

**President's Cabinet
Minutes
May 27, 2014
9:00 a.m. – President's Conference Room**

Attending:

Donald Avery	Elizabeth Gilmer	Caroline McMillan
Bob Boehmer	Michelle Goff	Mike Rountree
Bob Brown	Tim Goodman	Mary Smith
Jeff Edgens	Susan Gray	

Absent:

Lee Cheek
Cliff Gay
Carmine Palumbo

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

Chief Drew Durden introduced two new public safety employees:

- Wendall Bell – Assistant Chief
- Kelly Armstrong – TAC/Clerk/Police Officer

Dr. Boehmer announced that Donald Avery received the Ed.D. and Jordyn Nail the M.S. from Georgia Southern University in May 2014.

A handout, “*Expectations of all Senior Administrators*”, was distributed to the Cabinet. Dr. Boehmer reviewed the items on the handout.

- List was compiled from questions received during evaluations
- Cabinet was asked to provide feedback to Dr. Boehmer
- Handout will be discussed at July Cabinet meeting
- Emphasis on 3rd bullet
 - How to address and why
 - Need to work on culture of “blank look and shrug”
 - Make President aware of problem but no suggestion on how to fix
- Bullet #4
 - Need more information on recommendations – not 1 or 2 sentences
 - Need to know references and downsides, risks
 - Reference to USG Policy expected

- Sr. Administrators need to focus on not just presenting the problem, focus on solution including items above.

Minutes from the April 22, 2014 President's Cabinet meeting were presented by President Boehmer. A motion was made by Michelle Goff to approve the minutes as circulated. A second was received from Tim Goodman. The minutes were approved by unanimous vote.

Action Items:

- **Employees Engaging in Political Activities on Campus – Smith**

This item was tabled at last meeting. Smith restated the policy that was circulated. The format was discussed and examples given of permissive and impermissible activities. A discussion on guidelines followed.

A suggestion was made to add previously adopted free speech areas to the policy.

Dr. Boehmer asked if there is an on-going concern on Free Speech Zones and invited discussion.

A motion was made by Elizabeth Gilmer to adopt the policy as presented with a second from Michelle Goff. The Cabinet voted unanimously to adopt the policy.

- **Gifts and Gratuities Policy – Smith**

This item was tabled at last meeting to investigate possible thresholds for gifts. Information was received from John Fuchko – “gifts in no amount are ever allowed.” All exceptions from USG policy have been incorporated in EGSC policy to provide clarification.

An editorial correction (associated) was noted on the last page.

A motion was made by Tim Goodman to adopt the policy with the editorial correction. A second was made by Caroline McMillan. The policy was adopted unanimously by the Cabinet.

- **Social Media Policy – Smith**

Concerns were discussed:

- What do you do if guidelines are not followed?
- No disclaimer on statements on social media
- Comments belittling students
- Academic Freedom Policy included academic freedom on social media
- Progress on draft – not ready for vote

- Guidelines that we advocate and things for basis for negative evaluation
- Adopt as set of “best practices”
- Discussion on how to get to the point of enforcing action and presenting guidelines
- What are the official EGSC social media sites?

Dr. Boehmer asked for a list of every EGSC social media site to be discussed at the next Cabinet meeting. Everyone in each unit should submit (Cabinet should inquire if anyone in each unit maintains site that promotes as EGSC site as well as official instruction sites). The list should be sent to Elizabeth Gilmer for compilation.

Elizabeth Gilmer and Mary Smith will work together with major focus being distinguishing which are best practices and which have consequences. The debate will continue at the next meeting.

A motion was made by Tim Goodman to continue the discussion at the next Cabinet meeting. A second was made by Mike Rountree with a unanimous vote to continue the discussion at the next meeting.

- EGSC Firearms, Weapons and Explosive Policy – Smith

The item was tabled at the April meeting. The Governor has since (April 23, 2014) signed the GA bill.

A motion was made by Tim Goodman to accept the April 23 draft and for Mary Smith to post the policy with an effective date of July 1, 2014 A second was received from Elizabeth Gilmer. A unanimous vote was received.

- International Superior Student Out-of-State Waiver Policy – Avery

Dr. Boehmer stated that at the last BOR meeting, John Fuchko asked that changes to the out-of-state waiver policy are due 6/14 to present at 8/14 BOR meeting.

EGSC policy proposed changes to write in aspect to appeal to the president. The process was clarified

- Waiver qualifications
- Continuation of waiver
- Difference in appeal proceedings
- GPA rounded – not considered if not 2.5
- Appeal to President is denied.

Dr. Boehmer cannot exceed 2% of FTE's in waivers. Avery stated that EGSC is not close to this percentage.

It was noted that the policy will need to be revised following the August BOR meeting.

A discussion followed of EGSC appeal process (our criteria). Policy states "letter of denial" and should be changed to notification of denial."

A motion was made by Elizabeth Gilmer to approve the policy with editorial change to notification not letter. A second was made by Tim Goodman. The Cabinet voted unanimously to approve the policy with editorial change.

Posthumous Degrees Policy – Avery

Avery started by stating that EGSC does not currently have a Posthumous Degree Policy. Janet Stracher has been working on a policy with help from other policies from other institutions. A draft dated May 22, 2014 was reviewed with the following suggestions and comments:

- #4 -- List vice presidents separately
- How will we be notified if we have a student that needs to be awarded?
 - On request of family upon confirmation
- How far back do we go?
 - This policy will be retroactive.
- #5 -- Will need presidents approval
- #6 -- Clarify commencement "ceremony"
- Include student name in program same as others (Posthumous)
- #4 -- No publicity about this policy. Family is responsible for requesting this from institution.

A motion was made by Tim Goodman to adopt the policy with the changes noted. A second was made by Mike Rountree. The Cabinet voted unanimously to adopt the policy.

Informational Items:

- Call for proposals for federal grants concerning access, completion, affordability
 - Dr. Boehmer provided information about a fund that has been established by the federal government for grants to institutions concerning access, completion and affordability. Proposals are due by June 30, 2014
 - Suggestions of grant writers are due to President's office by June 4.
- Strategic Plan Update (Hold 7/7 & 7/8/2014)
 - Retreat will be held at an off-site location
 - Important in relation to upcoming SACSCOC visit
- Comparator Institutions (Peer and Aspirational) – Boehmer/Gribbin
 - Proposed by David Gribbin

- Will be discussed at next Cabinet meeting
 - Send changes to Gribbin with reason by June 10, 2014
- Telecommuting Agreements – Boehmer
 - All agreements have been updated
 - If anyone is not on list, they are not approved.
 - Future requests will be required
- USG FY 2015 Salary and Wage Administration Policy – Boehmer
 - Confidential discussion followed
- Parent, Family, Alumni Day 2014 – Avery
 - September 20, 2014
 - Annual event
- EGSC Augusta SACSCOC Letter – Boehmer
 - Approved to offer 50% or more of degree in Augusta
 - Separate agreement with GRU – does not allow us to award AA, just more courses
 - 3/10-12/15 – SACSCOC visit to EGSC, EGSC Augusta, EGSC Statesboro – Mark on calendars
- Title IX, Sexual Violence Letter from Vice Chancellor – Smith
 - Mary will review letter received
- Title IX, Sexual Violence Webinar – Smith
 - Webinar to view at later date – group to include Title IX coordinator, student designated by Vicki Sherrod and Tracy Woods) – strongly encouraged group to attend
- Compliance Programs Webinar – Smith
 - Will view at later date
- Recycling Bin Grant – Smith
 - Applied for Coca Cola bin grant – received 25 bins to be placed in various locations on campus by fall semester. EGSC will be responsible for monitoring, weighing and collecting with custodians taking to proper recycling locations
- Recycling Survey by Community – Smith
 - EGSC has been asked by Emanuel County Commissioners to help make people aware of the survey
 - EGSC will help if there is no significant “out-of-pocket” cost
 - Possible funding was discussed
- Tobacco and Smoke Free Campus Policy – Michelle Goff
 - USG has adopted policy with an effective date of 10/1/14
 - Tobacco and Smoke Free Campus Task Force will reconvene in summer to decide how to take USG policy and educate campus.
 - In place by fall workshop
- VoIP Telephone Transition – Rountree
 - Looking for stand-alone system
 - August or September 2014 transition
- Calendar Project – Rountree
 - Update on project
 - Goal to be up and running by September
- Miss Georgia Send-off and Pageant Week – Avery
- Athletic Trainer – Avery
 - Dr. Buckley and Optim
- Assistant Director Student Affairs/Recruiter – Avery
 - Search is on-going
- Director of ESC Inclusion Program – Avery
 - Search is on-going

- Residence Hall Handbook – Avery
 - Possible vote at next Cabinet meeting
 - Send additions and changes to Avery
- Fall Admissions Report – Avery
 - Report distributed by Avery
 - Discussion on report and tangible things to be done
 - Summer enrollment is up 6%
 - Dr. Boehmer requested a crisis meeting to discuss what we are going to do beyond what is being done now. The meeting should include:
 - Jeff Edgens, Nick Kraus, Caroline McMillan, new assistant director in Statesboro, Georgia Edmond, Donald Avery, recruiters, Tim Goodman, Jordyn Nail, Karen Murphree, Deborah Kittrell-Mikell, Karen Jones, Janet Stracher, Elizabeth Henry
- Campus Housing/Rental Issues – Gilmer
 - Receiving calls from parents
 - Receiving calls from renters
 - Lots of negative publicity
 - Calls should be diverted to Missie Crawford
- P3 Legislation – Silent Phase – Goff
 - Update
 - Questions should be directed to Michelle Goff who will give information for USG contact
- Progress on External Affairs Goals (held to next meeting)
 - Alumni Update – Gilmer
 - Update Pledges and Cash Contributions – Gilmer
 - New members/total members of Alumni Association – Gilmer
 - Update on personal/face-to-face calls on current and prospective donors – Gilmer
- Fire & Emergency Services Admin Degree Proposal Transmittal to USG – Boehmer
 - Transmitted to USG
 - Waiting for reaction
- USO Reorganization Memo – Boehmer
 - Read and be aware of changes

Announcements:

Tom Reichert visit to EGSC on May 30, 2014.

The meeting was adjourned at noon.