

**The Meeting of the President's Cabinet
Monday, April 14, 2003**

The President's Cabinet met at 8:00 a.m. on Monday, April 14, 2003, 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

E-Mail Policy – Second Reading and Action

The policy was approved, with the reference to 30 days removed (copy attached.) The policy will be posted on the website, in the Faculty/Staff Handbook, and in the Student Handbook. The policy is applicable to everyone who has an Floyd College e-mail address.

Administrative Retreat – Confirmation of dates and location

The Retreat has been confirmed for July 17-18 at the Brasstown Valley Resort.

HIPAA Policies – Second Reading and Action

The policy was approved (copy attached.)

New Business

FY 2003 Best Practices Competition – see memorandum from Chancellor Meredith

Health Sciences will be nominated. The Cabinet required no action.

License Plate Legislation (College License Plates)

House Bill 902 has not been passed and may not come up before the end of the Session. The bill would reduce the number of tags required for an order from 500 to 250. \$15.00 of the \$25.00 cost goes back to the institution. Everyone was encouraged to send a letter supporting the bill.

Chancellor's visit on May 1 – see schedule attached

The Cabinet reviewed the schedule. There was a brief discussion. The Cabinet required no action.

Organizational Changes

The Cabinet discussed possible organizational changes. Dr. Pierce asked for feedback. He will consider this further.

The Cabinet required no action.

Recreation Committee Report

Dr. Carson discussed the Recreation Advisory Committee Report for 2002-2003 (copy attached.) She reported that the proceeds from the basketball tournaments benefit 8-10 nontraditional students through scholarships. Students are required to work at the tournaments. Next year will be the 50th anniversary of Rome News Tribune sponsoring the tournaments. There will be a special celebration and the college will receive publicity. The tournaments have been hosted at the college for the past 20 years.

Revised Student Governance

Dr. Wills discussed the proposed changes to the student governance structure which are currently being reviewed by President Pierce. This will be a two-step process. During the first step, there will be a Council of Presidents made up of presidents from each of the student clubs as well as the editors from each of the student publications. The second step will be a group of representatives from the various areas of the college as well as the Council from the first step. There will be members at large from other campuses. The Student Constitution will be changed.

The initial changes (Step One) will be effective in the fall. The current leaders will be used as guides this summer for the transition. Funds in the amount of \$1,000 from the Crescent Alliance will be used for a retreat.

2003 Calendar changes

The Cabinet discussed the calendar process and reviewed changes in the Compass Exit testing. Sandy Briscar asked for the old dates so they may be removed from the calendar. The Cabinet required no action.

Other

Judy Taylor reported that the Feasibility Study interviews begin next week (April 21.) They will be conducted for the next four weeks alternating weeks in Rome and Cartersville.

There will be a System President's Meeting this afternoon in Atlanta.

The pre-bid meeting will be held tomorrow morning at the current Cartersville Center.

The Bartow/Cartersville Foundation Executive Committee meetings on Friday.

Penny Wills reported that the Chamber and the Rome Rotary Club are exploring the possibility of a leadership program especially for college students. This will be part of Rotaract. The two Rome Rotary clubs and the colleges would work together.

Ken Reaves has been asked to assist with the Rome Chamber membership drive.

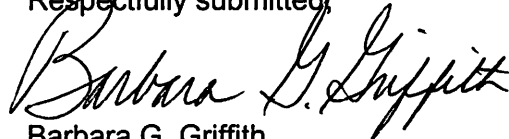
Penny Wills announced that anyone who would like a copy of the AACC legislative update, should see her.

Penny announced that the College is planning to do an internal Day of Caring on May 16. Penny and Linda Dyer will organize this with the Employee Ambassadors and students, and will coordinate with Doug Webb. She said that they are discussing the possibility of t-shirts and a pot-luck lunch.

Honor's Assembly will be held on the 24th.

There being no further business, the meeting was adjourned at 9:30 a.m.

Respectfully submitted,

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

Barbara G. Griffith
Recording Secretary

Meeting of the President's Cabinet
April 28, 2003
9:00 a.m.
President's Conference Room

Present: Dr. Pierce, Dr. Wills, Dr. Carson, Karen Porter, Ken Reaves, Jack Bishop, Judy Taylor, Sandy Briscar, and Jeff Patty.

Dr. Pierce welcomed Jeff Patty, Director of Information Technology, to the meeting. Mr. Patty reports to the President now and will be a permanent member of the Cabinet from now on.

Old Business: None

New Business:

(1) College Mascot (Sandy Briscar) – The SGA has requested that the design of the College mascot, the Charger, be updated. Three new designs were presented for the Cabinet's review. Item tabled until new publications director is hired and further development of the Charger design can be done.

(2) College Committees (Dr. Carson) – The Cabinet considered nominations for 2003-2004 Committees of the College. The following changes to the nominations were made:

Capital Improvements Committee – Karen Porter will serve as ex-officio member. Sheryl Ballenger will replace Wayne Harrison.

Financial Assistance Committee – Change Wendy Shapiro from "voting member" to "resource non-voting member."

Environmental Health and Safety Committee – Replace Becky Fiorillo with Wayne Harrison. Replace Sherry New with Glenda Collier.

Dr. Carson's office will contact the nominees to ask if they will be willing to serve.

(3) PE Complex Facility Usage Regulations (Dr. Carson) – One of the outcomes of the initial meeting of the Recreation Committee last fall was to completely revise the Physical Education facility usage policies. Cabinet members were asked to read the Facility Usage Regulations, Policies, and Procedures brochure, note what they think should be policy, and bring back to the next meeting for further review. First reading, review again at next meeting.

(4) Computer Usage (Dr. Carson) – With the phasing out of laptops, there has been concern as to whether students would have enough access to computer usage when they were not in class. One plan under consideration to alleviate this potential problem is to allow some open lab time in computer classrooms. To help provide a more informed basis for decision making and planning for the coming academic year, Rob Laltrello has written a software program that tracks computer usage. For the Cabinet's information, a summary chart was compiled showing computer usage during fall 2002 semester in all classroom and cluster locations. According to the summary, it appears that the cluster

machines are meeting the need for which they were established, so this seems to suggest that if we put our resources into instructional equipment for the coming year it would not be at the expense of student access to computers.

(5) Comprehensive Program Review of Dental Hygiene (Dr. Carson) – At the Cabinet's last meeting a Comprehensive Program Review Policy for the College was approved. That Policy has been forwarded to the System Office for their review. The first program reviewed under this program was Dental Hygiene. A copy of the 2003 Dental Hygiene Comprehensive Program Review was presented to the Cabinet for their information.

(6) Fall Family Picnic (Ken Reaves) – Proposal to replace the fall picnic with Floyd College Night at a Rome Braves game. A block of seats would be reserved where employees could purchase tickets at a discounted rate. Proposed date is August 16. After discussion, a final proposal was to have a picnic at Ridge Ferry Park and go the ballgame after the picnic. Mr. Reaves will check on reserving Ridge Ferry Park. Final plans will be determined later.

(7) Employee Recognition Survey (Ken Reaves) – A questionnaire designed to poll employees about the Employee Recognition process was discussed. Cabinet agreed not to send the questionnaire out to all employees at this time. Cabinet members were asked to poll people in their areas concerning how the Employee Recognition program could be improved, including ideas for service awards and gifts for retirees. Forward responses to Ken Reaves.

(8) Other:

Judy Taylor – The Clements Group conducted interviews in Rome last week and in Cartersville this week. Please encourage employees to respond to the Feasibility Study questionnaire on email. Reminder about the dedication of the Human Services area in memory of Steve Burns tomorrow and the dedication of the Administrative Building to Dr. McCorkle on May 2. The full Foundation Board will meet May 2 in Cartersville. Merging the two Boards will be discussed.

Dr. Pierce – Reminder that the Chancellor will be on campus May 1. There will be a Presidents meeting on May 7 to discuss budget allocations. Dr. Pierce met with Science and Math faculty recently about promotion issues and possibly changing statutes.

Dr. Carson – Margaret Davis has been nominated for the Pace U.S. Professor of the Year Award. Dr. Carson participated in a SACS visit last week in which a recommendation was issued because the school did not have an internal audit process. SACS specifies that an internal audit be done annually in an institution. Floyd College does not have that process. Karen Porter responded that this is the function of the Internal Auditors of the Board of Regents.

Karen Porter – Attended the Chief Business Officers meeting last week. The Best Practices Committee has a website and is offering four \$25,000 prizes for the best practices submitted to the committee.

Meeting adjourned 10:50 a.m.

Minutes of the President's Cabinet Meeting Monday, May 5, 2003

The President's Cabinet met on Monday, May 5, 2003 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

College Committees

Dr. Carson distributed a listing of the Committees of the College showing reappointments and replacements for 2003-2004 (copy attached.) There was a discussion concerning appointment of new members and renewing existing members for the purpose of continuity on the committee. Committee chairs will have the opportunity to ask for replacement of inactive members.

Penny Wills made the motion to accept the nominations as presented. Sandy Briscar seconded the motion and it was approved unanimously by the Cabinet.

Dr. Pierce will send letters reappointing and appointing the committee members.

New Business

Regents Test Report

Dr. Carson distributed and discussed the Report of Passing Rates on the Regents Test for Fall 2002 and Spring 2003 (copy attached.) There will be a public report on the test results.

The Cabinet required no action.

Instructional computing for part-time faculty

This was an informational item. All 1997 laptops will be recalled by the Information Technology Department in August at the end of Summer Semester 2003. Part-time faculty have e-mail communication through their e-mail accounts which are already in place. Part-time faculty can use computers in the Instructional Resource Center and also at the Cartersville Center.

Each classroom will have an Instructional Computing Station. There are currently 42 classrooms with Instructional Computing Stations and LCD projectors. Additional classrooms will be outfitted with the Computer Stations using money set aside in the 04 budget. A discussion followed concerning a rolling replacement of LCD projectors over the next three years as they are deemed no longer usable.

There will be a number of laptops for short term loan (3-5 days.) There will be some 1997 computers on hand for emergencies.

The Cabinet required no action.

Other

President Pierce stated that the VP group may need to meet weekly to update on year-end. Requisitions for 04 purchases may be issued beginning mid-June.

Interviews for faculty replacement positions are being scheduled.

Jack Bishop discussed the results of the Student Satisfaction Survey. He commented that the speed of communication between faculty and student has increased since the Technology Project has ended.

Dr. Pierce discussed the change in the organizational structure. Jeff Patty will report directly to the President and will become a member of the President's Cabinet.

The Law Enforcement BBQ is scheduled for May 15. The President's Cabinet is invited.

There will be a Two-Year College President's meeting on Wednesday, May 7.

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

Respectfully submitted,

Barbara G. Griffith
Recording Secretary

**Minutes of the President's Cabinet Meeting
Monday, May 19, 2003**

The President's Cabinet met at 9:00 a.m. on Monday, May 19, 2003. Present were: President Randy Pierce; VP Karen Porter; VP Penny Wills; Dr. Barbara Rees (for VP Virginia Carson); PI Sandy Briscar; CIO Jeff Patty; HR Ken Reaves; and AO Judy Taylor. Dr. Carson was out of town.

The meeting convened at 9:05 a.m.

Old Business

Physical Education Complex Facility Usage Requirements

The Cabinet reviewed the revised Policy (copy attached.) This was a second reading. The Policy was approved as presented.

New Business

2002-2003 Accomplishments

The Cabinet reviewed and discussed the 2002-2003 accomplishments with regard to education programs (copy attached.) The items were brought forward by Dr. Carson and were taken to the Instructional Council. Dr. Pierce asked that accomplishments be reported by each division of the college and that they be tied to the goals. This will be discussed further and should be completed by the summer retreat in July.

The Cabinet required no action.

Dr. Rees reported that the Oncology Nurse Navigator Program is ready to be offered in the fall.

P-16 Draft of "Preparing for College"

Dr. Pierce circulated and discussed the P-16 "Preparing for College" draft which is a guide for students and parents beginning with the sixth grade (see attached.)

The Cabinet required no action.

Policy changes

The Cabinet reviewed and discussed the change to the Regents Policy with regard to the Regents Exam (see attached.)

The Cabinet required no action.

Feasibility Study Update

Judy Taylor reported that the Feasibility Study interviews have been completed. Sixty-eight people were interviewed. Randy discussed his perspective. The Report will be presented on June 25. Both Foundations and the Administrative Council will be invited.

The Cabinet required no action.

Use of SSN

Jeff Patty reported that the Board of Regents has delayed the change from using an ID number rather than Social Security numbers to identify students. However, a number of institutions had already begun the process of making the change. He recommended that the college have a group of people meet and decide where the college needs to be. The group needs to look at where the numbers are located and how they are used as well as the use of an ID number rather than a Social Security number. Jeff offered to name a group, which will include some of the Banner group. Dr. Pierce agreed.

Jeff distributed copies of "Principles of Good Practice" which was distributed at a recent OCIT meeting (copy attached.)

The Cabinet required no action.

Credit card handling

Jeff distributed two handouts regarding taking credit card information (copies attached.) There is a response in policy due May 23.

The Cabinet required no action.

Employee Handbook summary

Ken Reaves will send the summary to all employees electronically. The handbook is now available on line and will replace the blue notebooks. The handbook in its original form (comprehensive) is also available on-line.

The Cabinet discussed requiring new employees to read and check off on the summary.

The Cabinet required no action.

Reclassification and department change

The Cabinet approved the request to change the name of the Public Information Office to the Office of College Relations (copy attached.)

Other

The Strategic Planning document is due this Spring. This will be completed and sent to the BOR soon.

The firewall will go into place soon. There will be two training sessions done by Cisco Systems. Everything will be turned off and then back on one by one.

Dr. Pierce wants all end of year money spent by June 30.

The tuition increase (5%) will be announced this week.

Sandy Briscar asked that any good reports be sent to her with a copy to Dr. Pierce. These will be included in the Brag Sheet.

Dr. Pierce should be informed of any duplicate programs with DTAE institutions.

Dr. Pierce will meet with legislators in district of the service area beginning early August to make them aware of the minor project needs.

Enrollment for summer is up from the enrollment for the same date last year. Orientation for freshmen will be held this week. Summer enrollment for this date in 2002 was 1575 – the current headcount is 1578.

Sandy Briscar announced that Michelle Ronco has accepted the position replacing Ruthie Lawler. Michelle has a degree in Graphics Design.

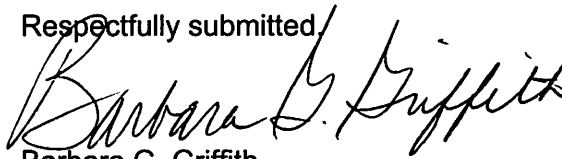
The allocation letter is expected to arrive on Friday (May 23.)

Ken Reaves discussed the fall family outing. The Cabinet preferred a picnic at Ridge Ferry Park and tickets (\$4) to the Rome Braves game for those who would like to purchase them.

The agenda for the retreat needs to be finalized when Dr. Pierce returns from vacation on June 17.

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

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Barbara G. Griffith". The signature is fluid and cursive, with the first name "Barbara" being the most prominent part.

Barbara G. Griffith
Recording Secretary

Minutes of the President's Cabinet Meeting Monday, June 23, 2003

The President's Cabinet met at 9:00 a.m. on Monday, June 23, 2003, in the President's Conference Room. Present were: President Randy Pierce, VP Virginia Carson, VP Karen Porter, VP Penny Wills, IE Jack Bishop, CR Sandy Briscar, IO Jeff Patty, HR Ken Reaves, and AO Judy Taylor.

Sandy Briscar announced that she will introduce Ken Davis, the Publication Specialist. Michelle Ronco resigned due to personal reasons.

Old Business

Technology Replacement Plan – Second Reading and Action

The Cabinet reviewed the Plan as the Second Reading (copy attached.) A discussion followed. Karen Porter stated that she had built money into the budget to implement the Plan. The Cabinet approved the Plan as presented.

New Business

Comprehensive Program Review

Dr. Carson discussed the Program Review for Dental Hygiene. The Review has been submitted to the System Office. She stated that it would be some time before the System Office sends comments regarding the Review.

Dr. Carson distributed a listing of the Programs which will be up for review in 2003-2004 (copy attached.) The Comprehensive Review Plan is posted to the College website.

She also discussed programs recommended for deactivation in 2002-2003 (see listing) and new certificate programs. The new certificate programs do not require Board approval since they require less than 20 hours credit.

The Cabinet required no action.

Floyd County Postsecondary Options

Floyd College courses will be taught on site at Model and Pepperell High Schools in the fall. There was some interest at the other two high schools; however, there were not enough students to fill classes. There is a request from Haralson County to begin dialogue, possibly for the spring.

The Cabinet required no action.

2003-2004 ICAPP

See attached report distributed by Dr. Carson. Dr. Carson added that there is no information available for student assistance. The Cabinet required no action.

2003-2004 PREP

See attached report. The \$42,300 is one-half of the current year funding, less 6% holdback. The Cabinet required no action.

Enrollment Report

A) Summer 2003 enrollment

Dr. Carson distributed and discussed information regarding class sizes for Summer Semester (see attached.)

The Cabinet required no action.

B) Fall 2003 enrollment

Dr. Wills distributed and discussed a report on summer and fall enrollment (see attached.) The first orientation for Fall Semester is scheduled for July 10.

The Cabinet required no action.

Part-time Faculty

Dr. Carson discussed the concern about the rising level of part-time instructors and offering orientation for them. She has scheduled sessions in Rome at 6:30 p.m. on August 12, and in Acworth on August 14. Part-time faculty will be given a choice geographically as to the session they would prefer to attend. There was a brief discussion.

The Cabinet required no action.

Faculty hiring

Dr. Carson distributed an update on faculty hiring for 2003-2004 (see attached.)

She announced that Larry Stephens is filling the position vacated by Stephen Head. Debbie Holmes and Tim Floyd are working on staffing for the Library at Haralson.

The Cabinet required no action.

Certificates

This was included in the report given previously (see report referenced above.)

WIA Update

Dr. Wills announced that applications for the federally funded career counselor position are being reviewed. There is a good pool of candidates. The students will be counseled for every career course, not just Floyd College. The person in the position will report to Phyllis Weatherly.

There will also be \$7,000-\$10,000 in equipment purchased from the grant. The equipment will enhance the career resource center.

Smoking area

Dr. Wills discussed the concern about smokers gathering at the entrances to the buildings. The issues are cigarette litter as well as second-hand smoke. She asked that the issue be revisited with regard to possibly making the campus smoke-free. A discussion followed concerning the suggestion of a smoke-free campus. The issues discussed briefly were the enforcement of the policy and the role of the college as an educational institution.

The Cabinet agreed that the Environmental Health and Safety Committee should be charged to look at the policy.

Complying with Domestic Security Legislation

Dr. Wills discussed the article published by NACUBO (copy attached.) She encouraged the Cabinet to review the article.

The Cabinet required no action.

Sexual Harassment Policy

Ken Reaves distributed copies of the revised policy (copy attached.) He noted that changes from the previous policy were noted in bold type. The purpose was to have one policy for employees and student workers. In the past, there were separate policies. The policy will be included in the CD version of the Student Handbook, and will be available by July.

This was a second reading. The first reading was done via e-mail.

The Cabinet approved the policy as presented.

Administrative Retreat agenda

Ken Reaves distributed copies of the tentative agenda (copy attached.) A discussion followed. Ken asked the Cabinet to think about a theme for the retreat and be ready to discuss this at the July 7 Cabinet meeting.

Affirmative Action Plan Incumbency vs. Estimated Availability

Ken Reaves presented the report (see attached) based on census data from Floyd County. A discussion followed.

The Cabinet required no action.

Campus Safety Report – electronic submission

Sandy Briscar discussed the report as a requirement for Title IV due by September 1. Sandy asked if the report could be distributed to students via e-mail. A discussion

followed. Dr. Wills said that she would ask Marsha Welch to discuss this at the Banner Committee meeting.

The Cabinet required no action.

Employee Directory

Sandy Briscar distributed draft copies of the directory (copy attached.) She explained that home addresses and phone numbers had to be deleted. A discussion followed concerning the various groups (i.e., Foundation, retirees) that could be included in the directory. It was decided that retirees would not be included since only names could be listed.

It was discussed that alumni and accreditation sections need to be revised.

Any questions or suggestions should be directed to Sandy.

The Cabinet required no action.

Faculty experts list

Sandy distributed a copy of the Faculty Expert List requested by the Rome News Tribune. She asked for additions. Sandy would like to do a more comprehensive list once faculties have returned to campus in the fall.

Baker-Parker Letter

Dr. Pierce discussed a letter from the Executive Search Firm Baker-Parker (copy attached) requesting nominations for the presidency at Georgia College and State University.

The Cabinet required no action.

Admissions Policy Update

Dr. Pierce discussed the Update (copy attached) presented by Dr. Dan Papp. Dr. Kathie Mayes-Hudson will review possible changes at a joint meeting of the Student and Academic Affairs.

The Cabinet required no action.

Annual Report of Institutional Progress

Dr. Pierce discussed the format for the annual report requested by the Chancellor (copy of memorandum attached.) This was an informational item.

Dr. Pierce asked that the departmental annual reports of goals and accomplishments be sent to him. He wants to look at the accomplishments based on the institutional goals.

Sandy Briscar will coordinate, edit, and submit the report due November 14.

The Cabinet required no action.

Top Three Priorities

Dr. Pierce discussed the request made from the Chancellor (see copy attached) that each President send him what they thought his top three priorities should be as Chancellor.

The Cabinet required no action.

Centre Stage Position

Karen Porter discussed the position being vacated by Doug Walker as it relates to who will manage that area. Doug Webb's office will temporarily reserve Centre Stage and Terrie Earwood will coordinate setups.

A Task Force was appointed to discuss the usage. Issues discussed were centralizing, Continuing Education, and the community.

The Task Force is as follows:

Louann Brown
Cherry Denney
Terrie Earwood
Dr. Bruce Jones
Davis Mathis
Sherry New
Shirley Roberson
John Spranza
Judy Taylor
Doug Webb

Discussion was postponed until the Task Force reports back to the Cabinet.

Sandy Briscar asked that reservation forms be sent to College Relations so that they can be entered onto the College calendar.

Other

Friday, June 27, is the third annual Program Review Session for Student Development.

The Feasibility Study Report meeting will be held on Wednesday, June 25, at 11:30 a.m. in Centre Stage.

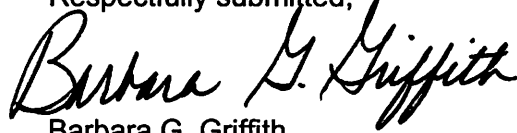
Ridge Ferry Park has been reserved for the Fall Picnic on August 16. A block of Braves tickets has been reserved for those who want to attend following the picnic.

The work schedule will be eight-hour days the week of July 4, due to the eight-hour holiday on Friday.

The Community in Schools (Rome Chamber) celebration has been scheduled for July 15 at Centre Stage. The food will be sponsored by Outback Steak House. The focus is on students.

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

Respectfully submitted,

A handwritten signature in black ink, reading "Barbara G. Griffith". The signature is written in a cursive style with a large, stylized "B" and "G".

Barbara G. Griffith
Recording Secretary