

## **The Minutes of the President's Cabinet Meeting Monday, October 2, 2000**

The President's Cabinet met at 9:00 a.m. on Monday, October 2, 2000 in the President's Conference Room. Present were: IP Robert Watts; VP Joan Lord; VP Penny Wills; Comptroller Karen Porter (representing the VP/Finance and Administration Office); IE Jack Bishop; HR John Reiners; IO Sandy Briscar; and AO Judy Taylor.

Mr. Watts welcomed the Cabinet members.

### **Institutional Effectiveness Committee Appointment**

Dr. Lord reported that Kristie Kemper responded to the appointment made in the September meeting that she would not be able to serve on the Committee. Dr. Lord then nominated Dr. Ralph Peters to replace Pam Kincheloe. Barbara Griffith will notify Dr. Peters via e-mail.

### **Minority Stats**

Jack Bishop reported that he has had a great deal of difficulty in finding recent minority statistics for the College's service area. Dr. Lord suggested he contact the Urban Research Center at Georgia State University.

### **Compensation Policy Draft**

Dr. Reiners reviewed revisions made as suggested from the September Cabinet meeting (copy attached). Additional minor revisions were made and noted by Dr. Reiners. Mr. Watts asked that the next draft be the final draft. He asked Dr. Reiners to note this on the next draft and ask the Cabinet members to review carefully.

### **Climate Survey**

Jack Bishop presented the second draft of the Climate Survey (copy attached). After review by the Cabinet,

Minor revisions were requested and noted by Mr. Bishop:

- Dr. Wills asked that a question be added regarding the employees' familiarity with the College's Alcohol and Drug Policy.
- Dr. Lord questioned the survey regarding the budget process.
- Dr. Lord questioned the breakdown of professional and administrative staff in question #28. The Cabinet discussed the issue and requested that Mr. Bishop add bi-weekly staff, professional/administrative/ and faculty to the breakdown.

Mr. Watts asked to review the cover memorandum as a matter of courtesy. He asked that the memorandum be open and above-board with regard to information.

The Cabinet gave final approval of the survey, pending the revisions.

## **HR Advisory Committee**

As discussed in the August meeting, Dr. Reiners requested appointment of the Advisory Committee as follows: Catherine King, Garland McKinzey, Tammy Green, and Phyllis Weatherly. Per the discussion in the previous meeting, Ms. Green replaced Doug Webb on the list of nominees discussed at the previous meeting. Dr. Reiners stated that the membership is made up of administrators, faculty, and staff, and an administrative person chairs the committee, which evaluates tuition remission (requiring approximately 3 meetings per year) and awards the Vivian R. Benton Staff Award each year (requiring one meeting).

Dr. Wills requested a review of all non-statutes committees for memberships.

Mr. Watts requested a review within the next two months.

## **Banner 4x Upgrade**

Dr. Wills gave a history of the Banner upgrade. She distributed a calendar (copy attached) with color-coded dates denoting when the upgrade process would affect functions/systems.

She noted that the target date for the Banner upgrade is June, 2001.

Mr. Watts asked that Marsha Welch review the calendar with the Administrative Council at their meeting later that day, due to the following:

- 1) The upgrade process is complicated.
- 2) If anyone questions an activity, they have a chance to make this known.

## **Web Portal**

Dr. Wills reviewed Ashley Tull's memorandum expressing the student's preference for Mascot over Pipeline (copy attached).

Dr. Wills recommended the Cabinet approve the recommendation made by Mr. Tull with review after 8-12 months.

There was concern regarding information provided by students as it relates to privacy. Dr. Wills assured the Cabinet that the only information requested is FERBA exempt and is included in Open Records.

Mr. Watts asked that Mr. Tull talk with the Administrative Council at their meeting the same day.

The recommendation was approved, pending positive notification from OIIT.

## **Staff and Faculty Community Service/Mentoring**

Dr. Wills reviewed past projects and commitments with regard to community service, mentoring, and tutoring (with Pepperell and Model students). The arrangement in the past was that the employee would receive ½ hour release time from job and would take

½ hour of their lunch period, allowing one hour with the student. The policy has not been put in writing.

There is concern with regard to the release time as it relates to the gratuity law. Dr. Wills proposed linking the program to one of the USG initiatives.

### **Facilities Usage Policy and Alcohol Agreement**

Dr. Wills asked that the policy and practice with regard to usage of facilities and specifically, with regard to requiring a signed alcohol agreement, be reviewed.

Dr. Lord will review the policy and practice with Doug Walker.

Mr. Watts requested a review of the policy prior to the November meeting for discussion at the meeting.

### **Computer Lab for Campus Visitors**

Dr. Wills requested consideration of establishing a computer lab for visiting groups for the purpose of training as well as demonstrating technology. She noted that the room would need to be secure.

Dr. Lord suggested that this be considered as a budget request.

Mr. Watts asked if the Testing Center could be used for this purpose, coordinating visiting groups around scheduled testing dates. There was concern that the Center uses the Thinkpads, which may not have the capacity to run software needed for a lab.

Dr. Wills will check with Phyllis Chunn regarding security and scheduling around testing.

The Cabinet will review the request further.

### **HMO Option for Health Benefits**

Dr. Reiners reported that he had received e-mail stating that an HMO option (Blue Choice) for insurance would be offered in this area.

The Cabinet approved offering the HMO.

Dr. Reiners will distribute information to the Administrative Council to get feedback.

### **Other**

- (1) Karen Porter requested an exception to the refund policy for an ASL student who paid for four classes and was only enrolled in three. She did not receive a schedule in time to realize she had overpaid.

The Cabinet approved the refund.

Following discussion of additional items not on the agenda, the meeting was adjourned at 10:45 a.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Barbara G. Griffith". The signature is fluid and elegant, with the first name "Barbara" being the most prominent part.

Barbara G. Griffith  
Recording Secretary

## **The Minutes of the President's Cabinet Meeting November 6, 2000**

The President's Cabinet met at 9:00 a.m. on Monday, November 6 2000 in the President's Conference Room. Present were: IP Robert Watts; VP Joan Lord; Phyllis Weatherly for VP Penny Wills; Comptroller Karen Porter representing the VP/Finance and Administration Office; IE Jack Bishop; HR John Reiners; IO Sandy Briscar; and AO Judy Taylor.

Mr. Watts convened the meeting.

### **Compensation Policy draft – third and final draft**

Dr. Reiners presented the final draft (copy attached) and reviewed the revisions discussed at the October meeting. The Cabinet approved the policy. Mr. Watts asked that Dr. Reiners present the policy to the Administrative Council meeting in December. He will also make it available electronically and in the form of a booklet.

### **Minority stats**

Mr. Bishop presented minority statistics for Floyd County (copy attached.) The Cabinet discussed the materials presented. The Cabinet required no official action. The statistics will be used in recruiting Hispanic students.

### **Facilities Usage and Alcohol Policies**

The issue was tabled until the December meeting when Dr. Wills will be present. Dr. Lord will distribute the policy prior to the meeting.

### **Holiday events**

Barbara Griffith gave a brief overview of the plans for the Jingle Mingle and Tree Lighting on November 30 and the Holiday Social on December 8. The Cabinet discussed the need for lights for the tree and a program for the Social. Mr. Watts asked that he be advised of the cost of the lights. It was suggested to ask the "Not So Ready For Christmas Ensemble" to perform at the social.

Judy Taylor suggested raffling the four Monte Carlo tickets at the Jingle Mingle.

### **Inclement Weather Policy**

The Cabinet reviewed the existing policy for possible modifications. Mr. Watts will ask Dr. Wills to initiate the decision-making process by contacting the school superintendents. She will then contact Mr. Watts or Dr. Lord. If she can not contact either of them she should make the decision and contact Sandy Briscar to make the media calls and Jeff Patty to place the announcement on the College website.

### **NW Georgia Alliance**

Mr. Watts reported on the meeting held on October 27 at Kennesaw State University. He reported that the next meeting would be held at Reinhardt College. Mr. Watts asked the Cabinet for ideas concerning the focus of the Alliance. The Cabinet required no action.

#### **Charles Edward Santos –request for full refund**

Dr. Lord presented the request to the Cabinet. The Cabinet discussed the circumstances of the situation and decided that they do not meet the catastrophic illness requirement. The issue was referred to Phyllis Weatherly. Ms. Weatherly was asked to meet with Mr. Santos and make a recommendation to the Cabinet in the December meeting.

Dr. Lord presented an additional request from Jerome Gabbert on behalf of Courtney Gabbert (copy attached) regarding the exit policy for Learning Support mathematics. The Cabinet determined that the College was following the current policy at the time. The Cabinet denied the refund request.

#### **Request for increase in AHAT fees**

Dr. Lord presented a request to increase the fees charged for the AHAT entrance exam for the PTA program to \$35 or \$38. Dr. Lord explained that the current fee charged by the College is \$30. The fee charged by the Psychological Assn. increased from \$25 to \$29 on November 1. The difference is placed in a fund to pay proctors for the test, and more proctors are needed.

Action on this item was delayed. Mr. Watts asked Karen Porter to check to see if this was a fee that requires approval by the Board of Regents.

#### **Placement for Learning Support students bringing credits from US/G institutions**

Dr. Lord presented the policy draft (copy attached) which would allow the College to move students on through the Learning Support requirements. Mr. Watts approved the policy.

#### **Advanced placement**

Dr. Lord presented the policy as approved by the faculty (copy attached). Mr. Watts approved the policy pending one editorial change requested by Phyllis Weatherly.

#### **Academic Calendars**

Dr. Lord presented proposed changes to the calendar for Summer Semester 2001 as well as the academic calendar for Fall 2001-Summer 2002. Mr. Watts approved the proposed calendars.

#### **Advanced standing for paramedics in the Nursing Program**

Dr. Lord presented a policy approved by the faculty for an admission route and a transition course for paramedics applying to the Nursing program (see attached.) Mr. Watts approved the policy as presented.

### **Fact Book developments**

Dr. Lord gave a report on the situation with regard to updating and producing a new Fact Book. Due to limited staff and budget cuts, the IER Office will not be able to produce the Fact Book. Dr. Lord proposed using funds available within Academic Affairs to hire a person on an ad hoc arrangement. Jack Bishop knows of an interested person who has Excel experience and can update and format pages. Jack will supervise the process. The request was approved.

### **PRAXIS developments on teacher preparation**

Dr. Lord reported that the first PRAXIS scores for the 15 Floyd College students taking the exam for entrance to teacher education were in line with the national average. Dr. Lord commented that there would be a lot of publicity on this for the College.

### **Draft report on ITP**

Dr. Lord presented the report (copy attached) on the Next Phase of ITP, prepared by the TACT group and submitted to Mr. Watts. She reported that the Computer Committee would be meeting the same day and will begin to create College dialogue on the subject. She recommended that the faculty look at the report.

### **Announcement item: Associate of Applied Science in Information Technology**

Dr. Lord reported that the program proposal had been approved by the program group out of the Academic Affairs office and is on the Board of Regents agenda for next Wednesday. Dr. Lord commented that the program includes a link to Clayton College and State University. She requested a presence in the meeting and commented that there would be press when approved.

### **Software piracy issue**

Dr. Lord reported that Georgia has one of the highest piracy rates in the nation due to a lax attitude toward sharing software. Dr. Lord then shared background information on the issue.

Mr. Watts asked if Jeff Patty had a directive in writing. Dr. Lord stated that Jeff is checking major administrative issues and wants to get started on one.

Dr. Lord will discuss the issue in the Administrative Council meeting later in the day.

### **Visitors parking**

Dr. Lord reported that there are very few visitors parking places as they are now marked for handicapped. A certain percentage of parking spaces must be designated for handicapped. Karen Porter will check with Doug Webb concerning visitor's space.

### **Report on status of E-core**

Dr. Lord reported that there was an RFP from the Department of Defense for web-based courses and the result could be that E-core may be made available to Army bases. The courses must be entirely on-line. The RFP could be approved in November or December if favorably received. The System can handle 900 students. It has been recommended that this be placed at one school.

### **Thanksgiving week schedule**

John Reiners made the announcement that all bi-weekly employees will need to work 24 hours Monday-Wednesday and that the College will close at 2:00 p.m. on Wednesday. Holiday pay will be for 16 hours.

Dr. Lord asked that signs be posted around the campuses.

### **Criminal background investigations of job applicants**

Dr. Reiners led the discussion as many employers are now doing this. The recommendation was that it be done on security officers only. The sheriff's department is currently doing the checks for the College security.

Dr. Reiners reported that drug testing is required for jobs at the College requiring a CDL. The College currently has no jobs requiring CDL.

### **International student insurance**

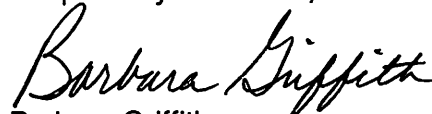
Phyllis Weatherly presented a wording change on the policy approved by the Cabinet at the August 7, 2000 meeting (copy attached.) She said that Student Development had contacted an insurance carrier and they recommended that the policy read: "Any international student who has government or embassy sponsored insurance" rather than any student who has private insurance or insurance through a sponsor (reference paragraph 2 of policy.) The Cabinet approved the change.

### **Security concerns**

The Cabinet discussed training issues with regard to security guards as it relates to response time to pages and also the presence of the security guards being spread over the campus when two are on duty. Ms. Porter brought up that a dispatch service had been considered. She will follow up.

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

Respectfully submitted,



Barbara Griffith  
Recording Secretary



## **The Minutes of the President's Cabinet Meeting Monday, December 11, 2000**

The President's Cabinet met at 9:00 a.m. on Monday, December 11, 2000 in the President's Conference Room. Present were: IP Robert Watts; VP Joan Lord; Phyllis Weatherly for VP Penny Wills; Karen Porter representing the VP/Finance and Administration Office, IE Jack Bishop; HR John Reiners. Also absent was AO Judy Taylor and PIO Sandy Briscar.

Mr. Watts convened the meeting.

### **Charles Edward Santos—recommendation on request for refund**

Phyllis Weatherly reported that she had met with Mr. Santos and had verified that he was primary caregiver along with his mother for his grandmother. Ms. Weatherly recommended that the refund be approved. The Cabinet concurred and approved the refund (refund request on file in President's Office with November, 2000 Minutes.) Ms. Weatherly will request that Marsha Welch adjust the account so that a refund may be processed.

### **Release time policy for staff working at basketball tournaments**

Following a discussion, the Cabinet decided not to change the policy of allowing workers release time from 3:30-5:00 p.m. Dr. Reiners was requested to research the legal issues of a policy for future tournaments.

### **Security at North Metro Technical Institute**

Mr. Ken Spruce has asked that the College look at security issues at NMTI based upon a recent incident where he was confronted by a parent in the hallway. The Cabinet discussed the fact that NMTI has a police force on campus and that security issues should be considered by NMTI administration.

### **Annual calendar**

Ms. Weatherly voiced concerns with regard to events not being recorded on the year-long calendar on the FC website. The Cabinet decided that Barbara Griffith would collect approved calendars and work with Susan Caldwell in Computer Services on updating the year-long calendar on the web.

### **Nontraditional students – see memorandum from Dr. Portch**

The Cabinet discussed the issue and Jack Bishop was requested to pull some numbers together. A reference point should be used to look at courses taken by nontraditional students. Dr. Wills will be asked to look at this. Mr. Watts asked the Cabinet members to think about this and come back in January with some ideas. He asked that this item be placed on the January Cabinet agenda. Mr. Bishop was asked to have some numbers available for the discussion in January. (Copy attached.)

### **Graduation speaker**

Mr. Watts asked the members of the Cabinet to consider a speaker for graduation and be prepared to discuss any suggestions at the January Cabinet meeting.

### **Budget hearing**

Mr. Watts asked Dr. Lord (AA), Phyllis Weatherly (SD), and Karen Porter (F&A) to present a list of budget priorities for their respective departments at the budget meeting in the afternoon (Administrative Council.) Doug Webb will also provide a list of priorities.

Mr. Watts stated that there would be a group discussion and then the group would be broken down into smaller groups, made up of representatives from the various areas of the College, to go through the list. Only necessary items will remain on the list. He wants the group to come up with 2 lists of priorities.

### **Facilities Usage and Alcohol Policy**

Ms. Weatherly furnished a list of comments/concerns regarding the policy and its enforcement. The main concerns voiced were enforcement of the alcohol policy (also signing the agreement) and also damage to facilities due to lack of restrictions on decorating. Also brought up for discussion was the fact that there is no full-time individual dedicated to scheduling the facilities. (Copy attached.)

Mr. Watts asked that Ms. Weatherly give the list to Dr. Lord and that this item be placed on the January Cabinet agenda for further discussion.

### **Title III report**

Dr. Lord reported that the formulation of the grant is moving along and that the two main issues being focused on for the grant are learning communities and supplemental instruction.

### **Other**

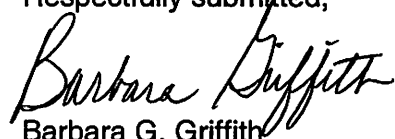
Mr. Watts asked Dr. Reiners to distribute copies of the Compensation Policy to the Administrative Council in the afternoon. He also commented that the issue would likely need to be revisited later in the year as questions come up.

Dr. Reiners also reported that the Affirmative Action Committee is proceeding with the revision of the Affirmative Action plan.

Mr. Watts asked that Jeff Mack, Chair of the Affirmative Action Committee, report on this item at the next faculty/staff meeting.

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

Respectfully submitted,

A handwritten signature in cursive script, reading "Barbara Griffith". The signature is written in black ink and is positioned above the printed name and title.

Barbara G. Griffith  
Recording Secretary