

President's Cabinet Meeting
Minutes
August 22, 2017
9 a.m.
President's Conference Room

Attending:

Donald Avery
Bob Boehmer
Lee Cheek
Wiley Gammon

Elizabeth Gilmer
Michelle Goff
Susan Gray
Caroline Joyner
Carmine Palumbo

Mike Rountree
Deborah Vess
Chuck Wimberly
Mary Smith

Absent:

Cliff Gay
Nick Kelch
Jimmy Wedincamp

**Items in OneDrive will be marked with an asterisk*

Welcome – Boehmer

Items Requested by President Boehmer for Brief Updates

Informational Updates

- Housing Occupancy – Avery
We are full in housing. 642 applications received – new and returning. 432 spaces with overflow. 50 currently on wait list. Cancellation for non-payment is mid-September.
- Housing Overflow Plan – Avery
See above
- Advisement – fixed advisement hours in residence halls
Request from President Boehmer in knowing if we are strategically going to have space scheduled for advising.
- CHOICE Program (GVRA) Funding Status – Avery
2-year funding from GCDD. Legislature transitioned funding from GCDD to GDVR this year. \$52,500 appropriated to our program. MOU has been signed. Invoice will be sent. Will continue as a reimbursement grant. 3 students first year – 15 this year – 13 residential students.
- Student Conduct Policy Changes Status of Email Vote – Avery
USG made changes to conduct process across the USG at the institution level. Amendment made to EGSC Student Code of Conduct and sent for email vote on August 16. Policy was approved and has been posted to website.
- Organizational Memberships (Importance of articulating specific reasons for continued membership) – Boehmer *
When requests are received, reply with specificity, not general statement.
- Importance of Standing Committees – Boehmer
Meetings – *November 8 and 9, 2017, February 5 and 6, 2018*

At meetings, committees will be asked what they are doing, meeting regularly, how they are keeping records. Please work with those in your unit to talk who are chairs of committees to prepare them on responsibilities of committees. Discussion on updates to webpages was discussed.

- Comprehensive Administrative Review – Boehmer
August 24, 2017 – 11:30 a.m. – President’s Conference Room
EGSC is part of first cohort to go through the USG Comprehensive Administrative Review. Chair of group is President Kyle Marrero and administrator is VC John Fuchko. They will visit EGSC on 8/24/2017.
- Campus Carry Implementation – Gammon
Began fall semester.
- Fall 2017 Enrollment – Avery
3,218 total as of 8/18/2017 – down 159 or 5% from equivalent time from last year. Efforts are being made to decrease the “melt.” Mini-mesters are being added. CATS courses will be provided information about financial aid prior to non-payment of fees to reduce this number. Need based funding will have a larger payout in fall semester. Non-attendance cancellation coming up soon. Faculty members have been asked to reach out to enrollees in class who have not attended. October 7 census date, actual due date October 13.
- MOWR (now Dual Enrollment) – Fall Enrollment – Vess
Update from Vess. Looking for opportunities to expand. Name has changed to Dual Enrollment.
- Student Center Expansion Update – Goff
Update on bid and contract dates by Goff. Fall 2019 occupancy expected.
- Police Department Building Update – Goff
1 week behind. Contractor will start day after Labor Day. Anticipate move-in day after graduation in December.

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Minutes – July 2017

A motion was made by to approve by Cheek with a second by Gammon. The minutes were unanimously approved.

Action Items

Academic Affairs

- VPAA – Vess
 - None
- Humanities – Palumbo
 - None
- Math/Science – Wedincamp
 - None
- Social Sciences – Cheek
 - None

Business Affairs

- VPBA – Gay
 - Electronic Transfer of Funds for Employees and Retirees *

Brings EGSC in line with current BOR policy. A motion was made to approve as update to payroll section of Business Affairs Manual by Palumbo with a second from Gammon. Approved unanimously.

- Request for Exemption Form *
- See above – policy and related form were adopted as single document.
- Pay Calendar *
- EGSC will now be in line with all other USG institutions on pay dates. Policy was required by USG. A motion was made by Gammon with a second from Vess. Adopted unanimously.

- Business Operations – Goff
 - None

EGSC – Augusta

- Director – Kelch
 - None

EGSC – Statesboro

- Director – Joyner
 - None

Informational Technology

- VPIT – Rountree
 - None

Institutional Advancement

- VPIA – Gilmer
 - None

President’s Office

- President Boehmer
 - None
- Chief of Staff/Legal Counsel – Smith
 - Information and Support Services for Title IX *
Resource document for Title IX Coordinator. Will be posted beneath Sexual Misconduct Policy. A motion was made to approve by Goff with a second by Gammon. Adopted unanimously.
- Athletics – Wimberly
 - None
- Police Department -- Gammon
 - Emergency Action Plan *
Responsibility of plan needs to be decided. A motion was made to approved revised EAP by Vess with a second by Cheek. Adopted unanimously. Plan to be updated continually and submitted annually to USG. Smith has informally done in past. Responsibility to be decided and formally announce at next Cabinet meeting following President Boehmer meeting to discuss with Chief Gammon.

Student Affairs

- VPSA – Avery
 - None

Informational Items

Academic Affairs

- VPAA – Vess
 - Update on the advisement plan
Help needed across board. Concerns discussed. Processes being restructured. Students need to be advised before registering.
 - Policies regarding Accuplacer and Academic Exclusion
Clear Policy is needed for the future. We are not enforcing what we have in place. Need input from AAPC prior to Cabinet input. Communication is important. Enrollment and student success are both important.
- Humanities – Palumbo
 - None
- Math/Science – Wedincamp
 - None
- Social Sciences – Cheek
 - History Day, 3 March 2018
 - Constitution Day, 18 September—All Campuses---Palumbo and Cheek
 - Convocation, 21 September; 1100
 - A.A. Degree in FESA
 - Culture of Respect Task Force-Champions

Business Affairs

- VPBA – Gay
 - None
- Business Operations – Goff
 - None

EGSC – Augusta

- Director – Kelch
 - None

EGSC – Statesboro

- Director – Joyner
 - None

Informational Technology

- VPIT – Rountree
 - Emergency Contact information - myEGSC portal
Subgroup met on contact information and sharing of information. This will to a certain extent replace the wallet contact card. myEGSC portal has contact information in lower corner. Not available on myEGSC app. Only visible to Cabinet members.

Institutional Advancement

- VPIA – Gilmer
 - Nursing Update
10 in cohort that started last week. 3 new applicants for spring. Will continue to meet on Thursday mornings to make plans for spring recruitment.

- Correll scholars and other scholarships *(2)
24 new freshmen. 15 sophomores. 2 juniors. Leadership scholarships were discussed.
- Grant update
Vetting process was discussed. All grants must be vetted. Boehmer commented on Gilmer not being the “grant person.” Everyone is responsible for research for the grants that they are applying for. Guts come from subject matter expert.

President’s Office

- President Boehmer
 - Thanks to Library Staff and Volunteers for Solar Eclipse event on campus on August 21.
- Key Indicator Charts
Boehmer discussed creation of document last year. Needs to be improved this year. Last year’s version has been sent to everyone and asked to be returned by August 30. If there is data that we should be following that is not one of the charts, please add a chart. As reviewing the chart, look to be sure that the chart is clear and understandable. Please list source of data on charts. Overall goal is to see if we have gotten better or worse through the years.
- Chief of Staff/Legal Counsel – Smith
 - Tobacco and Smoke Free Policy – email vote by Cabinet 7/27/17 – approved.
 - Sexual Misconduct Policy – email vote by Cabinet -8/14 and 8/15 – approved.
 - EGSC Statutes – approved by Faculty Senate 8/4/17 and by President 8/11/17.
 - Ethics Awareness Week – November 13 – 17th ; Speaker Nov 14 at 11AM – movie at 7 p.m. “Catch Me If You Can.” Boehmer encouraged attendance.
- Athletics – Wimberly
 - None
- Police Department -- Gammon
 - None

Student Affairs

- VPSA – Avery
 - Degree Works Implementation Plan – Avery *
EGSC is in process of implementing Degree Works. We were not able to meet fall deadline. Schedule has been posted on-line.

Key Indicators

- Academic Affairs – Vess *
- Athletics – Wimberly
- Business Affairs – Gay *
- Chief of Staff/Legal Counsel – Smith *
- EGSC Augusta – Kelch
- EGSC Statesboro/External Campuses – Joyner
- Facilities – Goff *
- Humanities – Palumbo *

- Information Technology – Rountree *
- Institutional Advancement – Gilmer *
- Math/Science – Wedincamp *
- Police Department – Gammon *
- Social Sciences -- Cheek
- Student Affairs – Avery *

Meeting adjourned at 11:16 a.m.