

**East Georgia State College**  
**President's Cabinet - Agenda**  
**April 28, 2015**  
**9:30 a.m. – President's Conference Room**

**Minutes**

**Attending:**

Donald Avery	Elizabeth Gilmer	Carmine Palumbo
Bob Boehmer	Tim Goodman	Mike Rountree
Bob Brown	Susan Gray	Mary Smith
Lee Cheek	Caroline Joyner	
Georgia Edmond	Jordyn Nail	

The meeting was called to order at 9:30 a.m. by President Boehmer.

Susan Gray introduced Marsha Moore, Administrative Assistant to the President.

Minutes from the February and March President's Cabinet meetings were presented and unanimously approved.

Informational items (Part 1) discussed were:

- Disclosure of Arrests, Convictions and Prior Student Conduct Proceedings at Other Institutions on Student Application – Donald Avery, Georgia Edmond
- Scholarship Software – Mike Rountree, Elizabeth Gilmer, Karen Jones

Action Items:

- Change from Divisions to Schools – Tim Goodman  
A motion was made by Tim Goodman to change divisions to schools and to make this change in all EGSC Policies and Procedures (i.e. School of Humanities, etc). A second was made by Lee Cheek and a unanimous vote was received. It was also noted that Division Chairs should be change to Deans in all EGSC Policies and Procedures.
- Revised Policy and Procedure Concerning Drug Testing of Job Applicants and Existing Employees – Mary Smith  
Mary Smith presented the revised policy. Following discussion a motion was made by Smith to adopt the revised policy as written with a second from Tim Goodman. The Cabinet voted unanimously to adopt the policy.
- Title IX Policy – Mary Smith  
The Title IX policy has been revised to have one policy to apply to both employees and students. A motion was made by Mary Smith to adopt the revised policy with a second from Donald Avery. Bob Brown proposed an amendment to the policy "Supervisor will be informed of complaints against employees." Following discussion a motion was made for clarification on 2<sup>nd</sup> page, 3<sup>rd</sup> paragraph, last sentence to have "Supervisors will be informed...when necessary." The motion would require that in every event that the supervisor be informed. The motion to amended was changed to say "The senior most cabinet member, of the employee, be notified of investigation. A second was made by Lee Cheek and unanimous approval was received from the Cabinet.
- Usage of Fitness Facilities in Physical Education Building and Fitness Center Eligibility Form – Mary Smith
- A motion was made by Mary Smith to adopt as presented with a second by Lee Cheek. The policy was adopted by unanimous vote.
- Employee Handbook: "Policy and Procedure for Response to Accident/Injury on Campus" – Mary Smith  
A motion was made by Mary Smith to adopt as presented with a second by Tim Goodan. The policy was adopted by unanimous vote.

- Calendar – Fall 2015-Summer 2017 – Donald Avery  
Donald Avery presented the College Calendar for Fall 2015-Summer 2017. Dates for orientations and open house were not on the calendar. A motion was made to accept the calendar with additions as noted by Donald Avery with a second by Tim Goodman. The Cabinet voted to unanimously adopt the calendar.

The following informational items were presented:

- Visit by USG Chancellor Huckaby, May 6, 2015
  - Representative Butch Parrish, Senator Jack Hill, Senator Jesse Stone will also attend
- FY 16 State Allocation – Bob Boehmer, Cliff Gay
- FY 16 Mandatory Fees – Bob Boehmer, Cliff Gay
- JAM Center Kitchen Remodeling – Cliff Gay
- Campus Lighting Upgrades – Cliff Gay
- EGSC Statesboro ACE Relocation/Common Grounds II Expansion – Cliff Gay
- Academic Building Expansion/Renovation – Cliff Gay
- Budget Update – Cliff Gay
- Budget Monitoring – Cliff Gay
- Project/Expenditure List – Cliff Gay
- Year End Cutoff Dates – Cliff Gay
- Update on GradesFirst Project – Mike Rountree
- Salary Increase Upon Degree Attainment and Tenure – Mary Smith
- Free Speech Policy – Mary Smith
- Career Counseling Task Force – Elizabeth Gilmer

The meeting was adjourned at 11:15 a.m.