

Notes from the Monthly Meeting of the Administrative Council
Monday, January 11, 1999
2:00 p.m.
AA-43

Enrollment for Spring Semester 1999 is 2,078, before wipeouts. The College is budgeted for 2,020. Final figures will be in late today or tomorrow.

The Inclement Weather Policy was reviewed by the President's Cabinet and the following is current for the policy

- The decision to close the main campus will be made by Dr. Cundiff. The general rule is that if the city and county schools are closed, the College also closes.
- Dr. Cundiff will call Sandy Briscar.
- Sandy will contact Jeff Patty who will place the script on the College web page. She will then call the radio and tv stations in the area. They are not always accurate. The web page will be the most accurate.
- Dr. Cundiff will call the VPs and the people who report directly to him. The VPs will call their people.
- Note that not all campuses close each time. The decision for the Cartersville Campus will be made by Carolyn Parks. The North Metro classes are cancelled based upon whether or not North Metro Tech is closed. Dr. Cundiff, in cooperation with Susan Claxton, will make the decision concerning the Waco Center.
- Supervisors should keep a list of phone numbers for their staff and faculty at home.
- If the weather occurs, during the day, the decision is made at that time and the decision concerning night classes will be made by 2:00 p.m.
- It is the policy of the College to take safety into account above everything else; however, if the College is open and an employee is unable to travel, they must take annual leave.

Employee Recognition has been scheduled for April 30, which is the Friday before finals start. We hope to have it in the new building. The College hopes to schedule an Open House in the new building on the main campus for sometime the same day. If the building is not finished, we will probably have the Recognition Dinner at Heritage Hall.

Graduation as it relates to joint programs was discussed. The issue being considered is that the College graduation is a month ahead of the end of the quarter for the technical schools. Dr. Lord will address this issue.

The requests for Tuition Remission/Reimbursement for Spring Semester have been approved.

The Cabinet approved an exception to the hiring freeze for the open secretarial position in Student Life.

Dr. Cundiff led a discussion concerning the reclassification system for positions. He stated that the current reclassification system has been used mainly to increase salaries for individuals. The College will continue with the current policy until the end of this year. A committee made up of one representative from each area will look at the

policy and revise before next year. The new policy will be more encompassing and fairer across the board. Dr. Cundiff will notify every one of deadlines concerning submissions for consideration for reclassification. In order to be reclassified, the job requirements must have changed significantly.

Dr. Cundiff and the Vice Presidents will be making the College budget presentation on January 29. This presentation will not include feedback from the forums.

The renovation of the Student Center is running behind schedule, but they are within the contract deadline. It looks like the building will be finished in April.

The tennis courts are currently being resurfaced. The contractors were given 60 days, but are allowed an additional day for each day the weather prohibits them from working.

Dr. Cundiff announced that the site plan for the Cartersville center has been completed to include an industrial/business park and apartments.

The College has hired an additional recruiter to assist in recruiting at least throughout the Spring.

The College will increase its marketing activity. Sandy Briscar discussed the plan to place an ad in the Rome and Cartersville newspapers as well as the Cobb supplement to the Atlanta Constitution. There will also be a series of posters placed in stores such as Wal Mart in order to improve the image and perception of the College. The subject matter of the articles will be related to areas of expertise and will be written by the particular individuals whose areas are being featured. The College will also be supplying bookmarks to area libraries. The College can only commit a limited amount of money to the plan.

Continuing Education is currently offering on-line courses.

Peachnet is currently changing out equipment in order to channelize T-1 lines. This will result in increased processing speed internally and some externally.

There have been complaints recently concerning reception on FCTV Channel 99. Comcast recently found a bad section of cable between FCTV and their station. They are replacing this and should return to the former quality of reception.

hold
Adm. Column 5

January 14 , 1999

Attention: Dr H Lynn Cundiff
From: Elaine Lindsey
Re: Recruiting mail-outs and handouts for December 1998

The following mail-outs and handouts were processed through the recruiting office during the month of December 1998.

*General Inquiry Packages: 180

(This includes acknowledgment letter, admissions reminder sheet, application, financial aid, view books, and spring schedule when available).

*Spring Schedule only: 16

*Students Requesting Financial Aid packets only: 2

*Program of Study (POS)- Degree requirements: 53

High Schools Requesting Information :

Model High School

Paulding High School

Abredeem High School in Washington D.C.

International Students Requesting Information:

Serekunda The Gambia West Africa

Banjul The Gambia West Africa

Gjirokaster Albania

Colleges Requesting Information and Catalogs: Charlene Graham, handles this.

Other Request:

Music (1 request)

Engineering (1 request)

Drafting Program (2 request)

The Monthly Meeting of the Administrative Council
Monday, February 15, 1999
3:00 p.m.
Room AA-43

Agenda

- 1) Announcement – Dana Shipp
- 2) Political climate
- 3) Tuition overview
 - a) Budget priorities
 - b) Semester System
- 4) Recruiting mailouts and handouts for December 1998
- 5) Financial Aid documents (will be e-mailed to Admin Council members)
- 6) Implementation plans for application fee
- 7) New facility
- 8) Reclassification
- 9) Employee recognition
- 10) FIPSE Grant – Learning Anywhere, Anytime Partnership Grant (J. Taylor, Dr. Lord)
- 11) Homeschool admissions (Memo from Dr. Portch)
- 12) Other

THE MONTHLY MEETING OF THE ADMINISTRATIVE COUNCIL
MONDAY, MARCH 1, 1999
2:00 P.M.
ROOM AA-43

- 1) Reminder of Management Development Series in April (D. Shipp)
- 2) Y2K Certification and Contingency Planning (T. Floyd)
- 3) Update from Cabinet Meeting

Floyd College
Monthly Meeting of the Administrative Council
Monday, April 5, 1999
1:45 p.m.
Room AA-43

AGENDA

- 1) Management Development Training (Dana Shipp)
- 2) Salary increases
- 3) Tower View Dining Room
- 4) Summer work hours
- 5) Campus lighting
- 6) Play scheduled for summer
- 7) Graduation speaker
- 8) Thursday's budget hearings
- 9) Georgia Power savings
- 10) Ethics policy
- 11) Summer Retreat July 19-20
- 12) Other

Floyd College
Administrative Council Meeting
November 8, 1999
2:00 p.m.
President's Conference Room

AGENDA

- 1) Update from President's Cabinet
- 2) Performance Appraisals/Training (Dr. Reiners)
- 3) *Financial Aid*
- 4) *Health Insurance*