

Minutes of the President's Cabinet Meeting Monday, July 1, 2002

The President's Cabinet met at 9:00 a.m. on Monday, July 1, 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

Administrative Retreat --- final agenda

Ken Reaves distributed copies of the draft agenda for the Administrative Retreat July 9-10 (copy attached.) President Pierce stated that Doug Webb has asked that some decisions be made concerning the Bartow Campus. The President asked the Cabinet to think about a time to meet as they look over the agenda.

Dr. Carson said that Jack Bishop has a Power Point which addresses the first four items on the Report Card Accountability (Graduation rates, Regents pass rates, Retention, and Licensing rates.) Dr. Carson and Jack will be doing this section. A discussion followed. Dr. Pierce explained that the pressing issue with the items will be the media response. He wants the Council to be aware and to discuss how we will address the issues.

The Cabinet decided to eliminate the group exercise at 10:10 a.m. on Tuesday and to have coffee and juice at 9:30 a.m. and begin the meeting at 10:00 a.m.

There was a discussion concerning the discussion regarding the College goals. Dr. Wills suggested that break-out groups be cross-sectional. Dr. Pierce said that the discussion concerning the College strategic goals would be cross-sectional groups.

Ken will make the changes to the agenda and distribute to the attendees.

Cartersville Chamber Annual Cookout on August 22

Dr. Pierce announced the cookout which will take place at Taylor's Lake. Those planning to attend are: Judy and Paul Taylor, Dr. Carson; Dr. Pierce and Mrs. Pierce; Sandy Briscar; Karen Porter; Ken Reaves; Dr. Wills and Ron Wills; and Jack Bishop.

Sandy reminded the Cabinet that she had sent out an e-mail regarding the Rome Chamber mid-year meeting at Shorter College. The Cabinet required no action.

Instructional Technology Update

Dr. Carson distributed an update from the 6/25/02 Instructional Council meeting (copy attached.) She discussed the update with the Cabinet. She stated that Jeff is working on software that will purge the computers periodically so that when students load stuff on the machines they will automatically reboot and take care of problems which may occur. She explained that there are several pages included of information that is either already on the web or will be posted to the web to define who we are as an institution with regard to our technology requirements. Sandy has prepared a post card that has been sent to

every student that has attended here since last fall. The post card makes reference to checking the website for information. The Cabinet required no action.

Accelerated Transfer Program with West Georgia

Dr. Carson reported that there are 45 students ready to enter West Georgia this fall. This is a costly program, but good. The retention rate is better than Floyd College or West Georgia. The Cabinet required no action.

Baccalaureate Programs

Dr. Carson reported that she does not have any official information on the Early Childhood Education Program with West Georgia except that they did receive full funding which was \$198,000 for FY 03. She has a copy of the proposed budget, but will not release the information because she is not sure if West Georgia will adjust their plans now that funding has been received.

The staff at Southern Poly has been and are currently on vacation and Dr. Carson was not able to get the information from them. Their budget is fully funded at \$164,000.

The Kennesaw proposal for the ICAPP funding has been split into a Kennesaw proposal and a Floyd proposal. The plans have changed with that regard. She distributed a Floyd College approved budget for the ICAPP program for the coming year. This relates to the current Nursing program. This will allow 20 additional nursing graduates each year for the next two or three years. This is a two-year proposal but they want this to continue.

The State will give the College money for another nursing educator. This was originally to be a full-time position but this is part of the divide which occurred. In addition to this, the community partners will be putting some money in. The College is still in dialogue about how this money is to be used. The partners are Floyd, Redmond, and Emory-Cartersville. Dr. Carson discussed the ICAPP Support Committee (see handout.) In addition to the names listed, one current nursing faculty members will be released from some teaching in order to assist with the ICAPP accountability, but this is still in the talking stage.

There is still a chance to partner with Kennesaw. The University has received two ICAPP grants. Dr. Rees is working with the Nursing Chair at Kennesaw.

The Cabinet discussed a news release regarding the baccalaureate programs.

Dr. Carson reported on office space and classrooms for the programs. She is working to prepare the agreements with the other institutions and the community partners. She is also working to identified suitable personnel within Floyd College to be the contact person with the community partners. There will likely not be any new classes until January. There will be a need to set up accounting for these grants.

She has been working with Sandy to prepare publications. She hopes to have this ready by early August.

The Cabinet required no action.

New Business

Summer 2002 Enrollment

Dr. Carson distributed a report (copy attached.) A brief discussion followed. The Cabinet required no action.

ESL pilot

Classes will begin in August at North Metro Technical College. Three classes will be offered initially. The Cabinet required no action.

Program review

Dr. Carson reported on the program review report required by the System office. The Cabinet required no action.

Recreation Advisory Committee

Dr. Carson distributed information on the Committee (see attached.) Dr. Pierce gave the background on the committee. She proposed this as a permanent committee with membership with regard to position. Membership will include: David Mathis (Lab Coordinator), Catherine King (PE faculty). Karen Porter will nominate someone from the Finance area, and Dr. Wills will nominate someone from Student Development. Karen will nominate someone from Physical Plant.

The purpose is to have the Fitness Room supervised while it is open. The issue is liability.

Dr. Carson suggested that a number of policies should be reviewed, updated, and enforced on a regular basis.

A discussion followed.

Nursing clinical

Dr. Carson distributed a proposed policy (copy attached.) The Cabinet reviewed the policy. A discussion followed. This was considered the first reading and will be brought back to the Cabinet for approval.

CAPP – Letter from Chancellor Meredith

The College has purchased the electronic student service (see letter attached.) Dr. Wills and Dr. Carson will decide who the coordinator will be. The Cabinet required no action.

Student Support Services Program

The Cabinet reviewed the brochure regarding the program at Macon State College. President Pierce stated that Floyd College needs to seriously look at a program like this.

A discussion followed. Dr. Wills will look more closely at the program. The Cabinet required no action.

New faculty reception

Ken asked for feedback concerning a new faculty reception during in-service for any employees who have been employed at the College since last year's in-service. A discussion followed. The President suggested that the family picnic would be the time to recognize new faculty and staff and their families. He stated that it needed to be done soon after in-service. Dr. Carson suggested Kim McBurnett, with assistance from the education majors, plan something for the children for the picnic. Dr. Pierce stated that the Cabinet needs to plan the event.

Telecommuting Policy

Ken Reaves distributed copies of the Telecommuting Policy approved in 1999 (Copy attached.) An employee has requested that they be able to telecommute. A discussion followed. President Pierce stated that jobs at the College require the employee to work at the College. A discussion followed concerning medical issues. President Pierce stated that these situations should be handled on a case-by-case basis. The Cabinet required no official action.

Status of Foundations, Campaign process, and FC role in campaign

Judy Taylor gave an update on the status of the Floyd and Cartersville/Bartow College Foundations. She overviewed the discussions at the retreat held in May. She stated that it is important that the College create a wish list -- overall campaign initiatives -- for the Foundations to use in a campaign (i.e., professorships, scholarships, equipment, etc.) A discussion followed. President Pierce stated that he wanted to do a faculty/staff campaign. He would like for the faculty/staff to buy in. This will also show the community what the College is doing to raise money. The Cabinet required no action.

Several announcements were made which were not included on the agenda.

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

Respectfully submitted,

Barbara G. Griffith
Recording Secretary

**Minutes of the President's Cabinet Meeting
Monday, July 15, 2002**

The President's Cabinet met at 9:00 a.m. on Monday, July 15, 2002, in the President's Conference Room. Present were: President Randy Pierce; Lynn Bacon, representing VP Penny Wills; VP Virginia Carson; VP Karen Porter; IE Jack Bishop; PI Sandy Briscar; HR Ken Reaves; and AO Judy Taylor.

Old Business

Nursing clinical – 2nd reading of policy

Dr. Carson distributed copies of the proposed policy (copy attached,) which was reviewed and approved by the Cabinet.

Hiring update

Dr. Carson distributed a report on the faculty positions which have been recently filled (copy attached.)

The Cabinet required no action.

Southern Polytechnic, State University of West Georgia, and Floyd ICAPP

Dr. Carson reported on the baccalaureate programs and the Floyd College ICAPP program. She distributed an updated matrix of information on the programs (see copy attached.)

She noted a change in KSU program. Instead of the two institutions jointly providing a full time nursing lab coordinator, it appears that there will only be a half-time coordinator to do both programs.

The dollar amount of library funds from Southern Poly has been omitted because they have not finalized their budget.

Kent Layton, Dean of Education at West Georgia and Dr. Carson will be the primary contacts for their respective institutions. If the Board of Regents approves, there will be a delayed start on September 16. Special permission is required in order for that to occur.

Carolyn Parks has identified 23 Floyd students who meet the necessary criteria for admission based on the discussion at a meeting of the two institutions. Kim McBurnett is aware of others who meet the criteria. It is not clear yet if there will be enough for a cohort; however, Dr. Carson will know by Wednesday or Thursday of this week whether or not a cohort will begin in September. The message to the students is that this is a guaranteed program. If students begin in the fall cohort, they will be guaranteed to receive their bachelor's degree in four semesters if they do not fall behind.

She also distributed a copy of the schedule of classes required for the Early Childhood Education Program with State University of West Georgia. She stated this is tentative

and will require some adjustment from a staffing standpoint. The students will have to have graduated from Floyd or be close to graduating from Floyd due to System requirements for core area transfers. She will have more information on this in a few days.

She discussed additional faculty and staff positions created by the programs.

There will be a meeting on Thursday with the corporate sponsors (Floyd Medical Center, Redmond Regional Medical Center, and Emory-Cartersville) for the FC ICAPP program. A reception is being planned for the 20 ICAPP scholars who are sponsored by the corporate sponsors.

The Cabinet required no action on this item.

In Service

Ken Reaves distributed copies of the draft agenda (copy attached.) Revisions were made as noted on the attached. A discussion followed.

Dr. Pierce will send letters to the standing committees concerning their initial meetings on August 7, the work of the committees, frequency of meetings, reporting requirements. A lengthy discussion followed concerning committee structures and reporting responsibilities, meeting schedules, and agendas. The letter will state that the committees must meet quarterly or more frequent if needed and that all minutes should be distributed to all appropriate personnel and kept on file in the library. President Pierce stated that he would include all the responsibilities of the committees in the letter.

He will also send letters to all faculty and staff regarding in-service. He will send a separate letter to all new employees inviting them to in-service.

There was a discussion concerning the fall picnic. It was scheduled for August 9 at 7:00 p.m.. Retirees and Foundation members will be invited.

Enrollment Report

Lynn Bacon distributed the enrollment report (copy attached.) The Cabinet reviewed and discussed the report.

Dr. Carson asked if notifications of wipe-out could be sent to students. A discussion followed. President Pierce suggested sending a letter with the bill sent by Wayne Jones. The letter should explain the consequences for nonpayment by the deadline or if they fail to contact college personnel concerning the payment of the bill.

Faculty/Staff Meetings for AY 2002-03

Meetings were scheduled for August (in-service), the fourth week in October, early in January, the fourth week in March, and the beginning of May. Meetings will rotate between Rome and Cartersville.

Dr. Carson suggested setting meetings according to what is to be accomplished and communicated at the meetings.

The Cabinet discussed potential dates.

Sandy suggested talking about a mid-year (January) one-day retreat for the Administrative Council. Dr. Pierce suggested that she bring this up at the Administrative Council meeting.

Business Expo 2002 – corporate sponsorship – Rome Chamber

Sandy Briscar suggested that the College not be a sponsor.

Bartow Business Expo

Sandy Briscar stated that she would have to be at the Chamber at 8 a.m. on Monday, July 29.

2003 Goals

Dr. Pierce said that he would try to have it done by the Administrative Council meeting.

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

Respectfully submitted,

Barbara G. Griffith
Recording Secretary

The Minutes of the President's Cabinet Meeting Monday, August 5, 2002

The President's Cabinet met at 9:00 a.m. on Monday, August 5, 2002, in the President's Conference Room at Floyd College. Present were: President Randy Pierce; VP Virginia Carson; VP Karen Porter; VP Penny Wills; IE Jack Bishop; PI Sandy Briscar; HR Ken Reaves. AO Judy Taylor was on annual leave.

Old Business

Hiring Completion

Dr. Carson distributed copies of the hiring completions update on faculty positions (see copy attached.) All faculty positions have been filled. There are two grant positions included.

Floyd ICAPP—Southern Polytechnic State University—State University of West Georgia—Kennesaw State University

Dr. Carson distributed a matrix showing updates and status of the programs (see copy attached.) She discussed each individual program with the Cabinet.

She reported that Kennesaw wants to devote a great deal of the hospital money to updating the labs at Floyd College.

There will be a reception tentatively next Tuesday for the 20 ICAPP students which have been identified. Dr. Pierce recommended inviting the local politicians and Chamber boards. Dr. Carson will confirm the date. The program was briefly discussed.

Madhavi Sethna has been employed on a faculty contract at Southern Poly. She will be the lead person for the program there. She will work two days per week at Southern Poly and two days at Floyd College. The first year will be committed to planning and recruitment efforts. Two classes will be offered spring semester 2003. The main cohort will begin next fall.

Mike Murphy recommends that staff employees be Floyd College employees. The grant money is being pooled for secretarial and staff support positions.

New Business

Institutional Effectiveness

Dr. Carson and Jack Bishop reported on the progress of the updates of the unit plans, the Focused Fifth-Year Report, and Strategic Planning.

Oncology

Dr. Carson updated the Cabinet on the search for an oncology nurse navigator. She reported that this may be a joint clinical appointment with a regional oncology group so that the person will be able to continue doing research in order to keep their portfolio

active. There will be a meeting on Friday of the regional oncology interest group. She is seeking community support for crafting a job description. The position will be advertised. They are aiming for a spring funding cycle. The person who would be filling the position must be identified in order to attain the funding.

Review of laptop late fees – assignment to Computer Committee

President Pierce stated that he would like for the Computer Committee to review the laptop return late fees in light of the fact that two stages of ITP have passed.

A discussion followed concerning the purpose and assignments of committees and revision of the Statutes. He stated that the committees of the college and the faculty should have a purpose that is directly tied to the goals of the college. He also emphasized the need for regular meetings and reporting.

Due to the current workload of the Statutes and Faculty Affairs Committee, Dr. Carson recommended appointing a task force to review and revise the Statutes over a one to two-year period. She stated that the Statutes should be revised and made very general with an academic handbook that can be revised as needed.

Request letter from Ambassadors on event contributions

Ken Reaves distributed a memorandum from the Ambassadors regarding employee contributions for events (copy attached.) A discussion followed. This will be brought up to the Administrative Council and Dr. Pierce or Ken Reaves will discuss this with the faculty and staff on Wednesday during In-Service.

American Heart Association Walk – letter dated July 10

President Pierce stated that the College would not co-sponsor charity events (copy of letter attached.) The College can organize a team to participate in the walk.

Other

Dr. Wills distributed an enrollment update report (copy attached.)

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

Respectfully submitted,

Barbara G. Griffith
Recording Secretary

**The Minutes of the President's Cabinet Meeting
Monday, August 19, 2002**

The President's Cabinet met at 9:00 a.m. on Monday, August 19, 2002, in the Student Development Conference Room at Floyd College. Present were President Randy Pierce; VPAA Virginia Carson; VPFA Karen Porter; VPSD Penny Wills; IE Jack Bishop; PI Sandy Briscar; HR Ken Reaves; and AO Judy Taylor.

Old Business

Update on overtime/comp time

This item will be held over for the next Administrative Council meeting.

Diversity Statement

The Cabinet reviewed and discussed the Statement (copy attached) as submitted by the Diversity Statement Committee. Revisions were made and the Statement will be referred back to the Diversity Statement Committee (see copy attached.)

New Business

Proposal for changing EAP providers

Ken Reaves distributed copies of a Power Point proposal for changing EAP providers (see copy attached.) Mr. Reaves recommends that the College enter into a contract with Magellan and cancel the contract with the current EAP provider.

The Cabinet approved the change, which will take place January 1, 2003.

Follow-up on Board of Regents' Strategic Plan – See Memorandum dated August 15, 2002

The Cabinet reviewed the memorandum (copy attached.) A discussion followed.

The Cabinet required no action.

Distribution of 2% Budget Holdback – see memorandum dated August 13, 2002

The Cabinet reviewed the memorandum. A discussion followed. President Pierce stated that equipment money will be frozen; however, operating funds will not be frozen. The President stated that he would sign off on all hire letters. Each position will be scrutinized when the request for authority to hire and also before the offer letter is sent to the prospective employee.

The Cabinet required no official action.

Announcement – Cabinet meeting schedule adjustment for Labor Day Holiday – meeting moved to Tuesday, September 3.

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

Other

Tech Prep Representative

The Cabinet discussed the Georgia Tech Prep Consortium with regard to the Floyd College representative to this group. President Pierce stated that he wanted someone on the Director or VP level at Floyd College to represent the College with this group at the meetings.

The Cabinet required no action.

Fall 2002 Enrollment

Dr. Carson reported concerning fall enrollment as it relates to accommodating students in classes, canceling classes, and reassigning students. All division chairs are working diligently and extra academic staff will be assigned to assist in this process.

The Cabinet required no action.

SACS

Focused Fifth-Year Report. She reported on the progress of the report.

Substantive Change Follow-Up Report. She reported on the progress of the report due in April, 2003.

Humanities Requirement. She reported that she and a group of people will be looking at a Humanities requirement, especially for career programs, as required by SACS.

Faculty credentials. She has charged the chairs to review all full and part-time faculty credentials.

The Cabinet required no action on all of the above items.

State University of West Georgia

Dr. Carson reported on the admission process for the Early Childhood Education program with SUWGA.

The Cabinet required no action.

Southern Polytechnic State University

Dr. Carson reported on the progress of the IT program with Southern Polytechnic State University.

The Cabinet required no action.

Program review

Dr. Carson reported on the program review process.

Faculty/Staff meeting dates

The Cabinet set the meeting dates for the 2002-03 academic year as follows:

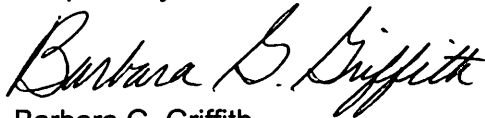
Thursday, October 17	3:30 p.m.
Thursday, January 30	3:30 p.m.
Thursday, April 3	3:30 p.m.

Sandy Briscar reported on the progress of the Safety Manual and the Focus on Floyd College magazine.

Judy Taylor reported that the Cartersville/Bartow College Foundation annual meeting would take place on Friday, September 20. A scholarship luncheon has been tentatively set for September 27. The vice presidents and the cabinet will be invited.

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

Respectfully submitted,



Barbara G. Griffith
Recording Secretary

The Minutes of the President's Cabinet Meeting Monday, September 3, 2002

The President's Cabinet met at 9:00 a.m. on Monday, September 3, 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

FC Welcome Statement – Second Reading

The Welcome Statement was reviewed and discussed (copy attached) by the Cabinet and approved with two minor revisions. A revised version will be sent to Sheryl Ballenger, Chair of the Committee.

CAPP Update

Dr. Wills updated the Cabinet with regard to the implementation of CAPP (degree audit program) at Floyd College. The Cabinet required no action.

Hiring Principles

Dr. Carson distributed the Principles (see copy attached.) A discussion followed and Dr. Carson noted a few minor revisions which were to be made. The principles will be included in the Academic Affairs Policy Manual being compiled by Dr. Carson. The Cabinet required no action.

New Business

Georgia Campus Compact

Dr. Wills reported that the Compact is being formed as part of the national group and will be announced at a conference on volunteer services being held September 17. The President recommended joining if funds are available. The Cabinet required no action.

December 2003 Holiday Break

Dr. Wills distributed copies of the current Holiday Policy as well as the December 2003 and 2003 calendars (see attached.) The Cabinet discussed the holiday policy as it relates to the December 2002 and 2003 holidays and the number of annual leave days required for the break. The Calendar Committee has forwarded the issue to the Cabinet for discussion.

Following a lengthy discussion, it was decided that Ken Reaves and President Pierce would develop a new policy which states the Cabinet will set the allocation of holidays each year. The policy will be e-mailed to the Cabinet and reviewed at the next meeting. The calendar will be adjusted to allow as much flexibility as possible on holidays each year, to avoid requiring employees to take annual leave during the holiday break. Dr. Wills will discuss with the Calendar Committee on Wednesday; however, final decisions

on the December 2003 break will be deferred until a policy is developed, approved by the Cabinet, and the holidays are subsequently scheduled.

Dr. Carson requested that the break be referred to as "Winter Break."

Recommendations for Promotion and Tenure, effective 2003-2004

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

Rome Area Chamber 2002 committee preference form

The Cabinet reviewed the form (copy attached.) The forms will be submitted by individuals as follows:

Peter Matthews – Small Business Action Council
Karen Porter – Women in Management
Judy Taylor – Education
Bruce Jones – Economic Development
Randy Pierce – Governmental Affairs
Virginia Carson – Transportation

Committee replacements/additions

Dr. Carson submitted the changes/nominations made by the Instructional Council as follows (see attached information):

Bob Gilbert to be added to the Computer Committee (This is in compliance with the number of committee members per the Statutes)
Laura Wilbanks to replace Renee Tumblin on the Financial Assistance Committee

The Cabinet approved the nominations.

Dr. Carson also brought the recommendation that Rob Page be added to the membership of the Institutional Effectiveness Committee. Per her request, the President endorsed the recommendation.

She reported that Ken Reaves will facilitate the election of staff members to the Grievance Committee.

Planning/Institutional Effectiveness/Program Review

Dr. Carson reported on the progress of the process of incorporating the unit goals into the institutional goals which were developed at the 2002 retreat, the faculty part of Institutional Effectiveness, and the process of rewriting the Program Review program. The Cabinet required no action.

Southern Polytechnic State University and State University of West Georgia

Dr. Carson distributed an information sheet (see attached) concerning Madhavi Sethna and Dr. Donna Harkins who are working in the four-year programs with Southern Polytechnic State University and the State University of West Georgia, respectively.

The Cabinet required no action.

FY 03 Internal Audit (BOR) to begin October 7

Dr. Pierce made the announcement concerning the audit and that a conference would take place on October 7 with the audit staff. This is an informational item and did not require Cabinet action.

Other

Dr. Carson gave an update that the ICAPP issue with the student loans with GSFC is still in process. A discussion followed. The Cabinet required no action.

The Cabinet reviewed the proposed design for service pins as presented by Ken Reaves. A discussion followed and Dr. Pierce asked the Cabinet to consider other possibilities. The Cabinet required no action at this time.

Ken Reaves updated the Cabinet that if AFLAC is to be added as a benefit, Board of Regents approval would be required and some modifications would need to be made to the current benefits plan.

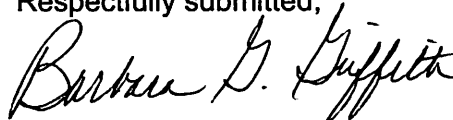
Dr. Wills reported on the Fall Semester enrollment (see attached.) The Cabinet required no action.

Dr. Wills distributed a proposed draft policy for recognition of new student organizations (see attached.) This was a first reading. The policy will be placed on the next Cabinet agenda for approval.

Sandy Briscar distributed copies of the premiere issue of the Focus on Floyd College Magazine. The Cabinet reviewed the magazine. The Cabinet required no action.

There being no further business, the meeting was adjourned at 11:25 a.m.

Respectfully submitted,



Barbara G. Griffith
Recording Secretary

Minutes of the Meeting of the President's Cabinet Monday, September 16, 2002

The President's Cabinet met at 9:00 a.m. on Monday, September 16, 2002. Those present were: President Randy Pierce; VP Virginia Carson; VP Karen Porter; VP Penny Wills; IE Jack Bishop; PI Sandy Briscar; HR Ken Reaves; and AO Judy Taylor.

Old Business

Holiday Policy

The Cabinet reviewed the three options for a holiday policy as presented by Ken Reaves (copy attached.) The Cabinet revised Version 2 to read: "*Consistent with Board of Regents Policy, Floyd College is allowed 12 **paid** holidays per calendar year. The President's Cabinet will assign the holidays. Holidays will be announced in advance of the Fiscal Year*" (copy attached.) Dr. Wills made a motion to accept the revised policy. The motion was seconded by Karen Porter and made unanimous by the Cabinet.

Ambassador proposal

The proposal dated September 4, 2002 was reviewed by the Cabinet (copy attached.) A lengthy discussion followed. The Cabinet agreed on the following issues:

- A sentence should be added stating that all donations should be kept confidential.
- This fund will not be kept by the Foundation; therefore, deductions are not tax-deductible.
- The names of the ambassadors will be added to the memorandum for contact purposes as well as recognition.
- The budget for the proposal should be less detailed. The plans should be tentative depending on the level of contributions. The Cabinet will decide each time which meals will be catered and how the money is spent.
- The Cabinet will decide within the next month if the holiday luncheon will be catered.

The memorandum was approved with minor changes. The proposal will be presented at the Faculty/Staff meeting in October.

Floyd College Recognition of new student organizations—Second Reading

The Cabinet reviewed for a second time the draft which was presented at the previous meeting (copy attached.)

Sandy Briscar asked if there is any provision that if an organization is inactive for up to four semesters it will be dropped. Dr. Wills will have Sue Tarpley look into a provision. This will be done separately.

The Cabinet voted to accept the proposed draft.

Learning Clusters

Dr. Carson reported on what had been done regarding notifying students about learning clusters. She distributed information regarding locations (copy attached.) A discussion followed. She stated that more non-classroom clusters are needed.

The Cabinet required no action.

KIP Tour

October 2 – The Cabinet discussed having a reception where the campus community can drop by and meet the Chancellor. Meetings as follows: 10 minutes with College leadership team, 10 minutes with faculty and staff, and 10 minutes with students. President Pierce will take the Chancellor on a tour of the campus.

President Pierce stated that he would like to use a pictorial showing the locations of the sites and the enrollments.

October 3 – the luncheon meeting will be held 12 noon to 2:00 p.m. at Dalton State College. Invitations are being sent by the BOR office. Sandy Briscar will send our invitees a letter or a postcard saying that Floyd College is involved in this event and that it is important to Floyd College that we have a good representation.

Business Expos


Sandy Briscar gave an update on the three upcoming Expos: Polk County – October 3; Bartow County – October 24; and Rome – November 1-3. There will be a Business After Hours in conjunction with the Rome Expo. The Cabinet discussed give-aways.

The Cabinet required no action.

Task Force Report

The Cabinet reviewed the updated Task Force Report on Possible Overtime Compensation for Activities on Campus (copy attached.) It was noted that the Task Force is made up of Dr. Penny Wills, Sheryl Ballenger, Dr. Tim Floyd, Glenda Brooks, and Ken Reaves.

The Cabinet discussed the report and decided, in summary, that if overtime is required, it should be compensated. If someone wishes to volunteer to assist with an event or other activity, they will not be compensated. It should be discussed and agreed upon by the supervisor and employee as to whether the employee will be allowed to volunteer during regular work hours. Ken Reaves stressed the importance of the supervisor defining the necessity of the overtime. Leave must be taken if the employee is



compensated by an outside agency. It was clarified that the basketball tournaments are not a college-sponsored event.

Ken Reaves will do more research on the issue. The document will be labeled as an update with the current date (September 16, 2002) and will be discussed further.

New Business

Solicitation policy

The proposed Solicitation Policy submitted by Ken Reaves was reviewed by the Cabinet (copy attached) and approved by the Cabinet with one minor change regarding requests for exceptions (revised policy as approved by the Cabinet is attached.)

European Council

Dr. Carson overviewed the European Council purpose and programs of the Council and participation by Floyd College employees Alberta Johnson (Summer 2000) and Jeff Brown (Summer 2002.) She stated that the scholarship money for the program had been expended and that maybe the College could sponsor a scholarship with Foundation monies.

The Cabinet required no action.



Fall 02 Enrollment Report

Dr. Carson shared the report with the Cabinet (copy attached.) A discussion followed.

The Cabinet required no action.

Nursing Exam

Dr. Carson reported that the pass rates for students who graduated from the Nursing Program in June, 2002 was just below 95% (institutional average.)


The Cabinet required no action.

Dalton State College – proposal for partnering at Bartow Center

The Cabinet reviewed the letter from Dr. Burran (copy attached) which was a follow-up to a conversation with Dr. Pierce. The Cabinet discussed issues related to the proposal. Dr. Pierce will discuss this further with Dr. Burran.

The Cabinet required no action.

Georgia Trend – Floyd County section



Sandy Briscar stated that the November issue of Georgia Trend Magazine will include a Floyd County section. The College will purchase a ½ page black and white ad for \$2800. This will be paid out of Public Information advertising budget. The money will be placed in her budget.

Other

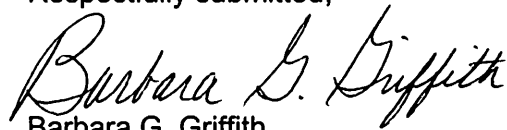
Calendar

Dr. Wills distributed copies of the latest version of the College Calendar for 2003-2004. The Cabinet reviewed and discussed the calendar. She asked that the Cabinet review the calendar further and that it be discussed at the next meeting.

The Cabinet required no action.

There being no further business, the meeting was adjourned at 12:00 p.m.

Respectfully submitted,

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

Barbara G. Griffith
Recording Secretary