Minutes of the President's Cabinet Meeting
Monday, October 7, 2002

The President's Cabinet met at 9:00 a.m. on Monday, October 7, 2002 in the President's Conference Room at Floyd College. Present were: President Randy Pierce; VP Virginia Carson; VP Karen Porter; VP Penny Wills; PI Sandy Briscar; HR Ken Reaves; and AO Judy Taylor. IE Jack Bishop was absent due to a conflicting appointment.

Old Business

Family Picnic

Penny discussed the date and format for the Family Picnic. Sandy Briscar suggested that the Human Resources Advisory Committee could study the purpose of the picnic and make a recommendation regarding format and date. Ken Reaves will take the issue to the committee.

Graduation Fee proposal

Dr. Wills discussed the Graduation Fee proposal (copy attached.) This was the first reading for the proposal. The proposal will be presented in the Administrative Council meeting today.

New Business

Student Development Assessment Booklet

Dr. Pierce asked that this item be held. Dr. Wills agreed.

Leadership series

Dr. Wills discussed the Leadership series which is a series of videoconferences open to the entire college community (listing attached.) Student Life is also developing an emerging leadership program out of the Extreme Program. Sue Tarpley will keep a record of attendees. Dr. Wills is trying to work with a Rotarized type of program which will possibly be merged with the Chamber and will be leadership at the college level. It will be a cooperative program with Berry, Shorter, and CVTC.

SGA goal setting

Dr. Wills reported concerning the goals which have been formalized by the SGA (see attached.) The SGA is committed to offering activities on all campuses and are working on a student discount card. They are working with KSU to work out an agreement with students at North Metro and Cobb County to get a discount on activities at Kennesaw State.

Amanda Mays is the Community Services person and is having a fair on campus on Wednesday, October 23. Their website is up. They want to add more components.
They want to talk with Doug Webb regarding working with him to improve the physical appearance of the campus. They want to donate labor or trying to get some plants. They would like to add fountains and benches. They are interested in the area in front of the library.

Dr. Pierce stated that he wanted to schedule lunch once per semester with the SGA to include Sue Tarpley and any other leadership groups (club presidents) and the college vice presidents.

SGA Update

Dr. Wills reported on the SGA policy concerning the purchase of tickets to cultural events in Rome. Limited numbers of tickets will be available to students first. Should the tickets not be purchased by students, they will be made available to faculty and staff. Sue Tarpley will be maintaining a better accounting of how many tickets are purchased. The Cabinet required no action.

Additional mandatory fee for nursing students

Dr. Carson presented a proposed new participation fee for nursing students enrolled in specific classes (see attached.) A discussion followed. President Pierce asked for more information concerning the use of the fees. Dr. Carson will bring the information back to the Cabinet.

Study Abroad

Dr. Carson discussed the new Study Abroad expectations which have been doubled by the Chancellor (from 2% to 4% of student body.) Based on an enrollment of 3,000, that would be 120 students participating in study abroad each year. She reported that there is a plan in place to increase the participation. She has reactivated the International Education Committee and will chair the committee. She will work with faculty on internationalizing the curriculum and making every effort to reach the goals for study abroad. A lengthy discussion followed. The Cabinet required no action.

Institutional Effectiveness Committee recommendation

Dr. Carson discussed the recommendation made by the IE Committee (see attached.) She reiterated that each group needs to write statements of outcomes and report them internally annually. It will be useful for the Cabinet members to work with units that are writing these plans as it will be useful in helping them establish what they need and what they wish to do. This must be ground up and not top down. This happens in every unit in the college. The plans must be meaningful for the unit writing the plans. This is not a budget-driven process. President Pierce suggested that there be a session outside of the Cabinet meeting to discuss the process with Jack.

Dr. Carson also presented a recommendation concerning surveys. She said that a number of units are requesting surveys and there is a concern that the institution will be over-surveyed resulting in bad data. The Cabinet discussed who would be responsible for reviewing surveys. The policy was changed to read that Jack Bishop would bring surveys to the Cabinet for approval. This was considered a first reading. Dr. Carson will
take the policy back to Rob Page, chair of the IE Committee and the issue will be brought before the Administrative Council in the afternoon.

The second reading and the Cabinet will take action at its next meeting.

Dr. Carson distributed a list of each Administrative and Educational Support Unit at Floyd College (see attached.) She asked for feedback following the meeting concerning the accuracy of the list. The Cabinet required no action.

Dr. Carson distributed copies of the bullet points for Strategic Planning from the IE perspective (see attached.) A brief discussion followed. She asked that the Cabinet members to encourage the people they work with to encourage this process along. The Cabinet required no action.

She distributed copies of the Comprehensive Program Review overview from a meeting she attended recently. This is academic only. A brief discussion followed. The first review is due in June, 2003. The Cabinet required no action.

**International insurance**

Dr. Carson discussed the two sets of policies developed by the USG where either a student coming to the US has purchased health insurance or a student attending Floyd and who is participating in a Study Abroad experience can purchase health insurance for the trip. Faculty members who are involved may purchase this as well.

Dr. Wills will review the document to compare with what has been developed at Floyd. Insurance is required for international students at Floyd. The Cabinet required no action.

**SEVIS**

The System Council on International Visitors and Scholars has coordinated training on this. Representatives from Floyd have been attending training sessions. This is being coordinated by Enrollment Management to work with Sue Tarpley on getting this done. Some institutions are instituting a fee to cover the expense of SEVIS. This is not being deemed a mandatory fee because it is being collected only on visa students, and the System is allowing this as they do not have to approve the fees. This is the database that the State Department has mandated to track every student who comes to the US to study. This is an informational item only. The Cabinet required no action.

**Retention**

Dr. Carson reported that this is mandate which has come under the strategic initiatives and that there are many hands at work and many people at Floyd who are trying to determine what must be done. There is no information yet from Dr. Cathie Mayes Hudson. There is an October 21 deadline. This was an informational item and the Cabinet required no action.

**Bi-weekly pay scale**

Ken Reaves presented a proposal for a 3.25% increase in the bi-weekly pay scale table for all grade levels for incoming employees as well as current employees who transfer
to another position (see attached.) The Cabinet reviewed the proposal. A discussion followed. The Cabinet reviewed the Classified Position Pay Grades (FY 01) (copy attached.) The Cabinet deferred this item until the next meeting so that current salaries of employees could be reviewed for comparison.

**Stray pet procedure**

Ken Reaves distributed a proposed guideline for stray pets on campus (copy attached.) The guidelines were reviewed by the Cabinet. A discussion followed. Minor revisions were made to the references in the wording of the guidelines. The guidelines were changed to a policy.

Doug Webb will be asked to investigate how and why the snakes are entering the building.

This was considered a first reading of the policy. The second reading and action will take place at the next meeting. This will be brought to the Administrative Council in the afternoon.

There was a discussion concerning compiling a policy manual. Dr. Pierce asked that each Cabinet member compile the policies in their area.

**Policy regarding vacating and securing buildings**

President Pierce discussed the development of a policy for vacating and securing campus buildings. This is part of the discussion of safety issues. There needs to be a reasonable hour in which all buildings must be vacated and secured. Securing the buildings at a reasonable hour (10:00 or 11:00 p.m.) with an alarm system on each campus is still being considered. There will be exceptions for special events such as basketball tournaments. The Cabinet decided that 11:00 p.m. is a reasonable hour. A discussion followed. The Cabinet decided to proceed to develop a written policy. Karen Porter will draft a policy.

**Howard Brooks – Campus Safety Officer**

Howard Brooks will be the new Campus Safety Officer. This was an informational item. There was a brief discussion concerning the restructuring of the Campus Safety Office. There will be a meeting including the campus directors regarding what the expectations are of the Safety Office and staff. The Cabinet required no action.

**FYI- BOR auditors will be located in the Student Development Conference Room**

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

**Policy regarding educational institutions using FC facilities**

The Cabinet discussed a policy regarding educational institutions using FC facilities. The discussion centered on avoiding conflicts in programs being offered in cooperation with USG institutions. The Cabinet decided that all requests must be approved by the Office of Academic Affairs. All agreements should be put in writing and kept in one place.
Charger Card

President Pierce discussed using the Charger Card only as a student ID and not putting any money on it. He said there needed to be further discussion with principle persons involved in the related issues.

Summer 2002 Semester Enrollment Report

The Cabinet reviewed the report (copy attached.) A short discussion followed. The Cabinet required no action.

Community College Week article

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

Use of the Social Security Number – Memo from Chancellor Meredith

The Cabinet discussed the memorandum from the Chancellor (copy attached.) Dr. Carson reported that Floyd is in the process of implementing new ID numbers. Banner is doing this. This is strongly encouraged and will be mandated at some point. Dr. Wills will share this information with Marsha Welch. The Cabinet required no action.

USG Retention Rate Reports

Dr. Pierce told the Cabinet they could borrow his copy of the report for review.

2001-2002 USG Indicator Report

The Cabinet reviewed the sample report (copy attached.) The report contained mock data. The report form will be used for actual data. The Cabinet required no action.

Welcome Statement

Dr. Pierce discussed the issue that there was concern that the statement had not been made public to the college community. This will be rolled out at the Faculty/Staff meeting on October 17.

CPC Requirements Project

President Pierce discussed this issue which was discussed at the two-year college president’s meeting in regard to how the two year colleges will compete with the technical colleges (see copy of e-mail attached.) There is a committee of president which is being chaired by Dr. Sireno looking into whether the CPC requirements for entering student should be lowered. Dr. Sireno has requested feedback by October 11. Dr. Pierce asked for the Cabinet’s reaction by the due date. He will compile the information and send to Dr. Sireno. A discussion followed. It was the opinion of the Cabinet not to weaken the requirements.

The Cabinet required no official action.
Focus groups

Sandy Briscar proposed having Advertising Dynamics meet with some focus groups to find out how folks feel about the College. Dr. Wills suggested looking at the Climate Survey to see if certain issues could be pinpointed. Dr. Pierce stated that the focus groups need to touch on issues in relation to the upcoming fundraising campaign. Judy Taylor will get some information from the Clements Group before this can be done. They need to look at unfunded mandates.

The Cabinet decided to set this up with the Advertising group pending the above issues.

Other

Dr. Wills discussed the requirement that sex offenders must register their employment with the State. The college is responsible for notifying the college community of where they can get the information. Ken Reaves will watch the law as it comes out.

There being no further business, the meeting was adjourned at 12:15 p.m.

Respectfully submitted,

Barbara G. Griffith
Recording Secretary
Minutes of the President's Cabinet Meeting
Monday, October 21, 2002

The President's Cabinet met at 9:00 a.m. on Monday, October 21, 2002, 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 Ken Reaves, and AO Judy Taylor.

Old Business

2003-2004 Calendar (Dr. Wills)

The calendar has been set for the current year (2002-2003) and that the next two years are available; however, they are changeable. Dr. Pierce asked that the obvious dates (academic school year dates, etc.) be approved for the next three years and available on the calendar. The floating holiday for the July 4th holiday has been changed in accordance with the policy change. The holiday falls on Friday next year. Friday, July 4 will be a holiday, July 3 will be a class day.

Dr. Wills proposed two options for the 2003 In-Service – Option One; Monday, August 11, one-half day. She proposed closing the college offices on that morning and moving everything that is typically scheduled on the 11th, 12th, and 13th to the next day. Option Two was to have In-Service on Friday, August 8, in the morning when there are no activities scheduled. The offices would be closed on that morning.

A discussion followed. The Cabinet decided to schedule the In-Service on Friday, August 8. The week will be an 8-hour per day workweek so that In-Service can be scheduled for all day on Friday. Offices will be closed 8:00 a.m. until 1:00 p.m. The activities scheduled for the following week will remain as scheduled and employees would return to its regular work schedule. Faculty contracts would begin on August 8. The Cabinet accepted the calendar for 2003.

Karen Porter will convene the Calendar Committee immediately to begin work on the 2004-2005 calendar and the 2005-2006 calendar. President Pierce asked that all three vice presidents serve on the Calendar Committee. Dates should be finalized prior to the Cabinet acting on the calendar. Dr. Pierce asked that a three-year calendar (three years out from the current year, 2003-2004, 2004-2005 and 2005-2006) be set with all academic start-end dates, In Service dates, graduation dates, etc.

Graduation fee proposal

The Cabinet approved charging a $20 graduation fee to students that petition to graduate Spring 2004 (copy attached.) The purpose of the fee is to offset the cost of diplomas and covers. The fee will be charged when a student petitions for graduation. There was discussion concerning postage costs coming out of the fee. Dr. Pierce stated that the postage would be paid from the Enrollment Management budget. A question was raised about whether the money would go into the General Fund or to Student Activities. Karen Porter will check with other schools to see where they place the funds.

Student Development Assessment Booklet (Dr. Wills)
This is a program review and assessment booklet for the Student Development area. This is the second year it has been published. Copies are on file in the Administrative Offices. The Cabinet required no action.

**Bi-weekly pay scale (Ken Reaves)**

Ken Reaves queried the current salaries and compared them to the proposed wage scale and found that there are only two employee salaries which would need to be adjusted accordingly. There was a motion to add 3.25% to the current minimum wage scale effective November 1, 2002, and to adjust the two employees' salaries accordingly. The motion was approved.

**Additional mandatory fee for nursing students (Dr. Carson)**

The Cabinet discussed the proposal (copy attached with rationale) as discussed at the previous meeting. The proposal is to charge students enrolling in NURS 1101 a fee of $10 for FANS (Floyd Association of Nursing Students) membership and $28 for GANS (Georgia Association of Nursing Students) membership, a total of $38. Additionally, students enrolling in NURS 2204 would be charged $10 for FANS membership and $38 for GANS membership, a total of $48. Karen Porter questioned whether it is legal to require mandatory club membership. Dr. Carson will check with Legal Affairs at the BOR for clarification and bring it back to the next meeting. Dr. Wills will check with Financial Aid on whether Financial Aid would cover the fees.

**IE Committee Recommendation – Second Reading (Dr. Carson)**

The Cabinet reviewed the recommendation (see attached.) The recommendation was that surveys other than for classroom or for teaching purposes will be reviewed by the Office of Institutional Effectiveness before being implemented. The recommendation was approved as read by the Cabinet.

Dr. Wills questioned whether this included surveys such as exit surveys given to students utilizing Counseling/Career services or surveys relating to student events. Dr. Pierce responded that all surveys should be reviewed by IE. Dr. Carson is collecting policies that come under Academic Affairs and creating a policy manual. This new policy will be added to it.

**Update on Business Expos**

See attached. Sandy will be asking for volunteers to staff the Rome Expo. She also reminded everyone to attend Business After Hours at the Rome Expo, 5:30-7:30 Friday night. The Cabinet required no action.

**New Business**

**FC holidays for 2003 (Ken Reaves)**

The Cabinet reviewed the listing of the official holidays for 2003 (see attached.) For everyone’s clarification, Winter Break 2002 annual leave days are December 23, 27, and 30. After discussion, it was decided that College would be closed December 24 through
January 1 for Winter Break 2003 with December 31 taken as annual leave. The College will reopen on Friday, January 2, 2004. January 2 will be an 8 hour day. Dr. Pierce said people can take annual leave if they want to, but he doesn’t want to force anyone to take it. Ken will revise the handout.

Policy Manual

Mr. Reaves is attempting to locate a copy of the Floyd College Policy Manual. Dr. Pierce asked Cabinet members to bring before the Cabinet any existing policy manuals and/or any policies that affect their areas. The Cabinet required no action.

FC Statutes (Dr. Carson)

The Regents have approved the request to change the Floyd College Statutes concerning faculty promotion (see attached.) A faculty committee will be asked to prepare a proposal to further define what experiences would justify an exception to a Ph.D. in order to be promoted. The Cabinet required no action.

Nurse Navigator Program (Dr. Carson)

Dr. Carson briefly discussed the proposed Nurse Navigator Program. A number of efforts are underway including utilizing consultants to define and shape that curriculum. They hope to have something in place by next fall so the college will be ready if all approvals are given. The Rome-Floyd Cancer Initiative has a planning grant that will support our efforts to employ consultants so there is no expense to the college. Through this process, the college will attempt to identify a Scholar. Additional funds for a Scholar could be available through the full development grant if necessary. The Cabinet required no action.

International Education/Study Abroad (Dr. Carson)

Dr. Carson also briefly discussed the college International Education/Study Abroad Program. See handouts from the Floyd College International Committee. The Cabinet required no action.

November 13 Pre-campaign Information Session (Judy Taylor)

On November 13, Cabinet members and members of both Foundations will be meeting with the Clements Group regarding the process for a major gifts campaign. The tentative agenda is attached. No commitment has been made to the Clements group or to even use a consultant, this is just an opportunity for the college to see what would be involved in a major contributions campaign. Judy distributed a packet (see attached) and requested feedback from the handouts by October 31. The responsibility for the success of a major gifts campaign rests not only with Advancement but with the entire institution. The Cabinet required no action.

Dr. Wills exited at 10:45 a.m.

Annual Report to the Chancellor (Sandy Briscar)
The report is due to the Chancellor on November 15. Sandy asked if there were any additional comments prior to writing the opening and closing statements. The comment was made that the statements should be tied in with the college goals. The Cabinet required no action.

Other

The SGA has sent a letter to Dr. Pierce requesting to change the college colors and mascot. Dr. Pierce will reply giving them permission to form a committee that includes Sandy Briscar and Judy Taylor.

Bartow County’s work at the Bartow site is running behind schedule and probably won’t be finished until December, which means bid opening will be delayed until sometime in January or February.

Some of the spring semester classes are already closing out early. The division chairs will need to assign instructors to cover these classes.

Criteria for students in the ICAPP Nursing Program to receive the $7500 service cancelable loan are not what it was first thought to be. Dr. Pierce will meet with the students in the afternoon, but will not have any definitive information for the students until he receives further clarification from the Board of Regents.

There being no further business, the meeting was adjourned at 11:14 a.m.

Respectfully submitted,

Barbara G. Griffith
Recording Secretary
Minutes of the President's Cabinet Meeting
Monday, November 4, 2002

The President's Cabinet met on Monday, November 4, 2002, in the President's Conference Room. Present were: President Randy Pierce, VP Virginia Carson; VP Karen Porter, VP Penny Wills, PI Sandy Briscar, and HR Ken Reaves. Judy Taylor and Jack Bishop were absent.

Old Business

Additional mandatory fee for nursing students (Dr. Carson)

Revisions were noted in the amount of fees charged for the memberships (copy attached.) The Cabinet discussed the issue of whether the College can require that students join a club. The issue was deferred for further discussion.

Statement for sexual offender notification (Ken Reaves)

Ken distributed a draft statement to be posted to the website (copy attached.) A discussion followed. The Cabinet decided that the statement should be prominently displayed in the Business Office and the Student Center. Ken Reaves will send a copy to Burnes Newsome, USG Legal Services, for input. This was considered a first reading. The issue will be brought back to the Cabinet for action at the next meeting.

New Business

Request for space at Heritage Hall (Dr. Pierce)

The Family Resource Center has requested space at Heritage Hall for post-divorce and family counseling classes on Friday evenings and Saturdays. A discussion followed. It was recommended that the College try to work with them for six months while the security issues and costs to the College are being evaluated, and with the consideration that two court-appointed security officers will be present for all meetings. Dr. Pierce will request input from the Administrative Council. Unless there is a compelling reason for not working with the group, the Cabinet was in agreement to move forward with finding a way to accommodate the group.

Chamber Representatives (Polk, Bartow, Chattooga, and Rome) (Dr. Pierce)

The Cabinet reviewed the list of representatives receiving mailings from the various chambers. Additions and changes were made as follows:

Rome – Karen Porter will be added to the list of representatives.

Cartersville – Dr. Carson is interested in serving on the Board.

Chattooga – Judy Taylor will represent the College at Chamber sponsored functions.

Polk – Karen Porter will be representative at Chamber functions. Sandy Briscar will be added to the list of representatives.
Haralson – Membership in the Haralson Chamber was proposed and approved by the Cabinet. Barbara Griffith will check with the Chamber. A representative from the Waco campus will be considered.

Penny Wills will be added to the list of representatives to all Chambers (she is listed on the Rome and Polk Chambers currently.)

A request will be sent to all Chambers to notify the representatives from the College as early as possible of Chamber events for calendars.

**Results of Climate Survey (Dr. Pierce)**

Results from the Climate Survey were discussed by the Cabinet (see copy attached.) Jack Bishop will be asked to add his input and the results will be presented at the next faculty/staff meeting. The most significant area noted was that 57% feel that they do not have input into the budget process. President Pierce commented that there should be ways to involve more people in the processes. This is a significant piece of information the College administration can use to do a better job of communicating. He will discuss the results of the survey with the Administrative Council.

The Cabinet required no official action.

**Information Item: Update from Student Development Directors’ Retreat (Dr. Wills)**

At their retreat last Wednesday, the focus of the discussion was on transformational change. Dr. Wills distributed copies of the articles used for the discussion (see attached, “The Real Reason People Won’t Change,” *Harvard Business Review.* This was an information item and the Cabinet required no action.

**Annual Report to the Chancellor (Sandy Briscar)**

Sandy Briscar distributed copies of the draft of the report which is scheduled to be mailed this week (copy attached.) She asked the Cabinet to look at the IT section. She asked that she be informed of anything significant that needs to be changed or added.

Dr. Wills will review the report and possibly submit information on assessing the effectiveness of Student Development. The information will be due to Sandy in the afternoon.

The Cabinet required no action.

**Winter Administrative Retreat (Sandy Briscar)**

Sandy Briscar suggested a mid-year retreat in December or January. She asked for input from the Cabinet. The focus of the retreat will be to assess the goals and planning processes from the summer retreat and to begin budget preparation for FY 04.

Karen Porter suggested having the retreat in early December as that is when the budget process needs to begin.
It was decided to have a Cabinet retreat following the November 13 meeting with the Clements Group in order to form the framework for the larger meeting. The Cabinet will use the information which comes from the November 13 meeting to set the agenda for the larger meeting.

The administrative retreat will be an all-day meeting. The date suggested was December 16. The three faculty members who attended the summer retreat will be invited to the larger retreat. Sandy Briscar will look for a location nearby.

Other

Dr. Pierce reported that he has not received any information on the ICAPP meeting held last week. Correspondence had been received from Sharon Duhart at the USG that funding had been identified for the ICAPP students.

Dr. Carson distributed a second recommendation from the IE Committee (see copy attached.) This is an attempt to clarify what is expected of the units. The information will be placed in a binder located in each unit area. This was considered the first reading. Action will be taken by the Cabinet at the next meeting.

Dr. Carson distributed a grid showing the 2002-2003 College Goals update (copy attached.) The grid reflects the progress of the process. The report will be presented at the mid-year retreat.

The Curriculum Committee is in the process of examining the catalog for courses that are no longer taught. The System Office has asked that these be removed. In addition, the Paralegal Program will be phased out and deactivated over the next two years.

Dr. Carson has received a number from e-mails from Kathy Mayes-Hudson concerning the 2002 Report Card. She will ask Jack Bishop to interpret the information. The Report Card will be discussed at the next Cabinet meeting.

The Academic Administrative Committee will be meeting for the last time with Dr. Dan Papp. Frank Butler will be taking over chairing the committee.

Dr. Carson has been asked to serve on the General Education Committee. Dr. Jim Burran chairs the committee. This is not an institutional representation.

The Chancellor is making some organizational changes. Bill Bowes will report directly to the Chancellor. Frank Butler will be the interim Senior Vice Chancellor for Academic Affairs.

Jeff Patty is working on a plan for replacing outdated equipment. He is prioritizing and preparing a life cycle replacement plan request. This must be a high priority for the College.

Karen Porter reported that the Campus Safety Office is moving forward with the new safety attire. Howard Brooks is working on putting together an estimate and a list of what is needed.
Ken Reaves reported that the audit report showed that the printed employee directory which is distributed each fall is unauthorized because employees did not sign off on their addresses being published.

Karen Porter will be putting together a committee to review the charger card. Discussions have been that it would be an ID card with swiping capabilities for the library. Recommendations from the Cabinet was to have student representatives (including but not limited to SGA members), Jeff Patty, Debbie Holmes, Bob Gilbert, an English faculty member, and representatives from nursing (a student and a faculty member from Nursing.) The College would assume the cost of copying when related to classroom instruction (i.e., when students are required to print information, not including papers.) Karen will appoint the group and give them their charge.

Dr. Wills reported that Lynn Bacon has submitted the SEVIS application which has been accepted. This is part of the Patriot Act and it tracks international students. The College could be contacted any time for site visit.

Candace Holstein, Floyd County Rehabilitation Services, will present the Meritorious Service Award to Sheryl Ballenger at the Administrative Council meeting.

Enrollment is up for Spring Semester – 1516 compared to 514 for Spring Semester 2002, based on figures on 11/1/01.

President Pierce thanked everyone who participated in the Chamber Expos.

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

Respectfully submitted,

Barbara G. Griffith
Recording Secretary
Minutes of the President's Cabinet Meeting  
Monday, November 18, 2002

The President’s Cabinet met at 9:00 a.m. on Monday, November 18, 2002. Those present were President Randy Pierce; VP Virginia Carson; VP Karen Porter; VP Penny Wills; IE Jack Bishop; PI Sandy Briscar; HR Ken Reaves; and AO Judy Taylor.

Old Business

Additional mandatory fee for nursing (Dr. Carson)

This request has been withdrawn by Dr. Rees.

Statement for sexual offender notification – second reading (Ken Reaves)

Burnes Newsome has reviewed the statement and does not find any problems with it. The statement will be posted to the web site under public safety, on the bulletin board, and in the semester schedules. This is not a policy; therefore it does not have to be included with policies.

Winter Retreat Update (Dr. Pierce)

The Lodge at Cave Spring has been reserved for the December 16 retreat. Barbara Griffith and Ken Reaves will work together on the details (i.e., registration and food.) The agenda will include a discussion of the College goals for 2002-03, the strategy for the major gifts campaign, and budget planning for 2004. The budget discussion will be pre-planning for initiatives for the next year.

The VPs will look at their calendars and discuss a meeting prior to the Retreat.

President Pierce announced that there will be a joint executive committee meeting (Cartersville/Bartow College and Floyd College Foundations) on December 4. The plans are to move forward with contracting with the Clements Group. A discussion followed.

Judy Taylor overviewed the timetable for the campaign (which is the same timeframe as in the materials Judy distributed earlier) – during the feasibility study phase, there would be three weeks of interviews. The feasibility study findings would be presented in April. In May, there would be a two-day workshop that would include the Foundation, community and College leadership in different sessions during the two days. The Board division would be done in June and July. The board division participation and results would be announced and launch the faculty/staff campaign at in-service. The Cabinet required no action.

Recommendation from IE Committee—second reading (Dr. Carson)

This was first read at the Cabinet meeting on November 4. The purpose is to make a policy using current practice. There was a discussion concerning where the assessment information is to be housed.

Dr. Wills made a motion that the information should be housed as follows:
• Each unit's office (chair/director)
• Institutional Effectiveness Office
• Office of the Vice President for Academic Affairs
• Floyd College Intranet

The proposal was approved with the noted revisions, and will be distributed at the Administrative Council meeting.

**2002 Report Card (Dr. Carson)**

Dr. Carson discussed the Report Card data (see attached.) Dr. Carson and Sandy will draft a response to the data as it is released by the Office of Education Accountability. The Cabinet required no action.

**Haralson County Chamber of Commerce (Dr. Pierce)**

Dr. Pierce will be named as a representative. The Cabinet discussed other representatives to be listed. Tim Floyd and Lauren Wilbanks were suggested. Barbara Griffith will contact them concerning this.

**New Business**

**Georgia Economic Outlook (Dr. Pierce)**

The Cabinet reviewed the information (copy attached.) Dr. Pierce and Sandy Briscar will attend. The Cabinet required no action.

**Response to Audit Report (Dr. Pierce)**

The Cabinet discussed the recommendations made in the Internal Audit Report. A response is due November 29. The Cabinet required no action.

**Enrollment Report (Dr. Wills)**

Dr. Wills discussed the enrollment report (copy attached.) The Cabinet required no action.

**Drug and Alcohol Biannual Review Report and Drug and Alcohol Training (Dr. Wills and Ken Reaves)**

Dr. Wills discussed the report which is required by law to be placed on file and made available and document what the College has done, but does not have to be submitted.

Ken Reaves discussed the yearly training regarding the College's drug and alcohol policy which is required for all employees (see attached hand-out) The training will be done in a particular month and will be web-based in the future. Ken will talk to Kristi Gilliland to find out the best way to do this.
Comprehensive Campaign – discussion of November 13 presentation by Clements Group (Judy Taylor)

See discussion above. This will be on the next President’s Cabinet meeting agenda for follow-up. Judy briefly discussed personnel needed for the campaign and post-campaign.

Continuing Education and ESL (Dr. Carson)

Dr. Carson reported that Continuing Education revenues are good this year. She commended the staff for their work.

She announced that Coosa Valley Technical College has requested a room for Spring Semester in order to teach ESL. This is not a conflict with what Floyd College is doing. Karen Porter will work with them on a rental agreement.

Other

Dr. Carson shared Steve Dougherty’s response to a newspaper article concerning North Metro Technical College’s accreditation. In his response, Mr. Dougherty stated that the mission of the College will continue to be technical education.

Dr. Carson gave an update concerning the Program Review development now in progress. She commended Carolyn Hamrick for her work on this.

Dr. Pierce reported concerning budget cuts.

Dr. Wills asked if there were any plans to have the potholes in the roads and parking lots on campus fixed. The Capital Improvements Committee met last week and there were a couple of projects which will come in under budget. The repair of the potholes could likely be done with the excess money.

Eileen Walker will be moving on the same hallway as the Learning Support Division and the Access Center.

Dr. Wills discussed student discipline as it relates to behavior. The Cabinet discussed training faculty to read student behaviors and how to deal with them. Dr. Carson recommended consciousness raising about current practices. The Cabinet required no action.

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

Respectfully submitted,

[Signature]

Barbara G. Griffith
Recording Secretary
Minutes of the President’s Cabinet Meeting  
Monday, December 2, 2002

The President’s Cabinet met at 9:00 a.m. on Monday, December 2, 2002, in the President’s Conference Room at Floyd College. Present were: President Randy Pierce, VP Virginia Carson, VP Karen Porter, PR Sandy Briscar, AO Judy Taylor, and Phyllis Weatherly (for VP Penny Wills.) Jack Bishop and Ken Reaves were absent.

Old Business

Rescind decision that Student Affairs Committee approvals must be confirmed by Cabinet (Dr. Pierce)

The recent decision by the Cabinet was rescinded due to the fact that it was in violation of the Statutes. All Student Affairs Committee decisions will be taken to the faculty and then to the President’s Cabinet.

Comprehensive Program Review (Dr. Carson)

Dr. Carson is taking division chairs and others to Kennesaw State University to a state workshop on Comprehensive Program Reviews for the AA, AS, and AAS degrees awarded at Floyd College. There will be a seven-year schedule for completing that process. The individual program reviews will be staggered during that time-frame. This was an information item and the Cabinet required no action.

New Business

SACS and SUWG (Dr. Carson)

Dr. Carson has been asked by the State University of West Georgia to help with their substantive change for the Early Childhood Education Program. She will be providing them with information. This was an information item and the Cabinet required no action.

Visiting Writers’ Series (Dr. Carson)

Jon Hershey has proposed that in the spring the College have a Visiting Writers’ Series. The Academic Council has approved this request. The Foundation will assist with this. Dr. Carson is developing a process for proposals. The process will be approved. This was an information item and the Cabinet required no action.

Syllabus guidelines (Dr. Carson)

Dr. Carson discussed guidelines for course syllabi (copy attached.) Division chairs are responsible for collecting course syllabi from faculty and reviewing them periodically. This was an informational item and the Cabinet required no action.

Budget process (Dr. Carson)

Dr. Carson discussed the draft of the budget process and the process for budget amendments (see attached.) The process has been formalized and put in writing as part
of the strategic planning process. She stated that this is to be a platform from which the College works and a narrative describing the way we function. The draft was approved by the Cabinet and will be shared with the Administrative Council.

**Faculty hiring (Dr. Carson)**

The College will be hiring faculty on an annual basis (non-tenure track) to fill the needs in most disciplines due to enrollment growth. A discussion followed. This was an informational item and the Cabinet required no action.

**Oncology Nurse Navigator Certificate (Dr. Carson)**

Dr. Carson gave an update that a consultant is working on curriculum. In addition, there will be a national review panel which will bring credibility to and validate the efforts. A curriculum could be in place by fall. This was an informational item and the Cabinet required no action.

**Enrollment Report (Dr. Pierce)**

Dr. Pierce discussed the Enrollment Report (see attached.) A discussion followed. The Cabinet required no action.

**Naming of building (Dr. Pierce)**

Dr. Pierce stated that he plans to follow-up with the Chancellor concerning an announcement the Chancellor made at the last President’s meeting in which he said that there would be a temporary open window in which to name buildings for past and current institutional presidents without a monetary gift. A discussion followed. The Cabinet required no action.

**ACE membership (Dr. Pierce)**

The College will join ACE (see attached.)

**Institute for the Study of Transfer Students – FYI (Dr. Pierce)**

Dr. Pierce discussed the first annual Institute for the Study of Transfer Students (see attached.) The Cabinet required no action.

**2004 Budget Plan (Dr. Pierce)**

Dr. Pierce discussed the plan as outlined in correspondence from the System Office (see attached) requesting that each institution submit a budget plan by January 15. The Cabinet required no action. He will send copies to everyone on the Cabinet. This will be discussed at the Administrative Retreat on December 16.

**Community College Baccalaureate Association**

Dr. Pierce discussed the new Association (see attached.) Based upon Dr. Pierce’s recommendation, the Cabinet decided that the College will join.
Employee Awards/ceremony (Dr. Pierce)

The Human Resources Advisory group will be asked to look at awards given to retirees and also the ceremony as it relates to guests and presentations. He recommends a non-cash gift. Phyllis Weatherly suggested that the HR Committee would be willing to look at what other institutions are doing. The Cabinet also discussed encouraging attendance of those receiving awards.

Criteria for President's Meritorious Service and Outstanding Faculty Awards (Dr. Pierce)

Brent Griffin has formalized the criteria for the Faculty Award. President Pierce will do the same for the President’s Meritorious Award so that it will be on file for future reference. The Cabinet required no action.

System Office Request for Brag Sheets (Sandy Briscar)

Sandy requested information on outstanding achievements based upon the criteria (see attached.) These are given to the legislators each session. These are due this week to Sandy and by December 15 to the System Office. The Cabinet required no action.

Other

FCTV will be moving to Channel 4. Programming will be shared with the local public library and the city and county governments.

Sandy reminded everyone of the Business After Hours this week in Cartersville (Tuesday) and Rome (Thursday.)

Karen Porter needs enrollment projections for next year.

John Spranza has been hired as Director of Student Life. He will begin on January 2. Cristy Twilley has been hired as secretary in that department and will begin December 16.

There will be a joint Executive Committee meeting for the Floyd and Cartersville/Bartow College Foundations on Wednesday in Cartersville.

There being no further business, the meeting was adjourned at 10:45 a.m.

Respectfully submitted,

[Signature]
Barbara G. Griffith
Recording Secretary