

A UNIT OF THE UNIVERSITY SYSTEM OF GEORGIA

# FLOYD JUNIOR COLLEGE

P. O. BOX 789  
ROME, GEORGIA 30161

April 2, 1973

## MEMORANDUM

TO: STUDENT AFFAIRS COMMITTEE MEMBERS

FROM: HAROLD BOYD

The Student Affairs Committee will meet on Thursday, April 5, at <sup>3:30</sup>~~2:00~~ p.m.  
in the President's Conference Room to consider the following:

Selection of Who's Who in American Junior Colleges

Policy on release of information about students

WHO'S WHO LIST

Beth Alexander

Billy Boling

Paula Bramlett

Angela Edmonds

Adrian Fanjoy

Cissy Gill

Steve Helton

Becky Hughes

Charlotte Lovell

Patrice Nolan

Celeste Norton

Gail Parks

Fred D. Rickman

Jean Roberts

Starr Walraven

Suzy Whitton

*H. Boyd*

MINUTES  
STUDENT AFFAIRS COMMITTEE  
APRIL 5, 1973

The Student Affairs Committee of Floyd Junior College met on Thursday, April 5, 1973 at 3:30 p.m. in the President's Conference Room. The following members were present:

- Richard Trimble
- Phyllis Griffitts
- Jerry Shelton
- Tom Melton
- Sheila McCoy
- Dale Gowen
- Paul Phillips
- Harold Boyd, Chairman
- Judi Burns, Visitor

Harold Boyd gave out copies of a proposed policy regarding release of information about students. After a brief discussion Tom Melton moved to adopt the policy on release of information, Sheila McCoy seconded the motion and it passed unanimously.

The selection of nominations for Who's Who Among Students in American Junior Colleges was made at this point and will be released at a later date.

The meeting was adjourned.

## POLICY ON RELEASE OF INFORMATION ABOUT STUDENTS

Students at Floyd Junior College have the right to assurance that their academic records will be recorded accurately and retained in confidence. However, the College must maintain a balance between its obligation for the growth and welfare of the student and its responsibilities to society.

Transcripts of educational records shall contain only information about academic status, except that disciplinary action shall be recorded in cases where it affects the student's eligibility to re-register.

Disciplinary and counseling files shall be maintained separately from academic records and shall not be available to unauthorized persons on campus or to any persons off campus without the written consent of the student involved, except under legal compulsion or in cases where the health or welfare of persons or the safety of property is involved. No records shall be kept which reflect the political activities or beliefs of students. Provisions may be made for periodic routine destruction of noncurrent disciplinary records whenever appropriate administrative authorization is granted at each respective institution.

Floyd Junior College will make every endeavor to keep the student's record confidential and out of the hand of those who would use it for other than legitimate purposes. All members of the faculty, administration, and clerical staff must respect the confidential nature of the student's record. At the same time, the College should be flexible enough in its policies not to hinder the student, the College itself, or the community in their legitimate pursuits.

Specific policies governing the release of information are as follows:

### A. Disclosure to the Student Himself

1. A student shall be entitled to a transcript of his academic record.
2. A student has the right to inspect his academic record and is entitled to an explanation of any information recorded on it. When the original record is shown to the student, examination will be permitted only under conditions which will prevent its alteration, mutilation, or loss.
3. Documents submitted by or for the student in support of his application for admission or for transfer credit will not be returned to the student, nor sent elsewhere at his request. For example, a transcript from another college, or a high school record, will not be sent to a third institution. The student should request another transcript from the original institution. In exceptional cases, however, where another transcript is unobtainable, or can be secured only with the greatest difficulty, copies may be prepared and

released to prevent hardship to the student. The student must present a signed request for this procedure. The copy will be marked as a certified copy of what is in the student's file.

B. Disclosure to Faculty and Administrative Officers of the Institution

1. Faculty and administrative officers of Floyd Junior College, who have a legitimate interest in the material and demonstrate a need to know, shall be permitted to look over the academic record of any student.
2. The contents of the official folder of a student will not be sent outside the Office of Admissions and Records except in circumstances specifically authorized by the Registrar or his designated representative. A permanent record will not be approved to leave the Office of Admissions and Records since copies can be readily prepared.
3. Transcripts and grade reports will be released to academic departments and appropriate administrative officials for purposes of academic advising and counseling without the prior approval of the student.

C. Disclosure to Parents, Educational Institutions, and Agencies

1. Transcripts or grade reports may be released to parents or guardians without prior approval from the student unless the student is over 18 years of age or when the student is married or is legally emancipated. However, these exceptions will not be made unless the student specifically requests in writing that this information not be forwarded to his parents, guardians or other persons from whom the student is receiving regular financial assistance.
2. Upon written approval from a student, a request for a transcript or other academic information from another institution of learning indicating the reason therefore will be honored as a matter of courtesy.
3. Upon written approval from a student, requests from a philanthropic organization or other agency giving financial support to a student will be honored.
4. Requests from research organizations making statistical studies may be honored without prior approval of the student provided no information revealing the student's name is to be published.

D. Disclosure to Government Agencies

1. Properly identified representatives from federal, state, or local government agencies may be given the following information if expressly requested:
  - a. Date and place of birth
  - b. School or division of enrollment and class

- c. Dates of enrollment
  - d. Degree(s) earned, if any, date, major or field of concentration, and honors received
  - e. Home and local addresses and telephone numbers
  - f. Social Security Number
  - g. Name and address of parent or guardian
  - h. Photograph, if available
2. Concerning release of further information, it should be noted that government investigative agencies, as such, have no inherent legal right to access to student files and records. When additional information is requested, it should be released only on written authorization from the student. If such authorization is not given, the information will be released only on court order or subpoena. If a subpoena is served, the student whose record is being subpoenaed should be notified and that subpoena should be referred to the University System's legal counsel.
  3. Student information will be released to the Selective Service System only with the written permission of the student.

E. Disclosure to Other Individuals and Organizations

Information furnished to other individuals and organizations shall be limited to the items listed below under "Telephone Inquiries" unless the request is accompanied by a release signed by the student.

F. Disclosure in Response to Telephone Inquiries

1. Only those items which are matters of public record will be released in response to telephone inquiries. Those items are:
  - a. Whether or not the student is currently enrolled
  - b. The school or division in which he is or was enrolled and his class
  - c. Dates of enrollment
  - d. Degree(s) earned, if any, date, major or field of concentration, and honors received
2. Release of local address or telephone numbers will not normally be made by the Office of Admissions and Records.
3. Urgent request for student information based on an apparent emergency should be referred to the Director of Admissions and Records or his designated representative.

G. Student Listings

Student listings may be published each quarter and distributed to only appropriate organizations and individuals on campus each quarter. Since the distribution

of such listings is limited, no prior approval from the student is required. However, any student has the right not to be listed in such a directory upon his written request that his name, address, or telephone number not be included.

H. Disclosure to Other Offices of the College

1. The foregoing policy statements are applicable to handling any request for academic information about students or former students received by any member of the faculty, administration, or clerical staff. They are intended to protect the individual's right to privacy and the confidentiality of his academic records throughout the unit.
2. Personnel of the College should be alert to refer promptly to the Office of Admissions and Records requests for transcripts, certification, or other information which that office typically provides. Faculty members and the various institutional offices should restrict their responses to acknowledging when appropriate, the receipt of requests for student information, or limit their response to that information germane to their sphere of responsibility, or their relationship to the student, e.g. faculty advisor, major professor, etc.

I. Withholding Information

There are conditions such as unmet financial obligations and violations of non-academic regulations under which the College will withhold grade reports, transcripts, certifications, or other information about a student.

S.P. Mills

RECEIVED

REGENTS OF THE UNIVERSITY SYSTEM OF GEORGIA  
244 WASHINGTON STREET, S.W.  
ATLANTA, GEORGIA 30334

JAN 29 1973

January 24, 1973

STUDENT AFFAIRS

M E M O R A N D U M

TO: Registrars, University System of Georgia

FROM: Thomas F. McDonald ✓  
Director of Admissions and Testing

The College Delegate Assembly of the Southern Association of Colleges and Schools approved at their December 1972 meeting the revision of STANDARD SEVEN - STUDENT DEVELOPMENT SERVICES.

Section 6 pertains to Student Records and is reproduced here for your information.

SECTION 6 STUDENT RECORDS

Each institution should have adequate and accurate student records for both credit and non-credit courses. The registrar or other appropriate institutional officials must keep files of admissions and matriculation information, transcripts, scholarship records, and other essential data. Complete back-up files, such as facsimile copies, microform or electronic data banks, should be maintained to provide security to student records.

Each institution should have policies concerning the information which will become a part of the permanent record of the student and policies governing the retention and disposal of records. Each institution should establish and publish information release policies which respect the rights of individual privacy, the confidentiality of records, and the best interests of the student and institution.

Attached is a copy of a Policy on Release of Information about Students. This statement was prepared and approved by the Records and Admissions Committee. However, please be mindful that this statement is not Regents' Policy. As stated in the standard each institution should establish and publish an information release policy. This statement is offered as a guide in establishing your institutional policies on the release of student information.

TFM:ddr

cc: Chancellor George L. Simpson, Jr.  
Vice Chancellor John O. Eidson  
Associate Vice Chancellor John W. Hooper  
Assistant Vice Chancellor Haskin R. Pounds  
Presidents, University System Institutions

Policy on Release of Information about Students

Students in the University System of Georgia have the right to assurance that their academic records, compiled and maintained by a unit within the System, will be recorded accurately and retained in confidence. However, each unit must maintain a balance between its obligation for the growth and welfare of the student and its responsibilities to society.

Transcripts of educational records shall contain only information about academic status, except that disciplinary action shall be recorded in cases where it affects the student's eligibility to re-register.

Disciplinary and counseling files shall be maintained separately from academic records and shall not be available to unauthorized persons on campus or to any persons off campus without the written consent of the student involved, except under legal compulsion or in cases where the health or welfare of persons or the safety of property is involved. No records shall be kept which reflect the political activities or beliefs of students. Provisions may be made for periodic routine destruction of noncurrent disciplinary records whenever appropriate administrative authorization is granted at each respective institution.

Each unit will make every endeavor to keep the student's record confidential and out of the hand of those who would use it for other than legitimate purposes. All members of the faculty, administration, and clerical staff must respect the confidential nature of the student's record. At the same time, each unit should be flexible enough in its policies not to hinder the student, the unit itself, or the community in their legitimate pursuits.

Specific policies governing the release of information are as follows:

A. Disclosure to the Student Himself

1. A student shall be entitled to a transcript of his academic record.
2. A student has the right to inspect his academic record and is entitled to an explanation of any information recorded on it. When the original record is shown to the student, examination will be permitted only under conditions which will prevent its alteration, mutilation, or loss.
3. Documents submitted by or for the student in support of his application for admission or for transfer credit will not be returned to the student, nor sent elsewhere at his request. For example, a transcript from another college, or a high school record, will not be sent to a third institution. The student should request another transcript from the original institution. In exceptional cases, however, where another transcript is unobtainable, or can be secured only with the greatest difficulty, copies may be prepared and released to prevent hardship to the student. The student must present a signed request for this procedure. The copy sent will be marked as a certified copy of what is in the student's file.

B. Disclosure to Faculty and Administrative Officers of the Institution

1. Faculty and administrative officers of each unit, who have a legitimate interest in the material and demonstrate a need to know, shall be permitted to look over the academic record of any students.
2. The contents of the official folder of a student will not be sent outside the Office of the Registrar except in circumstances specifically authorized by the Registrar or his designated representative. A permanent record will not be approved to leave the Office of the Registrar since copies can be readily prepared.
3. Transcripts and grade reports will be released to academic departments and appropriate administrative officials for purposes of academic advising and counseling without the prior approval of the student.

C. Disclosure to Parents, Educational Institutions, and Agencies

1. Transcripts or grade reports may be released to parents or guardians without prior approval from the student unless the student is over 18 years of age or when the student is married or is legally emancipated. However, these exceptions will not be made unless the student specifically requests in writing that this information not be forwarded to his parents, guardians or other persons from whom the student is receiving regular financial assistance.
2. Upon written approval from a student, a request for a transcript or other academic information from another institution of learning indicating the reason therefore will be honored as a matter of courtesy.
3. Upon written approval from a student, requests from a philanthropic organization or other agency giving financial support to a student will be honored.
4. Requests from research organizations making statistical studies may be honored without prior approval of the student provided no information revealing the student's name is to be published.

D. Disclosure to Government Agencies

1. Properly identified representatives from federal, state, or local government agencies may be given the following information if expressly requested:
  - a. Date and place of birth
  - b. School or division of enrollment and class
  - c. Dates of enrollment
  - d. Degree(s) earned, if any, date, major or field of concentration, and honors received
  - e. Home and local addresses and telephone numbers
  - f. Social Security Number
  - g. Name and address of parent or guardian
  - h. Photograph, if available

2. Concerning release of further information, it should be noted that government investigative agencies, as such, have no inherent legal right to access to student files and records. When additional information is requested, it should be released only on written authorization from the student. If such authorization is not given, the information will be released only on court order or subpoena. If a subpoena is served, the student whose record is being subpoenaed should be notified and that subpoena should be referred to the University System's legal counsel.
3. Student information will be released to the Selective Service System only with the written permission of the student.

E. Disclosure to Other Individuals and Organizations

Information furnished to other individuals and organizations shall be limited to the items listed below under "Telephone Inquiries" unless the request is accompanied by a release signed by the student.

F. Disclosure in Response to Telephone Inquiries

1. Only those items which are matters of public record will be released in response to telephone inquiries. Those items are:
  - a. Whether or not the student is currently enrolled
  - b. The school or division in which he is or was enrolled and his class
  - c. Dates of enrollment
  - d. Degree(s) earned, if any, date, major or field of concentration, and honors received
2. Release of local address or telephone numbers will not normally be made by the Office of the Registrar since student listings are usually prepared each quarter and made available to the appropriate information centers on each campus.
3. Urgent request for student information based on an apparent emergency should be referred to the Registrar or his designated representative.

G. Student Listings

Student listings may be published each quarter and distributed to only appropriate organizations and individuals on campus each quarter. Since the distribution of such listings is limited, no prior approval from the student is required. However, any student should have the right not to be listed in such a directory upon his written request that his name, address, or telephone number not be included.

H. Disclosure to Other Offices of Each Unit

1. The foregoing policy statements are applicable to handling any request for academic information about students or former students received by any member of the faculty, administration, or clerical staff. They are intended to protect the individual's right to privacy and the confidentiality of his academic records throughout the unit.
2. Personnel of each unit should be alert to refer promptly to the Office of the Registrar requests for transcripts, certification, or other information which that office typically provides. Faculty members and the various institutional offices should restrict their responses to acknowledging when appropriate, the receipt of requests for student information, or limit their response to that information germane to their sphere of responsibility, or their relationship to the student, e.g. faculty advisor, major professor, etc.

I. Withholding Information

There may be conditions such as unmet financial obligations and violations of non-academic regulations under which each unit may withhold grade reports, transcripts, certifications, or other information about a student.

TFM:ddr



A UNIT OF THE UNIVERSITY SYSTEM OF GEORGIA

# FLOYD JUNIOR COLLEGE

P. O. BOX 789  
ROME, GEORGIA 30161

May 11, 1973

## MEMORANDUM

TO: STUDENT AFFAIRS COMMITTEE MEMBERS

FROM: HAROLD BOYD

The Student Affairs Committee will meet on Monday, May 14, 1973 at 4:00 p.m. in the President's Conference Room.

*Handwritten notes:*

Wad...  
 P moved...  
 M...  
 H was...  
 P moved...  
 4/11...  
 B.A.S.  
 ...  
 ...

MINUTES  
STUDENT AFFAIRS COMMITTEE  
MAY 14, 1973

The Student Affairs Committee of Floyd Junior College met on Monday, May 14, 1973 at 4:00 p.m. in the President's Conference Room. The following members were present:

Aline Frost  
Phyllis Griffitts  
Sheila McCoy  
Tom Melton  
Richard Trimble  
Harold Boyd, Chairman

Mr. Boyd opened the meeting by explaining briefly the federal regulations of the Work Study Program and how that differed in administration to the institutional student part-time employment program in regard to eligibility requirements, pay scale and maximum number of hours per week that a student can work. Federal guidelines regulate these points for the Work Study Program.

Mr. Melton made a motion that a student must be enrolled for at least 7 hours to qualify for institutional student part-time employment. Following a general discussion the vote on the motion was 4 to 3 against the motion. Dr. Trimble moved that the minimum course load for consideration for employment be 7 hours during Fall, Winter and Spring Quarters and 5 hours during the Summer Quarter. This motion carried 4 to 1.

The meeting was adjourned at this point.

OFFICE OF STUDENT AFFAIRS

FLOYD JUNIOR COLLEGE

STUDENT INSURANCE PLAN

I. Please read the following information:

The purpose of this form is to make you aware of the Student Insurance Plan which is available to all Floyd Junior College students on a voluntary basis at the modest cost of \$18.00 per student for twelve months of protection. Please consult the brochure describing the plan for details.

This form must be completed by all students as an eligibility requirement for participation in the Intramural Athletic Program. This requirement is based upon action taken by the Student Affairs Committee of Floyd Junior College.

Students are reminded that their participation in the Intramural Athletic Program is voluntary and that they must realize the potential hazards of such participation. Officials at Floyd Junior College shall not assume the responsibility for injuries and/or accidents which may occur during intramural athletic competition.

II. Please check one of the following statements:

( ) I have read the above information pertaining to the Student Insurance Plan and have officially enrolled in the plan.

( ) I have read the above information pertaining to the Student Insurance Plan and do not desire to enroll in the plan.

III. Student Signature: \_\_\_\_\_

Date of Signature: \_\_\_\_\_

NEW

FLOYD JUNIOR COLLEGE

ROME, GEORGIA

INSURANCE FORM FOR INTRAMURAL ATHLETIC ACTIVITIES

(Please Print)

NAME: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_  
(Last) (First) (Middle or Maiden)

ADDRESS: \_\_\_\_\_  
(Street, P.O. Box, Etc.) (City) (State) (Zip Code)

SOCIAL SECURITY NUMBER: \_\_\_\_\_ TELEPHONE NUMBER: \_\_\_\_\_

Insurance coverage for students is not provided by Floyd Junior College. Each individual who participates in the Intramural Athletic Program shall be responsible for meeting his own insurance needs. However, this form must be completed by all students as an eligibility requirement for participation in the Intramural Athletic Program. This requirement is based upon action taken by the Student Affairs Committee of Floyd Junior College.

Students are reminded that their participation in the Intramural Athletic Program is voluntary and that they must realize the potential hazards of such participation. Officials at Floyd Junior College shall not assume the responsibility for injuries and/or accidents which may occur during intramural athletic competition.

This is to certify with my signature that I have read the above information pertaining to insurance coverage and understand the provisions therein.

\_\_\_\_\_  
(Date) Signature of Participant

(If an individual is under 18 years of age, approval to participate in the Intramural Athletic Program may be granted with the appropriate signature on the line below.)

\_\_\_\_\_  
(Date) Signature of Parent(s) or Guardian(s)

MINUTES  
STUDENT AFFAIRS MEETING  
SEPTEMBER 19, 1973

The Student Affairs Committee met on Wednesday, September 19, 1973 in the President's Conference Room. The following members were present:

Tim Hill  
Paul Phillips  
Dianne Muschick (representing Aline Frost)  
Dennis McEntire  
Elizabeth Culp  
Harold Boyd, Chairman

The committee briefly considered a proposed form submitted by Jerry Shelton which is intended to be used to inform students of the fact that insurance coverage for participants in intramurals is not provided by the college. Action on this form was deferred until Mr. Shelton has an opportunity to explain it more fully to the committee.

Consideration of the constitution and bylaws of the Black Awareness Society was the next item of business. A Phillips-Hill motion followed by unanimous vote recommending approval was passed.

A discussion of participation in intramural activities by students who are not in good standing academically ensued. No action was moved but the predominant feeling was that participation should be open to all students who pay Student Activity Fees without regard to their academic standing.

The meeting was adjourned.

STUDENT AFFAIRS MEETING  
SEPTEMBER 24, 1973

The Student Affairs Committee of Floyd Junior College met on Monday, September 24, 1973 in the President's Conference Room. The following members were present:

Tim Hill  
Jerry Shelton  
Aline Frost  
Paul Phillips  
Elizabeth Culp  
Harold Boyd, Chairman

The purpose of this meeting was to discuss the insurance information form to be used in the intramural programs. After Mr. Shelton explained that the form was designed to inform the students that the college does not carry insurance on participants and that student insurance is no longer available and that participants must arrange for their own insurance if they so desire, the form was approved.

The meeting was adjourned.

FLOYD JUNIOR COLLEGE

ROME, GEORGIA

INSURANCE AND ACCIDENT INFORMATION FOR INTRAMURAL ATHLETIC PARTICIPATION

(Please Print)

NAME: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_  
(Last) (First) (Middle or Maiden)

ADDRESS: \_\_\_\_\_  
(Street, P. O. Box, Etc.) (City) (State) (Zip Code)

SOCIAL SECURITY NUMBER: \_\_\_\_\_ TELEPHONE NUMBER: \_\_\_\_\_

Insurance coverage for students is not provided by Floyd Junior College. Each individual who participates in the Intramural Athletic Program shall be responsible for meeting his own insurance needs. However, this form must be completed by all students as an eligibility requirement for participation in the Intramural Athletic Program. This requirement is based upon action taken by the Student Affairs Committee of Floyd Junior College.

Students are reminded that their participation in the Intramural Athletic Program is voluntary and that they must realize the potential hazards of such participation. Officials at Floyd Junior College shall not assume the responsibility for injuries and/or accidents which may occur during intramural athletic competition.

This is to certify with my signature that I have read the above information and understand the provisions therein.

\_\_\_\_\_  
(Date) Signature of Participant

(If an individual is under 18 years of age, approval to participate in the Intramural Athletic Program may be granted with the appropriate signature on the line below.)

\_\_\_\_\_  
(Date) Signature of Parent(s) or Guardian(s)

FLOYD JUNIOR COLLEGE

ROME, GEORGIA

SAFETY FORM FOR CANOEING AND SAILING

(Please Print)

NAME: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_  
(Last) (First) (Middle or Maiden)

ADDRESS: \_\_\_\_\_  
(Street, P. O. Box, Etc.) (City) (State) (Zip Code)

SOCIAL SECURITY NUMBER: \_\_\_\_\_ TELEPHONE NUMBER: \_\_\_\_\_

RELATIONSHIP TO FLOYD JUNIOR COLLEGE: \_\_\_\_\_

THIS IS TO CERTIFY THAT:

1. I have received a written copy of the "Regulations for Lake Usage" for Floyd Junior College.
2. In my judgment, I can swim well enough that participation in canoeing and sailing does not present a safety hazard.
3. I will abide by all safety rules and regulations as contained in the "Regulations for Lake Usage" and as prescribed by appropriate authorities.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
Signature of Participant

(If an individual is under 18 years of age, approval to participate in canoeing and sailing may be granted with the appropriate signature on the line below.)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
Signature of Parent(s) or Guardian(s)



A UNIT OF THE UNIVERSITY SYSTEM OF GEORGIA

# FLOYD JUNIOR COLLEGE

P. O. BOX 789  
ROME, GEORGIA 30161

November 28, 1973

## MEMORANDUM

TO: STUDENT AFFAIRS COMMITTEE MEMBERS

FROM: HAROLD BOYD  
DIRECTOR STUDENT AFFAIRS

The Student Affairs Committee will meet on Thursday, November 29, 1973, at 3:00 p.m. in the President's Conference Room.

Thank you.

MINUTES  
STUDENT AFFAIRS COMMITTEE  
FLOYD JUNIOR COLLEGE  
NOVEMBER 29, 1973

The Student Affairs Committee met on Thursday, November 29, 1973 at 3:00 p.m. in the President's Conference Room. The following members were present:

Aline Frost  
Tim Hill  
Michael Holland  
Dan Pantaleo  
Paul Phillips  
Jerry Shelton  
Harold Boyd, Chairman

Brief discussions of alcoholic beverages at college functions, Comparative Guidance and Placement testing, and the Developmental Program ensued. No action on any of these topics was taken during the meeting.

The meeting was adjourned.

MINUTES  
STUDENT AFFAIRS COMMITTEE  
JANUARY 7, 1974

The Student Affairs Committee met on Monday, January 7, 1974, at 1:00 p.m. in the President's Conference Room. The following members were present:

Wanda Aker  
Elizabeth Culp  
Aline Frost  
Paul Phillips  
Ouida Sams  
Harold Boyd, Chairman

The proposed changes in the Student Government Constitution were discussed. Mr. Shelton, who was not able to attend, sent word that he favored the present section concerning grounds for impeachment. The rest of the committee present favored unanimously all the proposed changes. No official action was desired by the Student Senate at this time so none was taken.

The committee adjourned at this point.



A UNIT OF THE UNIVERSITY SYSTEM OF GEORGIA

# FLOYD JUNIOR COLLEGE

P. O. BOX 789  
ROME, GEORGIA 30161

January 31, 1974

## MEMORANDUM

TO: STUDENT AFFAIRS COMMITTEE MEMBERS

FROM: HAROLD BOYD  
DIRECTOR OF STUDENT AFFAIRS

The Student Affairs Committee will meet on Monday, February 4, 1974, at 1:00 p.m. in the President's Conference Room. The purpose of the meeting is to select nominees for Who's Who Among Students in American Junior Colleges.

MINUTES  
STUDENT AFFAIRS COMMITTEE  
FEBRUARY 4, 1974

The Student Affairs Committee of Floyd Junior College met in the President's Conference Room on Monday, February 4, 1974 at 1:00 p.m. The following members were present:

Aline Frost  
Mike Holland  
Dan Pantaleo  
Ken Anderson  
Paul Phillips  
Harold Boyd, Chairman

The only order of business was to consider nominations for Who's Who in American Junior Colleges. The following students were nominated:

Dale Childs  
Elizabeth Culp  
John Fleetwood  
Margaret Garner  
Leslie J. Henderson  
Richard Hunt  
Carolyn Lawson  
Dennis McEntyre  
Jane Montgomery  
Steve Muschamp  
Judy Pennington  
Margaret Porter  
Sara Timberlake  
Evelyn Wilkins

The meeting adjourned at this point.

MINUTES  
STUDENT AFFAIRS COMMITTEE  
FEBRUARY 20, 1974

The Student Affairs Committee met on February 20, 1974 at 3:00 p.m. in the President's Conference Room. The following members were present:

Ken Anderson  
Aline Frost  
Tim Hill  
Dennis McEntire  
Dan Pantaleo  
Paul Phillips  
Dan Porter  
Jerry Shelton

Mr. Anderson discussed the constitution for the proposed drama organization to be known as "The Lakeside Players". A Shelton-McEntire motion to approve this motion was passed unanimously.

The meeting was adjourned at this point.

MINUTES  
STUDENT AFFAIRS COMMITTEE  
SEPTEMBER 20, 1974

The Student Affairs Committee of Floyd Junior College met at 9:30 a.m. in the President's Conference Room on Friday, September 20, 1974. The following members were present.

Ken Anderson  
Margaret Davis  
Aline Frost  
Susan Gantt  
Tim Hill  
Mike Saunders  
Harold Boyd, Chairman

There was a brief discussion of the new placement policy. No official business was transacted. The meeting was adjourned.



A UNIT OF THE UNIVERSITY SYSTEM OF GEORGIA

# FLOYD JUNIOR COLLEGE

P. O. BOX 789  
ROME, GEORGIA 30161

March 13, 1975

## MEMORANDUM

TO: STUDENT AFFAIRS COMMITTEE MEMBERS

FROM: HAROLD BOYD  
DIRECTOR OF STUDENT AFFAIRS

There will be a Student Affairs Committee meeting on Wednesday, March 19, 1975 at 2:00 p.m. in the President's Conference Room to consider the selection of Who's Who in American Junior Colleges.

### *Members:*

*Harold Boyd, Chairman*  
*Ken Anderson*      *Mike Saunders*  
*Margaret Davis*  
*Aline Frost*  
*Susan Gantt*  
*Timothy Hill*  
*Paul Phillips*  
*Jerry Spelton*



A UNIT OF THE UNIVERSITY SYSTEM OF GEORGIA

# FLOYD JUNIOR COLLEGE

P. O. BOX 1864  
ROME, GEORGIA 30161

## MEMORANDUM

TO: Student Affairs Committee  
Student Activity Program Board  
Student Government Association

FROM: Harold Boyd *HB*  
Director of Student Affairs

The Student Affairs Committee will meet on Tuesday, April 25 at 1:15 p.m. in Room F-150. Members of the Student Government Association, the Student Activity Program Board, and the S.G.A. Budget Committee are being invited to attend this meeting. One of the agenda items is an "evaluation" of the Program Board's progress this year and a discussion of plans for next year. We need your ideas.

rs1

MINUTES OF THE STUDENT AFFAIRS COMMITTEE  
FLOYD JUNIOR COLLEGE  
SEPTEMBER 18, 1975

The Student Affairs Committee of Floyd Junior College met in the President's Conference Room at 1:00 p.m. on Thursday, September 18, 1975. The following members were present: Margaret Davis, Mike Riley, Joseph Mayson, Bill Smith, Steve Bowers, Jerry Shelton and Harold Boyd, Chairman. The following members were absent: Amy Spencer, Susan Gantt and Aline Frost.

Chairman Boyd read the Floyd Junior College Statutes section dealing with the charge of the Student Affairs Committee for the benefit of the new members.

The canons of the American Society of Newspaper Editors were presented for consideration by the Publications Committee. A Davis-Riley motion to adopt the statement was passed unanimously after a brief discussion.

The status of the Student Activities Budget Committee, the Cultural Activities Committee and Judiciary Committee was discussed. Mr. Shelton moved that these three committees along with the Publications Committee should be recognized or established as sub-committees of the Student Affairs Committee and whose actions should be subject to the approval of the Student Affairs Committee. The motion further stated that the membership of these sub-committees should not be limited to members of the Student Affairs Committee exclusively, but at least one member of the parent committee should be on each sub-committee to serve as liaison. This motion was passed unanimously.

The committee adjourned at 1:30 p.m.



A UNIT OF THE UNIVERSITY SYSTEM OF GEORGIA

# FLOYD JUNIOR COLLEGE

P. O. BOX 789  
ROME, GEORGIA 30161

October 22, 1975

## MEMORANDUM

TO: STUDENT AFFAIRS COMMITTEE MEMBERS

FROM: HAROLD BOYD, DIRECTOR STUDENT AFFAIRS

The Student Affairs Committee of Floyd Junior College will meet on Monday, October 27, 1975 at 2:00 p.m. in the President's Conference Room.

Thank you very much.

MINUTES OF THE STUDENT AFFAIRS COMMITTEE  
FLOYD JUNIOR COLLEGE  
OCTOBER 27, 1975

The Student Affairs Committee of Floyd Junior College met on Monday, October 27, 1975 at 2:00 p.m. in the President's Conference Room. The following members were present: Margaret Davis, Aline Frost, Susan Gantt, Jean Henderson, Charles Hufstetler, Michael Riley, James Rogers, Cathy Spencer and Victor Watford. The following members were absent: Stephen Bowers, Joseph Mayson, William Smith and Harold Boyd, Chairman.

Mr. Phillips began by reading the minutes from the last meeting.

Mr. Shelton then discussed the status of the Student Activities Budget, Cultural and Judiciary Committees. Discussion continued on when Mr. Phillips stated that no action should be taken that might be binding and that further discussion be delayed until the faculty meeting on Friday, October 31.

The Veterans Club Constitution was presented for adoption. Dr. Riley moved to table consideration of the Veterans Club Constitution until enough copies could be distributed to each committee member. The motion passed unanimously.

The committee adjourned at 2:30 p.m.



A UNIT OF THE UNIVERSITY SYSTEM OF GEORGIA

# FLOYD JUNIOR COLLEGE

P. O. BOX 789  
ROME, GEORGIA 30161

November 14, 1975

## MEMORANDUM

TO: STUDENT AFFAIRS COMMITTEE MEMBERS  
FROM: HAROLD BOYD

The Student Affairs Committee will meet on Tuesday, November 18, 1975 at 2:00 p.m. in the President's Conference Room to consider adoption of the attached Veterans' Club Constitution. Please bring your copy with you to the meeting.

Thank you.

*What is attached meeting hours Ex 2:10  
The following are members - memorandum  
...  
...  
... P. Phillips*

CONSTITUTION OF THE FLOYD JUNIOR COLLEGE VETERANS' CLUB

ARTICLE I - NAME

The name of this association shall be the Floyd Junior College Veterans' Club.

ARTICLE II - PURPOSE

The purpose of this association shall be to:

- A. Create a wide and fraternal interest among the Veterans enrolled at Floyd Junior College.
- B. Advance the standards of all veterans attending Floyd Junior College.
- C. Use the special knowledges and skills of club members to serve the school and the community.
- D. Stress and encourage the employment of trained personnel in the schools and communities of this state.

ARTICLE III - MEMBERSHIP

Membership is open to all students enrolled at Floyd Junior College.

ARTICLE IV - OFFICERS

Section I - The elected officers of this association shall be a president, a vice-president, and a secretary-treasurer.

Section II - Duties of the officers.

- A. President
  1. To appoint all committees.
  2. To call and preside over all meetings of the Club.
  3. To serve as an ex-officio member of all committees.
  4. To attend to all other duties normally associated with this office.

B. Vice President

1. To assume the duties of the president in the absence of the latter.
2. To act as program chairman.
3. To assume all other duties normally associated with this office or those directed by the President.

C. Secretary-Treasurer (The office of secretary and treasurer shall be combined)

1. To keep an accurate record of the proceedings of club meetings.
2. To take charge of all clerical duties to be performed.
3. To attend to all financial duties of the club.

ARTICLE V - ELECTIONS

Officers shall be elected semi-annually at the beginning of Spring and Fall Quarters.

Electees shall take office immediately following the meeting at which elected.

A vote of fifty-one percent (51%) of the total membership shall be required for the election of an officer. Otherwise the persons with the highest number of votes shall be voted upon again.

A candidate for any office must plan to be in attendance at Floyd Junior College for the two quarters following election.

Nominations will be received from the floor. Date of election will be announced two week prior to actual election date.

ARTICLE VI - EXECUTIVE COMMITTEE

The Veterans' Club Committee shall consist of all club officers, a Faculty Advisor, and one "at large" faculty member from Floyd Junior College.

ARTICLE VII - MEETINGS

At least two regular meetings shall be held each month. The date and time of regular meetings will be prescribed by the Student Government Association Executive Committee. Additional meetings may be called at the discretion of the president.

Any member having excessive unexcused absences, as shall be determined by the Executive Committee, will be dropped from the club.

This constitution may be amended by an affirmative vote of 2/3 of the members present at an official meeting. Proposed amendments must be presented in writing at the meeting preceding the one at which the voting takes place.

IN LAWS

ARTICLE I - DUES

Dues shall be collected quarterly to provide for membership in and to finance the activities of the club. The amount of the dues shall be proposed by the Veterans' Club Committee and approved by the membership.

ARTICLE II - COMMITTEES

Committees are to be appointed by the President, acting on the advice of the Club Executive Committee. Their term of office shall expire immediately following completion of their charge.

ARTICLE III - QUORUM

A quorum shall consist of 2/3 of the officers and 50% of the total club membership. On matters requiring a vote, other than the winding process, a simple majority vote of a quorum is necessary for action.

ARTICLE IV - ADVISORS

The official advisor to the club shall be a member of the College faculty or staff who is recommended by the Executive Officers, approved by the general membership, and subsequently agrees to serve in that capacity.

ARTICLE V - RULES OF ORDER

Robert's Rules of Order shall govern all meetings of the Veterans' Club.

APPROVED BY THE SGA ASSOCIATION: October 13, 1975

APPROVED BY THE STUDENT AFFAIRS COMMITTEE:

MINUTES OF THE STUDENT AFFAIRS COMMITTEE  
FLOYD JUNIOR COLLEGE  
NOVEMBER 18, 1975

The Student Affairs Committee of Floyd Junior College met on Tuesday, November 18, 1975 at 2:00 p.m. in the President's Conference Room. The following members were present: J. Shelton, B. Smith, V. Watford, M. Davis, A. Spencer, M. Riley, J. Henderson, J. Rogers, P. Phillips, and H. Boyd, Chairman.

Consideration was given to adoption of the Veterans Club Constitution. A Phillips-Watford motion to adopt the constitution was unanimously approved.

It was suggested that since 6th period does not end until 2:00 p.m. that future meetings be held at 2:15 p.m. to allow faculty and students to get to the meetings.

A discussion of the status of the committee structure ensued.

The meeting was adjourned.

MINUTES OF THE STUDENT AFFAIRS COMMITTEE  
FLOYD JUNIOR COLLEGE  
NOVEMBER 25, 1975

The Student Affairs Committee of Floyd Junior College met on Tuesday, November 25, 1975, at 2:15 p.m. in the President's Conference Room. The following members were present: S. Bowers, J. Henderson, J. Maysou, M. Riley, W. Smith, V. Watford, H. Boyd, Chairman and R. Hays, visitor.

Consideration of the motion sent to the committee at the last faculty meeting concerning regulating the use of the activity room (pool room) was the only order of business. A thorough discussion of the problem of some students malingering in the activity room took place during the 45 minute meeting. Though no official action was taken, it was the consensus of the group that each faculty member handle individual cases in the most fitting manner.

The meeting was adjourned.



UNIT OF THE UNIVERSITY SYSTEM OF GEORGIA

# FLOYD JUNIOR COLLEGE

P. O. BOX 789  
ROME, GEORGIA 30161

April 22, 1976

## MEMORANDUM

TO: STUDENT AFFAIRS COMMITTEE MEMBERS

FROM: HAROLD BOYD

The Student Affairs Committee will meet on Monday, April 26, 1976 at 2:30 p.m. in the President's Conference Room to consider nominations for Who's Who.

MINUTES  
STUDENT AFFAIRS COMMITTEE  
APRIL 26, 1976

The Student Affairs Committee of Floyd Junior College met on Monday, April 26, 1976 at 2:30 p.m. The following members were present:

Margaret Davis  
Paul Phillips  
Aline Frost  
Joseph Mayson  
Mike Riley  
Cathy Spencer  
Bill Smith  
Jerry Shelton

Mr. Mayson registered a complaint about the Six Mile Post's being considered as a non-club, and thus it is excluded from many activities in which other clubs are involved. Discussion followed and the consensus was to form a Journalism Club.

Nominations for Who's Who from faculty were read as follows:

Victor Watford	Wanda S. Roe
Bonnie Mae Tate	Jan E. Garrett
Sandra Roddenberry	Stan Hughes
Jennifer Ballantine	Debbie Reece
Cindy Howard	Lisa Koetzle
Frankie Moffett	Patricia Chambers
Sam Scoggins	Rebecca McGraw
Tommy Parham	Judith Zuber
Jean Henderson	Rita Smith
Jim Rogers	Thelma Twyman
Maxine Cochran	Donna Ezzell
Micheal Carter	

Mr. Mayson suggested that criteria for selection of Who's Who be established with assigned weight for each activity by November. All nominations should be in by the end of Winter Quarter with continued follow-up by the division chairmen.

The meeting was adjourned.

MINUTES  
STUDENT AFFAIRS COMMITTEE  
SEPTEMBER 24, 1976

The Student Affairs Committee met on Friday, September 24, 1976 at 9:00 a.m. in the President's Conference Room. The following members were present:

Margaret Davis  
Aline Frost  
Harold Langford  
David Mott  
Michael Riley  
Jerry Shelton  
Judy Sims  
William Smith  
Harold Boyd, Chairman

A discussion was held concerning various activities scheduled for fall quarter.

The meeting was adjourned.



A UNIT OF THE UNIVERSITY SYSTEM OF GEORGIA

# FLOYD JUNIOR COLLEGE

P. O. BOX 1864  
ROME, GEORGIA 30161

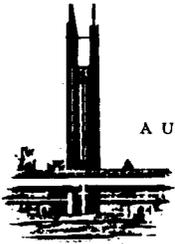
November 3, 1976

## MEMORANDUM

TO:           STUDENT AFFAIRS COMMITTEE MEMBERS

FROM:         HAROLD BOYD

The Student Affairs Committee will meet on Wednesday, November 10, 1976 at 2:00 p.m. in the President's Conference Room.



A UNIT OF THE UNIVERSITY SYSTEM OF GEORGIA

# FLOYD JUNIOR COLLEGE

P. O. BOX 1864  
ROME, GEORGIA 30161

November 19, 1976

## MEMORANDUM

TO: Student Affairs Committee Members

FROM: Harold Boyd

The Student Affairs Committee will meet on Wednesday, December 1, 1976 at 2:00 p.m. in the President's Conference Room. Please put this date on your calendar.

Thank you.

*Boyd*  
*Student Affairs*

Procedures For Selection  
of  
Who's Who In American Colleges and Universities  
Floyd Junior College  
Rome, Georgia 30161

\*I. Point System for Grade Point Average

2.0	0	3.1	55
2.1	5	3.2	60
2.2	10	3.3	65
2.3	15	3.4	70
2.4	20	3.5	75
2.5	25	3.6	80
2.6	30	3.7	85
2.7	35	3.8	90
2.8	40	3.9	95
2.9	45	4.0	100
3.0	50		

\*II. Point System for College Organizations and/or Activities

Official Organizations	0 --- 30 per each
Official Publications	0 --- 30 per each
Intramural Athletic Activities	0 --- 30 per quarter
Special Projects	0 --- 25 per each
Special Awards and Honors	0 --- 25 per each
Miscellaneous	0 --- 25

\*III. Point System for Community Organizations and/or Activities

Official Organizations or Activities	0 --- 30 per each
Religious Organizations or Activities	0 --- 30 per each
Educational Activities	0 --- 30 per each
Special Projects	0 --- 25 per each
Special Awards and Honors	0 --- 25 per each
Miscellaneous	0 --- 25

\*The initial maximum number of points that an individual may accumulate in each of the three areas shall be 100.

#### IV. General Guidelines

1. The point distribution shall be as follows:
  - A. Grade point average: 40% 0-100 X 2 = 0-200
  - B. College organizations and/or activities: 40% 0-100 X 2 = 0-200
  - C. Community organizations and/or activities: 20% 0-100 X 1 = 0-100
  
2. The computed maximum number of total points that an individual may accumulate shall be as follows:
  - A. Grade point average: 200 points
  - B. College organizations and/or activities: 200 points
  - C. Community organizations and/or activities: 100 points
  - TOTAL 500 points
  
3. An individual must satisfy the following minimum requirements:
  - A. Possess a 2.0 academic grade point average at the end of the quarter prior to consideration.
  - B. Accumulate a total of 150 points within the "Point System."
  - C. Complete in a successful manner a minimum of 45 academic credit hours on the college level with a minimum of 30 being completed at Floyd Junior College.
  
4. The grade point average shall be determined by computing all academic credit courses successfully completed at any institution of higher education.
  
5. An individual shall not accumulate any points in the area of college organizations and/or activities for organizations and/or activities while attending units of higher education other than Floyd Junior College.
  
6. An individual shall not accumulate any points in the area of community organizations and/or activities unless he or she is enrolled as a student at Floyd Junior College during the time period of involvement.
  
7. A Sub-committee of the Student Affairs Committee shall be appointed and shall be responsible for such items as a compilation of potential candidates, verification of appropriate items, assignment of selected point totals, etc.
  
8. The final decision relative to the selection of individuals for inclusion in Who's Who In American Colleges and Universities shall be at the discretion of the Student Affairs Committee.

MINUTES  
STUDENT AFFAIRS COMMITTEE  
NOVEMBER 10, 1976

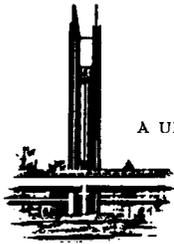
The Student Affairs Committee of Floyd Junior College met on Wednesday, November 10, 1976 at 2:00 p.m. in the President's Conference Room. The following members were present:

Paul Phillips  
Pam Pierce  
Judy Sims  
Jerry Shelton  
Cathy Spencer  
Harold Boyd, Chairman

Nominations were received for Chairman and Secretary of the Committee. Harold Boyd was elected Chairman and Margaret Davis was elected Secretary.

The proposed guidelines for selection of Who's Who in American Junior Colleges were presented by Mr. Phillips for discussion. A committee consisting of Judy Sims, Hal Langford, Pam Pierce and Paul Phillips was appointed to formally structure these guidelines and present them at the next meeting of the Committee.

The meeting was adjourned.



A UNIT OF THE UNIVERSITY SYSTEM OF GEORGIA

# FLOYD JUNIOR COLLEGE

P. O. BOX 1864  
ROME, GEORGIA 30161

November 30, 1977

## MEMORANDUM

TO: Student Affairs Committee

FROM: Harold Boyd  
Director of Student Affairs

There will be a meeting of the Student Affairs Committee on Tuesday, December 6 at 2:30 in the President's Conference Room to discuss Who's Who.

HB:rs1

PROPOSED GUIDELINES FOR SELECTION TO WHO'S WHO

Academic (Cumulative Grade Point Average)

2.5	=	2	2.50 - 2.99
3.0	=	3	3.00 - 3.49
3.5	=	4	3.50 - 3.74
4.0	=	5	3.75 - 4.00

Recognized (S.G.A. & S.A.) Organizations

member	=	1
committee	=	2
special projects chairperson	=	3
officers	=	5

Intramural Club

member	=	2
officer	=	3

Community Organizations

member	=	1
committee chairperson	=	2
special projects chairperson	=	3
officer	=	4

Potential for future growth (to be awarded by unanimous decision of Student Affairs Committee)

2 points

All participation in community activities is valid only if the student was an active member while enrolled at Floyd Junior College.

Students must have 15 points to be considered for Who's Who.

The Student Affairs Committee will have final determination on any candidate for Who's Who.

*Student Affairs*  
RECEIVED

JAN 8

STUDENT AFFAIRS

MINUTES OF THE  
STUDENT AFFAIRS COMMITTEE  
MEETING  
December 6, 1977

PRESENT: H. Boyd, C. Christ, M. Davis, A. Frost, P. Phillips, M. Wyatt  
R. Wenz

ABSENT: L. Borchardt, R. Corlew, S. Gantt, H. Langford, M. Havicek  
D. Mott, A. Newbern, J. Sims

The meeting of the Student Affairs Committee was called to order on December 6 1977, at 2:30 p.m. The first order of business was to elect a chairman. Mr. Phillips nominated Mr. Boyd and Ms. Frost seconded. Mr. Boyd was voted Chairman by unanimous decision. He, thereby, appointed Ms. Christ to act as Secretary.

As the next order of business, Mr. Phillips discussed the process of selecting Who's Who Among Students in American Junior Colleges. The applications have been completed and turned in to the Office of Student Activities. Mr. Phillips, Mr. Langford, Ms. Frost and Mr. Wyatt were selected to form a subcommittee to compile these applications. Their report will be presented at the next meeting.

Ms. Davis brought up the problem of funding for the Child Care Center. On behalf of the Child Care Center Committee she asked for the ideas of the Student Affairs Committee concerning the possibility of some Student Activities money being used to supplement the present Child Care budget. Mr. Phillips explained that this would have to be presented to the Student Activities Budget Committee.

Mr. Boyd brought up some discussion of the Student Programming Committee. There seems to be a lack of student participation on this committee. Mr. Wyatt suggested that perhaps some publicity on the purpose and function of the different branches of the Committee might encourage students to participate. It was decided that Mr. Boyd might attend the next SGA meeting and tell about each area of the Student Programming Committee.

The meeting adjourned at 3:02 p.m.



A UNIT OF THE UNIVERSITY SYSTEM OF GEORGIA

# FLOYD JUNIOR COLLEGE

P. O. BOX 1864  
ROME, GEORGIA 30161

December 9, 1977

## M E M O R A N D U M

TO: Student Affairs Committee

FROM: Harold Boyd *HB*  
Director of Student Affairs

There will be a meeting of the Student Affairs Committee on Tuesday, December 13 at 2:30 in the President's Conference Room.

HB:rs1

Student Affairs Committee Meeting met Tuesday, December 13, 1977, with Paul J. Phillips Acting Chairman presiding. Those present were: A. Newbern, M. Wyatt, A. Frost, R. Wenz, L. Borchardt. Those absent were: C. Christ, H. Boyd, D. Mott, S. Gantt, M. Havicek, and J. Sims.

Student Affairs meeting centered around Who's Who Among Students in American Junior Colleges.

The following students were selected for inclusion in Who's Who.

- |                      |                        |
|----------------------|------------------------|
| 1. Kathy Agan        | 9. Carol N. Graves     |
| 2. Phillip R. Ball   | 10. Elaine K. Henry    |
| 3. Polly A. Brown    | 11. James R. Kinsey    |
| 4. Aaron H. Campbell | 12. Julie V. Ouseley   |
| 5. Patti J. Cooper   | 13. Donna O. Pilgrim   |
| 6. Timothy D. Davis  | 14. James R. Reddicks  |
| 7. Vickie B. Fox     | 15. Jennifer L. Weem   |
| 8. William D. Goode  | 16. Donna K. Wiggins   |
|                      | 17. Rebecca L. Wiseman |

The meeting adjourned at 3:35 P.M.

Student Affairs Committee: The Development of Campus Spirit

Projects and Planning Subcommittees

1. Establish regular meeting dates  
Suggestion: every second Tuesday class is in session  
12:45 to 1:15, try to finish business in 30 minutes, 45 maximum

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2. Have SGA officers and SGA committee chairmen at meetings, along with Public Information, Newspaper (SMP), and students at large voluntarily appointed to ad hoc subcommittees.
3. Have all dances have themes and have clubs and organizations involved in the planning and presenting. Have regular reports on dances and other events for future planning.
4. Retreat Planning--have Club Executive Committee meet with SA committee.
5. Club Planning: meet in B-80 during Activity Period with all clubs and organizations with panel discussion and question-and-answer session.  
Sample topics:
  1. organizing Club membership drives
  2. coordinating schoolwide efforts on events such as Ms. FJC, Tower Hour, and plan new campus-wide events: such as a Lake Day.
  3. discuss and plan Spirit Awards for 78-79
6. Spirit Awards: select and appoint a subcommittee of faculty and students to plan and later select additional extracurricular awards, such as Club with Most Active Members, Best School Spirit, Best Community Service, Best AllAround Club, Best Advisor,

---

7. Plan and monitor a quarterly if not yearly calendar of meetings, events, speakers, and projects, with regular reports (in writing) to the SA comm.
8. Student Discount Booklet  
Club involvement in community sponsorship of discounts and services to FJC students
9. Overall Drive for Extracurricular Membership  
Suggestion: distribution of questionnaires in PE classes, finding out what students are interested in, selecting from what is already available and writing in new suggestions. Questionnaires reviewed and interested students' names, phone numbers, and addresses passed along to respective clubs (the sorting itself could be a Club Executive Committee project)
10. Promote more small meetings of special interests and social activities on campus.
11. Recommending and pushing for better Bulletin Board and announcement system (wall boards, audio-visual (TV and PA), newspaper, weekly publications, and new suggestions.

STUDENT AFFAIRS COMMITTEE MINUTES

SEP 20

STUDENT AFFAIRS

The Student Affairs Committee of Floyd Junior College met at 2 p.m. on September 13, 1970 in the President's Conference Room. Those present were Harold Boyd, Ruth Corlew, Margaret Davis, Aileen Frost, Hal Langford, Joey Mayson, Phil Mengle, Paul Phillips, and Judy Sims. The meeting was called to order by Harold Boyd, who appealed to the committee for a new Chairman (other than himself) to be elected. Charged with this commission, the committee elected Joey Mayson as Chairman and Margaret Davis as Secretary.

Joey called for new business and offered some ideas for the committee. (See the attached sheet.) Acting on the suggestion of establishing regular meetings, the committee decided to meet this quarter on October 12, November 9, and November 30, all at 3 p.m. in the B-153 Conference Room. The October 12 meeting will be concerned with two main items, Honors Day and Floyd Junior College's cultural programs. Please come prepared with concrete suggestions about the following as pertaining to Honors Day:

1. Where
2. Format (Present Format - Banquet?)
3. Speaker or not?
4. Involve Families and/or community?
5. Printed invitations
6. More awards?
7. Biography on each recipient?
8. Publicity
9. Day or night?
10. Publish a complete list of awards and what each requires. (Six Mile Post - Fall Quarter)

Also be thinking about a structure for planning, determining and coordinating Floyd Junior College's cultural events.

Another item of new business was the Leadership Retreat for the clubs. A tentative date of October 13-14 was set. Paul Phillips is in charge of arrangements and is in the process of obtaining a speaker for Assertiveness Training. Joey appointed Phil Mengle and Hal Langford to get a complete list of existing clubs and advisors in order to plan for this retreat. Early election of club officers is essential.

Adjournment was at 3 p.m.

Margaret Davis, Secretary

STUDENT AFFAIRS COMMITTEE:

Projects and Planning Subcommittees

1. Establish regular meeting dates
2. Have SGA officers and SGA committee chairmen at meetings, along with Public Information, Newspaper (SIF), and students at large voluntarily appointed to ad hoc subcommittees.
3. Have all dances with themes and have clubs and organizations involved in the planning and presenting. Have regular reports on dances and other events for future planning.
4. Retreat Planning--have Club Executive Committee meet with SA committee.
5. Foundation Scholars--have an invited meeting to award scholarships.
6. Club Planning: meet in E-80 during Activity Period with all clubs and organizations with panel discussion and question-and-answer session.

Sample topics:

1. organizing Club membership drives
  2. Coordinating schoolwide efforts on events such as Ms. FJC, Tower Hour, and plan new campus-wide events: such as a Lake Day.
  3. discuss and plan Spirit Awards for 78-79
7. Spirit Awards: select and appoint a subcommittee of faculty and students to plan and later select additional extracurricular awards, such as Club with most active members, best school spirit, best community service, best all around club, best advisor.
  8. Plan and monitor a quarterly if not yearly calendar of meetings, events, speakers, and projects with regular reports (in writing) to the SA committee.
  9. Student Discount Booklet  
Club involvement in community sponsorship of discounts and services to FJC students.
  10. Overall Drive for extracurricular Membership  
Suggestion: distribution of questionnaires in PE classes, finding out what students are interested in, selecting from what is already available and writing in new suggestions. Questionnaires reviewed and interested students' names, phone numbers, and addresses passed along to respective clubs (the sorting itself could be a Club Executive Committee project)
  11. Promote more small meetings of special interest and social activities on campus.
  12. Recommending and pushing for better bulletin Board and announcement system (wall boards, audio-visual (TV and PA), newspaper, weekly publications, and new suggestions.
  13. Activity Period for Night Students.

**STUDENT AFFAIRS COMMITTEE**

**Joseph Mayson, Chairman**  
**J. Harold Boyd**  
**Ruth O. Corlew**  
**Margaret S. Davis**  
**Aline R. Frost**  
**Mary D. Havlicek**  
**Harold P. Langford**  
**Phillip K. Mengel**  
**Paul J. Phillips**  
**Judy R. Sims**  
**Robert E. Wenz**  
**Anita C. Wilson**

Boyd

STUDENT AFFAIRS COMMITTEE - Thursday, October 12, 3:00 p.m. - B-153

PRESENT: Joey Mayson, Harold Boyd, Aline Frost, Hal Langford, Phil Mengle,  
Paul Phillips, Dawn Rainwater, Ruth Corlew, Lovie Borchardt

ABSENT: Margaret Davis, Judy Sims, Mary Havlicek, Robert Wenz, Anita Wilson

Joey introduced Dawn Rainwater, SGA President, and announced that three more students would be appointed to this Committee at the first official SGA meeting.

Honors Day --- Budget: \$250.00 Dawn Rainwater and Ruth Corlew were asked to devise, administer and compile a questionnaire for students and faculty and to report these results at the next meeting of this Committee, November 9. A lead paragraph explaining Honors Day should be included in the questionnaire.

Publications Sub-Committee --- Hubert Whitlow, Jim Hobgood, Margaret Davis and three students to be appointed by SGA. This Committee was asked to meet on or after October 18 for the purpose of considering the appointments of the editor and the advisors of the Old Red Kimono and new appointments to the Six Mile Post. Paul Phillips will set up the first meeting.

Cultural Events Sub-Committee --- Paul Phillips, Ken Anderson and Larry Moshier. Student involvement on this Committee was discussed at length. No meeting date was set.

Promotion Committee --- Hal Langford, Chairman, Ruth Corlew, advisory capacity. Others to be selected by the Chairman. A report to be ready by November 30th meeting.

Who's Who Sub-Committee --- Aline Frost, Judy Sims, Hal Langford, Ruth Corlew. Paul Phillips will call the first meeting after student information sheets are received. Students do not serve on this committee.

Joey requested that both he and Margaret (Secretary) be reminded through these minutes to discuss the procedures of recommending students to Who' Who at the first meeting of Spring Quarter.

The meeting adjourned at 3:58 p.m.

Next meeting --- Thursday, November 9, 3:00 p.m. --- Room B-153 (Nurse A.V. Room)

*Harold Boyd*

The Student Affairs Committee of Floyd Junior College met at 3:00 p.m. on Thursday, November 9, 1978 in B-153. Present were Dixon Anderson, Harold Boyd, Ruth Corlew, Margaret Davis, Aileen Frost, Holly Lawrence, Hal Langford, Phil Mengle, Joseph Mayson, Steve Patton, Paul Phillips, Dawn Rainwater, Judy Sims, and Bob Wentz.

The Chairman, Joseph Mayson, called the meeting to order and the minutes of the last meeting were approved. Mr. Mayson said that he would check to see if Anita Wilson and Mary Kavliak could be replaced by other faculty in their respective divisions. Each has a conflict and cannot attend Student Affairs Meetings this entire quarter. Reports from various subcommittees were then brought to the floor.

Ruth Corlew reported first for the Honors Day Subcommittee. A questionnaire was circulated and the results were compiled by her committee. (See attachments 1 and 2.) Indications were that Honors Day should be on campus, with a banquet if feasible, having a brief, quality speaker, everyone invited, much publicity, and more emphasis on the honorees. Also many other awards were suggested such as, Outstanding Academic Veteran, Six Mile Post Award, Outstanding Mental Health Student, Outstanding Club Leader, and Teacher of the Year.

Ms. Corlew then moved and Hal Langford seconded that these ideas be presented to Dr. McCorkle, and that a committee be formed to help plan Honors Day. Discussion following this motion was heated, to say the least. The Banquet versus Non-Banquet factions each had strong arguments for their respective viewpoints. Finally, the chairman called for an informal vote to settle the food question. The banquet lost, but a program with a reception was a happy compromise.

Another important result of the questionnaire was that it pointed out lack of knowledge about award criteria. Paul Phillips mentioned that criteria for existing award would be published in the next student handbook. Joseph Mayson suggested an Honors Day Program Brochure which could be published in the spring.

Finally, the motion by Ruth was brought to a vote and passed. Joseph asked Paul to accompany him to present the suggestions to Dr. McCorkle.

The Publications Committee report was next, given by Paul Phillips. This committee has met twice, with routine approval of student appointments to campus publications, one mid-quarter switch in a newspaper position, and the possibility of an Advising Board for the Six Mile Post.

Joseph Mayson reported on the Cultural Events Committee which has also met twice. The Committee voted against spending large amounts of money on just a few celebrities, preferring to spread the wealth around. There were several suggestions for up-coming events and these were published in ballot form in the Six Mile Post.

Hal Langford gave the last subcommittee report which was on Promotion or Publicity of events at Floyd Junior College. (See attachments 3, 4, 5 and 6.) This report gives guidelines for promoting any "Big Event" on campus. Suggestions were also made that the chairman of the event keep a log and that all events (even dances) be evaluated. Ruth Corlew suggested that announcement in classes be staggered by divisions over a certain time period. She also made a plea for structured guidelines for all publicity on this campus, mentioning the possibility of a central information center with club publicity, job information, etc.

Chairman Mayson adjourned the meeting at 4:15 p.m. The next meeting will be Thursday, November 30 at 3:00 p.m. in B-153.

Respectfully submitted,

Margaret Davis, Secretary

HONORS DAY QUESTIONNAIRE

Student Leaders

Honors Assembly is held during Student Activity Period in May. In the past, the program has consisted of a visiting speaker and the recognition of award winners, either by announcement or presentation of an award. In an effort to plan a more effective program the Student Activities Committee requests your help by filling out the following questionnaire:

1. MALE 7 FEMALE 18 2. STUDENT 25 FACULTY ADM. Under 42 15 42 or over 10

3. How many hours have you completed at PJC? 42 or over 10

4. Have you attended an Honors Assembly at PJC? YES 5 NO 20

If YES, how would you rate the effectiveness of the program?

GOOD FAIR 3 POOR 2

5. What time period would you prefer? DAY 15 EVENING 9

6. Where should the Honors Assembly be held? LECTURE ROOM 3

COMMONS 6 CAFETERIA 3 OFF-CAMPUS 7 OTHER 1

7. Who should attend?

Students & Staff Only

Parents & Friends of Students 23

By Invitation: YES 11 NO 6

8. What type of program would you prefer?

Speaker? YES 13 NO 4

Tea? YES 5 NO 10

Banquet? YES 18 NO 7

Other

9. Would you be interested in knowing the criteria for each award?

YES 24 NO 1

10. What additional awards would you suggest? Rooms 103

Banquet - Free for honorees -

11. Please list other suggestions you have for the Honors Assembly.

Freshmen - Assembly Fair to Poor

Held daytime - Commons or off campus

Parents, friends by invitation

Banquet w/ speaker

-2-

HONOR'S DAY QUESTIONNAIRE

148 Students - 66 Male  
                  20 Female

93 Evening Students  
88 Day Students  
25 Student Leaders

26 Faculty - 15 Male  
                  8 Female  
                  2 Sex Unknown

171 Total responses from 300 questionnaires circulated

Student Leaders:

More Freshman (15-10)  
Held during the day in Commons  
Parents, students, staff by invitation  
5 have attended an Honor's Assembly  
Rates fair to poor (3-2)  
Banquet - Speaker  
Want to know criteria for awards (24-1)

Day Students:

More Freshman (48-39)  
Held day or evening in Cafeteria  
Everyone invited with or without invitation  
6 have attended Honor's Assembly  
Rated fair  
Banquet - Speaker  
Want to know criteria for awards (31-6)

Evening Students:

More Freshman (18-15)  
Held in evening in Cafeteria  
Everyone invited with or without invitation  
None have attended Honor's Assembly  
Banquet - Speaker  
Want to know criteria for awards (29-2)

Faculty and Administration:

Held evening -- on campus  
Everyone invited with or without invitation  
20 have attended Honor's Assembly  
Rated fair to poor (1-13-6)  
Quality Speaker  
Want to know criteria for awards (20-4)

## GENERAL SUMMARY

Honor's Day scheduled for evening hours, on campus (Commons --- Cafeteria), with a banquet if feasible, have in-house or out-house quality speaker, everyone invited with or without invitations, such publicity before and after the event, acquaint students and staff with criteria of awards (154-13). 

MEMORANDUM

TO: Student Affairs Committee

FROM:

SUBJECT: Publicity for "Big Events"

This outlines briefly what should be done to publicize future big events on campus. While each event will be handled differently as requirements dictate, this will provide guide lines to assist those people in charge of publicity.

It is important that different people be responsible for publicity with each new event that comes along.

Overall event co-chairpersons, 1 faculty, 1 student, would be responsible for getting committees developed and manned. This committee's membership should also be rotated for the development of new methods and ideas. Each co-chairperson should keep a log of what he/she has done and the results of their actions. This will aid future event chairpersons and will indicate those practices that work and those that do not.

This is by no means a panacea for our publicity problems. It does give us a base from which to start. Hopefully you will be able to add to this document.

- 4 -

PUBLICITY COMMITTEE RESPONSIBILITY

1. Assure adequate information from event personalities.
2. Provide information to Public Information Office.
3. Work with Public Information Office to assure widest possible dissemination.
4. Announcements for Faculty
  - a. Assure they are written.
  - b. Assure they are delivered.
5. Posters
  - a. manufacture and maintain on campus
  - b. If off campus publicity- assure they are manufactured, posted, and delivered.
6. Check to assure information used in all local media outlets.
7. Removal of posters on and off campus after event.

## PUBLICITY GUIDELINES

### 6 Weeks prior to event.

1. Make Faculty aware.
2. Tie in to Faculty with biggest to gain. Use as resource person.
3. Make sure appropriate facilities available and reserved.
4. Make sure have publicity package.
5. Prior to but at least by 6 weeks before event should have contract.

### 5 Weeks prior to event.

1. ESTABLISH your committees.
  1. Publicity.
  2. Arrangements.
  3. Cleanup.
2. Make sure committees meet.  
Establish a plan.

### 3rd and 4th Weeks before events.

Have all prep work done.

### 2nd Week before event.

#### Start College Publicity.

1. Posters.
2. Faculty announcements to be read to classes.
3. Have news releases, and radio spots ready to go, and send or deliver at 10 days prior to event.
4. Check with event participants, for special arrangements.

### Week before event.

#### Faculty announcements to:

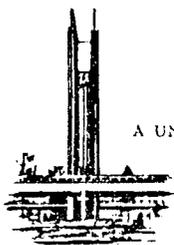
1. be read to classes.
2. make sure newspapers and radios have used news releases.
3. Make final plans for and check to assure proper arrangements (reception, transportation)

### ARRANGEMENT COMMITTEE RESPONSIBILITY

1. Secure and reserve facilities either on or off campus.
2. Make special arrangements for events as necessary.
  - a. transportation
  - b. special needs (projector, P.A. system, etc.)
3. Make arrangements for and secure items necessary for pre or post reception for event personalities. (If they are held)
4. Make sure all arrangements are ready on day of event.
5. Meet and greet event personalities as necessary.
6. Handle other problems that arise.

### CLEAN UP COMMITTEE RESPONSIBILITY

1. Make sure that facilities and surroundings are cleaned up after event.



A UNIT OF THE UNIVERSITY SYSTEM OF GEORGIA

# FLOYD JUNIOR COLLEGE

P. O. BOX 1864  
ROME, GEORGIA 30161

January 25, 1979

## MEMORANDUM

TO: Student Affairs Committee

FROM: Joseph Mayson, Chairman

RE: Meeting Wednesday, January 31, 1:30 pm  
To vote on Honors Day Proposals

The Student Affairs Committee will meet Wednesday, January 31, 1979, at 1:30 pm in B-153 (Nursing A-V Lab), to consider and act on the restructuring of FJC Honors Day awards, the results of which action will be formally presented for discussion and approval at the next full faculty meeting. Your attendance and studied participation at this meeting is very important.

Please read the attached subcommittee report, consider it carefully, and do the following homework:

1. consider the merit of each proposal and how you could best represent your constituency and the student body;
2. consider the order in which these items would best be brought to vote; and
3. make notes on other items and ideas which you feel should also be considered as part of the revision of Honors Day.

N.B.: Dr. McCorkle has expressed to me that in our attempts to improve the academic emphasis of Honors Day 1979, we not make it a hard act to follow for the 1980 (Decennial) Honors Day Program; specifically he referred to changes and embellishments which cost money. Inexpensive renovation, precedent-setting, and way-paving he waves on heartily (with the possible exception of the "first" President's Award).

PS: for those who missed, for whatever reasons, the January 18 meeting, it was called for lack of a quorum. (This meeting is one of life's little second chances, which I particularly appreciate.)

RSVP TO Shirley Morrison, Special Studies, by Tuesday, January 30, 1979

JM/sm

Discussion of honor awards was split. Should this event be exclusively for academics? Yes. Then what about Intramurals? Cut'em! O.K., then what about student activities awards and nursing awards? Now there are problems!

There was a general feeling that leadership, spirit and Old Red Kimono, as well as Art Purchase awards be included in Honors Day. Nursing awards apart from the departmental award were debated. Item #5 of Stu. Acts Subcommittee notes this day as a political event as well as academic day. How to please everyone yet maintain academic theme? Wenz insisted that Nursing awards be included, particularly because of accreditation problems. This could well help to counteract the bad PR these problems have made. Mengel rebutted that the nursing awards are primarily achievement-oriented and should not be passed off as honors awards for academics. Furthermore, in so doing, these awards could be seen by some as being somewhat questionable or false crutches in light of detrimental focus on nursing department.

In order to appease all departments and focus on academics it is the consensus of the subcommittee that:

1. Criteria for academic awards should emphasize high level participation both in general academic and specific award areas with less emphasis on community/extracurricular activities.

If necessary, this can be used as a tie breaker.

2. General Criteria

Students considered should be sophomore-level, or clearly outstanding in general and specific academic areas for that award.

Cumulative 3.0 average minimum will emphasize academics.

However, nominees will ordinarily be Dean's List calibre. One person will receive each departmental award. Specific Criteria.

Apart from the general criteria, each award should be left to the discretion of the awarding department with the trust that the academic focus will prevail in selecting nominees. In order to preserve the integrity of the award and honor's day, if general criteria cannot be met, this subcommittee recommends that award not be presented during honor's day ceremony.

3. In order to maintain the focus, scholastic awards would be separated from sister awards that are more achievement-oriented. It is therefore suggested that the honor's day program be divided into two areas: academic, and activities/achievement. (A suggested program is attached). In this way academic awards, will be foremost while at the same time granting high recognition for achievement.

4. Athletic awards should not be included in this particular ceremony. Athletics are seen as important and fundamental to the school spirit, However, given the intramural thrust and Jr. College level of competition, the subcommittee feels that apart from a departmental scholastic award this occasion is inappropriate for presentation of other athletic awards. Recognizing the ambiguity of this decision, the subcommittee recommends that given the number of athletic awards, another occasion be sponsored focusing on athletic awards, or if after dialogue and debate, athletic are included in Honor's Day. The awards should be brief both in number and in recognition, and presented during the achievement portion of the ceremony.

5. Awards should be consistent and relative to the honor being accorded.

certificate. FJC maintains awards in a public showcase adding student name to a list each year. Recipient of award keeps certificate in personal possession.

## SUGGESTED PROGRAM FOR HONOR AWARDS

### I. ACADEMIC SCHOLARSHIP AREAS:

1. President's Award
2. Honor Graduates (3.3 GPA)
3. Department Awards (3.0 & higher)

### II. ACHIEVEMENT

1. Who's Who
2. Nursing Awards?
3. Art Purchase
4. Olk Red Kimona
5. FJC Spirit Award
7. FJC Leadership

Discussion of honor awards was split. Should this event be exclusively for academics? Yes. Then what about Intramurals? Cut'em! O.K., then what about student activities awards and nursing awards? Now there are problems!

There was a general feeling that leadership, spirit and Old Red Kimono, as well as Art Purchase awards be included in Honors Day. Nursing awards apart from the departmental award were debated. Item #5 of Student Activities Subcommittee notes this day as a political event as well as academic day. How to please everyone yet maintain academic theme? Wenz insisted that Nursing awards be included, particularly because of accreditation problems. This could well help to counteract the bad PR these problems have made. Mangel rebutted that the nursing awards are primarily achievement-oriented and should not be passed off as honors awards for academics. Furthermore, in so doing, these awards could be seen by some as being somewhat questionable or false crutches in light of detrimental focus on nursing department.

In order to appease all departments and focus on academics it is the consensus of the subcommittee that:

1. Criteria for academic awards should emphasize high level participation both in general academic and specific award areas with less emphasis on relevant community/extracurricular activities. If necessary, these related criteria can be used to assist in determining an awardee.
2. General Criteria  
Students considered should be sophomore-level, or clearly outstanding in general and specific academic areas for that award. Cumulative 3.0 average minimum will emphasize academics. However, nominees will ordinarily be Dean's List calibre. One person will normally receive each departmental award. Specific Criteria. Apart from the general criteria, each award should be left to the discretion of the awarding department with the trust that the academic focus will prevail in

selecting nominees. In order to preserve the integrity of the award and honor's day, if general criteria (minimum G.P.A.) cannot be met, the award should not be presented.

3. In order to maintain the focus, scholastic awards would be separated from sister awards that are more achievement-oriented. It is therefore suggested that the honor's day program be divided into two areas: academic, and activities/achievement. (A suggested program is attached). In this way academic awards, will be foremost while at the same time granting high recognition for achievement.
4. Awards should be consistent and relative to the honor being accorded. (i.e. Presidential Trophy, Departmental plaques, and achievement certificates).

## SUGGESTED PROGRAM FOR HONOR AWARDS

### I. ACADEMIC SCHOLARSHIP AREAS:

1. President's Award
2. Honor Graduates (3.3 GPA)
3. Department Awards (3.0 & higher)

### II. ACHIEVEMENT

1. Who's Who
2. Nursing Awards (3)
3. Art Purchase
4. Old Red Kimona
5. FJC Spirit Award
6. FJC Leadership
7. Athletic Awards (3)

*H. Boyd*



A UNIT OF THE UNIVERSITY SYSTEM OF GEORGIA

# FLOYD JUNIOR COLLEGE

P. O. BOX 1864  
ROME, GEORGIA 30161

March 28, 1979

## M E M O R A N D U M

TO: Division Chairpersons

FROM: Paul J. Phillips *[Signature]*  
Assistant Director Student Affairs

The Student Affairs Committee has recommended that the annual Honors Assembly will be Friday evening, May 18, 1979, at 8:00 in the Student Center. There will be a reception following the ceremony for faculty, parents, students, and friends of the college. Official invitations will be sent to the honorees and their parents.

The Student Affairs Committee would like to have all the awards that are to be presented to the honorees as equal as possible. This does not mean that they must all be alike, but it does mean that awards should be of the same intrinsic value.

Because of the need to send out invitations, the Office of Student Activities will need the names of your honorees by May 1, 1979.

Your cooperation will be appreciated.

PJP:sh

## Part I

DO STUDENT PERSONNEL SERVICES AT THIS UNIVERSITY:	YES	NO	DON'T KNOW
1. Provide services which help students to understand themselves as individuals?	_____	_____	_____
2. Provide services which help students to develop skills in making their own decisions?	_____	_____	_____
3. Provide services which help students to develop a system of values?	_____	_____	_____
4. Provide services which help students to become aware of values held by other individuals?	_____	_____	_____
5. Provide services which help students to learn how to relate to one another?	_____	_____	_____
6. Provide services which help students to develop their educational and career objectives?	_____	_____	_____
7. Provide opportunities for students to develop leadership and organizational skills?	_____	_____	_____
8. Provide opportunities for students to apply leadership and organizational skills?	_____	_____	_____
9. Provide opportunities for students to participate on decision-making committees?	_____	_____	_____
10. Provide a balance of social, cultural, and recreational activities for students?	_____	_____	_____
11. Provide opportunities for students to receive individual help if they need it?	_____	_____	_____
12. Provide input into the university decision-making processes with the interests of individual students in mind?	_____	_____	_____
13. Provide services for the health of students?	_____	_____	_____
14. Provide services for the safety of students?	_____	_____	_____
15. Provide counseling for students with personal concerns?	_____	_____	_____
16. Provide advice for student organizations?	_____	_____	_____

## Part II

DO STUDENT PERSONNEL SERVICES AT THIS UNIVERSITY:	YES	NO	DON'T KNOW
17. Assist students to understand themselves as individuals?	_____	_____	_____
18. Assist students to develop skills in making their own decisions?	_____	_____	_____
19. Assist students to develop a system of values?	_____	_____	_____
20. Assist students to become aware of values held by other individuals?	_____	_____	_____
21. Assist students to learn how to relate to one another?	_____	_____	_____
22. Assist students to develop their educational and career objectives?	_____	_____	_____
23. Assist students to develop leadership and organizational skills?	_____	_____	_____
24. Assist in developing a campus climate which adds to the intellectual growth of students?	_____	_____	_____
25. Assist in developing a campus climate which adds to the personal growth of students?	_____	_____	_____
26. Assist the university community in becoming aware of the individual needs of students?	_____	_____	_____
27. Assist in interpreting student actions to the university community?	_____	_____	_____
28. Assist in interpreting student actions to the local community?	_____	_____	_____
29. Assist the faculty to understand students?	_____	_____	_____
30. Assist administrators to understand students?	_____	_____	_____
31. Serve as resource persons in helping students to understand faculty?	_____	_____	_____
32. Serve as resource persons in helping students to understand administrators?	_____	_____	_____
33. Assist in orienting new students to the campus in order to make them feel a vital part of the university?	_____	_____	_____

DO STUDENT PERSONNEL SERVICES AT THIS UNIVERSITY:	YES	NO	DON'T KNOW
34. Orient students to the available student services?	_____	_____	_____
35. Encourage students to use the available student services?	_____	_____	_____
36. Encourage responsible participation by students in local community activities?	_____	_____	_____
37. Interpret the philosophy of the university to students?	_____	_____	_____
38. Evaluate the effectiveness of the SPS offered for students?	_____	_____	_____
39. Report the results of research conducted on the student body to the university community?	_____	_____	_____

Thank you for your cooperation!

Roderick J. McDavis  
Assistant Professor  
of Education  
University of Florida



# FLOYD JUNIOR COLLEGE

P. O. BOX 789  
ROME, GEORGIA 30161

## M E M O R A N D U M

TO: Student Affairs Committee, Faculty Members, Boyd, Burns, Callan, Corlew, Davis, Frost, Kemper, Langford, Phillips, and Wenz, and Student Members.

FROM: Joseph Mayson, Chairman 

The second meeting of the Student Affairs Committee for the 79-80 academic year will be Tuesday, February 5 at 2:15 p.m. in the Nursing Audiovisual Room (B-153). Your attendance at the meeting is essential. If for any reason you are prevented from attending, please notify Ms. Morrison, 6357.

### A G E N D A

- I. Approval of minutes of November 12 meeting (attached; please read).
- II. Old Business
- III. New Business
  1. Who's Who, evaluation and discussion: Mr. Phillips
  2. Honors Day 1980, preplanning session
    - a. This Committee is requested to make recommendations concerning the FJC Foundation's role in Honors Day:
      - (1) Foundation awards for outstanding students
      - (2) Foundation awards for outstanding faculty
    - b. Date: Mr. Boyd
    - c. Program: subcommittee to be appointed
    - d. Introductions for recipients
    - e. seating, invitations, reception, and possibility of "tickets"
  3. Student organization constitutions pending: Mr. Phillips
  4. Campus Coordinating Committee report: Mr. Mayson
    - a. Town & Gown Series
      - (1) promotion of Atlanta Symphony, February 17
      - (2) promotion of Frank Holder Dance Company, April 21
    - b. preliminary planning for Tri-Campus "Roman Rites of Spring" festival, April 1981
  5. Publications Announcements: Mr. Mayson, Ms. Kemper
  6. Other Business  
Please let me know by noon Tuesday if you have an item for this agenda.

# Who's Who Among Students In American Junior Colleges

## Nominating Document

1979-80

Read instructions carefully. Then please fill in all copies. Type or print in alphabetical order.

Floyd Junior College  
OFFICIAL NAME OF SCHOOL (As you wish it to appear in the volume)  
P. O. Box 1864  
STREET ADDRESS  
Rome, Georgia 30161  
CITY STATE ZIP

Student Enrollment 1,280 Men 535 Women 745  
Nominations are due at our office by Oct. 6, 1979  
Your school's quota is 35. It is recommended that  
you nominate from two below to two above this figure.

Mr. Mrs. Ms.	NAME (PLEASE TYPE OR PRINT)			STUDENTS' SCHOOL ADDRESSES				
	Last	First	Middle	Street or P.O. Box	City	State	Zip	
1.	Atkison	Debra	Lynn	Rte. 1, Hennon Drive	Rome	GA	30161	
2.	Clay	Delois		11 West Forrest St.	Rome	GA	30161	
3.	Henderson	Susan	E.	129 Elliott Drive	Rome	GA	30161	
4.	Henderson	Terry	Wayne	727 N. 4th Ave. Apt 5	Rome	GA	30161	
5.	Kelley	Julia	L.	23 Holland Drive	Rome	GA	30161	
6.	Lanier	Jan	M.	132 Davis Drive	Cartersville	GA	30120	
7.	Lanier	Joy	M.	132 Davis Drive	Cartersville	GA	30120	
8.	Lindsey	Debra	Jane	Rte. 1, Box 158	Rockmart	GA	30153	
9.	McCreary	Frank	Lee	Route #4	Cartersville	GA	30120	
10.	Pilgrim	Vickie	Elaine	P.O. Box C, Rte. 1	Silver Creek	GA	30173	
11.	Seago	Edward	Allen	34 Blacks Bluff Rd.	Rome	GA	30161	
12.	Turpin	Linda	Faye	Rte. 2, Morgan Rd.	Cave Spring	GA	30124	
13.								
14.								
15.								
16.								
17.								
18.								
19.								
20.								
21.								
22.								
23.								
24.								

STUDENT AFFAIRS COMMITTEE

November 12, 1979

Attending: Aline Frost, Lamar Callahan, Joy Lanier, Judy Williams, Rita Spriggs, Kristie Kemper, Joey Mayson, Paul Phillips, Ruth Corlew.

Absent: Margaret Davis, Harold Boyd, Steve Burns, Leigh Callan, Hal Langford, Bob Wenz.

The Meeting was called to order by lame-duck J. Mayson and the immediate election placed J. Mayson as chairman and Margaret Davis as secretary for the 1979-80 year. After an emotional campaign speech by Mayson, both were elected by acclamation.

SGA presented the new constitution of the Deaf Awareness Club with the recommendation that it be approved with the exception of the change in meeting dates and the quorum percentage. The SGA recommendation was for no change in the above two exceptions. (They would remain as stated in the previous constitution.) The motion to accept the SGA recommendation was approved unanimously.

Paul Phillips presented the Who's Who Committee recommendations for the current year. Those meeting the basic criteria and recommended by the committee were approved on a Judy Williams, Ruth Corlew motion.

Three applications not meeting the basic requirements were rejected with the understanding they could be considered next year when minimal hour requirements were met. Three applications with no consensus from the review committee were discussed and resulted in two approvals and one rejection. Two other late applications not reviewed by committee received approval. (A list of those students elected to Who's Who is attached to these Minutes.)

After much discussion concerning methods of acquainting the student body with the criteria for Who's Who, it was decided by the committee to devote a portion of the first meeting of Spring Quarter to preparing an article for publication in the Fall Quarter issue of Six Mile Post. This article would include the criteria and method of selection.

A Kristie Kemper/Judy Williams motion to recommend to the Who's Who reviewing committee that a space be added to the application for background information (family, career, etc.) was approved.

The meeting closed with Chairman Mayson charging the students present to be aware of any items concerning students that needed to be brought before this committee.

The next meeting was set for Monday, January 19, 1980.

Respectfully submitted,

Ruth O. Corlew



A UNIT OF THE UNIVERSITY SYSTEM OF GEORGIA

# FLOYD JUNIOR COLLEGE

P. O. BOX 789  
ROME, GEORGIA 30161

## M E M O R A N D U M

TO: Student Affairs Committee, Faculty Members, Boyd, Burns, Callan, Corlew, Davis, Frost, Kemper, Langford, Phillips, and Wenz, and Student Members.

FROM: Joseph Mayson, Chairman *jm*

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II. Old Business

III. New Business

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    - a. This Committee is requested to make recommendations concerning the FJC Foundation's role in Honors Day:
      - (1) Foundation awards for outstanding students
      - (2) Foundation awards for outstanding faculty
    - b. Date: Mr. Boyd
    - c. Program: subcommittee to be appointed
    - d. Introductions for recipients
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      - (1) promotion of Atlanta Symphony, February 17
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# Who's Who Among Students In American Junior Colleges

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1979-80

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OFFICIAL NAME OF SCHOOL (As you wish it to appear in the volume)

P. O. Box 1864  
STREET ADDRESS

Rome, Georgia 30161  
CITY STATE ZIP

Student Enrollment 1,280 Men 535 Women 745  
Nominations are due at our office by Oct. 6, 1979  
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you nominate from two below to two above this figure.

Mr. Mrs. Ms.	NAME (PLEASE TYPE OR PRINT)			STUDENTS' SCHOOL ADDRESSES			
	Last	First	Middle	Street or P.O. Box	City	State	Zip
1.	Atkison	Debra	Lynn	Rte. 1, Hennon Drive	Rome	GA	30161
2.	Clay	Delois		11 West Forrest St.	Rome	GA	30161
3.	Henderson	Susan	E.	129 Elliott Drive	Rome	GA	30161
4.	Henderson	Terry	Wayne	727 N. 4th Ave. Apt 5	Rome	GA	30161
5.	Kelley	Julia	L.	23 Holland Drive	Rome	GA	30161
6.	Lanier	Jan	M.	132 Davis Drive	Cartersville	GA	30120
7.	Lanier	Joy	M.	132 Davis Drive	Cartersville	GA	30120
8.	Lindsey	Debra	Jane	Rte. 1, Box 158	Rockmart	GA	30153
9.	McCreary	Frank	Lee	Route #4	Cartersville	GA	30120
10.	Pilgrim	Vickie	Elaine	P.O. Box C, Rte. 1	Silver Creek	GA	30173
11.	Seago	Edward	Allen	34 Blacks Bluff Rd.	Rome	GA	30161
12.	Turpin	Linda	Faye	Rte. 2, Morgan Rd.	Cave Spring	GA	30124
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STUDENT AFFAIRS COMMITTEE

November 12, 1979

Attending: Aline Frost, Lamar Callahan, Joy Lanier, Judy Williams, Rita Spriggs, Kristie Kemper, Joey Mayson, Paul Phillips, Ruth Corlew.

Absent: Margaret Davis, Harold Boyd, Steve Burns, Leigh Callan, Hal Langford, Bob Wenz.

The Meeting was called to order by lame-duck J. Mayson and the immediate election placed J. Mayson as chairman and Margaret Davis as secretary for the 1979-80 year. After an emotional campaign speech by Mayson, both were elected by acclamation.

SGA presented the new constitution of the Deaf Awareness Club with the recommendation that it be approved with the exception of the change in meeting dates and the quorum percentage. The SGA recommendation was for no change in the above two exceptions. (They would remain as stated in the previous constitution.) The motion to accept the SGA recommendation was approved unanimously.

Paul Phillips presented the Who's Who Committee recommendations for the current year. Those meeting the basic criteria and recommended by the committee were approved on a Judy Williams, Ruth Corlew motion.

Three applications not meeting the basic requirements were rejected with the understanding they could be considered next year when minimal hour requirements were met. Three applications with no consensus from the review committee were discussed and resulted in two approvals and one rejection. Two other late applications not reviewed by committee received approval. (A list of those students elected to Who's Who is attached to these Minutes.)

After much discussion concerning methods of acquainting the student body with the criteria for Who's Who, it was decided by the committee to devote a portion of the first meeting of Spring Quarter to preparing an article for publication in the Fall Quarter issue of Six Mile Post. This article would include the criteria and method of selection.

A Kristie Kemper/Judy Williams motion to recommend to the Who's Who reviewing committee that a space be added to the application for background information (family, career, etc.) was approved.

The meeting closed with Chairman Mayson charging the students present to be aware of any items concerning students that needed to be brought before this committee.

The next meeting was set for Monday, January 19, 1980.

Respectfully submitted,

Ruth O. Corlew

*Kristie Kemper*

## STUDENT AFFAIRS COMMITTEE MEETING MINUTES

The Student Affairs Committee of Floyd Junior College met on April 1, 1980, in room B-153. Present were Lamar Callahan, Ruthie Lawler, Sandra Hudson, Judy Williams, Kristie Kemper, Jim Hobgood, Joseph Mayson, Ruth Corlew, Harold Boyd, and Bob Wenz.

Chairman Mayson called the meeting to order and suggested the following additions to the Honor's Day Responsibilities list included in the minutes of March 11.

3. Invitations, copy distribution and mailing: Mrs. Barnister and Mrs. Lawler (they would send letters to winners of awards rather than invitations and specify that they were to receive an award - no additional information would be given in such letters).

5. Refreshments, ushering and distribution of programs; Judy Williams, SGA.

8. (Added) Protocol: Harold Boyd, certificates; Hal Langford, plaques. (Get information also as to where each permanent award is displayed.)

Following these working changes and additions, the minutes of the March 11 meeting were approved.

Continuing with Honor's Day, the decision was made to type a standard form for pertinent information concerning each award winner. This form to be filled out by the award selector. This information would be given to the presenter for a 1 to 2 minute introduction of the award winner. Sandra Hudson was asked to prepare this form and to include the following information:

Name, Address, Parent/Spouse, Major Area of Study, Employment, Extra-Curricular Activities, Education and/or Career Plans, GPA (if relevant), Anecdotal Information.

Each presenter would be armed with the above information plus the award, name tag, and information pertaining to a permanent plaque if applicable.

Jim Hobgood asked that award winners be asked to pose for publicity pictures, by counties, after the program. Joseph Mayson would make the announcement near the end of the program.

Name tags for award winners and discussed at some length, the final decision being that Harold Boyd and Ruthie Lawler would be responsible for preparing name tags for each winner and this would be presented with the award.

A discussion concerning a central location for all permanent awards resulted in a suggestion that it be "somewhere" in the Student Center but no final recommendation was made.

Student Affairs Committee Minutes  
Page 2

The suggestion was made and accepted that the background for the awards platform be composed of the permanent plaques, winning art work, etc. Using the portable display boards (?) from the library was suggested.

Bob Wenz, chairman of Honor's Day sub-committee, was asked to meet with his committee and assign areas of responsibility for the purpose of coordinating Honor's Day Program.

Tuesday, May 6, 2:00 P.M., was set as the next Student Affairs Committee meeting date. This would finalize the work on Honor's Day.

Following a brief discussion of upgrading the club area of student activities, the decision was made to remind the faculty that the Student Activity Period, Monday, 12:00 noon to 1:00 P.M., was to be reserved for student activities.

Mr. Boyd asked for suggestions concerning the area of responsibilities or job description for a director of student activities.

The meeting adjourned.

Respectfully submitted,

Ruth Corlew, Acting Secretary

H. Boyd

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Ruth Corlew, Acting Secretary

*R. A. Kemper*



A UNIT OF THE UNIVERSITY SYSTEM OF GEORGIA

# FLOYD JUNIOR COLLEGE

P. O. BOX 1864  
ROME, GEORGIA 30161

## MEMORANDUM

TO Student Affairs Committee

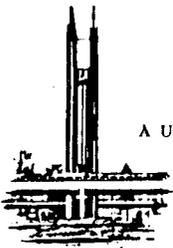
FROM Joseph Mayson

RE Meeting Thursday November 6 1:30pm  
Room B-153

## A G E N D A

1. Election of officers for 80-81 (nominations list will be comprised of all members absent)
2. Evaluation of Honors Day 1980 and suggestions for '81 event.
3. Who's Who subcommittee and examination of nomination procedures
4. Plans for an announcement/bulletin board for student center
5. planning committees for College Bowl, Tower Hour and other events traditional or proposed
6. Publications, Cultural Events, Intramurals, Clubs and other activities: ways SA Committee can promote and expedite student and faculty involvement, especially meeting times.
7. Other items you wish to discuss:

The meeting will end promptly at 3pm if not before; bring ideas.



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