

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

The President's Cabinet met at 10:00 a.m. on Monday, March 6, 2006, in the President's Conference Room. Present: President Randy Pierce, VP Virginia Carson, VP Ron Shade, VP Wilbur Shuler, CR Dana Davis, IO Jeff Patty, HR Ken Reaves, and AO Judy Taylor. Interim IE Laura Musselwhite was teaching class.

Old Business

There was no "Old Business."

New Business

Conservation

The 4/10 (four days per week, 10 hours per day) work schedule will begin on Monday, June 5 and will end on Thursday, July 27. Officially, 30 minutes will be added to the beginning and ending work times for the day. Any different schedule would be subject to approval. It is the intent to service the public 7:30 a.m. until 6:30 p.m. The intent is also to take an hour for lunch due to the length of the workday. There was a discussion.

Representatives

AACU. Dr. Catherine King and Dr. Ron Shade will be added to the membership, making five, which is the number allowed.

League for Innovation. Barbara Griffith will be added as Administrative Assistant. The Human Resources position will be updated with Ken Reaves' information.

Barbara Griffith will complete the updates (see attached.)

Phi Theta Kappa Report

Dr. Carson discussed the report.

The Cabinet required no action.

Nomination for replacement member of Capital Improvements Committee

The Instructional Council nominated Barbara Cozby to replace Janice Thomas on the Committee, due to Janice's recent retirement.

The Cabinet approved the nomination.

Proposed GHCTV Policies – First Reading

Dr. Carson discussed the proposed policies (see attached.) She asked for any feedback prior to the second reading. This was a first reading. The second reading and action will be taken at the next meeting of the Cabinet.

Screening Committees for 2006-07 positions

Dr. Carson discussed the process of organizing processes to search and screen candidates (see attached.) These are new and replacement positions, based on the status of the budget.

Dr. Shade asked if a student services representative could be added to the Academic Support Division Chair search committee due to the interaction between the two areas. Dr. Carson agreed.

RPG meeting updates

Dr. Shade reported on the recent RPG meeting.

Other

Dr. Pierce reported that he and several others from the College have interviewed and selected an architectural firm for the Heritage Hall project. The selection must be approved by the USG staff.

The new Regent, Willis Potts, will be installed tomorrow. Dr. Pierce will be in attendance.

Dana discussed an article in Rome News Tribune concerning SAT scores.

Ron Shade reported that the number of applications which had been accepted for summer was ahead of this time last year. This is due, in part, to the omission of the SAT requirement. Fall is ahead significantly over last year.

Dr. Shade distributed a copy of an article (see attached.) There was a brief discussion.

There was a discussion concerning worksheets for merit raises. It was decided to wait until more information comes down from the USG office before they are turned in.

Jeff Patty reported that the phone port for the remainder of the Floyd campus is on schedule for this Friday, beginning at noon. All phone service will be suspended beginning at noon until the conversion is completed.

Dr. Shade announced that the Rome Counselor's brunch will take place on campus this Friday as will the Literary Meet competition.

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, March 20, 2006

The President's Cabinet met at 10:00 a.m. on Monday, March 20, 2006, in the President's Conference Room. Present: President Randy Pierce, VP Virginia Carson, VP Ron Shade, CR Dana Davis, IE Laura Musselwhite, IO Jeff Patty, and HR Ken Reaves. VP Wilbur Shuler and AO Judy Taylor were on leave.

Old Business

GHTV Policies – Second Reading and Action

The Cabinet reviewed the policies for a second reading (see attached.) There were no revisions.

The Cabinet approved the Policies as written.

New Business

Open House at Cartersville

Dr. Pierce discussed hosting an open house at the Cartersville campus showcasing the Library and other open spaces at the campus. The public will be invited. There will be advertising in the newspaper and through the Chamber. The Foundation will receive a special invitation.

Dr. Pierce appointed a committee to plan the event to take place in early May. Dr. Pierce suggested that early evening, 5-7 or 6-8 p.m. would be a good time. There was a discussion concerning live demonstrations possibly in the testing center. There could also be a workshop on financial aid should this be used as a recruiting tool.

The Committee is as follows:

Jenn Banks
Dr. Virginia Carson
Dana Davis
Barbara Griffith
Debbie Holmes
Rob Laltrello
Alison Lampkin
Judy Taylor
Kelli Thomas
Jonathan Twilley
George White

Barbara Griffith will call the first meeting where a chair will be elected by the Committee.

Student Grievance Policy

Dr. Carson discussed the Student Grievance Policy (see attached.) According to the definition in the policy, the purpose of the policy is to "set out the guidelines and standards for the filing of a formal grievance by a student against a faculty or staff member."

The policy was reviewed as a first reading. The Policy will be brought back to the next Cabinet meeting for a second reading and action. The Cabinet required no action at this time.

Extended Absence Policy

Dr. Carson briefly discussed the policy which was previously distributed to the Cabinet for review and, per the policy, is drafted "to address students who have circumstances that prevent them from continuing to attend classes over an extended period of time" (see attached.)

The policy was presented for discussion only and not for approval. The Cabinet required no action.

Semester Enrollment Summary

Dr. Carson discussed the Semester Enrollment Summary (see attached) which is prepared each semester by the Academic Affairs Office.

The Cabinet required no action.

Programs by Location

Dr. Carson announced that last Thursday, the Georgia Board of Nursing approved Georgia Highlands College's petition for a satellite nursing program in Acworth, based on the Board of Regents approval of the external degree program at their January, 2006 meeting. She then discussed the Program Offerings at Georgia Highlands College sites (see attached.)

Other

Dr. Carson and Dr. Pierce reported on the National Association of Community College Teacher Education Programs conference in Atlanta this past weekend, which was co-hosted by Georgia Highlands College. Kim McBurnett and the teacher education students from the college were commended for their work.

Laura Musselwhite discussed the guidelines for Information Technology requirements (see attached.) It was decided that the guidelines should become policy. The policy should be included in the Academic Affairs. There should be a statement in the Policy and Procedures Manual as well.

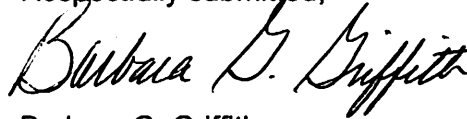
Laura recommended that, though the policies will be available on-line, there should be at least one hard copy of all policy manuals available. Laura will send an e-mail to all offices that may have policies.

Dr. Shade gave a brief enrollment report for summer and fall.

After a brief discussion, it was decided that the Administrative Council meeting would be cancelled, due to the short agenda. Information from this meeting will be shared at the next Administrative Council meeting.

There being no further business, the meeting was adjourned at 11:20 a.m.

Respectfully submitted,

A handwritten signature in cursive script, reading "Barbara G. Griffith". The signature is written in black ink and is positioned above the printed name and title.

Barbara G. Griffith
Recording Secretary

**Minutes of the President's Cabinet Meeting
Monday, April 3, 2006**

The President's Cabinet met at 10:00 a.m. on Monday, April 3, 2006 in the President's Conference Room. Present: President Randy Pierce, VP Virginia Carson, VP Ron Shade, VP Wilbur Shuler, CR Dana Davis, IO Jeff Patty, and AO Judy Taylor. Absent: Interim IE Laura Musselwhite and HR Ken Reaves.

Old Business

Student Grievance Policy—Second Reading and Action

The Cabinet reviewed the Student Grievance Policy for a second reading (see attached.)

The Cabinet approved the policy as presented.

Other

There was no other Old Business.

New Business

2007-08-2008-09 Academic Calendar

Dr. Shuler discussed the Academic Calendar as approved and presented by the Calendar Committee (see attached.)

The Cabinet approved the calendars as presented.

Enrollment Update

Dr. Shade reported on the summer and fall enrollment. He reported that the acceptances were up over last year. In addition, applications are up 68% over last year. There was a discussion.

The Cabinet required no action.

Administrative Retreat Dates (7/13/06-7/14/06 or 7/20/06-7/21/06)

Dr. Pierce discussed the possible retreat dates. He suggested changing the retreat to a Wednesday/Thursday rather than Thursday/Friday due to the 4/10 work schedule. Following a discussion, the Cabinet decided that the retreat dates would be 7/13/06-7/14/06 (Wednesday/Thursday.) The start time will be 10:00 a.m. on the 13th. In addition, it was discussed that the retreat could be extended to 2:00 or 3:00 p.m. on Thursday.

Revised Facilities Usage and Alcohol Policy—Second Reading and Action

Judy discussed the new policies and forms (see attached) which incorporates the comments which were discussed in the First Reading. The following was discussed:

- Client and caterer IDs will be required.
- George White will handle reservations for Cartersville and Cherry Denney will handle the ones for Rome.
- "Computer Lab" should be plural.
- Alcohol would be allowed on a limited basis with approval from the President. Continuing Education will furnish a recommended list of bartenders. A list will need to be developed for Cartersville.
- The technology fee would vary, depending on the requirements.
- The suggestion was made that reservations should be directed to reservations@highlands.edu rather than cdenney@highlands.edu.

Dr. Shuler recommended approval with changes. The motion was seconded by Dr. Carson and was unanimously accepted by the Cabinet.

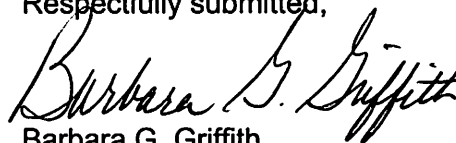
Judy Taylor will send a copy with changes to the Facilities Usage Committee and to Barbara Griffith. Barbara will distribute electronically to the Administrative Council.

Other

- Dr. Pierce discussed the budget regarding MRR and formula funding.
- Dana Davis announced that the Open House Committee has tentatively scheduled the event at Cartersville for May 9, 5:00-7:00 p.m.
- There was a brief discussion concerning the Chancellor's visit on June 14.
- Dr. Shade announced that the PTK induction will take place on Friday.
- Dr. Carson requested meetings with the various units to complete the Planning Survey.
- Judy Taylor announced the unveiling of the "Tree Mandela" sculpture at the Cartersville Campus.
- Judy also noted the release of the new advancement newsletter, "In Advance."

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, April 17, 2006**

The President's Cabinet met at 10:00 a.m. on Monday, April 17, 2006, in the President's Conference Room. Present: President Randy Pierce, VP Virginia Carson, VP Ron Shade, VP Wilbur Shuler, CR Dana Davis, IO Jeff Patty, HR Ken Reaves, and AO Judy Taylor. Debbi Davidson from the Mercer Group was also in attendance.

Interim IE Laura Musselwhite was absent.

Old Business

There was no "Old Business."

New Business

Proposed Student Organizations

The Cabinet considered and discussed the applications for two new student organizations: Society for Creative Anachronism at GHC and GHC Gaming Club. The Society for Creative Anachronism was approved, based upon the membership listing attached and previous approval by the SEC, the Student Affairs Committee, and the faculty (See attached.)

Consideration of approval of the GHC Gaming Club was tabled pending submission of a membership listing. Dr. Pierce will send John Spranza a memorandum to this effect.

The Cabinet also discussed a process of notifying administration when a club is dissolved, a threshold, or minimum number of participants required for approval, as well as steps for approval. Dr. Carson recommended that these issues be taken to the Student Affairs Committee when they begin their work in the fall.

Mercer Group Presentation

Debbi Davidson presented information concerning the Mercer Group and a possible compensation study (see attached.)

There was a discussion.

The Cabinet took no action concerning this matter.

Enrollment Update

Dr. Shade gave an enrollment update (see attached.)

The Cabinet required no action.

Acworth Nursing – SACS and Logistics

Dr. Carson asked that these items be deferred to the next meeting.

FIPSE Grant

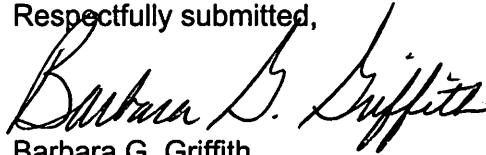
Dr. Carson asked that this item be deferred to the next meeting.

Other

There were no other items reported or discussed.

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

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Barbara G. Griffith". The signature is written in a cursive style with a large, stylized initial 'B'.

Barbara G. Griffith
Recording Secretary

**Minutes of the President's Cabinet Meeting
Monday, May 1, 2006**

The President's Cabinet met at 9:00 a.m. on Monday, May 1, 2006, in the President's Conference Room. Present: President Randy Pierce, VP Virginia Carson, VP Ron Shade, VP Wilbur Shuler, CR Dana Davis, HR Ken Reaves, and AO Judy Taylor. Absent: Interim IE Laura Musselwhite and IO Jeff Patty.

Old Business

There was no "Old Business."

New Business

Compass Retesting Policy

Dr. Carson discussed the proposal to implement a Compass retesting fee which was made by a committee appointed to look at the issue (see attached.) There was a discussion and Dr. Carson recommended implementing a testing fee of \$20 which would cover any retests. The Cabinet agreed on a protocol for bands of scores and timeline on a trial basis, in order to run numbers.

The Cabinet approved the testing fee which will be implemented fall semester since it does not require Board approval.

Geology Supply Fee

Dr. Carson proposed a Geology supply fee in the amount of \$20 to cover field trips and other costs for the course (see attached.) There was a short discussion. This fee does not require Board approval.

The Cabinet approved the supply fee, effective fall semester, 2006.

Nursing application fee

Dr. Carson proposed a Nursing application fee (see attached.) There was a discussion.

The Cabinet approved the fee which requires Board approval. Dr. Shuler will submit the request to the Board of Regents per the Board timeline for approvals.

Acworth Nursing

Dr. Carson reported that the National League of Nursing will require a Substantive Change regarding the new program at Acworth. The report has been generated.

She also discussed external funding as well as institutional funding for the program, as well as the program in Rome.

The Cabinet required no action.

FIPSE Grant

Dr. Carson reported that Georgia Highlands College, along with five other institutional partners, with Florence-Darlington Technical College being the lead partner, has submitted a FIPSE grant. The other partners are in Mexico and Canada. We will know in the fall if we are funded.

The Cabinet required no action.

NSF STEM Grant

Dr. Carson reported that Georgia Highlands College is in the process of completing an application for a National Science Foundation Science, Technology, Engineering, and Mathematics Grant.

The Cabinet required no action.

Enrollment update

Dr. Shade distributed and discussed an enrollment report for Summer and Fall (see attached.)

The Cabinet required no action.

Honors Night

Dr. Shade announced that the Honors Night assembly will be held tonight at 6:30 in the Lakeview Auditorium.

He also reported that 356 students have petitioned to receive their associate degrees, and one certificate student has completed requirements and will receive their certificate on May 13.

Personnel update

Dr. Shade that Counseling and Career Services has filled the part-time position formerly held by Jill Forrest. The new counselor's time will be split between Marietta and Acworth.

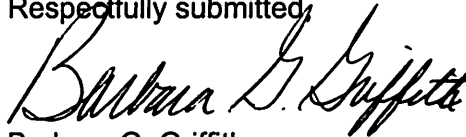
Other

- Dr. Carson discussed the Student Absence Policy (see attached.)
- She reported that a number of candidates for faculty positions will be brought on campus over the next two weeks.
- Ken Reaves discussed the issue of starting the retreat at 10:00 a.m. on July 19. Dr. Shade and Dr. Carson will be at another meeting. It was decided that the retreat would begin at 1:00 p.m. that day and would run later in the evening and later on Thursday if necessary.

- Dr. Carson announced that the College has been asked to add additional evaluators to the SACS list. Barbara Griffith will furnish Dr. Carson with a current list.
- Dr. Pierce discussed use of the term "ten-county service area" which appears in documents for publication. The USG has discussed eliminating the geographic boundaries; therefore, we should use the terms "feeder counties" or "counties of enrollment."
- There was a discussion concerning Employee Recognition and the possible need to rotate locations since the employees of the College are spread out over a broad area.
- Dr. Shuler reported on the PeopleSoft meeting he attended last week.
- Judy Taylor reported that the Legacy materials are in.
- There was a discussion concerning graduation. Dr. Pierce will send an e-mail out to all employees encouraging their attendance.

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, May 15, 2006**

The President's Cabinet met at 10:00 a.m. on Monday, May 15, 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, IT Jeff Patty, HR Ken Reaves, and AO Judy Taylor.

Old Business

There was no "Old Business."

New Business

Committees of the College

Dr. Carson presented the nominations for the Committees of the College as approved by the Instructional Council (see attached.)

The Cabinet approved the nominations.

Enrollment update for Summer and Fall

Dr. Shade discussed the Enrollment Report (see attached.)

The Cabinet required no action.

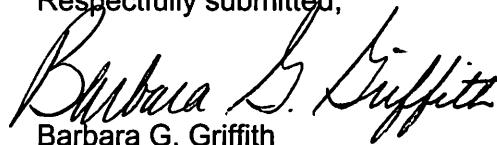
Other

- There was a discussion concerning graduation.
- Dr. Carson announced that for the 16th consecutive year there was a 100% pass rate on the Dental Hygiene State Board exam.
- Dr. Carson reported concerning interviews for open positions.
- Dr. Shuler will report concerning student fees.
- The faculty has recently approved minor changes in the "Statutes." The revised document will be submitted for approval by the President and then the Board of Regents.
- The SACS Substantive Change has been submitted to readers, and will be mailed to SACS by Friday.
- There was a discussion concerning ETTC moving to Dalton. They will likely maintain one teaching classroom and one office at Heritage Hall. There was a discussion concerning use of the space they now occupy.
- Dr. Pierce announced that Dr. Carson has been asked to serve on the search committee for a replacement for Dr. Dan Papp.
- Dr. Pierce discussed possible location of the GPB radio station in Rome.
- Ken Reaves discussed the positions that Mercer would survey for the College (see attached.)
- Dr. Shade discussed the new mandatory health insurance programs.

- Judy Taylor announced that there will be a photo op with Wellstar and a subsequent press release.
- Judy reported that Chris Anderson from the Clements Group will be on campus this Friday for her regular meeting. She gave a campaign progress report.
- Jeff Patty announced that the Banner Extender upgrade will be taking place this week.
- Laura Musselwhite announced that the SACS leadership team will be looking at a portion of the Planning Survey in their regular meeting. Strategic Planning will be done at the Administrative Retreat in July. She shared a summary of the Planning Survey results with the Cabinet.
- Dr. Carson reported on the Law Enforcement Scholarship luncheon.

There being no further business, the meeting was adjourned at 11:20 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.

Barbara G. Griffith
Recording Secretary

Minutes of the President's Cabinet Meeting Monday, June 5, 2006

The President's Cabinet met at 9:00 a.m. on Monday, June 5, 2006, in the President's Conference Room. Present: President Randy Pierce, VP Virginia Carson, VP Wilbur Shuler, CR Dana Davis, Director of Admissions Todd Jones (for VP Ron Shade), IE Laura Musselwhite, IO Jeff Patty, HR Ken Reaves, and AO Judy Taylor.

Dr. Ron Shade was absent.

Old Business

There was no "Old Business."

New Business

Enrollment update

Todd Jones distributed and discussed the enrollment update for summer and fall (see attached.)

The Cabinet required no action.

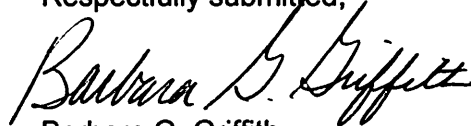
Other

- There was a lengthy discussion concerning students who do not attend class, do not withdraw, and receive an unearned failing grade. President Pierce asked for input from Sandie Davis, Registrar, and legal advice from Burns Newsome at the BOR.
There was also discussion concerning the need for a committee to decide how to communicate to students the registration and deadline information they need. Todd Jones recommended pulling people from the Enrollment Management Committee. Dr. Pierce requested that as much information as possible be sent with the acceptance letter.
- Dr. Pierce announced that the budget presentations will begin tomorrow and are scheduled through Tuesday, June 13. The budget has been balanced.
- Dr. Shuler reminded the Cabinet members that the deadline for purchasing and travel encumbrances is today.
- Dr. Musselwhite announced that there will be an interview for an IE Director on Thursday. A total of eight applications have been received since the position was reopened and advertised again.
- Dr. Carson announced that the SACS Substantive Change Prospectus for the Acworth nursing program has been submitted.
- Dr. Carson also announced that there will be an announcement made later in the day concerning some faculty and one administrative assignment. It may be necessary to advertise a nursing position again. The hiring process may continue for some time yet.
- Jeff Patty discussed equipment requests for the Humanities Division as well as a network upgrade at Acworth.

- Dr. Pierce announced that the Board of Regents will meet beginning tomorrow and that Willis Potts, the new Regent for the 11th Congressional District, will address the Rome Rotary Club on Thursday. Regent Potts will also attend the Retirees quarterly meeting on Friday.
- Dr. Shuler discussed retiree insurance premiums.
- It was decided, in light of a short agenda, the Administrative Council meeting scheduled for 2 p.m. this afternoon is cancelled.

There being no further business, the meeting was adjourned at 10:25 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, July 10, 2006

The President's Cabinet met at 10:00 a.m. on Monday, July 10, 2006, in the President's Conference Room. Present: President Randy Pierce, VP Ron Shade, VP Wilbur Shuler, CR Dana Davis, Interim IE Laura Musselwhite, SS DC Rob Page (for Dr. Carson), IO Jeff Patty, HR Ken Reaves, and AO Judy Taylor. Absent: Dr. Virginia Carson.

Old Business

There was no "Old Business."

New Business

Draft agenda for Administrative Council Retreat

Laura Musselwhite discussed the proposed agenda (See attached.) There was a discussion, a couple of revisions were made, and the agenda was finalized (See attached.)

Regents' Awards for Excellence in Education

Judy Taylor announced that the awards gala will be held on Saturday, March 3, at the Hyatt Regency in Atlanta. The USG Foundation will send additional information at a later date.

The Cabinet required no action.

Report on President's Meeting

Dr. Pierce discussed the information from the President's Meeting on July 6, including, but not limited to, organizational changes at the USG Office (See attached,) the Customer Service initiative, budget planning, program reviews, and the September 13 inauguration of the Chancellor.

The Cabinet required no action.

Other

- Dr. Pierce discussed salary schedules for faculty contracts.
- Dr. Shade reported on enrollment (See attached,) student insurance plans (see attached,) the orientation to be held later in the day, the Financial Aid Report (\$15.4M awarded, which represents 86% of the students enrolled; a total of \$8.3M was paid out.)
- Judy Taylor reported that a grant for a Student Success Center for Hispanic students was awarded to Garden Lakes Elementary School. Georgia Highlands College will be a partner, providing life skills instruction to parents.

- Laura Musselwhite reported that an offer has been made to an Institutional Research Director candidate. He will respond today.
- Laura announced that everyone attending the retreat next week will receive a packet including the results of the Planning Survey, which should be reviewed for discussion at the retreat.
- Dr. Shuler announced that the Finance area is getting ready for the annual audit. There will be a financial and an internal audit.
- Jeff Patty reported that the laptops have been received.
- Dr. Shade reported that the Communities in Schools Board will meet on the Floyd Campus today at noon.

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, July 24, 2006**

The President's Cabinet met at 9:00 a.m. on Monday, July 24, 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, IO Jeff Patty, HR Ken Reaves, and AO Judy Taylor.

Old Business

There was no "Old Business."

New Business

Student Services Update:

Enrollment. Dr. Shade distributed and discussed the current enrollment statistics for Fall (see attached.)

Orientation. Dr. Shade reported that last Thursday's orientation went well. There were 135 tested for ATP. There are 105 registered for tomorrow's orientation, with 81 guests.

Staffing. Melissa Johnston has been hired as a Financial Aid Specialist.

Other

Laura Musselwhite distributed the Planning Objectives from the Retreat (see attached.) The Cabinet will discuss these before taking them to the Administrative Council for final approval. Dr. Carson suggested that September would be a good time for the Cabinet to have this discussion.

Dr. Musselwhite announced that the SACS Leadership Team will focus on QEP at their meeting this afternoon.

Dr. Musselwhite distributed and discussed the Planning Survey Themes from the retreat as well as enrollment data (see attached.)

Judy Taylor gave an update on the College history authored by Dr. Jim Cook.

Dr. Shuler reported that Finance and Administration is gearing up for the auditors, who will arrive about July 30 and will be on campus three to four weeks. He also announced that the Annual Financial Report is due in August; however, his target is July 31.

Ken Reaves reported that he is getting ready for employee In-Service on August 10. He also reminded the Cabinet that next week is the last week for the 4/10 workweek.

Dr. Carson reported that Academic Affairs gave a hiring update, as well as reported concerning the discussion within the USG Office regarding the Regents Test.

Judy Taylor reported that the 100th person has signed up for the Alumni Association.

Dr. Shade announced that students who start here with the guaranteed tuition rate will get the native student rate when they transfer.

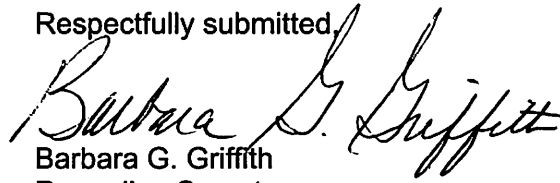
He also reported that student insurance waivers are going well. There was a short discussion.

There was a discussion concerning the short agenda with regard to Administrative Council. The Cabinet decided that the Administrative Council meeting would be cancelled. Barbara Griffith will notify the Council members.

Dr. Musselwhite announced that this would be her last Cabinet meeting as Interim Director of Institutional Research and Effectiveness. Dr. Fitzpatrick Anyanwu will be on board for the next meeting.

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

Respectfully submitted,



Barbara G. Griffith
Recording Secretary

Minutes of the President's Cabinet Meeting Monday, August 7, 2006

The President's Cabinet met at 9:00 a.m. on Monday, August 7, 2006, 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, CDO Carolyn Hamrick, IO Jeff Patty, HR Ken Reaves, and AO Judy Taylor.

Old Business

There was no "Old Business."

New Business

In-Service Agenda

Ken Reaves distributed and discussed the agenda for the In-Service on August 10 (see attached.) The faculty meeting was changed to 1:30 p.m. Advancement was moved to "Area Updates." Lesley Henderson will speak for the alumni.

The Cabinet approved the agenda with the revisions.

Student Services Update

Enrollment. Dr. Shade distributed and discussed the latest report on enrollment for Fall 2006 (see attached.)

Orientation. Information regarding the orientation sessions will be available later today.

Staff. Rebecca Cowan-Storey, who has been employed for several years in the ACCESS has resigned from her position with the College.

The Cabinet required no action.

United Way Campaign

Dr. Pierce shared information on the local United Way Campaign (see attached.) Ken Reaves reported that the College hasn't received its information on the state campaign.

The Cabinet required no action.

National Guard Scholarships

Dr. Pierce discussed the National Guard Scholarships available to National Guard who have served in the war in Iraq. There was a brief discussion within the Cabinet. Dr. Pierce asked Dr. Shade to make sure that Student Services is aware.

The Cabinet required no action.

Collegiate Crisis Committee

Dr. Pierce discussed the Collegiate Crisis Committee information and organizational meeting tomorrow at Berry College (see attached.) He asked that a representative from Student Services attend, as well as Dana Davis and Howard Brooks.

Other

- Dr. Shuler reported that the auditors are on campus. They will be here for approximately two weeks.
- Dr. Carson reported concerning faculty hires.
- Dr. Pierce commented concerning correspondence with Rob Watts concerning enrollment and adequate staffing of faculty.
- Dr. Carson suggested that the wipe-out process be completed at an earlier date so that students may be placed in vacancies in classes created by the purge. There was a discussion concerning a wipeout a week ahead of when classes start. Every student who registers after that time would have to pay at the time of registration. The College would also need a reliable financial aid purge protect. There is an orientation the day before the scheduled purge, which creates a problem.
- Ken Reaves reported concerning feedback regarding the 4/10 work schedule. Of the 70 or so who responded, 70% liked the schedule. There was a brief discussion.
- Ken Reaves reported concerning a proposal from a doctor's office in Cartersville offering vaccinations for the HPV at registration at the Cartersville Center. There was a discussion. It was suggested that the College have a Wellness Day in which these types of services would be offered. It was also suggested that someone inquire with the Health Department to see if they provide this service and if there is a cost.
- Dr. Pierce welcomed Dr. Anyanwu and Carolyn Hamrick to the group.
- Judy Taylor reminded everyone about the naming reception at 2:00 p.m. at the Cartersville, for the naming of classroom #160 for Tommy Strickland and Family.
- Judy reported concerning an advancement series through GHCTV. An outline has been created and they are waiting on the GHCTV Advisory Committee to be formed and to meet to approve the series.

There being no further business, the meeting was adjourned at 9:50 a.m.

Respectfully submitted,



Barbara G. Griffith
Recording Secretary

Minutes of the President's Cabinet Meeting Monday, September 11, 2006

The President's Cabinet met at 10:00 a.m. on Monday, September 11, 2006, 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, DDO/Cartersville Carolyn Hamrick, IO Jeff Patty, HR Ken Reaves, and AO Judy Taylor.

Old Business

Results from Salary Survey

Ken Reaves distributed and discussed results of the salary survey (see attached.) He stated that he did the greater portion and Mercer did a couple. The information received from CUPA is very reliable.

Ken recommended looking at a larger sample and coming up with a plan for addressing the issues. He stated that the challenges are in the areas of professional and paraprofessional salaries. There was a lengthy discussion. Ken made the comment that there are variables – the culture of the College and what the College is able to do.

The Cabinet agreed to look at a larger sample.

2006-09 Strategic Planning Issues and Objectives

Dr. Anyanwu discussed the Strategic Planning Objectives (copy attached) with regard to recommended changes and seeking feedback in order to finalize the Objectives. There was a discussion.

Revisions were recommended. Dr. Anyanwu will revise and will e-mail to Cabinet. Once the Cabinet gives their final feedback, the Objectives will then be taken to the Administrative Council on September 25.

New Business

Proposed dates for Faculty/Staff Meetings

Ken proposed the dates of October 25, February 21, and April 25 for Faculty/Staff meetings. There was a discussion concerning the format of the meetings. It was decided that the format would be changed to Town Hall format, for two-way conversation. Meetings will be scheduled back-to-back (Tuesday and Wednesday) in Rome and Cartersville. Due to a conflict with the October dates, different dates will be selected.

Ken will check dates and will e-mail everyone on all campuses.

Revised Georgia Highlands College Organizational Chart

Dr. Pierce asked everyone to review the recently revised GHC organizational chart (see attached) to be sure it accurately reflects the institution and its reporting structure. It was

noted that Rob Watts, USG Chief of Staff, needs to be added between the Chancellor and Dr. Pierce.

It was noted that the Financial Assistance Committee should be changed to the Scholarship Committee, and that the Computer Committee is now the Technology Committee.

The chart was approved with revisions. This will be revised and brought to the Administrative Council.

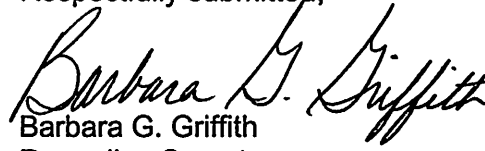
The Minutes are updated to reflect that an additional change has been made to the organizational chart and will be presented to the Cabinet at its next meeting on September 25.

Other

- Dr. Carson announced that the College has submitted an application to the US Department of Labor to support the Nursing Program (i.e., salaries for faculty, retention, and an alternative delivery bridge program for EMT and LPN to Nursing.) Another grant regarding service learning has been submitted to AACC.
- She announced that a Constitution Day observance, required by the Federal government and tied to financial aid, will be observed on Thursday, September 14. There will be a faculty/student panel discussion of whether the government should reinstitute the draft.
- Dr. Carson distributed and discussed trend data with regard to faculty teaching and class sizes (see attached.) She noted that this does not include second term enrollment.
- Dr. Anyanwu will look at "Six Sigma" and will report back to the Cabinet.
- Dr. Carson has will conduct a schedule summit on the Floyd Campus on Friday. The purpose is for discussion to use for a three-year strategic plan.
- Dana Davis announced the dates for the business expos:
 - October 5, Polk County, 3-7 p.m.
 - October 25, Bartow County, 2-8 p.m.
 - November 3-4, Rome, Friday Business After Hours 5:30-7 p.m.
 - Saturday, 10 a.m.-4 p.m., Expo
- Dana is working with Tannika King at Darlington School to write a strategic communications plan for a Pandemic Flu Crisis. There was a discussion.
- Judy Taylor reported regarding the Rome International Film Festival.
- She announced that there will be a photo op Thursday at the Cartersville Police Department for the Criminal Justice Scholarship which is being increased by the Department.
- Dr. Pierce announced that he will be participating in the Chancellor's Inauguration Ceremony on Wednesday at 2:30 p.m. at the State Capitol. This will be open to the public.
- He announced that the Bartow Chamber annual picnic will be held on Thursday, September 14, at Taylor's Lake.
- Judy Taylor announced that the Foundation Executive Committee will be voting this week on two new proposed board members, one from Cartersville and one from Rome.

There being no further business, the meeting was adjourned at 11:40 a.m.

Respectfully submitted,


Barbara G. Griffith
Recording Secretary

Minutes of the President's Cabinet Meeting Monday, September 25, 2006

The President's Cabinet met at 9:00 a.m. on Monday, September 25, 2006, 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, SACS Leadership Team Chair Laura Musselwhite, IO Jeff Patty, HR Ken Reaves, and AO Judy Taylor. VP Wilbur Shuler was on annual leave.

Old Business

Additional Planning Objectives 2006-2009

Dr. Anyanwu discussed the proposed Additional Planning Objectives, 2006-2009, which are in addition to the objectives which resulted from the Administrative Retreat in July (see attached.) After a lengthy discussion, Dr. Musselwhite suggested that Dr. Anyanwu take the categories in the additional objectives and take the unit outcomes and revise the system so that they mesh.

It was decided that the individual units would turn in their unit plans by October 1, as planned. Dr. Anyanwu will take the headings from the additional objectives and the objectives which came out of the retreat and tie the two documents together. Dr. Pierce stated that the people need to understand their role in meeting the strategic objectives.

Dr. Anyanwu stated that the current Strategic Plan runs 2003-06. He suggested that the new one run 2007-2010, in order to allow more time to work on it. Dr. Anyanwu will give a description of how the process will work. He will develop headings and the units will then work on how they will fit into the plan.

Dr. Pierce distributed copies of the System Planning Principles from the BOR (see attached.) The System principles, the President's goals submitted to the Chancellor and the Chief of Staff at the System Office, and the strategic objectives should be tied together. The institutional must justify its budget by supporting the System Plan.

He has assigned five people who are willing to work on the individual areas. These assignments have not yet been accepted by the System Office.

Organizational Chart

Note: This item is listed as "New Business" on the agenda. This is actually a follow-up to the action taken at the last meeting; therefore, this item is "Old Business."

Dr. Musselwhite stated that the organizational chart, which was approved with revisions at the last meeting, has been updated to remove the question mark by Rob Watts' name (see attached.) This version will be included in the SACS report.

The Cabinet required no action.

New Business

ATP Agreement with the University of West Georgia

Dr. Shade discussed proposed revisions to the Agreement with the University of West Georgia. The revisions address ATP students' eligibility for housing on the UWG campus and GHC students being subject to the UWG conduct code. Dr. Carson referred his suggestions to the Task Force chaired by Dr. Diane Langston, which deals with the ATP at UWG. She suggested removing references to housing as UWG does not allow GHC ATP students to live on campus every year.

The Cabinet required no action.

Pandemic Planning Issues

Dana Davis distributed and discussed areas which will need to be addressed by the Pandemic Crisis Planning document (see attached.) There was a discussion. She stated that, when questions on the list are answered and she prepares the draft, it will be distributed to the Cabinet. The College is designated as a food distribution center.

The Cabinet required no action.

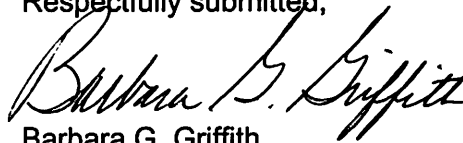
Other

- Dr. Carson announced that Dr. Pierce has submitted revisions to the Faculty Statutes to the BOR for approval. She will distribute copies to the Cabinet (see attached.) It will take a few months to get a response on this.
- She discussed the planning document for GHTV as it relates to the Policy Board. The Instructional Council will submit nominations for the Policy Board to the Cabinet. She submitted the names from the Instructional Council (see attached.) The nominations were approved by the Cabinet. The terms of office have not been decided. This will need to be in place.
Dr. Carson stated that there needs to be a decision as to the interaction between the GHTV and the WPBS radio station. There was a discussion concerning intern opportunities at the radio station.
Carolyn Hamrick asked if there needs to be student representation on the GHTV Policy Board. It was decided that it could be requested to add a student representation serving a one-year term, due to the turnover in students. It was decided that the Student Engagement Council should recommend a student representative to the Board.
Dr. Pierce emphasized that the Policy Board is an advisory board only and will not have control over programming.
- Dr. Carson announced that the College is preparing a service learning grant application to be submitted to the AACC. This grant addresses work already being done at the Anna Kay Davie and other schools, which addresses the literacy effort in Floyd County.
The AACC requires a bi-lingual component. The proposal includes partnering with two radio stations, WPBS and a station in Cartersville. There will also be a bi-lingual website.
- Dr. Shade reported concerning the PTK Induction Ceremony held last Friday where 59 inductees, 45 female and 14 males, were taken into the organization.

- He reported that the search committee for the Director of Physical Plant starts this week.
- Dr. Shade reported that a task force is being formed to hear appeals regarding the guaranteed tuition. Each college in the System is required to appoint a task force.
- Todd Jones is working with Continuing Education to offer Customer Service classes. There will be a limit of 20 participants per class.
- Teresa Collette has been replaced in the Admissions Office.
- Judy Taylor reported concerning the opening of the Smithsonian Exhibit on Sunday.
- There was a discussion concerning the speaker series, which begins at the first of October. Part of the discussion was publicizing the events. Dana Davis will send a news release. Judy Taylor will distribute brochures at the Administrative Council meeting this afternoon.
- Judy announced that the Suzanne Gordon conference is scheduled for Wednesday. Attendance is nearing the 300 limit.
- Carolyn Hamrick reported that the Constitution Day activities in Cartersville were well-attended.
- Ken Reaves announced that the annual Charitable Contributions Campaign will kick-off on October 8. The plans are incomplete.
- Ken announced that the USG will implement a self-service website via Peoplesoft so that employees can view their benefits information and make changes on a limited basis.

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

Respectfully submitted,



Barbara G. Griffith
Recording Secretary

Minutes of the President's Cabinet Meeting

Monday, October 16, 2006

The President's Cabinet met at 10:00 a.m. on Monday, October 16, 2006, 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, DCO/Cartersville Carolyn Hamrick, SACS Leadership Chair Laura Musselwhite, HR Ken Reaves, and AO Judy Taylor.

Old Business

Strategic Planning Objectives, 2007-2010

Dr. Anyanwu discussed the 2007-2010 Strategic Planning Objectives (see attached.) He asked the Cabinet to look at each element and decide under whose purview these fall. Supervisors can make sure each of these have a plan. Units of the Administrative Council will look and see how their units fit into the larger plan.

Dr. Pierce stated that the institutional units need to take ownership.

The next stage in developing the objectives will be for Divisions or VPs, including the IT Division, to prepare statements which are expanded.

The document should be taken to the Administrative Council at the next meeting. **The minutes are updated to reflect that the Objectives document was presented to the Administrative Council as an update and review at their meeting on October 16 (See Administrative Council Minutes, October 16, 2006.)**

Other

There was no "Other" business.

New Business

Calendar Committee

Dr. Pierce requested that Dr. Shade, who is the current Chair of the Calendar Committee, convene the Committee in order to approve Orientation dates as well as any other dates which have not been approved since the last submission of the Calendar for approval by the Cabinet.

The Cabinet required no action.

GHC Annual Report

Judy Taylor discussed an annual report for both the Foundation and the College. There was a discussion by the Cabinet. It was recommended that they be separate documents since the College and the Foundation are separate entities.

There was a discussion concerning format (electronic and/or printed.) There was some concern with an electronic format being accessed by an adequate audience.

Judy will prepare a report for the Foundation.

GHC Policy Manual

Dr. Laura Musselwhite discussed the Georgia Highlands College Policy Manual, which is still being revised to include all policies of the College. She recommends one complete printed copy to be filed in the President's Office. Each Division or Department will receive a copy of the policies for their respective areas. Dr. Musselwhite will work with IT to have the Manual posted on-line in electronic format.

There was a discussion concerning Cabinet approval of the document as well as the frequency of policy review.

Dr. Musselwhite and Barbara Griffith will work together to review policies for approval dates.

Other

- Dr. Pierce announced that the College has received a gift of an endowment. Proposals have been made to the donors and a press conference and release will be scheduled at the appropriate time. There was a discussion.
- Dr. Carson reported the following:
 - She commended Dr. Musselwhite on her work on the policy manual.
 - She briefly reported concerning the use of the VISTA product. There has been a significant increase in faculty and student use.
 - She is working on an advanced schedule of course offerings for two years out. The Chancellor has now mandated this. She briefly discussed the process.
 - The Leadership Academy is going strong. Fifteen faculty applied. She reported on the sessions.
- Dr. Shade reported that the third session of the Customer Service Training for Student Services was taking place this morning.
- He reported that Spring applications for admission are looking favorable (see attached.) There was a brief discussion concerning the admitting process. Dr. Pierce stated that approvals need to be done at the campus level. He set December 1 as the deadline to implement the change in approvals.
- Dr. Shuler reported that the College administration will be moving quickly on budget information which is due in November.
- Dr. Anyanwu announced that the IPEDS report is due Wednesday. Dr. Pierce briefly discussed the IPEDS as it relates to the budget process. Dr. Anyanwu stressed that information he needs for the report should be submitted to him in a timely manner.
- Ken Reaves reported that the Charitable Contributions Campaign has gotten off to a good start. Three thousand dollars was pledged or turned in the first week, compared to \$1,000 last year.
- Dr. Pierce announced that there are three or four committees at the System level. One committee is looking at System Policies as it relates to the level of approval. The Chancellor has charged that the approvals are to be pushed to the institutional levels; however, the institutions will be held accountable for decisions.

There is also a committee working on the Strategic Plan, and Dr. Pierce is chairing two related committees, one regarding capacity and another regarding enrollment management. He briefly discussed their work.

There being no further business, the meeting was adjourned at 11:25 a.m.

Respectfully submitted,

A handwritten signature in black ink, reading "Barbara G. Griffith". The signature is written in a cursive, flowing style.

Barbara G. Griffith
Recording Secretary

Minutes of the President's Cabinet Meeting Monday, November 13, 2006

The President's Cabinet met at 8:00 a.m. on Monday, November 13, 2006, 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, DO Carolyn Hamrick, SACS Laura Musselwhite, CIO Jeff Patty, and AO Judy Taylor. Absent: HR Ken Reaves.

Old Business

2007-2010 Strategic Objectives

Dr. Anyanwu discussed the Objectives which have been updated to reflect assignments made by the President regarding the Presidents Office major division (see attached.) It was noted that Dr. Carson would be added to Item III. He asked the other major divisions to make any changes necessary in assignments.

Dr. Anyanwu stated that the final version should be approved by the Cabinet and communicated to all units of the College. The Institutional Effectiveness Committee should also receive a copy.

All units of the college will be asked to develop outcomes. Everything at the institutional level needs to be included in the Strategic Objectives.

The document will be finalized for action at the December Cabinet meeting.

Other

There was no "Other" old business.

New Business

College Winter Retreat

Dr. Pierce discussed the two dates proposed for the winter administrative retreat – January 23 or January 24 (see attached.) Dr. Carson is holding these dates for a statewide workshop. Dr. Pierce asked everyone to hold those two dates.

Work schedule for Thanksgiving Week

Dr. Pierce discussed the work schedule for Thanksgiving week (see attached.) The Cabinet decided to work nine hours on Monday and Tuesday and six hours on Wednesday, closing at 2:00 p.m. This needs to be communicated to everyone on all campuses, as well as posting signs on offices and the electronic message board (IT.)

Note: Item 3, "Proposed dates for Winter Retreat 2007" was a duplicate item.

Proposed Guidelines for Merit Increases

Dr. Pierce discussed the Proposed Guidelines for Merit Increases proposed by Ken Reaves (see attached.) Ken is checking with the System Office to see if the institution has the authority to split salary increases between merit and base pay increases.

Dr. Shuler iterated that the base pay must be tied to a position, not a person.

It was also stated that salary adjustments need to come from another part of the budget, and not raise monies.

There was a discussion.

Dr. Pierce asked that the Cabinet address all questions to Ken Reaves.

This was a first reading. The guidelines will be brought back to the next Cabinet meeting on November 27 for a second reading.

Georgia Highlands College Proposed Holiday Schedule for 2007

The holiday schedule for 2007 was presented for approval (see attached.)

The Cabinet approved the schedule as proposed.

Georgia Highlands College Proposed Holiday Schedule for 2008

The holiday schedule for 2008 was presented for approval (see attached.) There was a brief discussion concerning the July 4, Independence Day holiday should the College be on a 4/10 work schedule for the summer, since the holiday falls on Friday.

The schedule was approved, with the notation that the July 4th holiday could change to Thursday if the 4/10 work schedule is in effect.

Georgia Chamber Eggs and Issues Breakfast—Tuesday, January 9, 2007

Judy Taylor briefly discussed the breakfast meeting held each year at the Georgia World Congress Center (see attached information.) It was mentioned that the Rome and Cartersville Chambers usually host a table and invite one guest each from the College.

Judy Taylor asked the Cabinet to let Barbara Griffith know if they would like to attend.

Bequest – Opportunity for Named Giving

Judy discussed the Irrevocable Bequest Agreement (see attached) proposed by the Advancement Office following CASE guidelines and received back from the donor. She reported that her office is scheduling a press conference on Wednesday, November 29 in the Library at the Cartersville Campus. The proposal is to name the library at Cartersville “The John F. and Ann Felton Collins Memorial Library.”

Dr. Carson suggested being prepared to discuss the use of the money for the named giving bequest.

The Cabinet, being the Named Giving Advisory Board per the Named Giving Guidelines approved by the Board of Regents, approved the proposal.

Due to the press conference on November 29, these Minutes will be embargoed until after the press conference.

Guaranteed Tuition Appeals Policy – First Reading

Dr. Shuler discussed the proposed policy and noted that this policy is required by the Board of Regents due to the pending Guaranteed Tuition Policy passed by the Board of Regents.

Dr. Carson recommended a time limit for acceptance of appeals as well as a time period for consultation and rendering a decision.

Dr. Shuler will make the recommended revisions and will bring the policy back to the Cabinet at their next meeting on November 27 for a second reading and action.

Economic Outlook Luncheon – Wednesday, December 13, 2006

Dr. Pierce discussed the luncheon and extended the invitation to the Cabinet. Details are available from Barbara Griffith. Dr. Pierce will not be able to attend the luncheon.

The Cabinet required no action.

Community College Survey of Student Engagement 2007 Membership

Dr. Pierce presented the information concerning the invitation to join CCSSE and participate in the Faculty Survey for a \$800 flat fee.

After a brief discussion concerning the value of the information from the survey, it was decided that the College would join.

The minutes are updated to reflect that, upon closer examination of the information and researching fees, the membership of \$4500 was not budgeted in the current year and that the \$800 fee was for the Faculty Survey and not the Student Survey, which was the survey deemed most valuable. It was decided that the College would not join at this time and would reconsider the Student Survey in the future.

Access Center Policies – First Reading

Dr. Musselwhite asked the Cabinet to review the attached Access Center Policies as a first reading. She explained that the policies included in the next three agenda items will be included in the new Policy Manual, but have not been approved by the Cabinet.

There was a discussion.

Dr. Shade expressed concern about confidentiality with regard to his office being made aware of possible incidents (homicide, suicide, or stalking) which could occur and the people involved are not aware.

Carolyn Hamrick questioned the timeline for accommodation letters. She voiced concern that letters are sent to department offices and not picked up by the student in a timely fashion, causing problems for the instructors because they are not aware of the accommodation.

Dr. Carson suggested that the "Note to Professors" in the Alternative Text Policy should be rewritten. This is a hardship to faculty who are not assigned a class until the day before classes begin.

The policies will be brought back to the Cabinet at the next meeting for a Second Reading and action.

GHC Bookstore Policies

It was decided that the contract with Barnes and Noble will dictate all Bookstore policies. Dr. Musselwhite will write a paragraph to be included in the policy manual.

GHC College Relations Policies and Procedures

There was a discussion concerning the proposed policies (copy attached.) Dr. Carson questioned Item #2 in the Printed Materials Policy. Her concern was that the wording doesn't suggest latitude for audience appropriate material. The academic area of the College would have their own stylebook.

Dana will revise the policy and bring it back to the Cabinet.

The policies will be brought back to the Cabinet for a second reading and action at the next meeting.

GHC Library Policies

There was a discussion (copy attached.)

The Library policies will be brought back to the Cabinet at the next meeting for a second reading and action.

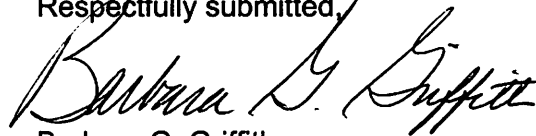
Other

- President Pierce discussed the 360-Degree-Rater Presidential evaluation process.
- There was a discussion concerning the Physical Plant Director search.
- Dr. Shuler announced there will be an internal audit beginning December 4. He explained that this is routine and occurs every few years. The purpose is to look at internal controls.
- Dr. Pierce discussed news releases from the BOR regarding the growth of the System and the new strategic model for allocation of capital funds to campuses.
- Dr. Pierce reported on his visit to Paulding County. There was a discussion.
- Dr. Carson reported that the BOR has approved the revised Faculty Statutes.

- Dr. Carson commended Cyndi Baker for spearheading two consecutive Constitution Day and the Veteran's Day observances.
- Dr. Carson reported concerning the current System committees (see attached) as well as the System level Emergency Crisis Planning chaired by the President of Albany State University.
- Dr. Pierce added that the Increasing Capacity Committee which he is chairing will also address Principle Two of the Strategic Principles regarding enrollment management.
- Dr. Shade announced that registration for spring semester begins today. He also reported that two staff members have resigned, Richard Bramlett and Kelly Gribble in Financial Aid.
- Dr. Shade reported that Todd Jones will be proposing an "Out of State Waiver Policy," which will be placed on the next Cabinet agenda. Mr. Jones will attend the next meeting to present the proposal. There was a discussion. Dr. Pierce expressed his concerns regarding a minimum GPA as part of the criteria as well. Also, it was stated that there needs to be a needs requirement.
- Dr. Shade announced that the Communities in Schools 5K race will be held on Saturday, November 18 at the College.
- Dr. Shuler discussed bills and letters sent to students owing accounts receivable.
- Dr. Shuler discussed the difficulty payroll encounters with getting time sheets for students. He iterated that it is the responsibility of the faculty or staff member supervising the student to get their times sheets in by the deadline.
- Dr. Anyanwu discussed in-house surveys. He encouraged the Cabinet members to encourage people in their areas to respond to surveys. Also, he asked that class time not be used to administer student surveys. He suggested that there may be ways to administer the surveys without using class time.
- Dana Davis reported that she sent the "Crisis Communication Plan" to the Cabinet last week. She noted that this is not part of the Pandemic Crisis Plan. She stated that she will need additional information omitted from the current proposal. Dr. Carson suggested that there be an additional level of responsibility added to the Plan should neither Dana nor Dr. Pierce be available. She hopes to discuss this with the Cabinet and get approval at the next meeting.
- Dr. Carson agreed to conduct the Council meeting in the afternoon.

There being no further business, the meeting was adjourned at 10:15 a.m.

Respectfully submitted,



Barbara G. Griffith
Recording Secretary

Minutes of the President's Cabinet Meeting Monday, November 27, 2006

The President's Cabinet met at 10:00 a.m. on Monday, November 27, 2006, in the President's Conference Room. Present: President Randy Pierce, VP Virginia Carson, VP Ron Shade, VP Wilbur Shuler, IE Fitzpatrick Anyanwu, DDO/Cartersville Carolyn Hamrick, Chair of the SACS Leadership Team, Dr. Laura Musselwhite, IO Jeff Patty, HR Ken Reaves, and AO Judy Taylor. Admission Director Todd Jones was also present. CR Dana Davis was on annual leave.

Old Business

Proposed Guidelines for Merit Increases – Revised

Ken Reaves discussed the revised Guidelines which were introduced at the November 13, 2006 meeting (see attached.) Changes were made to reflect the Cabinet's recommendation during the first discussion. There was a lengthy discussion concerning the revised version.

Dr. Carson recommended that the statement be added to Item # 6 excluding part-time instructors.

The recommendation was made that "3%" be omitted from the statement, "The Merit Pay Matrix will be used when General Assembly dictated increases are 3% and above."

Omit example on Page Two.

Dr. Carson asked for documentation to defend the policy.

The proposed guidelines will be considered policy, and will be brought back to the Cabinet at the next meeting.

Guaranteed Tuition Appeals Policy – Second Reading

The recommended changes have been made; however, the version attached does not reflect the changes (see attached.) Dr. Shuler will bring this policy back to the Cabinet at its next meeting.

Access Center Policies – Second Reading (See attached.)

Confidentiality. This policy was revised to change "his/her" to "their."

The Cabinet approved the revised policy.

Requesting an Accommodation. The Cabinet had recommended to change the last paragraph, adding date by which student must request accommodation. Dr. Musselwhite read a response from Sheryl Ballenger, Director of Disabilities Support, stating that it would not be legal or fair to put a deadline on when a student must self-identify or begin receiving accommodations. The statement further explained the process.

Dr. Carson requested that the statement concerning retroactive matters might be included in the policy in order to clarify.

Dr. Musselwhite will send the Policy back to Sheryl Ballenger to make the requested revision, and will bring it back to the Cabinet at the next meeting.

Contract Interpreter Policies. The Cabinet approved the Policy as proposed.

Exam Proctoring. The Cabinet approved the Policy as proposed.

GHC College Relations Policies and Procedures – Second Reading (See attached.)

Printed Materials Policy—Revised. Dr. Musselwhite stated that Dana Davis has added the language regarding an alternate style manual. There has been another request for revisions which will require the policy being brought back to the Cabinet.

Judy Taylor discussed her concerns regarding paragraph two. She recommended that this be revised to read that editorial changes may be recommended, and that paragraph three be revised to read that College Relations Staff would discuss those recommended changes with the ordering department before such changes are made, just to allow for discussion of something before there are changes made to content which would change the meaning.

There was further discussion. Judy will submit a recommended revision to Dana Davis. The policy will be brought back to Cabinet at the next meeting.

Logo Policy. The policy was approved as proposed.

Media Inquiry Policy. The policy was approved as proposed.

GHC Library Policies – Second Reading (See attached.)

Material Elimination Policy—Revised. Dr. Musselwhite noted that this policy had been revised to change FC to GHC.

The policy was approved.

Confidentiality Policy—Revised. This policy was revised by correcting the College's name.

The policy was approved.

Library Archives Policy—Revised. This policy was revised to correct the College's name.

The policy was approved.

Other

There was no "Other" Old Business.

New Business

Comprehensive Program Review Plan

Dr. Carson discussed the Plan, based upon the USG making changes to the timeframe for Comprehensive Program Reviews (see attached.) The Plan will be sent to Dr. Frank Butler for file in the System Office.

The Cabinet required no action.

Enrollment update

Dr. Shade distributed and discussed the latest enrollment report (see attached.) There was a discussion. The conversation included a discussion concerning follow-up with students who decide not to enroll. Todd Jones suggested an e-mail to students encouraging them to enroll. Also, information could be distributed to faculty for them to make announcements in their classes.

The Cabinet required no action.

Out of State Waiver Policy

Todd Jones discussed the policy recommendation (see attached.) There was a discussion. Dr. Carson recommended that freshmen have a 2.75 high school GPA to be considered and transfer students must have a 2.75 college GPA to be considered for out-of-state waiver.

Mr. Jones will make the recommended changes and bring back to the Cabinet at the next meeting.

Purchasing and Receiving Procedures

Dr. Shuler proposed and discussed Purchasing and Receiving Procedures (see attached.) He stated that this is only a procedure, not a policy.

The Cabinet required no action.

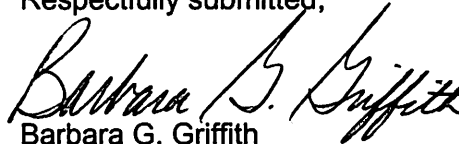
Other

- Dr. Pierce made an announcement concerning the Rome Chamber Annual Dinner (see attached.) **The minutes are updated to reflect a change in date to January 18, 2007.**
- Dr. Carson reported that Rob Whitaker has sent an e-mail with additional questions regarding budget planning. She suggested a meeting on Wednesday to talk about what will be discussed at the budget conference at the System Office on Thursday. There was a discussion.
- Carolyn Hamrick reported regarding registration at Cartersville.

- Dr. Shuler reported regarding the internal audit with regard to food service.
- Dr. Anyanwu reported that the Fact Book is nearing completion. Changes will be made next year omitting information that should not be included.
- Dr. Anyanwu discussed the audit of tuition waivers.
- Judy Taylor reminded the Cabinet of the press conference and reception regarding the named gift on November 29 at 1 p.m.
- Dr. Shade distributed and discussed an e-mail from Kelly Gribble regarding tracking withdrawals (see attached.)
- Dr. Pierce discussed the Chancellor's visit scheduled for Monday, December 4.

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

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Barbara G. Griffith". The signature is written in a cursive, flowing style.

Barbara G. Griffith
Recording Secretary

**Minutes of the President's Cabinet Meeting
Monday, December 18, 2006**

The President's Cabinet met at 10:00 a.m. on Monday, December 18, 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, DDO Carolyn Hamrick, Director of Physical Plant Phil Kimsey, Alumni Development Mary Norton (for Judy Taylor), CIO Jeff Patty, HR Ken Reaves. Director of Admissions Todd Jones was also in attendance. Absent: AO Judy Taylor.

Old Business

Strategic Objectives, 2007-2010 – Revised – Presented for Action

Dr. Anyanwu and Dr. Musselwhite proposed and discussed the revised 2007-2010 Strategic Objectives (see attached.) The document will be revised to make the language consistent. Dr. Musselwhite has added outcomes as they were sent to her. Doug Webb's name will be omitted and Phillip Kimsey's will be added.

The Cabinet approved the Objectives. They will be presented to the Administrative Council today.

Policy: (Access Center) Requesting an Accommodation Letter (Students) – FYI Final version.

Dr. Musselwhite reported that Sheryl Ballenger added the last bullet (see attached.)

The Cabinet approved the policy.

Policy: (College Relations) Copy materials – Third Reading

Dana discussed the latest revision of the policy (see attached.) She also discussed the Creative Brief (see attached.) Dr. Carson suggested that the last sentence in 2b be revised to add grant submissions as an exclusion. It was also recommended that the two words in Item #1 be changed to eliminate all-caps.

The policy was approved with the above revisions.

Guaranteed Tuition Appeals Process – Second Reading

Dr. Shuler discussed the changes made based on the November 13 discussion by the Cabinet (see attached.) There was a discussion. Dr. Anyanwu commented that the response time of 15 days is too long. It was changed to 7 days.

Carolyn Hamrick suggested shortening the requirement for dating of the letter from 5 calendar days for the May and summer or other short terms to 3 calendar days.

The Policy was approved with revisions.

Guidelines for Merit Increases – Revised – Third Reading

Ken Reaves distributed and discussed the revised Guidelines (see attached.) He reported that Coastal Georgia Community College has a similar set up guidelines on a graduated scale. He noted that the College must own the guidelines. This can not be put into play until April or May when funding is known.

The Cabinet approved the Guidelines.

Out of State Tuition Waiver Policy – Revised – Second Reading

Todd Jones discussed the revised policy reflecting a GPA minimum of 2.75 and separating the high school GPA and the college transcript GPA (see attached.) There was a discussion.

The Cabinet approved the revised policy.

Mid-Year Administrative Retreat

Ken proposed Wednesday, January 24, as the date for the mid-year Administrative Retreat. The Winshape Retreat Center is available at a cost of \$28 per person. The retreat will begin at 9 a.m.

Other

There was no "Other" Old Business

New Business

College Relations Crisis Communication Plan

Dana discussed the proposed College Relations Crisis Communication Plan (see attached,) which will be updated every six months. Copies will be located in College Relations, President's Office, Safety Office, Physical Plant, as well as in the Coordinator's office at each teaching site.

Policy: Learning Support Procedures Manual – First Reading

Dr. Musselwhite discussed the proposed Manual which will become part of the Policy Manual (see attached.)

The Manual will be brought back to the Cabinet at the next meeting in January.

Enrollment Update

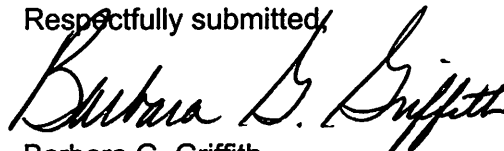
Dr. Shade discussed the latest Enrollment Report (see attached.) There was a lengthy discussion. Dr. Carson suggested that Jeannette Eckles separate the wipe-out list by new and returning students. Mr. Jones suggested posting the deadline to pay as well as the dates the College is closed on the website.

Other

- Dr. Carson reported that GHC was well-represented at the SACS Annual meeting last week.
- She reported that she will not be able to attend the Administrative Council meeting this afternoon.
- There will be a meeting on January 5 of the academic leadership to make decisions regarding spring.
- Dr. Carson shared notes from the Retention Team meeting (see attached.) She discussed the retention efforts which need to be implemented at GHC.
- Ken Reaves discussed the closing for holiday break.
- Dr. Musselwhite reported that the Compliance Certification has been finished and it is in the process of being put on-line. Dr. Musselwhite will send Dr. Pierce the updated Compliance Certification. She reported on the progress of QEP and the SACS Reaffirmation process.
- Dr. Pierce welcomed Phillip Kimsey, Director of Physical Plant, who will be a member of the Cabinet.
- Mary Norton announced that she will be reporting in January on alumni efforts.
- Dr. Anyanwu asked some questions concerning the Freshman Experience course. There was a discussion.
- Carolyn Hamrick reported regarding orientations and registration at Cartersville.
- Jeff Patty reported that IT is working diligently on the student e-mail upgrades, which will streamline and increase the efficiency in communicating with students.
- Dana Davis and Laura Musselwhite asked Mr. Kimsey for a resume.
- Dr. Pierce reported that the chairs of the System Strategic Planning Committees will meet to give the Chancellor an update. Following will be a meeting on the new Capital implementation.

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

Respectfully submitted,



Barbara G. Griffith
Recording Secretary