

East Georgia State College
President's Cabinet - MINUTES
November 24, 2015
9:00 a.m. – President's Conference Room

Welcome – Bob Boehmer

Present: Dr. Boehmer, Carolina Joyner, Mary Smith, Cliff Gay, Mike Rountree, Michelle Goff, Elizabeth Gilmer, Wiley Gammon, Dr Bob Brown, Donald Avery, Dr Tim Goodman, Chuck Wimberly, Dr Carmine Palumbo, Dr Lee Cheek

Minutes -- Boehmer

October 27, 2015 Minutes were approved with a correction on third page, second bullet should be “eligible;” motion made by Dr Goodman with second by Mile Rountree. Mary Smith noted that the Cabinet Minutes also contain the Emergency Response Committee Minutes of 10/27/15 meeting; Smith will post the ERC Minutes to the ERC Standing Committee page.

Informational Items (#1) None

Action Items

- Student Affairs: Naming of Second Residence Hall – Missie Crawford email student vote recommended Bobcat Cove or Bobcat Villas West. The names were vetted by the Housing Committee and are now recommended to the Cabinet for vote. After discussion, the Cabinet voted to 1) accept Bobcat Villas West for the new building; and 2) at or before the opening of the new facility, the existing “Bobcat Villas” facility will be renamed “Bobcat Villas South.” Motion by Dr Goodman, seconded by Elizabeth Gilmer. Dr Boehmer reiterated that with the World Design Marketing rollout in January 2016, the upcoming College Readiness Tour, and the Corvias and EGSC residence hall marketing it is essential that all marketing, logos and messaging be consistent. Crawford provided a spring occupancy update: there is a wait list for spring 2016.
- Staff Council Statues and Bylaws Proposal – Tia Morris presented the EGSC Staff Council Bylaws, the addition of the Staff Council to the EGSC Statutes, and the addition of Standing Committees of Staff Council. Dr. Boehmer asked Cabinet to review and send changes to Tia Morris with copy to Susan Gray by December 4th. Mary Smith to review all for consistency with EGSC Statutes and bylaws. Motion by Dr Palumbo and second by Dr Goodman to place on agenda for December Cabinet.
- Proposed Revision to IT Committee Membership – Mike Rountree requested that an external campus member be added to the IT Committee. Motion was made by Elizabeth Gilmer and seconded by Dr Goodman to adopt. The committee member will be Treva Johnson at EGSC Statesboro.
- Proposed Revision to Calendar Committee Membership – Mary Smith requested that the Event Coordinator be added to the Calendar committee. Motion was made by Dr Goodman and second by Mike Rountree to adopt.
- Proposed Change to Critical Thinking Committee – Mary Smith requested that the Critical Thinking Committee, currently a standing committee of the Faculty Senate, be moved to a

standing committee of the President, per Faculty Senate request. Motion was made by Dr Goodman to adopt; Elizabeth Gilmer seconded.

- Proposed Change to Student Fee Committee –Donald Avery requested that Director of Student Life, who is also the Staff representative of SGA, be designated as Chair of this committee. Motion was made by Michelle Goff and second by Elizabeth Gilmer.
- Business Affairs Procedure Manual (Applicant Expenses) – Mary Smith presented the policy, which was circulated November 2, 2015, to the Cabinet. Discussion ensued about current EGSC practice. The policy was tabled. Cliff Gay will review USG policy and EGSC history and present this to the Cabinet at the December meeting.
- Residence Hall – Revocation of Policy that all athletes must live in residence hall was presented by Chuck Wimberly. Motion was made by Michelle Goff to adopt; seconded by Dr Goodman. The changes will be made by Chuck Wimberly to the Athletic Policy and Procedure Manual and the Student Athlete Handbook
- Personal Transportation and Vehicles Policy – Michelle Goff asked that this item be removed from the agenda.
- 2015-16 Student Handbook – Mary Smith reported that the Student Handbook was ready for vote with the exception of changes (Division to Schools, title changes, unit names). Donald Avery made a motion to adopt with edits and Elizabeth Gilmer seconded.
- Commencement Participation Policy --Donald Avery explained that the policy allows students who graduate in summer to attend previous Spring commencement. He stated this may provide an incentive for students to graduate and encourage graduation attendance. Motion was made by Wiley Gammon to adopt and seconded by Michelle Goff.
- Policy and Procedure for Student Publications (Catalog and Student Handbook) – Donald Avery presented a procedure and timeline for review and edit of Student Handbook and College Catalog. The goal is to have the documents ready for June Orientations. Motion to adopt with generic dates (no year) and change unit names by Dr Goodman, seconded by Michelle Goff. A discussion followed about graduation procedure and changes that would ensure the ceremony is solemn. New procedure will be 1) post public safety at each entrance, 2) close doors after ceremony begins, 3) designate an individual on the stage to remind everyone about demeanor when necessary.

Informational Items (#2)

- President's Office
 - Minors on Campus Conference, February 1, 2016 – Mary Smith announced this conference. She explained that USG Task Force is working on best practices for hosting minors on campus. The conference is open to all; she will send announcement via email to Cabinet. EGSC is now compiling a spreadsheet of its programs; due internally Dec 4th.
 - Emergency Notification – Chief Gammon presented the idea of monthly tests of the emergency response systems. This is a 5 minute test of sirens, voice and Connect Ed. Friday afternoons were suggested as the least disruptive. It was

agreed that a reminder notice would be sent and the tests would take place in Swainsboro and Statesboro.

- IT
 - Maintenance and Upgrades: GA View D2L Maintenance Schedule: Mike Rountree announced the maintenance schedule of Dec. 19 – Dec. 31 and the myEGSC Portal Upgrade Friday, December 18, 12 a.m. – 6 a.m. Rountree then displayed the EGSC Employee Community Webpages in myEGSC Portal and indicated that some forms are not valid and need updating. Dr. Boehmer emphasized that this updating must happen as soon as possible. Each unit is responsible for updating the unit forms and should work with Mike, Wilder or Victor in updating the forms and posting the forms. Rountree will check with Victor for a central heading for all on line forms.
- Academic Affairs
 - Faculty Handbook: Dr. Goodman announced that the handbook is ready for posting. He reminded that if you locate a form or policy without a date indicating it was adopted by Cabinet, it approved policy.
 - Update to FESA Enrollment for Spring 2016 – Dr. Cheek reported that courses are ready for Spring 2016 and they are now working on FESA accreditation.
 - Nursing Program: Smith reported that the prospectus was submitted to USG 2 weeks ago for a RN to BSN Bridge Program. USG has approved us to submit a formal proposal. EGSC working on this now; goal is to start program Fall 2017.
- External Affairs
 - Annual fund: Elizabeth Gilmer reported that 550 letters and pledge cards went out to EGSC employees, 600 letters for baseball team, 300for basketball team. She reported the softball team gets 10% of Zaxby’s first Tuesday proceeds. Reminder about “Giving Tuesday” the Tuesday after Thanksgiving.
 - Morgan House: Gilmer reported that she is getting a price for a sign; see handout for design. Reminder of First Friday, December 4th. She thanked everyone who helped with yard sale and reported \$5,000 for 3 recent yard sales. The proceeds will be used to renovate the Morgan House.
 - Economic development: Gilmer reminded everyone that economic development goal was added to our Strategic Plan. She provided a handout of Chuck Clark’s PowerPoint to USG. Gilmer is on the USG committee.
 - Social Media: Gilmer handed out a “Best Practices” document that she will post on the website.
 - Foundation Meeting: December 7 at McKinney’s Pond. Please RSVP by December 3rd.
- Business Affairs
 - Facilities: Academic Building Project Update: Michelle Goff reported that Cogdell and Mendralla are the architects for the expansion project and Dr Wedincamp is chair of the design committee. It is expected that the design process will be complete by end of Spring 2016.

- Student Activities Center Project Update: Michelle Goff reported that the project concept proposal was submitted to USG for more space.
- Upcoming office renovations and move: Michelle Goff reported that meetings will take place in early January with individuals involved.
- Vinson Institute Study – Cliff Gay reported that the college will use a 2 step process: 1) adjust pay scales, and 2) identify a pool of money to be used by unit heads to give merit raises in the unit. January 1, 2016 implementation. Employees that were recently promoted (since January 1, 2015), new hires, new positions or employees with pay grade change are excluded. Dr Boehmer reminded Cabinet that there is not enough money to get pay raises where they need to be, but goal is to get employee who is below the pay scale to the bottom of the scale. Please look for a memo from Cliff Gay asking for information on raises in your unit. Dr Boehmer stated that at the recent EGSC budget meeting with USG, he requested funds that would allow the college to repeat this process for next year.

Dr. Boehmer reminded everyone to review the calendar items on the Meeting Agenda.

Meeting adjourned at 10:55am.