Floyd College Administrative Council Meeting  
Monday, February 07, 2000  
2:00 p.m.  
President’s Conference Room

AGENDA

1) Update from President’s Cabinet and VP meetings
2) Analysis of Noel Levitz Student Satisfaction Survey (Jack Bishop)
3) Enrollment synopsis
4) Updates:
   a) FY 2000 budget
   b) FY 2001 budget
   c) Health care
5) HOPE fees
6) Replacement of Good Friday holiday (J. Reiners)
7) Policy and Procedures Project (J. Bishop/J. Reiners)
8) Reminder: Evaluations due February 29
9) Employee Recognition: April 28
10) Futures Conference: April 20
11) Name tags
12) Nursing review
Floyd College
Administrative Council Meeting
Monday, March 06, 2000
2:00 p.m.
President’s Conference Room

AGENDA

1) New Board Policy – Student Fees
2) Tentative dates for in-service
3) Summer retreat
4) April 20 Conference
5) Synchronizing institutional research (J. Bishop)
6) FY salary administration
7) Institutional health insurance
8) Change in ITP
9) [Handwritten: Work Study Program]
Floyd College
Administrative Council Meeting
Monday, June 18, 2001

AGENDA

1) West Georgia Project (Tim Floyd or Lynn Bacon)
2) Distribution of the College Catalog for updates (Sandy Briscar)
3) President’s Cabinet update
Floyd College Administrative Council  
Monday, July 2, 2001  

AGENDA

1) President's Cabinet Update

2) FCTV on Channel 95 (Carla Patterson)

3) Other (E-mail Protocol)
AGENDA

1) President's Cabinet update
2) Enrollment update
3) Roof
4) September 28 picnic
5) Update on meetings regarding goals for functional areas (Bill Muglestone and Penny Wills)
6) Inclement Weather Policy
7) Dr. Carson
8) Annual Report, F/S Directory, etc. (Sandy Briscar)
9) Other
MEMORANDUM

To: Presidents, University System of Georgia

From: Elizabeth E. Neely Associate Vice Chancellor for Legal Affairs

Date: October 18, 2001

Re: State Automobiles: Tort Claims Act

As you may know, the Department of Administrative Services has not renewed the contract for automobile insurance coverage with the American Southern Insurance Company. Insurance coverage for automobile liability therefore is now governed by the more general Georgia Tort Claims Act and the associated tort claims policy.

The two policies differ slightly with respect to state vehicles operated by students and other non-state employees. The American Southern policy was somewhat more liberal and provided coverage for any operator authorized by the institution. The tort claims policy, however, covers only true state employees and persons "in a structured volunteer program organized, controlled, and directed by a state government entity for the purposes of carrying out the functions of the state entity." O.C.G.A. § 50-21-22(7) (my emphasis).

Many of the students who currently operate institutional vehicles do so as part of a program that is supervised by an authorized representative of the institution as part of a bona fide academic or extracurricular program directed by the institution. These students will, of course, continue to be covered. The coverage of students who drive state vehicles for other reasons is more problematic. Students who operate institutional vehicles for transportation to social events, fraternity and sorority parties, club outings or other activities not controlled by the institution may not be covered by the tort claims policy.

In order to protect University System institutions, your office is advising institutions to consider carefully the circumstances of students who operate institutional vehicles. We recommend that a student be: (a) 18 years of age, (b) a student, (c) personally sufficiently insured (sufficient personal insurance liability), and (d) made aware, preferably in writing, of the non-employees only to the extent that the student is "in a structured volunteer program organized, controlled, and directed" by the institution. We believe that implementing these measures will provide some protection to our students in case of accidents.

Thank you for your assistance and please contact me at 404-656-3597 or Burns Newsome (404-656-2229) if you have any questions.

Cc: Senior Vice Chancellor Corlis Cummings
Associate Vice Chancellor Barry Fullerton
Chief Student Affairs Officers
University System Attorneys
AGENDA

1) President’s Cabinet update (Dr. Pierce)

2) Update on Faculty and Staff Handbook (Dr. Reiners)

3) Other
The Meeting of the Floyd College Administrative Council
Monday, December 17, 2001

AGENDA

1) Cabinet update
2) Praxis data and institutional surveys (Jack Bishop)
3) Roma Music Group Cilagos (Dudley Salley)
The Meeting of the Administrative Council
Wednesday, January 9, 2002
2:00 p.m.

AGENDA

1) President's Cabinet update (Pierce)
2) Worker's Comp claims (Reaves)
3) Current Student Survey (Jack Bishop)
4) Other
The Meeting of the Administrative Council
Tuesday, January 22, 2002
2:00 p.m.
President’s Conference Room

AGENDA

1) President's Cabinet update (Pierce)

2) Other
AGENDA

1) President’s Cabinet Update

2) Calendar items on weekly calendar
   (Be sure to report all meetings, classes, workshops to Ann King
   so that these can be placed on the weekly calendar.)

3) Other
AGENDA

1) President's Cabinet Update
   a) Review of Cabinet meeting
   b) Summer schedule development

2) Other
Floyd College Administrative Council Meeting
Monday, March 04, 2002
2:00 p.m.
President’s Conference Room

AGENDA

1) President’s Cabinet Update
2) Calendar (Phyllis Weatherly)
3) Other
Meeting of the Administrative Council  
Monday, May 6, 2002  
2:00 p.m.  
President’s Conference Room  

AGENDA

1) President’s Cabinet update (Dr. Pierce)
2) FC Plans for the Workforce Investment Act (Susan Claxton)
3) SACS Focused Fifth-Year Report (Dr. Carson)
4) Filling vacant positions (Dr. Pierce)
5) Phone Scams (J. Patty)
6) College Diversity Statement (Dr. Wills)
7) Other
AGENDA

1) President's Cabinet update (Dr. Pierce)

2) Other
Minutes of the Administrative Council Meeting
Monday, June 3, 2002

The Administrative Council meet on Monday, June 3, 2002 at 2:00 p.m. in the President’s Conference Room. Present were: Sheryl Ballenger; Dale Boyd; Sandy Briscar; Dr. Virginia Carson; Dr. Margaret Davis; Dr. Tim Floyd; Bob Gilbert; Debbie Holmes; Dr. Bruce Jones; Wayne Jones; Dr. Randy Pierce; Karen Porter; Pete Matthews; Judy McEntyre, Jason McFry; Dr. Bill Mugleston; Dr. Barbara Rees; Dr. Penny Wills; and Ashley Wood.

The President gave an update from the President’s Cabinet meeting held earlier in the day. Please refer to Cabinet minutes available in hard copy format in the President’s Office or electronically in Outlook.

Graduation fee

A proposal regarding instituting a graduation fee for all students petitioning for graduation was presented. There will be more research concerning this. President Pierce asked for feedback on the fees.

Matriculation/fee payment process

The Cabinet discussed the rationale for wipe-outs. The wipe-outs will be scheduled on the yearly calendar and the key people should be present for the process.

Employee directory updates with new telephone numbers

Public Information will be updating the directory distributed each fall. Sandy Briscar asked for suggestions on content and format.

Annual Regent’s Test Results – Memorandum from Chancellor Meredith

President Pierce explained that the College had received information from the Chancellor and should be encouraging students to take the Regent’s test and to take and complete remediation needed to retake the test, if necessary. This will be a part of accountability.

Other Items

The BSN Program with Kennesaw State University will begin in the fall. The West Georgia and Southern Poly Programs will likely begin in the Spring.

The Administrative Council will not meet on June 17; however, the Cabinet has moved their next meeting to June 24.

Ashley Wood announced that there is a summer intern in Student Life, Karen Smith, from UT at Knoxville. She asked that everyone come by and meet her.

The new computers will arrive on July 2 or 3 and will be stored in the President’s Conference room. There will be restricted use of the room.
The Work on the Walraven Building will begin this summer.

The agenda for the Administrative Retreat will be finalized and distributed prior to the retreat.

There being no further business, the meeting was adjourned at 2:35 p.m.

Respectfully submitted,

Barbara G. Griffith
Recording secretary
Meeting of the Administrative Council  
Monday, May 6, 2002  
2:00 p.m.  
President’s Conference Room

AGENDA

1) President’s Cabinet update (Dr. Pierce)
2) FC Plans for the Workforce Investment Act (Susan Claxton)
3) SACS Focused Fifth-Year Report (Dr. Carson)
4) Filling vacant positions (Dr. Pierce)
5) Phone Scams (J. Patty)
6) College Diversity Statement (Dr. Wills)
7) Other

Lastly, computing articles about four-year programs' budgets (end of heavy budget '03) allocations.
Floyd College
Current Injury/Worker’s Compensation process

** Employee Reports injury to supervisor or HR ASAP. **

Medical treatment or hospitalization required.

No

Note to file.

Yes

HR completes a First Report of injury form. Calls into DOAS

Employee given information to present to Dr. from Panel of Physicians

HR handles all billing and Claim information.

HR will inform supervisor on employee Return to Work status

Employee Returns to work after doctor release.
Administrative Council Meeting
Thursday, August 23, 2001
2:00 p.m.
President's Conference Room

AGENDA

1) President's Cabinet update
2) Enrollment update
3) Roof
4) September 28 picnic
5) Update on meetings regarding goals for functional areas (Bill Mugleston and Penny Wills)
6) Inclement Weather Policy
7) Dr. Carson (Sandy Mugleston)
8) Annual Report, F/S Directory, etc. (Sandy Briscar)
9) Other

Steve Burns
post-secondary

higher education program admission requirements

1. GRE Scores 400 verbal/400 analytical or quantitative

2. Undergraduate GPA 2.7

3. Three letters of Recommendation:
   A. A current supervisor
   B. A colleague
   C. Someone with knowledge of your teaching (i.e., colleague, former student)

4. Transcripts

5. Health Immunization Record