

SHOULD STATEMENT: Intramural sports programs contribute to the personal development of students and should be related to the total program of the institution.

STATUS: In Compliance

A wide range of intramural athletic programs is offered throughout the year ranging from team sports activities to individual and dual sports. These programs are designed to promote interest in the areas of lifetime health, fitness and recreation. These activities support the institutional commitment to total student development.

SHOULD STATEMENT: These programs should be directed and supervised by qualified personnel and should be appropriately funded.

STATUS: In Compliance

The intramural sports program is directly supervised by a faculty/staff member with experience and demonstrated competence in the program. Ongoing efforts have been made by this institution to provide adequate financial and equipment resources. The intramural athletic budget is controlled through the student Activities Department.

## S.S Intercollegiate Athletics

This section is not applicable since Floyd College does not participate in intercollegiate athletics.

# ATTACHMENTS

## SECTION V

# Floyd College

## Three-Year EDP Plan



Presented to

Dr. J.B. Mathews  
Vice Chancellor for Information Technology  
Board of Regents of the  
University System of Georgia

By H. Lynn Cundiff  
President

March 1, 1994

# FLOYD COLLEGE

## Current Assessment

### Institutional and External Environments

#### Institutional parameters

The college is expanding into a multi-campus environment. The addition of the East Rome campus, together with the Etowah Center and the North Metro course offerings, make network connectivity a priority in the development of the campus computer systems and peripherals. Since the East Rome Campus will be part of the Floyd College Novell network, the college will move from a local area network to a wide area network. This move will make hiring a full time network manager essential..

Because not all off-campus sites belong to the College, there are limits on network connectivity and equipment we can provide to off-campus faculty. For example, e-mail communication with the North Metro Technical Institute campus is limited by that institution's lack of a working Peachnet gateway, and our intention of having faculty and staff on the campus network cannot be carried out there. This situation is beyond our control.

In October of 1992, a new President, Dr. Lynn Cundiff," joined Floyd College, and a new Vice President for Academic Affairs, Dr. Brady Vardemann, joined the college in January. With new leadership, the college's vision, mission, goals, and plans are likely to change.. Dr. Cundiff brought with him a new vision of a networked interconnected campus, sharing a database of student information, using the Windows operating system. Faculty would take advantage of computer-aided instruction; students would have access to the newest available technology. Additionally, the college would provide leadership to the business community in the area of computer technology.

Up until the present, the college has had no discernable EDP vision; and no defined EDP policy. The standing college Computer Committee has yet to be formed, pending approval of the revised Statutes, and the EDP plan is quite new. The formation of the standing Committee is anticipated very soon;

The current administrative computer system, using the TI 1500, is outdated and is being replaced by an MM RISC 6000, model 560.

#### External factors

The principal limitation on the College's ability to computerize its operations is the size of the budget. If money were no object, we could replace all antiquated



once that project is completed.

The College has a Borland site license and could begin selling copies of certain Borland software in the bookstore. Students, faculty and staff would be able to buy personal copies of popular software at an educational discount price, and the college could use the funds generated to support the EDP programs.

#### Access issues

Students will need e-mail with dial-up access, at least for distance learning students, so they can turn in assignments online. E-mail for all students would allow freer communication with instructors and would be desirable. A dial-up bulletin board is desirable as well, especially to provide news announcements to distance learning students. Since it is not possible to charge students a computer usage fee to pay for such access, other funding will be needed.

This will require equipment for dial-up access and either in-house or contracted maintenance. Peachnet could perform this maintenance for us, for a fee.

Student e-mail accounts could be assigned:

1. To every student automatically at registration.

This will require special software, and a large file server for students with a minimum 2-gigabytes of disk space. As students make increased use of e-mail, additional disk space would have to be purchased.

2. To students as needed, by departments.

This will require giving special user-creation passwords to departmental secretaries, and training them to create user addresses. Additional disk space will still be required, but the NCR Tower 32/400 (when the library no longer uses it) might be sufficient.

#### Possible threats

The budget, and the factors that influence it, are big threats to the development of all technology. If enrollment rises, we could have to purchase more materials, including more labs, to meet the needs of students. On the other hand, those additional students could have other needs that would preclude spending money on computer equipment for them. Worse still, enrollment could drop-right after we invest in new equipment. We could be all-dressed up with no place to go, and with no funds for maintenance, network installation, etcetera.

Shortage of staff is a current difficulty that will only get worse as more equipment is purchased or upgraded. Currently, maintenance demands are handled on catch-as-catch-can basis. Programmers and the Academic Coordinator for Computer Science handle such calls in what is jokingly referred to as their spare time. One of the



programmers answers the phone and takes messages for the rest of the computer. Center staff, and there is no one whose job it is to replace broken floppy drives, test monitors, help students use the computer labs, shuffle "parts" computers, etc.

Changes in Board of Regents policy could alter the course of EDP development at the college. An example was the change from the TI 1500 to the RISC 6000 and Oracle as the standard platform for information technology, and now possible changes in the requirements for Oracle development after that project is already underway.

## Computing Environment

### Organization

The Department of Computer Services is currently under the supervision of the Vice President for Business and Finance. In that department are a Director of Computer Operations, two Programmers, a technical assistant, and a 15-hour a week Academic Coordinator for Computer Science. The programmers are **signo** to work on the College's Oracle project, which consists of hanging in-house applications from COBOL to ORACLE, and moving student registration, records, student aid; accounting, bookstore, and inventory functions from the TI-1500 to the RISC 6000. The Academic Coordinator for Computer Science handles system administrator's functions related to the campus Novell network, and some staff/faculty training, time permitting.

Since there is no secretary, the programmers and director answer the many phone calls, perform the clerical tasks related to needed reports and other office functions. This situation **drasti**y reduces any progress that can be made on the Oracle project. The Academic Coordinator for Computer Science must monitor the disk space situation on the file servers and time problems when the network goes down or parts of the network develop connection problems; thus, his time is consumed in putting out fires and no time is available for essential staff training **a** planning guidance.

The Department has just hired a Data Processing Technical Assistant to do all the maintenance and training tasks the Programmers and the Academic Coordinator (or Computer Science) are now doing in their spare time, but additional help **will** be needed. The move from a LAN to a WAN brought about by the acquisition of the East Rome campus makes a full-time Novell system administrator essential. A departmental secretary is needed so that programmers will be able to do the jobs for which they were hired. A full-time position to train and advise staff and faculty on computer use would also be helpful.

### Current Equipment/Software

Most faculty have IBM PC XT compatible computers, while a few have 386's and a very few have 486's; at least one person has no computer at all. Most staff have 386.

or 486 machines, while a few have XT's. There are 4 student microcomputer labs, including the tutorial center. Almost all microcomputers on the main campus are connected to the campus Novell network. The only exceptions are the CD-ROM LAN in the library, and the PLATO network in the tutorial center. These microcomputers have access to word processing, spreadsheets, e-mail, the campus calendar program, and other software packages through the network menus.

Currently, there are a variety of Word Perfect versions on the campus, ranging from 5.0 to 6.0. Some users have purchased copies of Version 6.0 on their hard drives, while many computers on the campus are unable to run this version of the package. Version 5.2 is available on the network. It would be more desirable from a design standpoint, as well as for maintenance and upgrade purposes, to have all needed versions available on the network, but disk space on the network file server is severely limited and makes such an arrangement impossible. In addition, it would be unreasonable to discontinue purchasing site licenses for individual hard disk copies until there is sufficient computer staff and hardware to make the network reliable.

The library automation project is well underway, with five of the six originally purchased modules of Sirsi Corporation's Unicom software in use. The NCR Tower 32 originally purchased for the project is no longer adequate for the task and will be replaced soon with an mM RISC 6000. A separate CD-ROM LAN offers access to six databases on four different workstations. The CD network has proven very popular with students, and further expansion is planned.

Most administrative computing is currently carried out on the TI-1500, including storage of admissions records and student transcripts. The college is beginning the long process of moving to the mM RISC 6000 computer with a custom Oracle database which will include financial aid and bookstore records as well. Currently, the bookstore system resides on the RISC machine.

Most on-campus, full-time faculty and staff have some kind of networked microcomputer on their desks. Library staff microcomputers are also hard-wired to the library automation system. Part-time faculty do not have desks and therefore do not have computers. Off-campus faculty cannot tie in to the campus e-mail system, although East Rome Campus faculty will be able to do so. Floyd College campus students have access to the four computer labs when classes are not being held in them. They have access to word processing, spreadsheet, and education software packages through the network menu, and students in Computer Science 221 (Cobol) have access to UGA Cybernet.

### Data Communications Facilities

The campus-wide Novell network, with around 140 nodes, was recently connected to PEACHNET, and a gateway server allows use of e-mail over PEACHNET.

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- Every full-time faculty member should have a networked microcomputer on his/her desk and should receive at least annual training in its use. These microcomputers should not be more than three years old, if possible.
  - Student computer labs should be adequate for instructional needs, including access during non-class hours so students can complete assignments. The computers in these labs should not be more than three years old.
  - All off-campus sites will be connected to the campus network.
- Future microcomputers will be purchased or upgraded with an eye towards an eventual campus-wide move to a Windows operating system.
- Budgetary considerations are the primary limit on the purchase of computer equipment.
  - Computers will continue to be integrated into classroom use, both as workstations, as in Norton's CONNECT program, and as presentation aids with projectors.
  - We will move to centralized network organization (i.e., storing most software and data on network drives instead of workstation hard drives) as soon as disk space and network reliability are adequate.

## The Plan

### Introduction

Institutional goals have been excerpted from the college's Institutional Strategic Plan of 1990. Each institutional goal, or group of goals, is followed by a relevant set of EDP goals, each with its own objectives, strategies, and action plans. Estimated costs are included where available. Some microcomputer costs were difficult to estimate, since some analysts are predicting a 0% price drop in the next six months.

Institutional Goal #2: To stay abreast of social trends as well as technological, scientific, and educational developments in order to rapidly create and modify programs based on identified needs of the college.

Institutional Goal #7: To provide a comprehensive guidance program to meet the needs of the students.

**Goal:** Implement state-of-the-art communication technology to facilitate increased faculty productivity, instruction and advisement.

**Objective:** Expand computer capabilities throughout the Divisions of the college in FY 95

**Strategy:** Upgrading of computer hardware throughout the Division of Nursing with on-line availability to admissions office, student records, library services and electronic bulletin boards.

Action Plan-FY 97

- Expand and upgrade computer record capabilities in admissions office to allow access from faculty offices. (Cost: staff time, unknown) Computer Center

Action plan-FY 97	Cost	Responsibility
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- Annual review, assessment and upgrading of services as needed.

Evaluation Measures:

- Develop schedule for acquisition and installation of computer hardware.
- Progress reports to Division Chairs monthly.
- Yearly assessment and evaluation of services.

Strategy: Replace/add some staff and faculty computers in various divisions of the College:

Action plan-FY 95	Cost	Responsibility
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- Upgrade all 386 machines with additional memory (and a new motherboard if possible) to allow use of Windows software (\$12,000) Computer Center.
- Replace 30 or more of the 61 faculty/staff XT machines with 486 machines. Computer Center
- Purchase multimedia computer for development of interactive videodisk instructional materials for hearing impaired students (\$5,800) Hearing Impaired.
- Purchase a laser printer, an extra Discover software license, and a new computer for the Division of Guidance Services (\$4,400) Guidance Services.
- Purchase a heavy-duty printer for the Office of Admissions (\$2,000) Admissions.
- Purchase software upgrade for President's office (\$300) President's Office.
- Purchase computer equipment and networking cables for the Floyd registration system at North Metro Technical Institute (\$8,000) North Metro division.

Action plan-FY 96	Cost	Responsibility
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- Replace the remaining 31 XT staff and faculty microcomputers with 486 machines.

Strategy and Action plan: Purchase document imagg system for admissions to replace microfilming and allow direct faxing and e-mail of student records (\$25,000) Admissions Office

Strategy and Action Plan: Purchase computerized scheduling system for Academic Affairs to allow automation of scheduling of classrooms on main and satellite campuses (\$35,000) Academic Affairs.

Strategy: Upgrade student and staff computers with additional memory.

Action plan-FY 95

Cost

Responsibility

- Purchase and install memory chips in student and secretarial computers where needed. (\$10,000) Computer Center).

Objective: Upgrade the campus network and administrative computer and make provision for maintenance and repair.

Action plan-FY 95

- Upgrade network file server with faster operating system, bigger hard drive, and tape backup system. (\$15,670.00)
- Set aside funds for repair or replacement of equipment needed to keep network running (\$4,000) such as bridges, repeaters, backup devices, and parts for the server.

Add minimum required equipment to IBM RISC 6000 to allow use of Oracle (\$18, ).

Objective: Provide telecommunications equipment to enhance instructional programs.

Strategy: Bring Spanish- and French-language television programming into the language lab with a satellite dish.

Action plan-FY 95

Cost

Responsibility

- Purchase satellite dish, receiver, de-scrambler and connect to 25" television and VCR in language lab. (Cost: \$4100.00) Humanities Division

Objective: Provide multimedia, interactive language instruction.

Strategy: Add multimedia CD-ROM for instruction of Spanish and French and appropriate equipment.

Action plan-FY 95

cost

Responsibility

- Purchase Multimedia CD-ROM for and Macintosh computer, required to run CD?. (Cost unknown) Humanities.

Strategy: Provide student bulletin board to facilitate communication between faculty and students in distance learning courses.

Action plan-FY 96

Cost

Responsibility

- Purchase computer dedicated to student. bulletin board; hook into campus network. (Cost: 4,000) Extended learning.

Evaluation Measures:

Construct a schedule for purchase and installation.  
Test connections to verify functionality.

Institutional Goal #11: To further develop an effective program of extra-curricular activities.

Objective A: To expand opportunities for faculty and student enrichment.

Goal: Provide access to state-of-the-art computers to students.

Objective: Further modernize the production of the Six Mile Post and the Old Red Kimono.

Strategy: Purchase new equipment for use in producing these two publications.

Action Plan-FY 95

- Purchase high-resolution- optical recognition scanner, and Adobe Photo Shop or comparable software, upgrade printer as needed to support scanner

Objective: Increase students' access to NOVANET and the Library CD-ROM. LAN

Strategy: Purchase additional workstations for these networks and upgrade equipment as needed.

Action plan-FY 95

Cost

Responsibility

- Upgrade ten monitors in the Tutorial center to allow use of NOVANET (\$1,700) Tutorial Center; replace workstations if possible.
- Purchase additional CD tower with 3 CD drives; and two additional workstations (\$9,200) Library.

Action plan-FY 96

Cost

Responsibility

- Purchase four additional CD workstations and 2 more CD drives for Library CD-ROM LAN. (\$11,000) Library.

Objective: Provide adequate laboratory space and other instructional facilities

Strategy: Add student labs, including one suitable for English classes scheduled in the F building (at least two will be installed prior to Fall '94).

Action plan-FY 95

Cost

Responsibility

- Add two 20-25 workstation labs, and replace/upgrade one existing lab (including printers, as needed) to run Windows.
- Hire lab assistants/supervisors.
- Purchase equipment necessary to give Hearing Impaired lab access to the campus network (\$5,000 minimum) Developmental Studies
- Upgrade Hearing Impaired computers

Action plan...FY 96

Cost

Responsibility

- Add additional computer labs as needed.

Action plan-FY 97

Cost

Responsibility

- Add/upgrade computer labs as needed.

Strategy: Add equipment needed for on-screen projection of computer demonstrations

Action plan-FY 95

- Purchase 1 personal computer, and 1 LCD or color LCD projection system.
- Install and test.

Strategy: Add graphics arts equipment for art instruction

Action plan-FY 95

Cost

Responsibility

- Purchase and install computer system for graphic design instruction (Specifications already completed FY 94) (\$14,000) Humanities.

Strategy: Develop a Testing Center for students

A testing center should be developed in either the former art gallery in the library, or in a converted classroom--separate from classroom work space or classroom computer



space. The testing center will need to be supervised whenever it is open. Existing equipment could be used for the initial set-up, but new equipment will eventually be required. A separate file server in a locked cabinet may be required if tests will be given for entities outside the college such as ETS. CD drives may eventually be required for purchased tests, but not for tests designed in-house.

A small testing center has also been requested for use in distance learning.

#### Action Plan- FY 95

- Select a location for the lab.
- Make existing copy of PAR-TEST, already purchased by the nursing department, available over the network.

Use 8088 machines from the library computer lab (scheduled to be replaced in FY 95) for the testing center, and attach to the campus network.

- Set up extended learning testing center.
- Make arrangements for supervision of testing center.

#### Action Plan- FY 96

- Evaluate equipment needs based on projected uses for testing center (for example, determine current equipment requirements for giving ETS tests).
- Purchase new equipment and separate file server for testing center.
- Expand staffing hours to meet demand.
- Expand extended learning testing center or merge with main testing center, as needed.

Evaluation Measures: Track use of testing center using a sign-in sheet or other device.

Institutional Goal # 4: To obtain the means of maintaining and upgrading equipment so that students are exposed to modern and up-to-date situations in the classroom, laboratory and library.

Institutional Goal #10: To provide a comprehensive program of public information that will provide name recognition for Floyd College and will provide the general populace, prospective students, and parents with information.

Goal: Acquire dial-in system to enable library users in the community to access

Unicorn catalog from their homes.

Objective: Allow community users with access to computer and modem to dial in to Unicorn. Eventual objective to link Floyd College Library's dial-in system to those of the other Rome Libraries: Berry College, Shorter College and Sara Hightower Regional Library.

Strategy: In consultation with other Rome area librarians, purchase and install equipment to link area libraries.

Action plan-FY 95

Cost

Responsibility

- Consult with Rome area librarians; seek information about various systems (free) Library
- Obtain bids on various systems
- Purchase appropriate system, including wiring and equipment (\$15,000) Library

Institutional Goal #4: To obtain the means of maintaining and upgrading equipment so that students are exposed to modem and up-to-date situations in the classroom, laboratory and library.

Goal: Complete automation of the library to provide better service to students, staff, and faculty.

Objective: Replace NCR Tower 32/400 with mM 34H RISC 6000 or better, to allow full implementation of Unicorn Acquisitions module and eventual use of Authority Control.

Strategy: Order and install new system

Action plan-FY 95

- Order system, have installed (configuration already determined) (\$27,000) Library
- Upgrade to current Unicorn Acquisitions Module (free)
- Remove NCR Tower.

Evaluation Measures:

Construct a schedule and a check-list for wiring.



Floyd College  
Equipment Matrices

A. Mainframes and Minis

Vendor	Series	Model	Acad/Admin
Texas Inst.	s1500	1525	Admin
IBM	Rise 6000	560	Admin
NCR	Tower 32	400	Admin
Interface-Novell!	Desktop	386-33	Both
Interface-Plato	Tower	486-66	Acad
Interface-CO-ROM	Tower	486-66	Acad

B. Micros

	ADMIN	ACAD	TOTALS
PC comp. 8088	17	44	61
PC Comp. 80386	33	12	45
PC Comp. 80486	36	12	48
Labs '8088	n/a	49	49
Labs 80386	n/a	21	21
Labs 80486	n/a	0	0
TOTALS W/O LABS	86	68	154
TOTALS W/ LABS	86	138	224

# Floyd College Microcomputer Acquisition and Management Plan

## Overview and Current Status

Because an overall EDP plan is new at Floyd College, this year's plan will contain a mixture of computer items included in the overall plan and items already requested for next year's budget. Automation projects already in progress, such as the new computer labs, have been "grandfathered in", and the decisions about what to buy or not to buy will necessarily be made in budget meetings.

### Purchases for this year:

Purchases for the coming year (FY 94/95) should proceed as approved by budget hearings. Requests not handled through that forum or removed from purchase by those hearings, may be made to the Computer Committee. The Committee shall review requests and prioritize them quarterly. A copy of this prioritized recommendation should be made to the President, the chief financial officer and to the director of computer services. It is requested that the recipients of the report provide the committee with a written response as to the disposition of the requests.

### PRESENT PURCHASE PLANS:

Current budget requests under consideration for FY 94/95 are attached. .

Needs identified by Computer Services but not included in the budget requests are:

- 1 East Rome Computer lab — 25 units plus server
- 2 F-Building computer lab— 25 units plus server
- 3 Replacement of library computer lab — 25 units plus server
- 4 Campus server for the East Rome facility
- 5 Financing to insure and maintain adequate connection with remote sites

## Approval Process Policies and Procedures

**Computer Committee:** The Computer Committee (defined and described in the Floyd faculty statutes) shall be responsible for seeing that the following guidelines and procedures are in place. Any exceptions to Category shifts for special circumstances or requests that would violate this plan must be presented to the committee for approval.

**Suggested replacement time:** A schedule of equipment should be formulated by the Office of Computer Services and approved by the Computer Committee to ensure complete replacement of equipment in no more than 5 years with 3 years strongly preferred.

### Purchase guidelines:

1. Computers should be replaced using the OIT Guide as the recommended standard for new purchases.
2. In so far as possible, effort should be made to complete sets of 25 similar models of microcomputer before changing to a newer or differing model. This will improve the potential for locating enough similar machines to equip a full classroom or lab in like technology as computers "trickle down" to that level. Obviously, we will not always buy 25 machines in one order. However, effort should be made to keep compatibility of hardware through the desired number in a set before making a change.
3. Where new positions are approved and a computer for that position is to be ordered, the position will receive equipment commensurate with the Category listing and executive decision-not necessarily new equipment. New equipment will follow the normal distribution procedure.

### Classification of positions according to function:

All positions needing computer equipment should be categorized according to the formula below. The only area falling outside these categories would be COMPUTER SERVICES. Because of the nature of their work, this department is always to be considered first priority in choice of equipment. In special cases, certain personnel may be re-classified by application to the computer committee.

Category I: Secretarial personnel. This is defined as persons whose PRIMARY duties are secretarial or data input. (This does not include division or department heads or administrative executives.)

Category II: Faculty and administrative personnel.

Category III: Instructional use (labs, etc.)

Category IV: Personnel not in the above categories.

### Procedures for distribution:

1. Identification of positions on campus and classification must be established
2. Percentages should be determined to indicate comparative data for the 3 areas of the college, i.e. Academic, Student Services, Administration. (Example: X% of Category I = Academic, X% = Student Services, X% Business.)
3. New equipment should be distributed in priority order of Category I to Category IV to the head of each area on a pro-rata basis as indicated by the above formulas. The executive officer of each area will be responsible for assigning equipment in his/her area and for determination of computing needs of personnel.
4. At delivery of new equipment, replaced equipment will be returned to the central

supply area to be redistributed according to the outline procedures.

5. In special circumstances where major groups of machines are being moved (as in supplying a lab or a classroom -grouping needing like equipment), the Office of Computer Services will designate which machines are required as RETURN equipment.

## Hardware Policies, Procedures, and Standards

### Labs

The standard computer to be purchased for labs is as follows:

486-DX39MHz

DOS 6.0 or higher w/Windows

16 MB RAM, upgradable to 32

1024 x 768 VGA, 14" or larger-noninterlaced monitor

3.5-1.44MB Floppy Drive

5.25" Floppy Drive

Network Card

Do not recommend that CO-drive be placed in individual machines unless need/use can be justified. CO's can be added later, either in towers attached to a server, or on individual workstations if necessary. CD drive prices will only drop; there is no reason to buy them until ~~wen~~them. One laser printer per lab and one dot-matrix printer for every two computers should be purchased. One demonstration computer including a projection screen for demonstrations should be added. Use of Windows software and teaching hard disk -"management may require either a 200 megabyte hard drive on each workstation or as much as 2 gigabytes of disk space on the network file server.

### Secretaries

The same computer should be purchased for all secretaries with the addition of a 120 or larger Hard Drive. (Most all secretaries now have a 486; however, some do not have enough RAM memory or enough Hard Disk space to go to WordPerfect 6.0 for DOS or WordPerfect 6 for Windows. (Would recommend either upgrading these machines (if feasible) or switching these machines to faculty members who could continue to use WordPerfect 5.1). Cost for upgrading vs. buying new and switching computers to faculty offices where the older MM machines are now being used. Secretaries should have ready access to a laser printer.

### Faculty

New computers to be purchased for faculty should be the same as the machine recommended for secretaries.

The divisions/departments should keep an on-going list of computers which are in their division and should maintain a list of faculty/staff needs as they arise. Divisions should be able to furnish the Computer Committee a list of which software each of our faculty have need of/and/or use and the computer requirements for same. Faculty may have dot-matrix printers in their offices or may make use of shared laser printers in their departments.

100 Computers will need to be purchased to bring the Computer Labs up to this standard. This is of critical importance. Classes are being developed right now, especially in English, that absolutely require the use of computer labs, and adequate lab space may not be available unless additional computers are added. All secretarial computers would need to be upgraded or new computers purchased; that would require another 20-30 computers. Faculty teaching computer classes and those division heads who have need should have access to computers of the same level or if need/use is justified should be given access to a 486DX2 66 MHz with 20 MB RAM, 16" non-interlaced monitor, with 200 MB or larger Hard Drive.

### Software Policies, Procedures, and Standards

The standard microcomputer software packages supported by Computer Services are WordPerfect for DOS, WordPerfect for Windows, and Textra for word processing, and Lotus 1-2-3 and Quattro Pro for spreadsheets. Supported database management software packages are Paradox and Fox Pro. Other packages may also be used. Because of the variety of microcomputer hardware, versions of Word Perfect in use vary widely. The e-mail package is Pegasus Mail, and the CaLANdar is used for appointment scheduling.

### Communications/Networking Policies and Procedures

All microcomputers purchased should be compatible with the campus Novell network.

The Office of Computer Services is collectively responsible for the administration of the Novell Network, and many of the network management tasks are performed by the Academic Coordinator for Computer Science.

### Support Services

Support services are provided by the programmers and the Academic Coordinator for Computer Science in the Office of Computer Services. The last widespread computer training was an hour session on e-mail and the calendar program for faculty members during Fall Quarter Inservice; This is inadequate, and additional staff are needed for training. Maintenance is centralized through the Office of Computer Services. There



is a small stockpile of parts for Interface computers, and other parts are ordered as needed. Consultation is typically limited to an e-mail exchange with the office or a telephone conversation with the Academic Coordinator for Computer Science.

Security  
TI-1500  
LEVELS OF SECURITY

1. The first level of security is the password to the assigned login. By knowing the identity of the assigned login, you can trace who is doing what on the system. The password, which can be changed by the administrator or the user, can be managed in basically two ways. First, you can simply change the password periodically, or secondly, the administrator can force the changing of the password after so many days. Therefore, no one can enter the system without an appropriate login and password.

2. The second and third levels of security are as follows. 2nd -Each login id is directed to go to a designated area and menu. Therefore, an advisor using his or her id cannot get into the Admissions menu. He or she is taken straight to the Advising menu. The system administrator decides, based on needs, where each id goes. The user upon trying to leave this area is sent back to a login. 3rd - Also, within the designated area, there are only certain menu items that can be executed based upon what the system administrator allocates within each area. No other options or commands can be executed from any of the other menus.

3. The fourth level of security is a check file located within each department's area. This checks each id coming into the area to make sure he or she is owed to use that area's menu. So even if someone discovered a way to get to another menu, they would be immediately thrown off the system, since their id wasn't found in the check file. No one can use any other area's menu unless the system administrator designates him or her access.

4. The fifth level of security, which is usually not used, prohibits a login at the operating system level from using any system resources or moving in any manner from the designated area based upon the assignments given to that particular login by the system administrator. This is a level that users, other than the system administrator and supporting staff, never see. Part of the login security that was aforementioned, places the user past this level. It would take a very knowledgeable person, experienced in UNIX, COBOL, Ti-1500, SCI AWARE-SHELL, AND UNIVERSITY OPERATIONS to even get below the first security level to this operating system level, without a login id that would take them directly there. These login id's are closely monitored and changed very often by the system administrator. If somehow this was accomplished, the hacker would still have a very difficult time getting to the appropriate places and making changes without very specific knowledge of our particular system. However, this fifth level, known as a restricted shell, can be added to the existing security measures already in place.

## Backups

TI-1500

Daily Backups- Backups of data files are performed on a daily basis. Files are backed-up using the following proc found in /etc/dailybu.

```
echo "/src/FLS
/src/SCANTRON
/BFS/ACCTNG/FLS
/BFS/ACCTNG/TAB
/BFS/ACCTNGN/FLS
/BFS/ACCTNGN/TAB
/BFS/PP/REPORTS
/BFS/PP/JOB
/BFS/PP/FYL
/BFS/BUDGET/KFL" > /tmp/control.$$
```

```
tar pcvfFb /dev/rqt/Oh /tmp/control.$$ 64
```

```
cat < /dev/null > /etc/utmp cat
< /dev/null > /etc/wtmp · rm
/BFS/ACCTNG/SORTWK/*
```

These files usually require 3 tapes sometimes 4 closer to year-end. They are located in the backup center on one of the shelves dedicated and labeled as daily backups. The tapes are labeled Tuesday through Friday and used accordingly on those days of the week.

History Backups- These are the daily backups done on every Monday of each week. These tapes also rotate from old to new so that usually there is a backup group of data going back about 5 weeks. This group is located on the same shelf as the regular daily backups and so labeled.

Source Backups- Backups are done on a weekly basis for all source code and procs. These are stored in the backup center on a separate shelf under a Boatable section.

System Backups- System backups are performed on various file-systems on a quarterly basis as well as boatable versions of the operating system. These tapes along with the Operating System releases are also kept on the bootable shelf.

mM-6000

Bookstore Daily Backups - Daily backups for the Ultimate Bookstore System are performed on a daily basis. These are done under a rotation format and are located and labeled on the IBM shelf in the backup center. These are performed out of the Ultimate System as a FILE-SAVE under the SYSPROG account.

Bookstore System Backups - System backups, bootables, and Operating System releases for the Ultimate/Allerion software are located in the backup center on the Ultimate shelf. These are performed on a quarterly basis.

System Backups - System backups for the IBM system containing various file-systems, bootable versions, and Operating System releases are located on the bootable shelf and so labeled. These are performed on a quarterly basis.

NOTE: System backups are performed using both the /dev/nntO device, which is the 1.2G, 1/4 tape cartridge and the 3 1/2 disk drive. Currently there are 2 types of tapes used in the 1.2g tape drive. The Bookstore daily backups utilize the 1.2g tape, which is standard. The rest of the backups are done on 525 tapes. In order to use this size tape, the drive must be redefined. /etc/525back performs this change for you and completes the backup of the file\_systems you choose.

Oracle Backups Oracle data backups are performed from the oracle database using their facilities. These backup the systems data. They are performed on a daily basis and are under a rotation format. These tapes are located in the backup center on a separate Oracle shelf.

#### Novell Network Backups and Security

File and software security are provided by password protection and the assignment of rights through Novell's security features. Because of the limited capacity of the tape drive, full backups are not performed. Selective backups are performed as needed.

FLOYD JUNIOR COLLEGE

LIBRARY

MATERIALS ACQUISITION AND RETENTION POLICY

This policy serves as a guideline for the FJC faculty and Library in the acquisition and retention of library materials. Since institutional policy mandates that audiovisual software purchases be from budgets outside the Library, it can only serve as a suggested guideline for those purchases. However, once material becomes a full part of the Library's collection, the retention policy shall pertain.

The basic tenets of the Floyd Junior College Library's collection development program are:

1. To support through library media, both print and non-print, the curriculum and purposes of the College.

2. To provide FJC students with a collection that serves as a general introduction to those broad fields of knowledge not embraced by the curriculum and which is in line with the ALA Guidelines for

Two Year Learning Resources Programs which read, in part:

"Representative works of high caliber which might arouse intellectual curiosity, counteract parochialism, help to develop critical thinking and cultural appreciation, or stimulate use of the resources for continuing education and personal development are included in the collection even though they do not presently meet direct curricular needs."

3. To serve members of the community provided that the Library's obligations to the College's students and faculty and staff are not jeopardized.

4. To utilize a systems approach in collection development inasmuch as possible within the overall operations of the College.

The Librarian and the teaching faculty share responsibility for collection development and the Division Chairman's signature is considered

evidence of need, quality and suitability. The Librarian, however, insures the growth of a balanced collection that represents the basic principles of this program. When budget limitations prevent the fulfillment of all the basic tenets, FJC student needs represented through demand will receive first priority in collection development. More specialized monographs and periodicals, suitable for occasional faculty research and lecture preparation, will be borrowed on interlibrary loan. Furthermore, special student assignments (not class assignments) will be met by the instructors requesting material through interlibrary loan.

It is recognized that reviews remain the most viable source for information on new books and media, but this does not imply that reviews are the only source. Such factors as the author's reputation and significance, the permanent or timely value of the book's topic, the publisher's reputation, the anticipated demand for the book, its availability in other libraries in the area, and the book's readability for junior college students all constitute factors in the selection process. Previews, of course, remain an important source of judgment in the selection of audiovisual materials. The junior college collection at FJC does not constitute a collection of museum dimensions, but the collection development policy recognizes that what is esoteric to one faculty member or student may be commonplace to another. As FJC's basic collection of "classics" approaches "completeness", readability and curriculum appropriateness will weigh more heavily in future selections. The purchase of recreational reading is not a primary function of the FJC Library. However, current titles of a recreational nature that promise literary permanence are purchased when funds permit.

While information needs weigh most heavily in materials selection, attention to format must be considered. In the request for a periodical selection, overall cost vs. long term potential use will be considered.

Periodical subscriptions represent long term investments. Questions raise in journal selection, aside from those used with monographs, are index availability; long term need for the title; and long term price, considering that a journal subscription will be for years, that a journal price must generally be doubled to include the costs of binding or microfilm; and that information in some areas is ephemeral. Only journals indexed in a standard and readily obtainable index are retained over five years.

The purchase of multiple copies of materials is discouraged except when definite student demand is anticipated. When more than two multiple copies are requested, the multiple copies after the first are ordered in paperback and placed on reserve unprocessed. The request for five or more copies of a particular work must receive approval of the Faculty Library Committee.

The FJC Library welcomes donations to its collections but reserves the right to dispose of such gifts in a manner appropriate to the needs of the FJC Library collection.

No materials are added to or are retained in the collection that constitute a violation of copyright laws.

Material may be considered a candidate for weeding when space becomes a problem if it has not been used at least once in its first two years on FJC shelves. The head of the appropriate teaching division is always consulted before material is retired. Any titles listed in James Pirie's Book for Junior College Libraries or a subsequent, recognized title will not be candidates for weeding.

Revaluation of library materials because of complaint is done in the following manner and with the following considerations:

The Floyd Junior College Library serves as a learning resource center for the community it serves. The ideas, information, and opinions held in its collection, regardless of their physical form, are selected, primarily, to support the teaching program of the college and, secondly, to provide a balanced representation of the broad range of human knowledge. Titles selected are determined by the basic intent of the author and not necessarily by the vehicle which the author uses to convey ideas. They are chosen within a framework of academic freedom and liberty of thought. We accept the democratic premise that college students as maturing individuals on a more advanced level of education must learn to consider, discern, criticize and evaluate various points of view in order to finally form their own system of values. To do this, they must consider works generally accredited as classics as well as expressions which, though different and experimental, may constitute harbingers of newly forming ideas. The Floyd Junior College Library endorses the book selection policy contained in the Library Bill of Rights adopted by the Council of the American Library Association on June 27, 1967, which reads in part:

1. As a responsibility of library service, books and other library materials selected should be chosen for values of interest, information and enlightenment of all the people of the community. In no case should library materials be excluded because of the race or nationality or the social, political, or religious views of the authors.

2. Libraries should provide books and other materials presenting all points of view concerning the problems and issues of our times; no library materials should be proscribed or removed from libraries because of partisan or doctrinal disapproval.
3. Censorship should be challenged by libraries in the maintenance of their responsibility to provide public information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgement of free expression and free access to ideas.
5. The rights of an individual to the use of a library should not be denied or abridged because of his race, religion, national origins or social or political views.

The maintenance of these standards rests with the librarian of Floyd Junior College who consults with the College's Faculty Library Committee on matters of library policy and effective use of library resources, including printed materials, microforms, phonodiscs, cassettes, film strips, learning programs, videotapes, etc. The Library Committee functions as a review board when suitability of materials is questioned, and its answer may be the cessation of library service to outside groups rather than the censorship of selected materials. The Committee serves first to insure the right of the faculty to select and the student to read, observe or listen to works housed in the library collection. The Committee also serves to insure the deliberate and serious consideration of any library patron's protest regarding a title held by the Library.

To clarify the nature of any protest and to aid the Committee's deliberations, a complainant is asked to submit a written request for reconsideration of any title believed to be inappropriate to the Library's collection. The Committee will consider the request, and if the complaint merits serious consideration, authorize the Committee chairman to appoint a sub-committee to fully read the work in question with consultation, when necessary, from faculty specialists in the field of the work. Committee members will examine the work and compare reviews of it in the course of their deliberations.



The sub-committee report will bmade to the full committee who will, after discussion, decie by formal voe whether the material challenged has a place in the Library's collection. When the Committee has decided to retain or remove the title it, uestion, a report of the action will be submitted to the complainant, the Dean and the President of the College. The Librarian will then take whatever action is deemed appropriate by the Library Committee.

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C  
Publisher

Date

Request initiated by

Telephone Address

City

Zone

Status of Complainant

Faculty Student

Parent

Other

Complainant representative

himself

Name or organization

other group. Identify

1. To what in the work do you object? Please be specific:

2. What do you feel might be the result of exposure to this material?

3. Is there anything good about this work?

4. Did you read the entire book or periodical? Highlight parts?

5. Are you aware of the judgment of this work by recognized critics?

Cite examples:

6. What do you believe in the theme of the 'Work'?

7. In it, please, 't' Work of equal quality would you think that you could convey all valuable a picture and perspective of our civilization?

Signature of Complainant

Adapted from The Student IUJJ- To R. a9, b/f Nat. i.otta..t Council of  
Teaching of English, 1962.

# STATUS REPORT

## COMMITTEE ON ADMINISTRATIVE PROCESSES

### SECTION VI

James D. Cook, Chair  
Judy Perdue, Vice Chair

Tom Berry Donna  
Daugherty Thelma  
Foss  
Nihal Gunay  
Becky Hicks  
Wesley Jones  
Catherine King  
Belen Nora  
Carolyn Parks  
Melvin Perry  
Bruce Pound  
Judy Sims  
Glenn Singleton  
Barbara Walden  
Doub Webb  
Brenda Weeks  
Jennifer Evans, Student  
Robert Spann, Student  
Jerry Shelton, Ex Officio  
Adrian Bowers, Ex Officio

SECTION VI: ADMINISTRATIVE PROCESSES

6.1 Organization and Administration

Must Statement: The name of an institution, the titles of chief administrators, the designations of administrative and academic divisions, the terms used to describe academic offerings and programs, and the names of degrees awarded must be accurate, descriptive and appropriate.

STATUS: In Compliance

This information will be found in the new Floyd College Catalog scheduled for publication in the Fall of 1995.

Must statement: Except under clearly defined circumstances, board action **must** result from a decision of the whole, and no individual member or committee can take official action for the board unless authorized to do so.

STATUS: In Compliance

The Board of Regents acts through a formalized committee structure and normally makes decisions at its monthly meetings. "Individual members of the Board shall not personally entertain official communications, verbal or otherwise, with respect to the affairs of the University System of Georgia... No individual Board member has the authority to commit the Board to a particular action." Board of Regents Policy Manual 201.07, p 200.19.

Must Statement: The duties and responsibilities of the governing board must be clearly defined in an official document.

STATUS: In Compliance

The government, control, and management of the University System is vested in the Board of Regents. It is the legal body responsible for all units in the University System, including Floyd College, and for policy making for the entire University System. Its powers are defined in the Constitution of the State of Georgia Article VIII, Sec. IV. and in the By-Laws of the Board of Regents pp 1-10.

Must Statement: This document must also specify the following: the number of members, length of service, rotation policies, organization and committee structure, and frequency of meetings.

STATUS: In Compliance

The Board of Regents consists of one member from each congressional district in the state and five at-large members (a total of 16 members) all appointed by the Governor and confirmed by the Senate. The members serve seven-year terms, and the Board meets monthly. See By-Laws of the Board of Regents, pp 1-10 and Floyd College Catalog, 1993-95, pp 247-248.

Must Statement: There **must** be appropriate continuity in the board membership, usually provided by staggered terms of adequate length.

STATUS: In Compliance

Members of the Board of Regents serve staggered seven-year terms.

Members may be dismissed only for cause and by procedures involving due process. See Board of Regents By Laws, p 4 and the constitution of the State of Georgia, Article VIII, Sec. IV.

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Should Statement: In addition, the document should include provisions governing the removal of a board member from office.

STATUS: In Compliance

The Board of Regents is a constitutional body, and no provisions in the Board of Regents' Policy Manual mention removal of members of the Board of Regents.

Must Statement: The responsibilities of the governing board **must** include the following functions: establishing broad institutional policies, securing financial resources to support adequately the institutional goals, and selecting the chief executive officer.

STATUS: In Compliance

The Board selects the Chancellor, who is the chief executive officer; receives appropriations and allocates funds to the institutions; and controls and manages the University System.

See the Constitution of the State of Georgia, Article VIII, Sec. IV. and the By-Laws of the Board of Regents, pp 1-22.

Must statement: In addition, the governing board must have in place proper procedures to ensure that it is adequately informed about the financial condition and stability of the institution.

STATUS: In Compliance

The institution prepares an operating budget for educational and general activities and an operating budget for auxiliary enterprises for each fiscal year. The annual institutional budget is approved by the Chancellor and the Board of Regents. In addition, budgets are audited annually, and monthly reports keep the Chancellor's Office fully apprised of the institution's financial condition. See Policy Manual of The Board of Regents Sec. 700-712.

Must Statement: The board must not be subject to undue pressure from political, religious or other external bodies.

STATUS: In Compliance

As a result of political interference from the Governor in 1941, the University System of Georgia lost its accreditation. Reforms in the System were made to insure academic freedom. The Board of Regents was converted from a statutory body to a constitutional body, the Governor was removed from the Board, and the terms of the Board members were lengthened from six to seven years. since the adoption of those reforms, there has been no major incident of undue political or religious pressure on the Board. see James F. Cook, "Politics & Education in the Talmadge Era: The Controversy over the University System of Georgia, 1941-42" (Doctoral Dissertation, University of Georgia, 1972).

Should Statement: Furthermore, it **should** protect the administration from similar pressures.

STATUS: In Compliance

Institutional administrators serve at the pleasure of the President and they retain their academic rank. See Board of Regents' Policy Manual, Section 203.0302.

Must Statement: There **must** be a clear distinction, in writing and in practice, between the policy-making functions of the governing board and the responsibility of the administration and faculty to administer and implement policy.

STATUS: In Compliance

The Board of Regents establishes policies for the University System, and the administration and faculty implement those policies. See By-Laws of the Board of Regents pp. 1-22, and The Policy Manual of the Board of Regents INT.1.

Should Statement: General institutional policies should originate within the board or should be approved by the board upon the recommendation of the administration.

STATUS: In Compliance

The Board establishes guidelines for the entire University System. Institutional policies, including faculty statutes, institutional budgets, personnel, etc., must be approved by the Board upon the recommendation of the President. See Policy Manual of the Board of Regents, Section 103.

Should statement: Once these have become official policies, the administration **should** implement them within a broad framework established by the board.

STATUS: In Compliance

The institution operates under the policies established by the Board of Regents.



Should Statement: Whenever lay advisory committees are used by institutions, these committees **should** be active and their role and function clearly defined.

STATUS: In Compliance

According to the President, lay advisory committees currently operate in the following areas: Nursing, Minority Advisory, Public Service, and Police Academy. The National Youth Sports Program has a board which meets three times a year and consists of fifteen members.

Must Statement: The institution must publish official documents which contain, but are not limited to, the following information: the duties and responsibilities of administrative officers, the patterns of institutional organization, the role of the faculty in institutional governance, statements governing tenure or employment security, statements governing due process, and other institutional policies and procedures that affect the faculty and other personnel.

STATUS: In Compliance

The following documents provide the above information: Floyd College Catalog, 1993-95, pp 239-40, Statutes of Floyd College, Classified Personnel Manual, and Faculty/Staff Handbook. In recent years the administration of the College has changed significantly with the addition of new administrative personnel and positions, and a more structured and formalized style of governing. Such changes have affected the role of the faculty in institutional governance. The faculty continue to serve on standing committees of the faculty and standing committees of the College, as well as numerous ad hoc committees. The faculty also have input through division meetings and faculty meetings, but appear to exercise only limited authority. In view of the on-going changes in top administrative positions, it appears that the role of faculty in institutional governance has been diminished somewhat and currently is in a state of flux.

Must Statement: The administrative organization must reflect the purpose and philosophy of the institution and enable each functional unit to perform its particular responsibilities as defined by the stated purpose of the institution.

STATUS: In Compliance

A revised "Purpose" (also referred to as "Mission" in this document) was sent to the Chancellor's Office on April 20, 1995. It is being evaluated at that level, and the College is anxiously awaiting its approval by the Chancellor and the Board of Regents. Indeed, the institution cannot complete major portions of the institutional self-study until the "Purpose" is approved.

Must Statement: Administrative responsibility and authority for all educational offerings and functions of the institution must be clearly identified, and each institution must develop, publish and make available an organizational chart clearly delineating the lines of responsibility and authority.

STATUS: In Compliance

A listing of administrative staff and personnel appears in the Floyd College Catalog, 1993-95, pp 239-40. A new "Organizational Chart" delineating responsibility and authority has been printed and circulated within the institution, but has not been disseminated to the public. The Administrative Processes Committee has suggested putting the "Organizational Chart" in the next college catalog and has received assurances that it will be done.

Must Statement: The duties of the chief executive officer, and of other administrative officials directly responsible to the chief executive, must be clearly defined and made known to faculty and staff.

STATUS: Questionable

Job descriptions for the President and other administrative officials are on file in the Human Resources Office. Other job descriptions appear in the Faculty and Staff Handbook, Sec. II and III. As of December 1995, the following reported directly to the President: Director of Institutional Effectiveness and Planning, Director of Public Information, Director of Human Resources, Director of Special Projects, Vice President for Academic Affairs, Vice President for Business and Finance, Director of Institutional Grants, Director of Student Success. Both the secretary to the President and the Director of Human Resources have been informed that job descriptions must be on file, and that faculty and staff must be informed of their responsibilities. Job descriptions are being brought up to date, and the Director of Human Resources expects the process to be completed by December 31, 1995. But as of December 5, 1995, the duties of all of these officials have not been clearly defined, and the faculty and staff have not been informed of their responsibilities.

Must Statement: Administrative officers must possess credentials, experience and/or demonstrated competence appropriate to their areas of responsibility.

STATUS: In Compliance

Throughout the history of the institution, the President, Vice President and division chairs have possessed appropriate degrees and experience. During the first twenty-five years, neither the Vice President for Business and Finance nor the Vice President for Student Affairs held the doctorate, but both had extensive experience in their fields. The Vice President for Student Affairs resigned in September 1995 and the Vice President for Business and Finance has announced he will retire in June 1996. The recent consolidation of divisions has created awkward situations in which three division chairs administer programs not in the field of their training and expertise. The chair of Natural Science, Mathematics, and Physical Education has a Ph.D. in biology but no training or experience in physical education. The chair of Learning Resources, with a Ph.D. in Educational Administration, has administrative responsibility for the Library, (including audio visual and developmental support services), developmental studies and the tutorial center. Administering such diverse and time-consuming programs presents a formidable challenge, and it is doubtful if anyone has the credentials, experience, and demonstrated competence to

administer such a division. The chair of Social and Cultural Studies has a Ph.D. in History but no special training in the Humanities (English, Art, Music, etc.) which he also administers. See personnel files in the Office of Human Resources.

Must Statement: The effectiveness of all administrators, including the chief executive officer, **must** be evaluated periodically.

STATUS: In Compliance

All administrators are evaluated annually by their immediate supervisors, and the President is evaluated annually by the Chancellor. See personnel files in the Office of Human Resources. Plans are underway for faculty to evaluate division chairs and other administrators.



## 6.2 Institutional Advancement

Should Statement: Each institution **should** have a program of institutional advancement, which may include development and fund raising, institutional relations and alumni affairs.

STATUS: In Compliance

Fund raising is managed by the Floyd College Foundation. The Public Information Office is responsible for publicity, the Office of Institutional Effectiveness performs some of the responsibilities normally handled by an Office of Institutional Development, and the Office of student Affairs has the responsibility of alumni affairs.

Must Statement: If there is an advancement program it must be directly related to the purposes of the institution.

STATUS: Not Applicable

Should Statement: Qualified persons should be responsible for administration of the program.

STATUS: Not Applicable

Floyd College does not have an Office of Institutional Development.

Should Statement: The relationship between the institution and its alumni should be one that encourages former students to continue to participate in the development of the institution. It should also assist in the evaluation of institutional effectiveness.

STATUS: In Compliance

Floyd College has an alumni association but it functions at a minimal level. The outlook, a publication for alumni and friends of Floyd College, generated little support. Responsibility for developing alumni affairs recently has been assigned to the Vice President for student Affairs. Informal surveys indicate that most two-year colleges have difficulty generating interest in an alumni organization.

Must Statement: All fund raising **must** be related to the purpose of the institution.

STATUS: In Compliance

Fund raising is managed by the Floyd College Foundation which has raised funds to assist in development programs, scholarships, enrichment programs, and special needs of the institution. In addition, one-half of the profits generated by high school basketball tournaments goes to the HPER Club and one-half to the Floyd College Foundation for HPER scholarships. This issue should be studied again in light of impending changes in the "Purpose" of the institution.

Must Statement: All aspects of fund raising must be incorporated into the planning process and evaluated regularly.

STATUS: Not In Compliance

The President and Vice President for Business and Finance participate in the planning meeting of the Floyd College Foundation, but all aspects of fund raising are neither incorporated into the planning process nor evaluated regularly.

Must Statement: An institution must develop policies and procedures for fund raising and ensure that such policies are appropriately disseminated and followed.

STATUS: Not in Compliance

Although the Floyd College Foundation has procedures, the College does not currently have formal "Policies and Procedures" for fund raising. student related fund raising projects are approved by the Director of Student Activities. The Director of Student Activities recently clarified and up-dated the policies for student fund raising. See Floyd College student Handbook {1995} pp 20-21.

### 6.3 Financial Resources

Must Statement: Because the financial resources of an institution influence the quality of its educational program, each institution must possess sufficient financial resources to support all of its programs.

STATUS: In Compliance

With classes now offered on four additional campuses (Cartersville, North Metro Tech, Bremen, and Heritage Hall), plus new programs in distance learning (Channel 99 FCTV, GSAMS, and a mobile computer lab), the institution is currently hard pressed to fund its instructional corps and maintain an acceptable level of full-time to part-time faculty members on all campuses. Initially financial resources were inadequate for the educational programs at Cartersville, North Metro Tech, and Heritage Hall, especially for math/science courses and physical education courses on those campuses. Continuing renovation of Heritage Hall, the opening of a new building at Cartersville in September 1995, and increased funding have solved the most pressing problems at those locations. One problem that remains, however, is the heavy reliance on part-time faculty at North Metro Tech. In Fall 1995, only 42% of the day classes and 14% of the evening classes were taught by full-time faculty. On the main campus, the Division of Learning Resources suffered from inadequate funding in 1994-95, and received the same budget in 1995-96, despite large classes, a heavy reliance on part-time



faculty, and the expenses of the tutorial lab. It appears that the institution receives adequate financial resources but experiences some problems in the distribution of those resources.

Must Statement: The recent financial history of the institution must also demonstrate the financial stability essential to its successful operation.

STATUS: In Compliance

As a state-funded institution in a state that is committed to improving higher education (lottery-supported funding of educational incentives, including monies for technological upgrading and HOPE grant scholarships to students), the institution has demonstrated financial stability underpinned by responsible fiscal stewardship during its twenty-five-year history.

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Should statement: All business and financial functions of the institution **should** be centralized under a chief business officer reporting to the chief executive officer.

STATUS: In Compliance

The Vice President for Business and Finance has the responsibility for all business and financial functions.

Must Statement: The organization of the business office must be consistent with the purpose of the institution, the size of the institution, and the volume of transactions of a business or financial nature.

STATUS: In Compliance

The Business Office appears to be organized in a manner that is consistent with the purpose and size of the institution and volume of the business and financial transactions. The internal operations of the Business Office in day-to-day activities are supervised by the comptroller. Requests for purchases are routed to the purchasing agent who determines if funds are available in the budget, then forwarded to the Business Office for processing. The Business Office currently consists of the Vice President for Business and Finance, Comptroller, Payroll Clerk, Secretary, Accounts Receivable clerk, two Accounts Payable clerks, Procurement Officer, Inventory Receiving Clerk, and Cashier. At present the staff is operating at capacity, frequently working overtime to keep abreast of the increased work load. The Comptroller sees the need for another person possessing accounting knowledge and computer skills to key information into the computers.

Must Statement: The chief executive officer **must** report regularly to the governing board on the financial and business operations of the institution.

STATUS: In Compliance

The President must provide an annual report to the Board on the "work and condition" of the institution; and he is responsible for "the operation and management of the institution and for the execution of all directives of the Board and the Chancellor." If deficits occur which he cannot eliminate, he must inform the Chancellor immediately. See Board of Regents Policy Manual, pp BYL.11, 200.26, and 700.4.

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Should Statement: The chief business officer **should** have experience or training in handling educational business affairs sufficient to enable the business office to serve the educational goals of the institution and assist in furthering its stated purpose.

STATUS: In Compliance

The Vice President for Business and Finance has intensive, but not extensive, training and experience. He holds a baccalaureate degree, experience as an auditor, and twenty-five years experience as the chief business officer of the institution. At times this office has placed more emphasis on controls and less on service oriented toward the institutional purpose.

Must Statement: An institution **must** prepare an appropriately detailed annual budget.

STATUS: In Compliance

The institutional budget consists of the following budgets:

- an operating budget for educational and general activities;
- an operating budget for auxiliary enterprises operations;
- a budget for unexpended plant funds and renewals and replacements;
- a student activities budget•

The total institution budget for the fiscal year is submitted annually by the President through the proper channels to the Board of Regents for approval at the May meeting. See Board of Regents Policy Manual BYL.21, 700.1-700.4.

Must Statement: Its preparation and execution **must** be preceded by sound educational planning.

STATUS: In Compliance

The budget process appears to be a reasonable and equitable method for allocating new funds in that all persons with budgetary control responsibility (division chairs, directors, and vice presidents) meet with the chief executive officer in open forum, disclosing their respective needs to other members of the group. These needs are discussed and prioritized by the group. After the annual appropriation is made by the Board, further discussions determine specific allocations. During the year at least four budget amendments are required by Board policy. To improve institutional budget planning, the Institutional Effectiveness Committee is currently developing a Budget Planning Model.



Should Statement: It follows that the instructional budget **should** be substantively developed by academic officers or deans, working cooperatively with department heads, appropriate members of the faculty and administration and representatives of the business office.

STATUS: In Compliance

All division chairs, directors, and vice presidents have input in determining the institutional budget.

Must Statement: Procedures for budget planning **must** be evaluated regularly.

STATUS: Not in Compliance

No formal procedure for regular evaluation is in place.

Evaluation and potential revision of procedures is a subject of on-going discussion, however, among the vice presidents and the chief executive officer.

Should Statement: Similarly, budgets for other areas should be developed after consultation with appropriate officers of the institution.

STATUS: In Compliance

Appropriate personnel are involved in determining the budgets for their areas.

Should statement: In reviewing the budget, the governing board should focus on matters of broad policy and normally should not concern itself with details.

STATUS: In Compliance

The institution has not experienced any undue concern with details on the part of the Board of Regents.

Must Statement: After the budget has been approved by the chief executive officer and adopted by the governing board, a system of control must be established.

STATUS: In Compliance

Budget control, including provisions for budgetary amendments and approvals thereof, is maintained in conformity with Board of Regents policies and procedures.

Must Statement: After the budget has been approved by the chief executive officer and adopted by the governing board, a system of control **must** be established.

STATUS: In Compliance

Budget control, including provisions for budgetary amendments and approvals thereof, is maintained in conformity with Board of Regents policies and procedures.

Must statement: The business officer **must** render interim budget statements on a periodic basis to department heads for their guidance in staying within budgetary allocations.

STATUS: In Compliance


Such budget statements are rendered on a monthly basis.

Must Statement: Enforcement of budgetary law is imperative; however, the educational function of an institution **must** not be controlled through the use of budgetary techniques or controls by financial officials outside the institution.

STATUS: In Compliance

Once funds have been appropriated, Floyd College, operating under the jurisdiction of the Board of Regents and subject to its policies, creates an institutional budget, establishes priorities, and has the responsibility for controlling expenditures. The educational function of the institution is compromised slightly by the requirement that certain items, although less expensive if purchased from vendors selected directly by the institution, must be purchased under state contract.






Must Statement: Institutions exempted from use of the required accounting system **must** arrange to provide comparable information.


STATUS: In Compliance

The accounting system utilized by the institution provides information comparable to that provided by the required accounting system.



Must Statement: All proprietary institutions **must** provide revenue/expenditure reports consistent with NACUBO/AICPA publications either independently certified in the audit report or included as supplemental data in the audit report.


STATUS: Not Applicable



Must Statement: An annual fiscal year audit must be made by competent certified public accountants, or an appropriate governmental auditing agency, employing as a guide *Audits of Colleges and Universities* published by the American Institute of Certified Public Accountants.

STATUS: In Compliance

An annual fiscal year audit is made by the State Auditing Department. See Board of Regents Policy Manual, p 700.15.



Must Statement: If a separate institutional audit report is not available for the fiscal year ending immediately prior to the committee visit because the public institution's financial statements are included in an audited statewide or systemwide financial report, the institution must make arrangements to have a separate special report.

STATUS: In Compliance

A separate institutional audit report is prepared annually.

Must statement: As a minimum, this special report must include (1) statements of negative assurance by an independent certified public accountant or appropriate governmental auditing agency as to the material accuracy of current funds expenditure classifications and amounts in accordance with generally accepted principles of institutional accounting, and (2) the institution's current fund balance sheet. Institutions in this category must provide either a separate or a consolidated balance sheet.

The specified procedures or analyses must be those normally considered by accountants or government auditing agencies to be necessary to justify a statement of negative assurance.

STATUS: Not Applicable

Must Statement: The auditors must not be directly connected with the institution either personally or professionally.

STATUS: In Compliance

The auditors are not directly connected with the institution, either personally or professionally.

Must Statement: Proprietary institutions must add to their audit report a separate schedule indicating the disposition of profits, including detailed information on corporate income taxes paid, both state and federal, and on dividends distributed to stockholders.

STATUS: Not Applicable

Must Statement: An effective program of internal auditing and financial control must be maintained to compliment the accounting system and the annual external audit.

STATUS: In Compliance

Although the Comptroller periodically reviews expenditures and cashiering operations, the institution does not have a program of internal auditing. In addition to the annual audit by the state auditors, internal auditing is conducted in eighteen-month cycles by auditors from the Board of Regents. Special programs, such as the Police Academy and JTPA, have special audits.



Must Statement: However, in those cases in which a public institution's financial report is included as part of a comprehensive certified state or system financial report and a separate annual audited report is not available, the institution must have an established procedure to ensure the effectiveness of internal controls.

STATUS: Not Applicable

Must Statement: An institution **must** maintain proper control over purchasing and inventory management.

STATUS: In Compliance

The institution follows the guidelines of the State Purchasing Manual concerning authorization, purchasing, and payment, as well as regulations from the Board of Regents. The institution also has written guidelines concerning inventory control for items costing in excess of \$1,000. The property inventory control file is maintained in the physical plant building under the authority of the Purchasing Agent.

Should Statement: The administration and governing board should protect responsible purchasing officials from the improper pressures from external political or business interests.

STATUS: In Compliance

Purchasing officials of the institution are protected by state and Board of Regents requirements for competitive bidding and purchases under state contract.

Must Statement: The institution **must** adhere to a published policy and procedure for refunding fees and charges to students who withdraw from enrollment.

STATUS: In Compliance

The institution adheres to the policy for refunding of fees as published in its catalog and in its quarterly schedule of class offerings. This policy is mandated by the Board. See Board of Regents Policy Manual 704.04.

Must Statement: The policy and procedure must be in keeping with generally accepted refund practices in the higher education community, applicable to all students and clearly stated in appropriate official publications.

STATUS: In Compliance

The refund policy and procedure, mandated by the Board of Regents, is clearly stated in the Floyd College catalog and the quarterly schedule of class offerings. It applies to all students. Perhaps the policy should be printed on student receipts.

Must Statement: There **must** be a suitable organization and adequate procedures for the management of all funds belonging to the institution.

STATUS: In Compliance

Fund management is conducted in accordance with the finance and business procedures established by the Board of Regents. See Board of Regents Policy Manual, section 700.

Must Statement: The cashiering function **should** be centralized in the business office, and there **must** be a carefully developed system for the receipt, deposit and safeguarding of institutional funds.

STATUS: In Compliance

The cashiering function is centralized in the Business Office, and a satisfactory system of internal controls is in place for the receipt, deposit, and safeguarding of institutional funds. The Department of continuing Education, which has separate budgeting, is an exception to this rule. The cashiering function at the off-campus centers is centralized as much as possible. significant changes in cashiering will have to be made when the BANNER system becomes operational.

Must Statement: All persons handling institutional funds **must** be adequately bonded.

STATUS: In Compliance

All Business Office personnel, both on the main campus and the off-campus centers, and all book store personnel are covered under a state blanket fidelity bond of \$100,000.



Must Statement: The institution must have a written statement of its investment policies and guidelines approved by the board.

STATUS: In Compliance

Investment policies and guidelines are mandated by the Board of Regents, and the institution follows them. It has no other policies or guidelines for investments. See Board of Regents Policy Manual, section 705.

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Should Statement: The policies and guidelines **should** set forth the investment goals of the institution, conditions governing the granting or withholding of investment discretion, a description of authorized and prohibited transactions, and the criteria to be used for performance measurement of both short- and long-term investments.

STATUS: In Compliance

Investment management is not conducted at the institutional level. Guidelines for investment management, which conform to the above requirement, are contained in The Finance and Business Procedures Manual of the Board of Regents.

Should Statement: Members of the governing board should be aware of their fiduciary responsibility for the institution and their responsibility for securing maximum investment return consistent with the approved investment policy.

STATUS: In Compliance

Members of the Board are fully aware of their responsibilities.

See Georgia Laws 1973 p 718, which is quoted in the Finance and Business Procedures Manual.

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Should Statement: They should avoid involvement in conflict of interest situations.

STATUS: In Compliance

Although not specifically addressed, the above requirement is implied in the Finance and Business Procedures Manual.

Must Statement: Investment policies and guidelines **must be** evaluated regularly.

STATUS: In Compliance

Since investment policies and guidelines originate with the Board of Regents, they are also evaluated by the Board of Regents.

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Should Statement: The institution should have a comprehensive risk management program which includes risk evaluation, risk avoidance, and insurance.

STATUS: In Compliance

Risk management is conducted and self insured at the state level.

Policies are on file in the office of the Board of Regents.

Should Statement: Adequate replacement protection for all physical facilities **should** be covered by appropriate levels of insurance or appropriate provisions for obtaining funds.

STATUS: In Compliance

Records are maintained relative to physical description, cost, etc. of assets for purposes of obtaining replacement funds in the event of loss. See Policy Manual, Board of Regents, Section 702, 709.01, and 902.

Must Statement: These activities, when operated by or for the institution, must be documented and operated in a fiscally responsible manner.

STATUS: In Compliance

The Board of Regents mandates that auxiliary enterprises be operated on a "self-supporting basis," and that the funds collected from these enterprises "be used to provide the best possible services that can be provided for the amount charged." See Board of Regents Policy Manual, section 702.02.



#### 6.4 Physical Resources

Must Statement: Physical resources, including buildings and equipment used both on and off campus, **must** be adequate to serve the needs of the institution in relation to its stated purpose, programs, and activities.

STATUS: In Compliance

Physical resources on the main campus are adequate to serve the needs of the institution in relation to its stated purpose, programs, and activities. At present the facilities at North Metro Tech and Cartersville are adequate, but no space exists for expansion in enrollment. A few problems remain at Heritage Hall regarding heat, air conditioning, and parking, but they should be alleviated soon. A few problems with the heating, air conditioning, and plumbing also exist at the Cartersville facility, but they should be corrected soon.

Should Statement: The physical environment of the institution should contribute to an atmosphere for effective learning.

STATUS: In Compliance

The main campus provides an attractive environment for learning.

The environment at the off campus centers, however, is less conducive to learning.

Must Statement: Space allocated to any institutional function must be adequate for the effective conduct of that function.

STATUS: In Compliance

Space allocated to institutional functions is adequate at the main campus, Heritage Hall, and North Metro Tech. Since the opening of a new building at the Cartersville campus in September 1995, space is now adequate there too.

Must Statement: An institution must have a plan for the upkeep of its property.

STATUS: In Compliance

A plan is in place for the upkeep of property, including all of the above requirements. See Maintenance Plan for Buildings and Grounds.

Must Statement: At a minimum, the plan must address routine, preventative and deferred maintenance of buildings, equipment and grounds.

STATUS: In Compliance

The Director of Plant Operations follows a plan that covers all the above requirements.

Should Statement: Where appropriate, it should verify the estimated cost of maintenance as well as when and how it is to be performed. There should be a written schedule for regular maintenance activities and a written record of projects completed.

STATUS: In Compliance

This information is on file in the Plant Operations Office.

Must Statement: The plan **must** be operational and evaluated annually.

STATUS: In Compliance

The Maintenance Plan has been in operation for many years. The Director of Plant Operations is currently reviewing all relevant policies.

Must Statement: The institution **must** take reasonable steps to provide a healthful, safe and secure environment for all members of the campus community.

STATUS: In Compliance

Although the institution provides a safe and secure environment, some faculty have requested an increased level of visibility of security in the evening hours (especially when classes finish) and the removal of tall shrubbery and trees near the F-wing exit.



Must Statement: Administrative responsibility for environmental health and safety programs **must** be assigned.

STATUS: In Compliance

The new Statutes of Floyd College established an Environmental Health and Safety Committee of the College which became operational Fall Quarter 1995.

Must Statement: A comprehensive safety plan must be developed, implemented and evaluated regularly.

STATUS: In Compliance

A safety plan was partially updated in May 1994, but it did not address all safety and security problems on campus. New safety plans, including a new traffic plan, have been written. As soon as the plan regarding the science laboratories is completed, the entire safety plan will be disseminated. The President plans to evaluate the entire safety plan every two years.

Should statement: The plan should give special attention to the adequate provision and use of safety equipment in laboratories and other hazardous areas; to the modification of buildings, if necessary, for easy egress in the event of fire or other emergency; and to familiarizing all building occupants with emergency evacuation procedures.

STATUS: In Compliance

An updated safety plan completed in May 1994 contains a plan for the above, but attention has not been given to training personnel in the use of safety equipment or in using emergency evacuation procedures.

Must Statement: The institution must maintain a current written physical facilities master plan that provides for orderly development of the institution and relates it to other institutional planning efforts.

STATUS: Questionable

The original facilities master plan is woefully out of date, and for many years the institution has sought funding from the Board of Regents to develop a new one. Finally, in 1995, the Regents appropriated funds for the development of a new one. Problems remain, however, for there is no master plan for the various off-campus centers, and in recent years few members of the faculty and staff have been involved in the decision-making process regarding changes in existing facilities or developing new ones.

### 6.5 Externally Funded Grants and Contracts

Must statement: Externally funded grants and contracts **must** be related to the stated purpose of the institution.

STATUS: In Compliance

Floyd College has no externally funded grants or contracts for research since it is a two-year college whose primary purpose is the offering of transfer, career, and public service programs. Although the institution has actively sought external funds to support the mission and objectives of Floyd College, it has never become dependent upon grants or contracts to support its regular operating budget. For several years the institution received external funding from the Job Training Partnership Act, which prepared low income and displaced workers for immediate employment. That program has been eliminated, but the institution continues to receive external funding for the National Youth Sports Program, an on-going program administered by the Division of Science, Mathematics and Physical Education and sponsored by the National Collegiate Athletic Association. It also receives Title IV awards for supplemental grants and work study, and it receives a grant from Floyd Medical Center for the Health Science program. Funds for these programs are maintained and distributed through the Business Office.

Must Statement: The institution's policy on such grants and contracts must provide for an appropriate balance between grant and contract and instruction, and guarantee institutional control over the administration of research projects.

STATUS: Not Applicable

Must Statement: The researcher's freedom to investigate and report results must be preserved.

STATUS: Not applicable.

Should Statement: Research support from outside agencies **should** not undermine these basic research principles.

STATUS: Not Applicable



Must Statement: The institution **must** establish a clear policy concerning a faculty member's division of obligations between research and other academic activities.

STATUS: In Compliance

Individual faculty members do academic research ordinarily without benefit of grants or release time. Although good teaching receives the highest priority, the institution attaches importance to research too. Professional growth and development {including research and publications} is one of the five criteria for tenure and promotion. See Floyd College Statutes, Article III, Section G.

Must Statement: It must ensure that this policy is published in such documents as the faculty handbook and made known to all faculty members.

STATUS: In Compliance

See Statutes of Floyd College, Article III Section G, 2.b. (4)  
and Article III, Section I, 7.b

Must Statement: Where applicable, the institution must develop policies regarding summer salaries paid from grant and contract funds, salary supplements paid from grants during the regular academic year and fees for consultative services provided by faculty members.

STATUS: Not In Compliance

Policies of the University System provide no official guidelines for such matters. Each contract varies in the amount of time and compensation that is required to administer the various programs. The Director of Human Resources could find no institutional guidelines or policies regarding these matters.

Must statement: These policies **must** also be published and made known to the faculty.

STATUS: Not In Compliance

The Director of Human Resources has promised to formulate such policies.

Must Statement: In accepting funds from outside agencies, the institution must ensure that it maintains control over research and instruction.

STATUS: In Compliance

In the review process, before external funds are accepted, a determination is made that there will be no conflict with institutional policy. The approval of the President is required before any submission for external funding can be made.

Must Statement: Because many agencies attach stringent regulations directing and limiting the activities for which they provide funding, the institution **must** safeguard control over its own activities.

STATUS: In Compliance

See previous "must statement" and comments.

Must Statement: Continuity of support for general institutional activities must not be endangered by acquisition of research grants and contracts.

STATUS: In Compliance

According to previous grant recipients and the Vice President of Business and Finance, the acquisition of contracts and external grants has not endangered the continuity of support for general institutional activities.

#### 6.6 Related Corporate Entities

Must Statement: When an institution is reliant upon such an entity, or when a separately-incorporated or related entity is reliant upon the institution, documentation outlining the mutual relationship and benefits **must** be maintained by the institution.

STATUS: In Compliance

The College received awards from the Floyd College Foundation which provides scholarships to students with high academic records and to students in need of financial support as well as funds for capital outlay. In 1995-96, it has provided \$50,000, which will be matched by the state for renovation of Heritage Hall. The awarding of such scholarships and grants is thoroughly documented by the institution.



Must Statement: This documentation must include the following: a description of the separately-incorporated unit's activities; a statement demonstrating the manner in which the activities relate to the purpose of the institution; a current roster of board members of the unit, including institutional personnel and board members who have responsibilities with both the institution and the entity, whether they are additionally compensated by the incorporated entity or not; a copy of the separately incorporated unit's annual financial audit report for the most recently completed year; and copies of the charter and bylaws of the unit.

STATUS: In Compliance

The Floyd College Foundation Charter and By-Laws are on file in the President's Office along with the roster of Foundation Board Members. A copy of both the annual financial audit and a Letter of Agreement dated August 13, 1993 are located in the Office of Business and Finance. Copies of these documents are also available in the Office of Institutional Effectiveness. The Vice President for Business and Finance will provide the latest financial audit and roster of trustees in March 1996.

Should Statement: If such entities are reliant upon the institution for fulfillment of their purposes, the institution **should** ensure that they complement, rather than detract from, the institution's purpose, and that they are subject to proper operating controls and risk-liability containment.

STATUS: Not In Compliance

Refer to previous "must statement" on this.



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