

**East Georgia State College  
President's Cabinet  
December 20, 2016  
9:00 a.m. – President's Conference Room**

**Minutes**

**Attending:**

Donald Avery	Michelle Goff	Carmine Palumbo
Bob Boehmer	Tim Goodman	Mary Smith
Lee Cheek	Susan Gray	Jimmy Wedincamp
Cliff Gay	Caroline Joyner	Chuck Wimberly
Wiley Gammon	Nick Kelch	
Elizabeth Gilmer	Georgia Mathews	

**Absent:**

Mike Rountree

- **Welcome --** President Boehmer  
Dr. Boehmer asked everyone to be time sensitive on action items today in order to dismiss by 11 a.m.
- **Minutes –** November 22, 2016  
Minutes were reviewed. A motion was made by Gilmer with a second by Cheek. The minutes were approved unanimously.
- **Updates/Announcements/Introductions**
  - Ms. Brenda Wells, Walden University MSN student – Wedincamp
  - 2017 Accelerated Leadership Academy Scholar – Boehmer  
Karen Jones, AVP of Enrollment Management was selected. Congratulations!
  - Academic Integrity Investigation – Boehmer  
A report was made earlier in the year by a staff member of a potential of academic fraud taking place on campus (unauthorized assistant in academic work). Immediately upon learning of that allegation, we made college's internal auditor (AU) aware. There is an ongoing investigation. This led to an adoption of an academic integrity policy being adopted by Cabinet. The audit has raised questions by auditor on student involvement. Each case will be pursued like any other report of an academic honesty. As with an academic dishonesty involving athletes or other students, each will be pursued as any allegation.
- **Informational Items #1**
  - Chancellor's Policy Change Letter (Admissions) – Mathews  
Mathews discussed admissions standards for EGSC and how the USG Policy changes relate to EGSC. Discussion followed.
- **Action Items**
  - Alcohol and Drug Use Biennial Report – Goodman  
Typo – should be Biennial Report. Report will be added to the agenda at the next Cabinet meeting for discussion as an agenda item with specific recommendations for action from Counseling and Disability Services based on content of report.

2014-2016 Report – report is required to be developed every 2 years. Dr. Goodman presented the report for vote and recommended that the report be accepted with correction. A second was made by Gammon. Avery commented on the reporting period date title; needs to be amended from 2014 to 2016 and change Biannual to Biennial. A unanimous vote was received. Smith will post to website.

- Minors on Campus Policy – Smith
- Minors on Campus Event Proposal Form – Smith  
Smith presented updates to policy and form. The policy, after approval by Cabinet, will go to the BOR. This is not a standing committee. Policy refers to committee as event review committee and members are listed in policy. A motion was made by Smith to accept both the policy and form as written by Goodman with a second by Goff. Both policies were unanimously adopted by Cabinet. Smith will notify USG.
- Facilities License Agreement – Smith
- Facility Usage, Scheduling and Fee Policy – Smith  
Smith presented updates to policy and form. Discussion followed. A motion was made by Goff to approve both the policy and form with a second from Gammon effective for all events after date of adoption. A unanimous vote was received.
- EGSC Statutes – Smith  
Smith reviewed changes to Statutes. Changes were submitted by Faculty Senate and included in updated document. With action by Cabinet, changes would now be approved by FS and Cabinet. A motion was made by Goodman to accept as submitted with a second by Avery. The modification of the Statutes was adopted unanimously.

President Boehmer discussed a meeting in spring semester 2017 of Standing Committee chairs.

- Employee Handbook – Smith  
Revised to show all policies adopted since previous handbook was adopted. All have been inserted under appropriate heading. USG policies and links have been updated.
  - Employment Selection Process and Criteria for Employment  
New Addition to Employee Handbook. EGSC had been relying on USG policy. Policy is tailored to EGSC with links to the USG policy. A motion was made to approve by Goodman with a second from Avery. The policy was adopted unanimously.
  - Background Investigations  
Revised to conform with USG policy. A motion was made by Gammon to approve with a second from Gilmer. The policy was adopted unanimously.
  - Employee Categories  
New addition to Employee Handbook. Policy is tailored to EGSC with links to USG. A motion was made by Wedincamp with a second from Cheek. The policy was adopted unanimously.
  - Reduction in Force  
Revised to be consistent with USG policy. A motion was made by Goff with a second from Gilmer. The policy was adopted unanimously.
  - Employment Applications  
Revised policy. A motion to approve was made by Gammon with a second from Goodman. The policy was adopted unanimously.
  - Benefits Continuation into Retirement  
USG policy revised for EGSC. A motion was made by Gilmer to accept policy as presented with a second by Gammon. The policy was adopted unanimously.

Following adoption of separate policies, a motion was made to post policies with the Employee Handbook by Goodman with a second from Gammon. This was adopted unanimously.

- Credit for International Baccalaureate (IB) Courses Policy – Avery  
Updates received from USG. Significant changes were discussed by Avery. Leaving maximum credit hours in policy or removed was discussed (institutional 17 hours). Policy needs to go to ACPP and Faculty Senate since addressing curriculum issue prior to Cabinet. A motion was made to refer policy

with question about number of hours to Academic Policies Committee, then Faculty Senate and then return to Cabinet by Goodman with a second by Cheek. Unanimously approved.

- 2016-2017 EGSC Catalog Addendum – Avery  
Update to courses for spring 2017 and new courses; pathways approved by USG are included. Associate Degrees with Disciplinary Distinction has been received by USG. EGSC is awaiting SACSCOC response. A motion was made to accept subject to response from SACSCOC by Gammon with a second by Goodman. Smith will not post until accepted by SASCOC. Unanimously approved. Smith will posted approved courses that have been approved.
- In-State Tuition Policy for Military Students – Avery  
References Veterans CHOICE act. Policy and procedure discussed by Avery. A motion was made by Gilmer with a second from Gammon. The policy was adopted unanimously.
- Lawful Presence Policy Revision – Avery  
Request received from USG. Policy review followed and updated policy is being submitted for vote. A motion was made by Goodman to accept proposed amended policy with a second by Wedincamp. A unanimous vote was received.
- Miss East Georgia State College Pageant – Avery  
Pageant will be in February 2017. Updates to policy were discussed. A motion was made by Goodman with a second by Gammon to accept policy as presented. Policy needs to be presented yearly to Cabinet for vote. A unanimous vote was received.
- Residential Requirement for Student Athletes Policy – Avery  
Revised policy on mandatory residential requirement for athletes. An appeal process is included in policy. Athletes signing prior to January 2, 2017 are not effective by this policy. Policy was discussed by Cabinet. A motion was made to accept as policy is written by Goodman with a second by Wedincamp. The policy was adopted unanimously.
- College Credit for Military Education – Avery  
Policy needs to be referred to Academic Policies Committee followed by Faculty Senate. A motion was made by Goodman to forward policy to APCC and FS to return later to Cabinet with a second by Gammon. Unanimously adopted.
- **Informational Items #2**
  - USG Guidance Regarding Sanctuary Campuses – Boehmer
  - Political Activities on Campus – Boehmer
  - SACSCOC 5<sup>th</sup> Year Interim Report/QEP Impact Report – Boehmer  
Report was reviewed by SACSCOC at annual meeting in December. No formal notice has been received. Informal feedback is that we will receive a recommendation about 3.3.1.1 (Academic Programs). Phone call and written notification will be received in January. We will have until September to clear deficiency. No public announcement should be made.
  - Search for VPAA – Boehmer  
Dr. Goodman will be retiring the end of FY 17 (June 2017). A need to quickly find person to take on role of VPAA. Search committee membership was announced. Would like to have new VPAA in place by July 1, 2016.
  - Update on CatCard Policy Electronic Vote – Smith  
Policy was adopted at November 22, 2106 Cabinet. Revision was necessary on policy, revised, sent for electronic vote by Cabinet. The policy was adopted on November 30, 2016. Policy has been posted to webpage.
  - Update on Travel Policy Electronic Vote – Smith  
Policy adopted in October 2016. USG updated policy. An update on link was sent for electronic vote by Cabinet. The policy was adopted. Policy has been posted on webpage.

- Economic Outlook Luncheon – Gilmer  
Student involvement was encouraged by Boehmer. High attendance from EGSC and Emanuel County would be good. January 20, 2017 in EGSC Gym.
- DAR Monument Update – Gilmer
- Employee Fund-raising Campaign – Gilmer
- Correll Scholars Recruitment – Gilmer  
Deadline March 1, 2017.
- Palmetto Grant Status Report – Gilmer
- Study Abroad Update – Palumbo
- 2017 Military Friendly Campus Award – Avery
- Demonstration of Ability to Pay Policy – Avery  
Memo received from USG on November 11, 2016 concerning payment of fees. USG policy states that payment will be made as of first day of class. This policy has not been applied at EGSC or other USG institutions. Applying impact would make a dramatic impact on EGSC enrollment. Policy will be coming to Cabinet in January 2017 that addresses USG policy.
- Budget -- Gay
- January 7, 2017 Campus Event – Goff
- Academic Building Update – Goff
- Chiller Project Update – Goff
- Package and Mail Delivery During the Holiday Break – Goff
- Leadership Development Programs – Boehmer  
No leadership development at EGSC for faculty, staff, students or trustees. These are staples at academic institutions. President Boehmer has been in contact with Fanning Institute at UGA concerning a year plan for leadership programs for EGSC at all levels. Funding options were discussed. Feedback on need was requested.

The meeting was adjourned at noon.

### **Key Indicators**

- Donald Avery --- Student Affairs
- Mike Rountree – IT
- Mary Smith – Legal Affairs
- Caroline Joyner -- EGSC – Statesboro
- Nick Kelch – EGSC – Augusta
- Elizabeth Gilmer – Institutional Advancement
- Michelle Goff – Facilities
- Wiley Gammon – EGSC Police
- Chuck Wimberly – Athletics
- Tim Goodman – Academic Affairs
- Jimmy Wedincamp – Math/Science
- Carmine Palumbo – Humanities
- Lee Cheek – Social Sciences
- Cliff Gay – Business Affairs