

President's Cabinet Meeting

Minutes

May 28, 2013

Attending:

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

Visitor: Anna Marie Reich

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

Minutes from the April 28, 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.

Dr. Boehmer noted a modification to the Agenda to add review of the Behavioral Recommendation Team Policy and the Temporary Emergency Suspension Policy.

Dr. Boehmer discussed the USG Executive Leadership Program and noted that a new program has been added: the Accelerated Leadership Academy. Handouts were distributed. The ALA is for graduates of the ELI. Caroline McMillan will apply for the ALA program. Dr Boehmer asked for interest from Cabinet members or staff; deadline to let Dr Boehmer know is May 31st; USG deadline is June 17th.

Dr. Boehmer discussed the USG Space Utilization Study and provided a handout for the Cabinet to review and discuss at a later date; Susan Gray will schedule a special Cabinet meeting for this. Cabinet was asked to review in detail to understand what the numbers mean and how they will affect future requests by EGSC for additional academic and student space.

Anna Marie Reich presented the Behavioral Recommendation Team Policy. She explained the BRT, formerly known as the Behavioral Intervention Team or BIT, is a referral body for reports of disturbing behavior by faculty, staff and students. The Temporary Emergency Suspension Policy will replace the disciplinary suspension policy and the College will use this policy to supplement the Student Conduct Code. Dr. Boehmer walked the group through a scenario using the options provided in the above policies. If a student, faculty or staff exhibits behavior indicating a threat of imminent harm, public safety and 911 should be contacted immediately.

Dr. Edgens suggested that he be added to list of committee members to represent the Augusta campus. Dr. Goodman made a motion to approve the BRT Policy with the addition of Dr Edgens on committee; Caroline McMillan seconded.

Donald Avery requested a revision to the "Procedure" section of the Temporary Emergency Suspension Policy to indicate the hearing would be requested of the judicial committee, not Student Conduct Officer. Dr Goodman made a motion to approve the policy with the change, and Caroline McMillan seconded.

Dr Boehmer noted the Policies and Procedures of the College need to be prefaced with the statement: "All college policies and procedures unless expressly stated apply to Swainsboro, Statesboro, and Augusta." Dr. Goodman made a motion to accept; seconded by Caroline McMillan.

Dr. Boehmer noted that we need to amend the Standing Committees to include an Augusta representative; before the next Cabinet Meeting, Dr Boehmer will provide a list of Standing Committees to Dr Edgens.

Donald Avery presented the Student Conduct Code revisions for discussion. He noted several additions were made, several policies to be added are in Faculty Senate review, procedural issues were addressed, and alcohol and drug policy was moved to a separate section of the handbook. The Cabinet is to review the Handbook and submit changes to Donald Avery by June 7th. The Cabinet will consider the revised Handbook at the June meeting.

Mike Rountree discussed Standing Travel Authorizations and expressed concern for a procedure or policy requiring employees to notify supervisor of travel schedules. Mike and Mary Smith will work on a statement to be included in the Employee Handbook and submit for Cabinet approval.

Mike announced a Web Services Specialist has been hired, Victor Poole, and will begin work June 3, 2013. He will report jointly to Elizabeth Gilmer and Mike and will be located in the IT suite. He is the point of contact for the EGSC website.

Dr. Goodman reported on Complete College Georgia: the status report is due on June 14; feedback is needed by May 31st. Five questions were distributed by Dr Goodman for feedback.

Dr. Goodman reported the Fall Workshop is being planned. The 2012 Workshop Agenda was distributed for review. The dates are August 5, 6 and 7th. Send agenda items to Dr. Goodman ASAP.

Dr. Goodman presented the Academic Affairs Organizational Chart as n information item, showing the addition of the Director of the Center for Teaching and Learning, Director of Distance Education, Executive Assistant to the Vice President (title change for Denise Claxton). Dr. Boehmer asked all departments with new positions/shared positions to reflect those positions on Organizational Charts and submit to Susan for posting on the webpage.

Important upcoming dates: June 25th Foundation Meeting at 5PM at Clubhouse, June 27th Patriotic Concert and Student Fun Day, June 20th Active Shooter Exercise.

Meeting was adjourned at 10:45AM.