

**Meeting of the Administrative Council
Monday, January 8, 2007**

Due to the light agenda and the President and VP Carson attending the swearing-in of the governor in Atlanta, the Administrative Council meeting was cancelled.

**Minutes of the Administrative Council Meeting
Monday, January 22, 2007**

The Administrative Council met at 2:00 p.m. on Monday, January 22, 2007, in the President's Conference Room.

Present:

President Randy Pierce	Dr. Diane Langston
Dr. Fitzpatrick Anyanwu	Wilma Maynard
Gail Campbell (Interim Director, Financial Aid)	(for Sheryl Ballenger
Dr. Virginia Carson	Betty Nolen
Donna Daugherty*	Dr. Rob Page
Dana Davis	Cynthia Parker
Sandie Davis	Jeff Patty
Brent Griffin*	Ken Reaves
Carolyn Hamrick	Dr. Ron Shade
Debbie Holmes	Dr. Wilbur Shuler
Dr. Bruce Jones	John Spranza
Todd Jones	Sue Tarpley (for Sheryl McKinney)
Phillip Kimsey	Judy Taylor
Catherine King*	Rhonda Twyman-Green
Rob Laltrello	Dr. Renva Watterson

Absent:

Sheryl Ballenger	Peter Matthews
Howard Brooks	Sheryl McKinney
Jeff Brown	Donna Miller
Dr. Soumitra Chattopadhyay	Dr. Laura Musselwhite
Wayne Jones	Dr. Barbara Rees

*Donna Daugherty is serving as temporary coordinator for science; Brent Griffin, temporary coordinator for mathematics; and Catherine King, temporary coordinator for physical education during Dr. Soumitra Chattopadhyay's absence.

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

Old Business

Revised Background Checks Policy – Second Reading – Approved. Ken Reaves discussed the revised Background Checks Policy, with changes noted in bold type, which was approved by the Cabinet (see attached.)

2007-2010 Strategic Planning Objectives – FYI. Dr. Anyanwu discussed the Strategic Objectives (see attached,) and explained that the next step will be to add mission statements for the four major divisions – President, Academic, Finance, and Student Services. He added that this is a living document and subject to updates and revisions.

New Business

Enrollment update. Dr. Shade discussed the enrollment report and reported an increase of just over 6% in enrollment from spring to spring (see attached.)

Climate Survey. Dr. Anyanwu and Ken Reaves discussed the summary of the Climate Survey (see attached.)

Winter Retreat Agenda. Ken discussed the agenda (see attached) for the winter retreat scheduled for Wednesday (January 24.) He asked that anyone not able to attend let him know. There were some minor revisions to the agenda (see attached.) There will be a budget discussion. Dr. Pierce announced that Willis Potts, Regent for the 11th District, would make a few comments and then have lunch with the group. Ken Reaves will send the revised agenda by e-mail.

Customer Service Initiative. Todd Jones reported concerning the Customer Service Initiative. The Chancellor would like to incorporate CSI w/Lean Six Sigma. He would like for each institution to undergo training. KSU and Southern Poly are offering training. He will be looking at co-sponsoring training with Dalton to reduce the cost. A Steering Committee is to be formed by each institution to implement and keep it going.

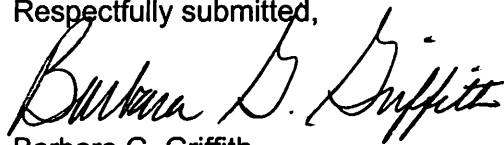
Other.

- Phil Kimsey announced that there will be a contractor's meeting at 11:00 a.m. tomorrow at Heritage Hall. All department heads have been invited as well.
- Judy Taylor announced that Alumni Development is beginning to have alumni meetings in Cedartown, Rockmart and Rome.
- The book entitled "We Fly By Night," authored by Jim Cook is in this week.
- Dr. Shuler announced that he will be e-mailing the year-end closing schedule within the next day or two. He asked for comments.
- He also announced that Flex Spending Account Guidelines will be e-mailed soon.
- Gail Campbell reported that the biggest push in Financial Aid is to fill the two vacant positions in that department by summer.
- Dr. Carson reported the following:
 - Only ten class sections were deleted for spring.
 - One full time, temporary instructor (in English) was hired for spring. The largest enrollment increase was in Carrollton.
 - Leadership assignments have been made for Science, Math and Physical Education: Brent Griffin will coordinate for Math, Donna Daugherty for Science, and Catherine King for Physical Education.
- Dr. Bruce Jones suggested advertising for transient students for Cartersville and Marietta for Maymester and Summer.
- Brent Griffin reported concerning the upcoming Mathematics Academic Advisory Committee meeting in Cartersville.
- John Spranza reported the following:
 - club roundup will be held in Rome and Cartersville this week.
 - The Smithsonian Exhibit is being set up in the Art Gallery in Lakeview for opening on Sunday. There will be a reception 2-4 p.m. on Sunday.

- The Speaker Series session featuring Joe Clark has been rescheduled with a different speaker. Mr. Clark is experiencing some health issues.
 - The search has begun for a replacement for the Assistant Director of Student Life position.
- Todd Jones announced that there will be a Transfer Probe Fair in Rome the second week in February. A second one will be scheduled for Cartersville.
- Todd announced that acceptance letters for summer and fall ATP will begin going out next week.
- Ken Reaves reported that the benefits module goes live on February 12.
- Catherine King reported regarding the position at Marietta which provides coverage for evenings and Saturdays.
- Dana Davis announced that the Rome News Tribune will have a story regarding the Smithsonian Exhibit in Sunday's issue. She reported that 500 7th and 8th graders will be bussed out to see the exhibit, which will last 8 weeks. She will notify the school systems in Cartersville and Bartow County regarding the Exhibit.

There being no further business, the meeting was adjourned at 3:05 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 5, 2007**

The Administrative Council met at 2:00 p.m. on Monday, February 5, 2007, in the President's Conference Room.

Present:

President Randy Pierce
Dr. Fitzpatrick Anyanwu
Jeff Brown
Dr. Virginia Carson
Donna Daugherty
Dana Davis
Sandie Davis
Dr. Bruce Jones
Todd Jones
Phil Kimsey
Catherine King
Rob Laltrello
Dr. Diane Langston

Sheryl McKinney
Dr. Laura Musselwhite
Betty Nolen
Dr. Rob Page
Cynthia Parker
Jeff Patty
Ken Reaves
Dr. Barbara Rees
Dr. Ron Shade
Dr. Wilbur Shuler
John Spranza
Judy Taylor
Rhonda Twyman-Green

Absent:

Sheryl Ballenger
Howard Brooks
Gail Campbell
Dr. Soumitra Chattopadhyay
Brent Griffin

Carolyn Hamrick
Debbie Holmes
Pete Matthews
Donna Miller
Dr. Renva Watterson

The President opened with a Cabinet update:

Cabinet Update

Old Business

2007-2010 Strategic Objectives. Dr. Anyanwu discussed the additions to the Strategic Objectives (see attached.) He explained that the copy attached is not the most current version.

New Business

HB 154. Dr. Pierce announced that there are several bills in the Georgia legislature which will impact the USG. Several of them are positive. HB 154 raises a lot of questions. There was a discussion (see attached.)

Spring 2007 Enrollment Management Report. Dr. Carson discussed the report (see attached.) She announced that they have advertised six replacement, tenure-track positions.

Assessment. Dr. Carson reported that the assessment process is maturing. She thanked those who gave reports at the retreat.

She discussed the consultations during February, 2007 (see attached,) and recommended taking advantage of the sessions. She also encouraged everyone to organize a file folder where everything is in one place.

Dr. Pierce stressed the importance of following the process according to SACS requirements.

Dr. Musselwhite asked everyone to copy her on the unit plans this time because of the compliance reporting due March 15.

Town Hall Meetings. Ken Reaves announced that Town Hall meetings are scheduled for Tuesday, February 20 in Cartersville, and Thursday, February 22, in Rome. The Town Hall meeting scheduled on the 22nd is due to a conflict in Lakeview on the 21st. Ken will check on this and confirm the date.

Book signing. Judy Taylor announced that Dr. Jim Cook will be at the town hall meetings and will sign books from 2:45-3:00 p.m. before the meetings and then will speak to the group about five minutes concerning getting bookings for civic clubs, etc. in order to promote the book, "We Fly By Night."

Guidelines for Merit Increases

Ken Reaves distributed and discussed the approved Guidelines for Merit Increases (see attached.) He explained that the guidelines address concerning of especially the newer employees. These have been approved by the Cabinet.

Other

- Dr. Carson reported that the Math Advisory Committee met last Thursday and Friday at Cartersville.
- Ken Reaves announced that the benefits self-service module demonstration will take place on Wednesday and Thursday.
- Todd Jones announced that the Transfer Probe Fair is scheduled for Monday, February 12, 10 a.m. until noon, in Lakeview.
- John Spranza announced that Jim Ellis will be the next speaker in the speaker series tomorrow at 7 p.m. in Lakeview Auditorium. Anyone with a GHC ID is admitted free. The fee will be \$5 for those who do not have an ID. Mr. Ellis replaced Joe Cook, who had to cancel his speaking engagements due to illness.
- There was a brief discussion regarding the Smithsonian Exhibit. There were approximately 150 people attended the opening and reception. There are approximately 150 school children from West Central Elementary School today. There will be about a dozen school groups who will visit the exhibit between now and March.
- Dr. Shade announced that interviews are underway for the Director of Financial Aid position.

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

Respectfully submitted,

Barbara G. Griffith
Recording Secretary

**The Meeting of the Administrative Council
Monday, February 19, 2007**

The Administrative Council meeting scheduled for 2:00 p.m. on Monday, February 19, 2007, was cancelled, due to a light agenda.

Recorded by:

A handwritten signature in black ink, reading "Barbara G. Griffith". The signature is written in a cursive style with a large initial 'B' and a long, sweeping underline.

Barbara G. Griffith
Recording Secretary

**Minutes of the Administrative Council Meeting
Monday, March 5, 2007**

The Administrative Council met at 2:00 p.m. on Monday, March 5, 2007, in the President's Conference Room.

Present:

President Randy Pierce
Dr. Fitzpatrick Anyanwu
Howard Brooks
Jeff Brown
Gail Campbell
Dana Davis
Sandie Davis
Carolyn Hamrick
Debbie Holmes
Dr. Bruce Jones
Todd Jones
Phillip Kimsey
Catherine King
Rob Laltrello

Dr. Diane Langston
Donna Miller
Dr. Laura Musselwhite
Betty Nolen
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
Dr. Virginia Carson
*Dr. Soumitra Chattopadhyay
Donna Daugherty

Brent Griffin
Pete Matthews
Sheryl McKinney
John Spranza

*Dr. Chattopadhyay is on extended medical leave. Donna Daugherty, Brent Griffin, and Catherine King are serving as temporary coordinators.

President Pierce opened with an update from the morning's Cabinet Meeting:

President's Cabinet Update

Old Business

Revised GHC Travel Regulations -- Third Reading. The revised travel regulations have been approved by the Cabinet (this document was sent to the Administrative Council electronically.) Dr. Shuler and Dr. Carson are discussing effective dates for the various sections of the regulations. Any associated forms will be posted to the Finance and Administration website.

Proposal for orientation fee. Dr. Shade and Dr. Pierce discussed the proposal for implementing an orientation fee. Dr. Pierce asked the Council for input. Student Services personnel will continue looking into this. Dr. Pierce would like to consider requiring orientation more for traditional students than non-traditional.

Revised Administrative Performance Evaluation Form. Ken Reaves discussed changes to the Administrative Performance Evaluation form (see attached.) He noted that the language in the performance measures reflects what we are doing as far as unit goals, strategic goals, etc. The form is effective with the 2007 calendar year for evaluations completed in 2008.

2007-2010 Strategic Objectives. Dr. Anyanwu discussed the 2007-2010 Strategic Objectives document which has been completed. (This document was sent electronically to the Council.)

Revised Organizational Chart (A and B). Dr. Pierce discussed changes made to the organizational chart, moving the CIO position in line with the VPs, and moving the Foundation out from the president, with a double line, showing that it is a separate entity providing support to the institution. (This document was sent electronically to the Council.)

Fall 2006 PASS Survey. Dr. Anyanwu gave a summary of the research report. (This document was distributed electronically to the Council.) Dr. Pierce encouraged budget managers to pay attention to the Climate and Student Satisfaction Surveys when they are building budget proposals.

New Business

Proposed start/end dates for summer hours. Ken Reaves reported that the Cabinet approved the start and end date for summer work hours – June 4 and August 3 (see attached.) The institution's official business hours will be 7:30 a.m. until 6:00 p.m. (Monday through Thursday.)

Proposed In-Service date for 07. In-Service will be held on Thursday, August 9. There will be no recognition banquet in the spring. The awards program will be moved to In-Service as a luncheon.

Reminder: Budget Hearings April 9, 13, 18.

Dr. Pierce encouraged budget managers to schedule a hearing on one of the scheduled dates. These are not required if new funding was not requested.

Proposed GHC Film Festival

Judy Taylor announced plans underway for a film festival, to be held on March 30 in the Lakeview Building. Jeff Brown and John Spranza are working with her on the plans. This will meet student activity goals as well as encourage international study abroad as many of the films have an international focus. She distributed programs and a list of proposed movies from the Rome International Film Festival (see attached.) There will be 10-13 moves shown, free of charge. Free popcorn and coke will be provided.

Bruce Jones added to the discussion by talking about Study Abroad requirements by the USG.

Other

Dr. Shuler announced that the bookstore hours will be changing, first on a trial basis, so that the store will close at 6 p.m. on Monday and Thursday, 8 p.m. on Tuesday and Wednesday, and at noon on Friday. Hours will be published. The alternate schedule will be effective only during the middle of the term because of slow activity. They will resume regular hours during registration, exams, and buy-back periods.

Howard Brooks announced that the statewide weather drill was mostly a success.

Dr. Shade announced the following:

Last Thursday was the final session in the speaker series.

Phi Theta Kappa inducted 32 new members in their ceremony on Friday evening.

The 6-A Region Literary Meet will be held on the Floyd Campus on Friday of this week.

The Calendar Committee met last Thursday. The notes will be routed to everyone.

Todd Jones reported that he and Sheryl McKinney will be going to Clayton State University tomorrow for training regarding international immigration.

Gail Campbell reported the following:

Financial Aid has held the first session for helping students and parents complete the federal financial aid forms. Another session will be held in Cartersville.

The Financial Aid Fair was held last week, with about 100 students in attendance.

Financial Aid is present at Advising Daze.

Sandie Davis and Todd Jones discussed the e-model Banner which will allow USG schools to send transcripts electronically to any school having this capability. All USG schools will be doing this by the end of March.

Rob Laltrello reported that IT will start rewiring Lakeview building tomorrow. Tuesdays and Wednesdays are designated to do this work. Also, there will be a power transfer switch test at Cartersville tomorrow at 11:00 a.m.

Diane Langston reported that she is getting ready to meet on March 15 with ATP students about transfers.

Dr. Renva Watterson announced that the Humanities Division will be offering a writing workshop leading up to the Regents Test.

Dr. Musselwhite announced that the Compliance Certification is due next week. She plans to have all tweaking done by Friday, burn it onto sample disks Monday or Tuesday of next week, and will overnight it on Wednesday to meet the Friday deadline.

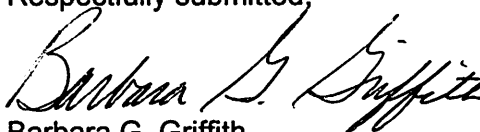
Dr. Pierce announced the SACS visit will be October 15-17.

Dr. Anyanwu announced that the Spring PASS was sent out last week and is due March 16. He will not extend the deadline.

Dana Davis asked site directors to stop by her office and pick up their emergency crisis kit and plan.

There being no further business, the meeting was adjourned at 3:00 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, March 19, 2007**

The Administrative Council met at 2:00 p.m. on Monday, March 19, 2007, in the President's Conference Room.

Present:

President Randy Pierce
Dr. Fitzpatrick Anyanwu
Howard Brooks
Gail Campbell
Dr. Virginia Carson
Dana Davis
Carolyn Hamrick
Dr. Bruce Jones
Todd Jones
Phillip Kimsey
Rob Laltrello
Dr. Diane Langston

Wilma Maynard (for Sheryl Ballenger)
Sheryl McKinney
Dr. Laura Musselwhite
Dr. Rob Page
Cynthia Parker
Jeff Patty
Ken Reaves
Dr. Barbara Rees
Dr. Ron Shade
Dr. Wilbur Shuler
Judy Taylor
Dr. Renva Watterson

Absent:

Sheryl Ballenger
Jeff Brown
Dr. Soumitra Chattopadhyay
Donna Daugherty
Sandie Davis
Brent Griffin
Debbie Holmes

Catherine King
Pete Matthews
Donna Miller
Betty Nolen
John Spranza
Rhonda Twyman-Green

President Pierce welcomed the group.

President's Cabinet Update

Revised GHC Travel Regulations. Dr. Shuler discussed the latest updates to the travel regulations (see attached), which were made based on discussions at the March 5 Cabinet meeting when the Regulations were approved and his subsequent discussion with Dr. Carson. Workshops will be conducted regarding the regulations. Dr. Shuler has sent the Revised Regulations to the Council electronically.

Affirmative Action Report. Ken Reaves briefly discussed the Affirmative Action Plan (see attached.) Included in the five-year plan is a goal to hire at least three minority professionals. He will go over this information with search committees.

eCore. Dr. Carson reported that the Cabinet has adopted a plan to conduct a review of consortia arrangements annually (see attached.)

Education grant. Dr. Carson announced that GHC, in partnership with Kennesaw State University and Etowah GYSTC, has received the largest grant in quite

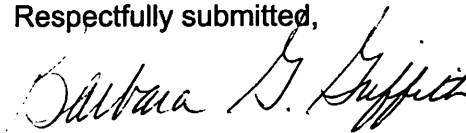
some time for education. Science faculty from GHC and Kennesaw State University will be training middle school science teachers from Rome City, Polk, and Bartow school systems.

Other

- Dr. Shuler announced that Lou Ann Brown has resigned effective, Friday of this week. Her many duties have been farmed out to the rest of the office staff. They will fill the position as soon as possible. There are three vacant positions in the Accounting Services Office.
- Judy Taylor reported that the GHC Film Festival is a go. The organizers are moving forward with advertising. The Festival will open with, "The G-8 is Coming." There are ten additional movies.
- Dr. Shade briefly discussed the enrollment update for summer. He also reported that there are 3 replacement positions in Student Services, two in Financial Aid, and one in Student Life. Two of the positions are at the interview stage.
- Cynthia Parker reminded everyone that April 17 is the last day to use purchase cards.
- Phil Kimsey gave an update on the roof situation on F Wing and the renovation at Heritage Hall.
- Carolyn Hamrick announced that staff members at the Cartersville Campus are surveying students who enrolled and did not register for spring.
- Dr. Carson reported that the hiring process is underway for six tenure track faculty positions.
- Dr. Watterson reported that the Humanities faculty graded freshman essays last Friday.
- Ken Reaves reminded the group that the deadline for performance evaluations was last week. Please get them in.
- Dr. Pierce reported concerning his meeting at Southern Poly last week with Dr. John Black, president of East Georgia College. East Georgia is looking to expand an arrangement they have with Georgia Southern University. The meeting was to look at the arrangement GHC has with Southern Poly.

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

Respectfully submitted,



Barbara G. Griffith
Recording Secretary

**Minutes of the Administrative Council Meeting
Monday, April 2, 2007**

The Administrative Council met at 2:00 p.m. on Monday, April 2, 2007, in the President's Conference Room.

Present:

President Randy Pierce
Dr. Fitzpatrick Anyanwu
Jeff Brown
Gail Campbell
Donna Daugherty
Dana Davis
Sandie Davis
Brent Griffin
Dr. Bruce Jones
Todd Jones
Phil Kimsey

Dr. Catherine King
Donna Miller
Dr. Laura Musselwhite
Dr. Rob Page
Jeff Patty
Dr. Barbara Rees
Dr. Ron Shade
Dr. Wilbur Shuler
John Spranza
Rhonda Twyman-Green
Dr. Renva Watterson

Absent:

Sheryl Ballenger
Howard Brooks
Dr. Virginia Carson
Dr. Soumitra Chattopadhyay
Carolyn Hamrick
Debbie Holmes
Rob Laltrello

Dr Diane Langston
Pete Matthews
Sheryl McKinney
Betty Nolen
Cynthia Parker
Ken Reaves
Judy Taylor

President Pierce opened the meeting.

Cabinet Update:

Old Business

Food Service Update. The College has come to an agreement with Milano's to offer food service on the Floyd campus. The menu will be the same as the restaurant, except they will not offer pasta. The service will be open 4 ½ days per week on the College's operating schedule, and will publicize that they will be open to the surrounding community. April 9 will be the first day of operation.

New Business

BOR Enrollment Projections. Dr. Pierce discussed the document released by the BOR in response to a question by a state legislator from Athens (see attached.) This is an informational item.

USG Draft Strategic Plan. Dr. Pierce discussed the Plan which will be finalized and approved by June (2007.) (see attached.) He pointed out Strategic Goal # 2, regarding capacity and dealing with growth by using access institutions.

Campus Map. Dana presented the campus maps which will be posted around campus. She asked everyone to check and note changes. Room numbers are optional.

Administrative Retreat. Dr. Pierce announced that the retreat will be held July 18-19 at Brasstown Resort (see attached.) It was requested that closer locations be considered.

Other

The following was reported:

Dr. Shade -- the summer enrollment update (see attached.) Registration for fall begins today.

Donna Miller -- the fall (2007) Dental Hygiene class has been accepted.

John Spranza -- the GHC Film Festival held last Friday was a success. There were 82 in attendance, including four faculty members and 35 students. There were also some community residents in attendance. The evaluations were good. Jeff Brown added that a bonus was offered for volunteers for the Rome International Film Festival in September.

Phil Kimsey -- a temporary roof has been added to the F wing prior, resulting in less leaks than last time. The contractor found problems with the sealing joints which had added to the leak problem during the prior incident.

Dr. Barbara Rees -- the deadline for applications for the Nursing Program was April 1.

Dr. Rob Page -- Mary Ellen Pethel will be leaving.

Dr. Watterson -- reported regarding openings in the Humanities Division.

Jeff Patty -- IT has demonstrated the Office 2007 and Synchronize Classroom Management Program.

Gail Campbell -- she is working with site directors and coordinators with regard to how Financial Aid can better serve each site. She will be at each site once a month, except Cartersville, and she will be there every Thursday. The second Financial Aid Fair was held last week with only five students. Financial Aid staff was available every Advising Daze. Feedback is that students need more one-on-one assistance.

John Spranza --

- the search for an assistant Student Life director is nearing an end.

- the search for an assistant Student Life director is nearing an end.
- Spring Fling will be held Thursday on the Floyd Campus and next Wednesday at Cartersville.
- Honor's Night is coming up the end of this month. Faculty and department heads need to fill out and submit forms by the end of next week for them to be listed in the program.

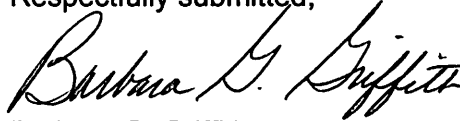
Todd Jones --

- He is working with Southern Poly regarding Lean Six Sigma training.
- They are admitting summer and fall ATP. Letter are being sent this week.
- He is working with Dana Davis on (high school) senior letters.

Dana Davis announced that the printing department has replaced an old printer with a new, faster one. The charge for printing will be the same as with the old printer. They are waiting for training.

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

**Meeting of the Administrative Council
Tuesday, April 17, 2007**

Due to a light agenda, this meeting was cancelled.

Respectfully submitted,

**Barbara G. Griffith
Recording Secretary**

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**Minutes of the Meeting of the Administrative Council
Monday, May 8, 2007**

The Administrative Council met at 2:00 p.m. on Monday, May 8, 2007, in the President's Conference Room.

Present:

President Randy Pierce
Dr. Fitzpatrick Anyanwu
Sheryl Ballenger
Dr. Virginia Carson
Donna Daugherty
Dana Davis
Brent Griffin
Carolyn Hamrick
Debbie Holmes
Dr. Bruce Jones
Phillip Kimsey
Dr. Catherine King
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Dr. Laura Musselwhite
Dr. Rob Page
Cynthia Parker
Jeff Patty
Ken Reaves
Dr. Barbara Rees
Dr. Ron Shade
Dr. Wilbur Shuler
John Spranza
Judy Taylor
Rhonda Twyman-Green
Dr. Renva Watterson

Absent:

Howard Brooks
Jeff Brown
Dr. Soumitra Chattopadhyay
Sandie Davis

Todd Jones
Pete Matthews
Betty Nolen

Cabinet Update

Old Business

Film Festival Survey Results. Judy Taylor discussed outcomes, the survey, and survey results from the recent Film Festival (see attached.) The festival supports the college goal of internationalizing the campus and educating students on international issues.

New Business

Salary base increase. Dr. Pierce announced that the 3 percent (average) raise this year will be merit. There will be no base increase.

USG Emergency Planning Committee. Dana Davis reported regarding her work with the System Committee to develop guidelines to formulate their own emergency plans. She suggested doing a table-top exercise with Scott Hancock, Floyd County EMA. It is preferred that he take the council through the exercise at the Administrative Retreat. A second option would be during a regular meeting of the Council.

Enrollment update. Dr. Shade discussed the reports for summer and fall (see attached.)

Wellstar. Dr. Carson reported that the college has expanded their partnership with Wellstar for an additional \$308,000 to fund an LPN bridge program in Acworth and an on-line LPN to RN bridge. Wellstar has already partnered for \$300,000 in the past six months. There is a clause in the contract to renew the partnership each year for the next eight years.

Nursing initiative. Dr. Carson reported that the state has renewed funding in the amount of \$117,000 for the Nursing Program. A proposal is being written which will increase the nursing class by 40 students by offering an accelerated program. The students would enroll in the accelerated program for the spring and summer and would join the second-year class in the fall. The program requires a community partner and negotiations are being conducted with a local hospital.

AA/AS Comprehensive Program Review. The Board of Regents is requiring institutions to conduct a review the quality of their AA/AS degrees between now and 2009 and report back to the System.

2007-08 Committees of the College nominations. Dr. Carson discussed the nominees for the College Committees (see attached.) The Cabinet has given their consent for the nominations. Those on the list have consented to serve.

Other

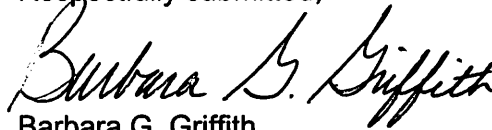
- Dr. Carson commended Milano's for lunch provided for the Faculty Assessment Day. The assessment went well (see attached.) Laura Musselwhite led the morning session and Mark Knauss led the educational assessment.
- Dr. Shuler reported that his office is preparing a budget document which will be submitted and likely revised due to the timeframe for submission. Dr. Pierce elaborated on the budget.
- Phillip Kimsey reported that the renovation at Heritage Hall is moving as scheduled. They are getting down to the details (i.e., carpet, etc.)
- Judy Taylor reported concerning the annual scholarship luncheon. Coverage will be included in the next Advance newsletter. There is a potential scholarship from Chattooga County as well as an effort to name a scholarship for Mrs. Nora, which will hopefully be fully endowed. There is also a naming opportunity for Cartersville.
- Rob Laltrello reported concerning rewiring of the Walraven Building.
- Rob Page reported that Steve Blankenship will be walking to receive his Doctorate degree from Georgia State University.
- Dr. Watterson thanked everyone for attending Sheila McCoy's retirement reception.
- Phillip Kimsey gave an update on the roofing of F-wing. The contractor hopes to complete the work by June 22. Physical Plant will begin renovation of the wing, due to the water damage from flooding, as soon as the contractor completes installation of the metal roof.

- Laura Musselwhite reported that the off-site committee will be looking at the Compliance Certification over the next week. A report is expected in the next couple of weeks, hopefully by June 1. The QEP is due in August.
- Ken Reaves announced that the Retreat will be held July 18-19 at Brasstown Valley Resort. Allocated student assistants can work through June 15. Any outside activities in which employees are involved cannot conflict with their regular duties. The activities must be reported prior to the activity and approval must be given by the area VP and/or supervisor.

Dr. Pierce thanked everyone for their work this past academic year.

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

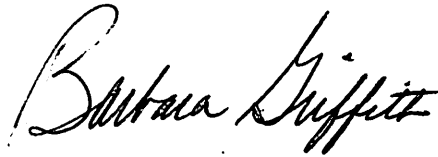
Respectfully submitted,

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

Barbara G. Griffith
Recording Secretary

**Administrative Council Meeting
Monday, May 21, 2007**

The Administrative Council meeting scheduled for 2:00 p.m. on Monday, May 21, 2007, was cancelled due to a short agenda and in light of the time frame for submission of the 08 budget.

A handwritten signature in black ink, reading "Barbara Griffith". The signature is written in a cursive style with a large initial 'B' and a long, sweeping underline.

Recording Secretary

**Minutes of the Administrative Council Meeting
Monday, June 4, 2007**

The Administrative Council met at 2:00 p.m. on Monday, June 4, 2007, in the President's Conference Room.

Present:

President Randy Pierce
Sheryl Ballenger
Dr. Virginia Carson
Donna Daugherty
Sandie Davis
Brent Griffin
Carolyn Hamrick
Debbie Holmes
Phillip Kimsey

Rob Laltrello
Sheryl McKinney
Donna Miller
Jeff Patty
Ken Reaves
Dr. Barbara Rees
Dr. Ron Shade
Dr. Wilbur Shuler
Rhonda Twyman-Green
Dr. Renva Watterson

Absent:

Dr. Fitzpatrick Anyanwu
Howard Brooks
Jeff Brown
Dr. Soumitra Chattopadhyay
Dana Davis
Dr. Bruce Jones
Todd Jones
Dr. Catherine King

Dr. Diane Langston
Pete Matthews
Dr. Laura Musselwhite
Betty Nolen
Dr. Rob Page
Cynthia Parker
John Spranza
Judy Taylor

President's Cabinet Update:

Enrollment and orientation updates. Dr. Shade discussed the enrollment updates for summer and fall (see attached.) The first orientation for Fall Semester will be on June 13.

QEP Consultant. Dr. Caroline Stern, a faculty member at Ferris State University in Michigan, has agreed to be the QEP consultant for the on-site team.

Six-Year Plan for Capital Projects. GHC is required to have a six-year plan for building. The deadline for submitting the plan is June 25. A consultant will be hired in the next few days. There was a brief discussion concerning the premise for the plan.

Priorities are the bookend building and a privatized student center building at Cartersville, as well as plans for Cobb and Paulding. Any monies left will come back to the Floyd Campus.

Talks are on-going concerning a building in Paulding County available in 2009. There would be a partnership with KSU for offering programs in the building. The arrangement would be the same as with Southern Poly.

Other

Dr. Shuler announced that the 08 budget has been submitted. Everyone should review their G-1s. The budget will not be official until approved next week. All positions on the "New Money List" will be advertised and filled.

The end-of-year purchases are being processed. Everyone who has purchases on the list should work with Cynthia Parker.

Rhonda Twyman-Green announced that salaries in the new budget will be split between state appropriations and revenue. Anyone needing explanation is welcome to come by or call her. If any amounts are incorrect, please notify her.

Phillip Kimsey reported on that progress is being made on the F-wing roofing project. New carpet and ceilings will be installed in many of the classrooms. There will be new paint as well.

The Heritage Hall renovation is looking good. The TV studio will be very nice. The A/C will be cut off in the dental lab and temporary cooling units will be installed.

Phillip is meeting with a consultant regarding the chemistry lab at Cartersville. They will develop a cost and then talk about funding.

Jeff Patty reported that IT ghosted almost 800 student computers last week. They installed Office 2007. This program is different from previous versions; therefore, there will be a learning curve.

Rob Laltrello reported that IT has almost finished wiring the Walraven building.

Phillip Kimsey added that, in order to standardize colors, he and others are working to put together standard colors (i.e., carpet and paint) for different levels of offices.

Dr. Carson gave a hiring update (see attached.) There is a need to monitor how long a person works on a temporary contract.

Carolyn Hamrick reported that the kitchen at Cartersville is almost ready.

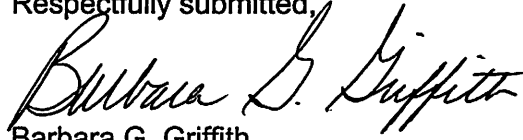
Ken Reaves asked everyone to let him know about their room preferences for the Administrative Retreat.

Ken has talked with a couple of vendors about short-term disability.

Dr. Rees announced that (Nursing) admission letters have gone out.

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

Respectfully submitted,

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

Barbara G. Griffith
Recording Secretary

Meeting of the Administrative Council
Monday, June 18, 2007

The Administrative Council meeting scheduled for 2:00 p.m. on Monday, June 18, 2007, was cancelled due to a short agenda.

**Meeting of the Administrative Council
Monday, July 16, 2007**

The Administrative Council met at 1:00 p.m. on Monday, July 16, 2007, in the President's Conference Room.

Present:

President Randy Pierce
Dr. Fitzpatrick Anyanwu
Sheryl Ballenger
Dr. Vera Brock (for Dr. Barbara Rees)
Howard Brooks
Jeff Brown
Dr. Virginia Carson
Donna Childre
Donna Daugherty
Dana Davis
Jeanette Eckles
Brent Griffin
Carolyn Hamrick
Debbie Holmes
Dr. Bruce Jones
Todd Jones
Phillip Kimsey

Rob Laltrello
Dr. Diane Langston
Pete Matthews
Jason McFry
Sheryl McKinney
Donna Miller
Dr. Laura Musselwhite
Dr. Rob Page
Cynthia Parker
Jeff Patty
Ken Reaves
Dr. Ron Shade
Dr. Wilbur Shuler
John Spranza
Judy Taylor
Rhonda Twyman-Green

Absent:

Sandie Davis
Catherine King
Betty Nolen
Dr. Barbara Rees
Dr. Renva Watterson

Barbara Griffith was present as a participant in the exercise.

Scotty Hancock, Director of Floyd County Emergency Management, and Tim Harrington, Deputy Director, met with the Administrative Council for the purpose of taking the Council through a tabletop exercise incident exercise (see attached.)

The exercise was completed at approximately 3:45 p.m.

There being no further business, the meeting was adjourned at that time.

Respectfully submitting as a record,

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, July 30, 2007**

The Administrative Council met at 2:00 p.m. on Monday, July 30, 2007, in the President's Conference Room.

Present:

President Randy Pierce
Dr. Fitzpatrick Anyanwu
Sheryl Ballenger
Howard Brooks
Donna Childre
Donna Daugherty
Dana Davis
Sandie Davis
Jeanette Eckles
Brent Griffin
Debbie Holmes
Dr. Bruce Jones

Todd Jones
Phillip Kimsey
Dr. Diane Langston
Donna Miller
Dr. Laura Musselwhite
Ken Reaves
Dr. Barbara Rees
Dr. Ron Shade
Dr. Wilbur Shuler
John Spranza
Judy Taylor
Rhonda Twyman-Green

Absent:

Jeff Brown
Dr. Virginia Carson
Carolyn Hamrick
Dr. Catherine King
Pete Matthews
Jason McFry

Sheryl McKinney
Dr. Rob Page
Cynthia Parker
Jeff Patty
Dr. Renva Watterson

Dr. Pierce opened the meeting with an update from the July 16, 2007 Cabinet meeting:

Update from the July 16, 2007 President's Cabinet Meeting:

Wireless Communications Devices Telecommunications Policy – approved

The Plan was approved by the Cabinet in a second reading (see attached.)

Capital Improvement Plan (FYI)

Most of the information from the July 16 meeting was likely discussed at the retreat. He clarified that the Capital Improvement Plan has been sent to the USG (information attached.) This is a six-year plan, which includes two buildings in Cartersville, a joint project with Kennesaw State University in Paulding County (if the System Office gives their approval,) and a joint project to renovate Building D at Southern Polytechnic State University for the exclusive use by GHC (should Southern Poly receive approval for at least one building on their list.) The Southern Poly project would be more towards the end of the five to six-year period. There was some discussion.

Nursing Course Fee

From the July 16 President's Cabinet Minutes: The Nursing Course fee for \$98/semester was approved by the Cabinet (see attached.)

eCore

The Cabinet had a discussion relative to concerns with the eCore (see attached.) There are still implications for assessment. The concerns were sent to Mr. Rob Watts, USG Chief of Staff; however, we have not heard back from these. GHC would like not to belong to eCore. We do not know if System will let us out of the consortia agreement.

UWG degree

The University of West Georgia will be offering a Master's in Early Childhood Education on the GHC campus if approved in the August Board of Regents meeting.

Retention Project

From the July 16 President's Cabinet Minutes: The Retention Project is being continued, with phone calls and contacts with students who did not return.

Academic Advising

From the July 16 President's Cabinet Minutes: Dr. Carson is working on an Academic Advising Task Force for GHC.

Marietta Science Laboratory

From the July 16 President's Cabinet Minutes: Dr. Carson has worked on an agreement for shared laboratory space in Marietta in the physics science lab.

Nursing Funding

From the July 16 President's Cabinet Minutes: Dr. Carson distributed and discussed an analysis of the 2007-08 funding for the nursing program (see attached.)

Enrollment management information

From the July 16 President's Cabinet Minutes: Dr. Carson distributed and discussed the enrollment management information for Summer Semester 2007 (see attached.)

President's Meeting

Dr. Pierce reported briefly concerning the President's Meeting which began with a meeting with Presidents and sector heads.

Focus Report due August 15

Dr. Musselwhite reported that the Focus Report, due August 15, is almost complete. They are waiting on credentialing materials. The report will be ready before August 15. There was a brief discussion concerning the Master Plan.

Update on Board Policy – Waiver of mandatory fees for U.S. Military Reserve and National Guard Combat Veterans – FYI

Dr. Shuler reported that the USG office sent something a week or so ago asking the institutions about the impact of returning veterans (see attached.) The veterans will use other types of financial aid available before their fees are waived.

Update from July 30, 2007 President's Cabinet meeting

Faculty/Staff Meetings, 07-08 Academic Year

Faculty/Staff meetings have been scheduled as follows:

Tuesday, October 30 (Rome)
Wednesday, October 31 (Cartersville)
Tuesday, February 19 (Cartersville)
Wednesday, February 20 (Rome)

The format will be town hall meetings.

In-Service Agenda

Ken discussed the agenda for In-Service on August 9 (see attached.) He noted that the meetings will begin at 8:30 a.m., which is earlier than previous years. An additional change is that Employee Recognition will be held as a luncheon. This will be a good time to introduce new faculty and staff.

Enrollment update

Dr. Shade discussed the current enrollment status (see attached.) Enrollment is looking strong compared to last year at this time. West Georgia will only be able to offer housing to 36 ATP students, due to a large increase in their freshman enrollment.

Dr. Pierce added that he has gone back and looked at the enrollment pattern since 2005.

Todd Jones responded that the enrollment is due, in part, to earlier orientation sessions and that the word has gotten out that the earlier orientations are available and that students need to enroll earlier. He has met with his orientation staff and added two additional orientation sessions on August 15 and 16 in Cartersville. Over 500 students have registered for orientation. There could be considerably more students than last year.

Short-term disability insurance

Ken Reaves reported that, because of the situation with faculty and staff members who became ill and weren't able to transition to long-term disability prior to using all of their sick leave, the Cabinet voted to look into offering short-term disability insurance. Based upon the information Ken was able to present to the Cabinet this morning, they decided to go with Mutual of Omaha, since it is a more flexible policy, and would provide a transition from sick leave and long term disability. The employee has the option not to use their sick leave prior to going on short term disability.

Other

John Spranza introduced Jennifer Wright, assistant director of student life, based in Cartersville. Jennifer gave a brief description of her background.

Dr. Pierce announced that Jeanette Eckles is attending her first meeting of the Administrative Council. Jason McFry is also now a member of the Administrative Council.

Todd Jones announced that Crystal Farrer has been hired to work in admissions. She reported to work today. Todd gave some background information on Crystal.

Dr. Pierce announced that nursing and advancement has requested \$1M from Redmond Regional Medical Center over three years. From all indications, it is anticipated that GHC will get the money.

Todd announced that Krista Mazza will get an e-mail out regarding the new orientation dates (August 15 and 16.) Saturday, August 18, is also on the schedule as an orientation date. There may be 750-1,000 people going through the upcoming orientation sessions.

Dr. Shuler announced that there are people here from KSU assisting with preparation for year-end closing.

Judy Taylor made the following announcements:

- The Scholarship Committee is in the process of awarding scholarships. There will be a total of ten Eakes Scholarships, four bridge and six second-year scholarships, totaling \$31,000. They are still working on the dental hygiene scholarships.
- She also announced that there will be a GHC International Film Festival on August 24 in Cartersville.
- The campaign progress report will be out this week.
- There will be a naming ceremony at the Cartersville campus on August 9, naming the community room in honor of Sam Smith, former Foundation Board member.

Howard Brooks reported that he attended a shooting scenario at Armuchee High School. The exercise went well.

Donna Daugherty reported that they hope to have a new lab coordinator for Cartersville named by the end of the week.

Diane Langston reported that the retention efforts are on-going. They are calling students to find out why they did not return. They plan an August 1 completion for this.

The advising team is in Salt Lake City this week formulating a new approach to advising.

Brent Griffin announced that they need additional mathematics instructors.

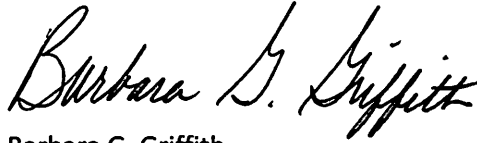
Laura Musselwhite clarified that the QEP session (10:35-11:35 a.m.) during in-service will be two people from North Georgia College and State University who will talk about their QEP. There will also be information provided about literacy.

Sheryl Ballenger announced that they are searching for a person to fill the Disabilities Support Specialist position which will be split between Marietta and Cartersville. Also, Mary Alice Montgomery will be retiring on August 8.

Donna Childre announced that she is looking at some things in the Financial Aid Department and will make some changes (i.e., spending work study program funds more efficiently.) She will send e-mails out soon.

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

Respectfully submitted,

A handwritten signature in black ink, reading "Barbara G. Griffith". The signature is written in a cursive style with a large, stylized 'B' and 'G'.

Barbara G. Griffith
Recording Secretary

Minutes of the Meeting of the Administrative Council
Monday, August 6, 2007

The Administrative Council met at 2:00 p.m. on Monday, August 6, 2007, in the President's Conference Room.

Present:

President Randy Pierce
Dr. Fitzpatrick Anyanwu
Dr. Virginia Carson
Donna Daugherty
Dana Davis
Sandie Davis
Jeanette Eckles
Brent Griffin
Carolyn Hamrick
Dr. Bruce Jones (joined the meeting at 2:30 p.m.)
Phillip Kimsey
Rob Laltrello
Dr. Diane Langston
Jason McFry

Sheryl McKinney
Donna Miller
Dr. Rob Page
Cynthia Parker
Jeff Patty
Ken Reaves
Dr. Barbara Rees
Dr. Ron Shade (joined at 2:50 p.m.)
Dr. Wilbur Shuler
John Spranza
Judy Taylor
Rhonda Twyman-Green
Dr. Renva Watterson

Absent:

Sheryl Ballenger
Howard Brooks
Jeff Brown
Donna Childres
Debbie Holmes

Todd Jones
Catherine King
Pete Matthews
Dr. Laura Musselwhite
Betty Nolen

President's Cabinet Update:

Old Business

Proposed Shared Sick Leave Policy. The proposed policy has been tabled. A short-term disability policy is being considered as a more viable option.

Policy on Institutional Fundraising. This policy has been developed as a requirement by SACS and has been approved by the Cabinet (see attached.) The question was asked if clubs have standing approval. The response was that they do have standing approval for internal fundraising. For external,

they do need to get permission from the President of the College in order to solicit money from local agencies, depending on the type of fundraising; however, car washes and bake sales would be excluded.

New Business

Fabulous Fridays. Judy discussed the proposed program called “Fab Fridays,” referring to a report by Dr. Martha Nesbitt (see attached.) This is a look at the ways USG institutions could support at-risk students. Judy Taylor, Dr. Shade, and Dana Davis have been charged with making a recommendation at the next Cabinet meeting on a middle school council and what we could do as an institution.

Fabulous Fridays would be a start, as a collaborative project with the Floyd County Schools.

Foundation Camp for Girls. Judy reported briefly concerning a request by a local group who would like to do something for girls, similar to the Foundation Camp for Boys.

Enrollment update. Sandie Davis discussed the enrollment update (see attached.) Indications are that there will be a 20% increase over last year. Admissions mailed 200 acceptance letters today. There are three more orientation sessions. Dr. Pierce added that, if this is an anomaly, we need to establish a number that has not paid. There was a discussion concerning students who have not paid and purges.

SWOT Post-Retreat 2007. Dr. Anyanwu discussed the final analysis of the Post-SWOT questionnaire (see attached) and the results of the discussion at the retreat. These will tie in with the priorities President Pierce discussed at the retreat.

The institution should address the weaknesses and threats.

The Cabinet has been asked to digest the results over the next two weeks. At the next meeting, the Cabinet will develop a plan and decide how to work these into the Strategic Plan. This is more information than was on-hand prior to the process.

Other

Phillip Kimsey reported that Plant Op is trying to get F-wing in order. The classrooms are ready and they will begin working in faculty offices. The Instructional Resource Center is coming along.

Phillip met with the Heritage Hall project architect and went over the nine-page punch list. They will go over the mechanical punch list next week.

He is currently soliciting bids on the 08 MRR project to complete the second floor of Heritage Hall. They will decide whether to do it in-house or let Holder do it.

Todd Jones reported that over 700 students have signed up for orientations. Dr. Langston will add testing sessions as needed. The last batch of acceptance letters will be going out on Thursday.

Carolyn Hamrick appealed to division chairs for additional advisors during drop/add – people who have a free period between teaching classes.

Dr. Carson added that assistance is needed at Acworth and Marietta. Possibly, people will need to be reassigned.

Dr. Shade reported that Rachel Taylor has been hired as a recruiter for Cartersville. Rachel is a graduate of Maryville College.

Rob Laltrello reported that there with dialing 911 from institutional phones. Calls are reverted outside of Rome. He asked that anyone needing to dial 911 ask to be transferred to Floyd County. He hopes it will be fixed today.

Jeff Patty reported that they are also having issues with phone listings.

Jason McFry asked that anyone who has a laptop that has not been updated with Office 2007, should stop by IT.

Dr. Carson reported that the SACS Focus Report is in its final stages. She has talked with Dr. David Carter at SACS regarding the on-site visit. It is very likely that Dr. McKenzie, who will chair the on-site committee, will visit us prior to October. Dr. Carson's office is working on the logistics for the on-site visit. They may need volunteers to drive people around.

Dr. Carson also reported that there have been a significant number of new hires. Three faculty members have resigned: Sakinah Dantzler, Cyndi Baker, and Walter Cotter.

The Faculty Academy will be starting up next week. Part-time in-service sessions have been scheduled for fall.


A task force is being assembled to make recommendations concerning the Regents Test. There could be significant financial implications.

Judy Taylor reminded everyone concerning the naming at the Cartersville Center on Thursday. Also, there will be a Business After Hours for the Arts in Centre Stage on August 23.

Ken Reaves reminded everyone that In-Service is scheduled for Thursday.

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

Respectfully submitted,

A handwritten signature in black ink, reading "Barbara G. Griffith". The signature is written in a cursive style with a large, stylized initial 'B'.

Barbara G. Griffith
Recording Secretary

**Minutes of the Administrative Council Meeting
Monday, August 27, 2007**

The President's Cabinet met at 2:00 p.m. on Monday, August 27, 2007, in the President's Conference Room.

Present:

President Randy Pierce
Dr. Fitzpatrick Anyanwu
Sheryl Ballenger
Dr. Virginia Carson
Donna Childres
Donna Daugherty
Dana Davis
Sandie Davis
Jeanette Eckles
Brent Griffin
Carolyn Hamrick
Debbie Holmes
Dr. Bruce Jones
Todd Jones

Rob Laltrello
Dr. Diane Langston
Jason McFry
Sheryl McKinney
Donna Miller
Dr. Laura Musselwhite
Dr. Rob Page
Cynthia Parker
Jeff Patty
Dr. Wilbur Shuler
John Spranza
Judy Taylor
Rhonda Twyman-Green
Dr. Renva Watterson

Absent:

Howard Brooks
Jeff Brown
Dr. Catherine King
Pete Matthews

Ken Reaves
Dr. Barbara Rees
Dr. Ron Shade

Dr. Pierce opened with a Cabinet Update:

Old Business

GHC Fleet Management Policies and Procedures. The Policies and Procedures were approved with minor revisions (see attached.) The Council members were asked to read the document to make sure they can understand the policies and procedures. Dr. Bruce Jones asked that individuals be furnished a card with information for reporting accidents and mishaps while they are driving their personal vehicle.

New Business

Survey results of ad campaign. Dana Davis showed the PowerPoint and discussed the results of the survey sent to 4,000 individuals, including community residents, faculty and staff, alumni, and summer semester students, with a 5% response rate (see attached.)

Dana discussed the media schedule, which was included in the PowerPoint presentation (see attached.) Dr. Carson commented that there are no long-range plans to offer continuing education in Kennesaw.

Associate in Social Work Degree. Dr. Carson announced that, following the recent approval of the faculty, GHC will be submitting a letter of intent and a proposal to offer the Associate in Social Work Degree, beginning Fall 2008. The program will be a transfer program allowing students the opportunity to transfer into the baccalaureate degree program offered by Dalton State College on the Cartersville Campus.

Enrollment/orientation update. Todd Jones discussed the enrollment update announcing that, as of today, there are 4350 students enrolled. The admissions department will continue to add students back through drop/add (see attached.)

Todd discussed the reporting regarding orientations for Fall Semester (see attached,) and reported that orientation sessions for Spring 2008 will be limited to five larger sessions, including two on Saturdays. The orientations are limited by classroom space the last two weeks in December.

Dr. Pierce expressed his appreciation for everyone's hard work. He added that the Saturday orientations meant a lot to the enrollment process and expressed his gratitude to those who gave their Saturday to work. There were 309 students enrolled as a result.

There was a discussion regarding the enrollment increase.

Other

Dr. Carson thanked the IT Department for the data and feedback from January 2007, resulting in better information concerning enrollment practices (see attached.) The college has registered slightly more than 4600 students. There are people calling students who did not return in order to find out the reasons. She noted that the numbers on the enrollment reporting, Item #7, are duplicated.

She also stated that an additional forty students will be admitted into the Nursing Program at Heritage Hall Spring Semester (2008.) They will be part of the bridge program.

Dr. Carson discussed the Academic Intervention Plan (see attached,) a pilot project being implemented as an effort to stem the tide of a growing number of students who are on Academic Warning.

Dr. Carson reported concerning a visit by Dr. McKenzie, the chair of the On-Site SACS Committee on Friday of this week. The purpose of the visit is to discuss the logistics of the visit in October.

She also reported that there are 13 members on the On-Site Committee. She briefly discussed the areas the committee members represent (i.e., Institutional Effectiveness, Fiscal Affairs, VP/Instruction, Nursing, Library, and one college President.) There is also a QEP consultant from Michigan.

Dr. Carter's assistant called to ask if GHC would approve an observer during the visit. The sending institution will pay the expenses for the observer. They will also receive all printed materials received by the committee. The request has been approved.

The College has made an arrangement with Southern Poly to allow their students into GHC core classes should there be additional seats available. They were unable to accommodate some of their students due to the enrollment increase. However, GHC had few sections with space to spare.

Sheryl McKinney discussed the Counseling and Career Services offerings for the semester (see attached.) There are two vacant positions in Counseling and Career Services, WIA Career Advisor and the Counseling position formerly held by Joyce Darden-Arnette.)

Cynthia Parker announced that use of a purchase card should be noted on the new technology request form so that she doesn't duplicate the order with a purchase order.

Donna Childres thanked everyone, especially Judy Taylor and Kelli Thomas, for their support during registration and drop/add.

Todd Jones made a brief announcement that he and Jeanette Eckles will be talking with someone tomorrow concerning Axiom software, which allows the college to pre-populate the database from the on-line application (for admission.)

John Spranza announced Club Roundup on the Floyd Campus today and tomorrow and at Cartersville on Wednesday and Thursday. There will be free food. Also, the Volunteer Fair will be held next week on the Floyd Campus on Wednesday and at Cartersville on Thursday.

Judy Taylor reported that the International Film Festival at Cartersville was a success with more than fifty in attendance. Three percent of the surveys were returned, mostly from students. There were 22 students and 15 community members in attendance.

Dr. Pierce thanked everyone for getting Fall Semester started. He stated that this is an exciting time for GHC. The SACS visit will take place in October. There is a lot going on as far as the Foundation. They are out there putting together a proposal for a potential donor, which will address the student success center and student center building in Cartersville.

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

Respectfully submitted,

A handwritten signature in black ink, reading "Barbara G. Griffith". The signature is written in a cursive style with a large, stylized initial 'B'.

Barbara G. Griffith
Recording Secretary

Minutes of the Administrative Council Meeting

Monday, September 10, 2007

The Administrative Council met at 2:00 p.m. on Monday, September 10, 2007, in the President's Conference Room.

Present:

President Randy Pierce
Dr. Fitzpatrick Anyanwu
Howard Brooks
Donna Childres
Donna Daugherty
Dana Davis
Sandie Davis
Jeanette Eckles
Brent Griffin
Carolyn Hamrick
Debbie Holmes
Dr. Bruce Jones
Todd Jones
Phillip Kimsey

Rob Laltrello
Dr. Diane Langston
Jason McFry
Sheryl McKinney
Donna Miller
Dr. Laura Musselwhite
Dr. Rob Page
Jeff Patty
Ken Reaves
Dr. Ron Shade
John Spranza
Judy Taylor
Rhonda Twyman-Green
Dr. Renva Watterson

Absent:

Sheryl Ballenger
Jeff Brown
Dr. Virginia Carson
Dr. Catherine King

Pete Matthews
Cynthia Parker
Dr. Barbara Rees
Dr. Wilbur Shuler

Cabinet update:

Dr. Pierce opened with a Cabinet Update:

Semester Enrollment Summary. Dr. Page discussed the talking points regarding the enrollment management information (see attached.)

Budget Conference in October/Preparation of FY09 Budget. Rhonda Twyman-Green will attend the annual budget conference on October 17-18, in conjunction with the Chief Business Officers' meeting. She will likely attend the CBO meeting on behalf of Dr. Shuler, due to the SACS on-site visit during that time.

The FY09 budget requests (for new money) will likely be due in November. The process will again require a shadow budget. She will have more information after the conference in October.

Other

Jeff Patty announced the billing for the AT&T Blackberries and Push to Talk phones has been received. The bill is 245 pages long and the discounts have not been applied. The bill is for one pro-rated month and a full month.

Phillip Kimsey reported that Phase I of the Heritage Hall renovation is nearing completion. Indoor signage will be installed. The initial Phase II will involve A/C, electrical, and the hallways on the second floor.

Phillip reported that F Wing cleanup/renovation is nearing completion. Some of the work will be done during winter break. The Student Life area is nearly finished.

Rob Laltrello announced that a new ticket system for IT requests is being rolled out. The staff will be trained in response procedures.

Todd Jones reported that Admissions is closing out registration for the Fall Semester and starting to work on Spring.

Carolyn Hamrick reported that there will be a crisis emergency drill at the Cartersville Campus in October. They are working with Cartersville and Bartow County emergency agencies in planning the drill.

There will be a Business After Hours at the Cartersville Campus on September 27, 5:00-7:00 p.m.

Laura Musselwhite reported that preparations are still on-going for the upcoming SACS on-site committee visit in October. The roster for the committee will likely change and committee members will be added back. There was a brief discussion concerning computer needs for the committee members.

Judy Taylor reported that the major gifts campaign is going well. The Advancement Office is providing updates. The Committee is involved in making requests for major donations. They are looking to wrap up the current phase and announce a goal for the campaign in two to three months. It will likely be \$6M.

Judy reported that there were 50 or so GHC students at the Rome International Film Festival.

Dr. Rob Page briefly discussed the travel policy for faculty teaching on multiple campuses (see attached.)

Dr. Watterson announced that the Humanities Division is looking at a new classroom management software entitled "Synchroneyes."

Dr. Shade reported that enrollment for fall is up 450 (headcount), approximately an 11% increase over last year.

There are several position openings in Student Development: (Counseling) WIA and a generalist at Cartersville; a disabilities support position (new.)

The first of two Smithsonian exhibits, entitled "Wondrous Cold: The Antarctic Journey," began on September 2 and runs through December 2. The speaker series begins later this month with three speakers scheduled during Fall Semester and two during Spring. Maya Angelou will be the first speaker on September 27. There are 75 tickets remaining out of 250. Beginning next week, Student Life will keep a waiting list for tickets not claimed by students.

The recruiters will be on the road the next two weeks.

John Spranza reported that he is working with Teresa Hutchins regarding "Constitution Week" next week. This observance is required of all schools receiving Federal financial aid. There will be a voter registration and a reading of the Bill of Rights.

The Northwest Georgia AIDS Alliance will be offering free HIV tests on campus.

Sheryl McKinney announced that there will be a Career Fair on September 20 on the Floyd Campus and on the 27th at Cartersville. This will be a majors fair.

Ken Reaves discussed the policy regarding compensation time and overtime (see attached.) He stated that overtime must be paid to hourly employees for time worked over 40 hours in one week. The employee and the supervisor must agree on overtime before the work is done. The agreement must be in writing.

Ken announced that Brenda Weeks will retire at the end of January, 2008. He will soon begin the process of looking for a Benefits Coordinator to replace her.

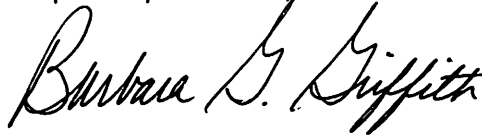
Dr. Pierce announced that the process is now moving forward for a new Master Plan for Cartersville. There are donors interested in renovation of the Genetics Institute. He is talking to individuals concerning expanding the campus to include all of the land adjacent to the campus and belonging to the Board of Regents.

Dr. Pierce is having breakfast tomorrow (on the Floyd Campus) and Wednesday (on the Cartersville Campus) with potential members of PTK.

Carolyn Hamrick reported that members of PTK participated in the Relay for Life event in Cartersville, raising \$2,700.

There being no further business, the meeting was adjourned at 2:40 p.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Barbara G. Griffith". The signature is written in a cursive style with a large, stylized initial 'B'.

Barbara G. Griffith
Recording Secretary

Minutes of the Administrative Council Meeting

Monday, September 24, 2007

The Administrative Council met at 2:00 p.m. on Monday, September 24, 2007, in the President's Conference Room.

Present:

President Randy Pierce
Dr. Fitzpatrick Anyanwu
Sheryl Ballenger
Howard Brooks
Donna Childres
Donna Daugherty
Sandie Davis
Jeanette Eckles
Brent Griffin
Carolyn Hamrick
Debbie Holmes
Dr. Bruce Jones
Todd Jones
Rob Laltrello

Dr. Diane Langston
Jason McFry
Sheryl McKinney
Donna Miller
Dr. Rob Page
Cynthia Parker
Jeff Patty
Ken Reaves
Dr. Ron Shade
Dr. Wilbur Shuler
John Spranza
Judy Taylor
Rhonda Twyman-Green
Dr. Renva Watterson

Absent:

Jeff Brown
Dr. Virginia Carson
Dana Davis
Phillip Kimsey

Dr. Catherine King
Pete Matthews
Dr. Laura Musselwhite
Dr. Barbara Rees

Dr. Pierce welcomed the Council members.

Cabinet Update

Old Business.

GHC Middle School Council/Fabulous Fridays. Judy Taylor discussed the proposal regarding the composition of the Middle School Council (see attached.) The Cabinet added Todd Jones, Crystal Farrer and one additional faculty member. The recommendations made in the proposal were approved by the Cabinet. It was noted that instead of referring to the program and activities as "pilot," the term "test"

should be used. Judy announced that the Council will start with Floyd County and will likely take the program to Cartersville. October 12 is the recommended starting date for the "Fabulous Fridays." Judy will be meeting with the Middle School academic coaches on Thursday.

The Council is looking for people who can help with two academic sessions in the mornings. There was some discussion.

Other

Todd Jones announced that his department is seeking candidates for a general Student Services position in Acworth and Marietta.

Dr. Shuler announced that the State auditors are still working on the audit.

John Spranza announced that the Smithsonian Exhibit opened on Sunday. The exhibit will be here until December 2. The hours are Monday through Thursday, 9 a.m.-5:00 p.m., Friday 9 a.m.-noon, and Sunday, 1:00-4:00 p.m.

The speaker series featuring Maya Angelou will be this Thursday. Tickets are sold out. The next speaker is scheduled for October 11 and will be Doug Lansky, who works for National Geographic magazine and the National Geographic channel.

There will be a Family Night on October 18, featuring a showing of the movie, "March of the Penguins."

Judy Taylor reminded everyone that GHC is hosting a Business After Hours on 5:00-7:00 p.m. on Thursday on the terrace at the Cartersville Campus. The Council members were asked to e-mail Carolyn Hamrick if they plan to attend. There is no charge to the guests.

Dr. Diane Langston reported that Academic Support is still in the throes of the Regent's Freshman testing. They are getting in touch with students not enrolled in the English 1101 classes in order to find students who meet the requirements to take the test.

Donna Daugherty announced that the science faculty was at KSU this past Friday as part of the grant, "Teach the Teachers."

Sheryl Ballenger announced that Diane Renfrow has been hired as a Disabilities Specialist for the Marietta site and will report for work on October 15.

Sheryl announced that the "Deaf Extreme" event for eighth through twelfth graders who have hearing loss or are deaf has come full circle after starting at GHC in 2002 and will return in October.

Ken Reaves announced that the kick-off for the Charitable Contributions campaign will be held next week.

Ken announced that meetings regarding the short-term disability insurance will be held in the next month or so.

In the near future, attorneys will be on campus for a two-hour HR training session during Administrative Council.

The Cabinet approved adding 3% to the biweekly hourly base rate table, reflecting the Cabinet action during the budget process earlier in the year.

Sandie Davis announced that she had received an e-mail notifying her that a GHC student, Jeff Morrow, was killed over the weekend.

Dr. Pierce announced that there will be a site visit on Thursday with regard to the site planning/Master Planning process for the Cartersville Campus. He and planning personnel from the USG will meet with three firms selected to submit proposals regarding the planning for the campus as well as the Genetics Institute adjacent to the Campus. The USG hopes to have a firm selected by October and that the project will be completed in Spring of 2008.

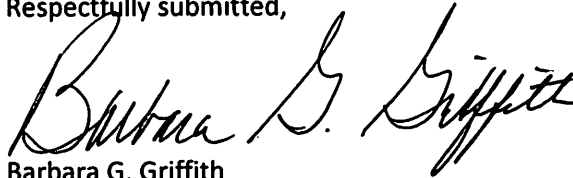
Dr. Pierce will be attending a President's meeting next week.

The SACS On-site visit is scheduled for three weeks from now (October 15-17.)

Dr. Pierce briefly discussed the BOR revisions of their policies with regard to approvals and authorities. Authorities on many issues have been moved down to institutional Presidents and Vice Presidents.

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

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Barbara G. Griffith', written in a cursive style.

Barbara G. Griffith
Recording Secretary

**Minutes of the Administrative Council Meeting
October 22, 2007**

The Administrative Council met Monday, October 22, 2007 at 2:00 p.m. in the President's Conference Room.

Present:

Dr. Fitzpatrick Anyanwu, Sheryl Ballenger, Howard Brooks, Dr. Virginia Carson, Donna Childre, Donna Dougherty, Dana Davis, Jeanette Eckles, Brent Griffin, Debbie Holmes, Dr. Bruce Jones, Dr. Diane Langston, Jason McFry, Sheryl McKinney, Donna Miller, Dr. Laura Musselwhite, Dr. Rob Page, Jeff Patty, Ken Reaves, Dr. Barbara Rees, Dr. Wilbur Shuler, John Spranza, Judy Taylor, Rhonda Twyman-Green and Dr. Renva Watterson.

Absent:

Jeff Brown, Sandie Davis, Carolyn Hamrick, Todd Jones, Phillip Kimsey, Catherine King, Rob Laltrello, Pete Matthews, Billy Morris, Cynthia Parker and Dr. Ron Shade.

Dr. Pierce opened the meeting by thanking Laura Musselwhite for her hard work and successful completion of the college's SACS review. The council responded with a vigorous round of applause.

Cabinet Update:

The following updates from the President's Cabinet meeting were given:

FY2009 Budget and Budget Timeline:

Rhonda Twyman-Green reported on the Board of Regents FY2009 Annual Budget Conference. New funding requests are due to the BOR on November 16; however, Rhonda will be meeting with the President and area Vice President's to finalize our request for submission by November 12. The college has the opportunity this year to request an additional 5% above the appropriated amount. The request must be tied to our strategic goals.

Comprehensive Hotline Service:

Ken Reaves reported that the Board of Regents is in the process of implementing a Comprehensive Hotline Service. This is a reporting system where someone could anonymously report unethical practices, compliance violations, etc.

Other:

Dr. Shuler reported that he attended the Chief Business Officer's meeting last week. Topics discussed at the meeting were:

Fixed-For-Four – The purpose of the Fixed-For-Four tuition plan was to encourage full-time students to finish in four years. Efforts to allow a fixed tuition plan for part-time students have created considerable programming issues for IT personnel across the System.

PCard Misuse – Internal control weaknesses have resulted in misuse at some other institutions. We don't have any serious problems at GHC because we have strong internal control policies. An internal audit of each institution's purchasing card program will be conducted.

Shared Services – A committee is looking at centralizing each institution's payroll, human resources, accounts payable, purchasing and reporting operations into one location.

Other discussions concerned a review of health insurance plans and criminal background checks.

Dr. Shuler will be on medical leave for 3 to 4 weeks starting Friday, October 26. Rhonda has been given authority to sign for Dr. Shuler while he is away.

New Business:

Dana Davis reported that the emergency drill in Cartersville was successful. It provided an excellent opportunity to test our emergency preparedness. Follow up reports will be coming out soon.

Barb Rees reported that their new secretary, Charlene Jablonski, started today in the Nursing Department.

Judy Taylor reported that the capital campaign will soon reach \$3,000,000, mostly from a few major donors. She also reported that there have been two Fabulous Friday programs thus far, and thanked the faculty volunteers who have helped with the program.

Laura Musselwhite thanked everybody for their help with the SACS visit. The review went well and the SACS team was very complimentary of the GHC staff and students.

Dr. Carson expressed her thanks to everyone concerning the SACS review. She said that in 2-3 weeks, Dr. Pierce will get a draft copy of the report, and then the official report will arrive about a month later. A follow-up report from GHC is due in March 2008, and in June 2008 SACS will meet to decide whether or not to grant reaccreditation. A new librarian has been hired for the open position at Cartersville. Academic Affairs is working on hiring four new full-time faculty in January and on hiring enough part-timers to cover Spring classes. The Dental Hygiene Advisory Council and the Nursing Advisory Council met. Dr. Laura Musselwhite was nominated to serve on the Assessment Subcommittee for the Core Curriculum Steering Committee of the University System of Georgia.

Ken Reaves announced that Human Resources is conducting a training session for supervisors on November 19. Anyone with supervisory responsibilities should attend.

Sheryl Ballenger reported that the Deaf Extreme event was attended by over 100 students. Diane Renfrow has joined the Access Center staff in Cartersville.

Sheryl McKinney announced new hires for the Counseling and Career Department. Krista Mazza has moved to the Counseling Center at Cartersville and Christin Perry-Michalik has been hired to replace Krista Mazza at the Floyd Campus. Lavonia Boone has been hired as the WIA coordinator.

John Spranza reported on recent events in the Student Life area. A Family Night event was held last Friday with just under 100 in attendance. Attendees enjoyed the Smithsonian Exhibit "Wondrous Cold: An Antarctic Journey" and the movie "March of Penguins." Fall Frenzy will be held this week on the Floyd and Cartersville campuses. Next Thursday, November 1st, Anya Kamenetz, author of the best-selling book *Generation Debt: Why Now is a Terrible Time to be Young*, will speak at the Lakeview Auditorium. Deadline for nominations for the Emerging Leaders program is October 31.

National syndicated columnist Doug Lansky presented a "Freelance Journalism Workshop" on October 11th as part of the GHC Community Speakers series. Students Without Borders will be hosting a funding raising event.

Howard Brooks mentioned a follow up to Dana's report of the emergency drill in Cartersville. GHC had its own video taping of the event and will have it available for online viewing hopefully in the next two weeks.

Dr. Pierce announced that a search committee has been selected for the Vice President for Finance and Administration position and interviews are being scheduled. He hopes to move quickly with this process.

Phillip Kimsey reported that he and Dr. Pierce interviewed architects for the Cartersville Master Plan. The master planning process should wrap up early next spring. Phillip also announced that we have received our capital allocation for the next six-year period.

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

Meeting of the Administrative Council

Monday, November 5, 2007

2:00 p.m.

President's Conference Room

The Meeting of the Administrative Council scheduled for Monday, November 5, 2007 was cancelled due to lack of agenda items.

The Meeting of the Administrative Council

Monday, November 19, 2007

2:00 p.m.

HR training provided through the System Office was conducted during this session of the Administrative Council, including additional employees in administrative positions.

**The Meeting of the Administrative Council Meeting scheduled for 2:00 p.m.,
Monday, December 17, 2007, was cancelled due to a short agenda.**

Barbara G. Griffith

Recording Secretary