

Dr. David McCorkle

Floyd College  
Administrative Council  
Minutes

The Floyd College Administrative Council met at 2:00 PM on January 22, 1990, in the President's Conference Room. Those present were Walraven, Boyd, Melton, McKeel, Trimble, Pullen, Berry, Lewis, Shelton, Dillard, D. Cook, Nora, Kerr, and Wright for Whitlow.

Dr. Walraven announced that the SACS visit to North Metro will take place on July 23-26. Next Monday there will be a meeting with North Metro officials, for the purpose of beginning our preparation for the visit. This is the first visit by SACS officials to a joint program of this type in Georgia, and it will be a bellwether.

In keeping with the terms of the joint programs agreement between the State Board of Technical and Adult Education and the Board of Regents, the 25-hour core curriculum requirement has been dropped for all A.A.S. career programs, whether offered as a joint degree or an on-campus program. Instead, only 25 hours of general education courses will be required. The Board of Regents has not yet voted to accept this, but approval is expected. Four umbrella A.A.S. concentrations have been approved (with many options under each): business, technology, technical studies, and health occupations.

Budget news continues to be grim, the Dean continued, noting that a large funding push is expected for Georgia Southern. Also, it appears that salary increases will be a maximum of 4% (1.5% cost of living, 2.5% merit). Mr. Melton added that health insurance premiums will increase 25% next fiscal year, and life insurance rates will also go up.

The Dean commented that he has seen several economic impact studies done by other colleges in the System, and that perhaps if we did one it would give us a higher profile in the business community.

Mr. Shelton is examining a memo from Atlanta regarding the institutional strategic planning process. New policies and procedures on planning and institutional assessment are in place, and we must follow them. Mr. Shelton will report more fully on this at a later meeting.

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PRESIDENT

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The Dean remarked that as part of our faculty evaluation system we are required to have a scheduled meeting with each instructor for the purposes of discussing the evaluation, which the faculty member should read and sign. The evaluatee, if desired, may append written comments, which the evaluator must attach and send to the Dean.

The utilization of space to be freed up in the B building was the next topic of discussion. Dr. Walraven solicited suggestions for the renovation of this area. Possible options include additional computer labs or classrooms. We are expecting to have some money, both for renovation and equipment, so those with wish lists need to squeak in case the grease man comes your way.

Mr. Melton asked for input about marker boards vs. chalkboards. The high expense of the markers was mentioned, and the smudginess of uncleaned marker boards was also seen as a drawback. Others liked the ability to use different colors of markers, and praised the up-scale image that the marker boards project. The Dean suggested that more input will be needed before a decision is made to equip more rooms with marker boards.

A final announcement from the Dean: any new proposed mandatory fees must be submitted to Atlanta by March 9, so submit them to the appropriate campus officials in the near future.

The Dean, Mrs. Nora, and Dr. Cook then launched into a team explanation of Berry College's cooperative nursing program with Emory University. After taking three years of general education at Berry, students will then complete two years of nursing coursework at Emory. They will then be granted a B.S. from Berry and an M.S.N. from Emory. Berry's degree will not be in nursing.

Dr. Lewis announced that enrollment at North Metro stands at 57 students.

Mr. Boyd commented that although we have a new security guard on board, security and safety issues still need to be addressed on-campus; especially in light of the increase of incidents over the last year. Mr. Melton announced that Harvey Bynum is our new security guard, and that he is a highly trained and responsible individual, and that Mr.

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Bynum should be our first responder in case of fights or similar occasions. We will need to convert telephones in the secretaries' offices to touch-tone, so that our new beepers will work. Also, new radios are in the works, with some to be situated in the library, the P.E. building, and in Mr. Melton's office. Mr. Shelton noted that there were some potential security problems during the basketball tournament, and that we may expect the possibility of more trouble in the future. Mr. Melton will look into the preparation of an in-service program on security measures, and in the meantime will circulate a memo on present security procedures.

Dr. Trimble asked if we should once again consider tapping a single official to be designated as "person in charge" after normal office hours. It was agreed that the suggestion was worth considering.

Dr. Walraven announced that our automotive technology program with Ford Motor Co. has been approved. On this happy note, the meeting segued into an Executive Committee meeting at 3:20 PM.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read "Chester F. Wright". The signature is fluid and cursive, with the first name "Chester" being more prominent.

Chester F. Wright  
For The Secretary

CFW/hs

Dr. David McCorkle

Floyd College  
Administrative Council  
Minutes

The Administrative Council met at 2:00 PM on Monday, February 5, 1990, in the President's Conference Room. Present were McCorkle, Walraven, Boyd, Melton, Berry, D. Cook, Dillard, Franklin, Lewis, McKeel, Nora, Pullen, Shelton, Trimble, Whitaker, and Whitlow.

Mr. Boyd reported that the campus has sustained four more fights since the last meeting of the Administrative Council. Dr. Berry reported that a former student who had threatened his life is now a student again. Dr. McCorkle noted that we will have a faculty meeting within the month to discuss these and other matters. He also noted that the College is now attracting a different type of student. Almost everyone seemed to agree.

Mr. Melton reported that end-of-year money is now down to \$38,000, all of which may have to be spent for networking since Floyd College is now scheduled for Peachnet in August. He also reported that bids have been let for the Administration Building and he expects construction to start soon, possibly by March 1st.

Mr. Shelton reported that the SACS visit has been rescheduled for August 6-9 and the response date rescheduled for August 15th. He also reported that NYSP will be held on the Floyd College campus again this Summer. In his final and very timely report of the afternoon, Mr. Shelton announced that Tim Green will teach a new course in self defense. Welcome to the 1990's.

Dr. Lewis, and then Dr. Pullen brought into discussion the issuance of library joint borrowers cards for Floyd College students at North Metro and at the Etowah Center. A signed supply of the cards have already been distributed to Dr. Lewis, explained the Librarian, and more are available if needed. The problem of ID cards for off-campus center students was discussed and finally relegated to a sub-committee for solution.

Dr. Berry reported that about one-half of ABAC's faculty recently visited the Business Division of Floyd College and were impressed with what they saw.

Dr. McCorkle introduced Mr. Scott Whitaker, the new Public Information Officer. Mr. Whitaker was welcomed to the Council. He related a bit of his journalism and public relations background.

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PRESIDENT

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Mrs. Nora reported that 17 Nursing students attended the Georgia Nurses Association convention held recently at Jekyll. Fifty per cent of the sophomore class are planning to attend the National Nurses Association convention to be held in Nashville April 19th and 20th. Additionally, Floyd College Nursing students are participating in various health fairs, one sponsored by the Pilot Club at Cedartown, one sponsored in Rome by Bekaert Corporation, and one in Shannon by Galey and Lord.

Dr. Dillard reported that the Honors Program is well underway with thirty-five participants. The program is grateful for faculty support, particularly from the Division of Nursing.

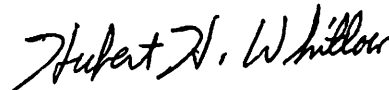
Mr. Boyd reported that February 22nd is the day set for the College Transfer Fair. Twenty-five colleges will have representatives on campus.

Dr. Pullen reported that February 12th was the date set for representatives from the international Inter-Council Program to be on campus.

Dr. Walraven, in a cluster of final wrap-ups, reported that the Scholar's Bowl and Leadership Rome programs held on campus last Saturday were both successful. He predicted that the new career program in Law Enforcement could be as successful as the Nursing program in due time. In a final prediction he believes that the new Peach (not Peachnet) program may impact heavily on local day care facilities. This may be another goose laying golden eggs.

Adjournment came at 3:10 P.M.

Respectfully submitted,

A handwritten signature in cursive script, reading "Hubert H. Whitlow".

Hubert H. Whitlow  
Secretary to the Council

HHW/hs

Dr. David McCorkle  
President

Floyd College  
Administrative Council  
Minutes

The Administrative Council met at 2:00 PM, Monday, March 5, 1990, in the President's Conference Room. Present were McCorkle, Walraven, Melton, Boyd, Berry, D. Cook, Dillard, Franklin, Kerr, McKeel, Shelton, Trimble, Whitaker, and Whitlow.

The first topic was Earth Day, April 22nd. Dr. McCorkle expressed the belief that the College should adopt a more affirmative recycling policy. The SGA's recent attempts are good, but the College needs a firm policy that will be all embracing and will operate independently of any on-campus group working in this area. It will buttress anything that any such group might accomplish. Earth Day is a good platform for such endeavors. The matter will be considered in more detail later.

Dr. McCorkle's second topic was a brochure distribution policy. Presently, there isn't one. What are needed are decisions as to the type of brochures needed, where they will go throughout the community, and who will place them there. Scott Whitaker will look into this. Also discussed was a publication designed to keep the College's public informed of new trends, programs, etc. Scott Whitaker will look into that, too.

Mr. Melton announced that new podiums are being constructed out of old library carrels placed in storage after the construction of the art gallery. The podiums will display institutional identification and should add a note of character to campus operations.

Dr. McCorkle made several announcements of general information. A report on student transfer among the various University System units is available in his office for those who are interested. His office also has available statistics on comparative SAT scores from students at various institutions. Winter Quarter enrollment, he announced, is up 8% over the Winter Quarter of one year ago.

Mr. Melton reported on the possibility of the College adopting a Flex plan in lieu of the present health insurance program. A subcommittee composed of Melton, D. Cook, and Trimble will study the plan and make recommendations later.



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Dr. Berry expressed satisfaction with the good news coverage given new business programs.

Mr. Shelton reported that Paul Kennedy and Riley Evans attended an NYSP workshop. Tim Green attended a special Missouri workshop in self-defense. Five members of the HPER Division are now certified by the American Heart Association in CPR and are now able to certify others.

Mr. Kerr reported that 157 potential students showed up for Spring Quarter registration on the first day of registration.

Dr. David Cook reported on a smoothly conducted Science Olympiad.

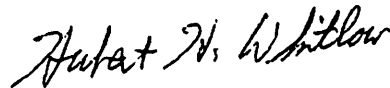
Mr. Melton discussed the new booths in the Student Center, the EDP deadline of March 9th, and a May 1st deadline for purchasing. The addition to the Administration Building has been started, he announced, but the expanded staging of room B206 is in limbo because of unanticipated costs.

Dr. Walraven reported on the national advertising funded by the Ford Motor Company concerning the joint program being devised with an area vo-tech school to train Ford dealership employees.

Dr. Dillard reported that the student newspaper, the Six Mile Post, swept away all honors in a state competition of two-year college student newspapers and took three awards in a regional competition.

Adjournment came at 3:05 PM.

Respectfully submitted,



Hubert H. Whitlow  
Secretary

HHW/hs



Dr. David McCorkle  
President

Floyd College  
Administrative Council  
Minutes

The Administrative Council met at 2:00 PM on Monday, February 12, 1990, in the President's Conference Room. Present were McCorkle, Walraven, Melton, Boyd, Berry, Dillard, Franklin, Kerr, Lewis, McKeel, Nora, Pullen, Shelton, Trimble, Whitaker, and Whitlow.

It was a short meeting devoted to brief announcements.

Dr. Walraven: We have an opportunity to get our message out to the world by way of the National Council of Instructional Administrators. That organization is conducting a program competition for exemplary degree programs. The winner will have national publicity.

Dr. McCorkle: Floyd College staff member Eddie Williams remains in Floyd Medical Center with heart problems but has been moved from intensive care to a regular room.

Dean Walraven: Any requests for additional equipment money should be submitted as soon as possible. There will probably be another round of budget requests during the Spring Quarter for supplies and travel budgets.

Ms. Franklin: There is a need for benches in B building hallways for students awaiting classes, conferences with faculty, etc. The written request will go to Dr. McCorkle.

Dr. McCorkle: The Council needs to think about space in terms of classroom needs. With the addition of the new space to the Administration Building, the College will have a net gain of only three or four classrooms.

Dr. McCorkle again: The option of joining Peachnet is now mandated. We are scheduled for hook-on time in August. Anticipated cost: \$24,000.00.

Dr. Walraven: A new University System direction may be in the wind. Dr. Anne Flowers retires July 1st, so speed is of essence in submitting new programs to the Regents' Office.

Mr. Shelton: A SACS team will visit Floyd College in August for the purpose of accredit our off-campus center at Acworth. Dr. Walraven supplemented this statement by adding that at that time we must demonstrate to the team

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plans of access to library service. Dr. McCorkle on the same topic: We need to keep in mind the impact this will have on other University System off-campus centers.

Mr. Shelton continued with other matters: a rope jumping contest for National Heart Week on February 13th, high school basketball tournaments in the Floyd College gymnasium, and the news that the Cartersville High School Library plans to extend its library hours two hours on two days of each week. The library will be open to North Metro students.

Mr. Boyd submitted as information two letters signed by the President to be sent to persons in two categories who engage in on-campus disruptive behavior. One letter is for non-students on campus; the other letter is for students. Mr. Boyd reported further that ID cards for off-campus students are being prepared.


Dr. Pullen reported that representatives of the International Intercultural Group had visited the campus this very day, spending time with several classes and distributing brochures.

Mr. Kerr: Head count enrollment stands at 1,576. Eighty-nine applications are on hand for Spring and 93 for Fall. Mr. Kerr urged all division chairmen present to warn their faculty that grades cannot be posted in public places unless the order of social security numbers is so random that an individual's privacy is secured absolutely.

Mr. Whitaker: The Spring Quarter schedule will probably arrive on campus Friday and be ready for distribution.

Adjournment came at 2:40 PM. A small group of interested individuals remained to work on the College calendar.

Respectfully submitted,

  
Hubert H. Whitlow  
Secretary

HHw/hs

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PRESIDENT



Dr. David McCorkle  
President

Floyd College  
Administrative Council  
Minutes

The Floyd College Administrative Council met on Monday, April 16, 1990, at 2:00 PM in the President's Conference Room. Present were McCorkle, Walraven, Melton, McKeel, Kerr, Pullen, Shelton, Wright for Whitlow, D. Cook, Dillard, Whitaker, Berry, Franklin, Trimble, Nora, and Lewis.

Mr. Melton opened the meeting with a flurry of announcements. (1) The new insurance rates have been set, and the new premium amounts will become effective July 1. (2) Due to a change in the tax status of the state Teachers Retirement System, all employee contributions made between July 1, 1987 and December 31, 1989 will be excluded from Georgia income tax in 1990. The business office will include an explanatory letter in the end of the month paychecks; Mr. Melton suggests that employees keep the letter to aid in tax preparation next year. TRS will send everyone some sort of statement of contributions made during the above period. (3) Student fees have been set for next year. Full time tuition costs will be \$313 per quarter (\$26/hour for part time) for resident students; nonresident fees will be \$593 per quarter (\$49/hour for part time). (4) Our final budget letter has arrived from Atlanta, and it contains no surprises when compared to our preliminary letter. (5) As of July 1, all new employees of the University System must pass a drug screening as a precondition of employment. Those who do not pass will be barred from employment with a state agency for two years. At this time, the new law may be interpreted to include part-time and college work-study employees. Some divisions are already in the recruiting process, and there was some discussion of how to inform candidates of the new policy. Dr. McCorkle anticipates guidelines to be promulgated in the near future, so no decision was reached at this time.

Dr. Pullen remarked that there will be a horde of historians in Rome this weekend, as the System Advisory Committee for history will be meeting here on Friday; and the Georgia Association of Historians will be at the Skytop. He also announced that the Foundation will have a fundraising kickoff luncheon here next Thursday.

Mr. Shelton said that enrollment is up in HPER courses at North Metro. He then spoke about the major area assessment workshop to be held in Atlanta May 10-11, and noted that only

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a few vacancies are still available. A number of people from the campus are planning to attend. Dr. McCorkle noted that the workshop is intended to provide a framework for the assessment of specific disciplines, and that the actual assessment process for each discipline is expected to come from the System's advisory committees. Mr. Shelton also announced that 18 students will be heading to Jekyll Island for a conference.

Mrs. Nora apologized for any delays in returning correspondence, as the Nursing Division is currently without a secretary. A new secretary will start April 30. She also had some good news: the results are in from the February board exams, and now all members of the nursing class of 1989 have passed. Travel fever has decimated her division: one group of students is heading toward the National Student Nursing Association conference in Nashville; a busload will be headed to Kennesaw for a placement fair; and two busloads of students will head to Grady Hospital on Thursday for a maternity nursing workshop.

Mr. Kerr announced that our enrollment stands at 1,572. He already has on hand 183 applications for next Fall. Here we go again.

Mr. Whitaker announced that the summer quarter schedules are at the printer and are due back next week. He is also updating the speaker's bureau, and requests feedback. A quarterly Floyd College newsletter is in preparation; it will have both on and off-campus circulation. Mr. Whitaker also noted that in their latest fund-raising drive the Foundation will be targeting scholarships for hearing impaired, nursing, criminal justice, and Coosa Valley Vo-Tech cooperative programs.

Ms. Franklin remarked that the System's teacher education committee is examining the impact of recent legislation upon the training and availability of tomorrow's educators.

Dr. Dillard announced that the trip to Atlanta to see Les Miserables had been a success, and that the Division is signing up people for its popular trip to Montgomery and the Alabama Shakespeare Festival. Mr. Melton commented that he had heard that the current production of Macbeth was poor, but Noises Off was very good.

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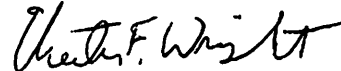
A well-tanned Dr. Walraven said that the joint committee on cooperative programs between technical schools and the University System had met and agreed on offering A.A.S. degrees in the umbrella areas of business, technology, health, and public service. He noted that at present it is our practice to validate courses proffered for transfer from in-state SACS-accredited tech schools.

Mr. Melton and the Dean jointly announced that the last budget amendment has been completed, and next year's budget lacks only minor adjustments.

Dr. McCorkle announced that recent legislation has empowered college presidents or their designees to register voters from any county in Georgia. Dr. Trimble, on Dr. Berry's behalf, inquired if Dr. McCorkle could now perform marriage ceremonies. After the dust settled, Dr. McCorkle noted that Earth Day was coming up, but there are no formal plans on the part of the College to celebrate it. There is also a move afoot to allow two-year colleges to create Vice-President positions. Also, Dr. McCorkle distributed copies of the Tobacco Usage Committee's recommendations, and requested feedback by next week.

The meeting was adjourned at 3:15 PM.

Respectfully submitted,



Chester F. Wright  
For the Secretary

CFW/hs



RECEIVED  
APR 19 1990  
PRESIDENT

Dr. David McCorkle  
President

Floyd College  
Administrative Council  
Minutes

The Floyd College Administrative Council met at 2:00 PM on April 30, 1990, in the President's Conference Room. Those present were McCorkle, Walraven, Melton, Berry, Floyd, D. Cook, Shelton, Lewis, Kerr, Whitaker, Wright, McKeel, Dillard, Trimble, and Pullen.

Mr. McKeel announced that our JTPA proposals have not fared well this year. Health Services Technician and Youth Competencies programs were funded, though cut, and Bookkeeping and Retail Sales are in "backup" which means they probably won't get funded. We can still reapply for the old programs or devise new ones.

Dr. Dillard reminded the group of the Regents' test to be given tomorrow. In response to a question from the Dean, he noted that we need to re-examine our eligibility procedures here, since a good many of our students are found to be ineligible for the test. This problem is due largely to career students who are taking the test. Dr. Dillard also announced that 54 people have signed up for the Alabama Shakespeare Festival trip (a school record), and he thanked the Foundation for sponsoring the trip for four honors students. It was noted that the Foundation had also funded two students on the Washington-Williamsburg trip.

A discussion of the Foundation Scholars program then ensued. Many of our scholars from last year are either no longer enrolled or have lost their eligibility to renew the scholarship. The Dean mentioned that Mr. Boyd is working on a mentoring program for Foundation Scholars, and that more activities need to be planned for them. Mr. Melton suggested that Phyllis Weatherly would also be a good person for struggling Foundation Scholars to consult.

Mr. Whitaker announced that the Summer quarter schedule should arrive from the printer next week. Mr. Kerr observed that at this point we have 173 candidates for graduation in June, which would be a large class.

Dr. Lewis said that registration at North Metro and Cartersville has finally been completed, and that 103 students are enrolled at the Etowah Center and 45 at North Metro. Our headcounts have remained fairly steady there over the past three quarters. He thanked Student Affairs



Final Report

Final Report

The following information was obtained from the records of the Department of the Interior, Bureau of Land Management, regarding the land in question.

The land in question is located in the State of California, County of [County Name], and is situated within the [Area Name] area.

The land is owned by [Owner Name] and is currently being used for [Use Description]. The land is situated within the [Area Name] area and is adjacent to [Adjacent Area].

The land is situated within the [Area Name] area and is adjacent to [Adjacent Area]. The land is owned by [Owner Name] and is currently being used for [Use Description].

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**PRESIDENT**

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for arranging to have photo ID cards issued to off-campus students. New whiteboards are to be installed at the Etowah Center. The insurance status of our Cartersville operations is unknown at this time. Dr. Dillard also commented that a writer had spoken to enthusiastic English students at the Etowah Center, and he thanked those who made the arrangements.

Mr. Shelton announced that the NYSP program will again be held here this summer, and that it is stronger than ever. The intramural sports banquet is scheduled for May 31. A high-ranking official from the NCAA will be the speaker. There will be a local Red Cross community CPR day held in the P.E. building on May 12. Reeling off more dates from his mental calendar, Mr. Shelton reminded the group of the System's assessment workshop May 10-11 and a strategic planning workshop in Milledgeville May 30-31. A strategic planning forum is also in the works for Louisville.

Dr. Cook said that his division hosted children from the Floyd County elementary schools' gifted program last Friday. His memory jogged, Mr. Shelton added that planning for basketball tournaments needs to begin soon.

Dr. Trimble spoke about the developmental studies workshop he attended in Savannah. A program on dealing with learning disabled students urged listeners to insert a statement in the catalog pledging our willingness to work with LD students, provided that they provide proof of a learning disability in advance. At the course level, the instructor should provide written information on expectations and exceptions or adjustments of policies or assignments. Our voluntary physical form could serve as an instrument to inform us of a learning disability.

DS people compared the developmental studies courses at Georgia tech schools and reached the consensus that their DS courses end about where our courses begin. Dr. Trimble and company will begin interviewing candidates for two faculty positions next week. They anticipate difficulty in filling the jobs.

Dr. Berry announced that 560 people attended the Secretary's Day program last week, and that 111 attended the Cartersville version of the program. We also had a group of students from Chattooga County High School here last week, and CCHS officials were highly pleased and hope to bring a larger group next year.

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Mr. Melton said that the MR/R deadline is tomorrow. Our top three projects are renovation of office areas into classrooms (after the move to the new wing), resurfacing of the tennis courts, and renovation of B-206 into an auditorium. Mr. Melton has also been looking into recycling, and has discovered a shortage of buyers of recyclable materials (except for aluminum cans). He will continue to explore alternatives. He also announced that May 25th at 7:00 PM the College will have its 20th annual faculty-staff awards ceremony.

Dr. McCorkle commented that the ever-widening gap between two-year college faculty salaries and the wages of four-year and university faculty was a topic of discussion at a meeting of the two-year college presidents. He noted that Mr. Boyd is working on some information regarding our drug-free workplace policy and substance abuse programs. Mr. Melton suddenly remembered that we are being threatened with a lawsuit by a Kansas businessman. It seems that the 800 number on some of our brochures is a misprint, and students seeking information on some of our programs are instead calling the gentleman from Kansas.

Dr. Walraven stated that the changes recommended in joint programs between the System and the tech schools will be on the agenda for the June meeting of the Board of Regents. This means the Board approval for our joint programs will come in July at the earliest.

Mr. Shelton wondered if the College could be held liable if a student volunteered the information that he was a former mental patient and was prone to violence; then the student did indeed inflict some injury upon someone in the College community. Dr. Berry opined that we would probably not be liable, unless the student had made specific threats. For inexplicable reasons, this reminded the Dean that there is again interest in West Georgia's offering some upper division courses on our campus.

The meeting was adjourned at 3:10 PM.

Respectfully submitted,



Chester F. Wright  
For the Secretary

CFW/hs



Floyd College  
Administrative Council  
Minutes

The Floyd College Administrative Council convened at 2:00 PM on June 25, 1990, in the President's Conference Room. Those present were McCorkle, Walraven, Boyd, Melton, Dillard, Wright, Whitaker, Kerr, Trimble, Berry, and Nora.

Dr. McCorkle read portions of a memo from the Chancellor regarding the anticipated revenue shortage and the Governor's limited spending freeze. We are instructed to fill only positions for which there is an immediate need, to defer any spending on computer equipment and one-time equipment requests, and to defer the establishment of any new programs or any enhancements to existing programs. The Chancellor has concluded that the anticipated shortfall could be an "early warning that substantial budget cuts are a distinct probability."

Mr. Kerr reported that our summer enrollment stands at 920; last year's figure was only 860. He further noted that demographic studies of our service area indicate that 12th grade enrollment is on the decline in most area high schools. There were slightly more high school seniors in Bartow County, but most evidence points to 7 to 8 years of no growth or even a slight decrease. We can expect more competition for our students.

Dr. Walraven contributed the gloomy news that an independent study has concluded that our service area is unlikely to experience much growth on any economic front. Given the news from Mr. Kerr, it seems that we must make even more of an effort to recruit non-traditional students. We are also "probably" over budget for summer quarter.

Dr. McCorkle quoted some guidelines regarding the new drug testing law and how it affects our hiring practices. Employees who are working for the University System before July 1, 1990, or job candidates who have accepted a position prior to July 1, will not have to be tested. Anyone who starts work after July 1, or who accepts an offer of employment after July 1, must be advised that successful completion of a drug test is a prerequisite for employment.

Mr. Melton added some clarifying details. The College will pay for the tests, which will be performed by an as-yet-unnamed facility. The applicant must pick up a purchase

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order from the Business Office, along with a State-mandated form (as yet undeveloped). This expense, by the way, will be charged to the general operating fund; it will not be charged from divisional budgets. Results of the test will be sent to the State Merit System Personnel Board, who will inform Mr. Melton of whether the applicant may be hired. All employees who are not paid on a per diem basis are covered by the new law, be they part-time, temporary, or work-study student. Anyone who fails the test will be ineligible for employment by the State of Georgia for two years. It has yet to be established whether instructors of public service courses will have to be tested.

Dr. McCorkle noted that he had some information on the Employee Hazardous Chemical and Right to Know Act, but would provide more details at a later meeting. He also reminded the Council of a meeting scheduled at noon on Wednesday, June 27 in the B conference room, regarding this year's inservice training.

Dr. McCorkle handed out copies of revisions to the Board of Regents Policy Manual regarding cooperative programs between System colleges and vo-tech schools. Administrative approval of joint programs will be delayed due to the departure of Dr. Flowers and the Board's decision not to meet in July.

Dr. Walraven commented that the chair of our visitation team was here for a meeting last week, and that it looks like the team will conduct most of its work on the Rome campus. He requested that everyone plan to be available for interviews during the visit, August 6-8. The President and Vice President joined in a duet entreating division heads to explain the importance of our joint programs to their faculty.

Dr. Berry announced that the Division of Business is developing a program for an A.A.S. in legal assistance. This reminded Dr. Walraven that two of our JTPA programs were re-funded (computer bookkeeping and a new program in baking) and one was not funded (retail sales). The College will also be offering courses leading to a degree in law enforcement in a cooperative program with Dalton College. We are expecting a visit from the Medical College for discussion of our joint program in dental hygiene.

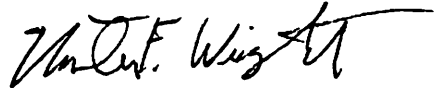
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Mr. Kerr noted that we have 390 applications on file for next Fall. He also remarked that there is some interest in Atlanta in requiring immunization records from students and employees.

A general discussion of the College's publications followed, with Mr. Whitaker commenting that he and other College officials are looking at ways to cut costs while simultaneously widening the distribution of information about the College.

The meeting more or less dissolved at 3:05 PM.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Chester F. Wright". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Chester F. Wright  
For the Secretary

CFW/hs



June 12-13, 1990

10. Amendment to Board Policy, Section 303, Curriculum

Recommended: That the Board approve the following amendments to Section 303 of the Policy Manual, effective Fall Quarter, 1990.

This section is being amended to reflect the changes in policy relating to the recognition and implementation of the Memorandum of Agreement adopted by the Board of Regents and the State Board of Technical and Adult Education in May, 1989. The Agreement was an attempt to clarify the offering of respective associate degrees and the development of cooperative degree programs which would result in the awarding of the Associate of Applied Science degrees by University System institutions. The proposed changes have been developed by a committee of academic officers and reviewed by the staff and the Chancellor.

The proposed changes follow, underlining indicates additions; strike-throughs represent deletions.

Recommended changes in Board Policy are as follows:

Policy 303.03 OFF-CAMPUS INSTRUCTION:

- E. No more than one-fourth of the work required for an undergraduate degree and one-half of the work required for a Master's degree can be earned off-campus unless taken in an approved resident center or in an authorized external degree or cooperative career associate degree program.

Policy 303.06 COOPERATIVE PROGRAMS WITH ~~VOGATIONAL~~ TECHNICAL ~~SCHOOLS~~  
INSTITUTES:

10. Amendment to Board Policy, Section 303.. Curriculum (cont'd)

The Board of Regents and the State Board of Technical and Adult Education have established that it is in the best interests of the citizens and taxpayers of Georgia that every effort be made to coordinate and not duplicate the activities of the two Boards. It is the desire of both Boards and their respective institutions to provide increased and enhanced student access to postsecondary education programs and services. To accomplish that goal, career associate degree opportunities will be made broadly available and convenient to students through the colleges and technical institutes.

Career associate degrees will consist of the Associate of Applied Technology (A.A.T.) degree offered independently by Commission on Colleges accredited technical institutes and the Associate of Applied Science (A.A.S.) degree offered by System institutions independently or on a cooperative basis by System institutions and technical institutes (with System institutions delivering the general education component and the technical institutes delivering the technical component). The A.A.S. degree has both transfer and non-transfer options.

All career associate degrees will contain a minimum of 25 quarter credit hours of general education.

Transfer of credits among technical institutes and System colleges will be at the discretion of the receiving institution and subject to normal review procedures.

It is recognized that the Associate of Arts (A.A.) and Associate of Science (A.S.) degrees are the core-based transfer degrees of the University System.

A memorandum of understanding executed by the Board of Technical and Adult Education and the Board of Regents in May, 1989 contains additional information concerning the offering of cooperative programs with technical institutes.

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10. Amendment to Board Policy, Section 303... Curriculum (cont'd)

Policy 303.0802 CAREER DEGREES: Associate of Applied Science (A.A.S.)  
and Associate of Science in allied  
health areas (A.S. in designated  
fields).

Career degrees may be awarded for the completion of two-year collegiate programs designed to prepare students for immediate employment.

-Selected courses included in these programs may be used for transfer credit. The following are the minimum requirements for career degrees:

A. Programs shall include a minimum of 25 quarter credit hours of general education. This coursework must include components designed to develop oral and written communication and computational skills and at least one course from each of the following areas: the humanities or fine arts, the social or behavioral sciences, and the natural sciences or mathematics.

B. Students shall fulfill the legislative degree requirements but do not have to fulfill the Regents' Test requirements.

C. Institutions may increase or supplement these minimum requirements.

D. The A.A.S. degree may designate a specific area of study (e.g., A.A.S. in Criminal Justice) or a broad field of study with or without the designation of a specific area (e.g., A.A.S. in Business, A.A.S. in Business: Accounting Option).

The A.A.S. degree offered on a cooperative basis with State Board of Technical and Adult Education institutes may be awarded only in Business, in Health, in Services, and in Technology. Specific areas of study may be designated as Options.

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10. Amendment to Board Policy, Section 303.. Curriculum (cont'd)

The A.S. in allied health areas shall include a designation of the specific area of study (e.g., A.S. in Nursing, A.S. in Respiratory Therapy). (BR Minutes, 1986-87, pp. 370-371)

E. Including the technical component, which shall be accepted in transfer as "block credit," all cooperative A.A.S. degrees shall include the equivalent of at least six full-time System quarters of study.

F. Cooperative A.A.S. degree diplomas shall include the following wording: (Regents' institution) in cooperation with (State Board of Technical and Adult Education institute)....

Dr. David McCorkle  
President

Floyd College  
Administrative Council  
Minutes

The Advisory Council met at 2:00 PM on Monday, August 13, 1990, in the President's Conference Room. Present were McCorkle, Walraven, Melton, Boyd, Berry, D. Cook, Dillard, Kerr, Lewis, McKeel, Nora, Pullen, Shelton, Trimble, Whitaker, and Whitlow. Ms. Sheila Carter was a guest for the first few minutes of the meeting.

Dr. Walraven announced that the College has purchased a new Kurzweil reading machine for Dr. Dillard's office. This machine literally reads printed material and is designed to help those persons with severe sight deficiencies understand and absorb information that comes to them in printed form. Mr. Melton added that a Kruzweil representative would be on-campus this Thursday to train appropraite Humanities' personnel in the operation of this machine. This was deemed by all present to be a good thing.

Dr. McCorkle commented on the recommendations and suggestions made by the visitation team representing the Southern Association of Colleges and Schools on their visit August 5-8. The team was here to evaluate the substantive change in the College's program vis a vis the new agreements with Coosa Valley Tech and North Metro Tech. Since this visit and its report represent educational inovation in the state of Georgia, the Southern Association headquarters office, represented by Dr. Gerald Cates, showed unusual interest. For the most part, it is believed that the narrative report to be received in two or three weeks will strongly support the concepts of these agreements. The attached sheet outlines the various verbal suggestions and recommendations made by the team. The agreement, it is believed, portend the future for institutions similar to Floyd College. Hopefully, the final report will be received in time for full association approval in mid-October.

Dr. Walraven added that University System vice-presidents are growing warmer towards cooperative programs. Success does tend to breed friends. Floyd College's cooperative Dental Hygiene program, reported Dr. Walraven, the program being offered in conjunction with the Medical College of Georgia, is still on a hot burner.

Mr. Melton reported that the construction of the addition to the Administration Building is behind schedule because of mechanical problems. He reported, also, that

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auditors are here, have been here for four weeks, and will be here even longer. His announcements then grew ominous. There has been a mandated budget cut of \$225,000 for the 1990-91 school year and all College offices should prepare to tighten belts.

Mr. Kerr announced that he will be on a panel going to Rockmart on September 6th to discuss adult learning. His second announcement was lighter. Summer enrollment is up 16% over that for last year.

Mr. Whitlow announced that the library staff is in the throes of inventory. The bright spot in all this pain is that this year the staff is applying bar code labels as they go in preparation for automation. He announced several personnel changes. Mrs. Linda Lee is now in charge of circulation, replacing Bedelia Wilson who left to enroll at West Georgia College. Mrs. Gerald Brooks replaces Linda at the Serials and Binding position. On September 4th, Ms. Melissa Moore joins the staff as Assistant Librarian for Technical Services, replacing Chet Wright who took a job closer to his home near Kennesaw College.

Dr. Trimble expressed the need for faculty to sign up to advise students in the period before faculty in-service training begins. Mr. Melton asked the members present to remind their advising faculty to exert care in the advising process. Too many tuition refunds are having to be made because of advising errors.

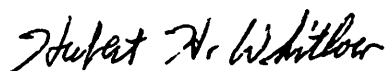
Dr. McCorkle announced that there would be a meeting of University System presidents on Friday, August 17th. One item on that agenda will be immunization of students.

Dr. Dillard reminded those present that student must now sign up for the Regents' Test after having taken English 101 or after 45 credit hours.

Mr. Boyd is now chairman of the Ad Hoc Committee on Institutional Drug Policy.

Ajournment came at 3:04 PM.

Respectfully submitted,



Hubert H. Whitlow  
Secretary to the Committee

HHW/hs

RECOMMENDATIONS AND SUGGESTIONS  
FROM THE SUBSTANTIVE CHANGE COMMITTEE

1. Recommendation: That the accreditation statement be revised and be put in the catalog.
2. Recommendation: That the purpose should be updated and should be stated clearly and concisely and be published in the catalog.
3. Suggestion: Institutional Research function be evaluated and that the appropriate personnel be assigned.
4. Recommendation: Standardized admissions procedure be established for both institutions with regard to eliminating duplication of testing procedures and unnecessary paperwork.
5. Recommendation: That a joint Curriculum Committee be established.
6. Recommendation or suggestion?: Procedures for selection of faculty be outlined in the faculty handbook or other documents.
7. Recommendation or suggestion?: Personnel files should have official documents, including official transcripts (including graduate transcripts), official application forms, and other professional documents showing professional and scholarly preparation of all faculty.
8. Suggestion: Faculty Loads. Consideration should be given to faculty commuting to NMTI when courseload is assigned.
9. Recommendation or suggestion?: There was no evidence that faculty evaluations are being used to improve faculty programs.
10. Recommendation or suggestion?: Appropriate library materials should be made available.
11. Recommendation or suggestion?: Computer Usage. As programs grow, a system should be set up to prioritize usage of computer equipment.
12. Recommendation or suggestion?: A recordkeeping system needs to be set up to show status of students enrolled in co-op programs between the two institutions, so both institutions have constant access to student status for financial aid purposes, etc.
13. Recommendation or suggestion?: Plan toward a more streamlined agreement between the institutions which outlines the administrative processes if there should be a change in senior administrative personnel.
14. Suggestion: Keep a handle on job descriptions.
15. There were no recommendations or suggestions on financial resources.



Dr. David McCorkle  
President

Floyd College  
Administrative Council  
Minutes

The Administrative Council met at 2:00 PM on Monday, October 1, 1990, in the President's Conference Room. Present were McCorkle, Walraven, Melton, Boyd, Berry, D. Cook, Dillard, Franklin, Kerr, McKeel, Nora, Pullen, Shelton, Trimble, Whitaker, and Whitlow.

Dr. McCorkle opened the meeting with a series of announcements.

#1. A letter has been received from Chancellor Propst which mandates that proper waste management policies be adopted and carried out throughout the System. Dr. McCorkle presented the letter to Mr. Melton. Mr. Melton allowed that he would begin immediately, starting with the letter. Dr. McCorkle allowed that Mr. Melton would start immediately but not with the letter.

#2. All Division Heads please urge their faculty to be present and on time for the Chancellor's presentation on Thursday, October 4th, 1:45 PM in room B-200.

#3. Dr. Peter Hoff is the new Vice-Chancellor for Academic Affairs. Dr. Hoff, an Englishman by birth, comes to the University System from Indiana University Southeast. He brings his own Phi Beta Kappa key.

#4. Think General Assembly. There is legislation headed for the hopper which will permit Southern Bell to install fiber optic cables to homes.

#5. Floyd College now has the largest enrollment in its history: 1,979 and climbing at the time of this writing. The financial situation is ironic because we are having to turn back funds to the state at the very time when work and teaching loads are highest. Hopefully, there will be a good student retention factor at work for the Winter quarter.

Mr. Melton suggested that all persons in hiring positions check the references of applicants carefully.

Mr. Melton again. The lake has been sprayed with a substance harmless to people and beasts but designed to kill the floating growth. We'll see.

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Mr. Melton once again. Six tennis courts should be ready for use by October 4th. Furniture is to go into the new extension of the Administrative Building about January 15th.

Mr. McKeel announced the formation of two new JTPA classes.

Mr. Shelton reminded the Committee of the October 15th deadline for our response to the SACs report. It is highly desirable, he emphasized, for the response to be approved by the full SACs body in December.

Mr. Whitaker announced that the week of October 14th is Higher Education Week. Floyd, Shorter, and Berry Colleges are all cooperating together in a promotional campaign.

Dr. Berry announced that Beth Fletcher is the new SBDC consultant for Polk, Paulding, and Chatooga counties. She is actually employed by the University of Georgia but will work out of the Floyd College SBDC office. Becky Hicks is the SBDC secretary.

Mr. Kerr: Our increased enrollment has brought us many students who drive long distances to get here. We are seeing students from as far away as Carroll County, for example. What will happen to these students should gasoline prices soar to stratospheric levels? Mr. Kerr mentioned several possible solutions for the College to consider: busses, more off-campus centers, two- or three-day per week classes, more early and late classes. It was also suggested that the College make more use of the computer analysis of student academic needs in order to determine what to offer when.

Dr. Dillard: Please promote the Honors Program.

Mrs. Nora: This year's success rate for Nursing students taking the state board exam reached 96 percent.

Ms. Franklin reminded the Council that a new faculty representative to the Executive Committee must be elected at the next meeting of the full faculty because today is Ms. Franklin's last day in that position.

Ms. Franklin again: It would be a good idea to report the ideas and notions discussed in the Advisory Council to the full faculty. With this, Dr. McCorkle reminded all division chairmen to circulate the minutes of these meetings to all their faculty.

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Dr. David Cook: A new state prison will soon open. It is north of Summerville and south of Trion. It will house 700 inmates and employ a staff of about 300, thus beating out our student/faculty ratio. Two full-time dentists are already employed there. The request is for our dental hygiene students to go through a sort of intern program there. We are assured that the inmates will be deactivated before contact.


Dr. Walraven: The College must look into the teaching of courses that would fall under the Trade Assistance Administration Educational Act, a Federal program for people who have lost their jobs because of plant closings due to foreign imports. TAA courses could constitute the financial aid program at North Metro Tech.

Mr. Boyd: Susan Cantrell is the new assistant in the Financial Aid Office.

Dr. Walraven for a parting shot: The winter quarter schedule (including that for Etowah and North Metro) must be worked out and ready to hand in by High Noon on October 12th.

Adjournment came at 3:25 PM.

Respectfully submitted,



Hubert H. Whitlow  
Secretary

HHW/hs



## **Administrative Council Minutes**

### **April 8, 1991**

The meeting was called to order at 2:09 p.m.

Jerry Shelton reported first, reminding the council of the outdoor volleyball tourney scheduled for Saturday (13th); approximately 50 teams are expected to participate. He noted success in enrollment of PED 106 classes at North Metro Tech and at Etowah Center...off-campus enrollment is higher than ever in PED courses.

Jim McKeel stated that his department had moved into their new offices.

Tom Berry let us all know that the Secretary's Day Luncheon was sold out...again. He also made a request for the minutes-- note: "If you change a room around, moving the tables and chairs, please be responsible for resetting it as it was."

Public Information reported that media had been contacted for the Chancellor's visit.

Dr. Lewis reported 150 registered at Etowah, and 135 at North Metro Tech; both figures are comparable to Winter Quarter's enrollment.

Dr. Dillard mentioned upcoming events in Humanities: the production of Ken Anderson's play, "Mattie Cushman," and the Alabama Shakespeare Trip. He remarked that the we were still experiencing Regent's Test eligibility problems, caused by the computer adding credits to students' transcripts.

Vice-President Boyd discussed the new volunteer program initiated by Student Affairs Office. The program will kickoff Tuesday, April 23rd, from 10:00-1:00 in the Student Center. There will be about 25 volunteer agencies represented from the community, offering volunteer opportunities.

Dr. Dave Cook reported that seven candidates and one alternate have been selected for interviewing for the Librarian's position. No minorities applied beyond initial inquiries. The demographics are five female and 2 male, most of whom are associated with University System schools. The interviews will begin at the end of April or first of May.

President McCorkle noted that the Red Carpet Tour will be in town this week.

Phil Kerr reported a fourth consecutive quarter's record enrollment figure of 1910 for Spring. He estimated that 40,000 people saw our booth at the Food, Home & Health Show the last weekend in March. He also requested that part-time teachers be made more aware of the details of our grading system, as problems have arisen in the past from inaccurate or incomplete paperwork.

Vice-President Melton stated that part-time faculty checks will be mailed from now on. He also mentioned that copier use was being examined, and cost-effective measures may soon be enacted. Additionally, he remarked that the entire campus will be converted to push-button phones, to overcome limitations inherent in the rotary units being used in certain offices.

Dr. George Pullen reported that 64 students are enrolled in the Criminal Justice program, that the Education program at Cartersville is growing, and that the Foundation fundraising is off to a good start, with faculty contributions up 30%.

Belen Nora reported that 100% of her last graduating class have now passed their boards. There are currently 83 freshman nurses enrolled in a program designed for 30; this brings the total of nursing students to 133.

Dr. McCorkle praised T.L. Stone for his work in the growth of the Police Academy. He also reminded the council that he would be off-campus through next Wednesday. A couple of notes on the Chancellor's visit: Floyd is the first college to go through this new procedure under the current board of Regents; and all the Chancellor's appointments with faculty and staff have been filled.

The council was adjourned at 3:19 p.m.

