The President's Cabinet met at 9:00 A.M. in the President's Conference Room on January 26, 1998. Present were President Lynn Cundiff, VP Joan Elifson, VP Penny Wills, VP Wesley Jones, HR Chris Lee, PI Sandy Briscar, and AP Jerry Shelton.

The President opened the meeting with greetings and then turned to items on the prepared agenda.

**Foreign Travel**
Dr. Wills presented a plan for foreign travel opportunities for Floyd College students. The plan had been discussed with Dr. James Cook who is coordinating the travel abroad program. She will make inquires about private funding. The Cabinet received the report as presented.

**Recruitment Plan**
Dr. Wills presented a Floyd College Recruitment Plan. According to the document: *The Floyd College Recruitment Plan* is a living document which describes our current student body as well as the prospective students (market segments) whom we seek to enroll. Each section details the definitions and demographics of a specific market segment, the benefits and challenges of working with that group, the messages we carry to these particular prospects, and the market possibilities which are either being conducted or being targeted for implementation given budget and personnel.

**Student Requests for Tuition Refunds**
- Tabatha Owen: Approved the request for a tuition refund for Mathematics 116, which was taken during Fall Quarter, 1997.
- J. Jason Coffman: Approved the request for a full tuition refund for Winter Quarter, 1998.
- Zachary P. Mitchell: Approved the request for a full tuition refund for Winter Quarter, 1998.
Instructional Technology Project Funding
It was reported that a total of $61,000 may be available soon to support the Instructional Technology Project. The President will conduct further investigation.

Photograph Shoot for Student Recruitment
Mrs. Briscar presented a plan for a "photo shoot" for student recruitment. The Cabinet accepted the plan as presented.

Instructional Technology Project Policies
Mr. Lee distributed a list of policies which need to be developed for the Instructional Technology Project. The list consisted of (1) the proposed needed policy, (2) the individual responsible for the needed policy, and (3) the due date for each policy. The Cabinet adopted the plan after an extensive review.

Management Training
Mr. Lee presented a list of management training priorities and responsible persons. After a considerable amount of discussion, the Cabinet agreed with the proposed list of priorities and responsible individuals.

Student Residency
A request by Joseph Scott Martin pertaining to in-state residency was referred to Ms. Lynn Bacon, Director of Enrollment Management, for a recommendation.

Basketball Tournament Update
A report on the status of scheduled high school basketball tournaments was presented by Jerry Shelton. Plans have been finalized in all critical areas.

Area Reports
Mr. Wesley Jones, Vice President for Finance and Administration.
Mr. Jones reported on (1) the operation of the Business Office, (2) the status of the Banner Systems, and (3) plans for a Budget Amendment.

Mr. Chris Lee, Director of Human Resources
Mr. Lee added a few comments to his report on management training priorities.

Dr. Penny Wills, Vice President for Student Development
Dr. Wills reported that safety tips will be published in the Six Mile Post and she is working on procedures for the handling of a crisis.
Dr. Joan Elifson, Vice President for Academic Affairs
Dr. Elifson reported on the following topics:
1. Ad Hoc Committee on Transfer Credit
2. Linkage of the FC Core Curriculum to the University System of Georgia
3. Chair position of the General Education Council for the University System of Georgia.
4. Trip to Kennesaw State University
5. Bartow County Chamber of Commerce
6. CDOC meeting with North Metro Technical Institute
7. Southern Tech’s refusal to accept BASS

There being no further business, the meeting was adjourned at 11:58 A.M.

Respectfully submitted,

Jerry W. Shelton
Assistant to the President
Floyd College  
Rome, Georgia 30162

President’s Cabinet Meeting Minutes  
February 9, 1998

The President’s Cabinet met at 9:00 A.M. in the President’s Conference Room on February 9, 1998. Present were President Lynn Cundiff, VP Joan Elifson, VP Wesley Jones, VP Penny Wills, HR Chris Lee, and PI Sandy Briscar.

The President opened the meeting with greetings and introductory remarks. Shortly thereafter, attention was diverted to the prepared agenda.

Calendar Activities
Several dates for institutional activities were established as follows:
- March 23 --- Administrative Council at North Metro Technical Institute
- July 26, 27, & 28 --- Administrative Retreat
- August 13 --- Fall In-Service Program for New Employees
- August 14 --- Fall In-Service Program for All Employees
- May 15 --- Employee Banquet

1998 Graduation
The speaker for the 1998 Graduation Ceremony will be Judge Robert Benham, the Chief Justice of the Georgia Supreme Court. Awards will include the President’s Award, the Wesley C. Walraven Award, the Vivian Benton Award, and an Administrative Award.

Environmental Workshop
An environmental workshop is scheduled for March, 1998. Mr. Lee will follow-up on plans.

Award for Collaborative Excellence
The Cabinet discussed a memorandum from Chancellor Stephen R. Portch concerning the 1998 Award for Collaborative Excellence. According to Dr. Portch, “The award again will be $1,000 and will be presented to an individual or a unit in the University System for collaborative or cooperative efforts.” This award is presented by the University System of Georgia Foundation from funds donated by the Chancellor. The deadline for submitting nominations is March 13, 1998.
Compensatory Time
Mr. Lee distributed a draft form for Compensatory Time Approval and Tally Sheet. The form will be used through June, 1998 when a revision, as deemed appropriate, will become effective on July 1, 1998. In the future, all compensatory time must be approved by supervisors using the form.

Financial Aid Committee
Ms. Lynn Bacon will serve as an interim member of the Financial Aid Committee.

Student Requests
- Erika Washington --- Ms. Washington's request for a tuition refund was referred to Dr. Wills for action.
- George M. Kinyua --- Approved his request for a tuition refund for Winter Quarter, 1998 contingent upon receipt of appropriate documentation.
- Joseph Scott Martin --- Disapproved his request for a refund of residency fees prior to Winter Quarter, 1998

Tuition Refund Procedures
The President requested Dr. Wills to review tuition refund procedures for students and to report the findings to the President's Cabinet.

Area Reports
Members of the Cabinet presented pertinent announcements about activities and events in their respective areas. The announcements focused upon Banner training and the next budget amendment.

There being no further business or discussion, the meeting was adjourned at 11:30 A.M.

Respectfully submitted,

Jerry W. Shelton
Assistant to the President
Floyd College
Rome, Georgia 30162
President's Cabinet Meeting Minutes
February 23, 1998

The President's Cabinet met at 10:15 A.M. in the President's Conference Room on February 23, 1998. Present were President Lynn Cundiff, VP Joan Elifson, VP Wesley Jones, VP Penny Wills, HR Chris Lee, and PI Sandy Briscar.

The President opened the meeting with greetings and introductory remarks. Shortly thereafter, attention was directed to the prepared agenda.

Committee Appointments
- Mr. Wesley Jones was appointed to complete Mrs. Beverley Morgan's term on the Institutional Effectiveness Committee.

- Mr. Kenneth Spruce was appointed to fill Mrs. Dorothy Morgan's position on the Financial Aid Committee.

Intercollegiate Athletic Program
The President distributed copies of recommendations pertaining to an Intercollegiate Athletic Program. The recommendations were prepared after a three-year study and investigation by Mr. Harold Boyd. Action on the proposal was postponed so that Cabinet members may become more informed on the issues involved.

Student Requests for Tuition Refunds
- Gabriel J. Hester: Postponed action on a request for a tuition refund for one class taken during the 1997 Fall Quarter pending further investigation.

- Robin Naugher: Postponed action on a request for a full (100%) tuition refund for Winter Quarter 1998 pending a need for additional documentation.

Banner Review Report by OIIT
Dr. Wills distributed copies and then led a discussion of a Banner Review Report conducted by officials of the Office of Information and Instructional Technology (OIIT) of the University System of Georgia. Dr. Wills encouraged the College to seriously consider the recommendations contained in the document and to establish an ad hoc committee to review strategic decisions concerning Banner. Action of the Cabinet consisted of approving the ad hoc committee as recommended and charging it with pursuing a solution to all issues raised in the report. Members of this committee (Strategic Computing Group) shall be the Vice Presidents, the Registrar, and the Director of Computing Services.
Student Government Association
Dr. Wills presented an update on the status of a new constitution for a reorganized student government association. The constitution is in the final stages of approval.

Recruitment Plan
Dr. Wills distributed a revised version of the Floyd College Recruitment Plan. According to Dr. Wills, the Floyd College Recruitment Plan is a living document which describes our current student body as well as the prospective students (market segments) whom we seek to enroll. Action on the Plan was postponed.

Recruitment Calendar
A Recruitment Calendar covering the dates of September 17, 1997 through April 24, 1998 was distributed by Dr. Wills. The Calendar demonstrated that several Floyd College Officials have been involved in numerous activities designed to encourage potential students to enroll at one of the five campus locations.

Switchboard Monthly Report
The Floyd College Switchboard Report for January 1998 is as follows:

<table>
<thead>
<tr>
<th>Types of Tally Reports</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Calls Received</td>
<td>9848</td>
</tr>
<tr>
<td>Day Personnel</td>
<td>9232</td>
</tr>
<tr>
<td>Evening Personnel</td>
<td>616</td>
</tr>
<tr>
<td>Largest No. of Calls Per Day</td>
<td>1130</td>
</tr>
<tr>
<td>Smallest No. of Calls Per Day</td>
<td>285</td>
</tr>
<tr>
<td>Average Calls Received Per Day</td>
<td>518</td>
</tr>
<tr>
<td>Calls Received Before 8:30 a.m.</td>
<td>298</td>
</tr>
</tbody>
</table>

Redlands Community College
The President led a discussion of the pending visit on February 25 by officials from Redlands Community College (El Reno, Oklahoma) to Floyd College for the purpose of seeking "first-hand information" on the Information Technology Project. According to the discussion, all details for the visit have been finalized.

Area Reports
Members of the Cabinet presented pertinent announcements about activities and events in their respective areas. No new projects have been initiated since the previous Cabinet meeting.

There being no further business or discussion, the meeting was adjourned at 11:58 A.M.

Respectfully submitted,

Jerry W. Shelton
Assistant to the President
The President’s Cabinet assembled at 3:00 P.M. in the President’s Conference Room on March 5, 1998. Present were President Lynn Cundiff, VP Joan Elifson, VP Wesley Jones, Ms. Lynn Bacon for VP Penny Wills, and PI Sandy Briscar.

The President opened the meeting with greetings and introductory remarks prior to pursuing the items on the prepared agenda.

Review of the Information Technology Project
- The Cabinet received a report from Mr. Chris Lee on the status of laptop computers. In the report, Mr. Lee raised several questions as well as addressed some previously identified issues.

- The Cabinet created a Technology Administrative Clearinghouse Team (TACT) to coordinate major issues dealing with technology especially the laptop computers. TACT will consist of the Vice President for Academic Affairs, the Vice President for Finance and Administration, the Vice President for Student Development, the Director of Computer Services, the Chair of the Division of Instructional Technology, and the Chair of the Computer Committee. TACT will establish task forces and user groups as deemed appropriate. Such task forces and user groups shall report to TACT which shall direct appropriate issues to the Computer Committee and/or the President’s Cabinet.

- The Cabinet referred the issue of technology fee waivers to TACT.

- The Cabinet members discussed the details of the Technology Conference scheduled at Clayton State College and University on March 20 and 21, 1998.

Administrative Council Meeting
The President appointed Dr. Elifson to the task of presiding at the Administrative Council Meeting scheduled on March 9, 1998.

Case Study
The President distributed copies of a case study to Cabinet members. The case study will be the major agenda topic for the Administrative Council Meeting scheduled for March 23, 1998 at North Metro Technical Institute in Acworth.
Faculty Development Institute
The President directed attention to a memorandum from Dr. James L. Muyskens, Senior Vice Chancellor of the University System of Georgia, concerning the FY99 Faculty Development Institute. According to Dr. Muyskens,

For each of the last three years, the Connecting Teachers & Technology Initiative has funded a two-week Faculty Development Workshop (FDW) for sixty University System faculty. Based upon experiences with FDW and feedback from faculty participants, this faculty development opportunity has now evolved into a year-long Faculty Development Institute. The new format, which includes the same benefits experienced by previous FDW faculty cohorts (such as instructional technology training, opportunities to work with and learn from faculty across the System, technology allowances, etc.), expands the program to include a more conducive learning cycle, greater individualized instruction, and advanced academic electives.

In anticipation that the Legislature will again allocate funds for the Connecting Teachers & Technology (CT & T) Initiative, we are asking that your institution go through the nomination process for the FY99 Faculty Development Institute now.

Dr. Cundiff requested Dr. Elifson to follow-through on the nomination process with a group of faculty members.

Student Government Association Constitution
Ms. Lynn Bacon presented the proposed Constitution for a Student Government Association. After a few typing errors were corrected, the Constitution was approved as presented.

Noon Optimist Club Request
President Cundiff presented a request from Susan Sexton-Cooley, Director of the Sara Hightower Regional Library, on behalf of the Noon Optimist Club for a fee waiver for Heritage Hall. The President will respond to the request with a note of approval.

Mini Grants
Mini Grants for FY99 will provide release time and/or equipment for faculty members engaged in projects in the area of distance learning. Staff members may qualify for the grants if the projects to be pursued are related to distance learning. No more funds are available for the 1997-98 academic year.

AACC Board of Directors
The President requested advice from Cabinet members prior to completion of the official ballot for use in electing members of the AACC Board of Directors for terms beginning July 1, 1998. The Cabinet suggested six candidates from among the submitted list of nominees.
PEW Round Table
The details of the PEW Round Table were announced by President Cundiff. The Round Table is scheduled for Heritage Hall on March 12 and 13. A follow-up date is tentatively scheduled for May 22, 1998.

Switchboard Monthly Report
The Floyd College Switchboard Report for February 1998 is as follows:

<table>
<thead>
<tr>
<th>Types of Tally Reports</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Calls Received</td>
<td>6638</td>
</tr>
<tr>
<td>Day Personnel Total</td>
<td>5772</td>
</tr>
<tr>
<td>Evening Personnel Total</td>
<td>603</td>
</tr>
<tr>
<td>Largest No. of Calls Per Day</td>
<td>502</td>
</tr>
<tr>
<td>Smallest No. of Calls Per Day</td>
<td>172</td>
</tr>
<tr>
<td>Average Calls Rec'd Per Day</td>
<td>331</td>
</tr>
<tr>
<td>Calls Rec'd before 8:30 a.m.</td>
<td>263</td>
</tr>
</tbody>
</table>

Distance Learning Issues
The President led a discussion of “future issues” related to distance learning and technology. All issues were referred to TACT for study and resolution.

Safety Coordinators
This topic was tabled due to the absence of Mr. Chris Lee.

Intercollegiate Athletic Program
This topic was tabled so that Cabinet members may discuss the major issues with selected employees before action.

Area Reports
Members of the Cabinet presented pertinent announcements about activities and events in their respective areas. The announcements focused upon projected salary increases for FY99 and personnel searches.

There being no further business or discussion, the meeting was adjourned at 5:10 P.M.

Respectfully submitted,

[Signature]

Jerry W. Shelton
Assistant to the President
Floyd College  
Rome, Georgia 30162

President's Cabinet Meeting Minutes  
March 23, 1998

The President's Cabinet was convened at 9:00 A.M. in the President's Conference Room on March 23, 1998. Present were President Lynn Cundiff, VP Joan Elifson, VP Penny Wills, HR Chris Lee, PI Sandy Briscar, AP Jerry Shelton, Mr. Bob Gilbert (visitor), and Ms. Dana Marko (visitor).

The President opened the meeting with several announcements. They are as follows:

- The Administrative Council will meet today at 2:00 P.M. in a classroom at North Metro Technical Institute in Acworth.

- Mr. W. Thomas Melton will return to the campus for ten days to assist with accounting practices and revenue projections.

- Auditors from the University System of Georgia will be on campus for several days beginning on Monday, March 30.

- The new Vice President for Finance and Administration is Mr. Pat McCord. He is currently employed by Gordon College in Barnesville, Georgia and will report to work on April 14.

- The President requested Ms. Dana Marko to conduct a review of the Technology Conference which was held at Clayton State College and University on March 20 and 21.

- The President wants the President's Cabinet to consider approval of (1) a joint conference on technology with Clayton State College and University and (2) a special conference on technology for two-year colleges conducted by Floyd College during the 1998-99 academic year.

- President Cundiff will designate selected employees to determine the feasibility of conducting a technology conference on the World Wide Web.

- The President indicated that we must improve institutional signs.
Auxiliary Services
The President led an extensive discussion about food service. It appears that the College will encounter a huge deficit in funds from cafeteria sales during this fiscal year. Effective Spring Quarter 1998, we will not operate the normal service during the evenings. The College will secure coffee and sandwich machines to fill the void. Dr. Penny Wills and Mr. Bob Gilbert will work with Mrs. Patty McDonald to develop an interim solution.

Student Enrollment
Dr. Wills presented a report on student enrollment. Enrollments on March 20 for the years of 1997 and 1998 are as follows:

<table>
<thead>
<tr>
<th>Campus</th>
<th>1997</th>
<th>1998</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central</td>
<td>802</td>
<td>1,162</td>
</tr>
<tr>
<td>Cartersville</td>
<td>159</td>
<td>375</td>
</tr>
<tr>
<td>NMTI</td>
<td>136</td>
<td>371</td>
</tr>
<tr>
<td>Heritage Hall</td>
<td>224</td>
<td>185</td>
</tr>
<tr>
<td>Haralson County</td>
<td>66</td>
<td>121</td>
</tr>
<tr>
<td><strong>Totals:</strong></td>
<td><strong>1,387</strong></td>
<td><strong>2,204</strong></td>
</tr>
</tbody>
</table>

Safety Facilitators
Mrs. Sandy Brisco distributed and then explained a flow chart for safety coordination for the central campus. Due to its complexity, the issue was postponed until the next meeting of the Cabinet.

Right – To – Know Coordinator
Dr. Harvey Moody, the current Right-To-Know Coordinator, has requested to be relieved of the responsibility effective May 1, 1998. After a discussion of the responsibilities of this position, the Cabinet referred the issue to Mr. Doug Webb with a request for him to nominate an individual from Plant Operations to fill the pending vacancy.

Classroom/Diner Paradox
Several individuals have complained about food and drinks in classrooms causing problems by enticing little unwanted creatures. The President requested faculty members to discourage this practice without prohibiting it entirely.

Student Request for Tuition Refund
The Cabinet postponed a request by Angela D. Todd for a full (100%) tuition refund for Winter Quarter 1998 pending a need for additional documentation. Mr. Shelton was requested to follow-up with the student.
Graduation 1998
The issue of what to do about students who complete degree requirements at the end of the 1998 Summer Quarter was settled. They will be permitted to “walk” during the June Graduation Ceremony if they meet the following criteria:
- Enrolled for the Summer Quarter by June 12;
- Paid fees by June 12; and
- Can complete degree requirements by the end of Summer Quarter.

ITP Conference at Clayton State
Approximately 200 people from several states and countries attended the recent Technology Conference held at Clayton State College and University. According to the President, we need to develop an overview of all aspects of the Conference.

Reclassification Recommendations for FY 99
Ms. Dana Marko distributed a list of staff reclassification recommendations for FY 99. The list was prepared by a committee consisting of Chris Lee, Dana Marko, Brenda Weeks, Cheryl Baker, Jeannie Blakely, and Carolyn Hamrick. The recommendations contained:
- Employee name;
- Current title;
- Requested title; and
- Committee recommendation per employee.

The Cabinet approved all recommendations. They will become effective on July 1, 1998.

Tuition Remission/Reimbursement Recommendations
Mr. Lee distributed and explained a list of recommended employees for tuition remission/reimbursement. The recommendations included Rob Laltrrello, Jacquelyn Reich, Shelvie Booth, Susan Claxton, Linda Dyer, C.D. Lee, and Paulette Jordan. One request is pending due to a lack of updated information. The list was approved by the Cabinet as recommended.

Area Reports
- Mr. Chris Lee, Director of Human Resources, reported on the following topics:

  1. Sample Form for waiver of student fees
  2. Recent telephone bills from Earthlink
  3. Broken computer screens
  4. Liability insurance for the laptop computers
  5. Location of Help Desk (needs to be moved)
  6. ITP Office (need a new permanent location)
• Dr. Joan Elifson, Vice President for Academic Affairs, reported on the events and activities as follows:

1. Meeting of TACT
2. Strategic Planning Group
3. SACS follow-up report
4. Recent University System meeting in Macon
5. A ceremony for the award of tenure

• Dr. Penny Wills, Vice President for Student Development, reported on the following topics:

1. Gabe Tallent --- Accepted by the Mercer University School of Medicine
2. Lynn Bacon --- Attended a Banner Conference
3. Dondra Casey --- Attended a Rehabilitation Management Conference
4. Phyllis Weatherly --- Attend a meeting of the ACPA
5. Penny Wills --- Attended the NASPA Conference

Dr. Wills concluded her report with a promise that an Institutional Security Plan will be completed very soon.

The President ended the meeting with an announcement that Floyd College will host a gubernatorial debate at Heritage Hall on June 7. The debate will be televised by GPTV. The themes will be education and health care.

There being no further business, the meeting was adjourned at 11:22 A.M.

Respectfully submitted,

[Signature]

Jerry W. Shelton
Assistant to the President

kr
The President's Cabinet was convened at 9:00 a.m. in the President's Conference Room on April 6, 1998. Present were President Lynn Cundiff, VP Joan Elifson, VP Penny Wills, VP Wesley Jones, PI Sandy Briscar, HR Chris Lee, and AP Jerry Shelton.

The President opened the meeting with greetings and introductory remarks. Shortly thereafter, attention was directed to the prepared agenda.

Safety Flow Chart
Mrs. Sandy Briscar distributed an elaborate flow chart for safety coordination for all campus sites. The project was approved as distributed by the Cabinet members.

Student Requests for Tuition Refund
- George M. Kinyua: Approved the request for a full (100%) tuition refund for the 1998 Winter Quarter.
- Gabriel J. Hester: Approved the request for a tuition refund for an art course for the 1997 Fall Quarter pending the receipt of appropriate documentation. This request was referred to Dr. Elifson for follow-up.

NOTE: Everything seemed to be in order; thus, this student has been informed that the request has been approved.

- Robert C. Hayes: Approved the request for a full (100%) tuition refund for the 1998 Spring Quarter pending adequate documentation on file. This request was referred to Dr. Elifson for follow-up.

NOTE: Adequate documentation was available; thus, the student has been informed that the President's Cabinet approved the request during a recent meeting.

Student Enrollment Report
Dr. Penny Wills distributed a report on student enrollment for the 1998 Spring Quarter. The totals are as follows:

<table>
<thead>
<tr>
<th></th>
<th>Students</th>
<th>Credit Hrs</th>
<th>EFT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Time</td>
<td>1216</td>
<td>16912</td>
<td>1409.33</td>
</tr>
<tr>
<td>Part Time</td>
<td>1090</td>
<td>8180</td>
<td>545.33</td>
</tr>
<tr>
<td>Total</td>
<td>2306</td>
<td>25092</td>
<td>1954.66</td>
</tr>
</tbody>
</table>
Enrolled Student Count By Campus for Spring Quarter 1998

<table>
<thead>
<tr>
<th>Campus Name</th>
<th>Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rome Campus</td>
<td>1389</td>
</tr>
<tr>
<td>Cartersville Campus</td>
<td>454</td>
</tr>
<tr>
<td>Acworth Campus</td>
<td>448</td>
</tr>
<tr>
<td>Heritage Hall Campus</td>
<td>216</td>
</tr>
<tr>
<td>Bremen Campus</td>
<td>175</td>
</tr>
</tbody>
</table>

Total w/Duplicates: 2682  Total Enrolled: 2306  Total Duplicates: 376

Dr. Wills also mentioned enrollment statistics for the previous three years. The details are as follows:

<table>
<thead>
<tr>
<th>Year</th>
<th>Fall Quarter</th>
<th>Winter Quarter</th>
<th>Spring Quarter</th>
<th>Summer Quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td>1995</td>
<td>2,409</td>
<td>2,354</td>
<td>2,185</td>
<td>------</td>
</tr>
<tr>
<td>1996</td>
<td>2,326</td>
<td>2,159</td>
<td>1,961</td>
<td>1,008</td>
</tr>
<tr>
<td>1997</td>
<td>2,252</td>
<td>2,079</td>
<td>1,954</td>
<td>938</td>
</tr>
</tbody>
</table>

The President requested Dr. Wills to conduct a study of enrollment trends and statistics for the past ten years.

Current Financial Report
Mr. Wesley Jones announced that the current financial situation is still under study. A report should be completed within a few days.

Right-To-Know Coordinator
This issue was postponed due to the lack of a report from Mr. Doug Webb.

Interim Solution for Food Service
Dr. Penny Wills reported that the interim solution for food service consists of the following measures:

- Theme lunches will be arranged on a periodic basis.

- Sandwich and coffee machines will be purchased and located in strategic locations.

- The cafeteria staff will not operate the normal food service during the evenings effective with the beginning of the Spring Quarter.

Honors Assembly
Dr. Penny Wills reported on plans for the annual Honors Assembly scheduled for June 12, 1998. She will confer with Dr. Ken Weatherman for details due to his experience with the event.
Classroom Usage of Laptop Computers
Mr. Chris Lee reported on the issue of the utilization of laptop computers by faculty members in the classroom. Two major points of emphasis are as follows:

- Some faculty members are not currently using laptops in the classroom.
- Some students are requesting a waiver of the technology fee due to the limited use of the computers in the classroom.

Unreturned Laptop Computers
Mr. Chris Lee reported on the status of students failing to return laptop computers once they are no longer enrolled at the College. He has investigated several possible measures which may be undertaken. The Cabinet members agreed upon the following process:

- Utilize certified letters as step one.
- Allow five working days for a response from students, then begin criminal proceedings through the local magistrate courts (pay appropriate fee for each filing) as step two.

Area Reports
- Mr. Chris Lee, Director of Human Resources, reported on the following issues:
  1. Employee Assistance Program
  2. Employee Sick Leave Report
  3. Evaluation Process for Administrators
  4. Laptop Computer concerns of the Political Science Club

- Dr. Joan Elifson, Vice President for Academic Affairs, reported on the following topics:
  1. Bookstore Policies per Prices and Deadlines
  2. Textbooks and CD Roms

- Dr. Penny Wills, Vice President for Student Development, reported on the following topics:
  1. Student Government Association Election
  2. Special Dinner with Students

- Mr. Wesley Jones, Vice President for Finance and Administration, reported on the following two concerns:
  1. Budget Preparation for the 1999 Fiscal Year
  2. Salary Increase Guidelines for the 1999 Fiscal Year

- Mrs. Sandy Briscar, Director of Public Information, reported that the 1998 Conference on Information Technology sponsored by The League for Innovation in the Community College is scheduled for November 1-4, at the Fontainebleau Hilton Hotel in Miami, Florida. Floyd College needs to arrange a booth in the display area.
Dr. Lynn Cundiff, President, announced that proposed salary increases will be reviewed by the Vice Presidents on Tuesday, April 14, at 1:30 p.m. in the President's Conference Room.

There being no further business, the meeting was adjourned at 10:48 a.m.

Respectfully submitted,

[Signature]

Jerry W. Shelton
Assistant to the President
Floyd College
Rome, Georgia 30162

President’s Cabinet Meeting Minutes
April 22, 1998

The President’s Cabinet was convened at 9:00 A.M. in the President’s Conference Room on April 22, 1998. Present were President Lynn Cundiff, VP Joan Elifson, VP Penny Wills, VP Pat McCord, PI Sandy Briscar, HR Chris Lee, AP Jerry Shelton, and Susan Bishop (visitor).

The President opened the meeting with greetings and introductory remarks. Shortly thereafter, the meeting focused on the topics on the agenda.

**Employee Awards**
Susan Bishop, chair of a special awards committee, reported on the committee’s recommendations for the Administrator Award and the Vivian Benton Staff Award. The recommendations were approved by members of the President’s Cabinet. The names of the recipients shall remain confidential until they are announced during the Faculty/Staff Recognition Dinner on May 15.

**Right – To – Know Coordinator**
Per a recommendation by Mr. Doug Webb, Mrs. Lynn Mills was approved by Cabinet members as the new Right-To-Know Coordinator. The appointment becomes effective on July 1, 1998 and involves a stipend of $500.00 per year.

**Student Request for Tuition Refund**
- Allen C. Moss: Denied a request for a full (100%) tuition refund for the 1998 Spring Quarter based upon institutional policies.

- Robin S. Naugher: Denied a request for a full (100%) tuition refund for the 1998 Winter Quarter due to the lack of sufficient documentation.
Switchboard Monthly Report
The Floyd College Switchboard Report for March 1998 is as follows:

MARCH 1998

<table>
<thead>
<tr>
<th>Types of Reports</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Calls Received</td>
<td>14065</td>
</tr>
<tr>
<td>Day Personnel – Totals</td>
<td>12956</td>
</tr>
<tr>
<td>Evening Personnel – Total</td>
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<td>Largest No. Calls Per Day</td>
<td>1020</td>
</tr>
<tr>
<td>Smallest No. Calls Per Day</td>
<td>360</td>
</tr>
<tr>
<td>Average Calls Rec’d Per Day</td>
<td>640</td>
</tr>
<tr>
<td>Calls Rec’d Before 8:30 A.M.</td>
<td>470</td>
</tr>
</tbody>
</table>

Independence Day Holiday
Based upon a recommendation by Mr. Chris Lee, Friday, July 3 was approved by the Cabinet as an official holiday in celebration of Independence Day, which falls on a Saturday this year.

Laptop Computer Fees for the 1998 Summer Quarter
After an extensive discussion, the Cabinet members agreed to continue the $200 technology fee for the 1998 Summer Quarter. This information will be distributed to students via the Summer Quarter Class Schedule, the electronic mail system, and the Six-Mile Post. To accomplish this dissemination of information, a statement will be drafted by Mrs. Briscar, Dr. Wills, and Mr. McCord.

NOTE: THE DRAFTED STATEMENT IS AS FOLLOWS:
If you are a currently enrolled Floyd College student, you will have the opportunity to keep your laptop computer through the summer, regardless of whether you take a class during the summer session, as long as you plan to return for fall semester.

All that’s required is the $200 Technology Fee and your signature indicating that you intend to return to classes in the fall. Just stop by the Business Office to make the arrangements.

Budget Meetings
The President announced that the Administrative Council meeting on May 4 will devoted to budgetary issues. Individuals responsible for budgets will have opportunities to share budgetary concerns with others during this meeting. Prior to this date, the vice presidents and the President will meet several times to discuss matters related to the budget.
Faculty/Staff Recognition Dinner
Several items pertaining to the 1998 Faculty/Staff Recognition Dinner were announced. They are as follows:

- Date: May 15
- Time: 6:00 P.M.
- Location: Heritage Hall
- Response: RSVP to the President’s Office by May 12.
- Dress: Casual
- Retirees: Special Recognition
- Service Awards: 28 to be presented
- Special Awards: Administrator and Benton Awards to be presented.

Personnel Reclassification Issue
A request to consider the reclassification of an employee was referred to Dr. Elifson for a follow-up study and subsequent recommendation.

Student Enrollment
Dr. Wills presented a report on student enrollment beginning with the 1996 Fall Quarter through the 1998 spring Quarter. The details are as follows:

Enrollment by Campus
*** Duplicated headcount totals***

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Campus</th>
<th>Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 1996</td>
<td>Rome</td>
<td>1797</td>
</tr>
<tr>
<td></td>
<td>Cartersville</td>
<td>470</td>
</tr>
<tr>
<td></td>
<td>Acworth</td>
<td>505</td>
</tr>
<tr>
<td></td>
<td>Heritage</td>
<td>256</td>
</tr>
<tr>
<td></td>
<td>Bremen</td>
<td>149</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3177</td>
</tr>
<tr>
<td>Winter 1997</td>
<td>Rome</td>
<td>1643</td>
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<tr>
<td></td>
<td>Cartersville</td>
<td>485</td>
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<td></td>
<td>Acworth</td>
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<td></td>
<td>Heritage</td>
<td>376</td>
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<tr>
<td></td>
<td>Bremen</td>
<td>144</td>
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<tr>
<td></td>
<td></td>
<td>3107</td>
</tr>
<tr>
<td>Spring 1997</td>
<td>Rome</td>
<td>1479</td>
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<tr>
<td></td>
<td>Cartersville</td>
<td>418</td>
</tr>
<tr>
<td></td>
<td>Acworth</td>
<td>414</td>
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<tr>
<td></td>
<td>Heritage</td>
<td>389</td>
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<tr>
<td></td>
<td>Bremen</td>
<td>173</td>
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<td></td>
<td></td>
<td>2873</td>
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<td>Semester</td>
<td>Location</td>
<td>Enrollment</td>
</tr>
<tr>
<td>--------------</td>
<td>----------</td>
<td>------------</td>
</tr>
<tr>
<td>Summer 1997</td>
<td>Rome</td>
<td>942</td>
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<tr>
<td></td>
<td>Cartersville</td>
<td>232</td>
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<td>Acworth</td>
<td>244</td>
</tr>
<tr>
<td></td>
<td>Heritage</td>
<td>61</td>
</tr>
<tr>
<td></td>
<td>Bremen</td>
<td>99</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>1578</strong></td>
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<tr>
<td>Fall 1997</td>
<td>Rome</td>
<td>1647</td>
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<tr>
<td></td>
<td>Cartersville</td>
<td>516</td>
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<tr>
<td></td>
<td>Acworth</td>
<td>493</td>
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<td></td>
<td>Heritage</td>
<td>210</td>
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<td></td>
<td>Bremen</td>
<td>170</td>
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<td></td>
<td></td>
<td><strong>3036</strong></td>
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<td>Winter 1998</td>
<td>Rome</td>
<td>1592</td>
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<td></td>
<td>Cartersville</td>
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<td></td>
<td>Acworth</td>
<td>446</td>
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<tr>
<td></td>
<td>Heritage</td>
<td>215</td>
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<td></td>
<td>Bremen</td>
<td>167</td>
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<td></td>
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<td><strong>2882</strong></td>
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<tr>
<td>Spring 1998</td>
<td>Rome</td>
<td>1393</td>
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<tr>
<td></td>
<td>Cartersville</td>
<td>454</td>
</tr>
<tr>
<td></td>
<td>Acworth</td>
<td>447</td>
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<tr>
<td></td>
<td>Heritage</td>
<td>220</td>
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<tr>
<td></td>
<td>Bremen</td>
<td>173</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>2687</strong></td>
</tr>
</tbody>
</table>

**Area Reports**

- Dr. Joan Elifson, Vice President for Academic Affairs, reported on the following topics:
  1. Letter from a law firm requesting salary records.
  2. Wesley C. Walraven Award
  3. 1998 Summer Quarter Class Schedule
  4. 1998 Fall Semester Class Schedule

- Dr. Penny Wills, Vice President for Student Development, reported on the following topics:
  1. Food Service
  2. The SGA President and the Administrative Retreat (July 26-28)
• Mr. Chris Lee, Director of Human Resources, reported on the following issues:
  1. Administrative Retreat Location
  2. Cartersville Trip on April 25

• Mr. Pat McCord, Vice President for Finance and Administration, reported on the following concerns:
  1. Current and Future Budgets
  2. Rental of 75 Laptop Computers

There being no further business, the meeting was adjourned at 11:27 A.M.

Respectfully submitted,

[Signature]

Jerry W. Shelton
Assistant to the President
The President's Cabinet was convened at 9:00 A.M. in the President's Conference Room on May 4, 1998. Present were President Lynn Cundiff, VP Penny Wills, VP Pat McCord, HR Chris Lee, and AP Jerry Shelton.

The President opened the meeting with greetings and introductory remarks. Shortly thereafter, the meeting focused on the topics on the agenda.

**Personnel Reclassification**
A request to consider the reclassification of an employee was approved as recommended. This action involved a new position title only. An announcement concerning this reclassification will be made at the appropriate time.

**Directory Information Requests**
Dr. Wills presented a proposed policy on the charging for student directory information requests. The proposal was adopted as presented. Key details are as follows:

**Issue:** Passage of the Solomon Amendment in 1997 requires all colleges and universities to provide directory information to branches of the Armed Services upon request. Because of the volume of paper required, the time on task involved for employees, and to protect the privacy of students, this issue is relevant to requests from all areas, not just the Armed Services.

Directory Information, as defined in the Floyd College Catalog, is student name, address, enrollment status, dates of enrollment, degrees earned, major, honors and awards.

**Proposal:** Floyd College should charge all agencies, excluding University Systems institutions, a flat fee of $50.00 to cover the expense of producing the requested information, shipping and handling. A letter will be sent to the requesting agency, stating our policy and an invoice for payment due. Upon receipt of the payment, the information will be sent to the requesting agency.
Protocol for the Death of a Student
Dr. Wills presented a proposed policy for the protocol to be followed in the death of a student on campus. The proposal contained (1) immediate actions, (2) subsequent actions, and (3) campus action. The proposal was postponed due to the need for the clarification of several issues.

Vehicle Request Procedure
In the immediate future, the responsibility for processing requests and performing maintenance on motor vehicles will be handled by Plant Operations. This means that the Office of the President will no longer be involved with this service.

Technology Awards
Mr. Lee presented a proposal for a series of technology awards (certificates) to be included as a part of the 1998 Recognition Dinner. The Cabinet members approved the recommendation as presented. The certificates will actually be known as “technicality awards.”

Student Request for Tuition Refund
The Cabinet members denied a request by Anita Kay Wisner for a full (100%) tuition refund for the 1998 Spring Quarter based upon institutional policies.

Meeting Schedules
The Cabinet members adopted a proposal by President Cundiff that the President’s Cabinet and the Administrative Council meet on the first Monday of each month effective May 4, 1998. Previously, both the Cabinet and the Council met two times per month.

Year 2000 Project Coordinator
The University System of Georgia Office of Information and Instructional Technology has requested that each unit of the University System appoint an individual to serve as Project Coordinator for the year 2000. Dr. Cundiff will discuss this issue with Mr. Jeff Patty and recommend an individual to the Cabinet during its next meeting.

ICAPP Liaison Officer
The University System of Georgia Office of the Assistant Vice Chancellor for Development and Economic Services has requested that each unit of the University System appoint an individual to serve as the ICAPP Liaison Officer for the future coordination of economic development projects. Dr. Cundiff will discuss the topic with Dr. Joan Elifson prior to appointing an individual to the position.

Area Reports
- Dr. Penny Wills, Vice President for Student Development, reported on the following topics:
  1. Student Life Budget
  2. The Shakespeare Festival
  3. Tower Hour
• Mr. Jerry Shelton, Assistant to the President, reported on the transfer of funds from the agency account for high school basketball tournaments as follows:
  1. Floyd College Foundation ($9,000.00 for Non-Traditional Student Scholarships)
  2. HPER Club ($4,023.00 for club projects)

• Mr. Pat McCord, Vice President for Finance and Administration, reported on the following topics:
  1. Budget Status (FY 99)
  2. New Comptroller (Karen Porter)

There being no further business, the meeting was adjourned at 10:04 A.M.

Respectfully submitted,

Jerry W. Shelton
Assistant to the President
Floyd College
Rome, Georgia 30162

President's Cabinet Meeting Minutes

June 1, 1998

The President's Cabinet met at 9:00 A.M. in the President's Conference Room on June 1, 1998. Present were President Lynn Cundiff, VP Joan Elifson, VP Penny Wills, VP Pat McCord, PI Sandy Briscar, HR Chris Lee, and AP Jerry Shelton.

The President opened the meeting with greetings and introductory remarks. Shortly thereafter, the meeting focused on the topics on the agenda.

Higher Education and the Law Conference
The Higher Education and the Law Conference will be held July 20 and 21, 1998, at the Georgia Center for Continuing Education in Athens, Georgia. Several names were suggested as possibilities to attend. Most prominently mentioned were Ashley Tull and Karen Porter. Dr. Cundiff and Dr. Elifson will follow-through on the selection of those who should represent the institution.

Travel Management
Dr. Cundiff announced the following:
- For travel purposes, Floyd College is now using Magical Travel in Rome.
- We must abide by state contracts for travel.
- In the future, very few employees will be granted a standing authorization to travel.

Employee Reclassification and FY 99 Pay
Per personnel reclassifications and pay for FY 99, title changes will become effective on July 1, 1998. Pay increases, however, will not become effective until September 1, 1998.

Tuition Remission and Reimbursement
Mr. Lee announced that two additional applications have been received and will be considered. An announcement should be forthcoming soon on those approved for tuition remission and reimbursement.

Nursing Students and Laptop Computers
The Cabinet members approved a request for nursing students to be granted permission to keep laptop computers for approximately four (4) weeks this summer (mid June to mid July) without additional expense. This approval is contingent upon an accurate list and a firm contract signed by each student.
Student Application Fee
Dr. Cundiff announced that the University System of Georgia plans to implement a state-wide student application fee in the amount of $20.00 per student during the 1998-99 academic year for all two-year colleges. Dr. Cundiff understands that an institution may request an exemption during the first year. This is an issue that must be addressed soon by Floyd College.

Real Education
Dr. Cundiff asked Dr. Elifson to follow-up on the value of Real Education. Real Education provides software and a template for the creation of web courses supported by a graphic studio and a technology center.

International Faculty Travel Fund
President Cundiff announced that Jon Hershey and Robert Page have been awarded funds for Faculty Development Seminars scheduled for this summer. Mr. Hershey will attend a seminar in South Africa and Zimbabwe, and Mr. Page will attend a seminar in Greece.

Committees of the College
Per this topic, the President announced the following items:

- The chair of each Committee of the College must submit regular and annual reports to the President's Cabinet.

- Effective with the 1998-99 academic year, the President's Cabinet will become more issue oriented by acting on reports submitted by the Committees of the College.

- Vice President Pat McCord will replace Mr. Wesley Jones on the Capital Improvements Committee effective July 1998.

- Vice President Joan Elifson should prepare charges for the Standing Committees of the College.

Summer Hours
Effective June 15, "flex time" will be utilized by the College for the summer months. This means that the normal work hours for Monday through Thursday will be 8:00 a.m. until 5:30 p.m. On Fridays, the time will be from 8:00 a.m. until 12:00 p.m. Employees and supervisors may arrange different work hours if desired. Buildings will be closed at specific times and air conditioning turned off. Exceptions to these hours may be made for selected activities such as HPER classes, Biology laboratories, the PREP Program and the National Youth Sports Program.

Paper, Copy, and Mail Costs
According to Vice President McCord, all institutional unit budgets have been reduced by 50 percent for "copies" and "paper." In addition, 50 percent of previous postage funds
have been deleted from the budget. Postage funds are included in the budget for the Office of Public Information.

Gubernatorial Forum
Dr. Cundiff announced that the Floyd College Continuing Education Department will be hosting a gubernatorial forum on June 7, 1998, at Heritage Hall 7:00 -9:30 p.m. Gubernatorial candidates from both political parties will be present for the Northwest Georgia Gubernatorial Forum, which will be broadcast statewide on GPTV. A reception for the candidates will be held at 5:30 p.m. in Heritage Hall. All Democratic and Republican candidates, except for Mr. Guy Millner, have agreed to attend the forum. Admission will be by ticket only.

Switchboard Monthly Report
The Floyd College Switchboard Report for April 1998 is as follows:

<table>
<thead>
<tr>
<th>Types of Reports</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Calls Received</td>
<td>9914</td>
</tr>
<tr>
<td>Day Personnel Total</td>
<td>8836</td>
</tr>
<tr>
<td>Evening Personnel Total</td>
<td>1078</td>
</tr>
<tr>
<td>Largest No. Calls Per Day</td>
<td>575</td>
</tr>
<tr>
<td>Smallest No. Calls Per Day</td>
<td>280</td>
</tr>
<tr>
<td>Average Calls Received Per Day</td>
<td>472</td>
</tr>
<tr>
<td>Calls Received Before 8:30 A.M.</td>
<td>282</td>
</tr>
</tbody>
</table>

Student Assistant Requests for FY 99
Mr. Chris Lee presented a list of student assistant requests for FY 99. The list far exceeds the amount of funds available, which is currently $50,000. This amount reflects a budget reduction of $25,000 from the FY 98 Budget.

A committee was formed to study and recommend the assignment of student assistants for next year. The committee members are as follows:
- Bill Mugleston
- Phyllis Weatherly
- Karen Porter
- Sandy Briscar
- Ex-officio Chris Lee

The deadline for a committee recommendation is June 19.

Electrical Power
Dr. Cundiff announced that the electrical power would be cut-off today at 4:00 p.m. Employees should plan to leave at that time.

Student Request for Tuition Refund
The Cabinet members reaffirmed the denial of a request by Robin S. Naugher for a full (100%) tuition refund for the 1998 Winter Quarter due to the failure to demonstrate the existence of a catastrophic medical problem.
New Name for the Instructional Technology Project
Dr. Cundiff mentioned that we need a new name for the Instructional Technology Project, since it is no longer a Project. Sandy Briscar suggested EMPAC (Electronically Mediated Postsecondary Academic Community). Additional suggestions will be sought via the Administrative Council.

ITP Phase II Meeting
The ITP Phase II Meeting is scheduled for June 2 at 10:00 a.m. In Phase II, we must move from the informational level to the interactive level according to Dr. Cundiff. Dr. Cundiff talked at length about what we need to do in this area in the future.

Area Reports

- Dr. Joan Elifson, Vice President for Academic Affairs
  Dr. Elifson announced that Mrs. Belen Nora will be the Mace Bearer and Mr. Stephen Burns will be the Banner Bearer during the 1998 Graduation Ceremony.

- Dr. Penny Wills, Vice President for Student Development
  Dr. Wills presented a Summer Quarter Enrollment Report as follows:
  
<table>
<thead>
<tr>
<th>Campus</th>
<th>Enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rome, Central Campus</td>
<td>413</td>
</tr>
<tr>
<td>Heritage Hall Campus</td>
<td>27</td>
</tr>
<tr>
<td>Cartersville Campus</td>
<td>84</td>
</tr>
<tr>
<td>Acworth Campus</td>
<td>114</td>
</tr>
<tr>
<td>Bremen Campus</td>
<td>60</td>
</tr>
<tr>
<td>Total</td>
<td>698 (64 Duplicates)</td>
</tr>
</tbody>
</table>

- Mr. Pat McCord, Vice President for Finance and Administration
  Mr. McCord announced that the FY 99 Budget is pending approval by the Board of Regents.

- Mr. Chris Lee, Director of Human Resources
  Mr. Lee reported that the "end of the quarter brunch" is scheduled for June 10 at 10:00 a.m. on the central campus.

There being no further business, the meeting was adjourned at 11:40 A.M.

Respectfully submitted,

Jerry W. Shelton
Assistant to the President
Floyd College  
Rome, Georgia 30162  

President’s Cabinet Meeting Minutes  
July 6, 1998

The President’s Cabinet met at 9:00 A.M. in the President’s Conference Room on July 6, 1998. Present were President Lynn Cundiff, VP Joan Elifson, VP Penny Wills, VP Pat McCord, PI Sandy Briscar, and AP Jerry Shelton.

The President opened the meeting with greetings and introductory remarks. Shortly thereafter, the meeting focused on the topics on the agenda.

**Floyd College Return To Work Program**  
The Cabinet members discussed a proposed policy on returning to work in compliance with processes required by workers’ compensation. Several issues were aired; however, action on the policy was postponed until selected revisions can be made.

**Administrative Retreat Agenda**  
The agenda for the Administrative Retreat scheduled for July 27 & 28, 1998 at Cedar Creek Lodge in Cave Spring was reviewed with emphasis on the most vital topics.

Topics added to the list are as follows:
- Student Satisfaction Survey
- Administrative Evaluation Form
- Return to Work Program
- Environmental Scan/Budget
- ITP Review
- ITP 2 Overview
- Year 2000 (Y2K) Problem

A revised list will be distributed a few days prior to the Administrative Retreat.

**Pay Rate for Part-Time Instructors Who Are Floyd College Retirees**  
The rate of pay for part-time instructors who are Floyd College retirees was raised from $1,500 per five-hour course under the quarter system to $2,000 for a three-hour course under the semester system effective with the beginning of the 1998 Fall Semester.

**Student Application Fee**  
The Central Office of the University System of Georgia granted a one-year waiver of the $20 student application fee as recently adopted by the Board of Regents. The waiver, applicable only to Floyd College, was in response to a request by the College for a delay in the implementation of the fee policy.

Board of Regents Ad Hoc Committee on Teacher Preparation
President Cundiff distributed copies of a report prepared by the Ad Hoc Committee on Teacher Preparation for the University System of Georgia. During its April meeting, the Board of Regents approved ten principles as recommended by the Committee. The principles are organized into three categories: (1) Quality Assurance, (2) Collaboration, and (3) Responsiveness. The complete document will be finalized soon and presented to the Board for action in July.

**Designated Smoking Areas on Campus**
The Cabinet members approved sections I and II of a report prepared by the Environmental Health and Safety Committee on the subject of designated smoking areas on campus. The President believes that the report should be distributed to all pertinent personnel on the various campuses as soon as feasible.

**ITP Fees for Part-Time Students**
The Cabinet members discussed a change in ITP fees for part-time students for the 1998 Summer Quarter. Related issues to the ITP fee structure were also discussed. The President requested that the vice presidents study these issues and recommend any changes by July 10.

**Year 2000 (Y2K) Committee and Issues**
The President announced that he will discuss issues and appoint a committee during the Administrative Council meeting on this date on the anticipated problems with computers during the year 2000.

**Response to a Legislative Request**
The President read a proposed letter to a member of the Georgia General Assembly per inquiries that were made on behalf of some individuals. The Cabinet members endorsed the contents of the President’s response.

**Switchboard Monthly Report**
The Floyd College Switchboard Report for May 1998 is an extensive document, which contains, among other items, telephone calls tracked by division/department/office. A grand total of 9,364 calls were received by the Switchboard between the hours of 8:00 a.m. and 9:00 p.m. during the month.

**Scanning System**
Dr. Cundiff announced that the institution should move from Word Perfect to Word as soon as possible.

**Telecounseling Calls**
Dr. Cundiff announced the support of an effort by Ms. Lynn Bacon, Chair of Enrollment Management, to recruit volunteers to make telecounseling calls for the recruitment of new students. A total of four individuals for four nights between the hours of 6:00 – 9:00 p.m. are needed for this endeavor. The volunteers will be trained and may be utilized in various “time combinations.”
Student Satisfaction Survey
Dr. Cundiff announced that results from the Student Satisfaction Survey conducted by the University System of Georgia will be on the agendas for both the Administrative Retreat (July 27 & 28) and the Employee In-Service Program (August 14). In fact, Dr. Cundiff believes that some information from the Survey will be released to the general public during the July meeting of the Board of Regents.

National Youth Sports Program Evaluation
Dr. Cundiff announced that the National Youth Sports Program (NYSP) will be evaluated by a representative from the NCAA on July 8. Annually, the NYSP at Floyd College is one of the top ten such programs in the United States.

Distinguished Teacher
Dr. Elifson announced that the College will request funds ($48,000) from the University System of Georgia to employ an instructional technologist. With the required match, the total amount of available funds will be approximately $70,000. The target date for the new employee to report for duty is the beginning of Spring Semester in January 1999.

Area Reports
- Dr. Lynn Cundiff, President
  Dr. Cundiff reminded the vice presidents that reports are due to the President on a monthly basis.

- Mr. Pat McCord, Vice President for Finance and Administration
  Mr. McCord announced that (1) we have an income deficiency of $29,000 for the 1998 Summer Quarter; (2) an equipment inventory is currently being conducted; and (3) a conference call with AT & T and First Union Bank per the ITP is scheduled soon.

- Dr. Penny Wills, Vice President for Student Development
  Dr. Wills briefly discussed recent developments in the areas of (1) Student Life; (2) Security; and (3) Financial Aid.

- Dr. Joan Elifson, Vice President for Academic Affairs
  Dr. Elifson discussed the status of three faulty searches and announced that PREP was highly successful once again this summer.

There being no further business, the meeting was adjourned at 11:55 a.m.

Respectfully submitted,

Jerry W. Shelton
Assistant to the President
Floyd College
Rome, Georgia 30162

President’s Cabinet Meeting Minutes
September 4, 1998

The President’s Cabinet met at 9:00 a.m. in the President’s Conference Room on September 4, 1998. Present were President Lynn Cundiff, VP Penny Wills, VP Pat McCord, PI Sandy Briscar, HR Chris Lee, AP Jerry Shelton, and AO Judy Taylor.

The President opened the meeting with greetings and introductory remarks. Shortly thereafter, the topics on the agenda were pursued.

Revised Policy for Centre Stage
The President presented a Revised Policy for Usage of Centre Stage. The policy was approved as submitted. Dr. Cundiff requested VP Pat McCord to check on the need for insurance for selected events and activities.

End of Semester Brunch
The end of the fall semester brunch was scheduled for December 18 – time to be determined. A committee consisting of VP Penny Wills, Dr. Chris Lee, and Mrs. Sandy Briscar will develop details including the establishment of the time.

Holiday Party
The topic of a holiday celebration for December was discussed by Cabinet members. The President wants members to consider several options and report their preferences during the next Cabinet meeting.

Thanksgiving and Christmas Closings
The Cabinet tentatively approved the following holiday closings:
- November 25 – College Open – Annual Leave
- November 26 and 27 – Holidays
- December 24, 25, 28, 31 and January 1 – Holidays
- December 23, 29, and 30 – Annual Leave

Dr. Cundiff appointed a committee consisting of VP Joan Elifson, VP Penny Wills, and Dr. Chris Lee to study the feasibility of closing the College on December 21 and 22. If the College does close, these dates must be annual leave days for twelve-month employees. This committee should report on its recommendations at the next Cabinet meeting.

Names: Cartersville Foundation and Center
The Cabinet decided that the Foundation shall be known as the Cartersville-Bartow College Foundation. The name of the new center in Bartow County will be determined at a later date.

Legal Plan for Employees
Dr. Lee presented an outline for a legal plan for employees. The Cabinet did not act on the topic during this meeting. The President requested Dr. Lee to investigate additional options.
Welfare to Work Program
Dr. Lee presented a report on the Back to Work Program. The Cabinet endorsed the idea but requested additional follow-up by Dr. Lee prior to final action.

Meetings
The following meetings were briefly discussed:
- Staff Meeting September 22
- Faculty Meeting October 20
- Staff Meeting October 20

Laptop Computer Theft
Dr. Cundiff reported on a magazine article about computer theft. He stressed the importance of theft prevention.

Administrative Evaluations
Dr. Lee distributed a finalized version of an Administrative Evaluation Form. The Form will be piloted during the 1998-99 fiscal year. All administrators must be evaluated between December and the end of February of each year.

Floyd College Cruise
Mrs. Judy Taylor reported that Floyd College will sponsor a Western Caribbean Cruise as a fundraiser. The cruise is scheduled for May 17-22, 1999 and will be made available to FC faculty, staff, and students as well as friends of the College. Spouses of all the above will be welcomed as participants. A total of 32 cabins will be reserved for Floyd College personnel.

Working Connections and Title III
Mrs. Judy Taylor reported on Working Connections and Title III. This is a technology training grant program ($300,000) with applications due on October 8, 1998. Title III is a federal grant program ($1.7 million) for educational institutions with applications due in Spring, 1999. Floyd College may apply for both grants.

Floyd College Alumni Association
A study is being conducted to identify a database for such an association. As soon as the study is completed, efforts will be made to develop a viable organization.

Communications
Some issues in the area of communications were discussed by Cabinet members. Dr. Wills and Mrs. Briscar will pursue some of these issues, such as “distribution lists” and “push technology” with our computer people in an effort to improve communication among the various campus locations.

Proposed Highway By-Pass Route
The proposed highway by-pass route to be constructed near the College will utilize the current golf course area. Thus, the golf area will need to be relocated as soon as feasible.

Personnel Vacancies
The President announced a “freeze” on personnel hiring for the foreseeable future. Exceptions, if any, must be approved by President Cundiff.
Budgetary Considerations
Mr. McCord responded on the status of the institutional budget per the current decrease in student enrollment. There is a considerable shortfall – the specific amount to be determined after all factors are analyzed.

Celebration for Governor Miller
Dr. Cundiff reported that the University System of Georgia is sponsoring a celebration of appreciation for Governor Zell Miller on October 14, 1998. Floyd College can send 20 people to the celebration. The invitation list of 20 individuals, including some students, will be determined by the President at a later date.

Virtual Village
Dr. Cundiff reported that the Floyd College Virtual Village on the World Wide Web will be operational on September 15, 1999. He stated that this development has great possibilities for the future.

Student Laptop Training
Dr. Wills distributed a summary of student laptop training activities from August 18 through August 24. The report included dates, locations, times, attendance numbers, and instructors.

College Fees
Dr. Wills reported on the status of fees (matriculation and special) for six colleges: West Georgia, Dalton, Kennesaw State, Berry, Shorter, and Floyd. Even with the $300 laptop fee per semester, Floyd College’s total fees are lower than all the referenced colleges except Dalton. A copy of the report is available for inspection.

There being no further business, the meeting was adjourned at 11:58 a.m.

Respectfully submitted,

Jerry W. Shelton
Assistant to the President
Floyd College  
Rome, Georgia 30162  

President's Cabinet Meeting Minutes  
October 8, 1998  

The President's Cabinet met at 9:30 a.m. in the President's Conference Room on October 8, 1998. Present were President Lynn Cundiff, VP Joan Elifson, VP Penny Wills, VP Pat McCord, PI Sandy Briscar, AO Judy Taylor, Dana Shipp (representing Human Resources), and AP Jerry Shelton.

Decoration of Centre Stage  
Per the decoration of Centre Stage for this year's holiday season, it was decided that Floyd College employees will be responsible through 1998. In the meantime, a group appointed by the President will study and recommend an approach beyond this year.

Georgia Tech Office at Heritage Hall  
The Georgia Institute of Technology informed President Cundiff via a memorandum dated September 30, 1998 that it intends to vacate rented space in Heritage Hall on October 30, 1998. This space will be reassigned as soon as a decision on its utilization can be made.

Public Information Accountability Report  
A Public Information Accountability Report involving paper usage, postage utilization, and expenses for first and second class mail was presented by President Cundiff. It was noted that there will be a dramatic increase in second and third class mail rates on January 1, 1999.

Georgia Two-Year College Association  
President Cundiff announced that the 1998 annual meeting of the Georgia Two-Year College Association will be held on November 6 and 7, 1998, on Jekyll Island at the Clarion (Buccaneer) Resort. The meeting will begin at 1:30 p.m. on Friday afternoon and conclude by noon on Saturday. The theme for the conference is "Strategies for Student Success" and the major speaker for the event will be Dr. Terry O'Banion, President of the League for Innovation in the Community College.

Access to Science Laboratories  
President Cundiff presented a report that he had received from Dr. Michael Windelspecht, Chair of the Environmental Health and Safety Committee. The issue raised by the report centered around complaints from some faculty members that, on a number of occasions, the science laboratories at the Cartersville Center were being used as general education classrooms by groups not directly associated with Floyd College. The professors requested an investigation of safety concerns associated with this practice. The President's Cabinet received the report, but postponed final action until Dr. Elifson can secure appropriate legal advice and return the report to the original committee for revisions based upon suggestions from the President's Cabinet as well as from the University System of Georgia attorneys.

Student Requests for Tuition Refund  
- Danielle B. Herritt: Approved a request for a full (100%) tuition refund for the 1998 Fall Semester.
• Ian S. Griffin: Approved a request for a full (100%) tuition refund for the 1998 Fall Semester.

• Lea E. Johnston: Postponed action on a request for a full (100%) tuition refund for the 1998 Fall Semester due to the need for additional information. Dr. Cundiff requested Dr. Wills to investigate the merits of this request.

• Eunice Watters: Disapproved a request for a full (100%) tuition refund for the 1998 Fall Semester; however, the student will receive a partial refund based upon the date of withdrawal. Since this was a complicated case involving financial aid and other issues, Mr. McCord was assigned the responsibility of processing the request.

Technology Fee for Maymester
Based upon a recommendation from Dr. Elifson and Dr. Wills, the Cabinet considered a reduction of the technology fee for the 1998 Maymester (and possibly the Summer Semester). After a considerable amount of discussion, action was postponed until the next Cabinet meeting. In the meantime, a committee consisting of Dr. Wills (Chair), Ashley Tull, Adrian Bowers, Laura Musselwhite, Lynn Bacon, and Karen Porter will study the entire scope of this issue and recommend a course of action.

Laptop Computer Distribution and Training for Students
After an extensive discussion of a proposal prepared by Dr. Chris Lee, former Director of Human Resources, concerning laptop computer distribution and training for students, a committee was appointed as follows:

Carol Callahan, Chair
Linda Whitacre
Jeannie Cassity
Steve Head
Debbie Holmes
Dana Shipp
Linda Dyer

The charge to this committee is two-fold: 1) determine procedures for laptop computer literacy training, and 2) study the feasibility of one-hour software courses.

Institutionalization of the BANNER Student Information System
Dr. Penny Wills presented a detailed report on the institutionalization of the BANNER Student Information System. The report was adopted with one change – the BANNER Functional Management Committee will report to the Institutional Computer Committee. A copy of the report is available for inspection.

Dr. Wills presented (for information purposes only) a report by David Brunner, Senior Advisory Consultant for SCT-Education Systems, on his assessment of the BANNER Financial Aid System. The report contained a series of steps for improvement.

Standing Committees of the College
The Cabinet worked on the formation of standing committees of the College. A revised list is as follows:

Floyd College
Committees of the College
1998-99
Note: All of the terms assigned below begin in Fall, 1998

Financial Assistance Committee

(Open position) Recruiter Fall 2000
Lynn Bacon, Ex-officio
Lynn Herman Fall 1999
Jonathan Hershey Fall 1999
Laura Musselwhite Fall 1999
Ken Spruce Fall 1999
Marsha Welch Fall 1999

Computer Committee

Tim Dees Fall 2000
Steve Head Fall 2000
Susan Motes Fall 1999
Sue Munn Fall 1999
Betty Nolen Fall 1999
Jeff Patty, Ex-officio
Karen Porter Fall 2000

Environmental Health and Safety

Sandy Briscar, Ex-officio
Harvey Bynum Fall 2000
Wayne Harrison Fall 1999
Donna Miller, Chair, 1998-99 Fall 2000
Lynn Mills Fall 2000
Michael Windelspecht Fall 1999
Debbie Ziegler Fall 1999

Capital Improvements

Sarah Burkhalter Fall 1999
LaNelle Daniel Fall 1999
Tim Floyd Fall 2000
Pat McCord Fall 2000
Carolyn Parks Fall 2000
Doug Webb, Ex-officio
Institutional Effectiveness

Lynn Bacon Fall 1999
Sandy Briscar Fall 2000
Steve Burns Fall 1999
Leigh Callan Fall 2000
Tim Floyd Fall 1999
Carolyn Hamrick Fall 1999
Pat McCord Fall 2000
Jason McFry Fall 1999
Barbara Rees Fall 1999
Dudley Saalley Fall 1999
Ashley Tull Fall 2000

Affirmative Action Committee

Glenda Brooks Fall 1999
Dondra Casey Fall 2000
Jonathan Hershey Fall 2000
Dana Shipp, Ex-officio
Ken Spruce Fall 2000
Phyllis Weatherly Fall 1999
Student Rep

Staff Grievance Committee

In the process of being elected.

The President announced that a list of Ad Hoc Committees will be prepared and distributed throughout the institution.

Purchase of Laptop Computers
At the request of President Cundiff, Mr. McCord will investigate all parameters per the selling of laptop computers to students and the general public and will report his findings to the Cabinet as soon as possible. During this investigation, no computers will be sold.

E-Commerce Committee
Dr. Cundiff appointed a group to secure advertisements for the new Floyd College web site. The members are as follows:

Pat McCord, Chair
Sandy Briscar
Jane Slickman
Gerrie Burton
Wendy Shapiro
Craig Auter
Judy Taylor
Ashley Tull
Eric Proffitt
Switchboard Monthly Reports
Selected items from the Floyd College Switchboard Reports for both July and August of 1998 are as follows:

<table>
<thead>
<tr>
<th>Numbers</th>
<th>July</th>
<th>August</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Number: 8:00 a.m.-8:30 a.m.</td>
<td>300</td>
<td>424</td>
</tr>
<tr>
<td>Total Number: 8:30 a.m.-4:30 p.m.</td>
<td>10,153</td>
<td>12,445</td>
</tr>
<tr>
<td>Total Number: 4:30 p.m.-9:00 p.m.</td>
<td>558</td>
<td>366</td>
</tr>
<tr>
<td>Total Number: All Time Periods</td>
<td>11,011</td>
<td>22,022</td>
</tr>
<tr>
<td>Average Number Per Day</td>
<td>501</td>
<td>1,047</td>
</tr>
<tr>
<td>Largest Number Per Day</td>
<td>953</td>
<td>1,203</td>
</tr>
<tr>
<td>Smallest Number Per Day</td>
<td>112</td>
<td>180</td>
</tr>
</tbody>
</table>

It should be noted that all telephone calls are tracked by department/division.

Institutional Refocusing Process
President Cundiff presented a proposal for a refocusing process for the institution. The proposal was adopted as presented. A major component of the proposal involves a series of forums to pursue the following topics:

- Historical and Statistical Review
- Competition and Political Review
- Future Directions

To expedite the forums, facilitators and recorders will be identified and trained. After the forums have been conducted, a summary of themes and a general analysis of suggested future directions will be forwarded to the Strategic Planning Group. Eventually, a final document on the refocusing of the institution will be prepared and distributed throughout all campus locations.

There being no further business, the meeting was adjourned at 12:55 a.m.

Respectfully submitted,

Jerry W. Shelton
Assistant to the President
The President's Cabinet met at 10:00 a.m. in the President's Conference Room on November 10, 1998. Present were President Lynn Cundiff, VP Joan Eliison, VP Penny Wills, VP Pat McCord, PI Sandy Briscar, AO Judy Taylor, and AP Jerry Shelton.

The President opened the meeting with greetings and introductory remarks. Shortly thereafter, the topics on the agenda were pursued.

Chancellor's Visit
Dr. Stephen R. Portch, Chancellor of the University System of Georgia, will visit Floyd College on December 1 and will speak to Floyd College employees at 3:30 p.m. in Heritage Hall. All employees are encouraged by the President to attend.

Advertising Plan
President Cundiff decided to refer this topic to the vice presidents prior to being considered by the Cabinet.

Spring Semester Matriculation
Dr. Wills announced that several students have registered for the 1999 Spring Semester. The total per each location is as follows:

- Rome: Central Campus: 604
- Cartersville: 230
- Acworth: 130
- Rome: Heritage Hall: 174
- Waco: 84

Dr. Cundiff announced that he “wants a registration process that is student oriented with the least number of hassles and one which renders the most in funds.” He further stated that the "process must be standardized."

Access to Science Laboratories
Action on a proposed policy on access to science laboratories was postponed so that additional clauses may be included. The policy should be completed by the end of Fall Semester.

Student Requests for Tuition Refund
- Lea E. Johnston: Denied a request for a 100% tuition refund for the 1998 Fall Semester.
- Joseph B. Bendek: Approved a request for a 90% tuition refund for the 1998 Fall Semester.
Technology Fee for Maymester and Summer
The Cabinet approved and will recommend to the Board of Regents the following fee structure:
- Maymester only $150
- Summer Sessions I and /or II $150
- Summer Session I only $150
- Summer Session II only $150
- Maymester and Summer Sessions I and II $300

Purchase of Laptop Computers
Mr. McCord will continue to research the ramifications and possibilities per the sale of computers to students and the general public. This issue is scheduled to be finalized by early 1999.

Switchboard Monthly Report
Switchboard Reports for both September and October were presented by President Cundiff. Since these reports are lengthy and involve extensive statistical information, they are not included in these minutes but are available for perusal.

Enhancement of Student Recruitment
Dr. Cundiff requested Dr. Elifson to review a proposed plan for the “Enhancement and Expansion of Recruitment Requiring Additional Personnel” and report her findings and recommendations to the next appropriate Cabinet meeting.

FY 2000 Budget Allocation Meeting
President Cundiff announced that tentative dates for FY 2000 budget hearings are set for December 9 and 10. Specifics will be forthcoming soon.

Holiday Festivities
Dr. Wills reported that all holiday festivities will be combined into one celebration to be held on Thursday, December 3 or Friday, December 4.) The date will be determined by a survey. Details will be provided to all employees via electronic mail.

Meeting of University System Presidents
Dr. Cundiff reported that the most recent meeting of University System Presidents focused on the following topics:
- Peer institutions for comparative purposes
- DTAE and related issues
- Potential Y2K problems
- Budgetary needs

Help Desk Repair Issues
The repair of laptop computers generated an extensive discussion but no final solution.

Computer Insurance
The topic of insurance for laptop computers was discussed at length by Cabinet members but no action was undertaken. Mr. McCord will continue to monitor this issue.
Policy on Student Travel
Student travel was discussed by Cabinet members. At the request of Dr. Cundiff, Dr. wills will research existing policies and report back to the Cabinet as soon as feasible.

There being no further business, the meeting was adjourned at 12:35 p.m.

Respectfully submitted,

[Signature]

Jerry W. Shelton
Assistant to the President
The President's Cabinet met at 9:00 a.m. in the President's Conference Room on December 11, 1998. Present were President Lynn Cundiff, VP Joan Lord, VP Penny Wills, VP Pat McCord, PI Sandy Briscar, AO Judy Taylor, TC Dana Shipp, and AP Jerry Shelton.

The President opened the meeting with greetings and comments on several topics. After the opening remarks, he shifted the focus of the gathering to the official agenda.

Smoke Free Campus
Dr. Wills expressed a concern from several individuals that Floyd College is really not a smoke free campus. After an extensive discussion, the matter was referred to the Environmental Health and Safety Committee for a study of all pertinent issues and a subsequent list of recommendations to alleviate the situation.

Library Agreement with North Metro Technical Institute
Dr. Lord reported that a draft of a revised library agreement with North Metro Technical Institute has been developed. The final version should be available by April 1999.

Switchboard Report for November 1998
A switchboard report for the month of November 1998 was presented by President Cundiff. Since this report is lengthy and involves extensive statistical information, details are not included in these minutes but are available for perusal.

Alumni Association
Mrs. Judy Taylor reported on plans to develop an alumni association. The plans involve the appointment of a special committee and the utilization of a search firm. The target date for completion of this development is May 1999.

Policies
Jerry Shelton presented plans on the preparation of an Institutional Policy Manual. Initial steps have already been developed and implemented. The project should be completed during the 1999 Spring Semester.

Basketball Tournaments
Jerry Shelton reported on plans for high school basketball tournaments during the 1998-99 season. The tournaments with selected details are as follows: Holiday Festival - December 18, 19, 21, 22, and 23; Region 6-AA- February 9, 10, 12, and 13; and Class A State (Sectional)-February 25, 26, and 27.
Access to Science Laboratories
Dr. Lord reported that the proposed policy on access to science laboratories has not been finalized. The policy should be completed sometime during the 1999 Spring Semester.

Policy on Student Travel
Dr. Wills reported that a revised policy on student travel has not been completed. It should be finalized no later than March 1999.

Holiday Schedule
President Cundiff reviewed plans for the time period between December 23, 1998 and January 4, 1999. Specifics are as follows:

- December 23: Annual Leave
- December 24: Holiday
- December 25: Holiday
- December 26: Off
- December 27: Off
- December 28: Holiday
- December 29: Annual Leave
- December 30: Annual Leave
- December 31: Holiday
- January 1: Holiday
- January 2: Off
- January 3: Off
- January 4: Return to Work

Y2K Issues
Dr. Lord reported on a meeting that she attended consisting of University System personnel on the subject of Y2K issues. The group recommended (1) delaying the beginning of classes in 2000 until January 10 and (2) developing emergency procedures for Y2K problems that cannot be corrected within 10 days. A group to develop such procedures will be identified at a later date.

Minority Student Enrollment
Dr. Wills reported on the most recent statistics on minority student enrollment. The percentages indicate that the proportion of minority enrollment is almost identical to the proportion of one year ago. Also, Floyd College has lost minority students at approximately the same percentage as other students. Dr. Wills stated that “this lack of percentage growth should be of some concern.”

Purchase of Laptop Computers
Mr. McCord presented an updated report on the sale of laptop computers to students and the general public. It appears that such a sale will be possible but details on how to accomplish this have not been finalized.
Policy on Stipends for Trips
Dr. Lord presented a summary of problems relating to stipends for faculty members who organize and conduct educational trips. Dr. Lord will develop a policy on this topic and forward it to the President’s Cabinet for consideration during the 1999 Spring Semester.

Off-Campus Services
Dr. Lord presented a request by four individuals (Bowers, Parks, Hamrick, and Claxton) for adequate charge card services for all off-campus centers. Mr. McCord promised that an effort would be made to provide the requested services.

There being no further business, the meeting was adjourned at 11:20 a.m.

Respectfully submitted,

[Signature]

Jerry W. Shelton
Assistant to the President
The President's Cabinet met at 9:00 a.m. in the President's Conference Room on January 11, 1999. Present were President Lynn Cundiff, VP Joan Lord, VP Penny Wills, VP Patrick McCord, PI Sandy Briscar, AO Judy Taylor, TC Dana Shipp, and AP Jerry Shelton.

The President opened the meeting with greetings and introductory remarks. Shortly thereafter, the topics on the agenda were pursued.

**Enrollment Statistics**
Dr. Wills presented a report on student enrollment for the 1999 Spring Semester. A key component of the report was the total of unduplicated students (2,078). The total of duplicates was 406, which brings the total enrollment to 2,484. Dr. Cundiff indicated that he wants a comparative enrollment report for the past few years as soon as possible.

**Budget Review**
Mr. McCord presented a brief review of budgetary concerns. Additional information on the status of the 1998-99 Budget will be available on Friday, January 15.

**Inclement Weather Policy**
Dr. Cundiff reviewed the current inclement weather policy as it relates to the closing of the College and its operations. In short, if the Floyd County public schools are closed, Floyd College's main campus will be closed. If the appropriate neighboring public schools are closed, the off-campus centers will be closed. The decision to close will be made by the President after various consultations. If a center is closed, the message will be distributed via the Internet, the College sign, area radio stations, and selected telephone calls and messages. In general, it will be each individual's responsibility to seek such information using at least one reliable source.

**Employee Recognition**
The Employee Recognition Dinner was scheduled for April 30 in Heritage Hall. Staff and administrative awards will be presented during this event. In addition, years of service and retirements will be recognized. The Cabinet reviewed previous awards presented in four categories from 1993 through 1998. They are as follows:

<table>
<thead>
<tr>
<th>Year</th>
<th>President's Name</th>
<th>Walraven Faculty</th>
<th>Administrator</th>
<th>Benton Staff Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>1998</td>
<td>Speaker Tom Murphy</td>
<td>Dr. JoAnne Starnes</td>
<td>Carolyn Parks</td>
<td>Sadie Rush</td>
</tr>
<tr>
<td>1997</td>
<td>Mary Louise Lever</td>
<td>Dr. Richard Trumble</td>
<td>Adrian Bowers</td>
<td>Bill Beeler</td>
</tr>
<tr>
<td>1996</td>
<td>Tom Melton</td>
<td>Dr. C. David Cook</td>
<td>Sarah Burkhalter</td>
<td>Carol Pilgrim</td>
</tr>
<tr>
<td>1995</td>
<td>Regent Edgar L. Rhodes</td>
<td>Belen Nora</td>
<td></td>
<td>Vivian Benton</td>
</tr>
<tr>
<td>1994</td>
<td>Regent James B. Brown</td>
<td>Dr. Richard Hays</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1993</td>
<td>James D. Maddox</td>
<td>Dr. Wesley Walraven</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Graduation Issues**
The following graduation issues were discussed:
• Graduation Speaker – The President requested and received three suggestions for the speaker's position. Dr. Cundiff will contact the individuals in the order of preference.

• President's Award – Dr. Cundiff requested and received three nominees for the President's Award. Dr. Cundiff will contact the highest rated nominee.

• Walraven Faculty Award – The President suggested that machinery be put in place to determine the recipient of this award.

• Benton Staff Award – Dr. Cundiff mentioned that the process to determine the recipient of this award must be pursued soon.

• Mace and Banner Bearers – Dr. Cundiff requested Dr. Lord to pursue the normal process for the selection of these bearers.

• Joint Program Degrees – The President announced that joint program degrees would be awarded during the regular graduation ceremony scheduled for May 15, 1999.

Tuition Reimbursement and Remission
The President presented a report from the Human Resource Advisory Committee regarding tuition reimbursement and remission for the 1999 Spring Semester. The report was approved as presented. A grand total of $4,400 was awarded to 16 individuals.

Open Positions
Dr. Lord announced that a student would handle the open Help Desk position for the foreseeable future due to the current hiring freeze. However, an exception to the hiring freeze was approved for the position of Secretary to the Director of Student Life. Dr. Wills will pursue an employment process to fill this position as soon as feasible.

Personnel Request
A request from a full-time employee to be transferred to a part-time status with fringe benefits was approved. This decision will be reviewed on May 1, 1999.

Printing of the Fact Book
The Cabinet approved the process and funds for the printing of a new edition of the Floyd College Fact Book. It was noted that there is an urgent need for this publication.

Student Disabilities
Dr. Wills presented a request prepared by Mrs. Dondra Casey, Coordinator of Disabilities Support Services, on the numbers and types of student disabilities for the 1998 Fall Semester. The types and numbers of each are as follows:

<table>
<thead>
<tr>
<th>Type of Disability</th>
<th>Number of Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Both LD/ADHD</td>
<td>2</td>
</tr>
<tr>
<td>Chronic Illness/Medical</td>
<td>2</td>
</tr>
<tr>
<td>Other (Tourette's)</td>
<td>1</td>
</tr>
<tr>
<td>Type of Disability</td>
<td>Number of Students</td>
</tr>
<tr>
<td>--------------------------------------------------------</td>
<td>--------------------</td>
</tr>
<tr>
<td>Motor/Mobility</td>
<td>4</td>
</tr>
<tr>
<td>Psychological/Psychiatric</td>
<td>4</td>
</tr>
<tr>
<td>Learning Disabilities</td>
<td>17</td>
</tr>
<tr>
<td>Attention Deficit Hyperactivity Disorder (ADHD)</td>
<td>3</td>
</tr>
<tr>
<td>Visual</td>
<td>3</td>
</tr>
<tr>
<td>Deaf/Hard of Hearing</td>
<td>8</td>
</tr>
<tr>
<td>Brain Injury</td>
<td>2</td>
</tr>
<tr>
<td>Self-Identified Disabilities</td>
<td></td>
</tr>
<tr>
<td>(Working on completing documentation)</td>
<td>11</td>
</tr>
</tbody>
</table>

**Maymester**

Dr. Lord reported that a proposed Maymester for this year is not feasible. Instead, she indicated that there would be three distinct summer sessions – a June Session, a July Session, and a Full Session.

**High School Basketball Tournaments**

Jerry Shelton reported that two additional high school basketball tournaments would be conducted this year. They are as follows:

- **February 9**
  - Region 6-AA Basketball Tournament
  - 4 games
  - 4-11:00 p.m.

- **February 10**
  - Region 6-AA Basketball Tournament
  - 4 games
  - 4-11:00 p.m.

- **February 12**
  - Region 6-AA Basketball Tournament
  - 4 games
  - 4-11:00 p.m.

- **February 13**
  - Region 6-AA Basketball Tournament
  - 4 games
  - 4-11:00 p.m.

- **February 25**
  - Class A State (Sectional) Basketball Tournament
  - 4 games
  - 4-11:00 p.m.

- **February 26**
  - Class A State (Sectional) Basketball Tournament
  - 4 games
  - 4-11:00 p.m.

- **February 27**
  - Class A State (Sectional) Basketball Tournament
  - 4 games
  - 4-11:00 p.m.

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

Respectfully submitted,

Jerry W. Shelton
Assistant to the President
The President's Cabinet met at 9:00 a.m. in the President's Conference Room on February 5, 1999. Present were President Lynn Cundiff, VP Joan Lord, VP Patrick McCord, VP Penny Wills, PI Sandy Briscar, AO Judy Taylor, TC Dana Shipp, and AP Jerry Shelton.

The President opened the meeting with greetings and introductory remarks. Shortly thereafter, the topics on the agenda were pursued.

**Student Requests for Tuition Refund**
- Richard C. Clay: Denied a request for a full (100%) tuition refund for the 1999 Spring Semester.
- Donna Davis: Approved a request for a full (100%) tuition refund for the 1999 Spring Semester.
- Paul N. Grimm: Approved a request for a full (100%) tuition refund for the 1999 Spring Semester.

**Day of Caring**
The Cabinet approved the College's participation in a Day of Caring which is scheduled for April 22, 1999. The event involves volunteers performing community projects for a total of 18 agencies. All projects have not been determined by this date; however, all such projects are scheduled to be identified by February 19. None of the projects will attempt to raise funds. The Cabinet approved released time for employee participation pending supervisor approval.

**High School Basketball Tournaments**
Jerry Shelton reported on the pending high school basketball tournaments scheduled for February. The are as follows:

<table>
<thead>
<tr>
<th>Date</th>
<th>Region</th>
<th>Event Description</th>
<th>Games</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 9</td>
<td>Region 6-AA</td>
<td>Basketball Tournament</td>
<td>4</td>
<td>4-11:00p.m.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>February 10</td>
<td>Region 6-AA</td>
<td>Basketball Tournament</td>
<td>4</td>
<td>4-11:00p.m.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>February 12</td>
<td>Region 6-AA</td>
<td>Basketball Tournament</td>
<td>4</td>
<td>4-11:00 p.m.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>February 13</td>
<td>Region 6-AA</td>
<td>Basketball Tournament</td>
<td>4</td>
<td>4-11:00p.m.</td>
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<td>February 25</td>
<td>Class A State</td>
<td>(Sectional) Basketball Tournament</td>
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<tr>
<td>February 26</td>
<td>Class A State</td>
<td>(Sectional) Basketball Tournament</td>
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Basketball Tournament Luncheon
Jerry Shelton reported that a Basketball Tournament Luncheon is scheduled for Heritage Hall on March 19 at 12:30 p.m. Approximately 80 individuals are being invited --- 50 are non-employees of Floyd College.

Distance Learning Committee
Dr. Cundiff reported on the activities of a Distance Learning Committee for the University System of Georgia. Dr. Penny Wills was recently added to the Committee. The purpose of the Committee is to develop a policy on distance learning for the System. Reports are due as follows: preliminary in March and final in April.

Students Working After A Semester Ends
The Cabinet discussed the issue of students working after a semester ends. It was pointed out that students may work if they are officially enrolled for the next semester. If not enrolled for the next semester, they may work but will be classified as part-time employees.

Tuition Reimbursement and Remission
It was noted that there are “tax implications” for employees who receive a tuition reimbursement and/or remission. The College's policy should be revised to reflect the most recent tax laws. Ms. Shipp was designated to pursue this task.

Region 6-A and 6-AA Literary Meets
Two high school literary meets were discussed at length. They are scheduled to be conducted jointly on March 12. No action was undertaken per the meets.

Capital Improvement Committee
A report from the Capital Improvement Committee was presented by Mr. McCord. Since the report is extensive in nature, it is not included in these minutes but is available for perusal. The report was adopted by the Cabinet as presented.

Day Care Center
Dr. Cundiff indicated that there is a need for a day care center on campus. He requested Dr. Wills and her associates to conduct a feasibility study for such a facility.

Name for New Building
After much discussion, it was decided that the new building under construction will be known as the Lakeview Building. The name is subject to being changed at a later date.

Protocol for Sexual Assault
Ms. Shipp reported on a protocol for sexual assault. It was suggested that she make this information available to all employees.

Floyd College Foundation
Mrs. Taylor reported on various items pertaining to the Floyd College Foundation. Highlights of the report are as follows:
A meeting is scheduled for March 8 at 5:30 p.m. in Centre Stage of Heritage Hall;
A data base of alumni is being prepared by a search firm;
Contributions are being sought via the new foundation in Bartow County;
Attempts are being undertaken to establish several sustained student scholarships; and
Floyd College will apply for up to four grants to support the foundations.

**Student Weekend Employment**
Dr. Wills reported on employment opportunities for students during weekends. She will conduct a further study and report to the Cabinet during a future meeting.

**Priorities for the College**
Dr. Cundiff identified the top two priorities for Floyd College during the next few months. They are (1) finances and (2) student recruitment. He requested the vice presidents to forward suggestions to him on these two issues as soon as possible.

There being no further business, the meeting was adjourned at 11:38 a.m.

Respectfully submitted,

Jerry W. Shelton
Assistant to the President
The President's Cabinet met at 9:00 a.m. in the President's Conference Room on March 1, 1999. Present were President Lynn Cundiff, VP Joan Lord, VP Penny Wills, VP Patrick McCord, PI Sandy Briscar, AO Judy Taylor, TC Dana Shipp, AP Jerry Shelton, and Sue Bishop (visitor).

The President opened the meeting with greetings and introductory remarks. Shortly thereafter, the meeting focused on the topics on the agenda.

**Nominations for Awards**
Sue Bishop, Chair of the Human Resources Advisory Committee, reported recommendations for the following two awards:

- **Vivian R. Benton Staff Award:**
  The Committee recommended a recipient which was approved by the President's Cabinet. The award will be presented during the Employee Recognition Dinner on April 30, 1999.

- **Administrator Award:** The Committee recommended a recipient from among four contenders. The recommendation was approved by the Cabinet members. The award will be presented during the Employee Recognition Dinner on April 30, 1999.

Dr. Thomas Berry is conducting an election for the Wesley C. Walraven Faculty Award. It will be awarded during the graduation ceremony on May 15, 1999.

All of the recipients of these awards are considered "top secrets" until they are presented.

**Floyd College Statutes**
Dr. Wills reported that there is a need to revise portions of the FC Statutes. Action on this recommendation was postponed for further study.

**Training and Employee Development Midrange Plan**
Ms. Shipp presented a document outlining a Training and Employee Development Midrange Plan. The document, which is available for perusal, was adopted as presented.

**Safety and Y2K Issues**
President Cundiff presented reports by Donna Miller and Timothy Floyd pertaining to Y2K and related issues. The reports identified types of issues under three distinct headings. The types and committees to study and recommend actions are as follows:
• Type I Issues: Environmental Health and Safety Committee
  • Type II Issues: Ad Hoc Committee
    Pat McCord, Chair
    Karen Porter
    Jeff Patty
    Lynn Bacon
    Tim Floyd
    Carla Patterson
    Carol Callahan
• Type III Issues: Ad Hoc Committee
  Penny Wills, Chair
  Doug Webb
  Ashley Tull
  David Mathis
  Wayne Harrison

Ribbon Cutting for New Building
Mrs. Briscar reported that a ribbon cutting ceremony for the new (Lakeview) building is scheduled at 3:30 p.m. on April 30. Additional details will be distributed at a later date.

Security Personnel Access to Banner System
The Cabinet approved a recommendation for security personnel access to the Banner System so that students may be better served. Access will occur immediately on the Central Campus but will be arranged to become effective in the near future at both the Bartow County and Heritage Hall campuses.

Title III Planning Grant
A report on a potential Title III grant was presented by Mrs. Taylor. The eligibility forms are due on March 17 and the application forms are due on April 12. The major areas of interest will focus on (1) academics, (2) institutional management, and (3) physical stability. The theme of the application will be on an increase in student enrollment.

Student Request for Tuition Refund
A student, Gretchen Gentry, requested a full (100%) tuition refund for a mathematics course in which she enrolled for the 1999 Spring Semester. Based upon a recommendation by Mr. McCord, the Cabinet approved a refund of 90%.

PTA Graduates
Dr. Lord presented a report on behalf of PTA students completing graduation requirements during the Summer of 1999. The issue is — two PTA students will not complete all degree requirements by May 15; thus, do they participate in the May graduation exercises? The Cabinet routed the issue to the Enrollment Management Committee — to the Instructional Council — to the Faculty for action.

Meeting with Comcast Cable Company
Mrs. Briscar reported on a recent meeting with Comcast Cable about additional services. According to Mrs. Briscar, personnel at the company "want an acknowledgment of appreciation for what they have already done for the College before providing more services." This will be accomplished as soon as possible.
Area Reports

• VP Joan Lord
  Reported on plans for summer pay for faculty members.

• VP Penny Wills
  Reported on (1) a smoking policy recommended by the Student Government
  Association, (2) a University System of Georgia Annual Student Aid Report, and (3)
  high school literary meets for both Regions 6-A and 6-AA.

• VP Patrick McCord
  Reported on several financial and administrative items in his area of operation.

• AP Jerry Shelton
  Reported on both the Region 6-AA and Class A State Basketball Tournaments which
  were recently conducted on campus. Both tournaments were highly successful ---
  the Class A State Tournament yielded the most income for a single event in the
  history of the basketball tournament program.

• TC Dana Shipp
  Reported on a plan designed to encourage employees to convert to the Outlook
  System.

• AO Judy Taylor
  Reported on details of the Floyd College Foundation meeting scheduled for March 8
  at Heritage Hall.

There being no further business, the meeting was adjourned at 11:23 a.m.

Respectfully submitted,

Jerry W. Shelton
Assistant to the President