The President's Cabinet met at 9:00 a.m. on Thursday, July 6, 2000 in the President's Conference Room. Present were: President Lynn Cundiff; VP Joan Lord; VP Pat McCord; VP Penny Wills; IO Sandy Briscar; HR John Reiners; and AO Judy Taylor.

President Cundiff opened the meeting with departing remarks to the Cabinet.

**Pay Grade Schedule Policy – follow up from June Meeting**

Dr. Reiners presented the revised policy reflecting that pay grades will be adjusted annually for inflation and on a regular basis based upon external market wages. The Cabinet approved the revised policy.

Dr. Reiners reported on the progress of a market study on salaries. He will continue to accumulate information and report back to the Cabinet at a later date. The Cabinet required no action at this time.

**Storage of inactive files**

Dr. Lord led a discussion concerning the issue of storing inactive patient files for the Dental Hygiene program. There is no additional space at the clinic site. The Cabinet decided that John Reiners would contact the File Management Coordinator for Rome City and Floyd County to inquire as to space and file management policies. In the meantime, the files will be moved to an unoccupied office, Room Number A-10. The basement of Heritage Hall was also suggested as a storage site.

Dr. Cundiff appointed a committee to look at file management issues. The Committee will consist of Karen Porter, Marsha Welch, Pat McCord, and John Reiners. Dr. Lord will follow up with the Committee.

**Pay increase for long-term part-time instructors**

Dr. Lord presented a request originating with Division Chairs to raise pay for long-term, active part-time faculty. There is no current policy. All raises have been handled on a person-by-person basis.

Dr. Lord proposed the following, beginning Fall Semester 2000:

- Ten years, active, with a Master's Degree -- $1,750
- Ten years, active, with a Doctorate Degree -- $2,000

Dr. Lord will look at the number of courses each individual has taught over the ten-year period. The Cabinet approved the policy for the 2000-2001 year. Dr. Cundiff asked that a policy be developed, presented, and approved by the Cabinet prior to the budget process for the 2001-2002 fiscal year.
Title III planning grant

Judy Taylor distributed the Implementation Strategy and Timetable forms from the Title III proposal. The Cabinet voted that Dr. Lord will chair the Planning Committee. It was also suggested that possibly the SGA president or a student representative and someone from the Rome community serve on the Planning Committee. A writing group will also be appointed, to include someone from the English Department.

Names for the Planning Committee and writing group should be submitted to Dr. Cundiff by Tuesday, July 11. Judy Taylor will report back to the Department of Education by September that the development and planning of the grant is in progress.

Institutional Effectiveness Committee appointment

Dr. Lord requested that Tom Harnden be appointed to replace Leigh Callan on the Committee. Ms. Callan has asked to be excused from serving on the committee for the upcoming two-year term as approved in the June meeting. The Cabinet approved the appointment.

Annual calendar – follow-up from June meeting

John Reiners led a discussion concerning the additional holiday made available by designating the Good Friday as a regular class day. Several options were discussed (i.e., using the holiday as a floating holiday, using the holiday at July 4, and using the holiday during the December break.) A policy concerning using the holiday as an extra day for an extended July 4 weekend when the 4th falls on a Tuesday or Thursday will be brought to the Cabinet in August.

Dr. Wills presented the 2000-2001 calendar in progress (attached—not available electronically.)

The Cabinet decided that the faculty would approve the Summer 2001 academic calendar as soon as possible, in order to complete the year-long calendar. The Cabinet also decided that the faculty would approve a four-term calendar in the future, in order to have a complete cycle.

The Cabinet decided that the year-long calendar process will be as follows:

1) John Reiners will coordinate a group to develop a proposal for holidays to be presented to the Cabinet for approval.
2) The Faculty will approve the academic calendar of four terms.
3) The Enrollment Management Committee will coordinate and finalize the advising, testing, and orientation calendars.
4) All calendars will be reviewed and given final approval by the Cabinet. Barbara Griffith will forward to Susan Caldwell for posting to the Intranet site.
5) Faculty and staff, as well as combined meetings, will be coordinated by Dr. Lord and Dr. Reiners.
6) College social events and in-service will be coordinated by Dr. Reiners.
The Cabinet approved the December holidays as follows: the Institution will close at noon on Friday, December 22. December 25, 26, and 27, 29, and January 1 will be holidays. December 28 will be an annual leave day. The institution will reopen on Tuesday, January 2.

TRIO Grant

Judy Taylor presented information on the TRIO (SSS Grant). The grant is due early September. Considering the short time to prepare and Carol Callahan’s absence, the Cabinet Judy recommended that she attend a workshop in Atlanta and apply for the grant the next time it is available. The Cabinet agreed.

International student health insurance policy

Dr. Wills distributed a memorandum outlining a proposed policy and implementation plan requiring proof of health and accident insurance on international students applying for Floyd College with the F1 visa. (See attached memo.) Dr. Wills is soliciting proposals for insurance plans for two-year nonresidential colleges, in hopes of at least three proposals to consider. Mr. McCord will review the proposals. The Cabinet discussed as the first reading. Dr. Cundiff recommends caution in implementing the policy. The policy will be brought before the Cabinet again in August for final reading and approval.

Update on Summer and Fall Semester Enrollment

Dr. Wills presented the report on Summer and Fall Enrollment (copies attached.) She noted that the majority of the applications will be received beginning the middle of July and early August. Dr. Cundiff asked that Dr. Wills meet with Sandy Briscar in order to market to returning students. The Cabinet required no action.

Update on position vacancies

Dr. Reiners reported that the position vacancies as follows:

Chair, Division of Science/Math/HPER – Interviews in progress. Will make an offer soon after interviews are completed.

Faculty position in Physics –

Faculty position, Dental Hygiene – may not be filled.

Faculty position, Biology – will not be filled.

Lab Instructor, Biology – will be filled in the near future.

Lab Instructor, HPER currently held by Bridgette Stewart will be continued.

Review of Administrative Retreat/In-Service agendas

Dr. Reiners distributed the latest version of the agendas. He stated that the Council needed to discuss three major planning issues. The agendas will likely be revised again. The Cabinet required no action.
Reclassification procedures

Dr. Reiners distributed the proposed procedure (copy attached.) The purpose of the procedure is to separate reclassification for pay increases. The reclassification will be done at the time raises are considered so that raises can correspond. The Cabinet asked for a revision and reconsideration at the August meeting.

Usage of print-from-your-computer feature of new copiers

Sandy Briscar overviewed the new feature whereby individuals may send copy jobs to the copier and the jobs can be completed by programming the copier. Ms. Briscar recommended that the feature be made available to department secretaries only. Individuals in the department would send their copy jobs to the secretary for completion. The Cabinet approved the recommendation for the initial period, with further review. A list of departmental secretaries and other selected individuals should be sent to Sandy Briscar by Monday, July 10.

Other -- Report on Advertising Campaign

Sandy Briscar reported that $22,400 was spent on the campaign which is nearing completion. The billboards will be up for three months. Bumper stickers and buttons will be here by In-Service.

There being no further business, the meeting was adjourned at 11:10 a.m.

Respectfully submitted,

Barbara Griffith
Recording Secretary
Minutes of the President’s Cabinet Meeting
Monday, August 7, 2000

The President’s Cabinet met at 9:00 a.m. on Monday, August 7, 2000, in the President’s Conference Room. Present were: IP Robert Watts; VP Joan Lord; VP Pat McCord; Lynn Bacon (representing Penny Wills); IE Jack Bishop; IO Sandy Briscar; and HR John Reiners.

President Watts welcomed the Cabinet members.

Proposal for Policy Requiring Health and Accident Insurance for International Students (follow-up from July Meeting)

Ms. Bacon reviewed the request with the Cabinet. The policy was approved.

Annual Calendar – Policy Concerning July 4 Holiday (follow-up from July meeting)

John Reiners presented the proposed policy statement as discussed at the July meeting (copy attached.) The Cabinet approved the policy.

Lynn Bacon presented the year-long calendar with all Enrollment Management dates included (attached—not available electronically.) The calendar was revised to show that December 27 will be an annual leave day, instead of December 28. John Reiners will announce holidays with a handout at In-Service.

Faculty and staff meetings were discussed. It was decided that September and November would be joint meetings, set for the fourth Monday in each month, at 3:00 p.m. Dr. Lord recommended that Committee Reports be presented at all joint meetings. The Faculty will meet in October and December.

Reclassification Procedures (follow-up from July meeting)

John Reiners presented the revised policy (copy attached.)

President Watts requested a review of the procedure as an administrative process rather than a committee process. He also requested a change in wording on the proposed policy as it relates to “higher pay grade jobs.”

Enrollment Projections

Lynn Bacon distributed the update report on Fall Semester enrollment (copy attached.)

The Cabinet discussed the need for a plan should enrollment exceed the laptop inventory available. Dr. Lord will write a contingency plan.

In-Service

John Reiners distributed the latest schedule.

The Cabinet discussed opening the grill on the 15th for the lunch hour. Pat McCord will discuss this with Bob Gilbert.
John Reiners will look into scheduling the 1:00-2:00 p.m. hour on the 15th for those who do not serve on College Committees.

The Cabinet discussed the Faculty Academy as an additional item.

Professional/Administrative and Staff Academies were discussed. John Reiners will write a proposal. John stated that one of the purposes of the Staff Academy would be to document training classes attended.

**Student Assistants Budget**

John Reiners distributed a summary of the 2000-01 Student Assistant Allocation Process, highlighting moving requests in line with the budget cycle, and including the recommendations for the 2000-01 academic year.

Ms. Bacon presented a memorandum requesting adequate coverage for the switchboard (copy attached.)

Mr. Watts requested document showing student assistant assignments for the previous year compared to the current year. He will discuss the matter with the vice presidents and review further.

**Appointments to Human Resources Advisory Committee**

Dr. Reiners made recommendations for appointments for the 2000-01 year. He stated there is no formal nomination process. He recommended the following:

- Catherine King
- Garland McKinzie
- Doug Webb
- Phyllis Weatherly

It was discussed that Doug Webb would not be requested to serve due to the workload demands as it relates to the Cartersville Facility.

Mr. Watts requested that John circulate the nominations to the Cabinet members via e-mail.

**Other**

**Night Administrator**

Dr. Lord presented the issue of coverage for night classes on the central campus. Due to budget cuts, neither a night administrator nor a student assistant will be assigned to cover an office designated for night administrator.

The Cabinet discussed the issue and the decision was made to request that all administrators based on the Central Campus (on the Administrative Council) rotate coverage in the evenings.

As a side note, the Cabinet discussed a request by the satellite center directors for the Business Office and Admissions and Records to offer evening services. Ms. Bacon reported that
previous experience on trial runs was that very few students required evening services over a period of a year. The Cabinet will further consider options.

There being no further business, the meeting was adjourned at 11:30 a.m.

Respectfully submitted,

Barbara Griffith
Recording Secretary
The Minutes of the President’s Cabinet Meeting
Monday, September 11, 2000

The President’s Cabinet met at 9:00 a.m. on Monday, September 11, 2000 in the President’s Conference Room. Present were IP Robert Watts; VP Joan Lord; VP Penny Wills; Comptroller Karen Porter (representing the VP/Business Finance Office); IE Jack Bishop; HR John Reiners; and IO Sandy Briscar. Also present for the first agenda item were Sharon Norman and Denise Kornegay from Blue Ridge Area Health Education Center and Physical Plant Director Doug Webb.

Interim President Watts welcomed the Cabinet members and guests

Request for space -- AHEC

Ms. Kornegay and Ms. Norman presented a brief overview of the role of AHEC. They also proposed a partnership with Floyd College whereby the College would provide either partial or all space needed by the local agency, which is currently housed in a facility owned by Floyd Medical Center, in exchange for assistance with expanding program offerings in the area of Health Sciences. The agency would need a total of 9 offices and a conference room.

Following the presentation, Ms. Norman and Ms. Kornegay thanked the Cabinet for consideration of their request and were excused from the meeting.

A discussion by the Cabinet and Mr. Webb continued. The Cabinet decided that there is enough advantage to the arrangement to put together a proposal. Mr. Webb was requested to pull together a group of people to consider available space at Heritage Hall, including proposing for consideration moving programs and/or people to other areas. He was requested to respond in approximately a week. Mr. Webb left the meeting following the discussion.

Benchmarking Report – Public Information

Sandy Briscar presented the report and statistical results (copy attached.) She was requested by IP Watts to share the report with the Administrative Council held later in the day.

Counseling and Career Services will present their report in the first meeting in 2001.

Results of Advertising Survey

Sandy Briscar distributed the internal survey of Rome and Cartersville students’ response to advertising. Ms. Briscar noted that 3% of the surveys were returned and a summary of the results was as follows:

- The advertising provided information
- It made people feel good about their institution
- Direct mail is the best way to reach students
A discussion followed concerning direct mail versus e-mail. The discussion centered around using e-mail rather than direct mail. It was commented that a mailing list of e-mail addresses is very difficult to develop and maintain.

**Evening Services**

Dr. Reiners shared his observation that there is a need for student services offices to be open at night, especially the first couple of weeks of the semester. Dr. Lord commented that there would be a need around mid-term for dropping classes. The Cabinet decided to review the needs over a period of time.

Dr. Reiners commented that he needed volunteers for evening duty over the next few weeks. He will remind the Administrative Council.

**Benchmarking – August 11 memo from the Chancellor**

Mr. Watts reported that no further information had been received.

**Replacement on Affirmative Action Committee**

Dr. Lord nominated Wanda Bradley to serve on the Affirmative Action Committee. The Cabinet approved the appointment. Barbara Griffith will notify Ms. Bradley.

The Cabinet discussed developing an updated charge to the committee.

Mr. Watts asked Ms. Porter to look at minority purchasing.

Mr. Bishop will pull together a workforce analysis for the surrounding community, a climate assessment, and regional demographics for the committee and for the Cabinet. Minority statistics comparing Floyd College with the region will be placed on the October Cabinet agenda.

Dr. Lord nominated Kristie Kemper to replace Pam Kincheloe on the Institutional Effectiveness Committee. Barbara Griffith will e-mail Dr. Kemper concerning the appointment.

The Cabinet discussed replacing Pat McCord on the Capitol Improvements Committee. Dr. Wills recommends that the VP for Finance and Administration not be elected chair as has been the practice in the past. She also recommends that the Vice President be an ex-officio member of the committee.

**Approval: Environmental Health and Safety Committee Minutes**

The Cabinet approved the minutes as presented (copy attached.)

**September Faculty/Staff Meeting**

The Cabinet discussed the agenda for the meeting to include:

1. Briefing on benefits (John Reiners)
2. Enrollment and budget status (Mr. Watts)
3. Charitable Contributions Campaign kick-off (Dr. Reiners)
4. Update on Presidential and VP/Finance and Administration searches
5. Introduction of new employees
6. Reports from Committees of the College
7. Status of the College

Compensation Policy Draft

The Cabinet discussed changes to the original policy presented in May as well as the draft of the Compensatory Time Policy and the Proposed Reassignment Policy (copies attached.) The Cabinet recommended further changes, as noted. Dr. Reiners will present the next draft at the October Cabinet meeting.

Process for ITP Policy for Fall 2001

Mr. Watts asked the Cabinet to consider what the process should be for making policy concerning laptops in order to include more input.

Dr. Lord will request the TACT group to draw up a proposal by early November to take to the Computer Committee. The Computer Committee will be charged to make recommendations to the Cabinet by the end of January. The student representative to the Computer Committee will be encouraged to participate and perhaps solicit feedback from students (via e-mail.)

Rebecca Maddox and Jimmy Barnes will be requested to solicit input from the following Faculty Committees:

- Library
- Curriculum
- Statutes and Faculty Affairs
- (Possibly) Student Affairs

The charge will be to get at least one committee to bring the draft proposal to the faculty for discussion at one of their regular meetings.

Professional Leaves for Faculty

Dr. Lord will request that the Statutes and Faculty Affairs Committee develop a policy for faculty leaves.

Non-Language Classes in Spanish – Spring Semester

Mr. Watts briefed the Cabinet on his plans to pull a group together to discuss the subject of Spanish classes. He would like to find out what the College has done in the past and what could possibly be done.

Mr. Watts asked Barbara Griffith to set up a 1½ hour meeting sometime in the next two weeks, to include Amelia Billingsley, Sheila McCoy, Ruthie Lawler, Lynn Bacon, Sarah Burkhalter, Penny Wills, Beth Harrison, and Dr. Lord. He asked that the Cabinet be informed so that they are given the opportunity to sit in on the meeting.
Dr. Lord will send Mr. Watts a copy of the Hispanic Task Force Report.

IEPR Policy

Mr. Bishop distributed a copy of the Purpose of the Policies of the Office of Institutional Effectiveness, Planning and Research (copy attached) for the Policies and Procedures Manual. He will make recommended revisions and present to the Cabinet in October.

Climate Survey

Mr. Bishop distributed a draft of the survey of the climate at Floyd College (copy attached.) He explained that the survey is part of the planning process for the next SACS visit. Revisions were suggested and noted. Mr. Bishop asked for all additional revisions by the end of the week.

Mr. Bishop will prepare a cover letter. The surveys will remain anonymous. Mr. Bishop also asked who would receive the results.

Campus ADR

Dr. Lord nominated Judy Sims to replace Dr. Tom Berry as the campus liaison for Alternate Dispute Resolution. Mr. Watts will send a letter to Ms. Sims requesting her to serve in this capacity.

Holiday Events

The Cabinet discussed revising the format for the Jingle Mingle/Tree Lighting and Holiday Party events, due to declining participation in the past few years. It was decided that feedback would be requested via e-mail on whether or not the campus community would like for the Jingle Mingle/Tree Lighting to be continued as an annual tradition. It was decided that the Jingle Mingle should be open to students as well as faculty and staff and that the students should be encouraged to participate.

The Cabinet discussed hosting a luncheon as the holiday social prior to finals rather than an evening party.

Mr. Watts and Barbara Griffith will look at two dates for each event. Barbara Griffith will send an e-mail and request feedback on whether or not the formats would be acceptable as discussed and also giving the choice of two dates for each event.

Other

The Cabinet discussed the need for information on the recent Banner upgrade at their October meeting. Dr. Wills will ask Marsha Welch to brief the Cabinet. Ms. Welch and Jeff Patty will brief the Administrative Council at their October meeting.
There being no further business, the Cabinet meeting was adjourned at 12:20 p.m.

Respectfully submitted,

[Signature]

Barbara Griffith
Recording Secretary