

President's Cabinet Meeting
July 24, 2018
9 a.m.
President's Conference Room
MINUTES

*Items in OneDrive will be marked with an asterisk

Attending:

Bob Boehmer
Lee Cheek
Wiley Gammon
Cliff Gay
Elizabeth Gilmer
Michelle Goff
Susan Gray

Karen Jones
Nick Kelch
Norma Kennedy
Brandy Murphy
Mike Rountree
Mary Smith
Deborah Vess
Jimmy Wedincamp

Jessica Williamson **
Chuck Wimberly

**** not attending**

1. **Welcome** – Boehmer

2. **Minutes** – Boehmer

June 26, 2018

A motion was made by Elizabeth Gilmer to adopt minutes as written with a second from Dr. Vess. The minutes were approved unanimously.

3. **Top of the Agenda Items**

Academic Affairs/Student Affairs

- *Fall 2018 Enrollment Projections* (permanent agenda item through fall enrollment period) – Jones
- *Dual Enrollment Update* (permanent agenda item through fall enrollment period) -- Murphy
- *Housing Occupancy Report* (permanent agenda item through fall enrollment period) - Vess
- *SACSCOC Decennial Reaffirmation Process* - Boehmer

4. **Action Items**

Academic Affairs/Student Affairs

- VPASA – Vess
 - Early Alert Policy
A motion was made by Wedincamp with a second by Cheek to adopt with editorial changes by Smith. The policy was unanimously adopted.
- Math/Science – Wedincamp
 - None
- Humanities/Social Sciences – Cheek
 - None

- AVPEM-- Jones

- Policy Regarding Non-Payment of Fees

- Vess – last paragraph on first page – confusion about mid-term policy grade – suggested to remove yellow sentence plus second clause.

- Boehmer – a policy is needed on reporting grades (formerly 5 week grade reporting). Delete sentence. A student who has courses dropped for non-payment could re-register as long as it was done in the proper timeline. Policy needs to say exactly what we can and are going to do and financial implication. Question: If a student has applied for FA but has not completed because of something they have failed to do, they are going to be dropped for non-payment on the appropriate day and given 5 days to re-register and if they have not re-register they will be dropped and cannot be re-registered. Everyone MUST follow policy.

- A motion was made by Dr. Vess with a second from Goff to adopt policy with one sentence remove. Everyone agreed that this is the policy going forward. Mini-mesters with in semesters will be treated the same. (5 day add-back period in each semester with the exemption of Maymester.) Kennedy was asked to come up with a fact sheet to be used by staff and to be sent to students. Discuss this at next sr. staff meeting.

Business Affairs

- VPBA – Gay

- None

- Business Operations – Goff

- Fleet Management and Motor Vehicle Use Policy

- Update about new laws about hands-free, added “disposition” definition, clarify standing travel authorization requirements, added driver notification forms links to MYEGSC and updated links to various USG and State of Georgia policy manuals.

- Motion to approve policy with changes from Smith (in Complaint section indicate that the driver will be verified upon receipt of complaint and then notified of the complaint) with a second by Vess. The policy was approved unanimously.

- Travel Policy

- Changes were discussed by Goff.

- A motion was made by Goff to approve as presented with a second by Gilmer. The policy was adopted unanimously.

EGSC – Augusta

- AVPEC – Kelch

- None

EGSC – Statesboro

- Director – Williamson

- None

Informational Technology

- VPIT – Rountree
 - Campus Notifications Systems Policy

Names have been removed from policy and replaced with titles.

A motion was made to add an additional system to policy by Dr. Vess with a second by Dr. Cheek. The addition will be presented at Augusta Cabinet. The policy as presented was adopted unanimously.

Institutional Advancement

- VPIA – Gilmer
 - None
- AVPIA -- Kennedy
 - Vision Statement
New statement was presented by Kennedy with a motion to replace current Vision Statement with this revision. A second was received by Gilmer. The Vision Statement was adopted unanimously.

President's Office

- President Boehmer
 - None
- Chief of Staff/Legal Counsel – Smith
 - Commencement Committee
Gilmer made a motion with a second from Kennedy to accept. The Committee was adopted unanimously.
President Boehmer asked Dr. Vess to get Stacey Grant to get with students as soon as semester starts to work on suggestion for commencement speaker.
 - Notice of Non-Discrimination
A motion was made by Smith with a second from Goff. Adopted unanimously.
 - Resources for Sexual Misconduct Complainants and Respondents
A motion was received by Goff with a second by Gilmer. Adopted unanimously.
- Athletics – Wimberly
 - None
- Police Department -- Gammon
 - None

5. Informational Items

Academic Affairs

- VPASA – Vess
 - None
- Math/Science – Wedincamp
 - None
- Humanities/Social Sciences – Cheek

- None
- AVPEM-- Jones
 - None

Business Affairs

- VPBA – Gay
 - Budget
Budget reports sent last week.
- Business Operations – Goff
 - Common Grounds and ACE Renovations
Update on renovations.
 - Student Center Expansion and Renovation Schedule
A little behind schedule on design. Groundbreaking is still August 16. Project will not be bid until end of September. Design development documents are ready.
 - UGA College of Environment and Design
Just received from UGA. Reviewed by Cabinet.
We are working to collect all facilities documents in one location and current.

EGSC – Augusta

- AVP EC – Kelch
 - None

EGSC – Statesboro

- Director – Williamson
 - None

Informational Technology

- VPIT – Rountree
 - USG strategic pause for Learning Tool Integrations (LTIs) for GA View D21 Brightspace
 - Update – USG BANNER Managed Services project – first choice on dates -- October 4-9 with Nov. 15 – 20 as backup date.
 - Announcement of David McFarren’s resignation as of August 3, 2018

Institutional Advancement

- VPIA – Gilmer
 - Morgan House update
EGSC Foundation has decided to rent for small events. Info will follow.
Connection has been made concerning real property and how to sale items from him.
 - Gambrell Property update
Agreement with Greg Barwick for timber management of property. Buyers are already looking. Sketch of fence is needed. All has been vetted with Gambrells.
On the day of groundbreaking for Student Center, there will be a recognition of gift from Gambrell family.
 - NEH grant submission update

- AVPIA -- Kennedy
 - None

President's Office

- President Boehmer
 - None
- Chief of Staff/Legal Counsel – Smith
 - Conflicts Policy and Outside Activities form- responses due 8/13
Form is located on website (under HR – under new policy)
 - BOR Policy Manual revisions/ unit responses due today
 - Email vote on 6/28/18- Resident Student Handbook 2018-19- approved
 - Standing Committee webpages are updated per revised EGSC Statutes
Works of the Committee needs to be updated by committee. Please review and ask committees to add info to webpages.
 - Sexual Misconduct Policy, Non-Discrimination and Anti-Harassment Policy, Student Code of Conduct and Disciplinary Process – coming for email vote
 - USG Ethics Awareness Week*
November 11 – 17, 2018
- Athletics – Wimberly
 - None
- Police Department -- Gammon
 - None

6. Key Indicators

- Academic Affairs – Vess
- Athletics – Wimberly
- Business Affairs – Gay
- Business Operations – Goff*
- Chief of Staff/Legal Counsel – Smith*
- EGSC Augusta/ AVP EC – Kelch*
- EGSC Statesboro– Williamson
- Enrollment Management -- Jones
- Information Technology – Rountree*
- Institutional Advancement – Gilmer
- Institutional Advancement – Marketing and Public Relations -- Kennedy
- Police Department – Gammon*
- School of Humanities and Social Sciences -- Cheek
- School of Mathematics and Science – Wedincamp

Meeting was adjourned at 11:45 a.m.