

PRESIDENT'S COUNCIL MEETING
MAY 13, 1996
PRESIDENT'S CONFERENCE ROOM - 7:30 A.M.

MINUTES

Present: Dr. Lynn Cundiff, Dr. Brady Vardemann, Mr. Wesley Jones, Mr. Chris Lee.

Summer quarter registration begins next Monday and will be processed in both the TI and the BANNER system. Students will be registered as they always have in the TI and then, approximately every half-hour, registration cards will also be processed in BANNER. There is still some concern about Financial Aid and Bookstore tie-ins with BANNER.

Members of the President's Council will attend a retreat July 3, at the Sara Hightower Library. Agenda is to plan for the future.

Mr. Lee is completing plans for the Administrative Retreat, August 14-16, at Unicoi State Park.

The Employee Recognition Dinner is this Friday night, 7:00 p.m. at the Pavilion. Ralph Peters' band will perform. Dress is casual.

The Nursing Pinning Ceremony will be Thursday, June 13, 7:00 p.m. Honors Assembly will be Friday, June 14, 7:00 p.m. Graduation will be Saturday, June 15, 10:00 a.m. These activities will take place at the Forum. Graduation at North Metro Tech will be Friday, June 14, 7:00 p.m. in the North Metro Tech Auditorium.

Dr. Cundiff reported on a possible arrangement with GPTV in which we would develop educational programs and they would produce and sell them.

Dr. Cundiff distributed copies of the proposed policy for usage of Centre Stage. Copies will be given to Administrative Council and the Foundation for their input. Comments should be returned to Dr. Jones for final adoption of the policy next week.

Mr. Jones, Mr. Lee and Phil Kerr met last week to discuss the switchboard. Several options were discussed concerning the phone system. Dr. Cundiff will add this to the agenda for their July retreat.

Dr. Cundiff distributed copies of a memorandum from Dr. Lindsay Desrochers concerning the MMR Project Status Report due May 15. Mr. Jones will follow up on this.

Dr. Cundiff distributed copies of a letter from Dr. Muyskens announcing the Board of Regents approval of our request to offer Associate of Applied Science degrees in cooperation with Coosa Valley Tech and North Metro Tech.

The Council discussed a letter from Assistant Vice Chancellor J. Burns Newsom concerning

a form-letter that may be used for notifying administrative and classified employees of what their salary will be for the coming year. The Board recommends informing classified and administrative employees verbally of their annual salary because written confirmation may imply a contractual agreement of employment for the entire year. The Council discussed possible ways of notifying our classified and administrative employees of their annual salary. Mr. Lee will follow up.

Mr. Lee and Ms. Baker presented the Ad Hoc Staff Advisory Committee's recommendation for the Vivian Benton Staff Award. The Council also discussed and approved the Committee's recommendation to create an administrative staff award. Award recipients will be announced at Employee Recognition and awards will be presented at graduation.

Mr. Jones reported that two bids were received for the new fire alarm system. Because of insurance requirements, the cost of the system is high. Mr. Jones also presented two proposed new designs for parking decals. Some suggestions were made, Mr. Jones will take them back and try again.

Meeting adjourned at 9:30 a.m.

Cheryl Baker
Secretary

Floyd College
The Weekly Meeting of the President's
Monday, May 20,1996

The Cabinet met at 7:30 a.m. in the President's Conference Room. Present were: Dr. Lynn Cundiff, Dr. Brady Vardemann, Mr. Wesley Jones, and Mr. Chris Lee.

The Cabinet reviewed the requests and assignments for work study and student assistants for FY 1997. Changes were made as noted on the attached list, along with the notation that the two students assigned to Institutional Effectiveness will be assigned to the VP for Academic Affairs -- one student will be for the full year, the second for half the year -- with assignments being made to Institutional Effectiveness as needed. Also, of the students assigned to the Library, one will be assigned to North Metro and one to the Resource Room being developed at Heritage Hall. Mr. Lee reported that, with the projected expenditures, there would be a 6% reserve. Mr. Jones reminded the members that it was decided that second year student assistants and work study students would be paid \$5.00 per hour. Dr. Cundiff stated that he would like for the Cabinet to reevaluate the student assistant/work study budget and the effectiveness of the programs in December.

The Cabinet also discussed a request from Nihal Gunay that a student who has been serving as a peer-mentor in Cartersville be scholarshiped for summer quarter, so she can continue working through the summer. The Cabinet decided that she could work as a student assistant, with her wages going toward her tuition.

Mr. Lee shared a memo concerning recommendations regarding the awarding of the mini grants (see attached.) The cabinet approved the following awards:

Grant Name	Sponsor	Award
Nursing Lab Demonstration Tapes	Barbara Rees	\$1200
Re-tooling Management Workshops	Amelia Billingsley	\$1200
Staff Ambassador Program	Cheryl Baker	\$ 750

One grant was denied due to the program being sponsored by the College's regular budget (see memo). Mr. Lee stated that more grant funds would be available in the fall for additional proposals. He will remind faculty and staff before the faculty leaves for summer break. The Cabinet will discuss the proposals again around October 1.

The Cabinet discussed applicants for the interim positions of VP for Advancement and VP for Student Life. There were two applicants per position. The Cabinet made a decision to offer the VP for Advancement position to Dr. Bruce Jones and the VP for Student Life to Jonathan Hershey. Dr. Cundiff and Mr. Lee and then the entire Cabinet will meet with each of the individuals later today and, if the individuals accept, the announcement will be made on Wednesday of this week. The discussion also included title changes, which were approved by the Cabinet and will be announced on Wednesday.

Dr. Cundiff distributed free passes to the Business After Hours and asked that representatives from the College attend, since he has another engagement at that time.

Dr. Cundiff shared a memo from Corlis Cummings concerning forming an System

Implementation Committee for the Georgia Hospital Association Memorandum of Understanding. A copy of the memo will be sent to Dr. Vardemann. She will assign a representative and fax or e-mail the name to Ms. Cummings.

The Cabinet reviewed a memorandum from the Secretary of State concerning promoting more voter participation in Georgia. Ms. Rebecca Linafelt will be asked to contact the Secretary's Office concerning this project.

Dr. Cundiff shared a request from Rebecca Linafelt to move her ending date to June 21 instead of June 28.

Dr. Cundiff asked for volunteers for the Walk for Parks on June 8, a fundraiser for the purpose of building Legacy Point, a park area with a statue where the rivers come together in Rome. The volunteers will ask for donations to sponsor their walk. Dr. Cundiff asked that Vice Presidents and Division Chairs walk and carry the Floyd College Banner.

Dr. Melvin Perry shared with the Cabinet information concerning the privatization of Vocational Rehab, effective July 1, and the subsequent closing in November, 1996, of the Rehab Center in Cave Spring, where the College's hearing impaired students are housed. Mr. Kirk, the Rehab Director in Cave Spring has recommended that the facility be given back to GSD. If this occurs, then the students can still be housed -- the College will need to let GSD know what services are required there for our students, so they can arrive at an appropriate cost for the services, which will continue to be paid by Vocational Rehabilitation. The Cabinet recommended to Dr. Perry that he ask Dr. Bill Mugleston and Mr. Wendell Barnes to meet with him and decide what the appropriate services will be. Wesley Jones, Dr. Perry, and Dr. Mugleston will make the final decision.

Dr. Vardemann suggested that the group also bring Dondra Casey in to discuss transportation back to Cave Spring being made available to the hearing impaired students around mid-day. This will eliminate the inconvenience of the students being here all day when they only take one or two classes per day.

IBM has asked Floyd College and Clayton State College to enter into a partnership for a computer project, whereby IBM will provide laptop computers and infrastructure for the project. Representatives from both Colleges will attend a meeting on this Friday and will travel to North Dakota in late June to look at another College participating in a similar project.

The finalization of the Centre Stage policy was deferred until next week's meeting, pending further input and finalization by the Executive Board. Dr. Cundiff presented an amendment which was requested by the Foundation Executive Board, giving the Executive Committee use of Centre Stage at no cost for professional training and corporate/business related meetings (excluding any civic groups.) The Cabinet recommended that the language on the amendment be changed to read: "during normal hours of operation," instead of "normal class hours."

Dr. Cundiff reported on a meeting he attended at Clayton State involving Clayton State reps and Georgia Public Television representatives. Dr. Vardemann will put together a group to look at the material from the meeting and to work on the project, which is selection of programming and offerings on television.

David Mathis shared with the Cabinet the requirements and plans for the Olympic and

Paralympic training by the Latvian and Swedish teams, respectively, which will begin June 20. The College will host four Latvian weight lifters and two wrestlers for four weeks beginning on the 20th. Darlington will provide meals and transportation for the teams. The College will provide high-energy snacks and power drinks during the day. The gymnasium will be available to the teams during the month. Other activities in the gymnasium will be scheduled around the training and will be kept away from the training area. The Rome Recreation Department has ordered the weights for the training, using a grant from ACOG which they matched with funds. The Swedish paralympic basketball and sitted volleyball teams will be here to train for 5 days, beginning in late July. There will be an exhibition of the sitted volleyball team on August 11. They will play the American team.

Dr. Cundiff presented a request by Jackie Gibson, a nursing student who is ill, to have her tuition refunded for Spring Quarter and to be able to reenter the Nursing Program next year. Dr. Vardemann recommended that the request be approved. The Cabinet approved the request. Wesley Jones will process the refund.

Dr. Vardemann reported on recommendations for appointments to the Faculty Committees to replace personnel who are no longer employed or who have changed positions at the College. The appointments are to be ratified by the Faculty on Wednesday of this week.

Dr. Vardemann also reported that the division chairs recommend that the Master Teacher should be hired from outside the institution. The Cabinet discussed possibilities for hiring someone from another institution on a temporary basis,

Wesley Jones reported that registration using Banner and the old system starts today.

Mr. Lee reported on his attendance, with Phyllis Weatherly and Rebecca Linafelt, at a Southeastern Job Fair for employee recruitment purposes.

**Floyd College
President's Council Meeting
June 3, 1996 - 7:30 a.m.
President's Conference Room**

Present: Dr. Lynn Cundiff, Dr. Brady Vardemann, Mr. Wesley Jones, Dr. Bruce Jones and Mr. Jon Hershey.

The meeting opened with discussion of the Centre Stage usage policy. Additions to the policy were discussed and approved as follows: Outside groups will be charged a refundable damage deposit; alcohol sales will not be allowed; a minimum half-day fee was set. These additions will be refined and Dr. Jones will have an attorney review the whole policy. Some other issues concerning the use of Heritage Hall for special events were discussed. Mr. Jones will have Mr. Webb check with the fire marshal about sectioning off each end of the hallway just past the restrooms. This will allow access to the restrooms, but stop traffic through the rest of the building during after-hours events. Additional security may need to be hired during Student Activity functions. Run a check between back-to-back events to make sure the room is clean and everything is left in order. Dr. Cundiff met with a couple who run an after school tutor program for minority 7-12 graders. They are having to move out of their present location and have asked to use a small classroom at Heritage Hall. The program meets Monday through Thursday, 4-5:30, and consists of 15-20 students. Dr. Cundiff will follow up.

Dr. Cundiff issued a reminder for everyone that comes on campus after hours to be sure to relock any doors that you unlock when you leave.

Chris Lee and Dr. Harvey Moody met with Hugh Costello, the state Right To Know Coordinator, concerning Right To Know training for specific chemicals. Mr. Lee and Dr. Moody will develop a format for training and documenting who has had the training.

Doug Webb and Debbie Holmes joined the meeting at this time.

The Chancellor has approved the Universal Access Card effective Fall Quarter. Students will pay a \$10 per quarter fee for the card which will serve as their ID card and debit card. Floyd was one of two schools chosen to pilot the program, Clayton State was the other. Floyd College will go on line with the card Winter 97.

Dr. Cundiff read from the Spring Quarter 1996 Enrollment Report from the Regents Office. Floyd College's enrollment is 2,799, an increase of 5.9% over last year. Floyd had the 3rd largest increase in the two-year college category.

Renovation of the Library for the Student Assessment and Learning Support Center was discussed. Mr. Webb presented a draft of the construction plans. Ms. Holmes said that a stack mover will be required to move the stacks for the renovation work to be done, but first the stacks must be stabilized. It was decided to begin work this summer and have the Center operating by Fall Quarter. Ms. Holmes also mentioned a concern about humidity in the Library and has a group coming to check for mold and mildew.

Exit Ms. Holmes.

The need for a safety/security plan to be developed for all campuses was discussed.

Renovation of rooms in the old Physical Education building for office space was discussed.

Dr. Vardemann presented copies of a document she is distributing this afternoon for faculty/staff to evaluate their division chairs. Information obtained from the evaluation will be used as part of the division chairs' yearly performance appraisal prepared by the Vice President for Academic Affairs.

Area reports:

Dr. Jones will be working on getting an alumni association up and running.

Mr. Hershey reported that interviews for the Student Activity position will begin next week.

Dr. Vardemann reported that a candidate for the English position will be on campus today. There is a faculty meeting at 3:00 p.m. today.

Dr. Cundiff announced that our petition has been approved which reauthorizes us to accept and enroll new F-1 non-immigrant students. He also read from a letter concerning the entrance to the new building across the highway. The entrance will be built directly across from the north (old) entrance to the College.

Meeting adjourned at 9:45 a.m. with a reminder that graduation is next week.

Cheryl Baker
Secretary

Minutes

are being considered. Outside lighting and a gate which will be closed at night will

Dr. Vardemann presented on the subject of the
the need for a safety/security plan to be developed for all campuses was discussed.

Renovation of rooms in the old Physical Education building for office space was discussed.

Dr. Vardemann presented copies of a document she is distributing this afternoon for faculty/staff to evaluate their division chairs. Information obtained from the evaluation will be used as part of the division chairs' yearly performance appraisal prepared by the Vice President for Academic Affairs.

Area reports:

Dr. Jones will be working on getting an alumni association up and running.

Mr. Hershey reported that interviews for the Student Activity position will begin next week.

Dr. Vardemann reported that a candidate for the English position will be on campus today. There is a faculty meeting at 3:00 p.m. today.

Dr. Cundiff announced that our petition has been approved which reauthorizes us to accept and enroll new F-1 non-immigrant students. He also read from a letter concerning the entrance to the new building across the highway. The entrance will be built directly across from the north (old) entrance to the College.

Meeting adjourned at 9:45 a.m. with a reminder that graduation is next week.

Cheryl Baker
Secretary

The Weekly Meeting of the President's Cabinet
Monday, June 10, 1996
7:30 a.m.

Minutes

The President's Cabinet met in the President's Conference Room. Present were: Dr. Cundiff, Dr. Vardemann, Dr. Bruce Jones, Mr. Wesley Jones, and Mr. Jon Hershey.

Dr. Cundiff expressed thanks to Dr. Bruce Jones and those who participated in the Walk for Parks on Saturday. Approximately \$10,000 was raised.

The Cabinet discussed the policy for flex hours for summer. Flex hours will be allowed as in the past, but offices should remain open during regular business hours (8:00 or 8:30 a.m. until 5:00 p.m., Monday through Friday). Flex hours will allow employees to work outside the normal business hours and take Friday afternoons off, as long as the office can remain open as mentioned above. An e-mail will be sent. Also, the summer dress code, which allows for casual dress every day, will be in effect as of Monday, June 17.

Dr. Cundiff will not be able to attend the GED graduation on June 11. Dr. Vardemann will ask Mrs. Bowers if she plans to attend and will also ask Phyllis Weatherly to attend. Floyd College is usually asked to speak, so one of the representatives will be asked to be prepared to speak for 1-2 minutes.

Dr. Cundiff shared a letter from Dr. Muyskens' office concerning the Faculty Development Workshop sponsored under the Connecting Teachers and Technology Initiative which will be offered again this coming year. The College will nominate one person and one alternate. Dr. Vardemann will ask the divisions to distribute the information to the faculty, who will submit applications and proposals to the VP/AA office by June 24 for a July 1 recommendation to the Regents Office. Proposals will center around how the faculty member will integrate the use of technology in their instruction.

The Cabinet reviewed the Physical Plant schedule for projects as submitted by Doug Webb. Dr. Cundiff also reported to the Cabinet members that he and Wesley Jones will be attending the Haralson County School Board meeting on July 22. The Waco School will be vacated by the end of August or by Labor Day at the latest. The building mostly needs to be cleaned and the restrooms changed to adult facilities. Security and wiring for computer networks are being considered. Outside lighting and a gate which will be closed at night will also be added. Dr. Cundiff continued on the subject of the new Haralson County Center to say that Continuing Education classes and seminars would be a possibility in the gymnasium.

The Cabinet discussed the recommendation by Dr. Perdue concerning spending the \$100,000 funding for laboratories to construct a new microbiology lab (see attached memo). The two rooms being recommended by Dr. Perdue for this project are B-300 and B-333, both of which have running water. The Cabinet recommends B-300 be selected as the best possible choice. The recommendation on the lab was approved.

Dr. Cundiff shared with the Cabinet a brochure concerning a seminar on "How to better manage multiple locations." (Copy attached). Dr. Cundiff recommends that some representatives from the College attend the seminar. Dr. Vardemann recommended that the Vice Presidents attend. Dr. Cundiff recommended that people from several areas attend.

Dr. Cundiff asked Bruce Jones to contact Dick Alford (University of Michigan), who has done national research on independent scheduling, scheduling which does not fit in a quarter or semester format, i.e., creative scheduling.

Wesley Jones reported that he is getting prices on upgrading office copiers. Some offices are running far more copies than the machines were designed for. Mr. Jones is proposing a lease arrangement where the basic charge will increase, but the per copy charge will drop. Mr. Jones said that anyone needing to make more than 20 copies needs to go to a larger machine. The College will also be purchasing a new sorter/collator for the Risograph. This will be available and recommended for volume copying.

Copies of the May 1996 monthly Critical Success Indices report were distributed. Dr. Cundiff said that these statistics need to be kept up to date. Dr. Vardemann stressed that Academic Affairs needs the information on a quarterly basis. September will be the first month in which the comparative data from the previous year will be available.

Area Reports:

Dr. Cundiff:

- Today at Administrative Council he will be showing the presentation he and Dr. Skinner (Clayton State College) have put together concerning the Debit Card System.
- Reminder that Nursing Pinning, Honor's Assembly and Graduation will take place this week, Thursday evening, Friday evening, and Saturday morning consecutively. Dr. Cundiff, Phil Kerr, and Adrian Bowers will attend the North Metro Tech graduation on Friday evening. Dr. Vardemann will speak at the Nursing Pinning and will take Dr. Cundiff's place at the Honor's Assembly on Friday. Attendance at graduation by faculty and staff can not be required, but it is expected.

Dr. Vardemann:

- She will meet with Dr. Perdue on Tuesday or Wednesday of this week to discuss projects and issues which are in progress in Academic Affairs.
- There will be a number of candidates for positions on campus this week.

- The faculty has met and confirmed the graduates as well as resolved some curriculum issues.

Jon Hershey:

- Has been researching the Student Handbook and has 4-5 pages of questions.
- Will be meeting with Dr. Vardemann later today.
- Has had his first meeting with a student concerning a complaint.
- There will be two Student Life Director candidates on campus this week (Wednesday and Friday).

Dr. Jones:

- Has had an offer from Gail DeChamps to paint a mural on one of the upstairs hallway walls at Heritage Hall. The painting would be supervised by the art instructor from Pepperell High School. Dr. Vardemann recommended that, due to the problems with humidity and peeling paint in the building, the mural should be painted on a board where it could be hung on the wall and moved as needed. The request was approved by the Cabinet with the condition that it be done on some type of board, as recommended.
- Is still researching his new interim position.

Wesley Jones:

- Met with Lorin Kirk on Friday concerning housing for hearing impaired students. GSD will operate the dorm and we will not be responsible for maintenance. We will, however be responsible for providing 2 resident assistants to be at the dorm when the students are there and enforce the College's rules and regulations. Vocational Rehab will transfer one van to the College, but the College will need to provide a driver. Also, the College will have to pick up more of the cost of the interpreters.

As followup on the above, Dr. Cundiff requested a meeting this week concerning the liability issues of such an arrangement. Those to be invited to the meeting will be Dr. Cundiff, Dr. Perdue, Dondra Casey, Debbie Ziegler, Shirley Whitworth, Wendell Barnes, Melvin Perry. Barbara Griffith will set up the meeting. Wesley Jones will then need to meet with Lorin Kirk again.

The meeting adjourned at 9:30 a.m.

Submitted by: Barbara Griffith

Floyd College
President's Cabinet
August 19, 1996

The President's Cabinet met at 9:00 a.m. in the President's Conference Room. Present were Dr. Cundiff, Dr. Perdue, Dr. Jones, Mr. Jones, Mr. Lee, and Mr. Hershey.

Dr. Cundiff began the meeting by thanking everyone for attending the Administrative Retreat.

Dr. Cundiff read a letter from a student, Heather Welch, who is experiencing some difficulty getting financial aid. Dr. Perdue and Mr. Hershey will check on her situation.

Dr. Cundiff plans to talk to faculty and staff during in-service concerning the problems with children on campus.

Dr. Cundiff asked that Continuing Education handle all room reservations for outside groups even if they are unable to make a profit on the event. This will avoid persons from outside groups being transferred to various offices before getting the right individual. Dr. Jones will talk to Continuing Education about the matter.

Dr. Cundiff read an e-mail from Wendell Barnes, requesting that he be removed from the Environmental Health and Safety Committee. Mr. Barnes feels he knows nothing about that subject and would like to be appointed to another committee. The Cabinet voted to leave Mr. Barnes on the Committee because they will be discussing evacuation procedures in the near future and the hearing impaired students will need to be represented. Dr. Cundiff will e-mail Mr. Barnes with the Cabinet's decision.

The Cabinet looked at an e-mail from Harold Boyd concerning the following safety matters: biology lab B-331 has no plates over the outlets, anatomy and physiology lab has a power strip that has no cover plate, the ramp in front of the Walraven Building has possible hazards for wheelchair access. Mr. Jones will talk to Mr. Webb about these problems. Mr. Hershey mentioned that the door leading to Student Activities is hard for students in wheelchairs to enter. We have also had some complaints that the door to Disabilities Support has the same problem. The issue of people driving and parking on the sidewalks and grass was also discussed (even Dr. Cundiff has admitted to being guilty of parking on the sidewalk). Dr. Cundiff will be referring this issue to the Safety Committee for guidelines.

Dr. Cundiff asked Mr. Hershey and Dr. Perdue to look over the guidelines for the Morris Udall Foundation Scholarships and possibly recommend someone.

The Cabinet will be discussing a new organizational chart next week which is a result of the retreat. Mr. Lee will look at the possibility of having the next retreat in Atlanta.

The Cabinet discussed a request from an employee who wishes to go half time. Dr. Cundiff will get with the employee about the Cabinet's decision.

Mr. Jones announced that the Capital Improvements Committee recommends that Admissions and Human

Resources switch office areas. The Cabinet approved this request. The move should occur sometime during October, however, Admissions will still have access to the vault. About six months after the move has occurred, the areas will be reviewed and renovations made as necessary. The switchboard area will be moved, possibly to the lobby, to create an information center for visitors. Mr. Hershey will be moving into the Vice President for Student Affairs Office in the near future.

Kiosk is due on campus very soon. We need student input concerning where to place it.

Personnel from the Institute for Academic Technology (IAT), Dr. Cundiff, Dr. Skinner, and other personnel from Clayton State will meet in the near future to discuss the training that IAT will provide for our faculty.

During spring quarter, personnel in the areas of Financial Aid, Student Services, and Vice Presidents for Advancement from Alabama will be visiting Floyd College to view Galileo, laptop classes, and Banner. We can expect approximately 90 people.

The meeting adjourned about 10:50 a.m.

Floyd College
The Weekly Meeting of the President's Cabinet
Monday, August 26, 1996

Minutes

The Cabinet met at 9:00 a.m. in the President's Conference Room. Those present were: Dr. Lynn Cundiff, Dr. Judy Perdue, Mr. Jon Hershey, Mr. Wes Jones, Dr. Bruce Jones, and Mr. Chris Lee.

Mr. Lee circulated a copy of information concerning a Technology Conference September 4-6 in Albany, Georgia. The College has the opportunity to send three people. Mr. Lee suggested that Dana Marko attend. Dr. Perdue will talk with division chairs about others who may attend.

The Cabinet discussed reappointment of the Committees of the College. The staff will reelect the Grievance and Ad Hoc Staff Committees. The President's Office will furnish a list of committees at the next Cabinet Meeting. In the meantime, Dr. Cundiff will send an e-mail to the chair of each committee requesting a report on the level of involvement of each committee member. Faculty committees will be elected by the faculty during In-Service.

Dr. Cundiff shared a memorandum from Debbie Holmes concerning a quote on adding WebCat to the Library System. A discussion followed and the Cabinet decided to hold the request and quote for budget hearings in December.

The Cabinet discussed a memorandum from Dr. Desrochers concerning the allocations of FY 97 Equipment, Technology and Construction Trust Funds. The College is looking into raising the \$87,500 required as matching funds. The funds awarded will be used to pay for laptop computers. Other monies may come from IBM to make up \$250,000. Any monies left over from the laptops will be used to purchase kiosks and to fund data card infrastructure.

Dr. Cundiff shared notes from a visit by an ADA consulting team from Georgia Tech. The report in brief is that the restrooms at Floyd College are not in compliance. The College will bring two or three restrooms up to code and then post signs directing people to those restrooms while others are being modified to meet ADA standards. Dondra Casey will work with the Environmental Safety Committee on writing a statement that Floyd College will make "reasonable" accommodations for persons with disabilities.

The organizational chart was reviewed and minor changes were suggested. The chart will be further reviewed and finalized in the next few weeks. A chart will be developed showing functions and FTE assigned to each department.

Dr. Cundiff shared a letter from Ralph Russell, Librarian at Georgia State, concerning his assessment of the Floyd College Library meeting SACS criteria. Based upon

the recommendations made by Mr. Russell, the Library will review their plans for moving to an electronic collection. Mr. Lee will look into preparing a job description for Debbie Holmes if one does not already exist.

The 250 laptop computers were allocated by the Cabinet as follows:

75	Faculty (full and part time)
1	President's Office
60	Students enrolled in ITI classes
18	On Reserve in Computer Services for service-type exchanges
45	Continuing Education
2	Training
22	Cartersville campus
22	NMTI (fall quarter) - Haralson County (winter quarter)
5	Division secretaries

The 22 computers assigned to NMT and Haralson County will rotate between campuses.

Dr. Cundiff shared a letter from the Board of Regents concerning the campus Master Plan. Mr. Wesley Jones will respond to the letter.

The Cabinet discussed recommendations made in a report on advising. Dr. Cundiff will send a copy of the report to each Cabinet member. The Cabinet will discuss the report further and begin to work toward addressing the recommendations made in the report.

Area Reports:

(Dr. Cundiff)--As of today, the Student Affairs Conference Room would be designated as the SACS work room. Materials will be stored in the room until the SACS visit.

Floyd College and DeKalb College will be co-hosting the League for Innovation's National Technology Conference in Atlanta in November, 1997.

Due to the Labor Day Holiday next Monday, there will be no Cabinet meeting next week.

(Chris Lee)--In-Service schedule will be finalized today and mailed out to employees sometime next week.

Minimum wage will increase to \$4.75 on October 1. Mr. Lee asked the Cabinet's opinion on whether or not to increase the amount proportionally for students who are returning after 3 quarters. These students are currently being paid \$5.00. Student worker funds will not increase -- this will mean less hours the students can work. The Cabinet

decided it should be discussed in Administrative Council today.

(Jon Hershey)--Requested clarification of data card responsibilities for the Student Life Office. Those services will eventually be moved to a new department, Data Card Services. Mr. Hershey suggested a meeting with students to answer questions concerning the data cards and the applicable fees.

(Bruce Jones)--Dr. Jones is looking at computer security issues.

There are two meetings scheduled for the Foundation.

(Wesley Jones)--Shared an e-mail from Doug Webb concerning the renovation of the old Physical Education Building as it relates to furniture for the renovated areas. Dr. Cundiff said that this would not need to be done before January. Harold Boyd will be assigned to an office in the new PE complex. A discussion followed concerning computers and phones for Harold Boyd and secretary. Calls will come through the PE lines or will need to be forwarded from his current number. Mr. Boyd will be taking his computer and computers are already available in both offices for the secretary. Mr. Hershey will move his current computer to his new office.

Minutes reported by Barbara Griffith

Floyd College
President's Cabinet Minutes
September 9, 1996

The Cabinet met at 9:00 a.m. in the President's Conference Room. Present were Dr. Cundiff, Dr. Elifson, Mr. Hershey, Mr. Jones, and Mr. Lee. Dr. Jones was not in attendance due to a Fund-raising Seminar he is attending in San Francisco this week.

Dr. Cundiff read an e-mail from Ms. Sandy Briscar concerning our web page. Ms. Briscar is concerned that someone with more technical expertise than she should be inputting information onto our web page. Faculty members creating their own web pages was discussed. Ms. Briscar feels that any official information going on the web page should be cleared through the Public Information Office. Also, any page linked to Floyd College should be monitored by that office. It was decided that some guidelines need to be made and training provided for the faculty. Mr. Lee will get with Ms. Marko concerning the training.

The Cabinet discussed an e-mail from Mr. Harold Boyd concerning a safety issue in the pavilion. Mr. Boyd noted that he had recently been in the pavilion and noticed that the area was very dirty and the garbage cans were running over. However, the main safety issue is the bees and yellow jackets that are swarming throughout the pavilion. Mr. Jones reported that Mr. Webb has already taken care of these problems. Also, Mr. Webb will be checking with personnel from the Wildlife Resources concerning our problem with geese on campus. Dr. Cundiff reported that the water level in the lake will be lowered soon in hopes of getting rid of the geese.

Dr. Cundiff read an e-mail from Ms. Carla Patterson concerning when the FCTV studio is scheduled to be wired for the web. It was decided that the studio would be wired sometime this fall.

The Cabinet discussed election of the College Committees for next year. The committee list from 1995-1997 was reviewed and the employees that are no longer with the College were crossed off. The new list should be finalized during the next Cabinet meeting. Human Resources will be handling the Staff Grievance Committee election in the near future.

The Floyd College Studies (FCST 101) Retreat will be September 9 and 10, at Misty Mountain in Armuchee.

Mr. Jones and Mr. Webb recently met with Dr. Desrochers and Bill Chatham concerning the Waco Center. Dr. Cundiff, Mr. Jones, Dr. Elifson, Mr. Hershey, and Mr. Webb plan to tour the Waco Center on September 10.

In-service schedules were mailed to all employees at their home. The Employee Ambassadors will be available during each in-service session to assist when needed. If anyone has an issue they want Dr. Cundiff to address, please let him know as soon as possible. New employees will be recognized during the opening of in-service. The switchboard will remain open during in-service and some offices may need to rotate attendance to provide coverage.

We should be able to make student ID cards this week. Dr. Cundiff would also like for the faculty and staff to have ID cards made. The vending machines can now be accessed by a card or cash.

The Touch-Net System should be available by September 25. Students will have access to their schedule, bill, transcript, and various other items.

Youth Empowerment Program (YEP), a minority group for youth 13 to 17 years old, will be using two classrooms on the Heritage Hall Campus for afternoon tutorial sessions on Mondays and Thursdays from 3:30-5:00 p.m. during fall quarter.

Dr. Cundiff reported that the switchboard calls were down this August compared to last year.

The Cabinet discussed the following recommendations and suggestions made by the Ad Hoc Staff Advisory Committee:

1. There is a need for a reliable bus for school trips. **Response:** The 15 passenger van is on the list to be replaced and will be purchased as soon as funds become available.
2. The school needs to start a retirement fund to provide a party for employees who are retiring. This would prevent persons in that employee's office from having to do so. The person who made this suggestion was willing to have part of their salary deducted for this purpose. **Response:** The Foundation currently provides a gift to retirees who have been with the College for 10 years. Payroll deduction will not be utilized for this purpose.
3. Why can some offices on campus be closed for holidays and days after holidays while others are required to remain open? **Response:** It is essential that some offices remain open for the day to day operations of the College.
4. Would it be possible for the College to provide computer software such as WordPerfect to employees or make it

possible for employees to purchase software at a reduced cost. **Response:** This should be solved when the laptops arrive.

5. We would like to offer a cash benefit in addition to the plaque given with the Vivian Benton Staff Award. Is there a possibility that the Floyd College Foundation could fund this award? **Response:** No. The other awards given during graduation do not have a cash award.

Georgia Student Finance Commission is now entering students into the Banner system. If the financial aid information is not complete when fall quarter begins, the students will not be wiped out.

Open house for the chemistry labs and the Wetlands Tour will be September 18.

Mr. Hershey reported that the information desk should be ready by late October. The Office of Student Life would like to place a student at the information desk to be of assistance to other students.

Human Resources will be revising the Faculty/Staff Handbook and the Policy and Procedures Manual, and creating a Student Employee Manual and a Supervisor Manual before the SACS visit.

The meeting adjourned at 11:10 a.m.

MINUTES
PRESIDENT'S CABINET
September 20, 1996

The President's Cabinet met at 9:00 a.m. in the President's Conference Room. Those present included Dr. Cundiff, Dr. Elifson, Mr. W. Jones, Mr. Lee, Mr. Hershey, and Dr. B. Jones.

Dr. Elifson mentioned the crisis in developmental reading. She will work with Mrs. Hamrick to solve it.

Dr. Cundiff mentioned that no one in the System is in any better shape than we are with BANNER and financial aid.

Dr. Cundiff has received a document from Dr. Desrochers regarding results budgeting that he will forward to the Vice Presidents. The Regents are examining enrollment caps, and results budgeting goes hand in hand with that. Institutions must now document a number of items in budget proposals, such as number and percent of minority students. This is definitely a different format than ever before.

Dr. Cundiff stated that Atlanta's Channel 5 will go out to schools to look at specific programs, and he wants them to come to Floyd College. Perhaps they could look at the deaf education program, or computerized classes, or extended learning classes, etc. Cabinet members are to give their suggestions to Dr. Cundiff for a possible Spring 1997 campus live TV program.

Diana Smithson, a local artist, wants to lease/rent an art room at Heritage Hall. Possibilities were discussed. The Cabinet felt that Dr. Cundiff should notify her that an appropriate room is not available.

Tara Snibert has requested a refund for Summer quarter, second session, one class. She states that she tried to drop it by phone from New Jersey, was assured that it would be dropped, now has been told that it was not dropped, and she must pay. Mr. Jones will call her and report back to the Cabinet.

Dr. Elifson discussed the possibility of administratively withdrawing folks when they fail to show up in a reasonable period of time. Since she is already looking at policies concerning W's and WF's, she will look at policy on administrative withdrawals too.

Ten to twelve refund requests of an unclear status exists. Dr. Elifson stated that if the President's Cabinet minutes indicate a refund but one has not been done, we should track back to see what actually happened.

Dr. Jones discussed Banner Web for faculty. It costs \$11,000, and half can be paid now with balance due on July 1, 1997. The annual license fee would start in 2002. Through Banner Web, faculty can get information from BANNER without having to learn the gory details of BANNER. They can advise, register students, look at waiting lists,

override registration, get class rosters, etc. It is an interface. Dr. Cundiff stated that we will have to do this eventually, or spend weeks training faculty on BANNER. Dr. Elifson said, "pay now." Dr. Cundiff reminded all that this is a tight budget year, and we keep taking money out of reserve. There is also the issue of increased license fees for BANNER to cover the number of people and things here. Dr. Cundiff is unwilling to pay increased license fees until BANNER works as it should.

Laptop distribution to the students enrolled in the initial classes to use laptops was discussed. Each student must sign a student computer agreement which includes providing a social security number or a credit card number. Currently, 66 students are scheduled to receive the laptops. Instructors will obtain the signed computer agreements and return them to the Business Office. Mr. Hershey suggested that distribution take place after drop-add ends because many of the students do not yet know they are in "those" classes and many may drop. Instructors should have the computer contract for student review before drop-add ends. A sample computer agreement from the University of Minnesota Crookston was distributed. A carryover fee for students registered and pre-paid for the next quarter was discussed. If implemented, students would keep computers quarter-to-quarter.

Membership on the committees of the college was considered and recommendations for committee vacancies were made. Then Dr. Elifson pointed out that the Statutes says "Instructional Council appoints" and "President's Council advises." There was a discussion regarding whether ex officio committee members vote. Consensus seemed to be that ex officio means a resource person without voting rights. Committees will be finalized by Instructional Council and returned to the President's Cabinet at a later date.

Dr. Cundiff and Mr. Jones met with IBM yesterday and meet with Wachovia next week. In early October, a plan performance statement will be presented to Dr. Desrochers and Dr. Muyskens. Approval will be sought at the November Board meeting. If approved, the College will have to follow competitive bid processes for a telecommunications provider and a system integrator. The accepted bid will not necessarily be low bid, there are hopes for outside funding such as Coca Cola, IBM, etc. Hopefully, when the laptops reach replacement time, a plan will in place whereby FC graduates can, for a greatly reduced price, take their laptop with them.

Dr. Cundiff gave a SACS followup report. Dr. Marshall Smith, during his recent visit, indicated that a highlight of the SACS visit will be the coop programs with NMT and CVT. Per Dr. Elifson, FC is offering classes in Bremen, but there is no Board approval at this time. If the Board approves the Bremen campus, FC will then initiate a substantive change. Until then, Bremen is a "site."

There are tremendous BANNER problems which are expected to be ongoing, particularly in the area of financial aid. The experience with Georgia Student Finance Commission has been horrible. Dr. Cundiff stated that all colleges are frustrated with BANNER/Financial Aid just as we are.

Area Reports:

Dr. Elifson - Noted those expected to go to University of Minnesota @ Crookston on October 3-6 to study their laptop computer program.

Dr. Elifson also talked briefly about overloads which are paid for administrative duties as well as teaching duties. Many of the overloads this Fall involve administrative duties. She will bring a proposal to the President's Cabinet for initiating administrative stipends to imburse persons having administrative responsibilities.

Dr. Elifson will bring a proposal to the President's Cabinet which addresses the crisis in learning support.

Dr. Jones - Noted that business classes for Fall are filling.

Mr. Lee - Has a proposal for faculty salary recommendations based on concern regarding how recommendations were done last year. Faculty/Staff handbooks are being distributed.

Mr. Hershey - Announced that Donna Beaird is recipient of the 1st Walraven Award. Discussed requests for ID card for library use. They are waiting on the cards to be delivered so they can do ID's.

Mr. Jones - The HP 9000 was delivered damaged; however, the case was replaced and installation should occur on September 30.

A contract has been issued for wiring for AT&T data card. He will let folks know about training for the data cards.

Cash Construction Company will repair the lake dam. The lake level will be down for perhaps two to three months.

Meeting was adjourned.

Floyd College
President's Cabinet
October 7, 1996, 9:00 a.m.
Human Resources Conference Room

Present: Dr. Lynn Cundiff, Dr. Joan Elifson, Mr. Wesley Jones, Dr. Bruce Jones and Mr. Jon Hershey. Mr. Chris Lee was present by telephone for part of the meeting.

While the group waited for Mr. Lee's call to come in, Dr. Jones and Dr. Elifson gave some of the highlights of their recent trip to the University of Minnesota at Crookston. A group of nine faculty and two students traveled to UMC October 3-4 to learn more about the laptop computer program there.

Mr. Lee, who was in San Diego attending a conference, telephoned in to the meeting to discuss agendas for the October staff meeting and the November faculty/staff meeting. The main topic for the October meeting will be SACS. Several topics for the November meeting were presented. After discussion it was decided that an Alternate Dispute Resolution program, Blood Borne Pathogens training and a post-SACS celebration would be the feature topics. Dr. Elifson requested that the faculty meet, either before or after the joint meeting, to discuss some issues concerning semester conversion.

Dr. Cundiff read a letter from Dr. James Muyskens and Dr. Art Dunning concerning implementation of one of the Faculty/Staff Development Recommendations outlined in a recent memo from Chancellor Portch. The recommendation directs all institutions to establish comprehensive, clearly stated, written policies and procedures for the recruitment of faculty, staff, and administrators. The letter included a list of essential elements that these policies should contain and directed each institution to review its current policies and send a letter by March 1, 1997 to Dr. Muyskens and Dr. Dunning certifying that the process has been completed. The Cabinet agreed that the Faculty Affairs Committee and the Instructional Council will review our policy and present their recommendations to the Presidents Cabinet for a reply to Drs. Muyskens and Dunning.

Good-bye Mr. Lee.

The Cabinet approved a refund request from Dana D. Little. Mr. Jones will follow up with a letter and send her a refund check.

Dr. Cundiff read the switchboard report for the month of September. A total of 16,462 calls were received, an average of 824 calls per day. The largest number of calls received per day was 1,564 and the smallest was 338. The switchboard also handled 2,362 walk-in visits. These numbers are up compared to last year. We are having trouble finding a cabinet maker to build a cabinet for the switchboard to move into the lobby. The cabinet makers we've contacted are very busy and can't get to us until after Christmas.

Dr. Cundiff, Dr. Elifson and a faculty member will attend the PEW Roundtable meeting November 17-18 in St. Louis, Missouri. Dr. Cundiff asked Dr. Elifson to find a

Received a letter from Dr. Muyskens and Dr. Desrochers concerning the Bremen site. They have talked with President Sethna and Vice President Hynes of West Georgia College about WGC working with us in planning the academic program at Bremen with an emphasis on Developmental Studies. Also noted were terms of the lease agreement with the Haralson County School Board. They wished us well in the development of the Bremen program.

Asked Dr. Elifson and her Crookston group to put together a brief report of their visit to Crookston.

Meeting adjourned at 11:30 a.m.

Floyd College
Minutes of the President's Cabinet Meeting
October 14, 1996

The Cabinet met at 9:00 a.m. in the President's Conference Room. Present were Dr. Cundiff, Dr. Elifson, Mr. Hershey, Dr. Jones, Mr. Jones, and Mr. Lee.

Dr. Cundiff announced that he has a new granddaughter, Caroline Rose, and he will be going out of town to visit her later this week.

The Cabinet looked at a memo from Ms. Nora requesting a television in the hallway at Heritage Hall like those on the main campus. Mr. Jones will check with Carla Patterson and report back at a later meeting. Also, Ms. Nora would like to have a study room for the students on the Heritage Hall Campus and she thinks HH-293 might be a possibility. Dr. Elifson will check on the room availability and report back to the Cabinet.

The Cabinet looked at a memo from Ms. Burkhalter requesting that room HH-233 be designated as a training room for Continuing Education classes because it has a sink that would be useful for their classes. Dr. Elifson will check on the possibility of giving them HH-233 and report back to the Cabinet.

The final distribution list for the laptop computers was discussed and reads as follows:

AREA	PROPOSED	ACTUAL
Faculty	75	74 (includes Dr. Elifson)
Students	60	65
Continuing Education	45	35
President	1	1
Training	2	2
Division Secretaries	5	8
Cartersville Campus	22	22
Bremen/NMT Campus	22	22
Computer Services	18	16
Audio Visual	0	1
FCTV	0	1
Off-Campus Secretaries	0	3
TOTAL	250	250

The Instructional Technology Project (ITP) was discussed. Students now have Internet

access on campus. Classroom F-129 is wired for the Instructional Technology Intensive (ITI) classes and two more classrooms will be wired in the near future. After teaching an ITI class this quarter, Mr. Hershey feels that a printer should be installed in each ITI classroom. Mr. Jones will check on getting printers for these classrooms.

The Student ID cards will not be printed until we get an interface with the BANNER system.

Dr. Elifson will check with Ms. Billingsley on what kind of computer access they need on the North Metro Campus. Mr. Jones will call personnel from North Metro Tech about the possibility of their bookstore taking our debit cards. We have permission from North Metro Tech to wire some classrooms on their campus for our ITI classes.

Mr. Jones is checking on getting Kiosk machines for the off campus sites.

Dr. Cundiff should have the 1997-98 budget ready by this afternoon. Each budget is due to Mr. Jones' office by December 2.

State Representatives Paul Smith and Buddy Childers and Senator Richard Marable will be coming to the main campus in November. We will be showing them the Wetlands and our ITI classrooms. Dr. Cundiff asked for suggestions on other items we might share with them.

Dr. Cundiff asked Dr. Elifson to take the Standing Committees of the College to the next Instructional Council meeting for review.

Dr. Cundiff stated that people on campus need to be prepared for questions from the SACS visiting team. All employees need to look at the SACS Criteria pertaining to their area for possible questions that the SACS visiting team might ask them. Dr. Elifson will ask Mr. Shelton and Ms. Bowers to make a list of questions they think might be asked.

The Bremen Campus will be hiring a secretary soon. Renovations for the Waco Campus are moving along smoothly. Plans include paving the back lot for a parking lot.

Dr. Cundiff is planning to contact personnel from Carroll Tech to meet concerning the Waco Campus.

The Business Office will be doing a wipe out in the near future which should give us a final head count.

Approval to build a parking deck at Heritage Hall is on the December Board of Regents agenda.

Monte Carlo is scheduled for November 8.

Floyd College will be participating in two business expos in November.

Dr. Cundiff has asked the Financial Aid Department to make a recommendation concerning continued use of services by the Georgia Student Finance Commission.

The meeting adjourned.

MINUTES
PRESIDENT'S CABINET
October 21, 1996

The President's Cabinet met at 9:00 a.m. in the President's Conference Room. Present were Dr. Cundiff, Dr. Elifson, Mr. W. Jones, Mr. Lee, Mr. Hershey, and Dr. B. Jones.

Continuing Education has requested the use of the old Home Economics room at Heritage Hall. Dr. Jones will notify Mrs. Burkhalter of the Cabinet's approval.

Mrs. Nora has requested a nursing study area/nursing resource room. Ms. Holmes in the Library would like to put a couple of computers in such an area. Other Library materials are already available for nursing students at Heritage Hall. There is a wide hallway which is perfect for desks and laptop use. This hallway does not have heat/air but that was deemed not to be a problem. Desks can be placed under the windows still allowing plenty of passageway. There would be no place for study groups. Dr. Elifson will notify Mrs. New and Ms. Holmes.

The Physical Therapy Assistant program must have a changing room with lockers per a requirement of the PTA accrediting association. They currently change in a room under Centre Stage. The lockers that Physical Plant personnel removed from Waco and sandblasted should be available to the PTA program.

It was noted that the University of Wisconsin at Crookston which FC personnel and students recently visited does a booming business in lockers.

Securing Heritage Hall for Centre Stage productions was discussed. The stairs do not pose a problem, and the elevator can be locked upstairs. Mr. Webb is checking on this.

Mr. Lee mentioned laptop requests. A lengthy discussion included not only individual laptop requests, but student training strategies, faculty training strategies, etc. It was agreed that Barbara Rees, Billy Morris, Dwight Cassity, Glenn Singleton, and Dr. Elifson will formulate student training recommendations. Mr. Lee will take care of faculty training. One additional laptop each was assigned to Mr. Boyd, to Nihal Guney, to the Library, and to Public Information. Computer Services now has twelve replacement laptops remaining.

The group discussed the budget for the next fiscal year and methods of filing requests uniformly and electronically. Departments initially will fill out requests on paper while awaiting electronic instructions.

Katherine Lyle from Wisconsin will give the Louise McBee lecture at the University of Georgia at 11:00 a.m. on Monday, October 28. Dr. Bruce Jones will represent Floyd College.

Area Reports ---

Dr. Elifson reported that Dr. Muyskens wants to know by November 15 how the 6% salary increases over the past two years have helped institutions recruit or retain key faculty. He is looking for specific examples so he and the Chancellor can cite the examples when they go to the Legislature in January to ask for more salary increase money.

There will be a limit on the number of times students can take the Regents' Test when the System goes on the semester system.

The Summer calendar for semester conversion is needed right away. Dr. Mugleston, Mr. Kerr, and Dr. Elifson will work on this.

During a visit to Bremen/Waco, Dr. Elifson and others decided to relocate the bookstore to the kitchen. The bookstore initially will not be a full-time bookstore. Security for telephones is a concern. One solution to be looked into might be a cellular telephone.

Mr. Hershey discussed the continuing lack of the data cards and something to help off-campus students use area libraries in the meantime. Perhaps Ms. Holmes can contact Kennesaw to work out an interim solution for the NMT students. Per Mr. Hershey, Computer Services needs to write an Input File. (Maybe get a copy of Clayton State's ?) Once the Input File is in place, ID photos can be made. The off-campus process is still uncertain. Dr. Jones will talk with Mr. Patty, and Mr. Jones will talk with AT&T.

Dr. Jones went to the CVT groundbreaking in Rockmart. It appears that the Rockmart CVT will emphasize adult literacy, GED, welding, etc. rather than possible cooperative programs.

Monte Carlo is projected to generate more money than ever.

Mr. Jones reported on some things discussed at his state meeting. Discretionary funds will be looked at and cleaned up. Financial aid and accounts receivable will be tightened up. THERE'S A POSSIBILITY THAT SYSTEM EMPLOYEES WITH 25-30 YEARS SERVICE WILL BE ALLOWED TO RETIRE WITH NO PENALTY; AND THERE'S A FURTHER POSSIBILITY THAT A MONETARY INCENTIVE MIGHT BE OFFERED ALSO. Student activities are being looked at more carefully, for some students aren't getting a fair share. FC is o.k. on this. Justification will be needed for special initiative funds. Fee structure and refund structure for semester system is not in place yet.

Part-time office help at NMT and/or night person/security and help at Cartersville was mentioned. Dr. Elifson and Mrs. Bowers will look at these situations, and it will be discussed at the budget hearings.

Dr. Cundiff discussed the Emergency Resource Manual and the recommendation to change the emergency number from 6347 to 6911. Mr. Lee stated that FC has a moral and legal responsibility for first aid on campus. Mr. Jones mentioned the need for a vagrant and homeless policy. Sandy Briscar will be the Safety Director.

Campus visits will be arranged for middle school students per a directive from the Chancellor. Mrs. Kim McBurnett has been hired as the PREP Coordinator, and the campus visits for middle school students will be folded into her PREP responsibilities.

The American Association of State Colleges and Universities will conduct an academic leadership institute in Savannah February 2-11. The University System can nominate up to 35 individuals to participate. Dr. Muyskens' office has requested each institution to nominate up to one individual and to submit that nomination by October 28.

There is a Pugh Higher Education Roundtable scheduled to begin November 18 in St. Louis. Dr. Elifson will recommend three people to participate in these discussions. The discussion categories chosen by the Cabinet for FC participation include Learning Environment, Effective Strategy, Governance and Decision Making.

Meeting was adjourned.

Floyd College
Minutes of the Weekly Meeting of the President's Cabinet
Monday, October 28, 1996

The Cabinet met at 9:00 a.m. in the President's Conference Room. Present were Dr. Lynn Cundiff, Mr. Wesley Jones, Dr. Bruce Jones, Dr. Joan Elifson, Mr. Jon Hershey, and Mr. Chris Lee.

The Cabinet discussed a memorandum from Dr. Desrochers concerning a model Memorandum of Agreement with Cooperative Organizations. A System task force was formed and has presented its recommendations to Dr. Desrochers. Dr. Cundiff asked Dr. Jones and Dr. Elifson to discuss the model which was presented to Dr. Desrochers as it relates to the Floyd College Foundation, Alumni Association, and possible future athletics.

The Cabinet discussed a request for a weekend study area for students. Wesley Jones said that there is an unwritten policy which allows students to study in the student center area when arrangements are made ahead of time. He has e-mailed Harvey Bynum to get feedback on any concerns which security may have. He stated that a few issues need to be addressed, such as bringing children on campus during this time and allowing them to move about campus without supervision. Dr. Cundiff suggested that the cafeteria area be opened possibly four hours on Saturday and/or Sunday, at regularly scheduled hours. The possibility of having a librarian on duty in order to keep the library open for a period of time on Saturday was also discussed.

The Cabinet discussed the videoconference on "Dancing on the Edge of Chaos." Dr. Cundiff will send the information to Carla Patterson to set up a computer with video capabilities would be available to view the one-minute segment and determine if we can link into the conference.

The Cabinet reviewed the request for refund by Wayne Cameron. Based upon information supplied by Dr. Elifson and her recommendation, the Cabinet voted to approve the refund request.

The Cabinet also reviewed a letter and request for refund from Heather Justice. Dr. Bruce Jones and Dr. Elifson will discuss the matter further. Dr. Jones will look into the possibility of moving the student to another section of her class.

Dr. Cundiff shared with the Cabinet a letter from Dr. Lord giving permission for Mr. Chuck Pardoe to consult with Floyd College concerning Banner training. Dr. Cundiff announced that Mr. Pardoe would be here the first week in November.

The Cabinet discussed the UGA Customer Service training program scheduled for tomorrow. Mr. Lee reported that several people had signed up. Dr. Cundiff stated that as many people as possible needed to attend, especially from the areas of Admissions, Business Office, and Financial Aid. Mr. Jones announced that the Business Office would have one

window open with one person to cover the office during that time.

Dr. Cundiff reported that the Georgia Association of Two-Year Colleges meeting would be held Friday and Saturday, November 1-2. He, along with Carla Patterson and Catherine King would be presenting at the meeting. He also reported that 2-3 other people from the College plan to attend.

Mr. Jones reported that he would know more about the status of the current budget when wipeouts are done this week. Currently, there are 3,052 students registered before wipeout. He will meet later today with Phil Kerr and Beverly Morgan concerning the status of enrollment.

Dr. Cundiff shared a letter (see copy attached) that states that the accreditation visit for the Physical Therapy Assistant Program would be January 26-27, 1997.

Dr. Cundiff shared notes from a telephone conversation with Derrick Hardin concerning credit for a Spanish class which he took in order to meet a CPC deficiency. Dr. Elifson will follow up on the information concerning this.

Dr. Cundiff announced the following:

- there will be a laptop computer training session today at 12 noon with Timothy Dees.
- GPECC will meet Thursday (October 31) for the purpose of reporting to the Chancellor and Commissioner Breeden and receiving direction for the work to be completed for the next year.

Mr. Jones reported the following:

- distributed a worksheet for new requests for next budget year.
- He also reported that work is proceeding at Waco. The plans for the new building are now being reviewed by the Regents office staff so that the construction can move forward.
- A contract has been awarded to repair the dam. The work will move forward.
- There has been no response from the architect on the new roof for Heritage Hall. Design money was allocated last year. The roof should be bid by July 1. The holdup is a design which is in line with the historic design of the building and also the asbestos which exists in the old roof.

Mr. Hershey reported the following:

- Interviews are continuing this week for the Career Counselor position.
- There are several activities related to Halloween planned for this week: tomorrow (Tuesday), pumpkin carving; later this week, apple bobbing.
- The Black Awareness Society plans some Black History Month activities in November. On November 13, an actress whose stage name is Kimba who portrays black women in history. Dr. Joseph Silver will speak on November 20. There will

be other activities -- a schedule will be published.

Mr. Lee reported:

- Human Resources will be moving Wednesday through Friday of this week.
- He will prepare a training calendar, which will be posted at the entrance to their new office (currently the Admissions Office).
- Melissa Tooman will be leaving at the end of January (1997) -- Human Resources plans to advertise the position internally, beginning November 25.

Dr. Bruce Jones:

- Requested that Continuing Education be added to the mailing list for the Cartersville Chamber of Commerce. They are attempting to offer more programs in Cartersville and would like to be aware of opportunities and means of advertising.
- There are more sponsors and patrons this year for Monte Carlo. They are ahead financially.

Dr. Elifson made the following reports:

- A core curriculum for semester conversion has been finalized. This will play a big part in scheduling from this point on -- in preparation for the conversion.

Respectfully submitted,

Barbara Griffith

From: "DR. JOAN ELIFSON" <FLOYD/JELIFSON>
Organization: FLOYD COLLEGE - ROME, GA -USA-
To: EVERYONE ON ALL CAMPUSES
Date: Tue, 26 Nov 1996 10:41:37 EST5EDT
Subject: Committees of the College

Membership to the Standing Committees of the College were appointed by the Instructional Council as called for in the FC Statutes. The members were nominated by the President's Cabinet and considered at the October meeting of the Instructional Council.

Financial Assistance Committee

Mark Baker
Nihal Gunay
Jonathan Hershey, ex-officio
Phil Kerr
Laura Musselwhite
Susan Tate
Nursing Faculty member to be identified

Computer Committee

Clare Garrard
Debra Holmes
Sue Munn
Jeff Patty, ex-officio
Glenn Singleton
Susan Tate
Lang Wang

Environmental Health and Safety

Wendell Barnes
Harvey Bynum
Donna Daugherty
Lynn Mills
Harvey Moody
Chris Lee, ex-officio

Capital Improvements

Bruce Jones
Wesley Jones
Russell Robinson
Joanne Starnes
Doug Webb

Institutional Effectiveness

Sandy Briscar
Steve Burnes
Dondra Casey
Margaret Davis
Tim Floyd
Phil Kerr
Beverly Morgan
Belen Nora
Jerry Shelton
Glenn Singleton

Affirmative Action

Tom Berry
Glenda Brooks
Tim Dees
Chris Lee, ex-officio
Judy Sims
Phyllis Weatherly

Grievance Committee

Sue Bishop
Sarah Burkhalter
Glenda Collier
Linda Dyer
Ruthie Lawler
David Mathis
Jane Slickman
plus faculty members as elected by the faculty as follows:
Tom Berry
Dwight Cassity
Philip Dillard
Margaret Davis
Richard Trimble
Ken Weatherman
Pauline Ruel
Charles Blalock

A question has arisen about the meaning of "ex officio" as relates to committee membership. The issue as it relates to these committees is whether the "ex officio" member can vote. I have asked the President to render an interpretation on this matter, as provided by the Statutes.

Joan M. Elifson
Interim Vice President for Academic Affairs
Floyd College
706-295-6331

MINUTES
PRESIDENT'S CABINET
January 27, 1997

The President's Cabinet met at 8:00 a.m. in the President's Conference Room. Present were Dr. Cundiff, Dr. Elifson, Mr. W. Jones, Mr. Hershey, Dr. B. Jones, and eventually Mr. Lee.

The group discussed topics for the 1997-98 budget allocation presentation scheduled at the Regents' Office on January 31, 1997.

Mr. Lee discussed the creation of an Information Technology department. He will bring this topic back to the President's Cabinet in April (after the SACS report is complete).

Mr. Lee, down but not out, also discussed guidelines for tuition remission/reimbursement. This program can be used for faculty who need to pick up extra courses, provided they have been in the job six months.

Dr. Cundiff announced that each University System President can submit a major capital priority request (specifically formatted) to the Regents' Office. Selected Presidents will then present their proposal in the June 1997 Board of Regents meeting. He needs input!

The group briefly discussed an upcoming career services evaluation.

July 1997 funds should be available for the faculty development initiative. June 21 is the submittal deadline per Dr. Elifson. Along the same line, Dr. Art Dunning at the Regents' Office has notified Floyd College that the campus development programs for staff and administration should be in place by Fall 1997.

Berry College is hosting a business outlook conference on February 26 at which the Chancellor will speak. The good news is that Ms. Griffith is handling reservations and must know the number of folks planning to attend by February 3. The bad news is that individual departments will be billed for the cost of the conference.

Dr. Cundiff mentioned the possibility of leadership training (bulletproof manager) by Pinnacle Enterprises. This is a year-long program held in Atlanta. It is not designed just for educational units but businesses as well. The company is willing to bring an overview of the program to Floyd College, and they will be invited to do so.

Mr. Lee briefly discussed in-service and ITP training. This topic too will return at a later date.

Faculty promotions for AY 1997-98 must be in the Regents' Office no later than February 7, and are being processed. The need for clearly

established and published promotion criteria was discussed.

The President's Cabinet will begin meeting every other week, or as called, effective immediately.

Area Reports ---

Mr. W. Jones reported that student ID photos were successfully done at the off-campus sites. He also mentioned an announcement made by Don Davis (Regents' Office) at a recent Chief Business Officers meeting that the Window of Opportunity retirement scheme for those having 25 or more years of service is currently sidetracked. He also talked generally about BANNER implementation and cost, and specifically about the human resource module.

Mr. Lee discussed the February faculty and staff meeting. Everyone will meet for approximately 30 minutes, and faculty will remain for a longer meeting.

Mr. Hershey mentioned the service Ms. Gunay is providing for non-traditional students. There are five students who are also helping non-traditional students with computer training, and doing it for free.

Dr. B. Jones announced that the Floyd College Foundation will meet on January 29 to finalize their budget.

Dr. Elifson announced that Mr. Morris will replace the departed Dr. Garrard on the Computer Committee. She also announced that there is a move underway to develop consistency across the System regarding dealing with grades when students repeat courses.

Meeting was adjourned.

Respectfully submitted,

Vivian R. Benton

**Floyd College
Rome, Georgia 30162**

**President's Cabinet Meeting Minutes
February 10, 1997**

The President's Cabinet met at 9:00 a.m. in the President's Conference Room on February 10, 1997. Present were VP Joan Elifson, VP Wesley Jones, VP Bruce Jones, VP Jon Hershey, Chris Lee, Sandy Briscar, and Jerry Shelton. Dr. Elifson presided in the absence of Dr. Cundiff.

Policy on Computer Parts

The meeting began with a discussion led by Dr. Bruce Jones concerning a policy for the replacement of lost/stolen computer parts. Dr. Jones mentioned a proposal whereby faculty/staff would sign a contract for computers. Dr. Elifson stated that the Board of Regents already have approved policies pertaining to the use of institutional property. Dr. Jones will investigate and propose a policy for computers with the assistance of Mr. Wesley Jones. The policy proposal will initially be presented to the President's Cabinet and then to the Statutes and Faculty Affairs Committee for action.

Georgia House Bill 237

Dr. Elifson reported on Georgia House Bill 237 which relates to the effectiveness of educational programs whereby "each local school system shall reimburse the state the cost of providing postsecondary remedial instruction for any student who graduated from a public school within such local school system...." Dr. Elifson indicated that Floyd College might wish to be neutral on this issue.

Student Publications Policy

Mr. Hershey presented a proposal for a Student Publications Policy. The key portion of the policy states that all student publications shall "serve as forums for student expression and function under the protection of the First Amendment of the Constitution of the United States while maintaining basic standards of responsible journalism...." When finalized, the policy will be printed in the Quarterly Course Schedule and the Student Handbook.

Computer Needs for Enrollment Management

The Cabinet members discussed a memorandum from Mr. Phil Kerr concerning the computer needs for Enrollment Management. It was the consensus of the group that Enrollment Management is short four computers. An attempt will be made to secure the additional computers as soon as feasible.

Student Requests for Tuition Refund

The Cabinet members acted on the following student requests for tuition refunds:

Marilyn Dabbs: Referred the request to Mrs. Carolyn Hamrick for additional information.

Andre Mayes: Referred the request to Mrs. Belen Nora for additional information.

Gretchen Gentry: Referred the request to Mrs. Dondra Casey for additional information.

Deborah Redwine: Approved the refund request based upon medical problems.

Charles Berry Dabbs: Referred the request to Mr. Wesley Jones for further investigation.

Staff and Administrator Evaluations

Mr. Lee distributed and explained an evaluation instrument for Support and Professional Staff. The instrument will be presented to the Administrative Council, revised by Mr. Lee, and then presented once again to the President's Cabinet for action.

1997 Budget Shortfall

Mr. Wesley Jones reported bad news --- there is a shortfall of approximately \$103,500 in internal income for this fiscal year. Budget reports will be distributed to all institutional units within five days. Budget hearings are likely to be held soon.

1998 Budget Presentation

Dr. Elifson reported that Dr. Cundiff presented the 1998 Budget Request to selected members of the University System Central Office during a recent session. The presentation was well-received according to the FC personnel present.

Cartersville Party

Some individuals are planning a surprise appreciation party for Carolyn Parks in Cartersville at noon on Tuesday, February 11. Members of the President's Cabinet are encouraged to attend.

Valentine's Day Request

Dr. Elifson reported that Dr. Cundiff has requested a "Valentine's Day Loan" from the Board of Regents in the amount of \$200,000. A total of \$100,000 will support the Instructional Technology Project and the other \$100,000 will be utilized for operational expenses for the remainder of this fiscal year. Since this is a loan, next year's budget will be adjusted accordingly.

Alumni Group

Dr. Bruce Jones reported that he is attempting to organize a formal alumni group. He is seeking the names of 15-20 former students to form a planning committee.

Sylvan Learning Study Center Proposal

Dr. Elifson presented a new proposal for developmental education from Sylvan Learning Systems, Inc. in Baltimore, Maryland. The consensus of the members was (1) the proposal is too expensive and (2) the timing is not good; thus, there was little enthusiasm for it as outlined. The issue was postponed.

Strategic Plan for Enrollment

Dr. Elifson reported that a group has been appointed to develop a strategic plan for student enrollment. The members are the President, the four Vice Presidents, Sandy Briscar, Margaret

Davis, Steve Burns, Debbie Holmes, Tim Floyd, and Ron Johnson.

League for Innovation Conference

Dr. Elifson announced that this year's League for Innovation Conference will be held on October 12-15, at the Hilton Hotel in Atlanta. Dr. Cundiff is encouraging attendance as well as presentations by faculty and administrative personnel.

Faculty-Staff Meeting

Dr. Elifson reported that a faculty-staff meeting is scheduled for February 17. The agenda includes two important topics---budget requests and SACS issues.

Administrative Retreat

Mr. Lee announced that the summer administrative retreat will be held during August (dates to be determined) in Atlanta. This location has been selected to accommodate those who have had difficulty finding the meeting site during the past.

Extended Learning Production Release

Dr. Elifson presented a release form for extended learning productions as developed by Mrs. Carla Patterson. The form will be discussed during an Administrative Council meeting with formal action to be undertaken by the President's Cabinet during a subsequent meeting.

New Building Report

Mr. Wesley Jones reported on the status of the new addition to the Floyd College facilities. The process is approximately six months behind schedule. The bid date is April 1, 1997.

The meeting was adjourned at 10:55 a.m.

Respectfully submitted,

Jerry W. Shelton

**Floyd College
Rome, Georgia 30162**

**President's Cabinet Meeting Minutes
February 24, 1997**

The President's Cabinet met at 9:00 a.m. in the President's Conference Room on February 24, 1997. Present were President Cundiff, VP Joan Elifson, VP Wesley Jones, VP Bruce Jones, VP Jon Hershey, Chris Lee, Sandy Briscar, and Jerry Shelton. Dr. Cundiff presided during the meeting.

Student Travel Policies

The meeting began with a discussion led by VP Jon Hershey concerning policies relative to student travel. Copies of current policies have been forwarded to the Legal Affairs Office of the Board of Regents for review. This review revealed that Floyd College has some "problems" in this area. The attorneys strongly recommended that medical forms regarding travel not be used in the future. VP Hershey will investigate policies at other institutions and report to a committee which was appointed by the President to recommend new institutional policies on student travel. The committee members are as follows:

Jon Hershey, Chair
Sandy Briscar
Dorothy Morgan
Judy Perdue
Bill Mugleston

Student Requests for Tuition Refund

The Cabinet members acted on the following student requests for tuition refunds:

Marilyn Dabbs: Denied the request based upon Board of Regents and Floyd College policies.

Andre Mayes: Denied the request based upon Board of Regents and Floyd College policies.

Gretchen Gentry: Denied the request based upon Board of Regents and Floyd College policies.

Charles Berry Dabbs: Postponed action and referred the request to Mr. Wesley Jones for further investigation.

Lester Loyd: Approved the refund request based upon medical problems resulting from an accident.

Student Recruiting

VP Jon Hershey reported on materials related to student recruiting. The materials involved test

results by campus and orientation totals by quarter from 1992 through 1997. An analysis of the data revealed that current totals are not impressive; thus, the President appointed a committee consisting of VP Joan Elifson, Phil Kerr, and Mark Baker to further develop a student recruitment plan and report the results to the President's Cabinet.

FY 1998 Budget Allocations

President Cundiff discussed a memorandum from Vice Chancellor Lindsay A. Desrochers concerning the FY 1998 budget allocations. The budget redirection plans presented to the Board of Regents have been approved. The process for FY 1998 salary increases was explained by Dr. Cundiff. After the salary increases have been acted upon at the appropriate levels, the President, the Vice Presidents, and Mr. Lee will meet on April 7, 1997, to discuss all aspects of salary increases. Action will be forthcoming shortly thereafter.

SACS Policies, Procedures, and Guidelines Manual

Dr. Cundiff reported that we have received a copy of the SACS Commission on Colleges updated *Policies, Procedures, and Guidelines Manual*. According to the Manual and conversations with SACS personnel, we must report two possible substantive changes. They include a site addition (Haralson County) and a program addition (Fire Science Program with Coosa Valley Technical Institute and Savannah Technical Institute). Dr. Cundiff will prepare letters of notification to SACS in the near future.

USG "Take Our Daughters To Work Day"

Dr. Cundiff quoted from a memorandum from Chancellor Stephen R. Portch as follows:

"In support of our efforts to communicate the University System's new admission requirements and in an attempt to raise the aspirations of young people in this state regarding the pursuit of post-secondary options, I would like to enlist your participation in a significant public service project. On April 24, 1997, the University System of Georgia will partner with the Department of Technical and Adult Education; the Georgia Association for Women in Education; the Georgia Chapters of the American Association of Women for Community Colleges and the American Council of Education/National Identification Project; the University of Georgia's 4-H Program and Girls, Inc. to sponsor a statewide "Take Our Daughters to Work Day."

The target group involves 8th through 10th graders. Dr. Cundiff appointed a committee to spearhead the event, following closely the suggestions from the Chancellor. The committee is as follows:

Dana Marko, Chair
Kim McBurnett
Eileen Walker

CL 090

A computer course (previously known as CL 090, now known as CSCI 100, and to become CTIA 100 effective Spring Quarter 1997) was discussed at length by Cabinet members. After the extensive discussion, the following conclusion was reached:

If students do not take this course (CTIA 100), they must pass a competency examination.

1997 Faculty Development Workshop

President Cundiff reported on a lengthy memorandum from Vice Chancellor James Muyskens on the subject of a 1997 Faculty Development Workshop. The technology training component of the Faculty Development Workshop will be held on August 17-29, 1997, at the Classic Center in Athens. This workshop is based upon the University System initiative of "Connecting Teachers and Technology."

Faculty Consulting Policy

President Cundiff reported on a memorandum from Vice Chancellor Arthur N. Dunning on the topic of Institutional Policies regarding Faculty Consulting and Other Outside Activities. The essence of Dr. Dunning's memorandum was to request a copy of each institution's policy. Dr. Cundiff requested Jerry Shelton and VP Elifson to respond to this request.

Budget Results

Due to a shortfall in internal income, Mr. Wesley Jones reported that we were forced to reduce budgetary expenditures by \$103,500; however, we actually reduced the budgetary expenditures by \$153,000. To assist the budgetary process, Dr. Cundiff encouraged administrators to teach a course in their respective areas of expertise next quarter. He stated that he plans to teach a mathematics course during the 1997 Spring Quarter if permitted by VP Elifson.

ITP Project

Dr. Cundiff reported that we requested and received permission to bypass DOAS for the purchase of computers for the ITP Project. In fact, a bid for computers has already been sent to potential bidders. Dr. Cundiff and Dr. Rick Skinner, President of Clayton State, will meet on Tuesday (March 4) to finalize this Project with Chancellor Portch.

Strategic Planning Group on Enrollment Projections

Dr. Elifson reported on a document entitled, "Enrollment Projections: Fall 1997 Through Fall 2001." She discussed two primary factors which have made it difficult for Floyd College to apply rigorous methodologies to enrollment projection. Nevertheless, she indicated that the College has taken seriously the assignment and has responded directly to the issues contained in the **Request for Enrollment Plans**. Dr. Elifson further reported that Floyd College has responded to all elements (questions, basic assumptions, and institutional initiatives) considered in estimating enrollment projections for the College. The total headcount projection increases from 3,251 for the 1997 Fall Quarter to 4,082 in the year of 2001.

Support and Professional Staff Evaluations

Mr. Chris Lee reported on a performance management instrument for support and professional staff. The form was adopted by the Cabinet to become effective immediately with one exception. Current evaluation dates will remain in place through August 1997. After August, all evaluations will be conducted between December and February of each year.

Area Reports

Mr. Lee reported that March 4, is the Multiple Sclerosis Walk. He also distributed a table of salary percentiles for two-year institutions with budgets of \$9.9 - 16 million.

Mr. Wesley Jones reported on (1) problems with vending machines, (2) the off-campus book operation, (3) BANNER problems, and (4) the employment of a BANNER Assistant (Susan Motes).

Dr. Bruce Jones reported that the Floyd College Foundation Board of Directors will meet tonight (February 24).

Mr. Jon Hershey reported that Friday (February 28) will be the last day of employment for Heidi Graef and the first day of employment for Dorothy Morgan as Interim Director for Student Life.

Dr. Elifson reported on several topics as follows:

- The faculty passed the Student Publications Policy during a recent meeting;
- Current charges before the Curriculum Committee, the Statutes and Faculty Affairs Committee, and the Library Committee were mentioned..
- Revision of the proposed core curriculum centers around speech.
- Textbooks for the future will become more oriented to technology.

Dr. Cundiff announced that three reports are due to the Board of Regents no later than March 5, 1997. They are the Strategic Plan, Enrollment Projections (1997 through 2001) and Admissions Policy Implementation.

The meeting was adjourned at 11:22 a.m.

Respectfully submitted,

Jerry W. Shelton

**Floyd College
Rome, Georgia 30162**

**President's Cabinet Meeting Minutes
April 7, 1997**

The President's Cabinet met at 9:00 a.m. in the President's Conference Room on April 7, 1997. Present were Dr. Cundiff, VP Joan Elifson, VP Wesley Jones, VP Bruce Jones, VP Jon Hershey, Chris Lee, Sandy Briscar, and Jerry Shelton. Judy Perdue and Sue Bishop attended for a few minutes to make a presentation. Dr. Cundiff presided during the meeting.

Astronomy Lab

Judy Perdue and Sue Bishop made a brief presentation about the pending dedication of the new Astronomy lab. It is proposed that the lab be named in honor of Brad Bishop. Brad, the late husband of Sue Bishop, served on the Floyd College faculty until his accidental death a few years ago. The lab may be opened as early as April 20 but the dedication ceremony is scheduled for May 16 immediately following the Employee Recognition Dinner. Sandy Briscar was mandated to develop a "program" when all details have been finalized

Affirmative Action Policy

Mr Chris Lee presented a version of a proposed policy with philosophical overtones on affirmative action. After an extended discussion, Mr. Lee was instructed to secure additional information and then submit a revised draft to the President's Cabinet.

ADA Transition Plan

Douglas Webb and Dondra Casey have prepared a response to some issues related to a plan required by the Americans for Disabilities Act. Mainly, a few corrections were made to the existing plan. The revised (corrected) plan was approved by the Cabinet as submitted.

Tuition Remission And Reimbursement Policy

Dr. Cundiff reported on a memorandum from Dr. Arthur Dunning, Senior Vice Chancellor in the central office of the University System of Georgia, about the implementation guidelines for Section 803.140 of the Board of Regents' Tuition Remission and Reimbursement Policy. The guidelines offer some structure for implementation; however, there are many procedures that each unit of the University System must develop. Per Dr. Dunning's advice, Dr. Cundiff appointed a committee to fulfill the task. The committee members are as follows:

Chris Lee
Dana Marko
Judy Perdue
Vanessa Williams
Fred Green
Michelle Stephens

Mr. Lee and Mrs. Briscar were requested to prepare a brochure on the policy.

Health and Emergency Medical Plan

A draft copy of a Health and Emergency Medical Plan was presented by VP Jon Hershey. After an extended discussion and a few amendments, the Plan was approved by the Cabinet. Mr. Hershey was charged with the responsibilities of preparing a finished version of the Plan and distributing copies to appropriate individuals.

Department of Education Workshop

Dr. Cundiff mentioned a United States Department of Education workshop and then referred the topic to VP Bruce Jones for follow-up. Dr. Jones is supposed to report the results of his investigation to the Cabinet soon.

Thank You Notes to Legislators

Dr. Cundiff reported on a memorandum from Mr. Tom Daniel of the University System of Georgia concerning a request to write personal "thank you notes" to selected members of the Georgia General Assembly. Dr. Cundiff requested that the Vice Presidents follow-up on the request.

HOPE Program Review

Dr. Cundiff reported on a letter received from an auditor for the HOPE program. A key portion of the letter is as follows

Recently, I had the opportunity to visit your campus and met with Ms. Susan Tate, for the purpose of reviewing the operation of the HOPE program for the 1995-96 academic year. After reviewing selected files from the 95-96 year, I am pleased to be able to report that I found no financial liability on the part of your institution. The personnel in the Financial Aid Office were most helpful in reviewing your institution's procedures with me as well as providing access to sample records. I found your staff to be doing an outstanding job as they continue to serve students in an efficient manner.

HOPE Grants

Dr. Cundiff reported that certain students can now qualify for HOPE grants with 45 hours (instead of 90 hours) of academic credit and a 3.0 grade point average. This should enhance the College's student enrollment potential. Mrs. Briscar was requested to publicize this development and VP Elifson was assigned the task of meeting with our recruiting personnel.

Enrollment for Spring Quarter

Dr. Elifson reported that student enrollment for the 1997 Spring Quarter is 2,470 --- down by 200 plus students from the 1996 Spring Quarter. Discussion centered around efforts to "turn this trend around."

SACS Update

Dr. Elifson reported on policies, processes, and plans for consideration by the President's Cabinet. They are as follows:

- Learning Outcomes, Expected Results, and Assessment Plans: Educational Programs Endorsed by the Faculty
 - Goals, Expected Results, and Assessment Plans: Administrative Units Separately endorsed by the respective vice presidents
 - *Granting Credit for Prior Learning
 - *Deactivation of Programs with Coosa Valley Technical Institute Curriculum Committee will recommend to the Faculty today
 - **Process for establishing, reviewing, and evaluating curriculum
 - **Policy/Process for Review of Faculty Credentials
 - Request for four exceptions: Sheila McCoy, Adrian Bowers, Carolyn Parks, and nursing faculty member at CVTI
 - **Faculty Workload Policy
 - **Bylaws of CDOCS: NMTI and CVTI
 - **Policy on Use and Allocation of Technology Resources
 - ***Student Publications Policy
 - ***Health Services Policy
 - **Policy on Summer Pay from Grants
- *To be disseminated through the College Catalog
**To be disseminated through the Faculty/Staff Handbook
***To be disseminated through the Student Handbook

The President's Cabinet approved/adopted all of the recommended policies, processes, and plans.

Budget Parameters (Remainder of FY 97)

Dr. Cundiff and VP Vesley Jones reported on the financial status of the institution. Due to recent developments, there must be a "freeze" on certain expenditures. Mr. Jones was requested to study the situation and report the results to the President as soon as feasible.

Connecting Teachers and Technology

Mrs. Donna O. Daugherty has been selected to be a participant in the 1997-98 Faculty Development Workshop sponsored under the Connecting Teachers and Technology Initiative. Also, through the Connecting Teachers and Technology Initiative, Floyd College has the opportunity to receive \$20,000 to purchase a web server that will allow faculty members to create web pages for the posting of course materials. The paperwork must be processed and a committee consisting of Dwight Cassity, Sue Munn, and Jeff Patty must sign-off on the project. Dr. Elifson was assigned the task of following-through on these items.

Area Reports

Mr. Jon Hershey reported that progress has been made on a policy for Student Budget Hearings.

Dr. Joan Elifson reported that she has meetings scheduled for summer quarter offerings and semester conversion.

Mr. Wesley Jones reported that the Debit Card System will be fully operational this week. Also, bid materials for the cafeteria and the student center have "gone out."

Dr. Bruce Jones reported that a meeting to plan the June Faculty Development Workshop has been scheduled and that there is a need to develop a policy for computer security.

Mr. Lee mentioned the Faculty-Staff Meeting which is scheduled for April 14 and briefly described a core curriculum for employee development.

Dr. Cundiff mentioned several of his pending trips; thus, he asked Dr. Elifson to fill his role during several upcoming meetings.

There being no further business, the meeting was adjourned at 11:14 a.m.

Respectfully submitted,

Jerry W. Shelton

**Floyd College
Rome, Georgia 30162**

**President's Cabinet Meeting Minutes
May 5, 1997**

The President's Cabinet met at 9:00 a.m. in the President's Conference Room on May 5, 1997. Present were President Lynn Cundiff, VP Wesley Jones, VP Bruce Jones, VP Jon Hershey, Chris Lee, Sandy Briscar, and Jerry Shelton. VP Joan Elifson was absent. Mrs. Brenda Weeks attended briefly to report on one topic. Dr. Cundiff presided during the meeting.

Employee Recognition Dinner

Mrs. Brenda Weeks reported on the plans for the Employee Recognition Dinner. She covered such topics as menu, location, awards, recognitions, agenda, and related items. The Dinner is scheduled for the FC campus on May 16 beginning at 6:30 p.m. One of the highlights of the event will be the dedication of the John Bradford Bishop Observatory.

GPECC Follow-Up

Dr. Cundiff reported on a recent GPECC meeting in Augusta. In addition to the members of the GPECC Committee, the Chancellor of the University System of Georgia and the Commissioner of the Georgia Department of Technical and Adult Education were in attendance. One major development of the meeting was the agreement to share all student data in the future between the two governing agencies.

Floyd College Graduation

The Floyd College Graduation is scheduled for June 14 at 10:00 a.m. in the Forum in downtown Rome. The speaker is Dr. Stephen R. Portch, Chancellor of the University System of Georgia. Selected employee awards will be presented during the ceremony. Graduation for North Metro Technical Institute is slated for June 16.

High School Basketball Tournaments

Shelton reported on the status of high school basketball tournaments for the 1997-98 academic year. Agreements have been reached for the Holiday Festival Basketball Tournament (December 18, 19, 20, 22, and 23, 1997) and the Class A State Basketball Tournament (February 26, 27, and 28, 1998). Discussions have been held relative to the Region 6-AA Basketball Tournaments (sub-region, semi-finals, and finals); however, no final decision has been reached to date.

Institutional Calendar (FY 98)

Dr. Cundiff requested information for the 1997-98 Institutional Calendar. He also urged the vice presidents to provide certain types of information to his office immediately.

Policy on Employee Consulting and Other Outside Activities

Shelton presented a follow-up report on a proposed policy on employee consulting and other outside activities. A draft version of the policy had been referred to the Statutes and Faculty Affairs Committee for recommendations. There were two issues raised by the Committee. The

first issue involved the "compensation request" on the request form. The Cabinet agreed to change this section to conform to the expressed concerns. The second issue centered around the required signatures of three administrative officials. The Cabinet consented to delete the signature of the President; however, the other two signatures remain intact. The College now has an approved policy in compliance with the mandate from the Central Office of the University System of Georgia.

Scholarships for Non-Traditional Students

Shelton reported that a total of \$15,000 will be routed through the Floyd College Foundation for student scholarships for the 1997-98 academic year. The dollars were derived from the agency account for high school basketball tournaments. The funds are designated for 15 non-traditional students (minimum of 25 years of age by September 1, 1997) who do not qualify for HOPE Grants and other financial aid. The Financial Assistance Committee will be requested to determine the recipients of the scholarships in accordance with established criteria.

Bartow County Site

Shelton reported on materials prepared to support a new proposed off-campus site in southern Bartow County. The materials included a map depicting primary and secondary counties to be served by such a site; a list of selected universities, colleges, and technical institutes in the area; an enrollment chart on selected public high schools in the area; and several charts on population statistics from 1990 through 1996. The proposed site will be a central element of the Capital Outlay Plan for the College.

Tuition Refund Requests

The Cabinet members acted on the following two student requests for tuition refunds for Spring Quarter 1997:

- ▶ **Chris A. Patty:** Approved the refund request based upon medical considerations.
- ▶ **Stacey E. Sonnenschein:** Approved the refund request based upon medical considerations.

Document Room

Dr. Cundiff addressed the need for a permanent document room. After some deliberation, the issue was referred to the Facilities Committee for a recommendation.

Senior Vice Chancellor Evaluation

Dr. Cundiff read a memorandum from Dr. Stephen R. Portch, Chancellor of the University System of Georgia, seeking presidential input into the evaluation of all senior vice chancellors on his staff. The Cabinet members were requested to provide perceptions, if any, by Thursday, May 8 to the President.

Student Employee Advisory Group

Mr. Lee reported on a need for an advisory council for student workers. The Cabinet members expressed a strong endorsement for the idea; however, they did not act on the issue. The President assigned the task of developing a formal proposal to Mr. Lee. Obviously, there should be more forthcoming on this topic in the near future.

Area Reports

Mr. Lee reported that Dr. Penny Wills, the new Vice President for Student Development, will visit the campus on June 16 and 17.

Mr. Hershey reported that interviews for the Floyd College Foundation Scholarships have been completed. Mr. Hershey also reported on fees for the Student Activity Budget.

Dr. Bruce Jones led a discussion on laptop computers about "who gets" and "who keeps" new and current ones. Dr. Cundiff suggested that the Computer Committee develop a process for the distribution of the current computers by the time the new ones arrive. Dr. Jones also mentioned that computer training sessions scheduled for faculty members in June are "on schedule."

Mr. Wesley Jones announced that the bid for the renovation of the cafeteria area was recently awarded; Floyd College has received \$100,000 for dam repair; bid materials for the dam repair and the chiller replacement have been prepared; and plans for the roof design for Heritage Hall have been completed.

There being no further business, the meeting was adjourned at 10:58 a.m.

Respectfully submitted,

Jerry W. Shelton
Assistant to the President

Floyd College
Rome, Georgia 30162

President's Cabinet Meeting Minutes

June 1, 1998

The President's Cabinet met at 9:00 A.M. in the President's Conference Room on June 1, 1998. Present were President Lynn Cundiff, VP Joan Elifson, VP Penny Wills, VP Pat McCord, PI Sandy Briscar, HR Chris Lee, and AP Jerry Shelton.

The President opened the meeting with greetings and introductory remarks. Shortly thereafter, the meeting focused on the topics on the agenda.

Higher Education and the Law Conference

The Higher Education and the Law Conference will be held July 20 and 21, 1998, at the Georgia Center for Continuing Education in Athens, Georgia. Several names were suggested as possibilities to attend. Most prominently mentioned were Ashley Tull and Karen Porter. Dr. Cundiff and Dr. Elifson will follow-through on the selection of those who should represent the institution.

Travel Management

Dr. Cundiff Announced the Following:

- For travel purposes, Floyd College is now using Magical Travel in Rome.
- We must abide by state contracts for travel.
- In the future, very few employees will be granted a standing authorization to travel.

Employee Reclassification and FY 99 Pay

Per personnel reclassifications and pay for FY 99, title changes will become effective on July 1, 1998. Pay increases, however, will not become effective until September 1, 1998.

Tuition Remission and Reimbursement

Mr. Lee announced that two additional applications have been received and will be considered. An announcement should be forthcoming soon on those approved for tuition remission and reimbursement.

Nursing Students and Laptop Computers

The Cabinet members approved a request for nursing students to be granted permission to keep laptop computers for approximately four (4) weeks this summer (mid June to mid July) without additional expense. This approval is contingent upon an accurate list and a firm contract signed by each student.

Student Application Fee

Dr. Cundiff announced that the University System of Georgia plans to implement a state-wide student application fee in the amount of \$20.00 per student during the 1998-99 academic year for all two-year colleges. Dr. Cundiff understands that an institution may request an exemption during the first year. This is an issue that must be addressed soon by Floyd College.

Real Education

Dr. Cundiff asked Dr. Elifson to follow-up on the value of Real Education. Real Education provides software and a template for the creation of web courses supported by a graphic studio and a technology center.

International Faculty Travel Fund

President Cundiff announced that Jon Hershey and Robert Page have been awarded funds for Faculty Development Seminars scheduled for this summer. Mr. Hershey will attend a seminar in South Africa and Zimbabwe, and Mr. Page will attend a seminar in Greece.

Committees of the College

Per this topic, the President announced the following items:

- The chair of each Committee of the College must submit regular and annual reports to the President's Cabinet.
- Effective with the 1998-99 academic year, the President's Cabinet will become more issue oriented by acting on reports submitted by the Committees of the College.
- Vice President Pat McCord will replace Mr. Wesley Jones on the Capital Improvements Committee effective July 1998.
- Vice President Joan Elifson should prepare charges for the Standing Committees of the College.

Summer Hours

Effective June 15, "flex time" will be utilized by the College for the summer months. This means that the normal work hours for Monday through Thursday will be 8:00 a.m. until 5:30 p.m. On Fridays, the time will be from 8:00 a.m. until 12:00 p.m. Employees and supervisors may arrange different work hours if desired. Buildings will be closed at specific times and air conditioning turned off. Exceptions to these hours may be made for selected activities such as HPER classes, Biology laboratories, the PREP Program and the National Youth Sports Program.

Paper, Copy, and Mail Costs

According to Vice President McCord, all institutional unit budgets have been reduced by 50 percent for "copies" and "paper." In addition, 50 percent of previous postage funds

have been deleted from the budget. Postage funds are included in the budget for the Office of Public Information.

Gubernatorial Forum

Dr. Cundiff announced that the Floyd College Continuing Education Department will be hosting a gubernatorial forum on June 7, 1998, at Heritage Hall 7:00 -9:30 p.m. Gubernatorial candidates from both political parties will be present for the Northwest Georgia Gubernatorial Forum, which will be broadcast statewide on GPTV. A reception for the candidates will be held at 5:30 p.m. in Heritage Hall. All Democratic and Republican candidates, except for Mr. Guy Millner, have agreed to attend the forum. Admission will be by ticket only.

Switchboard Monthly Report

The Floyd College Switchboard Report for April 1998 is as follows:

<u>Types of Reports</u>	<u>Totals</u>
Total Calls Received	9914
Day Personnel Total	8836
Evening Personnel Total	1078
Largest No. Calls Per Day	575
Smallest No. Calls Per Day	280
Average Calls Received Per Day	472
Calls Received Before 8:30 A.M.	282

Student Assistant Requests for FY 99

Mr. Chris Lee presented a list of student assistant requests for FY 99. The list far exceeds the amount of funds available, which is currently \$50,000. This amount reflects a budget reduction of \$25,000 from the FY 98 Budget.

A committee was formed to study and recommend the assignment of student assistants for next year. The committee members are as follows:

Bill Mugleston
Phyllis Weatherly
Karen Porter
Sandy Briscar
Ex-officio Chris Lee

The deadline for a committee recommendation is June 19.

Electrical Power

Dr. Cundiff announced that the electrical power would be cut-off today at 4:00 p.m. Employees should plan to leave at that time.

Student Request for Tuition Refund

The Cabinet members reaffirmed the denial of a request by Robin S. Naugher for a full (100%) tuition refund for the 1998 Winter Quarter due to the failure to demonstrate the existence of a catastrophic medical problem.

New Name for the Instructional Technology Project

Dr. Cundiff mentioned that we need a new name for the Instructional Technology Project, since it is no longer a Project. Sandy Briscar suggested EMPAC (Electronically Mediated Postsecondary Academic Community). Additional suggestions will be sought via the Administrative Council.

ITP Phase II Meeting

The ITP Phase II Meeting is scheduled for June 2 at 10:00 a.m. In Phase II, we must move from the informational level to the interactive level according to Dr. Cundiff. Dr. Cundiff talked at length about what we need to do in this area in the future.

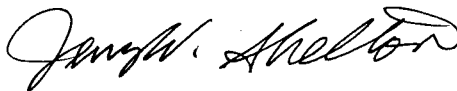
Area Reports

- Dr. Joan Elifson, Vice President for Academic Affairs
Dr. Elifson announced that Mrs. Belen Nora will be the Mace Bearer and Mr. Stephen Burns will be the Banner Bearer during the 1998 Graduation Ceremony.
- Dr. Penny Wills, Vice President for Student Development
Dr. Wills presented a Summer Quarter Enrollment Report as follows:

Rome, Central Campus	413
Heritage Hall Campus	27
Cartersville Campus	84
Acworth Campus	114
Bremen Campus	<u>60</u>
Total	698 (64 Duplicates)
- Mr. Pat McCord, Vice President for Finance and Administration
Mr. McCord announced that the FY 99 Budget is pending approval by the Board of Regents.
- Mr. Chris Lee, Director of Human Resources
Mr. Lee reported that the "end of the quarter brunch" is scheduled for June 10 at 10:00 a.m. on the central campus.

There being no further business, the meeting was adjourned at 11:40 A.M.

Respectfully submitted,



Jerry W. Shelton
Assistant to the President

**Vice Presidents Council
February 13, 1995**

Minutes

Mr. Chris Lee joined the VP Council for a discussion on the Chancellor's pay raise proposal. A series of meetings with division chairs and directors will be set up sometime in March to discuss the allocation of raise funds.

The Council discussed the requests for assessing student participation fees as well as other student fees. President Cundiff requested recommendations from the Vice Presidents by Friday, February 17. A formal recommendation on fees will be developed by the next Council meeting for submission to the Regents office.

Graduation was discussed briefly. Mr. Tom Melton will inquire as to the use of the Rome Forum for graduation.

Beginning in March, and for the first Monday of each month, the VP Council will be expanded to include Jerry Shelton, Chris Lee, and Wesley Jones. In addition, Dr. Vardemann and Mr. Boyd will ask one division chair/director from their area to attend the first meeting of each month. The intention of this change is to provide professional development to administrators by allowing them to witness and participate in the decision-making process and discussions at the meetings.

Committees of the College were discussed. Each Vice President was asked to submit the names of three individuals per committee from their respective areas to serve. The Grievance and Institutional Effectiveness Committees have already been appointed. Other Committees of the College include Computer, Capital Improvements, Affirmative Action, Environmental Health and Safety, and Financial Assistance.

The Council reviewed a request for a 100% student fee refund requested by Julie Redden. The request was put on hold pending receipt of more information concerning this request.

The Council discussed a Request for Strategic Allocation submitted by West Georgia College which will provide monies to offer Baccalaureate programs in Special Education, Nursing, Criminal Justice, possibly Early Childhood, the MPA, and the Med. The request will include a GSAMS for Cartersville and Carrollton in order to bring programs to the Cartersville Center.

A Strategic Allocation proposal for a Sign Language Interpreter Training Program to be submitted by Floyd College was brought before the Council. This program would provide for intensive state-wide training via distance and local delivery methods for persons working in private and public agencies.

Dr. Cundiff brought before the Council the idea of assigning evening work schedules for new hires so that persons may share offices, desks, and computer equipment. Dr. Cundiff commented that this would have to be done only in cases where the work could be

done on flexible schedules.

Dr. Cundiff announced that the owners of Riverbend Mall have agreed to let Coosa Valley Tech and Floyd College use a parking lot across from the mall for persons attending Continuing Education classes in space provided by the mall and also for students who will be shuttled to Heritage Hall.

In preparation for document imaging, the Vice Presidents were asked to meet with persons in their areas to start looking at information which could be stored on the system.

The budget meeting on February 22 will begin at 3:00 p.m. to allow for a 9:00 a.m.-2:00 p.m. meeting on campus with representatives from BANNER.

The Vice Presidents reviewed the recommendations for promotion of faculty.

The Vice Presidents gave area reports, beginning with Tom Melton:

There are concerns about computer lab software and equipment problems being reported in a timely manner.

The budget request documents are being printed and collated.

The budget amendment has been submitted to the Regents Office.

Doug Webb has been working on heating problems at Heritage Hall.

The Foundation needs assistance in promoting the Dinner Theatre scheduled at Centre Stage on March 10. There are 140 individual tickets and 10 sponsor tables to be sold.

Mr. Boyd reported:

The Counselor's breakfast at North Metro is scheduled for 8:30 a.m. tomorrow.

The Senior Probe Fair, involving 25 colleges, will be held in the Student Center on Wednesday.

A reception for those involved in the tutors/mentors.

The 6A Literary Meet will be on campus on March 17.

Dr. Cundiff announced that class content makeup for the snow day would be left to the discretion of the instructors. Dr. Vardemann will give guidance concerning night classes.

Minutes
Vice Presidents Council Meeting
Floyd College
April 10, 1995

The Vice Presidents Council met at 1:00 p.m. in the Presidents Conference Room. Present were Dr. Lynn Cundiff, Dr. Brady Vardemann, Harold Boyd and Tom Melton. Special guests at this week's meeting, Dr. Judy Perdue, Chris Lee, Bruce Pound and Jerry Shelton, were welcomed by Dr. Cundiff.

Dr. Cundiff opened the meeting with a discussion of our service areas and ways in which we should proceed to serve them. With the sizable population growth in the Cartersville area, it is felt that is where our growth potential lies, therefore, we need to increase our emphasis in these areas. Phil Kerr is working on identifying alumni in the Cartersville area to initiate an active Alumni Association there. We also need to place an emphasis on the Hispanic population in Rome as well as the Cartersville and North Metro Tech areas. Dr. Cundiff asked if anyone knows the names of people with influence in Rome's Spanish community to give those names to Mr. Boyd before the next meeting. He will plan a meeting to discuss with them what they feel we could provide to meet their educational needs.

Heritage Hall should be fully operational by Fall Quarter. Plans are for a major publicity push announcing its completion and targeting students in the Rome area that could use bus transportation to attend classes there.

Mr. Boyd reported final Spring Quarter enrollment on the Rome campus is 2,037, North Metro - 461, and Cartersville - 337. There were 166 duplicates, which makes the total unduplicated enrollment 2,669. Mr. Melton reported that before wipeouts we were \$4,964 over budget, but that if all of those who have not paid yet are wiped out, we will be \$8,124 below budget. That means that the money that was held in reserve and not needed to cover deficits will be released.

Dr. Vardemann reported that three awards will be given out at graduation this year: the Presidential Award; the Walraven Award; and chosen for the first time this year, a Staff Award. Regent Juanita Baranco was scheduled to speak, but she has had to decline. We need to find another speaker. Some names were suggested and will be checked on. Banners are being designed for each academic division, and the faculty will elect someone to carry the mace. Beginning this year, one vice presidential division will be responsible for providing servers for the reception. Student Affairs will start this year, next year Academics, then Business. Graduation will be held at the Rome Forum.

Dr. Cundiff announced the Foundation's Pacesetter Campaign will kick-off Monday night, April 17, with a banquet at Zardic Industries. The campaign will last approximately 30 days during which time Foundation members will be seeking pledges from members of the community. Money pledged will go to scholarships. The Foundation has agreed to

double the amount of scholarship money dedicated to non-traditional students. The Foundation has also appointed a committee to plan the next Dinner Theater production.

Dr. Cundiff received a letter from the Board of Regents concerning implementation of a University System enrollment policy. Enrollment projections for the next five years beginning with the 96-97 year is a part of this proposal. Dr. Vardemann was asked to head up a team with the other Vice Presidents to look at this and report back to Dr. Cundiff by May 1.

Dr. Cundiff has also received information about a Small Business Conference on May 11, at the World Congress Center. Floyd College was given one ticket to this event. Dr. Vardemann will ask someone from the Division of Business to attend.

Donna Chattam's request for a 100% refund was held until Mr. Boyd can check further on details concerning the reason for her withdrawal.

Mr. Melton reported that requests for facilities usage are skyrocketing. In addition to companies and individual groups that reserve our facilities for their events, there are numerous others that come on campus to use the ball fields, tennis courts, weight room, etc. Dr. Perdue expressed a concern for safety, especially in the weight room. The question was also raised as to whether anybody screens these groups. Mr. Melton suggested that with the increased demand for usage and all that is involved in setting up, we need to hire a Facilities Usage Coordinator.

Mr. Melton reported that in accordance with the Chancellor's new initiatives, work is underway on the chemistry labs at Cartersville. Plant Operations is building the cabinets and special counter tops for use with chemicals are being ordered. Hopes are to have them ready by Fall Quarter, but if they are not, classes will have to rotate around work in progress.

Dr. Vardemann asked whether the name "Heritage Hall" had ever been officially approved. Dr. Cundiff will write a letter to the Chancellor requesting that this be done.

There was discussion concerning taking one last look at the FY96 budget before submitting it to the Board of Regents for approval. It was decided that those involved in budget development would meet again May 3, 8:00 a.m. in the Quiet Dining Room. The budget would then be submitted to the Board of Regents for consideration at their June meeting. Strategic Allocations due Floyd College will be included in the final budget package.

Dr. Vardemann mentioned that course development funds are available for which faculty may apply. Funds are to be used to develop distance learning programs which include two days of live interaction and three days of canned classroom. Each program will be funded in the amount of \$18,000.

Dr. Cundiff appointed Mr. Melton to develop a Tornado Policy to be included in the Safety Manual and posted throughout the campus.

Mr. Shelton is heading up a new project called Critical Success Indices. It will be modeled after the original project which was developed at the University of Miami and will consist of reporting critical factors that make a difference in each division's success. Division chairs and directors will be hearing more on this later from Mr. Shelton.

Area Reports:

Mr. Lee reported that Amelia Billingsley will teach a beginner level computer class as part of Human Resources' professional development series. Mr. Lee will present a proposal for a special 25th Anniversary Recognition Dinner to Dr. Cundiff next week. He is also presenting a proposal for revamping the position search process to the Instructional Council on April 27. Searches are in progress for positions in Biology and Business Division Chair. Mr. Cai has withdrawn his acceptance of the physical education position because of immigration problems. That search will have to begin again.

Mr. Melton reported that renovation of the biology labs is set to begin. We also have been given about \$40,000 in lottery money which is dedicated to renovation of the B-Building computer lab. A contract was signed this morning for the chiller replacement at Heritage Hall, but work is not expected to be completed before hot weather. Ceiling fans are being installed to provide a little relief. We have three security guard positions open. A new cashier, Michelle Stevens, was hired in the Business Office. ARA food service has signed a contract for another year.

Dr. Vardemann reported that she will put together an advisory committee on the Total Emersion Interpreter Training Program.

Dr. Perdue reported that the Physical Education Division has developed some one-hour credit courses to fit in with the new seven hours PE requirement. A complete review of the Physical Education Division will be done later. The astronomy lab renovation is complete and we also have a new astronomy teacher. The geology program is going well, students seem to like it, and expansion is planned for later. A new math sequence, 116/117, has been developed and will be offered Summer Quarter. It is for Algebra and Trig students who don't plan to move on to Calculus. In accordance with the Chancellor's new initiatives, Leigh Callan, Jack Sharp and Brad Bishop have volunteered to coordinate renovation of the anatomy and physiology, computer, and physical science labs respectively. Dr. Perdue requested that a larger split of basketball tournament income be given to the HPER Club to buy equipment. She later withdrew her request upon learning that tournament income is used for funding scholarships.

Mr. Pound reported that the Georgia Student Finance Commission has accessed 688 student financial aid files and has completed 118 of those files. That represents an increase of 118 more files than were completed at this time last year. Mr. Steve Daugherty of the Georgia Student Finance Commission is meeting with Dr. Cundiff next Monday to discuss the status of the Financial Aid outsourcing contract. The Legislature has approved changes in the HOPE program which will allow more students to be eligible for HOPE grants. One change is a scholarship which is now available to eligible junior level teacher education

majors that is repaid in service by teaching in Georgia for two years after graduation. Mr. Pound reminded everyone to have the proper paperwork on file in Financial Aid for your summer work study students. Interviews for 1995 Foundation Scholars will begin April 25, 26, and 27.

Mr. Shelton reported that he is working on a draft copy of the Institutional Mission Statement.

Mr. Boyd has set up a roundtable discussion meeting this Thursday, April 13, in the Student Affairs Conference Room for those needing to know more about COMPASS testing which will begin next Fall.

Meeting adjourned at 4:55 p.m.

Vice Presidents Council
May 22, 1995

Minutes

The Vice President's Council convened at 9:10 a.m. with Dr. Cundiff, Dr. Vardemann, and Mr. Melton present. Mr. Boyd was absent due to illness in his family.

Dr. Cundiff and Ms. Jan King, who was expected at the meeting today, have discussed grant proposals for Floyd College at length. Each segment of Floyd College should with Ms. King's help pursue and complete at least one grant appropriate to some phase of their operation. Dr. Vardemann stated that the division chairs are aware that each academic division should complete at least one grant in the 1995-96 academic year.

Dr. Cundiff mentioned that Floyd College still has the opportunity to utilize approximately 15,000 square feet in a building in Bremen. This building would be shared by West Georgia College and several private businesses. There are floor plans available and Mr. Melton and Dr. Vardemann will look at them closely for classroom possibilities.

Secretarial support for the growing and ultimately massive SACS document was discussed. It is important that secretarial support personnel across the campus understand the importance of the document and the necessity for all to be involved as needed. Mr. Melton mentioned that the format should be standardized and published.

Equipment, Technology and Construction Trust Fund allocations are available to system institutions in two categories, regular and matching. Each institution gets one allocation per category. Applications must be made by January 1, 1996 for the regular category, and by July 1, 1995, for the matching. The amount allocated to Floyd in the matching category is \$50,000 which must be matched dollar for dollar. Quarterly progress reports are required. Possibilities for using and matching this money were discussed. PTA equipment donated by hospitals might be a matching source. A sound and light system for the Centre Stage at Heritage Hall is another possibility. A sound engineer from Calhoun has submitted recommendations which will be studied further.

High Tech project proposals, due to Dr. Cundiff on May 19, were discussed. The President's secretary will publish a list of requests and proposed amounts and these will be discussed at the next VP Council meeting.

Ms. Jan King joined the group and Dr. Cundiff reiterated some of the above information for her benefit. An energy grant for Heritage Hall is a possibility. One has already been awarded for this campus (\$166,000), half of which is to come from the Regents Office but which has not been released yet. Ms. King has held an

initial workshop with each division for which attendance was required. She will hold another one regarding grant budgets for which attendance will not be required. Ms. King requested direction on the kinds of grants for which she should seek information.

Ms. King mentioned the possibility of grants from the Appalachian Regional Commission which is administered locally by someone from Coosa Valley Regional Development Center. The deadline for ARC grants is August 15, 1995. Ms. King will develop abbreviated proposals to discuss with the local ARC person including: 1) a microwave tower for distance learning, 2) computer enhancements in physics and biology labs, and 3) adding a child care facility to the proposed student center building. She mentioned that licensing and liability are problems in the child care area. A child care project needs to be a managed facility where Floyd furnishes only the facilities. An articulation agreement with West Georgia's education department where students use the facility as a laboratory would make it more amenable to funding. Dr. Cundiff pointed out that the expensive part of the microwave for distance learning is the licensing. As the grants discussion came to a close, Dr. Cundiff emphasized that grants undertaken should have adequate planning time, and that projects with just one month will not provide adequate preparation time.

There is the possibility of getting some JTPA computers in Summerville dedicated for Floyd College use. Dr. Vardemann will discuss this with the local JTPA director.

Committee appointments were discussed. There is a need to "sunset" some of them. Dr. Cundiff will compile a list and the committee will consider it again.

Mr. Melton updated the group on BANNER. Subcommittees have a June 6 deadline to complete work on Floyd's policy documents. Three of the computer guys are attending training in Athens this week, and Mrs. Benton and Mrs. New will attend three days next week. Floyd will have one to three people attending school in Athens almost every week throughout the summer. The biggest problem in defining policies is the constant changes that are arriving from the Regents' Office. Locally, the biggest problem is finalizing the changes proposed by the Academic Progress Committee.

A minority forum with our students is scheduled for June 5 with Mr. Lee and Ms. Morgan as facilitators. Floyd currently has no minority students between the ages of 18 and 21. Dr. Cundiff has discussed this with the city and county school superintendents and other forums may be planned which will involve high school students. The forums should provide valid information about the needs of this particular group so that we can plan marketable programs.

Memorandum I hiring procedures have been revised, effective May 10, 1995. Floyd College will now follow that procedure for vice presidential searches only. Also "when a President wishes to consider for employment a faculty member of another institution in

the system, he shall secure authorization from the President of the employing institution prior to contacting the faculty member" instead of requesting permission from the Chancellor's office.

Dr. Vardemann presented a request from Dr. Dillard that Dr. Walraven be honored as "Dean of the College Emeritus." She will pursue this request through the normal channels.

Security at graduation, honors night, and the nursing pinning ceremony was discussed. Two off-duty policemen have been hired for all three events because Floyd College's security personnel have no jurisdiction off campus.

Dr. Vardemann mentioned that Coosa Valley Technical Institute personnel have again expressed an interest in sharing space at Heritage Hall.

In-Service and Fall Retreat were discussed. Zero-based budgeting will be a primary topic as will sexual harassment in the work place and with students. A motivational speaker might be scheduled and Coosa Valley Tech personnel might be invited to join Floyd's personnel in attendance.

Dr. Vardemann announced that a student who credits the college for the current status in life wishes to purchase a tree of our choice to be planted on campus in thanks. Dr. Vardemann will contact Mr. Webb and Mr. Cox.

Facilities utilization was discussed. There are problems for which solutions must be sought. Control, preferably without alienation, is imperative because the school is liable! A meeting of appropriate personnel will be scheduled soon.

Dr. Vardemann mentioned that our North Metro folks need their own copy machine. Floyd has always furnished the paper, but NMT has up to now furnished the machine.

Mr. Melton, not to be outdone by Dr. Vardemann's little tree, announced that plant operations personnel will move a rather sizable tree to the patio area.

Window air conditioners are being bought for use at Heritage Hall until the central system is operable. As soon as they are available, some of these units will be installed in the old PE building in an effort to make that area more user friendly.

The meeting was adjourned.

MINUTES

VICE PRESIDENTS COUNCIL MEETING FLOYD COLLEGE JULY 5, 1995

The Vice President's Council convened at 9:00 a.m. in the President's Conference Room with Dr. Cundiff, Tom Melton, Dr. Vardemann, Chris Lee, Wesley Jones, and Dr. Larry Gess, Senior Research Assistant from Georgia State Policy Research Center in attendance.

Dr. Gess had been asked to the meeting to present a proposed agenda for the Administrative Leadership Retreat scheduled August 29-31, 1995. Dr. Cundiff stated that Mr. Lee had recommended that Dr. Gess lead the retreat which will concentrate on Strategic Planning, as the college moves toward a zero-based budget. He explained that Dr. Gess' expertise in the area of zero-based budgeting and strategic planning should prove beneficial in training the college's administrators.

Dr. Cundiff gave a brief overview of the college to Dr. Gess, explaining that the college is already in a period of change with new administration on board. He explained that he felt that funding would not continue to increase during the next decade, and the college would need to learn to prioritize and plan in order to have the resources needed to fund new projects.

After presenting a brief overview of his credentials to the group, Dr. Gess informed the group that changing to zero-based budgeting is not always the answer. He explained that new money may not be required if budget planning is done correctly. Dr. Gess distributed handouts to the group on strategic planning, goals of strategic planning, essentials of quality, benefits of strategic planning, differences between long range planning and strategic planning, type of planning process, and implementation of project plan. Dr. Gess emphasized the need for an implicit vision statement and a shortened version of the vision statement that could be used almost as a logo in various brochures, etc.

After an overview of the strategic planning process, Dr. Gess discussed plans for the leadership retreat and asked the group to decide what areas needed to be emphasized at the meeting. He also relayed to the group that many agencies may benefit from the 5% which the governor has asked agencies to set aside, as this money is to be redirected for the best interest for Georgia. Agencies which can set up new programs which will benefit the state may even get more of that money. He told the group that colleges must begin to look for other ways of funding including revenues generated through continuing education programs.

Discussion followed on implementing the new zero-based budgeting process and the strategic planning process, with Dr. Gess

emphasizing that people need to understand why the change is needed so that they will buy into the process. He also emphasized the need to pick out only two to three projects over the first year in order to keep from overworking team leaders which would lead to burnout.

After finalizing materials which Dr. Gess would present at the administrative retreat, the meeting was adjourned.

Vice Presidents Council
July 17, 1995

Minutes

The Vice Presidents Council met at 9:00 a.m. in the President's Conference Room. Present were President Cundiff and Vice Presidents Vardemann, Melton, and Boyd.

Dr. Cundiff reminded the Council that the Critical Success Indices are important and the indices should be revised with the intention of paring down from 316 to less than 100, and should be back to Mr. Shelton by Friday. There will be a trial run in August and again in September to see if we can collect the data.

Student refund requests were heard and acted upon as follows:

Shannon Stephenson	--	approved
Felicia Loveless	--	approved
Paul Snead	--	referred to Tom Melton regarding % of refund. Will be finalized at next Council meeting.

Reorganization of the College was discussed. A basic organizational structure was decided and Dr. Cundiff will prepare another draft chart for consideration at the next meeting.

Mr. Boyd reported that as of July 1, the College is four applications ahead of that date last year. A discussion followed and Mr. Boyd will proceed with the possibility of training student workers to call applicants to follow up on their progress in the enrollment process in order to raise the application to enrollment conversion rate.

A request regarding travel regulations was considered by the group and referred to Tom Melton for development of a new policy regarding reimbursement as it relates to meals.

Dr. Cundiff reported on the meeting of the Community Colleges of Appalachia. The Department of Education is slated to be deleted and some of their functions will be transferred to one of two other departments.

Tom Melton reported that enrollment for Summer Quarter 1995 stands at 1467. There is a \$37,000 budget shortage, \$16,000 of which will be made up in the event that there are no more changes in Summer Quarter teaching assignments, and results in a net shortage of \$19,000.

Dr. Cundiff summarized the switchboard report for June, noting that phone calls received through the switchboard continue to increase over last year's figures.

The Council reviewed a decision paper submitted by Chris Lee as requested by the

Board of Regents concerning pre-employment drug testing. It was decided that the College would submit a recommendation that security guards and employees hold a commercial driver's license would be subject to drug testing prior to offer of employment.

Requests and resulting recommendations for student assistants/workstudy were reviewed. Requests will be revised on the department/division level through the appropriate Vice President and reviewed again by the Council in meeting to be scheduled next week for this specific purpose. A recommendation was made that, in future years, requests for student assistants/workstudy assignments should be routed through the Vice Presidents so that needs can be assessed before recommendations can be approved.

Area reports were given by the Vice Presidents. Tom Melton reported on the building program, year-end monies, and funds needed for the completion of the Cartersville Center renovation.

The meeting was adjourned at 12:15 p.m.

Vice Presidents Council
July 24, 1995

Minutes

The Vice President's Council convened at 10:05 a.m. in the President's Conference room with Dr. Cundiff, Dr. Vardemann, Mr. Jones (for Mr. Melton), and Mr. Boyd present.

Dr. Cundiff announced that he and Dr. Vardemann are meeting with the local school board in Bremen tonight to see if they will give a building to Floyd College. Actually, it may be a lease arrangement for a token amount!

The refund for Paul Snead was discussed. Per Mr. Jones, all fees except the student activity fee have been refunded. After further discussion, consensus was to refund the student activity fee also.

Mr. Boyd reported on the Applications to Conversions Plan (that is, students who initially apply vs. those who finally enroll). A "short-term" plan will be implemented first. In this plan, 1995 Floyd County high school graduates (approximately 100) will receive phone calls during the first week in August. The "mid-range" plan proposes to recruit approximately 5-10 students from Phi Beta Kappa and train them to make contacts and to keep records on those contacts. These students will contact Winter Quarter 1996 applicants at a cost of approximately \$2,000-\$2,500 for that quarter. These activities will take place in the evening. The "long-range" plan will be presented at February 1996 budget hearings and will include a supervisor's salary. The idea is to implement a chain of contact between an FC representative and a prospective student to enhance the chances of that student ultimately enrolling in classes.

Mr. Jones reported on moves:

Social and Cultural Studies -- Door frames and painting remains to be done in Dr. Mugleston's area. Moving day is about two weeks away. Some have already moved into the new quarters and the comments have been positive.

Business Division -- Move is complete except for the phones, which might get moved this week, maybe! Dr. Jones is now on e-mail.

Mr. Jones gave an overview from the Building Program Committee regarding several projects:

New student center -- The committee proposes a two-story building behind the solarium with a deck overlooking the lake and a basement for the mechanical systems. The second floor would house seven to eight classrooms, six to hold 35 students each, and one larger area with specifics pending. Space for the art program consisting of a main art lab, a small art lab, and a computer

graphics lab is included. An art gallery is questionable. Per Mr. Boyd, a true art gallery which attracts quality art shows such as those from the Smithsonian must have security plus extremely good humidity, light, and temperature control. Having a food service area in the student center in the form of a mini-food court has been discussed. Mr. Boyd mentioned that cafeteria/food service and the student center is not the same. The committee proposes tying that building to existing buildings via covered walkways. Hopefully, approval processes will be completed in time for the architect's arrival on campus in September 1995 to design the building and to develop a campus Master Plan. Construction is slated to begin soon after July 1, 1996.

Auditorium -- The question is whether to have a theater with sloping floor, or raised stage with a flat floor. Versatility would be greater with a raised stage and flat floor. Maximum utilization of space would exist with a portable stage rather than a fixed stage along with classrooms (breakout rooms) across the hall. Good quality vinyl wallpaper and durable carpet are also being discussed for this area.

Cartersville -- The contractor has started on the front, sheet rock should be installed by Tuesday, and painting should begin by Wednesday. The nursing laboratory will be much less elaborate than originally planned since it appears that program will return to the main campus when the 1995 freshmen complete their requirements.

Heritage Hall -- Air conditioning is on line for August 1. The asbestos was removed over the weekend and an air test was done on Sunday. Centre Stage should be complete Winter Quarter. The parking lot is ready for paving by Floyd County paving crews. Other possible plans include a walkway across the railroad, steps up the bank, a caution light (maybe), and gravel parking lot across the road. Dr. Cundiff remarked that another lot is being paved by the County at corner of First and Glenn Milner.

There was a brief discussion about the quality and price of food offered by Floyd's food service company.

Dr. Cundiff outlined projects proposed to the Board of Regents for the future: 1) two-three story parking deck for Heritage Hall (priority); 2) a wing on the gymnasium; 3) additional storage space; 4) a new administration building to be located at the corner of the new bypass and the soccer field; and 5) Business and Continuing Education Center on the lake island adjacent to the new bypass.

The proposed olympic-size swimming pool was briefly discussed in terms of the maintenance costs which are projected to run approximately \$100,000 per year. A less than olympic-size pool means no building money from ACOG. Continuing Education classes could utilize the pool extensively for classes, but even then other revenue will be needed.

Dr. Cundiff complimented the Plant Operations personnel nice appearance of the entry signs on the main campus.

A second draft of the proposed reorganization of the College was presented and comments were heard. The proposal has been forwarded to Dr. Elifson and Dr. Fullerton at the Board of Regents and awaits their reactions.

Chairs have not been appointed to the College committees yet. After discussion, the decision was reached to appoint Terron Wright as Chair and Debra Holmes as Vice Chair of the Computer Committee. Other chairs will be appointed later and committee membership will be checked to be sure all are current employees.

Dr. Vardemann reported that GSAMS courses for the state have been selected and Floyd College is the only two-year unit to have one selected. The honor goes to Catherine King's PED 102.

Dr. Vardemann also mentioned that while the partnership proposal between Floyd College and West Georgia was not funded, a Georgia Tech proposal for which Floyd is a partner was funded. The old Business conference room is being remodeled and dedicated for use by this partnership for NTU telecourses via satellite.

Dr. Vardemann reported that she, Mr. Jones, Mrs. Nora, and Mr. Stuenkel from Floyd Medical Center have met to discuss the hospital's continuing to fund a nursing position. The hospital will continue to fund a physical therapy assistant position. They will be redesignated as a physical therapy assistant position. They will send a letter of intent to Dr. Cundiff.

Mr. Boyd reported that applications for admission are slightly ahead of last year.

Mr. Jones reported that the Business Office is checking into issuing charge cards to divisions for purchases of less than \$100.00. This move will significantly reduce purchase order and petty cash paperwork. Georgia Southern currently does this.

Dr. Cundiff reported that a new policy has been developed regarding meal reimbursements. Effective September 1, 1995, the meal reimbursement will be \$26.00 per day with receipts.

The meeting adjourned at 11:45 a.m.

Vice Presidents Council
August 14, 1995

Minutes

The Vice Presidents Council met at 9:00 a.m. in the President's Conference Room with President Cundiff, Vice Presidents Vardemann and Melton, Chris Lee and Sandy Briscar present.

Redmond Regional Medical Center is offering an Employee Assistance Program for Floyd College employees. The program will provide confidential professional counseling and assistance in the areas of marital, family, financial, legal, social, vocational, substance abuse (alcohol and drugs), psychological and burnout. Employees will receive more information with their next payroll checks.

Mr. Lee reviewed the agenda for the Fall In-Service Training sessions beginning September 11. A copy will be mailed to all employees.

Mr. Lee reviewed a proposed agenda for the Administrative Retreat on August 29-31. The retreat will be held at Red Top Mountain and an overnight stay is requested.

Mr. Lee presented a proposal to Dr. Cundiff from the Minority Recruiting Committee for a Minority Student Recruiting Initiative, a project to increase the number of minority students at the College. The plan includes monthly seminars conducted by Floyd College personnel and/or community members to address particular aspects of the college experience; an annual two-day conference hosted by Floyd College for minority high school students, counselors and teachers; and, a summer basketball league made up of minority high school students. Minority students will be targeted, but all potential students will be welcome at these programs.

Dr. Cundiff asked Ms. Briscar to put together a list of local business people to be invited to the campus for a series of breakfast meetings beginning in late September or October.

The Cartersville Center will host an open house Sunday, September 17, 2:00-4:00 p.m.

Ms. Briscar reported on the public relations advertising/marketing plan for 1995-96. A major media blitz will target the Cartersville/Acworth area with advertisements in area newspapers, on radio, and billboards. In Rome, commercials for FCTV will air on Scripps Howard cable channels and on Rome High School's internal TV system. We will continue to run ads in the Newcomers Guide and the Quality of Life magazines, the City Directory, and at the Village Theater.

Ms. Briscar's office is working on the new catalog which will carry us through 1997. After that time we will be converting to the semester system.

The Council approved a request for 100% refund from Judy J. Kinney.

Dr. Cundiff reported that the number of telephone calls to the switchboard continued to increase. During July the switchboard received approximately 10,000 calls compared to 6,000 in July 94 and 4,500 in July 93.

Southern Tech would like to offer their Industrial Distribution Program on campus for GSAMS. Students could take their general education classes at Floyd and the IDI by GSAMS, and Rome students who currently drive to Southern Tech for those classes could take them here on GSAMS.

Dr. Cundiff read a memo from Carla Patterson concerning charging outside groups for GSAMS use. Mr. Melton and Dr. Vardemann were asked to write a policy statement for GSAMS use and make a recommendation for charges.

As of August 11, the Admissions Office reported 1,008 fall quarter applications on file compared to 915 last August.

In an effort to strengthen fall quarter enrollment, the Admissions Office is asking for volunteers to help telephone all fall applicants. Dr. Cundiff strongly encourages everyone to help Admissions with this project. The Admissions Office mailed out 4,000 cards to students who did not return from previous quarters. When the Academic Forgiveness Policy becomes effective, students who will be eligible for forgiveness will be contacted.

Mr. Melton reported on construction/renovation at the off campus sites. Paving at Heritage Hall was supposed to have started yesterday, but the pavers didn't show up. A snack room is being added at Heritage Hall and ARA has agreed to provide sandwiches and drinks. A window for paying fees is being installed at North Metro. Prisoners are working through Thursday for paying fees at Etowah. If they don't finish by then, our people will have to do it. Generally, off campus sites are in good shape. When or if we will expand to Bremen is still uncertain.

Dr. Cundiff recently attended a meeting of the University System Presidents. Their main topic was FY97 budgets. We should receive a draft copy in about 10 days of the proposal which will be mailed to the Board of Regents for review at their September meeting.

Meeting adjourned at 12:00 p.m.

FLOYD COLLEGE
VICE PRESIDENTS' COUNCIL MEETING
MINUTES
AUGUST 28, 1995

The Vice Presidents' Council meeting convened at 9:00 a.m. with Dr. Lynn Cundiff, Dr. Brady Vardemann, Tom Melton and Chris Lee in attendance.

Dr. Cundiff asked Chris Lee to open the meeting by explaining the College's option concerning a former employee. After discussion the group decided that the former employee should be offered a position which is available in the Custodial area.

Discussion followed concerning the upcoming In-Service for faculty and staff which is scheduled for September 11-14. Mr. Lee emphasized that an open house in each division/department is scheduled Friday morning between 8:30 a.m.-12:00 noon, September 15. He asked that each division/department plan to have light refreshments available for people who drop by.

Dr. Cundiff reminded the group of the upcoming Administrative Retreat. Discussion followed concerning Dr. Larry Guest's presentation. Dr. Guest's program will be on "Linking the Planning Process to the Budget Process." Mr. Lee reminded the group that Dr. Lee's presentation would only last until 2:00 p.m., leaving the remainder of the day to allow Mr. Shelton to go over SACS progress/expectations/planning. The group decided to have retreat participants stop by the new Cartersville facility on Thursday, since it would be on the way back to Rome. Chris Lee left the meeting at this time.

Dr. Vardemann reported that as of Friday, August 25, @ 14:57 p.m., 1,890 students were enrolled versus 1842 last year at this time. Mr. Melton informed the group that around 256 invoices are in the unpaid file. Some of those students have partial financial aid, with 30-40 being post secondary students who owe \$17 for activity fees and parking. After discussion, it was decided that students who have partial aid showing on their invoice should be contacted and given a chance to pay that outstanding amount before the wipe out procedure.

Dr. Vardemann reported that she had received a request from Nihal Gunay for the salary of tutors to be changed from a minimum wage to \$5.25 per hour. After discussion, the group decided that the tutors should be paid for the two weeks spent in training, and the salary should remain at \$4.25.

Dr. Cundiff reported that he had discussed the Bremen campus site with the Regents and the Chancellor. The Chancellor and Regents saw no problem with Floyd College opening a campus in Bremen; however, they would prefer that the building be leased. They suggested that the programs be monitored and an evaluation done in three years. The speaker had promised that money would be made available to furnish the building through lottery funds. Mr. Melton suggested that a list of furniture for the building be developed. In addition to the building being roofed and the trim painted, the bathrooms will need to be reworked to accommodate adults.

Mr. Melton reported the following concerning renovation work:

HERITAGE HALL

The air conditioning is working in most classrooms. A meeting with the architect over the project was held Friday, and problems were identified related to thermostats in certain areas.

\$145,000 has been requested for change orders.

The parking lot next to the building has been paved and will be striped next weekend. The EPA has stopped paving of the other lot as it is in the flood plain. An engineer has been secured to draw up an erosion plan to present to the EPA. After approval the lot will be finished. This will provide 102 spaces currently, and an additional 30-35 spaces will be available once the other lot is complete. Other suggestions to increase number of parking spaces available have been submitted, such as removing the yellow line in front of the building, shortening the yellow lines at the corners of Glenn Milner, etc.; however, none of those ideas were approved.

The gym lights need to be changed from mercury vapor to incandescent.

The elevator shaft is complete. A hole in the second floor needs to be cut, and the elevator is scheduled to be delivered between September 15-30.

A lighting plan is being developed for the main building, the annex and pole lighting.

Five classrooms will be available for fall quarter. General cleaning and installation of blinds is all that remains to be done.

Some problems are apparent such as frosting of the windows due to air blowing directly across the room and hitting the windows thus causing condensation

Phase II renovations are basically finished, and contractors should be out by October

31.

CARTERSVILLE

Almost all of the physical plant employees are working at Cartersville in order to complete the project in time for the open house scheduled for September 17, and in time for classes to start September 19.. Employees will be working weekends to meet those deadlines.

Prices are being obtained for carpet, and then the carpet will be installed at off hours.

Plumbing is to be installed later this week.

Ceiling grids will be installed this week.

The building will be ready, but the furniture will not be here due to delivery delays.

OTHER UPDATES:

According to Jay Dorsey, Office of Facilities, all of the requests for MRR money have been approved. Simplex will be contacted to obtain information for bidding the fire alarm system. The astronomy lab project will be funded. Meetings will be scheduled with Dr. Perdue, Dr. Vardemann, Leigh Callan, Donna Daugherty and the biologists to see if this project could be combined with the Wetland project to better serve the college.

Georgia Tech will be moving into Heritage Hall September 1.

GYSPC will also be using space at Heritage Hall. They are really excited about having space at Heritage Hall, but would like to have more electrical outlets.

Discussion followed concerning electrical problems at Heritage Hall, with Mr. Melton suggesting that two panels upstairs may be changed in order to provide more electricity to the office areas on the first floor.

An energy grant for \$154,000 has been received. Of that, Floyd College would need to provide \$84,000 matching funds. Matching funds have been requested through MRR funding; however, approval has not been received at this time. The grant would allow interior storm windows, electrical ballast and energy saving bulbs and a computerized energy savings unit to be installed at Heritage Hall. This could result in considerable energy savings.

Meetings will be held with Lindsay Desrochers, the new Senior Vice Chancellor for Capital Resources on September 26, at Floyd College and September 8, at the Regents Office.

Dr. Vardemann reminded the group that a Japanese intern will be on campus. Mike Burton has agreed to provide housing for the intern. The intern will provide his own trip expenses, but the college will be responsible for meals. The group decided to give an \$80 stipend per month to cover these expenses.

Dr. Vardemann reported on the Semester Conversion task force. The report has been submitted but will not probably be on the agenda until the October meeting. Dr. Vardemann told the group that the college would need to make up an institutional time line. Accommodations for more students in labs will need to be provided for the semester system versus the quarter system. Part-time instruction costs will also increase.

Discussion followed concerning the computer labs which have been set up for 20 students. It was agreed that the computer labs need to be changed to accommodate 22-24 students at a time.

Dr. Vardemann relayed information received from the Regents concerning the PTA programs and concerns from the medical consultant's report about the program. All agreed that it would probably be a good idea to discuss the medical consultant's misconceptions with Dr. Joyce Ellison.

Dr. Vardemann reported that the advisory committee on the Interpreter's Training Program had met to consider the curriculum, and that hopefully they could have the program up by January 1.

Dr. Cundiff reminded the group of the FCTV celebration next Wednesday, and the open house at the new Cartersville facility on September 17. Discussion followed concerning the guest list with Dr. Cundiff suggesting that Tom Melton look over the guest list. Dr. Cundiff suggested that Dr. Vardemann arrange to have the college's division chairs, Phil Kerr, Angela Jenkins, Dorothy Morgan, and the North Metro personnel to attend the open house.

Dr. Cundiff announced that FCTV would be having a one year celebration Wednesday, September 6.

Dr. Cundiff reported that efforts are being made to get cable to Cedartown, so that students in that area will have access to courses through FCTV.

Mr. Melton reported that the first budget amendment had been filed. Discussion followed concerning a secretarial position which had been requested for Extended Learning. Due to cut backs in funding, the money is not available at this time to hire a secretary.

Mr. Melton provided the following funding information:

\$90,000 received for GSAMS in Cartersville.

\$3,502.50 received for production of PED 102 - GSAMS.

\$200,000 received for upgrade of Chemistry Lab--This has a January deadline for completion.

\$200,000 - approval for upgrade of Astronomy Lab.

The Library upgrade has been installed as of September 22.

\$10,000 funding from GA Tech NCTU Program for secretary/technical person. We will have to apply to GA Tech for the money. The NCTU's first offering was received well, with around 30 people attending.

\$50,000 Etowah Center Matching Funds - verbal approval

Discussion followed concerning space allocation at Heritage Hall, possible increase in number of TAA students, and vending at Etowah and the RESA building.

The meeting adjourned at 11:00 a.m.

Carol Pilgrim, Secretary

FLOYD COLLEGE
VICE PRESIDENTS' COUNCIL MEETING
MINUTES
AUGUST 28, 1995

The Vice Presidents' Council meeting convened at 9:00 a.m. with Dr. Lynn Cundiff, Dr. Brady Vardemann, Tom Melton and Chris Lee in attendance.

Dr. Cundiff asked Chris Lee to open the meeting by explaining the College's option concerning a former employee. After discussion the group decided that the former employee should be offered a position which is available in the Custodial area.

Discussion followed concerning the upcoming In-Service for faculty and staff which is scheduled for September 11-14. Mr. Lee emphasized that an open house in each division/department is scheduled Friday morning between 8:30 a.m.-12:00 noon, September 15. He asked that each division/department plan to have light refreshments available for people who drop by.

Dr. Cundiff reminded the group of the upcoming Administrative Retreat. Discussion followed concerning Dr. Larry Guest's presentation. Dr. Guest's program will be on "Linking the Planning Process to the Budget Process." Mr. Lee reminded the group that Dr. Lee's presentation would only last until 2:00 p.m., leaving the remainder of the day to allow Mr. Shelton to go over SACS progress/expectations/planning. The group decided to have retreat participants stop by the new Cartersville facility on Thursday, since it would be on the way back to Rome. Chris Lee left the meeting at this time.

Dr. Vardemann reported that as of Friday, August 25, @ 14:57 p.m., 1,890 students were enrolled versus 1842 last year at this time. Mr. Melton informed the group that around 256 invoices are in the unpaid file. Some of those students have partial financial aid, with 30-40 being post secondary students who owe \$17 for activity fees and parking. After discussion, it was decided that students who have partial aid showing on their invoice should be contacted and given a chance to pay that outstanding amount before the wipe out procedure.

Dr. Vardemann reported that she had received a request from Nihal Gunay for the salary of tutors to be changed from a minimum wage to \$5.25 per hour. After discussion, the group decided that the tutors should be paid for the two weeks spent in training, and the salary should remain at \$4.25.

Dr. Cundiff reported that he had discussed the Bremen campus site with the Regents and the Chancellor. The Chancellor and Regents saw no problem with Floyd College opening a campus in Bremen; however, they would prefer that the building be leased. They suggested that the programs be monitored and an evaluation done

in three years. The speaker had promised that money would be made available to furnish the building through lottery funds. Mr. Melton suggested that a list of furniture for the building be developed. In addition to the building being roofed and the trim painted, the bathrooms will need to be reworked to accommodate adults.

Mr. Melton reported the following concerning renovation work:

HERITAGE HALL

The air conditioning is working in most classrooms. A meeting with the architect over the project was held Friday, and problems were identified related to thermostats in certain areas.

\$145,000 has been requested for change orders.

The parking lot next to the building has been paved and will be striped next weekend. The EPA has stopped paving of the other lot as it is in the flood plain. An engineer has been secured to draw up an erosion plan to present to the EPA. After approval the lot will be finished. This will provide 102 spaces currently, and an additional 30-35 spaces will be available once the other lot is complete. Other suggestions to increase number of parking spaces available have been submitted, such as removing the yellow line in front of the building, shortening the yellow lines at the corners of Glenn Milner, etc.; however, none of those ideas were approved.

The gym lights need to be changed from mercury vapor to incandescent.

The elevator shaft is complete. A hole in the second floor needs to be cut, and the elevator is scheduled to be delivered between September 15-30.

A lighting plan is being developed for the main building, the annex and pole lighting.

Five classrooms will be available for fall quarter. General cleaning and installation of blinds is all that remains to be done.

Some problems are apparent such as frosting of the windows due to air blowing directly across the room and hitting the windows thus causing condensation

Phase II renovations are basically finished, and contractors should be out by October 31.

CARTERSVILLE

Almost all of the physical plant employees are working at

Cartersville in order to complete the project in time for the open house scheduled for September 17, and in time for classes to start September 19.. Employees will be working weekends to meet those deadlines.

Prices are being obtained for carpet, and then the carpet will be installed at off hours.

Plumbing is to be installed later this week.

Ceiling grids will be installed this week.

The building will be ready, but the furniture will not be here due to delivery delays.

OTHER UPDATES:

According to Jay Dorsey, Office of Facilities, all of the requests for MRR money have been approved. Simplex will be contacted to obtain information for bidding the fire alarm system. The astronomy lab project will be funded. Meetings will be scheduled with Dr. Perdue, Dr. Vardemann, Leigh Callan, Donna Daugherty and the biologists to see if this project could be combined with the Wetland project to better serve the college.

Georgia Tech will be moving into Heritage Hall September 1.

GYSPC will also be using space at Heritage Hall. They are really excited about having space at Heritage Hall, but would like to have more electrical outlets.

Discussion followed concerning electrical problems at Heritage Hall, with Mr. Melton suggesting that two panels upstairs may be changed in order to provide more electricity to the office areas on the first floor.

An energy grant for \$154,000 has been received. Of that, Floyd College would need to provide \$84,000 matching funds. Matching funds have been requested through MRR funding; however, approval has not been received at this time. The grant would allow interior storm windows, electrical ballast and energy saving bulbs and a computerized energy savings unit to be installed at Heritage Hall. This could result in considerable energy savings.

Meetings will be held with Lindsay Desrochers, the new Senior Vice Chancellor for Capital Resources on September 26, at Floyd College and September 8, at the Regents Office.

Dr. Vardemann reminded the group that a Japanese intern will be on campus. Mike Burton has agreed to provide housing for the intern. The intern will provide his own trip expenses, but the college will be responsible for meals. The group decided to give

an \$80 stipend per month to cover these expenses.

Dr. Vardemann reported on the Semester Conversion task force. The report has been submitted but will not probably be on the agenda until the October meeting. Dr. Vardemann told the group that the college would need to make up an institutional time line. Accommodations for more students in labs will need to be provided for the semester system versus the quarter system. Part-time instruction costs will also increase.

Discussion followed concerning the computer labs which have been set up for 20 students. It was agreed that the computer labs need to be changed to accommodate 22-24 students at a time.

Dr. Vardemann relayed information received from the Regents concerning the PTA programs and concerns from the medical consultant's report about the program. All agreed that it would probably be a good idea to discuss the medical consultant's misconceptions with Dr. Joyce Ellison.

Dr. Vardemann reported that the advisory committee on the Interpreter's Training Program had met to consider the curriculum, and that hopefully they could have the program up by January 1.

Dr. Cundiff reminded the group of the FCTV celebration next Wednesday, and the open house at the new Cartersville facility on September 17. Discussion followed concerning the guest list with Dr. Cundiff suggesting that Tom Melton look over the guest list. Dr. Cundiff suggested that Dr. Vardemann arrange to have the college's division chairs, Phil Kerr, Angela Jenkins, Dorothy Morgan, and the North Metro personnel to attend the open house.

Dr. Cundiff announced that FCTV would be having a one year celebration Wednesday, September 6.

Dr. Cundiff reported that efforts are being made to get cable to Cedartown, so that students in that area will have access to courses through FCTV.

Mr. Melton reported that the first budget amendment had been filed. Discussion followed concerning a secretarial position which had been requested for Extended Learning. Due to cut backs in funding, the money is not available at this time to hire a secretary.

Mr. Melton provided the following funding information:

- \$90,000 received for GSAMS in Cartersville.
- \$3,502.50 received for production of PED 102 - GSAMS.
- \$200,000 received for upgrade of Chemistry Lab--This has a January deadline for completion.
- \$200,000 - approval for upgrade of Astronomy Lab.

The Library upgrade has been installed as of September 22.
\$10,000 funding from GA Tech NCTU Program for
secretary/technical person. We will have to apply to GA
Tech for the money. The NCTU's first offering was received
well, with around 30 people attending.
\$50,000 Etowah Center Matching Funds - verbal approval

Discussion followed concerning space allocation at Heritage Hall,
possible increase in number of TAA students, and vending at
Etowah and the RESA building.

The meeting adjourned at 11:00 a.m.

Carol Pilgrim, Secretary

**Vice President's Council
September 18, 1995
Minutes**

The Vice President's Council met at 7:30 a.m. in the Private Dining Room. Present were: Dr. Lynn Cundiff, Dr. Brady Vardemann, and Mr. Tom Melton.

The Council discussed the Statement of Operations for Auxiliary Enterprises.

Dr. Vardemann confirmed that the appointments to the Faculty Committees were completed at the Wednesday, September 13, faculty meeting. The nominations will be voted on by the Instructional Council at its first meeting of the new academic year.

The Council made nominations to the Committees of the College in order to fill vacancies and unexpired terms of unexpired terms of faculty and staff who have resigned, changed positions, or who are now deceased. Nominations are as follows:

Dr. Lang Wang	Computer Committee
Dr. Bruce Jones	Capital Improvements Committee
Dr. JoAnne Starnes	Capital Improvements Committee
Dr. Harvey Moody	Environmental Health and Safety
Dr. Wendell Barnes	Environmental Health and Safety
Ms. Nihal Gunay	Financial Assistance Committee

Note: Dr. Bruce Jones will replace Dr. Tom Berry on the Capital Improvements Committee. Ms. Nihal Gunay will replace Dr. Nanette Jaynes on the Financial Assistance Committee.

A format for a standing agenda was adopted as follows:

- 1) Current issues
- 2) Financial Report and other
- 3) Enrollment update
- 4) Critical Success Indices (will be put on the agenda when available)

It was decided that Council Members would bring one person from their areas to the meeting each month when Critical Success information is available.

As of September 16 unduplicated headcount (enrollment) for Fall Quarter is 2,089 -- 1689, Main Campus; 224, North Metro; 264, Cartersville. The same enrollment was reported on this date Fall Quarter 1994.

The Council discussed the current status of computer usage in the classroom

as well as future usage. Dr. Vardemann will ask the division chairs to report current and proposed usage of computers in their respective divisions.

Current Computer equipment needs for the classrooms was discussed.

The MacIntosh laboratory will be scheduled through the Math/Science Division. Each division will be given access. Dr. Vardemann will check with Dr. Perdue to see what instructional software is available for that lab.

Uses for the voice-recognition software owned by the College was discussed. Dr. Cundiff recommended that the College gain experience with the software in order to evaluate its usefulness.

Mr. Melton will set up a budget for alumni under the Division of Enrollment Management.

Dr. Cundiff asked Dr. Vardemann for a status report on the document imaging system to include: 1) What type of documents are being transferred/scanned; 2) The volume of documents; 3) When will the system be available for training of other College personnel.

The Council discussed the need to bring in a part-time Counselor in order to reassign some of Phyllis Weatherly's time to set up the Student Success Center.

The Council discussed how to recognize the Physical Plant and other personnel for the work on the Cartersville Center.

Tom Melton reported that he had met with Mr. Mike Paige of Paige and Gauthreaux Architects to discuss the design on the new astronomy laboratory.

Vice President's Council
September 11, 1995
Minutes

The Council met at 7:30 a.m. on Monday, September 11, in the Private Dining Room. Present were: Dr. Lynn Cundiff, Dr. Brady Vardemann, Mr. Tom Melton, and Mr. Wesley Jones.

The Council discussed the In-Service schedule.

Dr. Vardemann reported that enrollment now stands at 1698, which includes 30 TAA participants coming to the College through plant closings. There were 1688 students enrolled at this time last Fall Quarter. Break-even on the budget is 2830 students. Enrollment at Heritage Hall is higher for evening students than day, with the Legal Assistant Program having the largest enrollment at night. Classes at Heritage Hall will make, but will be smaller than on the main campus. Total enrollment for Heritage Hall is 147, including Nursing Program students.

All available personnel from Plant Operations is working at the Cartersville Center this week to finish before Open House on Sunday. Custodial workers will be sent to Heritage Hall to clean and wax floors. A temporary Certificate of Occupancy has been obtained for Cartersville and will be obtained this week for Heritage Hall.

MRR funds in the amount of \$145,000 is being spent to replace tile on the 2nd floor, tuckpointing on the outside of the building, as well as other renovation work on Heritage Hall. The electrical will need to be replaced, but will be done by Change Order.

The Council discussed the Bremen facility. Four classrooms are under construction at the City Council building. Classes will begin there in January.

The Council discussed some of the services which will need to be provided to off-campus sites. Priority needs to be given to any information being processed or exchanged between the main campus administrative offices and the off-campus sites.

The chemistry lab will be done Fall Quarter. Bids to refinish the gymnasium floor are out and the work will be done around Thanksgiving. There will be no activity on the floor until the basketball tournaments. Vice President Melton has an appointment with Architect Mike Paige to discuss plans for the astronomy lab. The Regents are advertising for architects to develop campus Master Plans.

Dr. Cundiff stressed the importance of promoting United Way and Foundation activities at In-Service.

Vice President's Council
September 11, 1995
Page Two

American Council on Education (ACE) Fellows information was given to Dr. Vardemann for recommendations from the faculty. Recommendations will be limited to up and coming administrators at the college.

Dr. Vardemann talked about a P-16 workshop in Washington in October as an upcoming opportunity.

A response to the Board of Regents inquiries concerning the Physical Therapy Assistant Program will be complete by Wednesday of this week. Plans are to include this program for approval on the October Board agenda.

The meeting adjourned at 9:00 a.m.

Submitted by,

Barbara Griffith

Vice President's Council
September 25, 1995
Minutes

The Vice President's Council convened at 7:30 a.m. in the Private Dining Room with Dr. Cundiff, Dr. Vardemann, Mr. Melton, and two scribes present. Even though both scribes were notified to be present, one gleefully withdrew to work on the business office bank statement.

Affiliate membership in the League for Innovation was discussed. The issue is whether the College will derive enough benefits (newsletters, reduced prices, etc.) to offset the \$500 affiliate membership price.

The next topic was the ITFS license. There is a contract with a legal firm and an engineering firm in Washington, D. C., to build a comprehensive contract which includes four stations each for Rome City Schools, Floyd County Schools, Shorter College, and Floyd College. Problems exist, and a meeting will be held in an effort to resolve them. The idea is to package all sixteen stations and sell the license to operate them to a cable company. This could become a major revenue source for the College/Foundation.

A student refund request from Leslie A. Reese for Summer 1995 was discussed. It was dated July 24, 1995, and received on September 22, 1995. Ms. Reese wants a refund for PED 102 telecourse because she was unable to buy books because the books were on order. Dr. Vardemann will talk with the instructor to see if that was a problem with all the students, and if it was, will refer the request to Mr. Melton.

Dr. Cundiff announced that the staff Grievance Committee members for 1995-96 have been selected. Faculty Grievance Committee members will be selected the first week in October during Instructional Council meeting.

The Bremen facility should be ready by Winter Quarter. Many things were discussed: developing a class schedule to entice new students to Bremen while leaving most current Bremen students at the main campus, marketing the classes, SBDC involvement in the area, advertised time for FC representatives to be available, open house, phone requirements, number of entrances to meet first marshall's regulations, sign, etc. Dr. Vardemann will meet with Mr. Kerr, Ms. Weatherly, Mr. Pound, Ms. Briscar, Mr. Jones, and Mrs. Bowers to develop plans for both open house and the date for talking with FC representatives.

The Business Office needs to be included in student orientation to address the topics of paying fees and buying books.

Dr. Vardemann announced that day enrollment as of September 22 is 2,739, an incomplete number since NMT has not completed

registration. Enrollment is estimated to be at or above 3,000 for Fall Quarter. Mr. Melton reminded everyone that all service fees go up when enrollment reaches 3,000.

The Georgia Postsecondary Education Collaborative Council (GPEC) will meet at NMT September 28. Chancellor Portch and Dr. Breeden of the Technical Board will attend. A quick tour of NMT is scheduled during lunch which will include Floyd's NMT office.

BRAGG participants will have a reunion at the main campus on October 6-7. Jane Slickman is monitoring arrangements such as security, fees, and contract.

The Cartersville facility passed inspection and classes begin September 25. Dr. Vardemann stated that since Cartersville missed four days of class, the term will be extended two days, and finals will be scheduled on December 6 and 7.

COMPASS was discussed. Mr. Melton signs the contract, and Mr. Patty keeps it in his files. There is beginning to be a clear need for traveling lap-top computers that can be networked. Dr. Vardemann will schedule a meeting to discuss COMPASS/CPE timelines, etc.

Dr. Cundiff will meet with the Speaker of the House this week regarding furniture for Bremen. Facility is in good shape except for restroom facilities. The possibility exists for child care labs there as well as for keeping a kindergarten there in a separate wing. Prisoners are scheduled to do the work on the restroom facilities with FC providing materials only.

Jan King was notified that the school will receive \$5,000 from U.S. Fish & Wildlife for wetlands. There is a possibility of a \$10,000 companion grant from the U.S. Forest Service.

The Plant Operations folks who had been temporarily assigned to the Cartersville facility will return to the main campus soon.

Contracts for the PEACH Program in Summerville expire October 31, 1995.

The evening guards are currently trying to work in the front and the back of the main campus simultaneously. They prefer to secure the back gate around dark so they can be in the front when classes dismiss. Consensus was to close the back gate at 6:30 p.m. effective October 1. After 6:30 p.m., everyone exiting the campus must use the front driveways. Signs will be posted around campus, on the back gate, and an announcement put on FCTV.

The lake will be closed to fishing from November 1, 1995, to July 1, 1997, due to fish imbalance!

The PTA program is on the October Board agenda contingent upon receipt of a letter of support from Coosa Valley Tech.

Faculty-Staff Inservice was discussed. Comments received to date include: running concurrent and more flexible sessions, schedule shorter sessions, plan speakers more carefully, schedule fewer days, plan staff attendance to allow for office coverage, etc.

The administrative (retreat) group will meet regarding budgets on a date to be announced.

Vice President's Council
October 9, 1995

Minutes

The Vice President's Council meeting convened at 7:30 a.m. in the Quiet Dining Room with Dr. Cundiff, Dr. Vardemann and Mr. Melton present.

The group was saddened by the news that Dr. Wesley Walraven passed away early Sunday morning. For those on campus who wish to attend the funeral tomorrow, classes will be canceled from noon until 5:00 p.m. The staff meeting which was scheduled for 3:00 p.m. tomorrow will be postponed.

Switchboard calls for the month of September totaled 11,465. This represents an increase of 400 calls over last September and 300 over September two years ago.

Dr. Cundiff reminded the Vice Presidents of the Business Leaders Breakfast tomorrow morning.

Enrollment as of last Friday was at 3,057 before wipeouts. Enrollment numbers are up at Cartersville and North Metro and down on the main campus. Wipeouts will begin Tuesday or Wednesday.

Mr. Melton proposed renaming the B-Building the Wesley Walraven Academic Building and naming the new astronomy building in honor of Brad Bishop.

The last candidate for the Student Activity position will be interviewed today and hopefully that position will be filled quickly.

Changing the structure of the Student Government Association was discussed. Student interest in SGA has declined throughout the years, therefore, a new organization was proposed in which club presidents and other organizational and program representatives serve as student body representatives.

An Administrative Retreat follow-up session is being planned for late October.

As previously mentioned, tomorrow's staff meeting is postponed. Look for an E-mail announcing the new date. The faculty will meet October 16, at 3:00 p.m.

Mr. Melton is interviewing two architects, one today and another one next week, for the new student center building.

A new stage floor is being installed at Heritage Hall's Centre Stage. Carpet will be

installed on the Centre Stage floor soon. Mr. Melton is meeting with someone tomorrow to talk about sound and lights.

A Night Watchman System has been purchased for Heritage Hall security.

Dr. Vardemann announced that there are three applicants for the PTA position. Two biology position searches are underway as well as the physics position search.

Ms. Phyllis Weatherly, who had joined the group by this time, presented a proposal for the Vice Presidents' consideration which would allow her release time to develop the Student Success Center and expand the services which are currently offered in Guidance Services.

Dr. Vardemann and Mr. Kerr are working on setting up a community meeting as soon as possible to announce our opening in Bremen and to also take applications for admission/financial aid/etc. Time is running out to get forms processed in time for winter quarter.

The College has purchased a new seven passenger '96 Dodge Caravan. The van is available to employees for college related travel and can be reserved through the President's Office.

Meeting adjourned at 9:05 a.m.

Vice President's Council
October 23, 1995
Minutes

The Vice President's Council convened at 7:30 a.m. in the Private Dining Room. Present were Dr. Cundiff, Dr. Vardemann, Mr. Shelton, and after a time, Mr. Webb.

Mr. Shelton distributed the Critical Success Indices Monthly Report for September 1995. This report, with an exception or two, will be updated monthly with information captured in the first five working days of the month. Information in this report was discussed and clarification will be sought in some areas. Dr. Cundiff commended Mr. Shelton for his work on this comprehensive and cumulative, yet concise, report. Quote Dr. Vardemann, "Well done, good and faithful servant"

Mr. Shelton recommended a new award to be presented during the annual graduation ceremony, the David B. McCorkle Administrative Award. A faculty award and a staff award exists now, but no award is available for employees at the division chair/director/vice president level. This award, as the other two, is to be based on meritorious service and, to some extent, longevity in lieu of popularity. Dr. Vardemann stated that the Academic Progress Committee is developing criteria for the Wesley C. Walraven Faculty Award which will be presented to the faculty for appropriate action. Criteria for the new award will be delineated by Mr. Shelton and considered at a later date.

Mr. Shelton, clearly on a roll, emphasized the importance of adhering to deadlines in the institutional effectiveness project. Dr. Cundiff mentioned that SACS status report must be complete by December 1, 1995. This is already slated for review in the VP's Council, possibly November 14.

The annual SACS meeting will be in Atlanta in December, and attendance most definitely includes the chairs of the SACS committees. Division chairs may attend if they desire.

Dr. Cundiff and others met with representatives of Coosa Valley Tech recently. In an effort to do a better job of involving CVT in things FC does, he suggests: 1) allow their faculty/staff access to FC's library; and 2) provide access to FC's weight room. Mr. Webb will contact CVT for a list of their personnel and will contact Dr. Perdue about implementing access to the weight room. Dr. Vardemann will talk with Dr. Brennan about implementing access to the library.

The speaker for the November 14 faculty/staff meeting is not

available. Additionally, Chancellor Portch has committed Dr. Cundiff to another project on that day. Other possibilities were discussed. Dr. Vardemann will discuss the situation with Mr. Lee. Various certificates are to be presented. Names should be submitted by November 6, then forwarded to Ms. Briscar for certificate preparation.

Mr. Boyd has designed a Policy Transmittal Form to be utilized by administrative units to transmit Floyd College policies to him for inclusion in a Floyd College Policy Manual (not to be confused with the Policy Manual of the Board of Regents). Once Mr. Boyd has compiled the policies of the administrative units, Mr. Lee will "fill in the holes."

Mr. Webb updated the Council regarding FC facilities. The architect for the new building will be selected on Thursday and Vice Chancellor Rewerts will be on campus. Heritage Hall is on schedule, perhaps ahead of schedule, although a problem with the heating and air conditioning remains. Solutions were discussed including the installation of a computerized system at Heritage Hall. Work at Cartersville is almost finished. The tile men work tomorrow, cabinets are being installed, and the building seems comfortable. Mr. Webb plans to visit Bremen to determine needs there. He was reminded that Mr. Kerr is coordinating all Bremen travel. Mr. Webb, Dr. Vardemann, and Mr. Kerr will set aside a day to go to Bremen and to Waco.

Dr. Cundiff has a GPEC meeting on Thursday followed by a meeting of the two-year college presidents. Assumed topics include mission statements and the consultant's report.

The Chancellor has declared a moratorium on the approval of off-campus sites for System institutions; however, he agreed to approve the Bremen/Waco site(s) upon receipt of a request letter.

Dr. Cundiff announced that the semester conversion proposal to be implemented Fall 1998 is expected to be approved. Class schedules for Summer 1998 will be affected.

Mr. Webb updated the group on the Centre Stage renovations. The stage area will be recessed eight inches and footlights installed. He has met with the sound folks. The floor will be carpeted with a 20' x 20' dance floor in the middle. The lobby will be tiled. Some areas may be painted black, and some woodwork might be painted. Long drop ceiling fans will be installed, and sound breakers will be installed on the back wall. An expensive hardwood floor will not be installed on the stage, rather the floor will be less expensive and practical to promote versatility in props.

Dr. Vardemann reported on Academic Affairs activities: 1) the

Winter Schedule is in the printing stage, 2) the Spring Schedule is underway, 3) the catalog project should be wrapped up in early November, 4) plans for Bremen are underway, 5) program reviews are underway with a five-year projected completion date for all reviews, 6) new faculty evaluation system is in place, 7) division chairs and faculty members are meeting regarding goals for faculty members, and 8) Dr. Vardemann is meeting with each division individually.

Dr. Vardemann announced that one PTA director candidate will be interviewed on October 30, and another one will be interviewed at a date to be announced.

The meeting adjourned.

FLOYD COLLEGE
VICE PRESIDENT'S COUNCIL MEETING
MINUTES
NOVEMBER 21, 1995

The Vice President's Council met at 7:30 a.m. in the President's Conference Room. In attendance was President Lynn Cundiff, Dr. Brady Vardemann, Mr. Tom Melton, Mr. Jerry Shelton, Mr. Phil Kerr, and Mr. Jeff Patty.

Dr. Cundiff informed the group that the council would not meet next week and asked Dr. Vardemann to report on the progress of the Core Curriculum. Dr. Vardemann reported that a meeting of the academic vice presidents from the University System had been held last Friday in Macon at Macon College. The majority of the agenda consisted of a report on the changes in the core curriculum. Dr. Vardemann reported that before the curriculum is changed, it must be put before the Council for Undergraduate Education. The group recommended that the new core be ready by February or leave the core as is. The new core curriculum was distributed at the meeting. A draft of this has been sent to Dr. Cundiff and hard copies will be distributed to the division chairs. The new curriculum proposes Areas A-F. The new curriculum gives more flexibility at the local level. The proposed curriculum will be broadly circulated before any move for acceptance. The academic vice presidents did endorse the drafted curriculum with unanimous acceptance. The core will be studied further until the Semester System is set in place.

Dr. Cundiff reported on the President's meeting which had started with breakfast at the Governor's mansion and continued at the Commerce Club. Several board members, the governor, and ten CEOs from major industries in the area discussed industry and economic development. The following are areas which were discussed at this meeting.

International Education and International Curriculum. A catalog will be published in a few weeks, around January 1, of the study abroad programs. Discussion followed concerning who would be given EFTs for the student, the fees, etc.

Dr. Cundiff reported that David Pearson asked that we appoint someone at the institutional level to head up the Study Abroad Program. Dr. Vardemann suggested that Phil Kerr be in charge of the Study Abroad Program at Floyd College. A final decision will be made by December 15, after further discussions.

Dr. Cundiff handed out forms to be filled out by faculty and staff who possess foreign language skills. Dr. Cundiff will return the completed forms to the head of the International Study Abroad Program by January 31. A computerized data base will be developed for use once the program is finalized. The information will be accessible throughout the system.

Redirection of Funds. Dr. Cundiff distributed copies of a draft of West Georgia

College's Budget Redirection Plan. He reported that everyone except the University System has already submitted a plan by institution for redirection of funds. He reported that every state institution will have to submit a similar plan. The Chancellor will present the University System Plan to the Office of Planning and Budget. Discussion followed concerning how the plan will be submitted. We are asked to submit a redirection plan before the budget for next year is set. As the budget work is started, guidelines for each unit will be distributed. The redirection plan should be returned to the VP Council no later than January. These will be taken back up during the budgeting process. The redirection requires 5% redirection each year for the next three years which will amount to more than 15% redirection overall. Dr. Cundiff, Dr. Vardemann, and Tom Melton will meet to draw up a contingency plan.

Discussion followed concerning the new budget system which is being purchased. Mr. Melton reported that the institutions will have to pay for part of the program. He informed the group that the system may be in place as early as December 1996. Mr. Melton informed the group that several areas (Unrelated Business Income, Alien Reporting, Student Assistants' enrollment status and working hours--students must be enrolled for 12 or more hours, can only work 12 - 19 hrs. and they cannot work between quarters) are being stressed by Dr. Lindsay Desrochers, Senior Vice Chancellor of Capital Resources.

Privatization Issues. Dr. Cundiff handed out a draft of the Analysis of Privatization for the University System of Georgia and discussion followed concerning areas the Regents feel should be considered for privatization versus areas the group considered to be viable areas for privatization.

Mission Review. The college's mission statement was mailed back to us on Monday of this week. Four things were discussed. 1. Summer - getting with consultants. 2. Give assessment with regard to seven elements which should be included. 3. Comments in draft form about the mission statement, with statements being prioritized. These will be sent back to Joan Elifson. After this is returned a copy of all other two-year school's mission statements will be forwarded to us. Eventually copies of all two and four-year colleges will be sent to us. 4. Commented on the 5-7 year plan which was submitted at the same time.

Mr. Shelton handed out copies of the Critical Success Indices for the month of October. Discussion followed concerning changes which need to be made to allow more accurate reporting of information. Additional information to be included in the report was also discussed.

Dr. Cundiff reported that he would be going to Albany State on November 30 for a GPEC meeting. Twenty-four presidents will be attending the meeting. Mr. Melton will accompany Dr. Cundiff.

Dr. Cundiff asked the group if anyone wanted to participate in AACTE Membership. The

group decided that they did not want to participate.

Dr. Cundiff led a discussion on the BANNER project. Phil Kerr asked if it would be permissible to close offices to set up time to train end users, possibly Tuesday afternoon. Dr. Cundiff responded that those times needed to be rotated so that the Admissions & Records Office, Financial Aid Office and Business Office were not all closed at the same time. Discussion followed concerning the progress of the BANNER project, with the need for Catalog information to be input being at the top of the list. A mock registration is planned for some time in February or March.

Discussion followed concerning the need for a Policy on Student Use of the Internet. The group decided that a policy should be developed and set in place before the new student server is operational. Phil Kerr and Jeff Patty will submit names for a committee to set up these policies.

Dr. Cundiff handed out the Switchboard Report for October 1995.

Phil Kerr presented the following issues to be considered concerning the Bremen Center-- staffing and coordination, telephone lines needed and equipment/computers needed including a copier and fax machine. Discussion followed with the group voicing the need for a meeting with Carroll Tech to discuss sharing costs of the facility. Mr. Kerr reminded the group that computers, printers, modems, etc. need to be set up and tested before leaving for Christmas break, as registration is scheduled at Bremen on January 2. Mr. Melton reported that the furniture has not been ordered for Bremen. Furniture for faculty/staff will have to be provided by Floyd College. Dr. Cundiff informed the group that he would check on the status of the furniture with the Speaker of the House.

Discussion followed concerning the need for vehicle registration at off-campus sites, with Mr. Melton informing the group that the Etowah Center was to the point that vehicle registration was becoming necessary.

Dr. Cundiff distributed copies of a memo from Bruce Pound concerning the results of outsourcing of Financial Aid for Fall Quarter, 1995. The group discussed outcomes reported in the memo.

Mr. Melton reported that he had completed a GSAMS analysis. The monthly rate is \$560 for Heritage Hall and \$1,120 for Cartersville effective September 1995. This will mean GSAMS will cost \$18,480 this year. The cost will go to \$26,880 a year by next year. Discussion followed on ways to offset costs and other ways to use the equipment. Options to be considered included Continuing Education programs and Post Secondary classes.

Dr. Cundiff reported that Central Alabama CC will be visiting Floyd College and Coosa Valley Tech on December 11. They will be on campus for approximately 1 ½ hours and will want to see the computer operations and the distance learning program. Jeff Patty will set up an agenda for the group to include time with Carla Patterson at the FCTV station. The group will consist of the President and 11-12 people. The group will visit Dalton

College in the afternoon.

Dr. Cundiff reported that many times locations of telecourses are not known. He suggested that telecourses be submitted to Emily Farmer for inclusion in the college's weekly calender.

Dr. Cundiff handed out information about the Teacher Education Conference at Kennesaw College to Dr. Vardemann. He also reported that the registration fee for the AACC Convention had been reduced to \$185.

Mr. Kerr asked about arranging for signs in town showing directions to Heritage Hall. Dr. Cundiff will make arrangements to see that directional signs are requested through the City of Rome. Discussion followed concerning parking needs and arrangements for a shuttle to transport students from parking areas to the Heritage Hall building.

Dr. Cundiff informed the group that Mr. Melton is working on the placement of an ATM machine on the campus.

The meeting adjourned at 10:30 a.m.

Submitted by,

Carol Pilgrim, Secretary

Vice Presidents Council
December 4, 1995

Minutes

The Vice Presidents Council met at 7:30 a.m. in the President's Conference Room with Dr. Cundiff, Dr. Vardemann and Mr. Melton present.

Mini-grants have been awarded as follows:

Nihal Gunay - Tutors for Success/Mentors for Peers

Billy Morris - Geology: Mineral, Fossil and Rock Collection

Alberta Johnson and Steve Burns - Human Brain: Gateway to the Future

Carla Patterson - FCTV Faculty Development Project

Some SACS reports are still not in and many of those that are in are not in the right format which is causing the project to fall behind schedule. Dr. Cundiff requested a status report be prepared for review at the Administrative Retreat on December 15.

Dr. Cundiff met with Heritage Hall faculty and staff last week to discuss the parking situation there. Sophomore nursing classes have been moved to the afternoon which has provided some relief in the morning hours. The class schedule will be looked at to determine when parking lot usage is heaviest for the possibility of running shuttle busses during those times. Mr. Melton is meeting with three contractors tomorrow to take bids for parking lot lights.

Dr. Vardemann read from a report by Dr. Brennan that the first COMPASS Exit Testing session went very well and that the number passing was higher than normal. Dr. Brennan's report also thanked Computer Services for their help in getting COMPASS up and running.

As of Thursday, November 30, total enrollment on all campuses was 1,926.

Some departments still need to turn in their catalog data. Check with Sandy Briscar for what sections are missing.

Due date for the policy codification project is December 20. Turn in your policies to Harold Boyd.

A question has been raised as to who assigns office space. It was decided that in the future office assignments will go before the Capitol Improvements Committee. Later this month, Dr. Cundiff and the vice presidents plan to look at all the rooms on campus to see what is being used and to see if rooms that are not being used could be used as office space.

The copy machines in the mail room are worn out and need to be replaced, but there is no money budgeted this year for new machines. They are having to be serviced repeatedly and the service contract is in danger of being canceled because of excessive use over the maximum allowed usage. One solution is to purchase a collator for the Risograph and use it when making large amounts of copies.

Funds which were designated for high-tech equipment need to be spent in the next few weeks. Computer labs at Cartersville and Heritage Hall, Banner and a testing center all need to be considered when deciding how to spend this money.

Using GSAMS for high school joint enrollment classes and other target audiences was discussed.

Mr. Melton reported that Heritage Hall has passed final inspection. Bremen still needs furniture. For now, furniture will be borrowed from Heritage Hall. Centre Stage is scheduled to be completed by January 31. Sound equipment, carpet, and lighting are out for bids. Business Office auditors are still here.

Meeting adjourned at 9:30 a.m.