

**East Georgia State College
President's Cabinet – Meeting Minutes
May 26, 2015
9:00 a.m. – President's Conference Room**

Minutes

Attending:

Cliff Gay	Elizabeth Gilmer	Lee Cheek
Tracy Woods	Victor Poole	Marsha Moore
Bob Boehmer	Wiley Gammon	Mike Rountree
Bob Brown	Carmine Palumbo	Jordyn Nail
Tim Goodman	Donald Avery	Mary Smith

The meeting was called to order at 9:00 a.m. by President Boehmer.

Dr. Boehmer thanked all who participated in the cleanup day at the Morgan House on Saturday May 23rd. He reminded everyone of the Open House on Sunday May 31 at 1:30pm.

Dr. Boehmer stated that the collaboration with College of Coastal Georgia scheduled to begin in Fall 2015 has been postponed; USG is examining this partnership.

Dr. Boehmer announced that USG has given EGSC an informal green light for a BSN degree.

The plan would be for the new EGSC program to begin Fall 2017 following completion of Darton's current cohort in Spring 2017. A prospectus is due to USG before Fall 2015.

President Boehmer introduced Wiley Gammon at Chief of Police and Director of Public Safety.

Minutes from the April President's Cabinet Meetings were presented and unanimously approved.

Informational items discussed were:

- Background Investigations-Tracy Woods presented on this topic. Dr Boehmer asked if the CBC process was causing a bottleneck in the hiring process. He asked the Cabinet and Tracy Woods to check with other USG institutions for best practices and send feedback to Tracy Woods with copy to Dr Boehmer.
- Athletic Drug Testing-Donald Avery

Action Items:

- Affirmative Action Plan – Tracy Woods and Mary Smith presented the plan covering October 1, 2013 – September 30, 2014. Following the discussion, a question was raised about how the plan would work for specific job qualifications. The plan sets hiring goals for specific job classifications and Tracy Woods will work with the departments with the affected job classifications. The plan was adopted by the Cabinet
- EGSC Trip Approval and Travel Policy-Mary Smith. A motion was made by Elizabeth Gilmer to adopt as presented. A second was made by Goodman with the understanding the Division Chairs would be changed to "Deans" since the new name change of "schools" was recently adopted.

The following informational items were presented.

- Analytics Reports Concerning EGSC Web Presence-Elizabeth Gilmer/Victor Poole-presented the analytic reports to Cabinet. The data is shared with Mike Rountree, Victor Pole, Elizabeth Gilmer and Norma Kennedy. Dr Boehmer asked if individual unit reports are important to you, please request them from Elizabeth and Victor. Elizabeth Gilmer will identify a limited number of data points to look at longitudinally and will include them in her key indicators each month.
- Change of Name of External Affairs to Institutional Advancement-Bob Boehmer. This name change is effective July 1, 2015.
- Building Project Updates-Cliff Gay
- Year End Cutoff Dates-Cliff Gay
- World Summit Nobel Peace Laureates Conference Atlanta-Donald Avery – Donald Avery reported that his committee was working on sending Correll Scholars and other student by invitation (40 total) to this event. Dr, Boehmer reported that there is some unresolved issue about the USG hosting this event, but directed Donald Avery to make hotel reservations.
- Athletic Strategic Planning-Donald Avery- Donald Avery reported that the plan was not ready for Cabinet review. He reported that the search committee was finishing its work on the Athletic Director, Head Women’s Basketball Coach, and Head Baseball Coach, and expected to make recommendations on June 4th.
- Athletic Drug Testing - Donald Avery –Donald Avery reported that he was investigating two vendors. Dr Boehmer suggested that we go with a vendor that could do a modified drug test and a full NCAA banned substances list. The goal is for the Athletic Director to take ownership of this program and implement in Fall 2015.
- Update (g2)² and fn4-Tim Goodman – Dr Goodman reported that the USG \$20,000 grant has ended; his final report is due to USG in two weeks. Dr Boehmer asked if we could continue the program without the funding; Dr Goodman replied that we could.
- Grades First Project-Mike Rountree – The go live date is Summer 2015.
- Morgan House Open House-Elizabeth Gilmer –This is May 31, 2015 1:30 – 3:30pm.
- Tobacco Cessation Grant Kickoff-Elizabeth Gilmer- This will begin June 2015.
- Strategic Planning Retreat Preparation-Bob Boehmer
 - June 11-12-2015
 - 8 a.m. - 5 p.m.
 - Morgan House
- Kate Troelstra to Attend Planning Retreat-Elizabeth Gilmer
- Dr. Boehmer then asked Donald Avery for an update on enrollment. He reported a projected enrollment of 2,914, and with error adjustment: 3,196. He reported 113

graduates in 2015 vs. 110 in 2014. Dr Boehmer stated that there is a potential to have a bump in enrollment between now and Fall. Enrollment is everyone's responsibility.

The meeting was adjourned at 11:00 a.m.