Minutes

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

Absent:
Carmine Palumbo
Mike Rountree
Jimmy Wedincamp

Non-Cabinet Members Attending:
Sonya Kirkland

• Welcome – Bob Boehmer

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

• Action Items
  o 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.
  o 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.
- **Transgender Students/Employees/Visitors – Boehmer**
  Most guidance from the USG says that office is still in process of reviewing. USG is asking that institutions refrain until review is complete. Boehmer will be taking steps to find out what needs to be done and how much it will cost if we receive a directive from the USG and putting a small group together to review policies and procedures concerning transgenders on campus. Discussion followed.

- **Returning Voice Mail Messages by all EGSC Offices – Boehmer**
  Boehmer has received lots of comments on getting voice mail instead of a person. Dr. Boehmer would like everyone to look at their unit to see if there are times during the normal working day that calls are going to voice mail. This should not happen during normal work day. Also look at the practice in your unit for answering voice mail. If problems are detected please fix them.

- **Outside Employment – Boehmer**
  Statewide and BOR policy as well as EGSC policy was discussed. Memo sent from President previously will be sent again.

  - **IT**
    - **Banner Access Audit – Rountree**
      Update was reported by Mary Smith from email by Rountree (not in attendance).

  - **Academic Affairs**
    - **AA/AS Programs Update – Goodman**
      We offer only one degree – Associate of Arts in Core Curriculum. What were previously advertised as degrees are now considered transfer pathways. Pathway will be listed on transcript but not diploma.
    - **Student Success Class Merger with Critical Thinking – Goodman**
      Goodman discussed hours students are taking and why these 2 classes have been merged. Students can now graduate with 64 rather than 65 hours. If passed by Gen Ed Council this will become part of the core curriculum.
    - **Associate Degree with Disciplinary Distinctions – Goodman**
      Goodman discussed USG process for approval. If approved will be available for spring 2017. EGSC is only institution to submit. This adds value to the AA degree. We enable us one more way to distinguish EGSC. 14 or 15 pathways have been submitted. More to come.
    - **Importance of Associate Degree – Goodman (Susan will email flyer)**
      Discussion by Goodman.

  - **Business Affairs**
    - **Year End Funds – Gay**
      Gay reported that there are no year end funds.
    - **Joint Staffing – Gay**
      Policy has not been finalized. June cabinet approval will be needed.
    - **FLSA Changes – Gay**
      Final rulings with implementation date set. Preliminary plans are due today to Boehmer. Training will be scheduled before implementation. Final plans will be formulated.
    - **Grant Proposal Process – Gay (remind everyone that all grants go through Sheila Wentz)**
      Gay reminded everyone to include Wentz. Dr. Boehmer is only person authorized to sign grant.
    - **Payment for Consulting Performance or Lectures – Gay (reminder to use form)**
      Smith has form. Form must be filled out to receive payment. Boehmer is only authorized signature. Purchase order in place and document signed prior to date of event.
    - **FY 16 MRR Project Update – Goff**
      Gym chiller will be replaced prior to fall semester. Lighting project has been pulled for now.
    - **Academic Building Update – Goff**
      Design is moving along. Meet with science faculty and IT. Contractors will not be on campus before fall semester. Project will be bid in July. Move-in next summer.
    - **Housing Construction Update – Goff**
      Finalizing everything. Furniture moved in on May 31. June 15 turnover date to Covias. Housing staff can then go in and do what they need to do. Ribbon cutting is June 22.
    - **Summer maintenance Work Scheduled – Goff**
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 Convocation  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