

East Georgia State College
President's Cabinet - Agenda
February 28, 2017
9 – 10:30 a.m. – President's Conference Room

Minutes

Attending:

Tracy Woods	Tim Goodman	Cliff Gay
David Gribbin	Carmine Palumbo	Chuck Wimberly
Wiley Gammon	Lee Cheek	Nick Kelch
Mary Smith	Mike Rountree	Caroline Joyner
Donald Avery	Bob Boehmer	Elizabeth Gilmer
Jimmy Wedincamp	Michelle Goff	

- **Welcome** -- President Boehmer
 - **Wimberly** – Update on Athletics
 - Conference Player of the Year – EGSC player
 - Coach of the Year – EGSC Coach C.J. Pace
 - First Playoff Game Tonight at EGSC
 - Regular Meeting today is 9 – 10 :30 a.m.
 - 10:30 a.m. – Margo Wolanin – VC will be joining meeting
- **Minutes**
 - January 2017 – Minutes were unanimously approved.
- **Informational Items**
 - Nursing SACSCOC – Gribbin
 - Update was given
 - Positive letter from SACSCOC
 - EGSC will have a site visit
 - Administrative Assessment of Units Workshop – March 13, 2017
 - Very important workshop
 - Compliance Training – Woods
 - 7 modules due March 10
 - Encourage employees to complete modules – audit on compliance
 - Section 508 Compliance workshop – Rountree
 - Training on March 28, 1-5 p.m.
 - USG – Hernandez Case Update – Boehmer
 - Update by Boehmer
 - USG Budget Update – Gay
 - Update on funding by House Committee
 - Employee pay raises remain in House version
 - April BOR meeting – should have budget for FY 18
 - Margo Wolanin Visit to EGSC – Gilmer

- VC for Development is visiting EGSC today. Training and presentation on how development really is part of what everyone does and how to participate.
- Palmetto Grants – Gilmer
 - Grant Calendar and Template in place
 - Grant possibilities identified
 - List sent to Cabinet in January
 - Need private dollars
 - Dr. Boehmer outlined the process: EGSC provides grant need, content knowledge and data to Palmetto Grants and works with them to revise the template for the specific grant
- Correll Scholars – Gilmer
 - Applications being accepted
 - 37 active scholars
 - Possible that some of the current scholars will stay on for junior and senior classes. They would remain Correll Scholars and receive scholarship.
 - As of 2/27/2017 – 10 applicants; need at least 60; working with enrollment services to send information to counselors; visiting schools beginning next week; MOWR students will be contacted next week; distribute paper applications; application deadline moved to April 1; need better plan to distribute. Boehmer will send letter to counselors concerning Correll Scholars
- Foundation Updates – Gilmer
 - Gambrell property – deed and related documents will be signed on March 8, 2017 for accepting gift of 136 acre tract.
- Morgan House Update – Gilmer
 - Painting Complete
 - Fence complete
 - Appraisal due Friday on personal property
- Adult Spelling Bee – Gilmer
 - April 8 – 10 a.m.
 - Need volunteers
 - Info this week
 - 3 person teams
 - Entry fee per team is \$20
- First Friday at Morgan House
 - March 3
 - Library is hosting
 - Alan Brasher and friends with music
 - Attendance is rising each time
 - Remind people in your office; informal; kids welcome
 - Successful; would like to see more people taking advantage of event
 - Bread tasting in September
 - Volunteers for anyone wanting to host a First Friday
- Antidote for Opioid Overdose – Gammon
 - Update on directive from USG
- RFP for Bookstore
 - 2 vendors were on campus yesterday for site visit
 - Response due on March 17
- **Action Items**
 - Business Affairs Policies and Procedures – Goff
 - Corrected links for policies to be approved today
 - Cleaned up language
 - Motion received by Goodman with a second by Gilmer. Approved unanimously.
 - Statement for Policies and Procedures Page – Gay
 - Added blanket statement for P & P stage on practice with USG
 - Motion to accept by Goodman with a second by Gilmer. Unanimously approved.
 - P-Card Policy – Gay
 - BOR update their policy.

- Requirements on approvals were changed.
 - Changes to bring into compliance. More extensive revisions soon.
 - Almost zero tolerance for compliance
 - Motion to accept by Goodman with a second by Wedincamp. Unanimously adopted.
- Fair Labor Standards Act – Overtime/Compensatory Time Policy – Gay
 - Changes to comply with BOR policy
 - Maximum Hours changed to 100. Monitoring during May to be sure that 0 balances at end of May. Cannot accumulate in May.
 - Motion to accept by Goodman with a second from Wedincamp. Unanimously adopted.
- Inclement Weather or Other Emergency Policy – Gay
 - Pay when campus is closed is allowed through BOR policy. Individuals that are considered essential will be paid extra. Limited to pay grade 18 and below. Changes offered by Gay to add Housing staff as essential personnel.
 - A motion was made by Goodman to accept with change with a second by Wedincamp. A unanimous vote was received.
- Video Surveillance Policy – Gammon
 - Review of updates discussed by Gammon.
 - Video surveillance in housing, EGSC Statesboro, student center, testing centers, some hallways, game room, etc.
 - Add “sole” to #18D – not used as a sole method to provide evaluation.
 - A motion was made by to approve with amendment to #18D by Goodman with a second by Rountree. A unanimous vote was received.
- Contract Administration Policy (new) – Smith
 - Change to process. Form attached (routing process).
 - A motion was made by Gilmer with a second by Gammon. Time of process was discussed. Adopted unanimously.
- Minors on Campus (revised) – Smith
 - Changes following USG review. Date, transportation, external sponsors, housing needs, staffing ratios, include code of conduct (camper, staff). A motion was by Gammon to approve with a second from Gilmer. The policy was unanimously approved.
- Ethics Hotline Procedures (revised per BOR; new reporting structure) – Smith
 - BOR changes. Reporting structure. A motion was made by Goodman with a second by Gammon. The policy was adopted unanimously.
- Employee Occupancy in Student Housing Policy (new) – Smith
 - EGSC worked with Corvias to develop a policy that would allow Full time, single employees to reside in housing, if eligible. Employees pay same per bed cost as student and sign an Employee Housing Agreement. This is also an option for short term housing for newly relocated employees in need of temporary housing. An employee may be displaced if student demand requires the space. A motion was made by Goodman to accept policy with a second by Gammon. The policy was adopted unanimously.

The meeting was adjourned at 10:25 a.m.