Minutes of the Floyd College President's Cabinet Meeting
Monday, July 2, 2001

The President's Cabinet met at 9:00 a.m. on Monday, July 2, 2001, in the President's Conference Room. Present were President Randy Pierce; Interim VPAA Bill Mugleston; VP Penny Wills; Acting VP Karen Porter; IE Jack Bishop; PI Sandy Briscar; HR John Reiners; and AO Judy Taylor.

Dr. Pierce convened the meeting.

Old Business

Benchmarking

The Cabinet discussed continuing the benchmarking process throughout the College. This item is tied to the Strategic Plan (See Item # 8). Dr. Pierce stated that this would be discussed at the Administrative Retreat on July 12-13. He also stated that other departments would need to benchmark so that the College can identify best practices.

Mail distribution proposals

Penny Wills reported that she had met a second time with the departmental secretaries and had asked for input (copy attached.) The final recommendation was to hire a part-time employee. The Cabinet discussed the proposal and it was approved to charge each department $100 per year, as proposed. This would be presented to the Administrative Council in the afternoon.

Placement Goals – Affirmative Action Plan

John Reiners asked if there was any more feedback on the Placement Goals as presented at the previous meeting (copy attached.) There had not been any more recommendations from Jeff Mack. The goals will be reviewed annually.

Use of candles in indoor facilities

Sandy Briscar reported that she had reviewed the Facilities Policy and there was no provision for candles. The Cabinet discussed the issue and agreed that a statement should be included in the policy limiting use of candles, except by special permission. The Cabinet approved the statement. Barbara Griffith will notify Glenda Collier to revise the policy.

Administrative Retreat

John Reiners presented the most current agenda. He suggested seeking input from the staff not on the Administrative Council on strengths and weaknesses of the College.

Jack Bishop asked that the Administrative Council review the environmental scan.

Dr. Pierce asked John to send a copy of the agenda and Jack a copy of the environmental scan to the Administrative Council members.
Student Assistants

The Cabinet reviewed the list a second time. John Reiners recommended that the Haralson Center be assigned one rather than two student assistants, so that a reserve could be created.

Data Card

Karen Porter reported on the follow-up on the discussion from the June meeting. She stated that reassigning Bob Gilbert's salary will not change the bottom line figure of the budget.

She also reported that the Board of Regents policy does not allow for waiver of data card fees (mandatory fees) for distance learning students. She reported that this would probably be brought up with the Regents at their March, 2002 meeting. They are hoping for some leeway on this.

New Business

Special Initiatives for FY 03 budget request

Per a request from Tom Harden and Jackie Belcher, Dr. Pierce asked for input regarding special initiatives for FY 2003 Budget Requests. Suggestions from the Cabinet were:

1) The West Georgia Project
2) Non-traditional students
3) Statewide marketing campaign

Dr. Pierce asked that suggestions be e-mailed to him prior to the end of the workday.

Cabinet meeting schedule

Dr. Pierce asked that the Cabinet and the Administrative Council meeting twice per month, on the first and third Monday, for a period of time, not yet decided.

ITP Phase 2

President Pierce led a discussion on how the College must go further than ITP 2 has gone with recruiting nontraditional students. Issues to be considered are as follows:

- Open labs, etc. Computers must be made available for students on campus.
- Replacement of faculty computers must also be considered. Cost for the replacement would be $150,000-$175,000.
- Availability of the tools students need to complete the work they are asked to do.
- Closing of loop with plans developed by the ITP 2 Committee.

Dr. Bill Mugleston will ask Dr. Chattopadhyay to attend the next Cabinet meeting on July 16 and address the status of the laptop vendors.
TQM

See attached letter. President Pierce asked the Cabinet if the College is doing anything with TQM. The answer was no. The Cabinet required no action.

Knight Collaborative

Reference e-mail from Dr. Joan Lord (copy attached). Dr. Pierce will ask for more information. The Cabinet did not indicate an interest.

Chancellor search

Dr. Pierce shared an e-mail message from Dr. Barbara Losty (copy attached) asking for input with regard to qualification and characteristics essential in a new chancellor. There was no input from the Cabinet.

Faculty/staff directory w/calendar of special events

Sandy Briscar asked for any special dates (i.e., tree lighting, Holiday social, etc.) to include on the directory/calendar being produced by Public Information. Dates were discussed. Dates should be sent to Sandy or Joannie.

Status of Banner services at NMT and Cartersville

Bill Mugleston reported that Cartersville is not ready to go on-line with the new Banner upgrade. Banner doesn’t support character mode. Someone needs to get with Carolyn Parks and Carolyn Hamrick and make sure they have what they need.

The question was asked regarding assessing the new laptop fee? Karen Porter will heck with Michelle Stephens in the Business Office to see if she has done anything with the tables.

Status of 2002 budget

Karen Porter reported that the printouts would be available from accounting this morning. All travel expenses should be submitted to Accounting Services by Monday, July 9.

Facilities survey

Dr. Pierce asked the Cabinet to submit information regarding shared facilities between USG/DTAE/K-12 schools. The information is due July 18.

32nd Annual Conference on Higher Education and the Law

Dr. Pierce asked the Cabinet if anyone would like to attend (copy of information is attached.) The information will be distributed.

Other—
Bartow Center – Dr. Pierce reported on a meeting with Boyken and Associates, construction consultants. The square footage for the Bartow Center had to be reduced by 1,001 sq. ft.) in order to come in line with estimate.

Summer Enrollment – The current summer enrollment is 1162, compared to 1032 last year (up approximately 10%). There are fewer full-time students. Credit ours are 7123 this year, as compared to 6775 last year.

There being no further business, the meeting was adjourned at 12:30 p.m.

Respectfully submitted,

Barbara G. Griffith
Recording Secretary
The Meeting of the Floyd College President's Cabinet  
Monday, July 16, 2001

The President's Cabinet met at 9:00 a.m. on Monday, July 16, 2001, in the President's Conference Room. Present were: President Pierce; Acting VP Bill Mugleston; Acting VP Karen Porter; VP Penny Wills; IE Jack Bishop; PR Sandy Briscar, and AO Judy Taylor. Present for the first three agenda items were Dr. Soumitra Chattopadhyay, Rob LaTrello, Jason McFry, Jeff Patty, and Wendy Shapiro. HR John Reiners was on vacation.

Old Business

Status of laptop vendors and ITP update

The Cabinet discussed the upcoming laptop vendor fair with regard to communicating with students. Dr. Chattopadhyay will check with Bob Gilbert regarding sending postcards to students advertising the event and informing them of the new policies regarding laptops. Computer Services has developed a policy where student must sign that they have access to a computer.

New Business

Laptop rentals

The Cabinet discussed several issues regarding Laptop Rentals and ISP:

1) The $100 laptop rental fee and whether or not to designate it as a nonrefundable fee. The Cabinet decided to make the $100 a nonrefundable fee. The fee originates in the Business Office where the student will pay their fees and go to the Help Desk to get their laptop.

2) The Help Desk staff will need to monitor laptops so if there are not enough available, they will need to ID classes where laptops would not be required.

3) Students who are outside the RomanNet dialing area. The Cabinet decided to adjust the fee 50% and allow the student to subscribe to an ISP in their area. The remainder of the fee is considered as Help Desk support.

4) Students who need to rent a laptop if their own computer is damaged. The rental fee will be prorated at $100 if the rental begins the first half of the semester and $50 if the rental begins in the second half of the semester.

5) Fines will still apply for late returns.

Enrollment Update

Penny Wills reported on enrollment (copy attached.)

Nursing Pinning
The Cabinet decided that the Nursing Pinning will be held at the Forum on Friday, May 10, 2002, due to size of audience and reception. Barbara Griffith will notify the Forum.

**Cartersville/Bartow Chamber annual cookout**

Judy Taylor shared information on the August 23 event (copy attached.) Cabinet members were asked to inform Judy if they wish to attend and if their spouses will accompany them. Judy will respond to the Chamber.

**Web Page Design**

Sandy reported that the College web page would be redesigned in order to comply with ADA requirements. Sandy will report back to the Cabinet on the date this will begin. She stated that she hopes that a template will be completed by January, 2002. A timeline is needed.

There being no further business, the meeting was adjourned at 11:00 a.m.

Respectfully submitted,

[Signature]

Barbara G. Griffith
Recording Secretary
Minutes of the President’s Cabinet Meeting
Monday, August 6, 2001

The President’s Cabinet met at 9:00 a.m. on Monday, August 6, 2001, in the President’s Conference Room. Present were: President Randy Pierce; Acting VP Bill Mugleston; VP Karen Porter; VP Penny Wills; IE Jack Bishop; HR John Reiners; AO Judy Taylor, and Recording Secretary Barbara Griffith. PR Sandy Briscar was on annual leave.

Old Business

Nursing Pinning

Barbara Griffith updated the Cabinet that the Forum has been rented beginning on Wednesday, May 8, 2002 and the Nursing Pinning Ceremony and reception will be held there on Friday, May 10.

Institutional Brag Sheet

Dr. Pierce called attention to an e-mail from Arlethia Perry-Johnson outlining the Brag Sheet information and template (see attached.) He asked that the Cabinet be attentive to this and report anything in their respective areas.

Institutional Memberships

Dr. Pierce stated that the Cabinet needed to assess current institutional memberships with regard to which memberships are most beneficial to the College, while at the same time being mindful of cost.

Dr. Pierce shared information on the National Institute for Leadership (see attached) He asked the Cabinet to look at the material and make a decision concerning joining.

The subject of periodical subscriptions was also mentioned, with regards to duplicate subscriptions and sharing information.

Dr. Pierce asked Karen Porter to print a history on subscriptions and memberships for review by the Cabinet at the next meeting.

Regents Testing Program

The Cabinet reviewed the report (see attached.) The Cabinet required no action.

Gulfstream announcement

This was an informational item (see attached.) The Cabinet required no action. Dr. Pierce stated that he would like for the College to consider ICAPP opportunities for Floyd College.

Retreat Review

The Cabinet reviewed the Core Values (see attached) which were taken from the Retreat notes. The first paragraph was revised to remove a reference to Georgia
Perimeter College and to read, "We foster an innovative and inclusive atmosphere founded on ethics, reason, self-discipline, loyalty, intellectual creativity and exploration." The Cabinet will review this paragraph further for revisions.

The Core Values will be changed to Goals Statements (Broad Goals), which are included in the Mission Statement.

The Statements will be presented to Administrative Council at their meeting today. President Pierce asked that the statements be refined by Wednesday, August 8. The first revisions should be done by noon and should be refined prior to in-service.

Preview of In-Service

The Cabinet reviewed the In-Service agenda (see attached.) Following a discussion, the Cabinet decided to move the new employee introductions to Tuesday, following the Welcome. Transfers will be included in updates on Friday.

John Reiners will e-mail the revised agenda on Tuesday morning.

Georgia Staff Conference

John Reiners will circulate the information (see attached.) The Cabinet required no action.

Chamber Expo 2001

The Cabinet discussed the information (see attached.) President Pierce recommended that the College participate in both the Rome and Cartersville events and provide give-aways. Judy Taylor will coordinate with Lynn Bacon, Sarah Burkhalter, and Peter Matthews with regard to booth rentals as well as select items for the give-aways. The Foundations will provide the funds for the give-aways.

Floyd College Core Values

See above, Retreat Review.

CE Monthly Report for July

The Cabinet reviewed the report (copy attached.) The Cabinet required no action.

Employee Handbook draft

Dr. Reiners stated that he wanted to eliminate the binders and the previous versions of the handbook. He distributed a corrected version (copy attached) complete except for Statutes and Sexual Harassment Policy. He asked the Cabinet to review the policies with regard to their respective areas. The handbook will be available electronically and will be printed in a paperback version to distribute to new employees.

Other –
Electronic Sign

The Cabinet discussed the electronic sign. Due to the expense of bulbs and problems with lightning strikes, it was decided that the sign should be removed and possibly replaced with a different type sign. Sandy Briscar will be asked to investigate other options.

Virus Scans/Fire Walls

Due to the recent virus and other security issues, the Cabinet discussed the need to update virus software and install other security software.

Enrollment Update

Penny Wills gave the enrollment update (see attached.)

There being no further business, the meeting was adjourned at 11:00 a.m.

Respectfully yours,

[Signature]
Barbara G. Griffith
Recording Secretary
Minutes of the President’s Cabinet Meeting
Monday, August 20, 2001

The President’s Cabinet met at 9:00 a.m. on Monday, August 20, 2001 in the President’s Conference Room. Present were: President Randy Pierce; Interim VP Bill Mugleston; VP Penny Wills; IE Jack Bishop; PR Sandy Briscar; PR John Reiners; and AO Judy Taylor. VP Karen Porter was in PeopleSoft Training.

Old Business

Institutional Memberships and Subscriptions (review)

This was deferred to the next meeting, due to Karen Porter’s absence.

Core Values/Goals Statement – revised version

The Cabinet reviewed the revised version from the August 6 meeting. Under “Goals,” bulleted statements #3 and #4 should be #1 and #2. The Cabinet decided that the document would remain in draft form until division goals are set. John Reiners will update the document and e-mail it to the Cabinet later in the day.

Electronic Sign

Sandy Briscar reported that the sign had been removed and that it would be surplused. The Cabinet required no action.

New Business

Periodical publications for alumni/donor base

The Cabinet discussed a periodical publication for the alumni/donor base (those who responded to the alumni survey as well as Foundation trustees.) She showed samples of publications from other colleges. There was a discussion concerning the cost for the publication and how often it would need to be published. The cost would be significant, but Dr. Pierce suggested that it be on a list of items we want to do. He asked the Cabinet to continue to think about this as it is needed as a promotional tool.

Enrollment Update

Penny Wills reported on the current enrollment (copy attached.) The current enrollment reflects a 17% increase over last year. Dr. Wills stated that approximately 100 students are usually involved in the wipe-out. Sandy Briscar will prepare a news release later in the week.

Report on class status

Bill Mugleston distributed a class status report (copy attached.) Jack Bishop will add an FTE report on the website.

Tuition Policy and Agreements with Corporations, Organizations and Other Entities
This was an informational item (copy attached.) The Cabinet required no action.


This was an informational item (copy attached.) The Cabinet required no action.

Draft Implementation Plan – Strategic Plan

This was an informational item (copy attached.) The Cabinet required no action.

Review of notes from Conference: “Power of Latinos for a Stronger Georgia.”

The Cabinet reviewed the notes Bill Mugleston had prepared from the meeting. President Pierce stated that the College needs to develop ESL. Students are forced to take developmental courses that were not intended for ESL. The College needs to work with Hispanics.

2001-2002 Scholarship Recipients

President Pierce stated that he would like to send a letter to the donor/sponsor of each scholarship.

Judy Taylor suggested that the recipients and donors of all scholarships be invited to the Foundation Scholars luncheon in the Spring.

The Cabinet required no action.

Holiday celebrations

The Cabinet decided that the students would be given a charge to organize a tradition which would enhance or replace the Tree Lighting Ceremony. The HR Advisory Committee would be expanded and would make recommendations to the Cabinet. A charge will be drawn up. Sandy Briscar and Barbara Griffith will be part of the HR Advisory Committee for this process.

CAPP

Dr. Wills overviewed the purpose of the degree-audit software. The BOR will pay one-half the cost ($23,000.) The decision must be made by the end of August if Floyd College will be part of the first group to purchase the program. The monies are not due until June, 2002.

The Cabinet decided that the College would proceed with the process. Dr. Wills will analyze what needs to be done. Dr. Pierce will check with Karen Porter regarding the funds.

Enrollment Report Addendum

The Chancellor has requested a revised enrollment report (FTE) as of September 7. Jack Bishop will prepare the figures.
Polk County Small Business Expo

Dr. Pierce shared the information regarding the Polk County Small Business Expo. Following a discussion, the information was given to Sandy Briscar. Dr. Pierce and Sandy will discuss whether or not the College should participate.

Research, Instruction, and Public Service Contracts and Grants

The information will be given to Karen. Michelle Stephens prepared the report last year.

There being no further business, the meeting was adjourned at 10:30 a.m.

Respectfully submitted,

Barbara G. Griffith
Recording Secretary
Minutes of the President's Cabinet Meeting
Tuesday, September 4, 2001

The President's Cabinet met at 9:00 a.m. on Tuesday, September 4, 2001, in the President's Conference Room. Present were: President Randy Pierce; Interim VP Bill Mugleston; VP Karen Porter; VP Penny Wills; IE Jack Bishop; PR Sandy Briscar; and AO Judy Taylor.

Old Business

Institutional memberships and subscriptions

The Cabinet reviewed a listing of institutional memberships and subscriptions (see attached.) There will be further discussion concerning duplicate subscriptions of The Chronicle of Higher Education.

Enrollment update

Penny Wills reported that the enrollment is currently at 2398. Enrollment is up on all campuses, except for Heritage Hall.

Holiday celebrations

The HR Advisory Committee has decided that the holiday social would be a covered dish luncheon on December 12, 1:00-3:00 p.m., in the Student Center.

Penny Wills stated that she had talked with groups on campus and they would like to decorate inside and outside. The students will be planning an activity which will bring the community onto campus.

Dr. Pierce urges all the centers to participate.

Enrollment Report Addendum (Memo from Chancellor Portch)

The Enrollment will be reported to the Chancellor on Wednesday, September 5. Barbara Griffith will locate the original memorandum.

Polk County Small Business Expo—follow-up

Dr. Pierce will discuss this with Sandy Briscar.

New Business

College listing in telephone directories—request from p/t faculty Mina Davis

Discussed issue of campus phone numbers being listed in telephone directories for all College centers. Sandy Briscar stated that the listing was already there. She will follow-up to confirm this.

Computer Committee charge
Dr. Pierce stated that he needed to charge the committee in terms of ITP3 to move ahead. He asked for input from the Cabinet. It was decided that Randy and the VPs would make a list of what they would like to see the Computer Committee accomplish and come back with a charge.

2002 All-USA Academic Team

Dr. Wills overviewed the information concerning this and the sponsorship. The College would like to nominate two students (students with a story). Dr. Pierce asked that nominations be forwarded to Dr. Wills. The Cabinet required no action.

The Georgia Consortium (Letter dated August 22, 2001)

Randy overviewed the letter (see attached.) Dr. Mugleston will ask Dudley Salley his opinion.

Dr. Kenneth Stein (See letter from Rodeph Sholom Congregation)

Randy shared the letter regarding the October 5 program at Berry College. He would like to see the College participate. He asked that it be publicized College-wide, including departmental meetings.

Area goals/strategic initiatives

Dr. Pierce reiterated that the area goals should be developed and he requested that they be tied in with a list of needs (in priority order), in order to fit strategic initiatives as discussed at the retreat.

Inauguration Committee

Dr. Pierce led the discussion, by asking if there should be an inauguration and when. He asked Sandy to co-chair the committee with the faculty member. It was decided that the committee should be one-half faculty, and would include the 3 vice presidents, Sandy Briscar and Judy Taylor. It was decided that each division chair would be requested to nominate one faculty member to serve. It was also discussed to include Doug Webb, possibly one person from Student Life, and perhaps someone from each Foundation.

Dr. Pierce would like for the Foundations to be involved. Dr. Pierce and Sandy will make a decision on the committee sometime this week.

A tentative timeframe of February or March for the inauguration was discussed.

Dr. Pierce requested that the budget be kept small and that the event be kept simple.

Continuing Education Study

Dr. Pierce overviewed the study. He pointed out that Dr. David Morgan was concerned that not everyone is reporting CEU’s correctly. The CEU manual is available to anyone wishing to look at it.
Ordering denim shirts for Cabinet members

Sandy requested shirt sizes for each of the Cabinet members wishing to purchase a shirt. Sandy is working on a logo design for the shirts and will bring it back to the Cabinet.

Dr. Pierce stated that the College would be ordering name badges for Cabinet members. Dr. Wills suggested magnetic for all types of fabric.

Services for students/campus coverage (also Item #18 on Agenda)

There was a discussion concerning services for students in the evenings. Dr. Pierce stressed that the evening program must be improved. Evening and Friday afternoon hours for offices were discussed. The Cabinet will decide which offices should be open and the offices can decide how to staff the offices during those hours.

F/S directory

Sandy distributed copies of the f/s directory as well as a calendar of events (copies attached.) She asked for comments.

There being no further business, the meeting was adjourned at 10:40 a.m.

Respectfully submitted,

[Signature]

Barbara G. Griffith
Recording Secretary
The Minutes of the President’s Cabinet Meeting
Monday, September 17, 2001

The President’s Cabinet met at 9:00 a.m. on Monday, September 17, 2001, in the President’s Conference Room. Present were: President Randy Pierce; Acting VP Bill Mugleston; VP Karen Porter; VP Penny Wills; IE Jack Bishop; IO Sandy Briscar; HR John Reiners; and AO Judy Taylor.

Old Business

The Georgia Consortium

The Cabinet decided that the College would not participate, based upon the recommendation of Dr. Dudley Salley.

Inauguration Committee – finalization of appointments

Appointments were finalized for the Inauguration Committee as follows:

Bill Mugleston – Social and Cultural Studies
John Reiners – Division of Business
Greg Sumner – Social and Cultural Studies
Debbie Amason – Health Sciences
Margaret Davis – Science, Math, and Physical Education
Beth Harrison – Learning Support
Dr. Virginia Carson – VP/Academic Affairs
Phyllis Weatherly – Student Services
Judy Taylor – Advancement

The Foundation Chairs will be asked to serve. The Cabinet discussed whether or not the Foundation Chairs would be considered as the community representatives. This issue will be considered further.

The Budget will depend on the proceeds from Monte Carlo.

Denim Shirts

Sandy will send an e-mail offering all employees the opportunity to purchase a denim shirt with the FC logo.

The monies will be run through an Agency Fund set up in the Business Office. All checks should be made to Floyd College.

New Business

National Council on Black American Affairs Annual Conference

President Pierce asked if anyone would like to attend the conference. There was no response. He also asked for nomination for the Johnnie Ruth Clark awards.
Faculty Statutes – Committees of the Faculty and College

John Reiners led a discussion on whether or not the Faculty Statutes should be revised and updated, based upon a request by the Affirmative Action Committee to revise the Committee charge. The Cabinet agreed that the matter should be reviewed but deferred until Dr. Carson is on board.

Bartow Center

Dr. Pierce circulated the architectural drawings of the Bartow Center. He stated that the College would need to react. The College will be taking the plans to the Foundation and Community once revisions are made.

Dr. Pierce plans to meet with Cabinet or part of the Cabinet (VPs possibly) and include Bill Mugleston, Jeff Patty, and Debbie Holmes in reviewing the plans. President Pierce stated he would like to have more classrooms. The size of the Library and Computer Services should possibly be reconsidered to allow more space for classrooms. He will start meeting soon.

The Cabinet required no action.

FY 2001 Curriculum Inventory Reports – Executive Summary

John Reiners requested information from the current year. President Pierce stated that he expects a statement from the Chancellor.

This was an information item (copy attached). The Cabinet required no action.

Study Abroad Guidelines

Dr. Wills distributed copies of the guidelines (first draft.) A discussion followed. President Pierce stated that he prefers a group of students participating. He suggested that possibly a faculty member would want to be involved in a USG course.

This was considered a first reading. The Cabinet will vote at their next meeting.

Quality of Life Magazine

Sandy Briscar requested input from the Cabinet on whether or not to purchase an ad in the Polk County magazine. A discussion followed. It was suggested that the College also advertise in the Georgia Trends magazine which is published in November. Dr. Pierce and Sandy Briscar will discuss further and make a decision.

2001 USG Information Technology Survey

The Cabinet discussed completion of the survey due September 28. Dr. Wills requested a copy. Individuals involved in completing the survey are: Dr. Bill Mugleston, Dr. John Reiners, Karen Porter, and Jeff Patty.

Dr. Mugleston will follow up with the others and will give a copy to Dr. Wills.
COC Awards for Meritorious Service and Distinguished Leadership

Dr. Pierce shared the letter from Dr. James Rogers requesting nomination. There were no nominations by the Cabinet. Dr. Wills requested a copy of the information.

Following a presentation and brief discussion of other items not on the agenda, and there being no further business, the meeting was adjourned at 10:45 a.m.

Respectfully submitted,

[Signature]
Barbara G. Griffith
Recording Secretary