MEMBERS PRESENT: Anthony Tricoli, Ron Carruth, Jeff Tarnowski, Vince June, Jim Rasmus, Sheletha Champion, Fran Mohr, Julius, Whitaker, Reid Christenberry, Alan Jackson, Beth Jensen, Kwabena Boakye

GUESTS PRESENT: Barbara Obrentz, Ken Quattlebaum, Debra Cronin

I. CALL TO ORDER

President Tricoli called the meeting to order.

II. APPROVAL OF MEETING MINUTES

The June 15, 2010 meeting minutes were approved electronically on June 30, 2010.

III. STATUS OF ACTION ITEMS FROM JUNE 15, 2010 MEETING

No outstanding Action Items from June 15, 2010 meeting.

IV. DISCUSSION ITEMS

GPC Website – Barbara Obrentz, Ken Quattlebaum, Debra Cronin

- A new web content management system has been adopted which allows simplified publication of web content, easier use than FrontPage, straightforward workflow, and consistent look and feel
- Rollout to the departments is expected this Fall, with test groups currently in place
- The GPC website is being redesigned with the use of the new system
- The new design is focused on prospective students and is currently in the programming and design testing phase; rollout is expected this Fall
- The new website’s navigation is intended to be instinctive, understandable, and straightforward
V. AREA UPDATES

Customer Service

- The contact center is getting many calls, with the majority of calls being handled by the center opposed to tickets sent to departments
- The Ask Me program is soliciting volunteers to assist directing students and answering general questions
- Vacancies are open for Customer Service Ambassadors
- 4 items have been identified by employees via anonymous interviews to increase satisfaction: increase manager training, enhance communication, hold staff meetings, provide praise and recognition

Financial Affairs

- A 1-hour simulation took place yesterday at the Decatur campus to test GPC’s emergency management plan; the scenario involved an active shooter on campus, with DeKalb county fire, police and SWAT personnel involved in the exercise; this learning exercise will also take place at the other campuses
- The current state of the economy is expected to remain as is through 2010, with recovery expected in 2013
- The FY2011 budget reduction plan involves a possible 4%, 6%, or 8% reduction
- End of year books were successfully closed on Friday, July 23
- State auditors are on campus conducting a financial audit; they are scheduled to be here until September 17.
- The HOPE/State Programs audit was conducted in the spring and resulted in potential liability of approximately $12,000. If all documentation is obtained the liability could be reduced to approximately $3,000.

Governance and Policy

- To date, 30 policies have been approved under the new policy review process
- Once approved by the PPAB, policies are posted to the online policy manual
- The policy template and guidelines can be found on the Governance and Policy website
- The Governance and Policy website provides complete transparency with meeting schedules, minutes, and council memberships posted

Human Resources

- Individuals who have yet to respond to the dependent audit have been sent an additional letter and have until early August to respond
- A list of employees who did not complete the ethics training was sent to the Board of Regents
• The new employee handbook, including a part-time employee handbook, will be posted online soon
• Managers will be audited to assure they have conducted interim performance conversations with their employees
• A new benefit for critical care will be added this year

Institutional Advancement

• 6 members have been added to the Alumni Board with 7 additional members that will be added in December; an orientation meeting will be held tomorrow
• A proposal was submitted last week for a $50,000 grant for STEM to a local corporation
• The Atlanta DeKalb International Training Center is bringing Olympic caliber individuals from abroad to train; athletes have been inquiring about educational opportunities during their time here; $500,000 in scholarships are available for these individuals with GPC already having necessary programs in place
• Dorothy Fellows, wife of George Fellows, passed away last week

Internal Audit

• A finance audit is currently taking place for the next 8 weeks
• 3 additional audits are upcoming: Plant Operations Employee Time Reporting and Travel Expense Audit, Employee Relations Audit, and a Travel Expense Claim (Executive and High Users) Audit
• A risk management program will be developed by all USG institutions

OIT

• Alpharetta renovations are on schedule
• A new provision of the Higher Ed Act requires yearly communication to students regarding piracy of software, music and movies
• This Fall, all dental hygiene and nursing students will be provided an iPad or iTouch to support their schooling

VI. ANNOUNCEMENTS/OTHER

VII. MEETING ADJOURNED / NEXT MEETING DATE

Meeting adjourned at 11:45 a.m.

Next meeting will be August 10, 2010