

## 2005 Mid-Year Retreat

### Agenda:

#### Opening Remarks (Dr. Pierce)

#### Legislative Update/President's Meeting

President Pierce attended the Chancellor's budget presentation to the joint House and Senate. The Governor's number one priority is to recommend full formula funding in 06. His second priority is 2% raise, effective January 1, 2006. The Chancellor used the word "merit" when referring to the raise. The Governor is also fully funding MRR at \$65M across the System. No minor projects will be funded next year and there are only four major projects recommended.

#### Name Change

As a result of focus groups done this summer, the College sent in one name, Georgia Northwestern. Because there are other institutions in and near Northwest Georgia, the System Office decided to take that name off the table. Plan B was to submit Etowah College because the Etowah River has significance in this region. The plan was to make an internal statement next Monday and then the BOR would make an announcement once the name was voted on.

The college has built in a certain amount this year to cover the cost of the name change. There will be a transitional period and May 15 will be the actual date the name change becomes effective – after graduation and prior to ribbon cutting.

The BOR do not plan to put "State" in the name at this time. Hopefully, this will take place in the next six months. This is a separate process.

#### Cobb/Cherokee

Dr. Pierce talked to Dr. Lisa Rossbacher (President, Southern Polytechnic State University) and the System Office regarding Floyd College moving into space at Southern Poly. This is now almost a done deal for summer. One issue to be clarified is regarding fees. Southern Poly is excited about this. The System has agreed to give us some money, at least \$100,000. Doug is to meet with their facilities personnel. There will also be discussions with their technology staff, as the building the College will be moving into is an older building with older wiring. Cobb will grow rather quickly.

Dr. Pierce is also attempting to schedule a meeting with Dr. Sanford Chandler at Appalachian Technical College concerning Woodstock. We will be there at some level in the fall.

#### New Positions

New positions were placed in the 05 budget. These are start-up positions for the Bartow Campus (staff, technology, Student Services.) We have already hired all the faculty we will hire for 05. All is still on track and we should have a better plan after today. The plan is to hire staff by March.

#### Goals/Objectives

The College is on track concerning the current goals and objectives.

#### Other

There was discussion concerning the name for the College website once the name change is approved. The Technology staff will need to use links to the old site for awhile. Use of list serves will necessitate using links for as long as possible.

If anyone graduating from Floyd this year wants a diploma with the new college name, they will need to reorder after graduation.

#### Presentation:

Dana presented the proposed designs for the new College name. Colors will be blue and orange. Dana presented a logo for the college, including letterhead. She also discussed the mascot for the College.

In terms of roll-out, we will make an announcement next week, an official "date of change" on May 15 and a ribbon cutting at the Bartow Campus on May 20.

There was further discussion concerning the design of the shield.

Campuses will be designated by name – Rome campus will be designated as "Founding Campus." Heritage Hall is part of Rome campus.

Dr. Carson suggested a 35-year celebration as an opportunity to celebrate and to mend fences. This would tie some roots to Floyd County.

#### Campaign Update

Judy updated the group that the alumni assoc. nominating committee met and presented a slate of officers to be voted on at their February board meeting.

Mary and Dana are working on a communications plan.

On Feb. 4 a work committee for the mentoring program will meet. In order for an alumni association –led program to work, they need assistance from the faculty and staff.

A local sorority is planning a Heritage Ball on February 26 in honor of Black Awareness Month. This is being done with the special interest group from the Alumni Association.

The Nursing Alumni Special Interest Group is meeting.

There are two new alumni Board members, David Johnston from United Community Bank and Savanna Youngblood, a student representative.

### Campaign

The Employee Division of the campaign was very successful. The Advancement Office is in the process of training Retirees for the Retiree division. Harold Boyd, Sarah Burkhalter, Dr. Tom Berry, Dr. Dillard, Barbara Walden, Jerry Shelton, and one other. Feb. 3 will train 18 team captains. Once they are trained, they will go out and solicit all retirees. This phase of the internal campaign should be finished by the end of February. There will be recommended giving levels for the Board divisions, with a monetary goal. This will be the ability to give or the ability to get someone to give (corporate or individual.) The Board members will be trained in February and that phase will end in March. This will mark the end of the family division. The celebration will be at the f/s meeting on April 20. Then we will be ready to move into Phase 2, which is the more active part of the campaign.

### Budget

Dr. Shuler:

We have reached our revenue goal for this budget year. We have more students than we originally budgeted for (101%.) We have 90% collection. This does not include the Pell grant monies. His office is working on synchronizing reports. This budget has been reduced by 3.5%.

### Review of 2005-2006 Budget

Dr. Shuler discussed faculty and staff involvement in the budget planning process. He asked the council members to make certain that everyone in each department be involved. He is developing a document whereby each person in each department is listed with salary position. The purpose of the document is to tie the budget process with the strategic plan.

He discussed banking services on campus. He is meeting with the various banks and asking for bids for banking services, including an ATM on campus.

### Bartow Facility Update

Doug Webb: Project has done well, with a minimum of problems. We have only lost 10 days in the project due to weather. We had some problems getting the gas line in. It is

working now. He has talked to them about scheduling another Admin Council meeting there; however, they are hesitant due to their work schedule. They are starting the boilers up and then they will begin the finish work. The project has done well financially. The furniture is out on the market for bid, with a probable delivery date in April. The Ribbon Cutting is set for May 20.

#### Review of Climate Survey

Ken Reaves: Ken asked John Reiners to give some background on the Climate Survey. IT was begun to get a feel for the opinions of the faculty and staff.

Ken discussed some of the results of the survey done in Fall 2004.

#### Principles for matriculation

Dr. Pierce: The principles are related to when Bartow comes on line. He distributed a list of principles (attached.) The idea is for Bartow to be a "one-stop shop."

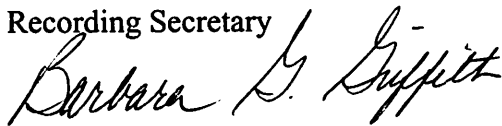
There was a lengthy discussion concerning the principles on the list.

Rob Page reminded Administrative and Educational Units that the mid-year cycle is a follow-up on the assessment cycle. These are due to Jack February 1. The Academic team are due on the same date to Rob Page. It was stated that the deadline to Jack is February 15. Rob will follow-up on that.

The meeting was adjourned at 3:00 p.m.

Respectfully submitted,

Barbara G. Griffith  
Recording Secretary

A handwritten signature in cursive script that reads "Barbara G. Griffith". The signature is written in black ink and is positioned below the typed name and title.

## *Principles for matriculation*

Draft 1-20-05

- Decentralize processes as much as possible.
- Try to serve students in their counties.
- Divide orientations.
- Have orientations on the same nights in two different locations.
- Consider a web option for orientation.
- Consider a web option for parent information.
- Consider developing a parent helpline.
- Plan for a delayed-start schedule ("Second Start") with classes that begin perhaps three weeks after the majority of courses.
- Plan to have a wipeout one week before classes begin and expect students to pay at the time of registration thereafter subject to losing the class schedule in daily wipeouts during the last week.
- Firm the date of In-Service, allowing one full week after summer term grades are turned in.
- Bookstore plans:
  - Rome students will buy books in Floyd bookstore.
  - Cartersville students will order books online and have them delivered.
  - Woodstock students will order books online and have them delivered.
  - Marietta students will purchase books from the SPSU bookstore.
- Food service plans for Rome and Cartersville are pending.

## **2005 Administrative Retreat**

**July 14, 2005**

**Welcomed new people**

Rhonda Twyman-Green, Budget Analyst

Todd Jones, Director of Admissions

Rob Page, Division Chair, Social and Cultural Studies, formerly history faculty.

Everyone introduced themselves.

### **The changing landscape of GHC**

There are a lot of people who are new and will take the institution forward.

Recap of the last four years.

June 15, 2001

Put laptop project to bed

Student apps were up that summer. Students were coming back. Enrollment was increasing and has increased about 75%.

Admin Retreat at Redtop Mountain. Came away with good ideas and some good direction for the institution. About September or October we started getting letters from the Governor talking about climbing revenues and budget cuts. Cut next 2-3 ½ years.

Our enrollment continued to grow. We all suffered. Decisions made were uncomfortable. Waco, deactivated programs. These were good decisions in retrospect. They came from data which came out of these meetings.

In retreats this group set some goals that we would be in other counties. We would be a multi campus institution.

Jack added that the enrollment increases eastward would be a challenge. Dr. Shuler said that we could likely be as large as Southern Poly on their campus.

Dr. Pierce said that the increase will have a larger impact on what occurs inside the institution. This group's responsibility will need to decide how we will manage that growth. In the past we have reacted to the situation more than anything; however, whatever we have come through the tunnel. We are now poised as an institution and this group is now poised to do some strategic planning 5-10-15 years down the road – start making plans that will make things smoother. The next couple of years will still be reactionary as to what happens.

This institution can be whatever it wants to be. It has whatever it needs.

Everything that he reads puts this institution in a tremendously good position, if that means that you are going to continue to have strong enrollment growth.

We need to put the institution on a path of where it needs to be for years to come.

Enrollment has almost doubled in the past few years and will soon double again. And in the next few years, it may double again.

### **How the institution will change**

See above.

### **Eastward flow of services and students**

When North Metro informed us that they needed the space we were using, we started looking at Cherokee and Cobb. Southern Poly fell into our laps. But as we began to look, we were told by North Metro that we could stay there for now.

This is a challenge, but it is also a gift. It solidifies the future in terms of whether we are going in a good direction.

All of the top administration has been in discussions of how we go to Marietta.

He asked Carolyn Hamrick what she needs in terms of Southern Poly.

Answer: More publicity that we are there. We are getting referrals from Southern Poly and from Kennesaw. However, we are not tapping into that market through media outlets to the general community.

Dana responded that it will be out there in the next couple of weeks. Ron Shade said they would be getting the word out in the school systems. Dana said that we are looking at outdoor advertising; however, there is not a lot of space available. Judy added that we have joined the Cobb Chamber.

Carolyn: They have enrolled about 200 students who are returning students. They had been at North Metro and Marietta is a much better location for them.

Southern Poly recommended the Marietta Daily Journal and the Cobb Extra.

Projection for fall (Carolyn): Approximately 500 but it is difficult to guess. Some ATP students will be going there which will free up space at West Georgia. Carolyn said that Business is a big draw.

Southern Poly welcomes programs that add to their institution but welcome classes that do not conflict with what they are doing. We are not competing with them directly.

We have seven classrooms--two double the size of what we had at North Metro. We will beef up weekend programs - they sell.

Cartersville: There are lots of applications for Cartersville. Carolyn Parks reported that 600 have registered for fall. She thinks final figures will be between 1200-1300. We are 200-300 ahead of this time last year. Next year, we may have to look at adding another Admissions Specialist.

Amy Casey is doing some of the data entry, Eileen Walker has helped, and we have a new recruiter starting next week.

Carolyn Hamrick said that her staff could give a lot of support if needed.

Randy: The goal is not to lose anyone because we can't process them. If that becomes an issue we need to know about it.

At GPC we learned to decentralize the process so that it flows faster.

Carolyn Parks: There seems to be a bottleneck of applications that are completed.

Todd: We pull a list each week and we are beginning to go by day.

Tim: There are three more people who can input.

Randy: What else can we do in terms of Cartersville?

Cartersville will open. Doug is doing a punch list yesterday and today.

Dr. Carson raised the issue of hiring temp full time faculty to meet the classrooms needs for the numbers projected.

Randy: Actual enrollment within the projection 5-10% increase. The only unknown is what is going to happen between now and August.

Tim Floyd: We have some classes in the schedule we have now that are not staffed.

Projected: Cartersville 1200-1300

NMetro 200

ATP 160-170

Rome 2300

Approx. 4270 projected.

Jack made a point that many of our students do not come to get a degree and with the different skill sets needed by Cobb residents, we need to be prepared to offer different skill sets.

Having dorms will be a plus. That is a big draw.

There was further discussion about adding new faculty. Fourteen students in a classroom will justify hiring a faculty member. For the first year or so we may not be that successful, especially at Marietta. We have to add faculty and not have the resources –



there will be some growing pains. We may have to take that money from somewhere else.

Observation: (Mary Norton) What committee structure is in place to discuss and manage this growth on a weekly basis? There is such a broad range of people here who are involved in the process.

Randy agreed. These people need to be talking. We will talk more about this type of communication.

Tim said that the chairs and coordinators are talking on a daily basis. We see this coming and we are talking every day.

Soumitra: We are missing one aspect here: As we spread out, there are faculty members who are teaching at various campuses. He has faculty members who have to go to all of these campuses. It is physically demanding for these faculty members so we need some of those faculty members permanently located at those sites.

Rebecca Maddox: We need seasoned faculty members. Students need a full schedule. Part of that is to have core courses available on-line.

Randy: Obviously we need to plan for temporary full time faculty.

Carson: We are now in an area of good economic standing. Unemployment is 4% which is low. Georgia is a little higher. If whatever is driving unemployment down filters down here we may not sustain the higher enrollment. White collar unemployment is 1 ½%

Randy: White collar unemployment is 1 ½ % -- if the white collar jobs are being created, they require college degrees. We may not sustain 20% but if we sustain 10-12% a year, we still have a market.

Plan for your faculty. If the students are here, then the money is here to hire the faculty.

Catherine King: If we are going to depend on part time we need to pull them into the fold and mentor them. She doesn't have the time to do all that she would like to do. WE need to do a better job with our part-timers.

In summary, think about what is going to happen if we get a 20% surge in the fall but think about what needs to happen in the next couple of years – communications issues. We need to fine tune how we will help Marietta, Bartow, Acworth, and serve Rome as well.

## **Communications issues**

## **Plans for the future**

## **SACS (Dr. Carson)**

### **Accreditation status**

This presentation is how you will maintain our accreditation at Georgia Highlands College.

Went to a Boeing quality training. They had given quality training for everyone from custodial to president. Everyone has a stake in the airplanes that roll off the assembly line.

SACS one of 6 regional accreditors, in its third century. Eleven states make up SACS in the Southeast. This represents one of the smaller regional units. Approximately 800 institutions. This is voluntary participation.

Federal Government has attached some requirements to accreditation.

Dr. Jim Rogers is retiring this month. The newly named President is Belle Wheelan. There are 25 staff members. She has a two-year history.

This is a time of transition. It is a very efficiently-run organization.

The organization is governed by the Commission on Colleges. There are seven elected commissioners. It meets twice per year and passes judgment on all accreditation issues.

SACS deficiencies most often cited in recent years: Finance, Institutional Effectiveness, Faculty credentials.

Of the three, GHC is positioned to be in good shape on all three.

GHC is currently engaged in two accreditation matters:

GHC Substantive Change Prospectus.

Information provided by: Dr. Wilbur Shuler, Debbie Holmes, Doug Webb, Jack Bishop.  
Coordinated by Dr. Laura Musselwhite.

There has been significant information flow between us and SACS. We received an affirming response to what was sent in. We received two requests for follow-up:

1. "Systemic evaluation of instructional results and the ways in which those results are used to improve programs and processes."
2. "Means by which the institution determines comparability of learning outcomes among the main campus and six instructional sites."

This will be good with regard to quality of education we provide.  
September 20 deadline for turning this in.

Possible path for Substantive Change. Perhaps this will be presented at the December meeting. This could be decided that a team will need to visit us in the coming year. A team would have the opportunity to look at every aspect of what we are doing at all sites.

The president of SACS could give their approval.

SACS reaffirmation process  
Off-site review of criteria compliance.

First let involves people who will not visit GHC. They will be off-site people who reads our reports and gathers to make a judgment.

Onsite visit to complete compliance and to review Quality Enhancement Plan (QEP) the offsite people would hand off what they have to this group.

Off-site review

Peer team reviews 3-4 institutions  
SACS staff member calls President to give oral report.  
Institution prepares follow-up report if necessary before the on site committee comes.

On-site visit  
Peer team reviews reports from off-site committee, institution's response, and QEP.

If you are from that state, you can not participate in the review. We will get two-year reviewers.

Institution nominates two people to serve as QEP consultants.  
Team prepares

Quality Enhancement Plan  
Improve student learning outcomes This is driven by those involved.  
Five year QEP report to SACS. We will implement the plan over 5 years.

Biggest problem with QEPs: ASSESSMENT!

GHC SACS Reaffirmation  
2007-2008

Where do we stand?  
Compliance audit conducted Spring 2005

There are a few things we need to tweak – some matters need to be put in writing.  
Cadre of trained assessment folks moving us along.

Institutional Leaders with SACS experience  
Jack Bishop  
Virginia Carson  
Eddie McLeod  
Dr. Laura Musselwhite  
Dr. Wilbur Shuler

GHC Institutional Effectiveness

Process in place  
Making progress  
2004-2005 third assessment cycle

2005-2006

Very Very important year  
SACS timeline  
2005-2006  
2006-2006  
2007-2008

We have three years to get everything in order.

Projected plans for SACS accreditation reaffirmation in 2008 – July 2005 (attached.)

Dr. Musselwhite will be our assessment leader.

**Increasing Expectations (Catherine King)**

Distributed slip of paper and answer question on paper. How does your position  
contribute to student learning @ GHC?

Responses were shared.

Everyone would concur that GHC is about student learning. Everyone in the institution  
contributes to student learning on different levels.

Booklet, Increasing Expectations, which was read by the Admin Council over a year ago provided guidance for the workshop attended in June.

How to bring entire institution together for the purpose of increasing student learning.

This was an intense conference. Attended leadership session. There are already many things we are doing that are good. The most productive time was the team meeting time. Meet as a team and bring together what we had learned at the different session and formulate our action plan.

Distributed Student Learning Outcomes. Once it is in its final form it will be laminated and distributed to everyone. General Education Student Learning outcomes.

Our challenge is for people to look at these student learning outcomes and see what they do in their role in the institution and how they meet these learning outcomes. They tend to be academic driven, and they are cross discipline. On the back is our mission.

Laura Musselwhite discussed the genesis of student learning outcomes.

Bulleted items are goals. These fit mostly with the General Education curriculum.

Verbage developed years ago and has been tweaked. This is the basis for general education.

Catherine:

Distributed packet of information which has agenda for what she is going through.

Front Page: Agenda which includes what the learning outcomes are for this session.

Second page, AACU Greater Expectations National Panel Report, 2002. We want everyone who attends GHC to believe that they are intentional learners. Page 3, Project Description and Goals. Turned into AACC.

There is a leadership team and an advisory team. Advisory team will look at content goals, 1, 2, and 3. This year coming up will be the year of dialogue. We have someone from every area of the college on the advisory team. There are also students. We have a couple in mind and will identify student representation.

We can't help but benefit from this process. Possibly create another vehicle through which we will have a student learning center.

The advisory committee will help us determine the process of how we will get there.

Catherine will do part-time faculty in-service this year. We need to figure out ways to bring them in more. Everyone in the institution will have to buy into what we are about.

There is a website for Greater Expectations.

Dr. Carson added that this is a competitive process for us to be selected, one of 28 colleges nationally and one of two two-year colleges who were selected.

#### Assessment Planning Process

Laura Musselwhite and Brent Griffin

Will talk about the assessment process this year – a general overview and then what we use as a form.

Brent has agreed to be Assessment Coordinator for the AES units. As we get closer to SACS visit, every year we want to make improvements. We have been doing a fine job. We are years ahead of other groups Laura has encountered at conferences. This year is an important year. This is the year they will start looking at data -- this year's and next year's. There are improvements that can be made. This group and faculty have things to do. The faculty have been working on unit plans for 4 years. Every year they improve in some way. The Substantive Change issue will fix a lot of our small problems. They want comparative data. This will make us improve in a swifter fashion. It will be far easier and valid in our assessment if we think perhaps, as the math people do. If we start doing that in other groups, we will have more and better data.

Laura reviewed the changes to the Reporting Form. This one functions better electronically.

Everything is on the same form.

Asked for feedback to be incorporated.

Dr. Carson: This reinforces participatory planning, which has been discussed in administrative council.

Laura reiterated that it is important for everyone in each department to discuss this. What we are as a college and how we are doing as what we are.

Brent: discussed unit plans.

Laura discussed deadlines for unit plans.

Dr. Carson: There needs to be enough time for all assessment process is assessed so there can be a discussion of where we are.

Brent will send a message concerning dates.

Discussed list of units. He will get in touch with each one individually to meet to talk about unit plans. Will get e-mail from him on that. He will be attending a workshop to get up to speed on the AES process.

In terms of carrying out the assessment, we have talked about student outcomes and student learning. He is thinking about these in the back of his mind and what we do administratively to affect student learning.

He must schedule classes strategically so that students can take the classes and take a full load.

Ken suggested Brent meeting with department so that all information can be communicated at one time.

### **Alumni Association Foundation and Campaign**

Judy Taylor

Judy gave an update on the Foundation. At their June meeting, they elected leadership for the next year. Jerry Norman from Rome and Danny Gibbs from Cartersville will continue. The nominating committee recommended that we remain with that structure another year. Scott Bentley will be co-vice-chair for Floyd and Chip Shropshire is co-vice-chair on the Bartow side. Co-treasurers have also been elected. The Foundation will eventually have one chair that will represent the entire foundation.

Campaign. Plan to go from phase 1 to 2 to 3. When name changed, we needed to wait on the official name change before we entered into contract for Phase 2.

Eastward flow of services: When we developed by-laws we included provision for bringing in foundation members from various counties represented.

Referred to schedule (attached.) We have a draft of the Plan of Campaign.

Management committee has been meeting since last fall. This committee will meet throughout the process until next August.

Prospect list complete with 2200 names. The list will be divided by levels of gift.

Process of identifying campaign co-chairs, one from Bartow and one from Floyd. We may or may not have an honorary chair.

Judy circulated sample of the type of campaign booklet that we will develop.

Jeff Brown will help with a video.

Will be forming a speaker's bureau and a tours Committee.

There will be an announcement of the campaign goal in January.

First focus will be on the lead gifts. You will have to reach 60% of what the announced goal will be. You will know you will be successful.

A publicity sequence has been developed. This covers all news releases, etc. regarding the campaign. Positive PR about the campaign.

Study abroad \$10,000 with establishment of Study Abroad program. We have established the Study Abroad Scholarship with the \$10,000. \$30,000 endowed scholarship from City of Cartersville. We have Regents Scholarship which Dr. Pierce decided to use as the emergency scholarship.

Mary Norton talked about Alumni Association. We have just finished the first year. Finalized by-laws, elected a slate officers and created a 17-member board of directors and will continue to enlarge over the next year. Established breakfast with the President. Developed 3 alumni groups, nursing, black awareness, and teacher education. Nursing AIG sponsored a mentoring forum which helped students transition from school to work. Over 50% of second-year students participated. Hope for close to 100% part. Next year. RESA will be promoting to all teachers in their service area. Odete Estes is assisting with this.

Black Awareness group is small but passionate about the potential of this emerging group. Spent time with leaders in all three groups.

Each group is different but share a common goal of creating mentoring relationships. We do not have the resources to form a one-on-one mentoring program, but we are doing what we can.

Has been working with Dana, Kelli, Ken and Judy to take alumni association public.

Nursing group wants to go into the hospitals to build membership one hospital unit at a time. Third area of focus is meeting with alumni leaders who have been ID'd as Alumni Association leaders.

Communication Plan to take Alumni Association public. Part of the plan is to develop an alumni association website. Distributed a plan for the website.

Goal is to get as much content on the website as possible. So that when we go public with the press release people will be able to join on-line.

Distributed communication Plan. Challenge is how to work together to create an image that acknowledges both Floyd College and Georgia Highlands College. Want to weave in successful alumni with the Georgia Highlands look but who got their start at Floyd College.



August 26. Event at Rome Braves, including alumni, retirees, and all faculty and staff. Alums talk about those who helped them at Floyd College. They identify with retirees.

September Alumni Board of Directors Retreat (first retreat.) Lesley feels that the alumni board will continue to be an active group if they interact well with entire college. Think of them as an informal focus group – make them a part of the process as we move forward. They can be great ambassadors in the community.

Dr. Chattopadhyay suggested including contact name on web site (first page of handout.) Also include contact phone number.

### **Budget Training (Dr. Shuler)**

Thanked everyone for how well they did last year. Good job listing year-end purchases. VP Group prioritized the info that came prioritized from different areas.

Discussed list.

Think about list for next year.

Will do the same things if funds are available.

Changes we want to institute this year:

Travel form on the web. Can be downloaded. Business Office only needs one copy of the form. The area VP will sign to authorize the employee to travel and not the Chief Fiscal Officer. Authorization to travel is only for travel money in the individual budgets. Must maintain travel budget. Can transfer money to the account if it is in another account.

Process:

Out of state or those who do not have blanket authority to travel within the state, send in travel request. Will not be allowed to travel with no authorization if one travels and then turns in travel voucher.

When travel is paid for out of more than one department budget, indicate department #, Fund #, Class, etc.

Help us keep your account numbers correct.

Purchase order – purchasing card or purchase ordered issued by Purchasing. Please make sure you have a purchase order when you order. When someone tells you to order something, make sure you have a purchase order.

Funds must be encumbered.

Payroll starting time: have been working to start people on a pay cycle. Would like to start new employees at beginning of a pay cycle. The middle or the end of the month are good times.

Budgets submitted were \$2 2/12 M more than we had. We focused on personnel this time. Extra workload amount for full time faculty was more than we were paying part time. We paid additional for promotions and for earning a doctorate. We did what we could. Set aside \$100,000 or so that would be a contingency fund. Requests will be made to area VP and considered by the VP group.

Contracts: Two people authorized, Dr. Shuler and Dr. Pierce. If you are committing funds for something, you should see your VP and they will see you have the funds set aside to do what you are wanting to do and then it goes to Dr. Shuler.

Need to know location each faculty member is teaching so we can charge it to the correct place.

Budgets will be distributed for the year. Will meet with each budget director to go over how the budget should be read. This will be done after July. Annual financial report is due a month earlier this year.

Dr. Shuler overviewed a sample of a budget.

There was a discussion concerning properly charging department budgets for charges made at the various campuses. There was a concern that people would make copies at one campus for teaching at another campus. Dr. Shuler said they would have to work through this.

Dr. Shuler asked everyone to continue to think about this so that it can be refined.

It was suggested that a committee or group be formed to give input in order that these procedures be refined.

Wayne Jones distributed departmental budgets for 2005-06,

Dr. Pierce dismissed for the day.

**Friday, July 15, 2005**

**Recapping Yesterday (Dr. Pierce)**

Issues discussed yesterday were issues any college has to deal with as they go from centralized organization to a spread-out organization, geographically, product lines, etc. When you start spreading out the issues that are created are communication issues. They

are logistical issues. How do we get from A to B – how do we serve our students from a to b?

Laura Musselwhite led a discussion and review of the College's Institutional Mission. Laura proposed a revised mission statement which is broader than the existing mission statement. There was a discussion. The group was in agreement on the Mission Statement as presented. The Mission Statement will be presented at In-Service and will be approved by the President prior to submission to the Board of Regents for approval.

The assignment was to think about where you want to be as a campus in 2-3 years and out to 5 years. Think about the next two years, immediately, in terms of needs and then think farther out financially. The immediate needs will be formulated into objectives for the institution.

Each campus has to come up with its own set of rules so that they can meet the needs of the individual campuses; however, the campuses are interdependent.

Dr. Pierce divided the group into smaller groups based upon campus:

Marietta:

Carolyn H  
Ron shade  
Beth H  
Shirley  
Jack  
Debbie  
Sandy  
Dana

Rome  
Bruce  
Wilbur  
Laura  
Becca  
Donna  
Peter  
John

Acworth

Todd  
Virginia  
Tim  
Wayne

Rob Page  
Jeff Brown  
Barbara Rees

Cartersville

Brent  
Ron  
Dana  
Carolyn Parks  
Sandie Davis

Dr. Jones reported for the Rome group.

Heritage Hall renovations  
Longer term: Facilities sufficient  
    Large general classrooms  
    Training for faculty for larger class sizes  
    Labs (especially specialized)  
Scheduling – dead zone 1-4 p.m.  
Financially challenged students  
Infrastructure moves to other locations—functions taken care of in other spaces  
Need information on the goals and objectives of incoming students  
Staffing issues/student services

Tim Floyd reported for the Acworth group

Sits between two flourishing campuses –  
Challenges:

Space

Maximize the use of the current resources

Weekend classes  
Maximize opportunities for cooperative degrees  
LPN to RN bridge program  
Expand the idea of the alternative methods for offering course work.

Move TV offerings to Acworth  
Video streaming

Meet with students to find out what they want and need and shaping services to meet those needs.  
(focus groups)

Highlight services of GHC. We need to provide opportunities for student services.  
Create social interactions that would promote relationships among our own people. Few people get to see all these sites (what they look like and how they are laid out.)  
Long-term – look for ways to expand our facilities in the area.

Carolyn Hamrick reported for Marietta

Divided into three time periods

05-06

Facilities adequate but that will be an issue in several years.  
Begin searching now for additional properties in that area.  
Student s Services ok with rotation. Need coordination of services between Rome and Marietta. Look that this year we'll be an extension of Rome services  
Need AV/IT services. Support from Cartersville?  
Need computer space – use of student labs  
Need some clarification of business office procedures  
Courier service?

06-07

Max out space if projections are true  
May need to add classes early morning 6:30-7:00 a.m. and expand Friday and Saturday classes  
Core group of f/t student services staff coming down – financial aid and admissions as well as generals  
Increased tutorial services – may need ft presence there  
Technology – computer labs for students

07-08

Definitely need expanded space  
Will max out at 1300 – 7 classrooms  
Need to be proactive looking for space  
Will need student services on permanent basis  
Library needs  
Computer issues  
Will need additional people to monitor computer labs  
Enhance automation  
Need more generalists  
Needs to be seamless between sites  
Flexibility to customize by campus – campuses will be different  
Students will be more traditional and more diverse

Someone who can do international paperwork. There will be more international students at this campus.

Brent reported for the Cartersville group:

## Short term

Want to create a comfortable environment for students, faculty, and staff

Someone who acts as greeter or campus receptionist

Designate some recreational or intramural space on the outside

Establish clubs

Traffic in front of the building – safety issue – traffic signal?

Address student needs in Cartersville and limit traffic to Rome

## Community needs

Expand nursing program along the 75 corridor

## Long term

2-+2 arrangements (Business, Continuing Education)

Classroom space and offices ok for first couple of years

Second phase building

Position college as integral part of Cartersville Community

Expand continuing ed

Funding issues – fundraising in community

Campus governance for various location (campus model or campus by campus centralized situation?)

Tim Floyd added opportunities on campus to work to communicate with each other so that everyone knows what is going on. Campus team approach.

Dr. Carson said that VPs would meet and meet to talk about this.

Tim Floyd reported for ATP

Need to set up a group for ATP

Faculty office space

Classroom space

Dr. Pierce asked if that is something under our control or if we have to appeal to WGA for this? Carroll county is large is near metro area – it has no two-year unit. The ATP project demonstrates that whole point. From our standpoint it is a relationship that is dependent on WGA seeing it as a mutually beneficial program.

Dr. Shuler asked if we had thought about an ATP for Marietta. The answer is no. We are providing academic support for students there.

Dr. Carson added that it is not good for our retention rate because they transfer after 2-3 semesters. These are part of our first time-full time freshmen.

There was a lengthy discussion regarding how to measure that students have met goals and that we have provided services to help them reach those goals. For Retention purposes, the System only acknowledges that they remain at the college until completion of a degree.

There is a need to communicate this to the USG Central Office.

Dr. Pierce said he is not worried about graduation rates – he is only concerned with meeting goals. As long as students can make decisions about where they want to be and trying to meet the needs and getting more students into higher education and helping students who are at-risk by helping them be prepared to stay.

Donna Daugherty said that we do not do a good enough of helping people to see the value of a two-year degree. In other meetings at a future time, we need to discuss this.

Carolyn P: Business is probably most valuable two-year degree. Maybe document the success of marketing degree maybe through the alumni association.

Dr. Pierce stated that we need to decide if we need to keep the ATP.

Goals and Objectives  
(Dr. Pierce)

2005-06 create 4-5 primary objectives, or action statements about what we want to do.

Personnel

Facilities

Student Success

Increasing Expectations (Student Learning)

- Start dialogue on IE (8)
- start process of looking for and acquiring land (6)
- Phase II Cartersville and land (6)
- Hire additional staff and faculty and search more part time faculty (assuming growth) (1)
- Additional staff (support services) at all sites (5) identify structure for student success

Dr. Pierce said that we should develop some model of decentralization.

2006-07

- Develop structure to support student success at the campus level (QEP)(8)
- Continue IE (increasing expectations) (5)

- Expand health sciences (microbiology lab) (4)
- Analyze community needs of our site areas (4,6,7)
- Increase extended learning exposure (6,7,8,9)

2007-08

- Be reaffirmed (QEP)
- Each campus to have full service capability (5,6,2)
- Land acquired/buildings requested (6)
- Exploring 2+2 program offerings(3)
- Degree completion possible at each campus

There was a lengthy discussion concerning unit goals. Number 7 on the College goals was revised to delete “through community programs.” It now reads “Be involved in our communities and responsive to their needs.”(1)

Dr. Pierce asked for feedback and for suggestions for next year: This is a good location.

Meeting adjourned 1:47 p.m.