

East Georgia State College
President's Cabinet - Minutes
March 22, 2016
9:00 a.m. – President's Conference Room

Attending:

Donald Avery
Bob Boehmer
Lee Cheek
Wiley Gammon
Cliff Gay

Elizabeth Gilmer
Michelle Goff
Tim Goodman
Susan Gray
Carmine Palumbo

Mike Rountree
Mary Smith
Jimmy Wedincamp
Chuck Wimberly

Absent:

Caroline Joyner
Jordyn Nail

Non-Cabinet Members

Tia Morris

Attending:

- **Welcome – Bob Boehmer**

- **Minutes -- Boehmer**

February 23, 2016 – A motion was made by Gilmer to approve as presented with a second by Gammon. The minutes were adopted unanimously.

- **Action Items**

Staff Council Bylaws – Morris/Smith

Tia Morris gave a review of the Bylaws and changes recommended. A question on process of approving Bylaws of Staff Council or should EGSC Statutes be adjusted. Bylaws are written to be included in Statutes to formally add Staff Council. A motion was made to approve the proposed Staff Council Bylaws and refer to Faculty Senate for approval by Palumbo with a second from Cheek. The motions was approved unanimously. Tia Morris will need to arrange (through Dr. Goodman's office) for her and one Dr. Goodman to meet with Faculty Senate to present at next meeting.

Fleet Management and Motor Vehicle Use Policy – Smith

This is a revision to the policy. The policy applies to current employees and to applicants. A motion was made by Gammon to adopt with a second from Goodman. The policy was adopted unanimously.

Record Retention and Storage Policy – Smith

Currently do not have an EGSC policy. USG asked each institution to identify a manager. Dr. Boehmer requested that Smith and Vincent review and draft a policy. Stracher has been performing this function system-wide. The function will remain in this position. A motion was made to adopt the policy as written by Goodman with a second from Gilmer. The policy was adopted unanimously.

Ethics and Compliance Reporting Hotline Procedures/ Ethics and Compliance Reporting Hotline User Roles – – Smith

Change was made to make the name of the hotline provider consistent in both. Smith updated users. Dr. Boehmer reminded that this is not the process an individual uses to report a Title IX claim. A motion was made by to adopt the procedures and user roles by Goodman with a second by Goff. A unanimous vote was received.

Travel Policy – Goff

Reimbursement amounts set by state accounting office was made within the policy; a reference to non-employee travel was removed.; prepayment was clarified. A motion was made by Gilmer with a second from Gammon. The policy was adopted unanimously.

Non-Employee Travel Policy – Goff

Clarified the policy and procedure used in this process. A motion was made to adopt with the one change in #1 to change Continuing Ed to non-credit course was made by Rountree with a second from Goodman. The policy was adopted unanimously.

Policy and Procedure for Student Publications (Catalog Cover) – Avery

One addition concerning cover of publication was reviewed. A motion was made by Goff with a second from Gammon (note was made to change VP of to VP for). A unanimous vote was received.

- **Informational Items**

CHOICE Program Housing Policy – Smith

Student is interested in living in housing A policy and scope of services has been prepared. WE are waiting for confirmation from Corvias. Avery contacted USG P3 contact concerning who is eligible for housing; was advised by Corvias the decision is made by the institution. Inclusion programs are somewhat new. Some are housing these students. Open communications with Corvias and USG is our plan.

BOR Title IX Policy – Smith

Background was given by Dr. Boehmer. Discussion on case at GA Tech followed. USG adopted a new policy at BOR meeting on Title IX. The policy was discussed by Smith. Review of personnel , process for handling of process and training will follow approval of this policy. Attorney can now be a silent part of proceedings. Policy will go in the effect on July 1, 2016. EGSC policy will be presented at April or May Cabinet Meeting.

BOR Student Disciplinary Process Policy – Avery/Smith

Changes to EGSC student conduct code are to be sent to USG by April 22 per recently adopted BOR policy. These will be sent to Cabinet electronically for vote. If unanimous can forward to USG is we need to discuss a special Cabinet meeting will be call to discuss in order to make deadline.

Electronic Transcripts – Credentials Solution – Avery

Discussion on use and users of Credentials Solution were discussed. One note: we have never charged for a transcript request. Dr. Avery is proposing to use Credentials Solution. Charge would be \$2.75 for process of transcript. \$10 fee if you operator assist. Some other institutions are using as a revenue stream (charging more than company charge). Parchment is now used for transcripts. Discuss on Parchment and use by EGSC followed. Contractual issue and integration of 2 softwares was discussed. Avery would like Cabinet awareness of fee and contractual agreement with Parchment. Avery will bring additional info to next Cabinet meeting.

Graduation Diploma Covers – Avery

Diploma is now provided in cover at Graduation. We are upwards of 200 potential graduates for spring. Proposals is to do away from diploma covers. Gradates diploma will be sent within 2 weeks. Dr. Boehmer noted that this does not need Cabinet approval.

FY 2017 Budget – Gay

Budget will be flat at best next year for travel and operating.
Year End Funds will be small.
Be sure money is available in your budget when planning.
Transfer within budget where appropriate
FY 16 used a little over \$200,000 on salaries

Evaluations – Gay

.Due April 4, 2016.

Food Service RFP – Gay

Decision was made to keep food service in house at present time. Changes to expand hours, Friday hours for Café in fall, all you can eat option in fall, continue improvements in Statesboro.

Smithsonian Parking – Gay

P13 is closed except for Faculty/Staff parking.

Grants – Gay

Form was reviewed. Suggestion was made to add VP for Advancement to check list. Cost recovery was discussed. Types of grants were discussed.

Expenses of Applicants in Search Process – Gay/Goff

Complete

Academic Building Expansion Project Update – Goff

Update by Goff.

Budget Spending Cut Off Dates – Goff

Cut off dates are important. Dates will be sent out soon. Dates will be earlier this year. Leave enough money to cover mileage and operating expenses.

Statewide Articulation Agreement Signing, March 28 – Cheek

Update.

Correll Scholars Program Recruitment and Interviews – Cheek/Gilmer

Actively recruiting Correll Scholars. Applications are down. Review process to begin March 31. Update on recruiting process was discussed. All were encouraged to help with recruitment.

National History Event and Plans for Second Year – Cheek

EGSC will host again next year.

Culture of Respect Taskforce – Cheek

Update on Taskforce.

Dr. Boehmer encouraged everyone to visit Culture of Respect website.

The meeting was adjourned at 10:20 a.m.