

**Minutes of the President's Cabinet Meeting  
Monday, July 11, 2005**

The President's Cabinet met at 9:00 a.m. on Monday, July 11, 2005 in the President's Conference Room. Present were: President Randy Pierce, VP Virginia Carson, VP Ron Shade, IE Jack Bishop, CR Dana Davis, HR Ken Reaves, and AO Judy Taylor. Absent: Dr. Wilbur Shuler and Jeff Patty.

**Old Business**

**Catalog**

Dr. Carson reported that the catalog, in Word document format, is being corrected and will be updated in the next few weeks. She cautioned that there is no "real time" because programs are changing almost constantly. There was a discussion. The printed booklets and CD formats are no longer current and will not be used any longer. Dana Davis will research something that contains mainly programs of study that can be used temporarily by Admissions. Dr. Shade will talk with Todd Jones and Phyllis Weatherly and will report back to Dana concerning quantities they would like to have on hand for distribution.

The Cabinet required no action.

**New Business**

**Campaign update – Master Schedule**

Judy Taylor distributed and discussed the Master Schedule for the Major Gifts Campaign (see attached.)

She will distribute this schedule and discuss at the Administrative Retreat this week.

The Cabinet required no action.

**Cartersville Chamber Annual Cookout on August 18**

Judy announced the cookout to be held at Taylor's Lake (see attached.) Spouses will be invited. Everyone should let Barbara Griffith know if they wish to attend. Judy will purchase the tickets.

The Cabinet required no action.

**Representation at Chamber events**

Judy announced that she would like to see all Chamber events publicized within the Cabinet so that the College can have appropriate representation at all possible events.

The Cabinet required no action.

**Town Hall Meetings at Rome/Floyd and Cartersville**

Dr. Shade discussed the concept, proposed by Phyllis Weatherly, and whereby there would be meetings held in which students can meet with administrators in an open forum discussion and question/answer format.

The Cabinet approved the format. Phyllis Weatherly will look at dates with John Spranza.

### **Enrollment Update**

Dr. Shade discussed the Enrollment Report dated July 8, 2005 (see attached.) There was a discussion specifically regarding the ATP program.

The Cabinet required no action.

### **Staffing updates**

Dr. Shade announced that Angelica Mosley has been hired as a second recruiter. She will start work the last week in July.

They are still interviewing for a financial aid staff person for Cartersville.

The Cabinet required no action.

### **Chamber expos**

Dana announced the listing of dates for Chamber Expos as follows:

Tuesday, September 27, noon – 6 p.m. – Cherokee Chamber, National Guard Armory, Canton, Georgia. Booth # 41.

Thursday, October 6, 3-7 p.m., Polk County Chamber, Rockmart. A booth has been secured.

Thursday, October 27, 2-8 p.m. Dana will be at the Cartersville Chamber on the announced day to secure a booth.

Friday-Saturday, November 4-5, Rome Chamber, at the Forum Civic Center. Friday evening is a Business After Hours for Chamber members. Saturday 10 a.m.-4 p.m., Booth # 401.

The Cobb Chamber held their Expo in May. The College will participate next year.

Dana gave an update on advertising in Cobb County. There was a discussion.

The Cabinet required no action.

### **Rome Chamber Mid-Year Celebration**

The College has purchased a table for 8. The Cabinet discussed who will attend (see attached list.) Barbara Griffith will contact Jon Hershey and Chris Lundy.

The Cabinet required no action.

### **SACS Substantive Change Follow-up Report**

Dr. Carson reported that the responses to the two questions from SACS are being formulated and will be submitted prior to the September deadline.

### **Cartersville Operations**

Dr. Carson discussed the Cartersville operations. Dr. Pierce asked to be involved. She suggested having a Town Hall meeting with staff there and at Marietta.

### **2005-2006 Calendar**

Dr. Carson distributed and discussed the current public calendar (copy attached.) She asked that the Cabinet review the calendar and make any recommendations in the next couple of days. The calendar then will be submitted to Michael Diprima for posting to the web.

Dr. Carson also discussed how the process should be managed in the future (see attached.) All calendar submissions will be sent to Barbara Griffith who will determine if the items require Cabinet approval. Barbara will also be responsible for forwarding all items to the webmaster.

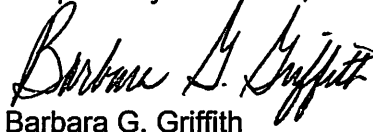
The membership of the Calendar Committee was discussed and Todd Jones was added.

### **Other**

- Dana announced that the new PR Specialist, Jennifer Banks, will begin work on July 25.
- Ken Reaves discussed the Rome Braves picnic in conjunction with the Alumni Association on August 26. Ken proposed that the College Auxiliary Enterprises supplement the ticket cost (\$8 of the \$15.) He will discuss this with Dr. Shuler.
- Dana is working to finalize the invitation list to the Ribbon Cutting. She will discuss this with the Administrative Council today.
- Ken distributed the final agenda for the Administrative Retreat (copy attached.) This was approved by the Cabinet.
- Ken announced that he is getting ready to make an offer concerning the PR Assistant position in HR.
- Judy Taylor announced that the Scholarship Committee is getting ready to award the first Eakes scholarships, which will be a combination second year and bridge. The Foundation has also received an additional scholarship for Cartersville students.
- Dr. Carson reported concerning the Instructional Council Retreat held last week.
- She also reported concerning a donation made by Tanner Medical Center to the Nursing Program.
- There was a brief discussion concerning retention efforts.
- Judy discussed a recreational activity for the Administrative Retreat.

There being no further business, the meeting was adjourned at 10:50 a.m.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Barbara G. Griffith".

Barbara G. Griffith  
Recording Secretary

**Minutes of the President's Cabinet Meeting  
Monday, July 25, 2005**

The President's Cabinet met at 9:00 a.m. on Monday, July 25, 2005 in the President's Conference Room. Present were: President Randy Pierce, VP Ron Shade, VP Wilbur Shuler, Dr. Rob Page (for VP Virginia Carson), IE Jack Bishop, CR Dana Davis, HR Ken Reaves, and AO Judy Taylor. Doug Webb was in attendance briefly to present the Bartow update. VP Virginia Carson was on annual leave and IO Jeff Patty was working at the Cartersville campus.

**Old Business**

**Rome Chamber Mid-Year Celebration**

The College has purchased a table for eight. There are three seats available. Dana Davis was added to the list. There was a discussion concerning others who will be invited to attend (see attached.)

The Cabinet required no action.

**Update on Ribbon Cutting**

Dana Davis gave an update. She would like to send invitations this week; however, the invitation list has not been finalized and the agenda has not been confirmed with those participating in the program.

The Cabinet required no action.

**New Business**

**Bartow update**

Doug Webb gave an update on the Bartow Center. He stated that the College should not schedule any more events than necessary until the building is completely finished. Classes will begin on schedule. There was a discussion concerning security at the building. Doug left the meeting following this discussion.

The Cabinet required no action.

**Strategic Planning Objectives – 05-06 – 07-08**

Dr. Pierce asked the Cabinet to review the objectives developed at the Administrative Retreat (see attached.) There was a brief discussion and a suggestion to increase Health Sciences offering along the I-75 Corridor (AY 2006-07.) Dr. Pierce asked that the Cabinet e-mail himself or Laura Musselwhite with any additional ideas.

The Cabinet required no action.

**Facilities Usage Committee – Revised Alcohol, Reservation, & General Rules Form**

Dr. Shuler discussed the Facility Usage and Alcohol policy which required Cabinet approval (see attached.)

The Cabinet approved the two documents.

Dr. Shuler added that he will approve the Alcohol Usage Form before sending it to Dr. Pierce.

### **August 1 – Official Name Change Day**

Dana gave a brief overview of the events on August 1. The College signs will be installed. There will be a photo op in the morning and everyone will be asked to wear their College logo shirts. There will also be cake and balloons.

Dr. Shuler will contact the Legal Affairs Office concerning registering the new College trademark. Barbara Griffith will forward an e-mail from Ms. Cogburn, an attorney who handles trademark registration.

The Cabinet required no action.

### **In-Service Agenda**

Ken Reaves distributed and discussed the agenda for August 10 (see attached.) There was a discussion and a couple of revisions were made, omitting the "Foundation Merger" and adding Dr. Shuler to "Area Updates." Ken stated that he still hopes to provide lunch.

Ken also discussed the Rome Braves picnic and game event for faculty, staff, retirees, and alumni on August 26 at State Mutual Stadium.

The Cabinet approved the agenda and the event on August 26.

### **Rome Chamber Membership Thank You Day**

Judy discussed the Chamber on August 2, and asked someone to volunteer to participate in her place. Dana Davis volunteered.

The Cabinet required no action.

### **Rome Area Council for the Arts – Sponsorship for Sept/October Newsletter**

Judy discussed the newsletter which is being revamped. GHC will be the first sponsor for the newsletter which will come out in late August.

### **Enrollment update**

Dr. Shade distributed and discussed the Enrollment Report dated 7/22/05 (see attached.) There was a brief discussion by the Cabinet.

The Cabinet required no action.

### **Student Development June Monthly Report**

Dr. Shade distributed and discussed the Report (copy attached.) He announced that Phyllis Weatherly has accepted a position as Director of Counseling and Career Services at Southern Polytechnic State University and will be leaving in mid-August.

He also made some announcements concerning orientation sessions.

There was a discussion concerning Marietta and future expansion.

The Cabinet required no action.

#### **Name Change Proposal for FCTV**

Dr. Page distributed and discussed an e-mail from Jeff Brown giving the rationale for the name change from FCTV to GHTV (see attached.)

The Cabinet approved the name change.

#### **Other**

- Dr. Pierce discussed his calendar for the week.
- Dana Davis announced that Jen Banks started today and will be introduced to the Administrative Council.
- Dr. Shuler gave an update on the process of changing banks.
- He discussed the Bookstore RFP which is not at State Purchasing. There will be a two-month transition.
- Judy Taylor reported that she is working on a campaign video.

There being no further business, the meeting was adjourned at 10:35 a.m.

Respectfully submitted,



Barbara G. Griffith  
Recording Secretary

**Minutes of the Meeting of the President's Cabinet  
Monday, September 12, 2005**

The President's Cabinet met at 9:00 a.m. on Monday, September 12, 2005 in the President's Conference Room. Present: President Randy Pierce, VP Virginia Carson, VP Ron Shade, VP Wilbur Shuler, IE Jack Bishop, CR Dana Davis, IO Jeff Patty, HR Ken Reaves, and AO Judy Taylor.

**Old Business**

**Administrative Teaching Policy**

This item has been deferred until the next meeting.

**Emergency Scholarships**

Judy Taylor distributed and discussed the guidelines and criteria for the Emergency Scholarships (see attached.) Revisions were made, as noted. Judy Taylor will revise the guidelines per the conversation.

The guidelines and criteria were approved with changes.

**Strategic Planning Objectives: 2005-06, 2006-07, and 2007-08**

The Cabinet reviewed the Objectives (see attached.) Judy Taylor proposed adding the following statement for each year's objectives: "Strengthen the institution's identity and competitive position for students and resources." There was a discussion concerning the proposed revision. Dr. Carson seconded the motion.

The additional revision approved in the July 25, 2005 Cabinet meeting will also be made (see attached.)

The Objectives were approved with the revision.

**Other**

There was no other "Old Business."

**New Business**

**Frequency of Administrative Council meetings**

There was a discussion concerning the frequency of the Administrative Council meetings, as it relates to the cost of gasoline and the amount of information discussed at the meetings. It was a consensus that the meetings are important for sharing information and for institutional leadership to have an opportunity for dialogue and to talk through issues. Dr. Pierce stated that this becomes more important as the College continues to add teaching sites and campuses.

It was decided that the matter would be discussed with the Administrative Council.



### **Review of Rome and Cartersville Chamber representation**

Judy discussed Chamber representation. She asked the Cabinet to review the Rome and Cartersville representation (see attached.) There was also a discussion concerning adding Carolyn Hamrick to the Cobb Chamber list. Dr. Carson and Dr. Shade have been added to the Cherokee Chamber list. It was decided that this is adequate for the Cherokee Chamber at this time.

Barbara Griffith will follow-up with a phone call to the Cobb Chamber to get information on the next level of membership and/or adding people to the Chamber representation.

### **Cartersville Chamber event – The Chamber Gala Glitz & Glam**

Judy Taylor discussed the upcoming Chamber event (see attached.) Barbara Griffith will contact the Chamber concerning the price of tickets. The information will be sent to the Cabinet so that Cabinet members may attend.

The Cabinet required no action.

### **Guidelines for use of College stationary**

Dr. Shuler discussed the proposed guidelines with recommendations (see attached.) There was a discussion concerning the types of correspondence that is sent out by the College in light of the College image.

Dr. Pierce stated that the College needs a second tier of letterhead that is more cost-effective to be used for certain types of correspondence. He also would like to see the stationary with the return addresses listed. Dana Davis will present options at the next Cabinet meeting.

It was decided that electronic correspondence would be used whenever possible. Dr. Carson cautioned that e-mail is subject to open records and should be used with discretion.

### **Flexibility of job location**

In light of the increasing fuel costs, Jeff Patty asked for input regarding employees working at College locations closest to their home whenever their work duties would allow. There was a discussion and it was decided that this could be considered on a case-by-case basis based upon the person's job description and duties. Dr. Carson suggested a policy. Ken Reaves will bring the current telecommuting policy before the Cabinet at the next meeting.

### **Financial aid availability at multiple bookstores**

Jeff Patty discussed the need for a financial aid interface with the Bookstore provider at all College locations where books are purchased. Following a lengthy discussion, he recommended a Task Force to look at the issue. Jeff will chair the Financial Aid Interface Task Force. Dr. Pierce, Dr. Shuler, Dr. Shade, and Kelly Gribble will also serve. Jeff was given the authority to appoint additional members as needed.

Dr. Carson will make a recommendation for at least one or possibly two people from her area that will serve. She suggested that an interim solution may be an option. The goal is to have something electronic to help the students.

#### **Fall enrollment update**

Dr. Shade discussed the Fall enrollment update. The attached was printed prior to the latest purge of students who had not paid. He gave the updated figures (see attached.)

#### **Student Services personnel update**

Dr. Shade reported that Jill Ford Forrest is acting as interim Director of Counseling and Career Services. The counselor position vacated by Jamie Buchek is on hold. They are currently interviewing for an Admissions front desk person. Staff members are currently rotating in Marietta during Fall Semester. The Student Services personnel are in Cartersville four days and in Marietta on the fifth day. Alison Lampkin is spending time in the local high schools.

There was a discussion concerning students being aware of the availability of staff and services in Cartersville and at all locations. Dr. Shade will promote this awareness.

#### **Recommendation for Waiver of Application Fee for Victims of Hurricane Katrina**

Dr. Shade discussed the recommendation proposed by Todd Jones (see attached.) Dr. Shuler will inquire as to the College's authority to waive fees approved by the Board of Regents.

Judy Taylor suggested an alternative establishing an account through the Foundation to assist students. She stated that there will also be textbooks issues. These cases could be considered and folded into one emergency scholarship as a subcategory.

#### **Other**

Dr. Pierce further discussed the awareness and the availability of student services in Cartersville. He stated that services need to be decentralized, either by offering services on-line (i.e., work study applications) or providing personnel at the various locations.

Dr. Pierce reported on meetings with the school superintendents in the College's service area. He is asking for a listing of graduating seniors by March. There was a discussion that mailings should be sent to eighth graders. Decisions concerning college preparatory curriculum are being made at that time. Dr. Pierce stated that Kelly Henson, Floyd County School Superintendent, would like to have a larger meeting regarding joint enrollment issues.

Dr. Carson stated that she would like to have a listing of high school faculty for recruitment of part-time faculty.

Dr. Carson reported the following:

- The Substantive Change regarding Marietta was sent out on September 1.

- Three part-time faculty members have become ill since the beginning of Fall Semester, necessitating the hiring of two temporary full time instructors to cover those classes.
- A full-time librarian position is still open in Marietta.
- She and Barb Rees will attend the Georgia Board of nursing meeting in Macon on Friday in which they will be discussing a GHC external degree program in Acworth.
- A faculty member will be retiring in December. A screening committee has been appointed to fill that position.
- The USG has developed articulation agreement has been made with DTAE regarding early childhood education, specifically, pre-K.

Dr. Carson distributed and discussed the Regents Exam results for Summer Semester (see attached.)

Dr. Shuler discussed recommendations made by DOT regarding the entrance to the Cartersville campus. They suggested an overhead sign marking the entrance road to the campus. There was a discussion as the road has not been named. It was decided that Highlands College Boulevard would be a temporary name, pending someone giving a naming gift to the Georgia Highlands College Foundation in the future. DOT also suggested that a "school zone" sign be posted near the College. Included in this discussion was a traffic study, which would have to be paid for by the College or the USG, which was necessary for installation of a traffic light. Judy Taylor suggested having a plan in place should an emergency occur.

There was also a discussion concerning highway signs both in Cartersville and in Rome. DOT will be contacted concerning the signage.

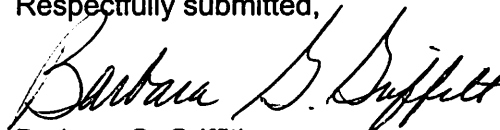
Ken Reaves announced the following dates for faculty/staff meetings: November 9, January 25, and March 29.

Judy Taylor announced that the City Council of Cartersville would vote Thursday evening of this week on a \$30,000 scholarship endowment for criminal justice. She is in the process of arranging a photo op.

Dr. Pierce announced that the increase in mileage rate reimbursement has passed the legislature. The new rate is \$.405 per mile. The effective date is not known.

There being no further business, the meeting was adjourned at 11:15 a.m.

Respectfully submitted,



Barbara G. Griffith  
Recording Secretary

## **Minutes of the President's Cabinet Meeting Monday, September 26, 2005**

The President's Cabinet met at 9:00 a.m. on Monday, September 26, 2005, in the Counseling and Career Services Conference Room. Present: President Randy Pierce, VP Virginia Carson, VP Ron Shade, VP Wilbur Shuler, IE Jack Bishop, CR Dana Davis, IO Jeff Patty, HR Ken Reaves, and AO Judy Taylor.

### **Old Business**

#### **Administrators Teaching Policy**

Ken distributed and discussed the revised draft of the Policy (see attached.) Dr. Carson clarified that there are currently two employees who are considered adjunct because they teach during their regular work hours. It was decided that employees who would be teaching outside of work hours would be allowed up to two course sections per semester; however, special permission would need to be given from their supervisor as well as their area vice president, if that vice president is not their immediate supervisor, so as to not interfere with their full time position (see last paragraph in bold.)

Ken Reaves made the motion to approve the policy with changes. The motion was seconded by Dr. Carson and approved by the Cabinet, effective January 1, 2006.

#### **Revision of date of November Faculty/Staff meeting**

Ken Reaves asked for input on changing the date of the November Faculty/Staff meeting from November 9, when the Lakeview auditorium was not available, to either November 2 or November 16. An earlier date, November 2, was preferred. Input will be sought from the Administrative Council in order to avoid conflicts.

Action will be taken once the Administrative Council gives input.

#### **Letterhead Design and Use of College Logo**

Dana proposed designs for letterhead showing separate addresses for each campus or teaching site. There was a discussion and the Cabinet decided to use the letterhead with the individual addresses across the bottom of the page. They also decided on a letterhead with a blue logo on white bond paper. Envelopes will need to be printed with each individual campus return address.

Dana noted that Ken Davis is working on a graphics standards manual which will be distributed at a later date.

#### **Named Giving Guidelines**

Judy Taylor discussed the revisions to the Named Giving Guidelines based upon feedback from Betsy Neely, Legal Counsel for the Board of Regents. There was a discussion.

Dr. Shuler questioned that the Cabinet would make recommendations concerning naming to the President with the President sitting on the Cabinet. It was decided that once the guidelines are approved, this issue can be resolved with recommendations made by the Cabinet minus the President with the President making the final decision.

The Cabinet required no action at this time.

### **Other**

There was no other Old Business.

### **New Business**

#### **Proposal for implementing background checks**

Ken Reaves distributed and discussed the proposal (see attached.) Included in the discussion was the level of checks, dealing with adverse information, and educational verification currently done in the Academic Affairs Office.

This was considered the First Reading. The proposal will be discussed with the Administrative Council.

#### **Open Records Act requests**

Ken Reaves distributed and discussed the Act and asked who would be responsible for furnishing information requested by outside parties (see attached.) It was decided that all requests would be directed to Ken and he would then discuss any requests with the area vice president or president, as appropriate.

#### **Fall 2005 Enrollment Management update**

Dr. Carson distributed and discussed the data (see attached.)

The Cabinet required no action.

#### **2005 Annual Conference for Women in Higher Education**

Dr. Pierce discussed the information for anyone who is interested (see attached.)

The Cabinet required no action.

#### **Discussion concerning fuel conservation**

The Cabinet discussed ways that the College could implement a work schedule which would result in fuel savings for employees as well as limited travel by college employees.

It was decided that the College would restrict nonessential travel. A four-day work week and telecommuting were also discussed. It was decided that telecommuting was not a viable option, since it would be limited to only a few employees. Dr. Pierce will discuss the issue with the Administrative Council and then respond to Interim Chancellor Cumming.

### **Holiday card distribution**

Dana Davis asked for the number of cards needed by departments who send holiday cards. She asked that the information be sent to her by the end of the week. The cards will be designed by the College with "Georgia Highlands College" imprinted inside so that a personal signature can be added.

The Cabinet required no action.

### **African American Male Initiative**

Judy distributed and discussed the RFP and the Concept Paper for the African American Male Initiative proposed by the USG (see attached.) She then asked for feedback.

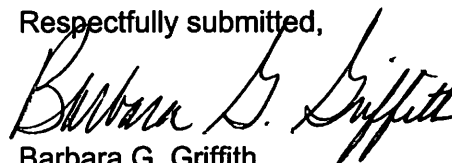
The Cabinet required no action.

### **Other**

- There was a discussion concerning changing the meeting schedule to the second and fourth Mondays because of holidays which fall on Mondays. Dr. Carson suggested discussing this with the Administrative Council because of meeting schedules which would be affected. The meetings will, however, take place next Monday in order to stay on schedule for October. If any changes are made, it will be effective January.
- There was a discussion concerning changing the "No Smoking" signage on the doors of the buildings as well as around the campus.
- Dr. Carson announced that the League for Innovation will likely move their Conference scheduled for March, 2006, to Atlanta.
- She also announced that the College may be asked to host an upcoming NACCTEP (National Association of Community College Teacher Education Preparation) meeting.
- Dr. Shade announced that he will provide an enrollment update at the Administrative Council meeting.

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

Respectfully submitted,



Barbara G. Griffith  
Recording Secretary

## **Proposal**

### **Background checks for Georgia Highlands.**

As the college begins the process of expanding into various counties, I would like to propose that Georgia Highlands implement background checks for all new full-time, benefited employees. All jobs would undergo some type of background check. These background checks would follow a tiered approach to reduce costs but be consistent with job classifications to display non-discriminatory actions. This will further enhance our new hire pool and hopefully reduce the potential for negligent hiring. Negligent hiring is the failure to use reasonable care in the employment selection process.

### **Tiered approach**

- VP/President – Simple criminal search, Education Verification, Professional Verification, Professional licensure verification (if necessary)
- Faculty – Criminal Search, Education Verification, Professional licensure verification (if necessary) (These candidates often come from various states and would require additional verification).
- Professional/Administrators - Criminal Search and Education Verification. (the search and applicants for these positions could come from nearby states and require additional verification)
- Clerical/Support Staff – Criminal Search (criminal search conducted on current county of residence) (most of these new hires come from the local area)

These background checks would not replace the search committee's responsibility for reference checks.

### **Tiered level of background checks would be based on B-Categories.**

**Level I:** 100 (V.P.), 200 (all full time faculty)

**Level I or II:** 100 (Administrators/Directors), 300 (Department Managers,) 400 (Professionals) 210 (Librarians) and 900 (Temporary Faculty, and Professionals with Benefits)

**Level III:** 500 (Clerical), 600 (Para-Professional), 700 (Skilled Craft), 800 (Service)

These searches will only be conducted for persons that have been offered a full-time position and will be a condition of employment with the college. The offer will be contingent upon result from the background check.

The vendor would be HR Plus. Other USG institutions are currently using HR Plus and reports on their services have been very positive.

Potential Costs for process: If based on the period from 8/1/04 – 9/30/05, costs for conducting background checks would have been approximately \$2,000. This was for 54 full time employees hired during that span.

While this is a cost to the college, one case of negligent hiring could cost much more to defend.

**Costs:**

Simple Criminal Search - \$19.00

Education verification - \$12.00

Professional License Verification – \$10.00



**Minutes of the President's Cabinet Meeting  
Monday, October 17, 2005**

The President's Cabinet met at 9:00 a.m. on Monday, October 17, 2005, in the President's Conference Room. Present: President Randy Pierce, VP Virginia Carson, VP Ron Shade, and VP Wilbur Shuler, IE Jack Bishop, CR Dana Davis, IO Jeff Patty, HR Ken Reaves, and AO Judy Taylor.

**Old Business**

**Proposal for implementing background checks**

Ken Reaves distributed and discussed the revised proposal as a second reading (see attached.) There was a brief discussion.

The Cabinet approved the Policy as presented.

**USG conservation measures**

Dr. Pierce briefly discussed the report from the USG Office (see attached.) He reported that, according to a more recent e-mail from Interim Chancellor Corlis Cummings, the measures may become part of the "Best Practices."

There was additional discussion concerning the proposed four-day work week as it relates to community events held on the various campuses on the weekends. It was decided that the College would look closely at the events it co-sponsors with other groups. This would relate mainly to Cartersville since Lakeview and Centre Stage are self-standing.

The Cabinet required no action.

**Other**

There was no additional Old Business.

**New Business**

**Regional Legislative Reception**

Dr. Pierce announced that the reception has been postponed. Dr. Carson suggested that if it is scheduled in the spring, it should be during Spring Break so as to not interfere with students and classes at the Cartersville campus.

The Cabinet required no action.

**College/Division Banners**

Dana discussed the issue of replacing the old College and division banners. There was a discussion concerning displaying the banners during the year possibly in Centre Stage and the Library at Cartersville.

Dr. Shuler stated that there should be something in Centre Stage identifying the College.

The Cabinet required no action.

### **NACCTEP 2006 National Conference**

Dr. Pierce announced that Georgia Highlands will be a host college for the Conference scheduled in March, 2006 in Atlanta (see attached.) Dr. Carson is national treasurer for the organization. She discussed the conference and the organization in more detail.

The Cabinet required no action.

### **Other**

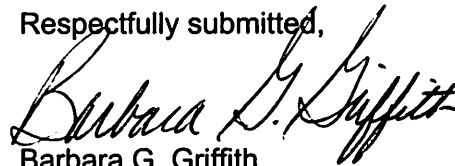
- Dr. Shuler gave an update on the status of the bookstore vendor, Barnes and Noble.
- Dana Davis announced the following
  - Brag Sheets are due for the period July 1, 2004 through June 30, 2005. The report will include only national recognitions and achievements. She asked that these be sent to her.
  - The "Focus" magazine has been laid out and will go the printers today. The magazine will be received in two to three weeks.
- Dr. Shade reported the following:
  - Nineteen GHC students are leasing apartment space at Southern Poly.
  - Student Life is introducing a new concept for Fall Frenzy on October 26 in Rome and 27 in Cartersville. This will be an early evening event for students and their families with music and inflatables with a carnival theme. He will be enlisting assistance from Admissions and Financial Aid.
  - Todd Jones came into the meeting for a discussion concerning and a clarified admissions policy/procedure regarding applicants for admission who were home schooled in a non-accredited home school program or high school (see attached.) The main issue is the CPC deficiency in language. It was suggested that a faculty member assist in evaluating applicants in this category. Dr. Pierce expressed reservations concerning this applying to non-accredited high schools. The policy will be revised to separate high school and home school policies.
- Judy Taylor discussed the emergency scholarships with regard to Katrina evacuees who are currently enrolled at GHC. Judy will contact Rome Kares concerning their needs. Judy suggested an appeal from faculty and staff for an emergency fund.
- Dr. Shuler announced that auditors will be on campus today and tomorrow.
- Judy Taylor gave a campaign progress report (see attached.)
- Dr. Carson:
  - Announced that second start classes begin today, there are 35 sections offered.
  - The Instructional Delivery Plan for a nursing program in Acworth will be sent to Dan Papp for a System response. This could be on the November Georgia Board of Nursing agenda, depending on the response

from the System. There was a discussion concerning putting the document on the intranet. It was suggested that a copy be sent to Steve Dougherty as well as other stakeholders. This may also require a SACS substantive change.

- Dr. Carson is serving on a System Committee, Economic Incentives for Retention and Graduation. She has been asked to respond to a number of items and may be calling on people to give her input. There was a discussion
- Jack Bishop asked everyone to remind their people to complete the climate survey and return it to him.
- Judy reported on the following:
  - Foundation Board social at Randy's home.
  - There will be a scholarship reception tomorrow at 11:00 a.m. for the Georgia Beer Wholesalers scholarship.
  - She will be doing an orientation with the City of Cartersville next week concerning the employee scholarship.
- Dr. Pierce reported on his meeting with Linda Daniels.

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

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Barbara G. Griffith". The signature is fluid and cursive, with a large initial "B" and "G".

Barbara G. Griffith  
Recording Secretary

**Minutes of the President's Cabinet Meeting  
Monday, November 7, 2005**

The President's Cabinet met at 9:00 a.m. on Monday, November 7, 2005, in the President's Conference Room. Present: President Randy Pierce, VP Virginia Carson, VP Ron Shade, VP Wilbur Shuler, IE Jack Bishop, CR Dana Davis, IO Jeff Patty, HR Ken Reaves, and AO Judy Taylor. Todd Jones, Director of Admissions, was present for the discussion of the first agenda item.

**Old Business**

**Non-Accredited High School and Home School Admissions Policies – Second Reading**

The Policies were brought back to the Cabinet as two separate policies, as discussed in the October 17, 2005 Cabinet meeting (see attached.)

There was a discussion concerning the policies. It was suggested that a review committee would need to include individuals from each discipline in order to determine that courses completed meet the CPC standards.

The policies were approved. Todd Jones exited the meeting.

**New Business**

**Retention/Progression/Graduation Report**

Dr. Carson distributed and discussed the draft document (see attached.) There was a discussion concerning retention and graduation rates. Dr. Pierce asked for reports including the names of all first-time students for the purpose of looking at individual students and what happens to them.

Dr. Carson spoke briefly concerning an Academic Advising Plan being developed by a committee of the faculty.

The Cabinet required no action.

**President's Meeting update**

Dr. Pierce reported concerning the System Presidents' meeting on November 3:

- Formula funding for FY 06
- Enrollment
- Non-residency immigrant enrollment
- Chancellor's Budget presentation to the Governor
- Capitol Requests
- Energy Conservation


The Cabinet required no action.

## Other

- Dr. Pierce reported concerning his meeting with the Faculty Advisory Council and he discussed the Drug Policy which is being updated.
- Dr. Shade reported the following:
  - Reasons for withdrawals, Fall Semester, based on 50 students (see attached.)
  - FA disbursements for 04/05 (see attached.)
  - Phi Theta Kappa induction this Friday at Heritage Hall
- Dana reported on the Rome Business Expo.
- Dr. Carson reported that a librarian has been hired for Marietta.

There being no further business nor was discussion, the meeting adjourned at 11:00 a.m.

Respectfully submitted,

  
Barbara G. Griffith  
Recording Secretary

**Minutes of the President's Cabinet Meeting  
Monday, December 19, 2005**

The President's Cabinet met at 9:00 a.m. on Monday, December 19, 2005 in the President's Conference Room. Present: President Randy Pierce, VP Virginia Carson, VP Ron Shade, VP Wilbur Shuler, IE Jack Bishop, CR Dana Davis, HR Ken Reaves, and AO Judy Taylor. IO Jeff Patty was on sick leave.

**Old Business**

**Retention/Progression/Graduation Report**

Dr. Carson distributed copies of the report which was submitted to the BOR in November. It is expected that the System Office will give feedback on the report.

The Cabinet required no action.

**New Business**

**Server for Marietta**

Jeff Patty will furnish the information for the Cabinet to discuss when he returns from sick leave.

**SACS**

Dr. Carson distributed and discussed a SACS Reaffirmation timeline (see attached.)

The Cabinet required no action.

**Hiring**

Dr. Carson distributed and discussed a listing of upcoming instructional needs (see attached.)

This was an informational item. The Cabinet required no action.

**Nursing degree**

Dr. Carson gave a status report concerning the proposal for an external nursing degree program in Acworth. This will be considered by the BOR at their January meeting. The next step will be to take the proposal to the Georgia Board of Nursing and then complete a possible Substantive Change with SACS.

**Nursing Certificate**

Dr. Carson distributed and discussed the background information concerning the Cancer Care Nurse Navigator Program (see attached.)

The Cabinet required no action.

## **Division Banners**

Dana discussed options for replacing the division banners. There was a brief discussion in which it was decided that Dana will research colors/patterns through the ACE as well as discuss this with the Administrative Council and the Academic Council.

The Cabinet required no action.

## **Travel Regulations**

Dr. Shuler discussed the proposed regulations which were distributed previously to the Cabinet by e-mail (see attached.) This was a first reading. A second reading will take place at the next meeting in January. Once approved, the regulations will be posted to the website.

The Cabinet required no action at this time.

## **Chamber Annual Meetings**

Judy discussed representation at the various Chamber annual meetings:

Cherokee, January 7

Bartow, January 26 (**The minutes are updated to reflect this is a change – the date was listed earlier as the 19<sup>th</sup>.**)

Chattooga, January 19

Cobb, January 21

Rome, January 26

Polk, January 27

The Cabinet members were requested to contact Barbara Griffith concerning their attendance.

## **Nontraditional evening cohort**

Judy Taylor discussed the request by an Alumni Board member concerning offering a cohort or accelerated programs for evening nontraditional students. There was a brief discussion.

The Cabinet required no action.

## **Spring Enrollment**

Dr. Shade distributed and discussed the enrollment update for Spring (see attached.)

The Cabinet required no action.

## **Other**

Dr. Shade asked that everyone review the draft of the interim catalog prior to Wednesday.

Dr. Shade distributed the Monthly Report of Student Development Activities for September, October, and November.

Dr. Carson announced the following

- The teacher education requirements are to be revamped adding two more science courses.
- Three currently enrolled and two recently enrolled students have died recently.
- A report on the recent Academic Affairs/Student Development Retreat.
- A report on the Increasing Expectations Retreat last week.
- An offer was recently made for a part time secretary at Marietta who will be on duty in the evenings. An additional part-time person will be needed for Saturday mornings.
- A recent request for capacity available for science and math enrollments by the USG.
- Three currently enrolled and two recently enrolled GHC students have died during this semester.
- An offer has been made recently to a part time secretary at Marietta. This person will begin work in January.
- GHC has responded to an inquiry made by the Research Office at USG, related to PRISM. We have capacity for students, although we are limited on lap space in Rome. There is capacity in Cartersville.
- A report on the Rome Young Scholars Program this summer.

Judy Taylor reported that she hopes to have the campaign video ready for this group to review in January. She also reported that one of the Board members from Rome is missing. His plane went down yesterday off the coast of Florida.

There being no further business or discussion, the meeting adjourned at 10:30 a.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Barbara G. Griffith', written in a cursive style.

Barbara G. Griffith  
Recording Secretary



**Minutes of the President's Cabinet Meeting  
Monday, January 9, 2006**

The President's Cabinet met at 9:00 a.m. on Monday, January 9, 2006, in the President's Conference Room. Present: President Randy Pierce, VP Virginia Carson, VP Ron Shade, VP Wilbur Shuler, IE Jack Bishop, CR Dana Davis, IT Jeff Patty, HR Ken Reaves, and AO Judy Taylor.

**Old Business**

**Travel Regulations – Second Reading**

The Travel Regulations (see attached) were discussed a second time by the Cabinet. Dr. Shuler noted that he had received some preliminary information that the new mileage rate of \$.485 will be lowered. He is waiting on official word on this.

The Cabinet approved the travel regulations which will be revised to reflect the newest mileage rate.

**Other**

There was no "Other" old business.

**New Business**

**Student Services – Enrollment Update**

Dr. Shade distributed and discussed the enrollment update dated 1/9/06 (see attached.) He noted that this report reflects all students who are paid after the most recent wipe-out on Friday. He also noted that perhaps publicity in Cherokee County should be discussed.

The Cabinet required no action.

**Student Services – Personnel Update**

Dr. Shade reported on new hires in Student Services: Evelyn Davenport has started in Admissions, Sheryl McKinney has been hired as Director of Counseling and Career Services, and Kristin McNally will be interning in Student Services, Disabilities Support, for the semester. A secretary will be hired soon for Financial Aid.

The Cabinet required no action.

**Faculty average salary**

Dr. Carson distributed and discussed the corrected figures regarding faculty average salaries (see attached.) She noted that these figures will be corrected in the Fact Book, and the discrepancy has to do when the data is mined for the Book.

This was an informational item and the Cabinet required no action.

## **Retention**

Dr. Carson distributed and discussed the latest retention figures (see attached.) She commented that this is the highest-ever System-wide retention.

This was an informational item and the Cabinet required no action.

## **E-mail notification**

Dr. Carson distributed and discussed information regarding academic progress. She reported that the faculty has voted to hold students to a higher standard regarding academic progress. The discussion then turned to notification to students of their academic progress. It was decided that dismissal and Dean's list notification will be sent by letter and postal mail. Warning and probation notification will be sent via e-mail, dependent upon IT giving the needed script.

There was a separate discussion concerning Dean's list certificates. In the past, they were sent to the various campuses, based upon the home address zip code of the student. Many students are not picking up the certificates; therefore, the certificates will be mailed with the Dean's list letters from the President.

## **Campaign update**

Judy Taylor gave an update on the fundraising campaign.

This was an informational item and the Cabinet required no action.

## **Climate survey results**

Ken Reaves distributed and discussed the results of the most recent Climate Survey (see attached.) Dr. Carson questions the use of the term "attitudes" in the survey. This will be discussed separately.

This was an informational item and the Cabinet required no action.

## **FYI – System Principles for Capital outlay Prioritization**

Dr. Pierce discussed the memorandum from Linda Daniels (see attached) and asked for feedback which will be forwarded to Ms. Daniels.

This was an informational item and the Cabinet required no action.

## **Other**

Dr. Carson reported that she has hired two full time, temporary professors for Spring term.

Judy Taylor briefly discussed the chamber annual meetings and the USG Gala on January 28. She will submit lobbying information to Dana Davis for reporting purposes to the System Office.

Jeff Patty reported that the phones in the Walraven Building were converted this past weekend. He noted that there will be issues until everyone on campus is converted. Following completion of the conversion everyone will be on 4-digit dialing. He also reported that IT is beginning to survey everyone about computers. There was a brief discussion concerning updating and support of older machines.

Dana Davis discussed the College catalog as it relates to revisions and the timeliness of reviewing the catalog prior to typesetting. Dr. Pierce suggested saving a clean layout of the current catalog for use next time.

Ken Reaves distributed information concerning raises and merit increases which have come up occasionally (see attached.) There was a discussion.

Dr. Carson announced that the Academic Affairs Committee of the BOR will discuss the proposal for the External Degree Nursing Program at Acworth tomorrow. If this passes committee, it will be on the full board agenda for Wednesday. The Committee will also look at the Georgia Highlands College Mission Statement in order to delete the statement regarding the Interpreter Training Program which has been deactivated.

Dr. Carson also discussed the purpose of the Georgia Appalachian Center for Higher Education which is housed at North Georgia College and how Georgia Highlands' Service area could benefit.

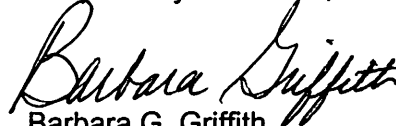
She then discussed the possibility of continuing the National Youth Sports Program on a scaled-down basis based upon a reduced amount of funding being available. David Mathis will convene his advisory group. She noted that this may be a viable option since recruiting had changed with the change in the school calendar for the Floyd County Schools.

President Pierce added that David will be presenting the program at Rotary on Thursday In which the subject will be NYSP.

Dr. Pierce discussed executive appointments to the Board of Regents (see attached.)

There being no further business or discussion the meeting was adjourned at 11:05 a.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Barbara G. Griffith". The signature is fluid and cursive, with the first name "Barbara" being the most prominent part.

Barbara G. Griffith  
Recording Secretary

**Minutes of the President's Cabinet Meeting  
Monday, January 23, 2006**

The President's Cabinet met at 9:00 a.m. on Monday, January 23, 2006, in the President's Conference Room. Present: President Randy Pierce, VP Virginia Carson, VP Ron Shade, VP Wilbur Shuler, IE Jack Bishop, CR Dana Davis, IO Jeff Patty, HR Ken Reaves, and AO Judy Taylor.

**Old Business**

There was no "Old Business."

**New Business**

**Fall Calendar**

Dr. Carson discussed the need to complete the Fall 06 calendar. Dr. Shuler will follow-up.

**CPR Plan**

Dr. Carson discussed the Program Review Plan with regard to the schedule on Page 2 which has been revised (See attached.) She noted that the Associate of Arts and Associate of Science programs have been reviewed. General education has been taken out and will be folded into the AA and AS.

The Cabinet reviewed the document and it will be forwarded to Dr. Dan Papp at the System Office.

**Direct Deposit**

This item has been postponed to a later date.

**Scheduling Facilities**

The Pierce discussed the scheduling of facilities for outside groups with regard to the institutional mission of teaching and learning while at the same time, being open to the community. It was noted that a person is needed to work with the outside groups to best serve their needs while at the same time keeping with the mission of the College. Jeff Patty added that a policy should be developed regarding use of computer labs by outside groups.

Judy Taylor proposed that she, Mary Norton, and Cherry Denney discuss issues which have been brought to their attention due to the connection with the Advancement, Alumni and Continuing Education offices and the public. Dr. Shuler suggested continuous review of all policies concerning facilities usage due to the ever-changing needs in the community and within the College.

**Other**

Dr. Carson:

- The College will be notified on February 16 of grant awards for NYSP in the amount of \$40,000. Additional funds will be needed to cover the total cost of the program, which is \$53,000. There was a brief discussion.
- Dr. Carson has received a request from GYSTC proposing a summer camp which will be science-focused. Space availability to conduct such a camp depends on whether the NYSP will be held and how much space is required for that program. The summer camp will require considerable space. Dr. Carson noted that Sharryse Henderson, Biology instructor is the chair of the local GYSTC board.
- Next Monday, five institutional representatives on the SACS Leadership Team will attend a training session in Atlanta for the 2008 Reaffirmation Review Class.
- The Cartersville Rotary meeting will be held at the Cartersville Campus tomorrow. Dr. Carson shared handouts for the meeting.
- The BOR approved the proposal for an external degree program in Nursing at the Acworth location. It is anticipated that this will be on the Georgia Board of Nursing agenda for their March 16 meeting.

Dana Davis discussed an article in *The New York Times* regarding a new federal program which recognizes schools with successful academic programs by awarding grants and scholarships.

Dr. Shade:

- Gave an update on Spring enrollment (See attached.)
- Acceptance letters are being sent out for second start.
- The Counselor's Brunch has been scheduled for March 10 on the Rome Campus for Floyd County High Schools as well as a couple of additional schools.

Dr. Shuler:

- The College is just over 100% in terms of projected revenue (student fees.) The fees must now be collected.

Judy Taylor

- Judy discussed the emergency scholarship fund with regard to criteria and financial aid refund policies and scheduling.
- She reported on the Cobb Chamber annual meeting which was held this past Saturday evening, as well as the Chattooga meeting which was held this past Thursday evening.
- Named Giving Guidelines were approved by the BOR in November (05).

Ken Reaves

- Ken introduced the Georgia 2012 Workforce publication which is available in his office for review.
- He discussed a request by retirees to have their insurance premiums drafted from their checking or savings accounts. This is now available and he will work

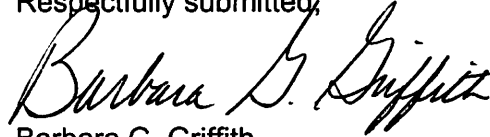
- with IT to get it set up. Judy will place an announcement in the retiree newsletter. Ken will send a letter to all retirees once it is set up.
- Ken distributed and discussed the First Lady's Children's Cabinet (See attached.) There was a brief discussion.
  - There is a Faculty/Staff meeting on Wednesday at 3:00 p.m. in Lakeview.

Dr. Pierce:

- He and Dana will be in Atlanta tomorrow meeting with legislators. Dr. Pierce and Dr. Shuler will attend the GEDA Legislative Reception in Atlanta tomorrow evening. Dr. Pierce and Dr. Shuler attended the System Budget Presentation to the Joint Appropriations Committee last week.
- Dr. Shuler and Dr. Pierce met with Linda Daniels last week. They discussed the future of the Cartersville Campus. The Master Plan for the Campus will be updated reflecting plans for the campus for the next 10-15 years.
- The Rome and Cartersville Chamber meetings will be held this Thursday. The Polk Chamber meeting is scheduled for Friday.
- Georgia Secretary of State will be on the Floyd Campus on Thursday speaking to students, hosted by the Young Democrats and the Black Awareness Society.
- The System Gala will be held on Saturday night.

There being no further business, the meeting was adjourned at 10:45 a.m.

Respectfully submitted,

A handwritten signature in black ink, reading "Barbara G. Griffith". The signature is fluid and cursive, with the first name "Barbara" being the most prominent part.

Barbara G. Griffith  
Recording Secretary

**Minutes of the President's Cabinet Meeting  
Monday, February 6, 2006**

The President's Cabinet met at 10:00 a.m. on Monday, February 6, 2006, in the President's Conference Room. Present: President Randy Pierce, VP Virginia Carson, VP Ron Shade, IE Jack Bishop, CR Dana Davis, IO Jeff Patty, HR Ken Reaves, and AO Judy Taylor. Doug Webb was present for the first item of "Old Business." VP Wilbur Shuler was on SACS visit.

**Old Business**

**Facilities Rental: Recommendations regarding changes to policies and process**

Judy Taylor reported concerning the meeting of the ad hoc committee appointed at the last President's Cabinet meeting and their recommendations (see attached.) She stated that the purpose of the recommendations is to make the policy more user-friendly for the college and the community. She reported that she had met with Dr. Pierce and Dr. Shuler for the purpose of discussing the recommendations.

There was a discussion and Dr. Carson recommended that the policy and procedures be broadened to include all facilities, including Cartersville.

Doug Webb discussed the impact of the renovation at Heritage Hall on the rental of Centre Stage and the possibility that it may not be available if needed to relocate other activities temporarily. Dr. Pierce stated that, keeping with the mission of the College, which is teaching and learning, the priority usage of the facility will be temporary relocation of those activities at Heritage Hall, if needed.

There was also a discussion concerning having separate Facilities Usage Committee for Rome and Cartersville. Dr. Pierce stated that there will only be one committee. Responsibility for outside usage of any facilities outside of classrooms will reside with Continuing Education in Rome and Cartersville, respectively.

Judy will take the suggestions back to the ad hoc committee and will bring a revised policy and process back to the Cabinet for final approval.

Doug Webb exited the meeting.

**Other**

There was no "Other" old business.

**New Business**

**SACS**

Dr. Carson distributed and discussed the "Extended Reaffirmation Timeline: Track A, 2008 Reaffirmation), the "Proposed Timeline to Develop 2006-2009 GHC Strategic Plan," and the "QEP Timeline" (See attached.)

She noted that March 15, 2007 is the date GHC will submit its Compliance Report. She reported that the SACS Principles are on the web.

She also reviewed the membership of the SACS Leadership Team.

The Cabinet required no action.

#### **Other**

Dr. Carson reported briefly on the following:

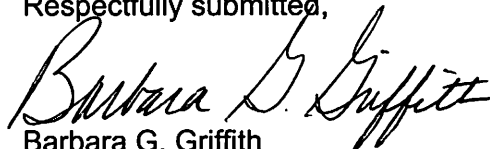
- The CBO meeting held last week.
- Chief Academic Officers' meeting on Friday, specifically on a proposal concerning Compass testing approved by the Regents' Administrative Committee on Academic Affairs (See attached.)
- Upcoming System survey of Fall 2004, first time, full time students who did not return.
- An update on WebCT Vista (See attached.)

Dr. Pierce reported that the BOR meeting scheduled for Tuesday has been cancelled due to the funeral of Coretta Scott King. There will be a one-day meeting on Wednesday.

Dr. Pierce reported concerning the agenda for the President's Meeting on February 21 and requested input from the Cabinet concerning one agenda item related to the Georgia Education Authority University.

There being no further business, the meeting was adjourned at 11:45 a.m.

Respectfully submitted,

A handwritten signature in cursive script, reading "Barbara G. Griffith".

Barbara G. Griffith  
Recording Secretary



**Minutes of the President's Cabinet Meeting  
Monday, February 20, 2006**

The President's Cabinet met at 2:00 p.m. on Monday, February 20, 2006, in the President's Conference Room. Present: President Randy Pierce, VP Virginia Carson, VP Ron Shade, VP Wilbur Shuler, CR Dana Davis, Interim IE Laura Musselwhite, HR Ken Reaves, and AO Judy Taylor.

**Old Business**

There was no "Old Business."

**New Business**

**2006-07 and 2007-08 Academic Calendar**

Dr. Shuler presented and discussed the proposed calendars (see attached.) He noted that the MLK holiday in 08 is later, based on the federal holiday. There will be no Saturday classes that holiday weekend.

There was a discussion concerning including the Winter Break dates in the calendars.

Dr. Carson also recommended including the October 16-18, 2007 Reaffirmation on-site visit to the calendar.

The In-Service date for 2006 has already been set for August 10. There was a discussion concerning the 2007 date using the criteria that there should be ten full days between grades due and In-Service for fall. Dr. Carson recommended that the decision concerning the 2007 date be put on hold.

Dr. Shuler made the motion to approve the academic calendars for 2006-07 and 2007-08, with the revision to include the 2006 In-Service date as well as Winter Break dates. Dr. Carson seconded the motion and the Cabinet unanimously approved.

**2007 and 2008 Holiday Schedule**

Ken Reaves distributed and discussed the 2007 and 2008 holiday schedules (see attached.) According to the schedule, Winter Break 2007 would require one annual day be taken.

The 2007 holidays were approved. The 2008 holidays have been tabled pending consideration of additional information.

**In-Service Date**

As discussed previously (Academic Calendar), the 2006 In-Service date is August 10. The In-Service date for 2007 will be set at a later time.

The Cabinet required no action.

## **Retreat Date**

Ken Reaves proposed the dates of July 20-21, 2006 for the Administrative Retreat to be held at Brasstown Valley Resort, Young Harris, Georgia.

Dr. Pierce recommended waiting until after April 1 to make a definite decision.

## **Direct Debit of Retiree Insurance Premiums**

Ken Reaves presented the guidelines for approval prior to implementation (see attached.) There was a short discussion. Judy Taylor recommended follow-up notification to the retiree for "Insufficient Funds" in addition to the bank notice. Accounting Services will work out dates for debiting accounts.

Ken Reaves made the motion to accept the guidelines. Dr. Carson seconded the motion, and the Cabinet unanimously approved.

## **Academic Advising Mission Statement**

Dr. Pierce opened the discussion concerning the Academic Advising Mission Statement (see attached), by stating that each department needs an advising statement, framed and visual, to internal and external constituents.

Dr. Carson discussed the background and use for the mission statement. She distributed cards with the mission and expected outcomes (see attached.)

There was a brief discussion.

Judy Taylor exited the meeting at 2:45 p.m. for a downtown meeting.

## **Other**

Laura Musselwhite discussed Unit Assessment Plans from the administrative units. She stated that they are not complete, and deadlines have not been observed. She will reinforce deadlines to all units. Laura asked for assistance from the vice presidents in making sure their unit plans are submitted on time. She distributed charts with the process and dates (see attached.)

There was a discussion concerning the need for mid-year retreats. Ken Reaves will be responsible for making arrangements and seeing that planning is done each year for the retreat (in December.)

Dr. Shuler announced that Cynthia Parker began work today as Purchasing Assistant. He will introduce Ms. Parker at Administrative Council today.

Dr. Shade announced that the College is 7.2% ahead of last year this time on enrollment. There will be another purge of those having unpaid promissory notes. The notes were due February 15. The official enrollment reporting date is March 3.

Dana Davis circulated the designs for the new college banners. Dana will circulate the designs at the Administrative Council. Dr. Carson suggested a statement that this is not

an administrative representation. Science and Math are represented separately due to the large size of the division. Nursing and Dental Hygiene are broken out because they are flagship programs.

Jeff Patty announced that the phone conversion at Heritage Hall will take place this Friday. He will know more after a conference call tomorrow.

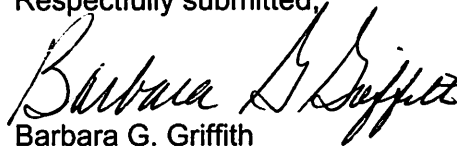
Dr. Shuler reported on the site visit last week at Heritage Hall. Prospective architects will give a presentation from which an architect will be selected.

President Pierce announced that the System presidents will meet with the Chancellor tomorrow at the System office.

There was a brief discussion concerning the budget conference on Wednesday.

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

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Barbara G. Griffith".

Barbara G. Griffith  
Recording Secretary