Minutes of the President’s Cabinet Meeting
Monday, July 7, 2003

The President’s Cabinet met at 9:00 a.m. on Monday, July 7, 2003, in the President’s Conference Room. Present were: President Randy Pierce, VP Virginia Carson, VP Karen Porter, VP Penny Wills, IE Jack Bishop, CR Sandy Briscar, IO Jeff Patty, HR Ken Reaves, and AO Judy Taylor.

Old Business

Administrative Retreat Agenda

The Cabinet reviewed the agenda (copy attached.) Following a short discussion, it was decided to allow more time for the Feasibility Study discussion, a Fellowship was added, 5:00-6:00 p.m. on Thursday, and a Round Table was added to discuss where individuals see the college will be in five years.

Mary Norton will send everyone a retreat white paper. Individuals are asked to be prepared for a structured discussion.

Enrollment Report

Dr. Wills will ask Susan Motes to send the report to the cabinet electronically.

Orientation for Fall Semester will begin on July 10 in Rome. This will be the first orientation using “insiders” (students.) The students will be divided into two groups with two students assigned to each group.

The Cabinet required no action.

Feasibility Study

Judy Taylor will ask the Administrative Council to look at the internal responses section of the report more in-depth. All questions should be sent to Judy prior to the Retreat. If it is decided to move forward with the campaign, the top three initiatives will need to be looked at and fleshed out more in order to move forward.

A lengthy discussion followed concerning information requested from the Clements Group with regard to more definitive information from the Study.

The Cabinet required no action.

Georgia Science Olympiad

Dr. Pierce discussed the Olympiad (see attachment.) Dr. Carson will find out if any faculty are already involved.

The Cabinet required no action.

Barnacles Review
Dr. Pierce discussed the request from the Chancellor that presidents of each institution look for ways to be more efficient (see attached.) A discussion followed. Dr. Pierce stated that the college would need to continue to review the programs and practices. He said that he would likely include some of the discussions which have already been ongoing.

The Cabinet required no action.

Other

The Cartersville-Bartow County Chamber’s Governmental Affairs Committee is hosting a luncheon with Glenn Cornell. He asked if any Cabinet members were interested in attending.

Dr. Wills reported that June 27 was a successful Assessment Day for Student Development. Kris Bessinger has reported back on the evaluation of the college website. A group will meet and revise the Student Development website.

Dr. Wills discussed the Rome Chamber Mid-year Celebration on July 15. Al Hodge will be the speaker, representing the Georgia Board of Education. There will also be three student who participated in the Communities in Schools Program. Food will be furnished by Outback Steak House. Penny will check with Lynn Bacon concerning her staff attending.

The announcement Russ Toal was scheduled to make concerning the Cancer Coalition RPEs have been delayed approximately a month.

Judy Taylor announced that there will be Executive Committee and Board meetings of both Foundations during the month of July. There was a discussion concerning inviting VPs to the meetings.

Ken Reaves will send an e-mail message concerning purchasing Braves Tickets for August 16.

The next edition of “Focus on Floyd College” magazine is due out in August. There will be an Editorial Board meeting next week.

The College is still trying to get a minor project funded. Randy will work to keep the FC needs on the minds of the legislators prior to and during the next session.

Karen reported that there was not much year-end money due to a payback from last year. She will meet with the VPs and Jeff Patty and discuss what was funded on the year-end list.

Jeff Patty reported that IT Department is working with OIT and is stepping through reengineering of the network. There will be some down time; however, announcements will be sent prior to the scheduled down times. There will be one more week of training before the firewall is installed.
Dr. Carson plans to celebrate the first year of the planning cycle of the educational and support units at the Administrative Council meeting in the afternoon.

She circulated copies of the card with the Core Mission, Goals, etc. which will be available as a handout. The copies have not been proofed and should be ready in a week.

There being no further business or announcements, the meeting was adjourned at 10:15 a.m.

Respectfully submitted,

Barbara G. Griffith
Recording Secretary
Minutes of the President's Cabinet Meeting
Monday, July 21, 2003

The President's Cabinet met at 9:00 a.m. on Monday, July 21, 2003 in the President's Conference Room. Present were: President Randy Pierce, VP Virginia Carson, VP Karen Porter, VP Penny Wills, IE Jack Bishop, IO Jeff Patty, and HR Ken Reaves. Sandy Briscar and Judy Taylor were on annual leave.

Old Business

There was no Old Business.

New Business

Administrative Retreat

The Cabinet reviewed the Administrative Retreat. Ken Reaves will e-mail a Retreat Evaluation form to all of the participants.

The Cabinet reviewed and made revisions to the 2003-2004 College Initiatives (see attached.)

Enrollment Update

Dr. Wills distributed and discussed the Enrollment Update Report dated 7/18/03 (see attached.)

Other

The Cabinet will discuss a Workforce Reduction Plan at the next meeting on August 4.

Ken Reaves distributed copies of the In-Service Agenda (see attached.) A discussion followed. Some minor revisions were made in the schedule for Friday. Ken will distribute the revised agenda. A lunch on Friday was discussed. Ken will present some suggestions with figures and will attempt to find a local sponsor for the lunch. The workweek schedule was discussed. Ken thought the College was scheduled to be closed on Friday morning so that all staff could participate. He will check the calendar. The closing will need to be advertised immediately, through the use of poster, web, switchboard message, and individual phone voice mail messages.

These minutes are updated to show that the workweek schedule for In-Service week will be five eight-hour days. The College will be closed 8:00 a.m. until 1:00 p.m. on Friday so that all staff may attend In-Service. Ken will send an e-mail to all employees and notification outside the College will be given through all available means and outlets. The announcement was made at the Administrative Council meeting in the afternoon.

It was decided that, in the future, In-Service will not be held on Friday.
Ken discussed and circulated the Employee Handbook summary, which replaces the handbook currently in the form of the blue three-ring binder.

There being no further business or discussion, the meeting was adjourned at 10:05 a.m.

Respectfully submitted,

Barbara G. Griffith
Recording Secretary
Minutes of the President's Cabinet Meeting  
Monday, August 4, 2003

The President's Cabinet met at 9:00 a.m. on Monday, August 4, 2003, in the President's Conference Room. Present were: President Randy Pierce, VP Virginia Carson, VP Karen Porter, IE Jack Bishop, CR Sandy Briscar, IO Jeff Patty, HR Ken Reaves, and AO Judy Taylor. Dr. Wills was assisting with orientation at SUWGA.

Old Business

2003-2004 Floyd College Initiatives – revised

Judy Taylor discussed the revision to Initiative #5 (attached.) The Cabinet voted to delete Item B under Initiative 5. It was decided that Item B should be addressed in Unit Plans rather than an Initiative (see revised version attached.)

The Initiatives, as revised, were approved by the Cabinet.

The revised Initiatives will be brought to the Administrative Council for approval prior to In-Service scheduled on Friday (August 8.)

The minutes are updated to reflect that the Initiatives would be e-mailed to the Administrative Council for their vote using voting buttons.

In-Service Agenda, revised

The Cabinet reviewed the In-Service agenda (see attached.) Revisions were made (copy attached.) The latest revised agenda will be distributed at the Administrative Council meeting.

Ken Reaves will provide blank name tags for faculty and staff on Friday. Those who already have name tags will be asked to wear theirs.

Dr. Carson reported that not all committees will meet on Friday, due to individuals serving on more than one committee. She will furnish a list of committees that will meet and the locations of the meetings.

New Business

Enrollment Update

The Cabinet reviewed the latest enrollment figures dated August 1 and August 4 (see attached.) A wipe-out was completed on Saturday, which affected approximately 200 students.

The Cabinet required no action.

Report on Meeting with Chancellor Meredith
Dr. Pierce reported on his meeting with Chancellor Meredith on Friday, August 1, in which they discussed the issues regarding the regionalization of the institution and the mission status of the College. A lengthy discussion followed concerning four-year programs which would meet the needs of the community.

The Cabinet required no action.

President Pierce also reported on the Higher Education Summit at SUWGA last week with Representatives Phil Gingrey and Buck McKeon.

The Cabinet required no action.

Other

Ken Reaves distributed a copy of the "Master BOR Category (BCAT) List, With Definitions," which will replace the Old "B" codes used by the USG (see copy attached.)

Dr. Carson distributed a breakdown of faculty positions and new hires (see attached.) Dr. Pierce asked Ken Reaves for a similar breakdown on staff positions, especially in Student Development.

Sandy Briscar reported that the Focus on Floyd College magazine would go to print next week.

Jeff Patty reported on the IT Department’s project of reengineering. All computers, laptop and desktop, must be upgraded.

Judy Taylor reported on the FC Foundation Executive Committee meeting on July 30. The full board will meet on Wednesday.

Jack Bishop reminded the Council that unit plans are due mid-September. He asked Dr. Pierce to remind the Administrative Council at their meeting in the afternoon.

Karen Porter asked that employees be reminded that security may check IDs if they are on campus outside of regular business hours.

There being no further business, the meeting was adjourned at 10:35 a.m.

Respectfully submitted,

Barbara G. Griffith
Recording Secretary
Minutes of the President's Cabinet Meeting
Monday, August 18, 2003

The President's Cabinet met at 9:00 a.m. on Monday, August 18, 2003 in the President's Conference Room. Present: President Randy Pierce, VP Virginia Carson, VP Penny Wills, CR Sandy Briscar, IO Jeff Patty, HR Ken Reaves, and AO Judy Taylor. Absent: Jack Bishop. Karen Porter came into the meeting at 10:10 a.m.

Old Business

None

New Business

Forty hour work week

The Cabinet discussed the work schedule as it relates to meeting the needs of students. Ken commented that maybe the issue should be reconsidered when the new Bartow Campus comes on line.

Dr. Carson stated that there may be more classes offered on Friday afternoon.

Dr. Wills recommended hiring an evening administrator as the budget situation improves.

Dr. Pierce responded that he agreed and that this is probably needed in Rome and at Bartow. It was decided that the Administrator would likely be housed in the Academic Affairs Office since it is centrally located and visible.

Dr. Carson stated that one is probably needed in Acworth and Cartersville now. They are using someone on Saturday in Cartersville this fall. They are not using a professional staff member.

The following options were discussed:

- a full-time faculty member who could do this adjunct.
- a part-time faculty could be used as an adjunct as long as they are familiar with the College
- a retired administrator

This would probably cost two adjuncts. Possibly two people would be needed, one for Monday and Wednesday and another one for Tuesday and Thursday.

Dr. Pierce will meet with Karen Porter and discuss this and work on a job description.

It was decided that the work schedule would not be changed at this time.

Foundation update
Judy Taylor reported that the Floyd College Foundation has made a merger proposal which was presented to the Cartersville Foundation. They voted to enter into negotiations with a merger to be completed by December 31, 2003. A discussion followed.

This was an information item and the Cabinet required no action.

**Chamber events**

Judy reminded the Cabinet about the Business After Hours on August 28, hosted by the Rome Area Council for the Arts. It will be from 5:30 until 7:00 p.m. A brief discussion followed. Dr. Wills said that the Alcohol Policy needs to be signed.

There was a discussion concerning the results of the Task Force which was looking at the Facilities Policy. Dr. Pierce will e-mail Karen Porter and Doug Webb concerning this. The minutes are updated to reflect that this will be discussed at the Vice President’s meeting on Monday, August 25.

There will be a Business Open House at Zion Farms 6:00-8:00 p.m. on August 28. Dr. Wills will represent the College.

**Other**

Sandy has begun to receive information on Business Expos. She has reserved space at the Business Expo in Cartersville, and asked if the College wanted to reserve space at the Polk County Business Expo. Retirees from that area had manned the booth last year and would be willing to do this again. She will reserve space in Rome. There was discussion concerning expos in the other counties served by the College. Ken Reaves said that he would go to one in Cherokee county if they do one. Dr. Pierce asked that someone inquire as to a Cherokee County Chamber Expo.

Dr. Carson reported concerning the successful gatherings with part-time faculty.

Dr. Pierce discussed the name and mission of the College.

Dr. Carson discussed Baccalaureate considerations (see copy attached.)

Karen Porter reported that there were 89 wipeouts and over 700 records are being held for Financial Aid processing. The issue of payment deadlines was discussed briefly.

Sandy reported that the latest issue of the *Focus on Floyd College Magazine* is at the printers and will hopefully be back next week.

Jeff Patty discussed the issue of part-time faculty bringing in their laptops. He suggested that perhaps division chairs could retrieve those that had not been brought in. Thirty-two desktops (faculty stations) are expected in this week. IT will begin to work on them immediately.

Dr. Pierce thanked Ken Reaves for the work he had done on the Family Picnic and Braves night on Saturday.
Judy Taylor discussed bringing in focus groups to discuss the name change issue. She suggested that this should be done soon.

Dr. Wills reported on the enrollment (report attached.) Enrollment is up 20% over last fall. There was a brief discussion. She will ask Lynn Bacon for the figures on how many students were not accepted.

Dr. Wills discussed how the recent orientation was handled during a power outage.

Dr. Pierce briefly discussed the article on the Hope Scholarship published in the Crosstalk magazine.

It was decided that, due to this being the first day of classes, Administrative Council would be cancelled.

There being no further business, the meeting was adjourned at 11:05 a.m.

Respectfully submitted,

Barbara G. Griffith
Recording Secretary
Minutes of the President’s Cabinet Meeting  
Monday, September 8, 2003

The President’s Cabinet met at 8:30 a.m. on Monday, September 8, 2003, in the President’s Conference Room. Present were: President Randy Pierce, VP Virginia Carson, VP Penny Will, IE Jack Bishop, CR Sandy Briscar, IO Jeff Patty, HR Ken Reaves, and AO Judy Taylor. Karen Porter was excused in order to work on reports.

Old Business

There was no Old Business.

New Business

USG Brag Sheets

Sandy Briscar discussed the request for information for the Brag Sheet (copy attached,) which is prepared for the legislative session each year. She asked for a couple of bulleted items from each division – national accomplishments in the FY 2003. She will use information submitted in the annual reports from each department. The deadline to get the information to Sandy is Monday, September 15.

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

Cost of name change

Sandy discussed the cost of changing the name of the College (see attached.) She asked for other items that would be impacted. Submissions were decals on cars and uniforms, e-mail, website, and web addresses. President Pierce stated that this was a good time since the sign for the new Bartow Campus has not yet been purchased.

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

Enrollment update

Dr. Wills reported that there has been little change in the enrollment headcount for fall. October 13 is the date the SIRS dated must be submitted. This will be the “official” enrollment for the term. A brief discussion followed. Current enrollment information is available on the intranet.

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

Holidays for 2004

Ken Reaves distributed a listing of holidays for 2004 (copy attached.) He noted that on December 24, 2004, employees will need to take 4 hours annual leave, or get approval from their supervisor to work the hours earlier in the week or use comp time. The College will reopen on Friday, January 2 for a full day.

This was an informational item. The Cabinet required no action.
Meeting with Steve Dougherty

Dr. Pierce reported on his meeting with Steve Dougherty in which they discussed space needs for both Floyd College and North Metro.

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

Budget Management Principles

Dr. Pierce discussed the Principles (copy attached) developed by the System Office to guide the institutions in terms of budget cuts. A brief discussion followed.

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

Mission Review and Identity/Name: Draft Letter to BOR

Dr. Pierce discussed the draft letter addressed to Dr. Dan Papp (copy attached) outlining the request for a mission review and name change for the College. He asked for input. All suggested revisions should be sent to Judy Taylor by Tuesday. Dr. Carson will submit some suggested revisions. The letter needs to be revised and finalized in the next couple of days.

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

Recommendations from Alumni Association meetings with faculty and staff:
   (A) Cafeteria Hours, and B) Spring Fling

Judy Taylor discussed suggestions which came out of the meetings recently with Mary Norton. The faculty and staff had suggested that the Cafeteria open at 7:45 a.m. instead of 8:00 a.m. to accommodate students who have an 8:00 a.m. class. Also, the suggested was brought forward that Spring Fling be scheduled at the same time each year and be placed on the year-long calendar in advance.

Judy will meet with John Spranza concerning Spring Fling and the suggestion concerning the cafeteria hours will be related to Karen Porter. Dr. Carson suggested that the students be surveyed concerning their interest in food service prior to 8:00 a.m.

The Cabinet required no action.

Comprehensive Program Review of the Associate of Science in Human Services Degree – American Sign Language Immersion Training Program for Interpreters

Dr. Carson discussed the Program Review process and the resulting Review Report. A brief discussion followed.

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

Ethics Grant
Dr. Carson discussed her appointment to the Council for General Education to work on the System’s response to Regents’ 2007 Plan to incorporate ethics into the curriculum and the $2,000 Ethics Grant she applied for and received to assist in the preparation of workshops for students to incorporate ethics into the curriculum. John Reiners will lead the workshop experience this year.

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

**Rome International Dinner**

The City of Rome and the Rome/Floyd International Association, a private non-profit, are hosting a dinner the end of this month, so that international residents of the City and those who work with international residents of the City might share information about the needs of those who come to Rome and how the community might best support new international residents of the City. This will be a working dinner and there will be an exit plan so that those who wish to volunteer for certain aspects of follow-up might do so. Dr. Carson is on the planning committee for the dinner. George Pullen and other City employees are also working on this.

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

**Diversity Workshop**

Dr. Carson discussed the Diversity Workshop being planned by the Cartersville Continuing Education Department. This will be held in the next few weeks and is for the community.

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

**Student Technology Fee Committee**

This item was intended for the next VP meeting.

**Dial-up Access for employees**

Jeff discussed the need to upgrade the access with new equipment. Dr. Pierce stated that the College must still support this for part-time faculty and staff who work from home. The access supports instruction. He approved the expenditure to replace the equipment and services.

**Other**

**Holiday Lunch**

Ken asked for feedback on a date for the Holiday Luncheon. He suggested December 10. Dr. Carson will investigate the exam schedule and let Ken know.

**RACA membership**

Judy Taylor discussed the membership drive (copy attached.) She will distribute the membership form at Administrative Council.
BBQ at Taylor's Lake

Dr. Pierce reminded the Cabinet of the BBQ at Taylor's Lake on Thursday (September 11.)

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, September 22, 2003

The President’s Cabinet met at 9:00 a.m. on Monday, September 22, 2003, in the President’s Conference Room. Present were: President Randy Pierce, VP Virginia Carson, VP Penny Wills, IE Jack Bishop, CR Sandy Briscar, CIO Jeff Patty, HR Ken Reaves, and AO Judy Taylor. Doug Webb was present for the first ten minutes of the meeting. Karen Porter was on annual leave.

Old Business

2004 Holiday Schedule

Ken Reaves distributed copies of the Proposed Holiday Schedule for 2004 (see attached) with the notation added that “the College will be closed on Friday, December 24, in which employees will take four (4) hours annual leave or, if applicable, use flexible hours.” As discussed at the previous meeting, Friday, January 2, 2004, will be an eight-hour work day. Employees should be reminded of this. He also added the note: “The College will reopen on Monday, January 3, 2005.”

The Cabinet discussed the issue that if the College opens on Monday, January 3, 2005, a holiday could be moved to Winter Break 2005. This will give the employees six paid holidays during Winter Break instead of five. This is due to New Years Day 2005 being on a Saturday. Following a brief discussion, the Cabinet approved the proposed use of the holiday.

Dr. Pierce stated that planning for the calendar must be done two years in advance for the purpose of System dates and the academic calendar.

New Business

Evening Administrator

Dr. Pierce discussed the need to hire an evening administrator. This addresses the need for security when the College is open. This should be addressed for all locations. Dr. Carson will provide information on current coverage. Security is provided by NMTC at the Acworth location. Classes run later at that location. Part-time staff currently covers at Cartersville on Saturdays. The administrator is needed Monday through Thursday evenings.

Dr. Carson will pursue the information on this and will bring it back to the next meeting. Dr. Carson and Dr. Wills will need to work together on a job description. The Cabinet will put a dollar figure to it. The person would need to be able to answer questions and know where to get information, essentially serving as an ambassador for the College.

Fall Enrollment Information

Dr. Carson distributed and discussed the enrollment management information for Fall Semester (2003) (See attached.) The average class size is 23.272. Carrollton classes are generally smaller. The students are required to take the classes; therefore, classes
are taught regardless of class size. There is an effort to increase the class sizes. The Acworth classes are the largest and have the highest part-time faculty ratio (43.1%). Physical constraints can dictate average class size (i.e., labs, classroom size, etc.)

Nineteen sections are being taught as overloads by full time faculty. One-third of the full time faculties have been hired in the past five years. Eleven per cent is on temporary contracts. It is very important that the College pay particular attention to what we are doing in the classroom. One out of every four part-timers is new to the College this fall. This translates into a communications issue.

She will distribute the information to the Administrative Council today.

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

**JSU Report on transfers from Floyd College – FYI**

Dr. Pierce called attention to the report (attached.) A brief discussion followed. The Cabinet required no action.

**Best Practice Awards – FYI**

Dr. Pierce discussed the Awards. Barbara Griffith will distribute copies with the Administrative Council agenda. The Cabinet required no action.

**Other**

**ACE Membership.** Following a discussion concerning the benefits of membership, the Cabinet decided to renew for the coming year (see attached.)

**Brag Sheets.** There was a brief discussion concerning information to be included (see attached.)

**Update on International Education.** Dr. Carson distributed and discussed an update on International Education (see copy attached.)

**Business After Hours.** Sandy Briscar announced the BAH for Thursday at the Coosa Country Club.

**Technology Committee Proposal.** Jeff Patty distributed the proposal (see attached.) He pointed out the following issues:

- There are not any faculties on the committee.
- A clear statement is needed as to who will convene the committee and who appoints the subgroup.
- The issue of whether there would be a permanent chair or a rotating chair. Jeff will chair the committee. The document should state that the CIO will chair the committee.

**Report on Cocktail Buffet.** Dr. Pierce stated that the buffet went well.

**Retirees meeting.** Dr. Pierce reported on the Retirees Meeting held on September 19.
Charitable Contributions Campaign. Ken Reaves announced that the Charitable Contributions Campaign will kick off on Monday, September 28 and will continue until November 14. There was a discussion concerning bringing in one of the UW agencies to either the Faculty/Staff meeting on November 5 or an Administrative Council meeting.

Leadership Conference. Dr. Wills reported concerning the Leadership Conference for students (Northwest Georgia Crescent Alliance) held at Berry College on September 19.

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

Respectfully submitted,

Barbara G. Griffith
Recording Secretary
Minutes of the President’s Cabinet Meeting
Monday, October 6, 2003

The President’s Cabinet met at 9:00 a.m. on Monday, October 6, 2003 in the President’s Conference Room. Present were: President Randy Pierce, VP Virginia Carson, VP Karen Porter, VP Penny Wills, and IO Jeff Patty. IE Jack Bishop, CR Sandy Briscar, HR Ken Reaves, and AO Judy Taylor were on annual leave.

Old Business

Technology Committee Policy

Jeff Patty distributed the revised Technology Committee Policy for a second reading (see attached.) A discussion followed concerning whether or not Jeff Patty should serve as chair of the committee. It was decided that Jeff should serve as chair because of his expertise and knowledge of Regents Policy.

The policy will be taken to the Statutes and Faculty Affairs Committee. This committee will be made a statutory committee of the College.

New Business

Floyd Ambassadors Holiday Plan

Dr. Carson discussed a proposal by the Employee Ambassadors to revive the Jingle Mingle event which takes place prior to the holiday break. There will be no door contest, as was done in the past. Light refreshments would be served by each department from 2:00 until 4:00 p.m. This would likely be done after final exams; however, anyone on campus, including students, would be included. This would be for the Rome campus and the Heritage Hall site only, and will be voluntary.

The Cabinet approved the request.

Annual Report for Continuing Education

The Cabinet reviewed and discussed the Continuing Education Annual Report (copy attached.) There was a discussion concerning counting NYSP in the report in the future.

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

Other

The Cabinet reviewed the newspaper article regarding the estimated average in-state fees (see attached.)

Dr. Carson discussed changes in the Physical Education Department which have come about with the resignation of Bridgette Stewart. Her position will not be filled; therefore, the most noticeable changes will take place with the basketball tournaments and the amount of revenue coming to the College for nontraditional scholarship. Karen Porter
inquired concerning CPR training. There was a brief discussion concerning the need for this training and continuing certification for the safety officers. Karen will find out what level of certification they need.

Dr. Carson reported that Judy McIntyre, Director of the Intech Training Center has written a grant for which funding has been approved by the US Department of Education. The funding, in the amount of $390,000, will provide training for students in the State University of Georgia’s Early Childhood Education Program in Dalton.

Dr. Wills referred to the memorandum from Mary Warner concerning the Facilities Usage Policy. She suggested reinstating the priority listing in the policy. She also stated that there needs to be a time limit on when outside groups can reserve the facilities, so as to allow the College time to schedule activities.

Dr. Wills discussed notes from the faculty meetings at the College sites.

The Cabinet decided that the Administrative Council meeting would be cancelled due to the short agenda.

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, October 20, 2003

The President’s Cabinet met at 9:00 a.m. on Monday, October 20, 2003 in the President’s Conference Room. Present: President Randy Pierce, VP Virginia Carson, VP Karen Porter, EM Lynn Bacon (for VP Penny Wills), IE Jack Bishop, CR Sandy Briscar, IO Jeff Patty, HR Ken Reaves, and AO Judy Taylor.

Old Business

Smoke-free Campus

Dr. Pierce discussed making Floyd College a tobacco-free campus. This would include all campuses with the exception of North Metro since this is not a Floyd College campus. The Cabinet was in agreement with the resolution, which will be supportive and not prescriptive. They discussed offering smoke cessation classes for employees and students. Tobacco usage would be limited to the parking lot. The policy would be introduced in conjunction with the Great American Smoke-Out Day on November 21, and would be effective January 2, 2004.

Dr. Pierce will write a memorandum to Charles Garrison, Chair of the Environmental Health and Safety Committee, asking for a recommendation. He will also send a memorandum to the Co-Chairs of the Student Engagement Committee requesting their support.

New Business

FC Compensatory Time Policy revision and new time sheet

Ken Reaves discussed the policy (copy attached) with regard to payment for compensation time should an employee be terminated. This section of the policy was revised last year to state that employees would not be paid for compensation time should they be terminated. Mr. Reaves recently attended a conference in Macon where it was discussed that an employee can be paid for comp time upon termination.

Jack Bishop made the motion to amend the policy by deleting the last sentence with regard to payment of comp time upon termination of employment. The motion was seconded by Sandy Briscar and made unanimous by the Cabinet.

The Cabinet discussed how comp time can be documented. Since a couple of departments are currently using an Excel spreadsheet, this would be copied and used by all department supervisors. A copy of the spreadsheet would be sent to Ken Reaves periodically, so that Human Resources will have a record. Comp time accrued and taken will be recorded.

The issue will be discussed in the Administrative Council meeting.

The Minutes are updated to reflect that in the Administrative Council discussion of the issue, Jeff Patty stated that he and Rob Lattrello would develop a database for keeping a record of comp time.
Floyd College proposed holiday schedule for 2005

Ken Reaves presented the schedule for discussion (see attached.) The Cabinet discussed how to use a floating holiday. It was proposed that the holiday be taken on Friday or Monday during Spring Break. The Spring Break has not yet been scheduled since the break is taken in conjunction with the State University of West Georgia break. The issue will be discussed in the Administrative Council meeting.

SCUP 2003 Southern Regional Conference

See attached. This was an informational item only.

New parking proposal

Dr. Pierce discussed the proposal made by Howard Brooks (see attached.) The proposal calls for eliminating all parking, with the exception of possibly one space, in the loading zone behind the Library building. Faculty and staff parking for the Library would be moved to the small lot next to the Library and the Physical Education Building. It was decided that Howard Brooks would be requested to research to find out how many faculty and staff work in the Library during regular business hours (8:00 a.m.-5:00 p.m.) and how many students use the small parking lot next to the Library. The issue will be discussed with the Administrative Council.

The Minutes are updated to reflect that Debbie Holmes will discuss the issue with Howard Brooks. She stated that she thinks it can be resolved another way.

Oncology Distance Learning Tuition Rates

Dr. Carson presented a proposal to set a fee for Oncology Distance Learning courses. The tuition for the Oncology Nurse Navigator course was paid by a grant for fall; however, the tuition would need to be established for future semesters. The course will be offered on-line in the future. The fee can be established without Board approval. The range of the fee can be more than regular semester-hour credit tuition but must be less than non-resident tuition. Dr. Carson recommended the fee be set at $100 per semester hour for the six-hour course, and would be effective January, 2004. The same fee would be recommended for Continuing Education Certification requirements for nurses. The fee would be the same for out-of-state residents. This is tuition only and no fees are included.

The Cabinet approved the recommendation.

Mandatory Student International Education Fee

Dr. Carson recommended establishing a five-dollar Student International Fee be charged to all students. The Board of Regents approved the same fee for students at Georgia State University last spring, knowing other institutions would seek approval as well. The premise is that the System is making international education a priority. Dr. Carson proposed a budget for use of the fee (see attached.) A committee would need to award the scholarships.
This was considered a first reading. The Cabinet will review for a second reading and action. Dr. Pierce will write a memorandum to the co-chairs of the Student Engagement Council seeking feedback from the Council. The proposal will be taken back to the Cabinet once the feedback is received from the Student Engagement Council. Fee requests are due to the BOR in December.

Other

Sandy Briscar announced that the Bartow Business Expo will be held on Thursday. From 2:00 until 4:00 p.m., there will be a business to business session where individuals can be admitted with their business cards. Mary Norton, George White, Pete Matthews, and John Rayburn will be representing the College in their booth. The Rome Expo will be held on November 7 and 8.

Ken Reaves announced that he has asked Brenda Weeks to attend the Administrative Council meeting for a Q&A session on employee benefits.

Lynn Bacon distributed an enrollment update (see attached.) The number of applications is up 12% over last year.

Dr. Pierce reported that he has received no word from the Board of Regents regarding the identity and name issue.

Dr. Pierce and the VPs will meet with Dr. Dan Papp and Dr. Frank Butler on November 24 to discuss space at Acworth.

Dr. Pierce reported that revenue figures for the State of Georgia have been up the past two months. If this continues, maybe there won’t be as large a giveback required in next year’s budget.

Dr. Pierce will be on annual leave the second week in November.

Judy Taylor reported that the Clements Group is conducting a one-day seminar in Macon on Thursday (October 23) which is a condensed version of the two-day seminar they conducted at the College. They have invited the DTAE schools as well as the two-year colleges in the USG.

There being no further business, the meeting was adjourned at 10:15 a.m.

Respectfully submitted,

Barbara G. Griffith
Recording Secretary
The Minutes of the President’s Cabinet Meeting  
Monday, November 3, 2003

The President’s Cabinet met on Monday, November 3, 2003 at 9:00 a.m. in the President’s Conference Room. Present were: President Randy Pierce, VP Virginia Carson, VP Karen Porter, VP Penny Wills, IE Jack Bishop, CR Sandy Briscar, HR Ken Reaves, and AO Judy Taylor. IO Jeff Patty was absent.

Old Business

Holiday Luncheon – December 10

Ken Reaves recommended that the luncheon be held on December 10 (11:30 a.m. until 1:00 p.m.) The luncheon will be held on the Rome campus and will be covered dish. A brief discussion followed. There will be a Toys for Tots Drive in conjunction with the luncheon. Dr. Wills will confirm with Lauren Wilbanks that the Student Ambassadors will assist with the toy drive.

Alumni Association

Judy Taylor reported that there have been two alumni gatherings, one in Cartersville and one in Rome. Plans have been to bring the advisory council together in November, however, it is hoped that this will occur in January. She and Mary are still looking for leadership for the group.

Dr. Wills voiced her concern that the gatherings have mainly been Health Sciences alumni. Judy clarified that invitations went out to all faculty who had nominated students, as well as all alums who responded to surveys. Dr. Pierce asked if there was any conflict of interest to have people like Harry Brock on the alumni advisory board. Judy responded that, while she and Mary would love to have people like Harry and Scott Bentley involved, she believes that there are people who would be good leadership for the group that are not already involved with the Foundation.

Campaign Report

Judy Taylor reported that the College is still in the pre-planning phase for the Campaign. She is still looking at infrastructure (i.e., staff support and database management.) The College’s identity and mission are also unresolved factors which will affect the campaign.

The Merger Committee has met once and will meet again tomorrow. The main issue is an exit clause. David Archer, an attorney on the Cartersville Board, is looking at the wording.

There was a discussion regarding the statewide assessment which speaks to the identity and mission issue mentioned above. There is a special called meeting of the Board of Regents this week to discuss the assessment.
International Student Fee

Dr. Carson reported that she has met with the Student Engagement Council and shared with them the role of the System with regard to Study Abroad. There were positive comments from those present. The meeting was chaired by Chris Lundy, one of the students in the Study Abroad video. The students remarked that the allocation seemed to be a very well-thought out proposal. Someone commented and several agreed that many students spend $5.00 per week on soft drinks and that $5.00 per semester should not be a problem for students. The tenor of the meeting was that the students were very supportive of moving in this direction.

Randy reiterated to Dr. Wills that the SEC should take a vote of confidence and write a letter of support.

There was a discussion concerning the process of the allocation of fees with regard to the Student Life Budget. Dr. Wills will seek clarification on the Student Budget Committee. The issue will be brought back to the next Cabinet. The fee request must be submitted to the Board of Regents by mid-December. Dr. Carson asked that she be notified when the research is done with regard to the Budget Committee. She needs to meet with Betty Nolen in order to charge the Technology Committee. Dr. Pierce, Dr. Carson, Dr. Wills, and Karen Porter will meet to discuss the request.

New Business

Agenda for November 5 Faculty/Staff Meeting

The Cabinet reviewed the Agenda (see attached.) Ken corrected the day from Thursday to Wednesday (November 5.) Dr. Pierce asked for suggestions regarding the President’s report. Suggestions were made as follows:

- name/identity
- budget
- Chancellor’s talk sheet
- tolerance and diversity

Dr. Wills will check with John Spranza to find out if the SEC discussed endorsement of the Tobacco-Free/Smoke-Free Campus Policy.

Enrollment Report

Dr. Wills reported that there is no difference in the trend. It is too early to ascertain whether enrollment for Spring Semester will be higher than Fall.

Other

There was a discussion concerning diversity and tolerance as it relates to the College’s policy of providing a forum such as this one, sponsored by students, for students to express their views without the College endorsing or supporting a particular view.
The first phase of the feasibility study has been completed regarding the Genetics Building in Cartersville. Presentation of Phase 1 is not on the November Board agenda. The study will likely be done by January.

The Regents will be aggressive in seeking funding from the legislature for capitol and minor projects. The College needs to talk to the legislators concerning this whenever possible. The Heritage Hall minor project needs to be done. Doug Webb has been asked to research making the Acworth project a minor project.

Dr. Pierce and the Vice Presidents will be meeting with Dan Papp on November 24. They will discuss the Acworth situation as well as the name and identity issue.

Sandy Briscar announced that, on Wednesday, the BOR will release a study comparing the value of a college education over a high school education. The College will be able to package this for its use. Dr. Pierce followed up with information from the President’s Meeting regarding this. He stated that the SREB and the Atlanta Consortium for Higher Education has some good information. They are going to be more aggressive about this. There will be some drop-out initiatives.

Dr. Pierce announced that if anyone receives a letter from ACACIA regarding copyright infringement, please forward it to Corlis Cummings at the Board of Regents.

Dr. Pierce reported that, at the Two Year College President’s meeting, there was a discussion concerning revisiting the Blue Ribbon Committee which Dr. Peter Sireno chaired regarding access. The other issue was certificate programs that qualify for the HOPE grant. There was also a discussion concerning making the Colleges more accessible. This will be brought back to the System Office. There was a discussion. Floyd has certificates in Gerontology, Criminal Justice, and Information Technology. The Cancer Nurse Navigator is a post-degree certificate.

Dr. Wills announced that student representatives have been appointed to the Committees of the College. Dr. Pierce will sign off on these.

The Rome Business Expo will be held on Friday and Saturday, November 7-8. There will be a Business After Hours at the Expo on Friday evening. Every area has been staffed.

There will be an Open House at the Pierce residence, 3:00-7:00 p.m., December 6.

Dr. Pierce will be attending the Anti-Defamation League Gala this evening in Atlanta.

The Foundation Merger Committee will meet tomorrow (November 4) in Cartersville.

The AAUP will be sponsoring a political forum on Wednesday. The local legislators have been invited to attend.

Judy Taylor announced that Mr. Bill Eakes, a Cartersville Foundation board member, died last week.
Judy attended a Clements Group seminar in Macon last week where there was a presentation by an Advancement Officer from Kentucky. Seven Georgia DTAE schools were in attendance. The DTAE advancement offices are supported on the statewide level. They are planning a statewide campaign.

There being no further business, the meeting was adjourned at 10:20 a.m.

Respectfully submitted,

[Signature]
Barbara G. Griffith
Recording Secretary
The Minutes of the President's Cabinet Meeting
Monday, November 17, 2003

The President's Cabinet met at 9:00 a.m. on Monday, November 17, 2003, in the President's Conference Room. Present: President Randy Pierce, VP Virginia Carson, CEM Lynn Bacon (for VP Penny Wills), IO Jeff Patty, HR Ken Reaves, and AO Judy Taylor. Absent: VP Penny Wills and Jack Bishop.

Old Business

Smoking Plan

Dr. Pierce announced that he is waiting on a written endorsement from the Student Engagement Council in order to roll out the Smoke-Free Campus Policy. Sandy reported that Charles Garrison, chair of the Environmental Health and Safety Committee, is still gathering information. He has not been able to talk to committee members yet. Charles is concerned about proper signage and development of a plan to communicate the policy to the students as well as the public. The Policy will be announced during the Great American Smoke-Out (November 22) and will be implemented in January.

Dr. Carson stated that there would be differences in the way the policy is implemented at the various campus sites. Although the sidewalk in front of the Cartersville building is city property, the policy will be enforced there. The College has no jurisdiction at North Metro.

Dr. Pierce would like to have the endorsement of the EHS Committee. Smoke cessation classes will be part of the plan. Signage and communication will be part of the plan.

Student Fees

Dr. Pierce reported that Dr. Wills has talked to Frank Butler (BOR) and he stated that the College needs broad endorsement by the students. A broader endorsement by the students will simplify the approval process by the System Office.

Karen Porter stated that there is a fee request form which must be signed by the students on the Committee.

Other

Dr. Pierce thanked Sandy Briscar and Jack Bishop for the work they did on the College Annual Report to the Chancellor (2002-2003.)

He announced that the American Sign Language Immersion Training Program has been approved by the BOR for deactivation.

The Cancer Care Nurse Navigator Program has been approved.

Dr. Carson responded to the question from the previous Cabinet meeting regarding students enrolled in the Nurse Navigator Program qualifying for HOPE scholarships.
The paperwork has been done and students in the IT or Gerontology Programs can receive HOPE. Paperwork has not yet been submitted for the Cancer Care Nurse Navigator Program; however, the paperwork will be submitted.

Dr. Pierce announced that the Rome Area Council for the Arts Empty Bowls Program will be held November 20, 6:00-7:30 p.m. at the Rome Civic Center.

The League for Innovation Conference is scheduled February 29-March 3, 2004 in San Francisco.

There will be a Christmas After Hours at Thompson Honda on December 11. Bring a toy or pay $10 admission.

The AACC Annual Conference will be held April 24-27, 2004 in Minneapolis.

The request for the Budget Plan for FY 2005 has been sent to Karen Porter. Dr. Pierce briefly discussed the format for the Plan.

Columbus State University is conducting a campaign.

Dr. Carson reported on and discussed the AACU Greater Expectations Conference she attended in Washington.

Finalization and production of the College catalog was discussed. Changes will need to be made. Lynn Bacon stated that if the new CD version of the catalog will not be ready until after December 11, EM will need to know. They have less than 500 old catalogs on hand. Dr. Carson responded that stickers would need to be placed on the old catalogs showing that the catalogs are out of date, and that the College is not liable for students registering based on outdated information from the catalog.

Sandy Briscar will be attending a PR meeting in Columbus on Wednesday.

Jeff Patty reported that the dial-in solutions are in place. The instructions were sent out last week. They seem to be working better. Friday night, they moved major fiber located outside the server room, in response to audit requirements. While the system was down, several services were moved. The new fire wall will be installed before Spring Semester, and maybe during the break.

Judy Taylor reported that both Foundation boards will have special-called meetings in December for the purpose of voting on the merger resolution. The Merger Committee meeting on November 4 was a turning point in the process. The boards will vote on December 10 and 12. The vote will be to merge with specifics to be worked out by a certain date. A celebration will likely be held at that time.

Ken Reaves distributed the notice regarding the work schedule for Thanksgiving week (see attached.) The schedule on Wednesday will be 8 a.m. until 3 p.m.

Ken distributed the new Job Code listing (replacing the old B Code System,) (copy attached) and asked that they be verified to his department by December 1.
Lynn Bacon distributed the current enrollment report (see attached.) Late matriculation/testing sessions will be scheduled. Walk-in advising is being held today and tomorrow. The office will be open until 6:00 p.m.

Dr. Pierce reported on his lunch with Chairman Harris. At their meeting last week, the Board of Regents was not able to discuss the statewide assessment. The assessment is in the Regents’ hands. The recommendations coming from the study will go before the Board.

Karen Porter announced that, in their December 9 meeting, the CBOs will discuss regionalization of payroll. There will be no substitutes for the CBOs at the meeting.

It was decided, that due to the short agenda, the Administrative Council meeting scheduled for today will be cancelled. Barbara Griffith will send out the notification.

There being no further business, the meeting was adjourned at 10:00 a.m.

Respectfully submitted,

[Signature]
Barbara G. Griffith
Recording Secretary
Minutes of the Meeting of the President’s Cabinet
Monday, December 1, 2003

The President’s Cabinet met at 9:00 a.m. on Monday, December 1, 2003, in the
President’s Conference Room. Present were: President Randy Pierce, VP Penny Wills,
Dr. Tim Floyd (for VP Virginia Carson), VP Karen Porter, IE Jack Bishop, CR Sandy
Briscar, IO Jeff Patty, and HR Ken Reaves. VP Virginia Carson and AO Judy Taylor
were on sick leave.

Smoke-Free Campus Policy

Dr. Pierce reported that he has received endorsement from both the Environmental
Health and Safety Committee and the Student Engagement Councils (copies attached.)
Both groups expressed concerns regarding consistency in enforcement and how it would
be enforced; however, both groups endorsed the new policy. Dr. Pierce stated that
security should be responsible for enforcement.

There was further discussion concerning signage. The signage should be up by January
1, 2004. The current signage will be removed from the exterior doors. Dr. Pierce has
prepared a general statement which will be released as soon as possible. It was
discussed to post signage at the entrances to the campus and on sidewalks.

The official terminology will be Tobacco-Free Campus.

The Cabinet unanimously approved the policy.

International Student Fee

Dr. Pierce reported that the Student Engagement Council has endorsed the proposed
International Student Fee. Dr. Wills asked if President Pierce has discussed this with
presidents from the other System institutions in light of the HOPE situation (HOPE will
no longer pay fees.) There are institutions that have submitted requests and have not
been approved. Dr. Pierce responded that this is a System initiative and this is the most
feasible way for this to be funded. There was further discussion

The Cabinet unanimously approved the proposal that the fee be submitted for approval
by the Board of Regents.

Visit with Dan Papp and Frank Butler

Dr. Pierce reported that Dr. Papp and Dr. Butler met with Dr. Pierce and the Vice
Presidents, at the College’s request, on the Rome campus. They discussed the space
needs at North Metro (Acworth,) the Bartow and Haralson situations, the enrollment and
budget, mission and identity.

Dr. Papp gave the verbal approval to proceed with the process with focus groups;
however, in consideration of recommendations which may come from the statewide
assessment, the College should not proceed with a mission review/change at this time.
Regarding the space needs in Acworth, the College will need to request approval to lease space. The College will need to begin searching for a place as soon as possible, no sooner than July 1, 2004. Dr. Papp and Dr. Butler both live in Cobb County and realize the need for a two-year college presence in the North Cobb/Cherokee area, as well as the need for a presence in Paulding County.

Dr. Papp requested that any action regarding the Waco site be put on hold, and has asked for more information on how many students would be affected by closing the site and what these students would choose to do concerning classes. They discussed moving the students to the West Georgia Program; however, space is an issue. The Cabinet discussed that there are no classes scheduled there in the summer or the fall (2004.) There was also a discussion concerning personnel movements due to the planning which had already been done regarding the closing of the site. Related to this, Dr. Pierce reminded the Cabinet that he had asked the vice presidents to submit personnel requests for the Bartow Center by December 8. He asked Sandy, Ken and Jeff to also think about any requests they would have. Dr. Pierce stated that he hopes that the College will receive the formula funding for next year. The Chancellor is focusing on the formula funding and capital money.

Sandy Briscar asked if they discussed the old genetics building at Cartersville. Dr. Pierce will ask Doug Webb to check with Ron Reed concerning this.

Other

RESA’s director, Mona Tucker, has made an offer regarding the lease renewal of the Foundation Building, to reduce the lease amount by the amount of the monthly utilities, which are being picked up by RESA. The Foundation will likely accept the offer.

There was a discussion concerning the Evening Administrator. Ken Reaves reported that they are working on some language; however, it is moving forward.

Dr. Pierce reported that he had sent a letter to RESA regarding the utilities which have been paid by the College. He has also sent a letter to DOE informing them that that College will no longer pay the Director’s salary for the Technology Center after this fiscal year (beginning FY 05.) The College will continue to provide support with regard to technical support and space. DOE has requested a phone conference regarding this decision, which was made as Dr. Pierce was considering necessary budget cuts which would put at risk necessary positions at the College.

Dr. Wills reported regarding enrollment figures (see attached.) There was a brief discussion concerning the enrollment. There is a PREP orientation on Wednesday. Lynn Plunkett, Assistant Superintendent for the Floyd County Schools, will be on campus on Wednesday to talk about joint enrollment and PSO benefits. West Georgia is planning to increase their Freshman Index. Approximately 100 will not make the cut. If Floyd College has classroom space, we will admit them to our classes if they live in the Carrollton area.

Dr. Pierce discussed the Fall 2003 Enrollment Report from the System. The schools with the largest enrollment increases (Gainesville and Coastal Georgia) have recently opened new campuses. He anticipates a spike in Fall 2005 when the College opens the new Bartow Campus. There was also a brief discussion concerning future campuses as
it relates to population growth. Tim Floyd suggested locating a campus near the intersection of Highways 120 and 61 in order to serve the Paulding County area.

Dr. Pierce announced that the Administrative Council would meet in the afternoon.

There being no further business, the meeting was adjourned at 10:15 a.m.

Respectfully submitted,

Barbara G. Griffith
Recording Secretary
Minutes of the President's Cabinet Meeting  
Monday, December 15, 2003

The President's Cabinet met at 9:00 a.m. on Monday, December 15, 2003, in the President's Conference Room at Floyd College. Present were: President Randy Pierce, VP Karen Porter, VP Penny Wills, Debbie Holmes (for VP Virginia Carson), IE Jack Bishop, CR Sandy Briscar, IO Jeff Patty, HR Ken Reaves, and AO Judy Taylor.

Old Business

Evening Administrator documents

Ken distributed a copy of the proposed job description (see attached.) Dr. Wills commented that Dr. Carson has requested some additional information be included in the description. Dr. Pierce stated that this could be a living document. It was discussed that an evening administrator has been hired. Dr. Wills requested that the person be trained prior to January 7, and that January 7 would be the desired begin date; however, that has not been decided. Karen Porter said that she would like to talk to the administrator.

There was a discussion concerning notifying the students that there is an administrator on duty and where he would be located. Dr. Pierce responded that he would like for the administrator to be located temporarily in Student Life or in the Advising Office, with the Advising Office being the preferred location. The hours would be 5:00 until 9:00 p.m. Sandy Briscar suggested and it was agreed that posters would be posted.

The responsibilities of the administrator were discussed. They would help students get registered and would answer questions with regard to financial aid. They would answer first and second level questions. It was discussed that it would be possible to add a radio for communication.

Dr. Pierce reiterated that a permanent location must be established and everyone needs to be notified where that will be. There would not be a need for the administrator to cover the switchboard calls in the evening as it is already covered until 8:00 p.m.

The Cabinet required no action.

New Business

AACU Membership

Dr. Pierce recommended the College joining this Association (see information attached.) Its membership is very diverse and its purpose is in line with Floyd College's "niche." The Cabinet agreed. He and Karen Porter will complete the application when they meet.

Informational Report on Economic Outlook Conference

Dr. Pierce reported that the information from the Conference was positive in terms of the national and state outlook; however, the System will still likely give back money this year.
The Cabinet required no action.

Informational Report on the SACS Annual Meeting

Dr. Pierce reported that he, Dr. Chattopadhyay, and Dr. Carson attended the meeting. Dr. Wills asked if there was any information about training evaluators. Dr. Pierce and Jack Bishop both stated that training is underway now. Dr. Pierce stated that Dr. Carson probably has this information.

The Cabinet required no action.

Mid-Year Retreat

It was decided that the retreat would be scheduled on January 12. Barbara Griffith will check on locations. Berry College was suggested as the first choice. Due to the MLK Birthday holiday, this meeting will replace the first Cabinet and Administrative Council in January. The second meeting will take place on January 26.

Enrollment update

Dr. Wills reported concerning the enrollment (see attached.) She noted that there are 323 new students and that there are 123 fewer students in Rome compared to Spring 03. The total applications reflect an increase from last year. There will be a Saturday orientation on January 3.

The Cabinet required no action.

Alumni, Campaign, and Foundation Report

Judy Taylor reported that she and Mary Norton had identified some potential leaders for the Alumni Association. They had hoped to have their first meeting by this time; however, it will likely be January. She and Mary have been discussing constraints on Mary’s time.

The Campaign is still in the pre-planning stage. They are looking at infrastructure, staffing, and database maintenance.

Both Foundations have voted positively to merge, with the merger to be complete no later than 30 days after the roll-out of the College’s new identity (name) is approved.

Identity Focus Groups

Sandy Briscar reported that she and Dr. Pierce are moving forward with the process of a new identity for the College. Dr. Pierce has met with many community leaders and the legislators to discuss the issue. Dr. Pierce and Sandy have met with Advertising Dynamics, who will conduct focus groups beginning in January. Sandy will e-mail faculty, staff, and students and forward to Advertising Dynamics the names of any who would like to participate in the focus groups within their niche. The anticipated results will be to send two or three possible names to the Board of Regents for their selection and approval. Dr. Pierce’s timeline is April for submission to the Board of Regents.
Judy Taylor asked for clarification regarding the mission review. Dr. Pierce responded that it was his original intent to have the identity change and the mission change coincide. However, as recommended by Dr. Papp in their meeting on November 24, this will not likely be possible due to the statewide assessment timeline. Once the recommendations are made from the assessment, the Board of Regents will likely set up a process for Colleges to apply for a change of sector (i.e., from University status to Research University, etc.)

Other

Dr. Pierce reported concerning an article in the Community College Week in which Floyd College is officially listed as one (17th) of 50 fastest growing community colleges in the State with 2,500-5,000 students. Gainesville is #40. GPC is listed as #12 with 10,000 or more students.

Academic Recognition 2004 nominations are due January 16. Dr. Wills has given data to Dr. Carson who will ask for nominations from the faculty. She and Dr. Wills will select a student. Barbara Griffith will give Dr. Carson a copy of the information from the BOR.

Dr. Pierce reported that, beginning Summer Semester 2004, the FTE for undergraduate students will be set at 15 hours instead of 12, which is the national definition and standard. Jack Bishop stated that part time hours will be added and divided by 15. Schools will lose additional FTE they gained form Allied Health students. Twelve hours will be used for graduate enrollment.

Dr. Carson, Brent Griffin, and Tom Harnden have been informed their proposal for science and math teachers has been approved for a Phi Theta Kappa grant.

Dr. Pierce has asked the functional areas for their staffing requests for FY 05 as well as staffing requests for the Bartow Center, which will actually be in the FY 06 budget. The Administrative team will look at this in light of the budget. The College is planning to make all of the cuts. Dr. Pierce hopes that the cut will only be 2.7% and that instruction will be not affected.

There was a brief discussion concerning the progress of the RESA lease. Jeff Patty asked about technical support for RESA. Dr. Pierce responded that the College will need to deal with these issues one at a time.

Dr. Wills asked for a copy of the feedback concerning staffing needs before it is submitted to the BOR. Dr. Pierce stated that the amounts should be carefully checked for accuracy. The College will need to state how they will use internal money and make a case for new money requested.

Dr. Pierce asked for post-bid addendums for the construction. He reported that there is money to cover the loose equipment requests. Cooper Carry will likely do the interior design.

Sandy Briscar reported that the 2,000 CD catalogs have been delivered and will be located at the distribution point. They will be updated next year (hard copy.)
Doug Webb is getting prices on the tobacco-free policy signage, which will be in place by the first of the year. Dr. Pierce stated that the community feedback concerning the policy has been mostly positive.

Jeff Patty reported that he has been having discussion with Ken Reaves and Karen Porter concerning upgrading the secretarial position in his office to a clerical support position (Secretary/Clerk – IT Technical Paraprofessional.) He asked about the process to get the position approved. Randy responded that it should be submitted and that the budget is the big issue. Ken Reaves stated that any new positions must be approved by the Cabinet.

Judy Taylor gave an update on the process of hiring for the new position in the Advancement Office. She will send an Authority to Hire to Dr. Pierce.

Jeff Patty announced that the firewall will be installed on Friday (December 19.) No systems will work until the systems are turned back on.

There was a discussion concerning renovations in the Advancement Office area to create storage as well as upcoming renovation in the President's Office.

Ken Reaves announced that January 2 would be an eight-hour workday, 8:00 a.m. until 4:30 p.m.

There will be no VP meeting on Monday, December 22.

Jack Bishop distributed a copy of the 2002-2003 Fall to Fall Retention Rates (see attached.) There has been a substantial increase system-wide (67% for all USG schools.) The institutional retention rate is 57.7%. The College will receive extra funds once it reaches 60%. Dr. Pierce commented that one of the institutional goals was to increase the retention rate.

Dr. Pierce asked for the data concerning how Floyd College ranks within the System with other two-year colleges. Jack Bishop will send the information to Dr. Pierce.

The Administrative Council will meet at 2:00 p.m. today.

There being no further business, the meeting was adjourned at 10:35 a.m.

Respectfully submitted,

Barbara G. Griffith
Recording Secretary
The Minutes of the President's Cabinet Meeting
Monday, January 26, 2004

The President’s Cabinet met at 9:00 a.m. on Monday, January 26, 2004 in the
President’s Conference Room. Present were: President Randy Pierce, VP Dr. Virginia
Carson, VP Karen Porter, VP Dr. Penny Wills, IE Jack Bishop, IO Jeff Patty, HR Ken
Reaves, and AO Judy Taylor. PR Sandy Briscar joined the meeting at 9:45 a.m.

Dr. Pierce opened the meeting with the announcement that Nora Bell, wife of Dr. David
Bell, President at Macon State College has died and to please keep the Bell family in
their thoughts and prayers.

Old Business

Foundation/Merger

Judy Taylor discussed the Foundation merger which had been approved by both
foundations in December. The work is not complete, and the two foundations now need
to decide if they will dissolve one and merge into the other or dissolve both and form a
new foundation.

Judy reported that the Merger Committee will continue to meet to work through the legal
and financial issues of the merger.

The campaign is still in the planning stages, and the two boards will be meeting this
week to vote on funding Phase One of the campaign. The new identity of the College
needs to be approved prior to entering Phase One.

The senior leadership of the College will likely be asked to be more involved with the
foundation once the two boards merge by serving in specific roles on committees.

Alumni Association

Mary Norton has commitments from ten individuals to serve on the Alumni Advisory
Board. She is proposing two days in March to meet. Chris Lundy has agreed to be a
student representative on the Council, and there will also be a faculty representative.
She is also talking to Lynn Plunkett and Janet Moon. Resa Wood and Scott Bentley
have committed.

New Business

Review of Administrative Retreat

There was a discussion regarding the retreat. Dr. Carson suggested that the timing was
somewhat inconvenient and that perhaps a week or two later in January would be better,
or perhaps going back to December.

Dr. Wills commented that it was good to have input into the budget document before it
was submitted.
Rome Area Chamber Annual Meeting

Dr. Pierce announced that the meeting is scheduled for tomorrow night (January 27.) There are two seats still available at the College's corporate table. Barbara Griffith will contact Peter Matthews and John Rayburn first, and then Barbara Rees if one or both of them cannot attend.

Other

Dr. Pierce and Sandy Briscar will be attending the GEDA legislative reception at the Georgia Depot on Thursday (January 29.)

On February 3, three presidents, Dr. Isherwood, Rheinhardt College, Dr. Sanford Chandler, Appalachian Technical College, and Dr. Pierce will be attending the Cherokee County (Georgia) Board of Commissioners' work session.

The Chancellor has asked for an hour with each president as part of the evaluation process. This will be an opportunity for the presidents to talk about what they are doing. Dr. Pierce is trying to schedule this as soon as possible in order to get the name change as well as some other things that need to be done as soon as possible.

An informal budget conference has been scheduled for March 5. Dr. Pierce and Karen Porter will attend. The Cabinet is invited to attend. The budget has been submitted to the BOR with copies to the vice presidents.

Dr. Pierce reminded the Cabinet members, whenever they see the legislative delegation and have an opportunity to talk to them, please remind them of the Heritage Hall minor project. He is also hoping to move power lines across the Bartow campus. This is listed as Floyd College Infrastructure under minor improvements. When talking to Jeff Lewis, mention the power lines and when talking to Buddy Childers and Paul Smith, talk about the power lines and Heritage Hall.

The College is submitting an emergency MRR request for stabilization of the Genetics Institute. Doug Webb is in the process of putting some figures together. This will include stabilizing the roof, boarding up windows, removing the pine trees that obscure the view around the buildings, and the installation of a fence around the Genetics building, the house, and garage in order to prevent further vandalism.

The BOR had an architect to do a study to find out what if it is restorable, and if so, what needs to be done. The report stated that this is definitely a piece of Georgia agricultural history. He included a figure of $88,000 to stabilize, though this is not an accurate guess. He estimated it would take $1M to restore all three pieces to original use. Linda Daniels has agreed to the emergency dollars to stabilize and to talk about how to raise the money to restore the facilities. She wants community involvement. This is a good time to undertake this project with the excitement around the campaign, but it should not be a priority of the campaign, since the draft case for support was tested in the communities.

There was a discussion concerning the correct terminology of the property given its historical significance. It was agreed that the correct term should be "Genetics Institute," emphasizing the research and experiment station and its relationship to the economic
aspect rather than “gin.” There was a brief discussion concerning sources of funds for restoration and uses for the buildings.

Judy Taylor stated, for the record, that the discussion began at the ground-breaking during the Inauguration celebration. Since then, DNR has written a letter to the effect that this facility is eligible for the historic register. This was initiated by DNR without any contact by the College.

There was a brief discussion concerning the statewide assessment. The Chancellor plans to discuss this with individual regents between now and the BOR meeting next week (February 2-3.) The minutes are updated to reflect that this item was placed on hold.

The Rome Legislative Drive-In will be on February 17 at the BOR office. The Cartersville Drive-In will be held on February 24.

Dr. Wills reported that a picture of Dr. Jon Hershey and his student is featured in the “Communities in Schools” publication. One of the largest tutoring groups is located at Floyd College.

Student Development is in the process of revising a brochure which lists student loans. They are working with banks to co-sponsor the printing (see sample attached.)

Dr. Wills reported on a meeting with Gwen and Lisa from the WIA program at the Coosa Valley Regional Development Services. Posters will be put up around campus. The program at Floyd currently has fifty percent of the clients they need to have this year. (See brochures attached.)

The Evening Coordinator has been put on hold and the Library is still the point of contact for evening students.

Jeff Patty will be attending the ACIT meeting at Georgia Tech on Thursday and Friday.

Judy Taylor discussed a follow-up letter updating those who were interviewed for the Feasibility Study.

Sandy Briscar reported that Advertising Dynamics is ready to go with the focus groups after the February BOR meeting. They will be making phone calls instead of sending letters. These minutes are updated to reflect that this is on hold, pending BOR review of assessment study.

Sandy also reported that the next issue of “Focus Magazine” is coming along.

Dr. Pierce announced that Dr. Betty Siegel will be the graduation speaker.

Dr. Pierce reported that he, Karen Porter, and Doug Webb met to look at the Genetics Institute building and also met with GSFIC representative who monitors the project in Cartersville. The building is ahead of schedule. They are pouring the last of the cement floors and the chimney. They plan to put on the roof in May.
Dr. Carson announced that the first graduate from the Darton MLT/Floyd College Program will be receiving their degree in May in Floyd’s ceremony. Darton has given permission for the degree to be awarded here.

There being no further business, the meeting was adjourned at 10:20 a.m.

Respectfully submitted,

Barbara G. Griffith
Recording Secretary
Minutes of the President’s Cabinet Meeting  
Monday, February 2, 2004

The President’s Cabinet met at 9:00 a.m. on Monday, February 2, 2004, in the President’s Conference Room. Present: President Randy Pierce, VP Karen Porter, VP Penny Wills, Dr. Bruce Jones (for VP Virginia Carson), CR Sandy Briscar, IT Jeff Patty, HR Ken Reaves, and AO Judy Taylor.

Old Business

There was no Old Business to discuss.

New Business

Special Announcements

Dr. Pierce distributed copies of his response to the recent Editorial in the Rome News Tribune concerning the Heritage Hall project (see attached.)

This was an informational item and required no action.

He announced that the Statewide Assessment has been delayed until March. The Chancellor would like to have a consensus. The Campaign and the focus groups will also be delayed pending outcome of the assessment. Judy Taylor stated that this will not necessitate a delay in entering Phase One of the campaign (Planning.)

Institutional Social Events

Judy reported on a recent meeting with two of the Employee Ambassadors regarding the events sponsored by the Ambassadors and their concerns regarding how they are sponsored. She said that this led into a conversation concerning the need to sponsor events at all locations. The four events sponsored this year by the Ambassadors are a spring event (luau) on April, In-Service August 6, a fall event on October 28, and a holiday luncheon on December 7.

It was discussed that the group should be diverse and representative of all campuses. Judy stated that the Foundation can assist with the holiday luncheon. It was discussed that the In-Service event is a college function and perhaps should not be funded by the ambassadors. It was discussed that retirees should be invited to the holiday luncheon. Judy Taylor stated that when Board members are invited to an event, they should be recognized and there should be a program. Since the holiday luncheon is not structured in this way, perhaps only the retirees should be invited to this particular event.

Everyone will be invited to the Holiday Open House at the President’s home.

The recommendation was made that Ken and Judy meet with the ambassadors. President Pierce is willing to be involved in a subsequent meeting.

Policy for granting posthumous degrees
Dr. Jones distributed a proposed policy (copy attached.) It was noted that the College has awarded at least one degree posthumously in the past. This was a first reading. The policy will be read a second time with action in the next Cabinet meeting.

There was a separate discussion concerning protocol in dealing with the death of a student with regard to sending flowers, correspondence or any contact with the family. Dr. Wills offered to head up a group to develop a protocol. Judy Taylor can take the policy regarding flowers to the Foundation for a policy revision. It was decided that Student Life should be involved. If any other Cabinet members need to be a part of the group developing a protocol, please let President Pierce know. Dr. Wills will work with Marsha Welch regarding the graduation.

President’s Award

There was a brief discussion concerning selection of a recipient for this year’s President’s Award. Dr. Pierce asked for input and requested that any suggestions be sent to him.

New Student Organization – Floyd College Debating Club

The Cabinet reviewed and approved the request for final approval for the new organization (see attachment.)

Other

Dr. Pierce, Dr. Sanford Chandler, and Dr. Tom Isherwood will be meeting with the Cherokee County (Georgia) Board of Commissioners tomorrow at 4 p.m. concerning a possible site in Cherokee County.

Karen has the Consolidated Five-Year Improvement Plan.

The Fall 2003 Curriculum Inventory Report has been received. Dr. Pierce briefly discussed the semester hour report.

The BOR Financial Report will be circulated to the Cabinet.

The BOR will not allocate new funds for health insurance premiums since there is a surplus in the reserve. This surplus reserve will be used for the premiums until it is depleted.

The budget conference has been confirmed for March 5 at the BOR.

The Heritage Hall minor project is in the Governor’s budget.

Jeff announced that Alison Hedrick has been hired as a paraprofessional in the IT Department.

Sandy reminded the Cabinet that four-weeks’ notice is needed on print jobs, and that all publications need to be approved by her office. Jeff Patty interjected that any web work should be approved by Kristi Gilleland.
Judy Taylor reported that the Floyd College Foundation voted last week to fund fifty percent of Phase One of the campaign. The Cartersville Foundation will vote later this month. They did not have a quorum at their January 30 meeting. Judy plans to propose Phase One to begin in April. This phase will be on a six-month timeframe where a Case for Support will be developed. Phase Two will begin in or around October.

She also reported that the Financial Assistance Committee met last week. There were only two applications submitted for some of the scholarships. In order to generate more interest and hopefully more applications, the Publications Department has prepared some posters. One poster lists all scholarships and there is a separate poster for Criminal Justice and the Walraven Scholarship.

Dr. Wills discussed the need for some level of food service whenever larger events such as the 4-H conference are held on campus on Saturday. Lunch was provided for the participants, but not the parents. Dr. Pierce stated that it would be a good way for groups to raise money. The Cabinet needs to be aware of these events in time to make arrangements ahead for the College to be involved. Karen Porter will ask Mary Warner (Plant Operations) to send her a schedule.

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

Respectfully submitted,

Barbara G. Griffith
Recording Secretary
Minutes of the President’s Cabinet Meeting
Monday, February 16, 2004

The President’s Cabinet met at 9:00 a.m. on Monday, February 16, 2004 in the
President’s Conference Room. Present: President Randy Pierce, VP Virginia Carson,
VP Penny Wills, IE Jack Bishop, IO Jeff Patty, HR Ken Reaves, and AO Judy Taylor.
VP Karen Porter was on sick leave and CR Sandy Briscar was on annual leave.

Old Business

Protocol for Death of a Student/Posthumous Degrees

The Cabinet reviewed the protocol presented by Dr. Wills which was approved by the
Cabinet on April 29, 1998 (see attached.) She has proposed minor amendments, as
noted by highlighting on the protocol. Dr. Carson noted on Page Two, Item Eight that
the Registrar will verify if a student is eligible for a post-humous degree according to the
College Policy. A protocol does not require action by the Cabinet.

The Cabinet reviewed the Policy (see attached) as a Second Reading. The Cabinet
approved the Policy.

New Business

Policy changes

The Cabinet reviewed the memorandum dated February 5, 2004, from Chancellor
Meredith regarding the BOR Policy changes (see attached.) Barbara Griffith will print
the revised policies for the Administrative Council. This was an informational item and
the Cabinet required no action.

Regents’ Testing Program Schedules – Memorandum dated January 27, 2004

The Cabinet reviewed the schedule for Regents Testing (see attached.) This was an
informational item and the Cabinet required no action.

Comprehensive Program Review – Information Technology Program

Dr. Carson discussed the Review of the Information Technology Program (see
attached.) The Instructional Council approved suspension of the program; however, the
program will be taught out according to the current schedule.

2004-2005 Faculty hiring

Dr. Carson discussed the faculty positions being advertised in The Chronicle for Higher
Education. There are currently sixty-two faculty members serving on screening
committees which will be meeting over the next six weeks. Dr. Carson distributed a
listing of the positions and the screening committees (see attached.) This represents the
eleven new positions as well as positions vacated due to resignations and retirements.

VPN update
Jeff discussed his meeting with his staff. There are instructions available; however, they are very complicated. There were not as many people who needed a VPN as first thought. Dr. Wills asked who trains the staff. Dr. Carson responded that Simon Grist has facilitated some training with Kristi Gilliland. Alison Hedrick has been asked to brainstorm what a new employee encounters with regard to technology. Dr. Carson suggested that the training be folded into HR orientation.

This was an informational item and the Cabinet required no action.

Disability Services Indirect Institutional Revenues

Dr. Wills distributed and discussed a document showing the revenues generated and saved by the services provided by the Disabilities Support staff (see attached.) She noted that there is a need to increase the staff for exam proctoring.

This was an informational item and the Cabinet required no action.

Public transportation update

Dr. Wills distributed and discussed an update on her research concerning public transportation from Rome to the Rome Campus (see attached.) In summary, the students liked the idea of public transportation but they would not likely use it. Floyd College would be required to subsidize the transportation because the College is outside the City limits. The service would have to be bid and would be open for all bus services in the area. This will not be pursued any further at this time.

This was an informational item, and the Cabinet required no action.

Review of search guidelines

Ken Reaves distributed and Dr. Pierce discussed the current search guidelines (see attached.) This was prompted by the process to hire a secretary for the Advancement Office. Dr. Pierce stated that a committee should not be required for support staff positions. He suggested that the policy be changed so that a committee would be optional for clerical positions. Human Resources guidelines and processes should still be followed. Ken can make a recommendation if the person deals with people outside their office and the perspectives from outside are needed.

There was a discussion and it was decided that salary ranges should be included in advertisement for a position.

Dr. Pierce recommended a policy regarding hiring faculty and professional administrative personnel.

CASE Video Conference: “Gender Matters: Women Donors and Philanthropists.”

Judy Taylor discussed and invited everyone to attend the video conference scheduled for February 19 (2:00-3:30 p.m.) This is not part of the master campaign plan; however, there is a lot of interest in women donors and philanthropy. She is inviting a few people from the community.
Other

Judy reported that, on Friday, February 13, the Cartersville/Bartow College Foundation voted to fund fifty percent of the cost of Phase One of the Campaign. She would like for May 1 to be the first day of Phase One (Phase One-Day One-May 1) of the Campaign. The Floyd College Foundation had already voted to fund fifty percent of the cost.

Dr. Pierce discussed a news article from Chancellor Meredith regarding the Governor of Kentucky cutting the budget by an additional $45M.

The Democratic Budget Committee found $90M in the 05 state budget. They want to use the money to relieve the burden in the K-12.

He announced that there is no available space at Heritage Hall.

Doug Webb and the Capitol Improvements Committee have developed their list of MRR projects. The Heritage Hall renovation, which was submitted as a minor project, has been renamed “Floyd College Infrastructure,” and will include relocation of power lines at the Bartow Campus, the new security system, and the boiler replacement. Phase II of Bartow has been submitted as a major project. The Strategic Group and others will need to meet and decide what the next projects need to be.

MRR funds will be fully restored in next year's budget. That will be $370,000. This should take care of the entire list if the security system and boiler project are moved to the Floyd College Infrastructure project.

There will be a meeting next week with representatives from The Waveguide to discuss AV needs at the Bartow Campus.

Dr. Wills will distribute the Financial Aid guide at the Administrative Council meeting today (see attached.)

Ken Reaves asked that everyone send agenda items for the Faculty/Staff meeting to him.

Judy Taylor announced that the Scholarship Luncheon has been scheduled for Friday, April 16 in the Student Center. Division Chairs, key faculty members, and all directors are included on the invitation list. A program is being planned, and “Hold the Date” cards will be mailed the first of March.

Jeff Patty announced that he is waiting on approval from Randall Thursby to upgrade the student computer labs. He will then shift other computers.

Rob Laltrello is working on stats for student e-mail.

Dr. Pierce announced that he met with Bill Heath and discussed the closing of the Haralson campus. He also talked to Senator Nathan Dean. This will not be made public until he has a chance to meet with Tom Murphy. He hopes to tell the students by early in March. The minutes are updated to reflect that Tom Murphy suffered a stroke and was hospitalized. Dr. Pierce has been unable to meet with him, and is further considering how he will handle notifying former Speaker Murphy.
Dr. Pierce reported that the meeting with the Cherokee County Board of Commissioners went well. The presidents will meet and will present the commissioners with some models; however, he is not sure of the timeframe.

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

Respectfully submitted,

[Signature]

Barbara G. Griffith
Recording Secretary
Minutes of the President's Cabinet Meeting  
Monday, March 15, 2004

The President's Cabinet met at 9:00 a.m. on Monday, March 15, 2004, in the President's Conference Room. Present: President Randy Pierce, VP Virginia Carson, VP Karen Porter, VP Penny Wills, CR (Interim) Kelli Gorog, IO Jeff Patty, HR Ken Reaves, AO Judy Taylor, and PP Doug Webb.

Dr. Pierce welcomed the members of the Cabinet.

Old Business

Update on meeting at Waco

Dr. Pierce reported that he has not heard anything further from the Chancellor concerning the closing of Waco. It was presented to him as a budget cut. He also announced that he has asked Doug Webb to attend the meetings of the Cabinet until there is closure on Haralson and there is more direction for Acworth/Woodstock.

He reported that the announcement and the reaction from students and the community have not been negative so far. It is perceived that this was expected.

There was a discussion concerning the closing out of the facility. The T1 lines should be functional until sometime in May. Dr. Pierce stated that everything should be cut off by June 1. Doug Webb will need to give 30 days notice on the custodial and the grounds contract. The grounds contract will expire June 30. There will be a need for the building to be cleaned once the College has moved out. Dr. Pierce will notify Greg Hunt, Superintendent, when the College plans to be out. The building is monitored with a burglar alarm and it was suggested that Haralson County may want to continue that contract.

This was for discussion purposes only. The Cabinet required no action.

Update on Alumni Advisory Board

Judy reported that she greeted the Advisory Board members and Dr. Pierce and Mary Norton met with the Board on Saturday. The group decided to meet monthly as they did not finish the agenda which was set for Saturday. The Board agreed that more pride should be attached to attending Floyd College. There was a short discussion.

This was an informational item and the Cabinet required no action.

General Guidelines for Employment Searches

Ken distributed the Guidelines with the revisions discussed at the March 1 meeting (see attached – changes noted in italics and underlined.) The Cabinet discussed the guidelines and additional revisions were made.

Ken will revise the Guidelines and will bring them back to the Cabinet at the next meeting. The minutes are updated to reflect that Ken will be on annual leave when
the Cabinet meets again on April 5. He will bring the Guidelines back to the April 19 meeting.

New Business

Gift to College endowment

The Floyd College Foundation received a bequest to the College specifically for nursing scholarships. Kelli Gorog and Judy Taylor are working on a release. The Scholarship has not yet been made public.

The first recipient(s) will receive a scholarship for fall semester 05. Judy plans to get a projection based upon past history of the type of investments so that an amount can be anticipated for awarding in Spring 2005. Keith Sandlin and Barbara Rees will develop the criteria.

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

Other

Dr. Pierce gave an update concerning the College Relations and the two VP searches being conducted out of the President’s Office.

Dr. Pierce discussed an e-mail from the Chancellor regarding “Change.”

Dr. Pierce discussed a memorandum from Chancellor Meredith regarding House Appropriation Recommendations for the FY 2005 Budget (see attached) and a fax which includes a copy of the survey which the Foundation Executive Directors were asked to complete (See attached.) The Chancellor is asking the Presidents to confirm the information.

Karen Porter announced that the College would be receiving $150,000 emergency MRR funds for this year in order to begin work on boilers. The regular MRR money will remain intact. The minor project includes a security system for Heritage Hall and the Rome campus as well as money to move power lines across the Bartow property.

Dr. Carson reported that an accreditation site visit for the MLT has taken place. They found no deficiencies. The accreditation team was impressed with the cooperation with the on-line learning.

Dr. Carson reported on a Georgia Chamber of Commerce meeting regarding economic education in the state. The Georgia Chamber is having ten of these meetings around the state. She discussed some of the information contained in the materials.

She reported that the telephone interviews for the faculty searches took place last week. On-campus interviews will take place beginning the week after Spring Break.

Dr. Wills discussed the latest “View” piece for the College.

Ken Reaves announced that he will begin making arrangements for the Administrative Retreat, which will take place in the first couple of weeks in July (2004.) He will give
dates at the Administrative Council meeting. There was a discussion concerning a location, and the suggestions were the lodge in Rockmart, Brasstown Valley, a new facility at Lake Blackshear, and Lake Guntersville.

Ken discussed employee 25-year service awards and retirement gifts. He is researching offering a choice for 25-year awards and possible gifts other than money for a retirement gift. Ken will call the HR Committee together and discuss some recommendations.

Judy Taylor reported that Amanda Ingram reported for work today as Gift Processor/Administrative Assistance in the Advancement Office. She has worked in the Advancement Office at Shorter College.

Dr. Pierce reported that Kelli Gorog will act as Interim Director of College Relations until the position is filled. She will also attend the Cabinet meetings until a new Director is hired.

Dr. Pierce reported that, in his discussion with the Chancellor recently, the Chancellor said that he will unbundle issues concerning several institutions from the statewide assessment. One of the issues the Chancellor plans to deal with is the identity issue with Floyd. He plans to take these to the Board of Regents one piece at the time.

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

Respectfully submitted,

Barbara G. Griffith
Recording Secretary
Minutes of the President's Cabinet Meeting  
Monday, April 5, 2004

The President's Cabinet met at 9:00 a.m. on Monday, April 5, 2004, in the President's Conference Room. Present: President Randy Pierce, VP Virginia Carson, VP Karen Porter, VP Penny Wills, IE Jack Bishop, Interim CR Kelli Gorog, IO Jeff Patty, and PP Doug Webb. Judy Taylor was on sick leave and Ken Reaves was on annual leave.

Old Business

There was no Old Business.

New Business

Haralson Chamber membership

The Cabinet decided to renew the Haralson Chamber membership for one additional year, to be reviewed next year.

Leadership Assignments

Dr. Carson distributed and discussed leadership assignments during her absence April 16 through May 7 (see attached.) She has asked everyone to coordinate through Glenda Collier and Sherry New in her office.

SACS Timeline

Dr. Carson distributed and discussed the plan for the next four years (see attached.) She stated that the main issue is that the College needs to be on the assessment track in the coming year. The units that are involved in this must understand the “flow and the rhythm.” Laura Musselwhite plans to do a workshop this week. The minutes are updated to reflect that the workshop has been postponed. Dr. Carson has identified some faculty to take some of the roles that are up-coming in 2004-2005. Laura Musselwhite’s two years as Assessment Coordinator will conclude and she will rotate off. Rob Page has agreed to take the Assessment Coordinator role for the next two years. In addition to that, Dana Pergrem has agreed to work on building the kind of web structure that is needed for the report. The College will begin to send more people to the SACS meetings. The next two meetings will be in Atlanta. Dr. Wills commented that someone from Student Development and someone from Finance should go to the meetings. Dr. Pierce responded that the VPs and any other department heads that that VPs recommend should attend.

She discussed the SACS visited in which she participated last week and the implications of QEP, which will include budget, and the importance of assessment.

2004-2005 College Committees

Dr. Carson distributed and discussed the nominations for the 2004-2005 College Committees, which were approved by the Instructional Council. She has notified each individual nominated and they are willing to serve. There was a discussion concerning
the process in which the nominations are made by the Instructional Council. The process is included in the Faculty Statutes. The Cabinet has the opportunity to nominate and revise the committees once it is brought to the Cabinet.

Dr. Pierce asked the Cabinet to review the nominations. This will be brought back to the next Cabinet for action.

Other

There is a CBO meeting on the 29th. The budget allocations will likely be announced by then.

Dr. Wills reported that the Leadership Luncheon for Women will be held today at noon. Rebecca Denlinger, the Cobb County Fire Chief, will be the guest speaker.

Honors Night has been scheduled for April 21.

Dr. Carson reported that the Faculty searches will be concluded in the next ten days. No offers are being made until more is known concerning the budget. There was a brief discussion concerning the budget.

Dr. Pierce has drafted an e-mail to Linda Daniel and Dan Papp regarding potential options for a new Acworth location. A discussion followed.

The advertising for the VP searches will be coming out in the next Chronicle of Higher Education. The College Relations Committee is scheduling people to come on campus.

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

Respectfully submitted,

Barbara G. Griffith
Recording Secretary
Minutes of the President's Cabinet Meeting
Monday, April 19, 2004

The President’s Cabinet met at 9:00 a.m. on Monday, April 19, 2004, in the President's Conference Room. Present: President Randy Pierce, VP Karen Porter, Lynn Bacon (for VP Penny Wills), Dr. Tim Floyd (for VP Virginia Carson), Jack Bishop, Kelli Gorog, Rob Laltrello (for Jeff Patty), Ken Reaves, and Judy Taylor. Dr. Carson was attending a Fellows Trip abroad, Dr. Wills was attending the AACC Convention, and Jeff Patty was on leave.

Old Business

General Guidelines for Employment Searches – Second Reading, Revised Version

The Cabinet reviewed the revised Guidelines (see attached) as a second reading. There was no discussion, and the Guidelines were approved by the Cabinet.

2004-05 Committees of the College

The Cabinet reviewed the nominations for the 2004-2005 Committees of the College (see attached) as a second reading. The original was made and approved by the Instructional Council. There were no changes submitted to Dr. Carson's office since they were first presented at the April 5 Cabinet meeting.

Judy Taylor’s suggested the need for minority representation on the Financial Assistance Committee. A brief discussion followed. The Cabinet approved all nominations with the exception of the Financial Assistance Committee. Dr. Floyd will take the suggestion back to Dr. Carson.

New Business

Administrative Retreat suggestions

Ken Reaves distributed a listing and discussed the suggestions for a location for the Administrative Retreat on July 15-16 (see attached.) Ken commented that Brasstown is the same price as last year. The Cabinet decided to go to Amicolola Falls, assuming there will be money in the budget.

President's Update

Dr. Pierce reported concerning the President's Meeting on April 15.

Other

- Dr. Pierce announced that there will be an ICAPP liaison officer’s meeting on Wednesday, May 26. Dr. Bruce Jones should represent the College.

- Dr. Pierce received a copy of a House Resolution honoring Jim Mehaffey as a life-long resident and for other purposes, specifically upon the 50th wedding anniversary of Jim and his wife.
• Lynn Bacon reported that, as of Friday, there are 1377 students enrollment for Summer. This is 500 more than this time last year. The enrollment is spread across all campuses. Enrollment Management has admitted all but 21 of those who have completed applications (see attached.) Fall registration begins today.

• The Tour de Georgia bike race will be in Rome on Thursday.

• Ken Reaves reported that faculty searches are nearing completion. Offers will be made when the budget for next year is confirmed.

• Rob Laltrello reported that Jeff Patty will return from leave next Monday.

• Judy Taylor reported that Foundation Board meetings are scheduled for Wednesday, April 28 (Rome) and Friday, April 30 (Cartersville/Bartow.)

• Jack Bishop reported that IPEDS has been completed.

• Barbara Griffith reported that plans for graduation are going smoothly. There will be one posthumous degree awarded as well as the first Darton degree for Medical Laboratory Technology.

• Dr. Pierce reported that he had discussed another location with Dr. Dan Papp, Senior Vice Chancellor for Academics and Fiscal Affairs, and that the search for a site in North Cobb and Cherokee is still on-going. He discussed a drawing for finishing out a building should one come available. Steve Dougherty has said that Floyd can remain at Acworth this fall. It is likely this will be the case.

There being no further business, the meeting was adjourned at 10:20 a.m.

Respectfully submitted,

Barbara G. Griffith
Recording Secretary
Minutes of the President’s Cabinet Meeting
Monday, May 3, 2004

The President’s Cabinet met at 9:00 a.m. on Monday, May 3, 2004, in the President’s Conference Room. Present: President Randy Pierce, Dr. Bill Mugleston (for VP Virginia Carson), VP Karen Porter, VP Penny Wills, IE Jack Bishop, (Interim) CR Kelli Gorog, IO Jeff Patty, HR Ken Reaves, AO Judy Taylor, and PP Doug Webb. Dr. Carson was attending a Fellows Program.

Old Business

Committees of the College

Dr. Bill Mugleston discussed the nomination of Travice Obas to replace Judy Sims on the Financial Assistance Committee. The nomination was submitted by Dr. Tim Floyd for consideration. The Cabinet approved the nomination. (Copy of Committees attached.)

Dr. Mugleston explained that there needed to be a more off-campus presence on the committees.

New Business

Enrollment

Dr. Wills reported that enrollment for Summer is continuing to increase. There was a total of 1802 last year and we are already at 1589. There are 184 new students as of today (see attached report.)

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

Business After Hours – Cartersville Chamber at Barnsley Gardens, 5-7 p.m.

Judy Taylor announced the Business After Hours at Barnsley Gardens to be held tonight, 5-7 p.m. She stated that representatives from the College need to try to attend. Kelli Gorog will attend and Judy will try to attend.

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

March of Dimes/WalkAmerica, Saturday, May 15 – FYI

Judy Taylor announced that Floyd College will be sponsoring a hospitality tent at the Walk on May 15. Three or four people are needed to work the tent. Kelli has ordered Floyd College water bottles to give out. The College banner will be displayed on the tent. She will mention this to the Administrative Council later today.

Dr. Pierce asked to be kept posted on this. This was an informational item. The Cabinet required no action.
Task Force on Graduation Rates – Memorandum from Chancellor Meredith (See attached)

Dr. Pierce explained that, due to the graduation rates across the System, Chancellor Meredith has put together a task force. The statistics were discussed in the Presidential evaluation meetings and is part of the accountability measures. Dr. Wills expressed concern about using UGA practices as an example.

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

Draft of Reformulated 2002-2007 USG Strategic Plan – Memorandum from Chancellor Meredith.

Dr. Pierce reported that the Board of Regents has reformulated their Strategic Plan based on budget and redirection through 2007. The document has not yet been made public. He asked the Cabinet to read this document today and give him any feedback. Recommendations are due back to the Chancellor by May 6.

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

Other

Dr. Pierce announced that he had been told unofficially that Southern Polytechnic State University's Foundation will not be purchasing Life College. There are also a couple of other prime locations in Cobb County which are no longer being considered. He has moved the search to Cobb County as opposed to Cherokee, based upon his conversation with Dr. Dan Papp.

He discussed Cherokee and that the College will likely be located there, possibly as a guest. Dr. Pierce is focusing his attention more on Cobb County.

Dr. Pierce has contacted Steve Dougherty and informed him that the College will remain at North Metro Fall Semester (2004.) He is looking at January as the earliest date the move will take place.

The Legislature is meeting in Special Session this week only to finalize their work. There was a brief discussion.

There was a discussion concerning e-mail and the Open Records Act. Jeff Patty stated that the policy of a number of institutions is that e-mail be deleted after 10 days. Dr. Pierce asked the cabinet to inform his office if there is a request based on the Open Records Act.

Karen Porter reported that she will be sending out computer disks with salary raise information on them.

Dr. Pierce reported concerning searches.

Judy Taylor reported that the two Foundations met last week. There was a good discussion concerning the merger; although nothing has changed. The merger is set to move forward no later than June 30. There will be another meeting in June to approve
the temporary name of the new Foundation. The name being proposed is Floyd/Bartow College Foundation.

Dr. Pierce reported that he and Dr. Wills will be in Washington tomorrow through Thursday with the Chamber of Commerce.

Ken Reaves discussed the Administrative Retreat. Amicalola is no longer available. Unicoi or Brasstown are the two remaining that had been proposed earlier. Dr. Wills suggested the retreat location in Rockmart and Karen Porter asked about Cohutta Lodge. Ken will check into those possibilities.

Judy Taylor announced that the Clements Group will be on campus on May 24-25 for training for the Advancement team and College Relations. Dr. Pierce will also be involved. She suggested that the Cabinet may be asked to attend one session on the first day.

Dr. Wills distributed copies of the newest financial aid piece (copy attached.)

Dr. Wills distributed and discussed the “Financial Aid Data Submission Summary Report” for 2002-2003 (copy attached.) She reported that financial aid for 2003-2004 is already over $7M. The Financial Aid Department has packaged over $8M. The HOPE grant is the second largest award.

Dr. Pierce reported that Teresa Velsey Bowers, a Nursing student, was awarded the Jack Kent Cooke Foundation scholarship. This is one of 27 awarded to two-year college students transferring to four-year institutions.

There was a discussion concerning retention and the Freshman Year course.

Graduation is scheduled for Saturday (May 8.)

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, May 17, 2004

The President’s Cabinet met at 9:00 a.m. on Monday, May 17, 2004, in the President’s Conference Room. Present: President Randy Pierce, VP Virginia Carson, VP Karen Porter, Lynn Bacon (for VP Penny Wills), CR Kelli Gorog, IT Rob Lattrello (for Jeff Patty), HR Ken Reaves, AO Judy Taylor, and PP Doug Webb. Jack Bishop, Jeff Patty, and Dr. Penny Wills were absent.

Dr. Pierce opened the meeting.

Old Business

Administrative Retreat

The Administrative Retreat scheduled for July 15-16, 2004 will be held at Timber Ridge Conference Center in Mableton, Georgia.

New Business

Development of partnership with 100 Black Men of Rome (Organization includes surrounding counties)

Judy Taylor discussed her conversations with Greg Shropshire, a member of 100 Black Men of Rome and also a Floyd Alumnus, concerning forming a partnership with the Group whereby the College would advertise a scholarship offered by the organization to a Floyd County student attending on the Floyd County campus. By 2005, the organization will offer a scholarship for a Bartow student attending on the Bartow Campus. At this time, this scholarship will not be funneled through the Floyd Foundation or the Scholarship Committee. The agreement at this time is to advertise the scholarship. Two requirements of the scholarship are community service and a 2.5 GPA.

The second part of the partnership is to conduct some financial aid workshops in the community so that more potential students can be made aware of what is available.

Foundation: Merger activities (bylaws, finance and investment, etc.)

Judy reported that she is looking at scheduling a meeting of the Merger Committee in early to mid-June. While some subcommittees need to meet, the merger is still set to take place by the June 30 deadline.

Campaign: Clements Training May 24-25

Judy reminded the Cabinet that the Clements group will be on campus on May 24-25 in order to conduct training for the upcoming campaign. She will send an e-mail reminder to the vice presidents. Kelli Gorog and Ken Davis will sit in on the training.

Administrative Council tour of Bartow Campus
Doug Webb announced that the Administrative Council will be able to tour the Bartow Campus in the morning of June 4. This will be discussed at the Administrative Council meeting this afternoon.

**Holiday schedule for 2006**

Ken Reaves distributed and discussed the proposed schedule (see attached.) Revisions were made based upon the schedule. It was decided that the College would be open on Friday, December 22, in order to avoid using annual leave. The revised schedule was approved by the Cabinet and Ken Reaves will distribute the revised schedule to the Administrative Council.

**New language on employment application certification and agreement**

Ken Reaves distributed and discussed the new language regarding misrepresentation of credentials, recommended by the Board of Regents to be inserted into the Applicant's Certification and Agreement (see attached—old language and new language.)

There was a brief discussion concerning on-line applications and the concern for readability of the applicant's information on handwritten forms.

The new language was approved by the Cabinet.

**Other**

Dr. Pierce reported that the Board of Regents will meet on Tuesday and Wednesday, May 18-19. They will discuss the revised Strategic Plan which includes the statewide assessment. Dr. Dan Papp recommended that the letter regarding the focus groups is ready to go out. Dr. Carson recommended addressing both the identity and name issues in the focus group process.

- Search Update: The VP/Student Development Search Committee will begin the round of telephone interviews this week. There is a good pool of candidates.

- The VP/Finance and Administration will be meeting on Wednesday to narrow the pool to start telephone interviews.

- There is one more College Relations interview on Wednesday.

- The last Registrar interview is today.

Dr. Carson reported concerning the PTK visit on Friday.

Dr. Carson reported that she, Dr. Pierce, Kelli Gorog, Dr. Barbara Rees visited Tanner Medical in Villa Rica on Friday. The hospital administration spoke highly of Floyd College nursing students. The hospital has given a donation to fund nursing position(s) and will be a clinical site in the fall.
Kelli Gorog reported concerning the Floyd College-sponsored table at the March of Dimes WalkAmerica event on Saturday. Kelli, Ken Reaves, Brenda Weeks, and Cassie Taylor represented the College at the table.

Lynn Bacon reported that there are new instructions for ACCEL. This was formerly HOPE through the Department of Education – there is still a PSO. Part of the credits earned under the new grant will count towards the 127-hour cap. Grades in high school will not count towards GPA. The joint enrollment/PSO session is scheduled for Tuesday, May 25. The old DOE forms will be used for fall and they expect to have a new set by January. A discussion followed.

Dr. Pierce gave a brief update concerning the Cherokee County/Woodstock elementary school. Floyd will continue to look in the North Cobb area.

Lynn reported that enrollment is continuing to look good for summer (see attached report.)

There being no further discussion, the meeting was adjourned at 10:05 a.m.

Respectfully submitted,

Barbara G. Griffith
Recording Secretary

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Minutes of the President’s Cabinet Meeting  
Monday, June 7, 2004

The President’s Cabinet met at 9:00 a.m. on Monday, June 7, 2004, in the President’s Conference Room. Present: President Randy Pierce, VP Virginia Carson, VP Karen Porter, VP Penny Wills, CR Kelli Gorog, IO Jeff Patty, HR Ken Reaves. Absent: IE Jack Bishop, AO Judy Taylor, and PP Doug Webb.

Old Business

There was no “Old Business.”

New Business

Changes in the Regents Test

The Cabinet reviewed and briefly discussed the memorandum dated May 20, 2004 regarding the change in the way the Regents Test is recorded and presented (see attached.) The implementation date was not included in the memorandum.

The Cabinet required no action.

Comprehensive Program Review of the Human Services Program

Comprehensive Program Review of the General Business Program

Dr. Carson distributed and discussed the two program reviews (see attached) and the subsequent Instructional Council Actions (see report for details.)

The Cabinet required no action.

Faculty Hiring

Dr. Carson distributed and discussed the Faculty Hiring update (see attached.) She commented that the process has served to strengthen Developmental Studies and has added disciplines. Two faculty members, one new and one existing position, are supported by ICAPP (Nursing.)

Update on Administrative Searches

Dr. Pierce reported that search committees are actively working to fill two senior-level administrative positions (Vice President.) The VP/Student Development Committee has interviewed two candidates and will interview two more next week. One candidate withdrew.

Dr. Bruce Jones is chairing the VP/Finance and Administration search committee and has started scheduling interviews. The Committee could interview as many as eight people for the position.
Dr. Pierce reported that there will hopefully be closure on the College Relations position very soon. He will be meeting with an individual for a second time this week.

The Cabinet required no action.

Distance Learning Curriculum

Dr. Carson distributed and discussed the update on the Distance Learning Curriculum (see attached.) She commented that the College had provided some small grants to faculty members over the past six months for the purpose of developing on-line courses. Grants were offered for on-line or blended (one-line and face-to-face) courses. The courses developed will be made available to other faculty as the courses should not be owned by the faculty who developed the course.

Enrollment update

Dr. Wills reported on the enrollment for summer and fall (see attached.)

Other

- Dr. Pierce reported that he has talked with Dr. Frank Butler (Board of Regents) concerning the ETTC Director’s position. A lengthy discussion followed.
- Karen reported that the budget has been compiled and hard copies will be distributed by the end of the week if not sooner. There was a discussion concerning the Bartow Center budget.
- Kelli Gorog reported that the catalog proof would be coming this week. She stated that the review process should be brief as it will take four weeks to finalize the catalog once the College returns it to the company producing it.

There being no further business, the meeting was adjourned at 10:00 a.m.

Respectfully submitted,

Barbara G. Griffith
Recording Secretary
Minutes of the President's Cabinet Meeting  
Monday, June 21, 2004  

The President's Cabinet met at 9:00 a.m. on Monday, June 21, 2004 in the President's Conference Room. Present: President Randy Pierce, VP Karen Porter, IE Jack Bishop, Dr. Tim Floyd (for VP Virginia Carson), CR Kelli Gorog, IO Jeff Patty, HR Ken Reaves, AO Judy Taylor, and Phyllis Weatherly (representing Student Development) and PP Doug Webb. Absent: VP Virginia Carson.  

Old Business  

Campaign Update  

Judy Taylor distributed and discussed the 18-month Pert Chart (see attached.) She reported that the Clements Group representatives will be on campus on June 30-July 1 to work with Judy and Dr. Pierce. Co-chairs for the internal campaign will be named in July. There will be a two-hour session at the Administrative Retreat.  

Merger Update  

The Foundation Merger Committee met last week. They hope to finalize by-laws this week. The merger is set to take place in July.  

Other  

The focus group process will begin in July with Ad Dynamics. The process will take about a month. Kelli distributed sample questions and answers for the community and asked for feedback (see attached.) Dr. Pierce stated that the process will focus on identity rather than name change. The questions and answers were revised. Kelli asked for further updates. She will meet with the editorial boards in Rome and in Cartersville prior to focus groups.  

New Business  

Work Away Initiative  

Ken Reaves discussed the Work-Away Initiative coming out of the Governor's Office. He stated that Floyd College does have a Telecommuting Policy. Dr. Pierce responded that, given the area in which the College is located, there is no need for a telecommuting policy; however, employees are allowed some flexibility on an as-needed basis. He further stated that he had rather have a policy to conserve energy.  

Annual Report of Institutional Progress  

Dr. Pierce announced that the Annual Report to the Chancellor is due on November 12 (see attached.) Kelli Gorog stated that the deadline for departmental reports will be sometime in September. She will notify the departments when the deadline will be. The Minutes are updated to show that the deadline to College Relations will be September 13.
Dr. Pierce announced that Dana Davis has accepted the position as Director of College Relations. Dana will report no later than August 1. She will attend the Administrative Retreat in July.

The VP/Student Development search is getting close to making an offer. They are checking references. If the offer is accepted, the new VP will be asked to attend the Retreat.

The VP/Finance Committee will begin conducting interviews this week. They will likely interview seven or eight candidates over a period of the next two to three weeks.

Dr. Pierce and Dr. Carson will be meeting with Dr. Dan Papp, Dr. Frank Butler, and Dr. Lisa Rossbacher on July 2 to discuss the relationship the College may have with Southern Poly in the future.

Dr. Pierce reported on his and Doug Webb’s meeting with architects, planners, and interior designers regarding the Bartow Campus. A discussion followed.

Phyllis Weatherly gave an enrollment update. Enrollment is up 5.8% for summer. The first orientation for fall will be held on July 8. Enrollment is up significantly for fall.

Phyllis reported that the new registrar, Sandie Davis, reported for work today.

Ken Reaves asked for any additional agenda items for the Retreat. There was a discussion concerning bringing in a facilitator for the meeting. It was decided that the decision would be made once the agenda is finalized.

Dr. Pierce would like to discuss the first few chapters of the book, “The Quiet Crisis” at the retreat. Judy Taylor will order the books.

Karen reported concerning the CBO meeting and upcoming state audits. The auditors will be looking for split purchases using purchase cards. The System is hiring a procurement person who will be responsible for negotiating contracts.

Karen announced that the 2004-2005 budget has been approved and copies will be distributed on or around July 3.

Departments can now use their purchase cards for 2004-2005 purchases.

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

Respectfully submitted,

Barbara G. Griffith
Recording Secretary