

President's Cabinet  
Minutes  
February 26, 2013  
9:00 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

Tracy Woods -- Guest

David Gribbin -- Guest

The meeting was called to order at 9 a.m. by President Bob Boehmer. Dr. Boehmer circulated a thank you card to Kevin Palmer for the breakfast at the January 2013 Cabinet Meeting that he provided. Annual reports were distributed to the group. Everyone was encouraged to read the new book written by Professor Emeritus John K. Derden and to attend his Vision Series program on February 28.

**Dr. Boehmer discussed the following:**

- Presidents Weekly Notes: Dr. Boehmer asked that everyone communicate to their units that the President's Weekly Notes are posted weekly on the President's Webpage.
- Official Policies and Procedures: An update on Policies and Procedures was given. As Policies and Procedures are adopted/approved by the Cabinet and the Faculty Senate they will be added to the official Policies and Procedures of the College page located on the President's Office website. All policies posted on individual webpages should be linked to these policies. No separate policies should be posted. Dr. Boehmer asked that everyone remember to put a date on everything.
- Digital Photo Scavenger Hunt: Flyers for the upcoming event were distributed. Everyone was asked to encourage student participation by posting the flyer in their office or area. Everyone was invited to come by for the awards to be presented at 5 p.m. the day of the event.
- Study Abroad: Flyers were distributed and everyone was asked to encourage student participation.
- Annual Evaluations of the President's Cabinet: Dr. Boehmer discussed the expectations for annual evaluations. He asked that everyone pull their FY 12 goals and be comfortable with them. If amendments are needed, he asked that these be sent as soon as possible.
- Annual Budget Planning Meetings:
  - Cliff Gay distributed a handout that will be used in the Annual Budget Planning Meetings. He explained the numbering system and other details on the handout.
  - Everyone was asked to go with their original FY 13 budget and provide justification for another than exceeds those numbers.
  - Budget allocations between EGSC and EGSC – Statesboro were discussed.

- Asked not to put everyone in “other” category – be more specific.
- Everyone was asked to fill in the last column in the spreadsheet received. Do not send in a different format.
- Explanations on increases should be brief and straight forward, attached as a separate file.
- Individual directors are responsible for managing their budgets. They are to understand their budgets and to fill in their own numbers.
- Memos on Budget Planning Meetings will be sent this week.

### **Other Informational Items:**

Conducting Annual Evaluations: Tracy Woods discussed the process for conducting Annual Evaluations for all staff members. Forms will be sent from Human Resources this week. The package will include guidelines, job descriptions and helpful tips. Probation evaluations were discussed. Evaluations are to be submitted no later than March 29.

Great Colleges to Work For: Ms. Woods told the group that EGSC is registered to participate. Communication on the survey will be sent between March 5 and March 15. The actual survey will be sent between March 15 and April 15. Questionnaires that will be due by April 15. Dr. Boehmer will receive a report from the survey and it will be published July 26, 2013.

GRU MOU Submission to BOR: A conference call is schedule for March 13 with Dr. Houston Davis (BOR) concerning the GRU MOU. David Gribbin discussed the timeline for SACSCOC. It was announced that if EGSC is approved by the BOR to teach classes in fall 2013 that a search for a director will begin immediately.

SACSCOC Substantive Change, Associates Degree at EGSC – Statesboro: The prospectus for Augusta and offering an AA degree at EGSC Statesboro are both due May 1, 2013. Individual sections should be completed by April 15. Both will be mailed to SACSCOC by May 1, 2013.

College Scorecard: Mr. Gribbin discussed the College Scorecard. All categories and where the information came from was discussed. Reactions to the Scorecard were also discussed. Ways to improve were, such as establishing a Student Loan Default Task Force, were discussed. Integrity was emphasized.

Presidents Meeting: Dr. Boehmer discussed items from the recent USG President’s Meeting.

- Governor’s Higher Education Funding Commission
- FY 2014 Proposed USG Budget
- FY 2013 Amended State Budget
- Impact on MOOC’s on Associate Degree Programs
- USG BOR proposed policy 4.5 concerning intercollegiate athletics
- USG Framework (proposal) for Differentiating and Identifying Institutional Mission

Standing Committee Proposals: It was decided to table Standing Committee proposals as a group to a later time. Committees discussed were Student Fee Committee, Background Investigation Committee – Student, Library Committee, Admissions/Records Appeals Committee and the Institutional Review Board Committee. Dr. Boehmer asked that recommendations for these committees be sent to the individuals.

## Updates:

- Tobacco Free Campus: Is ours working? Dr. Boehmer discussed ways to education our college community.
- Recycling Task Force: Nominations for this committee were requested by Dr. Boehmer. He stated that we need to be a leader in the community in recycling.
- Convocation: The cabinet decided to have a convocation. A motion was made to have a fall Convocation on September 26, 2013 by Michelle Goff. Mike Rountree seconded the motion and the vote was unanimous.
- Parents Day or Weekend: Donald Avery made a motion to have a Parents Day or Weekend on September 27 and 28, 2013. Michelle Goff seconded the motion. The motion was unanimously approved by the Cabinet.
- State of the College: Dr. Boehmer will present the State of the College on May 2, 2013 at 11 a.m. in the auditorium. The address will be broadcast in Statesboro.
- Student Health Services: Michelle Goff discussed our agreement for Health Services. This is a five year agreement and we are in the third year. We need to 1) increase student knowledge, 2) consider the fact that our local hospital may be going through some changes, and 3) part of our contract with the hospital is education (this could be used to education our Tobacco Free Campus policy.).
- Emergency Action Plan and Flip-Charts: The plan and flip-charts are being printed now. They will be passed out soon per Mary Smith.
- EGSC ConnectED Campus Emergency Notification System: Mike Rountree reminded everyone of the test to be conducted on February 28 along with and update on ConnectEd.

**Minutes from the January 22, 2013** President's Cabinet meeting were presented by Dr. Boehmer. A motion was made by Tim Goodman to accept the minutes with a change to the degree of Jeanette Dauer (Guest at meeting) to Higher Education and Administration. A second was heard from Michelle Goff. A unanimous vote was received to accept the minutes with the change mentioned.

## **Policies:**

**Weather Monitoring Procedure:** Mary Smith discussed a proposed weather monitoring procedure and made a motion to accept the procedure. A second was made by Elizabeth Gilmer. The Cabinet voted unanimously to adopted the procedure.

**P-card Policy:** Cliff Gay suggested editorial changes. He made a motion to accept the policy with the editorial changes. A second was made by Tim Goodman. The policy was unanimously adopted by the Cabinet.

**SCORES (Student Online Reporting and Evidence System):** Dr. Boehmer asked to table the policy to the next meeting of the President's Cabinet. Questions to Donald Avery followed concerning reporting processes. A motion was made by Caroline McMillan to table the policy with a second from Tim Goodman. The policy was tabled unanimously by the Cabinet.

Social Media Policy: Dr. Boehmer asked to table the policy to the next meeting of the President's Cabinet. A motion was made by Carline McMillan with a second from Tim Goodman. The policy was tabled unanimously by the Cabinet.

The meeting was adjourned at 11:35 a.m.