East Georgia State College  
President’s Cabinet - Agenda  
January 26, 2016  
9:00 a.m. – President’s Conference Room

Minutes

Attending:
Donald Avery          Tim Goodman          Mike Rountree
Bob Boehmer           Susan Gray           Mary Smith
Wily Gammon           David Gribbin        Rebecca Vincent
Cliff Gay             Caroline Joyner      Jimmy Wedincamp
Elizabeth Gilmer      Jordyn Nail          Chuck Wimberly
Michelle Goff         Carmine Palumbo

Absent:
Lee Cheek

Welcome – Bob Boehmer

The minutes were unanimously approved with changes.

Action Items

Shared Sick Leave Policy – Smith, Woods, Gay
Smith explained policy. Discussion followed. A motioned was made by Goodman with a 2nd by Gilmer to accept policy as written. The policy was adopted unanimously.

• Ask Tracy at next Sr. Staff meeting to make a presentation about availability of this pool and current size of pool.
• Have committee in place – one faculty member, HR (1), one additional staff needed.

Gifts and Gratuities Policy – Goff
Goff discussed policy. A motion was received by Gammon with a 2nd by Goodman. The policy was adopted unanimously.

Assessment of Academic Programs (2.5 & 3.3.1.1) -- Gribbin
Gribbin discussed policy numbers and purpose of each policy. Boehmer discussed requirements of 3.3.1.1. Goodman suggested adding the Gen Ed Core Pathways to one of our education program templates. Also adding the 2 bachelors programs. A motion was made by Dr. Goodman to approve with a friendly amendment to include all areas in academic affairs including the transfer for pathway program and 2 bachelor’s degree program. A 2nd was made by Gammon. Discussion followed. The policy was adopted unanimously.

Standing Committee Changes
Calendar Committee – previously approved by Cabinet – now approved by faculty senate

Student Fee Committee -- previously approved by Cabinet – now approved by faculty senate
IT Committee – faculty senates would like to add 2 faculty members to committee – A motion was made to approve the changes faculty senate requested on IT Committee. A change was accepted by unanimous vote.

Informational Items
SACSCOC 5th Year Interim Report – Gribbin, Goodman
- Timeline
- Consultant (Dr. Ed Rugg)
- Mock Review

Compliance with East Georgia State College’s Policies and Procedures (Manager Responsibilities) – Boehmer/Gay
- State Vehicle Usage
- Hiring of Employees
  - Approval before extending offer of employment/salary offer
  - Approval before employee commences work
- Payment for personal services from EGSC Foundation (importance of written contract for personal services)
- Maintenance of time records by hourly employees
  - Entry of time by employee (not manager)
  - Employee approval of timecard
  - Manager approval of timecard

Governor’s Recommendations for FY 2017 and Amended FY 2016 Budgets – Boehmer

Chancellor’s Budget Presentation and Updated Tuition Carry-Forward -- Boehmer

Banner Access Audit Update – Vincent

Unique Building Addresses
- Assignment of Unique Address to Each Building – Gammon
- Signage on Each Building/Mail Delivery – Goff
- Redsky E911 – Rountree

BSN Program Update – Goodman, Wedincamp, Smith

Fleet Management and Motor Vehicle Use Policy – Smith, Gay
Provide feedback to Gay by February 1 on preference on vehicles used.

Non-Student Minors on Campus Conference Update – Smith
Conference at Middle GA – February 1 – registration is full for EGSC. Will update at next cabinet meeting.

Record Retention Policy Review – Smith, Vincent
Update was given by Smith and Vincent.

Status of CCG General Goals – Goodman
Progress toward goals was discussed by Goodman

G2C (Gateway to Completion) Update – Goodman
Associate VP for AA – Goodman

Transition from COMPASS to ACCUPLACER – Goodman, Avery, Palumbo

Update on MOUs -- Wedincamp
  - OVA
  - Altamaha Riverkeeper

USG Economic Development Committee Update – Gilmer

USG Government Relations Committee Update – Gilmer

Network Maintenance (tentatively 1/27/16) – Rountree

Food Services RFP – Gay

Evaluations – Gay

Key Policy – Gay

Travel Reimbursement to USG Faculty and Staff Councils – Gay

Update About Use of Hoverboards on Campus – Avery
Does policy need to be updated – Personal Vehicle and Transportation Policy? Policy is interpreted that if not allowed in buildings..cannot be stored in buildings. Consider total ban of hoverboards at next Cabinet meeting per Dr. Boehmer until battery issue is solved. Goff will draft policy and sent to Cabinet

Bobcat Bridge Program – Avery
FYI of procedures/programs – Action Item for next Cabinet meeting. Gilmer mentioned the need for communication efforts. Old Embark program.

Military Resources CHOICE Act Update – Avery
Veterans Access Choice Accountable Act – summarize we will not charge fees any higher than other students. We are in compliance Working on policy/procedure for vote of Cabinet at February meeting.

The meeting was adjourned at 11 a.m.