

**East Georgia State College
President's Cabinet - Agenda
October 27, 2015
9:00 a.m. – President's Conference Room**

Minutes

Attending:

| | | |
|--------------|------------------|-----------------|
| Donald Avery | Elizabeth Gilmer | Carmine Palumbo |
| Bob Brown | Michelle Goff | Mike Rountree |
| Lee Cheek | Tim Goodman | Mary Smith |
| Bob Boehmer | Susan Gray | Chuck Wimberly |
| Wily Gammon | Caroline Joyner | |
| Cliff Gay | Jordyn Nail | |

Emergency Response Committee Members Attending:

Missie Crawford
Beverley Walker
Ruth Underwood
Anna Marie Reich

- **Welcome – Bob Boehmer**

- **Emergency Response Committee Meeting – Smith**

Mary Smith began with a review of updated procedures, handbooks and flipcharts. Red bound notebooks were distributed. Smith asked that everyone be sure that all 1st and 2nd backups be made aware of their roles. Smith gave a review on the following:

 - Emergency Action Plan
 - Emergency Response Procedures Flipchart
 - Wallet Cards
 - Committee Backups – Notification
 - Review of Critical Information in the Emergency Action Plan
 - Emergency Protocol and Function of the Committee
 - Trainings and Drills

Sirens at each location were discussed. ConnectEd test dates will be scheduled for this semester. Participation rate was discussed. Offer an incentive for adding your info to ConnectEd.

Chief Gammon was asked to check all weather radios. Dr. Boehmer announced that all campuses are handled separately for each incident. Contacting media is a responsibility of Institutional Advancement. The list will be posted on the IA website.

Other drills needed: an exercise in December to include community law enforcement officers, Statesboro will need same event and GRU will do in Augusta.

The Cabinet meeting began at 9:35 a.m.

- **Announcements**

Announcements were made on the following:

- Fraud Awareness Week – November 16-20 – Smith
 - “Ethics: The Role We Each Play” presentation by USG Wesley Horne – 11 a.m. November 17, 2015 (EGSC Auditorium/streamed Atrium at EGSC-Statesboro/Washington Hall Room 248 at EGSC Augusta) – Smith

Dr. Boehmer would like to increase attendance. Items were discussed.

- Topics for discussion
- Student Success Classes
- Clubs and other student organizations
- Alert System to all students about event
- Email from President Boehmer
- Annual Fund – Gilmer – **need rep from each area for employee fund drive. Please send nominee to Elizabeth Gilmer.**
- Scholarships – Gilmer
- Correll Scholars Update – Standing Committee Meeting – Gilmer – **working on manual for program.**
- Downtown Fall Festival – Gilmer – Thursday night, October 29, 6-8 p.m.
- Morgan House Yard Sale – Update on Morgan House – Gilmer – **October 29, 30, 31 – Volunteers needed.**
- November 6 – First Friday at Morgan House
- Fall Festival at EGSC on October 28 on the Swainsboro campus
- Corvias Representative Visit with President Boehmer – Update -- **Make students aware of impact of personal notes to donors.**

- **Minutes -- Boehmer**

September 22, 2015 Meeting

A motion was made by Tim Goodman to adopt the minutes as written with a second from Elizabeth Gilmer. The minutes were adopted unanimously.

- **Informational Items**

Business Affairs – Gay

Updates were given on the following:

- Budget Monitoring
- Vinson Salary Study
- Fleet Cars – **feedback requested on individuals wanting to use fleet cars or personal vehicle by 1st of December**
- Importance of accurate/honest written records of hours worked by all part-time staff – **record hours accurately and stay below limit**

IT – Rountree

Updates were given on the following:

- Phase 1 USG IT Audit
 - IT Security Awareness Training – **All faculty and staff are required to take training**
 - Microsoft Office 365 – **Employees will be illegible for download to your personal devices. Go live date is November 13. Can run on multiple devices. Students, faculty and staff will be able to download to personal devices an use for up to a year following their time at EGSC. Skype is a built in application. Will help with one-on-one meetings when PolyCom is not available.**
 - New Digital Signage at Swainsboro Campus – **talk with Joe Canady if you need to post and Katelyn Moore for design.**
- **Action Items**
 - Employee Handbook – Smith
The following policies were reviewed:
 - Background Investigations Policy
This is a new policy as a result of the governor’s executive order on ban the box. Criminal background checks are only done on finalists. If background check comes back, finalist is given opportunity to discuss. A motion was made by Goff to approve with a second from Goodman. **The policy was unanimously adopted.**
 - Employment of Relatives Policy
Sentence added from BOR policy clarifying line of authority. A motion was made by Gilmer to accept as presented with a second by Goodman. **The policy was unanimously adopted.**
 - Orientation Policy
Sentence added that HR does orientation. A motion was made by Gammon to accept with a second from Rountree. **The policy was unanimously adopted.**
 - FERPA Mandatory Training Policy
A motion was made by Gammon to accept as written with a second by Goff. **The policy was unanimously adopted.**
 - Workweek – Faculty and Staff Employees – Smith
Clarify that not everybody works 8 to 5. A motion was made by Gammon with a second by Gilmer. **The policy was unanimously adopted.**
 - Purchase of Goods and Services – Use of College Property – Smith
Operating functions and violations were updated. Typo “an” should be “and.” A motion was made to accept with the one editorial change by Gammon with a second by Goodman. **The policy was unanimously adopted.**

The meeting was adjourned at 10:35 p.m.