

East Georgia State College

President's Cabinet

July 25, 2017

Minutes

Attending

Karen Jones
Deborah Vess
Bob Boehmer
Mike Rountree
Lee Cheek
Chuck Wimberly

Elizabeth Gilmer
Caroline Joyner
Mary Smith
Michelle Goff
Jimmy Wedincamp
Wiley Gammon

Tracy Woods
Sherrie Helms
Meisha Williams
Sylvia Rozier
Nick Kelch

Excused

Carmine Palumbo
Cliff Gay
Donald Avery

Welcome – President Boehmer

Minutes – June 27, 2017 -- A motion was made by Cheek with a second from Gilmer to adopt minutes. The minutes were adopted unanimously.

Action Items

Nursing Student Handbook – Rozier

The Nursing Student Handbook was reviewed by Dr. Rozier. A copy was sent prior to meeting. 2.5 admissions GPA is required for program. Criminal background checks and drug checks are required for program by the clinical site, not by EGSC. Grading policy was discussed. Policy needs to be on D2L before beginning of fall semester. Everyone should review individual area of responsibility and provide feedback to Dr. Rozier with a copy to Dr. Wedincamp to make sure no inconsistencies with any other EGSC policy and procedure by Monday, July 31. Revisions will be sent to Mary Smith and sent to Cabinet for email vote.

- Update on Nursing Enrollment – Informational Item
15 applicants – 5 did not have nursing license. 9 applicants, 5 registered, 1 pending, 3 complete, 1 waiting on transcripts. Ways of recruiting were discussed. Dr. Rozier provided a publication that includes Nursing Professor Dr. Pierce...running for president elect of GNA.

Tobacco Free Policy – Woods

Committee reviewed EGSC and BOR policy. EGSC policy did not include “all” where USG policy did. Policy has been changed to include “all” and same wording as BOR policy. Flyer and ads have been created and distributed on campus. 3rd paragraph is definition of what is banned from campus and should be same as USG policy. Title needs to be ***Tobacco and Smoke Free Campus Policy*** to include electronic

cigarette, vaping devices. A motion was made to accept policy with the same language and title as the System policy and ask System office to offer feedback on language to campuses (3rd paragraph language is identical to BOR policy) by Goff with a second from Gilmer. Search/ replace for Tobacco Free and change to Tobacco and Smoke Free. The motion was withdrawn to work on policy to be consistent with BOR policy and title be consistent throughout. Smith and Woods will present for email vote. A unanimous vote was received to table until email vote.

Facilities Usage and Scheduling Policies – Smith

7/24/2017 version changes were discussed by Smith. Boehmer discussed concerns with rental of facilities by community. A motion was made by Cheek with a second by Goff. Suggestion was made to create email address so that email does not go to just one person and remove personal references – motion was amended. The policy was approved unanimously.

Facilities License Agreement and Summary – Smith

Discussion on one-page summary (quick guide) of license agreement. USG guidance on liability insurance requirement– option of event insurance has been added to policy. A motion was made by Goff to accept as presented including summary. A second by Gilmer was received by Gilmer. The policy was unanimously adopted.

Community Living Guide: Residential Student Handbook 2017-18 – Jones

Residential Student Handbook -- A motion was made by Gilmer to accept has presented with a second by Goff. A unanimous vote was received.

Weapons Policy: Procedure for Registrar’s Office – Jones

Argos report was written to identify courses that high school students are registered. Report will be assessable to point of contacts (Registrar, directors of external campuses or designees). Students will be directed to these points to see if they are permitted to carry in these classes. Carrier is responsible for checking regularly to be sure that high school students are not in these classes. Faculty would ‘call’ to see if students are registered for courses. Discussion was heard on different ways this is being handled on other USG campuses. Changes to EGSC Weapons Policy are needed. A policy was adopted at last Cabinet intended to comply with new campus carry act. System then sent info saying method we planned to use was not allowed. New approach would replace what was adopted in Weapons Policy that was approved at last meeting. Procedure needs to add “designee” to point of contacts. Procedure needs to be adopted as an amendment to Weapons Policy and add three roles plus or designee (need formal designees). Wilder Coleman would assign permissions to designees. IT is looking for a way for students to look up this information in their portal without having to go to Registrar’s office for help (self service). A meeting was planned to discuss but due to death of a parent of Cabinet member, meeting has been postponed. A motion was made to get report in place by Gilmer with the next step be 1) all 3 locations have clear procedures in place to make sure when student asks is pointed to proper place and handled appropriately 2) group investigate if feasible to replace with self-service approach before first day of class 3) who is responsible to implement program to educate students (CATS, Orientation) – very early implementation of education for students with a second by Gammon. Smith will incorporate into Weapons Policy. Friendly amendment was made to make all language concerning Augusta and Statesboro campuses consistent.

Posthumous Degree Policy – Jones

A motion was made by Gilmer with a second by Wedincamp. Adopted unanimously.

Death of a Student- Institutional Response – Jones

Changes were discussed. The policy was adopted unanimously. Boehmer requested that the responsibility of event be communicated to Sherrod and Goosby.

Presidential Exception Procedure – Jones

Requirements were explained by Jones. A motion was made by Joyner to adopt procedure with a second from Kelch. The procedure was unanimously approved.

Student Handbook 2017-18 – Jones

Amendments presented: page 15 – info on Bobcat Growl added; page 19 – language added about parades, etc.; page 20 – Suicide Prevention policy added; page 21 – added info on Free Speech Policy; page 22 – link added to GSU student code of conduct; page 38 – SGA constitution and link. Smith commented that links from changes today need to be changed within handbook. Smith has list. Public Safety should be changes to Police Department. A motion was made to approve including all of amendments required by action previous adopted at this meeting and replacement with Police Department for Public Safety and understanding that when policies are voted on by email vote be changed in handbook by Gammon with a second by Wedincamp. A unanimous vote was received. Hoopee Bird to come out monthly according to handbook.

Miss EGSC Contract 2017-18 - Jones

Year has been amended. #3 a statement was added re: practices. Clarification that all contestants are required to sign contract not just winner (prior to contest). A motion was made by Gilmer with a second by Joyner to accept as presented. Adopted unanimously.

Student Athlete Handbook – Wimberly

Additions on page 10 – Academic Honesty Policy and Athletic Academic Integrity Plan added as links; page 14 -- advisement and majors; page 21 – drug free testing provider; page 29 – added student affairs for housing questions; page 32 – added Student Affairs for questions. A motion was made to adopt the handbook as presented by Cheek with a second by Gammon. The handbook was unanimously adopted. Boehmer encouraged all to attend athletics orientation.

EGSC Bobcat Scholars Program – Kelch

A recruitment initiative. Vision of program was presented. Discussion on program and scholarships. Need budget. Idea well received as long as build in meaningful activities related to the designation as a scholar. Investigate way to connect to available scholarships so that scholarships are being used to recruit not just reward applicants once accepted. You don't always have to give money to be substantive program, can provide time/mentors. Possible grant opportunities (Wells Fargo). What group do we intend to target? Not move away from mission. Faculty/Student mentors to prepare students. Group needs to meet and discuss.

Informational Items

- oneUSG – Meisha Williams
Williams presented a oneUSG update handout with upcoming events, due dates and training dates. All dates are in process and tentative at this time. Questions were discussed payroll processing and approval. All employees must approve timecards prior to manager's approval.
- Pay Date Changes – Meisha Williams
Effective December 2017. No early pay dates for faculty or staff (monthly). All monthly paychecks will be issued on last day of month. All university system institutions must have in place by end of 2017.
- Report on April 2017 BOR Meeting – Boehmer

- State Allocation – 2nd highest increase in System. Despite increase, compensation budget from last year and mandated raise, increased TRS cost – gives ability to live within budget. No new dollars.
 - Tuition Increase – 2% increase.
 - Comprehensive Administrative Review -- USG launching comprehensive administrative review. Boehmer contacted by USG to be part of initial cohort.
 - Sr. Vice-Chancellor for Academic Affairs – Dr. Tristan Denley
- USG Standards for Institutional Student Conduct Investigation and Disciplinary Proceedings - Smith, Helms, Avery
Changes from BOR to policies. Mary Smith distributed copies to all Cabinet prior to meeting. Changes to BOR policies will be presented at August meeting. Campuses may be instructed to take email vote following BOR meeting. Woods discussed changes -- Changes are in draft form. 4.1.7 – Sexual Misconduct Policy – Name change. New proposed policy specifically to students. 4.6.5 – Student Conduct – Hearing sanctions will now be heard through this policy. Changes in hearings and reporting procedures were discussed by Helms. Wording changes needed in policies. Timeline changes were discussed. Mediation will can be used as a tool. If adopted by Regents, these policies will likely be effective beginning fall semester. Revisions from BOR will likely be sent to Cabinet for an email vote. If there is a need for a meeting, quickly let Smith and Gray know since a quick turn-around is needed.
 - Fall Faculty Workshop Update – Boehmer
Augusta and Statesboro will attend. Please introduce. Please do everything possible within unit to encourage folks to attend. Lots of new folks. Pay attention to developing a sense of community.
 - Academic Advising Plan Update – Smith
In Faculty Senate for consideration – August 4 meeting. Plan is required by USG. Dr. Vess has team working on plan. Plan to be submitted to System office in August.
 - Academic Advising for Athletes Update – Smith
Needs to be implemented by beginning of fall semester.
 - USG Sexual Misconduct Policy - Smith, Woods
 - Military Credit Procedure – email vote 6/29/17; approved – Smith
 - Freedom of Expression Grounds Reservation Form – email vote 7 /17; approved – Smith
 - Outside Employment Policy – Smith
Reminder of policy and expectations for outside employment. Need to be filed annually with supervisor.
 - Emergency Action Committee update – Gammon
Update by Gammon on ConnectEd and Emergency Action Plan and Siren System update.
 - Open Enrollment – Goff
 - Benefits Fair – Goff

- Bookstore Relocation EGSC Statesboro – Goff
- Academic Building Construction/Move In – Goff
- Student Center Expansion and Renovation funding – Goff
\$4.9M – Someone under contract by November 1.
- Connect Ed Presentation – Rountree
Encouraged to go to portal and update emergency contacts.
- Correll Scholars Update – Gilmer
20 incoming fall class, 15 in remaining class, 2 Juniors.
- Grants in Process Update – Gilmer
Discussion on open grants.
- New Scholarship Opportunities – Gilmer
- EGSC Convocation, 21 September 2017 - Palumbo and Cheek
- FESA Conference – 18 October, 2017 – Cheek
- History Day, 18 Feb. 2018 (tentative) – Cheek
- Culture of Respect Taskforce – Cheek
Update on taskforce.
- September 18 – Constitution Day

Meeting was adjourned at 12:25 p.m.

Key Indicators

- Mike Rountree – IT
- Mary Smith- Legal Affairs
- Caroline Joyner – EGSC Statesboro
- Nick Kelch – EGSC Augusta
- Elizabeth Gilmer – Institutional Advancement
- Michelle Goff – Facilities
- Wiley Gammon – EGSC Police

- Chuck Wimberly – Athletics
- Deborah Vess – Academic Affairs
- Jimmy Wedincamp – Math/Science
- Carmine Palumbo – Humanities
- Lee Cheek – Social Science
- Cliff Gay – Business Affairs
- Donald Avery – Student Affairs