

**President's Cabinet
Minutes
December 17, 2013
9:00 a.m. – President's Conference Room**

Attending:

Donald Avery
Bob Boehmer
Bob Brown
Lee Cheek
Jeff Edgens
Cliff Gay

Elizabeth Gilmer
Michelle Goff
Tim Goodman
Susan Gray
David Gribbin
Caroline McMillan

Carmine Palumbo
Mike Rountree
Mary Smith

The meeting was called to order at 9 a.m. by President Bob Boehmer. Dr. Boehmer turned the meeting over to Mike Rountree for a presentation on Argos, and enterprise reporting solution.

Ms. Alice Levy, account executive for Argos gave a presentation and answered questions following the presentation.

Minutes from the November 26, 2013 President's Cabinet meeting were presented by President Boehmer. A motion was made by Elizabeth Gilmer to approve the minutes. Cliff Gay asked for an amendment with comments to the information item concerning Amorous Relations Policy. He asked that it be emphasized that there will be a zero tolerance from this policy by the Chancellor. He asked that we be proactive with the policy and that all areas are in need of a reminder. Cliff will ask HR to send out a blanket email. A second was received from Michelle Goff. The minutes with the amendment from Cliff were approved by unanimous vote.

Action Items:

- **Alcohol and Other Drug Policy – Smith**

Mary discussed the changes that have been made to the policy

- Definition of high risk job added
- Definition of minor traffic offense

A motion was made by Dr. Goodman to approve the policy with changes with a second from Dr. Cheek. The policy was approved by a unanimous vote.

- **Pet Policy – Avery**

Mr. Avery discussed the difference between the Pet Policy and the Service Animal Policy approved at the last Cabinet meeting. Mr. Avery made a motion to approve the policy as written with a second from Elizabeth Gilmer. The Cabinet voted unanimously to approve the policy.

- **Waiver Policy, International and Superior Out-of-State Student – Avery**

Dr. Boehmer reviewed a report from the Chancellor's office mentioning additional changes to be considered at the January BOR meetings. DR. Boehmer commented that if the policy is acted on

today, we are very likely to do this again in February. Discussion followed concerning EGSC's information listed on the report.

A motion was made by Mr. Avery to accept the policy as revised knowing that it will be likely changed again. A second was made by Dr. Goodman followed by a unanimous vote to accept.

- **ADA Student Grievance Policy – Avery**

Mr. Avery discussed the revision of the policy including changes to link, consideration for level of appeal with the final being the president. Mr. Avery then made a motion to adopt the policy with the revisions discussed. A second followed by Dr. Edgens. Dr. Boehmer made suggestions for a friendly change in the wording in the first paragraph from “appeal the grounds” to “appeal the following actions.” The Cabinet voted unanimously to approve the policy.

Dr. Boehmer discussed problems with interpreting policy defining dates (3 days, 3 business days etc..). He suggested considering a uniform policy so that it applies uniform across all policies. Mary Smith was asked to address this at the next Cabinet meeting.

Informational Items:

- **Policies and Procedures Webpage Update – Smith**

- Boehmer encouraged everyone to do a version of the demo presented by Mary.
- It was suggested to add “current” to Policies and Procedures page
- Dr. Goodman had a question on font sizes stating that all should be in the same font and format.
- It was suggested that titles (Division Chair, Vice President, President etc..) always be capitalized.
- It was commented that the search feature does not work on this page.

- **Faculty Handbook Update – Smith, Goodman**

- Dr. Goodman discussed the process of updating the Faculty Handbook. He will be handling out one policy at a time for review rather than the entire handbook. Mary added that all that has been compiled has been approved. Dr. Goodman sent the current version of the Handbook to all Cabinet members on 12/13/13. He asked that everyone review this version and that he would bring it for approval at the January cabinet meeting.

- **Task Force Updates**

- **Tobacco Free Campus – Goff**
 - Michelle discussed the meetings of this task force and their recommendation. Concerns were discussed on e-cigarettes and public safety enforcement of policy.
 - Dr. Boehmer commented on his appreciated for the work of the task force and asked that the Cabinet consider adoption of the recommendation of the task force at the next meeting. He also said that this topic would likely be discussed at the February BOR meeting.
 - A discussion followed on how the policy affects student housing. The policy is the same – zero tolerance.
 - Comments, thoughts and ideas were asked to be sent to Michelle by January 14.
 - Dr. Palumbo commented that a policy promoting overall health is needed.

- Recycling Task Force -- Smith
 - Mary discussed an overview of committee meetings along with a timeline for next meeting.
- Integrated Calendar – Rountree
 - 3 systems are now being used. The Task Force has been charged with improving the way calendars are kept.
 - Software solution is necessary.
 - A demonstration was presented to the committee
 - Streamline to not have to enter in multiple systems
 - The Task Force looked at how to fund the cost of a new system with a formula to divide the costs amount departments.
 - A proposal was submitted to purchase an active data exchange system in Spring 2014 and to go live in Summer 2014.
 - New system will integrate with Outlook and mobile devices.
 - Mike will bring a proposal back to the Cabinet for a vote.
- **Annual Fund and Employee Campaign – Gilmer**
- **Utilization of Google Drive – Rountree**
 - We have a total of 30 g available
 - Ability to share files with external sites
 - Victor will communicate with all Cabinet members as well as Susan Gray.
 - This will allow us to upload to a specific drive and provide web link for individuals to have access to files – share documents.
 - Access (URL – login page) through EGSC website.

The meeting was adjourned at 11:20 a.m.