

Administrative Council Meeting

Monday, January 10, 1994

AGENDA

- I. ANNOUNCEMENTS**
 - A) Foundation Technology Center**
 - B) East Rome Junior High School facility**
including visitation dates
 - C) Enrollment update**
 - D) Reception for new employees**
 - E) Reception for Humanities/Division of Business personnel**
 - F) Budget request deadline**
 - G) Partners demo (Beth Rogers - 20 minutes)**
- II. POSITION VACANCIES**
 - A) Update (Beth Rogers)**
- III. POLICY ISSUES**
 - A) Report on Shortened Early Winter Quarter Registration Period (Kathy Washington, Phil Kerr)**
- IV. STRUCTURAL CHANGES**
- V. CELEBRATIONS**
 - A) Martin Luther King's Birthday**

Administrative Council

January 10, 1994

Minutes

Beth Rogers presented a 20-minute demonstration on the "Partners" program. Ms. Rogers asked that all departments submit work schedules for their student assistants so she can schedule some training sessions. Each student employee will spend four hours in training in two two-hour sessions, approximately two weeks apart.

The Foundation Technology Center is open and the personnel are in the process of moving in today. The college is awaiting a Certificate of Occupancy. The distance learning equipment will probably arrive in the next month and the center will be up and running after that. Some open houses will be scheduled. Mr. Melton will schedule some time in which college faculty and staff can walk through the building.

The City of Rome is in the process of turning the deed to the East Rome Junior High School facility over to the Board of Regents. Dr. Cundiff stated that he anticipates bidding on the renovation to take place by the middle of February, with work beginning by mid-March. Dr. Cundiff plans to ask the alumni to raise funds for the East Rome facility. The college still plans to offer classes there in the fall. The Nursing Division faculty and staff toured the East Rome Junior High School facility today. The Division of Business personnel will be touring the facility. Some other time will be scheduled where other college employees can tour the building. Information will be sent out over the next couple of weeks concerning the programs which will be moved to the East Rome facility. Suggestions will be accepted on how to utilize the space on the main campus freed by the moves.

Winter Quarter enrollment now stands at 2,828. Wipe-out have not been done -- there are approximately 59 unpaid invoices. The college is approximately \$18,000 under budget, which could be made up with contingency money in the budget or Spring Quarter enrollment.

A new employee reception has been scheduled for Wednesday, January 19, from 2:00-3:00 p.m. in the Solarium. Dr. Vardemann will be here by then, and new employees who have come on board since late September will be honored. All employees are invited to come by and meet the new employees.

Budget requests for 1994-95 need to be turned in to Tom Melton's office by this Friday, January 14.

The college is in the process of purchasing a Ford Crown Victoria for out of town travel. The car will be assigned to the President's Office, but will be available to all employees traveling outside of Rome, if it is not being used by the President.

Sarah Burkhalter announced that the Public Service Department would be sponsoring a teleconference on Attention Deficit Disorder (ADD) on January 18. Any employees who are interested may attend free of charge.

Carole Abbott has been hired as secretary in the SBDC, Gloria Barnett has filled the secretarial position in the Humanities Division, and Jeffery Mack is now on board as English instructor in the Humanities Division. The part-time cashier and the two custodial slots are still open. The teaching assistant position in Human Services is down to a short list and will be narrowed down this week. Mr. Dean Evans has resigned his position in Hearing Impaired Support Services and this position will be advertised soon.

An administrative retreat has been scheduled for January 27. The two primary areas of discussion will be the Recruiting Plan and restructuring, or the reorganization of the college.

The NORBA (off-road bicycle racing) group has decided to carry their event to Unicoi State Park. They felt that the mountain hind the college was not high enough for their race.

The college is seeking more funding for distance learning facilities. North Metro Technical Institute has been funded for a distance learning facility on their campus, and we will have access to the RESA setup on this campus. We would like to attain funds for a facility in Cartersville, and we would also like to have a hook-up with Coosa Valley Technical Institute.

Mr. Phil Kerr presented a report on the shortened Winter Quarter preregistration period. The report showed that the trial period had proved to be successful in giving the offices affected more time for preparation for registration day, and that student enrollment was not affected by the change.

Dr. Cundiff reported that the results of the Division Chair, Director, and Vice Presidential planning meetings have been correlated and will be presented in four forums for faculty and staff. At the end of the process, there will be seven goals which will have been developed by all individuals involved, and will become the goals of the institution.

Dr. Cundiff has developed an overview of the SACS process. The visit is to take place in the Spring of 1997. By early spring of this year, committees will be in place to start the process; and, hopefully, a draft document will be written during the next year.

The new entrance road on the front of the campus has been approved. Floyd County is waiting on cost estimates from the state DOT. Once these are received, the county will be ready to move forward on this project.

Dr. Cundiff has talked with Representative Paul Smith concerning some paving at the East Rome facility. Representative Smith said that it would be a possibility.

A listing of testing and orientation dates were distributed. Ms Weatherly needs feedback by Thursday on this.

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Promotion and tenure time is fast approaching. We need to be moving toward these deadlines.

The Athletic Committee continues to meet and is nearing completion of its work.

Administrative Council

Minutes

January 24, 1994

Phil Kerr proposed an open house for prospective students and their families to be scheduled on a Sunday afternoon sometime in March or April. Departments would be asked to have personnel present and have displays for the visitors which would help in recruiting these prospective students. A discussion followed and it was decided that the matter would be turned over to the Student Affairs Committee for follow-up and planning.

Floyd College received \$134,000 of a technology grant from the Board of Regents. Of this money, \$80,000 is allocated for computers for student computer labs, \$34,000 for technical peripherals, money for a PeachNet node for the East Rome facility, and an audio bridge which will allow 20 phone calls when we move to teaching classes on cable television. It will become two-way audio and one-way video.

We had asked for a distance learning classroom, but the Regents took this out of the request because each school in the University System will get one after July 1. In addition, the Governor has recommended that the \$7.5 million be \$15 million next year, and it will be available July 1. We will submit a grant prior to July 1 (early June, late May), and the money will be forwarded July 1. We will need to raise money internally and externally (grant monies, Foundation money), to match this request. There was a \$30,000 line item for instructional equipment in this year's budget. We will take that money and put with the grant money, and we will ask some private sources for a couple more computer labs.

RESA has moved into their new building. They have now completely vacated our Library. Their distance learning classroom will be set up within the next few weeks.

As plans for the East Rome facility are finalized and it is decided which programs will move there and as renovation of the Bookstore and Student Activities areas is underway, the college will take a look at making more classroom space available on the main campus.

In addition, five or six classrooms will be available at the East Rome campus by fall quarter. Plans for that facility are still incomplete, and a walk-through is scheduled for Dr. Cundiff and the Vice Presidents on Monday to start making some definite plans. The Board of Regents has not taken possession of the facility yet, and there have been some broken water pipe problems which need to be cleaned up.

As of August, 1994, Scripps Howard Cable will provide the college with its own channel. This will be channel 19, and we will start airing programs in October. One of the stipulations of this agreement is that we have a distance learning studio at the East Rome facility, which will require only 2-3 blocks of fiber optic cable run, instead of the 7 miles of cable required to run to the main campus.

Dr. Cundiff and Dr. Pullen met with Mr. Al Cohn of Georgia Public Television. GPTV has proposed to bring to Floyd College a portable uplink to offer classes via GPTV. These classes will be one-way video and two-way audio. These classes can be picked up by any cable company subscribing to GPTV and broadcast to their customers. If this project is successful, GPTV will leave the uplink here for offering classes on a long-term basis. If anyone has ideas as to what they would like to see broadcast, please see Dr. Vardemann or Dr. Pullen.

The Governor has proposed an average 5% raise for University System employees. The 5% includes both merit and cost-of-living. There has also been a proposal to increase health insurance premiums 7%, both employee and employer contributions. In addition, it has been proposed that employee contributions to the Teacher's Retirement System of Georgia be decreased by 1% due to a larger reserve in the fund. This will translate into an additional 1% raise to University System employees participating in this retirement system. The decrease in employee contributions to retirement will not affect their retirement income.

The Administrative Retreat scheduled for Thursday will begin promptly at 9:00 a.m. The agenda will include a section on strategic goals, a Recruiting Plan, and a discussion on restructuring the college.

Floyd College has begun the planning stages of the SACS reaffirmation (Self-Study) process. Mr. Jerry Shelton and Ms. Adrian Bowers have agreed to be process co-chairs and various committees responsible for areas of the process will be appointed in the next few weeks. Once the process starts, monthly reports will be sent via E-Mail and results of the committees' work will be on computer.

Beth Rogers gave a position vacancy update. Lanie Dixon has been hired to fill the Teaching Assistant position in Human Services. The two custodial positions are being readvertised, and the college is now in the process of seeking a Data Processing Technician, which is a new position. The part-time (night) cashier position has been filled by Cheryl McCrickard.

Two new Regents have been appointed to the Board, replacing Regent Lamar Cousins, who chaired the college's Presidential Search and Screen Committee, and Regent James E. Brown, who also served on that committee. The new Regents are Ed Jenkins, a former U.S. Congressman from Jasper and Mr. Kenneth Cannestra, a CEO from Lockheed Corporation. Dr. Cundiff plans to invite both new Regents to campus for a reception and tour.

The search for a new Chancellor is on-going. The firm hired to conduct the search will present to the Regents Advisory Committee its short list of 20 candidates. The committee will decide how many to interview.

Beth Rogers distributed a vacation scheduling chart and urged all departments to go ahead and record their employees' vacations for the year as an aid in making plans for the smooth operation of their departments.

Dr. Cundiff led a discussion on paying local travel to employees traveling in the Rome area, or within a 15-mile radius from their home base, whether it is the main campus or the East Rome facility. The issue was also brought up concerning paying part-time faculty travel from their home base to North Metro or Cartersville when they were hired to teach classes mostly at that campus. A final policy was not passed, but it was decided these issues must be faced and policy set in the near future.

Jo Ann Kerns had a melanoma and two lymph nodes removed today. The doctor will be talking with her family later today. Also, Joyce Goddard has been ordered to bed with unusually high blood pressure and chest pains. She will be undergoing a stress test sometime this week.

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Bruce Pound asked for help in awarding \$2600 in Regents Scholarships. He asked that if any faculty knows of exceptional students who will qualify, please submit their names. This would be additional money to the HOPE grant. He also asked for nominations for the Georgia Wine and Spirits scholarships. These scholarships are based both on academics and need.

Dr. Vardemann announced that classes missed due to the ice day last Tuesday will not have to be made up, but encouraged the instructors to assign some of the missed work so as not to miss material scheduled to be covered.

Administrative Council Notes: Bookstore

January 24, 1994

1. Spring quarter textbook adoptions are due January 31, 1994
2. Barbara Rogers' sister-in law, Mabel Bruce, died early Sunday morning. The family will receive friends tonight at the Freeman Harris Funeral Home at Rockmart, and the service is scheduled for 2:00 pm on Tuesday.
3. Brenda does not have a grandbaby yet!! It is due any day.
4. All clothing is on sale at a 20% discount. Faculty and staff get an extra 5% discount on clothing during this sale.

ADMINISTRATIVE COUNCIL MEETING

JANUARY 24, 1994

AGENDA

- I. ANNOUNCEMENTS**
 - A) Open House for high school students and parents**
 - B) Technology grant**
 - C) Proposed raises and health insurance premium increase**
 - D) Administrative retreat**
- II. POSITION VACANCIES**
 - A) Update - Beth Rogers**
- III. STRUCTURAL CHANGES**
- IV. POLICY ISSUES**
 - A) Vacation scheduling - Beth Rogers**
 - B) Local travel policy**

HUMAN RESOURCES

Partners training is set- see attached copy of letter and participant list.

Blue Cross/Blue Shield transition is coming along nicely. Any employee (or family member) who does not have a medical insurance card by now should contact HR. Some cards were mailed to old addresses...remember to call us or come by and give us a new address.

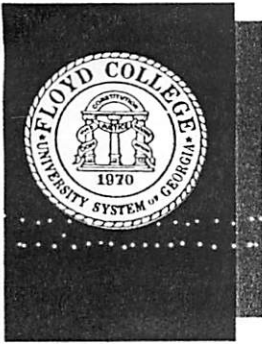
We are working hard on revising/updating the Human Resources Manual (Faculty Staff Handbook) and on finalizing a Compensation Plan (and then putting it in a format to hand out to all employees). Target Date is April 1.

We currently have 180 full time employees

22 Part-time

61 Part-time faculty

263 Total employment



FLOYD COLLEGE

P.O. Box 1864 - Rome, Georgia 30162-1864
Phone (706) 802-5000 FAX (706) 295-6610

January 24, 1994

MEMORANDUM

TO: Student Employees

FROM: Beth Rogers, Human Resources Dir.

RE: PARTNERS PROGRAM

=====

Congratulations! You have been chosen to attend The Noel Levitz Student Employee Development Program. The Partners Program focuses on the skills and attitudes student employees need to be successful.

There will be two training sessions, each lasting two hours. In keeping with the participatory nature of this training, I ask that you come to our first session with written answers to the following:

- 1- Write down two things you like **most** about your campus work and two things you like **least**.
- 2- What career do you plan to get involved in after you graduate, and what personal qualities and work skills do you think are most important for being successful in that career? List at least **two** skills you think will help you be successful.
- 3- What are you learning in your campus work that will help you develop the skills you need to be successful with your career?

Attached is a list of participants, date, time and place of training. Please call me (ext. 5136) immediately if you have a conflict and we will rearrange times. Come prepared to participate, learn, and have some fun!

Wednesday, February 2 in AA43
1:00 p.m. to 3:00 p.m.

Michell Austin- Social Science
Lisa McDougald- Guidance
Michelle Hurst- Public Info.
Bridgette Stewart- Admissions
Lee Morris- HPER
Tracy Gaddison- Library
Joe Pate- Library
Jodi Carroll- Library
John Houchins- Library
Sherriel Schrader- Library

Thursday, Feb.10th in B200
9:00a.m. to 11:00 a.m.

Erin Holloway- Mental Health
Lesa Kirby- Dev. Studies
Tracy Picon- Humanities
Luanne Thompson- Fin. Aid
James Edinfield- Library AV

Thursday, February 3 in AA43
1:00 p.m. to 3:00 p.m.

Cheryl Farrar- HPER
Shea Carney- Public Info
Sherri Creps- Nursing
Charles Cowart- HPER
Julie Barnett- Nat'l Science
Rebecca Maddox- Admissions
Jay Tatum- Library
Lee Barrett- Library
Jane Dyer- Human Resources
Connie Stegall- Business Office
Lewis Hajosy- Library AV

To be scheduled: Tabatha Rowland-Chem Lab
Cheryl McCrickard- Night Cashier
Mark Williams- Library AV
Haylee Deering- Library AV

Administrative Council
Minutes and Information
February 14, 1994

Beth Rogers announced that Floyd College has been asked to become a worksite for the Peach Program. This means that a college-level student with a level of skills would be assigned to areas in the college where there is a need for workstudy-type assistance. Beth Rogers will followup with the representative for more information, which will be shared with departments via E-Mail.

Dr. Cundiff introduced Tim Floyd to the group. Mr. Floyd has been appointed Coordinator of Off-Campus programs at North Metro Technical Institute. Mr. Floyd's direct telephone number is Gist 266-4105. Dr. David Lewis has been reassigned to the Vice President's office and will be teaching the remainder of the quarter. Dr. Lewis will be full-time faculty Spring Quarter in the Division of Business.

Mr. Pressley has submitted his resignation. Mr. Pressley will be retiring effective the end of May. Ms. Joyce Goddard also plans to retire in May.

The college is seeking a name for the East Rome facility. Suggestions for names should be submitted to the President's Office. by Friday. Dr. Cundiff would like to raise funds from the alumni to complete renovation not funded with Regents money. This could be considered in choosing a name for the facility.

A meeting with the architects on the East Rome project will be scheduled soon to finalize plans for the renovation. The specifications are 99% complete. Bids will probably be let next week. Below is a breakdown of the money allocated:

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Phase I: \$25,000 for architectural plans; \$375,000 to renovate the first floor, including repairing floor and ceiling tiles, paint, new fire alarm system, roof on main building, and windows scraped and painted. Phase 2: same repairs for second floor, plus wiring two rooms, one upper and one lower, for computer labs, \$67,000 for paint (no labor), marker boards will be replaced with chalk boards. The college will be responsible for building offices, and are talking with some people concerning furnishing carpet for offices.

Two committees will be formed in regard to moving programs to the East Rome facility: The Relocation Committee will work towards a plan for a smooth transition to the new site; and the Office Facility Committee will look at utilization of space on the main campus made available by the moves.

Plans are to hold a faculty/staff meeting early in March and present the final plans for renovation of the East Rome facility. On March 9, Dr. Cundiff and the Vice Presidents will meet with the "Between the Rivers" community residents present to them the final plans for the facility to try to respond to any concerns they may have. On the next day, school officials will hold a press conference and ask for help raising funds for the plans.

A book company has offered \$200-\$300 for an open house at the new facility.

Dr. David Cook announced that Dr. Richard Hays intends to retire at the end of this academic year.

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The Human Resources Department will make an offer today (Monday) for the Data Processing Technician position. The candidate is knowledgeable and has been in the academic setting for about two years. There are a number of good candidates for the Custodial positions. The Extended Learning Administrative Assistant position has created a lot of interest from fliers and announcement postings. It will probably be advertised this weekend in the newspaper. The Division Chair searches are going along on schedule.

Sadie Jenkins, part-time Assistant Librarian has resigned and Lance Foldes has returned to fill this position.

Dr. Dwight Cassity plans to return to full-time teaching when the Division Chair position is filled.

The employee "Right to Know" program has been moved to Human Resources and of February 1.

A committee is looking at the possibility of contracting food service. The committee has met with two service companies and will interview another on Friday. After that time, the committee will decide if the college should pursue this route.

Over the next few weeks, the college will be advertising some faculty positions which have been temporary positions for some time. The faculty currently in the positions are well-qualified and have the opportunity to apply for permanent status in these positions. The Board of Regents, however, require that

a national search be conducted and qualified applicants be considered.

The Human Resources Department has been working on several evaluation instruments, one of which is for classified employees. There will be some training sessions so that evaluations will be done consistently. The evaluation is still in draft form and suggestions for change will be accepted. The evaluation is intended to generate conversation on strengths and weaknesses of the employee for the purpose of building on strengths. Evaluations will probably be done on the employee's annual date.

Ms. Sandy Briscar reminded the Council that it is a policy that any publications for external audiences (pieces mailed or distributed outside the college) must be sent to the Public Information Office to check for consistency and image. The Public Information Office is available to assist with all publications, and their purpose is to maintain quality.

There will be a work day scheduled between quarters where employees will wear jeans and clean out files and other storage areas in order to free up space.

Basketball sub-region tournaments start tonight. Mr. Phil Kerr has asked people to be available in the gymnasium to serve as recruiters for the college. Dr. Ken Weatherman has asked for volunteers for the gate admissions.

Former Governor Lester Maddox will speak to Police Academy graduates on Friday, February 28.

ADMINISTRATIVE COUNCIL MEETING

FEBRUARY 14, 1994

AGENDA

- I. ANNOUNCEMENTS**
 - A. Peach Program (Beth Rogers)**
- II. POSITION VACANCIES**
 - B. Update (Beth Rogers)**
- III. STRUCTURAL CHANGES**
- IV. POLICY ISSUES**
 - A. Brochures (Sandy Briscar)**
- V. CELEBRATIONS**

ADMINISTRATIVE COUNCIL MEETING
February 14, 1994

DIVISION OF NURSING
(AREA REPORT)

1. A total of 150 Nursing students from Floyd College attended the Annual Georgia Association of Nursing Students Convention in Atlanta, Georgia Feb. 10, 11, & 12, the biggest attendance from any single nursing school
2. Three (3) out of a total of four student from Floyd College who ran for an Office won. They are as follows:
 - Ted Hufstetler (Freshman) - Director of Legislation
 - Mandy Powell (Freshman) - North Georgia District
Director
 - Carl VanWaters (Freshman) - Newsletter Editor
3. The Faculty is currently evaluating the nursing curriculum and reviewing the practice role of the new graduate from our A.D. Nursing program. The current Health Care reforms will affect the job market for our graduates. The majority of future graduates will probably find employment in Community Based Clinics, Home Health, Extended Facilities, etc. thus the need to refocus the curriculum to make it more realistic and to position the graduates to be able to function under these new settings with different kind of skills.

Administrative Council
Minutes
Monday, March 14, 1994

March 25 has been set aside as a workday for staff and administrators to clean out files, cabinets, etc. and rearrange to make more room. Employees are to dress accordingly (shorts, jeans, no socks). Ms. Goddard and her staff will prepare a picnic lunch to be enjoyed in the courtyard area, weather permitting.

Dr. Pullen has arranged a distance learning workshop on April 14-15 on this campus. He is looking for approximately 15 participants.

Ms. Carla Patterson has been hired as Special Assistant - Academic in the Distance Learning Division. She will be coming on March 28. Carla has been a part-time Instructor in the Tutorial Center. She will eventually be assigned to the East Rome campus.

As of Friday afternoon, there are 1763 students enrolled for Spring Quarter. This is the largest number of students we have had at this point in registration. We need 2692 to break even on the budget cycle.

It has been decided that the College will maintain its current schedule of Christmas holidays, with time off arranged in advance for those who must come in and work during the holidays in preparation for Winter Quarter.

On March 24, the Leadership Rome class will be on campus for a distance learning demonstration.

Passwords for the network have been changed, and should be changed quarterly. Students will be given access to the network, but will not be given access to the College E-Mail or any other confidential files. Dr. Cundiff has asked the three Vice Presidents to survey other System schools and recommend a policy for Floyd College on student network access.

Beth Rogers reported that many phone calls were coming in on the Human Resources Director position. A committee is now in place to start the search for a new director..

Mr. Mike Free has reported to work today as a Custodian. Mr. Free will be assisting with room setups.

We will be advertising in the Community College Week next week for several faculty positions and a grant writer position.

Mr. Russ Cheadle will be returning to nine-month faculty status as of July 1. An announcement will be made as to who will be the network contact for the campus.

Dale Boyd has met with State Purchasing personnel concerning the College purchasing computers and computer equipment from vendors not on the statewide contract. Purchasing has asked for us to give them two weeks to try to match the prices already researched by Mr. Boyd.

Administrative Council
Minutes
March 14, 1994

Dr. Cundiff and the Vice Presidents will be meeting with the Between the Rivers Association on Sunday, March 27, to discuss the East Rome facility.

Mr. Tim Floyd read a card of thanks from Bob Pletcher's wife, acknowledging the many kindnesses shown to her following Bob's death.

Mr. Bruce Pound announced that, based on information he has received, there is a good potential for growth in the Cartersville-Acworth area.

Dr. Cundiff announced that a donor in Cartersville is willing to buy and donate a 10,000 square feet building in Cartersville. We would have to raise \$300,000 for renovation. Dr. Cundiff feels that we would not be able to raise that amount of money.

Dr. Cundiff has been meeting with officials from the City of Cartersville, Georgia Tech, and North Metro concerning construction of a Business and Technology Center for joint use in Cartersville.

Dr. Cundiff commended Sam Callan on Family Night and Phil Kerr on Spring Visitation Day. In addition, Dr. Cundiff expressed appreciation to Mr. Jerry Shelton for organizing the basketball tournaments.

Dr. Cundiff announced that he had written a response to the Athletic Committee's recommendations. He has asked that we enlarge the extramurals and intremurals programs over a period of time.

The pre-SACS process has begun. Mr. Shelton updated everyone that he and Mrs. Bowers have developed a tentative committee structure and committee assignments. They have secured more information from SACS. Those assigned will be notified of their assignments.

Administrative Council Meeting

Monday, March 14, 1994

Agenda

- I. ANNOUNCEMENTS**
 - A) Work Day**
 - B) Distance Learning Workshop (Dr. George Pullen)**
- II. POSITION VACANCIES**
 - A) See handout from Beth Rogers**
- III. POLICY ISSUES**
- IV. STRUCTURAL CHANGES**
- V. CELEBRATIONS**

NEWS FROM HUMAN RESOURCES
ADMINISTRATIVE COUNCIL 3-14-94

Performance appraisal forms will be going out late this week and will be due back in the HR office by April 30th. Please do not wait until the last minute to do these...they are a great conversational tools for all of us!

We continue to converse with Blue Cross/Blue Shield..please to let us know when you run into problems. Aetna claims should be winding down. Anyone who has not finished getting their medical claims done for ' 93 should get busy. The service we are getting is slowing down.

The Developmental Studies Division Chair search is underway..although the search does not close until tomorrow the committee has screened apps and has narrowed the list to 4 candidates. The committee for Director Plant Operations will be forming soon to begin screening.

Public Information Office
Report to Administrative Council Members
March 14, 1994

Information for the Summer Quarterly Schedule is due in the Public Information Office April 4. Please remember that there is a week of Spring Break between now and then for some folks, so you may need to gather info earlier.

Promos for Channel 19 will be filmed Spring Quarter. Suggestions for students and faculty members to be featured will be appreciated.

Administrative Council

May 11, 1994

Minutes

Honors Assembly will be held Friday, June 3, at 6:30 p.m. in the gymnasium.

Graduation is on Saturday, June 11, at 10:00 a.m. in the gymnasium. We are expecting a record attendance; however, faculty and staff attendance is required.

A faculty mace has been designed by Dr. David Cook and Mr. David Mott, and is currently being carved by an artist. This mace will be ready in time for graduation and will be carried by an appointed faculty member as part of the graduation processional and recessional. By next year, we hope to have division flags to be carried by a representative of each division.

The President's Award for Meritorious Service will be presented to Mr. James Brown, former Regent of the University System of Georgia at graduation. The Wesley C. Walraven Faculty Award will be presented to Dr. Richard Hays.

Another addition to the graduation is two large screens in the gymnasium, where a 12-15 minute video will be shown as guests arrive. The video will show 6-second clips of campus scenes and college events over the past year. During the ceremony the speaker and graduates will be projected onto the screen.

Still pictures with no flash or other artificial lighting will be allowed. Handheld video cameras will be allowed. Videos taped by College personnel will be available for sale, probably through a club.

Next year we will probably have to limit the number of guests each graduate is allowed to bring to graduation.

ARAServe, Inc. will take over the food service on May 16. All food service (including catering) done in the cafeteria/kitchen will be done by ARA. Food can be catered by other groups at the pavilion or in other areas, but ARA has an exclusive contract for catering done in the cafeteria/kitchen. ARA will be catering to outside groups, along with college-arranged and related functions on weekends. Five percent of all sales, including catering, above \$300,000 gross will be returned to the College. As a result of this new arrangement, a group has been asked to review the facilities usage policy for external groups, to set policy on setups (i.e., setup fees).

The College will be closed Monday, May 30, in observance of Memorial Day.

Christopher Lee has accepted the position as Human Resources Director. Chris is a Captain in the U.S. Marine Corps, and holds a Bachelor of Science in Political Science, a Masters in Human Resources Management, and is currently working on a Doctorate degree. He will be on board officially as of June 15, but will be visiting on campus before that date.

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Mr. Doug Webb has accepted the position as Director of Physical Plant. Mr. Webb will be here within the next two weeks.

Ms. Joanie Baker will be coming to work as Public Information secretary on Monday, May 16. Mr. Chambers, part-time press operator has resigned, and this position will be filled as soon as possible.

Candidates for the math/physics position will be interviewed within the next two weeks. The Social Sciences history position is down to the top five. The physical education search is down to three candidates who will be interviewed next week. Developmental Studies reading search committee will be making a recommendation. Interviews are scheduled for the Nursing faculty positions.

The search for a grant writer has been extended. This position needs to be more widely advertised. There are only two applicants for this position.

The search for a comptroller has been extended until June in order to recruit more applicants.

The College will be advertising the new positions budgeted for next year.

By virtue of legislation, the Police Academy will now be operated completely by Police Officers Standards and Training.

Bids were opened last Thursday on the new solarium/bookstore/student center renovation/construction project. Estimated construction time is 150 days.

Next Monday we will open bids on Heritage Hall Phase 1-A, which includes a new roof for both buildings, scraping and painting all windows, and necessary painting and repairs of the first floor. This will not, however, include building any new offices. The College has requested more funds, to be available July 1, to partition and build new offices on the first floor. The annex will be completed by June 15.

An E-Mail message has come out concerning the Space Utilization Committee. This committee was selected from persons who expressed an interest, with specific persons being selected who will not be involved in the relocation of on-campus departments. Packets for submitting suggestions to the committee are available in the President's Office.

Psi Beta induction is Sunday, May 15, at 2:00 p.m. in the Student Center. This is an honor society for Psychology and is open to other disciplines.

The Shakespeare Festival trip is this weekend.

The retirement reception for Ms. Goddard, Dr. Hays, and Mr. Harold Pressley is tomorrow from 2:00-3:30 p.m. in the Private Dining Room.

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The Employee Recognition Dinner will be held next Friday, May 20, at 7:00 p.m. at the Pavilion. ARA will cater the food. A number of people will receive service awards, and our retirees will be recognized.

Sandy Briscar, Carla Patterson, or Garland McKenzie will be taping classroom shots for a promotional video to be aired in the fall.

Mr. Tim Floyd reported that a counselor's breakfast held at North Metro Tech a couple of weeks ago involved 25-30 high school counselors from the Cobb, Etowah, Paulding area. Mr. Floyd has visited an high school in Cobb County as a result of this meeting..

Dr. Cundiff will be meeting with the Vice Presidents to develop two or three goals for the next institution

Dr. Cundiff asked that employees not double-park in the back service court lot. This area will be patrolled better to keep students from parking there, but employees are asked to cooperate with this policy.

The Department of Transportation is being asked to install a traffic light at the Cave Spring Road intersection. The College is also talking with them concerning a turn lane at the new front entrance.

Parking spaces will be remarked when the new front entrance is completed. The College will install new signage as well.

A committee has been appointed to develop a tobacco-free campus policy. The College will be a tobacco-free campus as of fall quarter. The Heritage Hall campus will open as tobacco-free as well.

The Floyd College Foundation has agreed to raise money for renovation of the auditorium at Heritage Hall.