

President's Cabinet  
Minutes  
October 30, 2012  
9:00 a.m. – President's Conference Room

**Attending:**

Donald Avery

Bob Boehmer

Elizabeth Gilmer

Susan Gray

Caroline McMillan

Mike Rountree

Mary Smith

**Absent:**

Cliff Gay

Michelle Goff

Tim Goodman

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

Brief reports were made on the following topics:

- Academic Recognition Day
- USG employment trends data
- Rating Agency Requests
- Keep Faculty Senate Informed About Cabinet Action
- Introduction of new Auditor
- A Day for EGSC
- Harlem Globetrotters
- Bobcat Dash
- Early Registration/Enrollment Comparison
- Fall Semester 2012 Enrollment Report
- Cell phone service, emergency phones in classrooms and instant messaging at EGSC Statesboro
- Academic Honesty Policy

**Committee Merger/Consolidation**

Janet Stracher presented a recommendation to merge the Academic & Record Appeals Committee and the Financial Aid Appeals Committee. Points to consider are:

- Proposal for one form sent to Registrar's office
- Two meetings before each semester
- Extract information from BANNER needed for both AR & FA
- Input information on records and condense
- Reduce paper
- Special Folder (IT) that holds minutes and information for each member to view along with summary and spreadsheet
- Educate students of change and the process.

Committees members would include:

- Janet Stracher and Karen Jones, Co-chairs

- Massie Kight, Business Affairs
- Anna Marie Reich, Enrollment Services
- Tim Goodman, Academic Affairs
- John Blackburn, Math/Science
- Donnie Benton, Social Science
- Lacey Hodges, Humanities

The committee will look at both financial aid and academic appeals. The process would start now with the following plans:

- Appeal Forms send to Registrar's Office
- Students must adhere to deadlines (notifications will be sent)
- Must be recommended by both President's Cabinet and Faculty Senate

A motion was made by Caroline McMillan to merge the two committees. A second was made by Donald Avery. The Cabinet agreed unanimously to merge the two committees.

A discussion followed concerning another aspect of merging the two committees which is renewed emphasis of the College in adhering to deadlines for educational and administrative reasons. It is necessary to have communication plans in place for students, parents and family. Student Affairs and External Affairs were strongly encouraged to work with IT to develop the College webpage and other means to keep family and parents informed.

### **Policy Proposals:**

#### Free Speech Policy – Mary Smith

Changes in the policy were discussed. A motion was made by Elizabeth Gilmer to adopt the policy as presented. A second was received from Mike Rountree with a unanimous vote by the Cabinet to adopt the policy.

#### Volunteer Program Policy – Mary Smith

The new policy was presented by Mary Smith. The policy was discussed with an addition of a statement on free speech and who to contact. A note was made that the list of exemptions is not an exclusive list. The director of HR has the ability to approve exemptions.

A motion was made by Mike Rountree to adopt the policy with the above amendments on free speech and contact person added. A second was made by Elizabeth Gilmer. The vote was unanimous to adopt the policy.

#### Volunteer Services Request Form and Volunteer Agreement – Mary Smith

This was an informational item only. No recommendation was required.

#### Trip Approval and Travel Policy – Mary Smith

The policy and forms were discussed with a motion made by Elizabeth Gilmer to accept the policy. A second was made by Donald Avery with a unanimous vote by the Cabinet to adopt the policy.

#### Trip Proposal Form – Mary Smith

This was an informational item only. No recommendation was required.

#### Camp Policy – Mary Smith

Mary Smith presented a Camp Policy for discussion. Definition of camps verses events was discussed. The policy will be for EGSC sponsored camps and any event that the College is hosting or supervising the event. The policy is not intended for events that the College is just providing the location. It was discussed that this distinction needs to be made within the policy.

Non-EGSC camps that need IT support and are charged a fee need to be added. The IT fee is on the facilities rental agreement.

A recommendation was made to table the policy to the next meeting with the idea that the Cabinet expressed general support for content but wants clarification that it does not apply to events such as Science Olympiad and Second Grade Visitation but that it does to all camps, even those not coordinated through the facilities coordinator.

Following a discussion on deadlines and a clause that provides that the facilities coordinator is allowed to wave the dues for special circumstances, a motion was made by Caroline McMillan with a second by Mike Rountree. The Cabinet voted unanimously to table the policy to the next Cabinet meeting.

The meeting was adjourned at approximately 12 noon.