

East Georgia State College
President's Cabinet -- Minutes
April 26, 2016
9:00 a.m. – President's Conference Room

Attending:

Donald Avery	Elizabeth Gilmer	Carmine Palumbo
Bob Boehmer	Tim Goodman	Mike Rountree
Lee Cheek	Susan Gray	Mary Smith
Wiley Gammon	Caroline Joyner	Jimmy Wedincamp
Cliff Gay	Jordyn Nail	Chuck Wimberly

Absent:

Michelle Goff

Non-Cabinet Members

Tracy Woods Karen Jones

Attending:

Georgia Mathews Janet Stracher
Tabithia Ross

- **Welcome – Bob Boehmer**

- **Minutes -- Boehmer**
 - March 22, 2016 – Minutes were unanimously adopted.

- **Informational Items**
 - A.D.D. Update – Tabithia Ross
Reverse Transfer update – pilot is going well. Expansion to all USG schools is expected soon. GSU sent 60 associate degrees this spring for reverse transfer through Georgia Southern. Details on future semesters were given. 223 total degrees will be awarded this semester.
 - Mandatory Title IX Policy for all USG Institutions – Smith, Woods
New policy adopted by the BOR to become effective July 1, 2016 for all USG institutions. Woods discussed required on-line training. Rights and expectations were discussed. Awareness events were announced.
 - Mandatory Student Conduct Code Provisions for all USG Institutions – Avery, Smith
Extensive review of Student Conduct Code was done and update made last week. This was sent to USG last week. Following comments from USG this policy will be brought to the Cabinet for vote. All changes are to process not changes to the Code.
 - 2014 and 2015 EGSC Affirmative Action Plan Update – Woods
2015 Plans have been received. We have established goals. Review of goals was presented by Woods. At a later meeting, Cabinet will adopt our own internal goals.
 - Applications Received for Fall and Summer 2016 -- Avery, Jones, Stracher, Mathews
Mathews reported: Fall 2016 up 14 total students – 45 EGSC, 19 EGSCS, down 15 at EGSCA. Summer 147 total students – 92 EGSC, 26 EGSCS, 19 EGSCA. Nail commented that there were significantly less denials from AU due to change in admissions requirements.
 - Registration for Fall and Summer 2016 -- Avery, Jones, Stracher, Mathews
Stracher – Summer 848 (last summer 791) ahead. Fall 2015 – 1143 (1257 last year) behind from last year. Graduating students is up (not only ADD students).. Down freshmen continuing and new freshmen. Concerns were expressed on students making appointments with faculty advisors. Ross asked that faculty call while students are being advised to have holds released. Students need to be advised in Advising

Center if they cannot meet with their faculty advisor. Stracher discussed ways to encourage students to register. Discussion on students and Grades First.

- Enrollment Projection Report for Fall 2016 – Avery, Jones, Stracher, Mathews
Rapid Insight has been purchased. A presentation was made yesterday. RI makes a projection on students and if they will follow through on application. Avery talked about Enrollment Projection Model that he has created for the last 3 years.
- Business Affairs
 - FY 16 Year End Spending – Goff
Memo has been sent with deadlines. Be sure to check budget to be sure you have funds prior to spending. There are 3 levels of audit. This year we had agreed upon procedures level. Pass or fail. We were fortunate and had no disclosures in this years report. Meisha Williams will be in charge of joint staffing.
 - FY 2017 Budget Allocation – Gay
Gay said that there was positive news in state allocations. Vinson Study, Nursing Program. Associate VPAA, faculty promotion and tenure adjustments, -- money has been spent. If enrollment comes in up we will be in good shape..
 - Merit Raises – Gay
Amount allocated and timing was discussed.
 - New Rules About Exempt/Non Exempt Employees (FSLA) – Gay
 - Scheduling of Webinar -- time will be scheduled to view soon. Dr. Boehmer will send out memo soon to request how units will handle change due to this change.

Dr. Boehmer made comments on:

- Congratulating BA on Audit
- Budget Allocation
 - Enabling us to do things next year that we would not have been able to do (e.g. Nursing Program, FESA, pay faculty about \$50,000 in promotions, mid-year raise). Very positive news. Need to now focus directly on enrollment. Has to be a total team effort.
 - Minors on Campus – USG Policy, EGSC Mandatory Child Abuse Reporting Training Combine with Minors on Campus – New D2L Training – Smith
Training will be D2L this year on camp training. Smith discussed training. A compilation has been done on all minors on campus programs. We need a more comprehensive review and policy in how we are addressing minors on campus.
 - Associate Degrees with Disciplinary Distinction – Goodman, Cheek, Palumbo, Wedincamp
 - Which programs submitted for approved?
 - Status of proposals?

Right now, we offer 1 associates degree – Associate of Arts. We offer areas of study but they are not degrees, they are areas of concentration. SACSCOC is questioning this. USG has created process for associate dominated institutions to request degrees with disciplinary distinctions. The process has begun on 17 programs for degrees with disciplinary distinction. We have submitted 9 of these programs to the USG. We have not received our response at this time. There has been a delay at USG. Although USG did not ask about adequate faculty, the Deans are not looking at faculty in each of the areas that we are pursuing.
 - BSNursing – Goodman, Smith, Wedincamp
 - Status of Proposal

Dr. Boehmer has had preliminary discussions with VPAA and Deans. Assuming that this degree gets approved, we have a narrow window of opportunity to present a degree program proposal for a Bachelor of Applied Science. This will need to be on the fast track.

We are waiting on information from the USG on our proposal that is scheduled to be on the May agenda.

- Correll Scholars Applications and Interviews – Gilmer
Today and tomorrow are the Correll Scholars interviews. 65 applicants have been narrowed down to 40. We are interviewing 20 each day. Ada Lee Correll will be on campus both days. She will interview all students.

- Thank A Donor Day – Gilmer
Postponed.
- Nursing Appreciation Event – Gilmer
We are partnering with 5 other groups to host a national nursing event – May 5 at Southeastern Tech. Everyone is invited.
- Scholarship Awards and Update – Gilmer
We have less funds than last year. We have 50 on-line applications so far. Honors nights began next week at the different high schools. Need based requests were discussed for summer. Questions were discussed on wording in application for MOWR students.
- Open discussion in reference to injuries of student/athletes and non-athletes at EGSC and how we manage working with those injured students – Wimberly
 - Athletic injuries and medical excuses as they pertain to academics/excused absences – Wedincamp
Do guidelines or policy need to be established? College policy says that you can miss 10% of classes. There is an opportunity of a student to take an incomplete. Thanks to Wimberly for increasing the level of communication between faculty and athletics.
- EGSC Augusta Renovation Update – Nail
Architect for project resigned last week. Update soon.
- G2C Update – Goodman
The gateway course selected for tracking is College Algebra. We are in data gathering stage.
- USG FY 17-21 Capital Plan Update – Goff
Projects were submitted in early April.
- Notification of New Software for FY17/Next Academic Year – Rountree
If you have changes for the upcoming year, please get with IT as soon as possible.
- Ransomware Update – Rountree
Be careful with incoming attachments. Ways that these files can come in were discussed. If you do not know individual sending email, question with IT validity of attachment.
- Utilization of Office365 One Drive for Document & File Backup – Rountree
Handouts were distributed and discussed.
- Study Abroad Update – Palumbo
We began the year with 3 programs approved: 1 to Paris (cancelled); Coasta Rica (May 12-19); Quebec does not look like it will make).
- Prime Time Reading Time – Palumbo
6 week program at Franklin Memorial Library funded by grant received. We plan to reapply for next year.
- Correll Scholars Program Yearend Report – Cheek
The donors will receive a report from director and scholars annually. Also, part of permanent record for program.
- Fall Convocation – Cheek, Palumbo
Big Read Grant has been received for this program. Book has been selected: “A Lesson Before Dying” Ernest Gaines. Events in all local libraries, schools, crawfish bowl downtown etc.... September 22, 2016
- Culture of Respect Task Force/Forthcoming Developments – Cheek
This is a presidential initiative and will be linked with Convocation. There is an extensive webpage on the EGSC website. Implementation in the fall.
- FESA Continuing Education Conference, Fall 2016 – Cheek
A Continuing Ed Conference for the community will be held in the fall. This is a SACSCOC requirement for the FESA program.
- FESA Articulation Agreements/Albany Tech/Forthcoming – Cheek
First signing (Albany Tech) within the next week. Working on date.

- **Action Items**

- Reporting and Response Procedure for Accidents, Injuries and Emergencies – Revision to Employee Handbook – Smith
A motion was made by Gilmer to accept as presented with a second from Cheek. The policy was adopted by unanimous vote.
- Record Retention Policy – Smith
 - (10.4) Introduction (new)
 - (10.1) Registrar – Student Records and Academic Achievement Records (revised)
 - (10.2) Record Retention and Storage Policy (approved at March 22 Cabinet)
 - (10.3) Data Management Structure (revised)Smith explained the policy and the changes in the revision.
10.4 – Motion from Goodman 2nd from Cheek – Unanimously adopted
10.1 – Motion from Goodman 2nd from Cheek – Unanimously adopted
10.2 – Motion from Goodman 2nd from Cheek – Unanimously adopted
10.3 – Motion from Cheek 2nd from Goodman – Unanimously adopted
- Camp Policy and Procedure – Smith
Changes were discussed by Smith. A motion was made by Cheek to accept the policy with a 2nd from Goodman. An amendment was requested by Avery to add athletic director to review committee. Cheek approved friendly amendment in motion. The policy was unanimously adopted.
- Camp Proposal Form – Smith
Changes were discussed. A motion was made by Cheek with a 2nd by Gilmer. The changes to the form were unanimously adopted.
- Fitness Center Eligibility Form – Smith
A section was added for spouse and dependents on form. A motion was received by Cheek with a 2nd from Rountree. The changes to the form were unanimously adopted.
- Presidential Waiver Policy – Avery
Avery presented changes to include continuing returning students. A motion was made by Gilmer with a 2nd from Cheek. The policy was unanimously adopted.
- Bobcat Bridge – Avery
An updated version of this policy was circulated prior to the Cabinet meeting. Avery discussed highlights of the policy. A motion was made by Gilmer with a 2nd from Cheek. The policy was unanimously adopted.

The meeting was adjourned at 11 a.m.