

President's Cabinet  
Minutes  
January 22, 2013  
8:30 a.m. – President's Conference Room

**Attending:**

Donald Avery

Bob Boehmer

Cliff Gay

Elizabeth Gilmer

Michelle Goff

Tim Goodman

Susan Gray

David Gribbin

Mike Rountree

Mary Smith

Jeanette Dauer -- Guest

**Absent:**

Caroline McMillan

Breakfast was provided by architect Kevin Palmer at 8:30 a.m.

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

Dr. Tim Goodman introduced Ms. Jeanette Dauer as a guest to the meeting. Ms. Dauer is a business major at Mercer University. Introductions were made by each Cabinet Member to Ms. Dauer.

**Minutes from the December 18, 2012 Cabinet Meeting – President Boehmer**

A motion was made by Tim Goodman to accept the minutes as written. Michelle Goff seconded the motion and it was approved unanimously by the Cabinet.

**Announcements**

Regents' Celebration of Education will be held March 23 in Atlanta. EGSC has two recipients this year. Dr. Paul Cerpovicz has been selected for the Teaching Award of Excellence and Mr. Richard McNeely will be honored as a Distinguished Alumni of EGCS. The College is purchasing two tables for the event. Auction items will be from the College family.

**Information Items**

**USG Committees:** Dr. Boehmer stated the importance of being actively involved/represented on these committees. He asked that everyone talk with individuals in their areas that are the committees and encourage them to be involved. He asked that everyone spread the load of committee assignments around to include as many as possible. Gaps were discussed and suggestions made to fill those gaps. Dr. Boehmer noted that the College name and individual titles are not up-to-date on the USG website and asked that everyone notified Amanda Seals at the BOR with corrections.

**Budget Cuts:** A 3% budget cut is official and we are anticipating another 2% cut. The 2% is almost a certainty and has been pulled from the budget. Highlights from memo from John Brown dated 01/17/2013 with Governor's recommendations and letter to BOR were discussed.

**Moody's Higher Ed Outlook:** "Negative Outlook for Higher Ed" was discussed. Significant efforts will be required.

Business Disclosure Report: Tracy Woods will be sending out State business transactions disclosure reports. Questions should be addressed to Tracy or Mary Smith.

SACSCOC Level Change: David Gribbin distributed copies of the SACSCOC Substantive Change Report, the Strategic Plan and a disc containing all documents sent to SACSCOC. Details for gifts, travel, dining and lodging were discussed. Mr. Gribbin distributed a draft of substantive change timelines for EGSC Statesboro (associate degrees) and EGSC Augusta (proposed new programs). Mr. Gribbin also passed out works sheets for the Strategic Plan and asked that comments be sent to him.

## **Policy Proposals**

### **SACSCOC Substantive Change Policy for EGSC – David Gribbin**

David Gribbin presented a proposed Substantive Change Notification Policy. Following discussion a motion was made by Tim Goodman to adopt the policy. A second was made by Elizabeth Gilmer with a unanimous vote to adopt the policy as written.

### **Business Affairs Policies and Procedures Manual – Cliff Gay**

Cliff Gay presented changes to the Business Affairs Policies and Procedures Manual. Changes were discussed and a change to page 27 concerning mail delivered daily to EGSC – Statesboro was suggested by Michelle Goff. A motion was made by Michelle Goff to adopt the policy with changes. Following discussion a second was made by Mike Rountree unanimously approved by the Cabinet.

### **Parking and Transportation Policy – Michelle Goff**

Michelle Goff presented the Parking and Transportation Policy. A motion was made by Tim Goodman to accept the policy as presented. Questions concerning student parking permits and bus passes were discussed:

1. What about faculty? HR gives form. The form needs to be amended in policy and acquisition of permits;
2. We do not say faculty and staff do not pay. This needs to be addressed;
3. Change from decals to hang tags;
4. Note that appeal of citations goes to Auxiliary Services with this being the last place to appeal added. All decisions are final.

Dr. Goodman amended his motion to include the four adjustments above. A second was made by Elizabeth Gilmer. The Cabinet voted unanimously to adopt the policy with the adjustments.

### **Social Media Policy – Elizabeth Gilmer**

Elizabeth asked that the Social Media Policy be tabled to the February 2013 meeting of the President's Cabinet.

### **Proposed Student Online Reporting and Evidence System (Scores) Policy – Donald Avery**

Mr. Avery started with an explanation of the SCORES policy. Simplicity software was purchased one and one half years ago to be a repository for student conduct issues with an online incident reporting component. The policy has been developed as relating to online incident reporting. The only violations

that can be reported are student behavior or academic honesty (student conduct). An incident must be reported by a valid faculty, staff or student.

Public access was discussed. The URL is not protected. Questions were asked concerning false reports, single on option and methods of reporting. Suggestions were made on working.

A motion was made by Tim Goodman to table the policy until the February meeting of the Cabinet. A second was made by Michelle Goff with a unanimous vote by the Cabinet.

### **Announcements**

- April 21, 2013 – 100<sup>th</sup> Birthday Celebration honoring Mr. Jimmy Morgan to be held at the JAM Student Activities Center. This will be a community event and is not a surprise.
- September 27 and 28, 2013 – 3 part event. Investiture, 40<sup>th</sup> Anniversary and Capitol Campaign Kickoff.
- Annual Reports are available from External Affairs.
- Cliff Gay asked that everyone encourages that department to following the proper purchasing procedures, approval time sheets on time and send I P-card documentation on time.

The meeting was adjourned at 10:40 a.m.