

East Georgia State College
President's Cabinet - Agenda
June 28, 2016
9:00 a.m. – President's Conference Room

Minutes

Attending:

Donald Avery	Michelle Goff	Mike Rountree
Bob Boehmer	Tim Goodman	Mary Smith
Wiley Gammon	Susan Gray	Jimmy Wedincamp
Cliff Gay	Jordyn Nail	Chuck Wimberly
Elizabeth Gilmer	Carmine Palumbo	

Absent:

Lee Cheek
Caroline Joyner

Non-Cabinet Members Attending:

David Gribbin
Tracy Woods

• **Welcome – Bob Boehmer**

Dr. Boehmer requested changes to the agenda to allow Woods and Gribbin agenda items to be moved to the top of the agenda.

• **Minutes -- Boehmer**

○ May 24, 2016

A motion was made by Gilmer with a second by Goodman. Minutes approved unanimously as circulated.

• **Action Items**

○ Sexual Misconduct Policy – Woods

Woods discussed policy and changes made and how it will be communicated to the campus community. Smith made comments on this policy and Conflict Resolution Policy. Boehmer discussed changes within policy and roles of coordinators, investors and appeals panel. Training is required. Palumbo questioned requirement for student training “in order to complete class.” A change was requested to delete the phrase. Palumbo was made to adopt policy with amendment. A second was made by Goodman. Discussion followed. The policy was adopted unanimously.

○ Conflict Resolution Policy (Revision) – Smith

Goodman made a motion to accept changes on policy with a second by Gammon. The policy was adopted unanimously.

○ Affirmative Action Plans Update – Woods

An outline of Affirmative Action goals were distributed by Woods and reviewed by Cabinet. Plans will be posted in the Library and on the President's Office webpage. A motion was made to adopt goals for planned year beginning October 1, 2015 as presented by Goff with a second by Gilmer. The goals were adopted unanimously.

○ Strategic Plan Update – Gribbin

A motion was made to adopt the current update of the Strategic Plan by Gammon with a second by Goodman with 2 editorial changes.. Smith requested info on Enterprise Risk Management Analysis. Dr. Boehmer suggested a change to refer to no raises be struck due to a lack of competitiveness of salary structure. It was noted that a specific strategy was not noted but needs to be included in Plan. An

editorial note was made to “second residency hall” needs to be changed to “residence.” This is a rolling plan. The plan was adopted unanimously adopted with 2 editorial changes.

- Strategic Planning Retreat – August 11, 2016 – 9 a.m. – 4 p.m. at the Fulford Center

- **Action Items**

- Student Conduct Code and Disciplinary Procedure – Avery
Feedback received from the USG. Changes have been made. Avery presented for consideration and approval. Goodman made a motion to accept with a second from Gammon. The policy was unanimously adopted. This policy will now be posted on the Policies and Procedures webpage and incorporated in the Student Handbook.
- Complaint Policy/Procedure for College (in response to SACSCOC 5th Year Interim Rpt) – Avery
SACSCOC policy states that all institutions must have policy for complaint process. This is a general policy for any complaint in one single source location. The information will be collected in a repository and reviewed on a regular basis. Avery requested feedback from Cabinet. Dr. Boehme requested everyone to review any formal mechanism that exists and get to Avery by July 6. Avery will circulate to everyone by July 13 for vote on-line. No action at this time.
- Joint Employment Policy – Gay
It was discussed to remove contact information to a cover sheet. Policy was received from BOR. Questions were raised by Goodman concerning eCore classes taught by faculty. “And” on page 1 of policy was suggested to be removed from policy. Goodman made a motion to accept policy with change with a second by Palumbo

- **Informational Items**

- State Auditor Special Examination of Cost of Higher Education – Boehmer
There is an increase interest by faculty to teach in eCore classes at EGSC. A formal policy at EGSC to handle consistently is requested. Form should not be sent to eCore until steps are followed:
 - Dean Approval
 - VPAA Approval
 - President Approval
 - Business Office to receive copy of approval

There is an unwritten rule that before hiring someone from another USG institution that the president notify the other institution president that EGSC is in discussion with one of their employees.

Smith discussed hiring of employees with H1B Visas and the process that needs to be followed. Need to be mindful of deadlines when hiring.

Letter from Dept. of Audits was forwarded to Cabinet. Dr. Boehmer discussed info in letter and requests for information. If anyone gets a request, they should be directly to Cliff Gay. Do not respond directly. Responses from Gay will be sent to USG John Fuchko to filter.

- USG Malfeasance Reporting – Boehmer
A letter dated April 7, 2016 from Chancellor Huckaby was forwarded to Cabinet. Dr. Boehmer encouraged all to review. We do not have the option to deal with internally. Employee malfeasance must be reported no matter what the dollar amount.
- Information Technology – Rountree
 - July 1, 2016
 - Deadline for third-party software (such as MyLab by Pearson, Cengage) integration requests for GA View D2L/Brightspace for fall semester 2016
 - Deadline for new software installations for EGSC computer classrooms & computer labs for fall semester 2016
 - December 1, 2016
 - Deadline for third-party software integration requests for GA View D2L/Brightspace for spring semester 2017

- Deadline for new software installations for EGSC computer classrooms & computer labs for spring semester 2017
 - Skype for Business Application
 - Budget Update – Gay
Update by Gay. FY 17 budget reports will be sent out next week.
- Dr. Boehmer asked for help in commuting increase in base budget from USG. Most of budget increase is already committed to the raises that were given midyear. With raises and start of nursing program, there is not money to current a lot of new positions. No excess available.
- Governor’s Report on Safety on USG Campuses – Gammon
Gammon and Boehmer attend meeting with Chancellor on June 23. Campus Carry Bill was vetoed early this year. We have 1 year to prepare for it to be presented again next year. Report is due on July 1. Campus Carry Light (taser bill) was passed and will begin on July 1. No carry license is required. It was asked that an announcement be sent to all EGSC faculty and staff.
 - Athletics Update – Wimberly
Boehmer discussed Athletic Audit performed by the USG. Ratio is different for different types of institutions. Our ratio is 85% for EGSC. Ratio is everything you spend on college athletics (denominator) in the numerator is the revenue raised and out-of-state tuition grants. We have to stay or below 85%. Big message is that you ae to have support for athletics beyond state funding. We must raise private funds.

The meeting was adjourned at 11 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

June 27 – Patriotic Cook Out & Concert 5:30 pm – 9:00 pm LFG Rotunda & Auditorium
June 27-28 – Science for Kids Mini Camp 8:30 am – 12:00 pm Fulford
June 28 – President's Cabinet Meeting 9:00 am – 11:00 am PCR
June 28 – Georgia Prospect League Baseball Games 11:00 am – 7:00 pm Baseball Fields
June 28 – Cookout 11:00 – 1:00 EGSC Statesboro
June 29 – Chamber of Commerce Seminar 9:30 am – 11:30 pm Fulford
June 29 – Georgia Prospect League Baseball Games 11:00 am – 7:00 pm Baseball Fields
June 29 – Retirees Social 11:30 am – 1:30 pm Jean & Shot Strange Clubhouse
July 1 – First Friday at The Morgan House 5:30 pm – 7:30 pm
July 4 – July 4th Holiday – All Campuses Closed
July 7, 8, & 9 – GYM CLOSED FOR FLOOR REFINISHING
July 8 – Senior Staff Meeting 2:00 pm – 4:00 PM PCR
July 11-14 – Intermediate/Advanced Chess Camp 8:30 am 12:00 pm Fulford
July 12 – Transfer Tuesdays 11:00 am – 2:00 pm
July 14 – MMGYSTC Board of Directors Meeting 10:00 am – 11:15 am Fulford
July 15 – Staff Council Meeting 2:00 pm – 3:00 pm PCR
July 21 – Fall Orientation 9:00 am - 3:00 pm EGSC Swainsboro
July 18-22 – Camp Invention 9:00 am – 3:30 pm Fulford
July 26 – President's Cabinet Meeting 9:00 am -11:00 am PCR
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 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