Minutes of the Administrative Council Meeting
Monday, July 7, 2003

The Administrative Council met at 2:00 p.m. on Monday, July 7, 2003, in the President’s Conference Room. Present were: President Randy Pierce, VP Virginia Carson, VP Karen Porter, VP Penny Wills, Lynn Bacon, Jack Bishop, Sandy Briscar, Howard Brooks, Jeff Brown, Dr. Soumitra Chattopadhyay, Dr. Tim Floyd, Debbie Holmes, Wayne Jones, Rob Lattrello, Dr. Bill Mugleston, Carolyn Parks, Jeff Patty, Ken Reaves, Dr. Barbara Rees, Dr. John Reiners, and Judy Taylor.

Presentation: Northwest Georgia Cancer Coalition and the Floyd College “Cancer Care Nurse Navigator Program”

Dr. Pierce convened the meeting and introduced Gena Agnew from the Greater Rome Area Chamber of Commerce. Gena gave a presentation on the Georgia Cancer Coalition grant and the local program implemented through the grant (see materials attached.) Gena left the meeting following her presentation.

Dr. Barbara Rees gave a presentation on the Oncology Nurse Navigator Program.

President’s Cabinet update

Ken Reaves will e-mail the Administrative Retreat agenda once he makes some minor revisions discussed in the Cabinet meeting. Dr. Wills suggested handouts being distributed in advance. Each participant should submit a travel request if they are requesting an advance. Each person is responsible for their own bill.

Dr. Wills stated that an Enrollment Report would be sent tomorrow electronically to the Cabinet members.

Judy Taylor announced that the Feasibility Study would be discussed at the Retreat. The Council will be talking the Report, specifically the responses and the initiatives. She asked that any questions be e-mailed to her for inclusion in the discussion.

Dr. Pierce briefly discussed the request from the Chancellor for a report on “Barnacles” (see memorandum attached.) This is a result of budget cuts. He briefly discussed the College budget.

Developing a Planning/Assessment Cycle

Dr. Carson discussed the progress of developing a planning/assessment cycle. She stated that Floyd College has accomplished three major things in less than a year. She distributed a timeline for the development of the Planning/Assessment Cycle (see copy attached.)

Feasibility Study

Dr. Pierce discussed the Feasibility Study and how it relates to the community’s opinion of the College and when would be a good time to launch a major gifts campaign.
Bartow Center update on contract

Linda Daniel has written a letter, dated June 25, to Gina ABRAlens at GSFIC instructing her to award the contract to Aviation Construction Company. A total of $1M was put back into the contract for loose equipment. The architect will put the loose equipment out for bid.

Budget discussion

Dr. Pierce discussed the budget situation (refer to e-mail dated July 1, attached.) Copies of the budget will be distributed soon.

Other

Jack Bishop suggested that each person go over the 10-step assessment process with everyone in the unit in order to invite more participation in the process.

The Rome Chamber Mid-Year Celebration will be held on July 15 at Heritage Hall. This is a fundraiser for Community in Schools. Al Hodge will be the keynote speaker, representing the Georgia State Board of Education. Dr. Pierce has invited the Administrative Council.

Howard Brooks announced that the College is now flying the new Georgia State Flag. There was a story on the front page of the Rome News Tribune. The College was the first public institution to fly the new flag.

There being no further business or announcements the meeting was adjourned at 4:00 p.m.

Respectfully submitted,

Barbara G. Griffith
Recording Secretary
The Meeting of the Administrative Council
Monday, July 7, 2003
2:00 p.m.
President's Conference Room

AGENDA

1) Presentation: Northwest Georgia Regional Cancer Coalition (WRCC) and the
   Floyd College "Cancer Care Nurse Navigator" Certificate Program (Gena
   Agnew, Rome Area Chamber of Commerce)
2) President's Cabinet Update:
   Old Business
      A) Administrative Retreat Agenda (Ken Reaves)
      New Business
      B) Enrollment Report (Dr. Wills)
      C) Feasibility Study (Judy Taylor)
      D) Barnacles Review (Dr. Pierce)
      E) Other
3) Developing a Planning/Assessment Cycle (Dr. Carson)
4) Feasibility Study (Judy Taylor)
5) Bartow Center update on contract (Dr. Pierce)
6) Budget discussion (Dr. Pierce)
7) Other
The Meeting of the Administrative Council  
Monday, July 7, 2003  
2:00 p.m.  
President's Conference Room  

AGENDA  

1) Presentation: Northwest Georgia Regional Cancer Coalition (WRCC) and the Floyd College “Cancer Care Nurse Navigator” Certificate Program (Gena Agnew, Rome Area Chamber of Commerce)  
2) President's Cabinet Update:  
   Old Business  
   A) Administrative Retreat Agenda (Ken Reaves)  
   New Business  
   B) Enrollment Report (Dr. Wills)  
   C) Feasibility Study (Judy Taylor)  
   D) Barnacles Review (Dr. Pierce)  
   E) Other  
3) Developing a Planning/Assessment Cycle (Dr. Carson)  
4) Feasibility Study (Judy Taylor)  
5) Bartow Center update on contract (Dr. Pierce)  
6) Budget discussion (Dr. Pierce)  
7) Other  

www.NWGeorgiaCancer.org  
10:00 a.m. next Thurs. & Friday  

hospital
Minutes of the Administrative Council Meeting  
Monday, July 21, 2003

The Administrative Council met on Monday, July 21, 2003, in the President’s Conference Room. Present were: President Randy Pierce, Lynn Bacon, Sheryl Ballenger, Jack Bishop, Howard Brooks, Jeff Brown, Dr. Virginia Carson, Dr. Soumitra Chattopadhyay, Dr. Tim Floyd, Carolyn Hamrick, Debbie Holmes, Wayne Jones, Peter Matthews, Judy McIntyre, Tammy Nicholson for Dr. Bill Mugleston, Jeff Patty, Karen Porter, Ken Reaves, Dr. John Reiners (Faculty Representative), Shirley Roberson, Judy Taylor, Phyllis Weatherly, Marsha Welch, and Dr. Penny Wills.

President Pierce convened the meeting.

Cabinet update:

The following was an item under “Other” on the agenda.

Ken Reaves distributed copies of the Orientation and In-Service Agenda as presented and revised in the President’s Cabinet meeting (see attached.) He noted that the presentation scheduled by Dr. Mugleston on Friday at 9:00 a.m. will be removed from the schedule.

Ken announced that the workweek schedule for that week will be five eight-hour days. (The President’s Cabinet minutes have been updated to reflect the schedule.) The offices will be closed 8:00 a.m. until 1:00 p.m. on Friday to allow all staff to attend the meetings. He will send e-mails to everyone on all campuses notifying them of the schedule that the closing of offices. The announcement concerning closing offices will be posted as soon as possible and notification will be given through all available outlets.

Dr. Wills discussed the Enrollment Report as presented in the Cabinet meeting. The enrollment is 1852.

Dr. Pierce discussed the Initiatives developed at the Retreat (copy attached.) Revisions were made (see attached.) The statement in Initiative #1 will be revised to reflect the theme, “The College will promote academic excellence,” so that all statements can be assessed.

The Cabinet and the Administrative Council will approve the final version with dates noted prior to being posted to the College website. The Initiatives will be posted to the website.

Other

Jack Bishop discussed the year-end reports on the 2002-2003 Initiatives addressed by the units of the College. Progress reports are due September 1. A discussion with the Council followed.

Jack recommended that each unit hold a meeting with all of their faculty and/or staff for the purpose of getting their input in the planning/assessment process.
Ken Reaves discussed the Faculty/Staff Policy Handbook summary. This will be available to everyone and will replace the blue three-ring binders.

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

Respectfully submitted,

Barbara G. Griffith
Recording Secretary
Minutes of the Administrative Council Meeting
Monday, September 8, 2003

The Administrative Council met at 2:00 p.m. on Monday, September 8, 2003, in the President's Conference Room. Present were: President Randy Pierce, Lynn Bacon, Jack Bishop, Sandy Briscar, Dr. Soumitra Chattopadhyay, Dr. Tim Floyd, Brent Griffin, Carolyn Hamrick, Wayne Jones, Rob Lalterello, Dr. Bill Mugleston, Carolyn Parks, Ken Reaves, Dr. Barbara Rees, Shirley Roberson, Wendy Shapiro, John Spranza, Judy Taylor, Phyllis Weatherly, Doug Webb, Marsha Welch, and Dr. Penny Wills.

Dr. Pierce announced Dr. Wills' birthday.

President Pierce gave the Cabinet update:

**USG Brag Sheets.** Sandy Briscar discussed the request for Brag Sheet information for the 2004 Legislative Session. The information will be from the 2003 fiscal year. They are looking for mostly national accomplishments. Sandy will use information from the annual reports. The information is needed by September 15.

**Cost of name change.** Dr. Pierce discussed the cost involved in a name change for the College (see copy attached.) Dr. Chattopadhyay asked for logistical information. Dr. Pierce will meet with community and Foundation. It is likely one name will be submitted to the BOR with some back-ups.

**Enrollment update.** Dr. Pierce encouraged the Council to look at the enrollment figures on the Intranet. The current enrollment is still just over 3300. October 13 is the SIRS submission date – the date when the enrollment will be made official.

**Holidays for 2004.** Ken Reaves distributed a copy of holidays for 2004 (see copy attached.) He noted that one-half day annual leave, comp time, or flex time would be needed on Friday, December 24, 2004. There was a question concerning January 1, 2005. Ken will find out. The College reopens on January 2, 2004 for an eight-hour day.

**Budget Management Principles.** Dr. Pierce discussed the Budget Management Principles developed by the System Office in light of the budget reductions (see attached.)

**Mission Review and Identity/Name.** Dr. Pierce discussed the draft letter to Dan Papp with copies to Frank Butler and the Chancellor, asking for an identity review and name change.

**Recommendations from Alumni Association meetings with faculty and staff.** Judy Taylor discussed feedback from the faculty and staff alumni meetings:

A) Cafeteria: it would be helpful if the cafeteria would open at 7:45 a.m. instead of 8:00 a.m. for students attending 8:00 a.m. classes.

B) Spring Fling: It was suggested that a "traditional date" be set and that the event be placed on the year-long calendar a year in advance.

**Ethics Grant.** Dr. Carson discussed the $2,000 grant she received from the University of Pittsburgh to be used begin the planning to integrating ethics instruction into the
curriculum by 2006. John Reiners is heading up the Ethics Committee. This is one of the University System of Georgia goals.

Rome International Dinner. Dr. Carson reported that the City of Rome and the Rome International Committee, a non-profit, will be hosting a dinner and a roundtable discussion on September 23. The purpose of the meeting will be to engage and get feedback so Rome may be able to embrace its new international community members. Continuing Education will plan some workshops.

Diversity Workshop. The Continuing Education Department in Cartersville is planning a Diversity Workshop to be held in Cartersville. They are currently marketing the workshop to Cartersville area businesses.

Student Technology Fee Committee. This item was removed from the agenda.

Dial-up access for employees. Rob Lalitrello discussed problems with the dial-up access. Users were surveyed and there is still interest in the service. Rob has ordered a new TI which will arrive in approximately six weeks. This is a 56K connection.

Other

Holiday Luncheon. Ken Reaves suggested December 4 as the date for the annual Holiday Luncheon. There are no classes on this date and it is before exams. He asked if there were any preferences, to please let him know.

RACA. Judy discussed the RACA membership drive. The Individual/Family dues are $35.

Search Committees. Ken asked that these be tabled until the next meeting.

Rome Night Classes. Dr. Carson distributed the attached information on Rome night classes. Classes will be scheduled in clusters to allow students to register for more night classes. Evening classes are almost at capacity at the Cartersville and Acworth locations (see attached.) There has been success with scheduling 9:00 p.m. classes in order to meet the needs of some students. She noted the part time faculty ratio.

Dr. Mugleston commented that there will be some offerings at 8:00 p.m. as this may be more popular than 9 p.m.

Carolyn Parks reported that there are 96 students enrolled in Friday only classes at Cartersville. The Saturday classes are also doing well.

Phyllis Weatherly stated that she thinks the College can fill classes (Rome) offered at later hours.

Other

Construction begins tomorrow (September 16) at the new Bartow Center. DOT is putting in the third lane.
There will be a budget meeting on September 23 with the Chancellor and Dan Papp. Bruce Jones and Wayne Jones attended a teleconference related to that. The discussion will be centered around how the institution will be managing cuts.

Dr. Chattopadhyay announced that a note has been sent out concerning the catalog proofreading beginning tomorrow. He asked that everyone look at their section, note any changes in red ink, and sign their name. The schedule will be 1-5 p.m. on Wednesday, 8:30 a.m. until noon on Thursday, and 8:30 a.m. until noon on Friday.

Ken Reaves announced that if any employee is going to flex their time for December 24 (2004), they need to let payroll know how it will be done.

John Spranza announced that there would be a blood drive on Thursday from 9:00 a.m. until 4:00 p.m. and in Cartersville on Monday. There will be a September 11 Memorial ceremony on Thursday at 10:00 a.m.

The three-college (Shorter, Berry, and Floyd) Leadership Conference will be held on Friday, September 19, at the Krannert Center at Berry.

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

Respectfully submitted,

Barbara G. Griffith
Recording Secretary
The Meeting of the Administrative Council
Monday, September 8, 2003
2:00 p.m.
President’s Conference Room

AGENDA

1) Cabinet Update

A. Old Business

None

B. New Business

(1) USG Brag Sheets (Sandy Briscar)
(2) Cost of name change (Sandy Briscar)
(3) Enrollment update (Dr. Wills)
(4) Holidays for 2004 (Ken Reaves)
(5) Budget Management Principles (Dr. Pierce)
(7) Recommendations from Alumni Association meetings with faculty and staff:
   A) Cafeteria Hours
   B) Spring Fling (Judy Taylor)
(8) Ethics grant (Dr. Carson)
(9) Rome International Dinner (Dr. Carson)
(10) Diversity Workshop (Dr. Carson)
(11) Student Technology Fee Committee (Jeff Patty)
(12) Dial-up access for employees (Jeff Patty)
(13) Other
   (a) Holiday Lunch
   (b) RACA Membership Drive

2) Search Committees (Ken Reaves)
3) Rome night classes (Dr. Carson)
4) Other
The Meeting of the Administrative Council
Monday, September 8, 2003
2:00 p.m.
President's Conference Room

AGENDA

1) Cabinet Update
   A. Old Business
      None
   B. New Business
      (1) USG Brag Sheets (Sandy Briscar)
      (2) Cost of name change (Sandy Briscar)
      (3) Enrollment update (Dr. Wills)
      (4) Holidays for 2004 (Ken Reaves)
      (5) Budget Management Principles (Dr. Pierce)
      (6) Mission Review and Identity/Name: Draft Letter to BOR
          (R.Pierce).
      (7) Recommendations from Alumni Association meetings with faculty
          and staff:
          A) Cafeteria Hours
          B) Spring Fling (Judy Taylor)
      (8) Ethics grant (Dr. Carson)
      (9) Rome International Dinner (Dr. Carson)
      (10) Diversity Workshop (Dr. Carson)
      (11) Student Technology Fee Committee (Jeff Patty)
      (12) Dial-up access for employees (Jeff Patty)
      (13) Other
          (a) Holiday Lunch
          (b) RACA Membership Drive
      2. Search Committees (Ken Reaves)
      3. Rome night classes (Dr. Carson)
      4. Other

Doug: are the digging yet?
Bruce: Budget meetings.

Dec 4

25465
Minutes of the Administrative Council Meeting  
Monday, September 22, 2003

The Administrative Council met at 2:00 p.m. on Monday, September 22, 2003, in the President’s Conference Room. Present were: President Pierce, Lynn Bacon, Sheryl Ballenger, Jack Bishop, Sandy Briscar, Howard Brooks, Jeff Brown, Dr. Virginia Carson, Dr. Soumitra Chattopadhyay, Dr. Tim Floyd, Brent Griffin, Carolyn Hamrick, Debbie Holmes, Dr. Bruce Jones, Wayne Jones, Rob Lattrello, Dr. Bill Mugleston, Carolyn Parks, Jeff Patty, Ken Reaves, Dr. Barbara Rees, Shirley Roberson, Wendy Shapiro, John Spranza, Phyllis Weatherly, Doug Webb, Marsha Welch, and Dr. Penny Wills.

President’s Cabinet Update

2004 Holiday Schedule. Ken Reaves distributed 2004 Holiday listing. The College will reopen on January 2, 2004, as an eight-hour workday. There will be an extra holiday in 2005. (Also refer to President’s Cabinet Minutes for more details.)

Evening Administrator. The Cabinet agreed that an evening administrators at the various sites are needed to assist students and to handle emergency situations. The administrators are needed Monday through Thursday and would remain on duty each evening until the last class begins. The budget situation creates some difficulty in finding money.

Fall 2003 Enrollment Management. Dr. Carson distributed copies (see attached.) Dr. Wills asked how the load is figured when full time faculty teach FCST. Dr. Carson will investigate this. (See President’s Cabinet Minutes for more discussion details.) A number of faculties have left the College over the past several academic years. Twenty-seven faculty members have been hired during this time period; however, the College is operating at the FY 2001 staffing levels.

Best Practice Awards. (See attached.) The Council reviewed the information concerning the Awards. Floyd College submitted Health Sciences.

ACE. The Cabinet decided to renew the institutional membership.

Brag Sheets. Sandy asked that all departments please turn in their information.

International Education. Dr. Carson discussed the report regarding what Floyd College is doing with regard to International Education (see attached.)

Report on Retirees Meeting. Dr. Pierce reported concerning the Retirees Meeting on September 19.

Charitable Contributions Campaign. Ken Reaves announced the campaign which will begin on September 28 and will end on November 14. The goal this year is to increase the number of participants. The United Way Campaign is imbedded in this campaign.

Leadership Conference. Dr. Wills reported on the Leadership Conference held at Berry College on September 19. She thanked John Spranza for his work in this effort.
Class Interruptions

Dr. Carson discussed the issue of classes being interrupted for deliveries, etc., or any other reasons which are unnecessary. She asked that all employees be asked to please wait until a class is over when someone needs to enter a classroom for any reason.

Study Abroad Recruitment Video

The Council viewed the video, which is the second that Jeff Brown has done at the expense of the International Education Council. This particular video is for the St. Petersburg, Russia Program. He has been invited to Germany next year to prepare a recruitment video for that program.

Other

Dr. Pierce will be meeting with the Chancellor, Dr. Dan Papp, and Dr. Frank Butler tomorrow to discuss how the institution will deal with the budget cuts. There has been a two percent cut this year; five percent for next year, and another three percent to be redirected next year. Dr. Pierce will provide charts on faculty positions the institution has lost and budget cuts over the past three years, along with enrollment information on the average class size.

Dr. Pierce reported on his meeting with Steve Dougherty in which they discussed space needs for the two institutions. Between now and January, there will be discussions concerning how Floyd will make a transition from North Metro and into another facility in that area. He asked for input from the Council.

Brent Griffin announced that the first Faculty Advisory Council group meeting will be held on October 17.

Carolyn Parks reported that offices are being created out of closets at the Cartersville site. They have created one or two computer spaces for part-time faculty and a space for Diane Langston in the back of the facility.

Dr. Chattopadhyay asked if extra money would be in the budget for operation of the new Bartow Center. Dr. Pierce responded that there would not be — that the budget is all student-driven. Dr. Pierce will make sure the USG staff understands that the College is opening a new campus and that more money is needed.

Dr. Bill Mugleston announced that Dr. Adetutu Abatan has returned from sick leave for surgery and is back in the classroom.

Lynn Bacon announced that the Northwest Georgia area Probe Fair will be held in the Lakeview Building on October 15, from 6:00 until 8:00 p.m. This is not just for high school students. Current students interested in transferring to University System schools would also benefit. Approximately fifty other schools are participating.

John Spranza announced that there will be a comedian performing in the Student Center at 11:00 a.m. on Wednesday.
Wayne Jones announced that the State Auditors will be on campus in October. The books have been closed for the previous fiscal year.

Marsha Welch announced that registration for Spring Semester will begin in about five weeks.

There being no further business, the meeting was adjourned at 3:10 p.m.

Respectfully submitted,

Barbara G. Griffith
Recording Secretary
AGENDA

1) Cabinet update:
   Old Business
      A) 2004 Holiday Schedule – Ken Reaves will furnish handout (Ken Reaves)

   New Business
      B) Evening Administrator (Dr. Pierce)
      C) Fall 2003 Enrollment Management – see attachment (Dr. Carson)
      D) Best Practice Awards – FYI – see attachment
      E) Other
         a. ACE membership
         b. Brag sheet
         c. Update on International Education – see attachment (Dr. Carson)
         d. Report on Retirees meeting
         e. Charitable Contributions Campaign (Ken Reaves)
         f. Report on Leadership Conference at Berry College (Dr. Wills)

2) Class interruptions (Dr. Carson)

3) Study Abroad Recruitment Video (Jeff Brown)

4) Other
The Meeting of the Administrative Council  
Monday, September 22, 2003  
2:00 p.m.  
President’s Conference Room

AGENDA

1) Cabinet update:  
   Old Business
      A) 2004 Holiday Schedule – Ken Reaves will furnish handout (Ken Reaves)

   New Business
      B) Evening Administrator (Dr. Pierce)
      C) Fall 2003 Enrollment Management – see attachment (Dr. Carson)
      D) Best Practice Awards – FYI – see attachment
      E) Other
         a. ACE membership
         b. Brag sheet
         c. Update on International Education – see attachment (Dr. Carson)
         d. Report on Retirees meeting
         e. Charitable Contributions Campaign (Ken Reaves)
         f. Report on Leadership Conference at Berry College (Dr. Wills)

2) Class interruptions (Dr. Carson)

3) Study Abroad Recruitment Video (Jeff Brown)

4) Other

Meeting w/ Chancellor
Meeting I had w/NATTC

Doug, put 29th on your schedule.
Minutes of the Administrative Council Meeting
Monday, October 20, 2003

The Administrative Council met at 2:00 p.m. on Monday, October 20, 2003, in the President’s Conference Room. Present were: President Randy Pierce, Lynn Bacon, Jack Bishop, Sandy Briscar, Jeff Brown, Dr. Soumitra Chattopadhyay, Dr. Tim Floyd, Kelly Gribble (For Wendy Shapiro), Debbie Holmes, Dr. Bruce Jones, Wayne Jones, Rob Laltrello, Pete Matthews, Dr. Bill Mugleston, Carolyn Parks, Jeff Patty, Karen Porter, Dr. Barbara Rees, Ken Reaves, Shirley Roberson, John Spranza, Judy Taylor, Phyllis Weatherly, Doug Webb, and Marsha Welch.

President Pierce welcomed the Council members.

Kristi Gilliland gave a demonstration of the new on-line, electronic College catalog. The catalog will be posted to the Intranet. They asked that all directors and division chairs check the catalog for content, and direct any formatting questions to Kristi. The official copy of the catalog will be a Word document and will be kept by Glenda Collier in the Academic Affairs Office. Each department should let Dr. Chattopadhyay know how many copies of the CD version are needed. One hundred copies were to be ordered in the beginning. Lynn Bacon stated she would need 80 copies to send to the high schools.

President Pierce gave the President's Cabinet update:

- **Smoke-free Campus.** The Cabinet discussed designating the College as a smoke-free (tobacco-free) institution. All campuses would be designated with the exception of North Metro, which would follow guidelines of the Technical College. Dr. Pierce stated that there were several reasons for the discussion, a letter from a parent of a student who has asthma. The asthma has been aggravated by the student walking through cigarette smoke at the entrance to the F-Wing. Also, there was an article regarding a Missouri College. The Cabinet discussed restricting smoking to the students’ cars. The Cabinet suggested bringing the proposal to the Administrative Council for an open discussion. The Cabinet will also elicit feedback from the Student Engagement Council. It was suggested by a Council member that employees should be asked for their input.
  
  The Administrative Council voted to support the no-smoking designation. The timeframe to rollout the new policy will be the Great American Smoke-out on November 21. The new policy will be effective January 2, 2004.

- **FC Compensatory Time Policy and time sheet.** Ken Reaves discussed the comp time policy revision (See Cabinet Minutes.) (Copy attached.) Jeff Patty and Rob Laltrello will develop a database for recording and tracking comp time.

- **Floyd College proposed holiday schedule for 2005.** Ken Reaves discussed the 2005 holiday schedule (see Cabinet Minutes.) (Copy attached.) The Council voted to take the floating holiday during Spring Break. Ken will take the information to the Calendar Committee.

- **SCUP 2003 Southern Regional Conference.** Dr. Pierce announced that there will be a SCUP conference this weekend (October 24-26.) This was an informational item.
• **New Parking Lot Proposal.** Dr. Pierce discussed the proposal to eliminate parking in the loading zone behind the Library building and designate parking for Library faculty and staff in the lot next to the Library during normal business hours (8 a.m. until 5 p.m.) Debbie Holmes will discuss the proposal with Howard Brooks.

• **Oncology Distance Learning Tuition Rate.** See Cabinet Minutes.

• **Mandatory Student International Education Fee.** See Cabinet Minutes.

• Other – See Cabinet Minutes. (See copy attached.) (Copy of Enrollment Report attached.)

**Q&A Session on Employee Benefits.** Brenda was unable to attend the meeting. Ken Reaves asked that any questions concerning employee benefits be forwarded to Brenda in Human Resources.

There being no further business or discussion, the meeting was adjourned at 3:20 p.m.

Respectfully submitted,

[Signature]

Barbara G. Griffith
Recording Secretary
AGENDA

1) On-line College catalog demo (Dr. Chattopadhyay and Kristi Gilliland)
2) President's Cabinet Update (Dr. Pierce)

Old Business
A) Smoke-free campus (Lynn Bacon for Dr. Wills)
B) FC Compensatory Time Policy revision and new time sheet (Ken Reaves)
C) Floyd College proposed holiday schedule for 2005 (Ken Reaves)
D) SCUP 2003 Southern Regional Conference – Information Item (Dr. Pierce)
E) New parking proposal (Dr. Pierce)
F) Oncology Distance Learning Tuition Rate (Dr. Carson)
G) Mandatory Student International Education Fee (Dr. Carson)
H) Other
   a. Bartow Business Expo (Sandy Briscar)
   b. Enrollment update (Lynn Bacon)
   c. Mission Review and Identity update (Dr. Pierce)
   d. Visit with Dr. Dan Papp and Dr. Frank Butler on November 24 (Dr. Pierce)
   e. Budget update (Dr. Pierce)
   f. Clements Seminar on Thursday (Judy Taylor)

3) Q&A Session on Employee Benefits (Brenda Weeks)
Meeting of the Administrative Council  
Monday, October 20, 2003  
2:00 p.m.  
President’s Conference Room

AGENDA

1) On-line College catalog demo (Dr. Chattopadhyay and Kristi Gilliland)
2) President’s Cabinet Update (Dr. Pierce)
   a) Old Business
   b) Smoke-free campus (Lynn Bacon for Dr. Wills)
   c) FC Compensatory Time Policy revision and new time sheet (Ken Reaves)
   d) Floyd College proposed holiday schedule for 2005 (Ken Reaves)
   e) SCUP 2003 Southern Regional Conference – Information Item (Dr. Pierce)
   f) New parking proposal (Dr. Pierce)
   g) Oncology Distance Learning Tuition Rate (Dr. Carson)
   h) Mandatory Student International Education Fee (Dr. Carson)
   i) Other
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      b) Enrollment update (Lynn Bacon)
      c) Mission Review and Identity update (Dr. Pierce)
      d) Visit with Dr. Dan Papp and Dr. Frank Butler on November 24 (Dr. Pierce)
      e) Budget update (Dr. Pierce)
      f) Clements Seminar on Thursday (Judy Taylor)

3) Q&A Session on Employee Benefits (Brenda Weeks)

Mark would have this
Minutes of the Meeting of the Administrative Council
Monday, November 3, 2003

The Administrative Council met at 2:00 p.m. on Monday, November 3, in the President's Conference Room. Present: President Randy Pierce, Lynn Bacon, Jack Bishop, Sandy Briscar, Howard Brooks, Dr. Virginia Carson, Dr. Soumitra Chattopadhyay, Dr. Tim Floyd, Brent Griffin, Carolyn Hamrick, Debbie Holmes, Dr. Bruce Jones, Wayne Jones, Rob Laltrello, Dr. Bill Mugleston, Karen Porter, Dr. Barbara Rees, Shirley Roberson, Wendy Shapiro, John Spranza, Judy Taylor, Doug Webb, Phyllis Weatherly, and Dr. Penny Wills.

Cabinet Update

Dr. Pierce reported concerning the Cabinet Meeting:

- The Holiday Luncheon will take place on December 10. The recommended timeframe is 12:30-2:30 p.m. Ken Reaves will check with the Ambassadors.
- Alumni gatherings have been held in Cartersville and Rome. The leadership for the Alumni Association has not yet been identified; however, it is hoped that this will take place by January.
- The fundraising campaign is still in the pre-planning stage. The Advancement Office is looking at infrastructure, both Boards have voted to support launching a campaign between January and June of 2004. The two foundations are discussing merger.
- The Student Engagement Council has endorsed the proposed International Student Fee. John Spranza will ask the Council for a letter of endorsement.
- The Cabinet discussed the agenda for the Faculty/Staff meeting on November 5. President Pierce asked the Administrative Council for suggestions.
- It appears that the budget cuts will be around five percent for next year.
- The Student Engagement Council is in the process of drafting a letter of support regarding the Smoke-Free Campus policy.
- There has been some fall-out regarding the Diversity Symposium. The College needs to let the public know that we are not endorsing or promoting, but rather providing a forum for students to express their views.
- The first phase of the feasibility study concerning the Genetics Building in Cartersville is nearly complete. The purpose of the feasibility study is to ascertain the cost of restoration and the historical significance. This will not go to the November Board meeting as previously thought.
- The statewide assessment was not included on the President's meeting agenda. There will be a special-called Board meeting this Wednesday to discuss his. Dr. Pierce is having lunch with Chairman Harris on November 12. The Board will likely present the findings of the assessment to the Board at their November meeting.
- Dr. and Mrs. Pierce are hosting an Open House, 3:00-7:00 p.m. on Saturday, December 6.
- The AAUP is hosting a Political Forum at 12:30 p.m. on November 5.
- Terri Durden and ICAPP have come through with $7500 for first and second year ICAPP Nursing students.
• There will be cake and ice cream after the Faculty/Staff Meeting on Wednesday. This is a thank you for the feasibility study.

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

Respectfully submitted,

Barbara G. Griffith
Recording Secretary
AGENDA

1) Cabinet update
   1) Holiday Luncheon – December 10 (Ken Reaves)
   2) Alumni Association (Judy Taylor)
   3) Campaign Report (Judy Taylor)
   4) International Student Fee (Dr. Carson)
   5) Agenda for November 5 Faculty/Staff Meeting (Ken Reaves)
   6) Other
Minutes of the Meeting of the Floyd College Foundation, Inc.
Monday, December 1, 2003

The Floyd College Administrative Council met at 2:00 p.m. on Monday, December 1, 2003, in the President's Conference Room.

Present:  Dr. Randy Pierce          Laura Musselwhite (Faculty rep)
          Lynn Bacon                  Carolyn Parks
          Sheryl Ballenger            Jeff Patty
          Howard Brooks               Karen Porter
          Dr. Soumitra Chattopadhyay  Ken Reaves
          Dr. Tim Floyd               Shirley Roberson
          Carolyn Harmick             John Spranza
          Dr. Bruce Jones             Phyllis Weatherly
          Wayne Jones                 Marsha Welch
          Dr. Bill Mugleston          Dr. Penny Wills

President's Cabinet Update

Old Business
Smoke-Free Campus Policy and the International Student Fee. Both the policy and the student fee were approved by the Cabinet. The request will be made for Board approval of the student fee. Dr. Pierce will meet with Sandy Briscar regarding publicizing the Tobacco-Free Campus Policy.

Visit with Dan Papp and Frank Butler. Dr. Pierce and the vice presidents met with Dr. Papp and Dr. Butler and discussed space at Acworth, the name change and mission review. The statewide assessment showed that the System will grow by 20-25 percent. They also discussed staffing at Bartow, the Foundation merger, and Waco (see President’s Cabinet minutes for more details.)

New Business
Enrollment. Enrollment is up considerably from last Spring. The Orientation attendance is up except in PSO. January 3 is a key date. An orientation will be added if necessary. Students can be added in the 9 a.m. orientation on January 11. There are currently 109 and the cut-off is 160.

Other
Budget. Dr. Pierce stated that he still thinks there will be an additional five percent cut. It is not certain how it will be distributed across the System. We need to continue to send the message to our legislators that the budgets are lean and we cannot continue to take cuts. It is thought that perhaps the institution will take a 2.7 percent cut, hopefully exempting Instruction, and the System will take the other 2.3 percent through special initiatives.

Enrollment increases. The largest enrollment increases recently have taken place at Gainesville and at Coastal Georgia Community College, where they have opened new facilities. Floyd will likely experience a similar surge in Bartow County, although it may not be as dramatic given the College has sites in the area already.
Jingle Mingle. The Callahan Jingle Mingle will be held on Thursday of this week.

Enforcement of Tobacco Policy. Howard Brooks asked about procedures for enforcing the Tobacco-Free Environment Policy. Dr. Pierce responded that there will be signage and that smoking in front of the current Cartersville building will not be allowed. He doesn't anticipate major problems with enforcing the policy. Laura Musselwhite suggested that a statement concerning the policy be included in course syllabi, on the website, and on the closed-circuit televisions. In addition, blanket e-mails could be sent to all students and this could be emphasized at orientations.

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

Respectfully submitted,

Barbara G. Griffith
Recording Secretary
AGENDA

1) President's Cabinet Update
   Old Business
   A) Smoke-Free Campus Policy (Dr. Pierce)
   B) International Student Fee (Dr. Pierce)
   C) Visit with Dan Papp and Frank Butler (Dr. Pierce)

   New Business
   A) Other
      a. Enrollment

2) Other
Minutes of the Meeting of the Floyd College Administrative Council  
Monday, December 15, 2003

The Administrative Council met at 2:00 p.m. on Monday, December 15, 2003, in the President's Conference Room at Floyd College. The listing of the roll for this meeting was misplaced.

President's Cabinet Update

Evening Administrator Documents. Wendell Barnes will be the new Evening Administrator and will be located in a central location. This will be in the Student Life Office in the beginning, and he will eventually be moved to the outer office of the President's Office. The major portion of his assignments will be academic, and he will be able to assist faculty with issues as well as assist students. He will be keeping a log of things that transpire.

AACU Membership. The Cabinet decided that the College should join. This is an association of two and four-year colleges and universities that teach general education and liberal arts.

Economic Conference. The Governor said that things are looking good for the state and for the nation. May after the 05 year our budget will be better.

SACS. President Pierce reported that he and Dr. Carson attended the annual meeting.

Mid-Year Retreat. Dr. Pierce announced that the retreat will be held on Monday, January 12 in Berry College's Alumni Center. The registration will be $30 per person.

Enrollment update. Dr. Wills reported that enrollment for spring looks good (see attached.) She commended Enrollment Management for their hard work.

Alumni, Campaign, and Foundation Report. Judy Taylor reported that Mary Norton is working hard to get the leadership identified for the Alumni Association. The first meeting of the Advisory Council will likely take place in January.

The two foundations have voted to merge, hopefully in conjunction with the name change for the College. According to the Resolution which was passed, this will occur within 30 days from the time the name change is officially announced by the Board of Regents.

The campaign will hopefully be kicked off with the name change.

Dr. Pierce commented that he is very happy about the outcome of the merger negotiations. The committee tried to come up with something that would work with the institution's goals and mission. There was only one main person who fought the merger and there were a couple of people who were in agreement with him.

Identity Focus Groups. Sandy Briscar reported that she and President Pierce met with Advertising Dynamics concerning conducting focus groups with regard to the
new identity. They will meet with constituent groups in January. This will be done independent of the College. The College’s only role in this process will be to propose names and solicit other names.

President Pierce will write the Chancellor asking for the go-ahead to quickly conduct the focus groups. The President does not want this to become a political issue. The legislative delegation has been briefed. Internally, an e-mail will be sent to employees and students. They will be asked to let Sandy know if they are interested in being a part of the focus groups.

Other

Wendy Shapiro announced that Federal financial aid will not pay for the Regents prep course, but HOPE will.

Dr. Pierce announced that the FTE will be computed for undergraduate students using fifteen hours, which means students enrolled in Allied Health programs and taking less than fifteen hours will not be computed.

Dr. Wills and Dr. Carson are working on the nomination of the Floyd College representative for Academic Recognition Day. This is due to the Board of Regents by January 16.

The Math and Science Division submitted a proposal for a Phi Theta Kappa grant for AACC, “Teaching Teachers.” It was the highest of the 46 and the 18 which were funded. The purpose of the grant is to produce more math and science teachers in K-12 for this area of Georgia and is in partnership with the State University of West Georgia.

The Budget Plan for FY05 is due January 15. Dr. Pierce has asked the VPs for a list of positions they will need in FY05-06, or actually 05 and what they need in order to open the new Bartow Center.

Floyd College has been named 17th in the top 50 fastest growing two-year colleges in the United States with enrollment of 2500-4999 students, based on the 2001-02 rate of growth.

Dr. Chattopadhyay announced that the catalog CDs have been delivered and can be picked up in Kelli Gorog’s office (College Relations.)
The audit exit interview is scheduled for Thursday, December 18. There were no findings.

The firewall is scheduled to be installed on Friday (December 19.)

There being no further business, the meeting was adjourned at 2:55 p.m.

Respectfully submitted,

Barbara G. Griffith
Recording Secretary
AGENDA

(1) President’s Cabinet Update
   a. Old Business
      (1) Evening Administrator documents (Ken Reaves)
   b. New Business
      (2) AACU Membership (Dr. Pierce)
      (3) Informational Report on Economic Outlook Conference (Dr. Pierce)
      (4) Informational Report on SACS Annual Meeting (Dr. Pierce)
      (5) Mid-Year Retreat (Dr. Pierce)
      (6) Enrollment update (Dr. Wills)
      (7) Alumni, Campaign, and Foundation Report (Judy Taylor)
      (8) Identity Focus Groups (Sandy Briscar)
      (9) Other

(2) Other
AGENDA

(1) President's Cabinet Update
   a. Old Business
      (1) Evening Administrator documents (Ken Reaves)
   b. New Business
      (2) AACU Membership (Dr. Pierce)
      (3) Informational Report on Economic Outlook Conference (Dr. Pierce)
      (4) Informational Report on SACS Annual Meeting (Dr. Pierce)
      (5) Mid-Year Retreat (Dr. Pierce)
      (6) Enrollment update (Dr. Wills)
      (7) Alumni, Campaign, and Foundation Report (Judy Taylor)
      (8) Identity Focus Groups (Sandy Briscar)
      (9) Other

(2) Other

Jan. 2
Minutes of the Administrative Council Meeting
January 26, 2004

The Administrative Council met at 2:00 p.m. on Monday, January 26, 2004 in the President’s Conference Room.

Present:

President Randy Pierce  Carolyn Parks
Lynn Bacon  Jeff Patty
Sheryl Ballenger  Ken Reaves
Jack Bishop  Shirley Roberson
Howard Brooks  John Spranza
Jeff Brown  Judy Taylor
Dr. Virginia Carson  Phyllis Weatherly
Dr. Soumitra Chattopadhyay  Dr. John Reiners
Debbie Holmes  Marsha Welch
Karen Porter  Dr. Penny Wills
Dr. Bruce Jones
Wayne Jones
Rob Lattrello
Pete Matthews
Dr. Bill Mugleston

Absent:

Dr. Tim Floyd
Carolyn Hamrick
Donna Miller
Dr. Barbara Rees
Wendy Shapiro
Doug Webb

Dr. Pierce welcomed the Council and opened with a Cabinet update.

**Old Business**

**Foundations/Merger**

Judy Taylor reported that, in called meetings in December, both the Floyd Foundation and the Cartersville/Bartow Foundation voted to merge the two foundations. There is still work to do. The two boards will meet individually this week.

**Campaign**

The status of the campaign is not much different from what was reported at the Retreat in December. It is hoped that it will be kicked off in conjunction with the name change.

**Alumni Association**
Ten or twelve people have committed to serve on the Alumni Advisory Board and Mary Norton is looking at two dates in March for their first meeting.

**New Business**

**Review of Administrative Retreat**

Dr. Pierce asked if there was any feedback. Dr. Pierce shared that there was a suggestion made in the Cabinet meeting that it be scheduled further into the semester although it is important to talk about the budget before it is submitted. It was also suggested that it be held at the end of Fall Semester.

He asked if there were any comments or suggestions. There were none.

**Rome Area Chamber Annual Meeting**

Dr. Pierce announced that the Rome Chamber will hold its annual meeting tomorrow night (Tuesday, January 27.) The Cartersville Chamber meeting was held last night.

**Other**

**GEDA Legislative Reception January 29**

Dr. Pierce and Sandy Briscar will attend the annual reception on the 29th.

**Presentation to Cherokee County Board of Commissioners on February 3**

Dr. Pierce, Dr. Sanford Chandler from Appalachian Technical College, and Dr. Thomas Isherwood from Rheinhardt College will meet with the Cherokee County (Georgia) Board of Commissioners in a work session on the 3rd to discuss the three colleges' involvement in Cherokee County.

There was a brief discussion concerning the need for a presence in Cherokee County.

**Presidents' Evaluation Process**

The evaluation process for System presidents is more of an opportunity for the presidents to talk to the Chancellor about what they are doing. Dr. Pierce is trying to get an early date so he can move the name issue forward.

**Informal Budget Conference at BOR – March 5**

Karen Porter the President Pierce will be meeting at the BOR on March 5 for an informal budget conference. They will be telling the Chancellor and his staff what the College needs in order to open the Cartersville campus in 05.

Dr. Pierce asked to Council to talk to the local legislators when ever possible about the College's minor projects. The request is for almost $4M and is listed as "FC Infrastructure."

He also stated that the HOPE scholarship is on the table.
Budget Plan submitted last week

The College submitted its budget plan last week which was based on the discussion at the Retreat, anticipating no more than a 2.7% give-back next year.

Update on Genetics Research Institute

The evaluation requested by the BOR has been completed and the recommendation is that the facility be saved, stabilized and reused. An Emergency MRR request has been submitted for funds to stabilize and to install fences around the three buildings – the Genetics Building, the house, and the garage in order to prevent any further vandalism.

Judy Taylor added that a letter initiated solely by DNR was sent informing the College that the Institute was eligible for historic register.

BOR Meeting next week – discussion regarding assessment

The Board of Regents will meet next week and it is anticipated that they will discuss the statewide assessment. The minutes are updated to reflect that this discussion was postponed.

Cartersville Drive-In March 2

The Cartersville Chamber Drive-In to the Legislature is scheduled for March 2.

Communities in Schools

Dr. Wills circulated and discussed the Communities in Schools newsletter highlighting the impact made by the local mentors, and featuring Dr. Jon Hershey. She also stated that Floyd College has the highest number of mentors representing one institution.

Student Development Brochures

Lynn Bacon discussed the GSFC brochure which describes the student loan programs available (see attached.) She is waiting on a new, more generic financial aid brochure also sponsored by the Georgia Student Finance Commission later in the week.

Phyllis Weatherly discussed the WIA Program grant for dislocated adult learners. They are trying to advertise this program. The grant allows for two years of tuition. (See copy of brochure attached.)

Evening Coordinator

Dr. Wills announced that there had been tentative plans to have an evening coordinator Spring Semester; however, this has not come about. This is still being discussed and she asked for ideas.

Updating interviewees regarding Feasibility Study
April will be the annual anniversary of the Feasibility Study. Moving forward with the campaign is on hold pending the results of the statewide assessment and the new identity of the College. There are plans to update the interviewees that the College has not abandoned plans for the campaign. Responding to some of the questions and concerns which were discussed in the Study are still ongoing.

Update on focus groups

The focus groups have been delayed until the College gets the green light, hopefully after the Board meeting next week and/or a meeting with the Chancellor. The minutes are updated to reflect that the discussion of the Assessment was delayed.

Commencement Speaker

Dr. Pierce announced that Dr. Betty Siegel, President of Kennesaw State University, will be the commencement speaker.

Update on Bartow facility

Dr. Pierce reported that the Bartow facility is coming along. He met the project superintendent for the first time.

Other

Phyllis Weatherly announced that a new counselor had been hired and will begin on February 16. He brings with him a great deal of experience.

The administrators were encouraged to share information with their departments.

The President and the VPs are always willing to attend division meetings.

The wife of Dr. David Bell, president at Macon State College, passed away this past week.

Dr. Pierce thanked everyone for their thoughts and prayers since the passing of his father.

Sheryl Ballenger announced that a student died earlier in the day. The student was involved in the Disabilities Program and she died of an aneurysm.

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

Respectfully submitted,

Barbara G. Griffith
Recording Secretary
The Meeting of the Administrative Council
Floyd College
Monday, January 26, 2004
2:00 p.m.
President’s Conference Room

AGENDA

1) Old Business
   A) Foundations/Merger (Judy Taylor)
   B) Campaign (Judy Taylor)
   C) Alumni Association (Judy Taylor)

   New Business
   A) Review of Administrative Retreat (Randy Pierce)
   B) Rome Area Chamber Annual Meeting (Randy Pierce)
   C) Other
      a. GEDA Legislative Reception January 29
      b. Presentation to Cherokee County Board of Commissioners on
         February 3
      c. Presidents – Evaluation Process
      d. Informal Budget Conference at BOR – March 5
      e. Budget Plan submitted last week
      f. Reminder when talking to legislative delegation – Minor Projects
      g. Update on Genetics Research Facility
      h. BOR Meeting next week – discussion regarding assessment
      i. Rome Legislative Drive-In on February 17 in Atlanta
      j. Cartersville Drive-In on March 2
      k. Communities in Schools (Dr. Wills)
      l. Student Development Brochures (Dr. Wills)
      m. Evening Coordinator
      n. Updating interviewees regarding Feasibility Study
      o. Update on focus groups
      p. Commencement speaker – Dr. Betty Siegel
      q. Update on Bartow facility

2) Other
Minutes of the Administrative Council Meeting
Monday, February 2, 2004

The Administrative Council met at 2:00 p.m. on Monday, February 2, 2004 in the President's Conference Room.

Present:

President Randy Pierce Carolyn Parks
Howard Brooks Karen Porter
Dr. Virginia Carson Ken Reaves
Dr. Soumitra Chattopadhyay Wendy Shapiro
Dr. Tim Floyd John Spranza
Debbie Holmes Judy Taylor
Dr. Bruce Jones Phyllis Weatherly
Wayne Jones Marsha Welch
Dr. Bill Mugleston Dr. Penny Wills

Absent:

Lynn Bacon Pete Matthews
Sheryl Ballenger Donna Miller
Jack Bishop Jeff Patty
Sandy Briscar Dr. Barbara Rees
Jeff Brown Shirley Roberson
Carolyn Hamrick Ken Weatherman
Rob Lattrello Doug Webb

Dr. Pierce opened the meeting with a Cabinet Update as follows:

Policy for granting posthumous degrees. Dr. Carson discussed the policy for awarding degrees posthumously (see attached) which was read for the first time this morning by the Cabinet. The policy will be presented to the Cabinet for a second reading on February 16. She explained that this was prompted by the death of a student. Dr. Wills will work on a protocol for dealing with the death of a student.

New Student Organization – Floyd College Debating Club. The Cabinet approved the new student organization which originates from the North Metro site but is open to all students.

Other.

Newspaper Editorial. Dr. Pierce discussed his response to a recent newspaper editorial regarding the Heritage Hall MRR project (copy on file with President's Cabinet Minutes.)

Statewide assessment. The assessment has been postponed once again.

Meeting tomorrow in Cherokee County. Dr. Pierce will attend a work session of the Cherokee County (Georgia) Board of Commissioners to discuss a possible
campus in Woodstock which would be shared with Reinhardt College and Appalachian Technical College.

**Budgetary update.** There is no new news concerning the budget.

**New Employee in Computer Services.** Alison Hedrick began work today in the IT Department as a paraprofessional who will have a broad range of responsibilities.

**Reminder regarding print jobs.** Dr. Pierce announced on behalf of Sandy Briscar that four weeks' advance notice is needed for print jobs. In addition, all printed materials must be approved by the Publications Department.

**Foundation update.** The Floyd Foundation has voted to financially support fifty-percent of the contract for Phase One with the Clements Group. The Cartersville Foundation will vote this month.

**Scholarship Committee.** An effort is being made to better and more widely advertise and solicit applications for scholarships.

**On Campus events.** There were approximately 700 4-H'ers on campus on Saturday for the District Project Competition. This is good advertisement for the College; however specific administrators need to be informed so that the College can assist with the needs such as food service.

**Other**

Dr. Carson discussed the spring enrollment information (see attached.) She stated this was the largest, latest enrollment in some years. She also referred to the part-time faculty information (see Page 2 of the handout.) There was a brief discussion concerning faculty assignments as the College opens new campuses (i.e., in Cherokee County.)

Dr. Carson shared an e-mail from Steve Dougherty, President of North Metro Technical College, commending two librarians there at North Metro for their work with Galileo. The usage has increased ten-fold.

Tim Floyd announced that enrollment for summer begins in April.

Howard Brooks discussed his conversation with the Safety Director at Gainesville College regarding their tobacco policy. The information will be made available. Ken Weatherman asked how we handle those that continue to smoke on campus. Howard responded that security should be notified so that he can send an officer to talk with the individual(s).

Ken Reaves discussed the College's policy on Progressive Discipline for employees (see attached.) This is a tool to get employees back on track. Dr. Pierce stressed that it is important to deal with issues during the first six months of employment, which is considered the probationary period. Ken asked for documentation on employees who do not perform and are released during the first six months of employment. The objective of progressive discipline is to keep an employee and not to dismiss them. All
job descriptions should include a performance standard (measurable) so the person has an opportunity to perform the job as required and that the performance is measurable.

There being no further business or discussion, the meeting was adjourned at 3:20 p.m.

Respectfully submitted,

Barbara G. Griffith
Recording Secretary
The Meeting of the Administrative Council
Monday, February 02, 2004
2:00 p.m.
President's Conference Room

AGENDA

1) Cabinet Update

Old Business

None

New Business

1) Policy for granting posthumous degrees – First Reading (Bruce Jones)
2) New Student Organization – Floyd College Debating Club (Dr. Pierce)
3) Other
   a. Newspaper editorial – response from the College (Dr. Pierce)
   b. Statewide assessment (Dr. Pierce)
   c. Meeting tomorrow in Cherokee County (Dr. Pierce)
   d. Budgetary update (Dr. Pierce)
   e. New Employee in Computer Services – Allison Headrick (Rob Laitrello)
   f. Reminder regarding print jobs (Dr. Pierce)
   g. Foundation update (Judy Taylor)
   h. Scholarship Committee (Judy Taylor)
   i. On campus events—notification (Karen Porter)
   j. Other

2) Other
The Meeting of the Administrative Council
Monday, February 02, 2004
2:00 p.m.
President's Conference Room

AGENDA

1) Cabinet Update

Old Business

None

New Business

1) Policy for granting posthumous degrees – First Reading (Bruce Jones)
2) New Student Organization – Floyd College Debating Club (Dr. Pierce)
3) Other
   a. Newspaper editorial – response from the College (Dr. Pierce)
   b. Statewide assessment (Dr. Pierce)
   c. Meeting tomorrow in Cherokee County (Dr. Pierce)
   d. Budgetary update (Dr. Pierce)
   e. New Employee in Computer Services – Allison Headrick (Rob Laltrello)
   f. Reminder regarding print jobs (Dr. Pierce)
   g. Foundation update (Judy Taylor)
   h. Scholarship Committee (Judy Taylor)
   i. On campus events—notification (Karen Porter)
   j. Other

2) Other

Progressive Discipline (Tom Jones)
2004 Spring Enrollment Report (Virginia Carson)
Minutes of the Administrative Council Meeting
Monday, February 16, 2004

The Administrative Council met at 2:00 p.m. on Monday, February 16, 2004, in the President’s Conference Room.

Present:

President Randy Pierce    Dr. Bill Muggleston
Jack Bishop               Carolyn Parks
Howard Brooks (entered at 2:30 p.m.)    Jeff Patty
Jeff Brown                Ken Reaves
Dr. Virginia Carson       Shirley Roberson
Debbie Holmes             Wendy Shapiro
Dr. Bruce Jones           Judy Taylor
Wayne Jones               Phyllis Weatherly
Rob Lattrello             Ken Weatherman
Dr. Bill Muggleston       Dr. Penny Wills

Absent:

Lynn Bacon                Pete Matthews
Sheryl Ballenger          Donna Miller
Sandy Briscar             Dr. Barbara Rees
Dr. Soumitra Chattopadhyay John Sprananza
Dr. Tim Floyd             Doug Webb
Carolyn Hamrick           Marsha Welch
Karen Porter

Dr. Pierce opened the meeting with an update from the President’s Cabinet meeting:

Old Business

Protocol for Death of a Student/Posthumous Degrees. Dr. Wills discussed the Protocol which was approved by the Cabinet in 1998 (see attached.) The protocol has been updated. The policy was approved by the Cabinet in their meeting this morning (see attached.)

New Business

Policy Changes – Memorandum dated February 5, 2004. The Council was asked to review the BOR policy changes (attached.) There was a brief discussion.

Regents’ Testing Program Schedules – Memorandum dated January 27, 2004. The Council reviewed the Regents Program schedule (see attached.)

Comprehensive Program Review. Dr. Carson announced that the Instructional Council voted to deactivate the program based upon the Review (see Cabinet minutes for more details.) There are 14 students currently enrolled in the program. Letters will be sent to the students with advisement instructions.
2004-2005 Faculty Hiring. Dr. Carson discussed the hiring update. The College is currently advertising nationally and locally for opening for the coming year. There are eleven disciplines represented. There will be a training session this afternoon for committee chairs. Sixty-two faculty and staff members are serving on the screening committees.

VPN update. Jeff Patty discussed the e-mail sent out last Thursday (February 12) regarding remote access to campus services.

Disability Services Indirect Institutional Revenues. Dr. Wills referred to the handout (see attached) regarding the revenue. All services are mandated by Federal law. The savings to the institution is $48,000. This was an informational item.

Public transportation update. Dr. Wills discussed her research into the city providing public transportation to the College’s Rome Campus. The College would have to support this and there was no overwhelming response from students. She will check with the businesses in the Floyd Industrial Park regarding their needs to see if the College can piggyback with that; however, it will not be done at the present time.

Review of search guidelines. Dr. Pierce asked Ken Reaves to review the search guidelines regarding hiring clerical staff. President Pierce brought this to the Cabinet in their meeting today. It was decided, upon the recommendation of Dr. Pierce, that the department head or division chair should be able to hire clerical or support staff with guidance from Human Resources. They will continue to follow the process requiring an Authority to Hire and EOC and Affirmative Action guidelines.

CASE Video Conference: Gender Matters: Women Donors and Philanthropists” – Thursday, February 19, 2004. Judy Taylor announced that she had sent an e-mail invitation to the Conference. She will need to know who plans to attend. This is not a part of the Master Campaign Plan.

The Cartersville/Bartow Foundation voted on Friday to fund fifty-percent of the contract with Clements for Phase One of the Campaign.

Other.

Budget cut in Kentucky. Dr. Pierce discussed the article the Chancellor sent to the System presidents.

MRR/Capitol List. The list is due March 1. The Capitol Improvements Committee has been meeting. The one minor project on the list is the Heritage Hall project, which is to be funded this coming year. Linda Daniels, Vice Chancellor for Facilities at the Board of Regents, wants to move utility lines across the Bartow Campus. It has also become necessary to replace the boilers on the Rome Campus, and there are plans to install a new security system on the Rome Campus. These additional projects have been combined with the Heritage Hall project, which has been renamed “Floyd College Infrastructure.” This allows the College to move all of these projects off the MRR list and to catch up with the projects listed the past five or so years.

Financial Aid Guide. Dr. Will distributed the Guide which was put together by the Financial Aid staff. This will be used when students call and apply for financial aid.
F/S Meeting. Ken reminded the Council of the Faculty/Staff meeting scheduled for 3:00 p.m. on Wednesday, February 18.

Scholarship Luncheon. Judy Taylor announced that the luncheon has been scheduled for noon on April 16, in the Student Center. Division chairs and others at the College will be invited, as well as the VIP, faculty, or staff member who assisted each student who received scholarships this year.

Computer Lab upgrade. Note, this was given as part of Jeff Patty's VPN update earlier in the meeting. The College is in the process of funding the upgrade of a computer classroom. The firewall has presented scenarios, one of which is student e-mail, which has not been covered with virus protection. IT is currently looking at virus protection for faculty, staff, and student email.

Meeting with Bill Heath. Dr. Pierce met with Representative Bill Heath, from Bremen, as well as Senator Nathan Dean to discuss the Haralson site. The key person, however, is Tom Murphy, who is in the hospital in Atlanta. Dr. Pierce is hoping to make a public announcement by March. Students will be notified.

Meeting with Cherokee County Commissioners. Dr. Pierce reported that the commissioners were receptive and open. The three presidents (Dr. Isherwood-Reinhardt, Dr. Pierce, and Dr. Sanford Chandler-Appalachian Technical College) were trying to get a feel for where the commissioners stand regarding a partnership between the three colleges, the city and the county. The three presidents are scheduled to meet on Friday morning.

Chamber Drive-In tomorrow. Dr. Pierce will be going to the Capitol tomorrow with the Rome Chamber as well as having lunch with the local legislators at the Board of Regents.

Other

Howard Brooks discussed a problem which occurred over the weekend with new part-time faculty not having College identification and not knowing where to get them when they were asked by security. It was discussed that part-time faculty should have identification and that it can be obtained in the Bookstore.

Dr. Pierce appointed a committee to discuss how we handle identification and access for part-time faculty. The committee will consist of: Rob Laltrello, Carolyn Parks, Wayne Jones, and Howard Brooks. These issues will be addressed with the new security system. This same committee will likely need to address these issues with the new system.

Dr. Bruce Jones announced that Continuing Education is offering a Lunch N' Learn entitled "Customer Service Checklist." This is not to teach customer service, but rather to evaluate a company's customer service. The fee for Floyd College employees will be $15.00, which includes lunch. The class will be at Heritage Hall on Thursday, February 19.
Phyllis Weatherly announced the Future Factor from 10:00 a.m. until 12 noon tomorrow. This will involve faculty, staff, and advisors, and at least one high school is participating.

A new counselor began work today in Counseling and Career Services.

Debbie Holmes announced that the new Georgia, on-line encyclopedia was launched last Thursday. The Rome piece was written by Dr. George Pullen.

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

Respectfully submitted,

Barbara G. Griffith
Recording Secretary
AGENDA

1) President's Cabinet Update

Old Business

A) Protocol for Death of a Student/Posthumous Degrees (Dr. Wills/Dr. Carson)
B) Other

New Business

A) Policy Changes – Memorandum dated February 5, 2004 (Dr. Pierce)
B) Regents' Testing Program Schedules – Memorandum dated January 27, 2004 (Dr. Pierce)
C) Comprehensive Program Review – Information Technology Program (Dr. Carson)
D) 2004-2005 Faculty hiring (Dr. Carson)
E) VPN update (Jeff Patty)
F) Disability Services Indirect Institutional Revenues (Dr. Wills)
G) Public transportation update (Dr. Wills)
H) Review of search guidelines (Ken Reaves)
I) CASE Video Conference: Gender Matters: Women Donors & Philanthropists* - Thursday, February 19, 2004 (Judy Taylor)
J) Other—
   (1) Budget cut in Kentucky
   (2) MRR/Capitol List
   (3) Financial Aid Guide – (Dr. Wills)
   (4) F/S Meeting (Ken Reaves)
   (5) Scholarship Luncheon (Judy Taylor)
   (6) Computer Lab upgrade (Jeff Patty)
   (7) Meeting with Bill Heath
   (8) Meeting with Cherokee County Commissioners
   (9) Chamber Drive-In tomorrow

2) Other
AGENDA

1) President’s Cabinet Update

Old Business

A) Protocol for Death of a Student/Posthumous Degrees (Dr. Wills/Dr. Carson)
B) Other

New Business

Policy Changes – Memorandum dated February 5, 2004 (Dr. Pierce)
Regents’ Testing Program Schedules – Memorandum dated January 27, 2004 (Dr. Pierce)
Comprehensive Program Review – Information Technology Program (Dr. Carson)
2004-2005 Faculty hiring (Dr. Carson)
VPN update (Jeff Patty)
Disability Services Indirect Institutional Revenues (Dr. Wills)
Public transportation update (Dr. Wills)
H) Review of search guidelines (Ken Reaves)
I) CASE Video Conference: Gender Matters: Women Donors & Philanthropists* - Thursday, February 19, 2004 (Judy Taylor)
J) Other—
   Budget cut in Kentucky
   MRR/Capitol List
   Financial Aid Guide – (Dr. Wills)
   F/S Meeting (Ken Reaves)
   Scholarship Luncheon (Judy Taylor)
   Computer Lab upgrade (Jeff Patty)
   Meeting with Bill Heath
   Meeting with Cherokee County Commissioners
   Chamber Drive-In tomorrow

2) Other
Minutes of the Administrative Council Meeting
Monday, March 1, 2004

The Administrative Council met at 2:00 p.m. on Monday, March 1, 2004 in the President's Conference Room.

Present:

Lynn Bacon
Sheryl Ballenger
Jack Bishop
Sandy Briscar
Dr. Soumitra Chattopadhyay
Debbie Holmes
Dr. Bruce Jones
Wayne Jones
Rob Lattrello
Dr. Bill Mugleston
Jeff Patty

Dr. Randy Pierce
Karen Porter
Ken Reaves
Dr. Barbara Rees
Wendy Shapiro
Judy Taylor
Dr. Ken Weatherman
Phyllis Weatherly
Marsha Welch
Dr. Penny Wills

Absent:

Howard Brooks
Jeff Brown
Dr. Virginia Carson
Dr. Tim Floyd
Carolyn Hamrick

Pete Matthews
Donna Miller
Carolyn Parks
John Spananza
Doug Webb

President's Cabinet update

Closing of Haralon Site. Dr. Pierce reported that the Cabinet discussed the public announcements in the near future. Dr. Floyd suggested that Dr. Pierce meet with students at Waco prior to letter being sent and any news releases. Dr. Pierce had hoped to meet with former Speaker Tom Murphy prior to any announcements; however, he has suffered a stroke and is in an Atlanta hospital. Dr. Pierce has already talked with Haralon Schools Superintendent Greg Hunt, and a letter has been prepared to send to students but will be on hold until he has had a chance to meet with students.

Rob Lattrello inquired concerning when the College would suspend network support for the Haralon Campus. Dr. Pierce responded that the student would need to be served until the end of the semester, and then everything will be removed with the exception of the wiring. We will need to look at everything down there and bring it back to Rome. The computer classroom will likely be sent to Bartow.

Other

Dr. Pierce reported concerning his coordination with Reinhardt and Appalachian State Technical College presidents with regard to finding a location in the Cherokee County/Woodstock area. It is very important to service the North Cobb County area.
They are actively pursuing a couple of leads; however, they would like to pay the least amount of lease as possible.

The budget conference for the College has been scheduled for March 5 with the BOR staff. Dr. Pierce and Karen Porter will attend.

The "Focus" magazine is out.

The Cabinet discussed that there needs to be more signage around the campus concerning the Tobacco-Free policy. Sheryl Ballenger said that some students who are dropped off and do not have a place to smoke (in their vehicle) had asked if they could use the gazebo. Dr. Pierce responded that this was not an option.

Dr. Pierce announced that he had tried to send an e-mail concerning Sandy Briscar's resignation. She will be joining her family in North Carolina and has taken a job at Peace College in Raleigh, North Carolina.

Dr. Pierce reported that the Chancellor had sent an e-mail last week concerning the one percent give-back; therefore, he asked that departments not spend money needlessly.

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

Respectfully submitted,

Barbara G. Griffith
Recording Secretary
AGENDA

1) President's Cabinet Update
   Old Business

   None

New Business

1) Closing of Haralson site (Dr. Pierce)
2) Cartersville/Bartow County Economic Outlook Luncheon – March 19 (Dr. Pierce)
3) Other
   a. Budget conference March 5
   b. Signage for Smoke-free campus
   c. Focus Magazine
   d. Resignation

2) Other
Minutes of the Administrative Council Meeting  
Monday, March 15, 2004

The Administrative Council met at 2:00 p.m. on Monday, March 15, 2004, in the President’s Conference Room.

Present:

President Randy Pierce  
Lynn Bacon  
Sheryl Ballenger  
Jack Bishop  
Howard Brooks  
Jeff Brown  
Dr. Virginia Carson  
Dr. Soumitra Chattopadhyay  
Dr. Tim Floyd  
Kelli Gorog  
Karen Porter  
Dr. Bruce Jones  
Wayne Jones  
Rob Laltrello  
Peter Matthews  
Dr. Bill Mugleston  
Carolyn Parks  
Jeff Patty  
Ken Reaves  
Dr. Barbara Rees  
Shirley Roberson  
John Spranza  
Judy Taylor  
Phyllis Weatherly  
Marsha Welch  
Dr. Penny Wills

Amanda Ingram was present briefly.

Absent:

Carolyn Hamrick  
Debbie Holmes  
Donna Miller  
Wendy Shapiro  
Doug Webb

Dr. Pierce opened the meeting and Judy Taylor introduced Amanda Ingram, Gifts Processor/Administrative Assistance in the Advancement Office. Amanda then left the meeting.

Cabinet Update

Dr. Pierce gave a President’s Cabinet update, as follows:

Old Business

Update on meeting at Waco. The meeting with students at Waco went well. There has been no public backlash. He was contacted by four media outlets for interviews on Tuesday – two from Rome, one from Carroll County, and one from Haralson County. Dr. Pierce has talked with the Superintendent of the Haralson County Schools, but has not talked to Janet Ayers, President at West Central Technical College. He has asked for an estimate as to how many students the College will lose when the Center closes.
Update on Alumni Advisory Board. The Alumni Advisory Board held their first meeting on Saturday (March 13.) There were eleven guests who attended, in addition to Dr. Pierce and Mary Norton, Alumni Development Specialist. The group is very diverse, representing Rome and Cartersville. They will meet monthly. The Advisory Board will assist in driving home the importance of Floyd College to Rome and the service area to lead into the campaign. Judy Taylor interjected that the theme of the group is pride in Floyd College.

General Guidelines for Employment Searches. The guidelines are currently being revised.

New Business

Gift to College Endowment. The College has received a large gift in the form of an endowment. The earnings will be used for nursing scholarships. Dr. Barbara Rees, Keith Sandlin who is Administrator of the Cartersville Medical Center, and Judy Taylor will draft the criteria for the scholarship.

Other

Administrative Searches. There are now two searches, one currently underway and another one that will be underway soon. The College Relations position is already being advertised, and Dr. Pierce stated that he is pleased with the response to the College Relations position. He will be meeting with the screening committee soon. Karen Porter has resigned effective July 30. That search will begin soon. She has decided to move back to West Virginia to be with her mother.

House State Appropriations Recommendations for FY 05. Dr. Pierce discussed the memorandum he received from the Chancellor regarding the House Appropriations. The House has put back most of what the Senate version had taken out.

Emergency MRR. The College will be getting $150,000 to start boiler work on the large boiler under the Walraven Building. This is a $250,000 project, with the additional $100,000 coming from the regular MRR budget, assuming it doesn’t get cut next year. He is still waiting on the $100,000 to stabilize the Genetics building in Cartersville.

MLT Program Accreditation Visit. The MLT program is in its second year of funding from Congress and the first graduate will receive their diploma in May. The Health Sciences Division has worked very well with Darton and the recent accreditation visit was very complimentary. It is not known if Congress will give the money to continue the program next year.

Georgia Chamber of Commerce. Dr. Carson reported on the Georgia Chamber of Commerce “Road Show” and the meeting she attended in Rome. This was one of ten meetings they are conducting across the state. The Georgia Southern Economic Development unit has developed materials which are available in Dr. Carson’s office. Local specifics are provided in the materials.

Faculty Searches. Dr. Carson reported that the faculty searches are going well. There has been an excellent response. On-campus interviews will take place after Spring Break.
Recruitment piece. Dr. Wills discussed the piece which she shared with the Cabinet. This will need to be discussed further if there is money for printing.

Interim Director of College Relations. Dr. Pierce announced that Kelli Gorog will be acting as Interim Director of College Relations until the position is filled.

Recommendations regarding Administrative Retreat (July 04). Ken Reaves announced that the retreat is scheduled for July 15-16. He is looking into Brasstown Resort and Guntersville State Park.

Campaign timeline/Identity issue. The Chancellor has told Dr. Pierce that he plans to unbundled some of the issues in the System, one of which is the identity issue for several colleges, and will take each one to the Board of Regents one at a time. Judy Taylor added that the Foundations are ready to start a campaign.

Other.

There was a meeting on Friday regarding retention. There was more concern expressed over North Metro than Waco. Dr. Pierce reported that he is looking at several options regarding a location in that area. He will update the Administrative Council when something becomes more definite. Dr. Pierce has not heard from Reinhardt and Appalachian Technical College regarding their efforts to share a location. He has e-mailed Dr. Rossbacher at Southern Poly and Dr. Siegel at Kennesaw State University to see if they have any facilities that could be leased. Shorter College’s president has offered space which is leased on Windy Hill Road; however, this space would only be available during daytime hours. Two-thirds of the students at North Metro are from Cobb County, although Cherokee seems to be the best long-term location.

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

Respectfully submitted,

Barbara G. Griffith
Recording Secretary
Meeting of the Administrative Council
Monday, March 15, 2004
2:00 p.m.
President’s Conference Room

AGENDA

1) Cabinet Update:
   Old Business
   A) Update on meeting at Waco (Dr. Pierce)
   B) Update on Alumni Advisory Board meeting (Judy Taylor)
   C) General Guidelines for Employment Searches (K. Reaves)

New Business
   A) Gift to College endowment (Dr. Pierce)
   B) Other
      (1) Administrative Searches
      (a) College Relations
      (b) VP/Finance and Administration
      (2) House State Appropriations Recommendations for FY 05
      (3) Emergency MRR
      (4) MLT Program accreditation visit
      (5) Georgia Chamber of Commerce event
      (6) Faculty searches
      (7) Recruitment piece
      (8) Recommendations regarding Administrative Retreat (July 04)
      (9) New Gifts Processor in the Advancement Office
      (10) Interim College Relations Director
      (11) Campaign timeline/Identity issue

2) Other
Meeting of the Administrative Council  
Monday, March 15, 2004  
2:00 p.m.  
President’s Conference Room

AGENDA

1) Cabinet Update:  
   Old Business

   A) Update on meeting at Waco (Dr. Pierce)
   B) Update on Alumni Advisory Board meeting (Judy Taylor)
   C) General Guidelines for Employment Searches (K. Reaves)

New Business

A) Gift to College endowment (Dr. Pierce)  
B) Other
   (1) Administrative Searches  
       (a) College Relations  
       (b) VP/Finance and Administration
   (2) House State Appropriations Recommendations for FY 05
   (3) Emergency MRR
   (4) MLT Program accreditation visit
   (5) Georgia Chamber of Commerce event
   (6) Faculty searches
   (7) Recruitment piece
   (8) Recommendations regarding Administrative Retreat (July 04)
   (9) New Gifts Processor in the Advancement Office
   (10) Interim College Relations Director
   (11) Campaign timeline/identity issue

2) Other
Minutes of the Administrative Council Meeting  
Monday, April 5, 2004

The Administrative Council met at 2:00 p.m. on Monday, April 5, 2004, in the President's Conference Room.

Present:

President Randy Pierce          Dr. Bill Muggleston
Jack Bishop                      Carolyn Parks
Dr. Virginia Carson             Jeff Patty
Dr. Soumitra Chattopadhyay      Karen Porter
Kelli Gorog                      Shirley Roberson
Debbie Holmes                   Wendy Shapiro
Dr. Bruce Jones                  John Spranza
Wayne Jones                      Dr. Ken Weatherman
Rob Lattrello                   Dr. Penny Wills

Absent:

Lynn Bacon                       Pete Matthews
Sheryl Ballenger                 Donna Miller
Howard Brooks                    Ken Reaves
Jeff Brown                       Barbara Rees
Dr. Tim Floyd                    Judy Taylor
Carolyn Hamrick                  Phyllis Weatherly
                                  Doug Webb

President's Cabinet Update

Old Business.

There was no old business.

New Business.

Leadership Assignments. Dr. Pierce discussed the leadership assignments during Dr. Carson's absence from April 16-May 7 (see attached.)

SACS Timeline. Dr. Carson discussed the four-year timeline leading up to the SACS reaffirmation in 2008 (see attached.) Laura Musselwhite is finishing her two-year commitment as Assessment Coordinator, and Rob Page has agreed to take that role for the next two years (2004-2006.) Laura had planned to offer a workshop this week; however, that has been postponed until next week. Dana Pergrem has agreed to work on the web pages necessary for collecting and linking documents required for compliance.

2004-2005 College Committees. Dr. Pierce asked the Council to review the nominations approved by the Instructional Council (see attached) and to let him or Dr. Carson know if there are any questions.
Other

Dr. Wills reported concerning the Women’s Leadership Luncheon.

John Spranza announced that the Honor’s Night will be held on Wednesday, April 21, at 7:00 p.m. in the Lakeview Auditorium. Invitation letters are going out today. Students receiving honors have been asked to invite two or three faculty or staff members who have had an impact on them. The invitations are included with the letter. Dr. Wills emphasized the importance of the Administrative Council members attending this event.

Dr. Pierce discussed the following:

- The end of the legislative session.
- On-going faculty searches
- A new Acworth location
- Summer enrollment (see attached.)

There being no further business, the meeting was adjourned at 2:55 p.m.

Respectfully submitted,

Barbara G. Griffith
Recording Secretary
AGENDA

1) President’s Cabinet Update

Old Business

A) None

New Business

A) Leadership Assignments (Dr. Carson)
B) SACS Timeline (Dr. Carson)
C) 2004-2005 College Committees
D) Other
   a. Leadership Luncheon (Dr. Wills)
   b. Honors Night (Dr. Wills)
   c. Other (Dr. Pierce)

2) Other

Note: The General Guidelines for Employment Searches will be brought back to the next Cabinet meeting. Ken Reaves is on annual leave this week.
The Meeting of the Administrative Council
Monday, April 5, 2004
2:00 p.m.
President’s Conference Room

AGENDA

1) President’s Cabinet Update

Old Business

A) None

New Business

A) Leadership Assignments (Dr. Carson)
B) SACS Timeline (Dr. Carson)
C) 2004-2005 College Committees
D) Other
   a. Leadership Luncheon (Dr. Wills)
   b. Honors Night (Dr. Wills)
   c. Other (Dr. Pierce)

2) Other
   1) Budget
   2) Reworth location
   3) Search Committees

Note: The General Guidelines for Employment Searches will be brought back to the next Cabinet meeting. Ken Reaves is on annual leave this week.
Minutes of the Administrative Council Meeting
Monday, April 19, 2004

The Administrative Council met at 2:00 p.m. on Monday, April 19, 2004, in the
President’s Conference Room.

Present:

President Randy Pierce  Dr. Bill Mugleston
Lynn Bacon  Carolyn Parks
Jack Bishop  Harisha Patel (for Dr. Barbara Rees)
Howard Brooks  Karen Porter
Jeff Brown  Ken Reaves
Dr. Soumitra Chattopadhyay  Shirley Roberson
Dr. Tim Floyd  Wendy Shapiro
Kelli Gorog  Judy Taylor
Debbie Holmes  Phyllis Weatherly
Dr. Bruce Jones  Dr. Ken Weatherman
Wayne Jones  Doug Webb
Peter Matthews

Absent:

Dr. Virginia Carson  Jeff Patty
Carolyn Hamrick  Dr. Barbara Rees
Rob Lattrello  John Spranza
Donna Miller  Dr. Penny Wills

President Pierce opened the meeting with a Cabinet update:

Old Business.

Search Guidelines. The Cabinet reviewed and approved the revised search
guidelines (see attached.) Dr. Pierce asked the Council to review them.

Committees of the College. The Cabinet approved all committee nominations
with the exception of the Financial Assistance Committee. The nominations for this
committee will be reviewed in order that there be minority representation.

New Business.

Administrative Retreat. The Cabinet discussed the location of the retreat and
decided that Ken would follow-up with Amicolola Falls. The dates for the retreat will be
July 15-16.

President’s Meeting Update. Dr. Pierce reported on the discussion at the
recent President’s Meeting:

Other
President Pierce met with Dan Papp on Thursday. He gleaned from Dr. Papp that he prefers that the College be in Cobb County rather than Cherokee County. However, if something were to develop in Cherokee County, we would be over there as well. The Cherokee County government has agreed to assist in leasing the elementary school which is available for a nominal amount.

Steve Dougherty will allow us to stay at NMTC for the fall. Doug has drawn out 23,000 square foot in space at Cherokee Corners. Dr. Pierce would like to find that type of space in Cobb County.

Enrollment is up on all campuses over this time last year.

Dr. Pierce will charge the VP search committees. The College Relations interview process is continuing.

Sheryl Ballenger announced that Wednesday will be Administrative Professionals Day.

Jeff Brown announced that the deadline is coming up to teach with the European Council Study Abroad Program. He asked Division Chairs to tell their faculty to get their information to Jeff.

There being no further business, the meeting was adjourned at 2:55 p.m.

Respectfully submitted,

Barbara G. Griffith
Recording Secretary
Minutes of the Administrative Council Meeting

Monday, May 3, 2004

The Administrative Council met at 2:00 p.m. on Monday, May 3, in the President’s Conference Room.

Present:

Dr. Randy Pierce
Lynn Bacon
Jack Bishop
Jeff Brown
Dr. Soumitra Chattopadhyay
Kelli Gorog
Debbie Holmes
Karen Porter
Dr. Bruce Jones
Dr. Bill Mugleston

Carolyn Parks
Jeff Patty
Ken Reaves
Dr. Barbara Rees
Dr. John Reiners
(For Dr. Ken Weatherman)
Shirley Roberson
Wendy Shapiro
Judy Taylor
Phyllis Weatherly
Dr. Penny Wills

Absent:

Sheryl Ballenger
Howard Brooks
Dr. Virginia Carson
Dr. Tim Floyd
Carolyn Hamrick
Wayne Jones

Rob Lalltrello
Pete Matthews
Donna Miller
John Spranza
Ken Weatherman (see above)
Doug Webb

Cabinet update

Dr. Pierce opened the meeting with an update from the Cabinet meeting:

Old Business

Committees of the College. Travece Obas was appointed to the financial assistance committee which finalized the appointments for 2004-2005.

New Business.

Enrollment update. Dr. Wills reported concerning the enrollment (see attached.) She thanked Enrollment Management for a good job.

Business After Hours – Cartersville Chamber at Barnsley Gardens, 5-7 p.m. today – FYI. Judy encouraged representatives from the College to attend.

March of Dimes/WalkAmerica, Saturday, May 15 – FYI. Judy asked for volunteers to work in the tent sponsored by the College.
Task Force on Graduation Rates – Memorandum from Chancellor Meredith. Dr. Pierce asked the Council to review the memorandum (attached) and to pass along any comments to Dr. Weill.

Draft of Reformulated 2002-2007 USG Strategic Plan – Memorandum from Chancellor Meredith. Dr. Pierce asked the Council members to see a Cabinet member for a copy of the Plan, read the document, and comment.

Other.

- Dr. Pierce gave an update on the search for a facility in Cobb County. Life College is no longer an option. Floyd will remain at NMTC this fall.
- Dr. Wills reported on the "Financial Aid Data Submission Summary Report for 2002-2003" (attached.) The Financial Aid office is currently packaging about $9M in financial aid, which represents a significant increase over the $3M they were packaging three years ago. Loans have doubled, HOPE has tripled, and PELL has doubled. Over 20% of the students go into the elementary schools in the community to tutor. Only 7% is required.
- Wendy Shapiro discussed the financial aid brochure (attached) which was possible through partnerships with banks and lenders.
- Due to the AJC requesting information from the USG through the Open Records Law, the Chancellor has asked the presidents to call him rather than e-mail. Dr. Pierce explained that everyone should be cautious about e-mail content as it is subject to Open Records Laws. There was a discussion concerning policy as to how long to keep an e-mail and when to delete it. There is a charge for producing information requested by any outside agency.
- Dr. Pierce gave an update on the on-going searches. All comments concerning candidates should be shared privately, and not by e-mail.
- Judy reported that the two foundations will merge by June 30 and will become the Floyd/Bartow College Foundation, which is a temporary name. The merger had been voted in contingent upon the name change of the College; however, due to the upcoming campaign, they voted to move forward with the merger.
- Ken Reaves reported that he is still looking into a location for the Administrative Retreat scheduled for July. He would like to make a decision by the end of this week.
- The College will be moving forward with the campaign. The Clements Group will be conducting training on site May 24-25.
- Graduation grades are due at noon on Thursday, May 6.
- There will be a posthumous degree awarded at the graduation as well as the first Darton degree for the MLT program.
- Dr. Chattopadhyay announced that the draft of the catalog will be on display Monday through Friday of next week for review by the various departments.
- Barbara Rees announced that there will be 85 nursing graduates this year. This includes the first ICAPP class. She is working on an ICAPP proposal for funding for the next couple of years.
- Dr. Pierce announced that Teresa Velsey Bowers, a member of this year’s graduating nursing class, has been awarded a Jack Kent Cooke Foundation scholarship. The Foundation began awarding scholarships in 2000 to two-
year college students who are transferring to four-year institutions. The awards are for $25,000-$30,000 per year.

- Karen Porter announced that she will be sending out raise information by the end of the week, and that she is still working on the budget. There will be no announcement concerning tuition until after the special session of the legislature.

**Georgia State Senate Resolution regarding Academic Freedom**

The Council reviewed the Resolution (see attached.)

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

Respectfully submitted,

[Signature]
Barbara G. Griffith
Recording Secretary
The Meeting of the Administrative Council
Monday, May 3, 2004
2:00 p.m.

AGENDA

1) President’s Cabinet update

Old Business

1) Committees of the College – Financial Assistance Committee (Bill Mugleston)

New Business

1) Enrollment update (Dr. Wills)
2) Business After Hours – Cartersville Chamber at Barnsley Gardens, 5-7 p.m. today – FYI (Judy Taylor)
3) March of Dimes/WalkAmerica, Saturday, May 15 – FYI (Judy Taylor)
4) Task Force on Graduation Rates – Memorandum from Chancellor Meredith (Dr. Pierce)
5) Draft of the Reformulated 2002-2007 USG Strategic Plan – Memorandum from Chancellor Meredith (Dr. Pierce)
6) Other
   - Update on Cobb/Cherokee location (Dr. Pierce)
   - Financial Aid data and brochure (Dr. Wills)
   - Email and the Open Records Law (Karen Porter)
   - Hiring update
   - Foundation merger update (Judy Taylor)
   - Administrative Retreat update (Ken Reaves)
   - Clements Group Training (Judy Taylor)

2) Georgia State Senate Resolution regarding Academic Freedom -- FYI
Minutes of the Administrative Council Meeting
Monday, May 17, 2004

The Administrative Council met at 2:00 p.m. on Monday, May 17, 2004, in the President’s Conference Room.

Present:

President Randy Pierce             Wayne Jones
Lynn Bacon                        Rob Lattrello
Sheryl Ballenger                  Dr. Bill Mugleston
Jeff Brown                        Carolyn Parks
Dr. Virginia Carson               Jeff Patty
Dr. Soumitra Chattopadhyay        Ken Reaves
Dr. Tim Floyd                     Shirley Roberson
Kelli Gorog                       Judy Taylor
Carolyn Hamrick                   Doug Webb
Dr. Bruce Jones

Absent:

Jack Bishop                       Dr. Barbara Rees
Howard Brooks                     Wendy Shapiro
Karen Porter                      John Spranza
Pete Matthews                     Phyllis Weatherly
Donna Miller                      Dr. Ken Weatherman
                                   Dr. Penny Wills

Cabinet Update.

Dr. Pierce opened the meeting with an update from the President’s Cabinet meeting earlier in the day:

Old Business.

Administrative Retreat update. Ken Reaves announced that the Administrative Retreat will take place at Timber Lodge Conference Center in Mableton on July 15-16. He will send out information (via e-mail) concerning the pricing, reservations, etc.

New Business.

Development of partnership with 100 Black Men of Rome (Organization includes surrounding counties.) Judy Taylor discussed the partnership with 100 Black Men which has two components: (1) the organization will offer a scholarship to a Floyd College student who resides in Floyd County. The College will advertise the scholarship. They plan to award a scholarship to a Bartow student for the Bartow Campus. The College has agreed to conduct financial aid workshops in the community.

Foundation: Merger activities (bylaws, finance and investment, etc.) The Floyd and Bartow Foundations are on schedule to complete the merger by June 30.
Clements Training. The Clements Group will conduct training on campus for the campaign on May 24-25. Those involved are the vice presidents, Judy Taylor, Mary Norton, Amanda Ingram, Kelli Gorog, Ken Davis, and Dr. Pierce.

Administrative Council tour of Bartow Campus. The Administrative Council will tour the new Bartow Center at 11:00 a.m. on June 4. Everyone will meet at the new Center.

Holiday Schedule for 2006. Ken distributed the schedule which was revised by the Cabinet (see attached.) Dr. Pierce noted that there is no annual leave required for Winter Break 2006.

New language on employment application certification and agreement. Ken announced that there is new language on the employment application pertaining to certification and agreement regarding credentials. He circulated a copy and has copies if someone would like to see it. The change is the result of people falsifying information.

Other

Update on Chancellor. The Chancellor was in the hospital last week and has been released.

BOR meeting this week. The Board will be meeting Tuesday and Wednesday of this week. They will discuss the updated Strategic Plan in which the statewide assessment is imbedded.

Focus groups/ID/Mission. The Board will have their retreat next week during which they will likely discuss specific name changes, etc. Dr. Pierce will draft a letter requesting permission to go forward with the focus groups.

Update on searches. The search committees for the Registrar and College Relations positions are near the end of the process.

The Vice President for Student Development Search Committee has scheduled five telephone interviews this week. Three are in-state and two are local.

The Vice President for Finance and Administration Search Committee has met once and is reviewing resumes. They will meet again on Wednesday to decide who they will interview over the telephone. There are approximately 38 resumes.

Budget. The Board of Regents is approving the budget and the tuition increase tomorrow.

Report on PTK grant visit. Dr. Carson reported that on Friday of last week, two mentors from RJ Reynolds Community College visited the Floyd Campus. There was a nice set of feedback. The visit was in conjunction with seminars with representatives of public education.

Tanner Medical and the Nursing Program. Tanner Medical Center in Villa Rica made a donation to the nursing program. ICAPP will be decided this week.
WalkAmerica Booth. Kelli reported concerning the Floyd College booth at the event on Saturday.

Early Hope. The grant has been renamed ACCEL which is the first part of "accelerated." Wayne Jones and Wendy Shapiro will get the information out tomorrow. ACCEL doesn't kick in for private high schools until spring. The grades in high school do not count towards HOPE GPA when the thirty-hour checkpoint comes in.

Cherokee/Cobb site. Dr. Pierce brought the Council up to date that he, Dr. Tom Isherwood (Reinhardt College), and Dr. Sanford Chandler (Appalachian Technical College) have been having discussion and meetings concerning a partnership for a site in Cherokee County. Dr. Pierce has been having discussion with Dr. Dan Papp at the Board of Regents and Dr. Papp has stated that the College needs to locate in Cobb County.

Enrollment update. Lynn Bacon reported that summer enrollment is doing very well. There are 424 more students than were enrolled this time last year. There are 53 students less than last summer's total enrollment. All sites are up. Summer orientations have not begun yet.

Other

Continuing Education is on track for positive revenues for a second year. Dr. Carson commended Dr. Bruce Jones and asked him to thank the Continuing Education staff.

Dr. Chattopadhyay thanked everyone for their review and input concerning the College catalog.

Wayne Jones made the announcement for departments not to spend any more money.

Dr. Tim Floyd announced that the Waco site will be handed over to the Haralson County Board of Education on Thursday. A pot luck dinner has been scheduled for staff, faculty and community members.

Dr. Carson announced that Ira Gonzalez, a Floyd student from Mexico City, will attend the Rome International Festival.

Jeff Brown announced that he will teach a photography class in St. Petersburg, Russia and will also travel to Germany to video a course taught by Dr. Dudley Salley.
Rob Laltrello announced that IT will be working on the server on Friday afternoon. There will be 20-30 minute intervals when the server will not be available.

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

Respectfully submitted,

Barbara G. Griffith
Recording Secretary
Meeting of the Administrative Council  
Monday, May 17, 2004  
2:00 p.m.  
President's Conference Room

AGENDA

1) President's Cabinet update  
   Old Business
   1) Administrative Retreat update (Ken Reaves)

New Business

2) Development of partnership with 100 Black Men of Rome (Organization includes surrounding counties) (Judy Taylor)
3) Foundation: Merger activities (bylaws, finance and investment, etc.)
4) Campaign: Clements training May 24-25
5) Administrative Council tour of Bartow Campus (Doug Webb)
6) Holiday schedule for 2006 (Ken Reaves)
7) New language on employment application certification and agreement (Ken Reaves)
8) Other
   a. Update on Chancellor
   b. BOR meeting this week
   c. Focus groups/ID/Mission
   d. Update on searches
   e. Budget
   f. Report on PTK grant visit
   g. Tanner Medical
   h. WalkAmerica booth
   i. Early HOPE
   j. Cherokee/Cobb site
   k. Enrollment update

2) Other
Meeting of the Administrative Council  
Monday, May 17, 2004  
2:00 p.m.  
President's Conference Room

AGENDA

1) President's Cabinet update
   Old Business

   1) Administrative Retreat update (Ken Reaves)

New Business

2) Development of partnership with 100 Black Men of Rome (Organization includes surrounding counties) (Judy Taylor)
3) Foundation: Merger activities (bylaws, finance and investment, etc.)
4) Campaign: Clements training May 24-25
5) Administrative Council tour of Bartow Campus (Doug Webb)
6) Holiday schedule for 2006 (Ken Reaves)
7) New language on employment application certification and agreement (Ken Reaves)
8) Other
   a. Update on Chancellor
   b. BOR meeting this week
   c. Focus groups/ID/Mission
   d. Update on searches
   e. Budget
   f. Report on PTK grant visit
   g. Tanner Medical
   h. WalkAmerica booth
   i. Early HOPE
   j. Cherokee/Cobb site
   k. Enrollment update

2) Other

[Handwritten additions]
Minutes of the Administrative Council Meeting
Monday, June 7, 2004

Minutes are not available for this meeting. The Recording Secretary was absent.

Please see the Cabinet Minutes for this date for the Cabinet update discussed at this meeting.
The Meeting of the Administrative Council
Monday, June 7, 2004
2:00 p.m.
President’s Conference Room

AGENDA

1) President’s Cabinet update

Old Business

A) None

New Business

A) Changes in the Regents’ Test (Dr. Pierce)
B) Comprehensive Program Review of the Human Services Program (Dr. Carson)
C) Comprehensive Program Review of the General Business Program (Dr. Carson)
D) Faculty hiring (Dr. Carson)
E) Update on Administrative searches (Dr. Pierce)
F) Distance learning curriculum (Dr. Carson)
G) Enrollment update (Dr. Wills)
H) Other
   • Catalog proof (Kelli Gorog)

2) Other
Minutes of the Administrative Council Meeting  
Monday, June 21, 2004

The Administrative Council met at 2:00 p.m. on Monday, June 21, 2004 in the President’s Conference Room.

Present:

President Randy Pierce          Rob Laltrello  
Lynn Bacon                     Dr. Bill Mugleston  
Sheryl Ballenger               Carolyn Parks  
Jack Bishop                    Jeff Patty  
Dr. Virginia Carson            Ken Reaves  
Dr. Soumitra Chattopadhyay     Shirley Roberson  
Sandie Davis                   Wendy Shapiro  
Dr. Tim Floyd                  John Spranza  
Kelli Gorog                    Judy Taylor  
Carolyn Hamrick                Phyllis Weatherly  
Chris Hicks (For Dr. Barbara Rees) Ken Weatherman  
Debbie Holmes

Absent:

Howard Brooks                  Pete Matthews  
Jeff Brown                     Donna Miller  
Dr. Bruce Jones                Doug Webb  
Wayne Jones

Introduction, Sandie Davis, Registrar

Lynn Bacon introduced Sandie Davis, the new registrar.

Cabinet Update

   Old Business.

   Campaign update. Judy discussed the pert chart and the process of appointing internal and external campaign chairs.

   Merger update. Judy reported that the merger is moving along. The first Board meeting of the Floyd/Bartow Foundation will be in July.

New Business

   Work Away Initiative. Ken discussed the Governor’s Executive Order which is geared towards metro colleges.

Other

- Lynn Bacon reported that there are 1312 students enrolled so far for fall. This is 2000 away from final figure for last fall, and 500 ahead of this date last year.
- Ad Dynamics is set to meet with the focus groups to look at identity. This will begin in July. Kelli has prepared a Q&A sheet to respond to questions coming from the communities (attached.) Kelli asked that if anyone had additional questions, please notify her.
- Dana Davis has been hired as Director of College Relations and will report for work on August 1. She will attend the Administrative Retreat in July.
- He is close to making an offer for the VP/Student Development position.
- The VP/Finance and Administration search committee has selected 7-8 candidates to interview.
- Dr. Pierce will be meeting with Dr. Dan Papp and Dr. Frank Butler to talk about possible future arrangements for space at Southern Polytechnic State University.
- Interior colors and furnishings have been selected for the Bartow Center.
- Please send any retreat agenda items to Ken Reaves. The Bookstore will be ordering the books, "The Quiet Crisis" for a discussion at the retreat. The books will be charged to the respective departmental budget. The book parallels "Great Expectations" and sets the context for strategic priorities. It talks about higher education moving from teaching-centered to learning-centered.
- The academic leadership retreat will be held on Monday.
- The system-wide financial audits will look at purchase cards.
- The departments can begin using their purchase cards.
- Fifty percent of departmental budgets are available as of July 1 and the other half will not be available until January. Copies of the departmental budget will be distributed in early July.
- Phyllis Weatherly reported that 355 students went through orientation this summer. There are 30 signed up for July 8.

There being no further business, the meeting was adjourned at 2:40 p.m.

Respectfully submitted,

Barbara G. Griffith
Recording Secretary
The Meeting of the Administrative Council
Monday, June 21, 2004
2:00 p.m.
President’s Conference Room

AGENDA

1) Introduction, Sandy Davis, Registrar

2) Cabinet update

Old Business

1) Campaign update (Judy Taylor)
2) Merger update (Judy Taylor)

New Business

1) Work Away Initiative (Ken Reaves)
2) Annual Report of Institutional Progress deadline to College Relations Office – September 13 (Dr. Pierce)
3) Other
   • Enrollment update (Phyllis Weatherly)
   • Update on focus groups
   • Identity change talking points (Revised based on discussion at Cabinet meeting)
   • Update on searches (College Relations, VP/Student Development, and VP/Finance and Administration)
   • Meeting with Southern Poly and Central Office Staff
   • Meeting regarding Bartow Campus
   • Discussion regarding Administrative Retreat
     a. Agenda items
     b. Facilitator
     c. Reading assignment
   • Academic Leadership Retreat
   • State audit focus on purchasing cards and IT
   • New year purchases using purchase cards

3) Other