

East Georgia State College
President's Cabinet
November 22, 2016
9:00 a.m. – President's Conference Room

Minutes

Attending:

Bob Boehmer	Michelle Goff	Nick Kelch
Cliff Gay	Tim Goodman	Mike Rountree
Wiley Gammon	Susan Gray	Mary Smith
Elizabeth Gilmer	Caroline Joyner	Chuck Wimberly

Absent:

Donald Avery
Lee Cheek
Carmine Palumbo
Jimmy Wedincamp

- **Welcome** -- President Boehmer

A quorum was present for the meeting. President Boehmer asked that it be included in the minutes that attendance at all meetings by all Cabinet members is mandatory unless excused in advance. The question of having a quorum does not need to become an issue at meetings.

- **Minutes** -- October 25, 2016

Minutes were reviewed. A motion was made by Gilmer with a second by Goodman to approve minutes. A unanimous vote was received to adopt the minutes.

President Boehmer requested the following 2 changes be made to the agenda.:

- 2 action items for Dr. Avery deleted from the agenda.
- Key Indicators moved to the front of the agenda.

- **Key Indicators** – Reviews were given by Cabinet Members and discussed by Cabinet
 - Cliff Gay – Business Affairs (Update given -- budgets)
 - Donald Avery --- Student Affairs
 - Mike Rountree – IT (Update given – workstations, Argos)
 - Mary Smith – Legal Affairs (Update given – Compliance Month Modules, Alcohol and Drug Rpt., Compliance Calendar, policy updates, nursing prospectus)
 - Nick Kelch– EGSC – Augusta (update on EGSC Augusta Orientations and events)
 - Caroline Joyner -- EGSC – Statesboro (update on EGSC Statesboro registration numbers, events, actions being taken to address registration issues, EGSC Statesboro graduates)
 - Elizabeth Gilmer – Institutional Advancement (Update given on IA areas including alumni lists)
 - Michelle Goff – Facilities (Update on vacancies, searches and memberships (date needed (prior to 12/21/16) to update list with budgeted amounts/remove from list if not active)
 - Wiley Gammon – EGSC Police (Updates on arrests and incident reports) (All officers have requalified on firearms. Kohler's last day was Friday)
 - Chuck Wimberly – Athletics (Update on athletic teams, activities, facilities)
 - Tim Goodman – Academic Affairs (Update on ACE – Grades First Option)

- Jimmy Wedincamp – Math/Science (Update given by Goodman – agreements needed for Cross Creek and Burke County MOWR)
- Carmine Palumbo – Humanities (Update given by Goodman)
- Lee Cheek – Social Sciences (Update given by Goodman)

Goodman -- December 3 -- Committees will complete work on QEP and 5th Year Interim Rpt. Boehmer and Gribbin will be contacted with a pass or list of needs.

- **Action Items**

- Alcohol, Drug Abuse and Violence Prevention Standing Committee – Smith
Amendment to existing committee. Purpose and Function stays the same. Change to add director of athletics to committee. A motion was received to change the EGSC Statutes by Gilmer with a second from Goodman. It was unanimously adopted and will now go to the Faculty Senate. Note: Dr. Egbe is working with AU and GSU for data that needs to be included in the Biennial Report. Dr. Boehmer asked that Joyner and Kelch reach out to Egbe to offer assistance in contacting these folks.
- Workweek – Faculty Employees, Staff Employee (Travel) – Gay
Review on travel time for non-exempt employees. A motion was made to accept the policy as changed by Goodman with a second by Gammon. Location of policy will be in Employee Handbook and P & P page. The policy was unanimously adopted.
- CatCard Policy – Goff
Usage policy defining card and CatBucks. A motion was made by Gammon with a second by Gilmer. A link will be added for students. Motion amended to add Student Conduct code to include as prohibited behavior. The policy was adopted unanimously. (Smith will communicate with Avery)
- BANNER Access Policy – Rountree
Response to Academic Integrity Audit. Needed formal policy on BANNER Access. Review of policy was given. Levels of BANNER access were discussed. (All levels of BANNER access leave an electronic footprint.) Questions were discussed on training. Mike Rountree and Wilder Coleman will work on training in D2L. The policy was adopted unanimously.

- **Informational Items**

- Fall 2016 Graduation – Boehmer
Reminder of graduation expectations for respect at Graduation: signage, police officers, personnel. Angie Williams will not be able to be at Graduation. Williams will talk with others to cover duties. President Boehmer would appreciate all helping to contribute to the atmosphere.
- Academic Integrity in Athletics Policy, Committee Appointments – Goodman
Committee was approved at last Cabinet meeting. This will be a standing committee of the Cabinet, require a change in Statutes and Faculty Senate Vote

Athletic Integrity Oversight Committee:

Committee is mentioned in the Athletic Academic Integrity Plan adopted by Cabinet. Purpose and Function of Committee comes from Plan adopted. Direct administration responsibility for oversight is the VPAA.

Committee Members:

VPAA – Chair (responsible for following up on decisions)

3 deans

1 faculty from each schools, elected by faculty

Suggested to add 1 member from ACE and 1 from Academic advising selected by director of each

A motion was made to create this committee with addition of designee from ACE and Advising that would advise the VPAA in that individuals responsibly in that role. A second was received by Gilmer. A unanimous vote was received.

- Cybersecurity Notification & Escalation – Rountree
Memo received from Vice Chancellor. Reminder when Cyber incident occurs a requirement is in the USG Handbook that this must be reported to the USG in addition to notifying EGSC IT. Memo sent to all Cabinet on November 8, 2016.
- ePro System – Goff

- Beginning working with each unit in January. Very targeted direct training for each person.
- Payroll Approval – Gay
Reminders are going to be limited soon. Employee will not be made if not approved.
- Winter Break – Gay
Defined winter break. Annual leave for 12/29-30/2016. If working, needs to be approved in advance.
- Travel Checks – Gay
Do not call to find out when check will be ready. An email will be sent when the check is ready.
- New USG Information Security Awareness Training – Rountree
New Training Module
- EGSC Augusta Open House – Kelch
- EGSC Augusta Upcoming Orientation – Kelch
- Co-Enrollment at Augusta University – Kelch
- George Washington Monument Update – Gilmer
Update on monument. Smith will check on USG policy. Gilmer checked with other USG institutions. Would like to have moved in February (Arbor Day). No negative information received. Discussion on language and image followed. Gilmer will get picture to share.
- Report from USG Government Relations Committee – Gilmer
Monies spend on legislators need to be reported. To showcase student interest stories to highlight for legislators.
- Report from GEAC Conference – Gilmer
Presentation by Boehner and Kennedy at conference. Katelyn Moore was awarded outstanding new comer.
- December Foundation Meeting – Gilmer
All Cabinet members invited and spouses. RSVPs by November 30.
- Palmetto Grants Consulting Update – Gilmer
Process has been started. Preliminary information has been provided. Now needs funding requests forms. These have been sent to Cabinet for completion. 4 areas have been identified. Completed forms/responses needed by November 30 to Gilmer.
- Annual Fund/Employee Giving – Gilmer
Weblink for giving.
- Athletic Fundraising Report -- Gilmer
Pleased with fundraising so far. Amounts raised were reported. Ways to raise funds were reported.

First Friday at the Morgan House is December 2. Pumpkins pies and hot chocolate by the Boehmers.

The meeting was adjourned at 11:35 p.m.