

**President's Cabinet
Minutes
May 22, 2012
9:00 a.m. – President's Conference Room**

Attending:

Donald Avery	Michelle Goff	Mike Rountree
Bob Boehmer	Tim Goodman	Mary Smith
Cliff Gay	Susan Gray	
Elizabeth Gilmer	Caroline McMillan	

The first meeting of the newly formed President' Cabinet was called to order at 9 a.m. by President Bob Boehmer. Dates for future meetings were announced.

Minutes of Cabinet meetings will be maintained and posted on President's Office website.

The following announcements were made:

- Scheduling of Events:
 - Late notification of President's Office about college events is occurring frequently
 - Information about events in which participation by President Boehmer is needed should be provided to the President's Office at earliest time possible
 - Significant college events are frequently scheduled and planned at a point in time which is later than optimal
 - All of us should make it a priority to put events on the college calendar at the earliest point in time possible and to contact participants to confirm attendance at that time
 - All unit head talk should discuss with discuss with staff and emphasize the importance early scheduling/prompt notification
- Summer 2012 Facilities Projects:
 - A large number of important facilities projects will be completed this summer (approximately 20)

- Selection of specific projects was made by the President based upon recommendations designed to assure a safe and engaging learning environment and one which will promote the College's Complete College Georgia plan
- Role of the President's Cabinet:
 - President's Cabinet is a policy making body – recommends policy to the President
 - Members of Cabinet are the heads of the following units:
 - Academic Affairs
 - Business Affairs
 - Student Affairs
 - Information Technology
 - External Affairs
 - Facilities
 - EGSC – Statesboro
 - Legal Counsel/Chief of Staff
 - Members attend in person only – not by proxy
 - An agenda will be developed for all meetings
 - When a proposal is brought to the Cabinet, it should ordinarily be prepared in writing and shared in advance with all members of Cabinet.
 - Susan Gray will be at all meetings, will prepare minutes and post minutes on the President's webpage after approval by Cabinet.
 - The Cabinet will exist side-by-side with the Faculty Senate (if the Faculty Senate proposal is adopted at the Fall Workshop). Policy proposals will also be made to the President by the Faculty Senate
- Organization Chart for College (**attached**): A new organization chart for the college was prepared recently. Each administrative officer reporting directly to the President will be receiving a letter containing this new East Georgia State College Organizational Chart and an organizational chart for their unit.
 - New positions reporting directly to the President and reflected by this chart include:
 - An auditor to be shared with Savannah State University; and
 - An athletic compliance position

- Future Changes to Organizational Structure Are Being Considered:
 - If enrollment and budget growth permits, colleges rather than divisions may be advisable; deans rather than division chairs may be needed; and departments with department heads may be needed – particularly when bachelor programs are offered
 - More succession planning should be built into organizational structure
 - More consistency is needed in titles of individuals heading major units and reporting to the President
- Importance of FY 13 Goals Already Submitted for Each Unit and Each Unit Head:
 - Maintain objective data throughout the year to show that goals are being attained. This data will be requested next spring and will be useful for next year's evaluation, budget meetings and other purposes
 - Unit heads are encouraged to update previously submitted goals with more specific goals. Send changes or additions to Susan Gray to put in you file
- Annual Report for the College: External Affairs will be working on an annual report this fall. This will be a yearly report.
- Strategic Planning Process: Institutional Research has acquired another module for strategic planning. This module will allow us to list goals of the institution, each unit and sub-unit and show evidence of progress. This will be valuable for SACSCOC reporting, annual budgeting process, and annual evaluation process. Most importantly, it will be a tool to assure that we are taking action to attain our strategic goals and to modify our course when needed. It will be critical for us to demonstrate each year how we have modified our plans when the data we collect about our progress reflects the need for change
- EGSC – Statesboro :
 - Every EGC – Statesboro student is an EGSC student in all respects
 - Faculty at EGS – Statesboro will continue report to their division chairs (maintain current reporting structure). Division chairs will solicit formal input from the Director of EGSC – Statesboro in the faculty annual evaluation process

- Other key EGSC – Statesboro personnel else will report jointly to their unit head and the director of EGSC – Statesboro.
- Some EGSC support staff will report to the director of EGSC – Statesboro
- Director of EGSC – Statesboro will work with Division Chairs and other unit heads to communicate the reporting relationship to each faculty and staff member
- Operating Hours for the College– office hours will be 8 a.m. to 5 p.m. beginning in August.
- Friday Classes: Class schedules will be changed spring semester 2013 to include Friday classes.
 - Status of FY 2013 Budgets for All Units
 - Now being finalized – unit heads will receive written notification
 - Priorities in establishing the college’s budget and the budgets of each units include:
 - Maintain an appropriate reserve for the college to meet contingencies
 - Utilize relatively conservative enrollment estimates due to uncertainties arising from changes in financial aid rules and admission standards
 - Complete College Georgia is top priority
 - Use new funds allocated by USG in a manner consistent with USG intent
 - Biology program –
 - Faculty positions
 - Labs/equipment
 - ACE – new positions
 - Director of Learning Support – new full time position reporting to the Vice President for Academic Affairs (previously part time)
 - Director of Academic Advisement – reporting to the Vice President for Academic Affairs

- Assistant Director of Academic Advisement at EGSC – Statesboro
 - Part-time advisors
- Major Operating Units of the College – importance of using updated names for these units consistently (as reflected on new organization chart) – names of these units and new positions reflected in the FY 2013 budget (this is not a complete list of all positions) within each unit include:
 - Academic Affairs
 - Additional faculty positions created for new biology program and for other priority academic areas and ACE (see above)
 - Fiscal Affairs
 - New Director of Auxiliary Services position to be created – responsible for food, parking, book store, transportation, health services
 - Facilities
 - Additional support position created
 - Student Affairs
 - Student Conduct and Academic Honesty Director – new director position to be created that will facilitate these processes. Will report jointly to the Vice President for Academic Affairs and the Vice President for Student Affairs.
 - Information Technology – new position of Instructional Designer to be created (focused on Complete College Georgia needs)
 - External Affairs – new graphics designer entry level position to be created (focused on developing materials communicating the college’s message about student success)
 - East Georgia State College – Statesboro – part-time staff positions to be created to enable director to provide more faculty support and assistance in responding to student needs
- Filling of Open Positions Promptly: Dr. Boehmer emphasized the importance of having all new positions filled by the beginning of fall semester – Positions will be returned to the central budget as of the beginning of fall semester if not filled (unless a justification is approved by the President)

- Importance of Careful Review of Salary as New Positions are Filled: Pay attention to overall college salary structure as new positions are filled. Unit heads should work closely with Cliff Gay and Tracy Woods to make sure salaries are in line with current salary structure.
- Three areas to work on a self-studies within the coming year (areas which we need to study to determine how to continue to enhance to meet our emerging needs):
 - Study Abroad
 - Housing
 - Student Activities
- College Name Change :
 - Be incremental about this. Use existing supplies before purchasing items with new name unless there is a compelling need (e.g., use up old stationary, but purchase new diploma covers)
 - All items bearing the college's mark should be submitted to Norma Kennedy before purchase
 - Purchasing must have Norma's initials to order
- Job Descriptions for All EGSC Faculty and Staff: Complete College Georgia is an element of everyone's duties– each person is responsible to assuring the best possible educational environment (one which maximizes opportunity for student success). This should be communicated to every employee by unit head. Each job description should include this.
- Compilation of Policies and Procedures – update
 - Goal – completion by the fall faculty workshop
- Sr. Staff Meetings:
 - These are intended as communications meetings – not policy making meetings.
- The group will be expanded in size to include all director level positions. These will be agenda-based meetings. The President will request items to be presented or individuals can ask to be on the agenda
- Customer Service Initiative
 - Nominations for awards should be promptly submitted to Norma Kennedy for submission to USG.

The meeting adjourned at 11 a.m.