

## **Minutes**

### **November 27, 2017 President Cabinet Meeting**

**Attending:** Dr Boehmer, Dr Vess, Cliff Gay, Donald Avery, Mike Rountree, Chuck Wimberly, Wiley Gammon, Elizabeth Gilmer, Michelle Goff, Dr Carmine Palumbo, Dr Lee Cheek, Dr Jimmy Wedincamp, Caroline Joyner, Nick Kelch, Mary Smith

**Absent:** Susan Gray

**Minutes - October 2017** A motion was made by Dr Cheek and seconded by Dr Vess. The minutes were unanimously approved.

**Emergency Action Plan Exercise:** Chief Gammon led a review of the EGSC Emergency Action Plan document and procedures. The plan is updated annually and was last updated August 8, 2017. The police department maintains updates to the plan throughout the year. He noted that the 2017 Emergency Action Plan was distributed as follows: red binders were issued to primary emergency contacts and spiral bound books were issued to Deans and secondary emergency contacts. The Emergency Response flipcharts are being printed and will be distributed upon receipt from the printer; the current flipchart is dated 2016. Wallet cards with emergency contact information will no longer be used; this information is located in the MY EGSC portal under “emergency contacts.” The list of employees trained in CPR is maintained by Tracy Woods in Human Resources; training is conducted by Stacey King. EGSC – Augusta campus is covered under the Augusta University Emergency Action Plan.

### **Informational Items**

**Update on Status of Budget Reduction Plan** – Dr Boehmer discussed the college’s budget reduction plan and the assumptions upon which it is based: decrease in Spring 2018 enrollment, no tuition increases for FY 2019, and a state budget allocation for 2019 that is expected to be at 2018 level. He discussed additional measures that are necessary and have been taken: 10% reduction in operating budgets and a hiring freeze on all but critical positions. An additional measure that will be taken: prioritize faculty and staff positions and identify positions that can be eliminated. This process will begin in early 2018. Dr Boehmer emphasized the need to be proactive in the event the assumptions are realized. The implementation of the plan would occur in stages: after final spring enrollment numbers and after the April 2018 BOR meeting where the college’s state allocation is determined. Dr Boehmer will send an email message to all employees later today. Discussion followed about the general financial state of other USG institutions, other facilities projects on campus that are underway, and other budgets not affected by this reduction (MRR, Athletics, student housing, auxiliary).

**Budget Items** – Cliff Gay stated that on-line students will be charged out of state tuition. Also, the tuition differential for on line classes is currently \$20 and will be cut by 50%. Border waivers and out of state tuition waivers will remain in place. The Department of Audits announced that it will conduct an extensive financial aid audit. TRS will have an increase for FY 2019; there is some hope that the state will fund part of this.

Selection of Design Professional for JAM Expansion – Michelle Goff reported that Cogdell Mendralla has been awarded the design contract. Design should begin in January, construction should begin May 2018. The expansion is funded with GEO bonds and is expected to be 20,000 square feet. The facility is expected to be ready for Fall 2019.

Report from GEAC Conference – Elizabeth Gilmer reported that a presentation on unique gifts of land by GSU included an academic plan for the property. She suggested that EGSC consider adopting that practice. She announced that EGSC will not renew its contract with Palmetto Grants. She mentioned that k-12 institutions should include a visit to the Library and that she learned of an AT&T book grant program that she will share with Dr Vess.

December First Friday – Elizabeth Gilmer reported that Santa will be at the Morgan House on Friday! The ACE and Advising team are sponsoring refreshments and a make you own cookie booth will be available.

Faculty Staff Foundation Fund Drive – Elizabeth Gilmer announced that the Fund Drive will begin and letters will be going out to all employees. Payroll deductions must be in place for January 2018.

### **Action Items**

Intramural Sports Handbook – Smith presented the Intramural Sports Handbook for vote. Motion was made by Goff and seconded by Gilmer; the motion was unanimously approved.

Convocation Committee – (new) Statutes – Smith presented the new Convocation Committee for vote. The tasks of the committee were previously covered by a few individuals and the new committee will allow for a larger group to share the workload and to assume some additional duties with respect to the Vision Series events. Dr. Vess suggested that more faculty be on the committee and Dr Palumbo suggested that Dr Wedincamp be added to the committee. A motion was made by Dr Cheek to approve, with the suggested additions. The motion was seconded by Elizabeth Gilmer. The motion was unanimously approved.

FERPA – Smith presented revisions to the policy to include definitions for terms used throughout the document and to clarify exceptions within the policy. Motion was made by Gilmer and seconded by Gammon; the motion was unanimously approved.

Miss EGSC Pageant Contract Revisions -- Avery presented the MISS EGSC Contract with revisions. Motion was made by Goff and seconded by Dr Vess; the motion was unanimously approved.

The meeting adjourned at 11:05.

