

Administrative Council
August 14, 1995

Minutes

As of August 8, there is an increase of more than 100 applications on file over this time last year. There is a great deal of concern over enrollment. The HOPE grant has not significantly helped us. The newly adopted admissions standards will eventually cause our enrollment to increase, but that will not happen until the year 2002. In an effort to increase enrollment in the meantime, Dr. Cundiff is asking for volunteers to call and follow up with students who have applied in order to inquire as to their status and if they are still planning to attend. If enough individuals volunteer, they would only be assigned 8-10 students each. Dr. Cundiff feels that any faculty or staff person could do this.

This past year, the Board of Regents has passed an academic forgiveness policy where if a student has been away from college for 8 or more years, any low GPA would not be counted against the student. Letters will be sent to those past students who could take advantage of this policy should they reapply.

Other recruiting efforts will involve going into plants where closings and cutbacks are occurring in order to distribute information on our programs and on-site testing. Public Information is working with Recruiting in planning an aggressive marketing campaign in the Cartersville/North area, where our largest growth is occurring.

There will be an Open House at the new Cartersville Center from 2:00-4:00 p.m. on September 17. The intent is to say thanks to the individuals and businesses who donated \$150,000 as well as those who donated materials for renovation of the building. Plans are to have the Mobile Computer Lab on site for tours. This event is not intended as a recruiting function -- it will be by invitation to those individuals who played a part in the new Center.

There will be a one-year anniversary celebration of FCTV. There will be a reception and activities for a small group of individuals from the community. Activities will be aired on FCTV99.

Mr. Chris Lee will present a final proposal for a Minority Recruitment Initiative on behalf of the College to The 100 Black Men of Rome. Initiative efforts will include: (1) a series of committee meetings, approximately one per month, in order to disseminate information on higher education. A cohort group (40-50 people) will be recruited to attend these meetings; (2) a Spring Minority Conference concerning higher education for minorities. Faculty, staff and students from the high schools will be invited; and (3) a Summer basketball league aimed at youth. This will be a 4-5 week program before classes begin and after NYSP has ended. Plans are to bring in NCAA athletes to talk with the participants about educational opportunities. We will also be doing some SAT preparation with them. The College will be asking for sponsors.

Dr. Cundiff met last week with the education and business leaders from the community to talk about a viable workforce in this area.

The College has contracted for an Employee Assistance Program which will begin September 1. This program is through an outside agency and its purpose is to offer assistance in several areas (stress, financial, marital, etc.) at no cost to the employee. Information concerning the program will be made available at In-Service in September.

Work on Heritage Hall is proceeding on schedule. The air conditioning will be turned on as soon as some wiring problems are corrected. The parking lot is scheduled to be paved today. The rooms on the second floor have been painted. The windows are yet to be painted. This phase will be ready for Fall Quarter. The Social and Cultural Studies Division has moved into the old Bookstore area. Learning Resources Division will be next. The Cartersville Center will be ready any day.

Recommendations from the Building Program Committee have been submitted to the Facilities Office at the Board of Regents, along with a letter asking Vice Chancellor for Facilities Doug Rewerts to appoint an architect for the project.

In response to the request from the Regent's Office asking for proposals for major renovation projects costing between \$500,000 and \$1,000,000, the College has submitted a proposal for a Library renovation and addition, to include a computer center and a testing center. The addition would be between the existing Library and the Physical Education Building. If approved, the project would be funded next year. A follow-up to that proposal was also submitted requesting an upgrade to the observatory, a \$160,000 visual fire alarm system in the B Building, and \$145,000 for tuckpointing outside the buildings at Heritage Hall.

There will not be a parking lot constructed in front of Heritage Hall, which indicates that the Regents are considering constructing a parking deck on the vacant lot which the College is leasing across Glen Milner. The College has been awarded \$50,000 high tech funds which will be matched with \$50,000 from the Floyd College Foundation and will be used for light and sound equipment for Centre Stage. The rest of the tech funds will be received after January 1 and will require no match.

The MacIntosh Lab is up and the B Lab has been reconfigured. The 20 computers removed from the B Lab will be reassigned replacing old XT's currently used by faculty members.

Governor Miller has announced that he will "take back" 5% of each state agency's budget for the next three years (15% total) unless the funds are internally redirected. Any internal redirection must be approved by the Chancellor. This translates into \$250,000 which must be redirected at this institution. However, the System anticipates receiving \$70 million in new monies -- \$30 million for ?, \$6 million for professional development statewide. There will be no monies for model classrooms. A 6% salary increase for employees as well as increased formula funding has been proposed but will not be part of the \$70 million.

The College is currently working to develop a policy for GSAMS services for outside groups. There are no state policies of this type -- these are left up to the individual institutions. The state committee on Distance Learning and Instructional Technology is about to make its internal report to the Chancellor. A part of this report is a recommendation that charges for GSAMS usage be standardized statewide.

Beginning in September, each division/department will be issued a Mastercard or Visa (probably in the name of the division head) for purchases up to a certain dollar amount.

The institutional travel reimbursement policy for meals will change in September.

There is a part-time temporary clerical position open in the Business Office (Michelle Stephens is out on sick leave.) There are also openings for 2 custodians, a Clerk III position under the NTU grant, a Director of Interpreter Training, a television production technician, an Assistant Professor of Mathematics position (vacated by the death of Fred Browder), Assistant Professor of Physics (vacated by the death of Brad Bishop), two biology positions, and a Computer Specialist position. The Lab Coordinator position has been filled by Sue Bishop.

The Financial Aid Office reports that they have 900 applications on file for financial aid. These applications are outsourced. Most are being funded through federal financial aid sources.

Telephone registration will start next year.

There will be 100 students coming in tomorrow (Tuesday) at 10:00 a.m. and 70 at 5:30 p.m. for orientation.

The System requires that if an institution once provides services for learning disabled students, the services must be continued. Cheryl Baker is the contact person concerning this.

There will be a workshop on September 7-8 sponsored by the SBDC and the Department of Revenue. There will be over 200 businesses represented on both days.

Work on the parking lot across from Heritage Hall has been halted due to requirements by the EPA for paperwork and permits.

Mr. Shelton distributed and explained an update on the Critical Success Indices.

The end of quarter luncheon is being planned by Mr. Chris Lee and is scheduled for August 28.

**ADMINISTRATIVE COUNCIL
AUGUST 14, 1995**

AGENDA

- I. ANNOUNCEMENTS**
 - A) Enrollment Report (Fall)
 - B) Cartersville Center Open House - September 17
 - C) Minority Recruitment Initiative
 - D) Employee Assistance Program
 - E) Critical Success Indices (J. Shelton)
- II. POSITION VACANCIES**
 - A) Update (Chris Lee)
- III. POLICY ISSUES**
 - A) GSAMS charges
 - B) Budget redirection

FLOYD COLLEGE PAY GRADE TABLE

1995
NUMBER OF HOURS ~~2,088~~

2,080
2,088 (leap year)

| GRADE NUMBER | HOURLY MINIMUM | HOURLY MIDPOINT | HOURLY MAXIMUM | ANNUAL MINIMUM | ANNUAL MIDPOINT | ANNUAL MAXIMUM |
|-----------------|-------------------|--------------------|-------------------|-------------------|--------------------|-------------------|
| 11 | 4.25 | 5.393 | 6.567 | 8,874 | 11,259 | 13,711 |
| 12 | 5.00 | 6.344 | 7.725 | 10,440 | 13,246 | 16,129 |
| 13 | 5.25 | 6.661 | 8.112 | 10,962 | 13,909 | 16,937 |
| 14 | 6.00 | 7.613 | 9.270 | 12,528 | 15,895 | 19,355 |
| 15 | 6.30 | 7.993 | 9.733 | 13,154 | 16,690 | 20,324 |
| 16 | 6.82 | 8.653 | 10.537 | 14,240 | 18,067 | 22,001 |
| 17 | 7.42 | 9.414 | 11.464 | 15,493 | 19,656 | 23,936 |
| 18 | 8.25 | 10.468 | 12.747 | 17,226 | 21,856 | 26,615 |
| 19 | 8.56 | 10.861 | 13.225 | 17,873 | 22,676 | 27,613 |
| 20 | 9.33 | 11.838 | 14.415 | 19,481 | 24,716 | 30,097 |
| 21 | 9.75 | 12.371 | 15.064 | 20,358 | 25,830 | 31,454 |
| 22 | 10.25 | 13.005 | 15.837 | 21,402 | 27,154 | 33,067 |
| 23 | 10.80 | 13.703 | 16.686 | 22,550 | 28,611 | 34,840 |

FLOYD COLLEGE
CLASSIFIED POSITIONS

| | | |
|-------|------------------------------|----|
| B0421 | Accounting Assistant | 17 |
| B0420 | Accounting Clerk | 16 |
| B0071 | Administrative Assistant | 22 |
| B0056 | Administrative Secretary | 18 |
| B1676 | Air Conditioner Mechanic I | 21 |
| B1677 | Air Conditioner Mechanic II | 22 |
| B0554 | Assistant Bookstore Manager | 17 |
| B1870 | AV Technician I | 18 |
| B1871 | AV Technician II | 19 |
| B0509 | Auxiliary Enterprises Clerk | 14 |
| B1636 | Carpenter | 20 |
| B0401 | Cashier Clerk | 15 |
| B0011 | Clerk I | 13 |
| B0012 | Clerk II | 15 |
| B0013 | Clerk III | 16 |
| B1501 | Custodian I | 13 |
| B1502 | Custodian II | 14 |
| B1503 | Custodial Supervisor | 17 |
| B0259 | Data Processing Specialist | 19 |
| B0501 | Delivery Worker I | 14 |
| B1656 | Electrician I | 21 |
| B0526 | Facilities Coordinator | |
| B0639 | Financial Aid Assistant | 17 |
| B1201 | Food Service Worker I | 13 |
| B1202 | Food Service Worker II | 14 |
| B1204 | Food Service Supervisor | 15 |
| B1170 | Grounds Keeper I | 14 |
| B1171 | Grounds Keeper II | 15 |
| B1174 | Grounds Foreman I | 19 |
| B0302 | Human Resources Assistant | 19 |
| B0520 | Inventory Clerk I | 15 |
| B1002 | Laboratory Assistant I | 15 |
| B1004 | Lab Technician I | 17 |
| B0080 | Library Assistant I | 15 |
| B0081 | Library Assistant II | 16 |
| B1615 | Maintenance Worker I | 16 |
| B1616 | Maintenance Worker II | 18 |
| B1760 | Mechanical Technician I | 17 |
| B1873 | Media Utilization Specialist | 22 |
| B0263 | Network Support Specialist | 21 |

| | | |
|-------|-----------------------------|-------------------------------|
| B0409 | Payroll Assistant I | 18 |
| B0149 | Print Services Assistant | 18 |
| B0428 | Procurement Assistant | 19 |
| B0250 | Programmer I | 21 |
| B0251 | Programmer II | 23 |
| B0163 | Publications Specialist II | 20 |
| B0023 | Records Coordinator | 17 |
| B0020 | Recorder I | 16 |
| B0021 | Recorder II | 17 |
| B0628 | Rehabilitation Counselors | |
| B0054 | Secretary | 17 |
| B0061 | Secretary to Vice President | 20 |
| B0063 | Secretary to President | 22 |
| B1301 | Security Guard | 14 |
| B1350 | Security Specialist | 17 (Certified Police Officer) |
| B1338 | Security Supervisor | 19 |
| B0055 | Senior Secretary | 18 |
| B1617 | Skilled Trades Foreman | 23 |
| B0636 | Student Development Spec. | 23 |
| B0505 | Stores Clerk I | 16 |
| B2020 | Teaching Assistant | |
| B0660 | Teacher Aide | |
| B0068 | Telephone Operator | 15 |
| B1604 | Trades Helper | 17 |

from JWS

FLOYD COLLEGE
ROME, GEORGIA

ADMINISTRATIVE COUNCIL

MEMBERSHIP

1. Billingsley
2. Bowers
3. Boyd, H.
4. Brennan
5. Briscar
6. Burkhalter
7. Burton, M.
8. Cundiff
9. Director of Student Activities
10. Floyd
11. Jones, B.
12. Jones. W.
13. Kerr
14. King, J.
15. Lee
16. Melton
17. Mugleston
18. Nora
19. Parks
20. Patterson
21. Patty
22. Perdue
23. Pound
24. Shelton
25. Tonsmeire
26. Vardemann
27. Weatherly
28. Webb

Administrative Council
September 9, 1995
Minutes

The four classrooms in the Bremen City Council building are being renovated for use by Floyd College beginning Winter Quarter. The Haralson County School Board is doing the renovation on the Waco school, which will be available Fall 1996 as the permanent Bremen Center. Final work is being done on the Cartersville Center in preparation for the Open House Sunday, September 17. Ceiling tile and carpet is being installed. The second floor rooms at Heritage Hall have been painted and the floor tiles are being replaced.

The Vice President's Council decided that the College would provide lunch each day for the Mr. Noda, the Japanese intern.

It has been recommended that Floyd College look into a contractual agreement with the Medical College of Georgia for transferability of credits in the Physical Therapy Program, which has not yet been approved by the Regents. Information will be submitted to the Regents for inclusion on the October Board agenda.

Part-time Faculty Orientation will be September 13-14, for Rome and Cartersville campuses. The North Metro orientation will be delayed due to the delay in beginning classes on that campus.

There will be a reception at 1:30 p.m. on September 15 at North Metro Tech for Amelia Billingsley. This will be an opportunity to welcome Amelia as Coordinator for North Metro Programs as well as an Open House for the new Floyd College offices at that facility.

E-Mail will be working at Heritage Hall by Friday, September 8.

Administrative Council
December 7, 1995

Information/Announcements

The temporary Bremen facility will be ready December 15. An Open House is planned for January or February. There are currently 30 students registered for classes at the Bremen Center for Winter Quarter.

There are problems with the sewer system at the Cartersville Center. Work is continuing on the science lab there. The lab will be completed in January. The Chemistry lab is currently being remodeled. The construction at Heritage Hall is complete. The final inspection took place last week. The upstairs is completely furnished, except for 4 classrooms of furniture which were transferred to the Bremen facility for startup in January. The College will be receiving \$20,000 to buy furniture to replace what was taken to Bremen. Bids are being let for the sound system for Centre Stage. State Purchasing is in the process of bidding the lighting and carpet as well. Centre Stage will be completely finished by the end of January.

The Foundation will be sponsoring a dinner theatre on February 23 at Centre Stage with a Georgia Mountain Theatre production of "Our Town." The play will be performed for student on February 22. The Floyd College Chorale is looking at some dates in May to perform a musical production.

The College is close to getting a permit to finish the parking lot across from Heritage Hall. Paving will be done when the temperatures moderate. Dr. Cundiff met with the employees at Heritage Hall last week. The employees are submitting to Dr. Cundiff a list of suggestions for alleviating the parking problems there until the new parking lot is done. One suggestion made at the meeting is to offer a shuttle during peak hours. Dr. Cundiff met Monday with John Bennett, Rome City Manager. Mr. Bennett will assist the College in getting space across the river or in the general area for shuttle parking. Mr. Bennett also agreed to provide some signs showing arrows for directions to Heritage Hall.

There will be a retreat for Administrators, by invitation only, on Friday, December 15 at Misty Mountain Girl Scout Camp. Registration is \$18.00 per person to cover expenses and a requisition should be made out to Human Resources. Information concerning the retreat has been distributed to attendees. Subjects to be discussed includes SACS. The EAP Counselors will speak to the group during lunch.

Mr. Lee gave a hiring/search update:

English: Interviewing this week and next week.

Math: Mr. Brent Griffin has accepted the position.

Physics: Mr. Neil Koone has accepted the position and will start in the fall.

Biology: Made an offer and is expecting an answer tomorrow.

Physical Therapy: Ms. Wendy Linatoc has accepted the position of Director of the program.

Admissions: Jimmie Burkhalter has accepted the position in Admissions.

There is a second biology position and a career development specialist position open as well.

The Board of Regents will vote next week on renaming the Academic Building "The Wesley C. Walraven, Sr. Science and Math Building." The formal naming, with placement of lettering and plaque, will take place in February.

The Semester System Conversion plan and timetable will also be approved next week.

There are significant changes in the core curriculum to be voted on in February or March by the Board.

GPECC has completed a report which has been approved by both the Board of Regents and the Technical and Adult Education Board. The report recommends the establishment of a BAS degree to be awarded by 4-year institutions awarding Bachelor's degrees. The program of study would allow for transfer of credit from programs completed by a COC accredited technical institute into a 4-year University System institution. There are currently 4 University System colleges which have applied to award the BAS degree: Clayton State, Southern Tech, Valdosta State University, and Georgia Southern. The degree will be a terminal degree; there will be no Master's level work beyond this degree. There will be 60 hours of core courses required, 60 hours of general education taken at a 2 year or 4 year college, or technical institute. The BAS awarding institution will add another 60 hours required in order to award a BAS degree.

Tom Melton reported on the FICA 12-20 rule, which requires that student assistants working between quarters should be considered temporary employees,

with fringe benefits paid/deducted from their salary.

Mr. Chris Lee explained the update of the pay structure, revised to reflect a 3% increase (classified employees only.)

Mr. Harold Boyd reported that the College is moving forward with BANNER training.

Phil Kerr asked for assistance from divisions and departments inputting course descriptions in the catalog section of BANNER. This will be done at 1:30 p.m. on Wednesday, Thursday, and Friday, December 13-15. They need at least one secretary from each of the five divisions to assist. Call Marsha Welch and give her the names of people who will assist and she will arrange for training.

There will be a mock registration on February 10, 1996 using BANNER. There will be 100 semi-fictitious students (already enrolled Winter Quarter.)

Mr. Boyd commended Wesley Jones, Marsha Welch, Susan Tate, and Terron Wright on their work with BANNER. He also commended Wayne Harrison for putting together facilities information.