

**Minutes of the Administrative Council Meeting  
Monday, July 15, 2002**

The Administrative Council met at 2:00 p.m. on Monday, July 15, 2002 in the Towerview Dining Room. Present were Lynn Bacon, Jack Bishop, Sandy Briscar, Dale Boyd, Dr. Virginia Carson, Dr. Soumitra Chattopadhyay, Dr. Tim Floyd, Debbie Holmes, Dr. Bruce Jones, Wayne Jones, Rob Laltrello, Judy McEntyre, Dr. Bill Mugleston, Carolyn Parks, Jeff Patty, Dr. Randy Pierce, Karen Porter, Ken Reaves, Wendy Shapiro, and Phyllis Weatherly.

President Pierce updated the Council on items previously discussed by the Cabinet as follows:

**Nursing Clinical Policy** (see President's Cabinet Minutes for July 15, 2002.)

**Hiring Update** (see President's Cabinet Minutes for July 15, 2002.)

**Updates on four-year programs** (see President's Cabinet Minutes for July 15, 2002.)

**In-Service** (see President's Cabinet Minutes for July 15, 2002.)


**Enrollment Report** (see President's Cabinet Minutes for July 15, 2002.)

**Mid-year Administrative Retreat.** Sandy Briscar proposed a mid-year, one-day retreat in December. This was not discussed by the Council. Sandy will follow-up.

**Groundbreaking on Wednesday.** President Pierce reminded the Council about the groundbreaking in Cartersville on Wednesday.

There being no further business, the meeting was adjourned at 3:00 p.m.

Respectfully submitted,

  
Barbara G. Griffith  
Recording Secretary

**The Meeting of the Administrative Council  
Monday, July 15, 2002  
2:00 p.m.  
Towerview Dining Room**

**AGENDA**

- 1) Cabinet Update (Dr. Pierce)
- 2) Mid-year Administrative Retreat (Sandy Briscar)
- 3) Groundbreaking on Wednesday (Dr. Pierce)
- 4) Other

**The Minutes of the Administrative Council Meeting  
Monday, August 5, 2002**

The Administrative Council met at 2:00 p.m. on Monday, August 5, 2002, in the President's Conference Room.

Dr. Carson gave an update on items discussed in the President's Cabinet as follows:

She distributed an updated listing of classes requiring laptops in class, effective Fall 2002 (copy attached.)

Dr. Carson asked that each department submit their revised area goals.

She gave an overview of the oncology position.

Tim Floyd announced that there will be an orientation on Saturday, August 10. Assistance is needed.

Dr. Pierce announced that the deadline for paying for lunches on Wednesday, August 7, is at noon tomorrow (August 6.) He also announced that the fall picnic is scheduled for Friday, August 9. Volunteers are needed for cooking and clean-up.

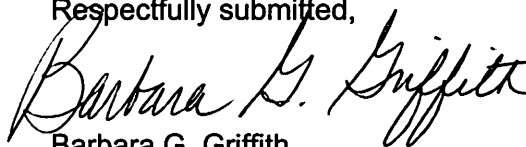
Per the President's Cabinet meeting, he discussed the request made by the Ambassadors. It was decided that contributions should be in the \$5-\$20 range.

He reported that the laptop late charge would be reviewed. He also stated that the Statutes should be reviewed and that committee reports from 2001-02 are due.

The Administrative Council reviewed the goals from the July Administrative Retreat (copy attached.)

There being no further business or discussion, the meeting was adjourned at 3:00 p.m.

Respectfully submitted,

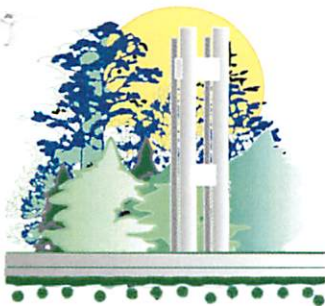


Barbara G. Griffith  
Recording Secretary

**The Meeting of the Administrative Council**  
**Monday, August 5, 2002**  
**2:00 p.m.**  
**Towerview Dining Room**

**AGENDA**

- 1) Cabinet update (President Pierce)
- 2) College Goals (President Pierce)
- 3) Other



*Floyd College*

**Current Classes Requiring Laptops In class**  
(Effective Fall 2002)

These classes listed below require the use of a laptop during class time. This content differs from class to class as to how the laptop will actually be utilized, but the course has been designated a class that has substantial usage required. Please be advised this list may change in the future.

SUBJECT	
ACCT 2101	ACCOUNTING PRINCIPLES I
ACCT 2102	ACCOUNTING PRINCIPLES II
ARTS 1117	ADVANCED DRAWING (COMPUTER)
BUSA2205	FUNDAMENTALS OF COMPUTER APPLICATIONS
CSCI 1101	INTRODUCTION TO COMPUTERS
CSCI 1200	INTRODUCTION TO COMPUTING: BASIC
CSCI 1205	VISUAL BASIC
CSCI 1201	PRINCIPLES OF COMPUTER PROGRAMMING I

**Minutes of the Administrative Council Meeting  
Tuesday, September 3, 2002**

The Administrative Council met at 2:00 p.m. on Tuesday, September 3, 2002, in the President's Conference Room. Present were: President Randy Pierce, Lynn Bacon, Sheryl Ballenger, Gloria Barnett (representing Bill Mugleston), Jack Bishop, Dale Boyd, Sandy Briscar, Jeff Brown, Dr. Virginia Carson, Dr. Soumitra Chattopadhyay, Dr. Tim Floyd, Carolyn Hamrick, Chris Hicks (representing Barbara Rees), Debbie Holmes, Dr. Bruce Jones, Wayne Jones, Rob Laltrello, Pete Matthews, Jeff Patty, Karen Porter, Ken Reaves, Sue Tarpley, Doug Webb, Marsha Welch, and Dr. Penny Wills,

**Cabinet update**

President Pierce gave an update on items from the Cabinet meeting held earlier in the day.

The Floyd College Welcome Statement (Diversity Statement) was approved by the Cabinet (a copy is on file with the President's Cabinet Minutes in the President's Office.)

The CAPP (degree program audit System) is in the process of being developed for FC.

The Hiring Principles as proposed by Dr. Carson will be formalized into a document (see copy on file with President's Cabinet minutes in the President's Office.)

The statewide Campus Compact is being formed and will be announced in two weeks at a national conference on Service Learning. The College will join.

The Cabinet has recommended that a policy be developed concerning holiday leave during Winter Break. The 2002 break will begin on December 23 and three annual leave days will be required. President Pierce stressed to the Council that it is incumbent upon supervisors to be sure employees have the leave days on the books.

Bob Gilbert was appointed for another term to the Computer Committee. Laura Wilbanks will replace Renee Tumblin on the Financial Assistance Committee; and Ken Reaves will oversee the election of staff members to the College Grievance Committee.

Jack Bishop is working with the various units of the College to update their unit plans. These must be tied to the College goals. This will be an annual process.

The College will rewrite its Program Review template.

Dr. Carson updated the Council on the two employees from the State University of West Georgia and Southern Polytechnic who are now housed at Floyd College to oversee the four-year programs offered at Floyd College by their respective institutions.

**FC Ambassadors' proposal for contributions for events**

The Council reviewed the memorandum dated May 29 (see copy attached) proposing a fund to cover social events at the College. Dr. Wills stated that there is a more current

version of the memorandum. Barbara Griffith will request a copy of the memorandum which will be distributed to the Administrative Council.

### **Draft goals for 2002-2003**

The Cabinet reviewed the goals (see copy attached.) The President indicated that there was a newer version of the document. This will be e-mailed to all Council members.

He reiterated that the goals are a working document for Institutional Effectiveness and that the College must accomplish the goals through each department. The goal concerning diversity has been incorporated into the goals.

### **E-mail**

Jeff Patty distributed the current policy (see copy attached) concerning college-wide distribution of e-mails and discussed the issue with the Council. All employees will be reminded of the policy and should a situation occur where a mailing with a large file is sent, Jeff will contact the supervisor who will counsel with the employee.

### **Television in the communal area**

Doug Webb discussed the issue of whether or not to wire the communal areas of the new Bartow building for tv monitors in case they are purchased later. The Council decided this should be done during construction.

The Council discussed the need for a policy regarding information that appears on the television monitors throughout all the campuses.

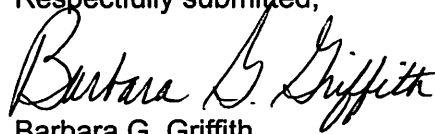
### **Overtime/comp time review**

Ken Reaves overviewed the overtime/comp time policies and forms (see copy attached.) A lengthy discussion followed. A group was appointed to look at the policies with regard to hourly employees working special events and also working additional hours for departments other than their assigned department as follows:

Dr. Penny Wills, chair  
Sheryl Ballenger  
Glenda Brooks  
Dr. Tim Floyd

There being no further business, the meeting was adjourned at 4:05 p.m.

Respectfully submitted,

  
Barbara G. Griffith  
Recording Secretary

**The Meeting of the Administrative Council  
Tuesday, September 3, 2002  
2:00 p.m.  
President's Conference Room**

**AGENDA**

- 1) Cabinet Update (Dr. Pierce)
- 2) FC Ambassadors: proposal for contributions for events (Memo dated May 29, 2002 (Dr. Pierce)
- 3) Draft goals for 2002-03 (Dr. Pierce)
- 4) E-mail issue (Jeff Patty)
- 5) Overtime/comp time review (Ken Reaves)
- 6) Television in the communal area/Bartow (D. Webb)
- 7) Southern Polytechnic State University (Dr. Carson)
- 8) State University of West Georgia (Dr. Carson)
- 9) Other



**Minutes of the Floyd College Administrative Council Meeting  
Monday, September 16, 2002**

The Administrative Council met at 2:00 p.m. on Monday, September 16, 2002, in the President's Conference Room at Floyd College. Present were: President Randy Pierce; Jack Bishop; Dale Boyd; Sandy Briscar; Jeff Brown; Dr. Virginia Carson; Dr. Soumitra Chattopadhyay; Dr. Tim Floyd; Bob Gilbert; Carolyn Hamrick; Debbie Holmes; Dr. Bruce Jones; Wayne Jones; Peter Matthews; Donna Miller; Dr. Bill Mogleston; Carolyn Parks; Jeff Patty; Ken Reaves; Dr. Barbara Rees; Wendy Shapiro; Sue Tarpley; Judy Taylor; Phyllis Weatherly; Doug Webb; Dr. Penny Wills.

The President welcomed the Council members.

President Pierce gave an update on the Cabinet meeting held in the morning as follows:

Georgia Power will be locating a substation on the Rollins Farm property near the property owned by the Board of Regents adjacent to the Bartow Center property.

The Cabinet adopted a Holiday Policy. Please refer to the minutes of the Cabinet meeting dated September 16, 2002.

The Cabinet discussed a proposal made by the ambassadors for a fund to be used for College social activities throughout the year.

The Cabinet adopted guidelines for organization of new student organizations (guidelines included with Cabinet Minutes on file in the President's Office.)

Dr. Carson gave a report on learning clusters (report included with Cabinet minutes on file in the President's Office.)

Dr. Pierce reported on the Chancellor's visit on Wednesday, October 2, and the KIP tour luncheon in Dalton on October 3.

Sandy Briscar reported on the area Business Expos (see details included in Cabinet minutes.)

President Pierce reported on the Report by the Task Force on Overtime Compensation (see details in Cabinet minutes.)

Ken Reaves distributed copies of the Solicitation Policy as approved by the Cabinet (copy on file in the President's Office.) Ken Reaves will distribute by e-mail.

Dr. Carson reported on Floyd College's participation in the European Council (see details in the Cabinet Minutes.)

Dr. Pierce reported on the Fall Enrollment Report as produced by Dr. Carson's office. (Report on file in the President's Office.) He commended those involved in class scheduling for the work they have done to coordinate class offerings.

Dr. Pierce reported on the request by Dalton State College to offer 4-year programs in Cartersville in the new Center. He stated he would keep our options open due to the amount of manufacturing in the Bartow area.

Sandy Briscar reported that the College will place an ad in the Floyd County section of the November issue of Georgia Trends magazine.

Jack Bishop overviewed the format for the unit goals and plans as requested by his department and required by SACS.

There being no further business, the meeting was adjourned at 3:15 p.m.

Respectfully submitted,



Barbara G. Griffith  
Recording Secretary

**Minutes of the Floyd College Administrative Council Meeting  
Monday, October 7, 2002**

The Floyd College Administrative Council met at 2:00 p.m. on Monday, October 7, 2002 in the President's Conference Room. Present were: President Randy Pierce, Lynn Bacon, Jack Bishop, Dale Boyd, Sandy Briscar, Dr. Virginia Carson, Dr. Soumitra Chattopadhyay, Dr. Tim Floyd, Brent Griffin, Debbie Holmes, Dr. Bruce Jones, Wayne Jones, Judy McIntyre, Donna Miller, Dr. Bill Mugleston, Karen Porter, Dr. Barbara Rees, Wendy Shapiro, Sue Tarpley, Phyllis Weatherly, Doug Webb, Marsha Welch, Dr. Penny Wills, and special guest Madhavi Sethna.

President Pierce opened the meeting with a welcome.

Ms. Madhavi Sethna introduced the Southern Poly Program. She will be recruiting students and meeting with community groups. The program office is housed in Walraven 233. Ms. Sethna left the meeting following her presentation.

Brent Griffin was introduced as the chair of the Faculty Advisory group. Judy McIntyre was introduced as the new director of the Technology Center housed at Heritage Hall.

Dr. Penny Wills discussed the graduation fee proposal as read by the Cabinet (copy attached.) The proposal will probably be approved by the Cabinet at their next meeting in two weeks.

Ken Reaves discussed the stray pet procedures as read by the Cabinet (copy attached.) This will be included in the Safety Manual as well as the Handbook. A discussion followed.

Dr. Carson discussed a recommendation made by the Institutional Effectiveness Committee (copy attached) as read by the Cabinet. Dr. Carson reiterated that there are no performance requirements tied to assessment. The ownership is at the faculty and unit levels. Jack Bishop is available as a consultant. This is a self-improvement plan. She distributed a list of the units and the person responsible for that unit (see attached.)

President Pierce discussed the issue of other educational institutions using Floyd College facilities. In order to avoid competing programs, all requests must be approved by Dr. Carson before contracts are negotiated. Everyone should follow procedures regarding use of the facilities.

Dr. Wills discussed the leadership series (see Cabinet Minutes, October 7, 2002.) The emerging leadership series will be tied to the Rome Rotary.

Dr. Pierce reported the following from the Cabinet meeting held in the morning:

The USG will be holding each institution accountable to a certain level of Study Abroad involvement over the next five years. One figure that has been mentioned is 120 students participating each year. Floyd College has an International Committee that will begin work on this. Some have volunteered to serve. The College also has set a goal to internationalize the curriculum.

There is a lot of discussion regarding retention. This time it is a five-year goal.

Ken Reaves has proposed a 3.25% upgrade in the bi-weekly pay scale table. This is only for incoming employees (see Cabinet minutes, October 7, 2002.)

The Cabinet discussed closing all campus buildings at 11:00 p.m. each weeknight. All persons will be required to vacate the buildings at this time. There will be exceptions for special events, such as ball tournaments. Howard Brooks has accepted the position of Safety Director.

In Summer, 2002, Floyd College had the second highest enrollment increase in the System. The increase for fall is also one of the highest.

The Community College Week newspaper has published an article saying that high school students are not adequately prepared for college (see Cabinet Minutes, October 7, 2002.)

The USG is moving away from using social security numbers as student ID numbers. All students will be assigned a different identifying number.

The Welcome Statement will be posted to the FC website and will be published in all printed materials for the college. This will also be announced at the faculty/staff meeting on October 17.

A professional group will be coming to each FC campus to meet with small focus groups, selected at random. Students may be a part of this as well. This will be tied to the climate survey.

President Pierce reported on the Chancellor's visit on October 2.

Brent Griffin gave a report on the activities of the Faculty Advisory Council. They have elected officers: Brent Griffin, president; Laura Musselwhite, vice president; John Reiners, Secretary. The council has set terms for its members.

The purpose of the Council is to improve communication between faculty and administration. Brent will be a part of the Administrative Council. This is an advisory committee to the president.

Doug Webb gave an update on the Bartow Center. \$1.5M has been allocated for loose equipment (hubs, computers – anything that is not a part of construction.) The requests for bids will go out on October 14. The bid opening has been scheduled for November 21.

There being no further business, the meeting was adjourned at 3:40 p.m.

Respectfully submitted,



Barbara G. Griffith  
Recording Secretary

**Meeting of the Administrative Council  
Monday, October 7, 2002  
2:00 p.m.  
President's Conference Room**

**AGENDA**

- 1) Madhavi Sethna, Program Lead for the Southern Poly program at Floyd College
- 2) Graduation fees proposal
- 3) IE Committee recommendation
- 4) Stray pet procedures
- 5) Policy regarding educational institutions using FC facilities
- 6) Cabinet update
- 7) Other

**Minutes of the Administrative Council Meeting  
Monday, November 4, 2002**

The Administrative Council met at 2:00 p.m. on Monday, November 4, 2002, in the President's Conference Room at Floyd College. Present were: President Randy Pierce, Lynn Bacon, Sheryl Ballenger, Dale Boyd, Howard Brooks, Jeff Brown, Dr. Virginia Carson, Dr. Soumitra Chattopadhyay, Dr. Tim Floyd, Bob Gilbert, Carolyn Hamrick, Debbie Holmes, Dr. Bruce Jones, Wayne Jones, Rob Laltrello, Peter Matthews, Judy McIntyre, Dr. Bill Mugleston, Carolyn Parks, Dr. Penny Wills, Karen Porter, Ken Reaves, Dr. Barbara Rees, Wendy Shapiro, Sue Tarpley, Phyllis Weatherly, Marsha Welch, and special guest Tommy Cox from the Interagency Committee, Linda Dyer, and Rebecca Cowan-Story.

Mr. Cox presented the Distinguished Meritorious Service Award from the Floyd County Rehabilitation Services to Sheryl Ballenger.

The Proposal for Visiting Writers Service was submitted as an agenda item in error per Bill Mugleston.

The Cabinet is gathering more information on the additional mandatory nursing fees.

Ken Reaves is attempting to set up a page on the Floyd College website concerning accessing information on registered sex offenders.

Dr. Pierce will ask Ken Reaves and Jack Bishop to put together a presentation regarding the results of the Climate Survey for the next Faculty/Staff meeting. He reminded the unit managers to be sure and communicate with everyone in the various units.

The College will enter into a trial arrangement with the Family Resource Center for use of space at Heritage Hall for post-divorce and family counseling classes. The College will reserve the right to terminate the arrangement should changes be made which would change security for the College.

Dr. Pierce thanked everyone for their assistance during the Business Expos.

The College is still awaiting additional information on the ICAPP funding for students.

The Institutional Effectiveness Committee has made a recommendation stressing the unit plans involve everyone in each unit in the plan development. In addition, each unit should be looking ahead at a mid-year report regarding the goals assessment process.

There will be a Cabinet Retreat to develop an agenda for an administrative retreat to be held on December 16. This will be an all-day retreat. Retreat topics will include:

- Progress on goals
- Accountability issues
- Budget process

Karen Porter has been charged to pull a committee together to discuss the charger card. The College plans to move away from the \$17 card with a \$5 printing allowance to an

ID/library swipe card with possible future uses. Coin operated printing machines will be installed at all campuses. Carolyn Parks expressed concern over keeping change for the students operating the machines. Classroom printers will continue to be provided for students who need to print instructional materials required in the classroom.

Carolyn Hamrick asked if the issue of making ID cards at the other campuses would be discussed. Karen Porter responded that this could be part of the discussion within the committee as it determines the type of system ordered. Carolyn Hamrick will be added to the Committee. (Committee members: student representatives including SGA members, Jeff Patty, Debbie Holmes, Bob Gilbert, English Faculty member, Lynn Herman, and Mary Dillard (Nursing student)).

Karen Porter introduced Howard Brooks, Coordinator of Campus Safety.

Rob Laltrello reported that IT has switched over to the new server on Friday evening. Employees still are unable to read their e-mail from home.

Enrollment is up 1,002 over this date last year. There are 100 more new applications, completed applications, and admissions than last year.

Thanksgiving week, employees will work 9 hours on Monday and Tuesday, and 6 hours on Wednesday. The schedule for Wednesday will be 8:00 a.m. until 3:00 p.m.

There being no further business, the meeting was adjourned at 2:55 p.m.

Respectfully submitted,

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

Barbara G. Griffith  
Recording Secretary

**The Meeting of the Administrative Council  
Monday, November 04, 2002  
2:00 p.m.  
President's Conference Room**

**AGENDA**

- 1) Presentation of Meritorious Service Award to Sheryl Ballenger by Candace Holstein, Floyd County Rehabilitation Department
- 2) ~~Proposal for Visiting Writers Service (Bill Mugleston)~~ *Item removed from*
- 3) Cabinet update *Agenda per*  
a) Request for space at Heritage Hall *Bill Mugleston*  
b) Results of Climate Survey
- 4) Other



## **Minutes of the Administrative Council Meeting Monday, November 18, 2002**

The Administrative Council met at 2:00 p.m. on Monday, November 18, 2002 in the President's Conference Room. Present were: President Randy Pierce, Lynn Bacon, Jack Bishop, Sandy Briscar, Dr. Virginia Carson, Dr. Soumitra Chattopadhyay, Dr. Tim Floyd, Bob Gilbert, Brent Griffin, Carolyn Hamrick, Debbie Holmes, Dr. Bruce Jones, Wayne Jones, Jason McFry, Donna Miller, Carolyn Parks, Karen Porter, Ken Reaves, Judy Taylor, Phyllis Weatherly, Doug Webb, and Marsha Welch.

President Pierce gave an update from the Cabinet meeting:

### **Statement for sexual offender notification**

This was approved by the Cabinet and will be posted to the college's website and placed in appropriate publications.

### **Winter Retreat**

The Cave Spring Lodge has been reserved for the retreat, which is scheduled from 9:00 a.m. until 5:00 p.m. Plans are to work through lunch. There will be a registration fee charged to each participant. The agenda will include (1) mid-year goal assessment; (2) 04 budget planning; and (3) a draft case for a major gifts campaign.

### **Recommendation from IE Committee**

The recommendation has been approved by the Cabinet (see copy attached.) The purpose is to establish a policy for the current practice of where documents will be kept.

### **2002 Report Card**

Dr. Pierce discussed the data (copy attached.)

### **Haralson County Chamber**

The college will join the Haralson County Chamber of Commerce. Dr. Pierce will be the main representative. Lauren Wilbanks and Dr. Tim Floyd will be additional representatives due to their proximity.

### **Georgia Economic Outlook Conference**

Dr. Pierce will attend the conference on December 18. He invited others to attend.

### **Response to Audit Report**

Dr. Pierce discussed the Audit Report. The college will submit a response to the recommendations, as required by the System Office. He thanks everyone involved for their hard work.

### **Enrollment Report**

Dr. Wills discussed the Enrollment Report (copy attached.) The prediction for spring semester is 3,000 students.

### **Drug and Alcohol Biannual Review Report and Training**

Dr. Wills referred to handout (copy attached.) This report must be kept on file but is not required to be submitted.

Ken Reaves discussed web-based training for Drug and Alcohol for employees. This is something he is working on and will be set up to be done during a specific month.

### **Comprehensive Campaign**

Judy Taylor discussed the presentation by Dr. Pend Armistead from the Clements Group and the strategy for a campaign.

### **Continuing Education and ESL**

Dr. Carson reported that the Continuing Education revenues for this year have been healthy. She asked that everyone thank Cherry, George, Nancy, and Bruce for their efforts.

Coosa Valley Technical College has requested to use a room on the main campus during Spring Semester in order to teach ESL.

### **President's Meeting**

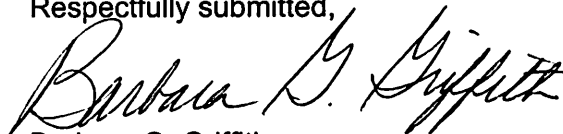
Dr. Pierce overviewed the discussions which took place at the recent President's meeting.

Dr. Wills and Dr. Carson are working to bring a consultant to campus to talk with faculty concerning student behaviors.

The System Office has come up with money for service cancelable loans for the ICAPP nursing students.

There being no further business, the meeting was adjourned at 3:15 p.m.

Respectfully submitted,

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

Barbara G. Griffith  
Recording Secretary

**The Meeting of the Administrative Council  
Monday, November 28, 2002  
2:00 p.m.  
President's Conference Room**

**AGENDA**

- 1) President's Cabinet Update (Dr. Pierce)  
(Old Business)
  - A) Statement for sexual offender notification – approved by Cabinet
  - B) Winter Retreat – December 16 – Cave Spring Lodge
  - C) Recommendation from IE Committee – approved – see attachment
  - D) 2002 Report Card – see attachment
  - E) Haralson County Chamber – FC will join Chamber – Dr. Pierce w/be representative  
(New Business)
  - F) Georgia Economic Outlook Conference – December 18 – Atlanta
  - G) Response to Audit Report
  - H) Enrollment Report – see handout (Dr. Wills)
  - I) Drug and Alcohol Biannual Review Report and Training – see handouts (Dr. Wills and Ken Reaves)
  - J) Comprehensive Campaign – Discussion of November 13 presentation by Clements Group (Judy Taylor)
  - K) Continuing Education and ESL (Dr. Carson)
- 2) Other

**Minutes of the Administrative Council Meeting  
Monday, December 2, 2002**

The Administrative Council met at 2:00 p.m. on Monday, December 2, 2002, in the President's Conference Room. Present were: President Randy Pierce, Lynn Bacon, Sandy Briscar, Howard Brooks, Dr. Carson, Dr. Tim Floyd, Bob Gilbert, Brent Griffin, Debbie Holmes, Dr. Bruce Jones, Rob Laltrello, Dr. Bill Mugleston, Donna Miller, Jeff Patty, Karen Porter, Dr. Barbara Rees, Wendy Shapiro, Judy Taylor, Phyllis Weatherly, Doug Webb, and Marsha Welch.

Dr. Pierce welcomed the group.

President Pierce asked the group about the meeting schedule in January. Due to the registration schedule and the holiday on January 20, the Cabinet and Administrative Council will only meet on January 13. President Pierce reserved the right to call a meeting if necessary.

The Vent will be moved off of the Math/Science server and onto the College server under Human Resources. Ken Reaves will supervise the page, so that he can monitor what is on there. He will respond to misinformation posted on the page.

President Pierce gave an update on the Cabinet meeting:

- A) The recently approved policy that the action of the Student Affairs Committee must be approved by the Cabinet was rescinded. This is against the Statutes; therefore, the action approved by the Student Affairs Committee will go to the faculty and then to the President.
- B) The College will begin a Comprehensive Program Review of all programs awarding the AS, AA, and AAS degrees. This will be done a seven-year cycle, with the first review being the Dental Hygiene Program. There will be a review of an academic program each year of the seven-year cycle. This was an information item.
- C) Dr. Carson will be assisting with the West Georgia SACS Substantive Change for the Early Childhood Education Program on-site at Floyd College. She has been providing information. This was an information item.
- D) Jon Hershey is organizing a Visiting Writers' Series for next spring. Berry and Shorter Colleges will also be involved. This was an information item.
- E) Dr. Carson discussed the syllabus guidelines developed for the College. This was an information item.
- F) President Pierce asked the Council to review the budget process (copy attached.) This is to formalize and put into writing the current process being used. The process links the College budget process with the USG budget process and the College goals. This will be discussed at the December 16 retreat.

- G) Dr. Carson discussed the faculty hiring needs of the College in light of the enrollment increase. With the exception of replacing one position at the end of this year, due to a retirement, faculty will be hired on an annual basis, non-tenure track. Should the enrollment patterns require, the annual hires will be converted to tenure-track positions and will be advertised as at the time they are converted.
- H) With the assistance of the planning grant, Floyd College is making progress toward developing the Oncology Nurse Navigator Program. This is an innovative program which serves as a model both regionally and nationally. A review panel has been appointed which will review the program and make suggestions. The curriculum could be ready for next fall. The students will be RNs who have worked in the field. New RNs could participate. The students will be located throughout the state.
- I) President Pierce discussed the enrollment report which shows that enrollment for spring is double what it was at this time last year.
- J) President Pierce reported on information he received from the last President's Meeting where the Chancellor indicated there would be a period of time that buildings could be named for living past and current presidents without a monetary gift.
- K) The College will join the American Council on Education.
- L) President Pierce discussed the information he had received on the Institute for the Study of Transfer Students which is co-sponsored by the National Orientation Directors' Association.
- M) President Pierce discussed the 2004 Budget Plan (see memo attached.) This is the way that the University System will deal strategically with the 2004 budget. President Pierce would like to have an outline before the winter break, so that the blanks can be filled in and the narratives written when the College reopens in January. The plan will be tied to the College goals. 15% of the formula will be held at the System Office and the College has to ask for it. The College will request faculty positions be funded based on large enrollments. This will be discussed on December 16.
- N) The College will join the Community College Baccalaureate Association, which deals with community colleges who offer four-year degrees or have four-year degree programs offered on their campuses. This is a fit with what the College is doing and will continue to develop in the future.
- O) President Pierce will ask the Human Resources Advisory Committee to look at the service awards and the ceremony as it relates to how retirements are recognized and the service awards given.
- P) The System Office has requested Brag Sheets by December 15. These are condensed and compiled into notebooks which are given to the legislators during the next session. Sandy asked for information, especially student related achievements, to be sent to her this week.

- Q) FCTV will be moving to channel 4 on which programming will be shared with city and county governments, Shorter, Berry, and the school systems. FCTV will also be talking with CVTC concerning programming.

John Spranza will be the new Student Life Director beginning in January. Cristy Twilley has been hired as secretary in that department and will begin December 16.

There will be a joint Foundation Executive Committee meeting on Wednesday of this week. The proposal from the Clements Group will be presented.

The Chancellor has asked Shelley Nickel to conduct a study noting the population centers with an overlay of where four-year institutions are located. This is an effort to look at where additional four-year programs are needed across the state.

President Pierce will be meeting with the local legislators. He and the other System presidents met with the governor-elect. Everyone feels positive about the System's relationship with the new governor.

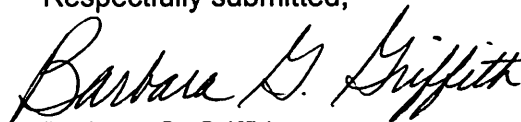
Departments heads were asked to encourage staff members to participate in the holiday activities. There will be a silent auction at the luncheon on the 11<sup>th</sup>.

The Council discussed placing the daily cafeteria menu on a notice board on the intranet rather than sending a daily e-mail.

The new parking regulations are complete. There may be some more minor revisions.

There being no further business or announcements, the meeting was adjourned at 3:00 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Barbara G. Griffith".

Barbara G. Griffith  
Recording Secretary

**The Meeting of the Administrative Council  
Monday, December 2, 2002  
2:00 p.m.  
President's Conference Room**

**AGENDA**

- 1) Cabinet update:
  - a) Rescind decision that Student Affairs Committee approvals must be confirmed by Cabinet—rescinded.
  - b) Comprehensive Program Review-FYI
  - c) SACS and SUWG-FYI
  - d) Visiting Writers' Series-FYI
  - e) Syllabus guidelines-FYI
  - f) Budget process—approved
  - g) Faculty hiring-FYI
  - h) Oncology Nurse Navigator Certificate-FYI
  - i) Enrollment report
  - j) Naming of building
  - k) ACE membership
  - l) Institute for the Study of Transfer Students
  - m) 2004 Budget Plan
  - n) Community College Baccalaureate Assn.
  - o) Employee awards/ceremony
  - p) System Office request for brag sheets
  - q) Other: FCTV change  
Student Life hires  
Joint Executive Committee meeting on Wednesday

**Minutes of the Administrative Council Meeting  
Monday, January 13, 2003**

The Administrative Council met at 2:00 p.m. on Monday, January 13, 2003 in the President's Conference Room. Present were: VP Penny Wills, Lynn Bacon, Gloria Barnett (for Dr. Bill Mugleston), Jack Bishop, Sandy Briscar, Howard Brooks, Jeff Brown, Dr. Virginia Carson, Dr. Soumitra Chattopadhyay, Brent Griffin, Debbie Holmes, Bruce Jones, Wayne Jones, Peter Matthews, Donna Miller, Carolyn Parks, Jeff Patty, Ken Reaves, Wendy Shapiro, John Spranza, Doug Webb, Phyllis Weatherly, and Marsha Welch.

Dr. Wills chaired the meeting.

The Dental Hygiene Program has been nominated for the Teaching Excellence Award for Programs. Dr. Kristie Kemper has been nominated for the Professional Teaching Excellence Award. Julianna Hunt has been nominated for the Academic Recognition.

The recommendation from the Ambassadors that the April 3 Faculty/Staff meeting be moved up to 2:00 p.m. will go back to the Ambassadors with the Cabinet decision that the time of the meeting will be 3:30 p.m. and the suggestion that either a luncheon be held prior to the meeting or a social hour be held following the meeting.

Dr. Wills reported that the Cabinet had reviewed specific questions from the Climate Survey. Jack Bishop recommended to the Administrative Council that they hold unit meetings and involve more bi-weekly staff in the planning process. A discussion followed.

Dr. Carson reported that the Cabinet had reviewed the proposed guidelines for compensating faculty for independent studies. This was the first reading by the Cabinet.

Wendy Shapiro reported on the letter from the Georgia Student Finance Commission stating they are cutting financial aid awards for service cancelable loans and LEAP awards.

Judy Taylor reported that the Clements Group would be conducting a feasibility study in conjunction with the fundraising campaign. They have also been asked to ask a set of questions concerning the college and four-year status.

The BOR has released the Fall Semester enrollment figures. See Cabinet Minutes.

Dr. Carson reported on the International Education Committee meeting (see Cabinet Minutes.)

Dr. Wills reported on free student phones which will be removed (see Cabinet Minutes.) A discussion followed. Jeff Patty will check on pay phones and also what it would cost to have intra-campus phones. The information will be taken back to the Cabinet.

Lynn Bacon reported on the enrollment for Spring Semester.

Other Announcements:



Peter Matthews reported that a financial audit of the SBDC will be conducted tomorrow.

Dr. Pierce, Dr. Wills and Sheryl Ballenger are teaching a Floyd College Studies class this semester.

Rebecca Story has passed a national certification for Interpreter Training.

Ken Reaves asked that all employees complete the on-line Drug and Alcohol review by the end of January. Brenda Weeks is out on sick leave until the first of February.

Howard Brooks reported that the Safety and Security officers will be writing tickets beginning next Wednesday. The office is getting ready to launch their web page.

Marsha Welch reported that students are still registering, the e-core enrollment has doubled, and that Wendell Barnes' classes are full.

The Second Annual Financial Aid Fair will be held on February 11. There will be eight vendors present. There is an effort to get students to complete their financial aid application process early.

The Business and Technology Career Day will be February 19. There will also be a Disruptive/Distressed Student workshop on Wednesday (see attached.)

Lynn Bacon reported that the College has passed the audit conducted by the INS. Wanda Henderson's retirement reception is scheduled for the end of January. Eileen Walker (Advising) is moving into their new offices at the entrance of the Walraven Building.

The Bid Opening for the Bartow Center will be in March.

Debbie Holmes reported that the Meeks Collection is now housed in the Library. This was purchased with the memorial funds for Jeannie Cassity's mother. Debbie thanked Jeannie and Dwight for their choice of memorializing her mother.

FCTV is now on Channel 4 and is under programming through the City of Rome and Floyd County. This will be a more permanent location.

Jeff Patty discussed today's email concerning locking e-mail accounts. This is due to attempts to hack into the system. He reported that there is a growing problem with SPAM mail; however, there is no easy solution. The e-mails will have to be deleted by the receiver.

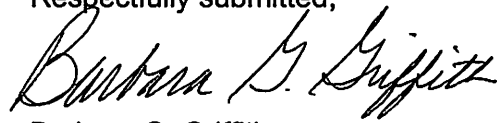
The new legislative session began today. Terry Coleman will be the Speaker of the House, which means that Committee Chairs will likely retain their positions.

Judy Taylor announced that Mary Norton is now on board as Alumni Development Officer.

Friday will be the date to distribute Student Satisfaction Surveys.

There being no further business or announcements, the meeting was adjourned at 3:20 p.m.

Respectfully submitted,

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

Barbara G. Griffith  
Recording Secretary