr. Shuler to consult with Phillip Kimsey to look into the needs and to ask him to check with the respective counties (Floyd and Bartow) to see if they will provide the labor if the college purchases the materials.

**Chamber Annual Dinners**

Dr. Pierce announced the Chamber annual dinners, asking who would attend. The following responded as noted:

**Cartersville:**

- Randy Pierce
- Claire Pierce
- Dr. Shuler
- Carolyn Hamrick
- Bill Hamrick
- Ken Reaves(?)
- (George White will be invited.)

**Rome:**

- Dana Davis
- Dr. Carson
- Francis Carson
- Judy Taylor
- Rhonda Twyman Green

**Polk:**

- Dr. Shade

**Cobb:**

- Judy Taylor

Rob Whitaker will be invited to attend the Rome or Cartersville dinners.

Jeff Patty will check to see if there is a conflict with an IT meeting.

**Other**

Dr. Carson:
Inquired concerning the reporting of the RESA building on the Facilities Report. Alan Travis has told Sherry New that the building should not be listed on the Facilities Report. He will inquire as to if there is some other report where this needs to be listed. He will also check with other institutions who lease buildings to outside entities to see if it should be reported. However, this will not trigger any funding from the state for maintenance and operation. There was some discussion. Dr. Carson will have Alan Travis call Dr. Shuler.

Discussed the changes in the policies regarding the Regents Test. GHC is making a good faith effort to meet the System’s requirements.

The SACS annual meeting will convene the end of this week and will run over a long weekend in New Orleans. Georgia Highlands’ College’s case will not be made until the June meeting.

The secretary at Marietta has resigned. Interviews are underway for a new secretary. It is likely a new secretary will be in place in January. It would be prudent to close the office the week of December 17. There is not usually much foot traffic in that office the last week. Jeff Patty will post something on the website with regard to closed offices.

Dr. Shuler discussed a new software system named ApWorx which does automated processing. It has reduced some lengthy processes to as little as five minutes. Jeff Patty elaborated. The FY08 budget will need to be increased by $7,000 to cover the maintenance on the system.

Rhonda Twyman Green reported that the fee and revenue budget for 09 is due next week. Dr. Shuler interjected that there is a sheet that needs to be completed.

Dr. Shade:

Discussed the request to raise the student activity fee $10.00 per student (see attached.) He explained the justification. There was some discussion. Dr. Carson noted on the handout that three of the colleges listed, ABAC, Gordon, and Middle Georgia, are state colleges rather than two-year colleges. Dr. Shuler recommended that the college should look closely at the percentage of change when submitting an increase in the fee. He recommended submitting a request that will be reasonable and, therefore, less likely to be rejected. The Cabinet approved the proposal to be submitted to the System Office.

Distributed and discussed the latest enrollment report (see attached.) He explained the reason for the lower number of students registered over this date last year is that there has only been one orientation this year compared to two orientations this year. It was decided to have one large orientation on December 15. There was a discussion concerning wipe-outs, specifically to notification to students.

SEVIS is preparing to do audits on our campus. Dr. Shade will disseminate information as it is sent to him.

Judy Taylor:
• Fabulous Fridays have been completed until after the first of the year. There will be an article in the Rome newspaper. The Friday events will continue in February.
• On December 13 and 14, the PTK advisors will be visiting Model HS 9th Grade Academy to give their personal stories about their college experience.
• The Open Houses are scheduled for December 15 and 16. The goal for the fundraising campaign will be announced at these events. Judy and Dana will discuss a press release.

Carolyn Hamrick announced that the Cartersville Center is getting ready for orientation on Saturday, December 15. On another note, they have interviewed three people for the evening position at the Cartersville campus.

Dr. Shuler reminded the Cabinet regarding the p-card audit coming up soon.

Dr. Pierce announced that Rob Whitaker has been hired as vice president for finance and administration. Dr. Pierce will be notifying the faculty and staff today.

Due to a short agenda, it was decided to cancel the Administrative Council meeting scheduled for today.

There being no further business, the meeting was adjourned at 11:10 a.m.

Respectfully submitted,

Barbara G. Griffith
Recording Secretary
Minutes of the President’s Cabinet Meeting

Monday, December 17, 2007

The President’s Cabinet met at 9:00 a.m. on Monday, December 17, 2007, in the President’s Conference Room. Present: President Randy Pierce, VP Virginia Carson, VP Ron Shade, VP Wilbur Shuler, IE Fitzpatrick Anyanwu, CR Dana Davis, BD Rhonda Twyman-Green, DDO Carolyn Hamrick, PP Phillip Kimsey, SACS Laura Musselwhite, CIO Jeff Patty, HR Ken Reaves, and AO Judy Taylor.

Old Business

There was no “Old Business.”

New Business

Temporary office space at Heritage Hall

Judy Taylor brought forward the request from the Rome International Film Festival committee for temporary office space in the projection room at Heritage Hall. Jeff Patty stated that if they need a phone, additional wiring would be required. Dr. Carson stated that she is in support of this, as long as the nursing faculty needs should be considered first, and that the memorandum of understanding not be for more than one year. There was some discussion concerning space at Heritage Hall.

Dr. Shade made the motion to move forward with exploring an MOU with the Rome International Film Festival Committee. Ken Reaves seconded the motion, and the Cabinet voted unanimously to move forward.

Other

Dr. Carson gave a brief report on the SACS annual conference in New Orleans. She discussed two issues regarding policy from the meeting: 1) reporting substantive change, and 2) the Fifth Year reports will be more substantial than they currently are. They will be somewhat a mini-compliance. This is a federal expectation. There was no action concerning Georgia Highlands College’s reaffirmation. The application will be considered at the June, 2008, meeting.

Dr. Carson shared information regarding retention as a follow-up to questions from the shadow budget meeting last week (see attached.)

Dr. Pierce reported concerning a meeting he and Dr. Carson had with a representative from Wellstar. Dr. Carson will put GHC’s requests in writing and send this week.
Dr. Musselwhite gave an update on the SACS follow-up report which is due March 1. There was a brief discussion.

Phillip Kimsey reported concerning submitting energy-saving project to the BOR. The projects must be based on pay-back. He will submit a report concerning the two projects to the Board of Regents. The projects are to install time clocks on the air handlers which would save gas and electricity and to replace every light in the Library with T-5 bulbs which will be tied to future MRR to remodel the Library.

He also reported that he is waiting on close-out documentation on the Heritage Hall project. There was a net savings of approximately $50,000, which will go back to the BOR. The MRR HV/AC bids are due on Thursday. He continued with a complete update on the progress at Heritage Hall as well as the remainder of the MRR projects.

Dr. Shuler reported concerning shared services for payroll and accounts payable as well as health insurance in the BOR.

Dr. Shade reported concerning the orientation Saturday, wipeouts, and admissions processing for spring semester (see attached.)

Judy Taylor thanked everyone who attended the open houses on December 15 and 16. Articles announcing the campaign have appeared in the local papers as well as other news outlets. She also reported concerning the chancellor’s task force on fundraising.

Dana Davis reported that she is getting ready to hire an assistant in her office.

Carolyn Hamrick reported that the night administrator has been hired for the Cartersville campus and will begin work on January 7.

Dr. Carson reported that she thinks someone has been hired to cover Marietta in the evenings.

It was decided that the Administrative Council meeting would be cancelled due to the short agenda.

There being no further business, the meeting was adjourned at 11:10 a.m.

Respectfully submitted,

Barbara G. Griffith
Recording Secretary