The Minutes of the President’s Cabinet Meeting
Monday, April 2, 2001

The President’s Cabinet met at 9:00 a.m. on Monday, April 2, 2001 in the President’s Conference Room. Present were: IP Robert Watts; VP Joan Lord; VP Penny Wills; IE Jack Bishop; IO Sandy Briscar; HR John Reiners; and AO Judy Taylor. AVP Karen Porter was absent.

Mr. Watts convened the meeting.

**ITP Implementation**

Mr. Watts announced that the first meeting of the ITP Transition Implementation Committee would meet at 11:00 a.m. that day in the President’s Conference Room. Dr. Chattopadhyay has accepted the appointment as chair of the committee.

Mr. Watts asked the Cabinet to assist if called on. He stated that he had asked them to implement the new plan within a month.

A discussion followed on when to release the announcement of the new plan to the newspaper. Mr. Watts suggested doing this when the new technology fee is set.

Sandy Briscar distributed the proposed copy for the new academic schedule. The Cabinet members reviewed it. It was suggested that the term “short-term” should be used in place of “weekly” or “daily.” In the first paragraph, replace the term “concerns” and leave the term "input."

**Study Abroad proposal**

Mr. Watts announced that Dr. Dudley Salley is working on the grant and that it would be mailed later in the day. This will be a partnership grant with the State University of West Georgia and the Southern Center for International Studies. He distributed a copy of the proposal (copy attached.)

A discussion followed concerning the current Study Abroad Program for students at FC. Mr. Watts stated that Student Life would need to develop guidelines, applications, etc. for Study Abroad Programs at Floyd College.

Dr. Wills asked which faculty member would be the one involved in the process. Mr. Watts stated that it would be the International Studies Coordinator, which is currently Dr. Dudley Salley. There should be a committee involved and they need to decide who markets and which students are awarded the money.

Mr. Watts will ask Ashley Tull, Director of Student Life, to draft a plan.

**Telephones**

Mr. Watts reported on a meeting with Mr. Randall Thursby and Mike Peacock, BOR OIIT. He asked that any suggestions for transitioning to a new system be given to Jeff Patty.
Graduation

A. (Awards) The President's Meritorious and Faculty Awards should be decided as soon as possible. The Cabinet decided to use the map of Georgia showing the location of Floyd College sites as the awards (acrylic.)

B. (Other) Plans and preparation for graduation are on schedule.

Employee Recognition

It was suggested to use the acrylic awards for the staff and administrator awards.

Student Conduct Code – finalization

Karen Porter and Dr. Wills met with the Student Affairs Committee last week. The committee will review the proposed Code and will meet within the next two weeks. The Committee will make recommendations and the recommendations will go to the faculty.

Dr. Lord will review the proposed plan. Mr. Watts requested that the Code be sent to the faculty ahead of time so that it can be reviewed prior to the faculty meeting. Dr. Wills will request that Jon Hershey e-mail the Code.

Student copy charges

Due to Karen Porters request, this item is delayed until the May meeting due to her absence.

Flexible Spending Account guidelines – finalize

John Reiners presented the final version of the guidelines (copy attached.) The Cabinet supported placing a cap on amounts that an individual can place in their account.

The Cabinet approved the guidelines.

Mr. Watts recommended that Dr. Reiners review the guidelines with the new administration in September or October.

Annual inflation adjustment for pay

Dr. Reiners distributed the annual adjustment for pay. This will be effective October and will not be released until then.

Mr. Watts requested that Dr. Reiners prepare a scenario using the 4.5% raise and see if anyone would fall below the ranges listed.

New Business

Strategic Enrollment Management Committee
Dr. Wills reported that she is in the process of appointing a committee to develop a new Strategic Enrollment Management Report.

Lynn Bacon will chair the committee. Dr. Wills will send the committee listing to the Cabinet for input.

**Etowah/Anverse**

Mr. Watts reported concerning the restructuring of the Etowah Foundation. The Foundation proper will handle all scholarships and financial aid. The Anverse Corporation will manage the properties owned by the Foundation. Anverse will be the landlords for the current Cartersville site; however, the transfer will take several months.

Bob Bentley, Executive Director of the Etowah Foundation, has proposed a matching scholarship with the College and is discussing partnering career counseling with the College.

**Tuition remission/reimbursement**

John Reiners presented a request for an exception be made to the policy that if classes are being offered at a USG college within 70 miles, employees must take classes at the USG school. An employee is enrolling in the Quest Program with Covenant College and wants to take the accelerated program.

Mr. Watts asked Dr. Reiners to run some figures and to try to find a way to help the employee, since it is an accelerated program.

**Faculty Leave Policy**

Mr. Watts distributed copies of the Leave Policy (copy attached.) This is in addition to the Regents Policy and is designed to provide a framework and some encouragement for faculty to take leaves.

Mr. Watts questioned the limit of two leaves and also the grievance process if the request if denied. Faculty leaves would be an administrative decision and would not be subject to the grievance process.

He also suggested that paid leaves would be at full pay for one semester and half pay for one academic year.

Following a discussion, it was decided that the Administrative Council meeting would be cancelled.

There being no further discussion, the meeting was adjourned at 10:25 a.m.

Respectfully submitted,

[Signature]

Barbara G. Griffith
Recording Secretary
The Minutes of the President’s Cabinet Meeting  
Monday, May 7, 2001

The President’s Cabinet met at 9:00 a.m. on Monday, May 7, 2001 in the President’s Conference Room. Present were: IP Robert Watts; VP Joan Lord; VP Penny Wills; AVP Karen Porter; IE Jack Bishop; IO Sandy Briscar; HR John Reiners; and AO Judy Taylor.

Mr. Watts convened the meeting.

Old Business

ORP

This was an information item and the Cabinet required no action. Mr. Watts distributed a copy of the USG ORP Member Eligibility (copy attached) and shared the information that this was to let everyone know that this is on the mind of the Chancellor. He wants to avoid legislative problems. The System may revisit this in the future, as the ORP should not be in competition with the Teacher’s Retirement System. Mr. Watts stated that the new administration may bring up this topic again.

Credit hours/CEUs

This was an information item from the President’s Meeting Mr. Watts attended in April. The Chancellor talked with the Presidents concerning each campus developing similar strategies for increasing credit hours and CEUs. The System is down on both, especially CEUs. The Chancellor shared recommendations that came from UGA. A copy of recommendations is attached.

Advertising slogans

Sandy Briscar reported that the College is currently running radio spots and has designed some proposed billboard advertisements, which are all coming from the $10,000 that the College received for advertising. Sandy proposed several possible designs and slogans for the billboards. The Cabinet discussed the proposals as well as proposed some additional ones. The Cabinet was in agreement that the slogans should convey a message to come back to the College, but that the College has not backed away from using technology in learning/instruction. One slogan proposed by the Cabinet was “Come back to your future.” Sandy will request more proposals from individuals at the College. She will forward newer versions to the Cabinet for input.

Matriculation calendar

Dr. Wills presented the matriculation calendar for the upcoming year (copy attached.) There is one date not included on the calendar – July 31 which will be an orientation/registration date. The Cabinet approved the calendar. Barbara Griffith will send a copy of the calendar to Susan Caldwell for posting to the website.

Sandy Briscar stated that Public Information is in the process of preparing an updated employee directory that will include dates for In-Service and special events.
Dr. Wills also overviewed the Banner calendar. It was noted that Marsha Welch would be presenting the calendar to the Administrative Council later in the day.

**NW Georgia Alliance**

Mr. Watts reported on his recent meeting in Dalton. The group tentatively agreed on five themes. Each institution will take the lead on one of the five themes.

1) Student leadership development (KSU-Dr. Siegel)
2) Local museums (Berry College –Dr. Colley)
3) Music/arts (Shorter College-Dr. Schrader)
4) Economic development (DSC-Dr. Burran)
5) Local writing/literature (FC-Mr. Watts)

A contact person will be sent from Berry, Shorter, Reinhardt, Dalton, KSU, and Floyd. Student Affairs will appoint 3-5 student leaders who will meet and train over the course of the year.

Floyd College will need to get a group of Northwest Georgia writers together.

Invitations will be sent to each institution to send representatives to meetings.

**Revised search committee guidelines**

Dr. Reiners distributed the new guidelines (copy attached) which had been a revision of the old guidelines. He stated that one point that came out of this process is that the College needs to do more training in the area of diversity. The Affirmative Action statement should be more simpler and concise.

One addition to the guidelines is that recommendations from search committees should be unranked.

Mr. Watts stated that at least for the first year Dr. Pierce will sign off on all final hiring decisions. The hiring manager will make decisions in consultation with the appropriate VP and/or the President.

The Cabinet discussed a statement regarding travel expenses. The statement is that if the position is offered and refused, the applicant must pay their travel expenses. This will be discussed further.

**New Affirmative Action Plan**

Dr. Reiners reported that the committee has not completed the full AA policy, but has agreed upon placement goals (copy attached.)

Mr. Watts reiterated the need for review of pools and recommendations by higher-level administrators.

Dr. Reiners stated that the AA Committee will probably recommend a faculty AA representative to assist with searches.
The final report from the Committee will be submitted at the June Cabinet meeting.

**Sick Leave Policy**

The Cabinet discussed the need to develop a policy defining how (paid sick) leave can be taken for medical care/recovery of family members.

Dr. Reiner will check with Bill Wallace concerning Board of Regents policy and/or recommendations. The purpose of the policy will be to allow employees to take sick leave as allowed by policy, but not both sick and Family Leave.

**Student Conduct Code**

The code needs to be reviewed and voted on by the Instructional Council before it goes to the faculty. Dr. Lord will review on substance with the faculty on Wednesday.

The actual voting will be done at fall in-service. The Cabinet will vote next meeting.

**Professional Development Leave**

A revised draft dated 4/5/01 was presented to the Cabinet. The faculty had approved the draft.

It was noted that for professional/faculty leave, the University System requires that it be professional-related and not sabbatical.

The Cabinet discussed that the statement should be revised regarding requests for reconsideration of denied requests be by the Board of Regents and not by the Grievance Committee.

Mr. Watts recommended an explicit statement included in the section regarding "Application Process" that approval of leaves will be subject to availability of funds.

The Cabinet approved the policy with the recommended editorial changes. It will be presented in the Administrative Council meeting.

**Graduation/Honors/Pinning**

A progress report was given. Plans and preparations are on schedule.

**Student Copy Charges**

Ms. Porter reported that only 7% of the students are exceeding the 100 copies allowed on student printers. She asked that the student printers be eliminated, as the institution must make a profit. She stated that this shouldn’t affect the students since they are not using the copiers.

Ms. Porter was requested to compile some statistics and data and the matter will be discussed at the next Cabinet meeting.
Other – Nominations for Committees of the College

Dr. Lord requested that the Cabinet make nominations for the 2001-2002 academic year. A listing of the committees and the new nominations are attached.

There being no further business, the meeting was adjourned at 11:15 a.m.

Respectfully submitted,

[Signature]
Barbara Griffith
Recording Secretary
Minutes of the Floyd College President's Cabinet Meeting  
Monday, June 18, 2001

The President's Cabinet met at 9:00 a.m. on Monday, June 18, 2001, in the President's Conference Room. Present were President Randy Pierce; Interim VPAA Bill Mugleston; VP Penny Wills; Interim VP Karen Porter; IE Jack Bishop; PI Sandy Briscar; HR John Reiners; and AO Judy Taylor.

Dr. Pierce convened the meeting.

Old Business

Student Conduct Code

Dr. Wills gave an update on the Student Conduct Code. The Student Conduct Code has been approved and will be implemented in the fall. Dr. Wills has made a recommendation that the Academic Integrity Policy be split from the Student Conduct Code and that it be voted on by the faculty. This item will be placed on the agenda in the future.

Student Copy Charges

Karen Porter presented stats on the student prints. 50% of the students do not make any copies. Of the remaining 50%, 40% make 1-99 while only 10% use the 100 free prints. $1,309.15 was earned. Dr. Pierce asked that this item be placed back on the agenda. He would like to have more information on how the revenues generated would be used.

Northwest Georgia Crescent Alliance

The Cabinet made recommendations on College representatives on the Crescent Alliance Committees as follows:

Writing – Jon Hershey  
Museums – Dr. Rob Page  
Music/Arts – Barbara Walden  
Economic Development – Dudley Salley

Dr. Mugleston stated that the faculty have not been made aware of the Alliance. Dr. Pierce will research the purpose of the Alliance in more detail and will send out information to the faculty and staff.

Revised search committee guidelines

Dr. Reiners presented the final draft of the guidelines (see attached.) Dr. Reiners stated, following up on the discussion from the May meeting regarding paying travel expenses for candidates who are offered the position and decline, that the guidelines state that expenses will be reimbursed for all candidates, with no exclusions. He added the precaution to make sure everyone brought in for interviews are viable candidates and be sensitive to the fact that budgets are tight.
Affirmative Action Plan

Dr. Reiners reviewed the placement goals discussed and updated in the May Cabinet meeting (copy attached.) He stated that the affirmative part of the plan is recruiting. The College must support that the most qualified candidate was hired.

Following review of the policy, it was decided that it would be placed on the July Cabinet agenda for approval. Dr. Reiners requested feedback from the Cabinet in writing.

Crisis Management Team

Sandy Briscar stated that she had attended a conference at Berry College where it was strongly recommended that each institution have a Crisis Management Team that meets four times per year.

She also stated that she has a Crisis Communications Plan, but we have no Crisis Management Plan. Security would need to be included as well as a response plan with regard to whom we report to.

Dr. Pierce recommended that an informal group of people, not a formal management team, related to the issues meet, discuss the issues, and have a plan in place, using various scenarios, with a plan of action and follow-up. They would then make recommendations or nominations for a team. It was decided that the Chair of the Environmental Health and Safety Committee chair be included in the initial discussion group. Others would include Phyllis Weatherly, Penny Wills, Harvey Bynum, Doug Webb, Sandy Briscar, and Steve Burns.

Sandy Briscar made the recommendation that the group meet in the summer and present the plans and make recommendations at the fall orientation/in-service.

Dr. Pierce stated that he would like to present this at the retreat in July.

Sandy Briscar will send an e-mail asking the above individuals to serve on the initial committee.

Safety Issue – use of candles in facilities

Sandy Briscar presented the issue raised by Doug Webb. Mr. Webb recommends that a policy needs to be included in the policies for the facilities as well as the Safety Manual.

It was decided that Sandy would review the rental agreement for references and bring back to the Cabinet in July.

Administrative Retreat planning

Dr. Reiners distributed a draft schedule for the retreat on July 12-13 at Red Top Mountain Lodge. A schedule for fall in-service/orientation was also distributed (see copies attached.)

Dr. Pierce asked that a questionnaire be distributed to the administrative team asking
a) what they think are the five most critical issues facing the College in the next five years, and

b) strategic plans to deal with issues.

It was decided that the informational materials should be distributed prior to the retreat so that the participants can come prepared. The Administrators can then decide what to present at fall in-service/orientation.

Jack Bishop will e-mail the Administrative Council regarding critical issues so as to get their perception of what they want the administrative leadership to work on. The administrators will review last year’s goals and update.

Sandy Briscar suggested a less structured format to allow discussions to flow.

John Reiners will contact the Lodge concerning availability of rooms. It was discussed that the Foundation chairs should be invited to attend during the strategic planning session and/or the dinner on Thursday evening.

**Access Card**

The Cabinet discussed waiving the fee for 100% distance learning students. Karen Porter will check with the Central Office due to this being a mandatory fee. She will bring the item back to the Cabinet.

**FC Alumni Association**

Judy updated the Cabinet on the status of the alumni database. The newsletter will be ready this week. A survey was discussed. Judy asked for feedback.

**Good Morning, Bartow Breakfast**

Dr. Pierce encouraged the Cabinet members to attend the Breakfast scheduled for June 28 at Dellinger Park in Cartersville. Bill Mugleston, Judy Taylor, and Sandy Briscar committed to attend. Penny Wills will follow up.

**Student assistant allocation**

John Reiners distributed the allocations for student assistants (copy attached.) The recommendations were approved.

**Mail distribution**

Penny Wills updated the Cabinet on the meeting with the secretaries regarding the mail distribution. She presented two proposals to the Cabinet for discussion and feedback:

A) have secretaries go on rotation
B) hire student or part-time worker
It was decided that Penny would meet with the secretaries again and that she would present the options, ask for more input from the secretaries, and bring proposals back to the Cabinet for a decision.

**Lines of Communication**

Dr. Pierce led a discussion concerning lines of communication. It was decided that this would be discussed at the administrative retreat.

**Forum rental for graduation activities**

The issue of moving Nursing Pinning and Honors back to the Floyd College campuses was discussed. Bill Mugleston will discuss the Nursing Pinning Ceremony with Barbara Rees. Penny stated that the Honors Assembly would be moved to the Central Campus.

Sandy Briscar stated that her department is updating the faculty/staff directory and wants to include a calendar of special events. The calendar needs to be printed the third week in July. It will be discussed at the next Cabinet meeting.

There being no further business, the meeting was adjourned at 12:45 p.m.

Respectfully submitted,

Barbara Griffith  
Recording Secretary