

**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**

**Minutes – Boehmer – December 15, 2015**

The minutes were unanimously approved with changes.

**Action Items**

Shared Sick Leave Policy – Smith, Woods, Gay

Smith explained policy. Discussion followed. A motion was made by Goodman with a 2<sup>nd</sup> 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 2<sup>nd</sup> 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 2<sup>nd</sup> 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 5<sup>th</sup> 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.