

**East Georgia State College
President's Cabinet - Agenda
August 25, 2015
9:00 a.m. – President's Conference Room**

Minutes

Attending:

Donald Avery	Tim Goodman	Carmine Palumbo
Bob Boehmer	Susan Gray	Mike Rountree
Cliff Gay	David Gribbin	Mary Smith
Elizabeth Gilmer	Caroline Joyner	Chuck Wimberly
Michelle Goff	Jordyn Nail	

Absent:

Bob Brown
Lee Cheek
Wiley Gammon

- **Welcome – Bob Boehmer**

President Boehmer welcomed the group at 9 a.m.

- **Announcements**

Reporting Structure for Counseling and Disability Services – Goodman

Anna Marie Reich now reports to Dr. Goodman. No plans to change physical location of office.

Study Abroad Director – Carmine Palumbo

Dr. Boehmer announced this addition to Dean Palumbo's duties.

Correll Scholars Director – Lee Cheek

Dr. Boehmer announced this addition to Dean Palumbo's (Cheek) duties.

Head Softball Coach (Mary Beth Blasingame) – Wimberly

Mary Beth Dennison (recently married) is a hard worker and will be an addition to our athletic program.

AAMI Director (Jonathan McCollar) – Goodman

A director has been hired -- Jonathan McCollar. His office is located in the ACE. Tre Drummer is coordinator in Statesboro and we are looking for coordinator in Augusta. We would like to emphasize program more this year.

Webcast – Improving Task Forces and Committees – October 8, 2015, 2 p.m.

President Boehmer asked that all get this webcast on their calendars. Notices will be sent to committee chairs and task force chairs. Strongly encourage all to attend.

- **Minutes -- Boehmer**

July 28, 2015 Meeting

A motion was made by Goodman to accept as written. A second was made by Elizabeth Gilmer. The minutes were adopted unanimously.

- **Informational Items**

- Enrollment Update – Avery

- Up in total applications this year. Enrollment as of day 4 of classes, after schedule adjustments 3,316 total, 1094 Swainsboro, 1574 Statesboro, 548 Augusta.—110 students over same point last year – 3% increase. Non-attendance cancellation will be this week. Last year 140 students were cancelled. There will be add-back. Average of add back is 216. Fee payment deadline is 9/28. Last year 146 were cancelled. Average was 167 for three years. 2958 predicted for this fall.

- Need Based Funding for FY 16 – Avery/Gilmer/Jones

- EGSC received an extra \$15,000 this year to be awarded for leadership scholarships. Three awards have been made so far this year. At least 900 SAT 1700 ACT and prove that you were involved in a leadership role in high school. No fixed GPA. Need based funds are being received everyday in memory of Luck Gambrell. \$63,850 has been received so far that has to be awarded this year. Awarded 32 last week. About ½ of the \$63,850 has been awarded. Balance will be used for fall and summer semesters. Elizabeth Gilmer and Karen Jones are contact for needs based scholarships.

- Diversity at EGSC – Gribbin

- Gribbin presented an overview of diversity reports prepared by Gribbin and Wilder Coleman. Dr. Boehmer talked about having a diversity plan for EGSC. Definition and goals for diversity will need to be set. Dr. Boehmer will be asking a group to work on a diversity plan this year.

- CSSE Findings/Action Needed – Gribbin

- Report was generated by CSSE. We have been a part of this survey since 2005. We now have 11 years of data. CSSE is routinely used in SACSCOC documentation. Gribbin discussed report.

- QEP Deadline and Mock Off-site SACSCOC Review Summer 2016 – Gribbin/Goodman

- 5th year interim review has 5 parts. Part 2 is institutional summary form. We would like to have this completed by end of fall semester and all other parts done by end of fiscal year. The report will be reviewed on a mock basis by peers for other institutions. They will be asked to act as an off-site review team and show us areas for improvement. Report will be submitted in early fall 2016.

- Information Security Awareness Training – Rountree

- Ashley Woods is point of contact for College. An information security awareness model in D2L will be rolled out in the next 2 weeks. This will be a required training module showing that we are taking seriously making folks aware of security issues in IT.

- Grades First Update – Rountree

- Kiosk have been installed. Now about to track what students are asking for help with. Dee McKinney has sent information to faculty. Off to a good start.

- Student Loads per Hour – Rountree

- This is a report that Wilder Coleman developed in Argos. Primarily developed for Student Life and Auxiliary Services to see how many students are on campus at any given time (by campus).. Report does not include on-line courses (W). The report can be run at any time through Argos.

Dr. Goodman asked questions concerning using report to determine space utilization. Rountree will work with Coleman to see if this can be added or another report created. Rountree will see if GSU students can be removed from report. Dr. Boehmer asked that Rountree let Coleman know how much his work is appreciated.

Update on Substance Abuse Policy for Drug Testing of Athletes – Wimberly

Drug Free Sport sent recommendation in July for review and add to our policies. All students have signed agreements to be drug tested. Seminar will held in September to help educate all athletes. Wimberly will present policy at later Cabinet for approval.

Engage, Enrich, and Promote (EEP) – Avery

Avery presented an overview of this plan. It is being initiated in Student Affairs to encourage staff in areas of job satisfaction, professional development etc. Training videos and individuals have been located to come on campus to help. Events off-campus have been identified. Surveys have been conducted of all staff. Communication is a big issue. Hope for positive repercussions. Incentives: meals, identifying employees of the month, location for parking for employee of the month, trophy for a week etc.

Great Promise Partnership – Gilmer

The program is a Public/Private/Partnership providing mentorship for at risk students. We have one student this year working with Stacey King. Marsha Moore is mentor for the student. Wimberly mentioned an opportunity at SMS for the athletes to mentor 30 students. Gilmer asked that good records be kept for grant opportunities.

Award Spring Software Update (Scholarship Software) – Gilmer

Test credentials will be sent to all. All scholarships are list and students will be available to apply on line. Committee will be able to sign in and review on line. Elizabeth would like everyone to look at test software to see if any changes are needed. Do not apply for any scholarship.

Publicity of September Events – Gilmer

September 21 – Foundation Meeting

September 22 – State of the College

September 24 – Convocation

September 26 – Bobcat Dash, Duct Tape Regatta, Parent/Family/Friends/Alumni Day

September 27 – UGA Brass Quintet – Dr. Boehmer talked about this world class group. He encourage everyone to do what they can do to organize student groups, so that there will be a large group for the performance.

Please add dates to your calendar.

A meeting will be held tomorrow to discuss budget.

Publicity of First Friday – Gilmer

The Morgan House – September 4 (5:30 p.m. – 7:30 p.m.). Alan Brasher and Friends will be there to entertain. This will be a regular event. Everyone is invited to this event, particularly students. This is an informal event. Encourage student groups to come (Student Affairs, Deans). A shuttle will be provided if needed.

Annual Fund Drive Week (October 19) – Gilmer

Employee fund drive will also be held during this week. Letters will go out to potential donors.

Correll Scholars – Cheek/Gilmer

Schwabe met with Correll Scholars yesterday. Orientation will be held for Scholars on September 1. One student did not come this semester. This scholarship was awarded to the next person in line. Off to a great start.

ELI Nomination Deadlines – Boehmer

Deadline for applications is September 9, 2015. One EGSC individual has applied. Dr. Boehmer has until September 18 to send in nominations. You have to go on-line to complete application.

GRU Master Plan (Summerville Campus) – Boehmer

EGC participated in the preparation for this plan. Dr. Boehmer commented on space that will be provided for EGSC Augusta. Good relationship is being established with GRU.

- **Action Items**

Investment Policy – Gay

3 funds held in the name of the College. These funds come from various sources way back that total approximately \$37,000. USG policy says that if you hold money in the college that you have to have a plan as to how it will be invested. The policy is a result of our audit when checking on endowment programs.

Gay suggested one amendment to replace “corpus” with “history document balance” on last page.

A motion was made by Elizabeth Gilmer to adopt the policy as amended by Cliff Gay. A second was received by Tim Goodman. The policy was adopted unanimously.

Education Support Leave – New BOR Policy – Smith (see updated proposal distributed on 8/19/2015)

Proposed as a recent change in BOR Policy. Revised policy sent on 8/18/2015. Support leave is for an employee who would like to attend educational activities related to their child. (Career day, take your child to college orientation.) Allows employee to have 8 hours per year, monitored same as other leave in ADP. This is legislatively mandated. We do not have an option to not do this.

Goodman moved that the policy be accepted as written. A second was received by Goff. The policy was adopted unanimously.

Payday – Paychecks – Withholding of Pay Policy – Smith

This is a revision to an existing policy. Language changes were made. Cliff Gay explained the reference to vacation pay.

A motion was made by Palumbo with a second by Goodman. The policy was adopted unanimously.

Professional Development Policy: Professional Association Dues, Licenses and Certificates – Smith

The question is should the college pay dues if not necessary for position? The College will pay if in the subject area and the college is a member. Membership has to be related to job employee is doing in their job specific responsibilities. College will not pay individual memberships, must be college memberships. Discussion followed. Policy dated 7/30/2015 is current draft. Michelle

asked that she be able to discuss list with each Cabinet member following adoption of policy. Dr. Boehmer would like for Michelle to take list and the president's office not be responsible for list.

A motion was made to adopted the 7/30/2015 policy with a second by Palumbo. The policy was adopted unanimously.

Emergency Action Plan – Smith

Rountree asked for a search and replace of Computer Services to Information Technology.

Motion to approve submission of document to USG as is with corrections submitted by Rountree with understand that it will be brought back to next Cabinet meeting. Any additional changes will be brought at that time. Smith noted a changes page with all changes documented for easy reference. Please look at chapter 2 to make sure it makes sense as report. Changes should go to Mary Smith prior to next meeting.

Motion made by Goff with a second by Goodman. A unanimous vote was received to submit document with changes from Rountree to the USG.

Emergency Response Action Flipcharts – Swainsboro and Statesboro – Smith

Policy reviewed by Mary Smith. Report will be in final format after vote. Karen Curl will be helping with this report. Smith hopes that report will be available in about 1 month.

A motion was made by Goodman with a second by Goff. Adopted unanimously.

Dr. Boehmer mentioned national news stories concerning violence on campus. Incidences of violence should be reported immediately to Police, HR, and unit. President Boehmer should know immediately after incident occurs. No incident should go into a holding pattern. Anything more than a day is a holding pattern.

Embark – (Program to increase college access for youth who have experienced foster care or homelessness) -- Avery

No feedback was received.

Goff apologized for not sending feedback before meeting. Avery asked that she get with Edmond to revise policy. Gilmer will also discuss funding with Edmond.

A motion was made to table until next meeting by Goff. She will work with Edmond to revise to more of a policy format and to be clear on source of funding. A second was made by Gilmer. A unanimous vote was received to table until September meeting.

Disciplinary Sanctions – “Students Banned from Entering Campus Policy” – Avery

Add a sanction that can support exclusion or suspension and banned from campus if disciplinary committee finds that this is necessary. Wimberly suggested adding wording for any EGSC activity.

Goff made a motion to accept with addition. A second was received by Goodman. A unanimous vote was received.

Transient Student Policy & Procedure – Avery

This policy was discussed by Avery. #11 was revised to be clearer. Boehmer asked for a change to Academic Center for Success throughout.

Gilmer made a motion to accept policy with change with a second from Goff. The policy was adopted unanimously.

MOWR (formerly known as Dual Enrollment) eCore Classes – Avery

This is a position statement of the College. MOWR students have an option to take these courses with substantial increase in amount of tuition. GA Student Finance determines how much to pay for these course. Who is responsible for difference? This is now at the attention of Dr. Houston Davis awaiting feedback. How do you cover costs? Avery suggested that we take position of not letting MOWR students take eCore courses until matter is resolved on payment.

Palumbo made a motion to table this allowing for more discussion to September Cabinet meeting. A second was made by Goodman. A unanimous vote was received to table this policy.

Miss EGSC Contract – Updates Concerning Behavior – Avery

Avery discussed new contract and details. Behavioral conduct has been added to contract that may deny student to receive or continue with the title. GPA requirements were added.

A motion was made by to accept the policy as written by Gilmer with a 2nd by Goodman. Rountree noted numbering of paragraphs that need changes (a change of numbers). Reference to 9 and 11 instead of 8 and 10. Gilmer amended her motion to accept with modifications. A second was received by Rountree. The policy was approved as amended.

Mandatory Reporting of Child Abuse and Neglect Policy – Avery

Avery received feedback on this policy following last meeting. There is no specific timeline on this policy if more time is needed to review. Would like to have training in Compliance Month (October).

A motion was received from Goff to accept policy with a second from Goodman. The policy was adopted unanimously.

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