

**President's Cabinet  
Minutes  
January 21, 2014  
9:00 a.m. – President's Conference Room**

**Attending:**

Donald Avery	Cliff Gay	Caroline McMillan
Bob Boehmer	Elizabeth Gilmer	Carmine Palumbo
Bob Brown	Michelle Goff	Mike Rountree
Lee Cheek	Tim Goodman	Mary Smith
Jeff Edgens	Susan Gray	

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

Minutes from the December 13, 2013 President's Cabinet meeting were presented by President Boehmer. A motion was made by Elizabeth Gilmer to approve the minutes. A second was received from Tim Goodman. The minutes were approved by unanimous vote.

**Announcements:**

- Dr. Boehmer reminded the Cabinet of the Reverse Transfers meeting to be held on February 3, 2014. Dr. Barbara Brown from the BOR will be the presenting. Representatives from GRU and GaSoU will be present. A working draft of a Reverse Transfer Agreement is being prepared by Janet Stracher and Caroline McMillan.

**Informational Items:**

- Faculty Handbook – Goodman  
Dr. Goodman made a report on revisions to the Handbook. No action was needed. Dr. Goodman circulated a copy of the Handbook on 1/17/14. This version will now be posted on the Policies and Procedures page. The existing version will be placed in archives.
- Staff/Employee Handbook – Smith  
Mary discussed policies that apply to both faculty and staff. The Employee Handbook will have a section just for staff and a section for faculty and staff. The Handbook will be presented at the next cabinet meeting and will be revised with two sections: Staff Only and All. The new Handbook will be posted on the Policies and Procedures webpage as a compilation of all existing policies. The existing Handbook will be placed in archives.
- Holiday Schedule 2014-2015 – Goff

Michelle circulated the committee's proposal and discussed the process used by the committee. Dr. Boehmer suggested voting at the February Cabinet Meeting. Michelle gave a review of the findings of the committee: part-time employees would be affected most by losing hours and pay. A discussion followed on calendars for coming years as well as the importance of communication. Michelle's report was received as a motion to approve the policy. A second was received by Dr. Goodman. A motion was then made to table the decision until the February Cabinet Meeting with a request for anyone with additional feedback to send to Michelle by January 31, 2014. Discussion followed. A second was received by Cliff Gay and was decided unanimously to table the vote until February.

- Reorganization of Student Services – Avery

Mr. Avery began with an explanation of the charge to the committee. We will have a proposal to Dr. Boehmer in the next few days. Handouts were distributed with the current layout and a list of positions available. Discussion and explanation of new structure and procedures for handling students and paperwork were discussed. Mr. Avery said that Student Services is hoping to realize a host of benefits from the reorganization.

- Dr. Boehmer noted that Enrollment Management is a term most commonly used at other institutions. This reorganization will be categorized in the same way. The Chancellor strongly supports institutions on enrollment management.
- Nick will be the person in Augusta and a person in Statesboro needs to be identified.
- The change will help with voicemail problems.
- Outside door will be "Front Door to College Experience."
- Michelle is working on design for conceptual plans now. Construction would start in May if approved.
- The change could be a part of the USG Service of Excellence Initiative. Norma is working with Student Services on this initiative.

- Reorganization of Business Affairs and Physical Facilities – Gay and Goff

Gay began by saying that the reorganization did not begin as a charge – it was from a brainstorming session between Goff and Gay. There will be no level change.

- Goff discuss changes in her duties and that she would be reporting to Cliff Gay rather than Dr. Boehmer although she will remain on the President's Cabinet. Goff's title will be Director of Business Operations, Becky Foskey will remain Director of Business Services.
- The Fitness Center will be under the Vice President for Student Affairs as of July 1, 2014.
- Goff needs to be certified by DOAS as campus purchasing agent.

- Facilities will now be under Vice President for Business Affairs.
  - Organization structure and titles will now be more like standard model in other USG institutions.
  - David Steptoe will take on more of the day to day functions of facilities.
- Event Planner – Boehmer  
Dr. Boehmer announced that Angie Williams will remain as Event Planner. He talked about misconceptions of an event planner:
    - Somebody that a department turns events over to
      - Staff would remain involved with details
      - Event Planner works with logistics for event
    - Event Planner is a position that reports to the President
      - Staff would contact Event Planner for president’s approval.
    - Why do we need an Event Planner?
      - A lot of events were being presented in a way that did not present the College in the right way
      - Event Planner had become (by default) the office you went to if you wanted to have an event
      - Need single/central events place
    - As integrated calendar and changes in structure of Business Affairs start, the Event Planner will also become the Facilities Coordinator.
    - Position change to the way we have been doing things
    - Dr. Boehmer asked for everyone’s cooperation as details are worked out

- Integrated Calendar Task Force Update – Rountree

Rountree discussed ADE (Active Data Exchange) giving the cost for start-up and future years. No hardware will need to be purchased. ADE will integrate with our current facilities scheduling program.

A motion was made by Rountree to go forward. Dr. Boehmer noted that no vote was needed to move forward. Palumbo asked for a demonstration. It was decided to have that demo at the February Cabinet meeting. Questions were discussed relating to mobile devices and scheduling of courses.

- Argos Update – Rountree

Rountree started with an update and review from the December meeting. He then commented on a meeting with Dr. Boehmer and David Gribbin. Thoughts from all are to move forward. Rountree is working funding and discussed the following:

- 1<sup>st</sup> year – 30% discount (\$54,000 list price + \$10,800 maintenance) = \$45,360 (with discount)

- Identified savings
  - FY 14 cost would be \$45,360
  - FY 15 renewal -- \$10,800
  - No hardware purchases
  - Link directly to CCG plan
  - 2 to 3 month implementation plan
  - Ability to get a set group of reports that we all look at regularly – will make discussion more productive
  - Customized queries made easier
- Governor’s Budget Recommendation -- Boehmer
    - Dr. Boehmer watched the presentation
    - Proposal includes request for money to make up money from what we didn’t get in down years (formula funding).
    - No news that proposal will be granted.
    - If not – we will have to implement all or part of our budget plan
    - Dr. Boehmer asked that if talking with legislators, let them know that what is most important for EGSC is the Chancellor’s full budget request included in the Governor’s recommendation, then 2<sup>nd</sup> would be the renovated/addition to the academic building and 3<sup>rd</sup> would be new dorms.
  - Purchasing Requirements – Gay  
Gay discussed the following:
    - Purchase Order & P-Card
    - Petty Cash (purchase and reimburse)
    - Do not order without purchase order
    - Training will be offered in the next month or two
    - Please following purchasing procedures

Dr. Boehmer emphasized the importance of following purchasing requirements.

- Tobacco Free Campus Policy -- Goff  
A motion was made in December to table the Tobacco Free Campus Policy. The BOR will present the System-wide policy at the February BOR meeting to be voted on and implemented in July 2014 if approved.

A motion was made to table until after USG policy is voted on. It was noted that EGSC was not listed as a Tobacco Free campus with the USG. Our policy needs to have a statement on record that “Restatement of policy in effect \_\_\_ 2005”.

A motion was made by Goff to amend motion to adopt as a reaffirmation of the existing practice that has been in effect for many years. A second was made by Dr. Goodman with a comment that it needs to be clear in the minutes and the website of the date of the initial policy.

- Overview of Process for Office Changes (Space Assignment) – Goff

The process/policy was voted on in November 2013. The office of facilities will be notified prior to a move, not for approval. Goff reminded everyone that signage, directory information and web information doesn't happen if procedure is not followed.

**Action Items:**

- Calculation of Deadline Policy – Smith

Smith discussed definition of "day" as referred in different policies. After review of policies, Smith suggested that day be:

- Exclude 1<sup>st</sup> day
- Last day is due date
- Beginning day starts on day after received

Dr. Boehmer asked each Cabinet member to look at Policies and Procedures in their area that require things to be done by a certain date to see if these definitions will cause problems. He asked that everyone email Smith with concerns by January 31, 2014. A vote will be made at the February Cabinet Meeting.

The meeting was adjourned at 11:10 a.m.