

**East Georgia State College  
President's Cabinet - Agenda  
September 22, 2015  
9:00 a.m. – President's Conference Room**

**Minutes**

**Attending:**

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

**Absent:**

Bob Brown  
Wiley Gammon

• **Welcome – Bob Boehmer**

President Boehmer welcomed the group at 9 a.m. Dr. Boehmer reminded everyone of the State of the College Address at 11 a.m.

Dr. Boehmer distributed copies of the *SACSCOC – The Principles of Accreditation* to each Cabinet member.

• **Announcements**

Webcast – Improving Task Forces and Committees – October 8, 2015, 2 p.m. All interested are invited to attend this webcast.

Dr. Boehmer shared with the Cabinet some of his comments to the Trustees at the EGSC Foundation meeting on September 21, 2015.

• **Minutes -- Boehmer**

August 25, 2015 Meeting

A motion was made by Lee Cheek to approve as written with a second from Elizabeth Gilmer. The minutes were adopted unanimously.

• **Informational Items**

Strategic Plan Update – Gribbin

Plan will be updated this week. Gribbin would like changes or revisions by Friday noon of this week. This plan will become part of the Fire and Emergency Services Prospective that will be completed by October 1, 2015. An email vote will be taken on the final version (respond to Susan).

Compliance Month – October Training Modules – Smith

Planning October Compliance Month. There will be 17 modules. Modules will be released October 12 and closed November 13. All will be done in D2L.

Ban the Box Executive Order -- Smith

Governor signed executive order in February 2015 for applicants for employment in the State of Georgia. No Criminal Background Check until later in the process. Our on-line application does not

ask for this now. Our procedure is to give interview and allow person to explain. This order applies to all State employees.

- **Action Items**

- EGSC Emergency Action Plan – Smith

- Was due to USG 9/1/2015. Changes made and uploaded by Smith. The document is ready for review and vote. A motion was made by Goodman to approve as submitted to the USG with a second by Cheek. The plan was approved unanimously.

- Clery Annual Security Report – Swainsboro – Smith

- Clery Annual Security Report – Statesboro – Smith

- Clery Annual Security Report – Augusta – Smith

- Smith gave explanation of how report is prepared. One change was noted by Smith (a title change). Discussion followed on areas covered in each report. Gammon will upload statistics by October 15. Smith has obligation to distribute report to all campuses by October 1.

A motion was made to approve entire report (policy and statistics) to submit with understanding that statistics may be revised subject to edits and corrections following submission of statistics by Goodman with a friendly amendment by Cheek and a second by Palumbo. The report was adopted unanimously.

- EGSC Employee Alcohol and Other Drug Policy – Smith

- This policy adds revision that we use drug dogs on campus. A link was changed that no longer works. Goff made a motion to approve with a second from Gilmer. A unanimous vote was received.

- Student Handbook – Avery

- Tabled. A number of links are missing. The document will be updated and sent again for electronic vote or at next Cabinet meeting. If anyone during needs discussion, this will be addressed at the next Cabinet meeting.

- EGSC Catalog – Avery

- Some policies will be re-written this month per proposed changes to BOR policy and will require a major edit of the Catalog. Following discussion, it was decided that a Catalog is needed now and a statement will be added stating that the Catalog is under revision. Smith suggested a statement saying that the policy is “under revision” and to add a beginning and ending date for the EGSC Catalog when archived. The EGSC Catalog will be effective immediately following this meeting.

The catalog has been amended to change Excel to MOWR. A motion to approve this catalog with change and understanding that if BOR policy is adopted, a cautionary note will be added on-line referring to the updated policy by Avery with a second by Gilmer. The motion was approved unanimously.

- Standing Committees

- Changes were submitted by Donald Avery (Vicki Sherrod)

- Library Committee Akira Sutton (replaces Ami Boatright)

- Brianna Hurst (replaces Hannah Gray)

- Judicial Committee Thang Lieu (replaces Ami Boatright)

Dr. Boehmer requested that all circulate Key Indicators. Dr. Boehmer is collecting Key Indicators and asked that every time these are submitted that they be dated. Information is valuable and will one day be on the web. It's hard to tell date if not noted on document. Also, he asked that all pay attention to a definition to what the key indicators means. Example: Retention Rates – one column had year (2015) another column retention rate had percentage. Not clear is 2015 meant entered in 2015 or something else, 2<sup>nd</sup> it was clear on time, % was not clear what numerator and denominator were. Footnote need for time period and calculation.

Changes were noted on the Christmas and New Year's Holidays. Open House on 9/26/2015 was discussed.

The meeting was adjourned at 9:37 a.m.