

Bi-weekly Meeting of the Administrative Council
Monday, February 23, 1998
Notes

Update from President's Cabinet Meeting:

Wesley Jones has been appointed to replace Beverley Morgan on the Institutional Effectiveness Committee.

Ken Spruce has been appointed to replace Dorothy Morgan on the Financial Assistance Committee.

The Cabinet considered a report filed by Harold Boyd, which makes recommendations concerning the Extramural Sports Program. Problems with the program include lack of commitment on behalf of the athletes as well as other institutions. Consideration of the recommendations has been tabled until the March 9 Cabinet meeting, due to Dr. Elifson's absence and to allow Mr. Boyd additional time to contact schools concerning setting up similar programs.

Two student requests for refunds were considered. One was delayed pending a request for additional documentation from the student's doctors; the other requires consultation with Dr. Elifson, who is familiar with the circumstances in which certain forms were not completed.

A group from the Office of Instructional Technology have visited the campus and made written recommendations which are available for review through Dr. Wills' office. The purpose of this visit was to determine what equipment we have and where it is located.

The Cabinet voted to appoint a Strategic Computing Group, which will not replace the Banner group, but will study issues regarding institutional systems. This is as a result of the PeopleSoft System coming on-line. The group will include the three Vice Presidents, the Registrar (Marsha Welch), and the Director of Computer Services (Jeff Patty). Tim Floyd will serve as ex-officio of the group, by virtue of his position as Institutional Effectiveness.

In the next few months, the registration process will be web-based. As a result, the EPOS (telephone registration system) will not be put on-line for registration purposes, but will be used for other purposes.

A new SGA constitution was presented to the Cabinet. The SGA will be asked to update this and will be considered again by the Cabinet.

Ms. Lynn Bacon has completed a new Recruitment Plan, in which a plan for minority and international student recruitment was included. This Plan is available from Lynn Bacon for review.

Reminder: The summer Administrative Retreat has been scheduled for July 26-28.

The College is in the process of negotiating long distance service/data card services with AT&T. The card will be redesigned and AT&T will be on campus to market the card. They will also be responsible for soliciting local discounts for students using the card. Students will also be able to take advantage of national discounts, which are available through AT&T. AT&T will be allowed to market new services for students using the cards.

Dr. Cundiff has met with four local banks concerning electronic banking and credit card services for students and alumni. If one of the banks are successful in offering services, their logo as well as AT&T's will appear on the back of the data card.

The College will be negotiating again for an internet service provider. Bellsouth and AT&T will be considered in the negotiations. The College currently pays \$16.95 per account, but the amount could be reduced to single digit figures. The services would be marketed to alumni at a slightly higher rate, with the difference being a revenue stream for the College.

Dr. Cundiff has met with Georgia Power and Atlanta Gas and Light officials concerning electronic billing of accounts for students. This would provide a slight discount for students as well as the providers, as well as a fee charged by the College for providing the services.

Representatives from Redlands Community College in El Reno, Oklahoma will be visiting on Wednesday of this week. They want to look at the Instructional Technology Project.

Announcements:

The State of Georgia is about to become an open market environment for distance learning. Dr. Cundiff supports this. The proposal requires approval by the Chancellor and his staff. The reason for the change is that distance education is already being channeled into the state, but is restricted by district boundaries within the state. The delivery of services would require approval concerning quality on an institutional basis, but not by program.

The Georgia Distance Learning Committee has produced a new document, "Distance Alliance," which will be finalized in about two weeks. The document was formerly known as GALA.

Other considerations for distance learning opportunities involve looking at a program in which Georgia College (Milledgeville) offered two graduate-level courses aboard the USS Carl Vincent.

Floyd College is considering partnering with a four-year college or university who wants to get involved with distance education across state lines. A major concern for this is admissions standards.

The Physical Therapy Assistant Program accreditation team is here this week.

Tim Floyd distributed copies of the Summary of the Laptop Survey which was done in the Fall. He requested comments regarding style and format. This will be done on a regular basis.

Tim also offered for review two versions of the Student Satisfaction Survey, one with comments and one without comments. This does not include a summary.

Adrian Bowers announced that semester catalogs will be distributed tomorrow and Wednesday during Advising Department Open House.

Carla Patterson announced that FCTV will again be on Falcon Cable, beginning March 2.

David Mathis accepted the NYSP award for Floyd College being one of the top ten colleges in the nation administering the National Youth Sports Program.

Dr. Cundiff announced that the College is continuing to work with GPTV concerning programming, and plans to offer two gubernatorial forums, one for the Democratic candidate(s), and one for the Republican candidate(s).

**Constitution
of the
Student Government Association
of
Floyd College**
Adopted March, 1998

Preamble

We the students of Floyd College do hereby ordain and establish this constitution of the Student Government Association of Floyd College in order to uphold the ideals of responsible citizenship of this campus, to foster leadership, to facilitate better communication between students and administration and faculty, and to maintain an enhanced atmosphere of learning.

Article I

Name of Organization and Membership

Section 1. Name

The name of this organization shall be the Student Government Association of Floyd College.

Section 2. Membership

The membership of this organization shall consist of all registered students of Floyd College.

Article II

Executive Officers

Section 1. President of the Student Government Association

A. Qualifications and Term of Office

1. Candidates for the office of President shall have successfully completed at least 24 semester hours of credit at Floyd College.
2. Candidates shall possess and maintain a minimum cumulative grade point average of 2.5.
3. The SGA President must be registered as a full-time student throughout the entire office term, which shall begin in Fall term and run through Spring term of the following calendar year.

B. Duties of the President

1. Call, develop agendas for, and preside over all meetings of the SGA.
2. Attend leadership training sessions sponsored by Student Life.
3. Represent the student body at a variety of functions.
4. Appoint representatives as requested to serve the campus community on committees and task forces as needed.
5. The President shall be a voting member of SGA.
6. Preside over meetings of the executive officers.
7. Maintain five weekly hours in the Office of Student Life.
8. Meet with the Director of Student Life on a weekly basis and with the Vice President of Student Development on a biweekly basis.

Section 2. Vice President for Special Events

A. Qualifications and Term of Office

1. Candidates must maintain a 2.5 grade point average.
2. Candidates shall be registered as a full-time student throughout the entire term of office, which shall begin in Fall term and run through Spring term of the following calendar year.

B. Duties of the Vice President for Special Events

1. Assume the duties of the President in his or her absence.
2. Coordinate and implement student programming activities and events sponsored by the SGA.
3. Attend all meetings of the SGA and leadership sessions sponsored by Student Life.
4. The Vice President for Special Events shall be a voting member of SGA.
5. Advise the SGA President on matters pertaining to the responsibilities associated with this position.
6. Maintain four weekly hours in the Office of Student Life.
7. Meet with the Director of Student Life on a weekly basis.

Section 3. Vice President for Public Relations

A. Qualifications and Term of Office

1. Candidates shall have successfully completed 24 semester hours of college credit.
2. Candidates must possess and maintain a minimum 2.5 grade point average.
3. Candidates shall be registered as a full-time student throughout the entire term of office, which shall begin in Fall term and run through Spring term of the following calendar year.

B. Duties of the Vice President for Public Relations

1. Coordinate the dissemination of all information about activities of the SGA throughout the campus community.
2. Attend all meetings of the SGA and leadership sessions sponsored by Student Life.
3. The Vice President shall be a voting member of SGA.
4. Advise the SGA President on matters pertaining to the responsibilities associated with this position.
5. Maintain three weekly hours in the Office of Student Life.
6. Meet with the Director of Student Life on a weekly basis.

Section 4. Secretary/ Treasurer

A. Qualifications and Term of Office

1. Shall be appointed by the decision of the SGA President and Vice Presidents with consultation from the Director of Student Life.
2. Candidates must maintain a 2.5 grade point average.
3. Candidates shall be registered as a full-time student throughout the entire term of office, which shall begin in Fall term and run through Spring term of the following calendar year.

B. Duties of the Secretary/ Treasurer

1. Maintain a record of the minutes of all SGA meetings and make these available for access on the Floyd College SGA Web Page on a biweekly basis.
2. The Secretary/ Treasurer shall be a voting member of SGA.

Article V

Removal from Official Position

Grounds for removal from office or appointment in SGA include: not fulfilling duties and responsibilities, failure to maintain full-time student status, and unsatisfactory grade point averages. Any voting member of SGA may move to begin the removal of an SGA executive officer from office. After being seconded this motion will come to a vote at the next regular meeting and will require a two-thirds vote in favor of the motion to effect removal. Removal from office may be appealed to the Student Affairs Committee.

Article VI

Stipends

Executive Officers of SGA will be compensated each term for their work in SGA with amounts to be determined by the Student Life Budget Committee.

Article VII

Funding

The Student Government Association shall be funded by the collection of student activity fees by Floyd College.

Article VIII

Advisor

The advisors for the SGA shall be the Director of Student Life and two faculty members selected by the SGA.

Article IX

Amendments

Amendments or revisions to this Constitution shall require a two-thirds vote by the SGA and must be proposed and addressed at the two meetings prior to a vote.

Article X

Quorum

Section 1. A quorum shall be required to pass any resolution or recommendation proposed by the SGA and shall be constituted by more than fifty percent of voting members of the SGA.

Section 2. The SGA President will cast the deciding vote in any tie in voting.

3. Attend all meetings of the SGA and leadership sessions sponsored by Student Life.
4. Coordinate all correspondence for the SGA.
5. Advise the SGA President on matters pertaining to the responsibilities associated with this position.
6. Coordinate with the Director of Student Life to maintain the SGA budget by serving as an ad hoc member of the Student Life Budget committee.
7. Maintain a record of members meeting attendance.
8. Maintain three weekly hours in the Office of Student Life.
9. Meet with the Director of Student Life on a weekly basis.

Article III Legislative Officials

Section 1. Senator

A. Qualifications and Term of Office

1. One Senator and an alternate shall be appointed for each Floyd College site.
2. Senators will be appointed by the SGA President and Vice Presidents with consultation from the Director of Student Life.
3. Candidates must maintain a minimum 2.2 cumulative grade point average.
4. Candidates shall be registered as a full-time student throughout the entire term of appointment, which shall begin in Fall term and run through Spring term of the following calendar year.

B. Duties of the Senators

1. Represent the needs and desires of the students in the SGA.
2. Attend leadership sessions sponsored by Student Life.
3. Advise the SGA President on matters pertaining to the responsibilities associated with this position.
4. Maintain two hours weekly in the Office of Student Life or Floyd College satellite site office.

Article IV Election Procedures

Section 1. Elections for the SGA President, Vice President for Special Events, and Vice President for Public Relations shall be held within the last month of the Spring term of each academic year with term of office to begin in Fall term.

Section 2. Candidates are to be nominated for specific offices by any member of the campus community. If no nominations are presented for a position, the Director of Student Life, upon consultation with the Student Affairs committee, shall appoint someone to the position.

Section 4. More than fifty percent of the vote is required to be elected into office.

Section 5. In the case of no candidate receiving over fifty percent of the vote for an office, a runoff election shall be held within one week between the two candidates for that office who received the most votes.

Section 6. Special elections may be held throughout the year as needed due to vacancies.

Floyd College
Administrative Council Monthly Meeting
March 9, 1998

The Administrative Council met at 2:00 P.M. in room AA-43. In Dr. Cundiff absents Dr. Elifson presided over the meeting.

Dr. Elifson

Gave a report of the last Cabinet meeting. She reported that the Cabinet voted to appoint a Strategic Computing Group, which will not replace the Banner group, but would study issues regarding institutional systems. The Group will be called TASK (Technology Administrative Clearing House Team) The group will include three Vice President's, the Registrar and Director of Computer Services.

ITP (Information Technology Project)

Floyd College, Clayton College & State University along with faculty, staff, representatives from major information technology firms and corporations will host the Information Technology Project. March 20 – 21.

SGA Constitution

A new SGA (Student Government Association) constitution was presented to the Cabinet and approved. Gable Talent issued a copy of the constitution and told members present the constitution will also be placed on the Web. He said student government would meet on a bi-weekly basis. In closing he asked all members present to encourage the students to get involved.

Georgia Distance Learning

Georgia Distance Learning committee has produced a new document. "Distance Alliance will be finalized soon.

Mini Grants

There has been some money given out for mini grants. However, there will not be any more issued this year.

Faculty/Staff Development

Anyone interested in attending may contact Dr. Elifson. After all interested person respond there will be only one person selected.

Summer Retreat

Scheduled for July 26-28.

6% Raise Increase

Wesley Jones reported at the President's Cabinet meeting that we are still getting a 6% raise increase. He will provide a disk of salary ranges. Chris Lee provided some handouts on Career Ladders, Occupational Fields and Pay Grades and Employee Compensation Program non-exempt positions.

Switchboard

In reviewing the monthly switchboard report it showed that the monthly incoming calls were down. Committee felt it was due to the fact that more people are using e-mail.

Knight Roundtable

Will be held Thursday, March 12 and Friday March 13.

Administrative Meeting

The next Administrative Council meeting will be held at NMT. One item on the agenda will be Missouri Case study.

There being no further business or discussion the meeting was adjourned.

Respectfully submitted,

Kim Richardson
Assistant Secretary

Notes from the Bi-Weekly Meeting of the Administrative Council
Monday, March 23, 1998
2:00 p.m.
North Metro Technical Institute

Update on President's Meeting:

Enrollment Update: As of March 20, the Spring Quarter enrollment stands at 1886 (unduplicated.) This is broken down as follows: 1162, Central Campus; 375, Cartersville; 371, North Metro; 185, Heritage Hall; and 121, Waco.

Flow Chart for Safety: The Vice Presidents will talk with directors regarding safety and who will be responsible for the various areas. The Safety Plan should be updated regularly. This item was tabled until the next meeting of the Cabinet.

Auxiliary Services: Beginning Spring Quarter on the Central Campus, there will be no live food service in the evenings. Coffee and sandwiches will be available in a central location near students. There is a possibility that food such as hot dogs, and foreign food will be available in the courtyard on designated days.

Classroom/Diner Paradox: The Administration of the College is asking students to limit eating and drinking in the classrooms. This will be handled in a very positive manner.

Graduation: The Cabinet decided to allow students who will finish Summer Quarter to graduate in June providing they are enrolled for Summer and fees have been paid prior to the day of the commencement service on June 13. These students will receive only the covers of their diplomas, and will not receive their diploma until the end of Summer Quarter.

ITP Conference Followup: Dr. Cundiff commended those who assisted at the conference at Clayton College and State University on March 20-21. Several countries and 25 states were represented. Floyd College is considering hosting a conference for two-year colleges interested in implementing the project. This will be planned for after the new classroom/student center building is open on the Central Campus.

Reclassification: A list was approved as recommended; however, some of the titles may not be as requested, as they did not fall in with Regents Codes. Those affected will be notified before the list is released. The reclassifications will be effective July 1.

Distribution of laptops: Personnel is needed to assist.

Legislative Update/Retirement Bill: The legislative session ended Friday. The information concerning the status of budgets is positive, with 6% raises. The raises must be on a bell curve, which means that 6% is the average. The k-12 money has been taken out of the state budget. The College will receive \$50,000 planning money for the Cartersville Center. (The College hopes to receive \$450,000 in 2000, and \$14 million in 2001.

The Retirement Bill is a positive move for those employees enrolled in the Teachers Retirement System. If you are vested in the System (10 years service), you can count leave for retirement as two sick leave days for one day of retirement. This will eventually be a one-to-one swap. In the upcoming fiscal year, however, all twelve-month employees will not get their raise until September 1, as it will cost \$5.1 million to finance this plan this upcoming year. This Bill does not apply to employees on the Optional Retirement Plan. (Please note, the delay in raises applies to these employees as well.)

Security: The College will bring in an outside consultant to review security to make this group a Campus Safety Force. The College is dealing with some security issues. Security will again reporting to

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Monday, March 23, 1998
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the Vice President for Finance and Administration on July 1 (this has been assigned to Dr. Wills temporarily.)

General Announcements:

There may be enhancements to the laptops next year, if the administration can work it into the budget. There are plans to sell machines; however, the administrators are not sure how this will happen.

The roof at Heritage Hall is on hold, awaiting a special board around the soffit. This must be custom made to match in order to maintain historical classification.

MR&R requests for the upcoming year include \$500,000 for roofing the W Building and the gymnasium, and \$100,000 for handicap issues. The Cabinet decided to hold on the roof for another year so that the money could be applied to improve lighting on the Central Campus. The original lighting is no longer adequate. The College has requested money for the following:

- a security system at the Astronomy Lab with switches to turn off when in use
- \$80,000 to resurface the tennis courts
- funds to seal the outside of the Heritage Hall building and tie downspouts to drain system
- heat and air in Walraven Building
- signage program for the Central Campus – Doug Webb has been asked to draw up a plan.
- a payback project for a swimming (lap) pool with one-half the cost being paid by the city/county. (There is no guarantee that the Board of Regents will agree to this.)

Tom Melton will be working on the Central Campus for the next two weeks to examine revenue records.

Upcoming important dates/events:

April 22 1-4 p.m., Leadership Development Program Kick-off

April 24 Secretaries Day Luncheon at the Holiday Inn. Everyone interested in attending needs to register. There will be a "hoe-down" that evening with BBQ served as the main course.

May 22 Second meeting of the Campus Roundtable

There will also an Academic Convocation for those being granted tenure this year. The date has not been set; however, it will probably be sometime in May.

The Monthly Meeting of the Administrative Council
Monday, September 14, 1998
2:00 p.m.
AA-43

Dr. Cundiff opened the meeting with the following announcements:

- Dr. Cundiff announced that enrollment is down and this creates budgetary constraints. The entire System is in the same situation with decreases 7-10% at each institution, with the exception of two, the University of Georgia and Macon College. Reasons for this are likely the inception of the semester system and a good economy. The technical institutes are currently doing well.
- The drop in enrollment is a cause of great concern. There will be some late session classes beginning next Monday; however these will not completely pick up the slack. Dr. Cundiff and the Vice Presidents will begin to look at budgets next week. Options would be to wait for the cycle to turn or spend more money on recruitment/marketing. \$500,000 needs to come out of an already tight budget. As a result of the budget constraints, there is now a freeze on hiring at this institution. We will not fill any positions for which we are currently advertising. Exceptions will be a Financial Aid Director and a person to manage PeopleSoft. Floyd College's budget is comprised of 80-85% salaries. Dr. Cundiff announced that he does not anticipate any layoffs.
- There will be no classes on Wednesday (November 25) before Thanksgiving. The College will close Thursday and Friday, November 26-27. The College will be open on Wednesday, and any employees who are off that day will need to take annual leave. The tentative schedule for Christmas closings will be to close at 5:00 p.m. on Tuesday, December 23 and reopen on Monday, January 4. December 24, 25, and 28 will be holidays. Annual leave will be required for December 29-30, and December 31 and January 1 will be holidays.
- The virtual village will be on-line sometime this week. The College anticipates reducing costs for books as well as personnel. Registration for Continuing Education classes is available on-line. Also, both national and local vendors will be offering discounts through the FC Mall (food, car washes, etc.). The vendors pay for the advertising and also reduce the price for students. Jane Slickman is overseeing a number of people working on the project. The Computer staff has worked hard.
- Please do not post items for sale, trade, etc. or personal announcements on the e-mail. This is a business environment. A noticeboard section will be available (one for students and one for employees) for sale items/announcements, etc.
- We will be instituting "push" technology. When students turn on the computer, they will see announcements, etc. which they will be required to acknowledge the announcement before they can go into any programs, etc. This is a system to ensure that students receive announcements.
- The College may be entering in to an agreement with Microsoft Sidewalk for a major advertising campaign. They offer yellow pages, on-line ticket sales for theaters in Atlanta. Also Access Atlanta has agreed to a one-week test. IF they get a certain number of hits, they will pay for the advertising. We will also promote this to alumni and Continuing Education.

- Dr. Cundiff will be meeting with the manager of Comcast Communications to discuss doing the same type things. Will then proceed to Cartersville and other areas. Comcast is paying \$50 million to bring fiber optic cable into Rome. We would like to partner to be on the front edge of this.
- The new Trainer will be on board as of tomorrow – Dana Shippe.
- Dr. Cundiff encouraged employees to be concerned about students and the semester system. The students may panic when tests and papers are due, because of the increased courseload and the extended time for classes during the semester system. Many times the students procrastinate with the semester system. Please be supportive of the students.
- Dr. Cundiff introduced Linda Whitacre, new Director of the Technology Training Center.

The Monthly Meeting of the Administrative Council

Monday, October 5, 1998

2:00 p.m.

AA-43

Agenda

- 1) Announcements
 - 2) Budget (current)
 - 3) *Budget Future*
 - 3) HR
 - a) Bowers
 - b) Process of hiring
 - 4) Courier Service
 - 5) Process for refocusing Floyd College
 - 6) Other
- Reductions 10% - 7 Travel &/or Supplies*