

March 24, 2015 Cabinet Meeting

Minutes

Attending:

Donald Avery
Bob Boehmer
Bob Brown
Lee Cheek
Tracy Woods
Cliff Gay
Elizabeth Gilmer
Michelle Goff
Tim Goodman
Susan Gray
David Gribbin
Caroline Joyner
Jordyn Nail
Mike Rountree
Mary Smith
Amanda Williams
Angie Williams

The meeting was called to order at 9 a.m. by President Boehmer. Recognition of Caroline McMillan's recent marriage; she is now Caroline Joyner.

Informational items (Part 1) discussed were:

- **Action Item**
 - Item Previously Tabled
 - Free Speech Policy – Lee Cheek
Dr. Cheek presented the revised Free Speech Policy and Grounds Reservation Form. Dr. Boehmer presented questions about the policy to clarify the procedure. He recommended changes: 1) use “Event Planner” for gatekeeper role; 2) revise policy to show in IB that requests go to Event Planner, then to Director of Student Life; 3) move statement on sales by non-campus speakers in paragraph D to paragraph B; 4) remove final appeal to VP Student Affairs and delete appeal to President; 5) paragraph II sentence 3: delete “free” and replace with “spontaneous.” Make corresponding changes on the Grounds Reservation form. Motion was made by Elizabeth Gilmer to accept the policy with amendments; seconded by Dr Cheek.
 - Presidential Waiver Policy – Donald Avery
Donald Avery explained that the Board of Regents recently approved a new Out of State Tuition Waiver Policy. Each institution will set its own standards for waiver as long as it is within the Board policy so that waiver do not exceed 2% threshold, and the institutions can define the categories within the policy. Avery presented the EGSC revised Presidential Waiver Policy to be effective Fall 2015. The revised policy requires that the institution designate the waiver category: athletics, academic, international and allows a two semester

- probationary period. Dr. Boehmer reviewed the 3 scenarios for waivers: entering freshman, transfer, and returning student. He recommended changes to indicate that the student's entire college career is reviewed, waiver is good for one year subject to review at end of year, add the purpose for the policy, and provide no appeals. A motion was made by Dr Goodman to accept the policy with the amendments, seconded by Elizabeth Gilmer.
- Biennial Alcohol and Drug Report – Donald Avery
Avery explained that this report covers 2012-2014 and provides information on the college's drug and alcohol policy, training, Clery Report and education efforts. Dr. Bohmer recommended that he sign the document indicating acceptance. Motion was made by Dr Goodman to accept and seconded by Elizabeth Gilmer.
 - Access and Key Control Policy – Michelle Goff
Michelle Goff explained the need for the policy to address lost keys and how keys are issued. There currently is no such comprehensive policy. Dr. Goodman made a motion to accept, seconded by Mike Rountree.
 - **Informational Items**
 - Evaluation of All Staff Members – Tracy Woods, Cliff Gay
 - Due Date is Thursday, April 30, 2015
 - Required Format: use EGSC forms, review/ revise job description as part of the process, employee signs evaluation.
 - Filing of Completed Original Evaluations with Human Resources
 - Update about progress toward new Title IX Policy – Mary Smith, Donald Avery
Smith explained the new policy will contain one process for both employee and student complaints. This will be presented for vote at April Cabinet meeting.
 - Results of SACSCOC Substantive Change Visit to Augusta – David Gribbin, Jordyn Nail
Gribbin explained that SACS issued one recommendation concerning faculty credentials at Augusta campus to EGSC. A formal SACS Report with this recommendation will arrive and EGSC will respond. SACS votes on this at December 2015 meeting.
 - Faculty/Staff Directory Project Update – Mike Rountree
Mike Rountree explained this update is a 3 part process: 1) employees update info in system, 2) EGSC updates to the directory, and 3) photos will be uploaded. Deadline is 4/27 for employees to update information.
 - USG eCore/Ingress Project – Mike Rountree
Mike Rountree explained the timeline for implementation is Fall 2015. At that time 150 eCore courses will be uploaded into Banner at a cost of \$169 per credit hour to the student. EGSC on line courses are \$110 per credit hour. EGSC gets revenue sharing for eCore students. Dr Boehmer noted that USG is requiring the ECore course offering for all USG institutions.
 - EGSC Intranet Update – Mike Rountree
Rountree noted that in two weeks, the EGSC intranet will no longer exist. Information that existed on the intranet has moved to MY EGSC.
 - External Housing Options – Donald Avery, Elizabeth Gilmer
Elizabeth maintains a list of available housing in the area. She shares this with Missie Crawford, Director of Housing.
 - Career Counseling Policy – Gilmer
Elizabeth Gilmer stated that a committee is working on internships, jobs for EGSC students, whether Career Counseling should be under Academic Affairs and where this office could be located.

- Vinson Study (Use of funds appropriated for salary increase) – Cliff Gay
Vinson Institute is completing an updated study. BOR has approved the use of funds to implement the Vinson recommendations. Study compares EGSC positions in peer institutions and provides recommended salary range.
- Budget Update – Cliff Gay
Cliff reported that the Academic Building renovation is still in the budget. A mall salary increase may be possible. Not yet sure about whether the \$500,000 cut will occur.
- Budget Monitoring – Cliff Gay
Cliff Gay reminded everyone to watch budget funds as we reach year end.
- Food Service Renovations – Michelle Goff
Michelle Goff announced that the café kitchen will be closed May 1 – August 1 while kitchen upgrades take place.
- Statesboro Renovations – Michelle Goff
Michelle Goff announced that the ACE will be expanded by taking an adjacent classroom and computer lab into the current space, doubling the size of the ACE. Some equipment will be moved to lobby area to offer more food choices including pre-packaged salads, etc. Vending will be retained and moved to lower level.
- Project/Expenditure List – Michelle Goff
Michelle Goff asked for units to send in expenditure requests as soon as possible for consideration.
- PeopleSoft Upgrade – Michelle Goff
Michelle Goff announced it is too late to submit travel reimbursement for FY 2015.
- Correll Scholars
 - Applications Received – Elizabeth Gilmer
Elizabeth Gilmer noted receipt of 68 applications; 40 have been finalized.
 - Correll Scholars Day Planning --- Angie Williams
 - Angie Williams announced April 14 -15 are set for applicant interviews. A Vision Series event and other events are part of the applicant's schedule.
 - Academic Courses – Tim Goodman
Dr. Goodman announced that COSP 1101: Introductory Course for Correll Scholars is being considered. This will acquaint the student with the local area and the importance of service. Other courses are in process.
- SACSCOC Letter to Chancellor Concerning Programs of Study – Bob Boehmer, Tim Goodman
Dr. Boehmer reminded everyone of the letter sent to the Chancellor; copy provided to all Cabinet.
- Potential Collaboration with College of Coastal Georgia – Bob Boehmer
Dr. Boehmer announced that EGSC is investigating offering programs at CCG similar to the model in use at GRU, but not as extensive. Employees involved in the program would be employed through joint staffing agreement. This is because the CCG enrollments is not expected to be sufficient for EGSC to hire staff. CCG is an access institution that is moving to more selective admissions standards and they need EGSC to fill the gap. CCG has an abundance of space.
- **Key Indicators:** This item was postponed.
 - Caroline McMillan -- EGSC – Statesboro
 - Jordyn Nail – EGSC – Augusta
 - Elizabeth Gilmer – External Affairs

- Michelle Goff – Facilities
- Tim Goodman – Academic Affairs
- Bob Brown – Math/Science
- Carmine Palumbo
- Lee Cheek – Social Sciences
- Cliff Gay – Business Affairs
- Donald Avery --- Student Affairs
- Mike Rountree – IT
- Mary Smith – Legal Affairs

The meeting was adjourned at 4:10pm.