The Meeting of the Administrative Council
Monday, January 13, 2003
2:00 p.m.
President’s Conference Room

AGENDA

Old Business

None

New Business

1) President’s Cabinet Update:
   a) April 3 Faculty/Staff Meeting – Ambassador proposal for luncheon (Ken Reaves)
   b) Review of Climate Survey presentation (Ken Reaves)
   c) Independent Study Faculty Compensation (Dr. Carson)
   d) Feasibility Study Questionnaire (Judy Taylor)
   e) Georgia Student Finance Commission reduction in funds – letter dated November 27, 2002 (Dr. Pierce)
   f) Summer 2002 Curriculum Inventory Report – reference memo dated November 22, 2002 (Dr. Pierce).
   g) FYI – News release – USG and Fall 2002 Semester Enrollment Report (Dr. Pierce)
   h) Enrollment Report (Dr. Wills)
   i) Disruptive/Distressed Students Session (Dr. Wills)
   j) Other

2) Other
Minutes of the Administrative Council Meeting  
Monday, February 3, 2003

The Administrative Council met at 2:00 p.m. on Monday, February 3, 2003 in the President's Conference Room. Present were: President Randy Pierce, Dr. Virginia Carson, Jack Bishop, Dale Boyd, Howard Brooks, Dr. Soumitra Chattopadhyay, Dr. Tim Floyd, Bob Gilbert, Brent Griffin, Carolyn Hamrick, Debbie Holmes, Dr. Bruce Jones, Wayne Jones, Rob Laltrello, Donna Miller, Dr. Bill Mugleston, Carolyn Parks, Jeff Patty, Karen Porter, Ken Reaves, John Spranza, Judy Taylor, Phyllis Weatherly, Marsha Welch, and Dr. Penny Wills.

Dr. Pierce welcomed the Council.

The Independent Study Compensation guidelines were approved by the Cabinet (copy attached.)

Based on a memorandum from the Chancellor regarding communications, President Pierce requested that he be informed of any materials sent to the Chancellor or the Board.

Dr. Wills presented the proposal for Honor's Night, 2003 (see Cabinet Minutes.) A date will be set by the end of the week. Conflicts were discussed and the Council preferred a Friday night event.

Karen discussed purchasing thresholds. Equipment costing more than $1,000 requires VP approval. Jeff Patty and Rob Laltrello will address the desktop computer replacement guidelines. Supplies (non-software) are exempt from the guidelines. Dale Boyd will follow-through with VP approval requirement.

President Pierce reported on the reaffirmation of the Crisis Communication Plan. He said that this is not to be confused with the Crisis Management Plan.

Dr. Carson reported on the Study Abroad work and study abroad funding (see Cabinet minutes.)

Dr. Carson reported on the AIDS Prevention Symposium on March 31 (see Cabinet minutes.)

Judy Taylor reported on the vote of the two foundation boards regarding studying a merger (see Cabinet minutes.) and also the vote by both boards to support the cost of the Feasibility Study (see Cabinet minutes.)

Other

President Pierce discussed the work of a committee of two-year college presidents chaired by Dr. Peter Sireno, Darton College. The charge to the committee was to look at admissions criteria in relation to DTAE institutions (see Cabinet minutes.)

President Pierce stated that in light of the impending war with Iraq, Floyd College is an institution where everyone voices opinions. The College will ensure a proper platform
for protest. The institution will provide guidelines for such protests. Students who are in the reserves and called to active duty will be allowed to drop their classes with no penalty if they can furnish a copy of their military orders.

Tim Floyd suggested keeping a list of college family and their families who are activated to duty.

Dr. Wills asked that the administrators and faculty keep her informed of feedback they are receiving from students regarding their feelings concerning war.

Phyllis Weatherly announced the Business/Technical Career Day will be held on February 19. The Financial Aid Fair will be held on February 11.

Dr. Carson reported on the IE proposal for reporting on the progress of unit goals and outcomes (see Cabinet minutes and copy of forms attached.) She asked that someone provide a sample for departments to use as a guideline.

Ken Reaves announced that he has booklets from the Magellan Behavioral Group (EAP.)

Howard Brooks announced that the Safety website is up and on-line. He also announced that Floyd College has been named, by the National Pharmaceutical Stockpile, as a dispensary site in the case of a bio-terrorism attack. The college is required to develop a plan. Mr. Brooks will bring his officers in to familiarize them with Floyd College radios.

The Student Leadership Conference is scheduled for the weekend of February 8-9.

The Instructional Council met to discuss resolutions to crowded space in classrooms due to the large enrollment. They discussed having more student desks at Bartow as classrooms set up for computers are limited in seating space.

The Advising Center has been moved to AA-201 area. President Pierce inquired concerning a monitor showing class sections which are closed during the registration process and other information pertinent to students.

Rob Lattrello reported on an incident of a hacker. The dial-in system will be changed which will prohibit BPN dial-ins (high-speed internet connections which are non-phone line dial-ins.) There will eventually be a fire wall. The largest growth in IT services is adding security staff who monitor accounts on an on-going basis.

Dr. Carson reported that SACS has approved the Focused Fifth-Year Report. No further information is required.

Judy Taylor reported that an anonymous gift of $90,000 has been received from Cartersville.

Donna Miller reported that she was a recipient of 9 chairs from the Medical College renovation, to replace the 30-year-old chairs which have been in use by Floyd College’s program since its inception.
There being no further business, the meeting was adjourned at 3:30 p.m.

Respectfully submitted,

Barbara G. Griffith
Recording Secretary
AGENDA

1) President’s Cabinet update
   a) Independent Study Faculty Compensation – Second Reading and approval (Dr. Carson)
   b) Memorandum from Chancellor Meredith – “Words from the Chancellor”
   c) Honor’s Night (Dr. Wills)
   d) Purchasing thresholds requiring VP approval (Karen Porter)
   e) Floyd College Crisis Communication Plan (Sandy Briscar)
   f) University System of Georgia work and study abroad funding (Dr. Carson)
   g) Wellness Program (Dr. Carson)
   h) Advancement Report (Judy Taylor)
      (1) C/B vote re: merger
      (2) Feasibility Study
   i) Other:
      (Cabinet items)

2) Other
AGENDA

1) President’s Cabinet update
   a) Independent Study Faculty Compensation – Second Reading and approval (Dr. Carson)
   b) Memorandum from Chancellor Meredith – “Words from the Chancellor”
   c) Honor’s Night (Dr. Wills)
   d) Purchasing thresholds requiring VP approval (Karen Porter)
   e) Floyd College Crisis Communication Plan (Sandy Briscar)
   f) University System of Georgia work and study abroad funding (Dr. Carson)
   g) Wellness Program (Dr. Carson)
   h) Advancement Report (Judy Taylor)
      (1) C/B vote re: merger
      (2) Feasibility Study
   i) Other: (Cabinet items)

2) Other
Minutes of the Administrative Council Meeting
Tuesday, February 18, 2003

The Administrative Council met at 2:00 p.m. on Tuesday, February 18, 2003, in the President’s Conference Room. Present were: Dr. Randy Pierce, Lynn Bacon, Dale Boyd, Sandy Briscar, Jeff Brown, Dr. Soumitra Chattopadhyay, Bob Gilbert, Kelly Gribble (for Wendy Shapiro,.) Carolyn Hamrick, Debbie Holmes, Dr. Bruce Jones, Wayne Jones, Rob Laltrello, Peter Matthews, Judy McIntyre, Dr. Bill Mugleston, Carolyn Parks, Karen Porter, Ken Reaves, Dr. Barbara Rees, Dr. John Reiners (for Brent Griffin,.) John Spranza, Judy Taylor, Phyllis Weatherly, Marsha Welch, and Dr. Penny Wills.

Dr. Randy Pierce presided over the meeting.

The Institutional Effectiveness report forms were deferred until more information could be provided by Jack Bishop.

The revised Web and E-Mail policies were read for the first time by the Cabinet (copy attached.) The Council discussed the policies and the reference to “offensive.” Sandy Briscar referred to the definition used in the Governor’s Ethics Policy (copy attached.) Ken Reaves asked if a disclaimer could be added to all e-mail messages stating that altering or forwarding e-mail messages without the permission of the originator is not permitted. Rob Laltrello responded that this would have to be done individually – it can not be done from the server. Dr. Wills asked what the repercussions would be for people who do not adhere to the guidelines. No response was recorded. Dr. Pierce stated that the policy and guidelines, once approved should be shared with employees.

Ken Reaves discussed the issue of annual leave vs. sick leave. Sick leave can not be used for annual leave; however, annual leave can be used for sick leave if the employee desires to do so.

Ken Reaves discussed the Governor’s Ethics Policy (copy attached.)

Dr. Pierce discussed the 04 Budget Request (copy attached.) A discussion by the Council followed.

The Second issue of the "Focus" magazine will be out on Monday, February 24.

Judy Taylor reported that she is working on the needs assessment for the Feasibility Study. The purpose of the list is to identify needs over the next five years. The VPs will look at the list on Thursday (February 20) and then it will be sent out to the Administrative Council.

There will be 100 high schools students on campus on Wednesday (February 19) for Career Day.

Penny Wills discussed the Student Interest Survey (copy attached.) The survey was first distributed fall semester (2002.) The Survey results will be totaled for the institution rather than by campus. The survey is distributed at all orientation sessions. Dr. Pierce made a couple of suggestions for changes.
There being no further business or announcements, the meeting was adjourned at 2:55 p.m.

Respectfully submitted,

[Signature]

Barbara G. Griffith
Recording Secretary
The Meeting of the Administrative Council  
Tuesday, February 18, 2003  
2:00 p.m.  
President's Conference Room

AGENDA

1) Cabinet Update:  
a) Institutional Effectiveness Report Forms – deferred for more information.  
b) Policy revisions proposed by Computer Committee—first reading  
   (1) Web policies  
   (2) E-mail policies  
c) AACC Future Leaders Institute  
d) Discussion regarding annual leave vs. sick leave  
e) Other  
   (1) Executive Order – Ethics (Ken Reaves)  
   (2) 04 Budget request

2) Other
Minutes of the Administrative Council Meeting
Monday, March 10, 2003

The Administrative Council met at 2:00 p.m. on Monday, March 10, 2003 in the President's Conference Room. Present were: President Randy Pierce, Lynn Bacon, Dale Boyd, Sandy Briscar, Howard Brooks, Jeff Brown, Dr. Virginia Carson, Dr. Soumitra Chattopadhyay, Dr. Tim Floyd, Bob Gilbert, Carolyn Hamrick, Wayne Jones, Dr. Bruce Jones, Peter Matthews, Donna Miller, Dr. Bill Mungleston, Laura Musselwhite (for Brent Griffin), Carolyn Parks, Jeff Patty, Ken Reaves, Dr. Barbara Rees, John Spranza, Judy Taylor, Phyllis Weatherly, Doug Webb, and Marsha Welch.

Cabinet Update

A) **IE Report Forms.** Laura Musselwhite discussed the IE Report forms and samples, as approved by the Cabinet (copy attached.)

B) **Web Policy.** The Administrative Council was asked to review the Web Policy as approved by the Cabinet (copy attached.)

C) **E-mail Policy.** This item has been deferred by the cabinet pending further revision.

D) **19th Annual Minority Advisement Program/Minority Recruitment Officer Spring Conference.** Dr. Pierce reported on the 19th Annual Minority Advisement Program/Minority Recruitment Officer Spring Conference which will be attended by Judy Sims and a group of Cultural Awareness students.

E) **Gym Advertisements.** Dr. Wills discussed the issue of signs and banners being displayed in the College facilities, as approved by the Cabinet. The signs advertising donated products will be displayed at the time of the event for which the donation was made.

F) **Campus demonstrations/campus climate.** Dr. Wills discussed the college's view as discussed in the Cabinet meeting, as being one of communication and learning and not control. The appropriate college administration needs to be aware of plans. Dr. Pierce stated that the protection and management of such events will be in proportion to the event. All activities must be cleared through the Director of Student Life and Dr. Wills.

G) **Spring 2003 enrollment statistics.** Dr. Carson discussed the reports tracking enrollment and instructional patterns (copy attached.)

H) **Discussion of McCorkle Ceremony.** Dr. Pierce reported on the renaming the administration building the David B. McCorkle Building. The ceremony will take place on May 2. The Committee planning the event will meet on Tuesday and a group of retirees will meet on Thursday to discuss their involvement.

I) **Electronic Billing.** Karen Porter reported that, as of summer semester, Accounting Services will bill students electronically via e-mail and the web. This measure is being taken in order to reduce postage costs. Students will be told in orientation. The Administrative Council was asked to make the announcement to faculty in order to get the word out to students in classes. The students already have the capability of paying on-line. A discussion followed.

J) **Feasibility Study.** Judy Taylor distributed and discussed a copy of the projects and goals to be tested in the feasibility study (copy attached.) Dr.
Pierce reviewed the process for the feasibility study. The Clements Group will meet with the Administrative Council on March 25 to discuss the interview process and again on June 25 to report on the results of the study. Those invited should have received a "hold the date" card.

Other

Dr. Pierce reported that the legislature, with the exception of some committees, has recessed for two weeks. They will return for one week and then recess again for one week and come back for two weeks. April 19 will be the last day of the session. There will be a 12% cut for the next budget cycle, unless there is some kind of tax. There will be no raises for state employees in addition to the 12% cut.

There being no further business, the meeting was adjourned at 3:00 p.m.

Respectfully submitted,

Barbara Griffith
Recording Secretary
The Meeting of the Administrative Council
Monday, March 10, 2003
2:00 p.m.
President’s Conference Room

AGENDA

1) Cabinet Update:
   Old Business

   (A) IE Report Forms – Second Reading – Form approved (Dr. Carson)
   (B) Web Policy – Second Reading (Revisions made from previous reading—approved by Cabinet) (Dr. Carson)
   (C) E-Mail Policy – Second Reading w/revisions. Further revisions recommended by Cabinet. (Dr. Carson)

New Business

   (D) 19th Annual Minority Advisement Program/Minority Recruitment Officer Spring Conference (Dr. Pierce)
   (E) Gym advertisements (Dr. Wills)
   (F) Campus demonstrations/campus climate (Dr. Wills)
   (G) Spring 2003 enrollment statistics (Dr. Carson)
   (H) Discussion of McCorkle ceremony (Sandy Briscar)
   (I) Electronic billing (Karen Porter)
   (J) Feasibility Study (Judy Taylor)

2) Other

"doesn't it assume the test has reliability; changed date"
The Meeting of the Administrative Council
Monday, March 10, 2003
2:00 p.m.
President's Conference Room

AGENDA

1) Cabinet Update:
   Old Business
   
   (A) IE Report Forms – Second Reading – Form approved (Dr. Carson)
   (B) Web Policy – Second Reading (Revisions made from previous reading—approved by Cabinet) (Dr. Carson)
   (C) E-Mail Policy – Second Reading w/revisions. Further revisions recommended by Cabinet. (Dr. Carson)

New Business

   (D) 19th Annual Minority Advisement Program/Minority Recruitment Officer Spring Conference (Dr. Pierce)
   (E) Gym advertisements (Dr. Wills)
   (F) Campus demonstrations/campus climate (Dr. Wills)
   (G) Spring 2003 enrollment statistics (Dr. Carson)
   (H) Discussion of McCorkle ceremony (Sandy Briscar)
   (I) Electronic billing (Karen Porter)
   (J) Feasibility Study (Judy Taylor)

2) Other
The Administrative Council met at 2:00 p.m. on Monday, March 24, 2003, in the President’s Conference Room.

Dr. Carson introduced Dr. Andrei Alexankov, from St. Petersburg, Russia. Dr. Alexankov greeted the Council and talked about his work.

There was an update regarding discussions and actions in the Cabinet meeting from the morning:

**E-Mail Policy:** Dr. Carson discussed the E-Mail Policy (copy attached.) There was a first reading due to significant changes made in the version which was reviewed previously by the Cabinet. Dr. Pierce asked the Council to read the policy very carefully and consult with Sandy Briscar or Jeff Patti prior to the second reading if there were any concerns or questions.

**Administrative Retreat:** Ken Reaves proposed the dates of July 7-8 to the Cabinet. Dr. Pierce asked the Council for input. Dr. Chattopadhyay suggested that the retreat be rescheduled for a Thursday and Friday so that Administrators who are teaching will only miss one class. The Council discussed the 17th and 18th as possible dates.

Ken proposed Amicalola Falls and Brasstown Valley Resort as locations for the retreat. The Council chose Brasstown. Ken will follow-up.

**HIPAA Policy:** Ken discussed the policy (copy attached.)

**April 11 Summit at KSU:** Randy discussed the conference being co-hosted by Floyd College. Five students will be representing the College (see copy of letter attached.) Anyone else interested is welcome to sign up. There will be five delegates in addition to the student which are included in the sponsorship fee.

**KIP Response Initiative 2003:** Randy discussed the response report which is due May 12. Randy invited anyone who would like to participate in drafting the response to a meeting he has scheduled on April 18 at 3 p.m. with Bruce Jones and Peter Matthews.

**Comprehensive Program Review:** Dr. Carson discussed the document. See Cabinet Minutes. The document was approved by the faculty last week. Dental Hygiene has completed their review in a timely manner. Dr. Carson will provide copies if requested and it will be posted to the Academic Affairs website.

**Distance Learning Purpose Statement:** Dr. Carson discussed the Statement which was approved by the faculty last week. This is a reaction to the recommendation made last year as part of the Substantive Change. See Cabinet Minutes.

**International Education Update:** See Cabinet Minutes.

**Campus (Homeland) Security Plans:** Dr. Pierce overviewed the plans which call for limiting entrance/egress to college buildings. No vehicles will be allowed on the
sidewalks or next to the buildings. The door from the Administrative Annex to the Service Court parking lot will be locked. The doors around the loading dock will be secured. Dr. Carson asked the Council to alert others that they should not expect deliveries.

**Draft Case for Support:** Judy Taylor distributed and discussed the Draft Case.

**Other:** Dr. Pierce reported on a meeting he and Judy Taylor had with Tony AecK concerning the Genetics building in Cartersville.

He announced the dates for the bidding on the Cartersville facility – the pre-bid meeting is scheduled for May 15 and the bid opening will be at 3:00 p.m. on May 22 in Atlanta.

There being no further business, the meeting was adjourned at 3:15 p.m.

Respectfully submitted,

Barbara G. Griffith
Recording Secretary
AGENDA

1) Special guest, Dr. Andrei Alexankov
2) President’s Cabinet Update:
   Old Business
   (A) E-mail Policy – revised – first reading by Cabinet (Dr. Carson)
   New Business
   (B) Review of dates for Administrative Retreat (Ken Reaves)
   (C) HIPAA Policy (Ken Reaves)
   (D) April 11 Summit @ KSU (Dr. Pierce)
   (E) KIP Response Initiative 2003 (Dr. Pierce)
   (F) Comprehensive Program Review (Dr. Carson)
   (G) Distance Learning Purpose Statement (Dr. Carson)
   (H) International Education Update
   (I) Campus (Homeland) Security Plans (Sandy Briscar)
   (J) Update on the use of the Social Security number (Dr. Pierce)
   (K) Draft Case for Support (Judy Taylor)
3) Other
Minutes of the Administrative Council Meeting
Monday, March 24, 2003

The Administrative Council met at 2:00 p.m. on Monday, March 24, 2003, in the President's Conference Room.

Dr. Carson introduced Dr. Andrei Alexankov, from St. Petersburg, Russia. Dr. Alexankov greeted the Council and talked about his work.

There was an update regarding discussions and actions in the Cabinet meeting from the morning:

E-Mail Policy: Dr. Carson discussed the E-Mail Policy (copy attached.) There was a first reading due to significant changes made in the version which was reviewed previously by the Cabinet. Dr. Pierce asked the Council to read the policy very carefully and consult with Sandy Briscar or Jeff Patty prior to the second reading if there were any concerns or questions.

Administrative Retreat: Ken Reaves proposed the dates of July 7-8 to the Cabinet. Dr. Pierce asked the Council for input. Dr. Chattopadhyay suggested that the retreat be rescheduled for a Thursday and Friday so that Administrators who are teaching will only miss one class. The Council discussed the 17th and 18th as possible dates.

Ken proposed Amicalola Falls and Brasstown Valley Resort as locations for the retreat. The Council chose Brasstown. Ken will follow-up.

HIPAA Policy: Ken discussed the policy (copy attached.) This was a first reading by the Cabinet.

April 11 Summit at KSU: Randy discussed the conference being co-hosted by Floyd College. Five students will be representing the College (see copy of letter attached.) Anyone else interested is welcome to sign up. There will be five delegates in addition to the student which are included in the sponsorship fee.

KIP Response Initiative 2003: Randy discussed the response report which is due May 12. Randy invited anyone who would like to participate in drafting the response to a meeting he has scheduled on April 18 at 3 p.m. with Bruce Jones and Peter Matthews.

Comprehensive Program Review: Dr. Carson discussed the document. See Cabinet Minutes. The document was approved by the faculty last week. Dental Hygiene has completed their review in a timely manner. Dr. Carson will provide copies if requested and it will be posted to the Academic Affairs website.

Distance Learning Purpose Statement: Dr. Carson discussed the Statement which was approved by the faculty last week. This is a reaction to the recommendation made last year as part of the Substantive Change. See Cabinet Minutes.

International Education Update: See Cabinet Minutes.
Campus (Homeland) Security Plans: Dr. Pierce overviewed the plans which call for limiting entrance/egress to college buildings. No vehicles will be allowed on the sidewalks or next to the buildings. The door from the Administrative Annex to the Service Court parking lot will be locked. The doors around the loading dock will be secured. Dr. Carson asked the Council to alert others that they should not expect deliveries.

Draft Case for Support: Judy Taylor distributed and discussed the Draft Case.

Other: Dr. Pierce reported on a meeting he and Judy Taylor had with Tony Aeck concerning the Genetics building in Cartersville.

He announced the dates for the bidding on the Cartersville facility – the pre-bid meeting is scheduled for May 15 and the bid opening will be at 3:00 p.m. on May 22 in Atlanta.

There being no further business, the meeting was adjourned at 3:15 p.m.

Respectfully submitted,

Barbara G. Griffith
Recording Secretary
The Minutes of the Administrative Council Meeting
Monday, April 14, 2003

The Administrative Council met at 2:00 p.m. on Monday, April 14, 2003, in the
President’s Conference Room. Present were: VP Virginia Carson; VP Karen Porter; VP
Penny Wills; Lynn Bacon; Sheryl Ballenger; Jack Bishop; Dale Boyd; Sandy Briscar;
Howard Brooks; Jeff Brown; Dr. Soumitra Chattopadhyay; Dr. Tim Floyd; Brent Griffin;
Carolyn Hamrick; Debbie Holmes; Dr. Bruce Jones; Dr. Bill Mugleston; Carolyn Parks;
Jeff Patty; Ken Reaves; Dr. Barbara Rees; Wendy Shapiro; and Marsha Welch.

Dr. Carson presided over the meeting. Dr. Pierce was attending a President’s Meeting
at the Board of Regents Office.

Cabinet Update

Old Business

E-Mail Policy

The E-Mail Policy was approved, and will be posted to the website and published (copy
attached.)

Retreat Dates

The Cabinet confirmed the dates of July 17-18. Ken Reaves is in the process of
confirming with Brasstown Valley Resort.

HIPAA Policy

The Cabinet approved the policy (copy attached.) It will be posted to the website and
included in
the “Policies and Procedures Manual.”

New Business

FY 2003 Best Practices Competition

There will be up to five prizes at $25,000 each. The original criteria for the awards were
that institutions had developed and implemented ways to cut costs and services. They
are also basing the awards on how easy it is to replicate what is being done at other
institutions. RACSA will study this and then take it to the Board office. They are
planning a banquet prior to the Board meeting to honor winners. Floyd College is
submitting the assessment process of Health Sciences (Nursing and Dental Hygiene) for
best practices in teaching.

License Plate Legislation

There is an effort in the legislature to amend the law and reducing the number of license
plate orders for college logo license plates in order that more colleges can participate
and receive revenues from sales. This has not been passed but will likely come up again, possibly next session.

**Chancellor's visit**

Dr. Carson discussed the Chancellor's visit on May 1.

**Recreation Committee Report**

A part of the proceeds from the basketball tournaments are used to fund nontraditional scholarships. This coming year will be the 50th anniversary. There will be a celebration and the college will receive a significant amount of recognition.

**Revised Student Governance**

Dr. Wills discussed the new student governance. See Cabinet Minutes.

**2003 Calendar Changes**

Dr. Carson discussed the calendar changes with emphasis on the process of making changes. She asked that all changes be made by contacting the Committee Chair responsible for that year's calendar.

**Other**

Ken Reaves has been asked to work with the Rome Chamber of Commerce on their membership drive.

Floyd College will have a Day of Caring in which students will be involved. See Cabinet Minutes.

Dr. Pierce has asked for a Floyd College Day at the State Mutual Rome Braves stadium.

There being no further business, the meeting was adjourned at 2:45 p.m.

Respectfully submitted,

[Signature]

Barbara G. Griffith
Recording Secretary
The Meeting of the Administrative Council  
Monday, April 14, 2003  
2:00 p.m.  
President's Conference Room  

AGENDA  

1) President’s Cabinet Update  
   Old Business  
   1) E-Mail Policy – Second Reading and Action (Dr. Carson)  
   2) Administrative Retreat – Confirmation of dates and location (Ken Reaves)  
   3) HIPAA Policies – Second Reading and Action (Ken Reaves)  
   New Business  
   4) FY 2003 Best Practices Competition (Dr. Pierce)  
   5) License Plate Legislation (Dr. Pierce)  
   6) Chancellor’s visit on May 1 – see schedule attached. (Dr. Pierce)  
   7) Recreation Committee Report (Dr. Carson)  
   8) Revised Student Governance (Dr. Wills)  
   9) 2003 calendar changes (Dr. Wills)  
  10) Other  

2) Other
Administrative Council Meeting
April 28, 2003
2:00 p.m.
President’s Conference Room

Present: Dr. Carson, Dr. Wills, Karen Porter, Dale Boyd, Carolyn Parks, Wayne Jones, Debbie Holmes, Jeff Patty, Ken Reaves, Rob Laltrello, Dr. Mugleston, Bob Gilbert, Howard Brooks, Lynn Bacon, Sandy Briscar, Judy Taylor, Wendy Shapiro, Tim Floyd, Bruce Jones, Dr. Chattopadhyay, Brent Griffith, Phyllis Weatherly, Carolyn Hamrick, Barb Rees. Dr. Pierce joined the meeting in progress.

Dr. Carson opened the meeting in Dr. Pierce’s absence.

1) Computer Usage – Rob Laltrello has written a software program to monitor computer usage in classrooms and at cluster computers. A chart was created showing login totals at all classroom and cluster locations for fall 2002 semester. This information will be useful in planning for the coming academic year.

2) Committees of the College – This morning the Cabinet reviewed nominations for 2003-2004 Committees of the College. Changes were made as follows:
   Capital Improvements Committee – Karen Porter will serve as ex-officio member.
   Replace Wayne Harrison with Sheryl Ballenger.
   Financial Assistance Committee – Change Wendy Shapiro from “voting member” to “resource non-voting member.”
   Environmental Health and Safety Committee – Replace Becky Fiorillo with Wayne Harrison. Replace Sherry Nee with Glenda Collier.

3) Comprehensive Program Review for Dental Hygiene – The College prepared and submitted to the System Office a Comprehensive Program Review Policy. The first program reviewed under the policy was Dental Hygiene. The abstract portion of the review recommends expanding the size of the program in the future; however, at the present time the program will not be expanded. The Heritage Hall renovation for Dental Hygiene will be ready for classes and labs to be held there next fall. The Dental Hygiene accrediting group will visit the College in October 2004, so by having the labs and equipment ready in August we will be ready for the accrediting group next year. The General Business and Human Services programs will be reviewed next year.

4) Fall Family Picnic – Proposal to replace the Family Picnic with Floyd College Night at a Rome Braves game, and possibly having a picnic at Ridge Ferry Park before the game. That way you can attend either function or both. After some discussion, it was agreed to go forward with this idea. Ken Reaves will check out details and make arrangements.

5) Employee Recognition Questionnaire – Ken Reaves is trying to get some input in terms of the Employee Recognition program. Council members were asked to poll people in their departments as to, (a) does the program need to be improved, and (b) how
to improve it. Retirement parties and retirement gifts were also mentioned. Give feedback to Ken Reaves.

(6) **Physical Education Complex Facility Usage** – Council members were asked to review the current Physical Education Facility Usage Regulations, Policies, and Procedures brochure for policy revisions and give feedback/suggestions to Dr. Carson, Dr. Chattopadhyay, or the Recreation Committee.

(7) **Other:**

Judy Taylor – The deadline for completing the Feasibility Study survey on email has been extended to May 16. The Human Services area dedication in memory of Steve Burns is tomorrow at 10:30 a.m. The McCorkle Building celebration will be Friday, May 2, at 5:00 p.m.

Dr. Pierce – Please encourage everyone to respond to the Feasibility Study. The McCorkle Building dedication is Friday, followed by Employee Recognition at 6:00 p.m. The Chancellor will be on campus Thursday to evaluate the current administration. He will be meeting with various groups of faculty, staff, and students, as well as community leaders, and will speak to the Rome Rotary at noon. Dr. Pierce announced that Jeff Patty now reports to the President and will be a permanent member of the President’s Cabinet. There is a President’s meeting on May 7 to talk about allocations of the University System budget.

Meeting adjourned at 3:05 p.m.
Minutes of the Administrative Council Meeting
Monday, May 5, 2003

The Administrative Council met at 2:00 p.m. on Monday, May 5, 2003, in the President’s Conference Room. Present were: President Randy Pierce, Lynn Bacon, Sheryl Ballenger, Jack Bishop, Dale Boyd, Sandy Briscar, Howard Brooks, Dr. Virginia Carson, Dr. Soumitra Chattopadhyay, Dr. Tim Floyd, Bob Gilbert, Debbie Holmes, Dr. Bruce Jones, Rob Laltrello, Dr. Bill Mugleston, Carolyn Parks, Jeff Patty, Karen Porter, Ken Reaves, Dr. Barbara Rees, Wendy Shapiro, and Marsha Welch.

E-Mail Policy

The Cabinet approved the E-Mail Policy (See Cabinet Minutes.)

Committees of the College

Dr. Carson will e-mail a copy to the Administrative Council members. Dr. Pierce discussed the responsibility of the Chairs and ex officio members.

Regents Test Results

Dr. Carson discussed the Regents Test Results (See Cabinet Minutes.)

Instructional computing for part-time faculty

See Cabinet Minutes.

Other

Dr. Pierce reported that some end of year money has already been spent. There will be a week-to-week update. Expenditures on some larger items have been held. Karen will not release large sums of money until June as there are two more months of operating.

Ken Reaves asked that retreat agenda items be sent to him as soon as possible. These will be distributed prior to the meeting.

Dr. Pierce thanked everyone for taking part in the Chancellor’s visit on May 1.

Dr. Wills discussed the Day of Caring scheduled for May 16.

There being no further business, the meeting was adjourned at 2:45 p.m.

Respectfully submitted,

Barbara G. Griffith
Recording Secretary
The Meeting of the Administrative Council  
Monday, May 5, 2003  
2:00 p.m.  
President's Conference Room

AGENDA

1) President's Cabinet Update:  
   Old Business  
   A) College Committees (Dr. Carson)  
   New Business  
   B) Regents Test Report (Dr. Carson)  
   B) Instructional computing for part-time faculty (Dr. Carson)  
   C) Other

2) Other

Thank you
Ken - admin. retreat
Barbara - Graduation
Minutes of the Administrative Council Meeting
Monday, May 19, 2003

The Administrative Council met at 2:00 p.m. on Monday, May 19, 2003 in the President’s Conference Room. Present were: Dr. Randy Pierce, Dale Boyd, Sandy Briscar, Dr. Soumitra Chattopadhyay, Brent Griffin, Carolyn Hamrick, Debbie Holmes, Dr. Bruce Jones, Wayne Jones, Rob Lattrello, Donna Miller, Carolyn Parks, Jeff Patty, Dr. Barbara Rees, Wendy Shapiro, Phyllis Weatherly, and Dr. Penny Wills.

President Piece convened the meeting was convened at 2:10 p.m.

He gave a Cabinet update: See Cabinet Minutes regarding the following items:

A) Physical Education Complex Facility Usage Regulations
B) 2002-2003 Accomplishments
C) P-16 Draft of “Preparing for College”
D) Policy changes
E) Feasibility Study update
F) Use of SSN
G) Credit card handling
H) Employee Handbook summary
I) Department change – Public Relations to College Relations
J) Other:

Please let Dr. Carson know which classes are full and near full.
The room reservations for the Administrative Retreat are due by Friday, May 23.
Ken discussed the plans for the fall picnic. He said that a pot-luck picnic at Ridge Ferry seemed to be the most popular idea. Braves tickets would be available for those interested.
Dr. Wills asked for assistance for students during orientation. The employee ambassadors will assist.
Marsha Welch reported that enrollment in E-core has tripled from last summer.

There being no further business, the meeting was adjourned at 3:50 p.m.

Respectfully submitted,

Barbara G. Griffith
Recording Secretary
The Meeting of the President’s Cabinet
Monday, May 19, 2003
9:00 a.m.
President’s Conference Room

AGENDA

Old Business

1) Physical Education Complex Facility Usage Regulations (Dr. Rees for Dr. Carson)

New Business

2) 2002-2003 Accomplishments (Dr. Rees for Dr. Carson)
3) P-16 Draft of “Preparing for College.” (Dr. Pierce)
4) Policy changes (Dr. Pierce)
5) Feasibility Study Update (Judy Taylor)
6) Use of SSN (Jeff Patty)
7) Credit card handling (Jeff Patty)
8) Employee Handbook summary (Ken Reaves)
9) Reclassification and departmental change (Sandy Briscar)
10) Other
AGENDA

1) President's Cabinet update
   Old Business

   a) Physical Education Complex Facility Usage Regulations (Dr. Rees for Dr. Carson)

New Business

   b) 2002-2003 Accomplishments (Dr. Rees for Dr. Carson)
   c) P-16 Draft of "Preparing for College." (Dr. Pierce)
   d) Policy changes (Dr. Pierce)
   e) Feasibility Study Update (Judy Taylor)
   f) Use of SSN (Jeff Patty)
   g) Credit card handling (Jeff Patty)
   h) Employee Handbook summary (Ken Reaves)
   i) Reclassification and departmental change (Sandy Briscar)
   j) Other

2) Other
Minutes of the Administrative Council Meeting
Monday, June 2, 2003

The Administrative Council met at 2:00 p.m. on Monday, June 2, 2003, in the President's Conference Room. Present were: President Randy Pierce, Lynn Bacon, Sheryl Ballenger, Jack Bishop, Dale Boyd, Sandy Briscar, VP Virginia Carson, Dr. Soumitra Chattopadhyay, Dr. Bruce Jones, Wayne Jones, Rob Laltrello, Dr. Bill Mugleston, Laura Musselwhite (faculty representative), Jeff Patty, Ken Reaves, Dr. Barbara Rees, John Spranza, Judy Taylor, Phyllis Weatherly, and Marsha Welch.

Sandy Briscar introduced Michelle Ronco, Publications Specialist.

President Pierce gave an update from the President's Cabinet meeting that morning:

Laptop/Desktop Policies

Jeff Patty distributed copies of the policies and forms (see President's Cabinet Minutes.) President Pierce asked the Council to review the policy as a first reading, and to bring any questions back to the Cabinet for a Second Reading on Monday, June 23.

Medical Laboratory Technician Program, Health Sciences Program, Health Science Applicants, Professional Development, International Education, Faculty/Staff meetings, Update on Faculty hiring, Update on PREP, and Update on NYSP

See the President’s Cabinet Minutes.

Interaction with Congressional Delegation and Federal Agencies – memo from Chancellor Meredith

Dr. Pierce discussed the request made by the Chancellor (See President's Cabinet Minutes.) He asked that he and Tom Daniel be notified when there is interaction with the US Congressional delegation. This means correspondence, meetings both off and on campus, as well as hosting them as guests on campus.

Dr. Pierce asked to be notified when the state delegation comes on campus or when any staff or administrator meets with them. Dr. Pierce will then notify Tom Daniel, if appropriate.

Other

Dr. Pierce announced that Karen Porter is currently working on the budget for 2003-04. It must be submitted by Thursday (June 4.)

Ken Reaves discussed the Fall Picnic.

Unit Plan Notebooks

Jack Bishop distributed and discussed the Unit Plan notebooks.
There being no further business, the meeting was adjourned at 3:10 p.m.

Respectfully submitted,

[Signature]
Barbara G. Griffith
Recording Secretary
Administrative Council Meeting  
Monday, June 2, 2003  
2:00 p.m.  
President’s Conference Room

AGENDA

1) President’s Cabinet Update:  
   New Business

   1) Laptop/Desktop Policies (J. Patty)  
   2) Medical Laboratory Technician program (Dr. Carson)  
   3) Health Sciences program (Dr. Carson)  
   4) Health Science applicants (Dr. Carson)  
   5) Professional development (Dr. Carson)  
   6) International education (Dr. Carson)  
   7) Faculty/staff meetings (Dr. Carson)  
   8) Update on faculty hiring (Dr. Carson)  
   9) Update on PREP (Dr. Carson)  
  10) Update on NYSP (Dr. Carson)  
  11) Interaction with Congressional Delegation and Federal Agencies – memo from Chancellor Meredith (Dr. Pierce)  
  12) Other

2) Unit Plan notebooks (Jack Bishop)  
3) Other
Minutes of the Administrative Council Meeting
Monday, June 23, 2003

The Administrative Council met at 2:00 p.m. on Monday, June 23, 2003, in the President's Conference Room. Present were: President Randy Pierce, Lynn Bacon, Sheryl Ballenger, Jack Bishop, Dale Boyd, Sandy Briscar, Jeff Brown, VP Virginia Carson, Dr. Soumitra Chattopadhyay, Dr. Tim Floyd, Bob Gilbert, Debbie Holmes, Dr. Bruce Jones, Wayne Jones, Pete Matthews, Dr. Bill Mugleston, Laura Musselwhite (for Brent Griffin), Jeff Patty, VP Karen Porter, Ken Reaves, Dr. Barbara Rees, Shirley Roberson, Wendy Shapiro, John Spranza, Judy Taylor, Phyllis Weatherly, Doug Webb, Marsha Welch, and VP Penny Wills. Ken Davis was in attendance at the beginning of the meeting. Kristi Gilliland was present for a presentation.

Sandy Briscar introduced Ken Davis, Publications Specialist.

President Pierce gave an update from the President's Cabinet meeting (see President's Cabinet Minutes for June 23, 2003.) (See attachments.)

Jack Bishop discussed next year's Unit Plans. He distributed a check list for use by Unit Directors. The deadline for the unit plans to be put out on the web and the forms to be completed is Thursday (June 26.)

Laura Musselwhite discussed the Unit Plan form, the philosophy and logistics.

Sheryl Ballenger and Kristi Gilliland presented a demonstration of the web-based Student Handbook. They explained that the Handbook will also be produced and distributed in a CD form that can be updated.

Other

Judy Taylor reminded the Council about the Feasibility Study meeting on Wednesday, 11:30 a.m. RSVP to Barbara Griffith by noon on Tuesday (June 24.)

Penny announced that the third annual Student Development Assessment Day is scheduled for Friday, June 27.

Ken Reaves announced that the work schedule for the week of the 4th will be eight hours per day. He has secured 150 tickets to the Rome Braves game on August 16.

There being no further business, the meeting was adjourned at 3:30 p.m.

Respectfully submitted,

Barbara G. Griffith
Recording Secretary
The Meeting of the Administrative Council
Monday, June 23, 2003
2:00 p.m.
President’s Conference Room

AGENDA

1) Introduction of Ken Davis, Publications Specialist
2) Cabinet Update:
   Old Business
   A) Technology Replacement Plan – Second Reading and Action.  
      (Jeff Patty)
   New Business
   B) Comprehensive Program Review (Dr. Carson)
   C) Floyd County Postsecondary Options (Dr. Carson)
   D) 2003-2004 ICAPP  (Dr. Carson)
   E) 2003-2004 PREP (Dr. Carson)
   F) Enrollment Report
      (1) Summer 2003 enrollment (Dr. Carson)
      (2) Fall 2003 enrollment (Dr. Wills)
   G) Part-time faculty (Dr. Carson)
   H) Faculty hiring (Dr. Carson)
   I) Certificates (Dr. Carson)
   J) WIA update (Dr. Wills)
   K) Smoking area (Dr. Wills)
   L) Complying with Domestic Security Legislation (Dr. Wills)
   M) Sexual Harassment Policy (Ken Reaves)
   N) Administrative Retreat agenda (Ken Reaves)
   O) Affirmative Action Plan Incumbency vs. Estimated Availability  
      (Ken Reaves)
   P) Campus Safety Report – electronic submission (Sandy Briscar)
   Q) Employee Directory (Sandy Briscar)
   R) Faculty Experts List (Sandy Briscar)
   S) Baker-Parker letter (Dr. Pierce)
   T) Admissions Policy update (Dr. Pierce)
   U) Annual Report of Institutional Progress (Dr. Pierce)
   V) Top Three Priorities – Memorandum From Chancellor Meredith  
      (Dr. Pierce)
   W) Centre Stage position (Karen Porter)
   X) Other

3) Unit Plans (Jack Bishop)
4) Student Handbook demo (Sheryl Ballenger and Kristie Gilliland)
5) Other