

Administrative Council
January 5, 2009

The Administrative Council meeting scheduled for this date was cancelled by vote of the Cabinet due to the beginning of classes.

Administrative Council

January 19, 2009

Administrative Council was not held on this date because the college was closed for the Martin Luther King, Jr. holiday.

Meeting of the Administrative Council

Monday, February 2, 2009

2:00 p.m.

President's Conference Room

MINUTES

Present were Randy Pierce, Cynthia Parker, Kimberli Causby, Debbie Holmes, Jeannette Eckles, Donna Miller, Ali Kimberl, Jeff Patty, Rob Laltrello, John Upton, Rob Whitaker, Fitzpatrick Anyanwu, Rob Page, Ken Reaves, Renva Watterson, Todd Jones, Ron Shade, Dana Davis, Sandie Davie, Barb Rees, Carla Moldavan, Donna Childres, LaNelle, Daniel, John Southwood, Diane Langston, and Nancy Warner. Joining the meeting in Cartersville were Brent Griffin, Carolyn Hamrick, Sheryl Ballenger, and Jenn Wright.

Dr. Shade reported on the Workforce Investment Act (WIA), a program to help displaced workers build the skills and knowledge for new careers. There are currently 42 students in the program, of which 20 will graduate in May.

Rob Whitaker and John Upton explained the changes that have been made in the Campus Safety Office. They hope to project a more welcoming presence to the campus community.

Ken Reaves gave a PowerPoint presentation of information concerning family medical leave. Please see attached.

Rob Whitaker announced that the travel reimbursement rate has been revised. The new mileage rate will be \$0.55 per mile. This rate is applicable to travel on or after January 1, 2009.

Mr. Whitaker also gave an update concerning the budget for FY09 and FY10. GHC has about a \$400,000 budget shortfall, and the Cabinet will be working over the next few weeks to formulate a plan to cover this. Some funds will be saved from the reduction of travel budgets and some will be made up by increased enrollment.

Dr. Shade provided the following updates:

- Enrollment is up approximately 11.07% over this time last year.
- The admissions office is being trained to process online applications for joint enrollment.

Kimberli Causby reminded the Council that February is financial aid awareness month. Information will be emailed to students.

Debbie Holmes announced that Galileo Interconnected Libraries (GIL) will continue through the Spring.

Dr. Watterson said that GHC has been approached by representatives from the University of West Georgia about cooperating in offering a Masters in Education Leadership degree. It will be composed of 36 hours of course work in a combination of online and in-class instruction. The cohort will be comprised of a minimum of 25 and maximum of 35 students.

An academic plan for Paulding County has been submitted to the system office. No feedback has been received yet.

An ad hoc committee, chaired by Brent Griffin, has been formed to study registration, wipe-outs, drop/add, etc. They have met once and have made some recommendations for dealing with these issues in the future.

Dr. Watterson reported on the work of the Academic Advising Council. At the end of the Fall 08 semester, there were 506 students identified as being at-risk. After attrition due to transferring, dropping out, etc, there were approximately 280 still enrolled. Each of these was assigned an advisor, whose goal will be to build a relationship with the student and work with him/her on an education plan.

Diane Langston announced the addition of tutors at Marietta and Cartersville. There is now the same number of tutoring minutes per student on all campuses.

Barb Rees informed the Council that the Georgia Board of Nursing will be making their site visit February 10 and 11.

Dana Davis asked that employees who want to write letters concerning the possible merger of two-year institutions with technical schools do so from their personal email addresses, not the College's.

Dr. Pierce said that a search committee has been appointed to begin the process of finding a permanent replacement for Dr. Virginia Carson as Vice President for Academic Affairs.

The meeting was adjourned at 3:30 PM.

Meeting of the Administrative Council

Monday, February 23, 2009

2:00 p.m.

President's Conference Room

Minutes

Present were Randy Pierce, Cynthia Parker, Kimberli Causby, Debbie Holmes, Jeannette Eckles, Donna Miller, Ali Kimberl, Jeff Patty, Rob Laltrello, Phillip Kimsey, John Upton, Rob Whitaker, Fitzpatrick Anyanwu, Rob Page, Ken Reaves, Renva Watterson, Todd Jones, Ron Shade, Jeff Brown, Jamie Petty, Brent Griffin, Carla Moldavan, Dana Davis, John Spranza, Diane Langston, Sandie Davis, and Nancy Warner. Sheryl Ballenger joined the meeting via video conferencing from Cartersville.

Dr. Shade provided reports that showed enrollment up nearly 11% over last year at this time. Last day to drop or add classes will be March 6. Summer registration begins March 9. He also handed out a report that compared 2008 and 2009 orientation data. Fewer but larger orientation sessions are planned for this summer.

Rob Whitaker gave the group a budget update, see handout attached. The 10% budget reduction should remain stable for the remainder of '09. It is projected that the reduction amount for 2010 will be 12%. Thus far, furloughs are not being mandated by the state legislature. A directive from the University System of Georgia has instructed institutions not to reserve and roll money forward to the next fiscal year. The \$50 fee imposed on students recently will be discontinued beginning Summer semester.

Mr. Whitaker also conducted a PowerPoint presentation concerning the conversion to an online payroll system administered by ADP. It is part of the shared services initiative of the University System of Georgia to achieve efficiency in administrative practices. Flex spending and dependent care spending will be online beginning May 1. All paperwork related to benefits and payroll will be handled online beginning July 1. Training will take place in March and April.

Dr. Shade and Sheryl Ballenger presented a proposed policy for special administration of the Regents' exam for those who suffer from severe test anxiety, see policy attached. Dr. Pierce noted that the policy was considered a first read at this morning's cabinet meeting. It was decided to go ahead and approve the policy so that it could be implemented as soon as possible.

Dr. Watterson distributed a list of 38 courses proposed for Fall 09 that have some extended learning component, see list attached. An additional 15 are in development. Dr. Pierce and Ali Kimberl reported on the dinners they have hosted for the members of the Georgia House Higher Education Committee. A print of the GHC campuses was given to chair of the committee Bill Hembree.

The work on the Douglas County location is continuing apace. Dr. Pierce will be presenting plans and information to the Development Authority and City Council in Douglasville in a couple of weeks.

Regarding Paulding County, other than needing more funds for renovation, plans are in place for opening the location in the fall.

Rob Watts, Chief Operating Officer of the University System of Georgia Board of Regents, will be visiting the Floyd campus next week. He will be meeting with the president and vice presidents.

Advertising for three site directors (Paulding, Douglas, and Marietta) has begun.

Phillip Kimsey said that he has been having difficulty covering the utility bills with his \$900,000 utilities budget. He has asked that the staff and faculty be more mindful of turning off lights when they leave an empty room.

Volunteers are needed on Friday, March 13 for help with the state literary meet. Please contact Tammy Nicholson for more information or to volunteer.

Next Thursday, there will be an orientation/registration review meeting. Dr. Shade asked the members of the council to send a representative if they cannot attend the meeting.

There is now a link at our web site to access the Works program for reconciling purchasing card statements.

Rhonda Twyman-Green asked the group to submit any outstanding travel expense reports as she is trying to close them out for 2008.

Todd Jones said that the state is moving toward making it possible to download high school transcripts into Banner. GHC is one of the first colleges to do this. He also reported that acceptance letters for the fall semester have begun going out.

John Upton reported on the emergency management meeting that he and Dana Davis recently attended at Macon State. He also spoke of other proposals under consideration to increase campus safety, such as closed circuit television and emergency phones in the parking lot. On the Wednesday of spring break, an emergency mass notification system will be tested.

Ken Reaves announced that there will be a town hall meeting March 11 at 3:00 or 3:30.

John Spranza gave the Student Life update.

The meeting was adjourned at 3:30 p.m.

Meeting of the Administrative Council
Monday, March 16, 2009
2:00 p.m.
President's Conference Room

The meeting scheduled for this date was cancelled by vote of the President's Cabinet.

Meeting of the Administrative Council
Monday, April 6, 2009
2:00 p.m.
President's Conference Room

Minutes

Present were Randy Pierce, Cynthia Parker, Kimberli Causby, Debbie Holmes, Jeannette Eckles, Donna Miller, Ali Kimberl, Jeff Patty, Rob Laltrello, Phillip Kimsey, John Upton, Rob Whitaker, Fitzpatrick Anyanwu, Rob Page, Ken Reaves, Renva Watterson, Todd Jones, Ron Shade, Jeff Brown, Jamie Petty, Brent Griffin, Carla Moldavan, Dana Davis, John Spranza, Diane Langston, Sandie Davis, and Nancy Warner. Sheryl Ballenger joined the meeting via video conferencing from Cartersville.

TouchNet PayPath—Mr. Petty explained that GHC pays approximately \$60,000 per year in credit card fees. Those charges will be paid by students after July 1 with the implementation of TouchNet PayPath. There will be a one-time set-up charge of \$8750. The Cartersville and Marietta locations are already prepared to use this system. Under TouchNet PayPath, students will enter their own credit card information online, and additional computer kiosks will be set up on campus that students can use to make credit card payments. It was suggested that the changeover to this system be widely promoted, including mention in orientation materials. See handout attached.

Enrollment and orientation update—Dr. Shade provided data concerning summer enrollment, please see attached. The number of students enrolled is 71% ahead of last year at this time. It appears that students are much more serious about getting the process completed than in the past. The first summer semester orientation was held in Cartersville last Saturday. Sixty-seven students attended.

Student Services staffing update—According to Dr. Shade, the new Student Services Specialist in Marietta, Nancy Kelly, is doing very well and seems very comfortable in her new position. A second Specialist, currently working at our Carrollton location, has been hired for the proposed Douglas location. There are over 80 applicants for the remaining Specialist position in Paulding County.

Budget update FY 09 and FY 10—Dr. Pierce went over budget information provided by Rob Whitaker (please see attached). The budget reduction for FY 09 finalized at around 1.624%. It is anticipated that the reduction amount for FY 10 will be 12.3%. The \$50 per semester student fee will continue through fall 2009 and spring 2010. The future

versions of faculty contracts will contain language allowing the president to enact furloughs if necessary.

Other

- John Upton asked the council members to remind staff, faculty and students to not leave laptops and other valuables unattended. A laptop recently was stolen from an unsecured office.
- Rhonda Twyman announced that there will be training at noon on April 13, room 166, on how to file budget reports online.
- Todd Jones unveiled the new recruitment brochure, see attached.
- Dana Davis reported that GHC billboards will be up in Paulding County next week.
- Dr. Watterson gave a brief update about faculty hiring.

The meeting adjourned at 3:30 PM.

Meeting of the Administrative Council
Monday, April 20, 2009
2:00 p.m.
President's Conference Room

MINUTES

Present were Randy Pierce, Cynthia Parker, John Southwood, Jeannette Eckles, Donna Daugherty, Jason McFry, Ali Kimberl, Jeff Patty, Phillip Kimsey, John Upton, Rob Whitaker, Fitzpatrick Anyanwu, Rob Page, Ken Reaves, Renva Watterson, Todd Jones, Ron Shade, Jeff Brown, Jamie Petty, Brent Griffin, Carla Moldavan, Dana Davis, John Spranza, Diane Langston, Sandie Davis, and Nancy Warner. Sheryl Ballenger, Carolyn Hamrick, Brent Griffin, Debbie Holmes, and LaNelle Daniel joined the meeting via video conferencing from Cartersville.

Ken Reaves briefed the group on compliance and ethics hotline procedures, see attached. He also reported on GHC Connect—human resources orientation and training online.

Dr. Shade reported on summer and fall enrollment. Summer numbers are up about 70% over last year at this time, and fall is up about 182%.

Interviews are continuing in the effort to fill the student services specialist position in Paulding County. There were about 80 candidates.

Mr. Whitaker said that he has firmed up the Paulding funding proposal with Kennesaw State and the University System of Georgia. He also had copies of the floor plans for each building in Dallas and said the renovation is on track to be finished by the time of the ribbon cutting in early August. See handouts attached.

Mr. Whitaker also gave a budget update—see handout.

It was decided that those bi-monthly employees who work at the May 14/15 pinning/graduation will receive compensatory time instead of payment.

Interviewing for the new site directors has begun for the Marietta, Paulding and Douglas locations.

Dr. Pierce and several others from GHC will attend the Business Outlook Luncheon this Wednesday at Berry College.

Dr. Jon Hershey is working on a new African American Male Initiative grant.

A scholarship reception for donors and recipients will take place Thursday.

May 8 will be Assessment Day.

Nurse pinning is May 14 and graduation is May 15. According to Sandie Davis, 442 students have petitioned to graduate this year.

The meeting adjourned at 3:30 pm.

May 4, 2009

By vote of the President's Cabinet, the Administrative Council meeting scheduled for today was cancelled.

Meeting of the Administrative Council
Monday, June 15, 2009
2:00 p.m.
President's Conference Room

MINUTES

Present were Randy Pierce, Brent Griffin, Debbie Holmes, Jenn Purcell, Donna Childres, Ron Shade, Dana Davis, John Southwood, Fitzpatrick Anyanwu, Todd Jones, Ken Reaves, Diane Langston, LaNelle Daniel, Cathy Ledbetter, Jamie Petty, Jeff Brown, Jeff Patty, Jeannette Eckles, Cynthia Parker, Phillip Kimsey, Barb Rees, Renva Watterson, Donna Daugherty, Kirk Nooks, and Nancy Warner.

Comp time procedure (Ken Reaves) Mr. Reaves presented the Compensatory Time Off Election Form for Non-exempt Employees, see attached. This was a first read on the document. It will be the way for folks to elect either comp time or overtime pay for working more than 40 hours a week. It will bring us in line with BOR policy.

Summer and Fall enrollment/orientation updates (Ron Shade) There is a 20% increase in enrollment over last summer at this time. Fall enrollment is about 80% ahead to date—see enrollment reports attached. There is an orientation on Thursday in Cartersville. Todd Jones is trying to find a location in Paulding County to hold an orientation there. He will do the same in Douglas County as soon as it is appropriate.

Student Services staffing update (Ron Shade) It was announced that Joyce Darden will fill the open counseling position. A search is on for a student services person to help at the Paulding location. Cathy Ledbetter, Director of Campus Operations there, will be involved in the final selection. A record-keeping position in Cartersville will soon be posted, and they will start taking applications soon for the nursing admissions specialist.

Douglasville option (Rob Whitaker) Mr. Whitaker had sent via email photos of the modular units at Chapel Hill High School in Douglas County for possible initial use. He asked for feedback about whether to go forward with working with Douglas County on this. The Cabinet agreed that it is a short-term option for Fall. There was a suggestion that we inquire about the possibility of using the conference center.

Other Phillip Kimsey said that the Paulding site renovation is coming along very well. The parking lot in Cartersville is almost finished; the lights will be installed by Fall.

Nancy Warner said that there had been interest in keeping graduation on Friday night rather than Saturday morning as it has been in the past. The Cabinet had voted on the issue this morning and was in favor of making the change with the Forum as long as there were no strong objections from the Administrative Council. It was decided that we would check attendance numbers for last month's graduation. If attendance, both of students graduating as well as audience members, was estimated to be as high as last year, we would move forward with changing the date.

Rob Whitaker led a discussion about the upcoming change to ADP online time-keeping for bi-weekly employees.

Cynthia Parker announced that she needed all year-end purchasing requisitions by the end of day tomorrow.

Jeannette Eckles updated the Council on the some Banner interface projects on which she is working.

Dana Davis gave a pandemic update.

Donna Childres said that work-study funds will be cut significantly for Fall.

Cathy Ledbetter, new Director of Campus Operations for Paulding, said a few words of appreciation for the welcome she has received from the GHC community.

Ken Reaves announced the new dates for the Administrative Council Retreat: July 22-23 at the Governor's House in Kingston.

Dr. Watterson reported that as of this morning, offers have been made to 37 persons to fill faculty positions for Fall.

The meeting adjourned at 3:30 PM.

Nancy Warner

From: Rob Whitaker
Sent: Thursday, July 23, 2009 2:42 PM
To: ADMINISTRATIVE COUNCIL
Subject: Review of Yesterday's Planning

To all,

I have reviewed my notes and prepared the following list of plans that were presented. I have grouped them in certain categories; Major Change – savings projected, Minor Change – savings projected, Major/Minor Change – savings not projected.

Major Change – savings projected

Eliminate the budget for FY 2010 computer replacements \$225,000
Move Student Life to Student Activity budget \$143,742
Freeze three faculty positions \$156,062
Freeze all vacant positions (see list below, if you disagree with this list send me the name of the person who you have offered the position, the starting salary, and the work start date by close of business today) \$279,000

Minor Change – savings projected

Increase faculty workload by eliminating release time \$50,000

Major/Minor change – savings not projected

Close “extra” operating hours and reduce casual labor budgets.
Set standard room temperatures, ban space heaters and fans.
Start a campaign to turn lights off after hours.
Software installed to turn computers to energy save mode.
Stop giving students free scantrons (Students will buy in bookstore).
Reduce marketing budget and only emphasize new growth areas (i.e. stop marketing in Rome, Bartow, or Cobb).
Self choice for extra furlough days.
Use student assistants in place of full time benefited staff (reduced cost).
Eliminate Regents Test (Needs system approval).
Consolidate college purchasing.
Reduce or eliminate copy card limits.

Frozen Positions:

Program Coordinator	4500200	Assessment
Director Division/Dept AD	5300530	Student Support Services
Student Financial Counselor I	5400540	Financial id
Admissions Specialist	5500552	Application Fees
Records Specialist	5500560	Registrar
Alumni Relations Professional	6100660	Advancement
Clerk III	6100670	Human Resources
Public Relations Specialist	6500650	Community Relations

5300630	42,536	1,300	3,600	-	47,436
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Meeting of the Administrative Council

Monday, August 3, 2009

2:00 pm

President's Conference Room

MINUTES

Present were Randy Pierce, Dana Davis, Rhonda Twyman, Cathy Ledbetter, Debbie Holmes, Jeannette Eckles, John Upton, Rob Whitaker, Phillip Kimsey, Ken Reaves, Sandie Davis, Donna Childress, Todd Jones, John Southwood, Diane Langston, Rob Page, LaNelle Daniel, Laura Musselwhite, Cynthia Parker, Jeff Brown, Donna Miller, and Nancy Warner. Joining via video conferencing from Cartersville were Ron Shade, Kirk Nooks, Carolyn Hamrick, and Sheryl Ballenger.

Scholar nomination process (Ken Reaves) The USG Executive Leadership Institute, a system-wide leadership development program, is opening the process by which nominees from the member institutions are identified. Dr. Pierce and the Vice Presidents will form a nominating committee to consider applicants who meet the minimum qualifications—see handout attached. Those who are interested in being considered were encouraged to let the committee know.

In-service agenda (Ken Reaves) The faculty/staff in-service meeting will be held August 12 in Lakeview Auditorium. Mr. Reaves provided a proposed agenda for the meeting, updated with the recommendations from this morning's Cabinet meeting. Please see attached.

Enrollment and orientation update (Todd Jones) As of today, there are 4163 students enrolled at Georgia Highlands College for the fall semester. This represents a 37% increase over last year at this time. It was projected that we may wind up with nearly 6,000 students by the time drop/add has ended. Much more will be known after this week's wipe-out. The next orientation will be this Saturday in Cartersville for 110 students. A list of remaining orientations is attached.

Ribbon cutting ceremony (Dana Davis) The council was reminded of the Paulding facility ribbon cutting on Friday, August 14 at 11:00 a.m. Those who plan to attend were encouraged to RSVP Nancy Warner so that the appropriate amount of food will be ordered.

Other

- Mary Barcomb, former manager of the cafeteria on the Floyd campus, died over the weekend. She was the mother of Jan Pearson, manager of the bookstore.
- Potential students will not be able to apply online after August 5.
- Students will be sent reminders of the August 6 payment deadline.
- The new TouchNet system will go live September 8.
- Web class offerings for fall have increased by 75%.
- Four new full-time security officers will be rotating among the campuses beginning August 10.
- The council received a brief update on the work to ready the Paulding and Douglasville sites for classes.
- Dr. Shade will meet with the principal of Chapel Hill High School Friday to establish a working rapport and to discuss boundaries between the high school and college students.
- Sheryl Ballenger has been meeting with the new campus directors concerning student support services and working out a plan for counseling and disability support staff to rotate among the sites.

The meeting adjourned at 3:30 p.m.

– B A C K G R O U N D E R –
Chancellor Erroll B. Davis Jr.
Editorial Board Visits – Summer/Fall 2009

Core Message:

- The University System is not a cost to this state – it is an investment.
- The University System focuses on long-term needs. We build and shape the future. Consequently, we have to have the discipline in place to meet future – as well as present – needs. We are tasked with predicting the future and responding in ways that prepare the state.
- Uneducated citizens cost the state...unhealthy citizens cost the state. We do not. We are not a problem; we are the solution. We create jobs; we cure illnesses; we create the leaders of tomorrow. We develop those who will lead workforces in the future. We are that agency of state government that brings solutions and knowledge to bear for today, but even more critically, for tomorrow.
- The USG -- indeed higher education -- continues to be the engine driving the state's current and potential growth. Higher education is truly an investment that adds value to the state, to its communities, and to individuals.
- Everyone benefits. The state benefits from the approximately 46,500 degrees we award each year. The significant majority of these degree holders go on to live in Georgia's communities and work in Georgia businesses. When you consider that on average, a college graduate will earn \$1 million more in his or her working lifetime over someone with just a high school diploma, this annual influx of graduates adds up.
- The state's economy benefits from the direct economic impact of our System – during the most recent fiscal year, the System had a \$12.1 billion economic impact – even in the midst of an economic downturn. [Cite local statistics – economic impact/jobs].
- We have to produce Georgia's next generation of leaders, farmer, teachers, doctors, nurses and business professionals – all of whom will serve this state. And that is our ultimate purpose – educating and preparing Georgia's next generation of leaders. We are making decisions not just for the moment, not just for the tough times, or for the next fiscal year ... but for the long term.
- We must not make decisions today that mistake the urgent for the important. We create the future through our actions today.
- We are committed to serving this state – even though this commitment is being tested in this current economic downturn.

THE BUDGET AND GROWTH

- The challenge we face is how to continue to deliver prosperity in these tough economic times. Unlike most businesses in a recession, we cannot reduce production and inventory and other costs to align with reduced demand. We have a recession, but we do not have reduced demand. At the very time our resources are shrinking – demand for our services is literally exploding.
- The University System is subject to the same budget pressures being faced and borne by all agencies of state government. For Fiscal Year 2010, we are operating with a state appropriation of \$2.17 billion, a reduction of \$275 million from our \$2.3 billion state base FY2009 appropriation. That's an 11.9 percent cut for the University System.
- With reductions and additions, our net budget reduction for Fiscal Year 2010 is \$127.7 million. While federal stimulus funds provide some help, we are mindful that \$92.6 million in stimulus funds go away in FY2012 – which is yet another permanent cut to our budget.
- Despite the tough times, the Governor recommended and the General Assembly did recognize two key priorities and provided needed additional funding for these.
- We did receive for the upcoming fiscal year critical new formula funding from the General Assembly – again, based upon our fall 2007 enrollment. The formula – the mathematical equation that determines our base funding for instruction – generates new dollars for our new students, but on a two-year lag.
- We also received needed funding to continue a state priority to expand medical education -- \$7.8 million for this effort.
- We also received \$367 million in bonding authority for our capital programs.
- It is true, that unlike most state agencies, we do have other revenue sources: research grants, auxiliary funds, private donations and, of course, tuition and fees.
- State support represents 38 percent of our total and is declining.
- Yes, the formula does provide additional support for student growth, providing that our funding partners fully fund the formula. This has lessened the impact of our reduction.
- There are two points here:
- One – 23,000 of our current students are not covered by the formula, and
- Two – any way you want to look at it – a \$275 million cut is still a \$275 million cut.
- Our students are paying a price – faculty positions frozen, fewer sections, shorter lab and library hours are just a few of the ways students are affected.
- But the real impact is long term. If you go back to the last recession, in the year following budget cuts, we saw a reduction in our retention rates – which had been up to that point, increasing.
- And then six years out – the average time to graduation nationally, our graduation rates took a dip – the first dip after a number of years of increasing graduation rates.
- So if you want to get a true measure of budget cuts – you must project out to our endgame – graduation rates. And that is the true and long-term price reductions have on our students and on our state.

STAFFING/LAYOFFS/FURLONGHS

- We now have more than 1,300 vacant positions throughout the System that have not been filled on a permanent basis – more than 500 of these are for faculty. And we have laid off 146 employees and have an additional 348 positions on hold.
- We have not implemented furloughs in the University System to date.

- Our policy has been to take the permanent cuts with permanent decisions. A furlough is a temporary decision that does not address a permanent cut. So we have fully absorbed all \$275 million in cuts – which includes, among other measures, all employees paying more for health insurance and retirement funding.
- Until this new fiscal year, our faculty contracts did not give us the legal means of implementing furloughs. We have amended language and now all faculty contracts expressly grant us the right to implement furloughs if needed.
- We have developed a system-wide policy to guide our institutions in implementing furloughs, should those become necessary.
- Why furloughs now? Frankly, we have made a significant number of decisions that do not leave many new, permanent options. If state revenues continue to fall, and fall in greater percentages than forecast, furloughs may become a necessity. And we are ready, should that day come.

ENROLLMENT GROWTH

- Compared with fall 2007, we are serving 23,000 additional students who are not yet reflected in our funding formulas.
- We are indeed doing more and more ...with less. In short, our presidents have been asked to reduce their budgets by slightly more than ten percent while simultaneously increasing their enrollment by upwards of ten percent.
- The growth has not stopped. We saw an increase in our spring enrollment of 5.8 percent over the previous spring. We expect a significant enrollment increase for this fall.
- Unofficially, and while applications do not translate automatically into enrollment, applications are generally up across the System – from three percent at Valdosta, to 11 percent at Georgia Southwestern and Ga. Tech, to 18 percent at Savannah State, 20 percent at Georgia Gwinnett, 22 percent at Georgia State and a through-the-roof 60 percent at Coastal Georgia.
- Reason clearly suggests that a continuing trend of increasing enrollment and decreasing resources is not a formula for success over the long run. But for the present, we are maintaining academic quality. Our internal efficiencies are supporting these thousands of additional students not yet reflected in our funding formula.

CAPITAL PROJECTS

STIMULUS FUNDING

- The American Reinvestment and Recovery Act, signed into law by President Obama in February, provides several opportunities for the University System. The first is funding available from the State Stabilization fund. Georgia is using these funds – a total of \$1.2B over two years – largely to fund education. While the bulk of the money will go to K-12, the USG has been allocated \$109.7M to be spent between Fiscal years 2009 and 2010. This may seem like a lot of money, however, our state funds were reduced in the same amount so it is a just a fund source swap.
- There are many other opportunities that we are going after to further our strategic plans. Grants are available to increase teacher quality, create a P-20 database to assist us in making informed decisions about education options, develop green technology and jobs, develop a health information technology system to allow our health records to be accessible electronically, supply broadband access to rural parts of our state, and many more research projects that will help us live in a more energy efficient society. We hope to be awarded many of these grants and help our state's economy.

TUITION

USG Tuition Background

- Georgia historically has been a low tuition state. This is the result of consistently strong state support for public higher education that has enabled the Board of Regents to pursue a goal of providing broad access to the University System of Georgia.
- Among the 16 states that make up the Southern Regional Education Board, Georgia's current resident undergraduate tuition and fees rank 14th lowest among the SREB states at four-year institutions and 10th lowest among the SREB states at two-year colleges.
- In 2006, the regents adopted a new tuition strategy that built upon Georgia's low tuition history: the **Guaranteed Tuition Plan** that fixed tuition for four years. The goal of the plan was to provide better financial planning for students and families, and also to encourage more students to take more courses and graduate in four years.
- Since the adoption of the guaranteed tuition plan, three successive classes have enrolled in the University System under the plan. Currently, there are approximately 133,000 students enrolled under the guaranteed tuition plan.
- For students, the plan certainly has provided greater stability in terms of budgeting year-to-year.
 - However, an analysis of student course taking indicates that the plan has not had the desired effect of encouraging more students to take more classes and graduate within four years.
 - When the progress-to-degree rate for the first class of students under the Guaranteed Tuition Plan (fall 2006) is compared to the class of fall 2005 (who are not covered by the guarantee), results are clear. Students under the guarantee are not taking any more credits than non-guarantee students. At the halfway point of the four years, only two of every 100 students with the guarantee are taking more classes in order to graduate within four years.
 - It is clear that the guarantee has not appreciably changed student behavior.
- For the University System, the underpinning of the guarantee is continued strong state funding support.
 - In-state tuition does not cover the total costs of instruction. The State of Georgia and the University System share those costs. A long-standing compact between the State and the Board of Regents has enabled the Board of Regents to set tuition rates based on a split of approximately 75 percent of state funds to be matched with 25 percent from tuition revenues.
 - However, as the economic downturn has worsened, the state share has slipped: it is now around 60 percent. The continuation of the Guaranteed Tuition Plan was contingent upon no budget reductions, and for FY10, the USG's state appropriations have been reduced 11.9 percent, or \$275 million.

The New Tuition Strategy

- **Students with the Guarantee:** The three classes of students (freshmen in fall 2006, fall 2007, fall 2008) will continue to pay the guaranteed tuition rate. The Board of Regents will honor its commitments under the Guaranteed Tuition Plan to all students currently enrolled under the Plan. These students will see no changes in guaranteed tuition rates this fall.
- **Fall 2009:** The Regents have frozen the tuition per credit hour rate for new students entering fall 2009 at the fall 2008 rate. However, new students will not be on the Guaranteed Tuition Plan; they will be subject to potential tuition increases in future years.
- **Students enrolled prior to fall 2006:** Students who enrolled before the Guaranteed (pre fall 2006) are on a floating tuition rate, subject to annual increases. For fall 2009, they will pay the same rate as incoming new students (the fall 2008 tuition rate frozen for fall 2009).
 - This means these students will see a tuition increase of 12 percent at the research universities, 10 percent at the regional and state universities, and 6 percent at state and two-year colleges.

CHANGE: The Credit Hour Rate

- The other major change in tuition strategy is to have **most USG students pay tuition per credit hour**. The exception is that students at Georgia Tech and the University of Georgia will pay a flat tuition rate.
- Under the old tuition strategy, the Board charged a full-time student tuition rate set at 12 hours -- the hours above 12 credits were thus provided at no charge to students who took those hours.
- However, it takes 15 hours per semester to graduate in four years.
- The majority of USG freshmen students take more than 12 hours – 88 percent of freshmen at Tech and UGA take 13 or more credit hours per semester; at all other USG institutions, 62 percent of freshmen take more than 13 credit hours. The USG is not in a budgetary position to give away those three credit hours any longer.
- **What this means for students at all USG institutions except UGA and Tech in fall 2009:**
 - Students at all institutions other than UGA and Tech will be charged per credit hour up to 15 hours.
 - Only Students who choose to take 15 hours will pay for the additional three credits. This change applies only to new students beginning fall 2009 and those students who enrolled in the USG prior to fall 2006. Students under the Guaranteed Tuition Plan will not be affected.
 - However, at Ga. Tech and UGA, all new students beginning fall 2009 and all students enrolled prior to fall 2006 will be charged a flat tuition rate. A flat rate means students will no longer have the option of paying by the credit hour, instead students will pay a flat fee that is equal to paying for 15 credit hours.
 - The rationale: charging for the 15 hours will encourage students to take additional credits and graduate sooner.

CHANGE: Mandatory Fee

- The 11.9 percent budget reductions for the USG in FY10 also necessitate a greater reliance on student support in order to maintain the academic quality and student support services required to meet the needs of a potential fall 2009 enrollment of almost 300,000 students with formula funding to support 270,000 students.
- Therefore, the Regents approved a recommendation to **continue this fall 2009 the general institutional fee first assessed for the spring 2009 semester**.
- This fee is \$100 at the research universities, as well as at Georgia Southern University, Valdosta State University, Georgia College & State University, Kennesaw State University, Southern Polytechnic State University, and University of West Georgia; \$75 at the other state universities; and \$50 at the state and two-year colleges.
- The fee applies to all students.
- The fee is not covered by HOPE.

MEDICAL EXPANSION

- Georgia ranks ninth in the nation in both population and population growth according to the U.S. Census Bureau, but currently ranks 44th in the number of physicians per capita according to the American Medical Association.
- If we don't expand medical education and produce more MDs, we'll be last by 2020.
- This is despite the fact that the state's only public medical school – the Medical College of Georgia in Augusta – already has one of the largest class sizes in the country.

The proposed solution is a STATEWIDE SIMULTANEOUS expansion plan:

- Expanding the main Medical College of Georgia (MCG) campus in Augusta to 240 students per class.
- Developing a second, four-year MCG campus in Athens in partnership with the University of Georgia (UGA) with 40 students per class initially that will eventually be expanded to 60 students per class.

- Expanding clinical campuses for third- and fourth-year students in Savannah and Albany.
- Expanding clinical relationships statewide, including Rome, Columbus, Brunswick, Valdosta.
- The plan utilizes the resources and talents of two great system institutions to benefit all of the citizens of this state, as well as hospitals and practicing physicians across Georgia. Every household in the state should be positively impacted by this plan.
- To those who state that the state's current budget situation is a reason to put these medical education expansion plans on hold, the answer is simply that Georgia's poor health statistics cannot be put on hold – they are continuing to degrade, regardless of the economic health of the state.
- To delay medical education expansion in Georgia will have the same ultimate effect on the state as an individual delaying treatment for a serious illness.

The plan has a BIG ECONOMIC IMPACT:

- Full implementation of this plan will:
 - Double MCG's statewide economic impact to \$3.2 billion from \$1.6 billion by 2020.
 - Create 10,000 new medical-related jobs by 2020.
 - Boost research, which creates high-value, knowledge-based jobs for Georgians.
- **MCG/UGA Partnership Campus in Athens**
- **Leadership/Faculty:** Dean of the Athens Campus Dr. Barbara Schuster started her work on November 1, 2008. She has hired an Associate Dean of Curriculum; begun recruitment of chairs of the Dept. of Basic Sciences and Dept. of Clinical Medicine and Dean of Student Affairs, and general faculty recruitment. More than 300 prospective candidates have applied and 2 faculty have accepted positions. A total of approximately 30 faculty will be hired for the Athens campus and existing MCG and UGA faculty also will help teach on the Athens campus.
- **Accreditation:** The LCME site visit was held in April. On June 15 the Liaison Committee on Medical Education (LCME), the accrediting body for the country's medical schools, informed the Medical College of Georgia (MCG) that in the LCME's assessment, MCG had adequate resources to move forward with plans for a four-year campus in Athens in partnership with the University of Georgia (UGA).
- MCG School of Medicine will admit 230 students for the fall 2010 (rather than 190) on the Augusta campus. Applications for fall 2010 will be accepted beginning later in June, and will include slots on the Athens campus.
- **Clinical Campuses**
- Deans are in place at both clinical campuses: Savannah – Dr. Kathryn Martin, Albany - Dr. Iqbal Kahn
- Discussions regarding leasing/renovation of classroom space is underway
- Plans are in place to initiate LCME interaction for the Albany clinical campus in September 2009
- **Residency Education/Graduate Medical Education (GME)**
- Statewide GME planning is ongoing to support MCG medical education efforts designed to build partnerships with appropriate stakeholders.
- The first GME summit was held October 2009, providing opportunity for Georgia medical schools, teaching hospitals and other state leaders to begin discussion on future expansion of GME in Georgia. A second GME summit is in the planning stages.
- Three Athens area hospitals have completed initial feasibility study for becoming a teaching hospital. This process was not directly managed by the University System, however, these hospitals will play a

role in USG medical education expansion efforts. The proposed timeline for these hospitals to enter medical education places new residents in training July 1, 2012.

NURSING EDUCATION

Production of new nurses

- USG has increased annual production of graduates by roughly 1,000 per year since the USG's production of nurses bottomed out in 2002. In 2002 the USG graduated 1,240 nurses (some RN-BSN) which do not represent new nurses, in 2009 the USG graduated roughly 2,250 (only includes pre-licensure nurses).
- FY2009 marked the second full year of the USG's targeted Nursing Education Funding Initiative. This initiative provides \$3 million, each year, over three years to support select nursing programs with plans to expand their production of nurses by at least 50 percent. Ultimately, 16 USG institutions received funding from this initiative. A thorough analysis of the first year efficacy of this program showed important gains for most participating programs and an analysis of the second year of this program is just beginning. However, the significant improvements sought through this effort will not materialize until the end of the 2010 academic year, when the first batch of nursing graduates funded through this initiative emerge. Intentions are to permit those programs that meet their goals to retain the funding provided through this grant as part of their base budget. Those that fail will have this funding removed.
- Through a partnership with the Center for Health Workforce Planning and Analysis and ICAPP, the USG funded creation of a fast track BSN program to prepare new nurses for work in the state's beleaguered mental health system. This program, operating out of Valdosta State University, takes students with existing baccalaureate degrees in a field related to behavioral health (psychology, sociology, criminology or anthropology) and educates them to receive a BS in nursing. Total anticipated time to produce a new mental health nurse is 15 months.
- The USG has expanded its numbers of nursing programs offered to Georgia students. This has been seen in schools like College of Coastal Georgia and Macon State where new baccalaureate nursing programs have been approved and started. These programs are designed to be run alongside of existing associate degree programs already offered at these schools. Since these new BSN programs compliment existing programs, instead of replacing them, they serve to expand our course offering and access to USG nursing programs.

Development of new faculty

- USG approved a new Doctor of Nursing Science (DNS) program at Kennesaw. This program was designed, in part, to produce graduates equipped to fill roles of nursing faculty, which is a critical need facing the state's nursing programs at this time. The Kennesaw DNS is expected to enroll its first students in FY 2010.
- Descriptions of new post baccalaureate programs have been submitted to the USG for review and approval. This includes one online masters program to be offered by the Medical College. Since the majority of USG nursing faculty hold a masters degree as their highest degree, these online programs can produce new nursing faculty across the state.

USG HELPS GEORGIA'S ECONOMIC DEVELOPMENT

- USG offerings were an important part of the State's incentive package for NCR. USG is paying \$300,000 of the \$1.3 million offered NCR for executive leadership programs through USG institutions.
- USG is playing an important role in helping make the NCR relocation a reality. Georgia Tech is providing free "landing space" in campus offices for the NCR advance team. USG is paying \$50,000

for Georgia Tech expertise to retrofit the Panasonic ATM manufacturing facility for NCR, and providing \$35,000 in assistance for talent acquisition (new hires, interns and co-op students).

- Since 1996, USG has responded to college-educated workforce needs of growing Georgia companies through ICAPP programs that prepared more than 5,000 Georgians to fill vacant positions in critical areas.
- USG is helping displaced Georgia workers by teaching them the computer skills they need to search and apply for jobs online. Another USG program helps workers displaced from Cooper Tire in Albany who want to return to college to prepare for new careers. Darton College helps them prepare for the COMPASS exam that is required for non-traditional students entering USG institutions. Local Workforce Investment Boards identify the displaced workers, and give them vouchers that they bring to a USG continuing education department.
- USG Office of Economic Development programs and staff were greatly reduced because of budget cuts.

MERGER ISSUE – TOUGH CHOICES/TOUGH TIMES

- The University System welcomed the report of the /Tough Choices or Tough Times/ Working Group. The recommendations focus on ways for additional eleventh and twelfth grade students to pursue a more rigorous high school curriculum, to enter a dual enrollment program with a local college or university, or to move on completely to a post-secondary institution.
- The thirty-five colleges and universities in the University System currently teach more than 3,000 high school students through their dual enrollment programs. In addition, the USG has residential programs for advanced high school students at Middle Georgia College in Cochran and the University of West Georgia in Carrollton.
- The University System will work closely with the Governor's Office, the Department of Education, the Technical College System of Georgia, and the Georgia General Assembly to increase the opportunities available to students.
- The University System has formed an internal task force to study the recommendations in the report and formulate follow-up actions. This group has held its initial meeting.
- The focus has shifted from possible mergers between USG two-year colleges and technical colleges to increasing the number of articulation agreements.
- There is a strong consensus among those involved that technical college students currently experience fewer obstacles in transferring to a USG institution than some policy-makers seem to think. USG institutions currently accept a large number of transfer hours from TCSG institutions.
- We recognize that additional system-level articulation agreements with TCSG would improve pathways for some students and are an appropriate and on-target response to the TCTT report and its recommendation to increase pathways to postsecondary education.

TEACHER PREPARATION

- **Producing a high quantity of teachers**
 - In 2008, 22 USG institutions had teacher preparation programs open or under development.
 - USG institutions produced 4,236 teachers in 2008, an increase of 11 percent from 2007. This is among the highest increases in the country and was accomplished even in times of budget constraints.
 - The USG has produced nearly 25,000 teachers since 2002.
 - Our commitment to ensuring a diverse workforce is evidenced by a 31 percent increase in minority (non-white) teachers between 2007 and 2008. Again, this is among the highest increases in the country.

- **Producing quality teachers**

- Numbers alone do not tell the story and are meaningless unless the teachers have the knowledge, skills, and beliefs necessary to affect student learning.
- The overwhelming majority of USG-prepared teachers were hired immediately upon completion of their programs –79 percent of the 2007 graduating class entered the next fall.
- 98 percent of school administrators hiring USG graduates would recommend to their peers, the USG institution which prepared their teachers.
- 99 percent of USG-prepared teachers agree that they are prepared to plan and carry out instruction and programs based on knowledge of state and district performance standards.
- The two-year retention rate for USG graduates is 89 percent versus 76 percent for non-USG graduates.

- **Using effective strategies to meet demand**

- The “20,000 by 2020” Initiative was implemented to meet present and future State demands for teachers.
- A new online alternative program to prepare mathematics and science teachers was developed in 2008.
- The Destination Teaching website, which provides a “one stop shop” for prospective teachers, had more than 2 million hits in 2008.
- Online teacher preparation programs offered through GeorgiaONmyLINE targeted and reached an expanded market for teachers, such as career changers.

STUDENT SUCCESS

Early College

- Early Colleges are focused high schools where students can earn a high school diploma with the potential to earn an associate degree, or one to two years of transferable credit towards a bachelor’s degree. Each site is a partnership between a local school system and a University System of Georgia institution. The schools provide a rigorous course of study, high expectations and supportive, personalized learning, while building a college-going culture of success.
- Early College students consistently score higher than their system and state peers on all state assessments including: EOCT, CRCT & High School Graduation Test.
- Six of the USG’s Early Colleges specifically target students between the 25th and 50th percentile on their 5th grade ITBS. After attending EC, these students are outscoring their district and state peers on CRCT.
- Carver Early College, the first early college initiated by the USG, had its first full cohort of graduating seniors this year. Carver reports that:
 - The graduating class had a 100 percent graduation rate.
 - 100 percent of seniors have been accepted into at least one 2-year or 4-year college.
 - Seniors boasted an average SAT of 1496 with several students scoring over the 1500 mark.
 - 100 percent of seniors will graduate with some college credit through Dual Enrollment at Georgia State. Some will finish high school with as many as 50 College Credits.
- Many Early College current and future schools have career focuses that address local workforce demands (Teacher Preparation, Urban Planning, Health Sciences, Engineering, Criminal Science Investigation and Historic Preservation).
- This program currently is operating under significant budget reductions for FY10.

Stem Initiative

- The STEM Initiative builds upon the successes of initiatives such as the Partnership for Reform in Science and Mathematics (PRISM), and Mathematics, Engineering, and Science Achievement (MESA) programs.
- Proposed as a Presidential Initiative, the program was launched in July 2007 in response to the dire need for graduates in STEM related professions, and by studies that describe the changing landscape of higher education on the world stage and the corresponding implications for America's economic growth and national security.
- Data to-date suggests an increase in:
 - STEM majors (both STEM disciplines and STEM education) and
 - STEM degrees awarded (both STEM disciplines and STEM education)
- Participation of students in MESA programs increased from 119 (2007) to 260 (2009).
- Many institutions are using the work of the STEM Initiative as leverage for receiving external grants.
- STEM Fellowship Grants have motivated and excited faculty to become more interested in working with other Colleges and K-12 schools (feed-back from STEM coordinators).
- State-level Institute was extremely well received and motivated many attendees to seriously consider adopting new ideas for the teaching and learning of science and mathematics
- USG STEM Institutions have initiated additional strategies to those addressed by the USG STEM Initiatives.
- The STEM Initiative's work will be incorporated into the work of a recently funded NSF Mathematics and Science Partnership Research Grant. The STEM Initiative is part of the MSP Leadership Team and works to streamline and coordinate data between the USG institutions and the MSP research team.
- Collaborations have been formed with the Governor's Office of Workforce Development, ICAPP, Georgia Bio, and the Innovation Crescent as they develop policies and guidelines that will help Georgia produce a skilled 21st century work force.
- The STEM Initiative is a collaborative partner with the system's 20,000 by 2020 initiative to produce more teachers for Georgia's schools.
- Additional partnerships are being explored. These include Partnerships between Georgia Tech's CEISMC program, Fernbank Museum of Natural History, Centers for Disease Control and Prevention, Georgia Youth Science and Technology Centers, Inc. and U.S. Department of Energy's BioEnergy Science Center
- The STEM Initiative has initiated and/or supported collaborative grants with USG institutions.
- This program currently is operating under significant budget reductions for FY10.

ONLINE LEARNING

- The Board's Strategic Goal 2 is to create enrollment capacity to meet needs of 100,000 additional students by 2020. One of the tools the USG is using to meet this goal is technology – online learning or distance education.
- The goal we have set for ourselves is to increase distance learning credit hours generated across institutions by at least one percentage point per year.
- The target for 2009 is 6.4 percent of semester credit hours to be generated by distance education offerings — actual is currently 6.8 percent.

- The mechanism we are using to reach this goal is the Georgia ONmyLINE (GOML) initiative, launched in fall 2007 to help get the word out to students about the offerings provided by institutions in the USG.
- Through GOML, 27 USG institutions list more than 2,860 courses for fall 2009 (an increase of 11 percent from fall 2008).
- 19 USG institutions offer 151 degrees and certificates from undergraduate through the various graduate levels.
- In 2007 we implemented a new model for development and delivery of DE programs that address areas of state need. Programs were required to obtain institution-wide commitment to support the program, scale in response to demand, maintain a student centric approach to services, and to ensure tuition dollars were committed to program and departmental needs. The first set of programs were graduate teacher education programs — for practicing teachers and for career changers. Growth has been dramatic -- total enrollments in these programs has gone from 110 students in the spring of 2008 to 1,412 students in the summer of 2009.
- We have added programs in criminal justice, information technology, business and international affairs, and associate degree programs. These programs are just now beginning to be advertised in the Georgia ONmyLINE site.

CAMPUS SECURITY

- Recently there have been a number of high-profile cases in which students at the Georgia Tech campus were assaulted in areas adjacent to or near the Tech campus.
- Campus safety is of the highest importance at Georgia Tech, indeed at all 35 USG institutions.
- Tech officials have maintained full support for its campus safety programs.
- Throughout the System and at Tech, we work continuously to improve campus safety and security through education and safety programs .
- Tech's police department is working closely with the Atlanta Police Department (APD) to identify and stop those who choose to break the law in the Midtown area.
- Tech officials are committed to providing a safe and secure environment for students, faculty and staff while sustaining and nurturing an open campus.

GUNS ON CAMPUS

- Current Georgia law regarding possession of firearms states: *"Except as otherwise provided in subsection (c) of this Code section, it shall be unlawful for any person to carry to or to possess or have under such person's control while within a school safety zone or at a school building, school function, or school property or on a bus or other transportation furnished by the school any weapon or explosive compound."*
[§ 16-11-127.1. Carrying weapons within school safety zones, at school functions, or on school property]
- The Board of Regents of the University System of Georgia is fully committed to supporting the law in its current form, which allows no weapons into its classrooms or campuses.
- Therefore, the Board of Regents of the University System of Georgia opposes any changes in the current law.
- We feel the current law keeps our campuses safe and is designed to protect our students, faculty, staff and visitors.

PARKING DECK

- University System of Georgia (USG) officials have and are closely monitoring the evolving situation and follow up information on the Centergy parking deck in Atlanta. While this deck is not owned by, nor was it constructed by or for the USG, clearly we were concerned for everyone's safety during the initial emergency response. We also want to ensure that appropriate follow up action be taken. As parties associated with this project continue working to assess the cause of the partial collapse of this parking deck, USG officials are extremely interested in and will continue to follow the findings of these investigations. We will stay on top of this situation as information is made available and lessons learned are.
- The Board of Regent's Facilities Office has an inventory of all structures in the University System. We are aware of all structures that have, in the design and/or construction, involved any of the parties associated with the Centergy parking deck project. However, we are taking a precautionary approach to all parking decks thru initial visual inspections.
- USG officials are in the process of creating a listserv for all 35 USG institutions to share information as it becomes available on the Centergy Deck as well as to make available information and best practices regarding the maintenance and inspection procedures for parking decks in general.
- The safety of students and the public on USG property remains a primary concern and USG officials are asking USG institutions to assess structures, share information, and act with prudence.
- Impacted institutions have initiated inspections of parking decks and the findings of these inspections will be shared with all USG campuses thru the list serve. As we learn more, additional requirements may be put in place.

Georgia Highlands College
Administrative Retreat Meeting
July 22, 2009

The meeting was convened at 8:30 a.m. by President Randy Pierce at the Governor's House in Kingston, Georgia. Dr. Pierce welcomed the group with brief opening remarks. He pointed out that in view of the state budget crisis, most of the meeting would concern ways that GHC can absorb cuts in funding. He also mentioned that the latest word from the Board of Regents is that all employees of the USG will be required to take three furlough days between now and the end of the year.

Mr. Rob Whitaker, Vice President for Finance and Administration, next addressed the council about the proposed budget cuts for the new fiscal year. All Georgia state agencies have been asked by the governor to develop contingency plans for 4%, 6%, and 8% reductions in budget. For Georgia Highlands, this amounts to approximately \$145,000 for each percent. It is unknown at this time if this will include the savings from the furloughs or will be in addition to them. He asked for ideas from the council to come up with the cuts. Suggestions included:

- Reducing hours of operation (ex. Libraries)
- Curtailing library acquisitions
- Reducing utilities usage
- Eliminating free scantrons
- Cut standard travel/operating/supplies expenses
- Reduce mailings; cut catalog printing, keep printed schedules but reduce size
- Market growth areas only
- Eliminate computer replacement schedule
- Change faculty workload
- Use credentialed current employees to teach in lieu of furloughs
- Stop the practice of re-assigned time
- Freeze hiring/use critical review
- Offer internships

- Consolidated purchases
- Use Vista sites more for course evaluations, syllabi, etc., to cut copy charges
- Reduce/eliminate copy cards

After the mid-morning break, Dr. Carol Copenhaver addressed the council about the work she is doing on a study, requested by Regent Willis Potts, to determine the feasibility of making GHC a limited-mission, four-year degree institution.

Focus groups made up of the local healthcare communities, education communities, and leadership communities have been created to garner outside input. The degrees being considered are in education and nursing. In addition, Dr. Copenhaver suggested offering a degree in business with an emphasis on healthcare management. This would be a good alternative for folks who don't want to be teachers or nurses. Dr. Copenhaver noted that a letter should be sent to SACS regarding GHC's plan to apply for 4-year status.

After lunch, the council heard updates from the three vice presidents and the chief information officer.

Dr. Watterson, Vice President for Academic Affairs, observed that, due to budget cutbacks, the Office of Institutional Effectiveness has been eliminated. The strategic planning function of that office will now be headed by Dr. Laura Musselwhite. The Instructional Resource Center will be reconfigured to include her office, and Candace Clifton will provide administrative support.

Dr. Watterson went on to provide updates in the following areas:

- Academic structure at the new locations in Paulding and Douglas.
- Faculty hiring
- Academic advising
- First Year Experience pilot
- E-learning

Next, Dr. Ron Shade, Vice President for Student Services, reported on enrollment, which is well ahead of last year at all sites. Online enrollment has

doubled. The next three Cartersville orientations are already filled with 85 students per session, and there are 222 students signed up for the next Floyd orientation.

Among the new technologies purchased by Student Services are:

- DegreeWorks, a degree audit program
- A college catalog database called CollegeSource that will help in evaluating transcripts from transfer students
- CLEAN Address, a program that will help prevent data entry errors by students who change their addresses online
- Student Life will offer Red Rover, a Facebook application that will promote greater connectivity among our students.
- Students are now able to check admission status, holds, and testing status online.
- Student Support Services can now work with Student Accommodation Manager (SAM) to monitor student accommodation.

Jeff Patty reported that the IT department produced 4,000 course DVDs for the summer semester alone. He said that we are the only USG institution still producing the DVDs; others have gone completely to online courses instead. His department is also very busy preparing the new instructional sites in Paulding County and Douglasville.

Rob Whitaker stated that the construction and renovation in Paulding is going very well and will be complete by the ribbon cutting August 14. He described the facilities to be used temporarily in Douglasville until a permanent location is identified and readied.

Proposals are being considered for offering food service on the Floyd campus. Mr. Whitaker said that the next building to go up in Cartersville will also have food service.

Other work in progress includes finishing the new parking lot in Cartersville and re-roofing the library on the Floyd campus. The final stage of renovation at Heritage Hall will begin within the next year.

Dr. Pierce announced that with the recent resignation of Ali Kimberl, Mary Norton will take over governmental relations. The remainder of the position's duties will be assumed by Dana Davis.

After a break, Dr. Pierce led a discussion about GHC goals for the upcoming year. These included starting the second building at Cartersville, continuing to study the feasibility of offering four-year degrees, increasing the amount of e-learning opportunities, expanding foundation membership, and continuing to establish GHC as the second-largest multi-campus institution in the system.

It was suggested that as the Administrative Council considers strategic planning, a view into what GHC may well look like three years from now should lead the discussion. Toward that end, the following suppositions were made.

- Paulding and Douglas will each have 1,000 students
- Another location in Cobb will serve 2,000 students.
- A second building will be in place in Cartersville
- Four-year degree programs will be in place.
- GHC enrollment will top 8,000 students.
- By 2013 or 2014, the Floyd campus may house a clinical program for USG medical students.

The meeting adjourned at 3:30 pm.

Meeting of the Administrative Council

Monday, August 17, 2009

2:00 p.m.

President's Conference Room

MINUTES

Present were Randy Pierce, Cynthia Parker, Phillip Kimsey, Rob Laltrello, John Southwood, Sandie Davis, Donna Childres, John Spranza, Rob Whitaker, Jamie Petty, Ken Reaves, Diane Langston, LaNelle Daniel, Rob Page, Donna Daugherty, Jeannette Eckles, Debbie Holmes, Jeff Brown, Jason Mc Fry, John Upton, Ron Shade, Renva Watterson, Jeff Patty, and Donna Miller. Joining by video conferencing were Carolyn Hamrick, Cathy Ledbetter, and Kirk Nooks.

Proposed furlough days (Ken Reaves) Mr. Reaves provided a list of proposed furlough days for employees (see attached) as amended in the President's Cabinet this morning. The furlough days will be published on the GHC web site and at the campus locations.

Enrollment and orientation update (Ron Shade) Dr. Shade updated the cabinet on fall enrollment, which should reach 4900 by the end of the day, see attached. There are about 300 students signed up for orientation on this campus tomorrow, and that should bring a big bump in enrollment. There is a significant increase in DVD/online enrollment. (It is anticipated that spring enrollment will be bigger than fall.) The next wipeout of unpaid students' schedules will be tomorrow at 5:00PM. Unpaid students were sent cards and email urging them to pay.

Staffing updates (Ron Shade) Interviewing is taking place today for the half-time counselor position on the Floyd campus, and screening has begun for the financial aid customer service position in Cartersville. Chris Lundy is in place in Paulding and Katrina Vernor has begun work at Douglasville, both providing student services.

Cartersville building project (Rob Whitaker) Mr. Whitaker reported that the Board of Regents approved a second academic building on the Cartersville campus. They will be

providing \$19.9 million broken into two years (2011/2012), first for design and construction, then for equipment and furnishings. The plan only allows for lecture space, classrooms and office space. There was discussion about ways to provide for a student center, wellness center, etc. It was felt that without the student services component, the plan defeats the goal of having the atmosphere of a complete campus.

Other

- Dr. Pierce noted that eight candidates will participate in telephone conference interviews this week with the screening committee for the human resources director position. The field will then be narrowed to 3 or 4 to bring to campus for the final interviews.
- Dr. Pierce noted that the ribbon cutting in Paulding County last week went very well, and he thanked everyone for their hard work.
- The renovation of the Tower View dining room was discussed. The work will be performed during the month of October. The college foundation will be giving a portion of the funds needed for the upgrade, and the new facility will be called the Foundation Executive Dining Room.
- Dr. Watterson announced that she received a message from Tonya Lam at the system office that dual enrollment is about to change because of modification in the computation of credit hours.
- Dr. Watterson gave a brief update regarding faculty office assignments at the various locations.
- Gail Bentley will be assessment coordinator at the Paulding location, and interviews begin this week for an evening coordinator.
- Library director, Debbie Holmes, announced her planned resignation to accept a position at another school. Her last day will be September 11.
- John Spranza described the upcoming Student Life activities.

The meeting adjourned at 3:00 p.m.

Meeting of the Administrative Council
Monday, August 17, 2009
2:00 p.m.
President's Conference Room

AGENDA

- 1) Proposed furlough days (Ken Reaves)
- 2) Enrollment and orientation update (Ron Shade)
- 3) Staffing updates (Ron Shade)
- 4) Cartersville building project (Rob Whitaker)
- 5) Dual enrollment changes (Renva Watterson)
- 6) Other

For Discussion:

Proposed furlough days for GHC

2009

Friday

August 28

September 4th – (Friday before Labor Day) discuss

October 30th - discuss

November 25th (Wednesday)

December 23rd (half day Wednesday)

2010

Friday

January 15th Friday before MLK Holiday

February 12th

March 19th

April 2

May 28th (Friday before Memorial Day)

June 4th

Meeting of the Administrative Council
Monday, October 5, 2009
2:00 p.m.
Instructional Resource Center


Minutes

Present were Randy Pierce, John Upton, Phillip Kimsey, Rob Whitaker, Jeannette Eckles, Barb Rees, Renva Watterson, Dana Davis, Sheryl Ballenger, Rob Laltrello, Ron Shade, Todd Jones, Cynthia Parker, Ginni Siler, Jeff Patty, Rob Page, Laura Musselwhite, John Southwood, LaNelle Daniel, Susan Vines, Donna Daugherty, Diane Langston, Carla Moldavan, and Nancy Warner. Joining via video conferencing were Carolyn Hamrick, Kirk Nooks, and Jamie Petty in Cartersville, and Cathy Ledbetter and Ken Reaves in Paulding.

H1N1 virus (Dana Davis) Vaccine will soon be arriving in Georgia for use against the virus. It was estimated by a physician with the Medical College of Georgia that 88% to 99% of all cases of influenza that the local health care providers are seeing are the H1N1 virus. Barb Rees said that her second year nursing students could administer the vaccine to our students. It was decided that GHC should have a policy in place that will be followed in the event that a student or employee falls ill. An employee should plan to remain at home if he/she or a family member has the virus, until at least 24 hours after untreated fever abates. If possible, the employee can work from home; otherwise, sick leave will be used. Faculty are asked to accommodate students as much as possible.

Computer purchases (Jeff Patty) Administrative Council members were reminded that all technical equipment purchases are to be made by the Information Technology department. No other departments are to use funds to replace computers. Jeff Patty was charged with ensuring that the Technology Replacement Plan is to be strictly followed. This applies to software and multiple screens.

PTK induction ceremony (Ron Shade) The induction ceremony was held last Friday evening. About 72 new members were welcomed into the organization. Dr. Terry Morris, professor of history at Shorter College, was the featured speaker.




Student Services staffing updates (Ron Shade) Stephanie Fowler, formerly of SunTrust Bank, is the new financial aid assistant for Cartersville. Beverly Fleming has moved from the GHC business office to replace Hope Weaver in Admissions. Two part-time receptionist positions will be combined to create a full-time position, now that Ann King has retired.

ADP (Ginni Siler) There were frustrations noted at this morning's Cabinet meeting concerning the new eTime system. There are plans for refresher training sessions. Speed issues have been reported, but the causes appear to be outside the campus network. It was suggested that employees log off rather than shut down their computers at the end of the day to save start-up time in the mornings.

Chancellor's visit (Randy Pierce) There was discussion of the itinerary for the October 29 visit of the Chancellor, see attached. The Cartersville campus will be highlighted at this visit, and all events will occur there.

Other

- Dr. Pierce reported on some issues raised at the Sector Presidents meeting last Thursday, including how institutions have been impacted by the recent decision to charge tuition for the 13th, 14th and 15th hours of credit.
- There was discussion about forming a committee to stage an event celebrating GHC's 40th anniversary in January.
- There is conversation within the state college/two-year institutions of the university system about reverting to SAT scores as the qualifying basis for admission. Presently, a high school graduating GPA of 2.0 is required.
- Dr. Cathy Ledbetter and Dr. Rob Page have been chosen as Georgia Highlands College's Executive Leadership Institute Scholars.
- There has been a resolution passed by the Board of Regents in support of articulation with the technical college system.
- There has been a resolution passed by the technical college board in favor of the USG accepting their full core curriculum.
- GHC Connect texting didn't perform well during the recent flooding so a new system will be put into place.
- There are 4 new part-time campus safety officers.

- 
- The site directors have asked for a location-specific e mail listserv of students so that they can quickly communicate things such as school closings. It was decided that such listservs would be created for emergency use only.
 - The agreement concerning the Douglasville location is ready to be signed at the BOR meeting next week.
 - A design team has been formed for the second Cartersville building and will meet soon to finalize the plan.
 - Campus Café will begin offering food service on the Floyd campus in January. The 5-year contract specifies that they will provide catering for all events on this campus, with the exception of student events.
 - The GHC Foundation is hosting two “friend-raising” events on the 8th and the 15th of this month.
 - Recent updates of the inter-library loan system will result in the UPS pick-up box removal.
 - GHC is entering Fall Frenzy season. The Rome event will be Thursday.
 - The first round of web /DVD proctored testing in Cartersville will have the participation of 10 instructors.

The meeting adjourned at 3:30pm.

Meeting of the Administrative Council
Monday, October 5, 2009
2:00 p.m.
Instructional Resource Center

AGENDA

- 1) H1N1 virus (Dana Davis)
- 2) Computer purchases (Jeff Patty)
- 3) PTK induction ceremony (Ron Shade)
- 4) Student Services staffing updates (Ron Shade)
- 5) ADP (Ginni Siler)
- 6) Chancellor's visit (Randy Pierce)
- 7) Other

H1N1 Update
University System of Georgia
Emergency Operations Planning Committee

October 5, 2009

- USG wants institutions to encourage students to get vaccinated. Individual institutions are also encouraged to administer the vaccines themselves. Barbara Rees has agreed to let second-year nursing students do the vaccinations. The nursing department needs to obtain the vaccine, however, as certified medical personnel are the only ones to whom the vaccine is released. How many doses? Who pays?
- The system has developed a business continuity plan in the case of widespread infection. Trigger points at which time institutions shut down classes are being discussed.
- Because September/October are pre-seasonal flu periods, the MCG doctor on the committee says 88 – 99 percent of all flu cases at this point are H1N1. All Southeastern states, including Georgia, currently have widespread outbreaks. At this point, we appear to have peaked, at least the first time. Seasonal flu begins in this region in November, December or January.
- Even if the first wave has peaked, it doesn't mean we're out of the woods. The danger is virus mutation. Originally, experts thought the pandemic virus was going to be the H5N1, which is very lethal. There are already two new cases of that strain in Egypt. This could be a Doomsday scenario. Depending on how and if the virus mutates, conditions could get much worse. The second peak will probably be mid- to late-winter, but the initial outbreak was early, so the experts don't know for sure.
- When more than 50 percent of the population is exposed to a particular virus, there is a herd immunity, greater resistance. But if there is a mutation, all bets are off. And there have already been several mutations identified.
- Certain groups appear to be at greater risk, even taking into account those who might be chronically ill and with less access to health care: pregnant women have a much higher incidence of hospitalization, ICU stays and death; among Latinos, 8 in 100,000 die; among African-Americans, 4 in 100,000 die; among Caucasians, 2 in 100,000 die.
- H1N1 vaccine ships this week to Georgia. There is a single dose if the patient is five or older.
- GHC policy re parents exposed to the virus through their children or family members. Who works at home?

October 19, 2009

The meeting of the Administrative Council, originally scheduled for this date, was cancelled.

Meeting of the Administrative Council
Monday, November 2, 2009
2:00 p.m.
SPAA

Minutes

Present were Randy Pierce, Ginni Siler, Jamie Petty, Cynthia Parker, Becca Maddox, Jason McFry, Jeff Patty, Rob Page, Dana Davis, Donna Miller, Todd Jones, Rob Laltrello, Ron Shade, Laura Musselwhite, Rob Whitaker, John Spranza, Jeff Brown, John Southwood, Susan Vines, Donna Daugherty, Jeannette Eckles, Beth Harrison, and Nancy Warner. Cathy Ledbetter, Sheryl Ballenger, Carla Moldavan, Leslie Johnson, and LaNelle Daniel attended via video conference.

Town Hall meeting (Ginni Siler) Ms. Siler went over the agenda for Wednesday's town hall meeting. Faculty and staff have been encouraged to submit questions in advance.

Diversity (Ginni Siler) There was a recent inquiry from the system office about what GHC is doing in the way of professional development for faculty and staff in the area of diversity training. Some ideas were discussed, including making diversity training a part of Faculty Academy. The possibility of inviting Dr. Flora Devine, vice president for diversity, legal and community affairs at Kennesaw State University, to address our faculty also was considered.

Master calendar (Ginni Siler) There was a brief discussion about making faculty and staff more aware of the online master calendar and encouraging its use as an efficient way of informing the college community about on-going and special events.

Employment law update and training session (Ginni Siler) Jeff Thompson will provide an update for college managers and leaders on November 12.

Staff professional development (Ginni Siler) Ms. Siler spoke about providing opportunities for staff development, initially in the area of common business applications of various software products such as Excel, PowerPoint, and Access. Cabinet members discussed the possibility of going through continuing education for registration.

Rome Chamber Innovation Conference (Dana Davis) The conference will be Thursday, November 12 at Berry College, see handout. Faculty is asked to publicize the event in their classes. Admission is complimentary.

Economic Outlook luncheon (Randy Pierce) Georgia Highlands will again this year reserve a table at the luncheon, which takes place December 15 in Atlanta. Cabinet members who are interested in attending should notify Nancy Warner as soon as possible.

Other

- There was a recap of the Chancellor's visit last week.
- The Marietta campus has early bird advising on Wednesday and a high school counselor luncheon on Friday.
- Dr. Ledbetter reported on last week's early bird advising and counselor's breakfast . There will be a meeting tomorrow to discuss future renovation of the Bagby Building.
- Early bird advising is going on today at the Douglasville location.
- The college letterhead paper is undergoing re-design to add the new locations. Input was invited.
- Dr. Shade gave a brief report on activities in the Student Services division.
- The faculty/staff charger fundraising has begun.
- The Rome business expo will be this Saturday from 10 until 4.
- The dental hygiene program has begun preparations for the process of achieving reaccreditation in 2011.
- It was decided that future Cabinet meetings will take place at 1:30pm on the first and third Mondays of the month. Administrative Council will move to 3:30 on the same days.

The meeting adjourned at 3:00pm.

Meeting of the Administrative Council
Monday, November 2, 2009
2:00 p.m.
SPAA

AGENDA

- 1) Town Hall meeting (Ginni Siler)
- 2) Diversity training (Ginni Siler)
- 3) Master calendar (Ginni Siler)
- 4) Employment law update and training session (Ginni Siler)
- 5) Staff professional development (Ginni Siler)
- 6) Rome Chamber Innovation Conference (Dana Davis)
- 7) Economic Outlook luncheon (Randy Pierce)
- 8) Other



Meeting of the Administrative Council
Monday, December 21, 2009
3:30 pm
Executive Board Room

AGENDA

- 1) Compensation study (Ginni Siler)
- 2) PeopleAdmin (Ginni Siler)
- 3) Dates for winter retreat/spring town hall meetings (Ginni Siler)
- 4) HR Generalist (Ginni Siler)
- 5) Master calendar/ calendar planning updates (Ginni Siler/Ron Shade)
- 6) Spring enrollment and orientation updates (Ron Shade)
- 7) Orientation fee (Ron Shade)
- 8) Facility rental revision (Rob Whitaker)
- 9) Other

Meeting of the Administrative Council

Monday, December 21, 2009

3:30 pm

Executive Board Room

Minutes

Present were Randy Pierce, John Upton, Rhonda Twyman, Ken Reaves, Carolyn Hamrick, Kirk Nooks, Sheryl Ballenger, Barb Rees, Phillip Kimsey, Susan Vines, Todd Jones, Renva Watterson, Jeff Patty, Carla Moldavan, Leslie Johnson, John Spranza, Rob Whitaker, Ron Shade, Dana Davis, Cynthia Parker, Ginni Siler, Laura Musselwhite, Sandie Davis and Nancy Warner.

Compensation study (Ginni Siler) Ms. Siler reported on information she had gathered concerning the proposed comp study of GHC employees. It would be comprised of a thorough sampling involving a large number of audits. If begun in the spring, it would not be billed until 2011. The study would provide recommendations concerning salary structure and position grading.

PeopleAdmin (Ginni Siler) If funds become available, Ms. Siler would like to purchase this paperless application process for human resources. It would help ensure that GHC considers only qualified applicants and would allow the online documentation to transition from applicant to employee status.

Dates for winter retreat/spring town hall meetings (Ginni Siler) After brief discussion, it was decided that the winter Administrative Council retreat would take place February 1. It was also proposed that the spring Town Hall meetings would take place at three different campuses (Floyd, Cartersville, and Paulding) in March, exact dates to be determined.

HR Generalist (Ginni Siler) Beginning January 4, a temporary employee will begin working in the human resources office. It is hoped that funding will be found in the new fiscal year for the employee, April Geyser, to remain as a human resources generalist.

Master calendar/ calendar planning updates (Ginni Siler/Ron Shade) Ms. Siler and Dr. Shade reported on a meeting that was recently held to determine how to take better advantage of technology to develop a master calendar that would fulfill the college's needs.

Spring enrollment and orientation updates (Ron Shade) Enrollment is up 30% over this time last year. Web enrollment is particularly strong. Also, new processes in place make it much less likely for a student to be dropped for having an unpaid balance. See handout attached. The orientation that was to have taken place in Douglasville on January 7 has been moved to the Paulding location.

Orientation fee (Ron Shade) Expenses involved in providing orientation to new students have been increasing rapidly. It is a common practice for USG schools to charge a fee for orientation. There was some preliminary discussion about whether or not this is something we should consider.

Facility rental revision (Rob Whitaker) The document represents an effort to consolidate several forms and to address issues that have arisen over the years. This was a first read of the new policy. Mr. Whitaker invited the cabinet to e-mail him with any comments or suggestions in advance of the next meeting.

Other

- Food service will begin on campus January 11.
- John Southwood and Dana Davis are planning the GHC 40th anniversary celebration.
- Leslie Johnson was welcomed to the Council. She is the current chair of the Faculty Advisory Council.
- Sheryl Ballenger reported on the Crisis Intervention Care Team, which will be training to perform triage in emergency situations.
- John Upton announced a new notification system that is capable of rapidly sending out messages to different groups.
- The college has until the beginning of the new fiscal year to complete employee ethics training.
- GHC is now able to provide more than 50% of the A.A. and A.S. degrees via distance delivery. A letter concerning this substantive change has been sent to the Southern Association of Colleges and Schools.
- The fourth and final week of degreeWorks training will be February 9 with implementation anticipated to begin in March.
- The feasibility study of 4-year limited mission degrees is almost complete. When finished, it will be presented to the Board of Regents by Regent Potts.
- GHC has contracted for a feasibility study to look at beginning an athletics program. The study will take at least six months.

The meeting adjourned at 4:30.

Policy and Procedures for the Use of Georgia Highlands College Facilities

The following policies and procedures are for the purpose of providing a clear statement with respect to the use of facilities at Georgia Highlands College. The policies and procedures provide guidance to those in charge of implementing the policies and should be applied in an impartial and consistent manner to all segments of the campus and outside constituents.

For the purposes of this policy and procedure, the facilities of Georgia Highlands College shall mean any and all portions of all buildings and structures, land, water, open spaces and air rights above such spaces whether such facilities are owned by the Board of Regents of the University System of Georgia or any other Georgia governmental agency or authority.

These policies and procedures shall be applicable to all faculty, staff and students of Georgia Highlands College. Part-time and special term employees as well as students in special short courses, and continuing education programs shall be similarly governed. In addition, persons who are not students or employees of the college while on institutional property are required to adhere to the standards of conduct applicable to students and employees of Georgia Highlands College and to abide by all pertinent policies and regulations of the college.

General Guidelines

1. Primary jurisdiction of all university facilities shall rest with the Office of the President. While the President may designate representatives to act in his/her behalf in the assignment and control of facilities, such delegation shall always remain subordinate to central administrative control.
2. The use of institutional facilities for scheduled academic instructional purposes shall take precedence over all other uses and will not be displaced without the written approval of the President or his/her authorized designee.
3. Georgia Highlands College recognizes its special relationship with those in the community who work diligently for the advancement of the college. In return for this support, the college shall make every reasonable effort to make its facilities and resources available to supporters and benefactors insofar as the primary requested use is consistent with the mission of the college.
4. Campus organizations recognized by Georgia Highlands College may use campus facilities on a space-available basis for regular meetings and other events related to the stated objectives and purpose of the organization. Dues and initiation fees may be collected during scheduled meetings but admission may not be charged nor other funds solicited at such meetings or sponsored events unless specifically approved by the Office of Student Life.
5. When appropriate, organizations or individuals using institutional facilities may be required to provide proof of liability insurance coverage in an amount prescribed by the Vice President for Finance and Administration.

6. Institutional facilities shall not be used for the purpose of organizing, aiding, or carrying out, in any degree, any unlawful activity.
7. Campus facilities may not be used to raise funds for political purposes, to campaign for political candidates or issues, to promote or raise funds for any purpose which is not specifically approved by the President or his/her authorized designee.
8. Georgia Highlands College is a tobacco free campus. Tobacco use of any kind is strictly prohibited.
9. The College retains the right to refuse reservations to organizations, groups, or individuals who have previously violated usage policies, or whose purpose violates any Board of Regents Policy or Georgia Highlands College Policy.
10. Forms to reserve facilities may be obtained from the Director of Physical Plant's Administrative Secretary (Phone 706-295-6350). Approval must be received before publication of the event.
11. Parking is permitted only in marked areas.
12. Rehearsal time, setup time, and break-down time are considered a part of the event and are included in the reservation request. No activities will commence before 7:30am.
13. Decorations are the responsibility of the individual/organization and must be free standing or table type. They must not be attached to the building by tape, nails, or any other means.
14. All events will close down at the scheduled time, no exceptions.

Fees for the Use of College Facilities

1. The Vice President for Finance and Administration, in consultation with the President's Office, will establish a reasonable fee or fees for the use of college facilities. Payment of user fees shall be made directly to the college Business Office.
2. The college reserves the right to change their fees at any time during the year without prior written notice.
3. Individuals and/or organizations using the college's facilities are required to pay a usage fee, deposit, and any other required fee as prescribed by these guidelines.
4. The college reserves the right to waive such fees only under strict guidelines and only by the express written approval of the President or his/her designee.
5. Employees of the college are entitled to a 50% reduction to the base rental fee. All others fees and deposits must be paid in full by employees.

6. The following is the currently approved listing of usage fees for the approved rental space at Georgia Highlands College. These fees represent a standard 4 hour rental. Requests that exceed 4 hours will be charged an extended hour fee based on the total hours requested.

	<u>Usage Fee</u>	<u>Deposit</u>
a. Centre Stage	\$700	\$300
b. Lakeview Auditorium	\$700	\$300
c. Cartersville Common Area	\$700	\$300
d. Solarium	\$300	\$150
e. Rome Gymnasium	\$1,000	\$500
f. Art Gallery	\$350	\$150
g. Paris Lake	\$500	\$250
h. Soccer/Intramural Field	\$250	\$100
i. Baseball Field	\$250	\$100
j. Softball Field	\$250	\$100
k. General Grass Field	\$250	\$100
l. Running Trails	\$250	\$100
m. Tennis Courts	\$500	\$250
n. Volleyball Courts	\$250	\$100
o. Student Center	\$350	\$150
p. Pavilion	\$400	\$200
q. Gazebo	\$300	\$150
r. Any general classroom	\$150	\$75
s. Any general conference room	\$150	\$75

7. In addition to the required usage fee, each individual/organization will be required to provide a deposit to secure the facility. This deposit is refundable only after the event has closed and a Georgia Highlands College representative has inspected the facility for damage and all post event checks have been completed. This process can take up to three weeks to complete.
8. The college also charges extra fees for extended hours, excessive cleanup, excessive set up, damage and destruction, use of audio/visual equipment.

Alcohol Policy when using College Facilities

1. The college has an educational and legal responsibility to provide a safe and supportive environment for teaching and learning. This responsibility includes ensuring that the availability and use of alcoholic beverages are carefully monitored and controlled.
2. By both state law and college policy, possession and consumption of alcoholic beverages are not allowed by individuals who are younger than 21 years of age.
3. Each organization is primarily responsible for the behavior of its members and guests whenever alcohol is being served. Each person is completely liable for all of his/her actions at all times regardless of his/her mental or physical state, even when altered by alcoholic beverages or drugs.
4. Possession and consumption of any alcoholic beverage by those 21 years old or older will be permitted only at special events expressly approved in writing by the

President of the College or his/her designee. Proof of legal age must be presented upon request.

5. The college requires and will provide one post certified safety officer for every 100 guests when alcohol is being served. The individual and/or organization will be charged a fee for this service.
6. At approved events where alcohol is to be present, an ample supply of non-alcoholic beverages and food must be made available to guests in the same time period as alcoholic beverages. The availability of food includes more than “chips and peanuts”.
7. Invitation to approved events shall not promote the event by advertising the availability of alcohol or use insignias, labels, or logos of alcoholic beverage products in any invitation or other promotional material.
8. Self-service is not permitted. The college requires and will provide an approved bartender through our campus catering contract. The individual/organization will be required to pay for this service in advance to the campus catering vendor.
9. Alcoholic beverages may not be paid for by selling them at the approved event or charging at the door, as stated in the Georgia Code of Law.
10. All alcoholic beverages are to be provided by the individual/organization and must be transported in unopened, covered containers with no obvious markings and must at all times be under the supervision of the individual/organization sponsoring this approved event.
11. Alcoholic beverages should not be provided to designated employees of Georgia Highlands College, caterers, bartenders, or safety officers.
12. Failure to follow any of the rules of alcohol use can result in any of the following: closure of the event, forfeiture of the individual/organizations deposit; and being barred from ever using Georgia Highland College facilities for a period to be determined by the President of his/her designee.

Client signifies that they have read all the rules related to use of alcohol. _____Initial

Food

Georgia Highlands College has an exclusive catering agreement for all facilities on all campuses. If an individual/organization intends to serve any type of food, the individual/organization will be required to use the current catering vendor of the college.

Catering includes all food, dishes, serving utensils and equipment.

All financial obligations for catering will be the responsibility of the individual/organization and must be paid in accordance with the agreement with the private catering vendor.

Client signifies that they have read all the rules related to food. _____Initial

Cameras and Audio/Visual Recording

The client has the right to use of cameras or audio/visual recording equipment unless otherwise instructed by Georgia Highlands College.

Agreement to Terms and Conditions of Facility Usage

I _____ have read and understand the General Rules and Governing Use of Georgia Highlands College Facilities. I recognize that any breach of these rules can lead to the closing of my event, forfeiture of my deposit, and disbarment from future facility usage.

Signature

Date

Internal Process for routing Paperwork

All paperwork will begin with the Administrative Secretary for the Director of Physical Plant. Paperwork will then be routed to President or his/her designee for signature. Administrative Secretary will then make a copy for Campus Safety (required), Information Technology (When applicable), and finally the client.

Contract

STATE OF GEORGIA

COUNTY OF FLOYD

USER AGREEMENT

This agreement made and entered into this _____ day of _____ year by and between the GEORGIA HIGHLANDS COLLEGE, 3175 Cedartown Highway SE, Rome, GA 30161 (hereinafter called "Owner") and _____ (hereinafter called "User").

WITNESSETH THAT:

WHEREAS, the User desires to temporarily occupy and utilize certain of Owner's hereinafter described properties and facilities; and

WHEREAS, Owner is willing to permit User to temporarily occupy and utilize said properties and facilities, but only upon the promises, covenants and agreements hereinafter set forth;

NOW, THEREFORE, in consideration of the premises and their mutual promises, covenants and agreements hereinafter set forth, the parties agree as follows:

PREMISES INVOLVED:

The premises covered by this temporary occupancy and use permit, or license, is Georgia Highland College. Specific Space to be used is _____.

TIME OF USE:

The time during which the User shall be permitted to occupy, use and enjoy the above-described premises shall be between the following date(s) and time:

_____ *Date* _____ *Time*

(If our campus is closed due to inclement weather, your event will be canceled.)

CONSIDERATION:

In consideration of Owner's willingness for the User to occupy, use and enjoy the premises as above indicated, the User agrees to pay Owner the sum of \$ _____ (**\$00 USER FEE, \$00 CUSTODIAL FEE, \$00 EXTENDED HOURS FEE**).

SIGNED USER AGREEMENT IS DUE BY SPECIFIC DATE. Please return signed user agreement to: MARY COX/ADMINISTRATIVE SECRETARY, Georgia Highlands College, 3175 Cedartown Highway, Rome, GA 30161-3897.

PAYMENT IS DUE BY SPECIFIC DATE. Please forward payment to: **ACCOUNTS RECEIVABLE**, Georgia Highlands College, 3175 Cedartown Highway SE, Rome, GA 30161-3897.

IF SIGNED USER AGREEMENT AND PAYMENT ARE NOT RECEIVED BY SPECIFIED DUE DATES, SPACE WILL BE RELEASED.

A facility rental form, detailing the specific space, audio visual and technology requirements, set up diagram, and campus safety requirements must be signed and accompany this signed contract.

USE:

The permit given by these presents is for the purpose of _____ and none other.

NONASSIGNABILITY:

The permit, use and occupancy provided for hereunder shall not be assigned by User to any other corporation, association person or entity whatsoever.

DAMAGE, INDEMNIFICATION, AND INSURANCE:

In the event the premises or any property therein is damaged by user, its agents, employees, patrons, guests or any person admitted to the premises by User, User shall pay to Owner upon demand such sum as shall be necessary to restore the premises and or equipment to their original condition together with the Owner's costs of collections to include reasonable attorney's fees.

User hereby waives, releases, relinquishes, discharges and agrees to indemnify, protect and save harmless the Owner of and from any and all claims of any nature, including damage or loss of property, injury to persons (including death), or any other loss, demand, liability or expense caused by or in connection with this User Agreement.

Additional insurance coverage may be required for User by Owner at Owner's discretion.

ADVERTISING:

Individuals or organizations using institutional facilities under these provisions shall not use the name of Georgia Highlands College or the State of Georgia in advertising or in any other manner to state or imply such sanction or sponsorship.

IN WITNESS WHEREOF, the parties have caused this agreement to be signed as of the day and year first above mentioned.

GEORGIA HIGHLANDS COLLEGE

By: _____

Title: _____
Georgia Highlands College

By: _____
USER