

**East Georgia State College
President's Cabinet - Agenda
May 24, 2016
9:00 a.m. – President's Conference Room**

Minutes

Attending:

Donald Avery	Elizabeth Gilmer	Jordyn Nail
Bob Boehmer	Michelle Goff	Mary Smith
Lee Cheek	Tim Goodman	Chuck Wimberly
Wiley Gammon	Susan Gray	
Cliff Gay	Caroline Joyner	

Absent:

Carmine Palumbo
Mike Rountree
Jimmy Wedincamp

Non-Cabinet Members Attending:

Sonya Kirkland

- **Welcome – Bob Boehmer**

- **Minutes -- Boehmer**
 - April 26, 2016
Motion by Cheek with second by Gammon. Minutes approved unanimously as circulated.

- **Action Items**
 - President's Office
 - Information and Support Services for Title IX – Smith
Smith discussed updates. A motion was made by Gilmer to accept as presented with a second by Cheek. The updates were approved unanimously.
 - CHOICE Program Policy on Student Eligibility for Housing – Smith
Program policy has been created (for vote) and info sheet for student was discussed. A motion was made by Gilmer with a second by Goodman. The policy was adopted unanimously as written. (Choice residents are eligible to live in residence halls.)
 - Social Media Policy/Social Media Best Practices – Smith, Gilmer
Policy was reviewed and title changes made in Social Media Policy. Best Practices guidelines were discussed as now being attached to Social Media Policy as stated in policy. A motion was made by Goodman with a second from Goff to approve changes to the Social Media Policy. A unanimous vote was received. Comments by Boehmer: A number of incidents have come to his attention recently concerning employees person pages (i.e. Facebook) postings that reflect extremely poor professional judgement and demeanor. Dr. Boehmer asked that everyone discuss best practices at unit meetings. Embarrassing to receive emails from other presidents commenting on postings of EGSC employees.
 - Academic Affairs
 - Learning Support Policy for Transfer/Returning Students – Goodman

Updated policy was discussed by Goodman. If approved this policy will be included in new catalog. Three changes to policy were discussed. A motion was made by Goodman with a second by Gammon. A unanimous vote was received.

- Business Affairs
 - Fleet Management and Motor Vehicle Use Policy – Goff
Changes were discussed by Goff. A motion was made by Gammon to accept as written with a second by Goodman. The policy was unanimously adopted.
 - Parking and Transportation Policy – Goff
Changes were discussed by Goff. SGA asked for changes to policy on parking after 5 p.m. A motion was made by Goodman to accept policy as written with a second by Gammon. The policy was accepted unanimously.
- Student Affairs
 - EGSC Catalog 2016-2017 – Avery
Changes to catalog were discussed by Avery. June 11 is first orientation for fall. A motion was made by Gilmer to accept as written. Policies approved at today's Cabinet will be included in Catalog or Handbook as appropriate. Boehmer requested a time on the calendar before June 11 to meet for purpose of making any changes necessary before June 11. A second was received by Goodman. Adopted unanimously.
 - Student Handbook 2016-2017 – Avery
Avery discussed changes (Code of Conduct not received as of today). A motion was made by Goff with a second from Gammon. A unanimous vote was received.
 - Presidential Waiver Policy – Avery
Avery discussed policy changes and additions. USG requested changes that are due May 30. The policy was adopted unanimously.
 - Academic Calendar 2017-2018 – Avery
Calendar needs to be posted for 2 years on website. A motion was made by Gilmer to accept as presented with a second by Goodman. Calendar Committee and HR will meet to make a recommendation for winter break 2017 at next Cabinet meeting. Avery commented that with a 2 year calendar changes can be anticipated. A discussion was on Calendar Committee members followed. The calendar was approved unanimously.

- **Discussion of Immediate/High Priority Initiatives**

- Housing occupancy for fall semester – Boehmer, Avery, Gay
412 beds available in fall 2016. As of right now, applications are being received at a lower rate than for previous year with only 200 beds. We cannot have vacant beds. A small group will be meeting on a weekly basis until fall to monitor situation. **Housing and Enrollment are both institutional issue.** A lot of people will be asked to help during the summer. Avery commented that we have 132 total applications and 57 signed housing agreements as of May 20. As of this morning we are up to 149 applications. New initiatives are being started every day.
- Enrollment for fall semester – Avery/Jones
 - Applications/New Registrations
Update by Avery. Augusta University has made changes to their admissions that may be the cause of the numbers being down at EGSC Augusta.
 - Registration of Returning Students
Update by Avery. Summer registration is up at total of 87 students. Fall registration is up a total of 13.

- **Informational Items**

- President's Office
 - Coverage of all EGSC Offices During Absence of Cabinet member – Boehmer
Offices should not be unattended, can be handled as simple as a sign. We need a culture where if someone comes in either a human is there and sends them to the right place or if no one is there something tells them where to go to find someone.

Tennis courts are being resurfaced. Math/science conference room will be converted to offices. All faculty will be in one place before fall. Parking lot (back) is being resurfaced and put a crosswalk /speed bump prior to fall semester.

- Year End Cut Off Dates – Goff
Last day to submit purchase orders was Friday.
- Institutional Advancement
 - Second Class of Correll Scholars Selection – Gilmer, Cheek
List of newest group was distributed. Orientation was discussed. 20 students in 1st year class.
 - Initial Class of Correll Scholars (Status) – Gilmer, Cheek
Final report was distributed of current scholars. Academic status was discussed. 2nd year class will be 19.
 - Annual Correll Scholars Report to Donors – Gilmer
Report will be given to Corrells this summer.
 - Patriotic Concert – Gilmer
4th annual concert. Please help advertise.
- Student Affairs
 - Electronic Transcripts Update – Avery
Update by Avery.

Announcements – Smith

June 9 – BRAG on EGSC campus. Details were discussed.

May 24 – Minors on Training session today.

June 20 – EGSC Foundation Meeting. New Vice Chancellor for Advancement will be visiting.

Smith reminded everyone that Key Indicators need to be circulated prior to each Cabinet meeting.

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

May 30 – Memorial Day Holiday All Campuses Closed
June 1 – Summer Classes Begin
June 3 – Senior Staff Meeting 2:00 pm – 4:00 pm PCR
June 3 – First Friday at The Morgan House 5:30 pm – 7:00 pm
June 4 – National SAT Exam 7:00 am – 1:00 pm
June 6-9 – Camp Adventure V 8:30 am – 12:00 am Fulford
June 9 – Fulford Advisory Board Meeting 12:00 pm – 2:00 pm Fulford
June 9-10– BRAG (Bike Ride Across Georgia) on Campus
June 10 – GSU Partnership for Rural Health - 12:00 pm- 1:30 pm Fulford
June 10 – Staff Council Meeting 2:00 pm – 3:00 pm PCR
June 11-12 – Womens High School Basketball Camp – 8:00 am – 8:00 pm Gym
June 13-14 – Art for Kids Mini Camp 8:30 am – 12:00 pm Fulford
June 13-14 – Make Art Happen Emanuel Arts Council Art Camp 9:00 am – 12:00 pm Strange Clubhouse
June 14 – Transfer Tuesdays 11:00 am – 2:00 pm
June 20-23 – Leap into Science Camp 8:30 am – 12:00 pm Fulford
June 22-23 – Boys High School Basketball Camp 10:00 am – 7:00 pm Gym
June 22 – Grand Opening & Ribbon Cutting Bobcat Villas West 10:00 am
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
July 1 – First Friday at The Morgan House 5:30 pm – 7:30 pm
July 4 – July 4th Holiday – All Campuses Closed
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 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 – GA DOE School Nutrition Meeting 9:00 am – 3:00 pm Fulford
August 1, 2, & 3 – Fall Workshop EGSC Swainsboro
August 2 – Employee Appreciation Luncheon
August 5 – First Friday at The Morgan House 5:30 pm – 7:30 pm
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 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 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 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 – Bobcat Dash 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 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