

## President's Cabinet Meeting

### Minutes

July 23, 2013

#### Attending:

Dr. Bob Boehmer	Dr. Jeff Edgens	Caroline McMillan	Donald Avery
Mike Rountree	Elizabeth Gilmer	Michelle Goff	Cliff Gay
Mary Smith	Dr. Tim Goodman		

#### Visitor:

The meeting was called to order at 9AM by President Bob Boehmer.

Minutes from the June 25, 2013 meeting were presented by Dr. Boehmer. A motion was made by Elizabeth Gilmer to accept the minutes as presented with a second by Dr. Tim Goodman. The minutes were approved by a unanimous vote.

#### • Informational Items

- Partnership with Downtown Development Authority (DDA): Elizabeth Gilmer reported that the Downtown Development Authority would like EGSC to enter into an official partnership with them for (1) use of vacant buildings downtown for advertisement of college events, (2) participate in Friday Market from 4-PM and (3) focus group comprised of the SIFE Club to brainstorm ideas for downtown development. Elizabeth suggested that we try it and get a task force together to work out the details. Elizabeth agreed that External Affairs would be the office with ownership of this project. Dr B suggested that if we do Friday Market that we do it with the same table and materials as in Augusta and Statesboro. Dr Boehmer mentioned that the College needs to develop a formal arrangement with DDA leading to physical location downtown for the college. Elizabeth is working on an appointment to look at the buildings.
- Fall Workshop: Dr Goodman circulated the Fall Workshop Agenda and reviewed it with the Cabinet. Mary Smith asked that the BRT presentation on Wednesday be moved to Tuesday when both faculty and staff would be present. Dr Goodman announced that Alan Brasher is the Center for Teaching and Learning Director.
- Intercampus mail: Caroline McMillan reviewed the current state of intercampus and US mail to Statesboro. Augusta intercampus mail was discussed. Cliff has approved the opening of accounts in Statesboro and Augusta. Dr Boehmer was dissatisfied with the inconsistency in the delivery. He proposed following actions: (1) all departments need date and time stamp and Susan Gray will send this info to all; (2) all mail should be stamped upon opening and routed; (3) Caroline and Jeff are to formalize the official mail run for Augusta and Statesboro with a brief statement at the August Cabinet meeting. In the meantime, continue to get mail transported between campuses as best we can.
- USPS Mail delivery at EGSC – Statesboro: Caroline and Michelle provided current status of USPS mail delivery: per USPO, the College needs a locking mail receptacle in order to get mail delivery at the site. Caroline will take care of this. The Landrum box at GSU will be retained for GSU -EGSC correspondence only. Augusta mail is delivered to GRU on 15<sup>th</sup> Street and sent by courier to GRU Summerville campus. Caroline and Jeff work with Victor to get the physical and mailing addresses on the EGSC website.
- Google Maps: Mike Rountree stated that Victor Poole is updating the college location (Thigpen entrance) with Google; has been changed in Mapquest. He also noted that the HR webpage list of positions now has a link to the job ad below the title. The page is easier to navigate.
- Work Orders for new faculty/staff and office relocations: Mike asked that all departments let IT know as soon as possible when new positions hired so work orders for equipment can be done.
- MOU with Middle Georgia State College: Mary Smith announced that the College has signed an MOU with Middle Georgia State College for emergency shelter for our housing students on Middle Georgia's Cochran Campus. EGSC and MGSC have exchanged contact information for relevant parties should the MOU need to be implemented.

- Legal Files Software: Mary Smith stated that the College has purchased Legal Files document management software with a small number of users allowed. Unlike Banner, which contains student information, Legal Files will allow users to share information within a committee, project, or as defined by the file originator. Legal Affairs and President's office will try this out, and report on progress and usefulness; other users may be added in the future.
  - Faculty Files: Dr Boehmer stated that the college needs a consistent procedure for storage of official HR documents: the department supervisor may keep a copy, but the original should be sent to HR. He intends to do a survey of the units to determine who maintains a file, where stored, whether file is secure and confidential.
- Action Items
    - Student Code of Conduct: Donald Avery presented the revisions to the Student Code of Conduct. Dr Boehmer made a motion to accept page 7 and pages 9 – 17; Caroline seconded.
    - Energy Policy: Michelle Goff presented the revised policy. After consulting with the Fire Marshall, it was discovered that certain requirements must exist to allow portable space heaters. After review, it was determined the college was without human and financial resources to monitor; recommendation is to ban portable space heaters. Dr Goodman made motion that the policy be amended to show it applies to EGSC office spaces and EGSC owned facilities; a statement that if a faculty or staff is on the campus of another college, that college's energy policies would apply; modify the sentence to read "free standing floor lamps", and delete the last sentence about dress. Elizabeth seconded.
    - Proposed Standing Committee
      - External Campus Standing Committee: Jeff Edgens explained this new committee will replace the Augusta Masters Committee, and the new committee will serve both Augusta and Statesboro. Jeff made motion to adopt the committee in concept; Elizabeth Gilmer seconded. Mary Smith will work on draft of this committee as a Standing Committee of the Cabinet for inclusion in the Statutes.
      - Advisory Board for Augusta and Statesboro: Jeff Edgens explained that this Board would serve variety of function and would understand the mission of the institution and meet quarterly. Jeff made motion that Cabinet approve the Advisory Boards for both Augusta and Statesboro in concept; Elizabeth seconded. Mary will review.
      - Dr Boehmer's Comments: (1) Susan will be scheduling a meeting of the Cabinet to address the Strategic Goals for each unit. David Gribbin will present this and discuss timetable. (2) Neil Bailey resigned as Athletic Director and Basketball Coach. Dr Boehmer and Donald Avery meeting with Athletic Department and will then search for position.
      - Announcements: Jeff Edgens: Administrative Assistant hired and will begin August 1<sup>st</sup> and Assistant Director Student Affairs hired and will begin August 1<sup>st</sup>. Augusta Saturday Market 8 – 2. Augusta applicants 80. Caroline: Assistant Director of Student Affairs position will be posted soon for Statesboro.
      - Meeting was adjourned at 10:40am.