

President's Cabinet Meeting
May 22, 2018
9 a.m.
President's Conference Room

Minutes

*Items in OneDrive will be marked with an asterisk

Attending

Bob Boehmer
Lee Cheek
Wiley Gammon
Cliff Gay
Elizabeth Gilmer
Michelle Goff
Susan Gray - X

Karen Jones
Caroline Joyner
Nick Kelch
Norma Kennedy
Mike Rountree -X
Mary Smith
Deborah Vess

Jimmy Wedincamp
Chuck Wimberly
Brandy Murphy

Not Attending

Mike Rountree
Susan Gray

1. **Welcome** – President Boehmer
2. **Minutes** – President Boehmer
 - April 26, 2018
3. **Top of the Agenda Items**

Academic Affairs/Student Affairs

- *Fall 2018 Enrollment Projections* (permanent agenda item through fall enrollment period) – Jones

4. **Action Items**

Business Affairs

- VPBA – Gay
 - None
- Business Operations – Goff
 - None

EGSC – Augusta

- Director – Kelch
 - None

EGSC – Statesboro

- AVPEC – Joyner

- None

Informational Technology

- VPIT – Rountree
 - None

Institutional Advancement

- VPIA – Gilmer
 - None
- AVPIA -- Kennedy
 - None

President's Office

- President Boehmer
 - None
- Chief of Staff/Legal Counsel – Smith
 - Immediate Notification of the President About Serious Events (new);
Smith presented new policy. A motion was made by Gilmer to approve as presented and seconded by Kennedy. The policy was unanimously approved.
 - Orientation (revised);
Smith presented policy revision. A motion was made by Goff to approve and a second from Jones. The policy was unanimously approved.
 - Facility License Agreement (revised);
Smith presented policy revision. A motion was made by Kennedy to approve with a second from Wimberly. The policy was approved unanimously.
A motion was made by Norma Kennedy to approve with second from Chuck Wimberly.

Facilities Usage Scheduling Policies and Fees (revised);

Smith presented policy revision. A motion was made by Gilmer to approve with a second by Gammon. The policy was approved unanimously.

- Freedom of Expression Policy (revised);
Smith presented the policy revision. A motion was made by Kennedy to approve with a second from Gilmer. The policy was adopted unanimously. Discussion followed that the policy revisions were to help guide individuals to the policy that applies their specific event characteristics.
- Freedom of Expression Grounds Reservation Form (revised);
Smith present the policy revision. A motion was made to approve by Goff followed by a second from Gammon. The policy was adopted unanimously.
- Political Activities Policy (revised since Wednesday's 5/9/18 email);
Smith presented the policy revision. A motion to approve was made by Kennedy followed by a second from Jones. The policy was adopted unanimously.
Discussion followed that the change in title to "Political Activities" was made to encompass campus events and the on and off campus activities of employees.
- Civil Disturbance or Demonstration – EGSC Emergency Response Procedures flipchart (revised);
Smith presented policy revision. A motion to approve was made by Goff with a second from Joyner. The policy was approved unanimously. Discussion followed

that there was a need to change title to from VP for Student Affairs to VP for Academic and Student Affairs.

- Permission for Outside Activity (revised).
Smith presented policy revision. A motion to approve was made by Gammon with a second from Gilmer. The policy was approved unanimously. Discussion followed that annually everyone gets a memo reminding them to request approval for any activities that are in the scope of this policy. Although it is not believed that any institutions monitor this policy, it does not make it any less important. It is in everyone's best interest to have this on file if some concern arises due to outside activities. Discussion followed about defining outside activities. Dr. Boehmer noted no clear definition provided by USG. Examples will be provided when the form is sent such as: outside employment, consulting arrangements, etc. in exchange for fees, candidacy for election to a particular elected office. Club memberships do not have to be disclosed.
Paychecks- Withholding of Pay Policy;
Smith presented the policy revision. A motion was made by Goff to approve followed by a second from Gammon. The policy was approved unanimously.
- Garnishment of Pay Policy;
Smith presented policy. A motion was made by Kennedy to approve with a second from Goff. The policy was approved and adopted unanimously.
- Employment Selection Process and Criteria for Employment;
Smith presented policy revision. A motion was made by Gilmer to approve followed with a second from Gammon. The policy was adopted unanimously. It was noted that the word "conditions" should be condition rather than conditions and it was adopted as shown with the change being made.
- Employee Alcohol and Other Drug Policy;
Smith presented policy revision. A motion was made by Kennedy to approve with a second from Jones. The policy was unanimously approved. It was discussed that the language is clarified regarding the begin date of the one-year disclosure.
- Conflict Resolution Policy – revised;
Smith presented policy revision. A motion was made by Kennedy to approve with a second from Gilmer. The policy was adopted unanimously.
- Disruptive Behavior- new / delete current policy in its entirety;
Smith presented policy. This policy created by BOR and applies to faculty, staff and students. A motion to approve was made by Goff with a second by Jones. The policy was adopted unanimously.
- Conflicts of Interest and Conflicts of Commitment – new title (includes Outside Activities, separates Political Activities);
Motion Made by: Gammon to approve and second by Cheek. Discussion followed with examples of covered activities and whether receiving compensation was a determining factor in reporting the activity. A motion was made to table by Goff with a second from Cheek. The policy was tabled.
Gifts and Gratuities Policy (revised);
Smith presented policy revision. A motion to approve was made by Gilmer followed by a second from Cheek. The policy was adopted unanimously.
- Amorous Relationships Policy (revised);
Smith presented the policy revision. A motion to approve was made by Gammon followed by a second from Jones. The policy was adopted unanimously.

Discussion followed by Boehmer: This policy is more specific and broadens the categories for whom it is prohibited. Please read carefully.

- EGSC Statutes rev 4-27-2018.
Smith presented the Statutes revisions as approved by Faculty Senate. A motion to approve was made by Kennedy followed by second from Boehmer. The statutes were adopted unanimously. It was discussed that here will be more changes before Fall 2018. Dr. Boehmer reminded everyone that all new/amended policies are located on the President's Office webpage. Amendments to the webpage are being made to make them searchable.

The following policies are duplicate policies and should now be relocated to the Policy Archives Page:

- 11.12 Telephone, Equipment and Software Utilization Policy (this policy is duplicated in the Employee Handbook)
 - Outside Occupational Activities Policy – Employee Handbook page 6 – the text of this policy now appears in 2 revised policies to be presented 5/22/18 at Cabinet: Conflict of Interest and Conflict of Commitment; Political Activities Policy
 - Disruptive Policy – Employee Handbook page ___ - delete and replace with BOR policy
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- Athletics – Wimberly
 - None
 - Police Department -- Gammon
 - None

Academic Affairs/Student Affairs

- VPASA – Vess
 - None
- Math/Science – Wedincamp
 - None
- Humanities/Social Sciences – Cheek
 - None
- AVPEM-- Jones
 - None

5. Informational Items

Business Affairs

- VPBA – Gay
 - HR Training
 - OneUSG
- Business Operations – Goff
 - Memberships List

EGSC – Augusta

- Director – Kelch

- L.E.A.D. The Way Society Program (formerly Bobcat Scholar) *

EGSC – Statesboro

- AVPEC – Joyner
 - None

Informational Technology

- VPIT – Rountree
 - PCI Engagement (Audit of Electronic Payment Process)

Institutional Advancement

- VPIA – Gilmer
 - New Correll Scholars *
 - Announcement – Procedures for requesting foundation funds
- AVPIA -- Kennedy
 - Proposed Employee on Boarding Program

President’s Office

- President Boehmer
 - Attendance at Meetings
 - Confirmation of Attendance at Meetings
 - Notice of Changes of Schedule Affecting Attendance at Meetings
 - Procedures in Event of Student Death
 - Staff Leadership Development Program
 - Reception for Caroline Joyner
- Chief of Staff/Legal Counsel – Smith
 - None
- Athletics – Wimberly
 - None
- Police Department -- Gammon
 - None

Academic Affairs

- VPASA – Vess
 - Suicide Prevention and Response Protocol (group being formed to determine if update needed)
 - Course Scheduling Software – Ad Astra
- Math/Science – Wedincamp
 - Preparation for ACEN Visit (remind everyone about key dates such as the practice visit)
- Humanities/Social Sciences – Cheek
 - None
- AVPEM-- Jones
 - None

6. Key Indicators

- Academic Affairs – Vess
- Athletics – Wimberly
- Business Affairs – Gay
- Business Operations -- Goff
- Chief of Staff/Legal Counsel – Smith
- EGSC Augusta – Kelch
- EGSC Statesboro/External Campuses – Joyner
- Enrollment Management -- Jones
- Information Technology – Rountree
- Institutional Advancement – Gilmer
- Institutional Advancement – Marketing and Public Relations -- Kennedy
- Police Department – Gammon
- School of Humanities and Social Sciences -- Cheek
- School of Mathematics and Science -- Wedincamp