

**East Georgia State College
President's Cabinet - Agenda
May 23, 2017
9 – 11 a.m. – President's Conference Room**

Minutes

Attending:

Donald Avery	Michelle Goff	Mike Rountree
Bob Boehmer	Tim Goodman	Mary Smith
Lee Cheek	Susan Gray	Jimmy Wedincamp
Cliff Gay	Nick Kelch	Chuck Wimberly
Wiley Gammon	Caroline Joyner	
Elizabeth Gilmer	Carmine Palumbo	

- **Welcome** -- President Boehmer

- **Minutes**
 - April 2017 – A motion was made by Dr. Cheek with a second by Elizabeth Gilmer. The minutes were unanimously approved.

- **Action Items**
 - 2017-2018 EGSC Catalog – Avery
Updates have been made for 2017-2018. Two changes were discussed by Smith. A motion was made to accept with amendments by Goodman with a second by Gammon. The 2017-2018 was unanimously approved.

 - Academic Calendar – Avery
2018-2019 EGSC Catalog – winter breaks are listed as tentative. A motion was made by Gilmer with a second by Gammon to approve for 2018-2019 academic year. Unanimously approved.

 - Suicide Prevention Protocol Response Procedure – Avery
Reviewed by Avery. A motion was made by Gilmer with a second by Cheek to accept including revisions by President Boehmer and changes below. One change from GRU to AU by Smith. Question was received on what to do with “procedure.” Website (Policies and Procedures website and link to all appropriate websites, prominently mentioned on Counseling and Police websites). Capitalize ra on first page. Reference link to all faculty and staff and reference in fall workshop on new procedure. Avery will coordinate with Dr. Mckinney to get on fall workshop and staff workshop. Procedure was unanimously approved.

 - EGSC Military Credit Procedure – Avery
Procedure was sent to everyone. Feedback was sent by Boehmer and discussed by Avery. Comments concerning names within procedure, should be titles. Avery will send changes to Cabinet for an email vote following updates. Webpage –Policies and Procedures webpage linked to Military Resource Center, Admissions Office Forms and Online forms and Registrars website.

 - Military Learning Articulation Form – Avery
Same as above

- Freedom of Expression – Smith
Feedback from President Boehmer. Feedback is needed and will be considered at a later meeting. Policy clearly applies to faculty/staff/students and community. Introductory paragraph is limited to college personnel and students. Needs to be cleared up. Take out only in the 6th line. We define non-EGSC community in base of first section, don't consistently use term when referring to group within policy. Free Speech areas – in later sections say all public areas are available for free speech. Either we have specific designated areas or eliminate. If keep, we need to make sure that Augusta University is aware that we designated area on their campus and they are aware of these areas. Organization (Item II – Freedom of expression by college community, Item III – Non community D and E and F apply also to Item III – need to be clarified. Think out distribution of written material. Make consistent. More work before this is ready to vote. A small group – Cheek, Avery, Boehmer, Smith, Kelch (will get AU policies) – will work together before next meeting.
- Academic Advising for Athletes Plan – Goodman
Plan was distributed by Goodman. If approved, the plan will be placed on Policies and Procedures page under AA and linked from Academic Advising to P & P webpage. This is a piece of an overall advisement plan to be over all 3 campuses. Comprehensive plan will be written and adopted by AAPC on June 5 and FS on June 16 and in place by June 30 with effective date of August 1. A motion was made with a second by Cheek to adopt plan. The plan was unanimously approved by the Cabinet. Position Coordinator of Athletic Academic Advisement – logical person (per Boehmer) is to have Dr. Goodman do that after being off one month after retirement as of June 30. Update from Rountree on DegreeWorks. DegreeWorks has to be used. Boehmer asked Goodman to circulate to Cabinet when the overall plan is approved.
- Faculty Handbook – Goodman
Updated Handbook to link all policies on the Policies and Procedures page that were approved following last update to Faculty Handbook. A motion was made by Goodman with a second from Gammon. Adopted unanimously. Major pieces to be completed (per Boehmer) Academic Advisement Plan, Post Tenure Review Policy, Teaching Overloads Policy (FS), Standard Form of Syllabus Policy, Comprehensive Review of Faculty Evaluation Process (small group to be appointed soon). 2 not clear are Academic Freedom and Responsibility and Student Grievance Policy (will be presented at AAPC in June to FS per Goodman). Help is needed to get these moving forward.
- EGSC Cellular Phone Policy and Cellular Phone Usage Form and Agreement – Smith
Concern about scope of policy by Boehmer. Should it include other mobile and non mobile (college issued shirts) devices issued by College? Policy should be reviewed prior to Cabinet vote. More discussion is needed and bring back to another Cabinet meeting. Difference between negligent loss and loss and damage within scope of work needs to be addressed. Clarification is needed. Rountree, Smith and Goff will work on this policy
- Reporting and Response Procedure for Accidents, Injuries, Emergencies (revision)—Smith
Changes made to procedure were reviewed by Smith. Needs to be included in position descriptions. A motion was made to accept by Goodman with a second from Goff. Adopted unanimously.
- **Informational Items**
 - Academic Building Expansion – Open House/Ribbon Cutting – August 17, 2017
Everyone and as many staff as available needs to attend. Chancellor Wrigley, Regent Marsh, Senator Hill, Senator Stone and Representative Parrish will be here. Need to have large crowd.

- Fall Faculty Workshop – Comments to Faculty/Staff – August 1, 2017 (9 a.m.)
- Fall Faculty Workshop – Welcome and State of the College – August 2, 2017 (9 a.m.)
President Boehmer would like feedback on topics are things that people need to know. All need to send “what staff/faculty need to hear the president talk about.”
- Goals Deadline
 - June 15, 2017, Consolidated goals statement due to David Gribbin
 - July 1, 2017, Boehmer must submit goals to USG
 - July 10, 2017, EGSC Strategic Planning Meeting
 - August 17, 2017, CCG Plan Update Due

(Letter was distributed to all)
- Peer Institutions Notification – Boehmer
- Purchase of Clothing with State Dollars – Boehmer
Need small group to discuss and bring back to next Cabinet meeting for proposal. Goff, Smith, Kennedy, Rountree and Palumbo were asked to serve on this small group. Gay suggested that we have guidelines from USG.
- Tobacco Use Policy Update – Boehmer
Vaping was discussed. Should this be included in scope of college policies? Small group requested to review – refer to Wellness Community. Suggested to include someone from Housing on Wellness Committee.
- CCG Progress Toward 2020 – Goodman
- Convocation – Cheek, Palumbo
September 21, 2017 -- “Choosing Civility”
- Correll Scholarship Program – Cheek
Now have graduates. 70% through with end of year report – draft form.
- FESA Update – Cheek
Associate Degree in FESA – waiting on SACSCOC approval
- NIMS 402 Class – Gammon
- Gun Carry Bill (HB 512) – Gammon
- Grants in Process – Gilmer
- Scholarship Recipient List and Update – Gilmer
- VSE Comparator Handout – Gilmer
- Student Center Timeline/Delivery Method – Goff
- Academic Building Update – Goff
- Bookstore Contract Update – Goff
- Year End Cut Off Reminders – Goff
- oneUSG Benefits Administration – Gay
- Benefits Fair – Gay
- Open Enrollment – Gay
- Budget – Gay
- EGSC Housing Agreement Summer 2017 – Avery
- EGSC Housing Agreement Academic Year 2017-2018 – Avery
- Current Status of Housing – Avery
- Current Status of Fall 2017 Enrollment – Avery
- Fall 2017 Additional Recruiting Efforts Directed at High School Seniors -- Avery
- EGSC Bobcat Scholars Program – Kelch
- Degree Works Update – Rountree
 - Software
 - Scribing of catalogs since 2011
 - Training of faculty/staff

The meeting was adjourned at 11 a.m.