The Bi-Weekly Meeting of the President’s Cabinet
Monday, August 11, 1997
9:00 a.m.
President’s Conference Room

AGENDA

1) Administrative Retreat
2) Process redesign
3) Update: President’s Meeting
4) Update: Tobacco Policy
5) Update: Alcohol Policy
6) Symbolic recognitions
7) The Learning Cabinet
8) Parks suit
9) Followup: Safe Report, Haralson and Cartersville Centers (W. Jones)
10) Switchboard report
11) Budget process
12) Student financial aid
13) Area reports
14) Other
President's Cabinet Meeting
August 11, 1997

Cundiff, Ellison, Wills, Jones, Brister, Lee, & Shelton

√ Administrative Redesign
    Report by Lee
    Emphasis on Administrative Equipment

√ Process Redesign
    Cundiff forgot

√ President's Meeting
    Budget Request
    90 Million Dollar Reduction
    for University System
    Technology Increase
    Special Initiatives

Policy Academy
under FC Jurisdiction

6 70 Salary Pool Recommended by
the Governor

Open House before Legislative Session
Teacher Preparation Review

1997
Book: Master Under the Bed

Process Redesign

Technology
- Hardware 10%
- Training/Education 40%
- Organizational Redesign 50%

Redesign one project per time period and do so electronically.

Need to develop a Renewal System

WWW: uvm.edu (tec Virtual U)
WWW: iee.edu

Discussion on how to develop a group to make decisions on the redesign of processes.

Symbolic Recognitions

Issue:
- Strategic
- Project
- Human Resources
- Political
- Symbolic

Look for "symbolic items" to reward people.
The Learning Cabinet
Case Study per month
and become a learning cabinet

Tobacco Policy
Revised version distributed by
W. Jones
Approved as distributed

Alcohol Policy
Distributed materials on a
Report
Proposal: Task Force with a
Variety of representatives (See
List)

Parks Svit
Judge required a list of
Remedies
Some recommendations are
controversial and radical
Writing

Switchboard Report
Refer to Handout
Student Financial Aid

Budget Process
Will impact of $1,500 federal tax reduction

Safety Report: Harrods & Oakville Centers
Report by: Wesley Jones

Budget Process
Budget hearings in December
Environment & Seed Parameters
Redirection: Personnel, Utilities, & other items

Parameters
1. Hold personnel at current levels unless a compelling case
2. Look at off-campus centers (make them equal to the central campus)
3. Equipment — like items
4. Travel — hold the line
Student

Letter returned to Elston

Jennifer Harris: Request for fee refund for Spring Quarter Handicap withdrawal approved. Request for refund is denied.

Reporting Credit Hour
See Appendix

Areas Report

Jones: Cafeteria: finished in August Vending Contract — no bids Touchless to Handiary Hall  State Purchasing Audit (W-E) DPO 1 card Assistant hired Redoation of Business Office

New Travel Regulations #50 #6.50 14 26.00

Master Planning Meeting today

Late

See: Part-time Faculty training Administrative retreat In-Service Program Hires — slow + steady
Wills: Student Financial Aid
(C see Manual)
Student Satisfaction Survey Project

Georgia State Counseling Standards
for Certification

Elizoul: Student Advising
(Registered 1,100)
Turn in Cards on August 28
for Some Students

Relationship with West Georgia
Career Program

Transfer from Dental Hygiene
Program from Medical College
of Georgia to Floyd College

Enrollment driven budgets

Consult: Report on "data"

Adjourned at 12:03 P.M.
Drugs and Alcohol Policy (from Student Handbook)

Alcohol is prohibited on campus and at college sponsored activities.

Being in an intoxicated state on the College premises or College sponsored activities is prohibited.

Driving on campus while under the influence of any drug including alcohol is prohibited.

Use, manufacture, possession or possession with intent to distribute or distribution of any controlled substance on the College premises or at a College Activity is prohibited.

Using club or student activity money to purchase alcohol is prohibited.

Alcohol Policy (from University Policies and Procedures)

The sale of any alcoholic beverage on any property owned or leased by the University or any unit of subdivision of the University is strictly prohibited. Further, the use, consumption and distribution of alcoholic beverages, or the possession of unsealed containers of alcoholic beverages, is prohibited on any property owned or leased by the University or any subdivision thereof, except in locations and for functions designated by the President or the President’s designee.

Proposal (by Dr. Wills)

Form Task Force to draft new Alcohol Policy for Floyd College.

Members should be representative of all constituents affected by such policy, e.g.,

Students
Student Development
Alumni
Foundation
Faculty
Off-Campus Centers
Floyd College Tobacco Policy

Floyd College is committed to providing all campuses a tobacco free environment to protect the health, welfare and comfort of the College community from the adverse effects of tobacco.

The Georgia Indoor Clean Air Act requires that all buildings owned, leased, or occupied by state agencies and used for public purposes are smoke free. The law prohibits smoking in private offices as well as public areas regardless of the ventilation capabilities of the area.

Tobacco use is prohibited within all Floyd College buildings. This includes all meeting rooms, computer operations rooms, classrooms, all offices, hallways, elevators, public or reception areas, restrooms, gymnasiums, covered walkways, overhangs and corridors, and other common-access indoor areas.

In view of the fact that everyone benefits from a tobacco free environment, the enforcement of this policy is most equitably placed as a responsibility on all members of the College community. Visitors are expected to honor this policy. The success of this policy depends on the thoughtfulness, consideration and cooperation of non-tobacco users and tobacco users alike. Any questions regarding the above may be directed to the Director of Human Resources.

Tobacco use is permitted at designated areas on Floyd College grounds and outdoor facilities at reasonable distances from building entrances.

Receptacles will be placed in designated public areas where tobacco use is permitted.

Offenders of this policy will be cited by Security personnel. Faculty and staff citations will be turned in to Human Resources for appropriate actions. Student citations will be turned in to the Office of Student Life for appropriate actions.
Please pass my comments along to the Cabinet regarding the Tobacco Policy.

The Policy as written reflects a smoke-free versus a Tobacco-free campus. It does not expressly prohibit smokeless tobacco products that are just as disgusting as cigarettes and cigars. Those who use smokeless tobacco (chewing tobacco) often use and dispose of it in ways that are just as unpleasant as smoke. Additionally, it is our obligation to discourage its use, just like smoking, as to encourage our faculty and staff to lead healthy lives.

I therefore recommend that the policy be amended to include prohibits of the use of smokeless tobacco indoors and that disposing of tobacco use only certain containers and locations. This will keep our greenery free from smokeless tobacco residue.

Thanks,

C.D. Lee, SPHR
Director of Human Resources
Floyd College
MEMORANDUM

TO: Dr. H. Lynn Cundiff

FROM: Charlene Graham

DATE: August 1, 1997

SUBJECT: Switchboard Monthly Report (July 1997)

Attached are the tally totals for the month of July 1997. Should you need additional information, please contact me.
<table>
<thead>
<tr>
<th>TYPES OF TALLY REPORTS</th>
<th>7/97</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Calls Received</td>
<td>10,200</td>
</tr>
<tr>
<td>Average Calls Rec'd Per Day</td>
<td>464</td>
</tr>
<tr>
<td>Largest No. Calls Per Day</td>
<td>757</td>
</tr>
<tr>
<td>Smallest No. Of Calls Per Day</td>
<td>248</td>
</tr>
<tr>
<td>Calls Rec'd Before 8:30 A.M.</td>
<td>261</td>
</tr>
<tr>
<td>Evening Personnel Calls</td>
<td>1,086</td>
</tr>
</tbody>
</table>
August 4, 1997

Attn: Mark Baker
From: Charlene Graham
Re: Recruiting mail-outs and handouts for July 1997

The following mail-outs and handouts were processed through the recruiting office during the month of July 1997:

*General Inquiry packages : 459
*Folders For Kim McBurnett (Prep Program) : 100
*POS (Degree Requirements) : 194
*Rome Businesses with 99 employees or more : 49
*FC Brochures to Greater Rome Chamber Of Commerce : 450 ea. (1 case)
*FC Brochures to Visitor Welcome Center : 450 ea. (1 case)

Catalogs were sent to the following schools, colleges, universities and libraries:

*Allegheny College Of Maryland : 1
*Broome Community College : 1
*Crisp County High School : 2
*Jacksonville State University : 2
*Macon State College : 1
*Oakwood High School : 1
*Russell Bellman Library : 1
*Southern Polytechnic State School Of Management : 1
*Sprayberry High School : 3
*Tri County Technical College : 1
*Truett-McConnell College : 1
*West Virginia School Of Osteopathic Medicine : 2
*Westside High School : 1

RECRUITING FORMS - JUNE 97

*FLOYD COLLEGE TRIFOLD APP/IMMU-------------------------974
*FLOYD COLLEGE CATALOGS 96/98-----------------------------183
*FINANCIAL AID APP. 97/97---------------------------------964
*FLOYD COLLEGE INFO TECH--------------------------------149
*FLOYD COLLEGE SUMMER SCHEDULE-----------------------------18
*FLOYD COLLEGE FALL SCHEDULE-------------------------------192
*IMPORTANT ADMISSIONS REMINDERS FLYER--------------------191
*STUDENT UPDATE NEWSLETTER-------------------------------149
*HOPE BROCHURE (2000)------------------------------------102
*FLOYD COLLEGE FOLDERS (blue with tower logo)--------------100
*FLOYD COLLEGE 2000 Poster--------------------------------50
*LETTERS FROM MARK BAKER---------------------------------345
Floyd College
Bi-Weekly Meeting of the President's Cabinet
Monday, August 25, 1997
9:00 a.m.
President's Conference Room

AGENDA

1) Request from Department of Navy for information
   a) Costs
   b) How to provide information

2) Administrative Council -- September 22 (change of schedule, conflict with registration day)

3) Open House at Haralson County -- October 6
   a) time -- 1:00-3:00 p.m.
   b) Administrative Council meeting following -- 3:00-4:30 p.m. at Haralson County

4) Human Resources Advisory Council (C. Lee)

5) Student requests for refunds
   a) Erin Miller
   b) Lana Walker

6) Tax Credit Information update

7) The Learning Cabinet

8) Update on ITP

9) Enrollment update (Dr. Wills)

10) Update on Banner (Dr. Wills)

11) Update on construction projects (W. Jones)

12) General Open House

13) Faculty/Staff In-Service (C. Lee)
   a) Overview
   b) Time schedule

14) Area reports

15) Other
Floyd College
Ponce, Georgia 30152

President's Cabinet Meeting Minutes
August 25, 1997

The President's Cabinet met at 9:00 a.m. in the President's Conference Room on August 25, 1997. Present were President
Regina Callahan, VP Joan Elliott, VP Walter Jones, VP Penny Wills, PI Sandy Basista, HR Chris Lee, and AP Terry Shelton.

The President began the meeting by extending greetings to all Cabinet members. After the greetings, the President turned to items on the proposed agenda.

Bill: Request from the Department of Navy. Mr. Wills presented a request from the Department of Navy for information on enrolled students. After a considerable amount of discussion, Mr. Callahan resigned to be, Wills the task of processing the request. Issues to be determined include (1) disk on hand copy, (2) number of years, and (3) cost for the service. Mr. Wills will update Cabinet members as soon as feasible.
Administrative Council

The Administrative Council schedule for September 22 has been cancelled. We could immediately envision the joy in Floydsville.

Open House at the Hamilton County Site

An Open House has been scheduled from the Hamilton County site on October 6, 1997 from 1:00 until 3:00 P.M. Several dignitaries, such as the immediate Past County Commissioner, the current County Commissioner, and the Speaker of the Georgia House of Representatives, from 3:00 until 4:30 P.M., and

Administrative Council will be held in the Hamilton County Facility. All Council members are strongly encouraged to attend.

Human Resources Advisory Committee

Mr. Chris Lee presented a report on plans for a Human Resources Advisory Committee. In response to several issues (questions and suggestions) raised during a lively discussion, Mr. Lee was charged with the responsibility of preparing
A revision of the plan and submission of the revision to the Cabinet during its next meeting. One point was clarified – the committee will be advisory in nature until the Floyd College statutes are revised.

Bold: Student requests for refunds

The Cabinet members noted on the following student requests for refunds:

- Erin P. Miller: Approved the request for a tuition refund for a mathematics course attempted during Summer Quarter 1997 pending a check for appropriate documentation by Dr. Elifson.

Note: Dr. Elifson

- Latha G. Walker: Postponed action on a request for a refund for the second session of the 1997 Summer Quarter pending further investigation by Jerry Shelby.
tax credit of $1,500 which was recently approved by the U.S. Congress. The credit becomes effective on January 1, 1998.

Dr. Williams will continue to monitor developments and determine the impact on Floyd College.

Bold The Learning Cabinet

Dr. Cardiff introduced the concept of a “Learning Cabinet” during the President’s Cabinet meeting on August 11, 1997. He plans to pursue selected issues on a periodic basis.

Bold Instructional Technology Project Update

Dr. Cardiff presented a brief report on the Project. Highlights are as follows:

- Representatives from Clayton State College will be on campus soon.

- Committees from Floyd College and Clayton State College need to meet and discuss pertinent issues as soon as possible.

- We have a bid for the laptop
computers in place.

- The manufacturer of the laptop computers are required to provide an engineer during the 1977-78 academic year.

- Computers are scheduled to be distributed to students on September 29 and 30, and October 1.

**Bold Student Enrollment Update**

Dr. Mills reported on student enrollment for the 1977 Fall Quarter. Key items from the report are as follows:

- See Handout

**1977 Fall Quarter**

**Bold Boarder Update**

Dr. Mills reported on the status of the Boarder System. She stated that Boarder is promising for financial aid even though there are current problems with the printing.
of student fees. She will continue to monitor the system and report progress to the Cabinet.

**Bill Projects Under Construction and/or Renovation**

Mr. Wesley Jones reported on the status of all projects currently under construction and/or renovation. He emphasized that the cafeteria should be operational by the beginning of the 1997 Fall semester. Details (which were numerous) may be secured from Mr. Jones.

**Bill General Open House**

Dr. Cardiff announced that we must have an open house for each of the campus sites (Central, Eastover, NMTI, and Harrison County). The open house at the central campus.

The events should involve community and legislative leaders as well as special guests. Mrs. Boscarin will designate as the “follow-up official.”
Bold Faculty and Staff In-Service Program

Mr. Chris Lee distributed a tentative agenda for the 1997 Faculty and Staff In-Service Program. He will refine the agenda and present a completed version to the Cabinet during its next meeting on September 8.

Bill Area Reports

• Mr. Wesley Jones, Vice President for Finance and Administration

Mr. Jones reported on office furniture needs and seating for the auditorium in the new building.

• Dr. Joel Elford, Interim Vice President for Academic Affairs

Dr. Elford reported on the following topics:

- Blue Ridge Conference (22 attendees)
- Technology Funds ($45,000)
- Night Administration
- Distinguished Teacher
- Semester Conferences
- August Graduation (Reception)
Dr. Patti Wills, Vice President for Student Development

Dr. Wills reported on the following topics:

- Professional Conferences
- Director of Student Life Search
- Berry College Committee on Minorities in Education
- New Honors Society
- Pool Room Location

There being no further business, the meeting was adjourned at 11:45 A.M.

Respectfully submitted,

Jerry W. Shelton
Assistant to the President
<table>
<thead>
<tr>
<th>Campus Name</th>
<th>Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rome Campus</td>
<td>866</td>
</tr>
<tr>
<td>Cartersville Campus</td>
<td>272</td>
</tr>
<tr>
<td>Acworth Campus</td>
<td>182</td>
</tr>
<tr>
<td>Heritage Hall Campus</td>
<td>154</td>
</tr>
<tr>
<td>Bremen Campus</td>
<td>105</td>
</tr>
<tr>
<td><strong>Total w/Duplicates</strong></td>
<td><strong>1579</strong></td>
</tr>
<tr>
<td><strong>Total Enrolled</strong></td>
<td><strong>1389</strong></td>
</tr>
<tr>
<td><strong>Total Duplicates</strong></td>
<td><strong>190</strong></td>
</tr>
</tbody>
</table>

8/28/96 = 1125 Returning + New Students

8/22/96 =
- 986 new applicants in Banner
- +60 waiting to be entered
- +107 week-end count

1153 total applications on hand 8/22/96

FA = 350-400 award letters ready to mail
1000-1500 incomplete applicants
# Tentative Agenda for In-Service, Fall, 1997

**Tuesday, September 16, 1997**

## Staff Courses:

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Location</th>
<th>Presenter</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00AM - 12:00PM</td>
<td>Customer Service Training</td>
<td>W-206</td>
<td></td>
</tr>
<tr>
<td>2:00PM - 4:00PM</td>
<td>Travel and Procurement Procedures</td>
<td>W-206</td>
<td>Beverley Morgan, either Wes Jones or Dale Boyd</td>
</tr>
</tbody>
</table>

## Faculty Courses:

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Location</th>
<th>Presenter</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30AM - 10:15AM</td>
<td>Banner Training (Group A)</td>
<td>W-200</td>
<td>Marsha Welch, Susan Caldwell, Susan Motes</td>
</tr>
<tr>
<td>8:30AM - 10:15PM</td>
<td>Environmental Scan (Group B)</td>
<td>W-202</td>
<td>Dr. Tim Floyd</td>
</tr>
<tr>
<td>10:15AM - 10:30AM</td>
<td>Break</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10:30AM - 12:15PM</td>
<td>Banner Training (Group B)</td>
<td>W-200</td>
<td>M. Welch, S. Caldwell, S. Motes</td>
</tr>
<tr>
<td>10:30AM - 12:15PM</td>
<td>Environmental Scan (Group A)</td>
<td>W-202</td>
<td>Dr. Tim Floyd</td>
</tr>
<tr>
<td>12:15PM - 2:00PM</td>
<td>Lunch</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2:00PM - 5:00PM</td>
<td>Division Meetings</td>
<td></td>
<td>Division Chairs</td>
</tr>
</tbody>
</table>

## Staff Schedule: Wednesday, September 17th

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Location</th>
<th>Presenter</th>
</tr>
</thead>
<tbody>
<tr>
<td>10:00AM - 12:00PM</td>
<td>Deaf Awareness</td>
<td>W-206</td>
<td>W. Barnes, D. Zeigler, D. Casey</td>
</tr>
<tr>
<td>12:00PM - 1:00PM</td>
<td>Lunch</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2:00PM - 3:45PM</td>
<td>Environmental Scan</td>
<td>W-206</td>
<td>Dr. Tim Floyd</td>
</tr>
</tbody>
</table>
**Faculty Schedule: Wednesday, September 17th**

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Location</th>
<th>Presenter</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30AM - 12:30PM</td>
<td>Advising Training (Group A)</td>
<td>W-200</td>
<td>Dr. Elifson</td>
</tr>
<tr>
<td>8:30AM - 3:30PM</td>
<td>Advising with students (Group B)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12:30PM - 2:00PM</td>
<td>Lunch</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2:00PM - 3:30PM</td>
<td>Audio Visual Training (Group A)</td>
<td>W-202</td>
<td>R. McFry, G. McKinsey</td>
</tr>
<tr>
<td>3:30PM - 5:00PM</td>
<td>Audio Visual Training (Group B)</td>
<td>W-202</td>
<td>R. McFry, G. McKinsey</td>
</tr>
<tr>
<td>3:30PM - 5:00PM</td>
<td>Advising with students</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Staff Schedule: Thursday, September 16, 1997**

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Location</th>
<th>Presenter</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00AM - 5:00PM</td>
<td>Employee Health Fair</td>
<td>Various, schedule to follow</td>
<td>Various, Schedule to follow</td>
</tr>
</tbody>
</table>

**Faculty Schedule: Thursday, September 16, 1997**

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Location</th>
<th>Presenter</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00AM - 5:00PM</td>
<td>Employee Health Fair</td>
<td>Various, schedule to follow</td>
<td>Various, schedule to follow</td>
</tr>
<tr>
<td>1:00PM - 5:00PM</td>
<td>Advising training (Group B)</td>
<td>W-200</td>
<td>Dr. Elifson</td>
</tr>
</tbody>
</table>

**Schedule: Friday, September 17, 1996**

*All Employees:* Supplemental retirement consultants and credit union representatives on campus for individual financial planning consultation.  
*Staff:* Regular work day  
*Faculty:* Course planning, division-specific training, etc. (Planned by divisions).
Floyd College
The Bi-Weekly Meeting of the President’s Cabinet
Monday, September 22, 1997
8:00 a.m.

AGENDA

✓ 1) Standing Committees of the College
✓ 2) Policy on half-time employment (C. Lee)
✓ 3) ITP kick-off (S. Briscar)
✓ 4) Help Desk staffing (C. Lee)
✓ 5) Classified Pay Plan (C. Lee)
✓ 6) Special requests for laptops (Dr. Elifson)
✓ 7) Enrollment update (Dr. Wills)
✓ 8) Student opinion survey (Dr. Wills)
✓ 9) Student request for refund - Julie A. Contrares
✓ 10) Nominations for HR Advisory Council (C. Lee)
✓ 11) MAP office space (Dr. Elifson)
✓ 12) Area reports
— 13) Other
Floyd College  
Ponce, Georgia 30154  
President's Cabinet Meeting Minutes  
September 22, 1977

The President's Cabinet met at 7:00 A.M. in the President's Conference Room on September 22, 1977. Present were President Lynn Curdill, VP Joan Elyjars, VP Wesley Jones, VP Penny Wells, H.R. Trainor, P.I. Landry, Briccar, and Al Terry Shelton.

The President opened the meeting with greetings and then turned immediately to items on the prepared agenda.

Bold Standing Committee of the College  
The Cabinet members approved a recommended list of Standing Committee of the College. The list will be distributed as soon as possible. The committees will approved memberships as follows:

- Financial Assistance Committee  
- Computer Committee  
- Environmental Health and Safety  
- Capital Improvements Committee  
- Institutional Effectiveness
Bold Policy on Half-Time Employment

The issue centers around benefits on 20 to 40 work hours per week. Action by the Cabinet is three-fold:
1. research on the subject by Dr. Will and Mr. Fee;
2. letter prepared by Mr. Fee outlining major points. The issue;
3. letter forwarded (signed by Dr. Cardiff) to the Board of Regents requesting a review of the current policy on fringe benefits for employees working 30 hours per week.

Bold Kick-off for Instructional Technology Project

Mrs. Bisnar requested for an ad hoc committee (Delia Holmes, Billy Morris, and Sandy Bisnar) which had been appointed to recommend a "stress reliever activity" for faculty and staff in celebration of the kick-off for the Instructional Technology Project. They recommended and the Cabinet approved a "stress reduction receptor" to be held on
October 3 at Heritage Hall from 8:30 to 2:00 P.M.

Boll Staff for Help Desk

Mr. Chin Lee and Mr. John Frye presented a request for personnel for the Help Desk for three campuses: Main, Barstow, and Napa (SOCA counties). The President requested a study of all budgetary issues by VP Wesley Jones. After such a study, the Cabinet will return to the issue.

Boll Classified Pay Plan

Mr. Chin Lee presented a comprehensive Classified Pay Plan involving a pay grade table and a list of classified positions, pay grades. The Cabinet members approved the plan as recommended.

Boll Special Requests for Laptop Computers

Mr. Joan Elson presented a request by two faculty members for two new laptop computers for each for special instructional purposes. The President stated that
"generally, we will not approve a second laptop computer for any employee." He did indicate that exceptions may be made to this policy; thus, the Provost referred this request to Dr. Edinor for action. She will study the requests and refer the individuals involved to her action decision.

Bold Enrollment Update

Dr. Penny Willis presented an enrollment update as follows:

- Main Campus: 1,542
- Eastville: 447
- NMIT: 430
- Heritage Hall: 286
- Hardson County: 162

Total Enrolled: 2,501
Total Duplicates: 291
Total w/ Duplicates: 2,792

Bold Student Opinion Survey

Dr. Willis distributed a tentative list of items for a student opinion survey. She requested this
Cabinet members to review the
hardcopy and respond with
comments within one week. The
final version will be developed
after all feedback has been
reviewed.

Bold Student Request for Tuition Refund
The Cabinet was presented with
a request for a full (100%)
tuition refund for Summer
Quarter 1997 by Julie A.
Conte. The members considered
and then denied the request
based upon Board of Regents and
Floyd College policies. It was
determined that the student only
qualified for a partial (25%) refund
which had already been processed.

Bold Human Resources Advisory Council
Mr. Lee presented a list of
nominees for the newly created
The members, as approved by
the Cabinet, are as follows:
- Faculty: Ken Anderson
- Administration: Lynn Bacon
- Professional Staff: Susan Bishop
Bill MAP Office Space
Dr. Crumlish presented a request from Mr. Jon Hershey for office space for the Minority Advisory Program (MAP). The space is designated in the “dungeon area” in the Wellman Building.

Both Area Reports
Due to time constraints, this agenda item was not discussed during the meeting.

There being no further business, the meeting was adjourned at 10:22 A.M.

Respectfully submitted,

Terry W. Shepherd
Assistant to the President
President's Cabinet Meeting
September 22, 1997
Curlliff, Elifson, Jones, Wills, Lee, Bradway, Shelton

Standing Committees of the College
Refer to list of committees

Policy on Half-Time Employment
Research by Lee & Wills

Issues: Benefits on 40 to 49 hours worked
letter to the Board of Regents
requesting an examination of
the plus 20 hour policy

Fringe benefits
letter prepared by Lee & signed
by Curlliff

ITP Kickoff
Bursars reported (Holmes & Nosse)
"Stress Reliever" at Faculty
Tuesday, September 25
Heating Hall
4:00 - 5:00 P.M.
Friday, October 3
5:30 - 7:00 P.M.
Help Desk Staffing
Presentation by Lee & Jason Fine
Mr. Jones will study the "budgetary issues"

Classified Pay Plan
Approved as recommended by Lee

Special Requests for Laptops
Two special requests
Generally, we will not approve second laptops

Enrollment Update
See printed

Student Opinion Survey
Distributed a tentative list of items
Respond within one week

Student Request - Contracts
Draft letter - Sheldon
X Nominations - Human Resources Advisory Council
   See list presented by Lee

X MAP Office Space
   Request by Jon Heisley
   504b C Space between two

X No Acerer Reports
   Adjoined at 10:22 A.M.
Floyd College
Bi-weekly Meeting of the President's Cabinet

Monday, October 6, 1997
9:00 a.m.
President's Conference Room

AGENDA

✓  1) Management Development Curriculum (C. Lee)

✓  2) CVTI employees’ use of FC fitness facilities
   a) Hours of availability
   b) ID
   c) Spouses

✓  3) Floyd Medical Center request

✓  4) Continuing Education proposal

✓  5) Enrollment report (Dr. Wills)

✓  6) Data Card refund (Dr. Elifson)

✓  7) Laptop (IBM) dissolution

✓  8) Laptop distribution follow-up (Dr. Elifson)

✓  9) Off-campus sites report (Dr. Elifson)

✓  10) Area reports
President's Cabinet Minutes
October 6, 1997

√ Cardinal, Elifson, Jones, Will, Brasse, Shelton

√ Polish Counsel General will be on campus on Tuesday, October 7

How do we want to do education in Poland?
Interested in English, literature, business, Southern Poland

√ Publicity in Community College Week end FTP

√ SGE — Paper Review — Hudson County Site

√ Management Development Curriculum on visit Absent — no report

√ CVTI Employees FC Fitness Facilities

Signed:
Approved: Spouses accompanied by employees
Signed:
Sheldon: Letter
Sheldon: Letter
✓ Floyd Model Center Request
Use Heritage Hall for Field
Visiting — Teenage Pregnancy
Prevention

✓ Continuing Education Proposal
Extensive Discussion
Major Focus on Cost
Refer to Handout
Action is postponed pending
cost and structure changes

✓ Student Enrollment Report
Will be completed by Wills
and Associates

✓ Data Card Refund
Rebate Approved ($10 fee refund)
Fee Letter to Student
Shelton
Student Name from Sherry New
Letter

✓ IBM Laptop Distribution
List from Elifred
Approved
Account for 225 machines
Off-Campus Sites Report
SACS Approval for Henderson County Site - Preparing document on the site

✓ Forest Reports
  ✓ Elifson
    Message from Bruce Jones

Telephone needs for Help Desk
Message from Dennis Roberts

Sewer Problems in Carbondale

Faculty Committee

✓ Jones
  Bid on New Building →
  Bidders Conference on Oct. 16
  Progress on DArm
  Heritage Hall Post (within 2 weeks)
  Soft Drink Machines
  Budget Amendment
  Posting Signs
Cundiff
Request by Judy Pestlia
To miss graduation for
Trip to Italy.

Request from Nathan Adler
Critical Thinking Consultant

√ Basil
Catalog is almost ready.

√ Wills
Student Development Retreat: November 11
Sex Wills → Admissions: Recruitment Model for Baptist
Consulting: testing preferences
Financial Aid: documentation imaging
Registrar: confirmation rolls
Disabilities Support Services: "Signer"
For deaf on recruitment film
Student Life: Accessing clubs funds

√ Meeting was adjourned at 11:30 A.M.
needs for the Help Desk.
reported on problems (emphasis on sewer) at the site in Cartersville.
Distributed a list of Faculty Committees as recommend by the Instructional Council.

Mr. Wesley Fox, Vice President for Finance and Administration
reported on the status of several projects (dam repair, Heritage Hall roof, new building construction, and the first budget amendment).

Requested that all individuals observe new rules on the posting of signs on walls.
Presented a plan for soft drink machines.

Mrs. Sandy Biscar, Director of Public Information
reported on the Open House for the site in Houston County.
Indicated that the newest version of the College Catalog is almost ready.
Dr. Rebecca Mills, Vice President for Student Development & Planning
- All Unit Employees: [Signature]
  for a retreat on November 11, 1999.
- Admissions: Developing a recruitment model for freshmen.
- Counseling: Working on testing preferences.
- Disabled Support Services: Providing a "signer" for the deaf and hard of hearing for the new recruitment film.
- Student Life: Developing a plan to make easily access club guides.

Dr. Barry Cordier, President
- Authorized the approval of Dr. Judy Penne to miss the 1999 Graduation Ceremony for a professional trip to Italy.
- Referred a request from Mr. Nathan Adler regarding critical thinking to Dr. Elizabed for action.
There being no further business, the meeting was adjourned at 11:30 A.M.

Respectfully submitted,

Jerry W. Shalley
Assistant to the President
Floyd College Committees
1997-98

Financial Assistance Committee:

Mark Baker, 1998 - 1 Year
Dorothy Morgan, New Term - 2 Years
Jonathan Hershey, New Term - 2 years
Marsha Welch, New Term - 2 Years
Laura Musselwhite, 1999 - 2 years
Susan Tate, Ex-officio
Nursing Faculty, Lynn Herman, New Term-2 years

Computer Committee:

Billy Morris, 1999 - 2 years
Debra Holmes, New Term - 1 year
Sue Munn, New Term - 2 years
Jeff Patty, Ex-officio
Susan Motes, New Term - 2 years
Betty Nolen, New Term - 2 years
Lang Wang, New Term - 1 year

Environmental Health and Safety

Debbie Ziegler, New Term - 2 years
Harvey Bynum, New Term - 1 year
Michael Wendelspecht, New Term - 2 years
Lynn Mills, New Term - 1 year
Harvey Moody, New Term - 1 year
Chris Lee, Ex-officio
Sandy Briscar, New Term - 2 years

Capital Improvements

Sarah Burkhalter, New Term - 2 years
Bruce Jones, New Term - 1 year
Wesley Jones, New Term - 2 years
Neil Koone, 1 year
Lanelle Daniel, New Term - 2 years
Doug Webb, Ex-officio