

**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 Gammon. 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 3<sup>rd</sup> 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 offer 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 being 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)

Applications 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 Convocatin 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