

**East Georgia State College
President's Cabinet - Agenda
October 27, 2015
9:00 a.m. – President's Conference Room**

- **Welcome – Bob Boehmer**

- **Emergency Response Committee Meeting – Smith**
 - Review of the Emergency Response Procedures Documents
 - Emergency Action Plan
 - Emergency Response Procedures Flipchart
 - Wallet Cards
 - Committee Backups – Notification
 - Review of Critical Information in the Emergency Action Plan
 - Emergency Protocol and Function of the Committee
 - Trainings and Drills

- **Announcements**
 - Fraud Awareness Week – November 16-20 – Smith
 - “Ethics: The Role We Each Play” presentation by USG Wesley Horne – 11 a.m. November 17, 2015 (EGSC Auditorium/streamed Atrium at EGSC/Washington Hall Room 248 at EGSC Augusta) – Smith
 - Annual Fund – Gilmer
 - Scholarships – Gilmer
 - Correll Scholars Update – Standing Committee Meeting – Gilmer
 - Downtown Fall Festival – Gilmer
 - Morgan House Yard Sale – Update on Morgan House -- Gilmer

- **Minutes -- Boehmer**
 - September 22, 2015 Meeting

- **Informational Items**
 - Business Affairs – Gay
 - Budget Monitoring
 - Vinson Salary Study
 - Fleet Cars
 - Importance of accurate/honest written records of hours worked by all part-time staff
 - IT – Rountree
 - Phase 1 USG IT Audit
 - IT Security Awareness Training
 - Microsoft Office 365
 - New Digital Signage at Swainsboro Campus

- **Action Items**

- Employee Handbook – Smith
 - Overview of structure of various EGSC employee handbooks
 - Proposed Revisions of Employee Handbook
 - Background Investigations Policy
 - Employment of Relatives Policy
 - Orientation Policy
 - FERPA Mandatory Training Policy
- Workweek – Faculty and Staff Employees – Smith
- Purchase of Goods and Services – Use of College Property – Smith

Key Indicators

- Lee Cheek – Social Sciences
- Cliff Gay – Business Affairs
- Donald Avery --- Student Affairs
- Mike Rountree – IT
- Mary Smith – Legal Affairs
- Caroline McMillan -- EGSC – Statesboro
- Jordyn Nail – EGSC – Augusta
- Elizabeth Gilmer – External Affairs
- Michelle Goff – Facilities
- Wiley Gammon – Public Safety
- Chuck Wimberly – Athletics
- Tim Goodman – Academic Affairs
- Bob Brown – Math/Science
- Carmine Palumbo -- Humanities

Key Calendar Dates

October 27 - 2016 Open Enrollment Benefits Fair 12:30 pm – 4:30 pm LFG Rotunda
October 27 – Region AAA Cross Country Meet 4:00 pm – 7:00 pm
October 28 – AARP Driver Safety Training 11:00 am – 5:00 pm Fulford
October 29 – 5th Annual Family Astronomy Night 5:00 pm – 8:00 pm Fulford
November 6 – First Friday at The Morgan House 5:30 – 7:30 pm
November 6 – Augusta Open House 9:00 am – 12:00 pm
November 6 - Senior Staff Meeting 2:00 pm – 4:00 pm PCR
November 7 - National SAT Exam 7:00 am – 1:00 pm
November 10 – American Red Cross Blood Drive 9:00 am – 2:00 pm Back Half of Gym
November 10 - GISA Region 2AA One Act Play Competition 8:00 am – 5:00 pm LFG Auditorium
November 10 – Transfer Tuesdays
November 10 – Board of Regents Meeting 8:00 am – 5:00 pm PCR
November 12 – Total Diabetes Wellness Series 12:00 – 1:30 pm Fulford
November 12 - Emanuel County Family Connection 10:00 am – 11:30 am Fulford
November 13 – Statesboro Open House 9:00 am – 12:00 pm
November 13 – GSU Partnership for Health Meeting 12:00 – 1:30 pm Fulford
November 13 – Staff Council Meeting 2:00 pm -3:00 pm PCR
November 13 – 14 Just Dessert's Murder Mystery Theatre 8:00 pm EGSC Statesboro Atrium
November 14 – Tutus & Tennis Shoes 5K & Fun Run 8:00 am – 10:00 am Swainsboro
November 19 – SHS Beta Lights Talent Show 7:00 pm – 9:00 pm LFG Auditorium
November 24 - President's Cabinet Meeting 9:00 am – 11:00 am PCR
November 26-27 – Thanksgiving Holidays All Campuses Closed
December 4 – First Friday at The Morgan House 5:30 pm – 7:30 pm
December 4 – Holiday Luncheon – EGSC Augusta 1:00 pm – 3:00 pm
December 4 – Senior Staff Meeting 2:00 pm – 4:00 pm PCR
December 5 - National SAT Exam 7:00 am – 1:00 pm
December 7 – Foundation Board of Trustees Meeting
December 7-9 – Georgia Cyber Academy Meeting 8:00 am – 4:30 pm Fulford
December 10 - Fulford Advisory Board Meeting 12:00 – 1:30 pm Fulford
December 10 - Emanuel County Family Connection 10:00 am – 11:30 am Fulford
December 10 – Emanuel County Schools School Nutrition Workshop 2:00 pm – 4:00 pm Fulford
December 11 – GSU Partnership for Health Meeting 12:00 – 1:30 pm Fulford
December 11 – Holiday Luncheon – EGSC Swainsboro 12:00 pm – 2:00 pm RLB Cafeteria
December 11 – Graduation Rehearsal 2:00 pm – 4:00 pm Gym
December 12 – Graduation 9:00 am Gym
December 12 – 3rd Annual Youngblood Chess Tournament 8:30 am – 3:30 pm Fulford
December 14 – Holiday Luncheon EGSC Statesboro 11:00 am – 1:00 pm Atrium
December 15 – President's Cabinet Meeting 9:00 am – 11:00 am PCR
December 23-25, December 28 – January 1— Closed for Christmas & New Year's Holidays – All Campuses