East Georgia State College
President’s Cabinet
September 27, 2016
9:00 a.m. – President’s Conference Room

Minutes

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

Absent:
Jimmy Wedincamp

Guests:
Clay Sprouse
Norma Kennedy
David Gribbin

Welcome – President Boehmer
- Reminders for October 4, 2016 events
  - Regent Marsh and Legislators will attend
  - Need Outstanding Turnout
- Key Indicators (5 year) – review for additions and corrections and return to Dr. Boehmer
- Introduction of EGSC Internal Auditor – Clay Sprouse

Special Presentation
- Clay Sprouse – Augusta University, Chief Internal Audit Officer – role of internal audit
  - Explanation of role as Internal Auditor
    - Internal Audit Services
    - “How Management Can Prevent Fraud in the Workplace”

Minutes --
- August 23, 2016
  A motion was made to approve by Goff with a second from Gammon. Approved unanimously.

Informational Items
- IPEDS Data Collection Schedule 2016-2017 – Gribbin
  3 collections every year…fall, spring and winter. Deadlines were discussed. Requests from David this fall need to be handled in a timely manner. Several important reports are due this fall. All are top priority and time sensitive.
- ADA Student Grievance Policy Update
- Student Catalog Revisions Update – Smith
ADA Student Grievance Policy and Student Catalog Revisions were sent to Cabinet for electronic vote. Both policies were approved by email vote and revised policy and Catalog have been posted to Policy and Procedures webpage.

- **AAMI Update** – Goodman
  Changes in personnel in AAMI were discussed. Director McCollar recently resigned. Took the opportunity to restructure. Antre’ Drummer is the interim director. MDRC program is program that is trying to use data to evaluate the effects of the AAMI on students. We are 1 or 5 schools who are working with MDRC to gather the data. Will receive some funding for this project.

- **Institutional Advancement Updates** – Gilmer
  - **Mobile Cause**
    Help with giving and funding raising for the college on-line. Cleaner mobile messaging system.
  - **Palmetto Grant Consulting**
    Foundation has agreed to sign/pay 1year contact with Palmetto Grant. Filter all grant possibilities to Sheila Wentz and Elizabeth so that services are fully utilized. 3 grant proposals can be assigned per month in contract. Grants that we write are reviewed for free. A case statement will be developed about the college and will be useful on any grant submitted by the College.
  - **Visons Series**
    New approach to Vision Series. 3 events coming up: Friday night (9/30), Equinox Orchestra at 7 p.m.; October 7 – Columbia County Orchestra is performing at the Maxwell House in Augusta; October 18 – Charles Martin, author. Palumbo and Gilmer discussed “Writer in Residence” title for Charles Martin.
  - **Need Based Scholarships**
  - **Employee Annual Giving Program**
    On-line program this year. October is annual fund mailing for Foundation.
  - **Presentation on History Project** – Kennedy
    Kennedy presented overview, scope and funding of project.

- **Business Affairs Updates** – Gay
  - **Budget**
    Monitor all budgets. Total amount of increased compensation benefit due to Vinson Study was $400,000 to $500,000. Although not as much as would like to have given, virtually used all of increase in budget allocation. Overall enrollment is up 7% -- limiting factor in that is that 347 of our students are MOWR. We do not receive full fee revenue for these students. Looks to be about even with revenue for last year, may lose on fee review per Gay.
  - **Open Enrollment**
    October 31 – November 11, 2016
  - **FLSA**
    Employees should have received 2nd letter this week. Moving forward with implementation November 1, 2016.
  - **FMLA**
    Overnight stay in hospital or out for over 5 days, employees need to be in touch with HR to be sure they are cleared to return to work before they actually return to work.

- **Academic Building Expansion** – Goff
  YDelta was high bidder. Contract has been sent. Contractor will be at ground-breaking on October 4, 2016. About half of YDelta employees live in surrounding counties. Jimmy Rogers is owner.

- **Athletics Practice in Preventing and Detecting Academic Fraud** – Wimberly
  President Boehmer asked Athletic Department to develop plan for policy following academic fraud recognitions in the news. Mary Smith sent Internal audit’s best practices documents to Coach Wimberly for review. Wimberly will be discussing with other units at EGSC. Input for Coach Wimberly needs to be received by October 20, 2016 to present final draft at October 25th Cabinet meeting.

- **Poster Circulated Last Week in Swainsboro** – Boehmer
  College Bash 2 posters were distributed by social media and postcards around town. Was not endorsed or supported by College. The event was strongly discouraged in the community. Use of college logo was not approved and action was action for misuse of logo. Message needs to be out -- This is not going to become a college known as a good place to go for off campus underage drinking.

- **Action Items**
o Weapons and Explosives Policy – Smith
   Revision reflective of new law on electro-shock devices. Motion was made by Gammon with a second by
   Goodman to adopt policy circulated by Smith on September 19. The policy was adopted unanimously.

o Clery Annual Security and Fire Reports – Gammon
   Circulate last week. Required to be posted to community by October 1. Circulate on September 21. All
   (each location) will be posted to webpage. Motion from Goodman to accept with corrections to links and
   have posted to website with a second from Avery. The report was adopted unanimously. Emergency
   Action Plan Book (red binder) will be updated this week. Flipcharts came in today and will be printed
   soon.

o Investment Policy – Gay
   Policy is being expanded. A motion was made to approve by Goodman to accept policy sent on
   9/23/2016 with a second from Avery. The policy was adopted unanimously.

o Travel Policy – Goff
   Revisions and regulations were discussed by Goff. A motion was made by Goodman to accept has
   circulated on 9/23/2016 with a second from Gammon. The policy was adopted unanimously.

o Volunteer Policy (Revision) -- Cliff Gay
   Minor changes discussed. Allows employees to volunteer in departments other than own if they are
   performing different duties and with permission. Process was discussed. A motion was received by
   Goodman to accept as revised on 9/22/2016 with a second by Cheek. The policy was adopted
   unanimously.

Dr. Boehmer again discussed Key Indicators and how important the information is and that he will continue to incorporate
into the EGSC Key Indicators document that he is preparing to tell our story to external parties.

The meeting was adjourned at 10:45 a.m.

Key Indicators

- Cliff Gay – Business Affairs
- Donald Avery --- Student Affairs
- Mike Rountree – IT
- Mary Smith – Legal Affairs
- Caroline Joyner -- EGSC – Statesboro
- Jordyn Nail – EGSC – Augusta
- Elizabeth Gilmer – Institutional Advancement
- Michelle Goff – Facilities
- Wiley Gammon – EGSC Police
- Chuck Wimberly – Athletics
- Tim Goodman – Academic Affairs
- Jimmy Wedincamp – Math/Science
- Carmine Palumbo – Humanities
- Lee Cheek – Social Sciences