

**Minutes of the Administrative Council Meeting
Monday, July 10, 2006**

The Administrative Council met at 2:00 p.m. on Monday, July 10, 2006, in the President's Conference Room.

Present:

President Randy Pierce
Jeff Brown
Dr. Soumitra Chattopadhyay
Dana Davis
Dr. Tim Floyd
Debbie Holmes
Dr. Bruce Jones
Rob Laltrello
Donna Miller
Dr. Laura Musselwhite

Dr. Rob Page
Cynthia Parker
Jeff Patty
Ken Reaves
Dr. Barbara Rees
Dr. Ron Shade
Dr. Wilbur Shuler
Judy Taylor
Rhonda Twyman-Green
Dr. Renva Watterson

Absent:

Sheryl Ballenger
Howard Brooks
Dr. Virginia Carson
Sandie Davis
Kelly Gribble
Carolyn Hamrick

Todd Jones
Wayne Jones
Pete Matthews
Sheryl McKinney
Betty Nolen
John Spranza
Doug Webb

President Pierce opened the meeting with a Cabinet Update:

Cabinet Update:

- Judy Taylor discussed the agenda for the Administrative Retreat. Ken Reaves will e-mail everyone concerning housing for the retreat.
- Dr. Pierce reported on the July 6 president's meeting at the USG office. (See attached organizational chart.)
- Dr. Shade gave a report on enrollment (See attached.) He also discussed the student insurance programs (See attached brochures.)
- Dr. Shade reported concerning the financial aid audit for 05/06.
- Judy Taylor reported concerning a grant partnership with Garden Lakes Elementary School. The GHC role will be to teach life skills.
- Judy also reported concerning the Major Gifts Campaign.
- Dr. Laura Musselwhite announced that an offer had been made to a Director of Institutional Effectiveness and Research candidate. A response is expected today.
- Dr. Musselwhite announced that members of the Council will be receiving a copy of the results of the Planning Survey for review for discussion at the retreat.

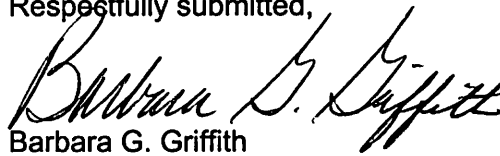
- Dr. Shuler discussed the budget process for 07/08. The planning will begin in August or September for submission by November. He also announced that auditors will be on campus in August or September.
- Jeff Patty reported that laptops are in house and IT is preparing to distribute them soon.

Other

- President Pierce introduced Dr. Renva Watterson, chair, Division of Humanities.
- Debbie Holmes has been invited to be an on-site reviewer in Texas.
- Rhonda Twyman-Green announced that she will distribute budget schedules at the retreat next week. Travel forms, purchase order requests, budget requests, and hiring forms are all available on the GHC website. The "Request for Authority to Hire" form is located under "Human Resources," "Authority to Hire." All others are listed under "Common Forms."
- Donna Miller announced that the pass rate on the National Boards for the recent Dental Hygiene graduating class was 100%.
- Jeff Brown announced that they are waiting on the electricians to complete their work at Heritage Hall so that the radio station can be moved in.
- Dr. Pierce announced that GHC has two Coca Cola scholars this year.
- Dr. Shuler reminded everyone that no purchases can be made without using a purchase requisition form or a purchase card. Invoices for unauthorized purchases will not be paid.

There being no further business nor was discussion, the meeting adjourned at 2:50 p.m.

Respectfully submitted,


Barbara G. Griffith
Recording Secretary

**Meeting of the Administrative Council
Monday, July 10, 2006
2:00 p.m.
President's Conference Room**

AGENDA

1) Cabinet update

New Business

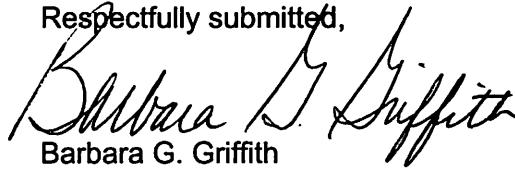
- A) Draft agenda for Administrative Council Retreat (Judy Taylor/Laura Musselwhite)**
- B) Report on President's Meeting (Dr. Pierce)**
- C) Other**
 - a. Student Services**
 - b. Advancement**
 - c. Institutional Effectiveness**
 - d. Finance and Administration**
 - e. IT**

2) Other

**Minutes of the Administrative Council Meeting
Monday, July 24, 2006**

Due to a short agenda, the Administrative Council meeting was cancelled, per Cabinet Minutes, July 24, 2006.

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, August 7, 2006**

The Administrative Council met at 3:00 p.m. on Monday, August 7, 2006, in Room 160 at the Cartersville Campus.

Present:

Dr. Randy Pierce, President
Dr. Fitzpatrick Anyanwu
Sheryl Ballenger
Dr. Soumitra Chattopadhyay
Dana Davis
Carolyn Hamrick
Debbie Holmes
Dr. Bruce Jones
Rob Laltrello

Sheryl McKinney
Dr. Laura Musselwhite
Cynthia Parker
Jeff Patty
Ken Reaves
Dr. Barbara Rees
Dr. Ron Shade
Dr. Wilbur Shuler
John Spranza
Judy Taylor

Absent:

Howard Brooks
Jeff Brown
Dr. Virginia Carson
Sandie Davis
Kelly Gribble
Todd Jones
Wayne Jones
Dr. Diane Langston

Pete Matthews
Donna Miller
Betty Nolen
Dr. Rob Page
Rhonda Twyman-Green
Dr. Renva Watterson
Doug Webb

Dr. Pierce welcomed the group and opened with a President's Cabinet update:

In-Service agenda. Ken Reaves discussed the In-Service agenda (see attached.) It was noted that the Financial Assistance Committee (referenced under Committee Meetings), has been changed to Scholarship Committee. Computer Committee has been changed to Technology Committee. The Scholarship Committee is a Committee of the College rather than "Other."

Student Services Update:

Enrollment. Dr. Shade discussed the Enrollment Update (see attached.) He stated that enrollment is accepted students is 700 ahead of last year. Applications are up at least 300 over this date last year. The orientation session this Saturday is filled. There are five more orientations after Saturday's prior to the first day of classes.

Staffing. Rebecca Cowan Storey has resigned and will work for the Georgia School for the Deaf.

Other.

- Dr. Shuler reported that State auditors are on campus for up to four weeks.
- Judy Taylor thanked everyone for attending the Naming Ceremony prior to the meeting (Naming of Room # 160 for Mr. and Mrs. Tommy Strickland.)
- Judy discussed the advancement series for GHTV, which will be submitted to the GHTV Advisory Board prior to production.
- Carolyn Hamrick asked that anyone having concerns regarding the Cartersville Campus contact her.
- Sheryl Ballenger announced that, at In-Service on Thursday, Dr. Shade will stress that faculty not accommodate students without a letter from her office.
- Jeff Patty announced that an IT/AV support position has been created at Cartersville and has been filled by Alison Hedrick. Her position will be filled.
- Dr. Pierce discussed Carolyn Hamrick's role as Director of Campus Operations at Cartersville. She will report to Dr. Pierce through the VPs. He hopes to hire someone to fill her former position at the Marietta site; however, it is on hold this year. Catherine King will be there on a part-time basis.

There being no further business, the meeting was adjourned at 3:45 p.m.

Respectfully submitted,


Barbara G. Griffith
Recording Secretary

**Meeting of the Administrative Council
Monday, August 21, 2006**

Due to the personnel needed to assist students with the first day of weekday classes, this meeting was cancelled.


Recording Secretary

**Minutes of the Administrative Council Meeting
Monday, September 11, 2006**

The Administrative Council met at 2:00 p.m. on Monday, September 11, 2006, in the President's Conference Room.

Present:

President Randy Pierce
Dr. Fitzpatrick Anyanwu
Sheryl Ballenger
Howard Brooks
Dr. Virginia Carson
Dr. Soumitra Chattopadhyay
Dana Davis
Sandie Davis
Kelly Gribble
Carolyn Hamrick
Debbie Holmes
Dr. Bruce Jones
Todd Jones
Rob Laltrello

Dr. Diane Langston
Donna Miller
Laura Musselwhite
Betty Nolen
Dr. Rob Page
Jeff Patty
Laura Ralston
Ken Reaves
Dr. Ron Shade
Dr. Wilbur Shuler
John Spranza
Judy Taylor
Dr. Renva Watterson

Absent:

Jeff Brown
Wayne Jones
Pete Matthews
Sheryl McKinney

Cynthia Parker
Dr. Barbara Rees
Rhonda Twyman-Green
Doug Webb

President Pierce opened the meeting.

Cabinet Update:

Faculty/Staff Meetings

Ken Reaves announced that Faculty/Staff meetings will be conducted in a Town Hall Meeting format. There will be two meetings, back-to-back, in Cartersville and on the Floyd Campus. The dates tentatively selected will be October 31 (Cartersville) and November 1 (Rome.) The meetings will be held in the afternoon. Additional dates selected are February 20 (Cartersville) and 21 (Rome.)

The fall meeting will be a platform for discussion of QEP. Judy Taylor asked for a white paper or some information prior to the meeting.

A topic will be selected for the February meeting.

Revised Georgia Highlands Organizational Chart

Dr. Pierce discussed the revised organizational chart (see attached.) Diane Langston suggested adding West Georgia ATP. It was agreed that this revision will be made.

Other

- Dr. Carson announced that a grant has been submitted to the Department of Labor on behalf of the nursing program to support retention as well as an on-line bridge program for LPN and paramedics to the nursing program. The grant would be approximately \$750,000 to be leveraged with \$250,000 institutional funds. There is an additional grant application being completed for service learning.
- There will be a Constitution Day Observance, as required by the federal government for institutions receiving federal financial aid. This will include a student panel on Thursday (September 14) at noon in Cartersville to debate the issue of reinstituting the draft. A listing of activities was distributed (see attached.)
- Dr. Carson discussed trend data (see attached.)
- She announced an academic planning day on Friday, September 15, regarding scheduling and planning through 2009. They will look at benchmarks and targets.
- The College is looking at "Six Sigma" and will conduct a seminar on this. Dr. Anyanwu will attend the Baldrige Conference.
- Dana Davis announced Chamber Expo dates – Polk County, October 5, 3-7 p.m.; Cartersville, October 25, 2-8 p.m.; Rome Business After Hours, November 3, 5:30 p.m. and Expo on Saturday, November 4, 10 a.m. -4 p.m. The 4th is open to the general public.
- Dana reported that several institutions of higher education as well as Darlington School are working with the Floyd Board of Health to develop a Pandemic Flu Crisis Plan. A final report is due to the State in February. This will help students and families deal with crisis, such as Avian flu, for example.
- Judy Taylor reported regarding the Rome International Film Festival. The committee hopes to do a better job in the college community next year.
- She announced that the Cartersville Sheriff's Department is adding to their scholarship fund this week. All officers are being required to have a two-year degree.
- Judy announced that the Foundation will be voting on two new board members at their next meeting.

Customer Service

Todd Jones reported on the USG Customer Service Initiative which deals with process improvements. He asked for input on the focus for next year. There was a lengthy discussion concerning Admissions/Financial Aid data.

Other

Betty Nolen reminded the division chairs to submit their nominations for the Faculty Advisory Council. Barbara Griffith will send a reminder.

Howard Brooks announced that the Safety Department is now writing tickets. He asked the department heads to remind people to get their hang tags. He stated that parking is tight on both campuses in Rome as well as Cartersville.

Laura Musselwhite reminded everyone that their unit plans are due October 1.

Todd Jones discussed the issue of e-mail policies as it relates to using institutional or other e-mail addresses as the official means of communication with students. Many institutions have moved to using only institutional e-mail addresses. He suggested that GHC may want to move in that direction. Jeff Patty stated that this can be done. Someone needs to notify him once the decision is made. Dr. Pierce stated that e-mail should not be the only means of communication with students. A decision needs to be made as to what other process needs to be used. He asked for input.

Laura Ralston gave an update on the improvements and the status of the Acworth location.

Dr. Carson reported that first time, full time freshmen make up roughly 27% of the student population at GHC. The population of traditional-age students is increasing. She asked that the e-mail addresses for first-time, full-time enrollees be protected or kept active longer, for instance in the summer, when they may not sign up for classes. This is an important segment of our population.

Carolyn Hamrick reported that there are over 1400 students enrolled at the Cartersville campus.

Rob Laltrello continued the discussion concerning student e-mail. He asked for input regarding student e-mail addresses which need to be changed.

Sheryl Ballenger asked if the Outlook distribution list for "Everyone On All Campuses" be revised and shown by last name. It is becoming increasingly difficult to find employees by first name. Rob will work on this.

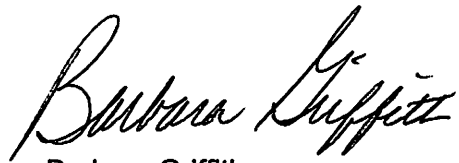
John Spranza announced that there will be an essay contest which will be a Constitution Day activity for next week. The deadline is this Wednesday. He asked that the Council assist with promoting it in classes. There will be a \$50 first prize.

John announced the Smithsonian Exhibit which arrives this week and will be on display for eight weeks. The name of the exhibit is "Feast Your Eyes—The Unexpected Beauty of Vegetable Gardens." The opening reception will be on Sunday, September 24, 1:00-4:00 p.m. in the Art Gallery in the Lakeview Building. The community is invited to attend. He is also working on getting student volunteers to man the exhibit September 24-November 19 after hours.

Diane Langston reported that the ATP at West Georgia is underway, with 150 first time, full time students. There is a Task Force looking at how to better serve this group of students. She asked for input regarding issues and concerns.

There being no further business, the meeting was adjourned at 3:25 p.m.

Respectfully submitted,

A handwritten signature in black ink, reading "Barbara Griffith". The script is cursive and fluid, with the first name "Barbara" being larger and more prominent than the last name "Griffith".

Barbara Griffith
Recording Secretary

**Meeting of the Administrative Council
Monday, September 25, 2006**

The Administrative Council met at 2:00 p.m. on Monday, September 25, 2006, in the President's Conference Room.

Present:

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

Rob Laltrello
Sheryl McKinney
Laura Musselwhite
Dr. Rob Page
Jeff Patty
Laura Ralston
Ken Reaves
Dr. Barbara Rees
Dr. Ron Shade
John Spranza
Judy Taylor
Rhonda Twyman-Green
Dr. Renva Watterson

Absent:

Howard Brooks
Jeff Brown
Kelly Gribble
Dr. Diane Langston
Pete Matthews

Donna Miller
Betty Nolen
Cynthia Parker
Dr. Wilbur Shuler
Doug Webb

The President opened the meeting.

Cabinet Update:

Dr. Anyanwu made an announcement that unit plans are due on October 1. The Cabinet will look at the objectives for 2007-2010. They will be made available.

Dr. Musselwhite discussed the organizational chart (see attached.) The question mark by Rob Watts' name was removed. This is the official organizational chart unless there are changes.

Dana Davis reported that she has met with other colleges and schools in the Rome area. They are working on an institutional response to a Pandemic crisis, and are charged with developing a response depending on the level of crisis. Dr. Barbara Rees will become the Pandemic Coordinator for Georgia Highlands College. Dana and Dr. Rees will discuss the plan. The hospitals will use students in the GHC nursing program. There was a brief discussion.

Dr. Carson made the following announcements, based upon the agenda from the Cabinet meeting:

- An Advisory Group for GHTV has been appointed (see attached.) The Cabinet has endorsed the nomination made by the Instructional Council, with the addition of a student representative. The president will meet with the Board in the near future for the purpose of giving them their charge.
- Dr. Carson announced that the College has submitted proposed revisions to the Faculty Statutes. She will send them to the Administrative Council via e-mail. The revisions do not change the responsibilities outlined in the Statutes.
- The College is getting ready to submit a grant proposal for service learning to the AACC. The service learning must be implemented throughout the community. The proposal must address bi-lingual needs in the community.

Carolyn Hamrick reported that Constitution Day was very well represented at the Cartersville Campus.

Dr. Shade announced that the Phi Theta Kappa fall induction ceremony was held recently, where 59 students were inducted.

He reported that the search committee to replace Doug Webb will be meeting soon.

Eight orientation sessions are tentatively scheduled for spring.

Customer Service workshops have been scheduled through the Continuing Education Department.

Dr. Shade asked for volunteers for the Guaranteed Tuition Appeals Committee.

He announced the Community Speakers Series (see attached,) which will be four-part, two in the fall and two in the spring. Judy Taylor discussed the programs in more detail and handed out brochures. John Spranza discussed how this will be promoted to students. There was a discussion concerning scheduling at the other campuses and teaching sites. It was suggested that future speakers be taped; however, this would have to be negotiated in the contract.

John Spranza announced that the Smithsonian Exhibit has opened with a reception held yesterday. The exhibit will be open daily, 9 a.m. until 5 p.m. Monday through Thursday, and 9 a.m. until noon on Friday, for the next eight weeks.

Judy Taylor discussed the Suzanne Gordon conference scheduled for Wednesday. This will be professional development for nurses.

Rhonda Twyman-Green announced that budget reports for July through September will be available in mid-October, and will be distributed monthly thereafter.

Rob Laltrello will send an e-mail to everyone on all campuses concerning the door swipe (security) system at Cartersville.

Dr. Watterson announced that Carol Souders, the new secretary in the Humanities Division, began work this morning.

Dr. Jones reported that the second session of the Leadership Academy was held last Friday.

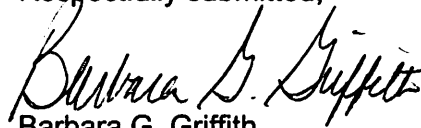
Ken Reaves announced that October 8 will be the beginning of the Annual Charitable Contributions Campaign drive. He will send information concerning this. Pledges at the College totaled \$12,000 last year and he hopes to match that amount again this year.

He announced that PeopleSoft has a new system where employees can go in and look at their personnel information on-line and made some limited changes.

Sheryl McKinney announced the second set of Skills Workshops in Cartersville.

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

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Barbara G. Griffith".

Barbara G. Griffith
Recording Secretary

**The Meeting of the Administrative Council
Monday, October 2, 2006**

The meeting of the Administrative Council scheduled for October 2, 2006, was cancelled due to no agenda items.

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

**Meeting of the Administrative Council
Monday, October 16, 2006**

The Administrative Council met on at 2:00 p.m. on Monday, October 16, 2006, in the President's Conference Room.

Present:

President Randy Pierce
Dr. Fitzpatrick Anyanwu
Sheryl Ballenger
Howard Brooks
Jeff Brown
Dr. Virginia Carson
Dr. Soumitra Chattopadhyay
Dana Davis
Sandie Davis
Kelly Gribble
Carolyn Hamrick
Dr. Bruce Jones
Todd Jones
Wayne Jones

Rob Laltrello
Dr. Diane Langston
Sheryl McKinney
Dr. Laura Musselwhite
Dr. Rob Page
Cynthia Parker
Ken Reaves
Dr. Ron Shade
Dr. Wilbur Shuler
John Spranza
Judy Taylor
Rhonda Twyman-Green
Dr. Renva Watterson
Dr. Catherine King

Absent:

Debbie Holmes
Pete Matthews
Donna Miller

Betty Nolen
Jeff Patty
Dr. Barbara Rees
Doug Webb

President Pierce opened the meeting with a Cabinet Update:

Strategic Planning Objectives, 2007-2010

Dr. Anyanwu gave an update on the Strategic Objectives for 2007-2010 (See attached.)
The Council members are to review the objectives and give input within one week.

Calendar Committee

Dr. Pierce announced that the Calendar Committee will convene to look at the calendar in order to assure that all dates are approved by the Committee and the Cabinet.

GHC Policy Manual

Dr. Musselwhite gave an update on the Policy Manual. She will be tracing back to approval dates on policies. Each area will be asked to review their sections from the President's Office. Once completed, a printed copy of the manual will be kept in the President's Office. Sixteen or so sections will be printed for various departments. The manual will be available on-line. She is working with the webmaster to create links.

Other

Dr. Pierce discussed the new budget process.

Ken Reaves announced that the Charitable Contributions Campaign is off to a good start, raising \$3,000 in the first week. He is seeking 100% participation.

Dr. Shade reported that spring admissions applications are ahead of this time last year. He distributed the report (See attached.) Dr. Pierce interjected that 700 students applied in the last two weeks prior to fall. This will continue to be a trend and decisions need to be made as to how to accommodate these students.

He also reported that the third session of the Customer Service Training was held this morning. There will be one more session.

Dr. Shuler discussed the budget process in more detail.

Rhonda Twyman-Green announced that October 31 is the deadline for submitting information for the 08 budget. Information for the 07 budget is required as a baseline. She asked that any requested information be submitted promptly.

Carolyn Hamrick announced that Advising Daze is being held today.

Dr. Carson reported on the following:

- use of VISTA by students and faculty. It has been well-received by students.
- an advance two-year schedule of offerings is being developed.
- the Leadership Academy is in full swing with 15 faculty members enrolled.
- Advising Daze is in place this week. This is one of two no-cost retention activities.
- Faculty members are interested in information sent by Ken Reaves regarding a day honoring veterans. There will be more information forthcoming.

Sandie Davis announced that registration for spring begins on November 15. Schedules will be sent to the printer tomorrow.

Sheryl Ballenger that Disabilities Day will be held on Wednesday on the Floyd Campus and Wednesday, October 25, in Cartersville.

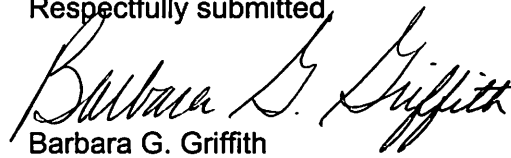
Sheryl McKinney announced that additional majors workshops will be offered by Counseling and Career Services.

John Spranza announced that this is National Collegiate Alcohol Awareness Week. There will be a mocktail party and a game show.

Howard Brooks announced that the Safety and Security Office now has a wheelchair at each security location. Rome, Cartersville, and Heritage Hall also have crutches available.

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 and title.

Barbara G. Griffith
Recording Secretary

**Minutes of the Administrative Council Meeting
Monday, November 13, 2006**

The Administrative Council met at 2:00 p.m. on Monday, November 13, 2006, in the President's Conference Room. Dr. Pierce was unable to attend the meeting and asked Dr. Carson to conduct the meeting in his absence.

Present:

Dr. Fitzpatrick Anyanwu
Dr. Vera Brock
Jeff Brown
Dr. Virginia Carson
Dr. Soumitra Chattopadhyay
Dana Davis
Sandie Davis
Kelly Gribble
Debbie Holmes
Dr. Bruce Jones

Todd Jones
Rob Laltrello
Dr. Diane Langston
Dr. Laura Musselwhite
Dr. Rob Page
Cynthia Parker
Dr. Ron Shade
Dr. Wilbur Shuler
Judy Taylor
Dr. Renva Watterson

Absent:

Sheryl Ballenger
Howard Brooks
Carolyn Hamrick
Wayne Jones
Pete Matthews
Sheryl McKinney
Donna Miller
Betty Nolen

Jeff Patty
Dr. Randy Pierce
Ken Reaves
Dr. Barbara Rees
John Spranza
Rhonda Twyman-Green
Doug Webb

Dr. Carson opened the meeting by welcoming the members of the Council.

President's Cabinet Update:

2007-2010 Strategic Objectives. Dr. Anyanwu reported concerning the Cabinet's discussion of the proposed Strategic Objectives (see attached.) Assignments have been and are continuing to be made by major divisions. He would like to start looking at implementation of the Objectives. The next stage will be to approve the Objectives at the December Cabinet meeting. The major divisions should make a list of those who will work with them to accomplish these objectives and to produce the next level document.

Dr. Musselwhite added that outcomes should be developed by each area. If outcomes have already been developed that fit with the Roman numerals, send them to her this week.

Dr. Anyanwu stated that anyone needing assistance should call him.

College Winter Retreat. Dr. Carson discussed the proposed mid-year retreat dates (January 23 or 24, 2007,) and asked everyone to hold these dates (see attached.) The confirmed date will be announced as soon as possible.

Work schedule for Thanksgiving week. The Cabinet voted to close the College at 2:00 p.m. on Wednesday, November 22 (the day before Thanksgiving.) (See attached.) Each office was asked to post notices of hours. College Relations will furnish signage.

Georgia Highlands College Proposed Holiday Schedule for 2007 and 2008. Dr. Carson announced that the 2007 and 2008 holiday schedules have been approved by the Cabinet (see attached.) The only variable would be if the College is on a 4/10 work schedule for the summer which would affect the Independence Day holiday in 2008.

Guaranteed Tuition Appeals Policy. Dr. Shuler discussed the proposed Tuition Appeals Process (see attached.) In the discussion by the Cabinet, it was suggested that he add a submittal date and response time.

Dr. Carson added that this was a first reading and the second reading will be at the next Cabinet meeting on November 27.

Community College Survey of Student Engagement 2007 Membership. Dr. Carson discussed the CCSSE membership. The College will rejoin and participate in the Spring 2007 survey. One reason is that it may be tied to QEP. **The Minutes are updated to reflect that the membership would be \$4500 and the faculty survey will cost \$800. This was not budgeted; therefore, the College will consider this at a later date.**

Policies: Access Center (First Reading,) GHC College Relations (First Reading,) and GHC Library Policies (First Reading.) Dr. Musselwhite discussed the policies which were read and discussed by the Cabinet (see attached.) She explained that these policies have been in place; however, they were not approved by the Cabinet. Minor revisions will be made to the Access Center policies. All policies will be brought back to the Cabinet at their next meeting for a second reading and approval.

Dr. Musselwhite discussed the Policy Manual project. A hard copy of the manual will be placed in the President's Office. An electronic copy will be made available on-line. Each Division/Department will receive a hard copy of any sections which affect their divisions. Dr. Anyanwu suggested that a hard copy be placed in the Library. All future revisions will need to be approved by the President's Cabinet.

Other

- Jeff Brown gave an update on the Study Abroad program.
- Dr. Anyanwu asked everyone to complete their Climate Survey.
- Dana Davis reported that she has been working on the Crisis Communication Plan. The Cabinet will review the Plan at their next meeting. She is also working on the Pandemic Crisis Plan.

- Dr. Shade announced that this is the first day of registration for the Spring Semester. Applications are up 180 or so ahead of this date last year.
- Dr. Shade announced that two people have resigned in the Student Services Division – Richard Bramlett and Kelli Gribble.
- He announced that Todd Jones will introduce the Out-of-State Waiver Policy at the next meeting of the Cabinet.
- Kelli Gribble announced that she will begin work on December 1 at the Department of Labor.
- Dr. Rob Page announced that work on the Summer Semester schedule is underway.
- Dr. Langston reported regarding a meeting at West Georgia to discuss advising for the ATP.
- Dr. Watterson reported regarding the English Assessment Essay.
- Todd Jones reported that there will be an orientation on Friday. Sixty-three students have signed up for this session.
- Dr. Shuler reported that he had sent bills with cover letters to all students who owe money. Students will not be able to register for Spring until the accounts are paid.
- In addition, he announced that there will be an internal audit beginning the first of December to check internal controls. He discussed some examples of controls they will be auditing.
- Dr. Shuler discussed concerns regarding turning in student's time sheets. He asked everyone to pass along to those that were not in attendance that the person or persons responsible should send in student's time sheets on time so that they will be paid according to schedule.
- Dr. Musselwhite announced that the Compliance Certification is not fully complete. Documentation is still required. There will be a SACS Leadership meeting today at 3:00 p.m.
- Dr. Carson announced that the Board of Regents has approved the revised Faculty Statutes.
- She also discussed the 2006-2007 BOR Strategic Planning Principles Teams (see attached.)
- Judy Taylor invited the Council members to the press conference scheduled for 1:00 p.m. on November 29, to name the Library at Cartersville.
- Judy thanked everyone for their thoughts, prayers, cards, and flowers in the passing of her mother-in-law.
- She reported that a Study Abroad grant application has been submitted which will provide for release time for faculty.
- Debbie Holmes reported that the Library has been conducting a survey of Library services. She asked for assistance with responses from students at Carrollton and Acworth. Vera Brock will send something to WebCT so that nursing students will respond.
- Rob Laltrello will institute a trouble ticket system again to help with assessment data.

There being no further business, the meeting was adjourned at 2:45 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, November 27, 2006**

The Administrative Council met at 2:00 p.m. on Monday, November 27, 2006, in the President's Conference Room.

Present:

Dr. Randy Pierce, President
Dr. Fitzpatrick Anyanwu
Sheryl Ballenger
Dr. Vera Brock, for Dr. Barbara Rees
Howard Brooks
Gail Campbell
Dr. Soumitra Chattopadhyay
Sandie Davis
Kelly Gribble
Debbie Holmes
Dr. Bruce Jones
Todd Jones
Rob Laltrello

Dr. Diane Langston
Sheryl McKinney
Donna Miller
Dr. Laura Musselwhite
Dr. Rob Page
Cynthia Parker
Jeff Patty
Ken Reaves
Dr. Ron Shade
Dr. Wilbur Shuler
Judy Taylor
Dr. Renva Watterson

Absent:

Jeff Brown
Dana Davis
Carolyn Hamrick
Wayne Jones

Pete Matthews
Betty Nolen
John Spranza
Rhonda Twyman-Green
Doug Webb

President Pierce began the meeting with an update from the President's Cabinet meeting:

Access Center Policies – Second Reading

Six of seven Access Center Policies were approved by the Cabinet (see attached.) The seventh policy, regarding Requesting an Accommodation Letter, will be revised based on recommendations made by Sheryl Ballenger and will be brought back to the Cabinet in December.

GHC College Relations Policies and Procedures – Second Reading

The Printed Materials Policy will be revised. The Logo Policy and the Media Inquiry Policy were approved as proposed (see attached.)

GHC Library Policies – Second Reading

The Library policies were approved by the Cabinet (see attached.)

Comprehensive Program Review Plan

Dr. Musselwhite discussed the Review Plan (see attached.) There will be a CPR workshop in Macon in February, which will be attended by several representatives from GHC.

Enrollment Update – Spring

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

Purchasing and Receiving Procedures – FYI

Dr. Shuler discussed the new procedures, requiring a change regarding purchasing authority. The new procedure now requires a signature on each purchase order. It provides for an alternate person whose signature will be kept on file. This addresses a citing on the last audit. This procedure will be part of the purchasing policy already in existence.

Other

- Kelly Gribble discussed the information regarding the yearly reporting of financial aid data (see attached) and information regarding withdrawals.
- Ken Reaves announced that the Charitable Contributions Campaign ends tomorrow.
- Dr. Shade reported that the Cabinet considered the Tuition Waiver Policy as a first reading. The policy will be brought back to the Cabinet. He asked that any questions be addressed to Todd Jones.
- Dr. Musselwhite thanked everyone who sent outcomes and reminded the others to send them.
- Dr. Langston reported that Learning Support is 2/3 way through WGA advising. They are holding classes to a minimum; however, there are more students than last year.
- Howard Brooks reported that he is rewriting drill procedures.
- Sheryl McKinney announced that the next orientation session will be held this Friday. It is at capacity.
- Dr. Brock reported that the nursing applications are now on the website. There are two changes to the application – they can choose the site (Rome or Acworth), and there is a \$20 fee for the application.
- Dr. Shuler discussed the food service, which will close when the winter break begins.
- Dr. Shuler discussed concerns regarding security at Cartersville, in light of a recent incident and plans to eliminate shifts of security at certain times at that location.
- Judy Taylor reminded everyone of the press conference on Wednesday to celebrate the naming of the library at Cartersville. Dr. Pierce announced that Regents Chairman Allan Vigil will be in attendance.
- Dr. Shuler elaborated briefly on the November 30 budget hearing at the System Office.
- Dr. Pierce briefly discussed itinerary for the Chancellor's visit on Monday, December 4.

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 written in a cursive, flowing style with a large initial "B".

Barbara G. Griffith
Recording Secretary

**Minutes of the Administrative Council Meeting
Monday, December 18, 2006**

The Administrative Council met at 2:00 p.m. on Monday, December 18, 2006, in the President's Conference Room.

Present:

President Randy Pierce
Dr. Fitzpatrick Anyanwu
Jeff Brown
Dana Davis
Sandie Davis
Carolyn Hamrick
Todd Jones
Wayne Jones

Phil Kimsey
Dr. Diane Langston
Sheryl McKinney
Dr. Laura Musselwhite
Ken Reaves
Dr. Ron Shade
Dr. Wilbur Shuler
Rhonda Twyman-Green

Absent:

Sheryl Ballenger
Howard Brooks
Dr. Virginia Carson
Dr. Soumitra Chattopadhyay
Debbie Holmes
Dr. Bruce Jones
Rob Laltrello
Pete Matthews

Donna Miller
Betty Nolen
Dr. Rob Page
Cynthia Parker
Jeff Patty
Dr. Barbara Rees
John Spranza
Judy Taylor
Dr. Renva Watterson

President Pierce opened the meeting with a Cabinet update:

Strategic Objectives, 2007-1020—Revised—Presented for Action. Dr. Anyanwu discussed the Objectives, which were approved by the Cabinet in their morning meeting (see attached.) He stated that the Objectives will be implemented at the beginning of 2007. He asked for suggestions or whether or not anyone objected. There were no comments.

Access Center Policy: Requesting an Accommodation Letter (Students.) Dr. Musselwhite discussed the revision to the policy which regard to retroactions (see attached.) The Cabinet approved the Policy in their meeting.

Policy: (College Relations) Copy materials – Third Reading. The Policy was approved by the Cabinet (see attached.)

Guaranteed Tuition Appeals Process – Second Reading. Dr. Shuler discussed the Policy which was approved with changes by the Cabinet (see attached.) The revision was in the number of days a student is allowed to submit an appeal and also in the number of days in which the College must respond.

Guidelines for Merit Increases—Revised—Third Reading. Ken Reaves discussed the guidelines as a new item to the Administrative Council (see attached.) He asked everyone to read the guidelines, which were approved by the Cabinet. There was a discussion.

Out of State Tuition Waiver Policy –Revised—Second Reading. Todd Jones discussed the policy which was approved by the Cabinet (see attached.)

Mid-Year Administrative Retreat –January 24, 2007. Ken Reaves announced that the retreat is scheduled for Wednesday, January 24, 2007 at the Winshape Retreat Center. The retreat will begin at 9:00 a.m. There will be a charge of \$28 per person.

College Relations Crisis Communications Plan—First Reading. Dana Davis discussed the proposed plan. This will be brought back to the Cabinet at the first meeting in January.

Policy: Learning Support Procedures Manual—First Reading. Dr. Musselwhite discussed the manual (see attached.) The Cabinet will read for a second time in January and take action.

Enrollment Update. Dr. Shade discussed the enrollment update (see attached.)

Other

- Todd Jones gave an update on orientation.
- Dr. Pierce announced he will be in Atlanta tomorrow meeting with the Chancellor. Dr. Shade will fill in tomorrow for him at the employee luncheon.
- Dr. Shuler introduced Phillip Kimsey, Director of Physical Plant, and reported briefly on the internal audit.
- Phillip Kimsey announced that if anyone needs anything, just e-mail or call him.
- Sandie Davis made an announcement that the auditors have required Enrollment Management to revoke some Banner accesses. She also reported that grades have been input and have been rolled to history.
- Laura Musselwhite reported that SACS compliance certification is complete and is being put into the web structure. She also discussed QEP briefly. There will be a letter coming from Dr. Pierce's office after the holiday break.
- Ken Reaves asked if there was any training outlined in the Communication Plan for front-line people. Dana responded that there would be a script for the front-line people. There was a discussion.
- Dr. Shade asked a question concerning paying tuition on-line during the break. Wayne Jones will look into this, due to month-end closing.

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

Respectfully submitted,



Barbara G. Griffith
Recording Secretary