

**President's Cabinet  
Minutes  
February 14, 2014  
9:00 a.m. – Sudie A. Fulford Community Learning Center**

**Attending:**

Donald Avery	Cliff Gay	Walt Mason
Bob Boehmer	Elizabeth Gilmer	Caroline McMillan
Bob Brown	Michelle Goff	Carmine Palumbo
Lee Cheek	Tim Goodman	Mike Rountree
Jeff Edgens	Susan Gray	

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

Minutes from the January 21, 2014 President's Cabinet meeting were presented by President Boehmer. A motion was made by Lee Cheek to approve the minutes. A second was received from Tim Goodman. The minutes were approved by unanimous vote.

**Action Items**

• **Winter Holiday Dates for 2014 – 2015 – Goff**

Michelle Goff gave an update on a survey that was sent concerning holiday schedules for 2014 and 2015. The survey received an overwhelmingly positive response. Goff made a motion that the holidays presented be adopted by the Cabinet. A second was received by Dr. Tim Goodman. Following discussion a unanimous vote was received by the Cabinet to adopt the proposed schedule. A recommendation was made that communication immediately be sent from Human Resources to all employees and that new employees be told of the holidays during their hiring process.

• **Due Date Policy – Smith**

Due to weather conditions, Mary Smith was not at the Cabinet meeting. Dr. Boehmer requested that this policy be postponed until the next Cabinet Meeting.

• **Student Handbook Update – Avery**

Donald Avery presented a revised copy of the Student Handbook. Editorial changes were discussed. Content was not changed. A motion was made by Elizabeth Gilmer to approved the Student Handbook and post as current version of the EGSC website. A second was made by Dr. Goodman. Following discussion and requests:

- Title on front changed from 2013 to 2013-14.
- Campus maps for EGSC Augusta and EGSC Statesboro be added in appendix
  - Edgens was asked to send maps for EGSC Augusta

- McMillan was asked to send maps for EGSC Statesboro.

**Informational Items:**

- **Google Drive Update – Rountree**

Mike Rountree gave an update on Google Drive. IT will expand usage of Google Drive to Sr. Staff next and then all faculty and staff. Individuals will have 30G of space available. Questions were discussed on how to access EGSC account if also have another Google Drive account.

The meeting was adjourned at 9:20 a.m.