

Georgia Highlands College
Administrative Council Retreat
February 1, 2010
Executive Board Room

Present were President Randy Pierce, Ginni Siler, Ron Shade, Ken Reaves, Cynthia Parker, Rhonda Twyman, Carla Moldavan, Donna Miller, Mary Norton, Barb Rees, Donna Daugherty, John Southwood, Cathy Ledbetter, Rob Page, Elijah Scott, Kirk Nooks, John Spranza, Dana Davis, Rob Whitaker, Jamie Petty, Carolyn Hamrick, Jeff Patty, Sheryl Ballenger, Jeff Brown, Rob Laltrello, Jason McFry, Jeannette Eckles, Sandie Davis, Todd Jones, John Southwood, Phillip Kimsey, Diane Langston, Renva Watterson, LaNelle Daniel, and Nancy Warner.

The meeting began with the council members' introductions of themselves to Elijah Scott, the new library director. Following that, Ginni Siler, Chief Human Resources Officer outlined the day's meeting. **Please see the attached PowerPoint slides for an overview of the presentations.**

Following lunch, Dr. Linda Nelson, Assistant Vice President for Human Resources at Georgia State University, spoke about diversity planning.

The final segment of the day was a question and answer session. There was some discussion about what the next focus would be once the Douglasville campus is completed. The president responded that it would probably be expansion in Marietta. There would also be continued expansion of e-learning. To the question about whether or not there would be furlough days next fiscal year, Dr. Pierce replied that it would depend upon the possible imposition of additional budget cuts over the 8.25% we currently face.

The meeting adjourned at 4:30 p.m.

Meeting of the Administrative Council
Monday, February 15, 2010
3:30 p.m.
Executive Board Room

Minutes

Present were Randy Pierce, Dana Davis Ken Reaves, Kirk Nooks, John Southwood, Carla Moldavan, Donna Miller, Elijah Jeff Patty, Cynthia Parker, Phillip Kimsey, Jason McFry, Donna Childres, Carolyn Hamrick, Leslie Johnson, Rob Page, Ron Shade, Ginni Siler, Sandie Davis, Todd Jones, Jeannette, Eckles, John Upton, Renva, Watterson, Diane Langston, Laura Musselwhite, and Nancy Warner.

Winter retreat survey results (Ginni Siler) The feedback was very positive with the one recurring comment being the suggestion that in the future there be more time for team development activities. The summer retreat will take place at Red Top Mountain.

Summer 4-10s starting dates (Ginni Siler) May 29 and June 4 will be furlough days this year. For the subsequent four weeks, employees will work Monday through Thursday, ten hours a day.

Fall in-service (Ginni Siler) Ms. Siler presented the new fall in-service format to council members. In a departure from recent years, the in-service will occupy a full day. See attached grid of proposed workshops.

Motor vehicles policy (Ginni Siler) There is a new USG policy that states that if you are an employee on institutional business, you will be subject to annual driver training. There was a question about how a person's driving record could affect the amount of travel mileage reimbursement. There will be more information coming in March.

Faculty Advisory Council (Leslie Johnson) At the recent FAC meeting, concerns were raised about policy changes, personnel actions, and evaluations. Ms. Johnson will be speaking with administrators in the next few weeks to get information to take back to the council.

Service animal agreement 2nd read (Ron Shade) It was announced that the policy was approved in today's cabinet meeting.

Academic calendar (Ron Shade) It was announced that the calendar was approved in today's cabinet meeting. See attached.

Travel mileage policy change (Randy Pierce) Dr. Pierce revisited a decision made several years ago that prevented mileage reimbursement for travel fewer than 40 miles from the employee's home campus. He hopes eventually to have college cars available for use at each campus, but until then, he wants employees on institutional business to get reimbursement for all mileage.

Innovation principles (Randy Pierce) The Chancellor has asked all USG institution presidents to send him a list of what they are doing currently that is innovative as well as suggestions for the future. Dr. Pierce instructed council members to send their thoughts to him as soon as possible. See attached.

Graduation speaker (Randy Pierce) Dr. Pierce announced that he intends to invite Dr. Jill Biden to be the featured speaker at our commencement exercises in May.

EBR/EDR usage policy—second read (John Southwood) It was announced that the policy was approved in today's cabinet meeting. See attached.

Internal controls—cash handling (Rob Whitaker) The VP for Finance and Administration is concerned that there are no formal policies concerning where and how cash is handled for various purposes and activities. He is working to correct this. More information will be coming. Jamie Petty will make training available.

Comp time payout (Rob Whitaker) Mr. Whitaker reminded cabinet members that compensatory time that is not taken within 21 weeks will be automatically paid as overtime, and that most departments do not have funds in their budgets for this. It is necessary for budget managers to stay on top of this issue.

Catering requirement (Rob Whitaker) Mr. Whitaker reiterated that the only exclusion to our catering agreement with CampusCafe pertains to student-funded events.

Cartersville announcement (Rob Whitaker) It was announced that approval is near for funding of a traffic light at the main entrance to the Cartersville campus from GA 20. There remain only small logistical issues. The whole intersection will be re-configured in the half million dollar project. The construction will be complete by the time of the opening in August of the new civic center in Cartersville.

Diversity plan update (Renva Watterson) The next step in transforming the USG diversity initiative into internal action at the college will be a series of "diversity dialogs" at the Floyd, Cartersville, Marietta, Paulding and Dallas campuses. The dates will be sent soon via email. Each employee is encouraged to attend at least one session.

Brother-2-Brother/African American Male Initiative (Renva Watterson) Dr. Watterson provided an update on the formation of this group at GHC.

Graduation/Retention Committee update (Renva Watterson) The committee, composed of faculty and administrators, has been formed and charged with developing a three-year plan that can be assessed. A report on the work of the committee is due into the Board of Regents in April.

Curriculum Revision Committee update (Renva Watterson) Dr. Rob Page is the chair of the committee whose goal will be to reconsider GHC's core curriculum. Using guidelines from the BOR, it is hoped that the new core will offer greater transferability. Dr. Pierce described it as an opportunity for self examination and a chance to define who we are.

New student orientation consideration by AA/SS (Renva Watterson) A group has formed to take a look at orientation to come up with ideas to improve efficiency and to find ways to extract information from it regarding graduation and retention.

Other

- Student Services is looking at dual enrollment criteria. The university system wants information related to possible changes.

- Employees and students should be aware that decisions regarding weather-related campus closings generally are not made until the morning.
- Admission letters for summer are going out now.
- Forms are being sent into the system office requesting to drop the regent's test requirement. GHC has had top passing rates among two-year schools, and they compare very favorably with four-year institutions.
- The next speaker series event will take place Wednesday, February 24 at 7:00pm. Barry Scott will perform a tribute to Martin Luther King, Jr.
- The PTK Breakfast with the President was held at Cartersville this morning. It will take place on the Floyd campus tomorrow.

The meeting adjourned at 4:45 p.m.

March 1, 2010: There was no meeting of the Administrative Council on this date.

Executive Summary of Honors Program Meeting, Friday, March 12, 2010, 10 am,
Division of Humanities Conference Room

In attendance: Blanca Gonzalez, Jesse Bishop, Kerin Miller and Laura Beth Daws.

The goal of today's meeting was to brainstorm ideas for the Georgia Highlands College Honors Program (HP), as well as to develop a tentative vision for the Honors Program. The following details concerns, ideas and plans for the HP.

Problem:

- GHC's previous "Honors Program" was simply a designation and form to fill out, that would involve a faculty member sponsoring an honor's project
- Many students weren't aware that this was an option
- Very little buy-in from students, failure to develop cohort of invested learners
- We teach a wide range of students in all classes, making it difficult to keep the higher-level learners interested while ensuring that those who are working at a slower pace are keeping up with material

Overall Vision

- We envision the GHC HP as an outlet for our best and brightest students to excel both inside and outside of the classroom. We expect to develop a mission/vision statement at our next meeting.
- We hope the HP will be an interdisciplinary effort involving faculty from Sciences, Humanities, Social Science, Business and Mathematics
- We anticipate working closely with the Division of Academic Affairs in terms of funding and other support
- We expect to use all available resources, such as those published by the Phi Theta Kappa organization and other published information about other honors programs, in developing our own
- We anticipate modeling the GHC HP after other 2-year programs' honors programs, following best practices as determined by the committee
- We expect that the implementation of the HP will be gradual, starting first with an Honors Designation, then moving forward with offering several classes as Honors Program courses available only to those students in the HP

Concerns

- *Funding* – we are well aware of the economic pitfalls that plague our current college budget. However, to be successful, we will need funding. During the meeting, we discussed that the one commonality among other honors programs was a secure and stable funding source. We hope that GHC will be able to partially supply funds, but we will also seek out grants and other funding opportunities.
 - We expect to capitalize on the funding sources and general resources of our chapter of Phi Theta Kappa, at least in the early stages of the

→ 53% rate of grad.

HP, in order to obtain speakers, make seminars available for students, etc.

- *Overall College Support* – We must have the full support of GHC's administration in order to reach our goals and be successful.
- *Faculty buy-in* – We are concerned faculty will be hesitant to participate because we aren't sure we'll be able to aptly compensate them for working with the HP, at least initially.
 - Also: how do we determine which faculty are able to participate in the HP? This is something that will need to be worked out at a later date.
 - We mentioned the possibility of having those who are on the HP committee being responsible for initial planning and teaching of the first honors colloquia or honors courses, then passing it on to others not involved with the HP
 - There is also a concern with how faculty will be compensated for being involved with the HP. We will need to determine if faculty will receive a course reduction from their contracted responsibilities for teaching an honors course, or if they could be financially compensated in some way.
- *Determining students to participate* – We discussed possible criteria for admission into the HP, using Georgia Perimeter's admission standards as a starting point. We expect to admit students after at least one full semester at GHC and determine admission based on GHC GPA, a faculty recommendation and perhaps an ACT/SAT score.
 - Another option would be for the students to have had at least ENGL1101; this would help us determine writing competency
 - We could also require applicants to write an essay
- *Honors courses that meet a range of needs* –
- *Student buy-in* – We discussed perks that we could offer our Honors Students. Many students associate Honors Programs with more work. We would hope, instead, that students would see the HP as a reward for doing good work their first semester at GHC, not as an increased labor load. Some suggested perks included:
 - Honors student only lounge area
 - Increased quality points
 - Market our program as independent, not "more," work
 - Increased cultural experiences
 - Early advising and registration
- *Where do we offer the HP courses?* We discussed offering HP courses at campuses where most of our students could benefit. Or, depending on who enrolls, it might be best to offer the courses at a central location. We will do a needs assessment using institutional data to answer this question.

Short-term Timeline

- Spring 2010:

- continue meeting as a committee to develop a vision, goals and specific timeline for HP
 - seek funding opportunities
- Summer 2010:
 - develop an Honors Program course, offered under Area B: Institutional Options, that would be team-taught by several faculty members.
 - This would be a pilot program to test our selection criteria, team-teaching, and overall approach
- Fall 2010:
 - determine a syllabus and instructors for initial Honors Program course
 - ensure that the Honors Program Course is listed in the course catalog for Spring 2011
 - recruit interested faculty for later HP team-taught courses
- Spring 2011:
 - Offer Honors Program course
 - Evaluate and assess effectiveness of the course
- Summer 2011:
 - Further refine goals of the HP
 - Refine the Honors Program course for Fall
- Fall 2011:
 - Offer one more team-taught, interdisciplinary Honors Program course, covering different perspectives than the course offered in the spring

Immediate needs

- We would like to have at least one more person on the HP committee from Social Sciences (and maybe also from Business) so that their needs are covered
- We need to be sure that GHC will support our work, not just financially but also ideologically
- Determine who will be part of the “pilot” HP group, to be implemented in Spring 2010
- Determine what HP colloquia/course to offer in Spring 2010: who will teach it, what topic(s) will be covered, how students will be evaluated
- Marketing tools, such as brochures and other informational printed materials or a website

Our next meeting will be on May 2 at 10 am. We will discuss:

- specific learning outcomes
- methods for evaluating students
- best practices at other colleges
- requirements for HP for Spring 2010: a course offering? Required field trips/outings? Guest speakers?

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Meeting of the Administrative Council
Monday, April 5, 2010
3:30 p.m.
Executive Board Room

AGENDA

- 1) Ethics training (Ginni Siler)
- 2) Compensation study (Ginni Siler)
- 3) Performance reviews (Ginni Siler)
- 4) Summer enrollment and orientation update (Ron Shade)
- 5) Testing in absence of Regents (Renva Watterson)
- 6) First Year Experience (Renva Watterson)
- 7) Honors program (Renva Watterson)
- 8) Other

Meeting of the Administrative Council
Monday, April 5, 2010
3:30 p.m.
Executive Board Room

MINUTES

Present were Randy Pierce, Dana Davis Ken Reaves, Kirk Nooks, John Southwood, Carla Moldavan, Donna Miller, Elijah Scott, Jeff Patty, Cynthia Parker, Phillip Kimsey, Jason McFry, Donna Childres, Carolyn Hamrick, Leslie Johnson, Rob Page, Ron Shade, Ginni Siler, Sandie Davis, Todd Jones, Jeannette, Eckles, John Upton, Renva Watterson, Diane Langston, Laura Musselwhite, and Nancy Warner.

Ethics training (Ginni Siler) There are still a few employees who have not take the online ethics training course. They were reminded in e-mails from HR about completing this USG-mandated training.

Compensation study (Ginni Siler) Institutional funds were approved to pay for the college-wide compensation study. It will take several months to complete. Each faculty and staff member will be given a 2-3 page document to fill out describing job responsibilities. A project timeline will be developed and disseminated.

Performance reviews (Ginni Siler) Administrators were reminded to complete performance reviews. When complete, originals should be sent to Human Resources.

Summer enrollment and orientation update (Ron Shade) Enrollment for summer is up 70% from this time last year. The most significant increases were at the Floyd campus, Marietta campus, and web-based courses. The greatest enrollment is at the Cartersville campus. See handout. Orientation signup is now taking place, with 117 currently on the list.

Testing in absence of Regents (Renva Watterson) There was discussion about student evaluation in light of the Regent's test exemption. It has been proposed that English 1101 could be used to evaluate writing skills, and that a group of faculty members could create a reading assessment instrument to be given to all students in 1102.

First Year Experience (Renva Watterson) GHC is under a USG mandate to create a first year experience program. The college has the components of such a program, but it is felt that more integration of the components is needed. The course, as proposed, will follow a standard syllabus, employ critical thinking, and use an academic approach. The course will also be comprised of a college vocabulary component, a portfolio component, and a two-hour community service learning component

Honors program (Renva Watterson) Work is moving ahead on plans for an honors program. Issues under consideration include how to select honors program candidates and the content of the program.

Other

- The retirements of LaNelle Daniel and Beth Harrison were announced.
- The GHC Retention, Progression, and Graduation report will be presented to the Board of Regents next week.
- Dr. Pierce gave a brief summary of last week's presidents' meeting.
- The scholarship/donor reception will be this Thursday evening.

The meeting adjourned at 4:30pm.

Meeting of the Administrative Council
Monday, April 19, 2010
3:30 p.m.
Executive Board Room

MINUTES

Present were Randy Pierce, Rebecca Maddox, Beth Harrison, John Upton, Carolyn Hamrick, Cathy Ledbetter, Ken Reaves, Renva Watterson, Kirk Nooks, Rhonda Twyman, Ron Shade, Ginni Siler, Rob Laltrello, Tom McDaniel, John Southwood, Rob Page, Elijah Scott, Laura Musselwhite, Rob Whitaker, Jamie Petty, Donna Childres, John Spranza, Sheryl Ballenger, Carla Moldavan, and Nancy Warner.

Enrollment updates for summer and fall semesters (Ron Shade) Enrollment for summer is about 57% ahead of last year at all campuses. Fall enrollment is up nearly 50%. See handouts attached.

2011-12 academic calendar for approval (Ron Shade) This was the first look at the calendar. No questions or changes were offered. See attached.

National Secretaries Week (Ginni Siler) There was a brief discussion about having a more coordinated approach to recognizing administrative professionals. Ms. Siler proposes planning a luncheon for next year.

Professional Development Consortium (Ginni Siler) Ms. Siler is exploring the possibility of tapping into professional development courses through Kennesaw State (for example, business writing and grant writing) as a way of meeting GHC professional development needs.

Human resources spring meeting (Ginni Siler) There will be a Human Resources Conference at Macon State on April 21-23.

FY 2011 budget update/plan (Rob Whitaker) See handout. Mr. Whitaker asked the cabinet members to look over their areas and make certain that there are no omissions. Our budget plan must be turned in on May 27.

FY 2010 year-end close out process (Rob Whitaker) Mr. Whitaker referred to the email he sent to administrators regarding cut-off dates for expenditures, travel expenses, deposits and purchase orders, see attached. Requests for end-of-year spending will be entertained at the next vice president's and cabinet meetings.

Discussion about suggested organizational changes (Randy Pierce) Work on the recent retention report for the USG pointed out some needed changes. Ideas that came out of the committee's work included the need for an advocate for the Floyd campus and the idea to move strategic planning/assessment from Academic Affairs to the president's office. In addition, Becca Maddox has been named the interim director of the nursing program, Catherine King will be coordinator for physical education, Donna Daugherty will be department chair for Science, and Tom McDaniel will become division chair for health sciences and natural sciences.

Other

- Dental hygiene students attained a 100% pass rate on the recent board certification exams.
- Fifty-four students attended the Alabama Shakespeare Festival.
- Spring fling events will take place at the various campuses over the next two weeks.
- The GHC chapter of the African American Male Initiative has been fully funded for another year.

The meeting adjourned at 4:30.

Meeting of the Administrative Council
Monday, April 19, 2010
3:30 p.m.
Executive Board Room

AGENDA

- 1) Enrollment updates for summer and fall semesters (Ron Shade)
- 2) 2011-12 academic calendar for approval (Ron Shade)
- 3) National Administrative Professionals Week (Ginni Siler)
- 4) Professional Development Consortium (Ginni Siler)
- 5) Human resources spring meeting (Ginni Siler)
- 6) FY 2011 budget update/plan (Rob Whitaker)
- 7) FY 2010 year-end close out process (Rob Whitaker)
- 8) Discussion about suggested organizational changes (Randy Pierce)
- 9) Other

Policies 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 them and should be applied in an impartial and consistent manner to all segments of the campus and outside constituents.

For the purposes of these policies and procedures, 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 college 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. The college shall make reasonable effort to make its facilities and resources available to the community 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. Approval must be received before publication of the event. Forms to reserve facilities may be obtained from the following:

 Floyd Campus/ Heritage Hall Campus- Mary Cox, (706) 295-6350, mcox@highlands.edu
 Cartersville Campus- Glenda Law, (678) 872-8140, glaw@highlands.edu
 Paulding Instructional Site- Judy Bradshaw, (678) 946-1100, jbradsha@highlands.edu
 Marietta Instructional Site- Lori Hinsch, (678) 915-5010, lhinsch@highlands.edu
 Douglasville Instructional Site- Samantha Bishop, (770) 651-6400, sbishop@highlands.edu
11. Parking is permitted only in marked areas.
12. A maximum of one hour for rehearsal time, setup time, break-down and clean-up 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. There will be 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 and retirees of the college are entitled to a 50% reduction to the base rental fee. All other fees and deposits must be paid in full by employees.
6. The following is the approved listing of usage fees for the approved rental space at Georgia Highlands College. These fees represent a daily rate rental for 9:00am-11:00pm which includes time for rehearsal, set-up, breakdown, and/or cleanup. Requests that exceed this designated time will be charged an extended hourly fee.

	<u>Usage Fee</u>	<u>Deposit</u>
a. Centre Stage	\$600	\$300
b. Lakeview Auditorium	\$600	\$300
c. Cartersville Common Area	\$600	\$300
d. Solarium	\$150	\$75
e. Rome Gymnasium	\$700	\$350
f. Art Gallery	\$200	\$100
g. Paris Lake	\$500	\$250
h. Soccer/Intramural Field	\$250	\$125
i. <u>Baseball Field</u>		
14 Practices at 2 hours each-	\$300	\$150
7 Practices at 2 hours each-	\$200	\$100
4 Practices at 2 hours each-	\$100	\$50
j. <u>Softball Field</u>		
14 Practices at 2 hours each-	\$300	\$150
7 Practices at 2 hours each-	\$200	\$100
4 Practices at 2 hours each-	\$100	\$50
k. <u>Tennis Courts</u>		
Daily-	\$150	\$75
Tournaments-	\$350	\$175
l. Volleyball Courts	\$100	\$50
m. Student Center	\$350	\$175
n. Pavilion	\$175	\$87.50
o. Gazebo	\$75	\$37.50
p. Library	\$300	\$150
q. Any general classroom	\$150	\$75
r. Any general conference room	\$150	\$75
s. Extended Hourly fee for all spaces	\$50 per hour	-

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 may 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 shall 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 he/she has 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 he/she has read all the rules related to food. _____ Initial

Cameras and Audio/Visual Recording

The client has the right to use 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's at the campus you wish to reserve. Paperwork will then be routed to President or his/her designee for signature. The 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 Highlands 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(s):

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:

Floyd Campus: Mary Cox Administrative Secretary, Georgia Highlands College, 3175 Cedartown Highway, Rome, GA 30161-3897. Please remit Heritage Hall agreements to Mary Cox.

Cartersville Campus: Glenda Law Administrative Secretary, Georgia Highlands College, 5441 Highway 20 NE, Cartersville, GA 30121.

Paulding Instructional Site: Judy Bradshaw Administrative Secretary, Georgia Highlands College, 25 Courthouse Square, Dallas, GA 30132.

Marietta Instructional Site: Lori Hinsch Administrative Secretary, Georgia Highlands College-Marietta, 1100 South Marietta Parkway, Marietta, GA 30060.

Douglasville Instructional Site: Samantha Bishop Administrative Assistant, Georgia Highlands College- Douglasville Site, 5893 Stewart Parkway, Douglasville, GA 30135.

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 that the premises or any property therein are 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

Meeting of the Administrative Council

Monday, May 3, 2010

3:30 p.m.

Executive Board Room

Minutes

Present were Randy Pierce, Rebecca Maddox, Beth Harrison, John Upton, Carolyn Hamrick, Cathy Ledbetter, Ken Reaves, Renva Watterson, Kirk Nooks, Dana Davis, Rhonda Twyman, Ron Shade, Ginni Siler, Rob Laltrello, Tom McDaniel, John Southwood, Rob Page, Elijah Scott, Laura Musselwhite, Jamie Petty, Donna Childres, John Spranza, Sheryl Ballenger, Carla Moldavan, and Nancy Warner.

Revised facility rental policy (Jamie Petty) This was the first read for this version of the policy. Changes include a reduced fee structure and the addition of retirees in the 50% reduction of fees charged GHC employees. Site directors will have the authority to waive fees with sufficient justification. It was requested that IT requirements be added to the application form.

Academic calendar 2nd read (Ron Shade) No concerns have been presented since the first read. The calendar was **approved** by the cabinet.

Student center (Jamie Petty) Jamie Petty presented the building schedule for the student center on the Cartersville campus. It is anticipated that it will be approved by the Board of Regents during the May 11-12 meeting.

Summer and fall enrollment reports (Ron Shade) Enrollment for summer is 60% ahead of last year at this time, with Floyd outpacing Cartersville. Enrollment for fall is 62% ahead and orientations are being scheduled.

Honor's Night recap (Ron Shade) There was strong attendance at Honor's Night last Friday including a good faculty and staff representation. The Cartersville Civic Center is under consideration as a venue for the event next year.

Committees of the faculty and college (Renva Watterson) Dr. Watterson presented nominations from the Instructional Council to fill expiring terms on the Committees of the Faculty and Committees of the College. Please see attached. It was decided that all four staff members on college committees whose terms are expiring--Sheryl Ballenger, Phillip Kimsey, Jamie Petty, and John Spranza--will be asked to serve another term. The council was informed that the cabinet has recommended that the Technology Committee be disbanded.

E-mail signature policy revision (Jeff Patty) There was a first read of this policy. The purpose is to give a more uniform and professional look to the email emanating from the college. Please see policy attached.

Potential changes to USG benefits (Ginni Siler) As a result of round one of the USG dependant audit, benefits to 568 ineligible persons have been terminated thus far, resulting in a potential savings of \$4.5 million. Round two will begin soon. Ms. Siler is talking with insurance brokers about optional plans, such as vision and accident insurance plans.

Other

- New dates under consideration for the Douglasville ribbon cutting are August 3 and 4.
- The faculty has approved the new FCST course.
- The first phase of diversity planning has concluded. Everyone is encouraged to take the feedback survey.
- Reminders were sent encouraging students to take the survey regarding raising student fees in order to support the beginning of an athletics program. To date, 761 students have taken the survey, with about 82% in favor.

The meeting adjourned at 4:30 PM

Meeting of the Administrative Council

Monday, May 17, 2010

3:30 p.m.

Executive Board Room

Minutes

Present were President Randy Pierce, Ron Shade, Rob Whitaker, Leslie Johnson, Cathy Ledbetter, Phillip Kimsey, Kirk Nooks, Sheryl Ballenger, Ginni Siler, Jeannette Eckles, Jeff Patty, Diane Langston, Renva Watterson, Jamie Petty, Laura Musselwhite, John Southwood, Rob Laltrello, Jeff Brown, Ken Reaves, Cynthia Parker, Donna Childres, Todd Jones, John Upton, Elijah Scott, Donna Daugherty, Tom McDaniel, Carla Moldavan, and Nancy Warner.

E-mail signature policy 2nd reading (Jeff Patty) The policy was **approved**.

Community College Leadership Forum Educational Advisory Board Dr. Pierce gave the group an overview of the services available as part of GHC's membership with the advisory board. The board will be a research resource for at least the next two years.

Enrollment report (Ron Shade) May semester has begun. Registration for the summer semester is strong, with about 500 more students than last year at this time. The next fee payment deadline is June 8. It is now possible to separate out fee payment drop dates for the various summer sessions.

Graduation recap (Ron Shade) Of the 508 students who petitioned for graduation, 428 will actually receive diplomas. There was a brief review of the nurse pinning and commencement ceremonies last week. In general, things went very well, except for the heat in the arena. We may want to look at other venues for next year.

Exit Questionnaire Survey (Ginni Siler) Employees retiring or resigning from Georgia Highlands will be asked to complete this new online survey. Please see printed copy attached.

New employee provisional time period (Ginni Siler) The employee provisional time period is six months. This will be made known to new employees.

Dependent audit—second phase (Ginni Siler)) The second phase of the dependent audit is about to begin during which employees are required to submit verification (marriage licenses, birth certificates) of dependent status. Documentation must be sent by June 30. This can be done online also.

Press conference (Dana Davis) Now that the USG has determined the allocation to institutions, it is felt that GHC should hold a press conference to reassure students and the community that there will be no program elimination or cutbacks. The press conference will be at 11:00am in the EBR.

Town Hall Meeting (Ginni Siler) There will be a town hall meeting in room 160, Cartersville campus, at 2:00pm Wednesday. It will cover what was said during the press conference.

Compensation study (Ginni Siler) Employees are encouraged to finish their job descriptions for the compensation study. The deadline has been moved back to the end of the week.

Employee action notice processing (Ginni Siler) The human resources staff is working on implementing a system for paperless sign-off on employee action notices.

FY 2010 / FY 2011 budgets (Rob Whitaker) See attached for allocations and new positions approvals. At this time, there is no plan to institute furloughs.

Diversity Initiative update (Kirk Nooks) All of the diversity dialog sessions have concluded and the information and feedback gained from them will inform the way the initiative will move forward. Employees are encouraged to take the online survey. As of last Wednesday, 180 people have completed the survey with a good distribution as to job type, campus department, site location, etc. Dr. Nooks will summarize the results when the survey deadline passes.

Other

- The web site will go down on Friday in order to switch over to the new site.

- Student Support Services has developed an in-house presentation concerning students with mental health issues. Reservations can be made for the presentations with two weeks notice.
- Construction has begun on the new intersection at the campus entrance.
- In Douglasville, final inspection will take place in the next couple of weeks. At this time, ribbon cutting is anticipated for August 4.

Meeting adjourned at 4:30 PM.

Meeting of the Administrative Council
Monday, June 7, 2010
3:30 p.m.
Executive Board Room

Minutes

Present were President Randy Pierce, Donna Childres, Sandie Davis, Sheryl Ballenger, Todd Jones, John Spranza, Jeannette Eckles, Dana Davis, Ron Shade, Kirk Nooks, Cathy Ledbetter, Ken Reaves, Phillip Kimsey, Cynthia Parker, Ginni Siler, Renva Watterson, Laura Musselwhite, John Southwood, Rob Laltrello, Jeff Patty, Rob Whitaker, Carla Moldavan, Jeff Brown, Becca Maddox, John Upton, Rob Page, Donna Daugherty, Donna Miller, Elijah Scott, Jason McFry and Nancy Warner

Revised facility rental policy (Rob Whitaker) Second reading. **Approved**

FY 2010 year-end spending (Rob Whitaker)—Mr. Whitaker led the discussion about items on the request list for year-end spending. See documents attached.

Enrollment and orientation updates (Ron Shade) Summer enrollment is expected to close at around 2500 students with increases over last year in Cartersville, Floyd, and Marietta. Orientation for fall begins this week. Fall enrollment is higher at all locations than last year at this time. Todd Jones reported that there is a fee payment deadline tomorrow, and students have been notified by phone, email, and letter. He also said the first four fall orientations are filled.

Athletics focus group updates (Ron Shade) Seventeen faculty and staff members attended the focus group meeting last week. There will be two more focus group meetings tomorrow, one in Rome and one in Cartersville. The meetings tomorrow are designed to get feedback from the community.

Douglasville ribbon cutting update (Dana Davis) The new ribbon-cutting date is August 5. Representatives Hembree and Hamrick, regents Potts and Bernard, and the mayor of Douglasville have confirmed that they will attend.

Benefits open enrollment (Ginni Siler) There will be a shorter open enrollment window this year, only two weeks. Employees will be kept informed as the human resources office gets more information

Other

- The week marks the beginning of the 4/10 work schedule.
- After today, the time of regularly scheduled Cabinet meetings will return to the morning of the first and third Mondays of each month. Administrative Council will be at 1:30 PM on those days.
- Campuscafe will not be operational this summer.
- Plans for the construction of the Student Center in Cartersville is moving forward. Architects and project managers will be chosen soon.
- The Administrative Council retreat will take place the afternoon of July 12, all day July 13, and the morning of July 14. It will be held in Group Shelter 1 at Red Top Mountain. The work of the retreat will be strategic planning, and the goal will be to leave with a detailed, objective-based document.
- Faculty hiring has begun. The official cut-off for applications is June 18.
- The transition to the new Douglasville facility will take place July 1.
- On the 16th of this month, the AAC& U will send a representative to campus to assess GHC for a grant to institute a 3-year graduation plan.
- Division units are reminded to send in assessment reports.
- There will be a high school counselor tour of the new Douglasville site on Tuesday and Wednesday.
- There will be an open house in Paulding next Tuesday.
- There will be an open house at the Marietta location from 4 to 6 on Thursday.
- Council members were reminded to send in customer service nominations.

The meeting adjourned at 4:30 PM.

Meeting of the Administrative Council
Monday, June 7, 2010
3:30 p.m.
Executive Board Room

AGENDA

- 1) Revised facility rental policy (Rob Whitaker)
- 2) Enrollment and orientation updates (Ron Shade)
- 3) Athletics focus group updates (Ron Shade)
- 4) Douglasville ribbon cutting update (Dana Davis)
- 5) Benefits open enrollment (Ginni Siler)
- 6) Other

Meeting of the President's Cabinet
Monday, June 21, 2010
10:00 a.m.
Executive Board Room

Minutes

Present were President Randy Pierce, Todd Jones, Jamie Petty, Laura Musselwhite, Ron Shade, Jeff Patty, Cathy Ledbetter, Kirk Nooks, Renva Watterson, Ken Reaves, Carolyn Hamrick, Mary Norton, and Nancy Warner.

Athletics feasibility study update (Ron Shade) According to the consultants, the write-ups on the focus groups and comparisons with other college programs are complete. The first draft of the report should be ready by the end of next week.

Enrollment and orientation updates (Ron Shade) About 190 students signed up for summer classes were dropped for nonpayment in the recent purge. Phone calls were made to all dropped students encouraging them to reapply for July or for fall. Campus directors were asked to monitor the enrollment at their locations. A marketing task force will be put together to decide how to spend advertizing money.

Guns on campus (Ron Shade) Senate bill 208 is now law, and students will have the right to have guns in their cars. Campus safety officers will undergo additional training.

Charger Fund update (John Southwood) With eight days left, the Charger fund has already exceeded the \$80,000 goal by \$6,000.

President's calendar (Randy Pierce) Cabinet members were reminded to check with the executive assistant about the president's calendar before scheduling an event or important meeting.

Other

- Jeff Patty gave a brief update on work at the new Douglasville campus.

- The college is going to be required to verify the citizenship status of every student.
- Student Services has searches going on for five open positions.
- There was discussion about how to make employee recognition tied to the conclusion of the academic year and more inclusive of part-timers.
- Ginni Siler has been asked to serve on a USG committee charged with succession planning for chief business officers. Forty percent of the system's CBOs are eligible to retire.
- Ms. Siler is in discussions with benefits brokers. Look for more information in the near future regarding changes in benefit options.

The meeting adjourned at 11:00 a.m.

Dear Georgia Highlands College Administrative Council:

As GHC looks ahead to 2011 and beyond, the college has asked me to facilitate activities that will lead to the creation of the 2010-2013 GHC Strategic Plan. I foresee a time of continuing economic uncertainty and strong market forces that will continue to challenge us. I believe these conditions will present an unprecedented opportunity for those who carefully balance skillful and prudent stewardship of existing resources with bold new initiative and leading edge innovation.

In that spirit, the Cabinet is committed to insuring that the college community is fully informed, prepared and equipped to succeed. To help accomplish this, we will be conducting an in-depth strategic planning and decision-making process beginning at the Administrative Council retreat on July 12-13, 2010. The process will challenge you to establish a clear vision for GHC, the strategic opportunities that will propel you to that vision, and the critical factors you must address in order to be successful.

As you may already know, Cabinet members only will meet on the afternoon of July 12th to address some foundational questions about the long term direction of the college. On July 13th, the full Administrative Council will convene to engage together in the work of long-term strategic planning and decision-making. The process calls for a second session about thirty days after the first session. President Pierce will inform you of those dates as soon as they are confirmed.

The first step in building an effective plan is to collect the very best information available to inform the process. To that end, the college is working to compile from reliable sources an accurate and up-to-date view of the marketplace, the political/regulatory environment, and the issues and trends that will impact us in the future. At the same time, some of the most important and valuable input will come from each of you, in terms of what you think about GHC's current effectiveness, the opportunities before the college, and what you can do to achieve the greatest success.

During the Administrative Council meeting today, you will all have the opportunity to complete an on-line GHC Leader Survey containing several important questions. Arrangements have been made to use the computer lab for this exercise, which will insure that you complete the survey in the shortest time possible with 100% participation. The survey should take no more that 20 minutes. Survey administration will be handled by my consulting group, Lewis Leadership. Your individual anonymity is fully assured and your complete candor and honesty is what will make the information most valuable to GHC. The results of the survey will be distributed to each of you prior to the July retreat.

In closing, let me again say how grateful I am to be assisting you in this all-important initiative as Georgia Highlands College strives to shape its future!

Best regards,

**Bob Lewis
Lewis Leadership**

Full-Time Faculty Positions for AY 2010-2011

Discipline	Type of Position	Replacement	Committee Chair
Art	Lecturer		Brian Barr
Biology	1 Lecturer, 1 Tenure Track		Adam Decker
Communication	1 Lecturer, 1 Tenure Track		Travice Obas
Dental Hygiene	1 Tenure Track	Tom McDaniel	Niki Henderson
English	2 Lecturers, 1 Tenure Track		Frank Minor
English (LS)	Tenure Track	New Position	Jeanie Cassity
Geology	Tenure Track		Tracy Hall
History	1 Lecturer, 1 Tenure Track	1 New Position	Shannon Bontrager
Humanities Div Chair	Tenure Track	LaNelle Daniel	Renva Watterson
Mathematics (2 LS, 4 Cr)	2 Lecturer, 4 Tenure Track		Laura Ralston
Nursing	5 Lecturers, 2 Tenure Track	L. Megginson / A. Davis	Becca Maddox
Philosophy / Religion	1 Lecturer		Alan Nichols
Physical Education	2 Lecturers, 1 Tenure Track		Strucher / King
Political Science	1 Lecturer		Teresa Hutchins
Psychology	1 Lecturer, 2 Tenure Track	New Position / Michael Johnson	Donna Mantooth
Reading	2 Tenure Track	New Position / Beth Harrison	Allan Hagerstrand
Sociology	Tenure Track	New Position	Ralph Peters
Lead Tutor	NTT	New Position	Nea Martin
Lead Advising Specialist	NTT	New Position	Jed Gillespie

SEARCH COMMITTEES

ART	BIOLOGY	COMMUNICATION	DENTAL HYGIENE
Brian Barr, Chair	Adam Decker, Chair	Travice Obas, Chair	Niki Henderson, Chair
Jeannie Blakely	Merry Clark	Robert Adams	Gail Grass
Clayton Jones	Blanca Gonzalez	Kathryn Garcia	Donna Miller
Erica Simpson	Sharryse Henderson	Leslie Johnson	Laura Musselwhite
Rachel Wall	Devan Rediger	Dana Pergrem	Jennifer Tubre
ENGLISH	ENGLISH (LS)	GEOLOGY	HISTORY
Frank Minor, Chair	Jeanie Cassity, Chair	Tracy Hall, Chair	Shannon Bontrager, Chair
Laura Beth Daws	Michelle Abbott	Lisa Blumke	Steve Blankenship
Mark Greger	Jessie Bishop	Soumitra Chattopadhyay	Merry Clark
Cindy Wheeler	Joan Christian	Billy Morris	Jayme Feagin
	Sarah Hepler	Jake Sullins	Bronson Long
HUMANITIES DIV CHAIR	MATHEMATICS	NURSING	PHYSICAL EDUCATION
Renva Watterson, Chair	Laura Ralston, Chair	Becca Maddox, Chair	Angelyn Strucher, Chair
Laura Musselwhite	Tim Floyd	Vera Brock	Catherine King, Co-Chair
Rob Page	Libby Gore	Dale Carroll	Jon Hershey
Carla Patterson	Jeff Linek	Jason Hitzeman	Mark Knauss
Elijah Scott	Sherry Sullivan	Karen Wetherington	David Mathis
Carol Souders			Ken Weatherman
POLITICAL SCIENCE	PHILOSOPHY/RELIGION	PSYCHOLOGY	READING
Teresa Hutchins, Chair	Alan Nichols, Chair	Donna Mantooth, Chair	Allan Hagerstrand, Chair
Scott Akemon	Shannon Bontrager	Scott Akemon	Carolyn Hamrick
Annette Maddox	Becky Sims	Nancy Hague	Jon Hershey
Becky Sims		Harriet Kiser	John Reiners
		Erica Simpson	Larry Stephens
		John Reiners	
SOCIOLOGY	LEAD TUTOR	ADVISING SPECIALIST	
Ralph Peters, Chair	Nea Martin, Chair	Jed Gillespie, Chair	
Sherry Green	Mark Gatesman	Andy Dawson, Co-Chair	
Dudley Salley	Jennifer Hicks	Sandie Davis	
Darrell Sorrells	Kirk Nooks	Diane Langston	
	Kelly Shane	Laura Ralston	
		Eileen Walker	

Director of Honors Program – Sharryse Henderson

- Guides transition from Honors Project to Honors Program status
- Supports Honors Program course planning, recruitment, orientation and assessment efforts
- Assists with planning and coordinating academic advisement for program participants
- Coordinates special events for students in the Honors Program, including cultural enhancements, end-of-year programs, community building and recognition functions
- Serves as a contact person for faculty, staff and administration for the development of the program, reporting to the Instructional Council on a quarterly basis
- Reports to the Instructional Council each semester
- Assists in the assessment of program effectiveness and initiates improvements as needed

Director of Diversity Initiatives – Jesse Bishop

- Plans, organizes and directs implementation of GHC's diversity plan
- Works closely with Human Resources to help ensure that policies and practices serve to diversify employment and training at GHC
- Aids the efforts of African American Male Initiative and Brother-2-Brother students groups, as examples
- Assists administration in establishing and meeting goals, objectives and assessment of diversity support
- Chairs the College committee on diversity planning
- Reports to the Cabinet and Administrative Council each semester
- Assists in the assessment of program effectiveness and initiates improvements as needed
- Serves as ad hoc member of Affirmative Action Committee

Director of First Year Experience – Libby Gore

- Leads the development of FYE student activities that promote student-centered learning, success and retention
- Manages FCST course development, leading review and update of course learning outcomes and course scheduling
- Develops a certification process for all FCST course instructors, coordinating assessment and evaluation of both students and faculty
- Manages recruitment, hiring, training, mentoring and supervision of a cadre of FCST instructors
- Ensures appropriate learning resources, facilities, technology and instructional materials are available for FCST course delivery
- Reports to Instructional Council each semester
- Assists in the assessment of program effectiveness and initiates improvements as needed

Director of E-learning for Academics – Dr. Jeff Linek

- Works with academic division chairpersons to schedule e-courses, web, hybrid and dvd-based
- Aids in standardization of syllabi construction, content development, faculty training and certification
- Directs efforts to identify new e-course learning materials, evaluating appropriateness, disseminating instructions to faculty, managing approval and quality assurance process
- Assists in the development of the e-learning program, strategic plan for instruction and assessment, testing protocols
- Leads collaboration between academic and technological work to achieve successful program outcomes
- Reports to Instructional Council each semester
- Assists in the assessment of program effectiveness and initiates improvements as needed

Director of Global Initiatives and Study Abroad – Dr. Bronson Long

- Plans annual study abroad travel opportunities, along with advisory group, working within standard GHC business and academic practices
- Contributes to global learning expectations across the curriculum through core revision efforts and assessments
- Works closely within USG policies and practices governing international studies program development
- Serves as official GHC contact person for BOR advisory committees, making certain that the College has appropriate representation on and reporting strategies from all relevant groups
- Coordinates college-wide efforts, chairing advisory group with membership from across all GHC campus sites
- Reports to the Instructional Council each semester
- Assists in the assessment of program effectiveness and initiates improvements as needed

Searches for AY 2010-2011

ACADEMIC SUPPORT:

1. ENGL (new tenure track)
2. READ (new tenure track)
3. READ (replace Beth Harrison-tenure track)
4. MATH (ft temp to lecturer, now held by Andrea Burnes)
5. MATH (new tenure track)
6. LEAD TUTOR (new ft)
7. PROFESSIONAL ADVISOR/LEAD ACADEMIC ADVISING SPECIALIST (new ft)

HUMANITIES:

1. ENGL (one-term extension, now held by Leslie Johnston, tenure track)
2. ENGL (ft temp to lecturer, now held by John Kwist)
3. ENGL (ft temp to lecturer, now held by Connie Watjen)
4. COMM (new tenure track)
5. COMM (ft temp to lecturer, now held by Alex MacMurdo)
6. ARTS (ft temp to lecturer, now held by Russell Cook)
7. DIVISION CHAIR (replace LaNelle Daniel)

NATURAL SCIENCES, HEALTH SCIENCES, PHYSICAL EDUCATION:

1. NURS (one-term extension for position now held by Tabitha Childers-tenure track)
2. NURS (ft temp to lecturer, now held by Connie Barbour)
3. NURS (ft temp to lecturer, now held by Jennifer Tubre)
4. NURS (ft temp to lecturer, now held by Sue West)
5. NURS (replace Kathy Kerce-ft temp to lecturer)
6. NURS (one-year appt. for Lesley Henderson)
7. NURS (replace Lucy Megginson-tenure track)
8. NURS (replace Allison Davis-tenure track)
9. DHYG (replace Tom McDaniel-tenure track)
10. BIOL (one term extension for position now held by Paige Sibley-tenure track)
11. BIOL (replace Tom Kennedy-lecturer)
12. GEOL (ft temp to tenure track, now held by Phyllis Midkiff)
13. PHED (new tenure track)
14. PHED (ft temp to lecturer, now held by Scott Flynn)
15. PHED (ft temp to lecturer, replace James Zagrodnik)

MATHEMATICS:

1. MATH (one term extension, now held by Matt Leonard, tenure track)
2. MATH (new tenure track)

3. MATH (new tenure track)
4. MATH (ft temp to lecturer, now held by Shelia Smith))

SOCIAL SCIENCE AND BUSINESS

1. SOCI (new tenure track)
2. HIST (new tenure track)
3. HIST (ft temp to lecturer, now held by Karen Huggin)
4. PSYC (new tenure track)
5. PSYC (replacement for Michael Johnson, tenure track)
6. PSYC (ft temp to lecturer, now held by Krista Mazza)
7. POLS (ft temp to lecturer, now held by Shea Mize)
8. RELI/PHIL (ft temp to lecturer, now held by Kencho Tenzin)

Director of Honors Program – Sharryse Henderson

- Guides transition from Honors Project to Honors Program status
- Supports Honors Program course planning, recruitment, orientation and assessment efforts
- Assists with planning and coordinating academic advisement for program participants
- Coordinates special events for students in the Honors Program, including cultural enhancements, end-of-year programs, community building and recognition functions
- Serves as a contact person for faculty, staff and administration for the development of the program, reporting to the Instructional Council on a quarterly basis
- Reports to the Instructional Council each semester
- Assists in the assessment of program effectiveness and initiates improvements as needed

Director of Diversity Initiatives – Jesse Bishop

- Plans, organizes and directs implementation of GHC's diversity plan
- Works closely with Human Resources to help ensure that policies and practices serve to diversify employment and training at GHC
- Aids the efforts of African American Male Initiative and Brother-2-Brother students groups, as examples
- Assists administration in establishing and meeting goals, objectives and assessment of diversity support
- Chairs the College committee on diversity planning
- Reports to the Cabinet and Administrative Council each semester
- Assists in the assessment of program effectiveness and initiates improvements as needed
- Serves as ad hoc member of Affirmative Action Committee

Director of First Year Experience – Libby Gore

- Leads the development of FYE student activities that promote student-centered learning, success and retention
- Manages FCST course development, leading review and update of course learning outcomes and course scheduling
- Develops a certification process for all FCST course instructors, coordinating assessment and evaluation of both students and faculty
- Manages recruitment, hiring, training, mentoring and supervision of a cadre of FCST instructors
- Ensures appropriate learning resources, facilities, technology and instructional materials are available for FCST course delivery
- Reports to Instructional Council each semester
- Assists in the assessment of program effectiveness and initiates improvements as needed

Director of E-learning for Academics – Dr. Jeff Linek

- Works with academic division chairpersons to schedule e-courses, web, hybrid and dvd-based
- Aids in standardization of syllabi construction, content development, faculty training and certification
- Directs efforts to identify new e-course learning materials, evaluating appropriateness, disseminating instructions to faculty, managing approval and quality assurance process
- Assists in the development of the e-learning program, strategic plan for instruction and assessment, testing protocols
- Leads collaboration between academic and technological work to achieve successful program outcomes
- Reports to Instructional Council each semester
- Assists in the assessment of program effectiveness and initiates improvements as needed

Director of Global Initiatives and Study Abroad – Dr. Bronson Long

- Plans annual study abroad travel opportunities, along with advisory group, working within standard GHC business and academic practices
- Contributes to global learning expectations across the curriculum through core revision efforts and assessments
- Works closely within USG policies and practices governing international studies program development
- Serves as official GHC contact person for BOR advisory committees, making certain that the College has appropriate representation on and reporting strategies from all relevant groups
- Coordinates college-wide efforts, chairing advisory group with membership from across all GHC campus sites
- Reports to the Instructional Council each semester
- Assists in the assessment of program effectiveness and initiates improvements as needed

Full-Time Faculty Positions for AY 2010-2011

Discipline	Type of Position	Replacement	Committee Chair
Art	Lecturer		Brian Barr
Biology	1 Lecturer, 1 Tenure Track		Adam Decker
Communication	1 Lecturer, 1 Tenure Track		Travice Obas
Dental Hygiene	1 Tenure Track	Tom McDaniel	Niki Henderson
English	2 Lecturers, 1 Tenure Track		Frank Minor
English (LS)	Tenure Track	New Position	Jeanie Cassity
Geology	Tenure Track		Tracy Hall
History	1 Lecturer, 1 Tenure Track	1 New Position	Shannon Bontrager
Humanities Div Chair	Tenure Track	LaNelle Daniel	Renva Watterson
Mathematics (2 LS, 4 Cr)	2 Lecturer, 4 Tenure Track		Laura Ralston
Nursing	5 Lecturers, 2 Tenure Track	L. Megginson / A. Davis	Becca Maddox
Philosophy / Religion	1 Lecturer		Alan Nichols
Physical Education	2 Lecturers, 1 Tenure Track		Strucher / King
Political Science	1 Lecturer		Teresa Hutchins
Psychology	1 Lecturer, 2 Tenure Track	New Position / Michael Johnson	Donna Mantooth
Reading	2 Tenure Track	New Position / Beth Harrison	Allan Hagerstrand
Sociology	Tenure Track	New Position	Ralph Peters
Lead Tutor	NTT	New Position	Nea Martin
Lead Advising Specialist	NTT	New Position	Jed Gillespie

SEARCH COMMITTEES

ART	BIOLOGY	COMMUNICATION	DENTAL HYGIENE
Brian Barr, Chair	Adam Decker, Chair	Travice Obas, Chair	Niki Henderson, Chair
Jeannie Blakely	Merry Clark	Robert Adams	Gail Grass
Clayton Jones	Blanca Gonzalez	Kathryn Garcia	Donna Miller
Erica Simpson	Sharryse Henderson	Leslie Johnson	Laura Musselwhite
Rachel Wall	Devan Rediger	Dana Pergrem	Jennifer Tubre
ENGLISH	ENGLISH (LS)	GEOLOGY	HISTORY
Frank Minor, Chair	Jeanie Cassity, Chair	Tracy Hall, Chair	Shannon Bontrager, Chair
Laura Beth Daws	Michelle Abbott	Lisa Blumke	Steve Blankenship
Mark Greger	Jessie Bishop	Soumitra Chattopadhyay	Merry Clark
Cindy Wheeler	Joan Christian	Billy Morris	Jayme Feagin
	Sarah Hepler	Jake Sullins	Bronson Long
HUMANITIES DIV CHAIR	MATHEMATICS	NURSING	PHYSICAL EDUCATION
Renva Watterson, Chair	Laura Ralston, Chair	Becca Maddox, Chair	Angelyn Strucher, Chair
Laura Musselwhite	Tim Floyd	Vera Brock	Catherine King, Co-Chair
Rob Page	Libby Gore	Dale Carroll	Jon Hershey
Carla Patterson	Jeff Linek	Jason Hitzeman	Mark Knauss
Elijah Scott	Sherry Sullivan	Karen Wetherington	David Mathis
Carol Souders			Ken Weatherman
POLITICAL SCIENCE	PHILOSOPHY/RELIGION	PSYCHOLOGY	READING
Teresa Hutchins, Chair	Alan Nichols, Chair	Donna Mantooth, Chair	Allan Hagerstrand, Chair
Scott Akemon	Shannon Bontrager	Scott Akemon	Carolyn Hamrick
Annette Maddox	Becky Sims	Nancy Hague	Jon Hershey
Becky Sims		Harriet Kiser	John Reiners
		Erica Simpson	Larry Stephens
		John Reiners	
SOCIOLOGY	LEAD TUTOR	ADVISING SPECIALIST	
Ralph Peters, Chair	Nea Martin, Chair	Jed Gillespie, Chair	
Sherry Green	Mark Gatesman	Andy Dawson, Co-Chair	
Dudley Salley	Jennifer Hicks	Sandie Davis	
Darrell Sorrells	Kirk Nooks	Diane Langston	
	Kelly Shane	Laura Ralston	
		Eileen Walker	

Meeting of the Administrative Council
Monday, June 21, 2010
1:30 p.m.
Executive Board Room

AGENDA

- 1) Athletics feasibility study update (Ron Shade)
- 2) Enrollment and orientation updates (Ron Shade)
- 3) Guns on campus (Ron Shade)
- 4) Charger Fund update (John Southwood)
- 5) President's calendar (Randy Pierce) *be mindful*
- 6) Update on Academic Affairs searches (Renva Watterson)
- 7) Update on program director appointments (Renva Watterson)
- 8) "Giving Community College Students a Roadmap" (Renva)
- 9) Planned Undergraduate Research Institute community college application (Renva Watterson)
- 10) Succession planning CBO (Ginni Siler)
- 11) Summer retreat (Ginni Siler)
- 12) Recognition program (Ginni Siler)
- 13) Survey (Laura Musselwhite)
- 14) Other

Admin Council

ARC & U

Leadership Institute

April

Tom

6-8

Dear _____:

First, let me thank you all for your contributions to our strong results during the past year. As we look ahead to 2011 and beyond, I foresee a time of continuing economic uncertainty and strong market forces that will continue to challenge us. I believe these conditions will present an unprecedented opportunity for those who carefully balance skillful and prudent stewardship of existing resources with bold new initiative and leading edge innovation.

In that spirit, our Cabinet members are committed to insure that the organization is fully informed, prepared and equipped to succeed. To help accomplish this we will be conducting an in-depth strategic planning and decision-making process beginning at our Administrative Council retreat on July 12-13, 2010. The process will challenge us to establish a clear vision for GHC, the strategic opportunities that will propel us to that vision and the critical factors we must address in order to be successful.

As you may already know, cabinet members only will meet on the afternoon of July 12th to address some foundational questions about the long term direction of the college. On July 13th, the full Administrative Council will convene to engage together in the work of long-term strategic planning and decision-making. The process calls for a second session about 30 – 60 days after the first session. We will inform you of those dates as soon as they are confirmed. I am deeply grateful for your involvement and commitment to this effort.

The first step in building an effective plan is to collect the very best information available to inform our thinking. To that end, we are working to compile from reliable sources an accurate and up-to-date view of the marketplace, the political/regulatory environment, and the issues and trends that will impact us in the future. At the same time, some of the most important and valuable input we can receive is from each of you! We are very interested in what you think about our current effectiveness, the opportunities before us and what we can do to achieve the greatest success.

During our Administrative Council meeting on Monday, we will all have the opportunity to complete an on-line GHC Leader Survey containing several important questions. Arrangements have been made to use the computer lab for this exercise, which will insure that we complete the survey in the shortest time possible with 100% participation. We expect that survey completion will take no more that 20 to 30 minutes. Survey administration will be handled by the same outside consulting group that is assisting us with the planning process. Your individual anonymity is fully assured and your complete candor and honesty is what will make the information most valuable to us. The results of the survey will be distributed to each of you prior to the July retreat.

In closing, let me again say how grateful I am for your participation in this all-important initiative as we strive to shape our future together!

Best regards,

Dr. Randy Pierce

meet
three
yrs

accurate
data

Meeting of the President's Cabinet
Monday, June 21, 2010
10:00 a.m.
Executive Board Room

AGENDA

- 1) Athletics feasibility study update (Ron Shade)
- 2) Enrollment and orientation updates (Ron Shade)
- 3) Guns on campus (Ron Shade)
- 4) Charger Fund update (John Southwood)
- 5) President's calendar (Randy Pierce)
- 6) Other

Congrats to Todd, regarding his
new role
Talk about Advertising

Searches

*Meeting of the Administrative Council
Monday, August 2, 2010
1:30 p.m.
Executive Board Room*

*AGENDA
Did not meet*

- 1) Transfer tracking (Laura Musselwhite)*
- 2) Strategic planning initiative teams (Laura Musselwhite)*
- 3) Hours of work (Ginni Siler)*
- 4) Employee volunteer activities and external organizations
that solicit campus involvement (Ginni Siler)*
- 5) Enrollment and orientation updates (Ron Shade)*
- 6) Douglasville ribbon cutting update (Dana Davis)*
- 7) BOR visit, September 14/15 (Randy Pierce)*
- 8) Budget Plans as Requested by BOR 4%, 6%, 8%. (Rob
Whitaker)*
- 9) Other*

August 2, 2010

The Administrative Council meeting scheduled for this day was cancelled.

Meeting of the Administrative Council

Monday, August 23, 2010

1:30 p.m.

Executive Board Room

Minutes

Present were President Randy Pierce, Rob Whitaker, Jamie Petty, Ken Reaves, Kirk Nooks, Dana Davis, John Southwood, Todd Jones, Jon Hershey, Elijah Scott, Carla Moldavan, Donna Daugherty, Rob Page, Phillip Kimsey, Jason McFry, Diane Langston, Renva Watterson, Laura Musselwhite, Jeff Brown, Ginni Siler, Cynthia Parker, Sheryl Ballenger, and Nancy Warner.

Implementation of learning support task force recommendations (Renva Watterson)

Now that SAT/ACT scores aren't required for admission, it falls to grade point averages to determine whether or not a student is accepted. However, the state is seeing lower GPA's for students graduating from high school. There was discussion about how to encourage counselors to tell students to take the SAT and ACT for consideration in the event of low GPAs. Alternatively, students could be counseled to take the "institutional SAT". It was decided to get more information about the cost and time frame for the institutional SAT. Also, in keeping with the new BOR chair's emphasis on retention, it is recommended that we stop admitting students who test into all three learning support courses.

Strategic Planning Initiative Analysis Reports (Laura Musselwhite) September 1 is the deadline for the reports. Dr. Musselwhite gave an update on the reports that she has received. Bob Lewis will return September 13 to follow up on the work that was begun at the summer retreat. The reports will be folded into the strategic plan.

Enrollment update (Todd Jones) There is a fee payment deadline tomorrow at 5:00, and there are about 200 students on the list to be dropped due to nonpayment. Fall enrollment is flat with applications down significantly at the Floyd and Cartersville locations, see attached. Fifty-three percent of the students who were here last fall did

not return this fall. It was suggested that if we are losing students for lack of room in night classes, the number of sections of web-based online courses be increased. Dr Pierce wants the marketing committee to look at class scheduling, recruitment, retention, financial aid, and capacity. He wants to include recruiters and Laura Musselwhite on the committee.

Fortieth anniversary celebration (John Southwood) The celebration will take place at Barnesly Gardens on Friday, November 12. The plans include dinner, speaker, video presentation, and dancing. The ticket price should be set in the next couple of weeks. It was suggested that the Office of Student Life organize a celebration on campus for students.

Physical plant work order system (Rob Whitaker) Anyone requiring maintenance or repairs are encouraged to use this new work order system. It is similar to the one already in use for IT assistance. Requests should be emailed to plant@highlands.edu.

BOR visit, September 14/15 (Randy Pierce) Three members of the Board of Regents will visit the Floyd campus on the afternoon of September 14. The following day, the full board will have a regular work/planning session on the Cartersville campus.

Employee identification (Randy Pierce) There was discussion about the possibility of requiring staff/faculty to wear identification, especially in sensitive areas such as computer rooms and the mailroom. It was decided that those areas would be equipped with card swipe devices rather than require all employees to wear ID.

Other

- Ms. Siler updated that group about courses available through Kennesaw State's professional development center.
- Student Support Services has a new office at Southern Polytechnic.
- State auditors will be on campus next week. BOR auditors will soon follow.
- There will be a change in bookstore operator from Barnes and Noble to Follett on September 28. The stores may be closed for a day or two.
- IT will begin notifying those who are due for a laptop swap to bring in their old laptops.

The meeting adjourned at 3:00 p.m.

MEETING OF THE ADMINISTRATIVE COUNCIL
MONDAY, AUGUST 23, 2010
1:30 P.M.
EXECUTIVE BOARD ROOM
AGENDA

- 1) IMPLEMENTATION OF LEARNING SUPPORT TASK FORCE RECOMMENDATIONS (RENYA WATTERSON)
- 2) STRATEGIC PLANNING INITIATIVE ANALYSIS REPORTS (LAURA MUSSELWHITE)
- 3) ENROLLMENT UPDATE (TODD JONES)
- 4) FORTIETH ANNIVERSARY CELEBRATION (JOHN SOUTHWOOD)
- 5) PHYSICAL PLANT WORK ORDER SYSTEM (ROB WHITAKER)
- 6) BOR VISIT, SEPTEMBER 14/15 (RANDY PIERCE)
- 7) EMPLOYEE IDENTIFICATION (RANDY PIERCE)
- 8) OTHER

MEETING OF THE ADMINISTRATIVE COUNCIL
MONDAY, SEPTEMBER 20, 2010
2:00 P.M.
EXECUTIVE BOARD ROOM

AGENDA

- 1) PROFESSIONAL DEVELOPMENT (GINNI SILER)
- 2) TOWN HALL MEETING (GINNI SILER)
- 3) OPEN ENROLLMENT/BENEFITS (GINNI SILER)
- 4) STRATEGIC PLANNING UPDATE (RANDY PIERCE)
- 5) GRADUATION (RANDY PIERCE)
- 6) OTHER

Meeting of the Administrative Council

Monday, September 20, 2010

2:00 P.M.

Executive Board Room

Minutes

Present were President Randy Pierce, Ron Shade, Rob Whitaker, Jamie Petty, Ken Reaves, Kirk Nooks, Cathy Ledbetter, Dana Davis, John Southwood, Todd Jones, Jon Hershey, Elijah Scott, Carla Moldavan, Donna Daugherty, Rob Page, Phillip Kimsey, Jeff Patty, Diane Langston, Renva Watterson, Laura Musselwhite, Jeff Brown, Ginni Siler, Cynthia Parker, Sheryl Ballenger, and Nancy Warner.

Rob Whitaker introduced two new finance and administration division employees, Rudy Battistelli and Melissa Kirby. Also, Jake Sullins, as the new Chair of the Faculty Advisory Council, attended the meeting.

Professional development (Ginni Siler) The college is part of a professional development consortium that has Kennesaw State University as the hub. Ms. Siler spoke about the types of classes offered through Kennesaw State University that are not offered by GHC's continuing education department. She encouraged the group to visit the website and take a look at the course offerings.

Town hall meeting (Ginni Siler) There will be two meetings in November, one in Cartersville and one on the Floyd campus. It was felt that the attendance at town hall meetings decreased when the name was changed from faculty/staff meetings. The meetings will be video-conferenced.

Open enrollment/benefits (Ginni Siler) An email was sent to employees that identified the contact persons on each campus to provide assistance with the health benefits enrollment process. There are a few new benefits to consider.

Strategic planning update (Randy Pierce) Work begun at July's Administrative Council retreat to identify strategic initiatives and strategy owners continued at two meetings last week. Dr. Pierce and Dr. Musselwhite gave a summary to the group. The next meeting will take place in October, at which budget planning for the initiatives will be discussed.

Graduation (Randy Pierce) It was decided to go back to having nurse pinning on Friday and commencement on Saturday. For the current academic year, that will be May 13 and 14. There will be further discussion about whether or not the nurses will receive their diplomas at pinning. Comments and suggestions were encouraged.

Other

- There will be an open house in Dallas, Georgia sponsored by Georgia Highlands College, Kennesaw State College and the Paulding Chamber of Commerce. It will take place the evening of October 14 from 5:00 to 7:00.
- On October 7 at 7:00 p.m., the three candidates running for state school superintendent will speak at the Cartersville campus.
- The military veteran student population at Georgia Highlands has increased by more than 30% over last fall. Student Support Services is working to develop programs and improve services for them.

The meeting adjourned at 3:00 p.m.

October 18, 2010

Dr. Pierce announced in today's cabinet meeting that Administrative Council would meet only on an as-needed basis.

Nancy Warner

From: Randy Pierce
Sent: Tuesday, October 12, 2010 8:45 AM
To: ADMINISTRATIVE COUNCIL
Subject: Cancelled meetings

In light of our strategic planning initiatives, one of which was on internal communications, and given that the Administrative Council has met as a communication mechanism primarily, we have decided to suspend the Admin Council meetings as we formulate new mechanisms to enhance communications throughout the college community. If you have any questions, please let me know.

J. Randy Pierce, Ph.D.
President
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Cell: 706-331-5123
Fax: 706-802-5811
E-mail: rpierce@highlands.edu

GEORGIA
HIGHLANDS
COLLEGE

