

**Minutes of the President's Cabinet Meeting  
Monday, January 8, 2007**

The President's Cabinet met at 10:00 a.m. on Monday, January 8, 2007, in the President's Conference Room. Present: President Randy Pierce, VP Virginia Carson, VP Ron Shade, VP Wilbur Shuler, IE Dr. Anyanwu, CR Dana Davis, PP Phil Kimsey, SACS Laura Musselwhite (joined the meeting late), CIO Jeff Patty, and HR Ken Reaves. Absent: Judy Taylor, who was on medical leave.

**Old Business**

**Crisis Communications Plan – Second Reading and Action**

Dana Davis presented the Plan as a second reading.

The Cabinet approved the Crisis Communications Plan as proposed (see attached.)

**Learning Support Procedures Manual – Policy Manual – Second Reading and Action**

Dr. Musselwhite presented the Manual as a second reading for discussion and approval. The Cabinet approved the Manual as proposed (see attached.)

**Other**

There was no "other" Old Business.

**New Business**

**Revised Background Check**

Ken Reaves proposed a revised policy regarding background checks (see attached.) He noted that there were three revisions from the original policy shown in bold and underline.

Dr. Carson responded that there will not be a clear picture if the check is limited to one address. Ken responded that this will increase the cost. It was agreed that the check should include more than one address. Ken will make the change.

The policy will be brought back to the Cabinet at their next meeting.

**Enrollment update**

Dr. Shade distributed and discussed the latest enrollment report (see attached.) There was a brief discussion concerning enrollment at the various campuses. Dr. Carson noted that the enrollment at Heritage Halls appears to have decreased. This is due to classes meeting on the Floyd Campus due to the renovation at Heritage Hall. The enrollment is reflected in the numbers listed for the Floyd Campus.

Dr. Shuler reported that there were students who paid on-line during the holidays were processed for spring 2008. This will be checked and corrected, causing a slight change in enrollment figures.

### **Bachelor of Social Work – Dalton State College**

Dr. Carson discussed the partnership between Georgia Highlands College and Dalton State College for classroom space in Cartersville. Dalton State College is part of an initiative to increase the number of people in the field of Social Work. She explained the benefits for Georgia Highlands College.

### **Budget Review Document**

Dr. Carson distributed and discussed the updated budget review document (see attached.) Dr. Shuler will take the template, finalize, and send the document to Rob Whitaker by 5:00 p.m. today.

The Cabinet was in agreement with the document presented by Dr. Carson.

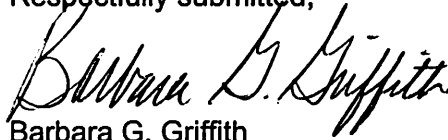
### **Other**

- Dr. Carson discussed developments with VISTA (see attached.)
- Dr. Carson reported on the first day of class at various sites.
- She will be in teacher education meetings tomorrow and Wednesday in Macon.
- Dr. Pierce discussed handouts from the President's Meeting (see attached.)
- Dr. Carson reported on the plans to increase the number of nursing faculty.
- Dr. Pierce discussed the report on transfer students as discussed in the two-year sector President's Meeting last week (see attached.)
- Dr. Pierce discussed briefly contact people at GHC with regard to grants. There are a couple of people in the governor's office who assist with grants. Dr. Carson and Judy Taylor's names will be submitted. Dr. Shuler mentioned briefly that all budgets for grants need to be reviewed in his office.
- Dr. Pierce announced that he will be attending the Eggs and Issues Breakfast meeting in Atlanta on Tuesday.
- Dana Davis asked for information for the Brag sheets by the end of this week.
- Dana announced that Jenn Banks wrote a grant and received funding from the Smithsonian for the exhibit beginning this month. The grant includes money to bus students from local schools to attend the exhibit.
- Laura Musselwhite discussed the structure for the SACS Compliance Report.
- She announced there will be a QEP meeting on Wednesday to put together a skeletal version to be presented at the January 19 faculty meeting. The committee has put together a plan to implement within five years.
- Dr. Pierce asked for a meeting in the next couple of days to discuss the mid-year retreat.
- Jeff Patty reported concerning problems with the Banner server. He reported that they will press ahead with the Banner 7 upgrades.
- Barbara Griffith distributed a schedule of Chamber annual meetings with the people who will represent GHC at the various meetings.

- It was decided to cancel Administrative Council, in light of the President and Dr. Carson attending the swearing-in ceremony of the governor and the light agenda.

There being no further business, the meeting was adjourned at 11:35 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, January 22, 2007**

The President's Cabinet met at 10:00 a.m. on Monday, January 22, 2007, in the President's Conference Room. Present: President Randy Pierce, VP Virginia Carson, VP Ron Shade, VP Wilbur Shuler, Dr. Fitzpatrick Anyanwu, CR Dana Davis (until 10:20 a.m.), DOO Carolyn Hamrick, PP Phil Kimsey, IO Jeff Patty, HR Ken Reaves, and AO Judy Taylor. Absent: SACS Laura Musselwhite.

**Old Business**

**Revised Background Checks Policy – Second Reading**

Ken Reaves distributed the revised Background Checks Policy which was revised at the last meeting (see attached.) This was a second reading.

The Cabinet approved the policy as presented.

**2007-2010 Strategic Planning Objectives – FYI**

Dr. Anyanwu discussed the Planning Objectives which are still in draft form due to additions which will include mission for the four major divisions as well as an introduction of the institution at the beginning (see attached.) The objectives themselves have been approved. Dr. Anyanwu explained that this is a living document and, therefore, can and will be revised as needed.

Dana Davis asked that Item #6 under College Relations be deleted as it relates to the "Focus" magazine which is no longer being produced.

Dr. Carson noted that there will also be some editorial changes.

Dr. Anyanwu will bring the document back to the Cabinet one more time, although the document has already been approved.

The Cabinet required no action.

Dana left the meeting at 10:20 a.m.

**New Business**

**Enrollment update**

Dr. Shade distributed and discussed the latest enrollment update (see attached.) Enrollment is up approximately 6.7% over spring semester 2006. There was some discussion about combining Floyd and Heritage Hall campus enrollments. Dr. Carson noted that it may require some technical assistance due to coding requirements. It was also discussed that Carrollton has the highest spring to spring retention. Also, 18% of the total college enrollment headcount is enrolled in Distance Learning – DVD and web, not including ECore.

The Cabinet required no action.

### **Climate Survey**

Dr. Anyanwu and Ken Reaves discussed the Climate Survey Summary of Results (see attached.) Dr. Anyanwu suggested making some revisions to the survey. There was some discussion. Dr. Pierce asked the Cabinet to read the summary and be ready to discuss it at the retreat on Wednesday.

Dr. Carson commented that, due to the employment of a number of faculty and staff in the past five years and due to the catastrophic illnesses experienced, the college should consider offering short-term disability, with the cost borne by the employee.

The Cabinet required no action.

### **Winter Retreat Agenda**

Ken Reaves distributed and discussed the agenda for the administrative retreat scheduled for Wednesday, January 24 (see attached.) Judy Taylor's session was shortened, on her request, to five minutes. Dr. Pierce will speak to the group at the end of the SACS/QEP report. Dr. Pierce announced that he has invited Willis Potts to speak for a few minutes and then have lunch with the group.

It was decided that summer work hours will be included under "Other."

Ken will make the changes and will send to the Cabinet.

Ken left the meeting at 11:15 a.m. in order to attend a "March of Dimes" luncheon.

The Cabinet approved the revised agenda.

### **Customer Service Initiative**

Todd Jones reported concerning the system meeting regarding the Customer Service Initiative. There was some discussion concerning partnering with one or two other institutions in the system to sponsor staff and administrators attending workshops. Todd announced that the next customer service focus is due on April 6.

The Cabinet required no action.

### **Revised GHC Travel Regulations – First Reading**

Dr. Shuler proposed and discussed the revised Travel Regulations which had been approved last year (see attached.) He asked for input. Dr. Shuler noted that commuting mileage will not be reimbursed, per State of Georgia travel regulations.

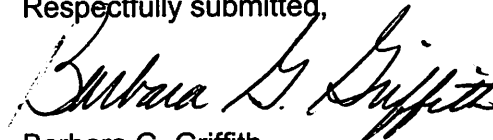
The Regulations will be brought back to the next meeting for a second reading and action.

### **Other**

- Dr. Carson reported the following:
  - Only 10 class sections for spring semester were deleted. She added that this is exceptional for an institution this size.
  - One full-time, temporary English instructor, Jesse Bishop, was hired for spring.
  - She attended the Cherokee County Chamber dinner on Saturday.
  - She will be attending two system meetings, one for the Council on General Education, which will be looking at the curriculum for Georgia Gwinnett College, and also a meeting of the ECore Committee. She added that Dr. Sethna has reconvened this committee, which has not met in 2 ½ years. Dr. Pierce interjected that ECore will be part of the discussion concerning increasing capacity in the system.
  - She expressed appreciation to Brent Griffin, Catherine King, and Donna Daugherty for taking on additional responsibilities during Dr. Chattopadhyay's recovery.
- Judy Taylor announced that she will attend the Cobb County Chamber dinner on Saturday of this week.
- Phil Kimsey reported that he will be meeting with the contractors for the Heritage Hall renovation. He added that the department heads would be attending as well.
- Dr. Shuler announced that everyone will be receiving a copy of flex spending guidelines today. There was a brief discussion.
- Dr. Shuler distributed and discussed briefly the year-end closing schedule (see attached.) He noted that work orders are not listed; however, the deadline will be April 30. He will ask the Administrative Council for input at today's meeting. Dr. Carson asked Dr. Shuler to include a statement concerning purchase cards as it relates to carried-forward accounts.
- Dr. Shade reported that he will be attending the Polk Chamber annual meeting on Thursday evening.
- Barbara Griffith reported on behalf of Dana Davis that several school and community groups have signed up to visit the Smithsonian Exhibit. Judy Taylor added that there would be an opening reception on Sunday, January 28, 2-4 p.m.
- Dr. Pierce announced that he needs someone to welcome those attending the 4-H conference on Saturday. Dr. Carson stated she would be able to do that.
- Dr. Pierce reported regarding his calendar for the week.

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

Respectfully submitted,



Barbara G. Griffith  
Recording Secretary

**Minutes of the President's Cabinet Meeting  
Monday, February 5, 2007**

The President's Cabinet met at 9:00 a.m. on Monday, February 5, 2007, in the President's Conference Room. Present: President Randy Pierce, VP Virginia Carson, VP Ron Shade, and VP Wilbur Shuler (entered the meeting at 10:00 a.m.), IE Fitzpatrick Anyanwu, CR Dana Davis, DDO/Cartersville Carolyn Hamrick, SACS Laura Musselwhite, CIO Jeff Patty, HR Ken Reaves, and AO Judy Taylor.

**Old Business**

**Revised GHC Travel Regulations – Second Reading**

Dr. Shuler reported that Dr. Bruce Jones has reviewed the revised travel regulations and made a couple of suggestions regarding wording changes (see attached—please note the attached does not include most recent proposed revisions.) Dr. Shuler will send the regulations to the Cabinet with highlights using different wording.

The Regulations will be brought back to the next Cabinet meeting on February 19.

The Cabinet required no action.

**2007-2010 Strategic Objectives**

Dr. Anyanwu discussed additions made to the Strategic Objectives (see attached.) He asked for feedback. He noted that the attached copy is not the most current version. The current will be e-mailed.

Dr. Pierce noted that the Cabinet must be sure to look at the philosophy, values, and purpose.

Dr. Musselwhite noted that "Values" should be renamed "Institutional Elaboration."

Dr. Carson suggested that the word usage should be consistent. There was a discussion. The headings should be changed to be consistent with the college catalog and the website; however, this may already be the case.

The Cabinet approved the additions.

**Other**

There was no "Other" business.

**New Business**

**Summer 2006 schedule concerns**

This item was inadvertently included in the agenda and should not have been. It was deleted.

## **Graduation**

**Speaker.** There was a discussion concerning possible graduation speakers for the 2007 commencement.

The Cabinet required no action.

**President's Meritorious Award.** There was a discussion concerning possible candidates for the award.

The Cabinet required no action.

## **Governor's Leadership Institute**

Dr. Pierce discussed the Governor's Leadership Institute with regard to the Cabinet attending. He will look at the cost and agenda.

The Cabinet required no action.

## **Foundation Summer Camp**

Dr. Pierce discussed the proposal for the Foundation Summer Camp (see attached), specifically as it relates to funding. The proposal calls for extending the camp from one week to two weeks.

It was decided that the college should host the camp. There was a discussion as to how to approach funding for the camp through private donations.

## **HB 154**

Dr. Pierce discussed proposed HB 154 (see attached.) He asked the members of the Cabinet to speak to their legislators if they have a chance.

The Cabinet required no action.

## **Spring 2007 Enrollment Management Report**

Dr. Carson discussed the Spring 2007 Enrollment Management Report (see attached.)

The Cabinet required no action.

## **Assessment**

Dr. Carson discussed assessment as a follow-up to reporting at the mid-year retreat held on January 24 (see attached.) There was a short discussion.

The Cabinet required no action.

## **Town Hall Meetings**



Ken Reaves asked for ideas for the agenda for the two Town Hall meetings scheduled for February 20 (Cartersville) and February 21 (Rome/Lakeview.)

Those discussed were:

- 1) QEP (Leslie Johnston)
- 2) Book signing (Dr. Jim Cook)

Dr. Pierce also would like to be on the agenda.

Judy Taylor asked that Dr. Cook be first on the agenda. He will be signing books at 2:45 p.m., for 15 minutes prior to the meeting. He will talk briefly about setting up speaking engagements to promote "We Fly By Night" in the community. There was a discussion.

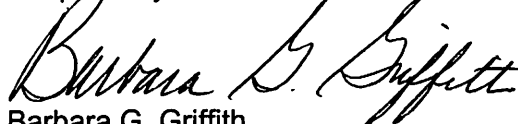
### Other

- Dr. Carson discussed the following:
  - Thanked Laura Musselwhite and Michael Diprima for their work on the compliance reporting.
  - She is dealing with current budget issues and David Henderson, who is part time faculty member, is assisting by serving as a consultant.
  - She will be attending System meetings in February and March. Meetings she will be attending in the near future will be meetings on Thursday and Friday of this week; February 20, eCore meeting; February 21, Regents Administrative Committee on Academic Affairs.
  - She is advertising for six faculty positions, all replacement positions. This does not fill the college's needs.
  - On Wednesday, she will be attending a meeting of the Rome Chamber Transportation Committee.
- Ken Reaves discussed the following:
  - Feedback he has received from a survey regarding employee recognition. As a result of the feedback, HR is considering a luncheon during In-Service. He will look at the calendar.
  - He suggested moving performance evaluations to later in the year so it would have more correlation with increases. There was a discussion.
  - He wants to start background checks March 1.
  - He will distribute the information and discuss the guidelines for merit increases at the Administrative Council meeting in the afternoon.
- Dr. Shade announced the following:
  - The next session in the speaker series will be tomorrow night, with Jim Ellis replacing Joe Cook as speaker. Mr. Cook has recently experienced some health issues which resulted in having to cancel his speaking engagements.
  - Student Services is interviewing one candidate for the Director of Financial Aid position.
- Carolyn Hamrick reported regarding the Math Advisory Committee at Cartersville last week.
- Dr. Shuler reported regarding the Bartow Chamber Governmental Affairs meeting held earlier in the day.
- Dr. Anyanwu reported that he has completed the IPEDS HR Report.

- Dana Davis announced that she will be meeting with Public Relations personnel in Macon at the end of the meeting regarding emergency planning.
- Phil Kimsey reported that he is working on a space planning map for Heritage Hall which will assist in relocating personnel at the end of the month in preparation of the renovation. He also reported that renovation works starts today and is on track.
- Phil also commented that he needs to talk with the appropriate people about the MRR list for the BOR.
- Dr. Pierce reported:
  - He, Claire, and Judy and Paul Taylor attended the Heart of the Community awards dinner held on Saturday. He stated that he heard a lot of positive comments regarding the Smithsonian exhibit now being held at the Lakeview Building Art Gallery. Judy Taylor interjected that 137 people signed the guest book the day of the opening.
  - He, Dana, and Judy will be traveling tomorrow with the Rome Chamber to the Capital. He and Dana will return there on Wednesday to meet up with the Cartersville Chamber group.
  - The Cartersville Chamber dinner will be held tonight.
  - He shared information from the Board office regarding faculty salaries and letting the community know more about how the college changes lives of people in NW Georgia.
  - He discussed HB 72 regarding taking attendance of resident aliens.

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

Respectfully submitted,



Barbara G. Griffith  
Recording Secretary

**Minutes of the President's Cabinet Meeting  
Monday, February 19, 2007**

The President's Cabinet met at 9:00 a.m. on Monday, February 19, 2007, in the President's Conference Room. Present: President Randy Pierce, VP Virginia Carson, VP Ron Shade, VP Wilbur Shuler, IE Fitzpatrick Anyanwu, CR Dana Davis, DDO Carolyn Hamrick, SACS Laura Musselwhite, CIO Jeff Patty, HR Ken Reaves, and AO Judy Taylor.

Absent: PP Phil Kimsey.

Dr. Pierce opened the meeting

**Old Business**

**Revised GHC Travel Regulations – Second Reading**

Dr. Shuler discussed recent revisions to the Travel Regulations (see attached.) He consulted with Dr. Bruce Jones and revised a reference to crossing county lines (Section 2.2.)

There was a discussion regarding reimbursement for travel within the county.

Dr. Carson suggested defining "headquarters" with regard to faculty as being the location where they are teaching the majority of their credit hours.

Additional revisions will be made and the regulations will be brought back to the next Cabinet meeting.

Dr. Musselwhite left the meeting at 9:30 a.m.

**New Business**

**Proposal for Orientation Fee**

Dr. Shade discussed the premise for proposing an orientation fee (see attached.) It was suggested that the Student Activity Fee be increased, although it is too late to do this for next fall. There was some concern regarding assessing another fee.

Dr. Carson suggested assessing orientation to see what parts work and if it impacts retention.

There was a discussion regarding finding alternative means of sponsoring orientation from outside sources rather than assessing another fee or increasing the Student fee.

Dr. Shade will investigate options and bring a recommendation back to the Cabinet.

**Budget conferences**

Dr. Pierce asked the vice presidents to furnish his office with a calendar for the last two weeks in April so that budget conferences can be scheduled with all budget managers.

The Cabinet required no action.

**Chicago Tribune article: “U.S. needs to fix education, Bernanke says”**

Dr. Pierce briefly discussed the article (see attached.)

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

**Bookstore hours**

Dr. Shuler discussed a proposal to shorten the bookstore hours except during exam periods (see attached grid for the Rome store.) The proposal calls for the stores to remain open late only on Tuesdays and Wednesdays during lull periods. There was a discussion. Dr. Shuler will talk to Carolyn Hamrick and others regarding the proposal. Dr. Pierce suggested a test run to see how the students react. He asked that store hours be published and students notified.

**Revised Administrative Performance Evaluation forms**

Ken Reaves distributed and discussed the current and the proposed revised administrative evaluation forms. The new forms add another dimension regarding communications. These forms will be implemented with the 08 evaluation cycle in January, 2008.

Dr. Anyanwu asked if the “Work Ethic Indicators” from the old form be added back to the new form. Ken responded that they could.

Revisions will be made and brought back to the Cabinet.

**Other**

- Dr. Pierce discussed information he needs for his meeting with Rob Watts on Thursday.
- Dr. Carson reported that she and Dr. Musselwhite are meeting every week as the deadline for the SACS Compliance Report nears. She suggested that some of the Cabinet may want to look at the Report information for proofreading purposes.
- She reported regarding meetings which she will be attending this week.
- Ken Reaves distributed and discussed the proposed agenda for this week’s Town Hall meetings (Tuesday in Cartersville and Wednesday in Rome) (see attached.) It was suggested that Dr. Jim Cook be first on the agenda. An additional revision will be made and the revised agenda will be distributed to all employees.
- Ken will be attending an Advisory Committee meeting on Wednesday.
- Dr. Anyanwu requested documentation and support for a fee increase if the Student Activity fee is increased to support orientation.

- Judy Taylor reported that the Scholarship Committee has voted to award four Study Abroad scholarships, 2 for Russia, and 2 for the Bahamas. The award letters will be going out and then an announcement will be released.
- Judy reported that the Foundation is sponsoring two tables at the USG System Gala on March 3. Regent Potts is sponsoring an additional table. The College was able to invite additional friends of the college to fill that table.
- Jeff Patty reported that a load balancer/mirrored web server went on line. This supports the website and will benefit the college in general.
- Carolyn Hamrick reported regarding a survey of students as well as the Cartersville High School Leadership group meeting at Cartersville on Saturday.
- Dr. Pierce reported regarding the Rome High School Leadership group who came to visit the Floyd Campus a couple of weeks ago.
- He announced that Dr. Beheruz Sethna has agreed to be the commencement speaker in May.
- There was a discussion regarding text messaging to students' phones. It was suggested that we seek vendor support and a startup (pilot) group. It was recommended that the ATP students at Carrollton be the pilot group.

It was decided that, due to the light agenda, the Administrative Council meeting scheduled for today would be cancelled.

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

Respectfully submitted,



Barbara G. Griffith  
Recording Secretary

## **Minutes of the President's Cabinet Meeting Monday, March 5, 2007**

The President's Cabinet met at 9:00 a.m. on Monday, March 5, 2007, in the President's Conference Room. Present: President Randy Pierce, VP Virginia Carson, VP Ron Shade, VP Wilbur Shuler, IE Fitzpatrick Anyanwu, CR Dana Davis, PP Phil Kimsey, Jason McFry (for CIO Jeff Patty), HR Ken Reaves, and AO Judy Taylor.

Absent: SACS Laura Musselwhite and CIO Jeff Patty.

### **Old Business**

#### **Revised GHC Travel Regulations – Third Reading**

Dr. Shuler reported that he has sought and received positive feedback from Ron Stark at the BOR as well as the Cabinet (see attached.) He proposed the regulations for approval.

The Cabinet approved the Revised Travel Regulations. Dr. Shuler and Dr. Carson will discuss and set effective dates for specific sections, taking into consideration travel that has already been submitted for spring semester.

#### **Proposal for Orientation Fee**

Dr. Shade discussed survey information from other USG institutions (see attached.) There was a discussion regarding the effects on retention. Orientation needs to be required on some level, at least for the traditional-age students.

There was a discussion regarding alternative means of financing the cost of orientation.

Dr. Shade and his staff will look into ways to finance and continue orientation at the same level for the immediate future.

#### **Revised Administrative Performance Evaluation Form**

Ken Reaves distributed and discussed the Administrative Performance Evaluation Form (see attached), which has been revised, based upon the discussion in the previous Cabinet meeting, moving the mission statement from the back to the front and changing "Unit Management" to "Internal Communication" (Page 4.)

The form was approved, to be effective with the 2007 evaluations completed in spring, 2008. It was noted that the process of using the measures included must begin now.

#### **2007-2010 Strategic Objectives**

Dr. Anyanwu discussed the final additions to complete the Strategic Plan document (see attached.)

The Cabinet approved the final additions making the document complete.

## **Revised Organizational Chart (A and B)**

Dr. Pierce discussed the revisions to the organizational chart, moving the CIO position on the level with the VPs, which is how the organization has been functioning for some time, and moving the Foundation out from the president, with a dotted line, indicating that the Foundation is a separate entity which supports the institution (see attached.) The Foundation had been included with the Advancement Office. Additional discussion were held in which positions which are currently vacant need to be updated, Dr. Shuler will look at the appropriate title, "Comptroller" or "Controller," use of the word CIO on the VP level. Ken Reaves responded that this is the B Code title being used for this position within this institution.

## **Fall 2006 PASS Survey**

Dr. Anyanwu discussed the results of the Fall 2006 Presently Attending Student Survey (see attached.) It was decided that he will look at rephrasing some questions in order to glean more specific information (i.e., which campus, specifics with regard to lighting, etc.)

## **Other**

There was no "Other" Old Business items.

## **New Business**

### **Proposed start/end dates for summer hours**

Ken Reaves proposed the dates of June 4 and August 3 as the start/end dates for summer work hours (see attached.) The institution's official hours will be 7:30 a.m. until 6:00 p.m. Marietta and Acworth will have different hours, which will be widely publicized.

The hours were approved as proposed.

### **Proposed In-Service date for 07**

Ken proposed August 9 as the In-Service date for 2007. Employee Recognition will be held as a luncheon during this time.

The date was approved as proposed.

## **Other**

- Dr. Carson reported the following:
  - She will be bringing some information regarding the orientation system.
  - Teacher Education development is proceeding well. Coursework is being developed for the August deadline to add three education courses, 2 sciences, and 1 math to the curriculum. These are statewide courses.
  - It is likely that the Wellstar Health System will want to support the nursing program. This is significant funding, which will be counted towards the current fundraising campaign; however, additional students will need to be admitted into the program.

- Phil Kimsey reported the following:
  - the Heritage Hall renovation is on track to complete the upstairs by the March 26 deadline. The first of April, they will move everyone upstairs so work can begin on the downstairs.
  - the F Wing roofing project is coming along. There were some leaks during last week's rainstorm; however, the contractor will pay for all repairs/replacements.
  - The MRR projects over the next five years.
- Dr. Shuler reported:
  - the new bookstore hours begin today; however, the first Friday they will be open with shorter hours will be next week due to the Literary Meet on campus this Friday.
  - the institutional budget is due the 2<sup>nd</sup> or 3<sup>rd</sup> week in May.
- Dr. Shade reported:
  - the last session of the speaker series was held last Thursday night. There were 75-80 people in attendance.
  - Friday night, the PTK inducted 32 new members.
  - the Class A basketball tournaments were held last Thursday through Saturday. Attendance was good.
  - the Calendar Committee met last week. Notes from the meeting will be distributed to the Administrative Council.
  - the Literary Meet will be held on campus on Friday of this week.
  - there was an extensive array of programs held during Black History month (February.) There needs to be additional events on other campuses in future years.
  - There was a discussion about who should call 911 in case of an emergency – can a student or should someone in administration or safety? It was agreed that anyone who is near the emergency situation can call 911 and then Safety can be notified. There will be updates to the emergency procedures.
- Judy Taylor reported that she, Jeff Brown, and John Spranza have developed plans to offer a free GHC International Film Festival on March 30, in the Lakeview Auditorium. There are 10 or 11 films which were shown at the Rome International Film Festival and which have an international flavor. Students, faculty, staff, and the community will be invited to view the films covering a variety of subjects. Free coke and popcorn will be available. Judy distributed copies of the proposed films as well as a program from the latest Rome International Film Festival (see attached.)
- Dana Davis gave an update on emergency planning. An overall template has been developed in which everyone in the system can work from to address components of the plan. There was a discussion concerning communication during a drill or emergency situation.
- Jason McFry reported that the network wire has been received that IT will complete the wiring in Lakeview and Walraven buildings over the next few weeks.
- Dr. Pierce reported the following:
  - he has received several communications from David Carter at SACS. A committee chair has been named. Dates for the visit will be Monday through Wednesday, October 15-17.



- The USG Foundation Gala was well attended on Saturday. There were 25 or 26 people representing Rome and GHC. Judy Taylor added that Lesley Henderson was the Outstanding Alumni nominee. The USG celebrated 75 years of service.

Laura Musselwhite came in at 10:30 a.m. There was a SACS Leadership Team meeting following this meeting.

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

Respectfully submitted,



Barbara G. Griffith  
Recording Secretary

**Minutes of the President's Cabinet Meeting  
Monday, March 19, 2007**

The President's Cabinet met at 10:00 a.m. on Monday, March 19, 2007, in the President's Conference Room. Present: President Randy Pierce, VP Virginia Carson, VP Ron Shade, VP Wilbur Shuler, IE Fitzpatrick Anyanwu, CR Dana Davis, DDOC Carolyn Hamrick, PP Phil Kimsey (joined the meeting at approximately 11:00 a.m.), SACS Laura Musselwhite, CIO Jeff Patty, HR Ken Reaves, and AO Judy Taylor.

President Pierce opened the meeting.

**Old Business**

**Revised GHC Travel Regulations**

Based on his discussion with Dr. Carson, Dr. Shuler has made the revisions which were a condition of the approval of the Revised GHC Travel Regulations on March 5, 2007 (see attached.)

The revisions were presented as an informational item. The Cabinet required no action.

**New Business**

**Affirmative Action Report**

Ken Reaves distributed and discussed the Incumbency v Estimated Availability Detail and the Affirmative Action Plan (see attached.) The Report and Plan will be kept on file.

The Cabinet required no action.

**eCore**

Dr. Carson proposed a plan to involve the Cabinet in an annual review of the eCore consortium arrangement (see attached.)

The Cabinet reviewed and approved the proposal.

**Education grant**

Dr. Carson announced that the Department of Education has awarded an education grant in the amount of \$600,000 over a period of two years, to Kennesaw State University, Georgia Highlands College, and the Etowah Georgia Youth Science and Technology Center (housed at Heritage Hall.) The grant will provide for workshops in which fourth through eighth grade science teachers in local school systems work with science faculty at the two colleges in order to learn to teach and, therefore, address the initiative. KSU will be the fiscal agent for the grant.

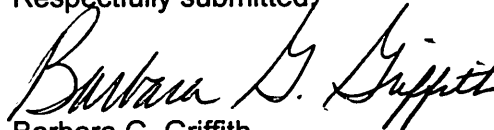
The Cabinet required no action.

**Other**

- Dr. Pierce reported concerning the following:
  - a meeting at Southern Polytechnic State University with Dr. John Black, president of East Georgia College, for the purpose of discussing the arrangement with Southern Poly.
  - a conversation he had with Rob Watts, Chief Operating Officer for the BOR, regarding a meeting with Senator John Wiles to discuss the college's future plans for Cobb County.
  - the work-ready initiative in Bartow and Floyd Counties.
- Dr. Carson reported concerning the hiring committees for eight tenure-track replacement faculty positions.
- Dr. Shade distributed and discussed the enrollment update (see attached) as well as staffing in the Student Services area.
- Dr. Shuler announced that Lou Ann Brown as resigned, effective this Friday. He has been working with his staff as well as IT staff in running the Banner processes for which Lou Ann has been responsible. Others are cross-training to cover the other responsibilities. The search for a replacement has begun.
- Judy Taylor reported that she has met with the Academic Council and they approved the plan for a GHC Film Festival on Friday, March 30. Publicity for the festival has gone out and has been posted around campuses. She also circulated a copy of the *In Advance* newsletter.
- Phil Kimsey reported on his meeting with the roof contractor regarding the leaks last week as well as an update on the Heritage Hall renovation.
- Dana Davis reported regarding a meeting with the System PR Directors.

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

Respectfully submitted,



Barbara G. Griffith  
Recording Secretary

**Minutes of the Meeting of the President's Cabinet  
Monday, April 2, 2007**

The President's Cabinet met at 10:00 a.m. on Monday, April 2, 2007, in the President's Conference Room. Present: President Randy Pierce, Dr. Bruce Jones (for Dr. Carson), VP Ron Shade, VP Wilbur Shuler, IE Fitzpatrick Anyanwu, CR Dana Davis, and CIO Jeff Patty. Absent: VP Virginia Carson, DDO Carolyn Hamrick, SACS Laura Musselwhite, HR Ken Reaves, and AO Judy Taylor.

**Old Business**

**Food Service update**

Dr. Shuler reported that the College has reached an agreement with Milano's to provide food service at the Floyd Campus, beginning April 9. The menu should be similar to the restaurant menu, with the exception that they will not serve pasta at the campus location. The new food service will be open Monday through Thursday early until 7:00 or 8:00 p.m., and will close at noon or 3:00 p.m. on Friday. They will add some breakfast items to their menu. Dr. Shuler is working with the food service to advertise in the community. They will need to look at parking for visitors patronizing the food service.

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

**Other**

There was no "Other" Old Business.

**New Business**

**BOR Enrollment Projections**

This item (copy attached) was for informational purposes and required no action by the Cabinet.

**USG Draft Strategic Plan**

Dr. Pierce discussed the Draft Strategic Plan with the Cabinet, looking specifically at Goal #2 regarding facilities and capacity (see attached.) The Chancellor will have the document solidified and approved by the Board by the June meeting. There was discussion regarding how GHC's strategic plan will fit in with this plan. This will need to be discussed at the administrative retreat in July.

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

**Campus Map**

Dana Davis presented the campus maps showing room and building layouts. The maps will be finalized, framed, and placed on display around the campus, as well as made a part of any emergency plans.

Dana asked for input regarding the map.

The Cabinet required no action.

### **Administrative Retreat**

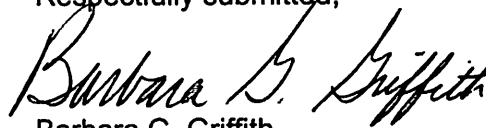
Dr. Pierce presented the information regarding the Administrative Retreat (see attached.) The dates of the retreat are July 18-19, 2007. He asked for input regarding the location of the retreat (Brasstown Resort or The Ridges.) The Cabinet voted to go to Brasstown Resort.

### **Other**

- Dr. Shuler briefly discussed the 2007-08 budget amount the college anticipates receiving.
- Dr. Shade distributed and discussed the summer enrollment update (see attached) and gave a report on the GHC Film Festival held last Friday. There were 82 in attendance. Bruce Jones followed up with a thanks to Judy Taylor and the others who assisted with planning and facilitating the festival.
- Phil Kimsey gave a report on the roof replacement on the F Wing of the Administration Building and the progress with the Heritage Hall renovation.
- Bruce Jones gave a financial report on Continuing Education.
- Dana Davis reported that the printing department has replaced its old printer (9 years old) with a new model. They hope to expand the in-house print jobs.
- Dr. Shuler reported that he represented GHC at the Woodstock and Booth Middle Schools in Cherokee County last week for Career Day.
- Dr. Pierce announced that he will be attending a president's meeting at Georgia Gwinnett College on Thursday.

There being no further business, the meeting was adjourned at 11:30 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 Meeting of the President's Cabinet  
Tuesday, April 17, 2007**

The President's Cabinet met at 10:00 a.m. on Tuesday, April 17, 2007 in the President's Conference Room. Present: President Randy Pierce, VP Virginia Carson, VP Wilbur Shuler, IE Fitzpatrick Anyanwu, CR Dana Davis, DDO Carolyn Hamrick, AO Todd Jones (for VP Ron Shade), PP Phillip Kimsey, CIO Jeff Patty, and HR Ken Reaves. Absent: SACS Laura Musselwhite, AO Judy Taylor, and VP Ron Shade.

**Old Business**

There was no "Old Business."

**New Business**

**Donated Leave Program**

Ken Reaves distributed information about the proposal to create a donated or shared leave program (see attached.) The USG did not want a system-wide program; however each institution can adopt a program for sharing sick leave only.

There was a discussion about offering short-term disability. It was suggested that the College put out an RFP for short-term disability insurance.

Donated time would be costly. Someone would have to be paid to cover the responsibilities of the person out on leave. The person granted leave from the bank could be paid at a much higher rate than the person donating the leave time.

Should the Cabinet decide to do this, Ken would bring a proposal back to the Cabinet.

The Cabinet required no action.

**Enrollment update**

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

There was a discussion regarding fall semester. As of this date, 690 students are enrolled for fall.

**Other**

- In light of the tragedy at Virginia Tech, there was a discussion regarding the Crisis Communication Plan.
- Dr. Carson reported the following:
  - distributed and discussed recent System data on part time to full time ratios and part-time pay (see attached.)
  - the Assessment Workshop at North Carolina State.
- Carolyn Hamrick reminded everyone that the Bartow Campus will be a collection site for "Keep Bartow Beautiful" event next Saturday. PTK is assisting with organizing the event.

- Phillip Kimsey reported that the asbestos abatement has been completed at Heritage Hall.
- Dana Davis plans to pass out brochures regarding printing on demand. With the new in-house printer, they can produce four-color at the price of one-color.
- Dr. Anyanwu briefly discussed the wipe-out policy with regard to students being taken out of class too early.
- He reported that the Assessment Report is almost complete. The College will be in compliance.
- Dr. Shuler reported the following:
  - He is trying to deal with the carry-forward with tuition.
  - People Soft has been updated. Sessions will be conducted to acquaint people with the requisition approval process.
  - Travel expense statements will be required to be done on-line, with the system deducting commuting mileage.
  - Next Monday and Tuesday, Accounting Services personnel will be attending a year-end mini retreat. Business Services will be closed on May 3.
  - He will be part of a SACS on-site review team in October at Germana Community College in Virginia.
- Ken Reaves announced that the Administrative Retreat will be held at Brasstown Resort.
- Jeff Patty reported that IT is dealing with a few issues in Cartersville with student computers.
- Todd Jones reported regarding discussions at a recent RACRA meeting where the Board of Regents are allowing institutions to outsource financial aid assistance calls as well as emergency loans.

Due to the light agenda, the Cabinet decided to cancel the Administrative Council meeting.

There being no further business, the meeting was adjourned at 12:00 noon.

Respectfully submitted,



Barbara G. Griffith  
Recording Secretary

**Meeting of the President's Cabinet  
Monday, May 8, 2007**

The President's Cabinet met at 9:00 a.m. on Monday, May 8, 2007, in the President's Conference Room. Present: President Randy Pierce, VP Virginia Carson, VP Ron Shade, VP Wilbur Shuler, IE Fitzpatrick Anyanwu, CR Dana Davis, DDO Carolyn Hamrick, SACS Laura Musselwhite, CIO Jeff Patty, HR Ken Reaves, and AO Judy Taylor.

**Old Business**

**Shared sick leave**

Ken Reaves distributed the proposed policy for a first reading (see attached.) There were a couple of changes not on the original version. Retiring employees can donate up to 120 hours leave. There was a discussion.

It was suggested that Ken will work with the Finance Office to look at the financial implication for the institution. This should be considered when approving the request. Ken will bring back to the Cabinet an estimated dollar amount for three months' cost for benefits and develop a proposed budget for this program.

The Cabinet agreed with the above suggestion.

**Film Festival Survey Results**

Judy discussed the outcomes, survey, survey results, and comments from the recent GHC International Film Festival (see attached.) She reported that fifteen students signed up to volunteer for the Rome International Film Festival coming up later this year.

She is looking at August 17 as a tentative date for a film festival in Cartersville. The community will be invited. Dr. Musselwhite suggested distributing a flyer at orientation.

Judy discussed submitting a proposal for a BOR grant with the goal of internationalizing campuses.

The Cabinet required no action.

**Other**

There was none "Other" old business.

**New Business**

**Salary base increase**

The Cabinet discussed distribution of the 3% raise amount for the 2007-08 fiscal year, based on the guidelines for merit and base increases approved by the Cabinet. The 3% will be merit. The Cabinet decided that if the increase is more than 3%, a percentage



will be base. If the institution is allowed to give more than 3% raises, that additional amount will be base.

### **USG Emergency Planning Committee**

Dana discussed the Emergency Operations Plan Checklist. She has talked with Scotty Hancock, Director of the 911 Operations in Rome, who has agreed to do a tabletop exercise as a drill for a crisis event. The College will not know what the exercise will be. Only the date will be known.

The Cabinet agreed to the exercise. It was suggested that this take place during the Administrative Retreat in July. Dana will talk with Mr. Hancock again to see if he is available during the retreat.

Dana discussed a report form a conference call regarding emergency operations.

She then discussed the check list. Each Cabinet member should have a listing of cell and home phone numbers for the entire Cabinet. Dana asked the Cabinet to look over the check list and be ready to talk about it at the next Cabinet meeting.

It was suggested that safety officers go through the training.

Dana has been asked to chair a subcommittee to look at IT resources for communications. She will be meeting with Jeff Patty.

Dr. Carson will seek legal advice on faculty members reporting writing and behavior issues which cold erupt on campus and can harm others or themselves.

### **Enrollment update**

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

The Cabinet required no action.

### **Wellstar**

Dr. Carson reported regarding a partnership with Wellstar for funding in the amount of \$308,000, which is in addition to the \$300,000 they have already funded for the college. The funding will be used for new program development, for an on-line LPN bridge program, as well as a face to face LPN bridge at Acworth. Wellstar has 180 LPNs they want to upgrade.

The contract for the partnership can be extended after negotiations each year for eight years.

Dr. Carson will coordinate with Wellstar and Dana Davis for a photo op and press release.

The Cabinet required no action.

## **Nursing initiative**

Dr. Carson reported that the state has renewed the \$117,000 nursing initiative amount. This amount was received last year and used to help with the start-up of the nursing program at Acworth.

The work of the Nursing Task Force which was appointed by the Chancellor last fall is culminating with inviting proposals from 25 USG nursing programs to share \$3M. They want a community partner. GHC has asked one of the local hospital partners to partner with the college for 5 years. If approved, GHC will start an accelerated nursing program where students would attend spring and summer and would join the class in fall and spring. The program can justify 40 students to join each June. The program depends on whether the hospital will partner and help with this.

She reported that retention in the program is improving. Two-thirds of the class was retained. The pass rate on the NCLEX is 92-95% for the past two years.

The Cabinet required no action.

## **AA/AS Comprehensive Program Review**

Dr. Carson distributed and discussed the AA/AS Comprehensive Review Program guidelines and requirements (see attached.)

The Cabinet required no action.

## **2007-08 Committees of the College nominations**

Dr. Carson distributed and discussed the nominations brought forward by the Instructional Council (see attached.)

The Cabinet approved the nominations.

## **Other**

Dr. Carson reported regarding Assessment Day. She distributed and discussed reporting data (see attached.)

Dr. Musselwhite reported that the Off-Site Review Committee will be reviewing the electronic Compliance Certification next week. The report is expected June 1. The next step will be the focused report.

Ken Reaves reported that he has received the contract for Brasstown (Administrative Retreat.) The contract will be signed and returned.

Judy Taylor reported that there will be a gift coming up next month from someone in Cartersville. She is working on finalizing a new scholarship, which will be announced in June or July.

Dr. Shuler reported that there will be a rushed budget preparation again this year.

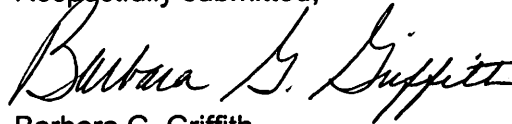
The VP group will remain for a meeting following this meeting.

Dr. Pierce reported concerning the scholarship luncheon and honor's night. He reminded everyone of graduation on Saturday. Dr. Carson suggested early notice on all events. Judy Taylor noted that the next scholarship luncheon will be scheduled sometime after April 15, 2008. She asked that everyone place this tentatively on their calendars. Graduation dates for 08 will be distributed.

There was a discussion regarding the Chancellor's Strategic Plan.

There being no further business, the meeting was adjourned at 10:50 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 Meeting of the President's Cabinet Monday, May 21, 2007**

The President's Cabinet met at 9:00 a.m. on Monday, May 21, 2007 in the President's Conference Room. Present: President Randy Pierce, VP Virginia Carson, VP Wilbur Shuler, VP Ron Shade, PP Phillip Kimsey, HR Ken Reaves, ID Fitzpatrick Anyanwu, IT Jeff Patty, DDO Carolyn Hamrick, AO Judy Taylor, and CR Dana Davis.

### **Old Business**

#### **Salary Increase**

The College is increasing the base pay rate of all eligible positions by 3%. The System has allowed an additional 3% increase; however, it must be given on a merit basis. Justification for providing the overall salary increase is based on a salary study that Ken Reaves recently completed. The study found that the College's salary levels are below market value for this area. A raise in base salaries would help us be more competitive when recruiting and would also help us be more marketable in the metropolitan Atlanta area.

There was discussion about "when is an employee eligible for a pay increase?" It was brought up that the guidelines may not be clear to everyone. It was agreed that there should be consistency in giving raises and Ken Reaves will work on making the guidelines clearer.

#### **USG Emergency Plan Check List**

Before getting into the Emergency Plan, Dana Davis announced that she contacted Scotty Hancock of Rome/Floyd Emergency Management about conducting a tabletop scenario discussion at the Administrative Retreat in July. Steve White will speak about the alumni program during the Wednesday afternoon session and Scotty Hancock will conduct the tabletop scenario Thursday afternoon.

Concerning the USG Emergency Plan Check List, Dana and Jeff Patty are looking at ConnectEd, a wireless public address system that can make both indoor and outdoor announcements to the whole campus. It can also send out text and email messages. It is a stand alone system separate from the fire alarm system. If this system or one like it is installed there will need to be a policy discussion to decide when and what kind of announcements would be made.

There was discussion about internal communications, identifying and notifying critical personnel, chain of command, and identifying procedures to follow in emergency situations. We are in the process of having Mutual Aid Agreements with city and county agencies completed. We need to prepare an organizational structure as to chain of command in emergency situations.

## **Other**

There was no other Old Business.

## **New Business**

There was no New Business.

## **Other**

Dr. Carson reported the following:

- The off-site SACS review was conducted last week. She expects to receive comments from the review committee soon.
- Hiring for faculty positions is progressing well.
- Maymester concludes next Tuesday. A meeting will be held on May 31 to determine whether additions and/or deletions are needed on the summer schedule.
- She is expecting to receive a box from SACS this week. The commission meets in June to look at all reports that need adjudication.
- Elaine Green, Dental Hygiene faculty member, is out on extended sick leave.
- Announced that the College was selected to participate in the Alverno project. An email was sent out earlier with details about this.

Dr. Shuler is meeting with a candidate for the Controller position tomorrow. He announced that the budget document is being prepared and that hiring for new positions may proceed.

Phillip Kimsey reported that the Heritage Hall project and the F-Wing Roof Replacement project are proceeding smoothly. He is working on the scope of work for the Chemistry Lab project.

Ken Reaves distributed and discussed a handout showing an example of a Shared Leave Benefits plan (see attached.) This plan will require more study.

Dr. Shade distributed and discussed summer and fall enrollment and orientation updates (see attached.)

In light of the summer four-day work schedule, Carolyn Hamrick asked for clarification on the July 4 holiday workweek. Ken Reaves explained that employees will get 8 hours of Holiday leave for July 4 and they will have to take 2 hours of annual leave to complete their 40 hour workweek. The College will be open Monday and Tuesday, closed on Wednesday (July 4), open Thursday, and closed on Friday.

Dr. Pierce reported that the VP's met and finalized the End of Year list. He announced that overall we've had a good budget cycle. There was discussion about service areas

and population growth in those areas. There will be a presentation at the June Board Meeting on this topic.

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

Respectfully submitted,

Cheryl Baker  
Recording Secretary

**Minutes of the Meeting of the President's Cabinet  
Monday, June 4, 2007**

The President's Cabinet met at 10:00 a.m. on Monday, June 4, 2007, in the President's Conference Room. Present: President Randy Pierce, VP Virginia Carson, VP Ron Shade, VP Wilbur Shuler, DDO Carolyn Hamrick, PP Phillip Kimsey, CIO Jeff Patty, HR Ken Reaves, and AO Judy Taylor. Absent: IE Fitzpatrick Anyanwu, CR Dana Davis, and SACS Laura Musselwhite.

**Old Business**

**Guidelines for Merit Increases**

This item was tabled until the next meeting.

**Other**

There was no other Old Business.

**New Business**

**Enrollment and orientation updates**

Summer enrollment and orientations for Summer Semester are complete. The first orientation for Fall Semester is June 13. Dr. Shade distributed and discussed the updates for Summer and Fall (see attached.) There was a discussion regarding wipe-out for Summer. Dr. Shade will have an updated listing of orientation session for Fall later today, including the dates and the number who have registered for each session. There will be a review meeting.

The Cabinet required no action.

**QEP Consultant**

Dr. Caroline Stern has agreed to be the GHC QEP consultant for the on-site reaffirmation visit.

The Cabinet required no action.

**Six-Year Plan for Capital Projects**

Dr. Pierce discussed the Six-Year Plan for Capital Projects with its two components.

Priorities are the second building (bookend) at Cartersville, a privatized student center building at Cartersville, renovation of a building in Marietta, and plans for Paulding County.

The building plan for the next six years is due June 25. Dr. Shuler is in the process of talking to firms in order to make a selection of a firm to act as consultants for the

planning process. Dr. Shuler reported that he has talked with two firms and will talk to two others tomorrow. There was a brief discussion concerning priorities for the plan.

The Cabinet required no action.

### **Other (Area Reports)**

Dr. Shuler: The 08 budget has been submitted. There will be modifications. There was a brief discussion.

Dr. Carson: the GHC Chapter of the AAUP will be offering sweet rolls and coffee during the morning for In-Service on August 9.

She also reported concerning a presentation she heard at an ACE meeting last weekend concerning student loans. There was also information concerning a proposed waiver on FERPA with regard to sharing information with parents.

Dr. Carson distributed and briefly discussed an update on hiring (see attached.)

Phillip Kimsey: the Heritage Hall renovation and the roofing project on F-wing are on schedule. He will be meeting with a consultant regarding the chemistry lab in Cartersville.

Ken Reaves: He has talked with a couple of vendors regarding short-term disability. He expects something later today and hopes to have a presentation in the next couple of weeks.

Carolyn Hamrick: The refrigeration has been installed in the kitchen at Cartersville. The ice machine is almost ready. There was a brief discussion regarding the warming ovens which are to be moved to Cartersville.

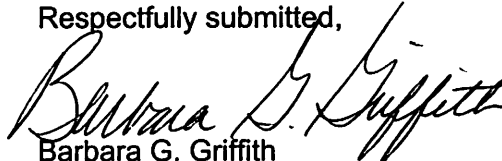
Carolyn also reported that enrollment is up over 300 for Summer. They will conduct a survey like the one done for Spring.

Jeff Patty: IT put a new build on student computers on all campuses, including upgrading to Office 2007, all securities and upgrades. There was a brief discussion.

Judy Taylor: The community room at the Cartersville campus will be named in late July. She will send invitations and celebrate the naming.

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

Respectfully submitted,



Barbara G. Griffith  
Recording Secretary



**Minutes of the Meeting of the President's Cabinet**  
**Monday, June 18, 2007**

The President's Cabinet met at 9:30 a.m. on Monday, June 18, 2007, in the President's Conference Room. Present: President Randy Pierce, VP Ron Shade, Dr. Robert Page (for VP Virginia Carson,) IE Fitzpatrick Anyanwu, CR Dana Davis, PP Phillip Kimsey, SACS Laura Musselwhite, CIO Jeff Patty, HR Ken Reaves, and AO Judy Taylor. Absent: VP Virginia Carson, VP Wilbur Shuler, and DDO Carolyn Hamrick.

**Old Business**

**Guidelines for Merit Increases**

Ken Reaves distributed and discussed the revisions to the Guidelines for Merit Increases (see attached, revisions underlined.) There was a discussion concerning how these guidelines would change as it relates to merit increases for employees who are hired prior to June 30 and are still in their six-month probationary period should raises become effective July 1 (Items 2 and 3.) Dr. Page suggested eliminating reference to employees hired before June 30 since the probationary period is the issue.

Mr. Reaves asked for additional suggestions.

There was a discussion concerning whether a person who receives a promotion/reclassification with an increase in pay during the year and has a performance evaluation on file is eligible for a merit increase in addition to the pay increase for the promotion. Mr. Reaves will look into this issue (Item #4.)

This was a first reading. This policy will be brought back to the Cabinet with suggested revisions, if needed, for a second reading and approval.

**Other**

There was no "Other" Old Business.

**New Business**

**Administrative Retreat Agenda**

Ken Reaves distributed and discussed the draft agenda (see attached.) The first sheet is the draft of this year's agenda and the second sheet is from last year and is a working copy.

It was suggested that Scotty Hancock from Rome/Floyd County EMA take the Administrative Council through a crisis/emergency exercise at a regular meeting rather than at the retreat. Dana Davis will contact him concerning this. It was suggested that this session be done at the July 16 meeting, 1:00-4:00 p.m.

There was further discussion with suggestions. Mr. Reaves will revise the agenda based on the discussion.

**Enrollment/Orientation update**

Dr. Shade distributed and discussed the enrollment updates dated June 18, 2007 (see attached.)

He reported that the new Director of Financial Aid has broken her ankle, which has delayed her relocating, thus requiring her to postpone her start date to July 1. A front-desk person has been hired in the Financial Aid Office.

Dr. Anyanwu asked if Todd Jones and Sandie Davis could meet to discuss adding to the reports. It was agreed that this will be done.

### **Wireless Communications Devices Telecommunications Policy**

Jeff Patty discussed the proposed policy (see attached.) Once the policy is approved following a second reading, the next step will be to talk to possible vendors concerning models. There will be a limited selection. In addition, employees can purchase their own as long as it is an approved model. The policy will likely not extend beyond Cabinet members.

This was a first reading. The policy will be brought back at the next Cabinet meeting.

### **Other**

Dr. Musselwhite reported concerning the off-site report. The Focused Report addressing the 13 items which were in non-compliance is due August 15.

Dr. Pierce reported regarding his presentation to the Board of Regents last week regarding the capacity study. He will send everyone a copy of the PowerPoint presentation.

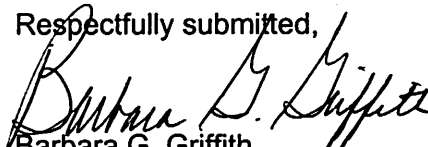
Judy Taylor reported that the current issue of In Advance is out.

Phillip Kimsey reported concerning the CIP meeting last Friday.

It was decided that, due to a short agenda, the Administrative Council meeting scheduled for the afternoon will be cancelled.

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

Respectfully submitted,



Barbara G. Griffith  
Recording Secretary