

Floyd College
Rome, Georgia 30162
President's Cabinet Meeting Minutes
January 11, 1999

The President's Cabinet met at 9:00 a.m. in the President's Conference Room on January 11, 1999. Present were President Lynn Cundiff, VP Joan Lord, VP Penny Wills, VP Patrick McCord, PI Sandy Briscar, AO Judy Taylor, TC Dana Shipp, and AP Jerry Shelton.

The President opened the meeting with greetings and introductory remarks. Shortly thereafter, the topics on the agenda were pursued.

Enrollment Statistics

Dr. Wills presented a report on student enrollment for the 1999 Spring Semester. A key component of the report was the total of unduplicated students (2,078). The total of duplicates was 406, which brings the total enrollment to 2,484. Dr. Cundiff indicated that he wants a comparative enrollment report for the past few years as soon as possible.

Budget Review

Mr. McCord presented a brief review of budgetary concerns. Additional information on the status of the 1998-99 Budget will be available on Friday, January 15.

Inclement Weather Policy

Dr. Cundiff reviewed the current inclement weather policy as it relates to the closing of the College and its operations. In short, if the Floyd County public schools are closed, Floyd College's main campus will be closed. If the appropriate neighboring public schools are closed, the off-campus centers will be closed. The decision to close will be made by the President after various consultations. If a center is closed, the message will be distributed via the Internet, the College sign, area radio stations, and selected telephone calls and messages. In general, it will be each individual's responsibility to seek such information using at least one reliable source.

Employee Recognition

The Employee Recognition Dinner was scheduled for April 30 in Heritage Hall. Staff and administrative awards will be presented during this event. In addition, years of service and retirements will be recognized. The Cabinet reviewed previous awards presented in four categories from 1993 through 1998. They are as follows:

Year	President's	Walraven Faculty	Administrator	Benton Staff Award
1998	Speaker Tom Murphy	Dr. JoAnne Starnes	Carolyn Parks	Sadie Rush
1997	Mary Louise Lever	Dr. Richard Trimble	Adrian Bowers	Bill Beeler
1996	Tom Melton	Dr. C. David Cook	Sarah Burkhalter	Carol Pilgrim
1995	Regent Edgar L. Rhodes	Belen Nora		Vivian Benton
1994	Regent James B. Brown	Dr. Richard Hays		
1993	James D. Maddox	Dr. Wesley Walraven		

Graduation Issues

The following graduation issues were discussed:

- Graduation Speaker – The President requested and received three suggestions for the speaker's position. Dr. Cundiff will contact the individuals in the order of preference.
- President's Award – Dr. Cundiff requested and received three nominees for the President's Award. Dr. Cundiff will contact the highest rated nominee.
- Walraven Faculty Award – The President suggested that machinery be put in place to determine the recipient of this award.
- Benton Staff Award – Dr. Cundiff mentioned that the process to determine the recipient of this award must be pursued soon.
- Mace and Banner Bearers – Dr. Cundiff requested Dr. Lord to pursue the normal process for the selection of these bearers.
- Joint Program Degrees – The President announced that joint program degrees would be awarded during the regular graduation ceremony scheduled for May 15, 1999.

Tuition Reimbursement and Remission

The President presented a report from the Human Resource Advisory Committee regarding tuition reimbursement and remission for the 1999 Spring Semester. The report was approved as presented. A grand total of \$4,400 was awarded to 16 individuals.

Open Positions

Dr. Lord announced that a student would handle the open Help Desk position for the foreseeable future due to the current hiring freeze. However, an exception to the hiring freeze was approved for the position of Secretary to the Director of Student Life. Dr. Wills will pursue an employment process to fill this position as soon as feasible.

Personnel Request

A request from a full-time employee to be transferred to a part-time status with fringe benefits was approved. This decision will be reviewed on May 1, 1999.

Printing of the Fact Book

The Cabinet approved the process and funds for the printing of a new edition of the Floyd College Fact Book. It was noted that there is an urgent need for this publication.

Student Disabilities

Dr. Wills presented a request prepared by Mrs. Dondra Casey, Coordinator of Disabilities Support Services, on the numbers and types of student disabilities for the 1998 Fall Semester. The types and numbers of each are as follows:

<u>Type of Disability</u>	<u>Number of Students</u>
Both LD/ADHD	2
Chronic Illness/Medical	2
Other (Tourette's)	1

<u>Type of Disability</u>	<u>Number of Students</u>
Motor/Mobility	4
Psychological/Psychiatric	4
Learning Disabilities	17
Attention Deficit Hyperactivity Disorder (ADHD)	3
Visual	3
Deaf/Hard of Hearing	8
Brain Injury	2
Self-Identified Disabilities	
(Working on completing documentation)	11

Maymester

Dr. Lord reported that a proposed Maymester for this year is not feasible. Instead, she indicated that there would be three distinct summer sessions – a June Session, a July Session, and a Full Session.


High School Basketball Tournaments

Jerry Shelton reported that two additional high school basketball tournaments would be conducted this year. They are as follows:

February 9	Region 6-AA Basketball Tournament	4 games	4-11:00p.m.
February 10	Region 6-AA Basketball Tournament	4 games	4-11:00p.m.
February 12	Region 6-AA Basketball Tournament	4 games	4-11:00 p.m.
February 13	Region 6-AA Basketball Tournament	4 games	4-11:00p.m.
February 25	Class A State (Sectional) Basketball Tournament	4 games	4-11:00p.m.
February 26	Class A State (Sectional) Basketball Tournament	4 games	4-11:00p.m.
February 27	Class A State (Sectional) Basketball Tournament	4 games	4-11:00p.m.

There being no further business, the meeting was adjourned at 10:25 a.m.

Respectfully submitted,



Jerry W. Shelton
Assistant to the President

**Floyd College
Rome, Georgia 30162
President's Cabinet Meeting Minutes
February 5, 1999**

The President's Cabinet met at 9:00 a.m. in the President's Conference Room on February 5, 1999. Present were President Lynn Cundiff, VP Joan Lord, VP Patrick McCord, VP Penny Wills, PI Sandy Briscar, AO Judy Taylor, TC Dana Shipp, and AP Jerry Shelton.

The President opened the meeting with greetings and introductory remarks. Shortly thereafter, the topics on the agenda were pursued.

Student Requests for Tuition Refund

- Richard C. Clay: Denied a request for a full (100%) tuition refund for the 1999 Spring Semester.
- Donna Davis: Approved a request for a full (100%) tuition refund for the 1999 Spring Semester.
- Paul N. Grimm: Approved a request for a full (100%) tuition refund for the 1999 Spring Semester.

Day of Caring

The Cabinet approved the College's participation in a Day of Caring which is scheduled for April 22, 1999. The event involves volunteers performing community projects for a total of 18 agencies. All projects have not been determined by this date; however, all such projects are scheduled to be identified by February 19. None of the projects will attempt to raise funds. The Cabinet approved released time for employee participation pending supervisor approval.

High School Basketball Tournaments

Jerry Shelton reported on the pending high school basketball tournaments scheduled for February. The are as follows:

February 9	Region 6-AA Basketball Tournament	4 games	4-11:00p.m.
February 10	Region 6-AA Basketball Tournament	4 games	4-11:00p.m.
February 12	Region 6-AA Basketball Tournament	4 games	4-11:00 p.m.
February 13	Region 6-AA Basketball Tournament	4 games	4-11:00p.m.
February 25	Class A State (Sectional) Basketball Tournament	4 games	4-11:00p.m.
February 26	Class A State (Sectional) Basketball Tournament	4 games	4-11:00p.m.

February 27

Class A State (Sectional)
Basketball Tournament

4 games

4-11:00p.m.

Basketball Tournament Luncheon

Jerry Shelton reported that a Basketball Tournament Luncheon is scheduled for Heritage Hall on March 19 at 12:30 p.m. Approximately 80 individuals are being invited --- 50 are non-employees of Floyd College.

Distance Learning Committee

Dr. Cundiff reported on the activities of a Distance Learning Committee for the University System of Georgia. Dr. Penny Wills was recently added to the Committee. The purpose of the Committee is to develop a policy on distance learning for the System. Reports are due as follows: preliminary in March and final in April.

Students Working After A Semester Ends

The Cabinet discussed the issue of students working after a semester ends. It was pointed out that students may work if they are officially enrolled for the next semester. If not enrolled for the next semester, they may work but will be classified as part-time employees.

Tuition Reimbursement and Remission

It was noted that there are "tax implications" for employees who receive a tuition reimbursement and/or remission. The College's policy should be revised to reflect the most recent tax laws. Ms. Shipp was designated to pursue this task.

Region 6-A and 6-AA Literary Meets

Two high school literary meets were discussed at length. They are scheduled to be conducted jointly on March 12. No action was undertaken per the meets.

Capital Improvement Committee

A report from the Capital Improvement Committee was presented by Mr. McCord. Since the report is extensive in nature, it is not included in these minutes but is available for perusal. The report was adopted by the Cabinet as presented.

Day Care Center

Dr. Cundiff indicated that there is a need for a day care center on campus. He requested Dr. Wills and her associates to conduct a feasibility study for such a facility.

Name for New Building

After much discussion, it was decided that the new building under construction will be known as the Lakeview Building. The name is subject to being changed at a later date.

Protocol for Sexual Assault

Ms. Shipp reported on a protocol for sexual assault. It was suggested that she make this information available to all employees.

Floyd College Foundation

Mrs. Taylor reported on various items pertaining to the Floyd College Foundation. Highlights of the report are as follows:

- A meeting is scheduled for March 8 at 5:30 p.m. in Centre Stage of Heritage Hall;
- A data base of alumni is being prepared by a search firm;
- Contributions are being sought via the new foundation in Bartow County;
- Attempts are being undertaken to establish several sustained student scholarships;
and
- Floyd College will apply for up to four grants to support the foundations.

Student Weekend Employment

Dr. Wills reported on employment opportunities for students during weekends. She will conduct a further study and report to the Cabinet during a future meeting.

Priorities for the College

Dr. Cundiff identified the top two priorities for Floyd College during the next few months. They are (1) finances and (2) student recruitment. He requested the vice presidents to forward suggestions to him on these two issues as soon as possible.

There being no further business, the meeting was adjourned at 11:38 a.m.

Respectfully submitted,



Jerry W. Shelton
Assistant to the President

**Floyd College
Rome, Georgia 30162
President's Cabinet Meeting Minutes
March 1, 1999**

The President's Cabinet met at 9:00 a.m. in the President's Conference Room on March 1, 1999. Present were President Lynn Cundiff, VP Joan Lord, VP Penny Wills, VP Patrick McCord, PI Sandy Briscar, AO Judy Taylor, TC Dana Shipp, AP Jerry Shelton, and Sue Bishop (visitor).

The President opened the meeting with greetings and introductory remarks. Shortly thereafter, the meeting focused on the topics on the agenda.

Nominations for Awards

Sue Bishop, Chair of the Human Resources Advisory Committee, reported recommendations for the following two awards:

- Vivian R. Benton Staff Award:
The Committee recommended a recipient which was approved by the President's Cabinet. The award will be presented during the Employee Recognition Dinner on April 30, 1999.
- Administrator Award: The Committee recommended a recipient from among four contenders. The recommendation was approved by the Cabinet members. The award will be presented during the Employee Recognition Dinner on April 30, 1999.

Dr. Thomas Berry is conducting an election for the Wesley C. Walraven Faculty Award. It will be awarded during the graduation ceremony on May 15, 1999.

All of the recipients of these awards are considered "top secrets" until they are presented.

Floyd College Statutes

Dr. Wills reported that there is a need to revise portions of the FC Statutes. Action on this recommendation was postponed for further study.

Training and Employee Development Midrange Plan

Ms. Shipp presented a document outlining a Training and Employee Development Midrange Plan. The document, which is available for perusal, was adopted as presented.

Safety and Y2K Issues

President Cundiff presented reports by Donna Miller and Timothy Floyd pertaining to Y2K and related issues. The reports identified types of issues under three distinct headings. The types and committees to study and recommend actions are as follows:

- Type I Issues: Environmental Health and Safety Committee
- Type II Issues: Ad Hoc Committee
 - Pat McCord, Chair
 - Karen Porter
 - Jeff Patty
 - Lynn Bacon
 - Tim Floyd
 - Carla Patterson
 - Carol Callahan
- Type III Issues: Ad Hoc Committee
 - Penny Wills, Chair
 - Doug Webb
 - Ashley Tull
 - David Mathis
 - Wayne Harrison

Ribbon Cutting for New Building

Mrs. Briscar reported that a ribbon cutting ceremony for the new (Lakeview) building is scheduled at 3:30 p.m. on April 30. Additional details will be distributed at a later date.

Security Personnel Access to Banner System

The Cabinet approved a recommendation for security personnel access to the Banner System so that students may be better served. Access will occur immediately on the Central Campus but will be arranged to become effective in the near future at both the Bartow County and Heritage Hall campuses.

Title III Planning Grant

A report on a potential Title III grant was presented by Mrs. Taylor. The eligibility forms are due on March 17 and the application forms are due on April 12. The major areas of interest will focus on (1) academics, (2) institutional management, and (3) physical stability. The theme of the application will be on an increase in student enrollment.

Student Request for Tuition Refund

A student, Gretchen Gentry, requested a full (100%) tuition refund for a mathematics course in which she enrolled for the 1999 Spring Semester. Based upon a recommendation by Mr. McCord, the Cabinet approved a refund of 90%.

PTA Graduates

Dr. Lord presented a report on behalf of PTA students completing graduation requirements during the Summer of 1999. The issue is --- two PTA students will not complete all degree requirements by May 15; thus, do they participate in the May graduation exercises? The Cabinet routed the issue to the Enrollment Management Committee -- to the Instructional Council -- to the Faculty for action.

Meeting with Comcast Cable Company

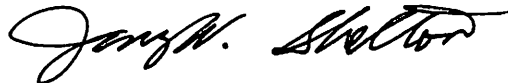
Mrs. Briscar reported on a recent meeting with Comcast Cable about additional services. According to Mrs. Briscar, personnel at the company "want an acknowledgment of appreciation for what they have already done for the College before providing more services." This will be accomplished as soon as possible.

Area Reports

- VP Joan Lord
Reported on plans for summer pay for faculty members.
- VP Penny Wills
Reported on (1) a smoking policy recommended by the Student Government Association, (2) a University System of Georgia Annual Student Aid Report, and (3) high school literary meets for both Regions 6-A and 6-AA.
- VP Patrick McCord
Reported on several financial and administrative items in his area of operation.
- AP Jerry Shelton
Reported on both the Region 6-AA and Class A State Basketball Tournaments which were recently conducted on campus. Both tournaments were highly successful — the Class A State Tournament yielded the most income for a single event in the history of the basketball tournament program.
- TC Dana Shipp
Reported on a plan designed to encourage employees to convert to the Outlook System.
- AO Judy Taylor
Reported on details of the Floyd College Foundation meeting scheduled for March 8 at Heritage Hall.

There being no further business, the meeting was adjourned at 11:23 a.m.

Respectfully submitted,



Jerry W. Shelton
Assistant to the President

**Floyd College
President's Cabinet Meeting Minutes
April 5, 1999**

The President's Cabinet met at 9:00 a.m. on Monday, April 5, 1999 in the President's Conference Room. Present were President Lynn Cundiff, VP Joan Lord, VP Penny Wills, VP Patrick McCord, PI Sandy Briscar, AO Judy Taylor, and TC Dana Shipp.

The President opened the meeting with greetings and introductory remarks. He announced that Barbara Griffith would be taking the minutes beginning with this meeting due to the retirement of Jerry Shelton, Assistant to the President.

Tech Fee Waiver Policy

The Cabinet reviewed a memorandum and policy recommendation from the Computer Committee whereby the technology fees would be waived in very specific situations. The policy also included a recommendation on pay-per-copy costs for student printing. After a discussion of issues which need to be addressed in the policy, the Cabinet voted to remand the policy back to the Computer Committee for further examination, revision and a second submittal to the Cabinet.

Student Request for Hardship Withdrawal

The Cabinet discussed a request from John Atcheson, a former student, to change "W-F's" recorded on his transcript to "W's" so that he may return to school. There was no refund request; therefore, the request was determined to be a hardship withdrawal and not a Cabinet issue. Dr. Lord will report back to the Cabinet concerning the resolution.

Student Request for Refund

The Cabinet considered a refund request from Zachary J. McCoy. The request was denied.

February 1999 Switchboard Report

The Cabinet reviewed the report for informational purposes. No discussion or action was required.

January 1999 Mailout Report

The Cabinet reviewed the report. No discussion or action was required.

Tuition Reimbursement Request

The Cabinet reviewed and discussed a request by Becky Hicks for tuition reimbursement prior to completion of the applicable term. The Human Resources Department reported that other USG institutions have been polled and the consensus is that they adhere to Regents Policy and do not make exceptions. The Cabinet voted to follow Board policy, and denied the request.

Computer Committee Report Regarding Privacy of On-Line Activity at Floyd College

The Cabinet reviewed the report with regard to policy recommendations. Several issues were raised by the Cabinet members and the policy was remanded to the committee for consideration of the issues, revision, and resubmittal to the Cabinet for reconsideration.

Student Request for Technology Fee Waiver

The Cabinet considered the request of Pete Case for a technology fee waiver for a Physical Education course required for graduation. The Cabinet approved the request for a waiver based upon the following facts:

- The course has not been scheduled previously due to an advising error, for which the Advising Office takes responsibility.
- This is the only course remaining as a graduation requirement and the student could have already taken the course combined with other courses.

Replacement for Building Coordinator for Administration/F Wing

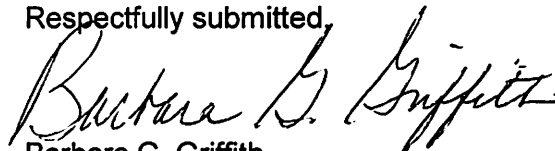
The Cabinet discussed a replacement for Kim Richardson as Building Coordinator for the Administration Building and F Wing. This is necessitated by Ms. Richardson's recent resignation. Dr. Lord nominated Glenda Collier as replacement. She will discuss the appointment with Ms. Collier and report back to the Cabinet.

Area Reports

- Pat McCord: Bids on the campus lighting came in over budget. He is seeking additional funding from the Regents.
- Dr. Lord: Presented an agreement with the Haralson County Coalition on Children, Youth and Family for the period July 1, 1999 – June 30, 2000 for Dr. Cundiff's approval. The agreement entails facilities, equipment, and services that are available for the non-profit agency at the Waco Center.
- Dana Shipp: Reported that the Reclassification Committee has met and they anticipate making recommendations on the 4 reclassification requests by next week.
- Judy Taylor: Reported that three technology and learning grants have been submitted and cleared for review. In addition, the FIPSE grant was submitted this past Friday, April 2. The College should be notified sometime in Mid-May concerning this award. The Title III grant will be submitted Monday, April 12.
- Dr. Wills: Reported that the Spring Fling was a success and the Student Life Department hopes to move it outside next year. In addition, the Student Life Office is finalizing plans and preparations for Honors Assembly in May.
- Sandy Briscar: Inquired as to the progress on the Lakeview Building. Dr. Cundiff reported that work is progressing and the building should be available by April 30.

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

Respectfully submitted,



Barbara G. Griffith
Secretary to the President

**Floyd College
President's Cabinet Meeting Minutes
Monday, May 3, 1999**

The President's Cabinet met at 9:00 a.m. on Monday, May 3, 1999 in the President's Conference Room. Present were: President Lynn Cundiff, VP Joan Lord, VP Penny Wills; VP Patrick McCord; PI Sandy Briscar; AO Judy Taylor, and TC Dana Shipp.

The President opened the meeting with greetings.

Haralson Coalition for Children, Youth, and Families request for computer at Haralson Center

The Cabinet reviewed and discussed the request by the Coalition for the use of a computer housed with electronic linkage to the Department of Labor to be housed in the Adult Literacy Lab, Room 124, at the Haralson Center. The request was approved by the Cabinet.

Judy Taylor interjected for informational purposes that she is working with Susan Claxton and Sue Jones on writing a grant to fund a Career Center Coordinator at the Chamber. The approval can be used as support in writing the grant.

Switchboard Report

The Cabinet reviewed the Switchboard Report for March 1999. No action or discussion was necessary, as the report did not reflect any new or changing trends in the switchboard activity.

Revised Policy Proposals:

Draft Policies for Waiver of Technology Fee and Online Activity at Floyd College

The Cabinet reviewed the draft policies which were submitted following revisions recommended by the Cabinet in their April meeting and made by the Computer Committee.

Minor revisions were made and the Cabinet approved both policies. They will be implemented Fall Semester.

The Cabinet appointed an Ad Hoc Committee as follows to develop a procedure for implementation of the policy concerning Waivers of the Technology Fee

Lynn Bacon, Chair
Dondra Casey
Barry Greeson
Jason McFry
Sherry New
Karen Porter
Michelle Stephens
Marsha Welch

President Cundiff will notify the Committee members of their appointment.

The policies will be made a part of the Faculty/Staff and Student Handbooks.

Core Curriculum (for Staff Employees)

The Cabinet discussed the need to apprise staff employees of the Core Curriculum. The Cabinet decided that a more appropriate title would be "Staff Development Core Competencies for Employment," as it is a listing of courses and activities in which all staff employees should participate or at least be familiar. It was determined that this is not being made a part of employee training and orientation and is not being included in the evaluation process.

Dr. Cundiff then led a discussion of a revamped orientation program for staff employees, to include organizational culture, values, and customer service (both internal and with students.)

Student Request for Credit on Laptop Fees – Sherry Allen

The Cabinet reviewed the request which was based upon the student's inability to access the Internet due to problems with both the laptop modem and with Earthlink. It was decided that Dr. Lord would contact Beth Harrison, the instructor, as to further details. If Ms. Harrison verifies the problem, Pat McCord recommended a one-half credit towards Summer Semester. It was also recommended that the Help Desk work more efficiently with students on these types of problems.

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

Respectfully submitted,

Barbara G. Griffith

**Policy on Privacy of Online Activity at Floyd College
(Revised and approved by the President's Cabinet on 5-3-99)**

This policy governs the use of Floyd College computer resources by students, faculty, staff, and other persons authorized access to these facilities by the college.

It is recognized that the use of networked computer resources, including but not limited to electronic mail, the World Wide Web, newsgroups, mailing lists, and chat rooms, are an important part of modern higher education, and are especially vital to the operations of Floyd College. Students, faculty, and staff members need and are encouraged to have access to these resources to assist them in the teaching and learning process.

Use of these resources should be restricted to institutional pursuits, to the greatest extent possible. It is recognized that the free and open exchange of ideas will often lead to communications that are not strictly related to a user's work at the college, and the college does not wish to constrain this form of communication, so long as the primary use of the college's computer and network resources are for legitimate institutional purposes. Further, the college does not wish to stifle communications between colleagues by intrusive monitoring of communications or online activities of users. Still, it is recognized that the college's networked resources can be inappropriately exploited for nonacademic purposes, and that the college has a responsibility to the taxpayers of this state to see that these resources are used ethically and efficiently.

To this end, the college may monitor, inspect, or review the online activity of any user when there is a reasonable suspicion that the user may be utilizing college online resources in an inappropriate manner. For the purpose of this policy, an "inappropriate" use would be any use that violated any of the state policies of Floyd college for online use, any use that violated or furthered a violation of state or federal law, or any activity that was clearly a part of a personal or corporate business venture not associated with authorized college activities, and for the purpose of personal gain.

However, except as noted below, no user account will be subject to any such monitoring, inspection, or review unless the user whose account is to be examined is given 24 hours notice of the intent to undertake such monitoring, inspection, or review, and has access to his account and online files during that notice period. Further, the user will be advised at the time of such notice the nature of the grounds that have given rise to this inspection. The user will be further advised when such monitoring, inspection, or review is concluded, and normal operations have resumed. If the monitoring, inspection, or review extends more than 10 calendar days, and the user continues to have access to his online accounts, the user will again be notified of the continued monitoring.

There may, from time to time, come exigent circumstances that require immediate inspection of a user's electronic files. If two or more members of the President's Cabinet (the college President may or may not be one of the two members) concur that such exigent circumstances exist, then a user's electronic files can be inspected without prior notice. In such a case, the user will be notified by electronic mail,

telephone, or in person of the inspection. This notification will occur at the same time as the inspection. If reasonable efforts to contact the user are unsuccessful, then the inspection may proceed anyway.

If the monitoring, inspection, or review of any user's online account is pursuant to a criminal investigation by a law enforcement agency, then applicable state and federal laws may supercede this policy.

Alleged violations of this policy on the part of a faculty or staff member will be addressed through the employee's supervisor and normal disciplinary procedures. Alleged violations of this policy by a Floyd College student will be referred to the Director of Student Life for review.

**Floyd College
President's Cabinet Meeting Minutes
June 8, 1999**

The President's Cabinet met at 9:00 a.m. on Tuesday, June 8, 1999 in the President's Conference Room. Present were: President's Lynn Cundiff, VP Joan Lord, VP Penny Wills; VP Patrick McCord; PI Sandy Briscar; AO Judy Taylor, and TC Dana Shipp.

President Cundiff welcomed the Cabinet members.

Fair Labor Association

Dr. Cundiff presented information in a letter asking the College to join the association which monitors code compliance of "sweatshop" labor. Dr. Cundiff recommended that the College not join. The Cabinet agreed with the president.

IPEDS

The Cabinet reviewed a request from the Department of Education for assignment of a responsible individual for completion of a survey regarding "Student Crisis in Financial Aid Information." Only the assigned person, who should be familiar with the annual IPEDS survey, will access this. It was decided that, due to the absence of an Institutional Effectiveness Director, an interim would be named. Marsha Welch was recommended and accepted by the Cabinet.

Open Records Act Amendments: Open Records Officer

The Cabinet discussed the amendments to the Open Records Act as outlined in the memorandum from Dr. Art Dunning. The letter requested that an institutional Open Records Officer be named and that they attend an informational meeting in the near future apprising them of the Act in more detail. Dr. Cundiff recommended that Sandy Briscar be the interim representative and that the responsibility would lie with the Human Resources Director, when named. Dr. Cundiff asked Barbara Griffith to submit a letter to Dr. Dunning with the information.

Tuition Remission – Summer Semester

Dr. Cundiff presented a recommendation by the Tuition Remission Committee that tuition remission be approved for Janis Pearson and Lillian Long for Summer Semester.

If there are any monies available for tuition to other institutions, it will be reported to the Committee by the end of the week.

Policy for Usage of Lakeview Building Auditorium and Adjacent Facilities

The Cabinet reviewed the proposed policy, which had been distributed earlier. Several recommendations for revisions were made as follows:

1. It was recommended that it be called an Exhibit Hall and that the seating availability be included in the description, due to concern regarding calling the room an auditorium as it relates to limiting usage..
2. The Sound system has not been funded yet. A discussion followed and it was decided that there would be some type of temporary sound system. The first paragraph needs to be revised to reflect these two items (1 and 2.)

3. The wording in Rank 5, Section 1A (Scheduling) as well as throughout the policy, concerning the Foundation be revised to read "foundations," so as to include all foundations of the College.
4. An additional ranking be added (Ranking 6,) to include "Other public educational entities" so as to encompass RESA, the Tech Center, and other public educational organizations.
5. Section 1BI was clarified in that student fundraisers would not be disallowed as they are not in direct conflict with the Monte Carlo event.
6. Section IID. was revised to add that "decorations must be removed immediately following an event."
7. The University System of Georgia Alcohol Policy should be reviewed and incorporated into this policy.

The policy was approved as revised.

Draft Plan for Implementation of the Policy for Waiver or Adjustment of Tech Fee

The Plan was approved with the following stipulations:

1. Students must be made aware that they must meet one of the three requirements or they need not request waiver.
2. It should be noted that fee adjustments are more likely than waivers.
3. Student whose fees are waived because they use their own computer must know that the College is not committed to them with resources such as the Help Desk.

CIRP Study

Dr. Wills gave an overview of the Study (survey) and recommended that the College not participate due to the cost. She presented information on another survey done by AACC and ACT to assess college student career goals. The cost of the survey will be paid by the sponsoring organizations. A discussion followed concerning caution that should be taken with duplicate surveys, as the University System will continue doing the graduates satisfaction survey in the immediate future. It was noted in the discussion that the AACC survey will show the diversity of student career choices. Whether or not the College should continue in two tracks (of surveys) will be monitored and decided at some point.

Digital Millenium Copyright Act

Dr. Lord explained that this federal act limits the liability of on-line carriers for copyright infringements. She recommended Debbie Holmes and the Computer Committee as agent to investigate alleged copyright infringements on the Floyd College web site. The Cabinet approved the recommendation.

New Facility

The Lakeview Building has been turned over to the College with a Certificate of Occupancy. The inspector has given a list of mostly cosmetic modifications to Doug Webb. Dr. Cundiff reported that DOT will expand and resurface the parking lot in front of the building. He also added that a parking lot will be added near the Library building.

Barnes Education Reform Study Commission

The Cabinet discussed the 63-member group from throughout Georgia appointed by the Governor to study education in the state.

Training Opportunity for Emergency Drills

Sandy Briscar presented an overview of a proposal made by Gregory Sumner, private investigator, to assess the buildings for emergency procedures, train building coordinators in procedures for emergency situations, and to provide a video for employees. The group then discussed how this relates to the work the SWAT team from the Rome and Floyd County police are in the process of doing along the same lines. Dr. Wills recommended that the College look closely at the recommendations and procedures the SWAT team is putting together. Dr. Cundiff recommended that the building coordinators on all campuses should spend a couple of hours in training and a couple of drills would be carried out, probably on Fridays. Sandy Briscar will assist in setting these up. Dr. Wills is expecting a report from the SWAT team.

Switchboard Report

The May 1999 Switchboard Report was reviewed by the individual Cabinet members.

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

Respectfully submitted,

(Signature included on original)

Barbara G. Griffith

**Floyd College
President's Cabinet Meeting Minutes
July 6, 1999**

The President's Cabinet met at 9:00 a.m. on Tuesday, July 6, 1999 in the President's Conference Room. Present were: President Lynn Cundiff, VP Joan Lord, VP Penny Wills, VP Patrick McCord, PI Sandy Briscar, and TC Dana Shipp. AO Judy Taylor was absent.

President Cundiff welcomed the Cabinet members.

Hispanic Task Force

President Cundiff distributed copies of suggestions on serving the Hispanic population (see attached) submitted by Amelia Billingsley, who recently served on the Statewide Hispanic Task Force. The group reviewed the suggestions and a discussion followed, with the following outcome:

- 1) Dr. Lord suggested seeking clarification from Ms. Billingsley on Item #1 which suggests one liaison to this situation. Barbara Griffith was asked to e-mail Ms. Billingsley, requesting the clarification upon her return from Japan.
- 2) The Cabinet agreed that Carol Callahan should serve as one advisor. Others were discussed. Dr. Cundiff asked Dr. Lord to meet with Carol Callahan, Amelia Billingsley, Sheila McCoy, Carla Patterson, and Amy Mitchell to develop guidelines to be presented at the next Cabinet meeting. Dr. Wills will inquire into Banner for enrollment statistics on Hispanic students.
- 3) Dr. Wills reported that there will be a training session on July 13 for two liaisons who work in the Hispanic community.

Fall Work Hours

The Cabinet discussed continuing the summer work schedule (working 40 hours Monday-noon on Friday and closing at noon on Friday) into the new academic year. Dr. Cundiff suggested the need to have limited office coverage, in the main offices on the Central Campus, until 3:00 p.m. on Friday, in order to serve students and public who drop in on Friday.

The offices and areas that were suggested as needing to remain open were:

- Admissions
- Accounting Services
- Library
- Computer Services (to cover for the Help Desk)
- Switchboard
- One VP Office (or the President's Office) per week

Staff rotation schedules were discussed in order to cover the offices. The Cabinet decided to bring the idea up in Administrative Council today in order to get more feedback.

Financial Assistance/Final Report

The Cabinet reviewed the report (copy attached). No action was necessary as the report did not reveal any new recommendations. Dr. Lord suggested nominations being made at the next Cabinet meeting. Dr. Cundiff suggested charging the new committee with modifications to the policies whereby partial scholarships can be awarded, as well as considering ideas and resolutions on how the College can go about finding more money for scholarships.

Administrative Retreat

Dr. Cundiff reminded the Cabinet that the Administrative Retreat has been scheduled for July 19-20, in the Community Room of the Cartersville Chamber of Commerce. He also announced that he would discuss the retreat in more detail (per the memo sent to participants) at the Administrative Council meeting today.

Arsys Computers (July 29-31)

Dr. Cundiff announced that two or three technicians from Arsys would be on campus on July 29-31, charged with the task of ensuring that every laptop computer we have in stock is in good working condition. A discussion followed regarding the Arsys contract and future plans for dealing with laptops for the IT Project.

Restructuring of the Reclassification System

The group discussed the need for restructuring the current system. Dr. Cundiff suggested a group to begin looking at this in order to be ready for the next round of reclassifications to be submitted in January, 2000. The Cabinet decided to appoint Dana Shipp, Marsha Welch, Brenda Weeks, Glenda Brooks, Debbie Holmes, and the new HR Director, when he/she come on board. The team will begin the restructuring immediately.

Help Desk Survey

Dr. Lord reported that she has asked the Help Desk personnel to develop a survey whereby they follow up (via e-mail) with individual students on Help Desk Service requests. She stated that the plan also includes the following components:

- To ensure that the student receives the survey, they will be asked to confirm receipt. Any non-responses will be followed up with a phone call.
- The Help Desk staff will visit classes beginning Fall Semester for the purpose of introducing themselves to the students.

Following general announcements, there being no further business, the meeting was adjourned at 11:00 a.m.

Respectfully submitted,

(signature on file copy)

Barbara Griffith
Secretary to the President

President's Cabinet: August 5, 1999 9:00 am

Present: Joan Lord, Pat McCord, Dana Shipp, Penny Wills

The Cabinet reviewed the In-Service Schedule. The following points were agreed.

- Dana Shipp will coordinate refreshments with Patty McDonald for 8/16. Pat McCord will notify Patty McDonald that 18-20 new employees will be here for lunch.
- At 9:30 each Vice President will provide a 15 minute orientation to his/her Division
- From 1:00-2:00 pm Joan Lord will talk to new faculty. Penny will pick up at about 2:00.
- On Tuesday, August 17, Pat McCord will discuss benefits changes for about 10 minutes at Faculty meeting.
- Pat will notify Bob Gilbert and Patty McDonald of the faculty luncheon on 8/17. She is to provide a "nice" buffet of cold cuts to make sub sandwiches. She will include chips, perhaps potato salad, pickles, olives, brownie, and tea. Plan on 80-90 people. Buffet should be in the student dining area. Presentation afterwards will be in the Tower View Dining Room.
- The staff meeting on 8/17 will include the following: Dr. Cundiff; HR Director "introducing" himself (15 minutes). Each vice president talking for 10 minutes about what is new for the upcoming year in his/her area. Pat will take a little longer to talk also about benefits changes.
- Dana will invite part time faculty to computer training scheduled for 8/18.
- On Friday, the all college meeting will proceed as indicated below:

8:30-9:00	Food and gathering
9:00-9:30	Welcome, announcements, intro of new employees Each VP will introduce his/her own. Dana will provide a list of new employees
9:30-10:30	Rick Skinner (includes 15 minutes of Q and A)
10:30-10:45	Break
10:45-11:30	Scott Weaver (includes 15 minutes of Q and A)

In addition to discussion of the in-service schedule, the group approved the refund of Christina Nichols

The meeting adjourned at 10:15.

**Floyd College
President's Cabinet Meeting Minutes
September 7, 1999**

The President's Cabinet met at 9:00 a.m. on Tuesday, September 7, 1999 in the President's Conference Room. Present were: President Lynn Cundiff, VP Joan Lord, VP Penny Wills, VP Patrick McCord, PI Sandy Briscar, HR John Reiners, and AO Judy Taylor.

President Cundiff welcomed the members of Cabinet. He gave a special welcome to Dr. John Reiners, HR Director.

Committees of the College

New and reappointments were made (see attached list). Barbara Griffith will notify new members and request a member of each committee to call the first meeting and elect a new chair. President Cundiff asked that each committee be reminded that they are required to meet quarterly, file minutes with the President's Office, and submit an annual report June 30 of each year. Dr. Wills will request that the Student Government Association submit names of three students to the Cabinet at their next meeting, one of which will be selected to serve on the Computer Committee and one on the Affirmative Action Committee, for one-year appointments.

Dr. Reiners proposed that the election of the Staff Grievance Committee be changed to a nomination process. The Cabinet agreed to the change, and the Nominating Committee will be named at the Staff Meeting on September 28.

Review of policy: "On-Line Computing Activity at Floyd College"

The policy was reviewed. Dr. Cundiff will issue a reminder to the Administrative Council on Thursday of this week in order to reinforce the policy. He will request that Council members discuss the policy with their faculty and staff. The Cabinet discussed clarification concerning incidents of inappropriate use observed by the supervisor and requiring immediate action. The Cabinet decided that supervisors are given the authority to act without the required concurrence of two President's Cabinet members, and without prior notice.

The Cabinet discussed personal use of computers. It was suggested that no one should do anything that would cause discomfort should their supervisor be observing the activity, including spending excessive time on personal matters.

Tree Lighting Ceremony

Although this item was not included on the agenda, President Cundiff made an announcement that the dates of December 1 or 2 were being considered for the Tree Lighting Ceremony. Sandy Briscar will check dates with the City of Rome concerning the annual Christmas parade.

Holiday Dates for Thanksgiving and Christmas

Thanksgiving holidays will be observed on Thursday and Friday, November 25-26. The College will be closed. Wednesday, November 24 will not be a holiday; however, there will be no classes that day. The College will close at 5:30 p.m.

Christmas holidays will be observed from closing at 4:00 p.m. on Thursday, December 23 until the College reopens on Tuesday, January 4. Holidays and annual leave days will be taken as follows: Holidays -- December 24, 27, 28, 31, and January 3; annual leave days -- December 29 and 30. The staff will return on January 4 and the return date for faculty will be decided prior to Administrative Council on Thursday, September 9.

Dr. Cundiff has asked Doug Webb to be on duty with a team to cover any Y2K problems on December 31. The Cabinet discussed the issue of allowing rental of Centre Stage and the Lakeview Auditorium for New Year's Eve. Both facilities have been rented. Barbara Griffith will inquire concerning the rental of Centre Stage.

Professional Evaluation Forms

John Reiners presented the new forms for evaluating professional employees. He explained that it is a revised version of the Administrator forms, excluding the sections on supervising employees. The forms have been approved and there will be training sessions held on September 23 and 29.

Dr. Reiners emphasized that job descriptions for each employee need to be updated periodically. It is the goal of the HR Department to have updated job descriptions in hand prior to hiring new employees.

Dr. Reiners stated that there are 25 outstanding evaluations from this year. Dr. Wills requested a list.

Dr. Cundiff stated that Dr. Reiners will make all offers to prospective employees. He will notify Administrative Council on Thursday of this policy.

Open Records Law

Sandy Briscar reported on the new law signed by Governor Barnes. A copy is attached. The Cabinet discussed the implications of the new law, and decided that John Reiners would be the institutional contact for requests and will be responsible that responses be made within the three days required by the law. It was suggested that Marsha Welch be the contact for student records.

FC Technical HS Special Education Student Work Sites

John Reiners presented the proposal that students be assigned to work at Floyd College. It was decided that job assignments would need to be identified and defined according to the skills available. John Reiners will be responsible for approving each worker to work at Floyd College. The Cabinet approved the proposal and decided that it will be presented to Administrative Council on September 9.

Smoking Policy

Dr. Wills presented a recommendation by the Environmental Health and Safety Committee that the Smoking Policy developed in June, 1998 be revised to reflect the following:

- 1) Smoking prohibited within 20 feet of building entrances, with the exception of the covered area near the entrance to the Student Center.
- 2) Fines of \$5-\$20 be imposed for smoking in non-smoking areas.
- 3) Punishment for contemptible littering will be campus community-service and pick up trash at the campus they attend.

The recommendations will be presented to the faculty and staff at the October Faculty/Staff meeting, then referred back to the Environmental Health and Safety Committee to make a final recommendation to the President's Cabinet.

Dress Policy

The issue of a Dress Policy on all campuses was discussed. The Cabinet referred the issue to the Human Resources Advisory Committee for developing a recommendation for approval. Dr. Lord will also take the issue to the Statutes and Faculty Affairs Committee for input. The recommendations will be brought to the Cabinet at the October meeting.

Enrollment Data

Dr. Wills presented the enrollment data for Fall Semester 1999 (copy attached.)

The Cabinet discussed the issue of retention. Sandy Briscar suggested a survey be sent to non-returning students. Dr. Lord will call a meeting concerning developing the survey.

Financial Data

Mr. McCord presented the financial data for Fall Semester, 1999. A discussion followed.

Development Focus for the Year

Judy Taylor reported concerning the focus of institutional development for the year in the following areas:

- 1) Grants – Technology
- 2) Cartersville/Bartow Foundation – Capital Campaign with deadline of December 1.
- 3) Alumni – Currently in the process of working on database with Blackbaud.
- 4) Floyd College Foundation – Monte Carlo Gala November 12.

Refund Request Based Upon Policy Issue – Cora McClure

Mr. McCord presented the refund request, based upon the policy issue concerning second session Summer Semester refund policy. Based upon Mr. McCord's

recommendation, the refund was approved. Mr. McCord will make a recommendation concerning a policy change.

Report of Hispanic Task Force

Dr. Lord led a discussion concerning the need to provide services to the Hispanic community surround each of the Floyd College sites. Recommendations will be brought to the next Cabinet meeting.

Other:

Maymester

Dr. Lord presented a recommendation, based upon research, from the Instructional Council that the College offer a Maymester May 1-31, observing Memorial Day. Exams would be June 1. Students would be encouraged to take only one class, with a limit of two. Classes would be limited and carefully chosen. The Council also recommends that the Technology Fee be waived if the students were enrolled Spring Semester, or a reduced fee of \$100 if not enrolled Spring Semester. The Cabinet decided to place this item on the agenda for the next meeting.

AV Questions

The Cabinet discussed the situation of needing LCD projectors at the Waco campus. Dr. Cundiff recommended portable LDC's, depending on the availability of funds.

Student WorkStudy

The issue of appropriation of student workstudy monies was discussed. Dr. Reiners will e-mail the recommendations to Dr. Cundiff and the vice presidents for approval.

Human Resources Advisory Committee

The issue was discussed, as a follow-up to the dress code issue, in regard to adding continuous committees to the Statutes. It was decided that the Statutes would be placed on the agenda for sometime next calendar year.

Food and Drink Policy for Classrooms

Mr. McCord requested that the policy be reinforced.

The meeting was adjourned at 12:10 p.m.

Respectfully submitted,

Barbara G. Griffith
Secretary to the President

President's Cabinet
9/7/99

**Policy on Privacy of Online Activity at Floyd College
(Revised and approved by the President's Cabinet on 5-3-99)**

This policy governs the use of Floyd College computer resources by students, faculty, staff, and other persons authorized access to these facilities by the college.

It is recognized that the use of networked computer resources, including but not limited to electronic mail, the World Wide Web, newsgroups, mailing lists, and chat rooms, are an important part of modern higher education, and are especially vital to the operations of Floyd College. Students, faculty, and staff members need and are encouraged to have access to these resources to assist them in the teaching and learning process.

Use of these resources should be restricted to institutional pursuits, to the greatest extent possible. It is recognized that the free and open exchange of ideas will often lead to communications that are not strictly related to a user's work at the college, and the college does not wish to constrain this form of communication, so long as the primary use of the college's computer and network resources are for legitimate institutional purposes. Further, the college does not wish to stifle communications between colleagues by intrusive monitoring of communications or online activities of users. Still, it is recognized that the college's networked resources can be inappropriately exploited for nonacademic purposes, and that the college has a responsibility to the taxpayers of this state to see that these resources are used ethically and efficiently.

To this end, the college may monitor, inspect, or review the online activity of any user when there is a reasonable suspicion that the user may be utilizing college online resources in an inappropriate manner. For the purpose of this policy, an "inappropriate" use would be any use that violated any of the state policies of Floyd college for online use, any use that violated or furthered a violation of state or federal law, or any activity that was clearly a part of a personal or corporate business venture not associated with authorized college activities, and for the purpose of personal gain.

However, except as noted below, no user account will be subject to any such monitoring, inspection, or review unless the user whose account is to be examined is given 24 hours notice of the intent to undertake such monitoring, inspection, or review, and has access to his account and online files during that notice period. Further, the user will be advised at the time of such notice the nature of the grounds that have given rise to this inspection. The user will be further advised when such monitoring, inspection, or review is concluded, and normal operations have resumed. If the monitoring, inspection, or review extends more than 10 calendar days, and the user continues to have access to his online accounts, the user will again be notified of the continued monitoring.

There may, from time to time, come exigent circumstances that require immediate inspection of a user's electronic files. If two or more members of the President's Cabinet (the college President may or may not be one of the two members) concur that such exigent circumstances exist, then a user's electronic files can be inspected without prior notice. In such a case, the user will be notified by electronic mail,

telephone, or in person of the inspection. This notification will occur at the same time as the inspection. If reasonable efforts to contact the user are unsuccessful, then the inspection may proceed anyway.

If the monitoring, inspection, or review of any user's online account is pursuant to a criminal investigation by a law enforcement agency, then applicable state and federal laws may supercede this policy.

Alleged violations of this policy on the part of a faculty or staff member will be addressed through the employee's supervisor and normal disciplinary procedures. Alleged violations of this policy by a Floyd College student will be referred to the Director of Student Life for review.

**Floyd College
President's Cabinet Meeting Minutes
October 4, 1999**

The President's Cabinet met at 9:00 a.m. on Monday, October 4, 1999 in the President's Conference Room. Present were: President Lynn Cundiff, VP Joan Lord, VP Penny Wills, VP Patrick McCord, PI Sandy Briscar, and HR John Reiners.

President Cundiff welcomed the members of the Cabinet and announced that the Instructional Resource Center will open October 12.

Faculty/Staff Mentoring Program

Dr. Wills presented a proposal for a mentoring program with either Model or Pepperell Schools. She proposed that if the employee will use 30 minutes of their lunch hour, the institution will give 30 minutes plus travel time as release time, so that the employee can spend approximately 50 minutes with the child, one time per week. Supervisor's approval will be required. The employee will need to keep a record of their time. The Cabinet approved the proposal.

Student Appointments to the Committees of the College

The Computer, Affirmative Action, and Student Refund (Technology Fee) Committees will add one student each to their roster this year. Kerry Cox, SGA President, will be requested to make recommendations on students to be appointed, for final approval at the November Cabinet meeting.

Dress Code Policy

Dr. John Reiners presented the proposed policy regarding personal appearance and demeanor. The Cabinet approved the policy. (copy Attached).

Maymester

The Cabinet discussed the following issues:

- in which semester will the College report the revenue and count credit hours.
- will faculty be paid summer faculty rate.

Dr. Lord will confer with Gainesville College. A final decision concerning the commitment to a Maymester will be made in the November Cabinet meeting.

Faculty/Staff Meeting October Agenda

The meeting will be on October 26 in the Nursing Classroom at Heritage Hall. If available, it will be aired via GSAMS for the Haralson, Cartersville, and NMTI sites. Dr. Lord will give a final report on the forums, Pat McCord will give an update on the Y2K contingency plans and preparations, and Dr. Wills will present the proposed smoking policy for discussion and feedback.

Dr. Lord asked that the meeting be moved to 2:30 p.m., so she can meet with the faculty immediately following.

Budget Hearings (dates/agenda)

The budget hearings were set for December 8-9, beginning at 1 each day. Dr. Cundiff asked that the budget supervisors be available until 8:00 or 9:00 p.m. the first day. Barbara Griffith will reserve a classroom in the Lakeview Building. Dr. Cundiff and the Vice Presidents will meet in the next week or two to discuss prioritizing the budget and parameters for the process.

Review of the Teleconferencing Demonstration

Dr. Cundiff gave an evaluation of the demonstration. There were problems with the connection; however, Dr. Cundiff felt that the College should not pursue this particular system at this time.

Skateboard Policy as recommended by Doug Webb

The Cabinet discussed the need for addressing safety issues concerning skateboarders on campuses. The particular incident referenced involved an Alternative School student at the Waco Campus. The issue of allowing the public and the College community to use the tennis courts at night was also discussed. Dr. Wills was asked to develop a policy to address safety and security issues without restricting access and activities on campus.

Tuition Remission

Dr. Reiners discussed changes in the policy regarding remission/reimbursement for classes taken at USG schools, and also to restrictions on classes taken at non-USG institutions when the classes are taught at a USG institution within 70 miles of the employing institution. Dr. Reiners will change the wording to reflect that all applications must be submitted to the HR Committee at least a month prior to registering. A copy of the revised policy is attached.

Telecommuting

The Cabinet discussed the issues of possibly experimenting with telecommuting, based upon a policy developed by Georgia Perimeter College. It was determined that most jobs on campus are not suited for telecommuting, supervisor approval will be required, approval will be given only for specific projects and work assignments, and a form should be developed requiring supervisor approval. Dr. Reiners will distribute copies of the proposed policy. This item will be placed on the November Cabinet agenda.

Job Description Formats

Dr. Reiners led a discussion concerning the need for current, accurate job descriptions for review for reclassification. He also stated the need for a skills certification plan. Dr. Reiners would like to have the Reclassification Committee review job descriptions and updates this fall.

Admissions Phase-In Progress Report and Plan

Dr. Wills will consult with Dr. Lord, prepare the report, and submit it to the Chancellor by the November 1 deadline.

Other

Debbie Holmes requested that an Advisory Committee on the Charger card be appointed. It was decided that this would be sent to the TACT User Group for a consideration.

Dr. Cundiff suggested that the TACT User group make a recommendation on the next phase of ITP.

Dr. Wills distributed information on Drug Education. It was suggested that the revised information be approved by the Student Affairs Committee, the Faculty Affairs Committee, and then be returned to the President's Cabinet for final approval.

Dr. Wills distributed a Summary of the Laptop Training for Fall 1999. It was determined that feedback should be reviewed by the TACT User Group.

Mr. McCord presented a policy concerning partial term (Summer Semester) and Maymester refunds. The policy was approved. A notation concerning this policy will be published with refund policy in the class schedule pamphlet.

There being no further business, the meeting was adjourned at 11:40 a.m.

Respectfully submitted,

Barbara Griffith

**Floyd College
President's Cabinet Minutes
December 3, 1999**

The President's Cabinet met at 8:00 a.m. on Friday, December 3, 1999 in the President's Conference Room. Present were: President Lynn Cundiff, VP Joan Lord; VP Penny Wills; VP Pat McCord; PI Sandy Briscar; AO Judy Taylor; and JR John Reiners.

Problem solving (follow-up from November)

There was a continuation of the discussion specifically concerning student financial aid from the November meeting, and, based upon SACS requirements that we be in compliance with Federal regulations concerning all areas regarding students, Dr. Wills will refer to the Title IV regulations concerning follow-up to student problems and issues. Guidelines will be written prior to the January meeting.

Drug Education Policy Draft

The policy draft was presented by Dr. Wills and approved by the Cabinet with editorial changes.

Skateboard Policy Draft

The policy draft was presented to the Cabinet and editorial changes were made. The policy will be presented to the Student Affairs Committee for recommendations and returned to the President's Cabinet for final approval.

Technology Fee Refund Request: Scott Kushner

The Cabinet voted to refund the full amount paid for Internet access only.

WIZEUP.COM

Pat McCord will follow-up with WIZEUP.com concerning their pricing. The Cabinet agreed that if the pricing is unacceptable, the College should not continue negotiating with the company. A copy of the cost analysis is attached.

Y2K Preparation

Pat McCord will send contingency information via e-mail and send to Dr. Lord and Marsha Welch, who will review the information and disseminate to faculty, staff, and students. Faculty will also be asked to make announcements to students to check their e-mail for information.

Activity Hour (Interim Report)

The Cabinet discussed the report (copy attached) which offered options for a making modifications in the activity period. Dr. Cundiff stated he wants to consider more options. Dr. Lord suggested that there be an extended break between class on

designated days. Dr. Wills suggested that the Committee and the Cabinet study the purpose and goals of the activity hour. Dr. Wills will take the suggestions back to the Committee, chaired by Jon Hershey. The Committee will make additional recommendations by February, so that the Cabinet may finalize a decision in the February meeting.

Update on Registration – Spring Semester 2000

The copy of the report is attached. Dr. Wills noted that the increase is due to advertising, web-based registration, and visitation to FCC classes.

ID Cards

Sandy Briscar distributed samples of the latest proposed ID cards. She will prepare an e-mail to go to faculty whose pictures are not on file. The Cabinet suggested a designation of Faculty, Staff, or Administration be placed on the cards.

Title III and ITP

Judy Taylor reported on a meeting with Dr. Michaels, state-wide PREP coordinator in which Judy proposed a partnership between PREP and the Board of Regents to give 2,000 laptops to upcoming junior and senior PREP students throughout the state. She is seeking funding for this project whereby she will package with grants to pay off the debt for ITP. Dr. Cundiff will discuss the issue with Chancellor Portch.

Judy led a discussion concerning the options for Title III in the upcoming year, applying for a planning grant or a full development proposal. The Cabinet agreed the best option is to apply for a planning grant. Dr. Wills requested a copy of the planning grant proposal for the current year. She suggested tying it in with the Gardner proposal. The Cabinet also agreed that the incoming Institutional Effectiveness Director will be added to the Cabinet.

Tuition Remission

Dr. Reiners reported on the action of the committee. The Cabinet required no action.

Catalog Recognition

The Cabinet discussed special recognition in the catalog. The Cabinet voted to approve the recognition as an acknowledgment rather than a dedication. Sandy Briscar will draft the acknowledgment.

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

Respectfully submitted,

Barbara Griffith

**Floyd College
President's Cabinet Minutes
January 7, 2000**

The President's Cabinet met at 9:00 a.m. on Friday, January 7, 2000 in the President's Conference Room. Present were: President Lynn Cundiff; VP Joan Lord; VP Penny Wills; VP Pat McCord; PI Sandy Briscar; AO Judy Taylor; HR John Reiners; and IE Jack Bishop.

Financial Assistance Committee

The Cabinet approved a request from the committee to change the terms of Nancy Applegate and Jeff Mack to one-year terms, ending Fall, 2000, in order to stagger the terms and provide continuity to the committee. In accordance with the Faculty Statutes, the "ex-officio" designation was removed from Amy Mitchell and Judy Taylor, leaving Wendy Shapiro the only ex-officio member of the Committee. Ms. Mitchell and Ms. Taylor will be resources to the committee, with no vote.

Graduation and Recognition

The Cabinet discussed possible speakers for the 2000 Commencement Ceremony: Former Governor Zell Miller, Allen Kees, and Jere Drummond (CEO, BellSouth Georgia.) The Cabinet decided to extend an invitation to Mr. Kees, as their first choice.

Possible nominees for the President's Meritorious Award were discussed. Suggested were Representative Paul Smith, Burgett Mooney, and Senator Nathan Dean. No action was taken.

Dr. Cundiff reminded Dr. Lord that the faculty should select a recipient for the Walraven Faculty award by April 1.

Dr. Cundiff asked Dr. Reiners to request that the Ad Hoc HR Committee begin the nomination process and present two recommendations for the Staff and Administrator awards by April 1.

Dr. Lord will also proceed with having the faculty select a mace bearer.

Dr. Wills suggested that the SGA President be a member of the stage party and present brief remarks.

Thirty-Year Celebration

Dr. Cundiff announced that he and Sandy Briscar would be the committee to plan the celebration, which will run from Fall 2000 to Fall 2001. There will be reminders in the Fall. Plans are to invite the original graduates back for the 2001 Commencement Ceremony. Dr. Cundiff asked Dr. Reiners to find out when the 30-year employees should be recognized.

College Literature

Sandy Briscar announced that directions to the college, included in College literature and on the web site will need to be changed, due to the renumbering of exits and highway signage. The President's office will include this information in an e-mail to the Administrative Council on Monday to identify publications and to notify employees.

Healthcare Providers

Dr. Reiners reported that the University System of Georgia has negotiated an agreement with Georgia hospitals for better rates. There will be no change in procedures. Dr. Reiners will notify employees to be certain that they are pre-certified before registering into the hospital. The Cabinet required no action.

Enrollment Statistics

Dr. Wills presented the enrollment statistics for Spring Semester as compared to Spring 1999 (copy attached.) The Cabinet required no action.

Revenue Projections

VP McCord reported that revenue is reflected according to the enrollment as reported by Dr. Wills. As of January 7, there is a \$14,000 difference in budget vs. projected revenue.

PeopleSoft Conversion

Dr. Reiners updated the Cabinet on the conversion, reporting that the College is set to go parallel the second week in February, for February and March, and then fully convert on April 1. Dr. Reiners stressed that, under the new system, time sheets must be submitted on time. There will be no handwritten checks nor exception made regarding entering payroll information into the system when time sheets are not in on time. This message will be included on an e-mail message to Administrative Council on Monday, January 10. The Cabinet required no action.

Job Descriptions/Job Evaluations

Dr. Reiners updated the Cabinet reporting good participation. He also reported that the Ad Hoc HR Committee would begin to do job evaluations to internally rank jobs. Wage surveys will also be done to ascertain where the College stands on wage levels.

Smoking Policy

Sandy Briscar presented the final policy recommendation by the Environmental Health and Safety Committee in which no overall policy change is recommended. However, they do recommend the following:

1. Ashtrays be made permanent fixtures located halfway between entrances to buildings.
2. No fines be levied.
3. PSAs in the form of internal messages and discreet signs asking people not to smoke in doorways.

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4. The College should offer smoking cessation classes each semester at no charge to the individual.

The Cabinet approved the policy and recommendations as presented, and asked that the actions taken as recommended be initiated.

Following general announcement, there being no further business, the meeting adjourned at 10:45 a.m.

Respectfully submitted,

Barbara G. Griffith
Recording Secretary

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**Floyd College
President's Cabinet Minutes
February 7, 2000**

The President's Cabinet met at 9:00 a.m. on Monday, February 7, 2000 in the President's Conference Room. Present were: President Lynn Cundiff; VP Joan Lord; VP Penny Wills; VP Pat McCord; IE Jack Bishop; PI Sandy Briscar; HR John Reiners; and AO Judy Taylor.

Activity Period Policy Proposal Update

Dr. Wills presented the recommendations from the Student Affairs Committee (copy attached.) The suggestion was made by the Cabinet to add a suggestion to "stagger" the period to cross class days, i.e., example Monday-Thursday. The recommendations will be presented to the Instructional Council and then taken to the faculty for final approval. Dr. Cundiff stated the importance of finalization within the next month so that it may be included in upcoming class schedules.

Non-Motorized Vehicle Policy Update

Dr. Wills presented the recommendations of the Student Affairs Committee (copy attached.) The policy was approved as presented by the Cabinet. Dr. Wills reiterated that Security would need to be made aware of the policy so that it may be enforced with the general public.

Analysis of the Noel Levitz Student Satisfaction Survey

Jack Bishop presented his analysis. The Cabinet required no action.

Faculty/Staff Meeting

The Cabinet discussed the need for a meeting and set February 29 as a tentative date and March 21 as an alternate. The purpose of the meeting will be to discuss healthcare and the budget.

Name Tag Identification

Sandy reported that 225 are complete and there are still a dozen or so people who have not had their pictures taken. Dr. Cundiff asked Ms. Briscar to send e-mail today and to place the id badges in mailboxes over the next couple of days.

Replacement for Good Friday Holiday

The Cabinet discussed options for taking the holiday this year. It was decided that three options would be offered: July 3, November 22 (the Wednesday before Thanksgiving), or during Christmas break. This issue will be discussed at the Administrative Council meeting later today, and faculty and staff will be polled via e-mail for a final decision. The Academic Calendar Committee will make a decision for future years.

Policies and Procedures Project

John Reiners distributed a copy of a table of contents outline that was approved by the Cabinet previously, and asked everyone to review and give feedback on the appropriateness of items included.

Futures Conference

Dr. Cundiff gave an overview of the agenda for the conference being held in the Lakeview Building on April 20. He invited administrators to attend if possible. He discussed a session to be held in the morning where 25 students and administrators from area educational institutions would be invited to attend at no charge. He asked Dr. Wills and Dr. Lord to assist with a process for identifying the students and administrators who will attend.

Records Management Officer

The Cabinet discussed appointing someone to coordinate record management on campus, as requested by the Board of Regents. Dr. Lord will inquire with the Library as to someone who has a background in record management and archiving. Someone is to be appointed by the end of the week.

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

Respectfully submitted,

Barbara G. Griffith
Recording Secretary

**Floyd College
President's Cabinet Minutes
March 6, 2000**

The President's Cabinet met at 9:00 a.m. on Monday, March 6, 2000, in the President's Conference Room. Present were President Lynn Cundiff; VP Joan Lord; VP Penny Wills; VP Pat McCord; IE Jack Bishop; PI Sandy Briscar; HR John Reiners; and AO Judy Taylor.

New Board Policy on Student Fees

Dr. Wills gave an overview of the new Board Policy (copy of e-mail attached). Following a discussion, President Cundiff recommended that the Cabinet table any action until Dr. Wills has an opportunity to confer with colleagues at RACSA. Following her discussions with colleagues, Dr. Wills will work with John Reiners and Jack Bishop to draft a policy for Floyd College. The policy is to be presented to the Cabinet at its April meeting, reviewed by student groups and finalized at the May Cabinet meeting.

Dates for In-Service

Dr. Reiners suggested the dates of August 9-11. Following a discussion by the Cabinet, it was voted to change the dates to August 15-16, with the cook-out taking place on August 15. It was suggested that there be two speakers – Annie Hunt Burris from the Board of Regents and a speaker yet to be named from the business sectors.

The Cabinet also decided, tentatively, that the College would not close early on Friday, August 11, due to registration activities.

President's Award

The Cabinet voted to present the award this year to Representative Paul Smith, due to his efforts concerning paving for the College. Dr. Lord suggested showing clips of paving projects brought about by Representative Smith's efforts. Barbara Griffith will contact FCTV concerning this.

The Cabinet decided that Senator Nathan Dean was the first candidate to be considered for the award in 2001, due to his efforts concerning the Cartersville Campus.

Finalization of the April 20 Conference

President Cundiff overviewed the schedule for the conference as well as encouraged participation by administrators and faculty, if possible. He asked that Dr. Lord request the Division Chairs to nominate one student from each division, and Dr. Wills to solicit nominations for 10 students through Student Life to receive complimentary passes to the morning session. The Vice Presidents will nominate 10 division chairs, administrators, faculty, and staff members to also attend the morning session. The names of those receiving the complimentary passes are to be given to Dr. Cundiff by April 1.

Synchronizing Research Efforts

Jack Bishop led a discussion concerning coordinating all surveys through Institutional Effectiveness and Research for the purpose of avoiding duplications and attaining optimum results. Dr. Cundiff asked Mr. Bishop to make this announcement in Administrative Council and follow up by drafting a policy for consideration by the Institutional Effectiveness Committee. The Committee will make a recommendation to the Cabinet for approval.

Policies and Procedures Project Update

Dr. Reiners and Mr. Bishop presented a revised directory outline for the Policy and Procedures manual. The Cabinet approved the outline and proposal with minor revisions and additional requests.

Compensation Policy

Dr. Reiners presented the policy to the Cabinet. The Cabinet did not receive the policy and asked Dr. Reiners to review the proposal and revise the proposal before bringing it to the Cabinet for the first reading. When the Cabinet accepts the policy, it will be remanded to the Institutional Effectiveness Committee for review and recommendations to the Cabinet for final approval.

Master Planning for Instructional and Information Technology

The Cabinet reviewed a memorandum from Dr. Sethna, Acting Vice Chancellor for Academic Affairs. The Cabinet required no action; however, Dr. Cundiff asked that representatives from the College attend a meeting if invited.

ITP Final Report

The Cabinet discussed the data available for the report for clarification purposes. The Cabinet required no action.

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

Respectfully submitted,

Barbara G. Griffith
Recording Secretary

**Floyd College
President's Cabinet Minutes
March 31, 2000**

The President's Cabinet met at 9:00 a.m. on Friday, March 31, 2000, in the President's Conference Room. Present were: President Lynn Cundiff; VP Joan Lord; VP Pat McCord; VP Penny Wills; IEO Jack Bishop; IO Sandy Briscar; HR John Reiners; and AO Judy Taylor.

President Cundiff opened the meeting.

New Board Policy on Student Fees

Dr. Wills presented a proposal for a Student Budget Committee (copy attached.) A discussion followed. Concerns were expressed concerning:

- 1) The necessity for having a quorum. The ex-officio position is interpreted as voting. It should be designated that the Division of Student Life has no vote.
- 2) Regarding Item 2, there should be a timeline (i.e., the beginning of the budget process or the end of Fall Semester.)
- 3) Regarding Item 3, this should be done by May 1 or at least by the end of Spring Semester.

The Cabinet voted to receive the proposal for the Committee and hold on any revisions until final guidelines are received from the Board of Regents.

Faculty Award Deadline April 11, 2000

Dr. Lord reported that the recipient will be named by Wednesday, April 5. The name will be kept confidential until graduation. The Cabinet required no action.

Finalization of April Technology Conference

Dr. Cundiff reminded the VPs that the deadline for submission of names for the morning session is April 1. He distributed brochures to the Cabinet members for recruitment of participants in their departments. The deadline for submission of registrations to the Chamber will be April 12-15. The Cabinet required no action.

Business After Hours – April 13

Sandy Briscar reminded the Cabinet of the After Hours Open House, 5:30-7:00 p.m. on April 13 at the Lakeview Building. The Cabinet voted to invite Administrative Council members at no charge. Dr. Cundiff asked Dr. Lord and Pat McCord to greet visitors at the two front doors.

P&P Project Update

Jack Bishop reported on the progress of the project. Dr. Lord suggested that the authority formatting be used showing the source of the policy. The Cabinet required no action.

Fee Structure on Late Fees for Laptops

Pat McCord proposed the structure (copy attached.) The Cabinet made suggestions concerning the policy. The policy will be presented to the TACT Group for consideration and brought back to the next Cabinet meeting for final approval.

Update on Technology Master Planning

Dr. Wills reported on the progress of the statewide Master Planning effort. The Cabinet required no action.

Update on Benchmarking

Dr. Lord reported concerning the University System of Georgia Benchmarking study that is part of the Governor's call for accountability. The Cabinet required no action.

Maymester and Summer Enrollment Update

Dr. Wills reported (see attached.) The Cabinet required no action.

Fall Application Update

Dr. Wills reported that applications were up slightly from last year. She will report the exact numbers at the Administrative Council meeting on Monday (April 3.) The Cabinet required no action.

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

Respectfully submitted

Barbara G. Griffith
Recording Secretary

Student Budget Committee

1. The Student Budget Committee shall consist of five students appointed annually by the President of the Student Government Association and three faculty or staff members appointed annually by the Director of Student Life. The Chair shall be a student and be elected annually by the membership of the Committee. The Chair shall appoint a member of the Committee to serve as Secretary of the Committee. The Director of Student Life shall serve as an ex officio member of the Committee but shall not serve as Chair.
2. The Committee shall review and make recommendations to the President of the College on all proposed mandatory student fee increases.
3. The Committee shall conduct the student activity fee allocation process each Spring semester. This involves determining the budget based on enrollment projections for the coming academic year and hearing proposals from groups seeking funding for the approaching academic year.
4. The Committee shall hear and make decisions on any appeals from budgeted groups after the allocation process is complete.
5. The Committee shall oversee the spending and allocation of any student activity fee reserve monies that have gone unspent in past fiscal years.

FLOYD COLLEGE
Policy on Fines for the Late Return of Laptops
(PROPOSED TO CABINET ON 3/31/00)

The late return of laptops represents a serious logistical threat in issuing laptops to incoming students for the next semester. Accordingly, Floyd College has developed the following fines for late return of laptop equipment:

- 1). \$ 25.00 – One to Three business days late return.
- 1). \$100.00 – Four to Seven business days late return.
- 2). \$200.00 – Eight to Twelve business days late return.
- 3). \$300.00 – Thirteen to Twenty-one business days late return.
- 4). \$300.00 – Additional fine for each succeeding semester up to a cumulative amount equal to the replacement value* of the equipment that has not been returned.

All unpaid fines will be turned over to a collection agency for collection.

Note: This policy will be effective retroactively for those offenders whose late return of equipment exceeds 18 business days after a final “hold harmless” attempt has been made to notify offenders.

* The Help Desk Director will determine equipment requirements and replacement value based on current market conditions.

**Floyd College
President's Cabinet Minutes
Monday, June 5, 2000**

The President's Cabinet met at 9:00 a.m. on Monday, June 5, 2000 in the President's Conference Room. Present were: President Lynn Cundiff; VP Joan Lord; VP Pat McCord; VP Penny Wills; IEO Jack Bishop; IO Sandy Briscar; HR John Reiners; and AO Judy Taylor.

President Cundiff opened the meeting with the announcement that Administrative Council has been moved to June 19 at 10:00 a.m.

Facility Usage by External Groups

Dr. Lord brought the issue before the Cabinet. The Cabinet decided that the policy would be reviewed and revised regarding the issue of leasing classrooms for other than educational purposes.

Proposed Technology Fee Policy

Dr. Lord presented the policy to the Cabinet. Dr. Cundiff approved the policy (copy attached,) noting that the \$175 fee on Option Two does not include internal Internet hookups.

PTA Course Participation Fees

Dr. Lord proposed elimination of the fees, due to the fact that the fees are not used to cover expenses of the course. The Cabinet approved the request (documentation attached,) effective Fall Semester, 2000.

Dr. Lord also presented the issue of raising Nursing course participation fees to \$35, due to an increase in testing fees. Dr. Lord will make the decision within the next two weeks to request an increase.

Year-Long Calendar

Dr. Cundiff asked Dr. Reiners, Sandy Briscar, and Dr. Wills to look at the year-long calendar for the upcoming fiscal year and follow-up with the following actions:

- 1) Make a listing of all calendar dates, including holidays and vacations for which the College is closed and bring them back to the Cabinet for review.
- 2) Have Computer Services post the entire calendar to the website.

Student Fee Committee Policy

Dr. Wills presented the revised Policy to the Cabinet (copy attached.) Item #4 was revised to reflect that the President would hear all final appeals. The Cabinet approved the policy, effective Fall Semester, 2000.

Enrollment Update – Summer

Dr. Wills reported that enrollment was 1,015 (unduplicated, including Maymester) as of this morning. A copy of the report is attached. The Cabinet required no action.

Enrollment Update – Fall

Dr. Wills reported that Fall applications are up by 380. A copy of the report is attached. The Cabinet required no action.

Report on Maymester

Dr. Lord reported that Maymester was successful. There was an average of 20 students per class. There were very few new students. The Cabinet required no action.

Nominations for Committees of the College

The Cabinet discussed and approved nominations for the Committees of the College, beginning Fall (copy attached.) All appointments/reappointments will be for the period of Fall 2000 through Fall 2002. The nominees will be notified via e-mail.

Return of Title IV Funds Policy

Dr. Wills presented the policy to the Cabinet (copy attached.) The Cabinet approved the institutional policy, effective Fall Semester, 2000.

Student Assistant Requests for 2000-01

Dr. Reiners updated the Cabinet on the process for assigning student assistants. The Cabinet required no action; however, Dr. Reiners will bring a policy regarding setting Work-study and Student Assistant wages annually to the Cabinet in July. Dr. Wills recommended that Wendy Shapiro be involved in the development of the policy.

In-Service/Orientation Programs – August 15-16

Dr. Reiners presented a tentative agenda for both the Administrative Retreat on July 19-20 and the In-Service/Orientation for August 15-16 (copy attached.)

Electronic and Hard Copy Updates of the *Employee Handbook* for Fall

Dr. Reiners updated the Cabinet on the updates and availability of handbooks. The Cabinet required no action.

New Pay Grade Schedule

Dr. Reiners presented the updated pay grades (copy attached.) and a policy (copy attached.) requiring annual updates to the Cabinet. The policy will be reviewed and voted on by the Cabinet in July.

CUPA and Chronicle Data on Comparative Salaries

Dr. Reiners presented an overview of information for informational purposes only. The Cabinet required no action.

Wage Survey Project

Dr. Reiners presented an overview of the project, comparing salaries with Darton, Dalton, and Gainesville, which are considered comparable institutions. He asked for advice and feedback. It was discussed that Cartersville should be included in the study, as the College recruits from that area. The data on Cartersville should be presented separate as well as combined. The Cabinet required no action.

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

Respectfully submitted,

Barbara Griffith
Recording Secretary

**Floyd College
President's Cabinet Minutes
Thursday, July 6, 2000**

The President's Cabinet met at 9:00 a.m. on Thursday, July 6, 2000 in the President's Conference Room. Present were: President Lynn Cundiff; VP Joan Lord; VP Pat McCord; VP Penny Wills; IO Sandy Briscar; HR John Reiners; and AO Judy Taylor.

President Cundiff opened the meeting with departing remarks to the Cabinet.

Pay Grade Schedule Policy – follow up from June Meeting

Dr. Reiners presented the revised policy reflecting that pay grades will be adjusted annually for inflation and on a regular basis based upon external market wages. The Cabinet approved the revised policy.

Dr. Reiners reported on the progress of a market study on salaries. He will continue to accumulate information and report back to the Cabinet at a later date. The Cabinet required no action at this time.

Storage of inactive files

Dr. Lord led a discussion concerning the issue of storing inactive patient files for the Dental Hygiene program. There is no additional space at the clinic site. The Cabinet decided that John Reiners would contact the File Management Coordinator for Rome City and Floyd County to inquire as to space and file management policies. In the meantime, the files will be moved to an unoccupied office, Room Number A-10. The basement of Heritage Hall was also suggested as a storage site.

Dr. Cundiff appointed a committee to look at file management issues. The Committee will consist of Karen Porter, Marsha Welch, Pat McCord, and John Reiners. Dr. Lord will follow up with the Committee.

Pay increase for long-term part-time instructors

Dr. Lord presented a request originating with Division Chairs to raise pay for long-term, active part-time faculty. There is no current policy. All raises have been handled on a person-by-person basis.

Dr. Lord proposed the following, beginning Fall Semester 2000:

Ten years, active, with a Master's Degree -- \$1,750

Ten years, active, with a Doctorate Degree -- \$2,000

Dr. Lord will look at the number of courses each individual has taught over the ten-year period. The Cabinet approved the policy for the 2000-2001 year. Dr. Cundiff asked that a policy be developed, presented, and approved by the Cabinet prior to the budget process for the 2001-2002 fiscal year.

Title III planning grant

Judy Taylor distributed the Implementation Strategy and Timetable forms from the Title III proposal. The Cabinet voted that Dr. Lord will chair the Planning Committee. It was also suggested that possibly the SGA president or a student representative and someone from the Rome community serve on the Planning Committee. A writing group will also be appointed, to include someone from the English Department.

Names for the Planning Committee and writing group should be submitted to Dr. Cundiff by Tuesday, July 11. Judy Taylor will report back to the Department of Education by September that the development and planning of the grant is in progress.

Institutional Effectiveness Committee appointment

Dr. Lord requested that Tom Harnden be appointed to replace Leigh Callan on the Committee. Ms. Callan has asked to be excused from serving on the committee for the upcoming two-year term as approved in the June meeting. The Cabinet approved the appointment.

Annual calendar – follow-up from June meeting

John Reiners led a discussion concerning the additional holiday made available by designating the Good Friday as a regular class day. Several options were discussed (i.e., using the holiday as a floating holiday, using the holiday at July 4, and using the holiday during the December break.) A policy concerning using the holiday as an extra day for an extended July 4 weekend when the 4th falls on a Tuesday or Thursday will be brought to the Cabinet in August.

Dr. Wills presented the 2000-2001 calendar in progress (attached—not available electronically.)

The Cabinet decided that the faculty would approve the Summer 2001 academic calendar as soon as possible, in order to complete the year-long calendar. The Cabinet also decided that the faculty would approve a four-term calendar in the future, in order to have a complete cycle.

The Cabinet decided that the year-long calendar process will be as follows:

- 1) John Reiners will coordinate a group to develop a proposal for holidays to be presented to the Cabinet for approval.
- 2) The Faculty will approve the academic calendar of four terms.
- 3) The Enrollment Management Committee will coordinate and finalize the advising, testing, and orientation calendars.
- 4) All calendars will be reviewed and given final approval by the Cabinet. Barbara Griffith will forward to Susan Caldwell for posting to the Intranet site.
- 5) Faculty and staff, as well as combined meetings, will be coordinated by Dr. Lord and Dr. Reiners.
- 6) College social events and in-service will be coordinated by Dr. Reiners.

The Cabinet approved the December holidays as follows: the Institution will close at noon on Friday, December 22. December 25, 26, and 27, 29, and January 1 will be holidays. December 28 will be an annual leave day. The institution will reopen on Tuesday, January 2.

TRIO Grant

Judy Taylor presented information on the TRIO (SSS Grant). The grant is due early September. Considering the short time to prepare and Carol Callahan's absence, the Cabinet Judy recommended that she attend a workshop in Atlanta and apply for the grant the next time it is available. The Cabinet agreed.

International student health insurance policy

Dr. Wills distributed a memorandum outlining a proposed policy and implementation plan requiring proof of health and accident insurance on international students applying for Floyd College with the F1 visa. (See attached memo.) Dr. Wills is soliciting proposals for insurance plans for two-year nonresidential colleges, in hopes of at least three proposals to consider. Mr. McCord will review the proposals. The Cabinet discussed as the first reading. Dr. Cundiff recommends caution in implementing the policy. The policy will be brought before the Cabinet again in August for final reading and approval.

Update on Summer and Fall Semester Enrollment

Dr. Wills presented the report on Summer and Fall Enrollment (copies attached.) She noted that the majority of the applications will be received beginning the middle of July and early August. Dr. Cundiff asked that Dr. Wills meet with Sandy Briscar in order to market to returning students. The Cabinet required no action.

Update on position vacancies

Dr. Reiners reported that the position vacancies as follows:

Chair, Division of Science/Math/HPER – Interviews in progress. Will make an offer soon after interviews are completed.

Faculty position in Physics –

Faculty position, Dental Hygiene – may not be filled.

Faculty position, Biology – will not be filled.

Lab Instructor, Biology – will be filled in the near future.

Lab Instructor, HPER currently held by Bridgette Stewart will be continued.

Review of Administrative Retreat/In-Service agendas

Dr. Reiners distributed the latest version of the agendas. He stated that the Council needed to discuss three major planning issues. The agendas will likely be revised again. The Cabinet required no action.

Reclassification procedures

Dr. Reiners distributed the proposed procedure (copy attached.) The purpose of the procedure is to separate reclassification for pay increases. The reclassification will be done at the time raises are considered so that raises can correspond. The Cabinet asked for a revision and reconsideration at the August meeting.

Usage of print-from-your-computer feature of new copiers

Sandy Briscar overviewed the new feature whereby individuals may send copy jobs to the copier and the jobs can be completed by programming the copier. Ms. Briscar recommended that the feature be made available to department secretaries only. Individuals in the department would send their copy jobs to the secretary for completion. The Cabinet approved the recommendation for the initial period, with further review. A list of departmental secretaries and other selected individuals should be sent to Sandy Briscar by Monday, July 10.

Other -- Report on Advertising Campaign

Sandy Briscar reported that \$22,400 was spent on the campaign which is nearing completion. The billboards will be up for three months. Bumper stickers and buttons will be here by In-Service.

There being no further business, the meeting was adjourned at 11:10 a.m.

Respectfully submitted,

Barbara Griffith
Recording Secretary

**Minutes of the President's Cabinet Meeting
Monday, August 7, 2000**

The President's Cabinet met at 9:00 a.m. on Monday, August 7, 2000, in the President's Conference Room. Present were: IP Robert Watts; VP Joan Lord; VP Pat McCord; Lynn Bacon (representing Penny Wills); IE Jack Bishop; IO Sandy Briscar; and HR John Reiners.

President Watts welcomed the Cabinet members.

**Proposal for Policy Requiring Health and Accident Insurance for International Students
(follow-up from July Meeting)**

Ms. Bacon reviewed the request with the Cabinet. The policy was approved.

Annual Calendar – Policy Concerning July 4 Holiday (follow-up from July meeting)

John Reiners presented the proposed policy statement as discussed at the July meeting (copy attached.) The Cabinet approved the policy.

Lynn Bacon presented the year-long calendar with all Enrollment Management dates included (attached—not available electronically.) The calendar was revised to show that December 27 will be an annual leave day, instead of December 28. John Reiners will announce holidays with a handout at In-Service.

Faculty and staff meetings were discussed. It was decided that September and November would be joint meetings, set for the fourth Monday in each month, at 3:00 p.m. Dr. Lord recommended that Committee Reports be presented at all joint meetings. The Faculty will meet in October and December.

Reclassification Procedures (follow-up from July meeting)

John Reiners presented the revised policy (copy attached.)

President Watts requested a review of the procedure as an administrative process rather than a committee process. He also requested a change in wording on the proposed policy as it relates to "higher pay grade jobs."

Enrollment Projections

Lynn Bacon distributed the update report on Fall Semester enrollment (copy attached.)

The Cabinet discussed the need for a plan should enrollment exceed the laptop inventory available. Dr. Lord will write a contingency plan.

In-Service

John Reiners distributed the latest schedule.

The Cabinet discussed opening the grill on the 15th for the lunch hour. Pat McCord will discuss this with Bob Gilbert.



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John Reiners will look into scheduling the 1:00-2:00 p.m. hour on the 15th for those who do not serve on College Committees.

The Cabinet discussed the Faculty Academy as an additional item.

Professional/Administrative and Staff Academies were discussed. John Reiners will write a proposal. John stated that one of the purposes of the Staff Academy would be to document training classes attended.

Student Assistants Budget

John Reiners distributed a summary of the 2000-01 Student Assistant Allocation Process, highlighting moving requests in line with the budget cycle, and including the recommendations for the 2000-01 academic year.

Ms. Bacon presented a memorandum requesting adequate coverage for the switchboard (copy attached.)

Mr. Watts requested document showing student assistant assignments for the previous year compared to the current year. He will discuss the matter with the vice presidents and review further.

Appointments to Human Resources Advisory Committee



Dr. Reiners made recommendations for appointments for the 2000-01 year. He stated there is no formal nomination process. He recommended the following:

Catherine King
Garland McKinzey
Doug Webb
Phyllis Weatherly

It was discussed that Doug Webb would not be requested to serve due to the workload demands as it relates to the Cartersville Facility.

Mr. Watts requested that John circulate the nominations to the Cabinet members via e-mail.

(Other)

Night Administrator

Dr. Lord presented the issue of coverage for night classes on the central campus. Due to budget cuts, neither a night administrator nor a student assistant will be assigned to cover an office designated for night administrator.

The Cabinet discussed the issue and the decision was made to request that all administrators based on the Central Campus (on the Administrative Council) rotate coverage in the evenings.



As a side note, the Cabinet discussed a request by the satellite center directors for the Business Office and Admissions and Records to offer evening services. Ms. Bacon reported that

previous experience on trial runs was that very few students required evening services over a period of a year. The Cabinet will further consider options.

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

Respectfully submitted,

Barbara Griffith
Recording Secretary

Floyd College President's Cabinet Meeting
Monday, August 07, 2000
9:00 a.m.
President's Conference Room

- * 1) Proposal for Health and Accident Insurance for International Students (follow-up from July meeting) (Dr. Wills) *Approved by Cabinet*
- * 2) Annual calendar & Policy concerning July 4 holiday (follow-up from July meeting) (Dr. Reiners/Dr. Wills) *Approved by Cabinet*
- ✓ 3) Reclassification Procedures (follow-up from July meeting) (Dr. Reiners)
sent back for study by entire Cabinet.
- 4) Enrollment projections (Dr. Wills)
- * 5) In-Service (Dr. Reiners)*
- ✓ 6) Student Assistants budgets (Dr. Reiners)
To be reviewed by VPs
- ✓ 7) Appointments to Human Resources Advisory Committee (Dr. Reiners)
- ✓ 8) Reclassification Committee (Dr. Reiners)
- 9) Other

* Action item - Copies to Business Office personnel.

* Special note for Bob to have sandwich bar open.

Approved by Cabinet
8/7/00

Proposed Holiday Policy Statement

Consistent with the Board of Regents Policy, Floyd College is allowed 12 holidays per calendar year. The following holidays are designated official holidays for all Floyd College campuses. Eleven fixed holidays are taken each year on New Year's Day, Martin Luther King's Birthday, Memorial Day, July 4, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day, Day after Christmas, and New Year's Eve. The twelfth holiday is taken to create a four day July 4th weekend whenever July 4 falls on a Monday, Tuesday, Thursday, or Friday. When July 4 falls on a Wednesday, the twelfth holiday is taken as an extra holiday during the week between Christmas and New Year's Day. As well, whenever Christmas falls on a Monday, the Christmas Eve holiday will be observed as an holiday during the week between Christmas and New Year's Day.