

## **The Minutes of the President's Cabinet Meeting Monday, July 12, 2004**

The President's Cabinet met at 9:00 a.m. on Monday, July 12, 2004 in the President's Conference Room. Present: President Randy Pierce, VP Karen Porter, Lynn Bacon (representing Student Development), IE Jack Bishop, CR Kelli Gorog, Carolyn Hamrick (representing Dr. Carson), IO Jeff Patty, HR Ken Reaves, and AO Judy Taylor. Absent: Dr. Carson and Doug Webb.

Dr. Pierce convened the meeting.

### **Old Business**

#### **Retreat agenda**

Ken Reaves distributed and discussed the agenda for the Administrative Retreat on July 15-16 (see attached.) There were no suggested changes. Dr. Pierce asked Jack Bishop to review the environmental scan from last year with regard to the where the College's students live.

### **New Business**

#### **Family Picnic**

Ken Reaves proposed that the family picnic tentatively scheduled for August 21 be held at the Rome Braves game at State Mutual Stadium. The price of the ticket which includes food will be \$15.00/person. He proposed supplementing the cost so that the actual cost per person (out of pocket) would be \$7-\$8/person. This would include a \$10 seat. There was a brief discussion concerning other options, and the Cabinet decided to on the Braves/eating option.

#### **Continuing Education**

Dr. Pierce discussed the memorandum from the Chancellor dated June 28, 2004 (see attached.) He stated that, in order for the CE program to be self-sustaining, the College must involve them in any programs which are non-credit.

The Cabinet required no action.

#### **Potential Non-Compliant Employee Statistics – Letter from Chancellor Meredith dated June 29, 2004**

Dr. Pierce discussed the letter (see attached.) Ken Reaves will send out a notice to any employees, including part time faculty and student workers. A reminder will also be included with the 2004 W-2 forms going to employees.

#### **Scheduling classes when the College is closed**

Dr. Pierce stated that, if a policy is needed, one will be written and implemented; however, when the College is closed (i.e., holiday, break, etc.) classes should not be

scheduled. It was noted that NYSP was held on Monday, July 5. Dr. Pierce further stated that special arrangements should be made for camps that are required to meet. He reiterated that this is in preparation for a new automated security system which will be installed in the near future.

### **Enrollment update**

The Cabinet reviewed the Enrollment Report dated July 9 (see attached.)

The Cabinet required no action.

### **Updates**

Carolyn Hamrick gave the following updates for Dr. Carson:

- Nine students are enrolled in the summer travel study program this year
  - Russia – 2
  - Germany – 2
  - London – 1
  - Berlin, Prague, Switzerland – 4

Twenty-two students were enrolled in the Wyoming trip.

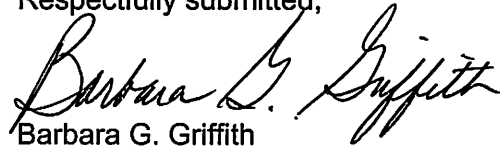
- This is the last year Floyd will receive funds for PREP. The college is looking at alternative programs.
- There were 450 youth enrolled in NYSP this summer, with an average daily attendance of 250.
- The Academic Leadership met on June 28. Dr. Pierce met briefly with the group. Frank Butler was a featured speaker. There was a discussion concerning multi-campus institutions and scheduling
- The accreditation study for Dental Hygiene is nearing completion.

### **Other**

- Dr. Pierce announced that he is serving on the Chancellor's FY06 Budget Advisory Committee. They have met once and have done a study on what the priorities should be from a System standpoint.
- The Georgia Association of Colleges will meet on August 5 and the System Presidents will meet the following day on the 6<sup>th</sup> at Callaway Gardens.
- Dr. John Black, formerly VPAA at Dalton and at East Georgia has been named president of East Georgia College.
- Dr. Pierce discussed the "Hometown Headlines" electronic news magazine concerning the article regarding growth in Floyd and surrounding counties (see attached.) A discussion followed.
- Dr. Pierce discussed a letter dated June 23, 2004 from the Committee on Education and the Workforce (copy attached.)

There being no further business, the meeting was adjourned at 10:30 a.m.

Respectfully submitted,

  
Barbara G. Griffith  
Recording Secretary

**Minutes of the Presidents Cabinet Meeting  
Monday, July 26, 2004**

The President's Cabinet met at 9:00 a.m. on Monday, July 26, 2004, in the President's Conference Room. Present: President Randy Pierce, EM Lynn Bacon (for Student Development,) IE Jack Bishop, LS Tim Floyd (for Academic Affairs,) HR Ken Reaves, AO Judy Taylor, and PP Doug Webb. Absent: Dr. Virginia Carson and Kelli Gorog.

President Pierce opened the meeting.

**Old Business**

**There was no Old Business.**

**New Business**

**Annual Report for Continuing Education – See report dated June 29, 2004 – FYI**

The Cabinet reviewed the report as an informational item. President Pierce added that care needs to be taken to make sure the College reports all programs eligible for Category One and Two CEUs.

**Institutional Goals and Objectives**

The Cabinet reviewed the Goals and Objectives developed at the Summer Administrative Retreat (see attached.) Revisions were made (as noted on the attached updated copy.) The revised Goals and Objectives will be distributed via e-mail to the Cabinet for feedback and suggested Objectives under Goal Five. Once the Cabinet approves the document, they will be distributed for approval by the Administrative Council and rolled out at the In-Service on Monday, August 9.

**Individual Meetings**

Dr. Pierce reminded his direct reports to notify his office at the beginning of the week if they need to cancel or reschedule their meetings which are scheduled for the first and third weeks of each month.

**Chamber memberships – Cherokee and Cobb County**

The Cabinet discussed additional Chamber memberships. The decision was made to ask Kelli Gorog to get information to join the Cherokee Chamber. It was also decided to wait on the Cobb County Chamber until the College locates there, and to cancel the Haralson Chamber membership when it comes up for renewal.

Judy Taylor asked about the Chattooga and Polk County memberships. There was a discussion, and it was decided, that, since the College enrolls students from those counties, the memberships would be continued. Judy stated that the College needs to have significant participation in those Chambers. Lynn Bacon suggested involving alumni as representatives of the College at the Chamber events.

### **Additional credit for advanced courses/Letter to Craig Bangtson**

The Cabinet reviewed and discussed the article which appeared in the Cartersville Daily Tribune News on July 22, 2004. Lynn Bacon and Dr. Pierce will write a letter to Superintendent Dr. Craig Bangtson.

### **Enrollment update**

The Cabinet reviewed the enrollment report (see attached.) Lynn Bacon commented that the decision has to be made to add classes. She also stated that the reason for the larger enrollment early in the registration process is that people are registering early.

### **Other**

- Jeff Patty reported that, due to security threats, most users within the College will no longer use Internet Explorer, and will, instead, use Mozilla, a more secure web browser. This is also based upon a suggestion by Randall Thursby. IT will move in that direction with the majority of users and will deal with the exceptions.
- Jeff also reported that IT will be placing a "deep freeze" on machines in order to limit software installation. The "deep freeze" will cause the machine to go back to its original state. This will change the status of all machines without administrative privileges. This will start with desktops and then laptops. Dr. Pierce stated that a policy should be developed regarding what programs/software needs to be on machines. It should be work-related only and that the Internet should not be misused.  
Jeff will discuss this at the Administrative Council meeting.  
Tim Floyd requested a list of the faculty laptops which was sent to Division Chairs. Jeff will see that this is done.
- Doug Webb reported that Plant Op will begin work on the renovation of offices, beginning with the store fronts in the President's and VP/Finance and Administration Offices. They will also be working in W218, W206, W333, and W326. This is part of an MRR project.
- Jeff Patty reported that IT is pulling equipment out of ceiling in Student Development. All hubs will be more centralized. Classroom AA-43 will have a teacher's drop only, and they will likely disconnect any classrooms. Training will need to be done in the Faculty Instructional Resource Center.
- Dr. Floyd reported that Academic Affairs is looking at class offerings.
- Ken Reaves distributed a copy of the draft agenda for In-Service (see attached.)  
The Cabinet reviewed the agenda.  
Judy Taylor reported that the Advancement Office will be introducing the campaign for internal co-chairs. They are also scheduling brown bag lunches. There was a discussion concerning lunch on August 9. It was decided that Ken would arrange for lunch in the Lakeview Building. He will also find money to pay for the lunch.
- Ken discussed the Family Picnic. Ken will look at scheduling the Braves Game/Picnic on August 21 with the picnic at Ridge Ferry Park.
- Lynn Bacon announced that orientation sessions begin next week.
- Dr. Pierce announced that Dr. Ron Shade and Dana Davis will begin work next week. He has submitted two names for the VP/Finance and Administration position to Bill Bowes for Bill to meet with them. He has not heard from that.

- The first focus group was held last week. There is another session today at noon at Bartow. Leeta McDougald has been pleased with the response so far. She will give the College the report at the end of the process.

There being no further business, the meeting was adjourned at 10:00 a.m.

Respectfully submitted,



Barbara G. Griffith  
Recording Secretary

**Minutes of the President's Cabinet Meeting  
Monday, August 16, 2004**

The President's Cabinet met at 9:00 a.m. on Monday, August 16, 2004 in the President's Conference Room. Present: President Randy Pierce, VPAA Dr. Virginia Carson, VPSD Dr. Ron Shade, IE Jack Bishop, CR Dana Davis, IO Jeff Patty, HR Ken Reaves, and AO Judy Taylor. Absent: PP Doug Webb.

**Old Business**

**2004-05 College Goals and Objectives**

The Cabinet reviewed and discussed the Goals and Objectives which were developed at the July Administrative Retreat and revised since the meeting (copy attached.) The Goals and Objectives for 2004-05 were approved with revisions made during the discussion (copy attached.)

**Other**

There was no additional old business to discuss.

**New Business**

**North Metro Technical College**

There was a discussion concerning the continuing relationship with North Metro Technical College once Floyd College relocates in another facility.

The Cabinet required no action.

**Proposed dates for Faculty/Staff Meetings for 2004-05**

Ken Reaves proposed dates for the meetings (copy attached.) The Cabinet approved the dates as proposed.

**Enrollment update**

Dr. Shade reported that the current enrollment stands at 3325 unduplicated headcount. He reported enrollment by campus as follows:

Rome	1854
North Metro	843
Cartersville	806
Heritage Hall	297
W GA	122
ECore	83

He reported that the significant increase at the Rome campus is due to the closing of the Haralson site.

There was a discussion concerning expansion to new sites as it relates to advertising.

#### **Other**

There was a brief discussion concerning naming an Ethics Representative for the College. This will be discussed at the next meeting on August 30.

Dr. Pierce discussed the appointment of a new VP/Finance and Administration. Dr. Wilbur Shuler has tentatively been offered the position and is pending administrative approval by the System Office. He will report for work on or around September 15.

Dr. Pierce reported that he will be included in a conference call with the Chancellor's Office later this morning.

Dr. Carson presented an Institutional Effectiveness profile of students who remain at the College through completion of learning support (see attached.) A lengthy discussion followed with the Cabinet.

Jeff Patty reported that two new employees have been hired by the IT Department, Rob Ramsey in Networking (replacing Andrea Mathis,) and Jeanette Echols, DBA (replacing Jerry Gurley.)

Dr. Shade reported

- John Spranza has given him a plan for the first month or two of Student Activities.
- He will be visiting with high school personnel for the purpose of introducing himself to counselors and administration.
- He has asked department heads to prepare monthly summaries of what is going on in their area, which he will share with the Cabinet.

Dana Davis reported that she is looking for information for media stories.

Judy Taylor reported

- David Mathis, Jon Hershey, and Linda Dyer are meeting with the divisions concerning the internal campaign. The training for the Leadership Team has been scheduled.
- Judy Taylor and Mary Norton will be attending Blackbaud training in Charleston, South Carolina later this week.
- Executive Awareness sessions will begin next week. The focus will be first in Rome. These are potential major donors.

Ken Reaves reported

- there has been a good response for the fall picnic – 95 tickets have been sold.
- The State Charitable Contributions campaign begins next month.



Jack Bishop reported that he is working on the latest Fact Book.

There being no further business, the meeting was adjourned at 10:35 a.m.

Respectfully submitted,

Barbara G. Griffith  
Recording Secretary

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**Minutes of the President's Cabinet Meeting  
Monday, August 30, 2004**

The President's Cabinet met at 9:00 a.m. on Monday, August 30, in the President's Conference Room. Present: Dr. Randy Pierce, VP Virginia Carson, VP Ron Shade, IE Jack Bishop, CR Dana Davis, HR Ken Reaves, AO Judy Taylor, and PP Doug Webb. Absent: Jeff Patty (sick leave.)

**Old Business**

(None)

**New Business**

**Ethics Representative**

Dr. Pierce announced that Ken Reaves will serve as the College's Ethics Representatives, per Governor Perdue's Executive Order concerning Ethics (attached.)

**Alcohol Policy**

Dr. Pierce asked that the Alcohol Policy be revisited in light of an event held on August 28 for a fifteen-year-old where the attendance likely exceeded the capacity for the auditorium, alcohol was served and was consumed in the parking lot, and the building and parking lot was excessively dirty and littered. The cost of the rental was not sufficient for the clean-up and the main issue is whether alcohol should be allowed for such an event. Rentals should be profitable for the school. A lengthy discussion centered on the cost of rental as well as a distinction allowing alcohol only for adult functions and that each request should be reviewed on an individual basis. Dr. Pierce asked for recommendations. He will review the policy.

**Business After Hours with the Arts**

Judy Taylor reminded the Cabinet that there will be a Business After Hours with the Arts on Thursday (September 2) in Centre Stage at Heritage Hall. The College's Social and Cultural Division, as well as Berry and Shorter will be co-sponsors.

**Campaign update**

Judy Taylor reported that she and Dr. Pierce are working on the external focus of the campaign, conducting executive awareness sessions. The sessions should be complete by November or December with a total of 60-70 sessions. In addition, they will be conducting Leadership Awareness sessions for groups. One of the group will be alumni. The Alumni Advisory Board will be recruiting groups of alumni.

Internal campaign leaders, David Mathis, Internal Campaign Chair, and Linda Dyer (Staff) and Dr. Jon Hershey (Faculty) Division Chairs, have been working. Jon and Linda have each selected five vice chairs for their divisions. Judy Taylor and Dr. Carson will be taking the Administrative Division. Solicitation will begin after Labor Day, and the internal campaign will end by November. The payroll deduction forms have been

revised allowing participants to choose which initiative they would like their contribution to be applied as well an unrestricted option. Judy will meet with the retirees on September 17 and the Foundation Board at the end of September.

Externally, the chairs will change based on the change in the Foundation structure. The administration of the campaign will be looking closely at name-giving guidelines.

### **Enrollment update**

Dr. Shade discussed the enrollment update (attached.) The overall enrollment increase over last fall was 4.4 percent. Credit hours are up 8.3 percent. Classes formerly reported held at Heritage Hall are now reported elsewhere. Distance Learning classes are reported out of the divisions.

Randy reported concerning a meeting with IT and Student Development concerning the enrollment. 306 students were purged in the last wipe-out. Dr. Carson suggested a follow-up survey with students who were purged from the system. Dr. Shade reported that only one-third of the students who were accepted actually enrolled. Dr. Pierce asked for a listing of the students who were purged, with names and telephone numbers. Barbara Griffith will request the report from IT.

### **Other**

Dana Davis reported that the report from the internal survey concerning the name change is expected today. There were approximately 100 responses. There was a discussion concerning the mission review. Dr. Pierce and Dana need to meet regarding the Executive Summary to be presented to the Board of Regents. Judy Taylor wants to share the package with the Foundation Board.

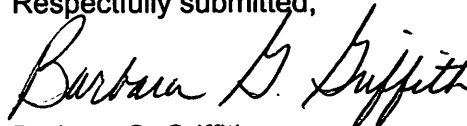
Judy Taylor distributed copies of the news release concerning the Regents assessment of the statewide assessment (copy attached.) The College has a response to this. Judy Taylor suggested that it would be better to frame this from a community loss.

Dana reported that she has completed a draft of the Marketing/Communications Plan for next year. This will include ideas to generate revenue.

Dr. Carson suggested that a needs assessment be done for Continuing Education. She suggested participation in the Continuing Education Advisory Council meetings.

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

Respectfully submitted,

A handwritten signature in cursive script, reading "Barbara G. Griffith".

Barbara G. Griffith  
Recording Secretary

**Minutes of the President's Cabinet Meeting  
Monday, September 20, 2004**

The President's Cabinet met at 9:00 a.m. on Monday, September 20, 2004, in the President's Conference Room. Present: President Randy Pierce, VP Virginia Carson, VP Ron Shade, VP Wilbur Shuler, IE Jack Bishop, CR Dana Davis, IO Jeff Patty, HR Ken Reaves, AO Judy Taylor, and PP Doug Webb (until 10:00 a.m.)

**Old Business**

**Final holiday schedule 2005**

Ken Reaves circulated a revised holiday schedule for 2005 proposing Monday, March 21 (Spring Break) as a floating holiday (see attached.) There was a discussion, and Ken Reaves explained that this date was being proposed because the longest time between holidays is from January until May. The calendar was approved by the Cabinet and will be presented to the Administrative Council.

**Campaign update**

Judy Taylor reported that the internal campaign is ongoing. The Faculty/Staff Co-Chairs have enlisted team captains who will be trained in October. The team captains will solicit from the remaining employees. Pledges are coming in. The pledge forms have been revised to allow designation of a pledge for any of the three initiatives or unrestricted. Judy and Dr. Pierce met with the retirees on Friday and will be following up with Jerry Shelton on that meeting. They will meet with the Foundation Board division this Friday.

As an aside, Judy reported that the Foundation merger is moving along. The bylaws have been approved by the majority of each board. The first board meeting is this Friday.

The Cabinet required no action.

**Mission Review and Name Change Process – Memo dated September 9**

Dr. Pierce discussed the memorandum (attached) relating to the College's plan to request a mission review and name change. Official notification of intent to request a mission review and related name change. Dr. Pierce will draft a letter to be sent to the Board of Regents stating a desire for a mission review and name change. He will state the case for the mission change to a different sector and the name change will follow once the Board makes a decision.

There was a discussion concerning the funding, both internal and from the community, for a change in sector and the four-year programs the College would offer.

There was a discussion concerning the new signage for the Bartow Campus should a name change not take place prior to the opening in May, 2005.

The Cabinet required no action.

## **Other**

There were no other Old Business items.

## **New Business**

### **August 2004 Student Development Summary Report**

Dr. Shade distributed and discussed the report (attached.) He also reported that he is looking at products which are available to increase efficiency in enrollment management. He will be making some recommendations in the near future.

The Cabinet required no action.

### **FY 05 Major Repair and Renovation Allocation – Memorandum dated August 24, 2004**

Dr. Pierce discussed the memorandum related to the allocation which was approved by the Board of Regents on June 9 (see attached.) There was a brief discussion concerning current projects at Floyd College. Current projects are on hold and Dr. Shuler will clarify whether MR&R monies can be spent somewhere else, easing the current cuts.

The Cabinet required no action.

### **CEC Charter School Dissemination Initiative – Letter dated September 3, 2004**

Dr. Pierce discussed the letter (attached.) He explained that this is related to the Bartow Education Collaborative. The College's role is through the Collaborative. There are opportunities to participate through PSO and what the College is doing at Woodland High School.

The Cabinet required no action.

### **Cooperative Organizations – Memorandum dated August 30, 2004**

A copy of the agreement with cooperative organizations went out to Foundation board members last week. It will be need to be signed by the Board Chair with full endorsement of the Board.

The Cabinet required no action.

### **Employee Recognition Awards**

Ken Reaves discussed an effort by HR to revamp a small portion of the employee service award process by offering 25 year and up, as well as retirees a choice of gifts. They will continue to offer the \$200 cash option for retirees for a couple of years than then phase this out with other options. Ken will present an official proposal at the next Cabinet meeting.

The Cabinet required no action.

#### **Enrollment and budgets fall 2000-Fall 2004**

Dr. Pierce discussed the table (attached) showing enrollment and credit hour increases while at the same time dealing with budget cuts. A lengthy discussion followed. It was suggested to communicate to the public that if there is no enrollment funding next year, the College will be hit double.

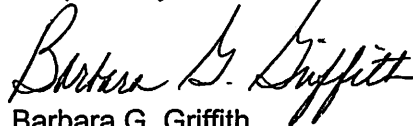
The Cabinet required no action.

#### **Other**

- Student Life has been awarded a portion of a \$12,000 grant for a Safety Program.
- Dr. Pierce received a fax this morning from the Chancellor relating to cost-saving measures. A discussion followed.
- Dr. Pierce discussed a news release by the Regents Office regarding the Chancellor's FY06 budget request.
- Dr. Pierce circulated information from the Regents Office showing options for tuition increases.
- Dr. Pierce circulated a copy of the USG Budget Principles.
- Dana Davis has prepared a response to the reaction to the Regents Statewide Assessment.
- Dana has prepared a response to the enrollment increase for fall. There was a 4.5% increase in headcount and an almost 10% increase in credit hour production. The increase in FTE was almost 10% and that is where the College gets its formula funding.
- Dr. Shuler discussed a budget committee.
- Dr. Carson commended faculty and staff on a smooth opening of school for fall semester, given the number of new full and part time faculty.
- Dr. Carson reported that there has been on-going discussion concerning applying for a National Institution of Health grant, which is part of the Cancer Coalition. Only six are awarded in the U.S. and she already knows of two groups in Georgia who will be applying.
- Dr. Tracy Herrington, with the European Council at Valdosta State College has commended Ken Davis for the work he did producing the European Council brochure.
- The newest "Focus" magazine has left the printer and is being distributed.
- Jeff Patty reminded the Council that there would be no authorization concerning new computers out of College funds.
- Dr. Shade announced that the HOPE audit has been backed up a week.
- The Financial Assistance Committee has approved three new scholarships which are the result of the campaign – a division scholarship, an emergency scholarship, and a Study Abroad scholarship. The Scholarship Committee will seek assistance in developing the necessary criteria for the separate scholarships.
- Ken Reaves announced that the Charitable Contributions Campaign will be starting soon but will be low-key in light of the major gifts campaign. The starting date will be on or around October 31.

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

**Minutes of the President's Cabinet Meeting  
Monday, October 4, 2004**

The President's Cabinet met at 9:00 a.m. on Monday, October 4, 2004 in the President's Conference Room. Present were President Randy Pierce, VP Virginia Carson, VP Ron Shade, VP Wilbur Shuler, CR Dana Davis, IO Jeff Patty, HR Ken Reaves, and AO Judy Taylor. IE Jack Bishop was absent due to sickness and PP Doug Webb was on annual leave.

Dr. Pierce opened the meeting.

**Old Business**

**Proposal for Revampment of the Service Awards**

Ken Reaves distributed and discussed the proposal (attached.) He proposed making the change and then reviewing it in two years to see if people prefer this over the current award/gift program.

The Cabinet approved the proposal.

**Campaign update**

Judy Taylor reported that the Team Captain training was scheduled for the noon hour today. The Vice Chairs will solicit from the team captains over the next week and then the Team Captains will solicit from their selected individuals after that. The deadline for the internal campaign will be the end of October.

Judy and Dr. Pierce have conducted fifteen executive awareness sessions mostly in Rome. They will target Cartersville in the next couple of weeks. They are including a discussion concerning the name and mission issues as well as budget in the sessions.

The Cabinet required no action.

**Other**

There was no "Other" business.

**New Business**

**Report on first Floyd/Bartow Foundation meeting**

Judy Taylor reported that the first board meeting of the newly merged foundation was held on September 24. There was a quorum of the new board. Both boards are committed to going forward as one board. The new officers will be elected in November.

Dr. Pierce made a proposal that the former Cartersville/Bartow Foundation fund \$100,000 for the library collection for the new Bartow Campus. This is half of the \$200,000 in the budget for the initial collection. Judy suggested that the College makes sure the Foundation understands what their \$100,000 will buy and how far it will go.



**Best Practices – see attached Memorandum dated September 24, 2004**

Dr. Pierce discussed the request for submission of Best Practices specifically in terms of efficiency in utility and electrical costs (see attached.) There are also efforts concerning voice communication services (telephones) as an area of possible savings (see attached.) There was a brief discussion. The College will look at these areas.

**Other**

Dr. Pierce discussed a letter from the Chancellor asking institutions to move forward with implementation of changing from Social Security numbers to a different and unique identifier (see attached.)

Dr. Pierce discussed meetings and attempts to avert the potential mid-year tuition increase.

Dr. Pierce discussed a publication entitled "Quality Counts" which he received from the USG Office.

Dr. Carson announced that the College has applied for a copyright for the Cancer Care Nurse Navigator curriculum.

She reported on a meeting which she attended concerning applying for a grant for the Early College Program. The College will apply with the System to run the program.

Dr. Carson reported on a conference coming up this week concerning the role of the two-year college in teacher education.

Dr. Carson distributed and discussed the Enrollment Management Summary for Fall Semester 2004 (see attached.)

Dr. Carson distributed copies of the current and proposed Institutional Effectiveness Policies (see attached.) She explained that the policy has been revised to make it more layman-friendly in terms of terminology. Rob Page will attend the Administrative Council today and discuss the new policy. The Cabinet approved the policy as proposed.

Dana Davis announced that several business expos will be taking place in the College's service area over the next few weeks, beginning with the Polk County this Thursday. Others are Cartersville on October 21 and Rome on November 5-6. Dr. Pierce encouraged participation

Dr. Pierce discussed a packet that went out to local legislators.

Dana Davis noted the editorial which was published in the Rome and Cedartown papers responding to the editorial in the Rome paper regarding a four-year college in Rome.

Jeff Patty announced that Jim Garrett has submitted his resignation as of October 15. Jeff is working on the paperwork to announce the position vacancy.

In light of the student opposition to the possible tuition hike in January, Dr. Shuler announced that the designated location for public expression will be the tower view courtyard area. There was a brief discussion.

Dr. Shuler reported that he is working with Tammy Green on putting budget information together. He will provide the information on a regular basis.

Judy Taylor announced that all members of the Administrative Council will be solicited during the campaign.

Judy discussed a meeting with J.D. Maddox concerning the history of the College and how it relates to the name change. She announced that she and Dr. Pierce plan to meet with the 20/20 (Rome Area Chamber) Taskforce from four years ago. She explained that the 20/20 Taskforce document is where the need for a four-year college in Rome was outlined. A discussion followed.

Ken Reaves announced that salary letters will be going out this week.

Dr. Shade reported that he and Dr. Shuler attended a USG meeting for new vice presidents last week. He also reported that Sue Tarpley has been hired to replace Kristi Casey in Counseling and Career Services (WIA counselor.) He is also continuing to visit area high schools and is working to update materials distributed to the high schools.

Dr. Shade reported that Floyd College will be hosting the area Student Leadership Conference which was originally scheduled at Berry and postponed due to the recent hurricane. He also reported that the HOPE auditors were on campus last week.

Dr. Pierce discussed the Friday afternoon administrative coverage rotation. He stated that this will be extended to include the Administrative Council.

Dr. Pierce discussed the call for papers for the AACC Convention, and the Executive Doctorate program at the University of Pennsylvania.

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

Respectfully submitted,

A handwritten signature in black ink, reading "Barbara G. Griffith". The signature is written in a cursive, flowing style.

Barbara G. Griffith  
Recording Secretary

**Minutes of the President's Cabinet Meeting  
Monday, October 18, 2004**

The President's Cabinet met at 9:00 a.m. on Monday, October 18, 2004 in the President's Conference Room. Present: President Randy Pierce, VP Virginia Carson, VP Ron Shade, VP Wilbur Shuler, CR Dana Davis, IO Jeff Patty, HR Ken Reaves, and AO Judy Taylor.

**Old Business**

**Status of Family Campaign**

Judy Taylor reported that training for retirees and Board members will be held on December 10. The campaign for these groups will begin in January and will wrap up by mid-February.

There are still pledge forms out for the faculty/staff campaign and she is not sure it will wrap up by this Friday.

Judy and Randy will pick up with the executive awareness sessions again soon.

**Other**

Dr. Carson reported that the Calendar Committee is in progress. Dr. Shade, Dr. Shuler and she are working on some things to move this along.

**New Business**

**Rome Chamber Committees**

The members of the Cabinet reviewed the committee sign-up forms (attached) for the Rome Chamber and will serve on various committees as follows:

Economic Development – Judy Taylor  
Women in Management – Dana Davis  
Information Technology – Jeff Patty\*  
Governmental Affairs – Dr. Pierce\*  
Transportation – Dr. Carson\*  
Small Business Action Council – Dr. Shuler

\*Already serving on these committees and will renew their membership on the respective committee.

Dr. Pierce stated that he would like for someone to serve on the Chamber Board.

**DOT – Rome Bypass – Letter dated October 6 from DOT**

This was an informational item (see attached letter.) Dr. Pierce wanted Dr. Shuler to be aware that the bypass will impact the Rome Campus.

The Cabinet required no action.

### **Revision to ICAPP**

The Cabinet briefly discussed a letter from Shelley Nickel at GSFIC regarding this year's award (attached.)

The Cabinet required no action.

### **Regents Hall of Fame event on November 19**

This was an informational item regarding the fundraising event for the University System Foundation. The College is seeking sponsorship for a table. The USG Foundation recognizes one faculty and one alumni representative from the System.

The Cabinet required no action.

### **Returned Check Policy**

Dr. Shuler distributed and discussed the proposed policy (attached.) He explained that a procedure has been in place; however, the state auditors requested that a policy be put in place. Dr. Carson stated that she supports one notice and then action. Dr. Shuler will research the USG Business Policies and Procedures to ensure that the College policy follows. There was a discussion concerning publicizing the policy on the website and all printed documents.

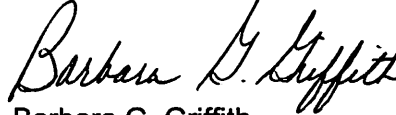
### **Other**

- Dr. Carson discussed the issue of where and when the College would be moving into new site within the next two weeks due to the deadline for the summer 2005 schedule.
- Randy reported concerning the mission review/name change that Dr. Carson had received a letter from Marcy Middleton saying that the request had been received and it would be reviewed soon. Dr. Pierce will talk with the Chancellor about the timeframe. There was a discussion concerning the issue of opening the Bartow Campus before the name is changed.
- Dana Davis reported that the College successfully completed the Business Expo in Polk County. The Cartersville Expo will be held next week and the one in Rome is scheduled for November 6.
- Dana also reported that the Editorial Board meeting held last week was successful.
- Jeff Patty reported that he and most of his staff would be at Rock Eagle at a conference the rest of the week. There will be a couple of staff members here to cover the office.
- Jeff discussed IT equipment needs in light of the upcoming Banner 6 upgrade. Dr. Pierce instructed Jeff to prepare a purchase order.
- Dr. Shuler reported that he will be attending the Business Officers meeting next week.
- He also reported that departments should have received budget status reports; however, two lines are approximate – purchase cards and personnel.

- He is awaiting the latest information on the latest budget cut.
- Ken Reaves announced that the Charitable Contributions Campaign will begin on October 29 and will run until November.
- He announced that there will be a faculty/staff meeting on October 27.
- Ken discussed background checks on new employees.
- He discussed on-going recognition of employee accomplishments and job performance. There will be more discussion on how and when this can be done.
- Dr. Shade distributed and discussed the monthly Student Development Summary Report for September (see attached.)
- He also reported that the College will be participating in recruiting fairs and that this week is Alcohol Awareness Week.

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

Respectfully submitted,

A handwritten signature in cursive script, reading "Barbara G. Griffith".

Barbara G. Griffith  
Recording Secretary

## **Minutes of the President's Cabinet Meeting Monday, November 1, 2004**

The President's Cabinet met at 9:00 a.m. on Monday, November 1, 2004, in the President's Conference Room. Present: President Randy Pierce, VP Virginia Carson, VP Ron Shade, VP Wilbur Shuler, CR Dana Davis, Rob Laltrello (for IO Jeff Patty), HR Ken Reaves, and AO Judy Taylor.

### **Old Business**

#### **Campaign Update**

Judy Taylor updated the Cabinet on the Major Gifts Campaign, reporting that a few more pledges had come in since last week; however, they want to finalize the faculty/staff/administration phase of the campaign this week. She went on to say that there may be 100% participation with the staff division, and 86 % of all employees. \$45,590 has been pledged over the five-year period.

Judy reported that the retirees and Board are the next two divisions in the next phase of the campaign. Leadership will be selected by December 11 and will begin in January.

Additional Executive Awareness sessions are being scheduled for her and Dr. Pierce, as well as a meeting with the 20/20 Vision Committee. She and Dr. Pierce plan to outline to the group what the College is facing regarding mission review as it relates to the financial support required.

The Cabinet required no action.

#### **USG Foundation event on November 19**

Dr. Pierce reminded the Cabinet that the USG Foundation fundraising event will take place on the 19<sup>th</sup> at the Georgia Tech Hotel. All thirty-four institutions in the System have been asked to buy at least one table for ten at \$2,000 per table. Each institution was also asked to donate or solicit three silent auction items. There was a brief discussion concerning people who would be asked to attend.

The Cabinet required no action.

#### **Best Practices**

Dr. Pierce updated that he had asked the Vice Presidents to look at the Best Practices website. The response to the Chancellor is due today.

The Cabinet required no action.

#### **Other**

#### **Returned Check Policy**

Dr. Shuler distributed copies of the Policy which was reviewed by the Cabinet in the previous meeting. He stated that he had incorporated comments which were sent to him. The Cabinet approved the Policy as presented.

This will be an informational item to the Administrative Council today.

## **New Business**

### **IPEDS Data Feedback Report**

Dr. Pierce discussed the report (attached.) The Cabinet required no action.

### **Voting Policy**

Ken Reaves distributed and discussed the voting policy (attached,) stating that voting is encouraged and that each supervisor should coordinate with employees within their department allowing them an opportunity to vote.

The Cabinet required no action.

### **Enrollment Report**

Dr. Shade briefly discussed the report and stated that early registration begins today. The Cabinet required no action.

## **Other**

Dr. Pierce reported that he had received a memorandum from the Chancellor stating that the USG institutions would be able to submit a full formula funding budget. He asked Rob Laltrello, Jeff Patty, Dr. Shade, and Dr. Shuler to begin to think about that. Each institution has been asked to submit a response by November 10 outlining how they would use that money. There was a discussion. The response needs to be written by Monday, November 8. This will be the main agenda item for the VP meeting on Monday.

Dr. Carson reported concerning efforts to offer enhanced training support for part-time faculty, especially in the area of technology.

She reported also that her area is working on getting ready for three additional locations specifically with regard to resources and faculty. They are also working on proposals for bachelor's degrees.

Dana discussed a request by a local school to host a 5K race as a fundraiser.

She reminded everyone of the Rome Business Expo on Friday and Saturday, November 6 and 7.

Dr. Pierce announced that he will be attending a President's Meeting on Wednesday. He asked the Cabinet to review the agenda with regard to anything which needs his close attention.

He briefly discussed the timeframe for the name change.

Dr. Shuler reported that one state auditor was due to arrive today.

Ken Reaves announced that he has scheduled a Lunch and Learn regarding customer service on December 8.

Rob Laltrello reported that IT will be taking part in a voice-over-IP demo this week.

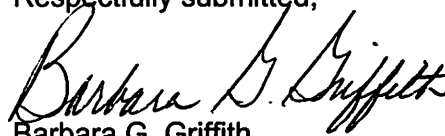
Dr. Shade announced that early registration for Spring Semester begins today. He also reported that he attended state and national conferences last week.

Dr. Shade reported that Joyce Lovingood started work today as a receptionist/secretary in Enrollment Management.

Student Development will announce the Director of Financial Aid position vacated by Wendy Shapiro. Kelly Gribble will be the Interim Director.

There being no further business, the meeting was adjourned at 9:45 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, November 15, 2004**

The President's Cabinet met at 9:00 a.m. on Monday, November 15, 2004, in the President's Conference Room. Present: President Randy Pierce, VP Virginia Carson, VP Ron Shade, VP Wilbur Shuler, IO Jeff Patty, Assistant IO Rob Laltrello, CR Dana Davis, HR Ken Reaves, and AO Judy Taylor. Absent: IE Jack Bishop.

### **Old Business**

#### **Campaign Update**

Judy Taylor reported that there is 100% participation among the staff, 96.5% among the Administrative, with one gift on the way, which will represent 100% when received. There is currently 94% participation among the full-time faculty, with 7-8 pledge forms still out. Part-time faculty will also be solicited.

The Board and retiree campaigns are on track. The leadership will be identified before December 12. One retiree co-chair has been identified. The other will be identified prior to the December 12 deadline.

Judy and Dr. Pierce are continuing to conduct awareness sessions and they are going well.

Dr. Pierce reported that he and Judy have also been talking to the 20/20 Vision Committee of the Rome Chamber. There was a brief discussion.

Judy went on to report that Mary Norton is inviting over 120 alums to meet with the President in late November and early in December. The breakfast sessions are scheduled for November 30 and December 1 on the Rome Campus and on December 2 at the Cartersville Chamber. **The Minutes are updated to reflect that the location for the December 2 breakfast meeting was changed to Valley View near Cartersville.**

Three new scholarships will be established as part of the major gifts campaign, one of which is Study Abroad. Dr. Jim and Ida Cook have made a donation towards this scholarship.

Judy reported that 16 people from the College attended the Empty Bowls fundraiser recently.

### **Other**

There was no other old business.

### **New Business**

#### **Report on Telecommunications Meeting**

Jeff Patty and Rob Laltrello reported on the Telecommunications Symposium meeting held in Athens last Thursday and Friday. The "Voice Over IP" offers substantial savings;

therefore, the Chancellor is pushing in this direction. There was a lengthy discussion by the Cabinet. The decision needs to be made soon regarding the Bartow Campus. A decision would need to be made at some point concerning the Rome Campus. Jeff and Rob are meeting with vendors.

### **Enrollment Report**

Dr. Shade discussed the Enrollment Report dated November 12, 2004 (see attached.) Dr. Carson asked if it would be possible to track numbers for wipe-outs and COMPASS. There was a short discussion.

### **Student Activity Fee**

Dr. Shade distributed and discussed the proposal generated by the SEC for an increase in the student activity fee (see attached.) The increase would be to \$35.00 from the current \$23.00. There was a discussion in which the following questions were asked:

1. Would the fee be denied in Atlanta due to the fact that it is a Hope-eligible fee?
2. Dr. Shuler asked if Student Services would be increasing services by 50% in correlation with the increase in the fee. He discourages increasing any fee by over 50%.

Dr. Pierce recommended a referendum for students to provide input. They need to talk about the reasons. John Spranza has conducted a student survey of perceptions of Student Life.

### **SCUP Membership renewal**

Dr. Pierce discussed the membership renewal for SCUP (Society for College and University Planning.) Dr. Shuler utilizes this. Dr. Shuler will replace Penny Wills on the roster.

### **Thanksgiving Holiday**

Ken Reaves distributed a copy of an e-mail from last year regarding the work schedule for Thanksgiving week. It was decided that employees would work three eight-hour days.

### **Direct Deposit Policy**

Ken Reaves introduced a proposal to make direct deposit mandatory for all College employees. Ken will write a policy for the next meeting.

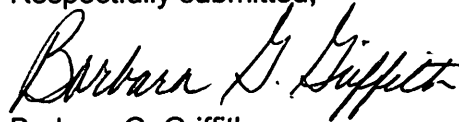
### **Other**

- A new Economic Impact Study will be coming out in January '05, and will be rolled out by the Office of Media and Publications at the Board of Regents.
- There will be a reception on Thursday, November 18, regarding the 411 bypass. Dr. Pierce stated his concerns about possible routes the bypass will take. Dana Davis will forward the Hometown Headlines to the Cabinet.

- Dr. Pierce expressed concerns regarding the Space Utilization Report. There was a brief discussion concerning problems with the program used to collect the information.
- The Regents Board Meeting on November 16-17 will be web cast. Information Technology will assist in setting up a location for the meeting to be viewed.
- Dana Davis has submitted the annual report to the Chancellor.
- Dr. Shuler plans to begin to prepare a list for MR&R in January. He asked the Cabinet to list any major repair that needs to be done in this area. The Capitol Improvements Committee will also be working on this.
- Dr. Carson asked that the College lobby the DOT to get a College sign at Exit 290 in Cartersville.
- Ken Reaves reported that the Charitable Contributions is going well. With the assistance of Dana Pergrem the employee evaluations forms will be available on line in time for the January cycle.
- Ron Shade distributed and discussed the October Monthly Summary Report for Student Development (copy attached.)
- The committee has developed a short list for a replacement for Milan Sampat.
- A committee has been appointed for the Financial Aid Director position. They want someone in place by January.
- The WIA is involved in the Glad Plant closing in Cartersville.

There being no further business, the meeting was adjourned at 10:30 a.m.

Respectfully submitted,



Barbara G. Griffith  
Recording Secretary

**Minutes of the President's Cabinet Meeting  
Monday, December 13, 2004**

The President's Cabinet met at 9:00 a.m. on Monday, December 13, 2004, in the President's Conference Room. Present: President Randy Pierce, VP Virginia Carson, VP Ron Shade, VP Wilbur Shuler, IE Jack Bishop, CR Dana Davis, IO Jeff Patty, HR Ken Reaves, and AO Judy Taylor.

**Old Business**

**Direct Deposit Policy**

Ken Reaves distributed and discussed the proposed policy (copy attached.) Under State statute, direct deposit cannot be mandated. It must be by employee consent. The College will no longer mail checks for any employees, both full-time and part-time, to include part-time faculty. Human resources will notify faculty by mail. This was a first reading of the proposed policy. The policy will be read again at the next Cabinet meeting in January and action will be taken.

**Other**

There was no other old business.

**New Business**

**Chamber events**

**Rome Chamber Annual Meeting – January 27, 2005**

**Cartersville Chamber Annual Meeting – January 27, 2005**

**Haralson County Chamber Annual Meeting – February 25, 2005**

**Polk County Chamber Annual Meeting – January 28, 2005**

The Cabinet discussed the Chamber annual events. The Rome and Cartersville Chamber meetings are on the same evening; therefore, the College will purchase a table at each. Ken Reaves, Dr. Shuler, George White, Carolyn Parks, Carolyn Hamrick, and Mary Norton will represent the College at the Cartersville Chamber meeting. Dr. Pierce, Dr. Shade, Dr. Carson, Judy Taylor, Dana Davis, Jack Bishop, and possibly Dr. Bruce Jones will represent the College at the Rome Chamber meeting. Dr. Carson, Dana Davis, Judy Taylor, and possibly Dr. Tim Floyd will attend the Polk County Chamber meeting. Other will be asked to fill up tables.

Barbara Griffith will call the Chattooga Chamber to find out when their meeting is scheduled. **The minutes are updated to reflect that the Chattooga Chamber Annual Meeting is scheduled for January 20 at 7:00 p.m. Judy Taylor, Dr. Pierce, Dr. Shuler, and Dr. Carson will attend.** It was decided that, since the College will not renew their membership with the Haralson Chamber, that no one will attend that meeting. Barbara Griffith will request membership information from the Cobb and Cherokee Chambers and the College will join those Chambers.

The Cabinet required no action.

### **Student Development Report**

Dr. Shade distributed and discussed the Report (copy attached.) He gave a report on the Counselor Brunch, and announced that the next Counselor Brunch will be held in the early spring and will be in Cartersville.

### **Enrollment Report**

Dr. Shade distributed and discussed the Enrollment Report dated December 10, 2004 (copy attached.) Accounting Services will likely send a reminder to students who no pay by the deadline. This will be done by mail or by the most cost-effective method.

The Cabinet required no action.

### **2005 In-Service Date**

The Cabinet discussed a possible date for In-Service for fall 2005. Dr. Carson suggested August 10, based on when grades are due and the practice to give faculty who teach summer a week before they are required to report for fall. Ken will work on this.

The Cabinet discussed a mid-year retreat to be held in January. It was suggested that the retreat be held later in January. Mr. Reaves will propose a date.

### **Committee nomination**

Dr. Carson brought the nomination by the Instructional Council for Dana Pergrem to fill the vacancy left on the Technology Committee due to Kristi Gilleland's resignation from the College. She proposed that Dana complete Kristi's term ending fall 2006.

The nomination was approved by the Cabinet; however, a pending change in the College Statutes which will result in the committee being restructured. Dr. Pierce will inquire as to the status of the change with the Board of Regents. **The minutes are updated to reflect that the change in the statutes will be on the January BOR agenda.**

Dr. Carson will bring another nomination to the next meeting.

### **Programs at Floyd College**

Dr. Carson distributed and discussed a proposal for programs at Floyd College teaching sites (copy attached.) There was a discussion regarding the status of Heritage Hall as a separate teaching site or an extension of the Rome Campus. Dr. Pierce will discuss the issue with Dr. Jones, Dr. Rees, and Donna Miller.

The Cabinet required no action.

### **Process for assigning faculty to College locations**

Dr. Carson distributed and discussed the process for assigning faculty to College locations, which was done in conjunction with the programming document (copy

attached.) She asked for suggestions regarding the policy. She stated that there is another document in progress which she will share later.

The Cabinet required no action.

### **EPAAC**

Dr. Carson explained that the Educational Preparatory Academic Advisory Committee is made up of Dean of Education, Deans of Colleges of Arts and Sciences, and Academic Vice Presidents in the University System. They are working to change the requirements for Early Childhood Education degrees.

The Cabinet required no action.

### **SACS**

Dr. Carson reported on the delegation from Floyd at the SACS meeting as well as feedback from them. She distributed suggestions from other institutions that have completed the process as well as the SACS timeline.

The Cabinet required no action.

### **Title III**

Dr. Carson reported that the US Department of Education has determined that they will not accept new applications for Title III funding in 2005. Instead, they will award money to those who were not funded for 2004. There was a discussion that Floyd will apply again in 2006.

The Cabinet required no action.

### **Cancer Care Nurse Navigator Program**

Dr. Carson announced that the curriculum for the program has been copyrighted. There was a discussion concerning trade marking the title of the program.

The Cabinet required no action.

### **Technology Replacement Purchases**

Jeff Patty distributed and the Cabinet discussed the Replacement Plan (copy attached.) The Plan will likely be funded in the upcoming year. The Cabinet discussed if the plan would be implemented as written or if exceptions would be made where departments could purchase computers with their own funds. Dr. Pierce suggested that the plan would be implemented as intended and the College would begin to replace laptops next year. Exceptions may be made on a case-by-case basis.

There was also a discussion concerning requirements the Bartow Campus as it relates to replacements.

The Cabinet also discussed the function of existing computers and replacing batteries. It was decided that this could be feasible.

### **IT Security Policies**

Jeff distributed a partial draft of the policies which were approved by the Computer Committee (Copy attached.) He will submit a plan in January to the System Office. Jeff overviewed various policies noting policies that should be reviewed by the Cabinet. The document will be submitted to Randall Thursby in draft form.

The Cabinet required no action.

### **Other**

- Dr. Carson distributed two graphs regarding the Regents Test (see attached.) She noted that the graphs show that Floyd is above the average for two-year colleges. She outlined changes in the rules for taking the SAT.
- The Faculty Advisory Council has prepared a proposal for increasing the teaching load of full-time faculty by one course, for a total of ten courses. The faculty salaries would be increased by the part-time rate based on their education. This would reduce the part-time to full-time ratio, and place the College in line with what most two-year colleges in the state are doing. There may be a need to develop a policy for faculty already teaching overloads.
- Dr. Carson reported that a temporary history professor has been hired for Spring.
- Dana Davis expects to make an offer this week for the publications specialist position.
- Judy Taylor reported that the faculty/staff division of the campaign is now at 100%. The Floyd/Bartow College Foundation Board will meet on Friday. Sarah Burkhalter and Harold Boyd have agreed to be co-chairs for the Retirees division of the campaign. The Foundation Board will have a targeted goal for the campaign.
- Dr. Shuler reported that revenues for the budget have reached 90%.
- Jeff Patty discussed the Acceptable Use Policy (IT Policy.) The subcommittee report has been submitted to Southern Polytechnic State University.
- Dr. Shade reported that the new Counselor will be reporting for work soon.
- Jack Bishop reported that the new Fact Book is now being printed.
- Dr. Pierce thanked everyone for their participation at the Open house on Saturday.
- Dr. Carson is now on the Board of the Southern Association of Colleges and Schools.

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

Respectfully submitted,



Barbara G. Griffith  
Recording Secretary

**Minutes of the President's Cabinet Meeting  
Monday, January 3, 2005**

The President's Cabinet met at 9:00 a.m. on Monday, January 3, 2005. Present: President Randy Pierce, VP Virginia Carson, VP Ron Shade, VP Wilbur Shuler, IE Jack Bishop, CR Dana Davis, IO Jeff Patty, HR Ken Reaves, and AO Judy Taylor.

**Old Business**

**Direct Deposit Policy**

Ken Reaves distributed a revised copy of the policy (see attached.) The Cabinet reviewed the policy noting the only revision from the first reading was an addition to the authorization agreement.

The Cabinet approved the policy.

**Other**

There was no other "Old Business."

**New Business**

**Distribution of Strategic Plan to faculty.**

Jack Bishop discussed the distribution of the Strategic Plan in order to increase the number of people who have seen and read the Plan. He will distribute a hard copy to the members of the Administrative Council at today's meeting and will distribute by e-mail attachment to all faculty and staff. It was agreed this would be done prior to In-Service and again prior to the mid-year retreat.

**Rome Chamber Partners in Prosperity Kick-Off breakfast**

Dr. Pierce discussed the invitation. Barbara Griffith will rsvp to the Chamber that Dr. Pierce, Dr. Carson, Judy Taylor, and Dr. Shade will attend.

**Chamber representation**

The Cabinet discussed the current listings of representatives to the various Chamber memberships (attached.) Barbara Griffith will notify the Chambers of the updated listings (attached.)

**Chamber meetings**

The Cabinet discussed the various Chamber annual meetings and who will attend. Barbara Griffith will order tables and tickets as discussed (see attached.)

**Other**



- Dana Davis discussed the college mailing address. The Post Office Box used by the College is no longer valid.
- Dr. Pierce discussed an invitation to the Installation Mass for the new Archbishop in Atlanta.
- The letter of intent to renew the SBDC sub-agreement has been received; however, the letter refers to Valdosta State University. Dr. Pierce will discuss this with Peter Matthews today.
- The Fact Book should be printed this week. There was a delay in the printing.
- Dr. Carson distributed and discussed information regarding the distances between proposed campuses and teaching sites (see attached.)
- Dr. Carson distributed and discussed a draft of the Travel Policy for Faculty Teaching (see attached.) She noted that the county restrictions will be removed.
- Dr. Carson distributed and discussed a follow-up report to the System Facilities Usage Report. The document has been manually computed and revised by Sherry New. There were errors in recording which have been corrected in Banner and the System has been notified.
- Dana Davis announced that her new assistant, Jamie Cohran, began work today.
- Dana is working on the invitation list of dignitaries who will be invited to the ribbon cutting ceremony at the Bartow Campus in April (2005.) Dr. Pierce asked that Nathan Dean, former State Senator, and Buddy Childers, former State Representative, should be on the list.
- Dr. Pierce discussed a recent article in the AJC concerning the USG Foundation not complying with the Open Records Act.
- Jeff Patty announced that he turned in the draft of the full security plan to the System and will receive feedback by February.
- He announced that the Banner 6 upgrade has been completed.
- Ken Reaves announced that the mid-year retreat is scheduled for January 24 and will be at either Berry Alumni Center or the Winshape Retreat Center at Berry.
- He announced that In-Service for 2005 will be on August 10 or 11. He and Dr. Carson will decide.
- Judy Taylor announced that the College will celebrate the completion of the Internal Campaign at the April 20 faculty/staff meeting.
- Dr. Shade reported that enrollment before to the holiday break and after the wipe-out was 2843. Those 240 students who were purged were sent a post-card informing them and inviting them to reregister this week.
- Dr. Shade reported that the Admissions Office was caught up with all processing prior to the break and had admitted about 180 new students. Orientations are scheduled this week. Enrollment needs to reach 3267 to meet last year's final official count. Dana Davis will send a release to the local newspaper with a reminder that registration continues and that classes start on the 10<sup>th</sup>. Dr. Pierce commented that the College should be advertising in December.
- Dr. Shade announced that Kelli Gribble has accepted the position as Director of Financial Aid. Jaymie Brynteson has agreed to come back and work part-time until a replacement can be found for her position. Lynn Bacon will finish at the end of next week. Her position vacancy will be posted.
- Dr. Shade reported that John Spranza has sent correspondence to Ron Kruger regarding student activity fees.

- Dr. Pierce announced that Stuart Gulley, President of LaGrange College in LaGrange, Georgia has agreed to be the speaker at the 2005 Floyd College Commencement on May 14.

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

## **Minutes of the President's Cabinet Meeting Monday, February 7, 2005**

The President's Cabinet met at 10:00 a.m. on Monday, February 7, 2005, in the President's Conference Room. Present: President Randy Pierce, VP Virginia Carson, VP Ron Shade, VP Wilbur Shuler, CR Dana Davis, Jason McFry (for IO Jeff Patty), HR Ken Reaves, and AO Judy Taylor. IE Jack Bishop was on sick leave.

### **Old Business**

#### **Campaign update and publicity sequence**

Judy Taylor reported that she met with Chris Anderson last week. This was the last visit for Phase One of the campaign. The retiree division of the campaign has been launched. Division captains were trained on February 3. According to Chris Anderson, it is very positive that the retirees are involved. This is not common in these campaigns. The campaign will move forward with the Board division.

Chris Anderson suggested a publicity sequence with messages every two weeks supporting the campaign (see attached.) The Board and retiree divisions will wrap up in February and March, which will complete the family campaign. The celebration will be held on April 20 at the Faculty/Staff meeting.

The Cabinet required no action.

#### **Technology Security Plan**

Jason McFry, filling in for Jeff Patty, asked that the Plan be approved. The Cabinet approved the Plan.

### **New Business**

#### **Administrators teaching**

Ken Reaves distributed information regarding Board policy (see attached) concerning full-time administrators teaching courses for extra pay. There was a brief discussion that there should be a process for seeking approval. He would not approve administrators teaching during the day and the College will not violate BOR policy. Dr. Carson stated that there would need to be a definition of Administrator and an understanding of the implications before we can move forward. Dr. Carson will use a list serve to get feedback from other institutions. She will report back at the next Cabinet meeting.

#### **Proposal for SCT Banner**

Dr. Shade presented the proposal (attached) to replace the current system which is outdated and inadequate. He discussed the highlights. This will be listed as a budget item to be discussed for the 06 budget. Dr. Shade will find out if the price can be extended to July 1 and will look at other options.

The Cabinet required no action.

### **Social Security Number Conversion**

Dr. Shade reported concerning the timeframe for the Committee working on the conversion project (see attached.) He thinks they will have the finalized timeframe in another month. The conversion is being mandated.

Dr. Shuler questioned the use of sequential numbers. Dr. Pierce asked that Jeff Patty check with other institutions and be prepared to respond to the Cabinet as to why they would use sequential rather than random numbers.

The Cabinet required no action.

### **Floyd College Statutes**

Dr. Carson reported that, at the January meeting, the BOR approved two changes to the Floyd College statutes, one replacing the Computer Committee with the Technology Committee and the second being a language change concerning the Library Committee. Dana Pergrem is working to make these changes on the web version of the Statutes and to bookmark the changes.

The Cabinet required no action.

### **Information Technology**

Dr. Carson reported that the Information Technology Program will be officially deactivated. The program will be taught out with the current students that are enrolled. No students have been admitted for the past year. The College will continue to look at IT options. There is an on-line program at Southern Poly. She also noted that Southern Poly will also teach out their program here at Floyd College.

The Cabinet required no action.

### **2005 Academic Recognition Day**

Dr. Carson discussed the Academic Recognition Day and reported that three students met the requirements with a 4.0 GPA and more than 45 credit hours earned at Floyd. Students were also asked to write an essay. A student has been selected and the name will be announced once all three are notified. There was a discussion concerning recognizing all three students at the Honors Assembly in April. The student who is recognized as receiving the honor will be presented with resolutions from the Georgia House and Senate at the Honor's Assembly.

The Cabinet required no action.

### **Promotion Principles**

Dr. Carson discussed the principles for promotion of faculty (see attached). There was a brief discussion by the Cabinet.

The Cabinet required no action.

### **Committee nominations**

Dr. Carson brought the following nominations from the Instructional Council for replacements to the College Committees, to serve the remainder of the terms as listed:

Sue Tarpley to replace Kristi Casey on the Affirmative Action

Kelli Gribble to replace Wendy Shapiro as ex-officio member of the Financial Assistance Committee

Dr. Carson nominated Sandie Davis to finish Lynn Bacon's term on the Institutional Effectiveness Committee. This is an appointment made by the President.

The nominations were accepted and approved by the Cabinet.

Glenda Collier is notifying the webmaster concerning making the change on the web page.

### **Update on College publicity regarding name change**

Dana discussed the recent publicity concerning the name change. There was a lengthy discussion by the Cabinet.

The Cabinet required no action.

### **Printing and production processes and deadlines**

Dana discussed deadlines for bidding and production for printing jobs. She asked for at least a two-week notice on printing and one to two weeks ahead of that for the production process for layout.

The Cabinet required no action.

### **Peer institutions**

Dr. Pierce discussed a request by the System Office for a list of peer institutions. This is due February 11 to the System Office.

The Cabinet required no action.

### **Review of President's Meeting**

Dr. Pierce reviewed the discussions which took place at the January 20 President's meeting.

The Cabinet required no action.

### **Governor's Intern Program**

The Cabinet reviewed the attached memorandum. Dr. Pierce asked for suggestions. Dr. Carson stated that this applies only to students in their junior and senior years in related programs.

The Cabinet required no action.

### **Consolidated Five-Year Capital Improvement Plan and MRR Request**

Dr. Pierce discussed the request by the System Office (see attached.) A budget conference has been scheduled with System staff.

### **Other**

Dr. Carson gave an update on the meeting at Southern Poly. There was a discussion concerning the amount of space allocated for Floyd College. If Floyd wants to offer more classes in the future, there may be a need for looking at locations and finding funds to make it happen.

Pat McCord plans to have an MOU ready in two weeks for Dr. Pierce and Dr. Rossbacher to sign. There are some things to consider prior to signing.

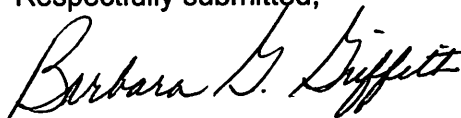
The Law Enforcement Appreciation Luncheon will be held on May 6 at the Rome Civic Center. The Governor and Representative Phil Gingrey have confirmed attendance.

Dr. Carson reported that she has asked a small group to work on calendar issues for August with regard to what needs to be done to get students registered in all locations.

Dana Davis discussed the procedure for notifying students via the website when the College will be closed. The particular situation involved a Saturday closing. The new webmaster did not have access from his home. Jason McFry will follow-up with Michael Diprima.

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

Respectfully submitted,

A handwritten signature in cursive script, reading "Barbara G. Griffith".

Barbara G. Griffith  
Recording Secretary

**Minutes of the President's Cabinet Meeting  
Monday, February 21, 2005**

The President's Cabinet met at 9:00 a.m. on Monday, February 21, 2005, in the President's Conference Room. Present: President Randy Pierce, VP Virginia Carson, VP Ron Shade, VP Wilbur Shuler, IE Jack Bishop, CR Dana Davis, IO Jeff Patty, HR Ken Reaves, and AO Judy Taylor. Also present for the first agenda item under Old Business was Rob Laltrello and Taylor Maddox from IT.

**Old Business**

**Extender Solutions update from the Banner Committee**

Jeff Patty reported that the Extender Solutions is the only system that is fully integrated with Banner and that OIT (USG Office of Information Technology) strongly encourages the College to go with that system. It is very difficult to get approval on any other system. There was a lengthy discussion and it was decided that IT would continue to look at this.

The Cabinet required no action.

**Administrators Teaching**

Ken Reaves discussed, as a follow-up to the last meeting, a policy allowing administrators to teach and being compensated. This appears to be an institutional policy. It was decided that Dr. Carson, Dr. Shade, and Ken Reaves would collaborate on developing a policy. The policy should include a requirement that presidential approval is given and that any teaching would only be allowed after regular work hours and on weekends. This would not be allowed during regular working hours. It was noted that the definition of "administrator" must be defined for the purposes of this policy. Ken will keep the Cabinet updated. It will be brought back to the Cabinet and discussed.

The Cabinet required no action.

**New Business**

**Campaign update**

Judy Taylor reported, noting that this is actually an update and should be included with "Old Business."

The retiree's packages were mailed on February 15 with a March 4 deadline. The retirees group will meet at 3 p.m. on Thursday, March 3 to get FC badges and to discuss and rank names for the College.

The Board division will be kicked off in early March with a deadline the end of March or early April.

The Phase I contract with the Clements Group ends March 31. She will present Phase II to the Board and ask for their approval at their meeting on March 18.

## **Academic Progress Committee**

Dr. Carson withdrew this item.

## **Spring 2005**

Dr. Carson distributed and discussed the Spring Semester 05 Summary Report of class sections and faculty assignments (copy attached.) She also reported that her office has converted to PeopleSoft. Academic Affairs added four full-time faculty positions and three temporary full-time positions to cover the increased teaching load. Dr. Carson will be requesting additional faculty positions to reduce the number of overload assignments for current full-time faculty.

## **Ribbon Cutting**

Dr. Pierce reported that the Bartow Center will be ready for Summer Semester 05; however, the Library will not be ready. Library services will continue to be provided one night per week at Cartersville High School until the Library at the new center can be opened. OIT will be able to get the IT equipment in downstairs.

The May 20 ribbon cutting was discussed with regard to the delay, since the Library is a signature part of the new building. Dr. Pierce asked Dr. Shuler to call Hal or Ron Reid at the System Office and ask about protocol concerning ribbon cuttings. He will relate back to everyone. Dana Davis will check the Chancellor's schedule.

## **Other**

Dr. Pierce reported on a meeting at the Woodstock Elementary School. He announced that, due to the condition of the building at Woodstock as the main issue and the timing of the renovation, along with the fact that Steve Dougherty at NMTC has asked the College to remain on their campus, he thinks that it is in the best interest of the College to continue to serve students, including those from Cherokee County, out of that location. He suggested a meeting with the VPs and NMTC administration.

Dr. Pierce briefly discussed a proposal from the Faculty Advisory Council regarding teaching loads.

Dr. Carson reported on her visits to Cobb County high schools.

Ken Reaves announced that there is a Faculty/Staff Meeting at 3:00 p.m. on Wednesday.

Judy Taylor reported that the Financial Assistance Committee met on Friday and is considering four recommendations for the Jim and Ida Cook Study Abroad Scholarship.

Dr. Shuler reported that RFIs for banking services have been sent out. Some of the evaluation will be done by the Fiscal Affairs staff in Atlanta. He is also working on an RFP for bookstore services.



Dr. Shuler reviewed activity on the budget through the end of January. He will be reminding all departments to manage their own budgets. Some budgets are already spent and he will be putting a hold on their purchase cards.

Dr. Shuler reported on the audit exit interview, where there were three findings and a number of discussion points. He and his staff will be working to correct all issues discussed.

Dr. Shade distributed and discussed a revised organizational chart for Student Development as well as the Monthly Summary Report (attached.)

He announced that Tuesday will be a Financial Aid Chat Night where students or potential students can e-mail or call in with financial aid questions. This is a statewide effort.

Dr. Shade reported concerning Black History Month activities.

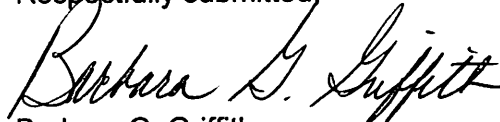
Dr. Shade discussed reporting activities in the newspaper calendar.

Judy Taylor reported that Floyd students are being invited to a Heritage Ball on Saturday, co-sponsored by the Black Awareness Society.

Dr. Pierce announced that he is preparing for his presidential evaluation with the Chancellor in March. He will be asking Jack Bishop and others to assist him with compiling information. As part of the evaluation, he will be allowed to discuss the College's number one request for funds.

There being no further business, the meeting was adjourned at 10:40 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.

Barbara G. Griffith  
Recording Secretary

**Minutes of the President's Cabinet Meeting  
Monday, March 7, 2005**

The President's Cabinet met at 9:00 a.m. on Monday, March 7, 2005 in the President's Conference Room. Present: President Randy Pierce, Dr. Tim Floyd (for VP Virginia Carson,) VP Ron Shade, VP Wilbur Shuler, IE Jack Bishop, CR Dana Davis, IO Jeff Patty, HR Ken Reaves, and AO Judy Taylor.

**Old Business**

There was no "Old Business."

**New Business**

**Recommendations for Administrative Retreat**

Ken Reaves discussed the locations being considered for the Administrative Retreat on July 14-15, 2005: Amicalola Falls, Brasstown Resort, and Fieldstone Resort. The Cabinet discussed the options and decided that Brasstown Resort was the best location. Ken Reaves will contact the Resort and finalize the arrangements.

**Guidelines for Security Guard holiday pay**

Ken Reaves distributed a copy of a memorandum written by former HR Director Chris Lee as well as recommended guidelines for paying security guards (see attached.) Dr. Shuler asked that he and Ken discuss the matter prior to any action being taken by the Cabinet. The matter will be brought back to the Cabinet.

**Revised Admissions Standards**

Dr. Pierce discussed the revised Admissions Standards (see attached.) This will be discussed this week at the Board of Regents meeting. Dr. Pierce hopes to have more information by this afternoon.

The Cabinet required no action.

**HB 250 and HB 340**

Dr. Pierce discussed the two House Bills, 250, which affects the way the University System constructs buildings through public/private partnerships, including partnering with College Foundations. He reported that it appears that this Bill will be passed. There was a discussion.

He explained that HB 340, a Donor Records Bill, relates to donor contributions being confidential. Dr. Pierce will be making calls to the Senators concerning this bill.

**Other**

Dr. Shuler discussed budget reporting.

Dr. Tim Floyd reported concerning an Instructional Council visit to Southern Polytechnic State University last week. They met with the VP/AA and the IT staff.

Dr. Shade made the following announcements:

- There will be a Student Development Retreat at the Booth Western Museum (Cartersville).
- The Counselor's Breakfast at Cartersville is scheduled for Thursday.
- Final interviews are being conducted for the Assistant Financial Aid Director position.
- Interviews begin later this week for the Director of Admissions position.

Dr. Shuler discussed briefly the MOU with Southern Polytechnic State University. Dana Davis can now begin working on publicity.

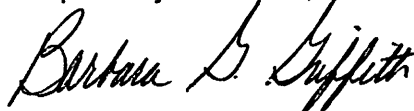
Judy Taylor reported that she met with the Foundation Co-Chairs this morning. The Foundation Executive Committee will meet this Friday and the Board will meet on March 18. Phase Two of the Clements contract will be voted on by the Executive Committee and then the Board with the recommendation that it become effective the first day of the month after the name change is approved.

Dr. Pierce reported on a meeting last week with the Retirees in which they discussed the name issue. There was a brief discussion.

Dr. Pierce announced that Friday, March 25 will be a holiday. The College will be closed.

There being no further business, the meeting was adjourned at 9:55 a.m.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Barbara G. Griffith".

Barbara G. Griffith  
Recording Secretary

**Minutes of the President's Cabinet Meeting  
Monday, March 21, 2005**

The President's Cabinet met at 9:00 a.m. on Monday, March 21, 2005 in the President's Conference Room. Present: President Randy Pierce, VP Wilbur Shuler, Dr. Tim Floyd (for VP Virginia Carson), IE Jack Bishop, CR Dana Davis, Rob Laltrello (for IO Jeff Patty), and AO Judy Taylor. Absent: VP Ron Shade was on annual leave.

**Old Business**

There was no "Old Business."

**New Business**

**Update on Mission Review and Name Change – Memo dated March 17, 2005**

Dr. Pierce discussed the memorandum (attached.) He then discussed the College's stance on mission review.

The Cabinet required no action.

**Press Conference – Name Change – Wednesday, March 23**

Dr. Pierce announced that he will hold a press conference at 11:00 a.m. on Wednesday, March 23, in Centre Stage at Heritage Hall. Dr. Shuler commented that his staff will be on retreat at Berry, but will break and attend the press conference. Judy Taylor suggested that an e-mail be sent notifying employees of the press conference. There was a lengthy discussion.

The Cabinet required no action.

**Student Development Monthly Report**

Dr. Pierce asked the Cabinet to review the report (attached.)

The Cabinet required no action.

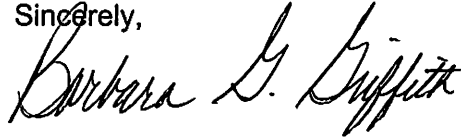
**Other**

Dr. Shuler reported that, during the retreat on Wednesday, the Finance and Administration staff will discuss the items discussed as part of the audit report. The staff will also discuss how to make it easier for the various departments of the college to do business with them. There was a brief discussion. He also suggested that Fiscal and Administrative Affairs better reflects what they do.

Dr. Pierce discussed the meeting on Friday with Susan Bridges, consultant for telecommunications, in which the contract was awarded for the IT and Voice Over IP services were awarded. The Bartow Campus will be the first stage.

There being no further business, the meeting was adjourned at 10:05 a.m.

Sincerely,

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

Barbara G. Griffith  
Recording Secretary

**Minutes of the President's Cabinet Meeting  
Monday, April 4, 2005**

The President's Cabinet met at 9:00 a.m. on Monday, April 4, 2005, in the President's Conference Room. Present: President Randy Pierce, VP Virginia Carson, VP Ron Shade, VP Wilbur Shuler, IE Jack Bishop, CR Dana Davis, IO Jeff Patty, HR Ken Reaves, and AO Judy Taylor.

**Old Business**

There was no Old Business.

**New Business**

**FY 2006 Budget – memo dated March 30, 2005 (distributed prior to meeting.)  
(Attached)**

There was a short discussion. Dr. Shuler commented he is waiting on confirmation from Hal Gibson at the System Office.

The Cabinet required no action.

**Biology Supply fees**

Dr. Carson distributed and discussed the listing of the current and proposed supply fees (attached.) She asked the Cabinet to consider the proposal. There was a brief discussion.

The Cabinet approved the proposed fee increases and implementations.

**Admissions**

Dr. Carson discussed an upcoming meeting of the Admissions Task Force where they will discuss the implementation of the new admissions requirements. She asked that any concerns be directed to her by Friday.

The Cabinet required no action.

**Hiring**

Dr. Carson distributed and discussed a listing of the search committees which are currently in progress (attached.)

The Cabinet required no action.

**Name Change Advisory Group**

Dr. Shade inquired concerning the need for an advisory group through which name change issues could be channeled. Dr. Pierce responded that all issues should be directed to Dana Davis.

## **August Calendar Dates**

Dr. Carson distributed an August calendar (attached) and discussed the proposed dates for that month. Ken proposed August 10 for the In-Service date, based upon the calendar for the end of summer term and when the faculty would get a break between semesters.

Dana Davis announced August 26 as the Ribbon Cutting Ceremony for the Bartow Campus.

The second start will be October 13, for an eight-week session.

There was a discussion.

The proposed dates were approved by the Cabinet.

## **Other**

Dr. Carson reported that, in the past two weeks, she has visited five Cobb County High Schools which are feeder schools for Floyd. The purpose of the visit was to talk with administrators to promote Floyd and also to recruit part-time faculty.

Jeff Patty reported that he is working on an Open Records Act request regarding one of the RFP vendors. This must be resolved today. The RFP is being revised and has not gone out a second time.

Dr. Shuler reported that the search committee is working to bring in candidates for the Budget Officer position.

In addition, he has scheduled technical training for Accounting Services employees to prepare for end-of-year closing.

Dr. Shuler reported that the Bookstore RFP has not been sent and is being revised at the System Office. There was a brief discussion.

The Food Service RFP is also being revised at the System Office. These are State requirements in the State Procurement Office.

## **Proposed Holiday Schedule for 2006**

Ken Reaves distributed and discussed the Proposed Holiday Schedule for 2006 (attached.) There was a discussion and Dr. Carson noted that class attendance would be a problem on Monday, July 3. Dr. Pierce suggested using Monday, January 2 as a floating holiday to be taken on Monday, July 3, and reopening the College on January 2 following the Winter Break.

The revised schedule was approved by the Cabinet.

Other, continued.

Dana Davis announced that she is getting ready to do some outdoor advertising in Rome to promote the new name. She will do something else in the other areas.

Jack Bishop announced that the results from the Student Engagement Survey will be in soon.

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



## **Minutes of the President's Cabinet Meeting Monday, April 18, 2005**

The President's Cabinet met at 9:00 a.m. on Monday, April 18, 2005 in the President's Conference Room. Present: President Randy Pierce, VP Virginia Carson, VP Ron Shade, VP Wilbur Shuler, IE Jack Bishop, CR Dana Davis, Rob Laltrello (for IO Jeff Patty), HR Ken Reaves, and AO Judy Taylor.

### **Old Business**

There was no Old Business.

### **New Business**

#### **Admissions Proposal**

Dr. Carson discussed concerns raised in the committee meeting she attended concerning the new admissions standards. The Committee has developed eight recommendations for consideration in the BOR Committee.

The Cabinet required no action.

#### **Mission Review and update**

Dr. Pierce discussed the letter received from the System Office concerning the College's request for a mission review (see attached.) He stated that we will continue to work with other institutions to meet community needs. This issue may need to be revisited in a couple of years.

The Cabinet required no action.

#### **President's Meeting**

Dr. Pierce reported concerning the meeting of the two-year System Presidents' meeting on April 14. He stated that we need to thank our legislators for what happened this year.

The Cabinet required no action.

#### **Student Development – March Report**

Dr. Shade discussed the report (attached.)

The Cabinet required no action.

#### **Enrollment Report**

Dr. Shade discussed the Enrollment Report (attached.)

The Cabinet required no action.

## **Other**

**New Hires/Student Development.** Dr. Shade reported that the two front-desk positions in Enrollment Management have been filled by Mary Poindexter and Katrina Eubanks.

The Cabinet required no action.

**Naming Guidelines.** Judy Taylor distributed and discussed the proposed naming guidelines (see attached.) Judy reiterated the point that each request needs to be considered individually. She stated that the Clements Group uses the 25% formula of cost of construction. Dr. Carson suggested that it be stated in the policy that this will be unrestricted funding.

This was a first reading. The second reading will be done on May 16. The guidelines will then be submitted to the BOR for approval.

The Cabinet required no action.

**PR immediately following the name approval.** Dana stated that a release will go out as soon as the new name is approved by the BOR, and billboards will go up. She was not sure about when the website will be revised. The billboards are strictly for raising awareness and will not include much information. Rob Laltrello asked about a copy of the minutes of the Board meeting so that the new website can be registered.

**Reception.** Dr. Carson announced that there will be a reception held for the children at the Anna K. Davie School.

**Screening Committees.** Dr. Carson announced that there are seventeen screening committees in progress in Academic Affairs.

**Budget preparation.** Dr. Shuler reported that he has just received information for the initial preparation of the FY06 budget, only with new funding.

**RFP – Bookstore and Food Services.** Dr. Shuler announced that he has received information from Atlanta that the RFP for the Bookstore is almost ready to be put out on the market. He reported that nothing has been done concerning the Food Services.

**RFP – Voice Over IP.** Rob Laltrello reported that the RFP is ready to be put back out. Dr. Pierce asked Dr. Shuler to follow-up with Shirley Roberson about getting it out.

**Honor's Night.** Dr. Shade announced that Honor's Night will be held on Thursday in the Lakeview Auditorium.

**F/S Meeting/Celebration.** Ken Reaves announced that a faculty/staff meeting is scheduled for Wednesday. Judy Taylor added that there will be a celebration concerning the internal campaign.

**Employee Recognition.** Ken announced that Employee Recognition is scheduled for April 29.

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

Respectfully submitted,

A handwritten signature in cursive script, reading "Barbara G. Griffith".

Barbara G. Griffith  
Recording Secretary

## **Minutes of the President's Cabinet Meeting Monday, May 2, 2005**

The President's Cabinet met at 9:00 a.m. on Monday, May 2, 2005, in the President's Conference Room. Present: President Randy Pierce, VP Virginia Carson, VP Ron Shade, VP Wilbur Shuler, IE Jack Bishop, CR Dana Davis, IO Jeff Patty, HR Ken Reaves, and AO Judy Taylor.

### **Old Business**

There was no "Old Business."

### **New Business**

#### **College Committees**

Dr. Carson distributed a listing of the College Committees with nominations made by the Instructional Council for the terms beginning in Fall 2005 (see attached.) All nominations were accepted by the Cabinet with a reserved judgment on the Technology Committee.

#### **Human Services Gerontology Option**

Dr. Carson discussed the deactivation of the Gerontology Option, which was part of the Comprehensive Program Review completed a year ago.

The Cabinet required no action.

#### **Program locations**

Dr. Carson distributed and discussed the programming for the College campuses and sites (see attached.) Dr. Pierce has submitted a Substantive Change Request with SACS for the Marietta site. Brochures will be designed and printed giving the programming information.

Dr. Pierce discussed the appropriate names for the various campuses.

The Cabinet required no action.

#### **Enrollment Report**

Dr. Shade discussed the Enrollment Report dated April 29, 2005 (see attached.) He also discussed the enrollment for fall, which was not included in the report. There was a brief discussion, and Dr. Carson suggested a billboard in Cobb County with contact information. Dana Davis suggested this be an e-mail address.

The Cabinet required no action.


#### **Other**

- Dr. Carson reported that she is working on the Hope Grant.

- Jeff Patty reported that the RFP and RFQ for the Voice Over IP and network services are out on the street. The bid opening is set for May 18.
- Jeff reported that he and Rob had been asked to attend the construction meeting in Cartersville to discuss when they need to be working there.
- There was a brief discussion concerning the Employee Recognition program, alternate locations, and personal invitations to recipients.
- Dr. Shuler discussed security at the Cartersville Campus once equipment is delivered.
- Dr. Shuler reported that the VPs should have received and returned the raise information for 06 which will be used to develop the budget to be submitted in June.
- Judy Taylor reported that the Board prospect list is almost finished and will go out to the Board members. This phase of the campaign will be done in June.
- Dr. Shade asked Sandie Davis to join the meeting to discuss the Project Plan for the SSN Conversion (see attached.) Dr. Carson moved to approve the Plan as presented; Dr. Shuler seconded the motion and the motion was carried by the Cabinet.
- Dr. Carson announced that Ms. Sethna has completed teaching the Southern Poly 2 + 2 Program at Floyd.

There being no further business, the meeting was adjourned at 10:30 a.m.

Respectfully submitted,

  
Barbara G. Griffith  
Recording Secretary

## **Minutes of the President's Cabinet Meeting Monday, May 16, 2005**

The President's Cabinet met at 9:00 a.m. on Monday, May 16, 2005, in the President's Conference Room. Present: President Randy Pierce, VP Virginia Carson, VP Ron Shade, CR Dana Davis, IO Jeff Patty, HR Ken Reaves, and AO Judy Taylor. VP Wilbur Shuler was in another meeting and IE Jack Bishop was on annual leave.

### **Old Business**

#### **Naming Guidelines**

Judy Taylor distributed and discussed a revision she had made to the original proposal (First Reading, April 18, 2005,) adding an Unnaming Provision (Copy attached.) This reflects the Board of Regents Policy regarding Cautionary Admonition.

There was a discussion concerning descriptions of the various Georgia Highlands locations. It was decided that Heritage Hall should be referred to as Downtown Rome, Cartersville rather than Bartow because of NMTC, and Floyd as the Founding Campus location. This discussion included how the locations would be listed on the letterhead. Dana Davis will check into this.

The Cabinet approved the proposal. Judy Taylor will try to get these to the BOR for the June meeting. **The Minutes are updated to reflect that Naming Guidelines are approved administratively by a System Committee and do not require Board approval.**

#### **Technology Committee**

Dr. Carson discussed the Statutory change in the Technology Committee (formerly the Computer Committee) and distributed a roster (Copy attached.) The Committee is made up of the three Vice Presidents who are standing members, two faculties who serve a two-year term, a student representative, the CIO and the Associate CIO who both serve as standing members.

The Cabinet approved the membership of the committee.

Judy Taylor asked a question concerning the Financial Assistance Committee. Dr. Carson will follow-up.

#### **Other**

Dr. Pierce discussed the Change in Workload Policy which was presented by the Faculty Advisory Committee and which he approved. This will increase the faculty workload from 27 to 30 hours per academic year, with an adjustment in salary for the additional workload, beginning Fall Semester 2005, of \$2,000 for the master's level and \$2250 for the doctoral level. There was a brief discussion.

This was an informational item and did not require Cabinet approval.

## **New Business**

### **Annual Retention and Graduation Rates Improvement Plan**

Dr. Pierce discussed the Plan and the Graduation Rates response which will be due November 15, 2005 (Cover memorandum attached.) Dr. Carson added that Jack Bishop is working with a State committee. Dr. Pierce stated that he has the report if anyone is interested in reviewing it (Copy on file in the President's Office.)

This was an informational item and did not require Cabinet approval.

### **Two-Year and State College Pilot Admissions Project**

Dr. Pierce announced that the Pilot Admissions Project was approved by the BOR in April and that we are now operating under this (Copy attached.) There was a brief discussion.

This was an informational item and did not require Cabinet approval.

### **FY 2004 Summary Transfer Feedback Report**

Dr. Pierce announced that he has the report if anyone would like to review its contents (Copy attached.)

This was an informational item and did not require Cabinet approval.

## **Marietta**

Dr. Carson reported that Carolyn Hamrick and Monica Southern opened the office in Marietta last week in the temporary space. They hope to move to the permanent space soon. Southern Poly is sending students to the office. The enrollment will be small for summer. Carolyn is working on an FAQ sheet. There is a button on the home page of the website where students can get information.

The classrooms are security coded and the faculty are required to use a PIN to open. The faculty do not have phones yet. There was a discussion.

This was an informational item and the Cabinet required no action.

## **Acworth**

Dr. Carson reported that she and others are engaged in a dialogue to extend our stay. They are making progress and hope to have a document that reflects this agreement. Enrollment is stable at this location and it is hoped to hire a new secretary soon.

This was an informational item and the Cabinet required no action.

## **STARS**

Dr. Carson reported that the System has funded the grant for the third consecutive year for \$1,500.00. This allows students to work on campus and save money for study abroad.

This was an informational item and the Cabinet required no action.

### **Enrollment Report**

Dr. Shade discussed the Enrollment Report dated May 13, 2005 (Copy attached.)

This was an informational item and the Cabinet required no action.

### **Other**

### **Monthly Student Development Report for April**

Dr. Shade discussed the Report (Copy attached.) This was an informational item and did not require Cabinet approval.

### **Graduation**

Dr. Pierce reported concerning Graduation. Barbara Griffith will request assessment comments.

Jeff Patty reported that the dark fiber cable is being installed in the ground this week.

Dana Davis announced that she will be on leave until the end of the month.

There being no further business, the meeting was adjourned at 10:30 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.

Barbara G. Griffith  
Recording Secretary



## **Minutes of the President's Cabinet Meeting Monday, June 6, 2005**

The President's Cabinet met at 9:00 a.m. on Monday, June 6, 2005, in the President's Conference Room. Present were: President Randy Pierce, VP Virginia Carson, VP Ron Shade, VP Wilbur Shuler, IE Jack Bishop, CR Dana Davis, IO Jeff Patty, and HR Ken Reaves. Judy Taylor was on annual leave.

### **Old Business**

#### **Named Giving Guidelines**

The Cabinet reviewed and discussed the revised Naming Guidelines as presented by Judy Taylor (Copy attached.) It was decided that the guidelines should be inclusive, and that a clause should be added that makes reference to unforeseen events involving the benefactor (i.e., unexpected death without making provisions to follow through with the naming agreement.)

The Cabinet approved the guidelines with revisions. **The minutes are updated to reflect that Judy Taylor will make the changes discussed and will e-mail the guidelines to the Cabinet members for final approval.**

#### **Other**

There was no other "Old Business."

### **New Business**

#### **Ideas or agenda items for retreat**

Ken Reaves distributed the agenda from last year's (2004) retreat (Copy attached,) and asked for ideas and agenda items for this year's retreat scheduled for July 14-15. Judy Taylor will be on the agenda and the goals and objectives for the upcoming year will be discussed.

Dr. Carson suggested that the theme for the retreat be the changing landscape of the new Georgia Highlands College, rather than a year in review. Dr. Pierce asked for ideas.

Ken will start putting the agenda together and will send it out.

The Cabinet required no action.

#### **Enrollment update**

Dr. Shade distributed and discussed the enrollment update dated 6/3/2005 (Copy attached.) It was suggested that the College needs to advertise in the North Cobb and Acworth areas, since there was some confusion over closing the NMTC site. Dana will have posters made to display at North Metro.

The Cabinet required no action.

#### **Other**

The discussion concerning the enrollment led to a discussion concerning communications with Southern Poly. There was a discussion that there would be one point of contact. Dr. Carson stated that their new VPAA will be the pipeline for communication there. There was a discussion concerning a sign in front of the building where the GHC space is located.

Dr. Carson suggested that the next Administrative Council be held there. Barbara Griffith will make the arrangements with Carolyn Hamrick.

Dr. Pierce discussed the copy of the Powerpoint slides regarding "Creating a More Educated Georgia" (Copy attached.) He will provide copies for the Cabinet members. Dr. Pierce asked for a breakdown of the degrees conferred this year. Dr. Carson will send him a three-year history.

Dana Davis distributed Bill Shipp's column printed in the June 4, 2005 Rome News Tribune (Copy attached.) Dr. Pierce discussed the article.

Dana also discussed the travel listed in "Folks and Features." The Administrative Council members will be asked to notify Dana whenever the faculty or staff are presenting, hold an office, or play a significant role in a function that needs to be acknowledged in the newsletter. This will be announced at the Administrative Council meeting today.

Jeff Patty discussed the status of the new Cartersville Center.

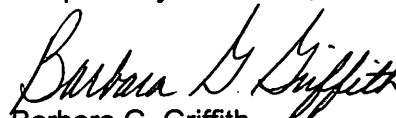
Dr. Carson announced that a full-time secretary has been hired at Acworth. Laura Ralston is still assisting there. She also announced that some renovations are being done in the area the College occupies at North Metro.

Dr. Carson announced that her area is still actively engaged in hiring. Search committees for two faculty and one library position are still active.

Dr. Pierce reminded the Cabinet that he needs to send tips to the Chancellor as to how to respond to Bill Shipp's column from last week.

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

Respectfully submitted,

A handwritten signature in cursive script, reading "Barbara G. Griffith".

Barbara G. Griffith  
Recording Secretary

## **Minutes of the President's Cabinet Meeting Monday, June 20, 2005**

The President's Cabinet met at 9:00 a.m. on Monday, June 20, 2005, in the President's Conference Room. Present were: President Randy Pierce, VP Virginia Carson, VP Ron Shade, and VP Wilbur Shuler, IE Jack Bishop, CR Dana Davis, and IO Jeff Patty. HR Ken Reaves was on annual leave and AO Judy Taylor was in another meeting.

### **New Business**

#### **College Catalog**

This was the first item discussed so that Dana Davis could leave the meeting for another meeting.

Dana discussed the issue of printing paper catalogs and/or providing them in a CD format as it relates to holding down cost. There was a lengthy discussion. Dr. Carson will work on getting an updated copy on the web by the end of June. It was suggested that photocopies of the section on Programs of Study could be made available for in-house use. Dr. Shade will discuss this with Todd Jones concerning the needs for the Admissions Department and if there is a need for CD format. Dana will get prices on printing paper copies. Dr. Shade recommended printing 2,000 paper copies to double as a promotional piece for Cobb County.

Dana exited the meeting following this discussion.

### **Old Business**

#### **Retreat agenda – for review**

Dr. Pierce asked the Cabinet to review the agenda for the Administrative Retreat on July 14-15 (see attached.) Suggested changes were made as noted. Barbara Griffith will talk to Ken Reaves concerning lodging availability on Wednesday night.

There was a discussion concerning having fewer goals with more focus on those goals selected. Dr. Carson suggested objectives be done at the unit level.

The Cabinet approved the revisions to the agenda, which will be forwarded to Ken Reaves.

#### **Administrative Teaching Guidelines**

The Cabinet reviewed the policy as presented by Ken Reaves (See attached.) This was a follow-up of the discussion held in the February 7 and 21 meetings of the Cabinet. There was a discussion and it was decided that Dr. Carson will work with Ken concerning the policy and how it relates to division chairs teaching more than their expected teaching responsibility and also concerning how administrators will be defined.

### **New Business**

### **Rome Chamber Mid-Year Celebration table sponsorship – July 28 5:30-7:00 p.m.**

There was a discussion concerning sponsoring a table for the event held annually at Krannert Center, Berry College. It was decided that the College would sponsor a table. There was a discussion about who would represent the College. The following expressed a desire to attend: Dr. Shade, Dr. Shuler, Judy Taylor, and Randy Pierce. Other names were suggested and will be followed with an invitation.

### **Enrollment update**

Dr. Shade distributed and discussed the Enrollment Report for Summer and Fall dated June 17, 2005 (see attached.) Dr. Carson suggested that there be more publicity in Acworth over the next six weeks to increase enrollment at the North Metro site. Dana Davis is meeting at Marietta today to discuss publicity.

The Cabinet required no action.

### **Student Development Monthly Report for May**

Dr. Shade distributed the report as well as a listing of workshops offered by Counseling and Career Services in the fall (See attached.) There was a brief discussion concerning orientations for Fall. He will send everyone a revised schedule.

The Cabinet required no action.

### **Alumni/Employee/Retirees social August 26, 2005 Rome Braves (evening game)**

There was a discussion concerning the proposed alumni event on August 26. The package would include hotdogs and hamburgers at the Stadium. Mary Norton has proposed inviting the faculty, staff, and retirees to this event. It was noted that this will be the same day as the Ribbon Cutting in Cartersville.

The Cabinet was in agreement with the proposal.

### **Report on Transfers**

Dr. Carson distributed and discussed the Transfer Feedback Report (see attached.) This was an informational item and the Cabinet required no action.

### **Other**

Dr. Carson discussed the Substantive Change Report with regard to Marietta.

Dr. Carson announced that Assessment Reports are due. Brent Griffin has agreed to be a consultant to Administrative Council members in the upcoming year.

Dr. Shuler reported concerning the recent CBO meeting.

There being no further business or discussion, the meeting was adjourned at 10:50 a.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Barbara G. Griffith". The signature is written in a cursive, flowing style with a large initial 'B'.

Barbara G. Griffith  
Recording Secretary