

**East Georgia State College
President's Cabinet - Agenda
January 21, 2014 – 9 a.m.
Presidents Conference Room**

- Welcome – Bob Boehmer

- Minutes -- Boehmer
 - December 17, 2013 Meeting

- Informational Items
 - Faculty Handbook – Goodman

 - Staff Handbook/Employee Handbook – Smith
 - Holiday Schedule 2014-2015 – Goff
 - Reorganization of Student Services – Avery
 - Reorganization of Business Affairs and Physical Facilities – Gay, Goff
 - Event Planner – Role and Responsibilities -- Boehmer
 - Integrated Calendar Task Force Update – Rountree
 - Utilization of Google Drive Update -- Rountree
 - Argos Update -- Rountree
 - Governor's Budget Recommendation – Boehmer
 - Purchasing Requirements – Gay
 - Tobacco Free Campus Policy – Goff
 - Overview of Process for Office Changes – Goff

- Action Items
 - Calculation of Deadline Policy -- Smith

- Calendar Items
 - Priority Setting Meetings – Fulford Center -- Boehmer
 - February 4, 2014
 - March 3, 2014
 - Reverse Transfer Meeting – February 3, 2014 – 11 a.m. PRC
 - Emergency Response Committee Meeting – Smith
 - February 6, 2014 – 10 a.m. PCR
 - Homecoming – Avery
 - February 24 – 27, 2014
 - Budget Meetings – Departmental
 - March 21, 25, 26 and 28, 2014
 - Employee Appreciation & Recognition
 - Swainsboro – Tuesday, April 8 @ 7:45 a.m. in the RLB
 - Statesboro – Friday, April 11 @ 12:30 p.m. in the Atrium
 - Augusta – Friday, April 18 @ 1 p.m. location TBD
 - Annual Evaluations of Sr. Administrators – April 28, 29 and 30, 2014
 - General Education Council Meeting – EGSC Swainsboro
 - August 1, 2014

- Items to be addressed at February Cabinet Meeting
 - Student Organization Manual – Avery