

**Administrative Council
Minutes
October 15, 1992**

Tom Melton reported on the meeting yesterday with the contractor regarding the chiller. Work will begin soon and it will be a lengthy project. He said that a power outage to complete part of the work has been scheduled for during Christmas holidays.

Dr. David Lewis requested information on textbooks for the visually impaired. Dr. Dillard offered to give Dr. Lewis information on this.

Jerry Shelton announced that the Joint Curriculum Committee will meet next Wednesday. Anyone having items for discussion at the meeting should let him know.

Mr. Shelton reported that he is in the final phase of the third of five reports due, the final report, the revised Strategic Plan, will be due in January.

Dr. Berry announced that Sarah Burkhalter is co-sponsoring a conference on family violence this week at Red Top Mountain.

A lengthy discussion was held on grade reporting on high school joint enrollment, and Winter Quarter registration and class schedules.

The meeting was adjourned at 3:15 p.m.

M E M O R A N D U M

TO: Members, Administrative Council

FROM:  Lynn Cundiff
President

DATE: November 20, 1992

RE: Agenda, November 23, 1992 Meeting

Colleagues,

Please plan to attend the Administrative Council meeting on Monday, November 23, 1992, at 2:00 p.m. The meeting will be held in the President's Conference Room. Included in this document you will find a draft agenda. Additions may be made to the agenda by contacting Ms. Griffith prior to 11:00 a.m. on Monday. I look forward to meeting with you.

Draft Agenda

- 1) Finalization of retreat plans - Briscar
- 2) Discussion of night administrator duties
- 3) Information on Three Rivers Education Foundation
- 4) Discussion of Title III Grant and Dr. White's visit
- 5) Holiday schedules
- 6) Date/format for retention survey
- 7) Individual updates
- 8) Other

ADMINISTRATIVE COUNCIL

NOVEMBER 23, 1992

AGENDA

- 1) Finalization of Retreat Plans - Briscar
- 2) Discussion of night administrator duties } ✓
- 3) Information on Three Rivers Education Foundation ✓
- 4) Discussion of Title III Grant and Dr. White's visit ✓
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- 6) Date/format for retention survey ✓
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- 8) Other

File
w/minutes
Monday
Dec. 14

Administrative Council

November 23, 1992

Minutes

The Administrative Council met at 2:00 p.m. in the President's Conference Room. Those present at the meeting were: Dr. Tom Berry, Mr. Harold Boyd, Ms. Sandy Briscar, Dr. David Cook, Dr. Lynn Cundiff, Dr. Philip Dillard, Mr. Fred Green, Mr. Phil Kerr, Dr. David Lewis, Mr. Jim McKeel, Mr. Tom Melton, Ms. Belen Nora, Dr. Judy Perdue, Dr. George Pullen, and Mr. Jerry Shelton.

Items of discussion during the meeting included:

Plans for the Administrative Council retreat planned for December 14.

Rotation of night administrator duty. Discussions centered around the suggestion that responsibility would be shared by all of the Administrative Council. Drs. Dillard, Berry, David Cook, and Mr. Phil Kerr will develop a schedule, a description of responsibilities, and a suggested format.

The purpose and goals of the Three Rivers Education Foundation. Information regarding this Foundation will be distributed to Administrative Council members.

The visit of Dr. John White, Title III grant consultant, on November 30 and December 1.

The holiday schedule. The College will be closed for Thanksgiving holidays at the end of evening classes on November 25 and will reopen on Monday morning, November 30. Christmas holidays will begin at the close of the work day on Wednesday, December 23, and will reopen on Monday morning, January 4. The gymnasium will be open the evening of December 23 for the Christmas basketball tournament.

The dates for distributing and returning the retention survey on all campuses. A schedule will be distributed via departmental mailboxes to Administrative Council members. This information will be used by Ms. Margaret Davis in the Retention Report.

An Employee Request Form, being reviewed by the Vice Presidents, to be used to request a new position or to fill a vacancy.

The need for finding career alternatives for students who are not able to get into the Allied Health Sciences careers.

Individual updates were given by Administrative Council members. A summary of dates is attached.

The meeting was adjourned at 3:30 p.m.

Upcoming Events

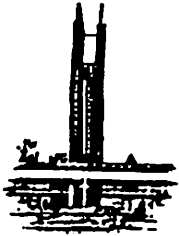
- December 3 The Floyd County Academic Decathlon will be held on campus.
Senior Visitation Day will be held on campus.
The CPE will be given. Two session: 10:00 a.m. and 6:00 p.m.
- December 8 Preregistration at North Metro Technical Institute.
- December 10-11 An SAT preparation course will be conducted on campus.
- December 18, 19, 21, 22, and 23 Floyd College will host the Christmas Basketball Tournaments.
- January 1 The card catalogue in the Library will no longer be updated.
Terminals are available for looking up materials.
- February 12 Senior College Probe Fair will be held on campus from 10:00 a.m. until 1:00 p.m. Twenty-five to thirty senior colleges will be represented.

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A Two-Year Unit of the University System of Georgia


Floyd College

P.O. Box 1864, Rome, Georgia 30162-1864

December 16, 1992

MEMORANDUM

TO: Dr. Lynn Cundiff
Ms. Paula Almond
Dr. Tom Berry
Mr. Harold Boyd
Ms. Sandy Briscar
Dr. Philip Dillard
Mr. Fred Green
Mr. Phil Kerr
Mr. Tom Melton
Ms. Belen Nora
Mr. Bruce Pound
Dr. George Pullen
Mr. Jerry Shelton
Dr. Wesley Walraven
Ms. Phyllis Weatherly
Student Activities Director

FROM: Dr. David Cook 

SUBJECT: Night Administrator - Ad Hoc Committee Report

The ad hoc committee to consider the night administrator position met on Monday, November 30, at 2:00 PM in the B Conference Room. Present were: Tom Berry, David Cook, Phillip Dillard, Phil Kerr, and Vickie Gandy.

The committee recommends:

1. that the following individuals serve as night administrator according to a schedule prepared by David Cook and delivered by Vickie Gandy to each of the individuals on the list, to the library, to the office of the night administrator, to Mr. Harold Presley, and to each of the security guards.

Dr. Lynn Cundiff	Mr. Phil Kerr
Ms. Paula Almond <i>Jim McKeel</i>	Mr. Tom Melton
Dr. Tom Berry	Ms. Belen Nora
Mr. Harold Boyd	Mr. Bruce Pound
Ms. Sandy Briscar	Dr. George Pullen
Dr. David Cook	Mr. Jerry Shelton
Dr. Philip Dillard	Dr. Wesley Walraven
Mr. Fred Green	Ms. Phyllis Weatherly
	Student Activities Director

2. that, in addition to the above individuals, senior faculty members be considered for duty as well.

3. that any night administrator teaching an evening class be excused from half his duty nights and that any night administrator teaching two night classes be excused from all duty, in both cases, only for the quarter in which the class or classes are taught.
4. that the night administrator:
 - a. serve as liaison between the various administrative offices of the college and the students during the evening hours when the administrative offices of the college are usually closed,
 - b. act in emergency situations such as severe weather conditions, fights, fires, and the like in the name of the President of the College, when it is not practicable to first contact the President or one of the Vice Presidents before acting,
 - c. keep the hours 5:00 PM thru 10:30 PM Monday thru Thursday,
 - d. receive calls and deliver messages to students, staff, and faculty as needed,
 - e. check all classes to ascertain that all classes are meeting as scheduled, checks to be made between 6:00 PM and 7:00 PM and again between 8:20 PM and 9:20 PM,
 - f. report to the appropriate division chairperson any scheduled class that is not in the assigned room at the assigned times (breaks should come about half way thru a class session, not at the end),
 - g. keep a record of all activities--phone calls, emergencies, actions taken, class interruptions, and others.
5. that a part-time secretary be hired (19 hours per week--^{5:00}~~5:30~~ PM to ^{10:15}~~10:15~~ PM Monday thru Thursday) to answer the phone, to keep the log, and to contact the night administrator by radio when he/she is out of the office.
6. that the ad hoc committee check with other campuses to learn how they deal with the problem of administration for evening classes.
7. that the college publicize among full time and part time faculty, staff, and students the fact that (i) there is a night administrator, (ii) what he/she can be expected to do for them, (iii) when and how he/she can be reached.
8. that the college provide the night administrator with a distinctive name badge.

9. that the college clearly mark the office of the night administrator; provide a sign indicating exactly who is on duty as night administrator.
10. that any individual who cannot meet his night administrator assignment be required to notify either David Cook or Vickie Gandy; if possible, he/she should make arrangement for his/her own replacement.
11. that a computer terminal with network access be installed in office of night administrator. (L-2 for dzv)
12. that keeping administrative offices open each Monday thru Thursday evening until 6:30 PM be reconsidered.
13. that David Cook continue to act as night administrator thru the first two weeks of Winter Quarter, 1993, to allow a proper response to and implementation of these recommendations.

For
V.P.
Agenda

FLOYD COLLEGE CRISIS COMMUNICATIONS PLAN

The key to handling and controlling any crisis is accurate and timely communication with internal constituents such as faculty, staff and students, as well as with the media and the public.

As soon as a crisis is identified, the president and the public information officer should be notified, regardless of the time or day.

The magnitude and possible consequences of the crisis will be assessed by the president, public information officer and security personnel.

The president or the public information officer will be the sole spokesman.

Key administrators should be advised of the situation as soon as possible.

A statement should be prepared and distributed on campus and to the media as soon as possible. Information should be accurate and as detailed as possible. If inaccurate information is inadvertently given out, admit the mistake and correct it as soon as possible.

Regardless of the nature of the crisis or the area/department affected, all media inquiries will be referred to the public information officer.

All media inquiries will be logged by the public information office. Inquiries will be answered as quickly and as accurately as possible by the president or the public information officer.

If a press conference is warranted, a location will be preselected in an area with easy access for mobile satellite vans and telephones. Don't forget to include the student newspaper.

Update information as it becomes available.

Following the crisis, assess the management procedure for effectiveness. If possible, get feedback from campus constituents and the media.

- 1) Policy Statement
- 2) Definition of Crisis
- 3) Statement as to Role of
~~the~~ Administration Team,
Programmatic Area, ETC