

# President's Cabinet Meeting Minutes

December 19, 2017

9 a.m.

President's Conference Room

\*Items in OneDrive will be marked with an asterisk

## Approval of Minutes – November 2017 – Boehmer \*

Motion by Gilmer with second by Gammon with correction of springy to spring.  
Adopted unanimously.

## Action Items

### **Institutional Advancement**

- VPIA – Gilmer
  - Naming Policy Revision \*  
No comments received. Motion by Goff with a second by Gammon to approve including change from Chief External Office to VPIA. Adopted unanimously.

### **President's Office**

- President Boehmer
  - None
- Chief of Staff/Legal Counsel – Smith
  - Employee Handbook (revised) \*  
Review of update by Smith. A motion was made by Gilmer to accept changes and revisions as presented with a second by Vess. Adopted unanimously.
  - Lactation Policy for Nursing Mothers; (new) \*  
Review of new policy by Smith and Boehmer. Request was made by Staff Council to President Boehmer. HR made request to Legal Counsel. Recommendation by Smith to have discussion with Staff Council prior to vote by Cabinet. Smith will begin communication with Staff Council about implementation of policy and whether any other protection is needed. A motion was made by Goff to approve this policy and direct Smith to work with Staff Council about implementation and whether further improvements to P & P are needed. Typo – 4<sup>th</sup> line from bottom “e” needs to be removed. A second by Gilmer with amendment to remove “e.” Adopted unanimously.
  - Tuition Assistance Program; (revised) \*  
Smith discussed changes in BOR policy made to EGSC policy. Link within policy to USG policy will be updated when received from USG (no change yet to the USG webpage). A motion was made by Goff with a second by Gammon. Adopted unanimously.
  - Employee Grievance Policy; (revised) \*  
Revision to EGC to EGSC needed and punctuation. Revised to make language consistent (staff and classified), appeal process changed to reflect USG policy. A motion was made by Vess with a second by Gilmer to adopt with 2 changes. Adopted unanimously.

- Cooperation in Internal Investigations; (revised) \*  
Extra period in second paragraph needs to be removed. Revision reviewed by Smith. A motion was made by Gilmer to accept with noted revisions with a second by Rountree. Adopted unanimously.
- Affirmative Action Policy and Plan (revised) \*  
Plan was added to policy. Explanation of plan by Smith. A motion was made by Rountree with a second by Goff. Adopted unanimously. Motion to amend grammatical change from negative to negatively was made by Vess with a second from Goff. Adopted unanimously
- Resignations (revised) \*  
Process reviewed by Smith. HR shall coordinate with all relevant departments (see Mary's notes) to identify items issued to employees following Access Termination Location process. A motion was made by Goff with suggested revision to include specific refer to the ATL procedure and HR to coordinate that process with a second by Gammon. Unanimously adopted.
- Athletics – Wimberly
  - None
- Police Department -- Gammon
  - None

### **Student Affairs**

- VPSA – Avery
  - EGSC Resident Student Handbook, revised\*  
Changes were made to align so that correct policies are referenced. Insert link on page 10 to visitation policy (to be presented later in meeting). A motion was made by Gilmer with a second by Wedincamp to adopt as presented. Unanimously adopted.
  - EGSC Student Code of Conduct – Failure to Comply, revised\*  
Item 5 added. A motion was made by Gammon to approved modification with second by Wedincamp. Adopted unanimously.
  - EGSC Student Code of Conduct – Visitation Policies, revised\*  
Amendments made to process and discussed by Avery and Smith. A motion was made by Wedincamp with a second by Vess. Adopted unanimously.
  - EGSC Disciplinary Process – Sanction – Behavior Contract (new) \*  
Formally included Behavioral Contract in Sanctions. A motion was made by Vess with a second by Gilmer. Adopted unanimously.

### **Academic Affairs**

- VPAA – Vess
  - Student Preceptor Handbook \*  
Handbook presented by Vess. A motion was made by Goff with a second by Gammon to accept as presented. Adopted unanimously. (one error noted on page 15 – extra “c” in clinical – noted as a friendly agreement).
- Humanities – Palumbo
  - None
- Math/Science – Wedincamp
  - None

- Social Sciences – Cheek
  - None

#### **Business Affairs**

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

#### **EGSC – Augusta**

- Director – Kelch
  - None

#### **EGSC – Statesboro**

- Director – Joyner
  - None

#### **Informational Technology**

- VPIT – Rountree
  - None

#### **Informational Items**

#### **Institutional Advancement**

- VPIA – Gilmer
  - Rural Prosperity Summit recap \*
  - Update on committee works by Gilmer.

#### **President’s Office**

- President Boehmer
  - Comprehensive Administrative Review Update – Boehmer, Smith  
Update by Boehmer. USG has hired consulting group to work with institutions in compiling data. Each institution is required to provide consultants with data. Gribbin was initially identified as point of contact. Due to workload demands on David and Smith’s overall knowledge of the college, Mary Smith has been appointed point of contact for EGSC. Do not contact consultant directly under any circumstance. Data should be sent to Mary. Mary will pass data along to consultant. We are working to update org charts and position descriptions. Evaluation should be completed on all employees and in files. If there is someone that a 2017 evaluation has not been completed. Do so now. Same for every faculty member. Compliance rate is pass or no pass. Acceptable grade is 100. Smith reminded everyone of January 31 (internal) and February 15 for consultant. Handling of vendors contracts and agreements were discussed.
- Chief of Staff/Legal Counsel – Smith
  - Unit Compliance Calendars

Smith is working on a campus wide compliance calendar. She is creating a compliance calendar for each unit. Discussed research for project. Send on December 1 to all unit heads for review. Input needed on that document by January 16, 2018. Discussion will follow.

- Athletics – Wimberly
  - None
- Police Department -- Gammon
  - None

#### **Student Affairs**

- VPSA – Avery
  - None

#### **Academic Affairs**

- VPAA – Vess
  - Revisions to Nursing Student Handbook  
Update by Vess on SACSCOC and ACEN accreditation. Nursing Handbook has been modified to reflect changes from outside reviewer. Electronical sent today for voted by 5 p.m. tomorrow (12/20/17).
- Humanities – Palumbo
  - None
- Math/Science – Wedincamp
  - Non
- Social Sciences – Cheek
  - None

#### **Business Affairs**

- VPBA – Gay
  - Budget  
Boehmer discussed budget reduction plan. Still working on plan. Announcements will be made as early as possible in spring semester so that anyone effective will have maximum time to respond to any changes. Key VPs and other members of Cabinet will be contacted very early in spring 2018 to let you know about changes needing to implement by start of beginning of fiscal year totaling \$850,000. Asked for support so that EGSC is postured as a thriving institution.
- Business Operations – Goff
  - Campus Renovations and Moves during the semester break.  
Renovations and Moves were reviewed by Goff.

#### **EGSC – Augusta**

- Director – Kelch
  - None

#### **EGSC – Statesboro**

- Director – Joyner
  - None

#### **Informational Technology**

- VPIT – Rountree
  - None

### **Key Indicators**

- Academic Affairs – Vess
- Athletics – Wimberly
- Business Affairs – Gay
- Chief of Staff/Legal Counsel – Smith
- EGSC Augusta – Kelch\*
- EGSC Statesboro/External Campuses – Joyner
- Information Technology – Rountree\*
- Institutional Advancement – Gilmer\*
- Police Department – Gammon
- Student Affairs -- Avery\*

Meeting was adjourned at 10:10 a.m.