

**President's Cabinet
Minutes
June 24, 2014
8:00 a.m. – President's Conference Room**

Attending:

Bob Boehmer
Bob Brown
Lee Cheek
Missie Crawford
Jeff Edgens

Georgia Edmond
Elizabeth Gilmer
Michelle Goff
Susan Gray
Caroline McMillan

Carmine Palumbo
Mike Rountree
Mary Smith

Not Attending:

Donald Avery
Cliff Gay
Tim Goodman

The meeting was called to order at 8 a.m. by President Bob Boehmer. Dr. Boehmer reminded the group that today is orientation in Swainsboro.

Dr. Boehmer reminded the Cabinet that “Expectations of all Sr. Administrators” will be sent along with evaluation comments and job descriptions. Everyone will be expected to sign the form and return to the President.

Dr. Steve Wrigley, Sr. Vice Chancellor for the USG, will be on campus on August 27. Meetings will be scheduled with Cabinet, Faculty/Staff, Students and Sr. Staff.

Minutes from the May 27, 2014 President's Cabinet meeting were presented by President Boehmer. A motion was made by Lee Cheek to approve the minutes as presented with a 2nd from Elizabeth Gilmer. Minutes were approved unanimously.

Informational Items:

- Application Report/Registration Report/Enrollment Projection Model/Update concerning measures being taken to maximize potential fall 2014 Enrollment
 - Dr. Boehmer began will comments on the concerning fall enrollment projections. Fall enrollment is projected to be below last year's enrollment. If correct, this will created serious financial repercussions for the College. He asked for “all hands on deck.” We need to find ways to contribute. President Boehmer would like to send out a series of letters to different groups of returning students. The groups would be:
 - All academically qualified students who have not registered. We need a useful and accurate mailing list.
 - All students who failed to make SAP and are candidates for a successful appeal. This group has received contact by phone. President Boehmer would like for them to receive a letter. This list would not include students on #1.
 - All academically qualified students who have already registered.

- All students who have been denied admission to GSoU
- New students
 - All students who have applied and not completed application process.
 - All students who have been accepted but not signed up for orientation.
 - All students that have been accepted and signed up for orientation.
- A unique letter for each category is needed. Elizabeth Gilmer was asked to have Norma Kennedy help with the letter. Elizabeth said that External Affairs has already begun. Dr. Boehmer asked that Student Affairs send accurate information to mail merge with these letters and he would like them out by the end of this week. Personalized contact would make a big difference in the budget for next year.
- Second, President Boehmer would like everyone to clear their calendar for Friday afternoon from 3 until 9 p.m. and Saturday from 10 a.m. until 3 p.m. to make personal phone calls. He would like for everyone to make calls from the Admission office area in the Richard L. Brown Dining Hall. He would like to know who to call for the largest potential return. A calling list and script will be needed. He asked that everyone think about it and ask others on your staff that know enough about the college and is comfortable enough to make phone calls to participate. He asked that everyone let Susan Gray know today or tomorrow who will be available. Caroline McMillan asked for a list of Statesboro students for the employees at EGSC Statesboro to call. Georgia Edmond agreed to send Caroline a list. Dr. Boehmer commented that it is critical that someone at each location knows information that students will need. We will need to work out the logistics.
- Georgia Edmond said that letters for GSoU denials are getting ready to go out. New students are being contacted by recruiters if they have not registered for orientation. Admission is contacting those who need to take the Compass or need a higher score of the Compass. The largest group of students to be contacted would be the students that have applied and not been accepted or not completed the admissions process. This should be the focus on Friday and Saturday calls. Georgia will run a report with the status of each student showing what is missing from their application packet. Georgia also discussed the Monarch broadcasting system that will be used to notify students of Admissions matters. If approved, 2 full-time temps will be used in June through August to assist with the increased number of phone calls. It was suggested that there be a picture of the President calling students with a story in the Swainsboro and Statesboro newspapers.
- Dr. Boehmer recapped by saying that the mechanics can all change. The immediate thing to do is to get the letters out to the different categories of students. Dr. Boehmer asked if there was something better to do besides letters. No ideas were heard. Dr. Boehmer also commented that we need to make sure that we are not missing phone calls.

Dr. Boehmer suggested that the rest of the items on the agenda be heard without voting. If there is a time at the end of the meeting, voting will happen then.

- Housing Update – Missie Crawford stated that the housing situation looks good. 75% of orientation students today have applied for housing. She expects to be close to filled by end of today. Number of spaces already committed is a little ahead of last year. Mail seems to have worked better this year than email.
- Residence Hall Handbook – Missie Crawford discussed the new way to present the handbook to students, more reader friendly. If searching it is easier to find for student or parent. She hopes to start using the simple handout in the fall if Cabinet approves. This is more of a guide of living in housing. Policy violations are mentioned and are referred to the Student Handbook. Missie plans to print and hand to all students, also post on Housing website. A signature is required at orientation for housing students and emergency contact information saying that they have received. Dr. Boehmer suggested that this be an agenda item at next meeting. Any feedback of language and content needs to be sent to Missie. Revised or this version will be voted on at next meeting. Missie also announced that August 15 is Move-In Day. Dr. Boehmer will speak to students on Move-In Day at 5 p.m.
- July Cabinet Meeting -- Dr. Boehmer announced that the July Cabinet meeting has been moved to July 30 -- 2 p.m.
- Event Planner – Dr. Boehmer announced that Angie Williams is no longer interim. An internal search was held and Angie was selected. Many of the former responsibilities of Karen Curl are now Angie's...calendar and event planning. This should help to free up time in EA for fund raising. Angie is point of contact for calendar and planning for internal events. Event cannot be turned over to Angie. Substantive plans of event (who, what, purpose) remain with unit planner the event. Angie's role is to provide coordinating and background assistance.
- New State Laws -- President Boehmer discussed the new State Laws. No action was needed.
- Strategic Planning Retreat – David Gribbin started the discussion with comments on updating EGSC's Strategic Plan. He asked that everyone look to see what needs to be update. Organization of the plan was discussed. David sent to link to plan in an email. The whole point of the process is to drop off one year and add a new year. The plan is for 3 running years. The additions will be FY 2017. Dr. Boehmer emphasized that the Strategic Plan is critical because it sets basis for decisions that we make. If reduction in force, Dr. Boehmer will look at the Strategic Plan to see what is strategically important and then make decisions. The Strategic Plan is critical for SACS compliance. SACS principles were discussed. Must be updated for March 2015 SACSCOC visit.
- Principles of Accreditation Section 2.8 – Dr. Boehmer stated that "You must have adequate full-time faculty." This is a core principle -- if not met you are in trouble. The Cabinet looked at a ratio of part-time to full-time faculty. SACSCOC adopted a new policy interpreting section 2.8 that requires you to look at the overall role of faculty and

the various support mechanisms for faculty to do their own jobs and overall that you have adequate full time faculty. Policy references overloads. SACSCOC will ask for data about overloads at March visit.

- Comparator Institutions (Peer and Aspirational) -- Peer and Aspirational Comparator Institutions – David Gribbin discussed the process he used to choose the Comparator Institutions for EGSC. He looked at both AA and BA degrees but not beyond. Because of being in Augusta we cannot be considered purely a community college. We need to draw from a larger variety of institutions. Discussion on how institutions were chosen followed. Mr. Gribbin stated that he will be happy to modify list. Dr. Boehmer would like to get in the habit of using peer lists for writing reports. ("We have formally adopted this list of comparators and here is the data about those institutions.") It was asked that feedback be sent to David by July 3 so as to include in July 7 and 8 Retreat. This will be formally voted on at next meeting.
- 5th Year Interim Report Timeline – Dr. Boehmer discussed 5th Year reviews from his recent SACSCOC Trustees meeting. The president will receive a letter from Belle Whelan in October of 2015. QEP formally ends in the spring of 2016. Our 5th Year Report will be due to SACSCOC on 9/15/16. EGSC will receive a report by SACSCOC in December 2016.
- Social Media Sites & Policy Update – Elizabeth Gilmer discussed how she is approaching social media issues and the policy. She will present at the next meeting of the Cabinet. External Affairs has developed a social media hub. Details were discussed.
- Alumni Registry – Gilmer distributed an update from Amanda Williams. There are a total of 964 good addresses and emails. This number is up 200 from April.
- Fundraising Update – Gilmer – a current fundraising report was distributed and discussed. Overall we are up around \$50,000. A proposal has been made that could mean a significant gift. Meeting today with GRU folks on 1st in the World Innovative Grant. The numbers are encouraging. We have 4 new foundations members. Everyone was encouraged to attend the Foundation meeting this Thursday in the Library.
- EGSC College Catalog – Mary Smith discussed revisions made to the Catalog by Janet Stracher. These revisions will be posted on Registrar's site as new catalog. Mary Smith asked that everyone check links in large documents. There are 4 links in this document that will be updated before posting. Questions on hyperlinking table of contents were discussed.
- Student Appeals of CBI – Mary Smith stated that the committee is working on this policy. The committee was to look at other institutions policies. This has not been done yet. A recent case was discussed and how CBI reports are used in application process. Mary asked that everyone think about the policy for next meeting and how it should apply to applications and what the process should be when failed to disclose?

- Ethics Hotline Procedures Update – Mary Smith stated that the policy has been reviewed by committee and needs updating. She has received information and guidance from USG and will be changing intake process. Triage group (auditor, vice president for business affairs, legal affairs, human resources) will assign among the group. Being trained to do and investigation is important. The group will be adding investigative procedures. This will be brought to the next Cabinet meeting.

Action Items:

- EGSC Naming Policy (5/29/14) – Smith
We are in conformance with USG policy. Giving levels were discussed as well as comparator and non-comparator institutions. Mary made proposed changes. Discussion followed.
- Firearms, Weapons and Explosives Policy – Smith
Smith discussed the confusion between HB or GA law. Our policy will be revised to be in conformance. A suggestion was made on 2nd sentence on transporting a student to and from campus. The reference to campus and how this works for EGSC Augusta was discussed.
- Facilities – Goff
Goff stated that the language will be cleaned up in all facilities policies to remove Facilities Coordinator and change to Event Planner. There are Policies for each facility and agreement specific to each location. The user groups were discussed. Individual names have been removed and offices are referenced instead. Day to day responsibility will be Angie Williams except CLC will be Jean Schwabe. A change under additional fees to say technical support for audio visual needs was suggested by Rountree.

All policies from this meeting will be at top of agenda for next meeting.

Dr. Boehmer reminded everyone of the phone calls to be made Friday and Saturday. He asked that everyone let Susan know by Wednesday at noon who would be helping.

The meeting was adjourned at 9:55 a.m.