

**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

**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 1 year contract 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.
  - Visions 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  
Overview of need based scholarships for fall 2016
  - 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 2<sup>nd</sup> 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 25<sup>th</sup> 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**

- 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.
- 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.
- 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.
- 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.
- 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