

**President's Cabinet
Minutes
October 28, 2014
9 a.m. – President's Conference Room**

Attending:

Donald Avery
Bob Boehmer
Bob Brown
Lee Cheek
Jeff Edgens

Cliff Gay
Elizabeth Gilmer
Tim Goodman
Susan Gray
David Gribbin

Caroline McMillan
Mike Rountree
Mary Smith

Absent:

Michelle Goff
Carmine Palumbo

The meeting was called to order at 9 a.m. by President Boehmer.

Minutes from the September 23, 2014 President's Cabinet were presented. A motion was made by Tim Goodman to approve the minutes as distributed with a second from Bob Brown. The minutes were approved by unanimous vote.

Informational Items:

Vision Series Reminder – Boehmer

Next Vision Series is November 4, 2014 at 11 a.m. – Andy Irwin. Dr. Boehmer discussed lack of attendance at the last Vision Series event and future of the Vision Series

Appointment of Karen Jones as Associate Vice President for Enrollment Management – Boehmer/Avery

Karen Jones has been appointed Associate Vice President for Enrollment Management. Admission, Records and Financial Aid will all report to Jones

Resignation of Baseball Coach – Avery

Chuck Lusted, baseball coach, has tendered his resignation effective November 1, 2014. Matt Passauer will serve as interim head coach for the rest of the season. A full search will be conducted in the spring.

Announcement of EGSC 2014 -2015 ELI Scholar – Boehmer

Dean Carmine Palumbo has been selected for the 2014-15 ELI Scholar Program. Past scholars include Cliff Gay, Carline McMillan, Jeff Edgens, Donald Avery and David Bartram.

FY 2016 Budget Template and Budget Hearing – Boehmer

The EGSC FY 2016 Budget Template was submitted on October 23, 2014. The template provides a basis for our budget hearing scheduled for December 4, 2014 in Atlanta.

Pay Dates Update – Gay

December 2014 pay dates -- All monthly employees will receive their December 2014 check on December 15, 2014.

Pay Dates for Part-time Faculty -- Beginning with spring semester 2015, part-time faculty and overloads will be made over a 4 month period rather than 5.

FY 2014 Audit Update – Gay

Dr. Boehmer congratulated Cliff Gay and Becky Foskey on their success of the State Audit. Gay gave a description of the audit and noted that EGSC passed all with no findings. He commented that everyone worked really hard and gave special recognition to Becky Foskey

Federal Department of Education Audit of Student Financial Aid Update – Avery

Avery gave an update on the review and responses on errors. No final word has been received on whether we will have a full review. The 60 day response due date is 11/9/14.

Strategic Plan Update – David Gribbin

The Strategic Plan is ready to go on the webpage.

SACSCOC Visit in Spring Update (Substantive Change – Augusta) – Gribbin

Gribbin is working on a template. He will review the set-up in Compliance Assist. We will receive names of committee members in January. EGSC planning committee is: David Gribbin (documentation), Jeff Edgens (faculty credentials), Angie Williams (logistics) and Tim Goodman

QEP Impact Report and 5th Year Interim Report Update– Gribbin

QEP personnel was changed in the summer. We now have 2 very energetic co-directors, Courtney Joiner and Val Czerny. The impact of the report will be based on what we accomplish in the next 2 years. Due date is September 2016.

President Boehmer commented that following approval of the Fire and Science degree program, we will be working on a prospectus and visit by SACSCOC for approval.

VoIP Telephone System Update – Rountree

The transition will be on November 19 at the close of business. No voicemail messages will be moved forward from the old system. Rountree will send basic information and instructions for new voicemail. The features will work the same.

Argos System Update – Rountree

Wilder Coleman, Mike Rountree and David Gribbin attended training at College of Coastal Georgia. Coleman is already adding to Dashboard. Data sets will be created. IT will arrange for training of users. Eleven USG institutions now have Argos. A demo will be setup in November or December.

New Integrated Calendar System Update – Rountree

Transition will take place on October 31. Outlook calendar will not be updated after this date. You will need to access the new calendar through the MyEGSC portal.

President Boehmer reminded everyone of the role of the event planner, Angie Williams and asked that everyone communicate this role to their units. Each unit is responsible for the planning and content of an event. Williams role is to provide assistance with logistical aspects.

Fire and Emergency Service Administration Degree Update – Goodman/Cheek

The new BS degree was approved 2 weeks ago by the BOR. We will now be seeking SACSCOC approval and hiring a director soon. Dr. Boehmer asked that Donald Avery relay information to Georgia Edmond and Karen Jones to coordinate with Dr. Cheek so recruiters will be aware of new program. He also asked that Elizabeth Gilmer relay to Norma Kennedy so that appropriate materials can be developed.

USG Academic, Administrative and Special Committees – Boehmer

A handout of current committees was provided. Updates to the lists were discussed. Dr. Boehmer asked that each Cabinet member talk with folks in their area serving on committees to be sure that they are the right person and that they are attending meetings.

EGSC Special Task Forces – Boehmer

A handout of current task forces was provided. Meetings have been scheduled with all chairs. The importance of participation on committees was discussed.

BOR Policy Changes, September 2014 BOR Meeting – Boehmer

Modifications to policies made at the September 2014 BOR meeting were discussed. Discussion on tuition waiver policy and the time frame of EGSC revision and BOR revision was discussed. EGSC policy needs to be modified with specific criteria for granting presidential waivers to USG by March 2015.

Ebola Response by EGSC

President Boehmer met with a small group on October 17, 2014 to prepare in case of an incident. Cabinet was advised to be careful how information is communicated to staff. There has not been a reported incident from faculty, staff, students or visitors to EGSC.

Website – Gilmer/Rountree

Notice about webpage was sent to all faculty, staff and students. Victor Poole is helping with webpage.

Revised EAP – Smith

Need to review section and update. Several EGSC folks attended a webinar last week with Bruce Holmes (USG). Brenda Thompson, FNP, at Emanuel Medical Center and head of the EGSC Student Health Clinic attended. Tracy Woods has received an inquiry from USG on how our campus is handling.

Health Center Protocol – Goff

The EGSC Health Center works under contract with Emanuel Medical Center. Goff was asked to obtain their protocol on Ebola.

Point of Contact in Counseling and Disability Services – Avery/Jones

There is no mandatory notification policy. Should anyone be concerned, the EGSC contact is Anna Marie Reich. Dr. Boehmer will make decisions if needed. Goff is working on location for an isolation room in case one is needed.

Expectations of All Senior Administrators (June 10, 2014) – Boehmer

Complaints have been received concerning lack of communication from senior administrators to staff. Dr. Boehmer asked that everyone have regular communication with their unit and to evaluate to see how you can do better.

Compliance Month Update – Smith/Woods

November 5, 2014 is the deadline for completion of compliance modules. Reminders have been sent. Two more modules will be added at a later date.

Promoting early morning and evening study on campus – update on extended operating hours – Rountree, Goodman, Gay

Students have raised questions on extended hours in the library, ACE and Common Grounds I. A group is working on this project. Dr. Boehmer asked that information on extended hours be communicated to Norma Kennedy for announcements.

Affirmative Action Presentation – Tracy Woods

Phone conference with Louise Davies, Affirmative Action Specialist for Constangy, Brooks & Smith LLC. Ms. Davies discussed what affirmative action is to our college. The 2014 plan needs to be done before the winter break and be reviewed carefully by the Cabinet.

Action Items:

FLSA Overtime Comp Time Policy – Gay/Smith

A summary was given on the policy. Dr. Boehmer commented that the policy needs to be applied consistently in all units. Gay gave an update on institutional requirements:

- Don't pay overtime (extenuating circumstances)
- One for one (hour) in same week
- One and one half time if not used in same week
- Comp time over 60 hours or one record for more than 18 weeks must be paid
 - Monitor so that this does not happen
- What to do if extraordinary circumstances?
 - Contact Gay in advance
 - Paper timesheet will be submitted in advance
- Comp Time will need to be taken before AL or SL
- Needs to be communicated to your unit

A motion was made by Elizabeth Gilmer with a second from Tim Goodman to adopt the policy. The policy was adopted with a unanimous vote.

Ethics Hotline Policy and Procedures – Smith

A draft was submitted for review to reflect current procedures in use and provide clarification on the process. The USG policy will be effective on 11/17/14. The EGSC policy will be used as part of the D2L Training module if approved.

Discussion on reporting of fraud followed. The role of the internal audit was clarified. Everyone was encouraged to communicate to their units the proper channels to follow.

A motion was made by Tim Goodman with a 2nd from Lee Cheek to approve the policy. A unanimous vote was received.

Social Media Policy – Gilmer/Smith (to be tabled to Nov. Cabinet Meeting)

Discussion resulted in a motion by Elizabeth Gilmer to table the policy until the November Cabinet meeting with a 2nd from Cliff Gay. The vote was unanimous to table the policy until November.

Discussion Topic

Should EGSC have designated “free speech zones” on each campus?

A policy was adopted 10/2012 by the President’s Cabinet. Dr. Boehmer asked that it be reviewed to see if it is a good approach and will be discussed at the next Cabinet meeting.

Regular Reports About Progress Towards Selected Measures

What is the indicator? What is its significance?

Dr. Boehmer commented on his appreciation of everyone submitting their key indicators prior to the meeting. The information is helpful in understanding what happening in each unit. He commented on the importance of keeping track of the core items for each unit and that additional items could be added.

The meeting was adjourned at 11:25 a.m.