

East Georgia State College
President's Cabinet
October 25, 2016
9:00 a.m. – President's Conference Room

Minutes

Attending:

Donald Avery
Bob Boehmer
Cliff Gay
Wiley Gammon
Elizabeth Gilmer

Michelle Goff
Tim Goodman
Susan Gray
Caroline Joyner
Carmine Palumbo

Mike Rountree
Mary Smith
Jimmy Wedincamp
Chuck Wimberly

Absent:

Lee Cheek
Jordyn Nail

Welcome -- President Boehmer

Memo distributed concerning 3 SACSCOC principles. EGSC is not in compliance on these 3 principles. We need to be in compliance by next SACSCOC reaffirmation. We need to decide which unit fits in which box. All need to fit in one box. First step is to get a clear listing on all administrative support services units, academic and student support service units and community outreach service programs. Need clear understanding of which unit fits in each standard. Dr. Boehmer would like a list from all Cabinet of units and where they fit by the end of December. A plan needs to be written for each unit with unique plans that drive each unit head toward that goal and fits with Strategic Plan. How to collect data and how to improve data.

What boxes all units fit in

Each unit by March 1 come up with a plan – outcomes and how to measure and follow up

Starting July 1 – methodically start doing what plan says

Minutes -- September 27, 2016

A motion was made to approve by Goff with a second from Gammon. Approved unanimously. A motion was made by Goodman with a second by Gilmer. The minutes were adopted as circulated.

Action Items

Athletic Department's Effective Practices in Preventing and Detecting Academic Fraud – Wimberly

Wimberly presented the practices and how they will be implemented in athletics at EGSC.

Dr. Boehmer: This semester all athletes including cheerleaders and former athletes that are still enrolled have been formally assigned to VPAA for academic advising. That constituents about 120 students. This step has been taken immediately so that all athletes are getting their advising through academic affairs.

Goodman: Plan is for 3 deans to be on committee. Each school will nominate/select someone for committee. There will be 3 faculty and 3 administrators on this committee. This committee will be operations in fall 2017.

Smith: Goodman will be responsible for all aspects of Academic Integrity Plan including training. Smith discussed ways this would be implemented and standards required. Discussed presentation to students at Ethics Awareness Week at EGSC.

Goodman: November 18 is the new date for fall faculty meeting. Academic Integrity Plan will be discussed at this meeting.

A motion was made to adopt plan presented by Coach Wimberly and establish the committee referred to on page 3 as a Standing Committee under the Cabinet in the EGSC Statutes by Gammon with a second by Wedincamp. IF adopted, this procedure would be posted on the P & P webpage under the Academic Affairs P & P and under Athletics have a cross-reference to this policy. Discussion followed. The policy was adopted unanimously.

Gilmer was asked to bring to the November Cabinet meeting a proposal for a group (who) that should be charged with the responsibility for carrying out the mandates of the new academic integrity policy.

Informational Items

- Service Excellence Award – Gilmer
EGSC is in the final 3 in the Chancellor's Service Excellence Award. Award ceremony today. Dr. Boehmer would like to formally convey thanks to Norma.
- Relay for Life – Gilmer
Bevelery Walker is chair for EGSC. Events were discussed.
- DSAR Monument Downtown – has requested that monument be moved to EGSC (Commemorate Washington's Birthday) – Is approval needed from USG? Precedence established? Hold for verification and approval at next Cabinet meeting (Action Item)
- myEGSC Portal Upgrade – Rountree
Maintenance scheduled was discussed
- Fraud Awareness Week – November 14-18, 2016 – Smith
Smith presented on update on Ethics Awareness Week. Committee membership and plans for the week were discussed. Activities will be sent prior to week.
- Compliance Month – Smith
5 Compliance Month Modules will be launched during this week related to Ethics.
- HR Dates – Gay
-Open Enrollment, October 31 – November 11
-Annual Leave for Holidays, Dec. 29 and 30
- Budget – Gay
Funds spend on personal services has improved. Reminder to monitor budgets closely. Will be holding open positions for 2 weeks. Fall to spring retention and summer enrollment can positively affect budget.
- FLSA – Gay
November 1 implementation. 49 employees affected. Guidelines were discussed. Current comp-time rules remain in effect. Policy is on webpage. Overtime has to be approved by supervisor and VPBA and submitted on timecard. Please communicate to everyone that time has to be entered and approved.
- Travel – Goff
Goff reminded everyone to monitor budgets closely.
- Academic Building Update – Goff
Updated by Goff. Classes will begin fall 2017. Ribbon Cutting then.
- Purchasing Processes Update – Goff
ePro training – each office will assign a person to train and do purchasing for department. Hope to do in-house training in December.

The meeting was adjourned at 10:10 a.m.