The Minutes of the Meeting of the President's Cabinet
Wednesday, January 9, 2002

The President's Cabinet met at 9:00 a.m. on Wednesday, January 9, 2002, in the Solarium. Present were: President Pierce; VP Virginia Carson; VP Karen Porter; VP Penny Wills; IE Jack Bishop; PI Sandy Briscar; HR Ken Reaves; AO Judy Taylor.

Old Business

Miss Historic North Georgia Pageant Scholarship (Pilot Club of Rome)—follow-up

Dr. Pierce confirmed that the college will participate in the Scholarship Program.

Old Business

National Leadership Institute

The information was circulated to see if anyone was interested. The Cabinet required no action.

Budget allocation meetings – internal and with BOR staff

President Pierce stated that he would be scheduling a meeting to prepare for the meeting with the Board of Regents, which will occur sometime in February. He asked the Cabinet members to list needs in their respective areas. These will be incorporated into a working paper in the next two to four weeks. The Cabinet required no official action.

Graduation issues

a) **Speaker.** President Pierce asked for suggestions for a graduation speaker. He wants to list two or three possible names.

b) **Division Banners.** Sandy Briscar reported that the banners would not be carried in the processional. It was suggested and decided by the Cabinet that they would be used as a backdrop on the stage.

Chambers of Commerce

a) **Confirmation of attendance – Chamber Annual Meetings.** The Cabinet discussed the College representatives to the Annual Meetings (copy attached). The Cabinet required no action.

b) **Polk County Chamber Annual Meeting.** The Cabinet decided to reserve a table for eight at the January 25 meeting. A list of representatives were discussed (copy attached.) Barbara Griffith will reserve the table.

Spring 2002 academic enrollment

Dr. Carson distributed a report on trends in enrollment for Spring Semester 2002 (copy attached.) A discussion followed.

Joint Library in Cartersville

President Pierce discussed the issue based on an article which appeared in the Cartersville newspaper. A discussion followed. The Cabinet required no action.

Network maintenance and computer security at Heritage Hall

Dr. Carson reported on network problems at Heritage Hall on the previous Friday. This was an information item. The Cabinet required no action.

Free Speech Policy

Dr. Wills distributed copies of the Policy. A discussion followed. Dr. Wills requested. feedback. This was the first reading of the policy. The policy will be brought back to the next Cabinet meeting for final reading and consideration for approval.

It will be included in the Student Handbook and the College policy manual.

Waivers of tech fee for participation courses

The Cabinet discussed a blanket statement for which classes are included in the waiver. Dr. Carson will meet with the Continuing Education and Physical Education Departments to discuss the issue.

Dr. Carson requested a $40 fee for a golf class in Cartersville, to cover the cost of the golf course. She stated the fee would be advertised in the schedule. Dr. Carson and Karen Porter will work out the details.

Faculty/Staff Meeting on January 23

The Cabinet discussed agenda items for the meeting. The following were suggested:

1) Report information on Legislative Breakfast which took place on December 21 – which includes the 20/20 Vision on four-year status for the College.
2) Regents budget presentation
3) Inauguration update (Sandy Briscar)
4) Survey of Presently Enrolled Students (Jack Bishop)

Summer Hill Educational/Recreational Complex, Cartersville

This was an informational item. President Pierce asked for input as to programs that the College could offer there. The Cabinet required no action.

A discussion of other miscellaneous items followed. These items required no action by the Cabinet.

There being no further business, the meeting was adjourned at 10:55 a.m.

Respectfully submitted,

Barbara G. Griffith

Barbara G. Griffith
Recording Secretary

The Minutes of the President's Cabinet Meeting
Tuesday, January, 22, 2002

The President's Cabinet met at 9:00 a.m. on Tuesday, January 22, 2002, in the President's Conference Room. Present were: President Randy Pierce; VP Virginia Carson; VP Karen Porter; VP Penny Wills; IE Jack Bishop; PI Sandy Briscar; HR Ken Reaves, and AO Judy Taylor.

Old Business

Graduation Speaker

The Cabinet discussed several possible graduation speakers. President Pierce will extend the invitation.

Free Speech Policy

The Cabinet discussed the policy and made several suggestions for revision (copy attached.) Dr. Wills will make the revisions and bring back to the Cabinet at the next meeting.

New Business

Security Vehicle

The Cabinet discussed the appropriate means by which requests are made to legislators. The Cabinet required no action.

Bartow Center

Governor's budget recommendation

The Cabinet discussed the budget recommendation regarding the Bartow Center as it relates to the funds being contingent upon a joint-use agreement with DTAE. The Cabinet required no action.

Cooper Carry meeting minutes

The Cabinet discussed the recent meeting (copy attached.) The Cabinet required no action.

Employment trends

The Cabinet discussed the document dated September 27, 2001 from Chancellor Portch (copy attached.) The Cabinet required no action.

Coca Cola Scholarship

The Cabinet reviewed the information received. Dr. Wills will forward information to Financial Aid.

Duluth Travel

President Pierce shared the information with the Cabinet. Barbara Griffith will make copies and distribute to the Cabinet members. The Cabinet required no action.

Community College Institute

President Pierce shared the information. The Cabinet required no action.

HR e-forms demo

Mr. Reaves demonstrated a sample of one of the new in-house e-forms to be used by Human Resources. The Cabinet required no action.

Cancer Coalition

Judy Taylor updated the Cabinet on the progress of the proposal process. Dr. Carson, Judy Taylor, and Barbara Rees will meet to begin discussions on the details of the project, should it be awarded to Floyd College. The Cabinet required no action.

Employee Ambassador proposal

The Cabinet reviewed the proposal (copy attached) as presented by Dr. Wills. Ken Reaves will be the official contact with the group. The Cabinet required no official action.

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

Respectfully submitted,

Barbara G. Griffith

Barbara G. Griffith
Recording Secretary

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Minutes of the President's Cabinet Meeting
Monday, February 4, 2002

The President's Cabinet met at 9:00 a.m. on Monday, February 4, 2002 in the President's Conference Room. Present were: President Randy Pierce; VP Virginia Carson, VP Karen Porter, VP Penny Wills, and IE Jack Bishop.
PR Sandy Briscar, HR Ken Reaves, and AO Judy Taylor were absent.

Old Business

Free Speech Policy – third reading and action by the Cabinet

Dr. Wills recommended a committee to draft a policy (copy of latest draft is attached.) Following further discussion, President Pierce will bring the issue before the Administrative Council for input.

New Business

Computer Services Issues

Telephones. Dr. Carson updated the Cabinet on the progress of the installation of the new phone system. The Cabinet required no action.

COMPASS Testing. Dr. Carson updated the Cabinet on the update of COMPASS testing by the Regents. The Cabinet required no action.

ISP. Dr. Carson updated the Cabinet on the discussions with RomanNet with regard to ISP. The Cabinet required no action.

Spring 02 division enrollments

Dr. Carson distributed a report showing student enrollment by division (copy attached.) The Cabinet required no action.

Spring 02 Faculty distribution by campus

Dr. Carson distributed a report showing faculty assignments by campus (copy attached.) The Cabinet required no action.

Instructional Technology

Dr. Carson updated the Cabinet on faculty input into the use of instructional technology. The Cabinet required no action.

University System "Report Card"

Dr. Pierce distributed a copy of the information from the University System of Georgia (copy attached.) A discussion followed. The Cabinet required no action.

Tuition Remission

Due to the absence of Ken Reaves, this item was deferred to the next meeting.

Budget Priorities

The Cabinet discussed the College's budget priorities in preparation for a budget meeting on February 8. The Cabinet required no official action.

COMPASS Testing

Dr. Carson led a discussion on how new testing scores will be interpreted. The scores will be brought in line with DTAE. She asked for input to forward to Frank Butler. The Cabinet required no action.

Gubernatorial Debate

President Pierce, acting on a request by the Rome Chamber of Commerce, asked for input on hosting a Gubernatorial Debate at Heritage Hall. The Cabinet was in agreement, depending on the setup and any taping/broadcasting requirements. President Pierce will contact the two major political parties.

American Heart Association – marketing opportunity

President Pierce shared information from the AHA concerning sponsorship of a Heart Walk. He suggested that students might want to do this. He will refer the information to Student Life. The Cabinet required no action.

Other

The Cabinet discussed a request by the Coosa River Basin Initiative to borrow the College's canoes for a Canoe-a-thon. Karen Porter will look into liability issues. The Cabinet took no action.

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

Respectfully submitted,

Barbara G. Griffith
Recording Secretary

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The Minutes of the President's Cabinet Meeting
Monday, February 18, 2002

The President's Cabinet met at 9:00 a.m. on Monday, February 18, 2002, in the President's Conference Room. Present were: President Randy Pierce; VP Virginia Carson; VP Penny Wills; IE Jack Bishop; PI Sandy Briscar; and HR Ken Reaves. VP Karen Porter was absent due to illness and AO Judy Taylor was on annual leave.

Old Business

Free Speech Policy

Dr. Wills reported on a group discussion concerning the policy and presented the revised policy language as developed by the group (copy attached.) It was decided that Dr. Wills would present the draft to the Administrative Council for informational purposes. The Council approved the policy pending review.

The minutes are revised as of 2-18-02 to reflect that the policy has been approved following presentation to the Administrative Council.

ISP

The Cabinet discussed the cancellation of the current contract with RomanNet for Internet service. Dr. Carson recommended not canceling the service mid-semester, which would be the required cancellation for the annual contract. She recommended negotiating an extension to August 15. At that time, each individual student would be responsible for securing an outlet. The students would be provided a list.

President Pierce stated that the College would submit a request to lower the technology fee to $50, effective Fall Semester, 2002. Karen Porter would be requested to draft a letter immediately.

Jack Bishop asked if the Library hours would be extended in order that students are able to access e-mail.

Student of the Month Award

The Student Government Association is proceeding with the Student of the Month Award. There was a discussion by the Cabinet. Dr. Pierce recommends that this should be done on all campuses.

EXTREME Program

Dr. Wills proposed August 16 as the date for the next EXTREME Program. She distributed a calendar. A discussion followed. It was decided that Dr. Wills would proceed with scheduling the program on that date. Dr. Carson and Dr. Wills will work together on faculty involvement for the advising component of the program.

The discussion turned into one centering on a 4-day workweek during the summer. The purpose would be for energy conservation. Schedules will be considered and there will be more discussion on the subject.

Administrative Council Retreat

Ken Reaves asked for suggestions on dates and a location for the retreat. Suggestions coming from the discussion were: Simpsonwood, Amicalola Falls, Red Top Mountain, Brasstown Resort, and Unicoi State Park. The dates would be discussed in Administrative Council.

Progressive Discipline

Ken Reaves asked if there was an institutional policy concerning progressive discipline. The Cabinet discussed the issue of a policy. President Pierce recommended looking at the law, research, and implications. Dr. Carson suggested that this be a retreat topic.

Regents Testing Program Schedules

This item was for informational purposes only (see attached memorandum). The Cabinet required no action.

New Faculty

The Cabinet discussed filling open faculty positions. Dr. Carson distributed a copy of the requests. President Pierce recommended that the positions be advertised with the intent of completing the process prior to Fall Semester 2002, with the statement that filling the position will depend on the budget and enrollment.

Spring Term orientation dates

Dr. Wills proposed a Saturday Matriculation Day. A discussion followed. It was decided that this should be discussed in Administrative Council.

Other

Annual Leave

Dr. Pierce asked that any requests for annual leave be made ahead of time, with weeklong vacations being requested at least two weeks in advance, and requiring approval of supervisor. He asked that important meetings be given proper priority in planning annual leave. He recommended that a policy come from Human Resources.

President Pierce shared a memorandum from Chancellor Meredith requesting communication to students, faculty, and staff concerning moral and ethical behavior. Dr. Pierce will draft an appropriate communication.

Dr. Pierce asked that all requests regarding the Bartow Center be sent in writing.

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

Respectfully submitted,

Barbara G. Griffith

Barbara G. Griffith
Recording Secretary

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Minutes of the Meeting of the Floyd College President's Cabinet
Monday, March 4, 2002

The President's Cabinet met at 9:00 a.m. on Monday, March 4, 2002 in the President's Conference Room. Those present were: President Randy Pierce; VP Virginia Carson; VP Karen Porter; IE Jack Bishop; PR Sandy Briscar; HR Ken Reaves; AO Judy Taylor. Phyllis Weatherly represented VP Penny Wills.

Old Business

Sick and Annual Leave Policies

Ken Reaves distributed a draft of Vacation/Annual Leave Procedures (copy attached.) President Pierce made a general overview of the purpose, which is to encourage everyone employed at the College to notify their supervisor when they are taking annual, leave. A discussion followed and President Pierce made the statement that maybe the College does not need a policy, but rather agreed-upon general guidelines for notifying supervisors of intent to take annual leave. The draft was accepted as general guidelines.

Mr. Reaves distributed a copy of the current sick leave policy. The Cabinet reviewed the policy. A discussion followed. Dr. Carson questioned how sick leave would be taken for faculty teaching a one-hour class per day. It was clarified that a workweek is considered to be 40 hours, 8 hours per day. Sick leave should be taken accordingly.

The policy and guidelines would be distributed at Administrative Council.

Personal Services

President Pierce announced that he had been notified of another budget cut for FY 03 – the average raises have been reduced from 3 ½% to 3 ¼ %. He stated that raises should be matched with performance evaluations. He also reminded the Cabinet that letters of justification should be attached to all above-average raise recommendations.

There was a discussion concerning raises for part-time faculty.

President Pierce asked Karen Porter and Ken Reaves to pull John Reiner's report which documents what was done last year and report back to the Cabinet. There was further discussion concerning raises for faculty getting promotions..

The Cabinet required no action.

Other

Budget cuts

The President reminded the Cabinet that end of year requests are due by March 15. They should be tied to initiatives.

Sandy requested additional advertising monies to promote enrollment for next year.

Dr. Carson shared information regarding the following:

E-Core
Workforce Investment Act
I-Tech Training Center and Continuing Education

Phyllis Weatherly distributed calendars (copy attached.) A discussion followed. The Cabinet required no action.

Ken Reaves led a discussion concerning the Administrative Retreat. The dates were set as July 17-18 at Amicalola Falls Lodge. The retreat will begin at 10:00 a.m. on the 17th and end sometime in the afternoon the following day.

There was a discussion concerning all offices being closed on Friday< March 8.

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

Respectfully submitted,

Barbara G. Griffith
Recording Secretary

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The Minutes of the President's Cabinet Meeting
Monday, March 18, 2002

The President's Cabinet met at 9:00 a.m. on Monday, March 18, 2002 in the President's Conference Room. Present were: President Randy Pierce; VP Virginia Carson; VP Karen Porter; VP Penny Wills; IE Jack Bishop; PR Sandy Briscar; HR Ken Reaves; and AO Judy Taylor.

Old Business

In-Service dates.

The Cabinet discussed the format for In-Service. Ken will pull together format for last year. This will be reviewed at the next Cabinet meeting.

President Pierce reiterated the need to change the name (i.e., Fall Convocation, etc.)

Administrative retreat contract from Amicolola

The Cabinet reviewed the contract (copy attached.) Wayne Jones is preparing the deposit check. Ken Reaves will have the food and other charges broken out – to be paid by Human Resources as a registration fee for each individual.

The Cabinet decided that there should be two or three faculty representatives. This will be left at the discretion of the Instructional Council. The faculty representative is Rob Page.

New Business

Stipends draft

Ken distributed a copy of the draft of the Administrative Stipends Policy (copy attached.) The Cabinet decided the following:

- move Item #10 to become a part of Item #1.
- Item #2 will be omitted – internal candidates' salaries are negotiated using current range..
- Remove #4 as it conflicts with Item #1.
- Let #1 be the driving force.

Calendar Committee

President Pierce appointed a Calendar Committee to be chaired on a rotating basis by one of the Vice Presidents. The make-up of the committee will include a cross-section of people who would need to be involved (i.e., Enrollment Management (Wendy, Marsha, Lynn), Academic Affairs, the Vice Presidents for Student Development and Academic Affairs, Sandy Briscar, and Barbara Griffith.)

The Charge of the Committee is to develop the yearly calendar with input from all the appropriate areas. It will include admissions deadlines and In-Service. The calendar will be submitted for approval by the Cabinet.

Dr. Wills requested that the Committee plan two to three years out.

The Committee was appointed as follows:

Marsha Welch, Wendy Shapiro, Lynn Bacon, Phyllis Weatherly, one division chair (to be appointed on a rotating basis – Dr. Tim Floyd was suggested as the first to serve), one Center director, one representative from Computer Services (as a representative from the Academic area,) Wayne Jones (to represent the Business Area,) Sandy Briscar, Barbara Griffith, Ken Reaves, Karen Porter, and Dr. Penny Wills. Dr. Wills will be the first chair and will call the first meeting. Dr. Carson suggested rotating the chair with the vice chair. Karen Porter will be the vice chair.

USG policy revision – collaborations between the USG and DTAE

President Pierce reviewed the policy (copy attached) and stated that he would interpret the policy literally until he is notified otherwise.

The Cabinet required no action.

Regents' new Strategic Plan – news release

The Cabinet reviewed the news release and attachment as an informational item. The Cabinet required no action.

Other

Dr. Carson gave a report on the transfer program with West Georgia. Jack Bishop suggested, based on his recent SACS visit, adopting a couple of practices where all departments are required to plan. The departments reported on the goals.

Ken Reaves requested the Cabinet to make a final decision on the name for the Employee Ambassadors. The Cabinet prefers to retain the original name – Employee Ambassadors.

There being no further business, the meeting was adjourned at 11:30 a.m.

Respectfully submitted,

Barbara G. Griffith

Barbara G. Griffith
Recording Secretary