The Minutes of the President’s Cabinet Meeting
Monday, October 1, 2001

The President’s Cabinet met at 9:00 a.m. on Monday, October 1, 2001, in the President’s Conference Room. Present were: President Randy Pierce; VPAA Virginia Carson; VP Karen Porter; VP Penny Wills; IE Jack Bishop; IO Sandy Briscar; HR John Reiners; and AO Judy Taylor.

Old Business

Study abroad guidelines – second reading

The Cabinet approved the guidelines as presented.

FC web redesign

Dr. Carson will meet with Simon Grist and Jeff Patty to discuss the process and to set a deadline.

New Business

Budget requests

Dr. Pierce asked that goals be developed over the next month. He reiterated that budget requests be tied into the goals.

Student Rights and Responsibilities

Dr. Wills overviewed the process of developing and revising the policy. She stated that the section on Academic Integrity would be a separate policy. As a result, the title on page 5 will be revised. The Cabinet approved the document with the title revision.

Employee Ambassadors

Dr. Wills distributed a proposal for the focus of the Employee Ambassadors (copy attached) that was developed by the Ambassadors. A discussion followed. Dr. Pierce suggested that the Ambassadors be a leadership/customer service group.

Update on Cartersville/Bartow Endowment

Judy Taylor reported on the recent endowment of $120,000 made to the Cartersville/Bartow College Foundation. She stated that this is a challenge grant, would mean that the donor would give up to $120,000 matching by year-end on additional funds raised by the Foundation.

Dr. Pierce asked that a letter be prepared to the Chancellor with a treasurer’s report, stating that the challenge on the Initial Endowment has been completed.

Administrative hallway
Dr. Pierce reported on the project to redecorate and recarpet the administrative hallway. This project will be taken to the Capital Improvements Committee.

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
October 15, 2001

The President’s Cabinet met at 9:00 a.m. on Monday, October 15, 2001 in the President’s Conference Room. Present were: President Randy Pierce; VPAA Virginia Carson; VP Penny Wills; IO Sandy Briscar; HR John Reiners; and AO Judy Taylor.

Old Business

Area Goals (reminder)

Dr. Pierce reminded the Cabinet that goals must be completed and turned into the President’s Office. The Cabinet required no action.

Inauguration update

Sandy Briscar announced that two dates had been discussed for the inauguration, but April 12, 2002 would be the likely date. The Cabinet required no action.

Review of name badges

Sandy reported on the status of the order for name badges. The Cabinet required no action.

New Business

Creation of style sheet

Sandy reported that it was her goal for this year to create a style sheet on how all printed materials are to be formatted and appear. The Cabinet required no action.

Announcements re: cutbacks

President Pierce reported on the Governor’s announced cutbacks. A discussion followed. The Cabinet required no action.

The Cabinet discussed having a round of Eggs N’ Issues Breakfasts with the Foundations. Judy Taylor will make the plans.

Georgia School Boards

The President requested to be informed when any groups are meeting on campus. The Cabinet required no action.
Student Incident

Dr. Wills reported on a student incident. The Cabinet required no action.

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

Respectfully submitted,

Barbara G. Griffith
Minutes of the President's Cabinet Meeting
Monday, November 12, 2001

The President's Cabinet met at 9:00 a.m. on Monday, November 12, 2001, in the President's Conference Room. Present were: President Randy Pierce; VP Virginia Carson; VP Karen Porter; VP Penny Wills; IE Jack Bishop; PI Sandy Briscar; HR John Reiners; and AO Judy Taylor.

Old Business

Updates

Dr. Carson gave a series of updates as follows:

A) Computers – regarding additional technology costs. The Cabinet required no action.

B) Web – regarding the progress of the development of the new web site for the College. The Cabinet required no action.

C) Telephones – regarding additional telephone expenses and phase-in early in December. The Cabinet required no action.

D) Academic Integrity Policy – An Ad Hoc Committee has been appointed. The draft will be taken to the faculty in January or February. The Cabinet required no action.

Follow-up on Recommendations and Promotions

Dr. Carson reported that this is in progress. The Cabinet required no action.

New Business

College phones

There was a discussion regarding pay phones and courtesy phones as they relate to students' ability to make long distance calls. The Cabinet decided that office phones could be used for emergency situations and the issue of phones for non-emergency long-distance calls would be discussed further. The Cabinet required no action.

Budget reduction plans (Letter from Bill Tomlinson)

President Pierce overviewed the letter from Bill Tomlinson (copy attached.) A discussion followed. The Cabinet required no action.

Capital Outlay (E-mail from Tom Daniel)

The Cabinet discussed meetings with legislators to talk about Capital Outlay projects for the next legislative session (copy attached.) The Cabinet required no action.

Article re: State Colleges reduce remedial classwork
This was an informational item only (copy attached.) The Cabinet required no action.

**Jimmy and Roslyn Carter Partnership Award Ceremony**

Dr. Pierce shared the invitation with the Cabinet (copy attached.) The Cabinet required no action.

**Cartersville Chamber Annual Meeting – January 24, 2002**

The College will reserve two tables for 8. The Cabinet members and their spouses are invited. Other guests were discussed (i.e., Danny and Jane Gibbs, major donors, and Regent Joe Frank Harris.)

**CDOC Update**

Dr. Carson reported on recent meetings of the NMTC and CVTC CDOC committees. The Cabinet required no action.

**Workforce Update**

Dr. Carson updated the Cabinet on the Workforce Investment Act agreement with Coosa Valley Regional Services. The Cabinet required no action.

**Summer 2002 at Waco**

The Cabinet discussed the issue of offering classes at Waco Summer Semester 2002. Dr. Carson recommended that classes not be offered and that the Secretary be assigned part-time either in Rome or at West Georgia. The Cabinet was unanimous in agreement.

**Campus Safety**

The Cabinet discussed safety issues on campus and the possibility of training for the Security force. The Cabinet required no official action.

**Inauguration Update**

Sandy Briscar asked the Cabinet to reserve the date of April 12 for the Inauguration. She also announced that Greg Sumner, chair of the subcommittee on local arrangements, needs more people on his committee. The Cabinet required no action.

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
Monday, November 26, 2001

The President's Cabinet met at 9:00 a.m. on Monday, November 26, 2001 in the President's Conference Room. Those present were: President Pierce; VP Virginia Carson; VP Karen Porter; VP Penny Wills, IE Jack Bishop; PR Sandy Briscar; and HR John Reiners.

New Business

FY 03 Revenue Projections

Karen Porter will be working on these. The Cabinet required no action.

FT 03 Fee Request

The Cabinet discussed the Technology Fee. This will be discussed further in Administrative Council in order to get input from the Council. The Cabinet took no official action.

Dr. Wills led a discussion concerning the graduation fee. She will do more research and bring back to the Cabinet on December 3.

ACE Membership

The Cabinet decided the College would join.

Rome Chamber of Commerce Annual Meeting and Dinner

Dr. Pierce asked everyone to put this on his or her calendar. The Cabinet required no action.

The Cabinet discussed the Cartersville Chamber Annual Meeting on January 24. President Pierce asked the members to respond to Barbara Griffith. Spouses are invited. The Cabinet required no action.

Collaboration with other state agencies

Sandy distributed a copy of current and recent collaborations (copy attached.) A discussion followed. It was decided to be liberal in terms of inclusion. An addition was Spanish for Nurses in collaboration with Redmond Regional Medical Center.

Sandy will bring back to the December 3 Cabinet meeting.

Other

Sandy stated that the Cabinet needed to finalize the policy on weather closings as it relates to various centers. Randy will discuss with the Vice Presidents.
President Pierce referred the members to the Fall 2001 Semester Enrollment Report (copy attached.) This was an informational item. The Cabinet required no action.

The Cabinet decided to cancel the Administrative Council meeting scheduled for the afternoon.

Old Business

This was a reminder item. The Cabinet required no action.

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
Monday, December 3, 2001

The Cabinet met at 9:00 a.m. on Monday, December 3, in the President's Conference Room. Present were: President Randy Pierce; VP Virginia Carson; VP Karen Porter; Sheryl Ballenger for VP Penny Wills; IE Jack Bishop; PR Sandy Briscar; HR John Reiners; and AO Judy Taylor.

New Business

AACC Annual Convention

Dr. Pierce stated that he would like for at least the Vice Presidents to represent the College at the Convention. The Cabinet required no action.

Cartersville Chamber sponsorship opportunities

The Bartow/Cartersville College Foundation will sponsor a Youth Leadership Scholarship in the amount of $500. The College, with sponsorship from the Foundation, will also participate in the Business Expo. Sandy Briscar will contact Drew Tonsmeire about early reservations for the coming year.

Dr. Pierce announced a legislative reception on December 11. Judy Taylor and John Reiners will be representatives. The Cabinet required no action.

Updates

A) ISP
   Dr. Carson presented the ISP options for students (copy attached) should Romannet be cancelled. A decision needs to be made in the next two weeks.

B) Waco/West Georgia
   Susan Claxton will be transitioning to full-time faculty and away from any administrative responsibilities at Waco. This was an informational item and the Cabinet required no action.

C) Catalog
   The faculty has approved the latest version. Sandy will proceed with the printing process. The Cabinet required no action.

Old Business

Graduation Fee

This item was deferred until the next meeting on December 17.
Collaborations with state agencies

Sandy Briscar distributed a draft of the collaborations. Revisions were made. The Cabinet required no action.

There being no further business, the meeting was adjourned at 9:55 a.m.

Respectfully submitted,

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

The President’s Cabinet met at 9:00 a.m. on Monday, December 17, in the President’s Conference Room. Present were: President Randy Pierce; VP Virginia Carson; VP Penny Wills; VP Karen Porter; IE Jack Bishop; PI Sandy Briscar; HR Ken Reaves; and AO Judy Taylor.

Old Business

Graduation Fee

Penny Wills reported that the group is still discussing the issue of the graduation budget and a graduation fee, and that she will be meeting with them soon. A fee will not be requested this year, however, it is anticipated that a fee will be charged next year for commencement and a mandatory fee for diplomas even if the student does not graduate. The Cabinet required no action.

Updates

Dr. Carson reported on the following:

(a) College website. A progress report was given with regard to the development of the website. The Cabinet required no action.

(b) Telephones. A progress report was given with regard to the installation of the new phone system. The Cabinet required no action.

(c) Computer Security. A report was given regarding installation of a new virus protection device. The Cabinet required no action.

New Business

FY 03 Budget Allocation Meetings – re: Memo from Bill Bowes

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

Regents’ Test Reports – re: memo from Frank Butler

The was an information item. The Cabinet required no action.

Revised Gratuities Policy 802.14 – re: memo from Corlis Cummings

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

Summer 2001 Curriculum Inventory Reports

This was an information item (copy attached.) The Cabinet required no action.
American Assn. for Women in Community Colleges – re: Letter dated 12/11/01

The Cabinet discussed forming a local chapter. Dr. Carson stated that she would be willing to work on this. The Cabinet took no formal action.

Foundation budget requests 2002

Judy Taylor reported that this was on hold based on consideration of role of the Foundation and use of budget funds. The Cabinet required no action.

Miss Historic North Georgia Scholarship Pageant

The Cabinet decided to sponsor the scholarship.

Educause: domain name request

This was an information item. The Cabinet required no action.

Roma (Gypsy) Music Group Cilagos

Dr. Pierce recommended that the College sponsor a visit by the group at the cost of $1500. The funding will be researched.

Enrollment update

Dr. Wills gave the enrollment update (copy attached.) The Cabinet required no action.

State Business Transactions Disclosure Reports

Karen Porter will notify the employees and see that any transactions for reported. The Cabinet required no action.

Interim Vice Chancellor for Facilities

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

Other

Jack Bishop reported that the Student Survey is almost ready to be sent out. If there are any questions that need to be added, they need to be sent to him. The Cabinet required no action.

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

Respectfully submitted,

Barbara G. Griffith
Recording Secretary