

President's Cabinet Meeting Agenda
January 30, 2018
9 a.m.
President's Conference Room

Minutes

Attendance:

In Attendance:

Bob Boehmer	Susan Gray	Mike Rountree
Lee Cheek	Karen Jones	Mary Smith
Cliff Gay	Caroline Joyner	Deborah Vess
Elizabeth Gilmer	Nick Kelch	Jimmy Wedincamp
Michelle Goff	Norma Kennedy	Chuck Wimberly

Excused:

Wiley Gammon

*Items in OneDrive will be marked with an asterisk

Announcements:

- Welcome to Norma Kennedy and Karen Jones – new to the Cabinet.
- Dr. John Derden's Sherman's March Tour – February 24, 2018
- 1st Friday at the Morgan House – every month at 5:30 p.m. Drop-in, informal, bring family, chance to enjoy time with colleagues and folks from the community.
- 2018-2019 Faculty Development Program from the UGA Institute of Higher Education.
- SACSCOC Substantive Change Visit (RN-BSN) to EGSC – arrive on campus today. Next 2 days will be “all hands on deck.”

Minutes – December 2017

A motion was made by Lee Cheek to approve the minutes. A second was made by Elizabeth Gilmer. The minutes were unanimously approved.

Action Items

Academic Affairs/Student Affairs

- Vice President for Academic and Student Affairs – Vess
 - None
- Dean of the School of Mathematics and Science
 - None
- Dean of the School of Humanities and Social Sciences – Cheek
 - None
- Associate Vice President for Enrollment Management – Jones
 - None

Business Affairs

- Vice President for Business Affairs – Gay
 - None
- Director of Business Operations – Goff
 - None

EGSC – Augusta

- Director of EGSC Augusta – Nick Kelch
 - None

EGSC – Statesboro

- Associate Vice President for External Campuses – Joyner
 - None

Informational Technology

- Vice President for Information Technology – Rountree
 - None

Institutional Advancement

- Vice President for Institutional Advancement – Gilmer
 - None
- Associate Vice President for Institutional Advancement – Kennedy
 - EGSC’s Identity Standards *

Kennedy presented Identity Standards to Cabinet with one consideration on page 5, #6 – reword to be consistent with other wording. Kennedy presented wording for consideration for the change. A motion was made to approve the policy with the amendment to #6 on page 5 by Michelle Goff with a second by Dr. Vess. Discussion followed on retailers carrying EGSC products and process for approval of using logo. The policy with revisions was adopted unanimously.

President’s Office

- President Boehmer
 - None
- Chief of Staff/Legal Counsel – Smith
 - Alcoholic Beverage Service Agreement *

Updates reviewed by Smith. A motion was made by Elizabeth Gilmer to accept policy and service agreement as presented with a second by Michelle Goff. The policy was approved unanimously.

 - Alcoholic Beverage Policy *

(vote include with above agreement)

 - Nursing Mothers Policy *

Policy was approved in December and sent to Staff Council. Changes were discussed. A motion was made by Michelle Goff to accept as amended with a second by Elizabeth Gilmer. The policy was unanimously approved. President Boehmer suggest looking into funds for “pods” for nursing mothers. Elizabeth Gilmer will look into funding.
- Athletics – Wimberly
 - None

- Police Department -- Gammon
 - None

Informational Items

Academic Affairs/Student Affairs

- Vice President for Academic and Student Affairs – Vess
 - None
- Dean of the School of Mathematics and Science
 - None
- Dean of the School of Humanities and Social Sciences – Cheek
 - None
- Associate Vice President for Enrollment Management – Jones
 - None

Business Affairs

- Vice President for Business Affairs – Gay
 - None
- Director of Business Operations – Goff
 - None

EGSC – Augusta

- Director of EGSC Augusta – Nick Kelch
 - None

EGSC – Statesboro

- Associate Vice President for External Campuses – Joyner
 - None

Informational Technology

- Vice President for Information Technology – Rountree
 - None

Institutional Advancement

- Vice President for Institutional Advancement – Gilmer
 - Grant Processing
Agreement with Palmetto Grants has been dropped. We are moving ahead with grants. 3 grants are now being considered.
 - Employee giving
We are at 25% for the coming year.
 - Restricted Foundation Accounts
Everyone with a Foundation account will be sent a note in the next week explaining who is responsible and the amount. Guidelines for spending will be included.

Gilmer reminded Cabinet that they are invited to all Foundation meetings.

- Associate Vice President for Institutional Advancement – Kennedy
 - None

President's Office

- President Boehmer
 - Revisions to Structure of Cabinet
Change to Statutes was circulated to Cabinet and approved. Change will now be sent to Faculty Senate for consideration. The plan is to update the Statutes as a whole document.
- Chief of Staff/Legal Counsel – Smith
 - Compliance Calendar Update
All units were sent a compliance calendar in December for update. Updates should be sent to Smith
 - Statutes Revision
 - Naming Policy -- Email vote on 1/4/2018
Approved in December. Revision made on duplicate page. Approved by electronic vote.
 - CAR Update
Data responses are due tomorrow (1/31/2018). Deadline of 2/15/2018 to update all on Huron Consulting webpage. Next stage will be 2 surveys. Individuals have been identified by Huron. Surveys will come directly from Huron to employees. Email from President Boehmer later this week with details. After surveys, there will be on-campus interviews by Huron.
 - Nursing Handbook
Approved by electronic vote on 12/19/2017.
- Athletics – Wimberly
 - None
- Police Department -- Gammon
 - None

Additional Update on Topics:

- Update on next proposed Minor Capital Project – Goff
Support for EGSC Statesboro. Final decision made to ask for expansion of current facility. Need tab and other space. USG is very much in support. FY 20 project.
- College Readiness Tour Practice and Update – Jones
Friday, February 2 – Practice. CRT is a bus tour focused on preparing students for college – not just EGSC. Acceptances at EGSC have gone up since beginning CRT. Impact on Dual Enrollment was discussed.
- Enrollment for Spring '18 – Jones
2585 as of now. 134 possible students to add back.
- Influenza Update – Smith
Update has been sent to all campuses. Flyers are being put up on all campuses. No positive flu or strep cases have been reported by the Health Clinic.
- Policy Revisions from Chancellor – Boehmer

President Boehmer discussed BOR policy changes and practice that everyone should use on policy updates. Everyone should review and note changes on list every month. Respond to President Boehmer with copy to Mary Smith if changes are noted. Do not depend on Mary Smith to catch all changes. Cabinet was requested to respond each month.

Key Indicators

- Academic Affairs/Student Affairs – Vess
 - Dean of Math/Science -- Wedincamp
 - Dean of Humanities/Social Sciences – Cheek
 - AVPEM -- Jones
- 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
 - AVPIA -- Kennedy
- Police Department – Gammon *