

The Meeting of the VP Group
Monday, March 08, 2004
8:30 a.m.
President's Office

AGENDA

- 1) Budget (Dr. Pierce)
- 2) Budget meeting on Friday, March 5 (Dr. Pierce)
- 3) Other

5.85.
m&0 money

Revenue 14,099,769.00
 2.50% -243,000.00
13,856,769.00
 1% -100,000.00
13,756,769.00

O. Travel

Appro 14,053,824.00
 Budget 13,856,769.00
 -197,055.00
 -100,000.00
 Reduction -297,055.00

Changes:

1000100	511000	7,967.00
1500100	55x000	5,401.00
1500150	551000	27,673.00
1700180	5xx000	19,428.00
1800100	522000	15,945.00
4100410	551000	2,063.00
4500200	551000	1,238.00
5300530	521000	11,000.00
5500550	521000	4,543.00
6400640	5xx000	6,538.00
		<u>101,796.00</u>

9400940 700000 50,000.00

1500100	800000	1,110.00
1500150	800000	1,023.00
4100410	800000	10,000.00
6400640	800000	5,500.00
		<u>17,633.00</u>

1000100	512000	10,000.00
1300130	512000	5,000.00
1300210	512000	5,000.00
1300220	512000	5,000.00
1900190	512000	2,626.00
		<u>27,626.00</u>

197,055.00

Additional Changes:

1200120	700000	10,000.00
1300130	700000	3,000.00
1500150	700000	5,000.00
2000200	700000	5,000.00
4100410	700000	3,000.00
4500200	700000	2,000.00
4600460	700000	2,000.00
5400540	700000	2,000.00
6100670	700000	10,000.00
6300690	700000	2,000.00
6400640	700000	10,000.00
6600690	700000	5,000.00
4100410	800000	14,000.00
1300220	700000	5,000.00
1900190	700000	2,000.00
		<u>80,000.00</u>

1300130	600000	1,000.00
1300210	600000	1,000.00
1300220	600000	2,000.00
2000200	600000	1,000.00
4300430	600000	500.00
4600460	600000	1,000.00
5500550	600000	3,000.00
6400640	600000	9,000.00
6600690	600000	1,000.00
		<u>19,500.00</u>

1900190 512000 500.00

100,000.00

Other options

^ Split George's salary

^

**Meeting of the VP Group
Monday, March 28, 2005
9:00 a.m.**

AGENDA

Dr. Carson:

1. Marietta in June
 2. AV for Marietta
 3. FY '05 transition needs
 4. Faculty workload considerations
 5. FY '06 faculty hiring/budget
 6. Calendar
 7. Background checks
 8. STARS
-
9. Other

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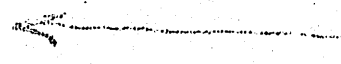
goes on end of
year list.

Wednesday
August 10th.
Saturday
August 20th.
Monday
August 22nd.

SECRET
NO FORN DISSEM
DATE 1/1/88

ADAMS

70 b77 702000
7211 702000



SECRET
NO FORN DISSEM
DATE 1/1/88

probably
not to be
used
in the future

Floyd College

Health Science Salary adjustments to lower workload to equivalent of 27 hours

D R A F T

3-23-05

Nursing

One additional full-time faculty member including benefits	\$55,000
One part-time 16-hour faculty member each of Fall and Spring	\$960

Dental Hygiene

One additional full-time faculty member including benefits	\$50,000
One part-time 16-hour faculty member each of Fall and Spring	\$960
One part-time 8-hour faculty member for Spring	\$240

[Note: Under these circumstances, Dental Hygiene could admit two additional students per year.]

Approximate total \$107,250

Floyd College
3-23-05
Draft

I. FY '05 Marietta needs

A. Furniture required:

2 computer labs with 21 ea. stations	42
2 classrooms in the G building w/40 ea. tablet arm chairs	80
3 " " " " D " w/24 ea. 6' tables and chairs	72
<hr/>	
TOTAL	194

Need to purchase ??? 6' folding tables@ \$78 each.
Chairs are available (from Cartersville).
Probably can furnish 7- 10 offices.

B. Audio visual equipment for 7 classrooms - ~\$32,000 →

C. Operating budget May and June

D. Other equipment required:

- ✓ Fax machine – need phone lines for in addition to initial cost
- ✓ Credit card machine – must have dedicated phone line
- ✓ Telephones
- ✓ Telephone number?
- ✓ Computer and printer for student schedules
- ✓ Copier for office use
- ✓ Will we still be using T-1 lines?
- ✓ VTM machine?

II. FY '05 NMTC needs

A. Secretary for May/June \$5000?

B. Paint and carpet five classrooms:

Carpet	\$11,200
Rubber base	1,620
Paint	300
Primer	300
Labor	2,332
Total	\$15,752

MEMORANDUM

TO: All Departments

FROM: Wilbur B. Shuler, Vice President
Finance and Administration

DATE: March 17, 2005

RE: Year-End Purchasing Deadlines

Floyd College has recently received the purchasing deadlines from the State Procurement Office. To meet the requirements of the State Procurement Office and normal year-end processing, the Office of Finance and Administration is setting the following purchasing deadlines.

All Open Market Purchases—April 5, 2005

All Statewide Contract Purchases—April 5, 2005

All Large Value Purchases (\geq \$5,000.00)—April 5, 2005

All Small Value Purchases ($<$ \$5,000.00)—April 15, 2005

All Purchasing Card Purchases—May 1, 2005

All Encumbrances for Travel and Per Diem—May 30, 2005

Work Orders for items to be made in Plant Operations where there would be an encumbrance of funds—May 30, 2005.

Funded Programs (NYSP, Cont. Ed., etc.)—Not yet set

Please contact the Business Office if you have an emergency. Emergencies will be handled on an individual basis.

cc Randy Pence

Floyd College
Faculty salary adjustments per FAC proposal
3-23-05
D R A F T

[The data below reflects full-time faculty, but does not include Health Science faculty or Division Chairs.]

If the college pays master's prepared faculty \$2000 additional, and the part-time rate is \$1700, the following represent estimated additional costs to the college:

44 master's prepared faculty @ \$300	\$13,200
additional benefits @ 20% of \$2000	\$17,600

The proposal is to pay faculty with a doctorate \$2250 additional. There are very few part-time faculty earning above \$1700, so \$1700 is used for these estimates. The following represent estimated additional costs to the college:

22 doctorate prepared faculty @ \$550	\$12,100
additional benefits @ 20% of \$2,250	\$9,900

The subtotal of these expenses for FY '06 (Fall and Spring only) is **\$52,800.**

Should these faculty teach in the summer session, there will be an increased cost to the college since summer pay is based on annual contract salaries. Most Floyd faculty teach in the summer. In FY '07, the college would expect to pay additional expenses as follows:

44 master's prepared faculty @ \$2,000 teaching two classes for 18%	\$15,840
22 doctorate prepared faculty @ \$2,250 teaching two classes for 18%	\$8,900

The subtotal of additional summer instructional expense is **\$24,740.**

The total additional instruction expense for three terms would be \$77,740.

The proposal also asks for \$2000 additional for 5 Assistant Librarians giving the additional workload of an increased student enrollment and more faculty.

5 @ \$2000	\$10,000
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It should be noted that of the seven librarians that have left the college in the last years, all have left for salary reasons.

The total FAC instructional proposal would cost \$87,740 for Fall/Spring/Summer.

There is an additional request for a \$100 stipend for faculty teaching in more than one location. In Spring 2005 the following assignments exist with corresponding estimates:

Two locations	22 faculty	\$2,200
Three locations	9 faculty	\$1,800

**Meeting of the VP Group
Monday, October 24, 2005
8:30 a.m.
President's Conference Room B**

AGENDA

- 1) Status of card swipe/security system at Cartersville (Doug Webb)
- 2) Financial Aid Report (Dr. Shade)
- 3) Policies proposed to Cabinet: (Dr. Shade)
 - a. Non-Accredited Home Schooled Student Admissions Policy
 - b. Freshman Applicants from an Unaccredited High School
- 4) Other

Ron Shade

From: Kelly Gribble
Sent: Thursday, October 20, 2005 11:45 AM
To: Ron Shade
Cc: Gail Campbell; Joe Agan; Tess Neel; Annette Wright
Subject: 04-05 reporting info for FA

I've just submitted our yearly report to the BOR and just wanted to give you a summary of the data of aid disbursed for 04-05:

\$2,406,569	student loans	(15% increase in total loans from 03-04)
2,663,048	Pell grant	
2,510,542	HOPE scholarship	(16% increase from 03-04)
23,798	HOPE GEDs/grants-certificates	
14,250	LEAP grant	
97,951	FWS	
41,800	SEOG	
15,037	Institutional scholarships	
4,020	other State scholarships (non-need based)	
77,907	Scholarships from outside organizations	(more than doubled from 03-04)

GRAND TOTAL: \$7,854,922.00

We currently have 3,238 students packaged financial aid for 05-06, which is 85% of the current student body.

10/21/2005

Non-Accredited Home Schooled Student Admissions Policy

According to the policies of the Board of Regents of the University System of Georgia, an applicant whose SAT I combined (Verbal + Mathematics) score is at or above the average SAT I score of the previous year's fall semester first-time freshman admitted to the USG institution to which he or she is applying and who has completed the equivalent of each of the CPC areas as documented by a portfolio of work and/or other evidence that substantiates CPC completion qualifies for consideration for admission.

The following items are necessary to complete an admissions file for Non-Accredited Home Schooled applicants to Georgia Highlands College:

- The GHC application and \$20 Non-refundable application processing fee
- The GHC Certificate of Immunization
- Official SAT or ACT scores sent to GHC directly from the testing agency:
 - For Fall Semester 2004, the Georgia Highlands College average freshman total SAT score was 890. The equivalent ACT Composite score is 18.
 - In addition, applicants must meet the minimum required SAT verbal score of 330 and minimum SAT math score of 310. The ACT minimum equivalent scores are English- 12 and math- 14.
- Official transcripts from any conventional public/private high school and colleges attended with at least a 2.0 grade point average in College Preparatory Curriculum
- Completed Home School CPC Evaluation Form
- Home school applicants must present to the Office of Admissions an Academic Portfolio detailing all 16 required college prep courses in the subject areas of English, natural math, science, social science, and foreign language. Courses in progress should be so noted.
- An Academic Portfolio must include the following information:
 - Complete course title, Length of time of course, date completed/will complete
 - Course description, course syllabus
 - Textbook/materials used
 - Primary teacher/instructor for course and education credentials

Once all application materials received in the Office of Admissions, the home school applicant's Academic Portfolio is forwarded to the GHC Admissions Committee. The Committee will review each portfolio to determine if the applicant has fulfilled the college prep course requirements. Please allow four weeks for the Committee to complete its review. Upon completion of the committee's review, the Office of Admissions will send in written notification to the applicant his/her admissions status.

Freshman Applicants from an Unaccredited High School

Applicants who are graduates of non-accredited high schools may be considered for admission to Georgia Highlands College through one of several avenues:

- ◆ By taking the GED and attaining a passing score required by the State of Georgia; or
- ◆ By scoring at or above the average SAT I score of the college's previous year's fall semester first-time freshman class (890 cumulative) with at least a 330 Verbal score and at least a 310 Math score, or the equivalent ACT scores, AND by also substantiating College Preparatory Curriculum completion via the SAT II examinations in seven specified subject areas – Mathematics IC or IIC, English Writing, English Literature, Biology, Chemistry or Physics, American History & Social Studies, and World History – and achieving designated scores in each area; OR
- ◆ By presenting extensive evidence of potential for success for evaluation as a Presidential Exception, with minimum SAT I scores of 500 Verbal and 500 Math or corresponding ACT scores; OR
- ◆ By scoring in the top five percent of all students, nationally, on the SAT I or ACT.

Students who achieve a qualifying GED score and those who are admitted as Presidential Exceptions will be required to makeup any CPC (College Preparatory Curriculum) deficiencies noted during the admissions evaluation process. Students substantiating CPC completion by taking the seven specified subject tests of the SAT II (noted above) and achieving designated scores in each area are not subject to CPC deficiency makeup, having demonstrated equivalent CPC competence with successful completion of SAT II testing.

Home School CPC Evaluation Form

Student Name: _____

Social Security Number: _____ Graduation Date: _____

Please complete this form and on separate paper provide a detailed description of course work completed in each subject area indicating subject title, course description, texts or program used, and primary teacher. Each subject should be representative of one Carnegie Unit (or academic year) of study. You may attach supplemental information including, but not limited to, writing samples, reading lists, major projects and assignments, exceptional learning experiences, and additional standardized test scores such as the Iowa Basic Skills, State Exit Exams or SAT II subject exams.

ENGLISH (4 Units)	Year Completed	Grade Earned	Source/Curriculum
Grammar and Usage			
American English			
World Literature/British Lit.			
Advanced Composition			

MATHEMATICS (4 Units)	Year Completed	Grade Earned	Source/Curriculum
Algebra I			
Algebra II			
Geometry			
Advanced Mathematics			

NATURAL SCIENCE (3 Units)	Year Completed	Grade Earned	Source/Curriculum
Physical Science			
Biology (with Lab)			
Chemistry (with Lab)			
Other			

SOCIAL SCIENCE (3 Units)	Year Completed	Grade Earned	Source/Curriculum
American History			
World History			
Economics & Government			
Other			

FOREIGN LANGUAGE (2 Units) *	Year Completed	Grade Earned	Source/Curriculum
Language Studied:			
First Year			
Second Year			
Other			

*Must be the same language

Completed by: _____ Date: _____

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* Allotment
for registration
for design money
* Allotment register

Talk to Wilbur about
who responds to
security company

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Second Year			
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Completed by: _____ Date: _____

**Meeting of the VP Group
Monday, November 14, 2005
9:00 a.m.
President's Conference Room B**

AGENDA

- 1) Barnes and Noble arrangement (i.e., phones, computers) (Jeff Patty)
- 2) Other

**The Meeting of the VP Group
Monday, November 28, 2005
9:00 a.m.**

AGENDA

- 1) ✓ Feedback concerning Travel Regulations (Dr. Shuler)
- 2) ✓ Enrollment update (Dr. Shade)
- 3) ✓ USG Task Force (Dr. Pierce)
- 4) Other

Jeff Brown
Robbie Nash

Georgia Highlands College
Hiring '07
November 16, 2005

PROPOSED NATIONAL SEARCHES

Replacement tenure-track faculty positions:

English

Nursing

Chair of Academic Support

Division Chair of Humanities Division

Advertise tenure-track for three current temporary full-time positions:

Learning Support mathematics

Learning Support English

Mathematics

[Note 1: Continue four other temporary full-time positions (two nursing, biology, mathematics)]

[Note 2: There are three one semester full-time positions for Fall 2005 that might need to be extended.]

Proposed new faculty positions (prioritized):

1. Biology
2. Accounting
3. Communications
4. Physical Education
5. English
6. Political Science
7. *Nursing
8. Temporary Biology
9. *Nursing
10. Psychology
11. Temporary Communications
12. Dental Hygiene

* May need to move to the top of the list, if external degree is approved

PROPOSED LOCAL SEARCHES Staff positions (prioritized):

1. Science lab coordinator
2. Full-time library staff (Cartersville)
3. Part-time librarian (Cartersville)
4. Full-time nursing secretary (Acworth)
5. Part-time audio-visual technician (Cartersville)

PROPOSED INTERNAL SEARCH (with reassigned time): Director of Acworth Site

11/28/2005

Ga Highlands College
Enrolled Student Count by Campus
Spring 2006 / Spring 2005

Campus	Spring 2006 11/28/05	Spring 2005 11/28/04	Spring 2005 Final Total
Floyd	1013	1012	1844
Cartersville	728	411	874
Acworth	153	377	838
Heritage Hall	211	234	323
Marietta	248	0	0
Cassette/WEB	309	0	0
eCore	72	41	71
West Georgia	59	0	104
Total Enrollment	2144	1792	3417
Total Duplicates	649	283	637
Total Incl Duplicates	2793	2075	4054

Started two weeks later this year.

Student killed going from school to home. Was on schedule to graduate in Dec.

Raising part-time faculty rate

1750-
2000

1700 to 2000

33%

synthesized down out before
leaf

good - ring bellid trektz
shaded to ear . smart at loose
as I in stambard of
stor - fruit - two - griziot

0000-0000

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0000

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