

**Minutes of the Administrative Council Meeting
Monday, July 26, 2004**

The Administrative Council met at 2:00 p.m. on Monday, July 26, 2004, in the President's Conference Room.

Present:

President Randy Pierce
Lynn Bacon
Sheryl Ballenger
Jack Bishop
Dr. Tim Floyd
Carolyn Hamrick
Debbie Holmes
Dr. Bruce Jones
Wayne Jones
Rob Laltrello

Dr. Bill Mugleston
Jeff Patty
Ken Reaves
Dr. Barbara Rees
Shirley Roberson
Wendy Shapiro
John Spranza
Judy Taylor
Phyllis Weatherly
Dr. Ken Weatherman

Absent:

Howard Brooks
Jeff Brown
Dr. Virginia Carson
Dr. Soumitra Chattopadhyay
Sandie Davis

Pete Matthews
Donna Miller
Carolyn Parks
Doug Webb

Dr. Pierce opened with a Cabinet update:

Annual Report for Continuing Education – See report dated June 29, 2004 – FYI.
This was an informational item (attached.) See Cabinet Minutes for more detail.


Institutional Goals and Objectives – First Reading. (See attached.) Revisions are indicated in italics. Suggestions for objectives under V. should be send to Judy Taylor or Barbara Griffith.

Additional credit for advanced courses/Letter to Craig Bangtson. Dr. Pierce discussed the article (copy attached.) Dr. Pierce and Lynn Bacon will send a letter to Dr. Bangtson.

Chamber memberships – Cherokee and Cobb Counties. Dr. Pierce announced that the College will begin looking into membership with the Cherokee and Cobb Chambers. The membership with the Haralson Chamber will be cancelled when the renewal date comes up.

Enrollment update. Enrollment is up 600 from this date last year (see attached.)

Other



Security threats. Jeff Patty announced that it has been recommended by the State and other colleges to switch web browsers to Mozilla Firefox instead of Internet Explorer. This will take some time since each machine has to be done.


Changes in computers. IT will be changing the way accounts are done. Administrative privileges will be removed so that employees will not be able to load software on machines.

MRR project update. Doug Webb announced that Plant Operations is working on MRR projects which have already been scheduled.

Relocation of Hubs. Jeff Patty announced that IT is moving hubs and doing some rewiring. Classroom AA-43 will no longer be a wired classroom. On a case-by-case basis, they are removing wired connections in classrooms and will move towards wireless in the future. However, only laptops will be wireless. Desktops will be wired.

Draft agenda for In-Service. Ken Reaves distributed copies of the draft agenda for In-Service on August 9-10. Human Resources will order lunch to be served in the Lakeview Building.

Family Picnic update. Ken is looking at August 25 with the same format as last year – a picnic at Ridge Ferry Park and the Braves Game at 7 p.m. **The Minutes are updated to reflect that the date has been moved to Friday, August 20, with the picnic being held at the Braves Stadium.**




Orientation update. Lynn Bacon reported that there has been two Early Bird sessions held to date. Additional sessions are scheduled for August 3, 5, 10, 12, 14 and 16. Classes start on the 18th. They have oriented 190 students.

Phyllis Weatherly asked for assistance in directing traffic for the sessions on the Rome Campus.

New administrative personnel report next week. Dr. Pierce announced that Dr. Ron Shade and Dana Davis will report for work on Monday, August 2.

VP/Finance and Administration search update. Dr. Pierce reported that the search is still in process. He has recommended two names to meet with Bill Bowes, Vice Chancellor for Fiscal Affairs at the Board of Regents. Once he gives his feedback, Dr. Pierce will talk with them again and move forward with finalizing the process.

Update on focus groups. The second focus group is meeting today at Bartow. The last group will be on the 4th. There will be a process for the Administrative Council as well as faculty and staff to have input.

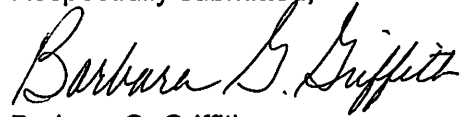


Other

- Part time faculty orientations will be held on August 11 and 16.

There being no further business, the meeting was adjourned at 2:55 p.m.

Respectfully submitted,

A handwritten signature in cursive script, reading "Barbara G. Griffith".

Barbara G. Griffith
Recording Secretary

ADMINISTRATIVE COUNCIL ROUTING SHEET

7/26/04

Lynn Bacon

✓

VP/Finance/Administration

Sheryl Ballenger

✓

Ken Reaves

Jack Bishop

✓

Barbara Rees

Howard Brooks

Shirley Roberson

Jeff Brown

Ron Shade

Virginia Carson

Absent

Wendy Shapiro

Soumitra Chattopadhyay

John Spranza

Dana Davis

Starts 8/2

Abs

Judy Taylor

Sandie Davis

Phyllis Weatherly

Tim Floyd

✓

Ken Weatherman

Carolyn Hamrick

✓

Doug Webb

Debbie Holmes

✓

Bruce Jones

Wayne Jones

✓

Rob Laltrello

Pete Matthews

✓

Donna Miller

William Mugleston

✓

Carolyn Parks

Jeff Patty

✓

Abs

✓

From: Randy Pierce, President

Instructions: PLEASE KEEP/RETURN/DISCARD AFTER

ROUTING IS COMPLETE

The Administrative Council did not meet on Monday, August 16, 2004, due to Registration and Orientation.

Barbara G. Griffith
Recording Secretary

Minutes of the Administrative Council Meeting
Monday, August 30, 2004

The Administrative Council met at 2:00 p.m. on Monday, August 30, 2004, in the President's Conference Room.

Present:

Dr. Randy Pierce
Lynn Bacon
Sheryl Ballenger
Jack Bishop
Dr. Virginia Carson
Dr. Soumitra Chattopadhyay
Dana Davis
Sandie Davis
Dr. Tim Floyd
Carolyn Hamrick
Debbie Holmes
Dr. Bruce Jones

Wayne Jones
Rob Laltrello
Pete Matthews
Donna Miller
Dr. Bill Mugleston
Carolyn Parks
Ken Reaves
Dr. Barbara Rees
Shirley Roberson
Dr. Ron Shade
Wendy Shapiro
Judy Taylor
Phyllis Weatherly

Absent:

Howard Brooks
Jeff Brown
Jeff Patty
John Spranza
Dr. Ken Weatherman
Doug Webb

President's Cabinet update

President Pierce opened with a Cabinet Update as follows:

Old Business. There was no old business.

New Business.

Ethics Representative. Ken Reaves will serve as Ethics Officer per Governor Perdue's Executive Order.

Alcohol Policy. The Alcohol Policy will be reviewed. There are two issues being considered in this review: we do not charge enough for the rental of Lakeview or Centre Stage; and, if it is an event largely attended by minors, we shouldn't allow alcohol. The building capacity allowed by the Fire Marshall should also be reviewed.

Business After Hours. The Business After Hours with the Arts will be held 5:30-7:00 p.m. Thursday (September 2) in Centre Stage. Advance admission is \$5 by calling the Chamber, and walk-ins will be charged \$7.

Campaign update. Judy Taylor reported that the Management Committee met Thursday and will look at all the issues related to the Campaign.

The leadership for the internal campaign (faculty and staff) will be David Mathis, Chair, Dr. Jon Hershey, Chair of the Faculty Division, and Linda Dyer, Chair of the Staff Division. The Internal Campaign is made up of faculty and staff, retirees, and Foundation board.

Judy and Dr. Pierce began meeting in Executive Awareness Sessions last week and will continue this week. The sessions are with people who were interviewed or designated as leadership or significant donors. They will also conduct awareness sessions with larger groups such as retirees, board members, and alumni groups.

Judy is working on a named giving brochure.

Enrollment update. Dr. Shade reported on fall enrollment, noting that enrollment for fall is up 4.5%. Full-time enrollment increased 15% over last year. There was an 8.3% increase in credit hours. New applications entered were up by 16.4%, and the total increase in first-time students was 10%. Major factors concerning the decrease in enrollment growth from the previous year are that Cartersville and North Metro are maxed out in capacity and the Haralson site was closed in May. He thanked everyone for their hard work and effort. (See attached Enrollment Report.)

Other.

Name change/mission review update. Dana Davis reported that the majority of participants in the focus groups as well as the respondents to the internal survey want a regional name for the College. Dr. Pierce will package the survey, internal and external, and will take the results and the proposal to the System Office. She reiterated that to not change the name would be short-sighted.

Statewide Assessment update. A news release following the Regents Retreat last week makes the statewide assessment public. It is available on the USG website. The release also included an announcement that the Gwinnett Center will become Gwinnett State College, based upon the assessment results.

Marketing/Communications Plan. Dana has completed a draft of the Marketing/Communications Plan for College Relations.

Assessment

Dr. Rob Page gave an update on the assessment process. Unit plans are due to Jack Bishop by September 7. The support unit mid-year plans are due January 12, and the final report is due June 1, 2005.

There is increasing importance placed upon the Mid-Year Report as it relates to closing the loop. The goal of all of the unit plans is to increase services to students.

Other

Dr. Pierce reported that the College has made its budget with the fall enrollment; however, the thirteenth payroll may have to be absorbed (\$450,000.) There may be a 5% cut in the FY05 budget. The 4.5% increase in enrollment fell short of the projected 10% increase. The System may increase tuition in January; however, 5% will only net \$150,000.

Dr. Carson announced that Carolyn Hamrick has agreed to serve as transfer coordinator. Dr. Carson thanked Bill Mugleston who has served in this capacity in the past.

Dr. Carson discussed the issue of transferring credit for English 1102 to Berry College.

Ken Reaves announced that staff salary increase letters will go out soon.

Dr. Chattopadhyay encouraged advisors to encourage students to save their tests and papers. He had recently dealt with a grade change issue where the instructor no longer works at the College and the student had kept their papers and tests.

There being no further business, the meeting was adjourned at 3:05 p.m.

Respectfully submitted,

Barbara G. Griffith
Recording Secretary

**Minutes of the Administrative Council Meeting
Monday, September 20, 2004**

The Administrative Council met at 2:00 p.m. on Monday, September 20, 2004, in the President's Conference Room.

Present:

President Randy Pierce
Lynn Bacon
Sheryl Ballenger
Jack Bishop
Howard Brooks
Dr. Virginia Carson
Dr. Soumitra Chattopadhyay
Dana Davis
Sandie Davis
Dr. Tim Floyd
Dr. Bruce Jones
Wayne Jones
Rob Laltrello

Pete Matthews
Donna Miller
Dr. William Mugleston
Carolyn Parks
Jeff Patty
Ken Reaves
Shirley Roberson
Dr. Ron Shade
Wendy Shapiro
Dr. Wilbur Shuler
John Spranza
Judy Taylor

Absent:

Jeff Brown
Carolyn Hamrick
Debbie Holmes

Dr. Barbara Rees
Phyllis Weatherly
Dr. Ken Weatherman
Doug Webb

Dr. Pierce opened the meeting by introducing Dr. Wilbur Shuler, Vice President for Finance and Administration.

Cabinet Update

Dr. Pierce next gave a Cabinet update as follows:

Old Business.

Final holiday schedule 2005. Ken Reaves reported on the Cabinet's discussion regarding a floating holiday in 2005. The Cabinet had approved March 21, during Spring Break, as the holiday. There was discussion by the Council regarding allowing employees to select a day that week, approved by their supervisor. The result was that, if that was Easter weekend, then Friday, March 25 would be taken and there would be an eight-hour workday schedule that week.

Campaign update. Judy Taylor reported that there are three divisions which make up the internal campaign, faculty and staff, retirees, and board members. Team leaders for the faculty and staff division have been selected and will participate in training on October 4. The faculty and staff division campaign will end by the end of October, and the retirees and Board divisions will conclude by the end of November.

Judy and Dr. Pierce are continuing to meet with people externally.

Mission Review and Name Change Process. Dr. Pierce discussed a memorandum dated September 9, 2004 from Chancellor Tom Meredith (see Cabinet Minutes) and announced that the College will request a mission review to limited four-year status in order to offer four-year degrees in education, business, and nursing (bridge) as well as a name change. He plans to go to the community for support.

New Business

August 2004 Student Development Summary Report. Dr. Shade discussed the report (attached) which will be distributed monthly.

FY 05 Major Repair and Renovation Allocation—Memorandum dated August 24, 2004. Dr. Pierce discussed the memorandum, and reported that there was discussion among USG presidents regarding deferred maintenance. He has asked Doug Webb to put a hold on completing the planned projects while investigating whether or not the College can use some of this money to offset current cuts.

CEC Charter School Dissemination Initiative – Letter dated September 3, 2004. Dr. Pierce explained that Floyd College is part of the Education Collaborative of Bartow County, along with the Bartow and Cartersville School Systems and North Metro Technical College. The College will participate with PSO and Early College.

Cooperative Organizations – Memorandum dated August 30, 2004. Dr. Pierce discussed the agreement which has been developed and is required by the Board of Regents. The agreement will be signed by both the College and the Floyd/Bartow Foundation.

Employee recognition awards. Ken Reaves discussed the premise behind revitalization of the recognition awards for 25-year, 30-year, and retiring employees in order to give long-time employees more of a choice. He will bring a proposal to the next Cabinet meeting.

Enrollment and budgets Fall 2000-Fall 2004. Dr. Pierce discussed the information (attached) reflecting the increase in enrollment for the period while the budget has decreased.

Other

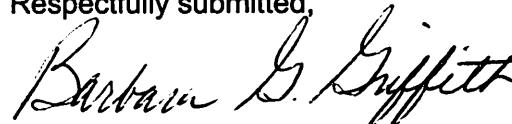
- **Safety Program grant.** The Student Life Department has received \$12,000 in grant funds for a safety program.
- **Cost-saving measures.** Dr. Pierce discussed a memorandum from the Chancellor calling for cost-saving measures (i.e., utilities.) There was a discussion concerning a four-day workweek during the summer. Dr. Shuler will discuss the matter with Doug Webb as it relates to the resulting savings.
- **BOR Budget Request for FY06.** Dr. Pierce discussed the Chancellor's budget request for FY06.

- **Options for tuition increase.** Dr. Pierce announced that there would likely be a ten percent tuition increase in January. He discussed the effects of the increase.
- **USG Budget Principles.** Dr. Pierce discussed the principles (see Cabinet Minutes.)
- **Reaction to Statewide Assessment.** The College will issue a statement as to what we intend to do.
- **Response to enrollment increase.** The College now has a statement regarding the enrollment increase.
- **National Institute of Health Grant.** Dr. Carson first thanked the staff for a smooth beginning to fall semester. There are a record number of students enrolled and not enough staff to service them.
She then reported that the College is applying for a National Institute of Health grant. Only six will be given in the state and the funds would support the Nurse Navigator Program.
- **European Council Brochure.** Dr. Carson announced that she has been asked by Tracy Herrington of the European Council at Valdosta State University to commend Ken Davis for an outstanding job of producing the brochure.
- **HOPE audit.** The College will have a HOPE audit. There will be two audits and then the College will be exempted the third year.
- **Scholarship Committee.** Judy Taylor reported that one of the priorities of the campaign is to establish new scholarships. Three new scholarships are being set up -- division, emergency, and study abroad. The Scholarship committee will be developing the criteria which will be presented to the President's Cabinet.
- **Charitable Contributions Campaign.** Ken Reaves announced that the College will have a campaign; however, it will be pushed back to November so as not to conflict with the major gifts campaign.
- **Other**
John Spranza announced that Voter Registration will be taking place on the various campuses beginning next week. A staff member from the Secretary of State's Office will oversee the registration.

Dr. Chattopadhyay mentioned that, at his Division meeting on Friday, there was a discussion concerning confusion regarding the closing of the College due to the hurricane. A discussion followed.

There being no further business, the meeting was adjourned at 3:15 p.m.

Respectfully submitted,



Barbara G. Griffith
Recording Secretary

9/26/04
Admn Council

ADMINISTRATIVE COUNCIL ROUTING SHEET

Lynn Bacon	✓	VP Finance/Administration	_____
Sheryl Ballenger	✓	Ken Reaves	✓
Jack Bishop	✓	Barbara Rees	_____
Howard Brooks	✓	Shirley Roberson	✓
Jeff Brown	_____	Ron Shade	✓
Virginia Carson	✓	Wendy Shapiro	✓
Soumitra Chattopadhyay	✓	<i>Dr. Shuler</i>	✓
Dana Davis	✓	John Spranza	✓
Sandie Davis	✓	Judy Taylor	✓
Tim Floyd	✓	Phyllis Weatherly	_____
Carolyn Hamrick	_____	Ken Weatherman	_____
Debbie Holmes	_____	Doug Webb	_____
Bruce Jones	✓		
Wayne Jones	✓		
Rob Laltrello	✓		
Pete Matthews	✓		
Donna Miller	✓		
William Mugleston	✓		
Carolyn Parks	✓		
Jeff Patty	✓		

From: Randy Pierce, President

Instructions: PLEASE KEEP/DISCARD/RETURN AFTER

ROUTING IS COMPLETE

**Minutes of the Administrative Council Meeting
Monday, October 4, 2004**

The Administrative Council met at 2:00 p.m. on Monday, October 4, 2004, in the President's Conference Room.

Present:

President Randy Pierce
Sheryl Ballenger
Howard Brooks
Dr. Virginia Carson
Dr. Soumitra Chattopadhyay
Dana Davis
Sandie Davis
Dr. Tim Floyd
Carolyn Hamrick
Debbie Holmes
Dr. Bruce Jones
Wayne Jones

Rob Laltrello
Dr. Bill Mugleston
Dr. Rob Page
Carolyn Parks
Ken Reaves
Shirley Roberson
Dr. Ron Shade
Wendy Shapiro
Dr. Wilbur Shuler
John Spranza
Judy Taylor
Phyllis Weatherly
Dr. John Reiners

Absent:

Lynn Bacon
Jack Bishop
Peter Matthews
Donna Miller

Jeff Patty
Dr. Barbara Rees
Doug Webb

President Pierce welcomed the Council and gave an update on the Cabinet meeting from the morning meeting.

Cabinet Update

Old Business

Proposal for revampment of Service Awards. The Cabinet agreed to revamp the service awards as outlined in Ken Reaves' plan (see attached,) giving options to those employees receiving twenty-five and thirty-year awards as well as retiring employees. This will be done on a two-year trial basis and then reviewed.

Campaign update. The internal campaign is currently being conducted. Training for team captains was held today in a noon meeting. The team captains have selected individuals which they will solicit from once they are personally solicited by vice chairs. Pledge forms for the Faculty/Staff portion of the campaign are due in by October 22, and will conclude with a celebration on October 28. The new pledge forms will replace the old forms used by HR. Pledges will take affect on January 2, 2005, which is not intended to coincide with raises.

Judy and Dr. Pierce have done fifteen executive awareness sessions, and there are still 70-80 to go.

New Business

Report on first Floyd/Bartow Foundation Meeting. Judy Taylor reported that the newly-merged Foundation held its first Board meeting on Friday, September 24. There was a quorum of original membership. Between now and November, the Nominating Committee will be working on the slate of officers and the vote will be taken at the November meeting. An Investment Policy, Spending Policy and budget for the remainder of the year are also being developed.

In light of the State budget cuts, Dr. Pierce asked the membership of the original membership of the Cartersville/Bartow Foundation to make a contribution of \$100,000 toward the library collection at the new Bartow Campus. This was approved. Dr. Pierce also brought the Foundation up to date on the budget situation.

Best Practices – see attached memorandum dated September 24, 2004. Dr. Pierce discussed best practices as outlined in the memorandum (see attached.)

Other

- **Converting use of SSN to different identifiers.** Dr. Pierce stated that the College needs to move forward with this.
- **Tuition Hike.** If the College has to give back, we will have to increase tuition. This will be discussed at the October BOR meeting.
- **“Quality Counts.”** Dr. Pierce discussed the BOR document which is available on-line.
- **Early College.** The System is inviting Colleges to participate in the program which is a cooperative effort between two-year colleges and school systems. Floyd has been approached by the Polk County School System.
- **Early Childhood Education Conference.** Dr. Carson discussed the System-sponsored conference to be held this week regarding the role of two-year colleges in teacher education.
- **Cancer Care Nurse Navigator Curriculum.** Dr. Carson reported that the Nurse Navigator Curriculum is being copyrighted.
- **Enrollment Management summary.** Dr. Carson discussed the EM stats (attached.)
- **Institutional Effectiveness Policy.** Dr. Carson and Rob Page discussed the document which was approved two years ago and has been recently revised to be more direct with regard to language.
- **Business Expos.** Dana Davis announced that there are several expos planned over the next few weeks, Polk County on Thursday (October 7), Cartersville on October 21, and Rome on November 6-7.
- **Editorial regarding four-year college in Rome.** Dr. Pierce discussed the editorial responding which appeared in the Rome and Polk county newspapers in response to a recent editorial which appeared in the Rome paper.
- **Staff changes in IT.** Jim Garrett in the IT Department has resigned. As a result, there will be some staff changes.

- **Designation of place for public expression.** As a result of a judge's decision, there will not be a designated place for public expression on campus.
- **Budget information.** Dr. Shuler reported that he is trying to get everything solidified regarding the budget. Reports will be put in order so that departments can get current budget information.
- **Meeting with J.D. Maddox.** Judy Taylor reported that she and Dr. Pierce recently met with Mr. James D. Maddox, who served on the original College Committee. He gave them some interesting historical information concerning the College, specifically concerning the support offered by Polk and Chattooga county. There was consideration for broadening the name of the College at that time.
- **Salary letters.** Ken Reaves announced that salary letters will be going out soon.
- **Report from Student Development.** Dr. Shade turned the floor over to Phyllis Weatherly to make an announcement concerning a new staff member, Sue Tarpley, who has been hired in the position of Counselor for the WIA Program, replacing Kristi Casey. She also reported that the WIA contract has been renewed and that the college met its goals last year and have increased numbers for this year. Dr. Shade then reported that the Student Leadership Conference which was scheduled during the hurricane and postponed will be held at Floyd College on Friday, November 5, 2:30-8:00 p.m. Approximately 200 students from colleges across Northwest Georgia will participate. He also reported that the Hope audit was done last week and there was only one finding.
- **Friday afternoon coverage.** Dr. Pierce announced that the Friday coverage which has been done since he arrived, will be reinstated and expanded to include the Administrative Council.
- **AACC Call for Papers.** Dr. Pierce announced that the AACC has sent a call for papers for the 2005 conference.
- **Executive Doctorate/PA.** Dr. Pierce announced that he had received a brochure concerning the Executive Doctorate program at the University of Pennsylvania (see Cabinet minutes.)

Other

Debbie Holmes reported that 14 people had read for the Banned Book Reading.

Howard Brooks asked that all employees set an example for and heed the "Stop" signs when driving on campus.

There being no further business, the meeting was adjourned at 3:30 p.m.

Respectfully submitted,

Barbara G. Griffith
Recording Secretary

Barbara Griffith

From: Cheryl Baker
Posted At: Tuesday, November 23, 2004 12:18 PM
Conversation: 2004, October 18, Administrative Council
Posted To: Administrative Council
Subject: 2004, October 18, Administrative Council

Minutes of the Administrative Council Meeting Monday, October 18, 2004

The Administrative Council met at 2:00 p.m. on October 18, 2004 in the President's Conference Room.

Present:

President Randy Pierce
Dr. Virginia Carson
Howard Brooks
Dr. Ron Shade
Judy Taylor
Dr. Wilbur Shuler
Dr. Bill Mugleston
Dr. Bruce Jones
Dr. Tim Floyd
Dr. Soumitra Chattopadhyay
Sandie Davis
Dr. John Reiners
Phyllis Weatherly
Shirley Roberson
Debbie Holmes
Dr. Barbara Rees
Wayne Jones
Donna Miller
Carolyn Hamrick
Dana Davis
Sheryl Ballenger
Jeff Patty
Rob Laltrello
Ken Reaves

President's Cabinet Update: Dr. Pierce briefed the Council on the Cabinet meeting. (See Cabinet minutes)
He also congratulated the Dental Hygiene Department for passing their accreditation review.

Old Business:

Status of Family Campaign: Judy Taylor reported that the internal campaign is in its last week and is behind in some areas. Pledge forms are due Friday.

New Business:

Rome Chamber Committees – Cabinet members signed up for Rome Chamber committees as follows:

Economic Development – Judy Taylor

Women in Management – Dana Davis

Information Technology – Jeff Patty

Governmental Affairs – Dr. Pierce

Transportation – Dr. Carson

Small Business Action Council – Dr. Shuler

DOT-Rome Bypass – Dr. Pierce received a letter from the DOT. The current plan will take a corner of campus property at Hwy. 27 and Booze Mountain Rd.

Revision to ICAPP – Dr. Pierce received a letter from GSFIC concerning this year's ICAPP funding. (Refer to Cabinet minutes).

Returned Check Policy – Copies of a new policy were distributed. Any comments should be directed to Dr. Shuler.

Other –

Summer Schedule/New Sites (Dr. Carson) – The issue of where and when the College would be moving into new sites is impacted by the deadline for the Summer 2005 schedule.

Mission Change Update (Dr. Pierce) – BOR has received the request and it will be reviewed soon. There was no mention of a timeframe. The Bartow Campus could be open before the name change issue is settled.

Report on Business Expos (Dana Davis) – The Business Expo in Cedartown went well. Dana thanked Lynn Bacon for her help. The Cartersville Expo will be held next week and the Rome Expo on November 6.

Report on Editorial Board Meeting (Dana Davis) – Dr. Pierce and Dana met with the Rome News-Tribune Editorial Board.

IT at Rock Eagle This Week (Jeff Patty) – Coverage in IT will be lighter this week due to most of the staff attending a conference at Rock Eagle the rest of the week.

Equipment Needs (Jeff Patty) – The Banner 6 upgrade will require new IT equipment. Jeff will prepare the purchase orders.

Budget Cut Update (Dr. Shuler) – Dr. Shuler will attend the Chief Business Officers meeting next week. He expects that the money borrowed from the state insurance fund this year will have to be made up in next year's budget. He also expects to see big tuition increases next year.

Charitable Contributions Campaign (Ken Reaves) – The College's State Charitable Contributions Campaign will kick off October 29 and continue through November 30.

Faculty/Staff Meeting (Ken Reaves) – Ken announced a faculty/staff meeting will be held on October 27.

Student Development Monthly Summary for September (Dr. Shade) – Copy attached. Dr. Shuler announced that Wendy Shapiro has resigned. Sue Tarpley has replaced Kristi Casey in Counseling and Career Services. The College participated in a College Fair last week. Student Life sponsored Fall Frenzy last week as well.

Other:

Dr. Pierce congratulated Dr. John Reiners on being named Chair of the Faculty Advisory Committee.

Sandy Davis reported that Spring Semester schedules were delivered today. SIRS reporting has been completed. We reported 3,416 total headcount.

Ken Reaves is looking for new ways to recognize employees for their accomplishments and job performance.

Meeting adjourned at 2:35 p.m.

**Minutes of the Administrative Council Meeting
Monday, November 1, 2004**

The Administrative Council met at 2:00 p.m. on Monday, November 1, 2004 in the President's Conference Room.

Present:

President Randy Pierce
Lynn Bacon
Sheryl Ballenger
Howard Brooks
Dr. Virginia Carson
Dr. Soumitra Chattopadhyay
Dana Davis
Sandie Davis
Debbie Holmes
Dr. Bruce Jones
Wayne Jones

Rob Laltrello
Dr. Bill Mugleston
Ken Reaves
Dr. Barbara Rees
Shirley Roberson
Dr. Ron Shade
Kelli Gribble
Dr. Wilbur Shuler
Judy Taylor
Phyllis Weatherly
Dr. John Reiners

Absent:

Jack Bishop
Jeff Brown
Dr. Tim Floyd
Carolyn Hamrick
Pete Matthews

Donna Miller
Carolyn Parks
Jeff Patty
John Spranza
Doug Webb

President Pierce opened with a Cabinet Update.

Cabinet Update

Old Business

Campaign update. Judy Taylor reported that the internal campaign was now at 84% participation among all employees (See Cabinet Minutes.)

USG Foundation event on November 19. President Pierce announced that the University System Foundation was hosting a fund-raising event on November 19. The College will participate.

Best Practices. Best Practices will be submitted today. The College is already doing some of the practices listed on the website (See Cabinet Minutes.)

Other – Returned Check Policy. Dr. Shuler briefly discussed the Returned Check Policy which was approved by the Cabinet (see attached.)

New Business

IPEDS. Dr. Pierce briefly discussed the IPEDS Data Feedback Report (See Cabinet Minutes.)

Voting Policy. Ken Reaves briefly discussed the voting policy (see attached.) He wanted employees to be aware that the polls would be unusually busy; therefore, employees could take some extra time as needed by coordinating with their immediate supervisor.

Enrollment. Dr. Shade discussed the enrollment report (see attached) dated October 29. He reported that next Monday is the deadline for new applications; however, the majority of applications are received after the deadline.

Other

Budget request. The College will be able to submit a budget request which will reflect full formula funding for FY 06. He asked that Council members give their input to their respective vice presidents.

Part-time faculty. Dr. Carson discussed training which has been conducted for part-time faculty. The part-timers have indicated that technology training is their greatest need.

Academic Affairs Report.

Resources for new locations. Dr. Carson reported briefly that there are on-going discussion and planning for moving into the new locations proposed for the College.

Proposals for Bachelors Degrees. Dr. Carson reported that a writing team is working on proposals for bachelor degrees should the College receive approval for limited-mission four-year status.

Rome Business Expo. Dr. Pierce reported that the Rome Business Expo would be held on Saturday, November 6. There will be a Business After Hours on Friday before the Expo.

President's Meeting on Wednesday. Dr. Pierce reported that he will attend a meeting of USG presidents in Atlanta on Wednesday.

Update on name change timeframe. Dr. Pierce reported that the Board of Regents will act on a name change before the mission/sector change. There was a large response to the Statewide Assessment by USG institutions.

State auditors. Dr. Shuler reported that a state auditor would be here today, although they haven't yet arrived.

Lunch and Learn. Ken Reaves announced that Jane Slickman will be on campus on December 8 to conduct a Lunch and Learn seminar on customer service. This will be for all employees.

Voice over IP demo. Rob Laltrello reported that IT would be participating in a voice over IP demonstration in a couple of weeks. This would be for the Bartow Center.

Spring Registration begins today. Dr. Shade announced that Spring Semester registration started today.

New receptionist in Enrollment Management. Dr. Shade announced that Joyce Lovingood started work today as Receptionist in Enrollment Management.

Assessment

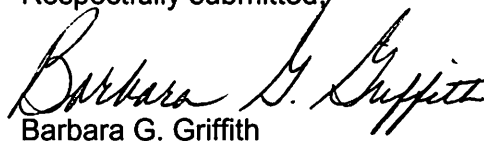
Dr. Carson discussed the revised Assessment Report form (attached) and discussed the timeline (attached.) She stated that either Jack Bishop or Rob Page are available to assist.

Other

- There will be a faculty meeting on November 12.
- Requests for nominations for Who's Who have been e-mailed to everyone today.
- The information asking for participants in the Emerging Leaders Program were e-mailed to everyone today.
- Student Life is hosting the Student Leadership Conference on Friday. This conference was postponed due to the hurricane in September.

There being no further business, the meeting was adjourned at 2:45 p.m.

Respectfully submitted,


Barbara G. Griffith
Recording Secretary

**Minutes of the Administrative Council Meeting
Monday, November 15, 2004**

The Administrative Council met at 2:00 p.m. on Monday, November 15, 2004, in the President's Conference Room.

Present:

President Randy Pierce
Sheryl Ballenger
Dr. Virginia Carson
Dr. Soumitra Chattopadhyay
Dana Davis
Sandie Davis
Dr. Tim Floyd
Carolyn Hamrick
Debbie Holmes
Dr. Bruce Jones
Wayne Jones

Rob Laltrello
Pete Matthews
Dr. Bill Mugleston
Carolyn Parks
Jeff Patty
Ken Reaves
Shirley Roberson
Dr. Wilbur Shuler
Judy Taylor
Dr. John Reiners
Doug Webb

Absent:

Lynn Bacon
Jack Bishop
Howard Brooks
Jeff Brown
Donna Miller

Dr. Barbara Rees
Dr. Ron Shade
John Spranza
Phyllis Weatherly

President Pierce opened the meeting.

Cabinet update

Campaign update. Judy Taylor reported that there is now 100% participation by the staff, 96.5% with the administration, and 94% with the faculty. The overall participation is 97%.

Leadership for the campaign will be identified.

She and Dr. Pierce are continuing to meet with individuals one-on-one and also in groups. They met with the original committees of the College last week and the meeting went well.

A gift of \$5,000 has been received from Dr. Jim and Ida Cook to establish a Jim and Ida Cook Study Abroad Scholarship.

Other

- The Board of Regents is updating the ICAPP Economic Impact Study. The Study will be ready by January, 2005. This is being done by the University of Georgia.

- The Georgia Department of Transportation is having an open house on Thursday of this week concerning Highway 411. There are a couple of different routes being studied. Bartow County is influencing a route farther north, in which the College is in agreement.
- The Board of Regents meeting will be web cast on Tuesday and Wednesday of next week, probably in Dr. Pierce's office. **The minutes are updated to reflect that the web cast was set in the IT Conference Room.**

New Business

Enrollment Report. Sandie Davis discussed the Enrollment Report (copy attached.)

SCUP membership renewal. The Cabinet voted to renew the membership.

Thanksgiving Holiday. Ken Reaves announced that the College staff and administrative employees will be on a three eight-hour day schedule the week of Thanksgiving.

Direct Deposit Policy. Ken reported that the Cabinet voted to look at a proposal for a policy requiring Direct Deposit for all employees. This will result in a tremendous cost-savings for the College – 75% for administrative and 60% for full-time staff. The savings will be lower for part-time faculty and student assistants.

Other.

- Jeff Patty reported that they have filled the programmer position and the person starts on the 29th. The Tech-paraprofessional position is still open. They will open the webmaster position soon.
- The Annual Report to the Chancellor was submitted last week. Dana thanked everyone for their contribution and assistance.
- Dr. Shuler announced that the process for the next MRR list will begin soon. He will be meeting with the Capitol Improvements Committee.
- Ken Reaves reported that the Charitable Contributions Campaign is going well. He hopes the College will equal what was done last year.
- Ken announced that the employee evaluation forms will be available on-line, thanks to the assistance of Dana Pergrem. The forms will still need a signature, so they will need to be printed.
- The Council reviewed the summary of activities in the Student Development Division (copy attached.)

Survey distribution

Dr. Carson stated that anyone developing a survey, whether internal or external to the College, work with the Office of Institutional Effectiveness. The data should be filed with that office.

Faculty data

Dr. Carson discussed the faculty profile data (see attached.) She noted that librarians are not included in this summary snapshot.

Other

- Next Monday, there will be a summit at Southern Polytechnic State University. After that meeting, more information will be available concerning the Cobb County site.
- Dr. Pierce discussed the name change and mission review. The item is on the Board of Regents agenda for November.
- Dr. Shade announced that this is Smoking Cessation Week.
- John Spranza is attending a conference this week concerning the grant awarded to Student Life.
- Interviews are underway to fill the empty position in Counseling Career Services previously held by Milan Sampat. Joyce Lovingood has reported to work in Enrollment Management. The Financial Aid search process has begun.
- The WIA function will be involved with the closing of the Glad Corporation plant in Cartersville.
- John Reiners reported that the Faculty Advisory Council had a good meeting with Dr. Carson and will meet with Dr. Pierce on December 3.

There being no further business, the meeting was adjourned at 2:45 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Barbara G. Griffith". The signature is fluid and cursive, with the first name "Barbara" being the most prominent part.

Barbara G. Griffith
Recording Secretary

**Minutes of the Administrative Council Meeting
Monday, December 13, 2004**

The Administrative Council met at 2:00 p.m. on Monday, December 13, 2004 in the President's Conference Room.

Present:

Dr. Randy Pierce
Lynn Bacon
Sheryl Ballenger
Dr. Virginia Carson
Dr. Soumitra Chattopadhyay
Dana Davis
Sandie Davis
Carolyn Hamrick
Debbie Holmes
Dr. Bruce Jones
Wayne Jones
Dr. Bill Mogleston

Carolyn Parks
Jeff Patty
Ken Reaves
Dr. Barbara Rees
Dr. John Reiners
Shirley Roberson
Dr. Ron Shade
Dr. Wilbur Shuler
John Spranza
Judy Taylor
Phyllis Weatherly

Absent:

Howard Brooks
Jeff Brown
Dr. Tim Floyd
Rob Laltrello

Pete Matthews
Donna Miller
Doug Webb

Dr. Pierce opened the meeting with a President's Cabinet update:

Old Business

Direct Deposit Policy. Ken Reaves discussed the proposed policy (see attached,) and explained that the College will be making direct deposit more available and it should be strongly encouraged.

New Business

Student Development Report. Dr. Shade discussed the Enrollment Report (Copy attached.)

Phyllis Weatherly reported concerning the orientation sessions.

Lynn Bacon reported concerning the counselor's brunch. She thanked the Floyd College Foundation for sponsoring the event.

Phyllis reported that today was the first day here at Floyd College for Jamie, the new counselor.

Sandie Davis reported that the PIE project had begun. This is the state-mandated change regarding use of Social Security numbers as an identification number. There are three subcommittees, Policy, Communications, and Technology, and they hope to have a proposal for the Cabinet in March.

2005 In-Service Date. Dr. Pierce announced that Dr. Carson and Ken Reaves will work together to designate a date and will report later.

Committee nomination. Dr. Carson reported that the Cabinet had approved the election of Dana Pergrem to serve the remainder of Kristi Gilliland's term on the Technology Committee.

Programs at Floyd College. Dr. Carson discussed the programming regarding where the College will be regarding programming as we move into new sites (see attached.) This is an in-house working document.

Process for assigning faculty to College locations. Dr. Carson explained, as a result of the programming, a document has been developed regarding assignment of faculty offices (see attached.)

EPAAC. Dr. Carson announced that the Education Preparation Academic Advisory Committee, made up of Deans of Education, Deans of Colleges of Arts and Sciences, and Academic VPs in the System, are working to change the requirements for education degrees.

SACS. Dr. Carson reported that a nice contingency from Floyd College attended the SACS Annual meeting last week. The feedback was that Floyd looks good in the way we are progressing in our activities. She discussed the comments (attached) from review committees.

Dr. Carson then discussed the SACS timeline (see attached.) She commented that there may be a need to hire additional staff. A Compliance Team Leader will be identified for the College.

Title III. Dr. Carson reported that the U.S. Department of Education announced there will be no new applications for Title III. They will fund those that were unfunded last year.

Cancer Care Nurse Navigator Program. Dr. Carson reported that the Cancer Care Nurse Navigator Program curriculum has now been copyrighted.

Technology Replacement Purchases. Jeff Patty discussed the IT Replacement (see attached.) The Cabinet agreed to start to plan rather than allow departments to purchase with departmental funds. There are more items than there is money to cover.

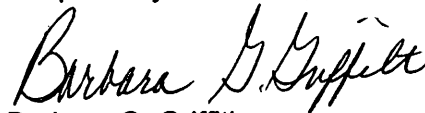
IT Security Policies. Jeff briefly discussed the IT Policies and welcomed the Council members to look at a copy.

Other

- Dr. Carson reported that Jack Harris has been hired as a full-time temporary history professor for spring and will be teaching at North Metro, Cartersville, and Rome.
- Dr. Carson discussed the graphs showing the percentage of Floyd College students who pass the Reading and Verbal sections of the test as compared to other two-year colleges in the System (see attached.)
- Judy Taylor reported that the employee division of the campaign is now at 100%. She has met with the retirees and introduced Harold Boyd and Sarah Burkhalter as Retirees Division co-chairs.
The Board division will be launched. The Board will be assigned goals (\$ value) for themselves or their business.
The culminating celebration will be held on April 27 at the Faculty/Staff meeting. She reported that she and Dr. Pierce are still meeting with individuals in Rome and Cartersville.
- Dr. Shuler reported that the enrollment growth is reflected in the revenue. The College is currently slightly over 90% of revenues for the year.
- Jack Bishop reported that the Fact Book is now at the printer.
- Dr. Pierce reported that Dr. Carson has been appointed to the Board of Commissioners for SACS.
- Wayne Jones reported that Tina Proffitt began as the new payroll clerk on Tuesday. Melissa Lefevers began work at the first of the month as receptionist in Accounting Services.
- Dr. Mugleston reported that he is busy working on staffing sections with part-time faculty for spring. He asked for referrals of people who are qualified.
- Dr. Chattopadhyay dittoed with math and biology.
- John Spranza reported that there had been a survey of seat belt usage on campus.
- John Reiners reported that the Faculty Advisory Council has been working on a proposal to present to Dr. Pierce in January which will help with part-time recruitment. The proposal is to change faculty course load assignments for pay equivalent to adjunct level.
- Ken Reaves announced that there will be a mid-year retreat the third week in January. He will announce the date.

There being no further business, the meeting was adjourned at 3:10 p.m.

Respectfully submitted,



Barbara G. Griffith
Recording Secretary

**Minutes of the Administrative Council Meeting
Monday, January 3, 2005**

The Administrative Council met at 2:00 p.m. on Monday, January 3, 2005, in the President's Conference Room.

Present:

Dr. Randy Pierce
Sheryl Ballenger
Jack Bishop
Dr. Virginia Carson
Dana Davis
Dr. Tim Floyd
Carolyn Hamrick
Debbie Holmes
Dr. Bruce Jones

Pete Matthews
Dr. Bill Mugleston
Carolyn Parks
Jeff Patty
Ken Reaves
Dr. Barbara Rees
Dr. Ron Shade
Dr. Wilbur Shuler
Dr. John Reiners

Absent:

Lynn Bacon
Howard Brooks
Jeff Brown
Dr. Soumitra Chattopadhyay
Sandie Davis
Wayne Jones
Rob Laltrello

Donna Miller
Shirley Roberson
Kelly Gribble
John Spranza
Judy Taylor
Phyllis Weatherly
Doug Webb

Dr. Pierce opened with a Cabinet update:

New Business

Direct Deposit Policy – Second Reading. The Cabinet approved the Policy (copy attached.)

Old Business

Distribution of Strategic Plan to faculty. Jack Bishop announced that he will distribute a copy of the Strategic Plan to everyone via e-mail. Everyone is to review the Plan. He will also distribute a hard copy to all Administrative Council members (Copy attached.) The purpose is to assure that people are informed and are part of the process. A discussion followed.

Other.

- Dr. Carson discussed the information regarding the distances between proposed campuses and teaching sites (see attached.) She also discussed the draft Travel Policy for Faculty Teaching (see attached.)


- Dr. Carson reported that Sherry New has manually calculated the room usage for fall and has made some changes in Banner which resulted in errors in the original report filed with the System Office. The System Office has been notified. She also stated that the College will need to negotiate with Southern Poly in the future as to who gets to count utilization of space on their campus used by Floyd College.
- Dr. Carson announced that, due to the fact that 20-25 new part-time faculty have been hired this semester, a part-time faculty orientation will be held this week.
- Dana Davis announced that she has a new assistant, Jamie Cohran, who began work today.
- Dr. Pierce briefly discussed the article which was published in the AJC concerning the USG Foundation.
- Jeff Patty announced that he has submitted the draft Security Plan and expects feedback in February. He also reported that the Banner 6 upgrade has been completed. Jeff gave an additional report that the server room had flooded during the Winter Break.
- Ken Reaves announced that the mid-year retreat will be held on January 24 at either the Winshape Retreat Center or the Alumni Center at Berry College.
- Ken also announced that In-Service (2005) will be held on either August 10 or 11, which is the more likely date.
- Dr. Shade reported that enrollment is good for spring with 2874 registered and paid. This figure is 400 ahead of this date last year. There are two scheduled orientations this week, with a third as a back-up. The Rome campus has experienced the most significant increase for spring, while Cartersville also shows an increase. He announced that students who were wiped out just before the holiday break were sent postcards. Many of those are coming in today to re-register and pay.
- Dr. Shade announced that Kelly Gribble is the new Financial Aid Director, and that he will be replacing Lynn Bacon and Jamie Brynteson as well.
- Dr. Pierce announced that Dr. Stuart Gulley will be the speaker at the 2005 Commencement Ceremony on May 14. Dr. Pierce gave some brief background information on Dr. Gulley.

Other

- Jeff Patty announced that webmaster Michael Diprima started work today.
- Ken Reaves announced that it is annual evaluation time again.
- Dr. Kristie Kemper has been honored by being selected as the keynote speaker at the KSU Teaching and Learning Conference.

There being no further business, the meeting was adjourned at 2:30 p.m.

Respectfully submitted,

A handwritten signature in cursive script, reading "Barbara G. Griffith". The signature is written in black ink and is positioned above the printed name and title.

Barbara G. Griffith
Recording Secretary

**Minutes of the Administrative Council Meeting
Monday, February 7, 2005**

The Administrative Council met at 2:00 p.m. on Monday, February 7, 2005, in the President's Conference Room.

Present:

President Randy Pierce
Jeff Brown
Dr. Virginia Carson
Dr. Soumitra Chattopadhyay
Dana Davis
Dr. Tim Floyd
Carolyn Hamrick
Debbie Holmes
Dr. Bruce Jones
Wayne Jones

Dr. Bill Mugleston
Carolyn Parks
Ken Reaves
Dr. Barbara Rees
Shirley Roberson
Dr. Ron Shade
Dr. Wilbur Shuler
Judy Taylor
Doug Webb
Phyllis Weatherly

Absent:

Sheryl Ballenger
Jack Bishop
Howard Brooks
Sandie Davis
Rob Laltrello

Peter Matthews
Donna Miller
Jeff Patty
John Spranza
Ken Weatherman

The President opened with a Cabinet update:

Judy Taylor reported that the training has been completed for the vice chairs and team captains for the Retiree Division which ends in March. The Campaign leadership is getting ready to train the Board members and assign a dollar amount goal for that phase.

The Boards are now looking at Phase Two of the Campaign. Judy will take the contract with Clements to the Boards in the next month. There is now a publicity sequence planned for every two weeks for the remainder of the campaign.

The Technology Security Plan has been approved by the Cabinet.

Dr. Shade announced that the Banner Committee has proposed a new document imaging system with cost comparisons. Anyone interested can pick up a copy of the proposal from Dr. Shade. This request will be considered as part of the budget process for FY06.

The College is under the request of the System Office to convert from Social Security Numbers as an identifying number to something else. Dr. Shade referred to the attachment.

Dr. Carson reported that the BOR approved two changes to the College statutes at their January meeting. The Computer Committee was changed to the Technology Committee and there was some revision of the language for the Library Committee. Dana Pergrem is working to make the changes on the web and to bookmark the changes.

The College will deactivate the IT degree and certificate program. There are several students who are finishing this academic year. Southern Poly will teach their program out as well.

A selection has been made for Academic Recognition Day and will be announced soon.

Dr. Carson discussed the Principles for (Faculty) Promotion (attached.)

The Cabinet approved replacements for the following College Committees:

Sue Tarpley replaced Kristi Casey on the Affirmative Action Committee

Kelly Gribble replaced Wendy Shapiro as ex-officio member of the Financial Assistance Committee

Sandie Davis replaced Lynn Bacon on the Institutional Effectiveness Committee

Dana Davis discussed recent media coverage concerning the name change. There was a lengthy discussion. Dr. Pierce asked for suggestions for new names by the end of the month.

Dana Davis discussed scheduling requirements for printing jobs – two weeks' notice on regular jobs, more on complicated jobs. Additional one to one- and-one-half weeks are needed to design a job. There was a discussion concerning rush jobs. All jobs require approval of the College Relations Department because of graphics standards.

Dr. Pierce discussed the request by the System Office for peer institutions. He asked the Council members to submit suggestions to him or one of the VPs by tomorrow. Jack Bishop will also do research on this.

Dr. Pierce shared information discussed at the President's meeting on January 20.

The College will be submitting a Consolidated Five-Year Capitol Improvement Plan, which the College updates each year in conjunction with input from the Capitol Improvements Committee and through the budget process.

The College is moving through the negotiations and planning with Southern Poly; however, the plans have not been finalized. Dr. Carson discussed that it is important that the College channel all internal questions through to her and then they will be channeled to the appropriate Southern Poly staff.

Dr. Carson announced that a group made up of Sandie Davis, Phyllis Weatherly, Dr. Tim Floyd, and Laura Ralston has agreed to serve on a subcommittee on how to use time for registration.

There was a discussion concerning placing closing announcements on the website.

Phyllis Weatherly distributed information about the Career Information and Transfer Probe Fair on Monday, February 14 (see attached.)

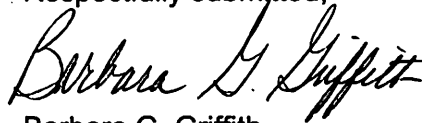
Dr. Rees announced that the Georgia Board of Nursing review team will be on campus on February 14-15. She thanked everyone for their help in gathering material.

Phyllis Weatherly announced that she has sent an e-mail asking for nominations for Insiders.

Doug Webb reported concerning a meeting held last week to address issues at the Bartow Campus. April 27 is the date to receive a CO on the building.

There being no further business, the meeting was adjourned at 3:15 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Barbara G. Griffith". The signature is fluid and cursive, with the first name "Barbara" being the most prominent.

Barbara G. Griffith
Recording Secretary

**Minutes of the Administrative Council Meeting
Monday, February 21, 2005**

The Administrative Council met at 2:00 p.m. on Monday, February 21, in the PCR.

Present:

President Randy Pierce
Sheryl Ballenger
Jack Bishop
Howard Brooks
Jeff Brown
Dr. Virginia Carson
Dana Davis
Dr. Tim Floyd
Carolyn Hamrick
Debbie Holmes
Dr. Bruce Jones
Rob Laltrello

Dr. Bill Mugleston
Carolyn Parks
Ken Reaves
Dr. Barbara Rees
Shirley Roberson
Dr. Ron Shade
Kelly Gribble
Dr. Wilbur Shuler
Judy Taylor
Phyllis Weatherly
Dr. John Reiners

Absent:

Dr. Soumitra Chattopadhyay
Wayne Jones
Pete Matthews
Donna Miller

Jeff Patty
John Spranza
Doug Webb

Dr. Pierce opened with an update on the Cabinet meeting in the morning.

Old Business

Administrators Teaching. Ken Reaves reported that there has been discussion concerning developing a policy which would allow administrators to teach outside of their regular work hours (evenings and weekends) and be compensated. It is still in the research stage. There was a brief discussion.

Campaign update. Judy Taylor reported that the campaign is moving forward with the retirees division, which will end the end of February. The Board division will take place in March.

Phase Two of the Campaign contract with the Clements Group will be discussed at the March 18 Foundation Board meeting.

New Business

Spring 2005. Dr. Carson discussed the report (attached.)

Ribbon cutting and Library at Cartersville. Dr. Pierce reported that the Ribbon Cutting has been delayed to possibly August and that the Library at the new

Cartersville Campus will not be ready when the campus opens for classes this summer. The opening is still scheduled for June 6.

Other.

Woodstock. Dr. Pierce reported that the College is no longer considering the old Woodstock Elementary as a teaching site. The arrangement with NMTC will be extended for at least another year.

Visits to Cobb County High Schools. Dr. Carson reported that she has been visiting Cobb County High Schools meeting with counselors. She has also been looking at prospects for part-time faculty.

RFI/Banking Services. Dr. Shuler reported that the RFI for banking services is now out on the market. An invitation has been sent to all banks in Rome.

Audit Exit interview. Dr. Shuler and his staff will be addressing audit concerns which were discussed in the recent audit exit interview.

Budgets. Dr. Shuler announced a reminder that each department budget director is responsible for managing their budgets. Overspending must be monitored within the department.

Student Development Organizational Chart and Monthly Summary. Dr. Shuler discussed the changes to the organizational chart and the January Report on Activities within Student Development (attached.)

Student Activities. Dr. Shuler also announced that there are a number of Black History Month activities.

Financial Aid Chat Night. There will be a Financial Aid Chat Night taking place throughout the state so that students and parents can ask questions. Personnel at GSFC will be available live to answer the questions.

Evaluations. Dr. Pierce reported that he is preparing for his presidential evaluation in March.

Other

Dr. Barbara Rees announced that the Georgia Board of Nursing has completed their evaluation of the program and there were only commendations. There were no recommendations.

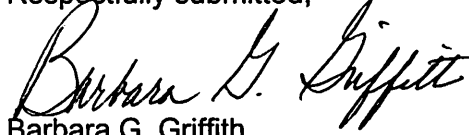
Dr. Carson reported that the Instructional Council would have an academic retreat in Marietta.

Rob Laltrello discussed IT efforts to deal with the latest SPAM from Huntington Bank.

Ken Reaves announced that there will be a faculty/staff meeting on Wednesday at 3:00 p.m.

There being no further business, the meeting was adjourned at 2:50 p.m.

Respectfully submitted,

A handwritten signature in cursive script, reading "Barbara G. Griffith". The signature is written in black ink and is positioned above the printed name.

Barbara G. Griffith
Recording Secretary

**Minutes of the Administrative Council Meeting
Monday, March 7, 2005**

The Administrative Council met at 2:00 p.m. on Monday, March 7, in the President's Conference Room.

Present:

Dr. Randy Pierce
Jack Bishop
Blanca Gonzalez (for Dr. Chattopadhyay)
Dr. Virginia Carson
Dana Davis
Sandie Davis
Dr. Tim Floyd
Carolyn Hamrick
Wayne Jones
Rob Laltrello

Dr. Bill Mugleston
Carolyn Parks
Jeff Patty
Ken Reaves
Dr. Barbara Rees
Shirley Roberson
Dr. Ron Shade
Dr. Wilbur Shuler
John Spranza
Judy Taylor
Phyllis Weatherly

Absent:

Sheryl Ballenger
Howard Brooks
Jeff Brown
Dr. Bruce Jones

Peter Matthews
Donna Miller
Kelly Gribble
Dr. John Reiners
Doug Webb

Dr. Pierce opened with a Cabinet Update:

New Business

Recommendations for Administrative Retreat

There were three locations for the retreat discussed, Amicalola Falls, Brasstown Resort, and Fieldstone Resort. The Cabinet decided that Brasstown would be the best location. The dates for the retreat are July 14-15, 2005.

Revised Admissions Standards

Dr. Pierce discussed the new Standards (see attached.)

HB 250 and HB 340

Dr. Pierce discussed the two bills (see attached.)

Other

Budgets. Dr. Shuler discussed the discrepancies with the past reports. They have been looking at the problems since September. This is now a System problem and OIIT is looking into it.

Visit to Southern Poly. Dr. Floyd reported concerning the Instructional Council visit to Southern Poly last week. Dr. Pierce reported that the MOU has been signed and returned to Dr. Rossbacher.

Student Services Retreat. Dr. Shade announced that there will be a Student Services Retreat this Wednesday in Cartersville.

Counselor's Brunch. There will be a Counselor's Brunch this Thursday in Cartersville.

Interviews for Student Development positions. The final interviews for the Assistant Director of Financial Aid position will be held this week. Also, the first interview for the Director of Admissions position is scheduled for Friday.

Foundation update. Judy Taylor reported that she met with the Co-chairs of the Foundation. The Executive Committee meets on Friday and the Board meets on March 18.

Phase Two of the Clements Contract will be presented to the Executive Committee and then to the Board with the recommendation that it be effective the first day of the month following the name change.

She will meet with the co-chairs of the Retiree Division today at lunch. So far, twenty-one gifts have been received for a total of \$12,000. There are still forty-one that will hopefully respond.

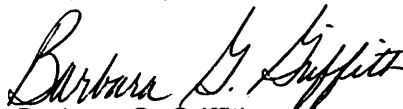
March 25 holiday. Dr. Pierce announced that Friday, March 25, will be a holiday. That will be an eight-hour-per-day work-week.

Other

Dr. Shuler announced that his staff will be on a retreat on March 23 in order to resolve audit issues.

There being no further business, the meeting was adjourned at 2:30 p.m.

Respectfully submitted,


Barbara G. Griffith
Recording Secretary

**The Meeting of the Administrative Council
Monday, March 7, 2005
2:00 p.m.
President's Conference Room**

AGENDA

1) Cabinet update

Old Business

A) None

New Business

- A) Recommendations for Administrative Retreat (Ken Reaves)
- B) Revised Admissions Standards (Dr. Pierce)
- C) HB 250 and HB 340
- D) Other
 - a. Budget (Dr. Shuler)
 - b. Visit to Southern Poly (Dr. Tim Floyd)
 - c. Student Services Retreat (Dr. Shade)
 - d. Counselors Breakfast in Cartersville (Dr. Shade)
 - e. Interviews for Student Development positions (Dr. Shade)
 - f. MOU with Southern Poly
 - g. Foundation update (Judy Taylor)
 - h. March 25 holiday

2) Other

**Minutes of the Administrative Council Meeting
Monday, March 28, 2005**

The Administrative Council met at 2:00 p.m. on Monday, March 28, 2005 in the President's Conference Room.

Present:

President Randy Pierce
Jack Bishop
Howard Brooks
Dr. Soumitra Chattopadhyay
Dana Davis
Sandie Davis
Dr. Tim Floyd
Carolyn Hamrick
Debbie Holmes
Dr. Bruce Jones
Wayne Jones

Wayne Jones
Rob Laltrello
Peter Matthews
Dr. Bill Mugleston
Carolyn Parks
Ken Reaves
Shirley Roberson
Dr. Wilbur Shuler
Judy Taylor
Dr. John Reiners

Absent:

Sheryl Ballenger
Jeff Brown
Dr. Virginia Carson
Donna Miller
Jeff Patty

Dr. Barbara Rees
Dr. Ron Shade
Kelly Gribble
John Spranza
Phyllis Weatherly
Doug Webb

Dr. Pierce opened with a Cabinet Update:

Old Business

Update on Mission Review and Name Change – Memo dated March 27, 2005. Dr. Pierce discussed the memorandum (attached.)

Press Conference – Name Change -- Wednesday, March 23. Dr. Pierce announced that he will hold a press conference on Wednesday at 11:00 a.m. in Centre Stage at Heritage Hall to announce the new name for the College which will be submitted to the BOR.

Student Development Monthly Report – attached. Dr. Pierce asked the group to review the report.

Other

Dr. Shuler discussed the Finance and Administration Retreat on Wednesday.

Dr. Pierce announced that the MOU with Southern Polytechnic State University has been signed. The College is getting ready to send a joint MRR request to Atlanta for the facilities Floyd College will use at Southern Poly. There was a brief discussion.

Peter Matthews announced that Hank Logan, Director of the State SBDC at UGA will retire June 30. The former Assistant Director will be the interim.

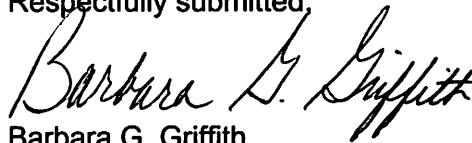
Ken Reaves asked that all supervisors turn in evaluations as soon as possible.

Sandie Davis reported that the Director of Admissions search committee has interviewed two candidates and will interview two more.

Dr. Pierce announced that Gail Campbell will be returning as Assistant Director of Financial Aid.

There being no further business nor discussion, the meeting was adjourned at 2:25 p.m.

Respectfully submitted,

A handwritten signature in black ink, reading "Barbara G. Griffith". The signature is written in a cursive, flowing style.

Barbara G. Griffith
Recording Secretary

**Minutes of the Administrative Council Meeting
Monday, April 4, 2005**

The Administrative Council met at 2:00 p.m. on Monday, April 4, 2005, in the President's Conference Room.

Present:

President Randy Pierce
Sheryl Ballenger
Jack Bishop
Howard Brooks
Dr. Virginia Carson
Dana Davis
Kelly Gribble
Debbie Holmes
Dr. Bruce Jones
Wayne Jones
Rob Laltrello

Dr. Bill Mugleston
Jeff Patty
Ken Reaves
Dr. Barbara Rees
Dr. Ken Weatherman
Dr. John Reiners
Shirley Roberson
Dr. Ron Shade
Dr. Wilbur Shuler
John Spranza
Judy Taylor

Absent:

Jeff Brown
Dr. Soumitra Chattopadhyay
Sandie Davis
Dr. Tim Floyd
Carolyn Hamrick

Pete Matthews
Donna Miller
Carolyn Parks
Phyllis Weatherly
Doug Webb

President Pierce opened with a Cabinet meeting update:

New Business.

FY 2006 Budget – Memo dated March 30, 2005 – FYI. Dr. Pierce referred to the memorandum (attached) commenting that this is for informational purposes and details what will happen in terms of FY 06. Dr. Pierce added that we should thank our legislators.

Biology supply fees. Dr. Carson discussed the listing of supply fees (attached.) This was approved by the Cabinet in their meeting and will be implemented in the fall.

Admissions. Dr. Carson asked that any questions or concerns about the new admissions requirements be directed to her as she will be attending a meeting on Friday and will get any questions answered at that time. Dr. Pierce briefly discussed the new standards as well as their impact.

Hiring. Dr. Carson discussed the attached listing of searches (attached.)

Name Change Advisory Group. Dr. Shade announced that any questions concerning the name change should be directed to the Office of College Relations. The

approval is expected on April 20. Orders for printed materials should go through that office as well.

Other.

In-Service, beginning of term and Orientation information for calendar. Dr. Carson discussed the August calendar dates (attached.) In-Service has been scheduled for August 10. The first official day of classes will be Saturday, August 20.

Date for Ribbon Cutting. The Ribbon Cutting at Cartersville has been scheduled for August 26 at 11:00 a.m.

Search/Finance and Administration positions. Wayne Jones discussed the two positions the two positions, a staff position and a budget manager.

Technical Training Session. Dr. Shuler announced that he has scheduled technical training during the month of April for his staff in preparation for year-end closing. He also stated that he is committed to resolving the audit issues.

RFP – Bookstore. Dr. Shuler announced that the RFPs for the Bookstore and the Food Service have been sent to State Purchasing.

Holiday schedule for 2006. Ken Reaves announced that the holiday schedule (attached) was approved by the Cabinet. The College will be reopening on January 2 in order to allow another day so the College can close on Monday, July 3.

Outdoor Advertising. Dana Davis announced that billboards will be going up around the Rome and Cartersville areas in an attempt to raise the awareness concerning the name change. She will do something else in Cobb County.

Student Engagement Survey. Jack Bishop announced that the results of the Student Engagement Survey will be received in approximately two to three weeks.

Clarification of locations at NMTC and Cobb County. Dr. Pierce discussed an erroneous report by the Cartersville newspaper as well as a couple of radio stations that the College would no longer be offering classes at North Metro Technical College. The College will be sending out the information to clarify this.

Other

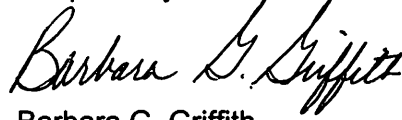
Spring Fling will be held on Wednesday, 11:00 a.m. until 1:00 p.m.

Dr. Bruce Jones announced that anyone doing training in the community should contact Continuing Education to let them know for reporting purposes.

Dr. Shade announced that there are several searches underway. Also, that Financial Aid has hired a person to assist in the implementation of unused modules in financial aid.

There being no further business, the meeting was adjourned at 2:35 p.m.

Respectfully submitted,

A handwritten signature in cursive script, reading "Barbara G. Griffith".

Barbara G. Griffith
Recording Secretary

**Minutes of the Administrative Council Meeting
Monday, April 18, 2005**

The Administrative Council met at 2:00 p.m. on Monday, April 18, 2005 in the President's Conference Room.

President:

President Randy Pierce
Sheryl Ballenger
Jack Bishop
Dr. Virginia Carson
Dr. Soumitra Chattopadhyay
Dana Davis
Sandie Davis
Dr. Tim Floyd
Dr. Bruce Jones
Wayne Jones

Rob Laltrello
Dr. Bill Mugleston
Jeff Patty
Debbie Holmes
Ken Reaves
Dr. John Reiners
Shirley Roberson
Dr. Ron Shade
Dr. Wilbur Shuler
Judy Taylor
Phyllis Weatherly

Absent:

Jeff Brown
Kelly Gribble
Carolyn Hamrick
Pete Matthews
Donna Miller

Carolyn Parks
Dr. Barbara Rees
John Spranza
Doug Webb

Dr. Pierce opened with a Cabinet Update:

Admissions Proposal. Dr. Carson reported that she will be attending a committee meeting in which the new admissions standards will be discussed. Presidential exceptions are a concern.

Mission Review update. Dr. Pierce discussed the letter dated April 7 concerning the College's request for a mission review (see attached.)

President's Meeting. Dr. Pierce reported concerning the President's meeting on April 14.

Student Development – March report. Dr. Shade discussed the report (attached.)

Student Services personnel update. Dr. Shade reported concerning recent hires in the Student Development Department.

Enrollment Report. Dr. Shade discussed the Enrollment Report (see attached.)

Other

PR immediately following name change approval. Dr. Pierce announced that he will be attending the BOR meeting on Wednesday when the new name is approved. Dana has the news releases ready.

Reception. Dr. Carson announced that there will be a reception at the Anna K. Davie School for students who have been involved in Jon Hershey's creative writing project.

Screening Committees. Dr. Carson reported that there are 17 screening committees in progress in her division.

Budget preparation. Dr. Shuler reported that he has received a memorandum of the System Office concerning the initial budget preparation.

RFP-Bookstore. The Bookstore RFP has been out since March 28. It will be reviewed to make a decision for July 1.

RFP-Food Service. This RFP has gone out as well.

Banking Proposals. Dr. Shuler reported that the banking proposals went to the BOR and the Treasury Department. They are on schedule for May 1 and to begin with a new bank on July 1.

Audit report. The College's audit score is a "3".

Telephone RFP. Rob Laltrello reported that the Voice-Over-IP RFP is going out for a second time and is still on track.

F/S Meeting on Wednesday – Campaign Celebration. The internal campaign celebration will be held in conjunction with the Faculty/Staff meeting on Wednesday.

Employee Recognition. Employee Recognition is scheduled for April 29.

Dr. Pierce reported concerning the scholarship luncheon.

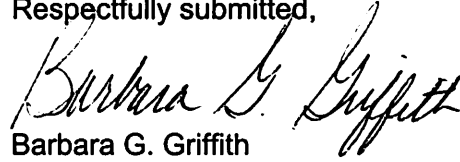
Wayne Jones reported that there are two more interviews for the Budget Manager position.

Sandy Davis reported that there are two new secretaries in the Enrollment Management Office.

Phyllis Weatherly reported that there are new Insiders and they are still recruiting more.

There being no further business, the meeting was adjourned at 3:05 p.m.

Respectfully submitted,

A handwritten signature in cursive script, reading "Barbara G. Griffith". The signature is written in black ink and is positioned above the printed name.

Barbara G. Griffith
Recording Secretary

**Minutes of the Administrative Council Meeting
Monday, May 2, 2005**

The Administrative Council met at 2:00 p.m. on Monday, May 2, 2005 in the President's Conference Room.

Present:

President Randy Pierce
Sheryl Ballenger
Dr. Virginia Carson
Dr. Soumitra Chattopadhyay
Dana Davis
Sandie Davis
Dr. Tim Floyd
Carolyn Hamrick
Dr. Bruce Jones
Wayne Jones
Dr. Bill Mugleston

Jeff Patty
Debbie Holmes
Todd Jones
Ken Reaves
Dr. Barbara Rees
Dr. John Reiners
Shirley Roberson
Dr. Ron Shade
Dr. Wilbur Shuler
John Spranza
Judy Taylor
Phyllis Weatherly

Absent:

Jack Bishop
Howard Brooks
Jeff Brown
Kelly Gribble

Rob Laltrello
Pete Matthews
Donna Miller
Doug Webb

Cabinet update

President Pierce opened with a Cabinet Update:

New Business.

College Committees. The Cabinet approved Committee nominations (attached.)

Human Services Gerontology Option Deactivation. Based upon a program review done last year, the Gerontology Option for the Human Services Program has been deactivated.

Program locations. Dr. Carson discussed program locations and offerings (see attached.)

Enrollment report. Dr. Shade discussed Summer and Fall 2005 enrollment (see attached.)

Dr. Shade introduced Todd Jones, Director of Admissions.

Other.

Jeff Patty announced that the RFP and RFQ for the Voice Over IP are on out on the street.

The new website is www.highlands.edu. The www.floyd.edu site now shows an announcement and then redirects to the Floyd site. The new website is under construction.

Dr. Shuler announced that he is getting ready to add daytime security at the new Cartersville campus as an interim once equipment is delivered.

Judy Taylor reported that the retiree division is close to the targeted fifty percent. A letter is going out later this week signed by Harold Boyd and Sarah Burkhalter. The Board division will be beginning and will be complete by mid-June. The public phase will begin mid-summer.

Dr. Shade discussed the project plan for the SSN conversion (see attached.) The plan was approved by the Cabinet this morning and will go to the BOR now to be implemented by the last week in October. As new cards are made with the new College name, the new ID number will be encoded on the card although it will not yet be activated. There was a brief discussion.

Dr. Carson announced that Madhvi Sethna has now taught out the Southern Poly program and has closed her office.

She also announced that Carolyn Hamrick and Monica Southern will move to Southern Poly next Monday to establish the program and get it off the ground.

Reminder: permission to interview for in-System candidates

Dr. Pierce reminded the Council that protocol is to ask permission or inform the President of a USG institution that we wish to interview their employee. This would be for Director level and up.

Other

Dana announced that they are working on a graphics standards manual. If anyone needs a log, let them know.

Wayne Jones needs everyone's raise information as soon as possible.

Phyllis Weatherly announced that there will be a Maymester orientation next week.

Dr. Barbara Rees announced that they had 300 applications for 90 slots in the freshman nursing class.

John Spranza announced that the search for an Assistant Director of Student Life is coming to a close with a recommendation due next week.

There being no further business, the meeting was adjourned at 3:15 p.m.

Respectfully submitted,

A handwritten signature in cursive script, reading "Barbara G. Griffith". The signature is written in black ink and is positioned above the printed name and title.

Barbara G. Griffith
Recording Secretary

**Minutes of the Administrative Council Meeting
Monday, May 16, 2005**

The Administrative Council met at 2:00 p.m. on Monday, May 16, 2005 in the President's Conference Room.

Present:

President Randy Pierce
Jeff Brown
Dr. Virginia Carson
Dr. Soumitra Chattopadhyay
Dana Davis
Sandie Davis
Kelly Gribble
Carolyn Hamrick
Dr. Bruce Jones
Wayne Jones
Rob Laltrello

Dr. Bill Mugleston
Carolyn Parks
Debbie Holmes
Ken Reaves
Shirley Roberson
Dr. Ron Shade
Dr. Wilbur Shuler
Judy Taylor
Phyllis Weatherly
Todd Jones

Absent:

Sheryl Ballenger
Jack Bishop
Howard Brooks
Dr. Tim Floyd
Pete Matthews
Donna Miller

Jeff Patty
Dr. Barbara Rees
Dr. John Reiners
John Spranza
Doug Webb

Dr. Pierce welcomed the group.

Assessment Session

Dr. Laura Musselwhite reviewed the assessment process and the Assessment Report Form (Copy attached.) These are due June 1.

Cabinet update

Dr. Pierce gave a Cabinet Update:

Naming Guidelines. The Cabinet read the Guidelines for a second time and reviewed the revisions adding an "Unnaming Provision." (Copy on file with the President's Cabinet Minutes.) The Guidelines will be sent to the System Office for approval.

Technology Committee. The Cabinet approved the Technology Committee membership per guidelines established by the Statutes Committee (Copy attached.)

Other

Faculty Advisory Committee Proposal. Dr. Pierce accepted a recommendation concerning faculty workload made by the Faculty Advisory Committee. This will become effective Fall Semester. (See Cabinet Minutes, 5/16/05.)

References to various campuses/teaching sites. Dr. Pierce discussed the references to the various campuses and sites: Floyd, Downtown Rome/Heritage Hall, Acworth, Cartersville, and Marietta. The new college letterhead will have the various locations listed at the bottom. The paper for the letterhead will be beige.

New Business

Annual Retention and Graduation Rates Improvement Plan. The Annual Retention Plan is due November 15 to Dr. Papp's office. Dr. Pierce has a copy of the information if anyone is interested in reviewing it.

Two-Year and State College Pilot Admissions Project. This was approved by the Board of Regents in April and is now in effect.

Marietta. The office at Southern Polytechnic State University is now open. Carolyn Hamrick is located in classroom D-125; however they will be moving this week or next to the new location which is D-165.

Carolyn Hamrick distributed an Admissions FAQ (Copy attached.)

Acworth. Sherry Sullivan is serving as part-time secretary until a person is hired to work fulltime. Laura Ralston is giving hours to assist with running the site. Dr. Tim Floyd is site coordinator.

SACS Substantive Change. Laura Musselwhite reported concerning the SACS Substantive Change which is being filed concerning the Marietta location.

STARS. The STARS grant has been funded for the third consecutive year. The College will receive \$1500 from the System which will be matched with \$1500 institutional money. Jeff Brown will coordinate for the Study Abroad Program. Individual students are allowed to earn up to \$500 per semester to apply toward the Study Abroad Program costs.

Enrollment Report. Dr. Ron Shade discussed the Enrollment Report dated May 13, 2005 (Copy attached.)

Other.

Student Development April Monthly Report. Dr. Shade discussed the report (Copy attached.)

Graduation. Dr. Pierce thanked everyone who worked on graduation.

IT update. Rob Laltrello reported that the workers are buying fiber from Walraven to behind the Library. Also, the RFP and RFQ for the Voice Over IP will be due on Tuesday and will be reviewed by IT. The IT staff is getting ready to work on the third floor at Cartersville.

Dana Davis away reminder of month. Dana announced that she will be on vacation the remainder of the month.

Other

Maymester classes started last week.

Rhinehardt College was successful in getting the Fullbright-Hayes Scholarship again and Dr. Bruce Jones will leave on May 29 and will return on June 29.

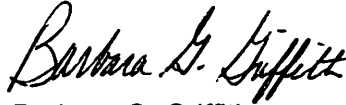
Dr. Shuler reported concerning a pre-bid conference concerning the outsourcing of the bookstore. The food service proposal is out and he will report as it progresses.

The offer has been made and accepted for the Budget Manager position, with a July 1 start date. A name will be announced when the paperwork is in.

Dr. Shuler reported that he spoke to fourth through sixth graders on the Career Day at Southeast Elementary School.

There being no further business, the meeting was adjourned at 3:10 p.m.

Respectfully submitted,

A handwritten signature in cursive script, reading "Barbara G. Griffith".

Barbara G. Griffith
Recording Secretary

**Minutes of the Administrative Council
Monday, June 6, 2005**

The Administrative Council met at 2:00 p.m. on Monday, June 6, 2005 in the President's Conference Room.

Present:

President Randy Pierce
Sheryl Ballenger
Jack Bishop
Dr. Virginia Carson
Dr. Soumitra Chattopadhyay
Dana Davis
Wayne Jones
Pete Matthews
Dr. Bill Mugleston

Jeff Patty
Debbie Holmes
Ken Reaves
Dr. John Reiners
Shirley Roberson
Dr. Ron Shade
Dr. Wilbur Shuler
Phyllis Weatherly
Todd Jones

Absent:

Howard Brooks
Jeff Brown
Sandie Davis
Dr. Tim Floyd
Kelly Gribble
Carolyn Hamrick
Dr. Bruce Jones

Rob Laltrello
Donna Miller
Carolyn Parks
Dr. Barbara Rees
John Spranza
Judy Taylor
Doug Webb

Dr. Pierce opened with a Cabinet update as follows:

Update on retreat. The Cabinet discussed the theme and agenda for the retreat. It was decided the theme would be what the College will look like August 1 and beyond. There are a number of other items on the agenda, such as Increasing Expectations with Catherine King, SACS accreditation, budget training with Dr. Shuler, 2005-06 Goals and Objectives, as well as a session regarding Advancement with Judy Taylor. Ken Reaves asked for suggestions and comments.

Enrollment update. Dr. Shade discussed the Enrollment Report dated June 3 (Attached.)

Other.

Carolyn Hamrick reported that they are registering students in Marietta. Acworth is stable with a somewhat reduced schedule. The enrollment at Acworth is down for the Fall, likely due to the announcements that we would not be offering classes there after Summer Semester. However, Georgia Highlands will be maintaining the offices we have had there before. The library operation there will also be the same.

The students who took the Physical Science/Physical Education in the Bahamas have returned. There were good results from the trip. The Wyoming (Geology) group left today.

Dr. Cook and his group have departed for their Study Abroad trip to Europe.

NYSP started today.

Summer Semester classes started today.

Dana Davis requested that, when reporting travel and presentations by faculty and administrators for Folks and Features, not to use just acronyms.

Dr. Pierce announced that a photocopy of the slide presentation "Creating a More Educated Georgia" is available in the President's Office for review. It is also likely on-line.

Dr. Pierce discussed Bill Shipp's column regarding the University System.

Jack Bishop announced that end of year assessment reports will be due soon. Those submitting reports will hear from him soon.

A full-time secretary has been hired at Acworth.

Dr. Chattopadhyay announced that this would likely be the last year for NYSP. The funding has been completely cut; however, alternative funding is being sought.

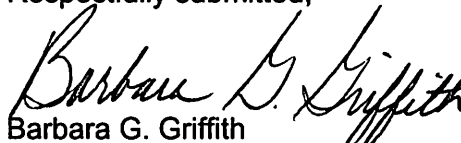
Dr. Mugleston announced that Sharon McCormick has accepted the position as secretary in the Social and Cultural Studies Division. She will be relocated to Cartersville once that campus is open.

Dr. Shuler announced that four bids came in on the Bookstore operation, Follet, Barnes and Noble, Nebraska, and College Bookstores.

Phyllis Weatherly reported concerning the new Insiders group.

There being no further business or discussion, the meeting was adjourned at 2:30 p.m.

Respectfully submitted,


Barbara G. Griffith
Recording Secretary

**Minutes of the Administrative Council Meeting
Monday, June 20, 2005**

The Administrative Council met at 2:00 p.m. on Monday, June 20, 2005 in the President's Conference Room.

Present:

President Randy Pierce
Sheryl Ballenger
Jack Bishop
Dr. Chattopadhyay
Sandie Davis
Kelly Gribble
Carolyn Hamrick
Wayne Jones
Dr. Bill Mugleston
Carolyn Parks

Debbie Holmes
Dr. Barbara Rees
Dr. John Reiners
Shirley Roberson
Dr. Ron Shade
Dr. Wilbur Shuler
John Spranza
Phyllis Weatherly
Dr. Rob Page
Todd Jones

Absent:

Howard Brooks
Jeff Brown
Dr. Virginia Carson
Dana Davis
Dr. Tim Floyd
Dr. Bruce Jones

Rob Laltrello
Pete Matthews
Donna Miller
Jeff Patty
Ken Reaves
Judy Taylor
Doug Webb

President Pierce opened with a Cabinet Update:

Old Business

Retreat Agenda – for review. The Cabinet reviewed and revised the retreat agenda (see attached.)

New Business

College catalog. The Cabinet discussed the issue of whether or not the catalog is needed in paper and/or CD format. There was further discussion by the Administrative Council. Shirley Roberson will find out how many catalogs are on hand. Dr. Chattopadhyay will finalize the updated catalog and will distribute to Division Chairs and Administrative Council members for review. Dr. Chattopadhyay suggested a one-year catalog and fewer copies. It was reported that the Enrollment Committee had discussed the issue and recommended the on-line catalog be updated more regularly. It was also recommended that there be enough printed catalogs for new students. Dana Davis will be informed of the suggestions.

Enrollment Report. Dr. Shade discussed the Enrollment Report for Summer and Fall dated June 17 (see attached.)

Student Development Monthly Report for May. Dr. Shade discussed the Monthly Report and allowed the Directors to highlight anything from their area in the report (see attached.)

Alumni/Employee/Retirees social August 26, 2005 Rome Braves (evening game). The Cabinet agreed that the event should be scheduled in cooperation with the event suggested by the Alumni Association Board of Directors. Ken Reaves will be informed of the Cabinet's discussion.

Report on Transfers. Dr. Carson discussed the Report on Transfers (see attached.)

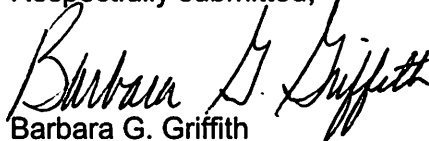
Other

Report on CBO meeting. Dr. Shuler reported concerning the recent CBO meeting.

There were reports from the various departments of the College. It was noted that the Administrative Council will be scheduled to meet at Marietta and Cartersville in the near future.

There being no further business or discussion, the meeting was adjourned at 3:10 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Barbara G. Griffith". The signature is fluid and cursive, with the first name "Barbara" being the most prominent.

Barbara G. Griffith
Recording Secretary