

President's Cabinet
Minutes
November 27, 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 meeting was called to order at 9 a.m. by President Bob Boehmer.

Minutes from October 30, 2012 Cabinet Meeting were presented. A motion was made by Elizabeth Gilmer to accept the minutes as written. Tim Goodman seconded the motion and it was approved unanimously by the Cabinet.

David Gribbin presented an update on the Strategic Plan and also discussed targets. Mr. Gribbin presented an outline of the plan for review. A motion was made by Tim Goodman to adopt the Strategic Plan for 2013-2015 and Targets noting that the long version is subject to change with modifications that are due to Mr. Gribbin by Friday of this week. Elizabeth Gilmer seconded the motion. The Strategic Plan for 2013-2015 was unanimously adopted by the Cabinet.

The SACSCOC Level Change Report was next discussed by Mr. Gribbin. Deadlines were outlined with the final version due to Mr. Gribbin on Friday.

Elizabeth Gilmer announced the Foundation Meeting tonight at McKinney's Pond beginning at 6 p.m. with a business meeting, followed by dinner.

Budget Narrative Deadline Reminder – Dr. Boehmer outlined the needs from each department for the Budget Narrative due to the USG by December 14. He asked that input to Cliff Gay be sent by December 7.

Dr. Boehmer announced the deadline for the State Charitable Contributions Campaign as November 30, 2012.

FY 2014 Revenue Projections are due by December 3. Dr. Boehmer asked for enrollment projects from Mr. Avery and Mr. Gay. He also asked that if anyone had feedback on the factors to the project, please get them to Mr. Gay this week.

FY 2014 Mandatory Student Fee Proposal is due by December 14. Mr. Gay presented a plan that will go before the Student Government Association on November 28 and will be voted on by the students the next week.

Other due dates discussed were:

- E-Verify Contractor Report – December 31

Mary Smith gave an update on the Policies and Procedures project and the following policies were presented for adoption:

- Conflict Resolution Policy
The Conflict Resolution Policy was presented and discussed. Editorial changes were made to the policy. A motion was made by Tim Goodman to adopt the policy with editorial changes. Caroline McMillan seconded the motion. The Cabinet voted unanimously to adopt the Conflict Resolution Policy.
- Camp Policy and Procedure and Camp Proposal Form
The Policy was presented and discussion followed. Changes were recommended to the definition of sponsored and non-sponsored camps. The group discussed the definition of camps on single or consecutive days. Special outreach events not covered under the policy were also discussed. A motion was made by Elizabeth Gilmer with a second from Tim Goodman. A discussion on IT fees followed. A vote was taken and the policy was unanimously adopted by the Cabinet.
- P-Card – The P-Card policy was presented by Cliff Gay. Cliff noted that a change to the way air-fare is handled had been made by the Business Office. Tim Goodman made a motion to accept the change to the policy with a second from Mike Rountree. With a unanimous vote, the policy was adopted.

The meeting was adjourned at 10:15 a.m.