Minutes

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

Minutes

Attending:
Donald Avery  Michelle Goff  Carmine Palumbo
Lee Cheek  Tim Goodman  Mike Rountree
Wiley Gammon  Susan Gray  Mary Smith
Cliff Gay  Caroline Joyner  Jimmy Wedincamp
Elizabeth Gilmer  Jordyn Nail  Chuck Wimberly

Absent:
Bob Boehmer

Welcome
Mary Smith welcomed the Cabinet at 9 a.m.

Minutes
June 28, 2016 were unanimously approved by the Cabinet.

Action Items

Change Name of “Joint Employment Policy” to “Dual Appointment Policy”/Policy Revision - Dual Appointment Policy – Gay
Goodman made a motion to accept this policy with a second from Gammon. The policy was unanimously adopted.

Permission for Outside Employment Form – Smith
Smith explained provision of the form. President Boehmer will send email following approval by Cabinet. Smith stated that this form needs to be updated yearly. A motion was made by Goodman to accept form as published with a second from Rountree. A unanimous vote was received.

Statutes – Revision – Smith
Smith discussed revisions to Statutes. A motion was made by Goodman to accept the Statutes as presented today with a second by Gammon. Goodman discussed process for Faculty Senate to review/approve. Smith suggested that committee membership be selected at fall faculty meeting as if committees have already been approved to save time. If committee does not make, the committee will not exist. Changes for unanimously accepted.

Information and Support Services form - Title IX – Smith
Smith explained changes. A motion was made by Goodman to accept as presented with a second from Rountree. The document was unanimously adopted.

Police Department (Name Change from Public Safety) – Gammon/Smith
Gammon requested a change from Public Safety to Police Department. A motion was made to accept the name change by Goodman with a second from Wedincamp. Discussion followed. The name change was unanimously adopted.

Complaint System “Bobcat Growl” – Avery
The Bobcat Growl – Complaint System webpage was presented by Avery. Discussion followed. Location of link was not determined but will be discussed with President Boehmer. Goodman made a motion to accept with changes discussed (Avery will make updates and send to Cabinet) a second was received by Gammon. The motion was unanimously approved by the Cabinet.

**Informational Items**

**Information Technology – Rountree**

**Fall Workshop Information**

- August 1, 2016
  - 2:00 - 3:00 p.m. BANNER training for new faculty in computer classroom J531
  - 2:30 - 4:30 p.m. D2L training for new faculty in computer classroom J531

- August 2, 2016
  - 1:30 – 4:00 p.m. Grades First; Microsoft Office 365/One Drive/Skype training in the auditorium

- August 3, 2016
  - Dr. McKinney available to assist faculty with D2L and/or related issues
  - Wilder Coleman available to assist faculty/advisors with Grades First issues

**August 5, 2016**

- D2L system maintenance (should not be service affecting)

**August 8, 2016**

- 9:00 – 11:00 a.m. Campus visit of eCore representatives Karen Lingrell and Randy Blackmon

**December 1, 2016**

- Deadline to submit 3rd party software integration requests for D2L courses for spring semester 2017

**Business Affairs**

**Auxiliary Contracts – Goff**

Beverage, Health Care and Bus vending contracts were discussed.

**Audit**

Pre-audit was done a few weeks ago. Gay discussed due dates.

**FLSA – Gay**

September 1 implementation has not been verified. Details were discussed. Everyone will be notified when verified. Ways to handle changes were discussed.

**Budget – Gay**

Cost of Higher Education Audit was discussed – fees for online classes. Gay commented on discuss at CBO meeting.

**Academic Building Expansion – Gay**

100% construction review on Thursday at 1:30 p.m. in the PCR. Everyone invited to attend. Contractor should be on the ground by mid to late September.

**Membership Lists – Goff**

List was reviewed by Goff.

**Institutional Advancement – Gilmer**

**Community Events (EGSC Representation)**

A request for events form was distributed and discussed by Gilmer

**Foundation Property Update/ Gambrell Property Gift**

Gift of property from Gambrell family was discussed.

**Upcoming Events:**

- Alumni Gala
- First Friday
Academic Affairs

Status update (Associate degree with disciplinary distinction) – Goodman
Associate of Arts/Science with Disciplinary Distinctions were approved on Friday by the USG. We are the only institution in the USG allowed to offered associate degrees with disciplinary distinctions. Official letter has not been received. Okay to enter in Banner and Catalog. Goodman will send message to add.

Fall Workshop – Goodman
Details of workshop were discussed.

Fall 2016 Faculty Hiring – Goodman and Deans
Deans reported on faculty hires for fall 2016.

Critical Thinking/Student Success Class – Goodman/Palumbo
Palumbo gave an update on the course presented to the USG General Education Council. Course is currently be looked at and voted on electronically.

Potential expansion of Nursing Program (Sandersville) – Goodman/Smith/Wedincamp
The plan is for fall 2017 EGSC will offer bridge program at OFLTC (Dublin and Sandersville).

Student Affairs

Fall 2016 Enrollment (applications/admissions/registration)
Application are down in total of 48 applications from this time last year. Enrollment looks good. Orientation programs in Statesboro this week. Up 236 in enrollment from this time last year.

Fall 2016 Housing Occupancy
Applications as of yesterday -- 399.

Fall Staff Workshop
Update by Avery. The workshop is not mandatory. External campus staff will not be compensated for travel.

RA Training
No funding for meal. Avery asked if anyone is interested in taking an RA to lunch to let him know.

EGSC - Augusta

AU courses in Augusta
Form sent by Nail prior to Cabinet meeting with form and list of courses offered to EGSC Augusta students by AU.

The meeting was adjourned at 10:30 a.m.

Key Indicators

- Cliff Gay – Business Affairs
- Donald Avery --- Student Affairs
- Mike Rountree – IT
- Mary Smith – Legal Affairs
- Caroline Joyner -- EGSC – Statesboro
- Jordyn Nail – EGSC – Augusta
- Elizabeth Gilmer – Institutional Advancement
- Michelle Goff – Facilities
- Wiley Gammon – Public Safety
- Chuck Wimberly – Athletics
- Tim Goodman – Academic Affairs
- Jimmy Wedincamp – Math/Science
- Carmine Palumbo – Humanities
- Lee Cheek – Social Sciences
2016 Key Calendar Dates

July 27-28 – Fall Orientation 8:00 am – 4:00 pm  EGSC Statesboro
July 27-28 – GA DOE School Nutrition Meeting  9:00 am – 3:00 pm Fulford
July 28 – Emanuel Medical Center Employee Appreciation Dinner  6:00 pm – 9:00 pm  RLB Dining Hall
August 1, 2, & 3 – Fall Workshop  EGSC Swainsboro
August 2 – Employee Appreciation Luncheon  EGSC Swainsboro
August 5 – First Friday at The Morgan House 5:30 pm – 7:30 pm
August 6 – Fall Orientation 9:00 am – 3:00 pm  EGSC Swainsboro
August 9 – Fall Orientation 9:00 am – 3:00 pm  EGSC Swainsboro
August 10 – Fall Orientation 8:00 – 4:00 pm  EGSC Statesboro
August 10 -  Board of Regents Meeting 9:00 am – 5:00 pm  PCR
August 11 – Strategic Planning Retreat 9:00 – 4:00 pm Fulford
August 12 -  Staff Council Meeting  2:00 pm – 3:00 pm  PCR
August 14 – Athlete Orientation -  5:00 pm – 9:00 pm  EGSC Swainsboro
August 15 – Fall Classes Begin
August 19 -  GSU Partnership for Rural Health Meeting 12:00 pm – 1:30 pm  Fulford
August 23 – President's Cabinet Meeting  9:00 am – 11:00 am  PCR
September 2 – Senior Staff Meeting 2:00 pm – 4:00 pm  PCR
September 2 -  First Friday at The Morgan House 5:30 pm – 7:30 pm
September 5 – Labor Day Holiday - All Campuses Closed
September 6 – NEA Big Read Community Kick Off Event 6:00 pm – 9:00 pm  Gym
September 8 – Total Wellness Series Lunch & Learn 12:00 pm – 1:30 pm  Fulford
September 9 – Staff Council Meeting  2:00 pm – 3:00 pm  PCR
September 13 – Transfer Tuesdays 11:00 am – 2:00 pm
September 13-14 – Board of Regents  9:00 am – 5:00 pm  PCR
September 15 – Fulford Center Advisory Board Meeting 12:00 pm – 2:00 pm  Fulford
September 20 – EGSC Presidential State of the College Address 11:00 am – 12:00 pm  LFG Auditorium
September 22 – 2016 EGSC Convocation 11:00 am – 12:00 pm  LFG Auditorium
September 24 – Dash with a Splash 5K & Fun Run  7:00 am – 10:00 am  Swainsboro Campus
September 24 – P/F/F/A Day 10:30 am – 3:30 pm  Swainsboro Campus
September 24 – Swainsboro Open House 9:00 am – 12:00 pm
September 24 – EGSC Alumni Dinner/Gala 6:00 pm – 9:00 pm  Location TBD
September 25 – Emanuel Arts Council presents Bill Oberst as Lewis Grizzard: In His Own Words  3:00 pm

LFG Auditorium
September 27 – President’s Cabinet Meeting 9:00 am – 11:00 am  PCR
October 6 – FESA Conference 10:00 a.m. – 3:00 pm  Fulford
October 11 – Thank a Donor Day 11:00 am JAM Center