

**President's Cabinet Meeting  
Minutes  
September 26, 2017  
9 a.m.  
President's Conference Room**

**Attending:**

Wiley Gammon  
Mary Smith  
Carmine Palumbo  
Elizabeth Gilmer  
Jimmy Wedincamp

Caroline Joyner  
Chuck Wimberly  
Deborah Vess  
Michelle Goff  
Mike Rountree

Donald Avery  
Nick Kelch  
Susan Gray  
Lee Cheek

**Joined meeting at 10:15 a.m.:**

Bob Boehmer  
Cliff Gay

**\*Items in OneDrive will be marked with an asterisk**

The meeting was called to order by Mary Smith at 9 a.m.

**Minutes from August 2017 President Cabinet Meeting – Smith**

A motion was made by Gilmer to accept minutes as presented. A second was received by Goff. The minutes were approved unanimously.

**Items Requested by President Boehmer**

**Action Items**

**Business Affairs**

- VPBA – Gay
  - None
- Business Operations – Goff
  - None

**EGSC – Augusta**

- Director – Kelch
  - None

**EGSC – Statesboro**

- Director – Joyner
  - None

**Informational Technology**

- VPIT – Rountree
  - None

**Institutional Advancement**

- VPIA – Gilmer
  - Open Records Policy \*
  - Open Records Request \*  
Changes were presented by Gilmer (change from EA to IA). Smith commented on the process of requests for open records. A motion was made by Avery with a second by Gammon. The policy was approved unanimously.

### **President's Office**

- President Boehmer
  - None
- Chief of Staff/Legal Counsel – Smith
  - Freedom of Expression Policy \*  
Changes were presented by Smith (public forum areas on the Augusta University's Summerville campus) were added to the policy. A motion was made by Gammon with a second by Palumbo. The policy was adopted unanimously.
  - Nursing – Student Handbook – confirm approval via email vote  
August 31, the Student Nursing Handbook was sent to Cabinet for vote and approved. Policy has been posted to webpage.
- Athletics – Wimberly
  - None
- Police Department -- Gammon
  - None

### **Student Affairs**

- VPSA – Avery
  - None

### **Academic Affairs**

- VPAA – Vess
  - None
- Humanities – Palumbo
  - None
- Math/Science – Wedincamp
  - None
- Social Sciences – Cheek
  - None

### **Informational Items**

### **Business Affairs**

- VPBA – Gay
  - Budget Update
  - HR Update
- Business Operations – Goff

- None

### **EGSC – Augusta**

- Director – Kelch
  - None

### **EGSC – Statesboro**

- Director – Joyner
  - None

### **Informational Technology**

- VPIT – Rountree
  - Content & Forms on EGSC website and myEGSC portal  
Memo was sent recently by President Boehmer concerning webpages and content. Reminder to be up-to-date and current on webpages in your areas.

### **Institutional Advancement**

- VPIA – Gilmer
  - Update on Grants – specific detail on Bill and Melinda Gates Strong Start to Finish Grant  
EGSC was awarded the Motorola Solutions Grant toward FESA scholarships. Motorola would like to be involved in volunteer opportunities on campus. Briggs and Straton grant being worked on now. Walmart Corporate Foundation Grant has been submitted. GOHS award from State received. Gates Foundation Grant is in process and letter of interest has been submitted. Others were discussed.
  - Annual campaign information and foundation meeting report  
Dates announced (end of October to Thanksgiving).

### **President’s Office**

- President Boehmer
  - EGSC Employee Diversity Report as of September 2017 \*
  - Solicit nominations for Regents Hall of Fame Alumni and Distinguished Friends Award -- Was not discussed
  - FY 2018 Budget Reduction Plan – Boehmer/Gay  
Final enrollment numbers are not in. Current estimates show decrease in Fall 17 will likely be in the 6% range. Decrease of 6% means about \$510,000 in tuition and institutional fee and other items that were budgeted at a level enrollment and 2% tuition increase. In order to responsibly manage that, we need to do 2 things: 1) Immediate hiring freeze in place (if a final offer has not been extended – a showing of critical importance of position is to be submitted to Cliff and approved by Gay and Boehmer; 2) a budget reduction plan is needed. List of all current full and part employees and operating budgets will be sent. Each unit submit what to do to reduce a 5% reduction in salary and 10% operation reduction. All need to communicate. May be opportunities for creative working among units, crossing divisional lines. Once all plans are returned (October 6) and know the exact extent of the deficit due to drop in enrollment, Gay and Boehmer will put together an overall college budget reduction plan to enable us to get to the end of

the year without taking more dramatic steps. Does not need to create a panic/anxiety at the college. Wait on final enrollment numbers to make decisions.

- CARS (Huron Consulting) – Visit today (9 a.m.). Physically on site in early March. Data requests in the interim.
- Chief of Staff/Legal Counsel – Smith
  - None
- Athletics – Wimberly
  - None
- Police Department -- Gammon
  - None

#### **Student Affairs**

- VPSA – Avery
  - None

#### **Academic Affairs**

- VPAA – Vess
  - None
- Humanities – Palumbo
  - None
- Math/Science – Wedincamp
  - None
- Social Sciences – Cheek
  - None

Meeting adjourned at 9:40 a.m. and reconvened at 10:15 a.m.

Meeting was adjourned at 10:45 a.m.

#### **Key Indicators**

- Academic Affairs – Vess \*
- Athletics – Wimberly
- Business Affairs – Gay \*
- Chief of Staff/Legal Counsel – Smith \*
- EGSC Augusta – Kelch \*
- EGSC Statesboro/External Campuses – Joyner
- Facilities – Goff \*
- Humanities -- Palumbo
- Information Technology – Rountree \*
- Institutional Advancement – Gilmer \*
- Math/Science -- Wedincamp
- Police Department – Gammon \*
- Social Sciences – Cheek \*
- Student Affairs – Avery \*