

President's Cabinet
Minutes
April 22, 2014
9:00 a.m. – President's Conference Room

Attending:

Donald Avery
Bob Boehmer
Bob Brown
Lee Cheek
Cliff Gay
Elizabeth Gilmer
Michelle Goff

Lynn Jackson
Karen Jones
Carmine Palumbo
Mike Rountree
Mary Smith
Rebecca Vincent
Tracy Woods

Absent:

Jeff Edgens
Tim Goodman
Susan Gray
Caroline McMillan

A motion was made by Michelle Goff to approve the March 3, 2014 minutes with a second by Elizabeth Gilmer. The minutes were approved by a unanimous vote.

Action Items

Policies and Procedures

- Employees engaging in Political Activities on Campus – Mary Smith

Dr. Boehmer stated that with the time of the year and the upcoming election season the policy is needed as a guideline of the existing rules and regulations. One of the motivating events is to not limit political debates on campus, just to verify the rules and policies. Ms. Mary Smith reviewed the existing policy to determine if revisions were needed. Ms. Smith attempted to combine information from several sources including: The Employee Handbook, University System of Georgia Handbook, Use of Facilities Policy and Third Party Use of Facilities. The policy makes reference to another policy of “the Free-Speech Zone” that was approved at the October 2012 Cabinet meeting and will be on the agenda for the next President's Cabinet meeting in May. A motion was made to table this policy until the next meeting with directions towards Mary Smith for a proposed updated policy with examples of permitted and non-permitted activity and remove the reference to a Faculty Handbook policy by page number. The policy is to include graduation speakers and other events. Michelle Goff mad the motion and was seconded by Carmine Palumbo. The Cabinet voted to table the policy by unanimous vote.

- Gifts and Gratuities Policy – Mary Smith

Mrs. Smith explained that this policy is a revision to our existing policy and contains the USG Ethics Policy. Debate followed over different policies by the Board of Regents and the State Purchasing Guidelines, and examples of gifts of textbooks, software and gifts by other vendors. While Georgia law and DOAS allow small gratuities under certain guidelines, BOR policy can be stricter. A motion was made to table the policy until the next meeting with specific reference towards small gifts acceptable under Georgia Law and a statement concerning Services and Goods provided in exchange for Fair Market Value are outside the scope of the policy. Bob Brown made the motion to table and it was seconded by Donald Avery. The Cabinet voted to table the policy by unanimous vote.

- Fitness Center Policy – Michelle Goff

Ms. Goff brought this policy before the Cabinet and explained the addition of alumni group receiving a free one-Year membership and removed or corrected grammatical errors in the policy. Discussion followed regarding the use of the Fitness Center by retirees and paying patrons. Tracy Woods noted that the policy stated TRS retirees only; Mary Smith suggested the policy refer to “EGSC retirees” to capture all retirement plans for EGSC employees. Cliff Gay noted that unrelated business income may come into play with the free memberships, depending on the number of enrollees. Dr. Boehmer asked Cliff Gay to review the policy and determine if UBI would be an issue and bring this to the May Cabinet. A motion was made by Donald Avery with a second by Lee Cheek to accept the policy with the modification to refer to “EGSC retirees.” The Policy was approved by unanimous vote.

Informational Items

- Telecommuting Policy – Bob Boehmer
 - Dr. Boehmer distributed the USG and EGSC policies; he would like this policy reviewed. We must know about existing arrangements and verify that they meet the requirements set forth by the USG/BOR. An inventory needs to be established and completion of a signed arrangement by all needs to be completed and on file. All who are telecommuting must meet standards of new policy and the USG/BOR regulations. The Cabinet was asked to send to Dr., Boehmer the names of employees telecommuting and copies of telecommuting agreements. Dr. Boehmer noted the telecommuting agreements need to be consistent, and EGSC policy needs to be updated to be consistent with USG policy.
- Social Media Policy Status – Mary Smith
 - On April 30, 2014 at 1:00 a “Social Media in Higher Education” webinar is in the PCR. On May 12 & 13, 2014 USG and TCSG Conference on Social Media will be held. The social media policy will be revised following the review of the materials from the above webinars.
- Employee Handbook – Mary Smith and Tracy Woods
 - Mary Smith noted the Employee Handbook is a compilation of current policies in our existing Employee Handbook, the USG HR Administrative Practice Manual, Board of Regents Policies, USG Business Procedures Manual, and EGSC Faculty Handbook.
 - A table of contents has been added, and notations for: (1) policies that apply to “staff only;” (2) reference to current policy on the Policies and Procedures web page (3) notations for “policies under revision;” (4) notations for “policy under development.”
 - Smith noted that the ultimate plan is to eliminate the Faculty and Employee handbooks and have headings with individual policies; this will make future policy edits more efficient.
 - Smith noted that employees, particularly faculty, will have to consult both the EGSC Faculty Handbook and the EGSC Employee Handbook for applicable policy.
 - Tracy Woods presented the revised EGSC Student Employment Handbook; the information in the handbook came from the EGSC Employee Handbook with specific procedures for student employees. The Handbook will be posted in the Policies and Procedures manual.

- Firearms and Weapons Policy update – Mary Smith
 - Smith noted that the Governor is scheduled to sign the new” Georgia Safe Carry Act” tomorrow. The new law change did not change the guns on campus law, but lowered the penalty. Smith presented a revised Firearms, Weapons and Explosives Policy. This is presented for review by Cabinet; the policy will be brought back to May Cabinet for vote.
- Policy Change and ACA Workshops– Cliff Gay and Tracy Woods
 - The Affordable Care Act New Policy and Procedure goes into effect May 1, 2014. It affects all employees even Faculty that are non-benefits eligible – must record and report all hours worked. Joint staffing rules are being sent form the USG/ BOR.
- Tobacco and Smoke Free Campus Policy –Michelle Goff
 - The new policy was adopted by the University System at the March Board of Regents meeting; to take effect October 1, 2014. The committee will reconvene in May 2014 and we will determine then how to educate and inform the EGSC community. Any suggestions are welcomed by the Task Force.
- Straight and Narrow News Letter – Donald Avery and Karen Jones
 - Summary on Athletics – Donald Avery reviewed the article on Athletic Department audits from OIAC; EGSC will be audited; not sure of exact date, This will be positive and result in identification of best practices and efficiencies.
 - R2T4 Calculations – Karen Jones gave a brief summary of the article and how the Title IV calculations are performed at EGSC and the results of our R2T4 audit.
- 2014-2015 Academic Calendar – Donald Avery
 - The 2014-2015 Academic Calendar was presented for information item; it is following the same format as the 2013-2014 with the only exception being that the orientation dates for the year were omitted from the calendar.
- Restructure of Enrollment Services – Donald Avery
 - Informational only: the redesign features a showroom side and a back office work side. Enrollment Services employee titles have changed, job descriptions changed. On Saturday, May 10 enrollment services will move to RLB and D146 in the Gym. The department will be open for business as usual Monday, May 12. On or About July 8 Enrollment services will move back into their new offices and be ready for business as usual shortly thereafter. Compass Testing will be in D127 for Summer only.
 - Dr. Palumbo asked if more faculty or staff could be approved to release holds; the removal of holds by registrar’s office only causes a huge delay for the student trying to register. Can division secretary be allowed to do this? Donald is considering how this could be done; software permissions do not distinguish between financial or sensitive holds vs. missing document holds.
- Mobile Devices, VOIP, BOR IT Information Security – BYOD – Mike Rountree
 - USG Technology Handbook Section 8: BYOD provides that effective October 1, 2014: Any employee who uses personal devices to access USG information has to sign a USG Permission Approval to access the information onto their personal devices, this includes smart phones. No sensitive data can be shared on a personal device. HR will be working with IT on this. IT is also working on a new phone system since the VOIP Consortium with Armstrong is dissolving.
- Fundraising Campaign Update – Elizabeth Gilmer
 - Update Pledges and Cash Contributions – Gilmer
The EGSC Annual Reports are completed – the list of donors complete names of employees accidentally omitted. \$179,386 collected to date; \$82,526 Investment Income;

\$18,065 Pledges: \$279,978 Total Income - Next Appeal letter being sent out May 15, 2014

- New Members/Total members of Alumni Association – Gilmer
 - Total alumni is 108 members
 - EGSC's 50th Commencement exercise on May 9th will be recognizing the first 3 graduates from the school and the first graduate with a Bachelor of Science. Offering new Alumni Membership new Gym membership will help add value to the current package.
 - Update on personal/face-to-face calls: Elizabeth noted that she is trying to re-boost athletic donors. She has targeted businesses with personal face-to-face calls completed and follow-up in progress. New Donor, Charles Eames, a librarian from Waycross is very interested in helping students. He has established the Travel fund and has expressed an interest in helping with our study abroad program and student experience.
- Possible Addition to Academic Building (Lab Space) – Michelle Goff
 - Hopefully FY2016 funding for addition to Academic Building, additional lab space.
 - Calendar Items were briefly reviewed with Graduation highlighted on Friday May 9, 2014 and Saturday May 10 the moving of Enrollment Services.

Following discussion Carmine Palumbo made the motion to adjourn seconded by Donald Avery.

The meeting was adjourned at 11:30 a.m.