

Shelf No.	Title/Brief Description of File	Dates covered
1	Ephemera (physical memorabilia from Floyd College)	1970-1990
2	College Catalogs	1970-2014
3	Fact Books	1986-2009
3	College Yearbooks (only two in the history of the college)	1973-1974
3	Six Mile Post (student newspaper)	1972-2014
4	Old Red Kimono (college literary magazine)	1972-2014
4	Miscellaneous Publications about GHC	2012-present
5	Scrapbooks (containing news articles about the college)	1963-1993
6	Annual Reports of Floyd College	1970-1995
6	Financial Reports of Floyd College	1970-1990
7	Self-Study Reports of Floyd College	1971-1997
8	Strategic Plan for Floyd College	1997
8	SACS Reaffirmation Report for Georgia Highlands College (Box 11)	2007
8	Institutional Mission Development Report/Floyd College	1995
8	Guide to Institutional Planning/Floyd Junior College	1986-1987
8	Community Attitudes toward Floyd Junior College	1981
8	General Budget for Floyd College	2001
8	Long-Range Plan for Floyd Junior College	1987
8	Guide to Planning and Evaluation at Floyd Junior College	1987
9	Cooperative Degree Programs w/N. Metro and Coosa Valley Tech	1990-1995
9	Recycling at Floyd College	1991-1995
9	Continuing Education at Floyd College/Annual Reports	1992-2001
9	Strategic Plan for Floyd College/Georgia Highlands College	1991-2006
9	Student Handbooks	1970-1996
9	Faculty and Staff Handbook	1996
10	Class Schedules	1975-2006
10	Miscellaneous Student Information Booklets	1970-2001
10	Student Learning Outcomes at Floyd College: Report	1994
10	Student Leader and Advisor Handbook for Floyd College	1996
10	Personnel Handbook & Staff Directories	1972, 1980-1981
11	President's Office	1993
11	Vice President for Student Development	1970-1990
11	Division of Developmental Studies	1973-1988
11	Floyd College Library: Annual Reports	1974-1991
11	Commencement & Honors Assembly Programs for GHC	2005-present
12	James Cook Papers: Commencement Programs for GHC	1971-2007
12	James Cook Papers: Honors Assembly Programs for FC	1979-2005
12	James Cook Papers: Statutes and Faculty Affairs Committee	1964-1994
12	James Cook Papers: Miscellaneous College Publications	1982-1997
12	James D. Maddox Papers: Newspaper Clippings	1963-1998
12	James D. Maddox Papers: Correspondence	1963-1996
13	Faculty Committees: Statutes and Faculty Affairs Committee	1970-1993
13	Administrative Council: Committee Minutes	1992-1995
13	Policy and Procedures Manual for GHC	2006
13	IT Department: Laptop Project, Security Policy, Web Policy	1997-2006

13	Risk Management Manual for Floyd College	1990
14	Faculty Publications (including books, theses, dissertations, etc.)	1970-2009
14	University System of Georgia: Annual Reports	1968-1977
15	University System of Georgia: Annual Reports	1977-1989
15	Normative Data	1970-1994
15	System Summary	1970-1991
16	3-D Artifacts	?
16	Floyd College Table Cloth (oversize)	?
16	Aerial Views of Floyd College (oversize)	1983-2005
16	Newspaper Articles about Floyd College and Faculty	1988-1997
17	Construction of the College: Documents	1971-1972
17	Student Rules and Regulations	1970-1972
17	Student Government Association	1971-1972
17	Status: Statutes	1971
17	Original Faculty Roster of Floyd Junior College	1971-1972
17	Nursing: Grant and Program	1972-1973
17	Nursing: Accreditation	1971-1984
17	Medical Laboratory Technician Program	1970s
17	New Degree Programs	1970s
17	Criminal Justice Program	1973-1983
17	Deaf Education Program	1972-1975
17	Faculty Roster for Floyd Junior College	1971-1978
17	Curriculum Committee: FJC	1970-1973
17	Advisory Council Minutes	1970-1973
17	Executive Committee Minutes	1972-1985
17	Curriculum Committee Minutes	1990-1998
17	Youth Competencies Curriculum/Lesson Plans: FJC	1985-1986
17	Floyd College Photo Collection: Negatives	1993-2002
17	Committees of the College: Membership Rosters of all Committees	1998-2008
18	Floyd College Library (includes history, reports, etc.)	1970-2005
18	Art Gallery at Floyd Junior College	1980-1989
18	Health Science Building Project for FJC	1974-1977
18	Floyd College Facilities: Master Report	1999
18	President Lynn Cundiff (inauguration, photos, annual reports, etc.)	1993-1999
18	Monte Carlo Gala Event	1995-1999
19	Vice President's Council Minutes	1994-1996
19	President's Council Minutes	1997-1999
19	President Randy Pierce (inauguration documents)	2001
19	Salary Study	2001
19	Budget Process for the College	2002-2004
19	Focus Groups for Floyd College	2004
20-21	Writer's Academy	2004-2008
20-21	Floyd College 25 th Anniversary Celebration Notebook	1995
20-21	Miscellaneous Photographs (not documented)	
	AUDIO-VISUAL SECTION/Description/Format	Arranged by date
22	Floyd Junior College Graduation Ceremony: CD	1972

22	FJC Graduation Ceremonies: VHS	1974-1976
22	FJC Graduation Ceremony: DVD	1980
22	FJC Decennial Celebration: VHS	1980
22	FJC: Six Mile Post Recognition Plaques: DVD	1980s
22	Dr. Jim Cook's Washington D.C. Trips (photos only): DVD	1980s
22	Georgia History with Dr. James Cook, Parts 1-4	1980s
22	Symposium: Biologic Succession	1981
22	Very Special Arts Festival: VHS	1983
22	Library Orientation: VHS	1984-1985
22	FJC Graduation Ceremony: VHS	1986
22	FJC Graduation Ceremony: VHS	1987
22	Nursing Assessment: CD	1987
22	Nursing Assessment with Cheryl O'Donoghue	1988
22	FJC Graduation Ceremony: VHS (last one before first name change)	1988
22	Consider Floyd College Promotional Video: DVD	1988
22	Howard Finster: Hidden Man of the Heart: DVD	1988
22	Olympics: VHS	1988
22	Interview with Dr. Philip Dillard & Dr. Kristie Kemper: DVD	1989
22	Interview with Jerry Shelton, Chair of Physical Ed. Dept.: DVD	1989
22	Floyd College Graduation Ceremony: DVD	1989
22	Anatomy Tournament with Donna Daugherty: DVD	1989
22	Cable TV Commercial for Floyd College (aired in Cartersville): VHS	1989
23	Graduation Ceremony: DVD	1991
23	Dr. Richard Trimble's Retirement Roast Party	1992
23	Floyd College: VHS	Aug. 1993
23	Dr. Lynn Cundiff's Presidential Inauguration Ceremony	1993
23	Graduation Ceremony: DVD	1993
23	Employee Recognition Awards: DVD	1993
23	Sue Munn/Teaching Demonstration: DVD	1993
23	Regency Singing Group	Feb. 1994
23	Graduation Ceremony: DVD	1994
23	Experience with Science by Gloria Dempsey: DVD	1994
23	Creative Writing Workshop with Jon Hershey: DVD	1994
23	Floyd College Chorus: DVD	1994
23	Faculty-Staff Recognition Dinner: VHS	May 1994
23	Outdoor Scenes of Floyd College: VHS	1994
23	Teaching Demonstration/Exir Brennen: DVD	1994
23	Police Academy Graduation: VHS	1994
23	Lynn Cundiff/Minority Enrichment Program	1994
23	Floyd College/The Year in Review	1994-1995
23	Sports Banquet: DVD	1995
23	Secretary's Day Luncheon	1995
23	Floyd College Tower Hour	1995
23	Graduation Ceremony: DVD	1995
23	Honors Assembly: VHS	1995
23	Flashbacks for the 25 th Anniversary Employee Recognition Dinner: VHS	1995

23	Monte Carlo Gala Event: VHS`	1995
23	Institutional Effectiveness in the Classroom: VHS	1995
23	Nurse Pinning Ceremony: VHS	1996
23	Teaching Demonstration/LaNelle Daniel: DVD	1996
23	Graduation Ceremony: DVD	1996
23	Honors Assembly: DVD	1996
23	FC Laptop Movie Promo: VHS	1997
23	Graduation Ceremony: DVD	1997
23	Honors Assembly: DVD	1997
23	Moving from the Quarter System to the Semester System	1998
23	Prep Video for Floyd College	1998
23	Nurse Pinning Ceremony: VHS	1998
23	Floyd College Chorus: DVD	1998
23	Graduation Ceremony: DVD	1998
23	Honors Assembly: DVD	1998
23	Floyd College Staff Meeting	1999
23	World Civilization with George Pullen: DVD	1999
23	Biology 212 with Leigh Callan: DVD	1999
23	Faculty-Staff Meeting: DVD	1999
23	Graduation Ceremony: DVD	1999
23	Honors Assembly: VHS	1999
23	Nurse Pinning Ceremony: VHS	1999
24	Economics 2106 with Dudley Salley: DVD	2000
24	Chemistry 1211 with Harvey Moody: DVD	2000
24	Math 1071 with Tim Floyd: DVD	2000
24	FCCS 1100 with Amelia Billingsley and Carla Patterson	2000
24	Old Red Kimono Unveiling Party: DVD	2000
24	Nurse Pinning Ceremony: VHS	2000
24	Graduation Ceremony: DVD	2000
24	Presidential Candidate, Randy Pierce: DVD	2001
24	Faculty Meeting: DVD	2001
24	Honors Assembly Program: VHS	2001
24	Nurse Pinning Ceremony: VHS	2001
24	Graduation Ceremony: DVD	2002
24	Honors Assembly Program: DVD	2002
24	Floyd College Catalog: DVD	2003-2004
24	Graduation Ceremony: DVD	2003
24	Nurse Pinning Ceremony: VHS	2003
24	Nurse Pinning Ceremony: DVD	2004
24	Newspaper Articles about the College on CD	2004 back to 1998
24	Community Watch Meeting on Racial Issues: DVD	2007
24	President's Meeting: VHS	2007
24	Sheila McCoy's Retirement Party: DVD (40 still images)	2007
24	Library Orientation for FCCS 1100 with Larry Stephens: DVD	2008
24	GHC Town Hall Meeting	2009
24-25	Photographs of Floyd College (arranged chronologically in notebooks)	1970-2002

	END OF AUDIO-VISUAL SECTION	
26	Floyd College/Nursing Program: Self Study	2000
26	Georgia Institute of Genetics: a Chronology	1933-2012
27	Administrative Council Minutes, Box 1	1990-2005
27	Budget Process, Box 2	1993-2000
28	Floyd/GHC Capital Improvements Plan, Box 3	2003-2007
28	Annual Report from FC President to the Chancellor, Box 3	1998-1999
28	Miscellaneous Documents: Bartow Campus, Box 3	1997-2003
28	Correspondence between FC Officials and Board of Regents, Box 4	1986-1997
28	Enrollment Reports, Box 4	2001-2004
28	Report on Student Learning Outcomes, Box 4	1994
29	College Personnel Files, A-M	1970-2000
29	College Personnel Files, M-Z	1970-2000
30	President's Cabinet Minutes and Administrative Retreats	2000-2003
30	Bartow Campus (includes blueprints, planning, correspondence, etc.)	2000-2005
31	President's Cabinet Minutes	2003-2010
31	Miscellaneous Files on the Monte Carlo Event	
31	Clinical Agreements Between FC and Medical Agencies in Floyd County	1999-2005
32	Administrative Council Minutes	2004-2010
32	Vice Presidents Group Minutes	2004-2010
32	Vertical Files: Box 1	
	• Admissions	
	• Alumni	
	• Black Awareness Society	
	• Calendars	
	• Campus Buildings and Landmarks	
	• Campus Technology	
	• Club Organizations for Students	
	• Cooperative Degree Oversight Committee	
	• Division of Academic Support	
	• Division of Humanities	
	• Division of Science, Math, and Physical Education	
	• Division of Science and Cultural Studies	
	• Employee Training Manuals	
	• Enrollment	
	• Executive Committee of the FJC Foundation	
	• Faculty and Staff (special tribute to the late Warren Akin IV)	
	• Faculty and Staff /Organizational Charts	
	• Faculty and Staff/Benefits	
	• Financial Aid	
	• Floyd College Founding (related documents)	
	• Floyd Junior College (featuring faculty publications)	
	• Floyd College Mission Statement and Goals	
	• Floyd College Presidents/Dr. Cundiff (articles)	
	• Floyd College Presidents/Dr. McCorkle (articles)	

	<ul style="list-style-type: none"> Floyd College Presidents/Dr. Pierce (articles) 	
	<ul style="list-style-type: none"> Floyd College Stationary 	
	<ul style="list-style-type: none"> Forms and Surveys 	
	<ul style="list-style-type: none"> Grants 	
	<ul style="list-style-type: none"> Information Technology Project 	
	<ul style="list-style-type: none"> Intramurals 	
	<ul style="list-style-type: none"> Joint Degree Programs 	
	<ul style="list-style-type: none"> Logo 	
	<ul style="list-style-type: none"> National Youth Sports Program 	
	<ul style="list-style-type: none"> Phi Beta Lambda 	
	<ul style="list-style-type: none"> Semester Conversion 	
	<ul style="list-style-type: none"> SGA Minutes 	
	<ul style="list-style-type: none"> Special Events 	
	<ul style="list-style-type: none"> Student Affairs Committee 	
	<ul style="list-style-type: none"> Student Development 	
	<ul style="list-style-type: none"> Student Publications 	
	<ul style="list-style-type: none"> Support Services for the Hearing Impaired 	
33	Vertical Files: Box 2	
	<ul style="list-style-type: none"> Medical Lab-Grant Proposal 	1978
	<ul style="list-style-type: none"> Nursing Department-Annual Reports 	1975-1976
	<ul style="list-style-type: none"> Nursing Department-Appalachian Regional Grants 	1971-1976
	<ul style="list-style-type: none"> Nursing Department-Dietetic Technology Program 	1975-1984
	<ul style="list-style-type: none"> Physical Education Building (planning and correspondence) 	1973-1981
	<ul style="list-style-type: none"> Student Government Association-Reports 	1972-1980
	<ul style="list-style-type: none"> Student Services 	1984-1993
	<ul style="list-style-type: none"> Tenure of Faculty 	1973-1979
33	Vertical Files: Box 3	
	<ul style="list-style-type: none"> Academic Advising Handbook 	1986
	<ul style="list-style-type: none"> Alabama College System Visitation to Floyd College 	1997
	<ul style="list-style-type: none"> Alcohol, Drug, and Tobacco Use Policy 	1993-1995
	<ul style="list-style-type: none"> Appropriations Committee Visit to Cartersville 	1997
	<ul style="list-style-type: none"> Business Office 	
	<ul style="list-style-type: none"> Campus Plans and Maps 	
	<ul style="list-style-type: none"> Chemistry Lab Expansion in Cartersville 	2007
	<ul style="list-style-type: none"> Criminal Justice Advisory Committee 	1971-1974
	<ul style="list-style-type: none"> Dental Hygiene Program 	1973-1998
	<ul style="list-style-type: none"> Emergency Security Plan for the College 	1988
	<ul style="list-style-type: none"> Faculty/Staff Directories for Floyd Junior College 	1970-1972
	<ul style="list-style-type: none"> Feasibility Study for Floyd College 	2003
	<ul style="list-style-type: none"> Floyd College Science Olympiad 	1989-1990
	<ul style="list-style-type: none"> Floyd College Employee Directory 	2002-2003
	<ul style="list-style-type: none"> FJC – Early History at the Metro Building 	1970-1971
	<ul style="list-style-type: none"> FJC – Organizational Structure, Founding Contract, Bond, etc. 	1970-1971
	<ul style="list-style-type: none"> FJC-Lease agreements, bylaws, school mascot, colors, etc. 	1971

	• FJC- Initial Construction Files	1971
	• GHC-TV Station	2006
	• Haralson Campus Files	1996-2003
	• Health Care Flexible Spending Account Plan	1991
	• Honors Program	1986-2003
	• John Brad Bishop Observatory	1997
	• Mental Health Technology and Human Services Program	1970-1972
	• Mental Health Technology Training Grants	1971-1978
	• Office of Student Activities: Policies	1995
	• Physical Therapist Asst. Program/Student Handbook	1996-1997
	• Plant Operations/Floyd College	
	• Public Information Office: Policy and Procedures	1994
	• Publications Committee	
	• Renovations to Buildings A & B	1975
	• South Rome Bypass: Transportation Documents	
	• Special Activities Manual	1972-1975
	• Tuition Assistance Program	1997
	• Virtual Village (Earthlink)	2000-2001