Welcome – Bob Boehmer

Minutes -- Boehmer
  - October 22, 2013 Cabinet Meeting

Informational Items

  - BOR Meetings -- Boehmer
    - January 8, 2014
    - February 11-12, 2014
    - March 18-19, 2014
    - April 15-16, 2014
    - May 20-21, 2014
    - August 19-20, 2014
    - September 9-10, 2014
    - October 14-15, 2014
    - November 11-12, 2014

  - BOR Policy Approvals – Boehmer
    - October 8 and 9th, 2013
      (attachment – October 2013 BOR Policy Approvals)
    - November 12th, 2013
      (attachment – November 2013 BOR Policy Approvals)

  - Amorous Relationships – Boehmer
    (discussion of this policy at BOR meeting in Nov. 2013)

  - Climate of Service Excellence at the College-- Boehmer

  - Media Contacts for all EGSC Units – Boehmer
    (attachment – Media Contacts 2013)

  - Procedure for use of FL 18 (Ford Explorer) -- Boehmer
    (attachment – Ford Explorer Usage Policy 11-2013)

  - Maintenance and Use of Official College Mailing List – Boehmer

  - College Policies Concerning Alcohol at College Events – Boehmer
    (attachment – Alcohol @ College Events)

  - Policies on Political Campaigning on Campus – Boehmer
    (attachment – Political Campaigning on Campus)

  - Payment of Overtime Pay -- Boehmer
    (attachment: Overtime Policy Search)

  - Final Course Grade Appeal Form – Smith
    (attachment – Final Course Grade Appeal)

  - Various Fiscal Policies – Gay/Smith
    (attachment – Business Policy Manual Change)

  - Annual Fund Appeal Letters to Faculty/Staff – Gilmer

  - Potential Funding/Program Concerning Transition Program for Developmentally Students – Boehmer

  - Georgia Inclusion Post Secondary Education Consortium – Boehmer
    (attachment – GaIPSEC Handout)

(see page 2 for Action Items)
• Action Items
  o Alcohol and Drug Policy – Employee – Smith
    (attachment – Employee Alcohol & Other Drug)
  o Amorous Relationships – Smith
    (attachment – Amorous Relationships Policy EGSC)
  o Ethics Hotline Procedures and User Roles – Smith
    (attachment – Ethics Hotline Procedures 10-30-13)
    (attachment – Hotline Report Line User Roles 10-30-13)
  o Grounds for Removal – Smith
    (attachment – Termination of Employment EGSC)
  o Place Naming – Smith
    (attachment – EGSC Naming Policy)
  o Space Assignment Policy – Smith
    (attachment – Space Utilization Policy)
  o Tenure Requirements – Smith
  o Out of State Tuition Waiver Policy – Avery
    (attachment – International & Superior Student Waiver)
  o Pets Policy – Avery
    (attachment – EGSC Pets Policy)
  o Service Animal Policy – Avery
    (attachment – Service Animal Access to EGSC)
  o Student ADA Grievance Procedure – Avery
    (attachment – Student ADA Grievance)
  o Standing Travel – Gay
    (attachment – Standing Travel)
  o Employee Purchasing Policy – Gay
    (attachment – Employee Purchasing Policy)
Called President’s Cabinet
Minutes
October 22, 2013
9:00 a.m. – President’s Conference Room

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

The meeting was called to order by Bob Boehmer. Dr. Boehmer discussed USG president and BOR resignations.

Minutes from the July 31 and September 24 President’s Cabinet Meetings were presented. A motion was made by Michelle Goff to approve the minutes from both meetings with a second from Lee Cheek. A unanimous vote was received.

Informational Items were presented as follows:

- Student vote on proposed student fees – Avery
  - Athletics
  - Parking & Transportation
- John Brown Letter on Mandatory Student Fees – Gay/Boehmer
- Copy of Final Budget – Boehmer
- Revised Statutes – Smith
- Addition of Division Chairs to Cabinet – Boehmer
- Revisions to the Faculty Handbook and Employee Manual – Smith
- Recent Policy Revisions by the BOR – Smith
- Policy Review by Units – Smith

Action Items

- Student Handbook
  Donald Avery presented changes to the Student Handbook including links being active and grammatical changes. Changes were suggested by Mary Smith on the Grade Appeal Form. Dr. Boehmer stated that the policy should be posted on the Academic Affairs webpage with a link to the Student Affairs webpage since the policy is academic in nature. There should also be a link from the Handbook to the policy on the Academic Affairs webpage.
A motion was made to approve the Handbook with the addition of links to Academic Exclusion and Academic Appeals as well as editorial changes as described by Mary Smith. The motion also included a link to the Sexual Harassment Policy in the Human Resources section. The motion was made by Michelle Goff with a second from Tim Goodman. The vote was unanimous.

- **Sexual Discrimination and Harassment Policy**
  Mary Smith presented a statement to be added to the Sexual Discrimination and Harassment Policy stating that the Title IX policy does not allow attorneys to represent parties at the investigative stage. Dr. Boehmer noted the revision would not affect proceedings that are currently underway. It was suggested that “sexual” be deleted from statement. To be consistent with Student Handbook, it was suggested to add the potted plant rule (can attend but not speak).

  A motion was made by Elizabeth Gilmer with a second by Tim Goodman. A unanimous vote was received.

The meeting was adjourned at 9:45 a.m.
Policy Change
Sabrina Thompson [Sabrina.Thompson@usg.edu]

Sent: Thursday, November 07, 2013 5:17 PM
To: Bonita Jacobs [bjacobs@northgeorgia.edu]; Brooks Keel [bkeel@georgiasouthern.edu]; Bud Peterson [bud.peterson@gatech.edu]; Cheryl Dozier [doziercd@savannahstate.edu]; Daniel Papp [dpapp@kennesaw.edu]; David Bridges [dbridges@abac.edu]; Everette Freeman [Everette.Freeman@asurams.edu]; Gary McGaha [gmcgaha@atlm.edu]; Gregory Aloia [galoia@ccga.edu]; Ivelaw Griffith [griffithf@fsvu.edu]; Jere Morehead [president@uga.edu]; John B. Black [John.b.black@maconstate.edu]; John Schwenn [jcschwenn@daltontate.edu]; Kendall Blanchard [kendall.blanchard@gsu.edu]; Kyle Marrero [kmarrero@westga.edu]; Linda Bleicken [Linda.Bleicken@armstrong.edu]; Lisa Rossbacher [rossbacher@spsu.edu]; Mark Becker [mbecker@gsu.edu]; Max Burns [muburns@gordonstate.edu]; Paul Jones [Paul.Jones.2@darton.edu]; Renwa Wattersen [RWATTERS@HIGHLANDS.EDU]; Richard A. Carvajal [richard.carvajal@bainbridge.edu]; Rob Watts [Rob.Watts@gpc.edu]; Robert G. Boehmer; Stas Prezcewski [scp@gsu.edu]; Steve Dorman [steve.dorman@gsu.edu]; Tim Hynes [thomashynes@mail.clayton.edu]; Timothy Mescon [tmescon@columbusstate.edu]; Virginia Carson [virginia.carson@sgsc.edu]; William McKinney [wmcginney@valdosta.edu]
Cc: David C. Danahar [ddanahar@valdosta.edu]; Donadrian Rice [drice@westga.edu]; Dr. Beverly Edmond [beverly.edmond@asurams.edu]; Dr. Bonita Flourney [bfourney@atlm.edu]; Dr. Brian Adler [Brian.Adlers@ug.edu]; Dr. C.R. Verret [verret@savannahstate.edu]; Dr. Carey Adams [carey.adams@armstrong.edu]; Dr. Gary Barnett [gary.barnette@darton.edu]; Dr. Gretchen Caughman [gcaughman@ccga.edu]; Dr. Jean Bartels [jbbartels@georgiasouthern.edu]; Dr. Kelli Brown [kelli.brown@gsu.edu]; Dr. Ken Harmon [wharnon3@kennesaw.edu]; Dr. Laura Musselwhite [lmusselw@HIGHLANDS.EDU]; Dr. Libby Morris [lmorris@uga.edu]; Dr. Lois Richardson [richardson@gsu.edu]; Dr. Margaret Venable [mvenable@gordonstate.edu]; Dr. Martha Venn [martha.venn@maconstate.edu]; Dr. Micheal Crafton [michealcrafton@clayton.edu]; Dr. Niles Redick [nredick@abac.edu]; Dr. Patricia Brown [patricia.brown@gsu.edu]; Dr. Patricia Donat [pdonat@northgeorgia.edu]; Dr. Phil Mason [pmason@ccga.edu]; Dr. Rafael Bras [provosti@tech.edu]; Dr. Risa Palm [risapalm@gsu.edu]; Dr. Sandra Stone [sstone@daltontate.edu]; Tim Goodman, Dr. Tom Hackett [hackett_paul@ColumbiaState.edu]; Dr. Tonya Strickland [tstrickland@bainbridge.edu]; Mr. Zvi Szefran [zszefran@spsu.edu]; Linda Noble [lnoble@fsvu.edu]; Mr. Philip Smith [philip.smith@gsu.edu]; Anthony Wagner [anwagner@armory.edu]; Bill Piggie [bill.piggie@asurams.edu]; Cliff Gay, Cody King [cody.king@ccga.edu]; Corlis Cummings [Corlis.Cummings@clayton.edu]; David Carson [david.carson@armstrong.edu]; Edward Jolley [jjolley@savannahstate.edu]; Freddie Johnson [[j@johnson@atlm.edu]; Jeff Davis [jdavis@HIGHLANDS.EDU]; Jeffrey H Preston [jpreston@clayton.edu]; Jerry Rackliffe [jjrackliffe@gpc.edu]; Jim Sutherland [sutherla@westga.edu]; John Robert L. Whitaker [rwhitaker@georgiasouthern.edu]; Ron Stark [ron.stark@gpc.edu]; Ronnie Henry [ronnie.henry@darton.edu]; Ryan Nesbit [rnesbit@uga.edu]; Ryan Schaefer [ryan.schaefer@gatech.edu]; Scott Bailey [bailey@daltontate.edu]; Shawn McGee [Shawn.mcghee@bainbridge.edu]; Steve Swant [steve.swant@carnegie.gatech.edu]; Susan Allen [susan.allen@gcsu.edu]; Todd Jones [tjones@HIGHLANDS.EDU]; Tim Hynes [thomashynes@mail.clayton.edu]; Timotheo Mescon [tmescon@columbusstate.edu]; Virginia Carson [virginia.carson@sgsc.edu]; William McKinney [wmcginney@valdosta.edu]

https://paws.ega.edu/owa/?ae=Item&t=IPM.Note&id=RgAACACSTlpZrmeQZcRuGU... 11/13/2013
Dear Presidents:

The Board of Regents of the University System of Georgia met on October 8 & 9, 2013 at Georgia College and State University in Milledgeville, Georgia. As part of a continuing commitment to process improvement, the Board of Regents adopted multiple changes to the Board of Regents Policy Manual. These changes were determined through a process of systematic review designed to revise policies determined to be outdated, unduly burdensome or that hinder, rather than promote, institutional missions.

The Board of Regents approved changes to all 15 policies presented during the October 8-9, 2013 meeting. A listing of all approved policy changes is attached for your review in Exhibit A. Also attached, and marked as Exhibit B, is a document that provides interim procedures and guidance on the recent changes to assist institutions in complying with these policy changes.

Please direct your questions regarding the revised policies to the respective University System Office, e.g., personnel questions should be directed to the Office of Human Resources and fiscal questions to the Office of Fiscal Affairs, etc. The System Office will update the respective procedure manuals to reflect the changes in Board Policy.

Sincerely,

Henry M. Huckaby
Chancellor
1. **Policy 1.2.4 Fiscal Responsibilities**

The Chancellor shall be responsible for the preparation for the Board of a suggested allocation of state appropriations to the USG institutions. This suggested allocation shall be accompanied by a statement of the basis upon which it is to be determined. The suggested allocation shall be transmitted to the Board by the Committee on Finance and Business Operations with such modifications as the Committee may deem necessary.

Budgets of the USG member institutions shall be submitted by heads of the institutions to the Chancellor. When the Chancellor has approved the budgets, the Chancellor shall submit all of the USG budgets to the Board for final approval.

The Chancellor, and/or the Chancellor's designee, is authorized to execute all documents concerning federal aid to the USG, including, but not limited to, applications, acknowledgments of grants, and other necessary documents, in the conduct of affairs on behalf of the Regents of the University System of Georgia in connection with the United States Government (BoR Minutes, 1966-67, pp. 414-415; February 2007; April 2007).

The Chancellor is further authorized to settle any claim or dispute against the Board or its employees for an amount not to exceed $300,000 of Board of Regents' funding (BoR Minutes, May 2006).

The Chancellor and the Chancellor's designee are authorized and empowered to execute, accept, and deliver for, on behalf of, and in the name of the Board of Regents of the University System of Georgia and under its Seal, and without prior approval by the Board, the following documents:

1. Any and all rental agreements, supplemental agreements, and subrental agreements in which the Board of Regents is named as the tenant of the property rented and where the total rent to be paid by the Board does not exceed the sum of $5,000 per month.
2. Any and all contracts, agreements, deeds, licenses, or other instruments related to the purchase or gift of real property (other than property acquired by condemnation) at a purchase price not to exceed the average of three separate appraisals made by independent and licensed real estate appraisers and where the purchase price (or gift value) of the real property does not exceed the sum of $100,000. (BoR Minutes, April 2007).

The Chancellor, and/or the Chancellor's designee, is authorized to act without prior approval of the Board as the contracting officers for and on behalf of the Board of Regents, with authority to act for the Board in the execution of:

1. Construction contracts;
2. Change orders to construction contracts;
3. Contracts for professional services;
4. Selection of architects and engineers and execution of architectural/engineering contracts for the preparation of plans for new buildings or engineering projects;
5. Major remodeling;
6. Allocation of rehabilitation funds; and,
7. Other USG projects, except routine maintenance.

However, the authority so delegated shall not exceed the sum of $1,000,000 for any one contractual obligation. The actions taken under the authority of this paragraph shall be reported annually to the Committee on Real Estate and Facilities (BoR Minutes, 1991-92, pp. 319-320).

The Chancellor, and/or the Chancellor's designee, is authorized to allocate to USG institutions, without prior approval of the Board, capital outlay appropriations – rehabilitation funds (cash or bonds) in amounts not to exceed $200,000 for any one project. The actions taken under the authority of this paragraph shall be reported annually to the Committee on Real Estate and Facilities (BoR Minutes, 1991-92, pp. 319-320).

The Chancellor, and/or the Chancellor's designee, is authorized to delegate any or all of the above authority to act as contracting officers to individual USG institutions based upon an evaluation by the Chancellor or the Treasurer of the ability of an institution to properly administer the delegated authority. Such delegation of authority shall be administered in accordance with policies and procedures approved by the Chancellor, the Treasurer, or the Chancellor's designee (BoR Minutes, 1991-92, pp. 319-320).

The Chancellor is authorized to develop procedures whereby nonmandatory (revenue-producing) auxiliary fees from campus operations, such as bookstore, dormitory, cafeteria, and vending machines, may be approved by him or her without prior approval by the Board (BoR Minutes, 1980-81, p. 22).
2. **Policy 2 Treasurer**

The Treasurer shall be elected by the Board, upon the recommendation of the Chancellor; he/she shall not be a member thereof. The Treasurer shall be present at all meetings of the Board except as otherwise determined by the Board. He/she shall be placed under bond in an amount to be determined by the Board.

The Treasurer shall invest funds available for investments and shall maintain custody of securities, subject to the approval of the Board. He/she shall maintain financial supervision over trust funds of various institutions. The Treasurer shall see that all bank deposits of the USG and its institutions are adequately covered by insurance. He/she shall authorize a person or persons at each of the USG member institutions to sign checks drawn on banks where funds of the respective institutions are deposited, and shall empower the appointed person or persons to sign any documents that may be required by the banks in order to carry out this authorization. He/she shall see that fidelity bonds are secured for all persons in the USG for whom such bonds are necessary or advisable.

The Treasurer shall supply members of the Board with quarterly reports showing the financial status of the USG and of each member institution, and shall analyze all budgets and make copies of such analyses available to the Chancellor and members of the Committee on Finance and Business Operations. The Treasurer shall provide the Chancellor and members of the Committee on Finance and Business Operations with any information that will be helpful in preparing recommendations for the Board on the allocation of state funds. He/she shall assemble financial data that may be used as a basis for requests to the Governor and General Assembly for appropriations for the support of the USG and its institutions.

The Treasurer shall see that USG institutions establish and maintain uniform and effective procedures of accounting, budgetary control, internal controls, checks and audits, inventory controls, and business practices, and shall advise institutions on all problems of a fiscal or business nature. Accounting and reporting procedures of the Board of Regents shall be approved by the Chancellor and published by the Treasurer. The Treasurer shall assist each institution in preparing a manual of business procedures to be followed by that institution, and shall assist the Vice Chancellor for Human Resources in developing policies governing terms and conditions of employment of classified personnel. Such policies shall include regulations regarding salaries and wages paid to various types of employees, job classification and merit plans, promotions, sick leaves, vacations, insurance, and retirement.

The Treasurer shall prepare and publish annual reports on the financial operations of the USG and its institutions. He/she shall be authorized to sign on behalf of the Board all documents necessary to convey, assign, transfer or sell investments for the various trust accounts for which the Board of Regents is the designated trustee. He/she shall perform such other duties and have such other powers as the Board may authorize or as may be assigned to him/her by the Chancellor.

The **USG chief financial officer and the Treasurer** is the USG chief financial officer and is authorized, with the approval of the Chancellor, to delegate to the chief business officer of any institution the authority to execute any and all documents that may be necessary, required, or
desirable in order to provide proper fiscal management of funds given to the institution or the Board of Regents for the benefit of the institution concerned.

Institutional chief business officers are responsible for enforcing the fiscal policies and procedures established by the Board of Regents, the Chancellor and the Treasurer. Institutional chief business officers shall immediately report to the Board Treasurer any situation that reasonably could be expected to create a deficit at an institution in coordination with the President's reporting of a deficit as required by the Policy Manual, Section 7.1.2.2 Deficits. Institutional chief business officers also must report to either the Treasurer or the USG chief audit officer any significant instances of non-compliance with Board Policy or business procedures that cannot be effectively remediated at the institution. To ensure accountability and effective fiscal management, the president of each institution shall consult with the Treasurer on significant personnel actions involving the institutional chief business officer to include appointment, qualifications for the position, and termination. The president shall determine the organizational and operating reporting relationships of the chief business officer at his or her institution.
3. Policy 2.1 Election of Presidents by the Board

The Board shall elect the presidents of institutions at the April monthly meeting. Presidents shall not hold tenure at the institution but may hold, retain, or receive academic rank. They shall be elected each year for a term of one (1) year. The Chancellor shall notify them of their appointment, but such presidents shall not be entitled to a written employment contract. All such appointments will be made expressly subject to the Policies of the Board of Regents.

Persons holding tenure in the USG who receive an initial presidential appointment shall be required to relinquish their tenure before assuming the office of the president. No person shall be awarded tenure while serving as president (BoR Minutes, 1991-92, p. 34).

A person accepting the position of acting president at a USG institution shall not be a candidate for president of that institution (BoR Minutes, Aug. 2000, p. 63).
4. **Policy 2.2 Procedure for Selection of a President for USG Institutions**

When a vacancy occurs in a presidency, the chancellor shall consult with the chair to decide whether to conduct a national search. If a search is conducted, the chancellor in consultation with the chair may appoint an institutional search committee. The committee shall be composed of representatives of the faculty, alumni, foundation, students, and the community. Faculty shall compose the largest number of institutional members of the committee. Except as provided below, the chancellor shall name a faculty member as the chair of the institutional search committee.

For searches at research institutions, the chair shall serve on the institutional committee and name six other regents to the institutional search committee, one of whom shall be the regent residing closest to the institution. In addition, for a research institution search, the board chair shall name a regent, from those appointed, as chair of the institutional committee.

The institutional committee shall submit 3 to 5 unranked names to a Regents Special Committee for consideration. The chair shall appoint the Regents Special Committee, one of whom shall be the Regent residing closest to the institution. In the case of presidential searches at research universities, the institutional committee shall submit 3 to 5 unranked names to the board for consideration. Authority to name one or more finalists rests exclusively with the Board of Regents.

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*This supersedes prior policy, which follows below, unmarked for ease of reading*

2.2 Procedure for Selection of a President for USG Institutions

The policy of the Board regarding the selection of a president for USG institutions shall be as follows.

2.2.1 All Presidential Searches

The Chancellor shall confer with the Search committee(s) and the Regents regarding the position description and any special qualifications that should be considered for the position. The Chancellor shall finalize the position description.

The Chancellor shall, in consultation with the Board Chair and Search Committee chair(s), determine when a search warrants the services of an executive search firm, and shall develop any necessary contractual agreement that specifies the particular role and reporting lines for such services, all on a case-by-case basis.

For each search, the committee(s) and executive search firm (if one is contracted) will advertise the position widely to reach a diverse audience of candidates, making all reasonable efforts to attract a pool of well-qualified candidates. The committee(s), advised and aided by an executive search firm to the extent that such services have been contracted, will receive nominations and applications and undertake an initial evaluation of applicants.
Insofar as is compatible with state law, all parties to the search, screen, and selection process shall maintain strict confidentiality as to the identity of applicants and any considerations of their credentials, while making efforts to keep the institution community and the public appropriately informed as to the general progress of the search (BoR Minutes, September, 2006; March, 2008).

2.2.2 Research Universities

A presidential search is initiated by the Chancellor, with the agreement of the Board. For research universities, the Presidential Search Committee shall consist of Regent and non-Regent members. The Chair shall appoint seven (7) Regents as voting members to serve on the Presidential Search Committee, one of whom shall be the Board Chair and one of whom shall be the Regent residing in closest proximity to the institution. The Board Chair shall appoint a Chair of the Presidential Search Committee from among the Regents appointed to the Presidential Search Committee. Any vacancies of Regents occurring after the formation of the Presidential Search Committee may be filled by the Board Chair.

The Board Chair, in consultation with the Chancellor and the Committee Chair, shall select the non-Regent members of the Presidential Search Committee. The non-Regent voting membership of such committee shall consist of six faculty representatives from the institution, one representative of the administration and staff, one student, one representative of the institution’s foundation, one representative of the institution’s alumni association, and three representatives of the state-at-large, in addition to seven Regents, as provided above. For each committee position which the Board Chair requests its advice, the respective institution, foundation, or alumni association shall provide two nominations. Any vacancies of non-Regents occurring after the formation of the Presidential Search Committee may be filled by the Board Chair.

The Presidential Search Committee shall identify to the Chancellor and the Board Chair from three to five unranked candidates to be presented to the full Board of Regents for consideration. The Board of Regents may request a further search for applicants, or further consideration by the Presidential Search Committee of any applicant in addition to the candidates recommended. The Board of Regents may interview candidates and shall select the president. At the discretion of the Chancellor and the Board Chair, site visit(s) also may be undertaken prior to final selection.

2.2.3 Regional Universities, State Universities, and Colleges

A presidential search is initiated by the Chancellor, with the agreement of the Board. For regional universities, state universities, and colleges, a Special Regents’ Search Committee shall be appointed by the Chair of the Board and will consist of three (3) Regents as voting members, selected as follows. The Board Chair shall, at the beginning of his/her term as Chair, identify six (6) Special Regents’ Search Committees, each of which shall be chaired by one of the six most senior members of the Board of Regents. The next six most senior Regents shall be assigned to the six Special Regents’ Search Committees in reverse descending order of seniority so that the most senior Regent is paired with the least senior Regent of the next six. The remaining Regents shall be assigned to one of the six Special Regents’ Search Committees at the discretion of the Board Chair.

In the event of a vacancy in the presidency of a regional or state university or a college, the Board Chair shall assign one of the six Special Regents’ Search Committees as the Committee
with respect to that vacancy. In making such assignments, the Board Chair shall alternate the six Committees in turn so that each Committee has a relatively equal workload. The Chair of the Board and the Regent residing in closest proximity to the institution shall also serve as voting members. The Chancellor shall serve as an ex officio, nonvoting member. Seniority shall be determined by date of appointment. In the case of Regents appointed on the same date, seniority shall be determined by alphabetical order. Any vacancies occurring after the formation of the Special Regents Search Committee may be filled by the Board Chair.

The institution Presidential Search and Screen Committee shall be appointed by the Chancellor in consultation with the Board Chair. The voting membership of the campus Presidential Search and Screen Committee shall consist of three (3) faculty representatives from the institution, at least one (1) representative of the administrative staff, at least one (1) student, and at least two (2) representatives of the surrounding community (and region, as appropriate), including the institution's foundation and its alumni association and comprising up to one-third of the total voting membership of the committee. For each committee position from which the Chancellor requests its advice, the respective institution, foundation, or alumni association shall provide two (2) nominations. The Chancellor will appoint the committee’s chair from among the committee’s voting members. Any vacancies occurring after the formation of the institution Presidential Search and Screen Committee may be filled by the Chancellor.

The institution Presidential Search and Screen Committee shall keep the Chancellor and the Special Regents Search Committee informed as to the progress of its deliberations, and shall apprise the Special Regents Search Committee of the names of candidates removed from and retained for consideration during each phase of the screening and selection process. The institution Presidential Search and Screen Committee shall identify to the Chancellor and the Chair of the Special Regents’ Search Committee from three (3) to five (5) unranked candidates to be presented to the Special Regents’ Search Committee.

The Special Regents’ Search Committee may request a further search for applicants, or further consideration by the institution Presidential Search and Screen Committee of any applicant in addition to the candidates recommended. The Special Regents’ Search Committee and the Chancellor shall jointly make a recommendation to the full Board of Regents, which shall select the president. At the discretion of the Chancellor and the Chair of the Special Regents’ Search Committee, site visit(s) also may be undertaken prior to the final selection.
5. **Policy 2.4.4 Educational Leave and Continued Employment**

Any person vacating a USG presidency that he/she has held for not less than five (5) years may, at the discretion of the Chancellor, be:

a. Granted twelve (12) months educational leave with pay. Such educational leave may be extended by the Chancellor for an additional twelve (12) months. In no event shall the duration of such educational leave exceed twenty-four (24) months. Any paid educational leave granted under this policy shall terminate immediately upon acceptance by the leave recipient of full-time employment during the period of leave.

b. Employed in a professional or administrative position within the USG. Employment beyond the second year, if any, shall be under such terms and conditions as determined by the Chancellor or the employing institution.

c. Awarded an academic appointment at the rank of professor at a USG institution. Such appointment may, consistent with accreditation requirements and the needs of the institution, include an award of tenure by the Chancellor. Compensation and other terms of employment beyond the second year of appointment shall be as determined by the institution.

Except as otherwise provided in this section, the terms and conditions of such employment in items 2 and 3 above shall be as provided in Section 8.0 of this Policy Manual.

The compensation during any period of leave, employment, or appointment granted under this policy shall be as determined by the Chancellor. In making such determination, the Chancellor shall take into consideration the base salary and other compensation of the outgoing president prior to his/her vacating the presidency.

Nothing in this section shall prohibit any cooperative organization of the USG from supplementing the compensation of a former president during any period of leave, employment, or appointment granted under this section subject to approval of said compensation by the Chancellor.

Nothing contained in this section shall govern any terms or conditions of educational leave or employment beyond two (2) years from the date a person leaves the presidency of a USG institution (BoR Minutes, 1991-92, pp. 33-34).
6. **Policy 2.5.4 Agreements**

The president of each institution, or the president’s designee, shall have the authority to execute, accept, or deliver, on behalf of the Board, the following types of research agreements, settlement agreements, service agreements, and reciprocal emergency law enforcement agreements affecting his/her institution:

1. Research or service agreements whereby the institution concerned, for monetary compensation or other good and valuable consideration, agrees to perform certain institution-oriented research or other personal services within a time period of one (1) year or less.

2. Agreements between USG institutions and hospitals or other organized medical facilities, both public and private, located within the State of Georgia, whereby the hospital or medical facility concerned agrees to provide clinical services to nursing and other students enrolled in nursing and allied health programs at the institution concerned. Said agreements shall be effective for one year with the option of annual renewal as specified therein and shall be subject to cancellation by either party.

3. Reciprocal emergency law enforcement agreements between USG institutions and county and municipal authorities, as authorized by the Georgia Mutual Aid Act, as amended (BoR Minutes, 1993-94, pp. 63-64).

4. Settlements of grievances and complaints, including those filed by state and federal agencies, that do not include a monetary commitment of more than $100,000. Notice of settlements shall be filed with the University System Office of Legal Affairs (BoR Minutes, May 2006; April, 2007).

5. Any agreements necessary for the day-to-day operation of the institution (BoR Minutes, April, 2007).
7. **Policy 2.8 Compensation of Presidents**

The salaries, taxable income and associated fringe benefits for USG presidents and the Chancellor, as approved annually by the Board of Regents, shall be paid exclusively from state appropriations allocated to each institution. State appropriations shall be used to pay salary, housing allowance, subsistence allowance, auto allowance, relocation expenses and, where applicable, salary supplement, supplemental fringe benefits, deferred compensation, and any other items as approved by the Board. State appropriations will also pay for fringe benefits for presidents that are available to all USG employees. Individuals receiving an auto allowance under a non-accountable plan for taxation purposes are not eligible for mileage reimbursements associated with travel within the home county where the institution is headquartered and are otherwise subject to the provision of the USG's travel regulations as outlined in the Business Procedures Manual.

The annual merit salary increase paid from state funds shall be based upon the approved salary, exclusive of any allowance, supplement, or deferred compensation (BoR Minutes, August 2004).

Non-state funds may pay for expenses and allowances such as civic memberships, business-related entertainment, and other expenses associated with the operations of the office of the president but not resulting in taxable income to the president. automobile, auto allowance, maintenance and insurance for automobiles, and relocation expenses.
8. **Policy 7.2.2 Auxiliary Enterprises Revenues and Expenditures**

Auxiliary enterprises revenues and expenditures shall be defined as all revenues received and expenditures made for functions and activities that are related to the mission of USG institutions including, but not limited to:

6. Housing;  
7. Food Services;  
8. Student Health Services;  
9. Student Activities;  
10. Intercollegiate Athletics (excluding intercollegiate athletics which are operated under the authority of a separately incorporated athletic association);  
11. Parking;  
12. Transportation;  
13. Stores and Shops; and  
14. Vending and Other Services.

Refer to Section 15.0, Auxiliary Enterprise Funds, of the Business Procedures Manual for more information on auxiliary enterprise funds.

Auxiliary enterprise operations shall operate on a self-supported basis with revenues derived from student fees and other non-state sources, except as provided below. Each auxiliary enterprise operation shall be charged for its share of plant operations and maintenance expense as a direct expense, and/or charged on the basis of an allocation methodology, such as share of total institutional square footage. USG institutions may choose also to charge administrative overhead to recoup general costs expended on behalf of each operation. USG institutions shall, notwithstanding the above, allocate at least all direct expenses to the respective auxiliary.

Each institution shall develop and update annually a five-year plan for each auxiliary enterprise operation that defines the level and manner of service to be provided, planned expenditures and sources of revenue, including projected fee requirements. The format and content of each plan shall be determined by the USG chief fiscal officer, but must minimally shall-contain the following:

1. A statement regarding the role of the enterprise in the context of the institution’s academic mission.  
2. A statement of goals and objectives to be achieved over the course of the five-year plan.  
3. A statement on operating strategy, including services to be provided and sources of revenue, including student fees.  
4. A financial pro forma that projects future revenues and expenditures consistent with stated goals and objectives. The method used to allocate plant operations costs and other indirect costs, if charged, also shall be described in the five-year plan.  
5. The plan shall provide for an adequate reserve to cover anticipated renewals and replacements and other contingencies, as necessary (BoR Minutes, January 2010).

Exceptions to the requirement that institutions operate their auxiliary enterprises on a self-
supporting basis shall be recognized as follows:

1. Institutions may choose to operate some auxiliary enterprise activities on a loss basis, but must indicate in their five-year plans how the costs of such activities will be covered by revenues generated through other auxiliary operations and must also provide an alternative plan reflecting the elimination or privatization of the auxiliary. It shall be the The Board of Regents may, upon recommendation of the Chancellor, direct the institution to eliminate or privatize the auxiliary determination as to whether such losses are sustainable based on the institution’s five-year plan.

2. Institutions may apply general fund resources to auxiliary enterprise operations where such expenditures can be justified as supporting the primary mission of the institution; however, use of general fund resources for auxiliary enterprise operations is strongly discouraged and must be approved in advance by the Chancellor under procedures established by the USG chief fiscal officer. In no instance may general fund revenues be used to support athletic scholarships. The use and amount of general revenues applied to the support of auxiliary enterprise operations shall be included in the five-year plan.

Accounting records for auxiliary enterprises will be maintained on the full accrual basis. Therefore, funded depreciation will be required for all auxiliary enterprise service equipment, buildings, infrastructure and facilities, and other improvements. The reserve for depreciation will be used for repair and replacement of auxiliary assets according to guidelines provided in Section 7.0, Capitalization, of the Business Procedures Manual. The funds collected will be left with the institutions (BoR Minutes, February, 2007).
9. **Policy 7.3.4.1 Out-of-State Tuition Waivers*  

An institution may award out-of-state tuition differential waivers and assess in-state tuition for certain non-Georgia residents under the conditions listed below. Notwithstanding any provision in this policy, no person who is unlawfully present in the United States shall be eligible for any waiver of the tuition differential (BoR Minutes, June 2010).

**Note:** For the definition of residency status, see Section 4.3 of this Policy Manual.

**Academic Common Market**
Students selected to participate in programs offered through the Academic Common Market.

**International and Superior Out-of-State Students**
International students and superior out-of-state students selected by the institution president or an authorized representative, provided that the number of such waivers in effect does not exceed four percent (4%) for the University of Georgia, Georgia Institute of Technology, Georgia State University, Georgia Regents University, and two percent (2%) for all other institutions of the equivalent full-time students enrolled at the institution in the fall term immediately preceding the term for which the out-of-state tuition is to be waived. The proportionate percentage of out-of-state tuition waived shall be used when determining the number of waivers in effect such that a full waiver of out-of-state tuition counts as one waiver, while a 50% waiver of out-of-state tuition counts as a .5 waiver (BoR Minutes, April 2012, October 2013).

**Military Personnel**
Military personnel, their spouses, and their dependent children stationed in or assigned to Georgia and on active duty. The waiver can be retained by the military personnel, their spouses, and their dependent children may continue waiver eligibility if:
- The military sponsor is reassigned outside of Georgia, and the student(s) remain(s) continuously enrolled and the military sponsor remains on active military status;
- The military sponsor is reassigned out-of-state and the spouse and dependent children remain in Georgia and the sponsor remains on active military duty; or,
- The active military personnel and their spouse and dependent children are stationed in a state contiguous to the Georgia border and live in Georgia. (BoR Minutes, February 2009)

**Recently Separated Military Service Personnel**
Members of a uniformed military service of the United States who, within twelve (12) months of separation from such service, enroll in an academic program and demonstrate an intent to become domiciled in Georgia. This waiver may also be granted to their spouses and dependent children. This waiver may be granted for not more than one (1) year (BoR Minutes, June 2004, amended October 2008).

*The remainder of this policy is unaltered
10. Policy 7.4.1 Naming of Places, Colleges or Schools*

The Board of Regents considers the naming of a place or an academic unit in honor of a living or deceased individual, corporation, foundation, or organization to be one of the highest and most distinct honors that it can bestow. Naming a place or an academic unit requires prior authorization by the Board of Regents and shall be in accord with Board of Regents procedures and guidelines.

This policy shall apply to the naming of all Board of Regents real estate and facilities, as defined in Section 9.1 of this Policy Manual. This includes all property owned or leased by the USG, including facilities constructed, donated, or acquired by affiliated organizations of the institutions. (Refer to Section 17.0, Affiliated Organizations, of the Business Procedures Manual, for more information on affiliated organizations.) This policy shall also apply to the naming of colleges and schools of all USG institutions.

The president of an institution is authorized to name, without prior approval of the Board of Regents, interior spaces and academic units subordinate to colleges and schools, such as departments. The president is also authorized to remove such names. The term "interior space" includes rooms, hallways, floors, and features, as well as other enclosed or conditioned space(s) within buildings. Institutions shall provide a report on interior namings and naming removals as information only to the USG chief external affairs officer at the end of each calendar year.

Board authorized namings shall not be modified. The namings of facilities and grounds of an institution will endure only for the useful life of the facility or feature and not in perpetuity. If a facility or area is substantially changed, a named building or area may no longer exist. In that event, the president of an institution may determine if maintaining the name for transfer to a new facility or area is appropriate and seek Board approval as appropriate.

Situations may occur that would warrant the removal of a name. Where naming authority lies with the Board of Regents, so does the authority and responsibility to remove a name.

Namings may be authorized for outstanding and distinguished service, for philanthropic giving, or both. The Board will authorize namings to honor a living person only when that person has been disassociated from employment by the USG or from local, state, or federal government employment for at least two years prior to seeking Board approval. In the event that the individual being honored is no longer living, the two year waiting period may be waived.

All proposed namings shall be submitted to the USG chief administrative officer who shall distribute the proposal for integrated review and, in conjunction with the chancellor, submit the request to the Board of Regents for action.

Naming a place or an academic unit is a significant fund raising opportunity. Presidents of institutions should maximize the potential of fund raising in association with any naming. Namings authorized without associated fund raising should be the exception.

In order for a place or an academic unit to be named based upon a contribution, the gift will comply with the following guidelines:
15. The gift must be in irrevocable form to be paid within a five-year period and based upon a signed pledge commitment.

16. Where possible, namings should be associated with endowment gifts; if a gift is to construct a facility, presidents are encouraged to seek at least a portion of the gift for endowment to support the facility or academic programs associated with the facility.

17. Generally, deferred gifts such as life insurance and bequests are not to be used for current naming opportunities. Institutions should discuss with the interested donor(s) about the possible naming opportunities that may be available when the gift is actually received. No request for a naming should be made to the Board based on a deferred gift.

18. In cases where a gift is paid over a period of time, presidents should make the formal naming request to the Board only when at least half of the total gift has been received by the institution.

USG institutions vary and "outstanding service" and "philanthropic giving" are intended, to a certain extent, to be flexible standards. Each naming situation must be judged on its merits after taking into account the facts that are relevant to the person or entity being honored and the institution involved. The president of each institution should ensure that the proposed naming is consistent with the interest of the institution and the USG.

**Institution Policy:**
Institutions shall also maintain their own naming policy. The policy should establish minimums for financial commitments corresponding to such naming opportunity. In setting minimums, institutions should benchmark against institutions similar in size, scope and mission. Each institution shall provide a copy of its naming policy to the USG chief administrative officer for approval.

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The Board of Regents considers the naming of a place in the USG in honor of a living or deceased individual, corporation, foundation, or organization to be one of the highest and most distinct honors that it can bestow. Place naming shall require authorization by the Board of Regents and shall be in accord with Board of Regents procedures and guidelines.

The place naming policy shall apply to the naming of all Board of Regents real estate and facilities, as defined in Section 9.1 of this Policy Manual. This includes all property owned or leased by the USG, including facilities constructed, donated, or acquired by affiliated organizations of the institutions. Refer to Section 17.0, Affiliated Organizations, of the Business Procedures Manual, for more information on affiliated organizations.

Board authorized place namings are not to be modified or appended. The place namings of facilities and grounds of an institution will endure only for the useful life of the facility or feature and not in perpetuity. If a facility or area is demolished, destroyed, developed or substantially changed, a named building or area may no longer exist. In that event, the president of an institution may determine if maintaining the name for transfer to a new facility or area is
appropriate. The president ultimately determines the validity of maintaining a name for transfer at the institution level and shall seek Board approval as appropriate.

Situations may occur that would warrant the removal of a name from a place in the USG. Circumstances may dictate that the parameters under which a name was bestowed have changed to the extent that consideration must be given to removing the name. As place naming authority lies with the Board of Regents, so does the authority and responsibility to remove a name.

The president of an institution is authorized to act, without prior approval of the Board of Regents, in the authorization of interior space namings, and interior space naming removals, on behalf of the Board of Regents, with authority to act for the Board in the authorization of interior space names, and removal of names, that are in accordance with the Board of Regents place naming procedures and guidelines. The term “interior space” includes rooms, hallways, floors, and features as well as other enclosed or conditioned space(s) within buildings. Institutions shall provide a report on namings and naming removals for interior space, as information only, to the USG chief facilities officer at the end of each calendar year in accordance with Board procedures and guidelines.

USG place naming is a significant fund raising opportunity. The raising of funds related to place naming is encouraged as an important resource for institutional advancement. Presidents of institutions should maximize potential of fund raising in association with place naming.

When naming is to honor a living person for outstanding and distinguished service as a public servant, and not in recognition of a gift, that person must have been disassociated from employment by or service to the USG or from local, state, or federal government employment for at least two (2) years prior to the naming. In the event that the individual being honored is no longer living, the two (2) year waiting period may be waived.

USG institutions vary and “outstanding service” and “philanthropic giving” is intended, to a certain extent, to be a flexible standard. Each naming situation must be judged on its merits after taking into account the facts that are relevant to the person or entity being honored and the institution involved. The president of each institution should ensure that the proposed naming is consistent with the interest of the institution and the USG and that the value of service warrants the actions proposed.

All proposed namings will be submitted to the USG chief facilities officer who shall then submit the recommendations to the Board of Regents for approval in accordance with the Board’s place naming procedures and guidelines. Institution presidents are responsible for coordinating announcements, events, or any other actions or activities associated with place namings in a manner that reflects the Board’s place naming authority.

Institutions shall maintain current guidelines for place naming opportunities covered by Board policy, including appropriate financial commitments corresponding to such naming opportunities. Updates of institution place naming guidelines will be submitted to the USG chief facilities officer to ensure compliance with Board policy. The USG chief facilities officer shall maintain records on place namings and report periodically to the Board on the history of place (facilities and interior space) namings, including the status of fund raising in association with such namings (BoR Minutes, August, 2007).
11. **Policy 7.7.2 Employee Purchasing**

Absent a specific and approved exemption in state law or as approved by the Chancellor, USG employees shall not purchase goods or services for personal use through channels used in the purchase of goods and services for USG operation (BoR Minutes, 1955-56, pp. 254-55).
12. **Policy 7.11.1 Sales of Institutional Products**

A USG institution shall not enter into competition with private industry. Nothing in this Policy shall be interpreted to mean that USG institutions are prohibited from providing those goods and services connected with the institution's mission or those goods and services customarily provided by institutions of higher education.

An institution shall not be prohibited from selling milk, food, and other supplies to its dining halls and cafeterias or to the dining halls and cafeterias of other USG institutions, or to fraternity or sorority dining halls in which students of the institution only are regularly served meals.

USG institutions are not prohibited from making sales on the wholesale market. However, in no event are such sales to be made to the general public (BoR Minutes, 1947-48, p. 20; 1951-52, pp. 254-55).
13. **Policy 8.3.2.2 Establishment of Named Faculty-Positions**

**Support of Academic Positions from Gifts and Endowments**
No endowed chair, professorship, or-fellowship, or administrative position will be established or announced without prior approval of the Board of Regents, and no initial appointment will be made to a chair, professorship, or-fellowship, or administrative position without prior approval by the Board. Recommendations to the Board concerning specially designated academic positions will be made through the Chancellor to the Board. Before the final action of the Board, such recommendations will be referred to the Finance and Business Operations Committee and the Academic Affairs Committee (BoR Minutes, August 2007).

*The remainder of this policy is unaltered*
14. Policy 9.10.5 Presidents' Homes

The policy of the Board regarding presidents' homes shall be as follows:

a. Presidents of research universities will be required to live, without charge, in university housing unless an exception is granted by the Chancellor. There shall be no presidential housing at other institutions. Existing presidential housing at other institutions will be phased out as rapidly as possible, and no additional presidents' houses shall be purchased or constructed for those institutions. Presidents who are currently furnished housing shall continue to occupy that housing during their tenure as president (BoR Minutes, 1984-85, p. 114; BoR Minutes, 1985-86, p. 53-54).

b. The institutions shall be responsible for the repair, upkeep, and routine cleaning of the buildings and grounds of the homes furnished for presidents.

c. The institutions shall be responsible for furnishing electricity, gas, water/sewer, disposal, telephone, and internet services including local telephone service.

d. No food, food service, or other personal services shall be provided for the presidents and their families (BoR Minutes, 1967-68, pp. 416, 645).

e. Any proposed project for improvement of the buildings and grounds of a president's home, other than routine and necessary maintenance, shall be submitted for review to the Vice Chancellor for Facilities, who will provide a recommendation and approval by the Chancellor and the Board of Regents as part of the regularly scheduled business of the Committee on Real Estate and Facilities. Improvement shall mean any change to the buildings or grounds such that it achieves greater future benefit, rather than maintains the buildings or grounds at its previous level of service. Any subsequent changes in the scope of the project or budget shall be similarly submitted for review and approval (BoR Minutes, 1990-91, p. 385).
15. Policy 9.12.7 Campus Security and Police*

The Board of Regents recognizes it is essential to maintain the safety and security of the campus environment. Each USG institution has the responsibility to employ security and police policies, standards, and practices to minimize the risk of disruption to the campus community.

Each institution shall establish and maintain a department responsible for providing security and police services and shall designate an individual to serve as the director of public safety or chief of police. The director or chief of police will be assigned the management responsibility and authority for conducting and coordinating security and police services. The director of public safety or chief of police shall consult with the USG chief of police on major organizational policies and procedures.

The USG chief of police shall serve as a liaison to the Board of Regents on security and police service matters. The USG chief shall maintain guidelines that all USG institutions should consider in the development and implementation of security and police services.

Each director or chief of police at an institution shall be certified in accordance with the Georgia Peace Officer Standards and Training Council (POST) rules and regulations. Prior to employment, candidates for director or chief of police positions must meet the requirements for entry into the state mandated police academy and eligibility to obtain POST certification within 12 months of employment. Any changes in the individual's name, title, certification status and contact information will be provided to the USG chief of police.

Each director or chief of police at an institution shall have a direct reporting relationship to a vice president or above of that institution. The president of each institution will determine the reporting relationship.

The vice president or president of each institution shall consult with the USG chief on significant personnel actions involving the director of public safety or chief of police to include appointment, qualifications for the position, and termination.

Each institution shall notify the USG chief of police, or designee, upon receipt of any reports of significant crimes or threats reported to or known by the institution, and of any potential or actual events that may disrupt the operations of the campus community.

*This is a new Board of Regents policy.
This document contains a summary of the policy changes that were approved by the Board of Regents during the October 8-9, 2013 meeting. For certain policies, there are also explanatory notes.

1. Policy 1.2.4 Fiscal Responsibilities

   This policy change removed language that was redundant to Board of Regents Policy Manual 7.3.2 regarding Student Fees and Special Charges. The language that was removed was as follows:

   The Chancellor is authorized to develop procedures whereby nonmandatory (revenue-producing) auxiliary fees from campus operations, such as bookstore, dormitory, cafeteria, and vending machines, may be approved by him or her without prior approval by the Board (BoR Minutes, 1980-81, p. 22).

   Institutions should continue to adhere to the requirements as provided in policy section 7.3.2.

2. Policy 1.4 Treasurer

   This policy change added language requiring accounting and reporting procedures of the Board of Regents to be approved by the Chancellor and published by the Treasurer. The method of approval was not explicitly stated in this policy section prior to the change. Language was added specifying that the Treasurer shall assist the Vice Chancellor for Human Resources, rather than “the Institution” in developing policies governing terms and conditions of employment of classified personnel and specified that the Treasurer is the USG Chief Financial Officer.

   Language was added specifying that institutional chief business officers are responsible for:

   A. Enforcing the fiscal policies and procedures established by the Board of Regents, the Chancellor and the Treasurer.

   B. Immediately reporting to the Board Treasurer any situation that reasonably could be expected to create a deficit at an institution in coordination with the President’s reporting of a deficit as required by the Policy Manual, Section 7.1.2.2.

   C. Reporting to either the Treasurer or the USG Chief Audit Officer any significant instances of non-compliance with Board Policy or business procedures that cannot be effectively remediated at the institution.

   Language was added specifying that the President of each institution shall:

   A. Consult with the Treasurer on significant personnel actions involving the institutional chief business officer, including appointment, qualifications for the position, and termination.

   B. The president shall determine the organizational and operating reporting relationships of the chief business officer at his or her institution.

3. Policy 2.1 Election of Presidents by the Board

   This policy change removed the requirement that the Board elect the presidents of institutions at the April monthly meeting. The Board may now make these elections at other scheduled meetings.

4. Policy 2.2 Procedure for Selection of a President for USG Institutions

   This policy change streamlined and simplified the selection process for presidents of USG Institutions.
5. **Policy 2.4.4 Educational Leave and Continued Employment**

This policy change added language requiring the approval of the Chancellor for supplements to the compensation of former presidents during any period of leave, employment, or appointment under Section 2.4.4 of the Policy Manual. This change will be further specified in Human Resources procedures. Institutions should ensure that compensation packages for former presidents, including compensation provided through cooperative organization funds, are approved by the Chancellor. This policy change does not affect agreements implemented prior to the date of this policy change.

6. **Policy 2.5.4 Agreements**

This policy change removed language that restricted USG institutions from entering into agreements with hospitals or other organized medical facilities that were outside of the State of Georgia. The policy change also removed language restricting the effective date of the agreement to a period of one year. USG institutions should ensure that their office of legal affairs or others charged with reviewing and developing contracts are aware of this change.

7. **Policy 2.8 Compensation of Presidents**

This policy change added “taxable income, auto allowance and relocation expenses” to the list of compensation for USG presidents that must be paid from state appropriations allocated to each institution.

Additional Notes:
- Any income or compensation to USG presidents should be processed through the institution.
- Nothing in this policy prohibits a foundation from supplementing the compensation of a USG president.

This policy change also added language mandating that USG presidents receiving an auto allowance under a non-accountable plan for taxation purposes are not eligible for mileage reimbursements associated with travel within the home county where the institution is headquartered and are otherwise subject to the provision of the USG’s travel regulations as outlined in the Business Procedures Manual.

Additional Notes:
- All USG institutions must comply with the above policy change; however there is no need to revise current compensation packages awarded to institution presidents. The System Office will work on an individual basis with the respective presidents to ensure that future agreements are in compliance with this policy while not changing the underlying terms of the compensation package. However, all taxable income must be reported and this is the responsibility of the institution’s chief business officer. Questions as to the taxability of compensation should be referred to the USG Office of Human Resources.
- Institutions may continue to reimburse USG presidents for non-taxable but traditionally non-reimbursable expenses by way of cooperative organizations or foundations.

This policy change added language that expanded the list of expenses that may be paid with non-state funds to include “other expenses associated with the operations of the office of the president but not resulting in taxable income to the president.” The policy change removed the following language that allowed non-state funds to pay for “automobile, auto allowance, maintenance and
insurance for automobiles, and relocation expenses.”

8. **Policy 7.2.2 Auxiliary Enterprises Revenues and Expenditures**

This policy change requires USG institutions to allocate, at a minimum, all direct expenses from auxiliary enterprise operations to the respective auxiliary. This should be current practice; however, this policy change emphasizes the importance of charging direct expenses to each auxiliary. The institution's chief business officer is responsible for ensuring that this policy is enforced in the institution’s accounting records.

This policy change also requires USG institutions operating an auxiliary enterprise on a loss basis to provide an alternative plan reflecting the elimination or privatization of the auxiliary. The Board of Regents may, upon recommendation of the Chancellor, direct the institution to eliminate or privatize the auxiliary.

This policy change added language that the use of general fund resources for auxiliary enterprise operations is strongly discouraged and must be approved in advance by the Chancellor under procedures established by the USG chief fiscal officer.

**Additional Notes:**
- Additional procedures will be published in Section 15 of the Business Procedures Manual.
- It is not expected that institutions will conduct a time study to determine exact percentages of personnel resources expended on behalf of a particular auxiliary in those instances of ancillary support provided to the auxiliary; e.g., the cost of general IT support such as email that is provided to all employees. However, a reasonable allocation methodology must be used as specified in Section 15 of the Business Procedures Manual.

9. **Policy 7.3.4.1 Out-of-State Tuition Waivers**

This policy change impacts the requirements for three of the out-of-state tuition waivers:

**International and Superior Out-of-State Students**

The policy change directed that the proportionate percentage of out-of-state tuition waived shall be used when determining the number of waivers in effect, so that a full waiver of out-of-state tuition counts as one waiver, while a 50% waiver of out-of-state tuition counts as .5 waiver.

**Recently Separated Military Service Personnel**

This policy change eliminated the one year restriction on waivers granted to members of a uniformed military service of the United States who, within twelve (12) months of separation from such service, enroll in an academic program and demonstrate an intent to become domiciled in Georgia.

**Military Personnel**

This policy change clarified that military personnel, their spouses, and their dependent children are not required to have been previously granted the waiver to maintain waiver eligibility when one of the following occurs:

1. The military sponsor is reassigned outside of Georgia, and the student(s) remain(s) continuously enrolled and the military sponsor remains on active military status;
2. The military sponsor is reassigned out-of-state and the spouse and dependent children remain in Georgia and the sponsor remains on active military duty; or,
3. The active military personnel and their spouse and dependent children are stationed in a state contiguous to the Georgia border and live in Georgia.

Additional Note:
• Information regarding these policy changes has been distributed to each institution’s Director of Admission, Registrar, Tuition Classification Officer, VPSA and VPAA. Additional guidance will be forthcoming in the revised Manual for Determining Tuition Classification and Awarding Out-of-State Tuition Waivers.

10. Policy 7.4.1 Naming of Places, Colleges or Schools

This policy change lists the following guidelines that must be met in order for a place or an academic unit to be named based upon a contribution:

1. The gift must be in irrevocable form, to be paid within a five-year period and based upon a signed pledge commitment.
2. Where possible, namings should be associated with endowment gifts; if a gift is to construct a facility, presidents are encouraged to seek at least a portion of the gift for endowment to support the facility or academic programs associated with the facility.
3. Generally, deferred gifts such as life insurance and bequests are not to be used for current naming opportunities. Institutions should discuss with the interested donor(s) about the possible naming opportunities that may be available when the gift is actually received. No request for a naming should be made to the Board based on a deferred gift.
4. In cases where a gift is paid over a period of time, presidents should make the formal naming request to the Board only when at least half of the total gift has been received by the institution.

The policy change also requires institutions to benchmark against institutions of similar size, scope and mission when minimum financial commitments corresponding to naming opportunities. Other cleanup changes were made. This policy supersedes Policy 9.1.7 Place Naming.

11. Policy 7.7.2 Employee Purchasing

This policy change specifies the type of exemption required for USG employees to purchase goods or services for personal use through channels used in the purchase of goods or services for USG operation. The policy now specifies that absent a specific and approved exemption in state law or as approved by the Chancellor, (emphasis added) USG employees shall not purchase goods or services for personal use through channels used in the purchase of goods and services for USG operation (BoR Minutes, 1955-56, pp. 254-55).

This change does not prohibit institutional employees from purchasing items from the institution that are available to the general public, e.g., the bookstore, food services, etc. Institution chief business officers should implement the appropriate controls to prevent employees from using institutional procurement channels for personal use.
12. **Policy 7.11.1 Sales of Institutional Products**

The policy that a USG institution shall not enter into competition with private industry remains unchanged. A change, however, was made that broadened the language in the policy describing the types of goods and services that are not prohibited. The language in the policy now provides: *Nothing in this Policy shall be interpreted to mean that USG institutions are prohibited from providing those goods and services connected with the institution's mission or those goods and services customarily provided by institutions of higher education.* (Emphasis added).

**Additional Notes:**
- Please note that the institution’s determination that offering a good or service as consistent with its mission does not necessarily mean that income generated from that business is exempt from tax under the unrelated business income rules published by the IRS. Institutions should consult Business Procedures Manual Section 23 to ensure compliance with these regulations.

13. **Policy 8.3.2.2 Establishment of Named Faculty Positions**

This policy change extends the approval process needed for endowed chairs and professorships to administrative positions. Accordingly, no endowed chair, professorship, fellowship or administrative position (emphasis added) will be established or announced without prior approval of the Board of Regents, and no initial appointment will be made to a chair, professorship, fellowship or administrative position without approval by the Board.

**Additional Notes:**
- Proposals should be submitted to the USG chief academic officer.

14. **Policy 9.10.5 Presidents’ Homes**

This policy now provides that presidential housing will be provided only to the presidents of research institutions. The policy change expressly provides that “there shall be no presidential housing at other institutions.” The policy change also clarifies the institution’s responsibilities for the president’s housing. The policy confirmed that the institution is responsible for routine cleaning in addition to repair and upkeep. The policy change specified the types of utilities to be provided at the homes furnished for presidents including internet services. The policy change also added language to the restrictions of what cannot be provided for presidents and their families. The policy now provides that “no food, food service or other personal services shall be provided for the presidents and their families.” (emphasis added).

The policy change also clarified those instances in which changes to the grounds or buildings associated with the president’s residence must be approved by the Board of Regents. Additional guidance will be published in the Building Projects Procedures Manual.

**Additional Note:**
- This policy change does not prohibit providing food and related services for fundraising and other official events held at the president’s residence.
- This policy change does not preclude the payment of other traditional utilities to include cable television.
15. **Policy 9.12.7 Campus Security and Police**

This is a new Board of Regents policy that outlines each institution's responsibilities for providing security and police services for the campus community. The policy requires that each institution designate an individual to serve as the director of public safety or chief of police who will be certified in accordance with the Georgia Peace Officer Standards and Training Council rules and regulations within one year of employment, must report to a president or vice president, and must consult with the USG chief of police on major organizational policies and procedures. The USG chief of police shall maintain guidelines that all USG institutions should consider in the development and implementation of security and police services and serves as the liaison to the Board of Regents on security and police service matters. The policy also requires that each institution notify the USG chief of police, or designee, upon receipt of any reports of significant crimes or threats reported to or known by the institution, and of any potential or actual events that may disrupt the operations of the campus community.
COMMITTEE OF THE WHOLE
COMMITTEE ON ORGANIZATION & LAW

November 12, 2013

INFORMATION ITEM

1. Policy Manual Review

APPROVAL ITEMS

2. Policy 2.5.3 Personnel Policies
3. Policy 8.2.3 Employment of Relatives
4. Policy 8.2.23 Amorous Relationships
5. Policy 8.3.7.2 Tenure Requirements
6. Policy 8.3.9.1 Grounds for Removal
1. **Policy Manual Review**

The System Office is in the process of a systematic review of the Board of Regents Policy Manual, part of a continuing commitment to process improvement.

This review is targeted to refine and improve policies that are outdated, unduly burdensome, or serve to hinder, rather than promote, institutional missions. These were presented to the Board of Regents during its September 2013 meeting.
2. **Policy 2.5.3 Personnel Policies**

The president shall be responsible for the initial appointment of faculty members and administrative employees of each institution, the salary and all promotions of each, and be authorized to make all reappointments of faculty members and administrative employees, except as otherwise specified in this Policy Manual. The president has the right and authority to grant leaves of absence for up to one (1) year for members of the faculty for study at other institutions or for such reasons as the president may deem proper.

He/she shall make such reports as required from time to time an annual report to the Board, through the Chancellor or his/her designee, of the condition of the institution under his/her leadership (BoR Minutes, February, 2007; October 2013).

The president of each institution, or his/her designee, is authorized to accept on behalf of the Board the resignation of any employee of his/her institution (BoR Minutes, 1977-78, p. 123; 1982-83, p. 225).
3. Policy 8.2.3 Employment of Relatives

For the purpose of this policy, relatives are defined as husbands and wives, parents and children, brothers, sisters, and any in-laws of any of the foregoing (BoR Minutes, February 14, 1973, p. 312). The basic criteria for the appointment and promotion of USG employees shall be appropriate qualifications and performance as set forth in the policies of the Board of Regents. Relationship by a family or marriage shall constitute neither an advantage nor a disadvantage.

No individual shall be employed in a department or unit that will result in the existence of a subordinate-superior relationship between such individual and any relative of such individual through any line of authority. As used herein, "line of authority" shall mean authority extending vertically through one or more organizational levels of supervision or management (BoR Minutes, 1989-90, p. 250).

No USG employee shall participate in any way in decisions about a personnel matter which may directly affect the selection, appointment, evaluation, retention, tenure, compensation, promotion, termination, work responsibilities, or other terms or conditions of employment of a relative, as defined above. If a USG institution wishes to employ an individual in a position or department that would otherwise violate the prohibition stated above, the institution may do so if an alternative reporting relationship can be implemented that would preclude either relative from directly influencing the performance evaluation or compensation of the other relative. Any such alternative arrangement must be approved by the Chancellor.

This standard does not apply to the temporary or part-time employment of children under age 25, nor to any individual employed as of February 14, 1990, at any institution where a relative of such individual then holds a superior position at least one level of supervision removed from such individual in any line of authority. Exceptions may be approved by the Board of Regents upon recommendation of the Chancellor as being clearly in the best interest of the institution and the USG.
4. Policy 8.2.23 Amorous Relationships*

A USG faculty or staff member, including a graduate teaching assistant, is prohibited from having an amorous relationship with any student who the faculty or staff member supervises, teaches, or evaluates in any way. Consistent with Policy 8.2.3, a USG employee is prohibited from having an amorous relationship with any other employee if either employee supervises, evaluates, or in any other way directly affects the terms or conditions of the other’s employment. Any individual who violates this policy is subject to disciplinary action commensurate with the offense, up to and including termination.

*This is a new Board of Regents policy.
5. Policy 8.3.7.2 Tenure Requirements

Tenure resides at the institutional level. Institutional responsibility for employment of a tenured individual is to the extent of continued employment on a 100 percent workload basis for two (2) out of every three (3) consecutive academic terms until retirement, dismissal for cause, or release because of financial exigency, or program modification as determined by the Board.

Only assistant professors, associate professors, and professors are eligible for tenure. Normally, only faculty who are employed full-time (as defined by Regents’ policies) by an institution are eligible for tenure. However, faculty members holding these professorial ranks who are employed by or on the staff of Georgia Regents University a USG institution on less than a full-time basis, and who are assigned by the USG institution to or hold an appointment at a non-USG corporate or governmental entity the Veterans Administration Medical Center Augusta, shall, subject to the approval of the Chancellor, be eligible for promotion and/or the award of tenure by the institution president (BoR Minutes, August 2007). Refer to Section 8.3.7.9 of this Policy Manual for more information on tenure for Georgia Regents University.

The term “full-time” is used in these tenure regulations to denote service on a 100 percent workload basis for at least two (2) out of three (3) consecutive academic terms. Faculty with non-tenure track appointments shall not acquire tenure. The award of tenure is limited to the above academic ranks and shall not be construed to include honorific appointments, such as adjunct appointments (BoR Minutes, October 2008).
6. **Policy 8.3.9.1 Grounds for Removal**

A tenured or non-tenured faculty member may be dismissed before the end of his/her contract term for any of the following reasons, provided that the institution has complied with procedural due process requirements:

1. Conviction or admission of guilt of a felony or of a crime involving moral turpitude during the period of employment—or prior thereto if the conviction or admission of guilt was willfully concealed.
2. Professional incompetency, neglect of duty, or default of academic integrity in teaching, in research, or in scholarship.
3. Unlawful manufacture, distribution, sale, use or possession of marijuana, a controlled substance, or other illegal or dangerous drugs as defined by Georgia laws; teaching or working under the influence of alcohol which interferes with the faculty member’s performance of duty or his/her responsibilities to the institution or to his/her profession (BoR minutes 1989-90, pp.384-385).
5. Physical or mental incompetency as determined by law or by a medical board of three (3) or more licensed physicians and reviewed by a committee of the faculty.
6. False swearing with respect to official documents filed with the institution.
7. Disruption of any teaching, research, administrative, disciplinary, public service or other authorized activity.
8. Violation of, among other policies, Board Policy 8.2.1 (non-discrimination), Board Policy 8.2.16 (sexual harassment), or Board Policy 8.2.23 (amorous relationships).
9. Such other grounds for dismissal as may be specified in the Statutes of the institution.

Each institution, as a part of its statutes, may supplement Regents’ policies governing causes for dismissal and procedures for dismissal. Each institution should provide for standards governing faculty conduct, including sanctions short of dismissal, and procedures for the implementation of such sanctions. In the imposition of sanctions, the burden of proof lies with the institution (BoR Minutes, 1951-52, pp. 315-319, pp. 159-60; 1966-67, p. 206; 1969-70, pp. 21-22; 1974-75, pp. 304-313; 1982-83, p. 254).
MEMORANDUM

TO: Sr. Staff

FROM: Bob Boehmer

DATE: November 20, 2013

SUBJECT: Media Contacts

In April of 2012, each unit was asked to designate one person as a media contact. The following is the list of designated contacts appointed at that time:

- Peggy L. Allen
- Angie D. Brown
- Sonya Kirkland
- Susan Gray
- Constance M. Wade
- Deena McKinney
- Jerry Hooks
- Norma Woods
- Amanda Williams
- Caroline C. McMillan
- Angelia B. Russell
- Karen S. Jones

- Karen Curl
- Christi L. Hutchings
- Denise Claxton
- Janet Stracher
- Jillian G. Kirkland
- Georgia M. Edmond
- Brandy Murphy
- Vicki Sherrod
- Jean D. Schwabe
- Missie Crawford
- Neil A. Bailey
- Tabithia Ross

*New contact needed

- Tracy M. Woods
- David Steptoe
- Mary K. Whitaker
- Drew Durden
- Regina Jones
- Stecy D. King
- Doy Cave
- Becky Foskey
- David Gribbin
- Todd Robert Friedel
- Anna Marie Reich

Media contacts were asked to regularly inform the Office of External Affairs concerning staff, faculty and student accomplishments so that appropriate press releases may be prepared. Also, media contacts were asked to inform the Office of External Affairs about departmental news and news concerning individual faculty, staff and students appropriate to be shared within the college.

Since April 2012, the information shared by the media contacts has been uneven. It is very important that this information be shared regularly so that we retain a sense of community as the college grows and provide external parties with regular information about the college's accomplishments.

Each media contact should send an e-mail at least monthly to the following person:

- Jerry Hooks, Director of Public Relations – jhooks@ega.edu
- Copy to Elizabeth Gilmer, Director of External Relations – egilmer@ega.edu

Please review the list above and respond to Susan Gray by December 2, 2013 to let her know whether your media contact remains the same or to provide the name of the new media contact. Also, please confirm in your message that you have spoken with the media contact and provided them information about the type of the information they should provide to External Affairs.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION INSTITUTION
Procedure for Use of Ford Explorer – Campus Vehicle FL18

The 2013 Ford Explorer, FL18, is a part of the EGSC Fleet. When not in use, the vehicle will be parked behind the LFG Building, near the loading dock.

FL18 will be used by the President and the President’s Cabinet. Susan Gray will control the use of the car and she or her designee will retain possession of the key.

Cabinet Member who travels under a standing travel authorization or an approved travel request should request use of FL18 from Susan Gray. Driver will be responsible for logging mileage, refilling fuel, etc. Fuel tickets must be turned in to the Business Office upon return from trip. Plant Operations will perform daily visual and mechanical inspections of FL18 and will coordinate with the Fleet Manager should the need arise for service. Susan Gray will be notified as well.

In the event that FL18 is in use by a Cabinet member and a need arises for the President to travel, the Business Office shall assign the 2014 Ford Fusion (FL20) to the President for his travel needs. Should FL20 be assigned and away from campus, the President would then be assigned the 2008 Ford Crown Victoria (FL16).
Hi, Lynn. Please print this and the linked items below. Thanks bob

From: Mary Smith
Sent: Wednesday, November 20, 2013 3:02 PM
To: Robert G. Boehmer
Subject: Use of Alcohol at College events / policy

Hi Dr. Boehmer:
The relevant EGSC policies are below. These were adopted at the October 2012 Cabinet meeting.


http://www.ega.edu/policy/AlcoholicBeveragePolicy.pdf

http://www.ega.edu/policy/AlcoholicBeverageServiceAgreement.pdf

Thanks,
Mary

Mary Claffey Smith, J.D.
Legal Counsel and Chief of Staff
East Georgia State College
131 College Circle
Swainsboro, Georgia 30401
Telephone: 478-289-2165
Fax: 478-289-2137
Facilities Usage and Scheduling Policies

Adopted by President’s Cabinet 9/25/12

Facility Usage
Facilities at East Georgia State College are available for meetings, banquets, seminars, workshops, camps, sports events, Vision Series, and EGSC Foundation events. Campus facilities available for usage include all campus buildings in Swainsboro and EGSC Statesboro except those set forth in the “Limitations” paragraph below, all green spaces, all parking areas, Ropes Course, disc golf course, cross country course, tennis courts and other playing fields. All activities held on campus will comply with the laws of the State of Georgia, the policies of the Board of Regents, and the rules and regulations of East Georgia State College. Institutional use of any of our facilities takes precedence over and has a higher priority than any outside usage of these facilities. Within the institution, instructional needs take priority. Facilities cannot be committed for long-term agreements or future events that extend beyond the academic calendar available at the time of the reservation.

Limitations on Facility Use
The Jean and Shot Strange Clubhouse is reserved for the use of residential students and their guests; the facility is unavailable for use by others. Meetings or events to raise funds for private businesses, industries, or individuals, private pageants, family reunions, weddings and wedding receptions are denied usage of the campus facilities. East Georgia State College is a tobacco free campus. Users are not allowed to place/hang/tape etc., decorations/items to walls in any facility. The possession, consumption or furnishing of alcoholic beverages on the East Georgia State College campus is prohibited except for external organizations or persons with express written permission from the President of East Georgia State College or his designee. The EGSC Alcohol Beverage Policy and EGSC Alcoholic Beverage Service Agreement contains specific guidelines and requirements for those granted the above written permission. The College reserves the right to limit functions at any time.

Use of Facilities by College Student Organizations
Student organizations may use campus facilities without charge, subject to prior approval and placement on the college facilities events schedule. Student organizations must get prior approval from Student Affairs before placing any flyers etc. on campus.

Facility Usage Fees
User fees and policies are set forth in the East Georgia State College Campus Facilities Rental Agreement, East Georgia State College Physical Education Facilities Rental Agreement or Sudie A Fulford Community Learning Center Rental Agreement. The rental agreement must be completed and fees collected by the Campus Facilities Coordinator prior to scheduling of any event on the Campus Master Calendar. Campus hours and Campus Facilities Office hours are Monday thru Friday 8AM to 5 PM. Any event scheduled after business hours may incur additional fees as noted in the above rental agreements.

Food Services
East Georgia State College operates the College Cafe and provides catering services to all users of any College facility. The College holds a first option to provide catering services for all on campus College events. The College Cafe may be contacted at 478-289-2041 during normal business hours for menus, pricing and more detailed information. If the College Cafe declines the user’s catering offer, outside caterers may be contracted by the user. Outside caterers will not be permitted to use any campus facilities, equipment or small wares to prepare or provide their services.

Facilities Scheduling and Event Coordination
All facilities scheduling, other than classroom instructional scheduling and the Sudie A Fulford Community Learning Center scheduling, will be coordinated and maintained by the Campus Facilities Coordinator. Users of the Sudie A. Fulford Center should contact the Director, at 478-289-2464 to request the facility, coordinate the event and pay facility fees. All Sudie A. Fulford Center events will be placed on the Campus Master Calendar,
following the procedure set forth below. The Director of the Fulford Center will implement the terms of the Sudie A. Fulford Facilities Rental Agreement.

Any requests to add events or to make a reservation of facilities, cancel or reschedule an event must be forwarded to the Campus Facilities Coordinator. East Georgia State College employees may initiate a facility request, modify, reschedule or cancel a request using the on-line scheduling system. ALL commitments of facilities by any faculty or staff member that have not been cleared through the Campus Facilities Coordinator will be subject to cancellation. External users may call the Campus Facilities Coordinator at 478-289-2122 for determination of eligibility and availability on the campus calendar. Cancellations or rescheduling of events may incur facilities charges unless the cancellation occurs at least 48 hours prior to the scheduled event. The Campus Facilities Coordinator will coordinate with the Office of the Vice President for Academic Affairs when scheduling events in academic spaces.

After scheduling the event on the Campus Master Calendar, the Campus Facilities Coordinator will coordinate with the director of the reserved facility, the user, and all necessary campus support offices to ensure that pre-event details are in order and that the scheduled event is monitored. The Campus Facilities Coordinator is responsible for implementing the terms of the facilities rental agreements for all campus facilities except the Sudie A. Fulford Center.
EAST GEORGIA STATE COLLEGE
Alcoholic Beverage Policy

Adopted by President’s Cabinet 9/25/12

The possession, consumption, or furnishing of alcoholic beverages on the East Georgia State College campus is prohibited except for external organizations or persons with express written permission from the President of East Georgia State College or his designee. The possession, consumption or furnishing of alcoholic beverages is limited to the Gymnasium, Richard L. Brown Hall in the Student Services Building and the Sudie A Fulford Community Learning Center. The following describes the special conditions under which the serving of alcoholic beverages is permitted. To assure compliance, the special conditions permitting the serving of alcoholic beverages are contained in the “Alcoholic Beverage Service Agreement” between East Georgia State College and the external organization or persons permitted to serve alcoholic beverages.

COLLEGE FACILITIES

On a limited basis, with Presidential approval, East Georgia State College permits the serving of alcoholic beverages. Extraordinary efforts must be made to protect the safety and well being of clientele, guests, students, faculty, and staff. Alcoholic beverages may be served in accordance with the signed agreement hereinafter described as the Alcoholic Beverage Service Agreement (Exhibit “A”).

Alcoholic beverages supplied by the client may be served when the following criteria are met.
1. All alcoholic beverages must be furnished by the event representative.
2. No alcoholic beverage will be permitted at events directed towards underage participants.
3. No sale or form of exchange for alcoholic beverages is permitted.
4. Self-service is not permitted; the client or user group will be required to use a bartender(s) approved and recommended by East Georgia State College. The bartender(s) is responsible for dispensing alcoholic beverages and disposing of original containers. Alcoholic beverages must not be served in their original containers.
5. Printed materials, including invitations, may not include references to alcoholic beverages.
6. Proof of legal age must be presented upon request.
7. No alcoholic beverages should be given to any person who is in an obvious state of intoxication.
8. Continuous service of alcoholic beverages to a single user group may not exceed a period of one hour except when served with food. Service and consumption of alcoholic beverages is restricted to the area specified in the agreement.
9. An alternate, non-alcoholic beverage must be available and apparent.
10. Alcoholic beverages must not be served to designated employees of East Georgia State College, caterers, bartenders, or private security.
11. The client must be present at the event.
12. One, off-duty, uniformed, campus security officer must be present at events with 100 people in attendance. For each additional 100 people one additional uniformed, campus security officer may be required to be present during the event. The officers, if required, will be obtained by East Georgia State College’s Office of Public Safety at a rate of $15 per hour, per officer at the expense of the client. Officers are to remain on paid duty until the client indicates that all attendees have left the premises.
EAST GEORGIA STATE COLLEGE
Alcoholic Beverage Service Agreement

Adopted by President's Cabinet 9/25/12

This agreement is made and entered into this ___ day of ____________, ______, by and between

______________________________        ________________________________
Name                           Address

and East Georgia State College.

This Mutual Agreement is subject to the terms and conditions hereinafter stated:

1. All alcoholic beverages must be furnished by the event representative.
   a. Alcoholic beverages may not be brought to the specified location more than two hours before to the time of service and
      must be removed at the conclusion of the activity.
   b. All alcoholic beverages must be checked in and out of the building by a designated representative of East Georgia State
      College and the above named event representative.
   c. The client must be present at this event, as the client is the person with whom EGSC personnel will interact regarding
      event related issues. Client I.D. required.
       Name: ___________________________
       This person must ensure that the attendees leave the campus at closing time.
   d. An East Georgia State College Public Safety Officer will be on site during the event.

2. No sale or form of exchange for alcoholic beverages is permitted. No “cash bar”, exchange of scrip, vouchers, chits, or
   sale of alcoholic beverages in any form is permitted.

3. Self-service is not permitted; the client or user group will be required to use a bartender(s) approved and recommended
   by East Georgia State College. Bartender(s) I.D. required.
    Name: __________________________________________
    Name: __________________________________________
    Name: __________________________________________

4. Printed materials, including invitations, may not include reference to alcoholic beverages.

5. Proof of legal age must be presented upon request. Bartenders and servers will request verification of age from anyone
   who is thought to be under 21 years of age, the minimum drinking age in the State of Georgia.

6. Continuous service of alcoholic beverages to a single user group may not exceed a period of one hour except when
   served with food. Service of alcoholic beverages is restricted to the date, time, and room(s)/areas listed below:
   Date: _______________________________
   Time: _______________________________
   Room/Areas: _______________________________

7. An alternate, non-alcoholic beverage must be available and apparent. Guests must never feel they are encouraged or
   required to drink alcoholic beverages.

8. Alcoholic beverages must not be served to designated employees of East Georgia State College, caterers, bartenders, or
   private security.

9. One uniformed, off-duty, campus security officer must be present at events with 100 people in attendance. For each
   additional 100 people, one, uniformed campus security officer may be required to be present during the event. The
   officers, if required, will be obtained by East Georgia State College’s Office of Public Safety at a rate of $15 per hour, per
   officer at the expense of the client. Officers are to remain on paid duty until the client indicates that all attendees have left.

10. This agreement may be revoked at any time without prior notice, before or during an event, at the sole discretion of
    the designated East Georgia State College representative. The client named herein shall indemnify and hold harmless East
Georgia State College, the University System of Georgia Board of Regents, and the State of Georgia from all loss, cost and expense arising out of any liability, claim of liability, for injury or damages to persons or property sustained or claimed to have sustained by anyone whatsoever, by reason of use of the college facility or facilities hereinabove described, whether such use is authorized or not, or by any act or omission of user organization or any of its officers, employees, guests, patrons, or invitees; and, the client shall pay for any and all damage to the property of East Georgia State College, or loss or theft of such property done or caused by such persons.

In witness whereof, the parties have duly executed this instrument the date and year first written above.

<table>
<thead>
<tr>
<th>East Georgia State College</th>
<th>Client</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vice President of Business Affairs</td>
<td>Name of Sponsoring External Organization or Person</td>
</tr>
<tr>
<td>Date Signed</td>
<td>Signature of Representative</td>
</tr>
</tbody>
</table>

President
Political Campaigning on Campus 11/20/13 – Policy Search

EGSC Faculty Handbook, p. 26

Political Campaigns
The president may authorize the use of institution facilities for political speeches. However, such use shall be limited to meetings sponsored by recognized organizations of the institution and shall be held only at places designated by the president. The use of institutional materials, supplies, equipment, machinery, or vehicles in political campaigns is forbidden.

Use of Facilities by College Student Organizations
Student organizations will be permitted to use campus facilities without charge, subject to prior approval by the facilities director. The college reserves the right to assess charges for required services beyond normal security or maintenance activities. Dances sponsored by student organizations will require an additional security officer paid for by that organization.

Canvassing and Soliciting
Canvassing, placing of signs and posters for solicitation purposes, chain letters, collections for any purpose, and sale of tickets or merchandise are prohibited on the college premises. In addition, solicitation of funds for scholarships, loans, grants, equipment, and supplies is not permitted unless approved in writing by the college president.

7.9.6 Political Activities (page 79)
As responsible and interested citizens in a democratic society, employees of the University System are encouraged to fulfill their civic obligations and otherwise engage in the normal political processes of society. Nevertheless, it is inappropriate for System personnel to manage or enter political campaigns while on duty to perform services for the System or to hold elective political office at the state or federal level while employed by the University System. Therefore, the following policies governing political activities have been adopted at East Georgia State College:

a. Employees may not manage or take an active part in a political campaign which interferes with the performance of duties or services for which compensation is received from the System.

b. Employees may not hold elective political office at the state or federal level.

c. Employees who seek elective political office at the state or federal level must first request a leave of absence without pay beginning prior to qualification as a candidate in a primary or general election and ending after the general or final election. If elected to state or federal office, such person must resign prior to assuming office.

d. Employees may seek and hold elective office at other than the state or federal level, or appointive office, when such candidacy for or holding of the office does not conflict or interfere with the employee’s duties and responsibilities to the institution or the System.

EGSC Employee Handbook (p. 12)
Political Activities: As responsible and interested citizens in a democratic society, East Georgia State College employees are encouraged to fulfill their civic obligations and otherwise engage in the normal political processes of society. Nevertheless, it is inappropriate for College personnel to manage or enter political campaigns while on duty to perform services for the College or to hold elective political office at the state or federal level while employed by the College. Therefore, the following policies governing political activities are hereby adopted:

Employees may not manage or take an active part in a political campaign which interferes with the performance of duties or services for which he or she receives compensation from the College.

Employees may not hold elective political office at the state or federal level.
A candidate for or holder of an elective political office at the state or federal level may not be employed or hold a faculty, staff, or other position at EGSC, with or without compensation. Employees seeking elective political office at the state or federal level must first request a leave of absence without pay beginning prior to qualification as a candidate in a primary or general election and ending after the general or final election. If elected to state or federal office such person must resign prior to assuming office. Employees may seek and hold elective office at other than the state or federal level, or appointive office, when such candidacy for or holding of the office does not conflict or interfere with the employee's duties and responsibilities to the College.

**USG BOR Policy Manual**

8.2.15.3 Political
As responsible and interested citizens in a democratic society, USG employees are encouraged to fulfill their civic obligations and otherwise engage in the normal political processes of society. Nevertheless, it is inappropriate for USG personnel to manage or enter political campaigns while on duty to perform services for the USG or to hold elective political office at the state or federal level while employed by the USG. Therefore, the following policies governing political activities are hereby adopted:

1. Employees may not manage or take an active part in a political campaign which interferes with the performance of duties or services for which he or she receives compensation from the USG.
2. Employees may not hold elective political office at the state or federal level.
3. Employees seeking elective political office at the state or federal level must first request a leave of absence without pay beginning prior to qualification as a candidate in a primary or general election and ending after the general or final election. If elected to state or federal office such person must resign prior to assuming office.
4. Employees may seek and hold elective office at other than the state or federal level, or appointive office, when such candidacy for or holding of the office does not conflict or interfere with the employee’s duties and responsibilities to the institution or the USG.

EGSC Student Handbook – None

EGSC Club Packet – None
**Fair Labor Standards Act**

All non-exempt staff employees are covered by the provisions of this act which, in part, establishes a minimum hourly wage and requires the payment of overtime for work performed in excess of forty hours per week at a rate not less than one and one-half times the employees’ regular hourly rate of pay. Overtime will not be paid until an employee has physically worked forty hours in one week, not including holiday, vacation, or sick leave. In lieu of payment for approved overtime work, compensatory time is granted at one and one-half hours for each hour of overtime work. Approved compensatory time is subject to a maximum accumulation of sixty (60) hours and must be expended by the end of the succeeding calendar quarter.

For the purposes of calculating a forty-hour work week, the week begins at 12:01 A.M. Saturday and ends at 12:00 P.M (midnight) the following Friday.

Should any employee be required to work beyond the normal work day, the direct supervisor should make provision for comparable time off to compensate for the overtime within that forty-hour work week. If that is not possible, then such overtime will be recorded on the time records and taken as compensatory time.

The Fair Labor Standards Act also provides that employees of one sex must not be paid wages at rates lower than those paid employees of the other sex for equal work on jobs requiring equal skill, effort, and responsibility which are performed under similar working conditions.

The Fair Labor Standards Act (FLSA) establishes minimum wage, overtime pay, record keeping, and child labor standards affecting full-time and part-time workers in the private sector and in Federal, State, and local governments. The FLSA also allows public employers to provide paid leave programs that may be used by employees to account for their absences from the workplace. Such leave programs do not jeopardize the exempt status of an employee even if leave is reported in hour increments or some variation thereof. Public employers may also dock the pay of an exempt employee for leave taken when the employee’s accumulated leave is insufficient to cover the leave without jeopardizing the employee’s exempt status.

**Workweek**

A minimum work week of forty hours is observed by all full-time staff employees. The requirements of the various operations of the college are diverse and different work schedules may be adopted to meet those needs. The schedules for a given department are established by that department head, subject to the approval of the appropriate administrative officer. Most offices shall be open from 8:00 AM to 5:00 PM, Monday through Friday. Some evening hours may be required in some departments. The standard lunch break will be one hour and established by mutual agreement between the employee and the supervisor.
Policy Statement

Institutions of the University System of Georgia shall establish a standard workweek of forty (40) hours and abide by the provisions of the Fair Labor Standards Act. The distribution of hours throughout the week shall be a matter of scheduling left to the individual institution. This policy applies to all employees including public safety officers.

Overtime work shall be authorized for employees who are not exempt from the provisions of the Fair Labor Standards Act only when the work is deemed necessary by the departmental supervisor authorized to make such decisions. Payment for overtime work will be made in accordance with the Fair Labor Standards Act. In lieu of payment for approved overtime work, compensatory time may be granted at the rate of one and one-half hours of compensatory time for each hour of overtime worked. Approved compensatory time is subject to a maximum accumulation of sixty (60) hours and must be expended by the end of the succeeding calendar quarter.
**Reason for Policy**
This policy ensures consistency among institutions of the University System as necessary, ensures compliance with the Fair Labor Standards Act, and affords the appropriate level of flexibility needed at the institutional level.

**Entities Affected By This Policy**
All units of the University System of Georgia are covered by this policy.

**Who Should Read This Policy**
All Human Resources personnel and employees within the University System of Georgia should be aware of this policy.

**Contacts**

<table>
<thead>
<tr>
<th>Contact</th>
<th>Phone</th>
<th>Email/URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office of Human Resources</td>
<td>404-962-3235</td>
<td><a href="mailto:usg-hr@usg.edu">usg-hr@usg.edu</a></td>
</tr>
<tr>
<td>Institution Chief Human Resources Officers</td>
<td></td>
<td>See University System HR Officer Listing at <a href="http://www.usg.edu/hr/officers/">http://www.usg.edu/hr/officers/</a></td>
</tr>
</tbody>
</table>

**Website Address for This Policy**
None

**Related Documents/Resources**
- Fair Labor Standards Act Leave – http://www.usg.edu/hr/manual/category/time_away_from_work/#pfair_labor_standards_act_leave

**Definitions**
These definitions apply to these terms as they are used in this policy:
- **Overtime**: time worked by a non-exempt employee above the normal forty (40) hour work week.
- **Workweek**: A seven (7) day period that begins at 12:01 a.m. on day one (1) and ends at 12 midnight on day seven (7), in which the required working hours for full-time employees equal forty (40) hours, with distribution of such hours during the workweek a matter of scheduling left to the individual institutions.

**Overview**
The University System of Georgia has established a policy to allow for consistency among institutions regarding work schedules and overtime.
Process/Procedures
Each institution shall establish procedures to implement this policy.

Responsibilities
The responsibilities each party has in connection with this policy are:

Forms  None

Appendices  None

USG Business Procedure Manual
http://www.usg.edu/business_procedures_manual/section5/manual/C1235/#p5.3.6_overtime_and_compensatory_time

5.3.6 Overtime and Compensatory Time

The standard workweek in the University System is forty (40) hours. Institutions are expected to abide by the provisions of the Fair Labor Standards Act. The distribution of hours throughout the week is a scheduling decision left to the individual institutions.
Overtime work shall be authorized for employees who are not exempt from the provisions of the Fair Labor Standards Act only when the work is deemed necessary by the president or a designated representative. Payment for overtime work will be made in accordance with the Fair Labor Standards Act.
Compensatory time may be granted in lieu of payment for approved overtime work at the rate of one and one-half hours of compensatory time for each hour of overtime work. Approved compensatory time is subject to a maximum accumulation of sixty (60) hours and must be expended by the end of the succeeding calendar quarter.
Should any employee be required to work beyond the normal work day, the direct supervisor should make provision for comparable time off to compensate for the overtime within that forty-hour work week. If that is not possible, then such overtime will be recorded on the time records and taken as compensatory time.

The Fair Labor Standards Act also provides that employees of one sex must not be paid wages at rates lower than those paid employees of the other sex for equal work on jobs requiring equal skill, effort, and responsibility which are performed under similar working conditions. The Fair Labor Standards Act (FLSA) establishes minimum wage, overtime pay, record keeping, and child labor standards affecting full-time and part-time workers in the private sector and in Federal, State, and local governments. The FLSA also allows public employers to provide paid leave programs that may be used by employees to account for their absences from the workplace. Such leave programs do not jeopardize the exempt status of an employee even if leave is reported in hour increments or some variation thereof. Public employers may also dock the pay of an exempt employee for leave taken when the employee’s accumulated leave is insufficient to cover the leave without jeopardizing the employee’s exempt status.

**Workweek**

A minimum work week of forty hours is observed by all full-time staff employees. The requirements of the various operations of the college are diverse and different work schedules may be adopted to meet those needs. The schedules for a given department are established by that department head, subject to the approval of the appropriate administrative officer. Most offices shall be open from 8:00 AM to 5:00 PM, Monday through Friday. Some evening hours may be required in some departments. The standard lunch break will be one hour and established by mutual agreement between the employee and the supervisor.
Appeal of Final Course Grade

Please see Final Course Grade Appeal Policy and Procedure for explanation of the steps in the process of a final course grade appeal and deadlines. A student may NOT formally appeal a final course grade until he/she has had an informal consultation with the instructor concerning the final course grade within the designated time period.

APPEAL TO INSTRUCTOR

Date Appeal Submitted by Student: ________________________________

Student Name: ___________________________  Student ID Number: ___________________________
Instructor Name: ___________________________  Course Name and Number: ___________________________
Course Term: ___________________________

Reasons for Appeal: (attach additional information if necessary)
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________

DATE INSTRUCTOR RECEIVED: ___________________________

Instructor’s Response to Student’s Appeal: (Please attached additional information if needed)
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________

DATE STUDENT NOTIFIED OF DECISION: ___________________________

Indicate method used for student notification: _____ email (provide copy)

________________________________________________ Acknowledgement of Receipt of Decision by Student

Student signature / Date: __________

APPEAL TO DIVISION CHAIR

Date Appeal Submitted by Student: ________________________________

Student Name: ___________________________  Student ID Number: ___________________________
Instructor Name: ___________________________  Course Name and Number: ___________________________
Course Term: ___________________________

Date Appeal Received by Division Chair: ___________________________

Reasons for Appeal: See front page of form; no new information may be presented by student per policy.

Division Chair Response: Please attach written Memorandum of decision and reasons.

DATE STUDENT NOTIFIED OF DECISION: ___________________________

Indicate method used for student notification: _____ email (provide copy)

________________________________________________ Acknowledgement of Receipt of Decision by Student

Student signature / Date: __________
APPEAL TO VICE PRESIDENT FOR ACADEMIC AFFAIRS

Date Appeal Submitted by Student: _____________

Student Name: _______________________________  Student ID Number: ____________________
Instructor Name: ______________________________  Course Name and Number: ________________
Course Term: ________________________________
Date Appeal Received by Vice President for Academic Affairs: _______________

Reasons for Appeal: See front page of form; no new information may be presented by student per policy. NOTE: Vice President may appoint a review committee to advise him regarding the appeal.

Vice President for Academic Appeals Response: Please attach written Memorandum of decision and reasons.

DATE STUDENT NOTIFIED OF DECISION: ______________________________

Indicate method used for student notification:  ____ email (provide copy)
  ____ in person (student must sign acknowledging receipt of response)

_______________________________ Acknowledgement of Receipt of Decision by Student
Student signature / Date: __________

APPEAL TO THE PRESIDENT

Date Appeal Submitted by Student: _____________

Student Name: _______________________________  Student ID Number: ____________________
Instructor Name: ______________________________  Course Name and Number: ________________
Course Term: ________________________________

Student must submit a formal letter requesting an appeal to the President. (E-mail requests will not be accepted) The appeal must contain:

The Letter requesting an appeal with reasons for appeal; and
The entire record of appeals, including this completed form, all responses and supporting documents submitted at each stage of the appeal.

Date Appeal Received by President: _____________

DATE STUDENT NOTIFIED OF DECISION: ______________________________

Indicate method used for student notification:  ____ email (provide copy)
  ____ in person (student must sign acknowledging receipt of response)

_______________________________ Acknowledgement of Receipt of Decision by Student
Student signature / Date: __________

NOTE: The student may appeal to the Board of Regents as provided in the Policy Manual of the Board of Regents at www.usg.edu
1. policy for items to be ordered from the vendor or services performed prior to the purchase order being completed by the Business Affairs office.

2. Once the items are received, you will need to sign the packing slip and date it as evidence the information is correct. Send the signed packing slip to the Business Affairs office where it can be filed in the correct location.

3. Once you receive the invoice, please sign, date and indicate for the Business Affairs office to proceed forward with payment and send to the Business Affairs office. Please remember the invoice date must not be prior to the purchase order date.

- **Departmental Requests**

This procedure provides guidelines for purchases that are not made via the Purchasing Card Program and include detailed instructions for completing the departmental request. However, certain categories of materials and services are exempt from the purchasing procedures. Invoices for these items are sent directly to the accounts payable department along with a check request for payment. These include the following:

- Bank charges
- Fellowships and Scholarships
- Purchases for Resale
- Real Estate Rentals
- Royalties
- Travel (includes lodging, registration fees, mileage and meals)
- Utilities (electric power, water, telephone, internet)
- **Items approved by the Vice-President for Business Affairs**

A limited number of products and services must be obtained from mandatory sources. The Business Affairs Office will notify you if your purchase request can be filled from a mandatory source.

If an item you ordered is not in stock or is obsolete, the Business Affairs Office will notify you before proceeding with the order.

**NO purchase should be completed without following the steps outlined in the Purchasing section of this manual. In addition, NO purchase should be completed without having a purchase order completed prior to the purchase date.**

- **Completion of the Departmental Request Form**

The Departmental Request (or requisition) Form is designed to provide specific information and approvals required by the departments or divisions involved in purchasing, payment and record documentation.

1. Department: Enter the Department/Division name or the budget to be charged
2. Date: Current date
The Georgia Inclusive Post Secondary Education Consortium began as an informal working group of advocates, parents, school personnel, transition specialists, and university professionals committed to increasing post-secondary education opportunities in Georgia. The group came together in September 2011 and has held numerous education activities over the past year with the aid of a mini grant from Think College awarded to the Center for Leadership in Disability at Georgia State University. The GaPSE Consortium wanted to build on the success of the Academy for Inclusive Learning and Social Growth at Kennesaw State University, which began in 2008 with support from the Georgia Council on Developmental Disabilities.

The GaPSE Consortium seeks to create opportunities for students who have historically not had access to post-secondary educational opportunities.

Members of the Consortium are committed to providing information and training resources for individuals, families, colleges & universities, and agencies to achieve the goal of inclusive PSE opportunities for all.

Inclusive post-secondary educational opportunities for individuals with intellectual disabilities have been expanding for decades. However, PSE remains a reality that few families consider – or are educated about.

Attending college can contribute to growth among individuals with intellectual disabilities in many of the same ways traditional students benefit from PSE: academic and personal skill building, independence, self-advocacy, friendships, and, perhaps most importantly, employment skills.

For Students
Students with intellectual disabilities are limited in their post-secondary options, and it often means they are typically not leaving the comfort of their own homes. For some families, it can mean someone quitting a job to care for their child. For others, it is simply a strain when their child is getting little interaction or stimulation. Furthermore, education is an important pathway to employment. When individuals with intellectual disabilities can work in real jobs and support themselves, it lifts unnecessary strains on their families.

For Community Supporters
Diverse workplaces are better at innovating, better at responding to external changes and more sensitive to the needs of all employees and customers. Employees with disabilities often face and overcome unique challenges, and their experiences allow them to lend an often under-represented perspective to organizations. As a result, employers can benefit from creating inclusive workplaces, often yielding new customers, new markets for goods and services or otherwise enhancing vendor or customer relations.

For Higher Education
Universities and colleges have long recognized the importance of a diverse student body. However, many higher education institutions are missing critical opportunities to expand diversity among students by including students with intellectual disabilities. Creating a more inclusive environment and teaching using universal design can have a multiplier effect that will, in turn, attract more students.

The Center for Leadership in Disability (CLD) serves as a bridge between the University and community in support of evidence-based practices designed to make improvements for people with disabilities and their families. The CLD educates current and future professionals, develops and

Sheryl Arno, Program Coordinator - Sheryl@abilitymatters.org
Susanna Miller, Community Support Specialist - smiller65@gsu.edu
Tel: 404.413.1013  Web: www.gaipsec.org  Facebook: Georgia Inclusive Post-Secondary
Employee Alcohol and Other Drug Prevention Policy (Draft as of 11/25/13)

The abuse of alcohol and the use of illegal drugs by members of the East Georgia State College community are incompatible with the goals of the institution. In order to further the College’s commitment to provide a healthy and productive educational environment and workplace, and in compliance with the Drug Free Schools and Communities Act Amendments of 1989 and the Drug Free Workplace Act of 1988, the College has established the following policy on alcohol and other drugs for its employees. A copy of the Student Alcohol and Other Drug Prevention Policy can be found in the East Georgia State College Student Handbook.

I. Policy Statement:
The possession, use, consumption, distribution, manufacture or sale of alcoholic beverages, illegal or dangerous drugs on USG property where EGSC currently arranges its programs, or at institutionally approved events off campus is prohibited. Employees in violation of this policy will be subject to appropriate disciplinary sanctions including, but not limited to dismissal, demotion or suspension of employment and/or referral to the appropriate state agency for legal prosecution. Exceptions to the alcohol consumption prohibition may be made for external groups utilizing College facilities as expressly provided in the East Georgia State College Facilities Usage Policy.

a. Drug Free Workplace Statement
East Georgia State College has a clear responsibility to students, parents, and employees to provide the very best academic atmosphere for the students and a drug free working environment for all employees. Any element which may hinder the efforts to carry out these responsibilities cannot be tolerated. Employees involved with drugs hinder the College’s effort to carry out these responsibilities and will not be tolerated.

b. Pre-Employment Drug Screening of Applicants and Drug/Alcohol Testing of Employees
East Georgia State College has a vital interest in providing a safe environment for its students, employees, faculty and visitors. Drug and alcohol abuse is a serious health problem, which can endanger the college and the safety of those who work and learn at the college or seek its services. It is the intent and goal of this policy to provide a supportive process for intervention and rehabilitation while also protecting the working and learning environment. Employees in “high-risk” jobs shall be subject to pre-employment, reasonable suspicion, post-accident and random alcohol and drug testing for evidence of use of illegal drugs. Any affected employee may be required to submit to alcohol and drug testing when their supervisor has reasonable suspicion to believe that the employee is under the influence of illegal drugs. Additionally, an employee who has notified his/her supervisor that he/she has a drug related problem and is maintaining employment under the Board of Regents Voluntary Disclosure of Drug Use Policy, shall be subject to random drug testing.

c. Voluntary Disclosure of Drug Use Prior to Arrest
If, prior to arrest for an offense involving a controlled substance, marijuana, or a dangerous drug, an employee notifies his or her immediate supervisor that he or she illegally uses a controlled substance, marijuana, or a dangerous drug and is receiving or agrees to receive treatment under a drug abuse and education program approved by the institution president, such employee shall be retained by the institution for up to one (1) year as long as the employee follows the treatment plan. Retention of such employee shall be conditioned upon satisfactory completion of the program. In addition, this policy does not prohibit the College from taking appropriate disciplinary actions for violation of other policies and procedures of the College or Board of Regents.

The employee’s work activities may be restructured if in the opinion of the immediate supervisor it is deemed advisable. The rights herein granted shall be available to a System employee only once during a five (5)-year period and shall not apply to any employee who has refused to be tested or who has tested positive for a controlled substance, marijuana, or a dangerous drug. An
employee retained under the provisions of this policy will be subject to return to work and random selection for controlled substances testing for no less than a year.

d. Employee Duty to Report Arrests and Convictions of all Offenses
Any current employee charged with a crime (other than a minor traffic offense), including alcohol and other drug offenses, shall report being charged with such crime to the Office of Human Resources within 72 hours of the employee becoming aware of such charge. Failure to report being charged with such a crime may result in appropriate disciplinary action, including termination of employment. The Office of Human Resources shall review the nature of the crime and make a determination on what, if any, action should be taken regarding the employee’s employment status until resolution of the charge.

Any current employee who is convicted of a crime (other than a minor traffic offense, including alcohol and other drug offenses, shall report such conviction to the Office of Human Resources within 24 hours of the conviction. Failure to report such conviction may result in appropriate disciplinary action, including termination of employment. The Employment Background Investigation Committee shall review the nature of the crime and make a determination on what, if any, action should be taken regarding the employee’s employment status. The Committee shall review the conviction utilizing the same standards it applies when reviewing convictions of candidates for employment, but may consider other factors, including, but not limited to, the length of employment and performance reviews.

II. Institutional Sanctions
Any employee who is convicted for the first time, under the laws of any state or the United States, of any criminal offense involving the manufacture, distribution, sale or possession of a controlled substance, marijuana or a dangerous drug, shall be subject to, at a minimum, suspension from employment or other disciplinary sanctions up to an including dismissal of employment. The employee may appeal the suspension or dismissal under procedures set forth in the East Georgia State College Employee Grievance Policy. In the case of suspension, such employee shall be required, as a condition of completion of suspension, to complete a drug treatment and education program approved by the President. Upon a second conviction, such employee shall be terminated and is ineligible for any state employment for a period of five (5) years.

Any employee convicted of a Driving While Intoxicated, Driving under the Influence and/or refusing to take a chemical test for intoxication is a “disqualified driver” and is ineligible to operate personal vehicles for college business and college fleet vehicles under the East Georgia State College Motor Vehicle Policy until further review. Upon review, an employee may be required to complete driver training and/or temporarily suspension of driving privileges imposed before the business driving privilege can be reinstated. It is also possible that a permanent suspension of driving personal or fleet vehicles on college business privileges is imposed.

III. Civil Penalties
In addition to the criminal sanctions described below, employees convicted of drug-related offenses are subject to civil penalties which may include suspension or revocation of professional and occupational licenses, restriction from state employment for up to five years, denial of retirement benefits, and denial of workers compensation insurance where alcohol or other drugs are the cause of injury.

IV. Criminal Sanctions: Under Georgia and federal law, it is a crime to possess, manufacture, sell, or distribute illegal drugs. See charts detailing federal penalties for marijuana trafficking, federal penalties for drug trafficking, and the state drug law summaries at http://www.ega.edu/index.php/offices/public_safety. In Georgia, first offenders and youthful offenders convicted of lesser drug offenses may be referred to treatment centers. The specific sentence received by an offender depends on a variety of factors and the stated information is merely a guide. The Georgia legislature may amend the stated sanctions at any time.
Federal sanctions for the illegal possession of drugs include imprisonment up to 1 year and/or a minimum fine of $1,000 for a first conviction; imprisonment for 15 days-2 years and a minimum fine of $2,500 for a second drug conviction; and imprisonment for 90 days-3 years and a minimum fine of $5,000 for a third or subsequent drug conviction. For possession of a mixture or substance which contains a cocaine base, federal sanctions include 5-20 years in prison and a minimum fine of $1,000, for a first conviction if the mixture or substance exceeds 5 grams, for a second conviction if the mixture or substance exceeds 3 grams, and for a third or subsequent conviction if the mixture or substance exceeds 1 gram. Additional possible penalties for the illegal possession of drugs are forfeiture of real or personal property used to possess or to facilitate possession of a controlled substance if the offense is punishable by more than 1 year imprisonment; forfeiture of vehicles, boats, aircraft, or any other conveyance used, or intended for use, to transport or conceal drugs; civil fine up to $10,000 per violation; denial of federal benefits, such as student loans, grants, contracts, and professional and commercial licenses for up to 1 year for a first and up to 5 years for a second or subsequent offense; successful completion of a drug treatment program; community service; and ineligibility to receive or purchase a firearm.

Georgia law prohibits the purchase or possession of alcohol by a person under the age of 21, or the furnishing of alcohol to such a person. Driving under the influence of alcohol or other drugs also is illegal. It is against Georgia law, under certain circumstances, to walk or be upon a roadway while under the influence of alcohol or other drugs. The punishment for these offenses may include imprisonment, payment of a fine, mandatory treatment and education programs, community service, and mandatory loss of one’s driver’s license.

V. Health Risks. The following information on health risks is from Worcester Poly Technic Institute Policies and Benefits Manual- Health Risks Associated with Alcohol and Drugs [taken from URL: http://www.wpi.edu/offices/policies/judicial/sect7.html] and West Texas A&M University: A Drug-Free Campus [taken from URL: http://tees.tamu.edu/media/17673/drug_for_web.pdf].

A. Health Risks of Alcohol-
Health risks associated with excessive use of alcohol or alcohol dependency include dramatic behavioral changes, retardation of motor skills, and impairment of reasoning and rational thinking. These factors result in a higher incidence of accidents and accidental death than for nonusers of alcohol. Nutrition also suffers, and vitamin and mineral deficiencies are frequent. Prolonged alcohol abuse causes bleeding from the intestinal tract, damage to nerves and the brain, psychotic behavior, loss of memory and coordination. Damage to the liver often results in cirrhosis. Other risks include impotence, severe inflammation of the pancreas, and damage to the bone marrow, heart, testes, ovaries, and muscles. Damage to nerves and organs is usually irreversible.

B. Health Risks of Other Drugs-
Use of illicit drugs may lead to physiological and mental changes similar to those caused by alcohol, although changes are frequently more severe and more sudden. Death or comma resulting from overdose of drugs is also more frequent. In addition to adverse effects associated with use of a specific drug, intravenous drug users who use unsterilized needles or who share needles with other users can develop AIDS, hepatitis, tetanus and infections in the heart. Brain damage may also result.

Below is a general description of dangers associated with alcohol and other drug use. Drugs include any compound, salt or synthetic drug that fits into one or more of the below categories though not specifically named:

- **Depressants** (Alcohol- beer, wine, liquor) - Accidents can occur as a result of impaired ability and judgment. There is an overdose potential when mixed with other depressants. By itself, heart, liver, brain damage as well as birth defects can develop if used during pregnancy. Death can result from an overdose, as a result of accidents, or from effects from long-term abuse.
A. Narcotics- (heroin, junk, dope, black tar, China white, Demerol, Dilaudid, morphine, codeine) cause addiction, lethargy, weight loss, contamination from unsterile needles, and accidental overdose.

B. Barbiturates (sedatives, tranquillizers) - Possible overdose, can occur especially in combination with alcohol, muscle rigidity, addiction, withdrawal and overdose require medical treatment. Individuals often experience an increased level of anxiety after drug wears off. Death can result from an overdose.

- **Stimulants (Cocaine- coke, crack rock, base)** - Results from use include addiction, heart attack, seizures, lung damage, severe depression, paranoia, restlessness, and irritability. Death from heart failure can result for first time users.

B. Amphetamines- (speed, uppers, crank, bam, black beauties, crystal, dexies) - can cause fatigue leading to exhaustion, addiction, paranoia, depression, confusion, possible hallucination, and weight loss.

- **Hallucinogens- Acid (PCP, MCMA, ecstasy, psilocybin, mushrooms, peyote)** - can lead to unpredictable behavior, emotional instability, altered perception of time and place, vomiting, nausea, flashbacks, violent behavior (PCP), "bad trips", and psychotic reaction.

B. Marijuana (Pot, dope, grass, weed, herb, hash, joint) - Use often results in pain reaction, impaired short term memory, addiction, lung disease, and interference with body's immune response to various infections and diseases. Marijuana distorts perception, hampers judgment, diminishes motor skills, can cause birth defects if used during pregnancy, and contributes to loss of ambition and diminished ability to carry out long term goals.

*All of the above if used during pregnancy can cause serious birth defects. Alcohol use during pregnancy is the third leading cause of mental retardation in the U.S.*

**There are seven possible symptoms of an individual involved in drugs:**
1. Change in school or work attendance or performance
2. Alteration of personal appearance
3. Mood swings or attitude changes
4. Withdrawal from responsibilities/family contacts
5. Association with drug-abusing peers
6. Unusual pattern of behavior
7. Defensive attitude concerning drugs

**VI. Counseling and Treatment Resources: Substance Abuse Services Available in Area-**

**Out-Patient Facilities**
For outpatient substance abuse services, the individual should contact Ogeechee Behavioral Health Services (located at 223 North Anderson Drive in Swainsboro, Georgia) 478-289-2530 for an appointment. Ogeechee Behavioral Health Services provides outpatient services such as alcohol and drug assessments as well as counseling services.

- **In-patient facilities**-

  Serenity Behavioral Health Systems (located in Augusta, Georgia)- (888) 629-3330- Provides dual diagnosis drug rehabilitation with a primary focus on mental health services and drug rehabilitation.

  Quentin Price (located in Dublin, Georgia)- (800) 868-5423 or (800) 868-5423- This facility provides detoxification services. The treatment center provides short-term residential treatment.
John’s Place Crisis Stabilization Unit (located in Statesboro, Georgia) - (912) 764-6129 or (800) 746-3526. This facility provides short-term intensive services for individuals in need of more intensive and structured residential services.

Braswell House- (located in Swainsboro, Georgia) (478) 289-2486. This is an addictive disease semi-independent residential program. Individuals entering this program are referred by in-patient crisis stabilization units. This program offers a safe, stable, drug free residence to ten co-ed individuals for a minimum of 30 days. Individuals without a safe and sober home environment to return to are often good candidates for this program.

VII. Referral Sources for Employees Health Insurance and Health Providers: Blue Cross Blue Shield of GA participants can obtain info/referrals from 800-424-8950. Blue Cross Blue Shield providers may be located at www.bcbsga.com/bor

VIII. Employee Training – The Office of Human Resources provides training to all faculty and staff upon hire and on an annual basis. This training includes an annual distribution of the policy.
East Georgia State College Amorous Relationships Policy (revised draft 11-26-13)

East Georgia State College is committed to providing a safe, amicable, and harassment free environment for all faculty, staff and students. The Board of Regents of the University System of Georgia affirms the importance of the professional obligations of faculty and staff in the performance of their duties. The USG Ethics Policy Code of Conduct states that all employees should treat fellow employees, students and the public with dignity and respect. When one party stands in a professional relationship towards the other, or stands in a position of authority over the other, even an apparently consensual amorous relationship may lead to sexual harassment or other breaches of professional obligations.

I. Relationships
   a. Students
      Faculty and staff members are prohibited from having an amorous relationship with a student who the faculty or staff supervises, teaches or evaluates in any way. “Faculty” is defined as teaching faculty, including tenured, tenure track, non-tenure track, instructors, lecturers and part time instructors.

   b. Employees
      The Board of Regents also prohibits employees from having amorous relationships with any other employee if either employee supervises, evaluates, or in any other way directly affects the terms or conditions of the other’s employment.

   c. Recusal
      Anyone involved in an amorous relationship with someone over whom he or she has supervisory power must recuse himself or herself from decisions that affect compensation, evaluation, employment conditions, instruction, and/or the academic status of the subordinate involved.

      A. Notification
         Any individual in authority who is or has been involved in an amorous relationship with a person whom they may be called upon to evaluate must promptly report this fact to his or her supervisor. This reporting obligation applies to individuals in authority in the employer – employee relationship and the faculty-student relationship.

      B. Exception for Approved Supervisory Arrangements
         The supervisor will then arrange that the individual in authority does not evaluate nor participate in discussions and decisions that affect compensation, evaluation, employment conditions, instruction, and/or academic status of the subordinate involved. This new supervision arrangement will be in writing, consented to by the parties to the relationship and the supervisor(s) involved.
         Any person who believes that a faculty member, administrator or other employee is involved in an amorous relationship with a person under his or her direct authority or supervision may report this to the supervisor of the individual in authority. The supervisor will investigate the report and take appropriate action. Persons may also report such relationships through the Ethics and Compliance Reporting Hotline at https://ega.alertline.com/gcs/welcome

   II. Sanctions
      Any individual who violates this policy is subject to disciplinary action commensurate with the offense, up to and including termination. East Georgia State College may elect to have such matters reported to the Title IX Coordinator. East Georgia State College may take appropriate
action when disruptive conduct, job performance problems or actions that reflect poorly on the institution result from amorous relationships.

In addition to this policy, the *Conflict of Interest, Nepotism* and *Employment of Relatives* policies of East Georgia State College and the Board of Regents of the University System of Georgia apply to faculty and staff.
Overview: East Georgia State College recognizes that an ethical, efficient, and effective work environment is essential to our continuing to successfully accomplish our mission. As a result, we have always placed a high priority on assuring that each member of our college community has the opportunity and means to convey any matter that could compromise that environment. Reporting through your supervisory chain frequently produces the most thorough and timely resolution of a matter and is encouraged. However, other reporting avenues, such as Public Safety, Business Affairs, and Legal Affairs, have been and continue to be readily available. In keeping with our efforts to expand alternatives for reporting matters of significance, reporting through a service provided by NAVEX, an independent company, is available 24 hours a day, 7 days a week. The service allows faculty, staff, students and visitors the option to voice concerns, and to remain anonymous if so desired. Complaints may be made by phone via a toll free number or via on-line reporting at www.ega.edu/hotline. To publicize this program, all new employees receive a wallet card and brochure with The Hotline program information during New Employee Orientation. Posters are posted in several prominent locations in each EGSC building.

This document sets forth a reporting mechanism for complaints; however, depending on the nature of the complaint, additional East Georgia State College policies may detail the exact process to follow for investigation and resolution of a specific complaint. Title IX complaints will be reported as outlined in the East Georgia State College Sexual Harassment Policy and will be investigated according to the process outlined in the East Georgia State College Discrimination and Harassment Policy.

Confidentiality Statement: All employees involved with a Hotline complaint are accountable and responsible for maintaining confidentiality. Due diligence and reasonable care must be exercised when handling confidential information. Employees involved in a Hotline complaint should not discuss the matter with anyone outside their reporting chain, should not send e-mails containing confidential information concerning this incident, should take measures to secure the investigative file so that its contents cannot be accessed by others and should not report on or release any information about the incident to internal or external parties without permission from the Office of Legal Affairs.

Case Management: Contact Information and Updates

The Chief of Staff and Legal Counsel is responsible for managing The Hotline. The Vice President for Business Affairs is the billing contact for The Hotline. Complaints that escalate to an emergency level are immediately transmitted by Hotline operators to the Chief of Campus Security. Non-emergency complaints are transmitted to the Incident Report Review Team comprised of the Chief of Staff and Legal Counsel, Vice President for Business Affairs, and Internal Auditor. Each receives a copy of the incident report and can access all stages of an incident in the case management system through resolution and follow up. The list of users with access to the case management system is regularly updated to reflect new hires, terminations and changes in job responsibilities. New users are required to participate in NAVEX’s on-line training.

User Levels

NAVEX provides users with tools to manage their incidents from notification, to investigation and through to resolution. In the case management system, all actions taken by users during the investigation and resolution process are automatically documented in the case log and tagged with a date, time and user ID stamp. A three tier hierarchy ensures that only those authorized to assign and investigate incidents have access to that data, maximizing the protection of confidential information. (See Case Management User Roles, attached) The three user types are:

Executive Report Recipients: Executive Report Recipients have the ability to view all of the incidents in their incident categories across all locations. They also have the same capabilities as and can be Case Managers, as
described below. Executive Report Recipients are typically high level officials that may have oversight over the program, but no day-to-day responsibilities. Each member of the Incident Report Review Team is an Executive Report Recipient.

**Case Manager:** Case Managers will manage incident reports from notification to investigation and through to resolution. Case Managers can view and assign their incident reports within their incident category type(s), and in limited instances, may be granted access to incident reports outside their category type. For example, the Case Manager for Financial Matters will typically only receive incident reports involving financial matters. Case managers will have the same rights as and can also be Investigators.

**Investigators:** Investigators are responsible for investigating incident reports assigned to them by the Case Manager(s). Investigators can only see incident reports assigned to them by their Case Manager. For example, an individual in the Business Office may be assigned a specific incident report to investigate. They would be assigned the report by the Case Manager for Financial Matters.

**How Cases Are Assigned**

All reports, questions, comments and suggestions filed with The Hotline will be date and time stamped, and forwarded by the Hotline to the Incident Report Review Team according to incident type to ensure that the matter can be properly addressed. **Within 48 hours of receipt, the Team will meet and evaluate each incident to avoid conflicts of interest, and assign the case to an Executive Report Recipient.** The Executive Report Recipient may further assign the matter to a Case Manager within the appropriate department for investigation. The Case Manager may further assign to an Investigator. Case assignments will occur via The Hotline’s on-line reporting system to ensure documentation of the receipt, investigation and resolution of the matter in a central location with access afforded the Executive Report Recipient, Case Manager and Investigator. The Executive Report Recipient and/or Case Manager must monitor the investigation of the matter and provide reminders to the Investigators, if needed, to ensure swift resolution. EGSC’s goal is to have all matters resolved in as quickly a manner as is possible, providing prompt and thorough communication to the complainant at all times, with timely documentation provided in the on-line report.

**Investigation Procedures**

Upon receipt of the report, question, comment, and /or suggestion by the Case Manager, the Case Manager will evaluate to determine the critical or non-critical nature of the complaint, question, comment and/or suggestion. Each incident will be assigned an Investigator and a timeframe for response and final resolution that is appropriate for the matter under investigation. Investigators are expected to abide by the response and resolution deadlines, document all case information in the NAVEX on-line reporting system and to maintain clear and regular dialogue with his or her Case Manager on the status of the investigation. If additional information is needed to investigate the matter, the Case Manager will direct the assigned Investigator to obtain this information from the complainant if possible or request a communication with the caller in the case management system and post such questions for the caller to respond. Case Managers have access to the Investigator’s on-line notes and case information, and responsibility for reviewing and approving the investigation results.

**Investigation Outcomes and Actions**

If an investigative report reveals that an employee has violated a policy or policies of the College or of the Board of Regents, or violated city or county ordinance or state or federal law, that an employee or unit needs training on a particular topic, policy or procedure, or any other corrective action is recommended, the matter will be referred to the Director of Human Resources. In such instances, the employee and his or her supervisor will meet with Human Resources to review the matter and plan the corrective action(s) for the employee and/or unit. The Director of Human Resources will communicate the planned corrective action and inform the investigator when the corrective action has been completed. The investigative report will reflect the completion date of the corrective action.
If an investigation reveals that a student has violated the Student Code of Conduct, the investigator’s report will reflect this and the matter will be referred by the investigator to the Student Conduct Officer.

**Tracking Complaints**

EGSC will analyze all complaints to track and monitor trends or problem areas that may need focused management attention. Tracking of complaints will occur among offices and in particular subject areas. EGSC will provide additional controls, expanded policies or procedures or additional management review if needed. All EGSC personnel will be notified that retaliation by an employee that is the subject of a complaint is strictly prohibited and may subject the employee to termination and possible legal action.

USG Compliance and Ethics Program staff will be consulted as needed, about appropriate responses to a Hotline complaint. Any complaint and investigation about a USG President, or Vice President will be overseen by the University System of Georgia Office of Internal Audit for investigation.
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<th>Incident Categories</th>
<th>Executive Report Recipients</th>
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<td>Dr. Tim Goodman, VP Academic</td>
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<td>Rebecca Vincent**</td>
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<td>Caroline McMillan</td>
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<td>Donald Avery</td>
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<td>Clifford Gay, VP Business Affairs**</td>
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<td>Clifford Gay</td>
<td><a href="mailto:beckyfoskey@ega.edu">beckyfoskey@ega.edu</a></td>
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<td>Michelle Goff, Director of Facilities</td>
<td><a href="mailto:mgoff@ega.edu">mgoff@ega.edu</a></td>
<td>David Steptoe, Director of Plant Operations</td>
<td><a href="mailto:dsteptoe@ega.edu">dsteptoe@ega.edu</a></td>
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<td>Clifford Gay, VP Business Affairs</td>
<td><a href="mailto:cgay@ega.edu">cgay@ega.edu</a></td>
<td>Drew Durden, Chief Campus Security</td>
<td><a href="mailto:jtdurden@ega.edu">jtdurden@ega.edu</a></td>
<td>Mary Smith, Legal Counsel</td>
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<td>Clifford Gay, VP Business Affairs</td>
<td><a href="mailto:cgay@ega.edu">cgay@ega.edu</a></td>
<td>Tracy Woods, Director of Human Resources</td>
<td><a href="mailto:twoods@ega.edu">twoods@ega.edu</a></td>
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<td><strong>Information Technology Issues</strong></td>
<td>VP Information Services and Chief Information Officer</td>
<td><a href="mailto:rountree@ega.edu">rountree@ega.edu</a></td>
<td>Mike Rountree</td>
<td><a href="mailto:rountree@ega.edu">rountree@ega.edu</a></td>
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<td><strong>Housing Issues</strong></td>
<td>Donald Avery, VP Student Affairs</td>
<td><a href="mailto:davery@ega.edu">davery@ega.edu</a></td>
<td>Missie Crawford</td>
<td><a href="mailto:mcsawford@ega.edu">mcsawford@ega.edu</a></td>
<td>Resident Manager</td>
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** Incident Report Review Team

APPROVED BY CABINET
3/26/13/UPDATED 10/30/13
EGSC Statutes, p. 20 /Proposed Revision Necessary Due to Revised BOR Policy

ARTICLE VIII.

TERMINATION OF EMPLOYMENT

All appointments and terminations of staff shall be made by the head of the unit of the staff member subject to the approval of the President.

The President of the College may at any time terminate any faculty member or other employee of the College for cause. Cause shall include, but is not limited to, willful or intentional violation of the policies of the Board of Regents, responsibilities described in these statutes or responsibilities described in the Faculty Handbook or the Employee Handbook.

In addition before the end of any employee’s contract term for any of the following reasons, employment may be terminated provided the institution has complied with procedural due process requirements:

Conviction or admission of guilt of a felony or of a crime involving moral turpitude during the period of employment, or prior thereto if the conviction or admission of guilt was willfully concealed;

Professional incompetency, neglect of duty, or default of academic integrity in teaching, in research, or in scholarship;

Unlawful manufacture, distribution, sale, use or possession of marijuana, a controlled substance, or other illegal or dangerous drugs as defined by Georgia laws; teaching or working under the influence of alcohol which interferes with faculty member’s performance of duty or his/her responsibilities to the institution or to his/her profession;

Conviction or admission of guilt in a court proceeding of any criminal drug offense;

Physical or mental incompetency as determined by law or by a medical board of three or more licensed physicians and reviewed by a committee of the faculty;

False swearing with respect to official documents filed with the institution;

Disruption of any teaching, research, administrative, disciplinary, public service or other authorized activity;

Violation of, among other policies, Board Policy 8.2.1 (non-discrimination), Board Policy 8.2.16 (sexual harassment), or Board Policy 8.2.23 (amorous relationships);

Such other grounds for dismissal as may be specified in the statues;

Further causes or grounds for dismissal are set forth in the tenure regulations of the policies of the Board of Regents and in the approved statutes or bylaws of an institution.
Introduction
The Board of Regents considers the naming of a place or academic unit in honor of a living or deceased individual, corporation, foundation or organization to be one of the highest and most distinct honors that it can bestow. Naming a place, college or school requires prior authorization by the Board of Regents and shall be in accordance with the Board of Regents procedures and guidelines.

The naming policy shall apply to the naming of all Board of Regents real estate and facilities, as defined in the Board of Regents Policy Manual. This includes all property owned or leased by USG, including facilities constructed, donated, or acquired by affiliated organizations of the institutions. The term “facilities” includes buildings of all types, as well as institution grounds and athletic venues. It includes all outdoor areas of a USG institution including streets, entrances, gates, and landscape features such as quadrangles, gardens, lakes, fountains, and fields.

The naming policy shall also apply to the naming of colleges and schools of all USG institutions.

The president of an institution is authorized to name, without prior approval of the Board of Regents, interior spaces and academic units, such as departments. The term ‘interior space” includes rooms, hallways, floors and features as well as other enclosed or conditioned spaces(s) within buildings. Institutions shall provide a report on interior naming and naming removals, as information only, to the USG chief external affairs officer, at the end of each calendar year. The President shall provide for the annual review of the within institutional guidelines to ensure that the policies contained herein are consistent with the interests of East Georgia State College.

Naming Review Committee
East Georgia State College's Facility Naming Review Committee (hereinafter referred to as "The Committee") is composed of the President, Vice President for Business Affairs, Vice President for Academic Affairs, Vice President for Student Affairs, Director of Facilities and the Director of External Affairs The purpose of the committee is to evaluate honorees for the naming of places or academic units, streets and interior spaces and name removal, using the guidelines set forth below. The committee’s evaluation will include consideration of the current service and/ or financial contribution and future financial commitment of the honoree, as appropriate. The committee will submit the place or street naming recommendation to the USG chief administrative officer who will distribute for integrated review and in conjunction with the chancellor submit the request to the Board of Regents for action. The committee shall annually review all named places, academic
units, streets and interior spaces to ensure the names remain consistent with the interests of East Georgia State College and the University System of Georgia.

Honoree’s Eligibility

Namings may be authorized for outstanding and distinguished service, for philanthropic giving, or both according to the below standards. Outstanding service and philanthropic giving are flexible standards and will require consideration of the facts relevant to the person being honored and implementation of standards developed by East Georgia State College and the Committee. The President of East Georgia State College and the committee will strive to ensure that the value of the service warrants the action proposed and that the naming is consistent with the interests of East Georgia State College and the University System.

Service: Places, academic units and interior spaces may be named for living or deceased persons who have provided outstanding service to East Georgia State College, to the state, to the nation, or to society in general, and who served with distinction. When naming is to honor a living person for outstanding and distinguished service as a public servant, that person must have been dissociated from employment by the University System, local, state or federal government employment for at least two years prior to seeking Board approval. In the event that the individual being honored is no longer living, the two (2) year wait period may be waived.

Philanthropic Giving:
Places, academic units and interior spaces may also be named for individuals, corporations, foundations or organizations making monetary donations to East Georgia State College or its Foundation, within certain minimum limits noted below.

<table>
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<tr>
<th>Name</th>
<th>Minimum Donation</th>
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<tr>
<td>East Georgia State College building</td>
<td>$500,000</td>
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<td>East Georgia State College complex</td>
<td>$250,000</td>
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<td>East Georgia State College stadium</td>
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<td>East Georgia State College athletic field</td>
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<td>Interior Spaces</td>
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*A “complex” is defined as an interconnected group of buildings with indoor and/or outdoor facilities and any other related auxiliary structures, forming one contiguous unit. This definition is intended define a facility that encompasses one or more of the following uses: athletic, academic and/ or recreational.

To the extent possible, fund raising opportunities shall be maximized to attain namings covered by this policy.

In order for a place or academic unit to be named based upon a contribution, the gift will comply with the following guidelines:
1. The gift must be in irrevocable form to be paid within a five year period based upon a signed pledge commitment.
2. Namings should be associated with endowment gifts that include at least a portion of the gift for endowment to support the facility or academic programs associated with the facility.
3. Deferred gifts should generally not be used for current naming opportunities.
4. When a gift is pledged over a period of time, presidents should make a formal naming request to the Board when at least half of the total gift has been received by the institution.

When considering the honoree's monetary contributions, whether an individual, corporation, or foundation, the committee will evaluate cumulative contributions. An individual may be honored by naming with a combination of cumulative donations and outstanding service to East Georgia State College, as defined above. Prior to the President's recommendation of naming to the Board of Regents, a monetary gift or pledge equal to seventy-five percent of the respective limit as noted above, must be received by the President.

**Naming Ceremony**

After the approval of the place naming by the Board of Regents or approval of the academic unit or interior space naming by the naming committee, East Georgia State College will hold a recognition ceremony to publicly acknowledge the naming and the donor. East Georgia State College will notify the Chancellor and the Board of Regents of the ceremony date as soon as it is determined so as to encourage attendance of representatives of the University System of Georgia.

**Termination of Naming or Renaming**

Board authorized namings shall not be modified. The namings of facilities and grounds of an institution shall endure for the useful life of the facility and not in perpetuity. If a facility or area is substantially changed, a named building or area may no longer exist. In that event, the President may determine if maintaining the name for transfer to a new facility or area is appropriate and seek Board approval as appropriate.

**Outdoor Signage Standards**

All signage for streets and buildings named herein will be of a character that is attractive, complimentary and harmonious with the existing architectural style of campus buildings and landscape grounds. The signage shall be consistent with the East Georgia State College's Master Plan and specifically the campus's landscape plan regarding common outdoor space usage such as hardscape and signage, to achieve a cohesive and sustainable campus. These standards shall ensure that the campus grounds convey an attractive and inviting college/university character.

**Building Plaques**

In accordance with Board policy, a plaque of bronze cast metal or other appropriate material will be installed in all major construction projects including new buildings, additions, and renovations, noting the year completed, the Governor and members of the
Board at the time of completion and other Regents serving since the project was first approved, the architect and the contractor. If deemed appropriate by the President, major contributor(s) may be recognized by inclusion on the plaque or a separate plaque.

Name Removal

The removal of a name from an East Georgia State College facility, street or interior space may become necessary due to the failure of the honoree to meet a pledged financial commitment, failure to maintain the high standards of East Georgia State College or the University System of Georgia or for other appropriate reasons. Once the committee is aware of a situation that may warrant removal of the name, the committee will convene and consider all relevant information. If the committee determines it is necessary to remove the honoree's name from a place, academic unit or street, the committee will seek Board approval for the name removal through submission of the request to the chief administrative officer. Removal of names from interior spaces is at the discretion of the president and the removal will be reported to the chief external affairs officer at the end of the calendar year. The President will provide written notification of the name removal decision to the honoree.
Space Assignment Policy (to be considered by President’s Cabinet 11/26/2013)

Physical Space is one of the scarcest resources on campus. The Office of Facilities is charged with the effective management of space utilization in campus facilities. The Director of Facilities, or assigned designee, shall assign all space (offices, work rooms, conference rooms, public spaces) based on the College’s needs and best interests.

Once space has been assigned to a department or unit, the Vice President, Director or Division Chair of said department shall determine the best utilization of individual offices within that space. Vice Presidents, Directors and Division Chairs shall assign individual offices to their subordinates, and the Office of Facilities shall be notified of changes within the assigned space prior to the changes taking place.

Renovations by individuals to campus facilities are prohibited. Movement or removal of campus furniture and furnishings is prohibited. Requests for renovations, the movement of existing furnishings or for new furnishings shall be forwarded to the Office of Facilities.

MMG
11/23/2013
International and Superior Out-of-State Student Waiver Policy

This waiver is defined as one intended for international students and superior out-of-state students selected by the institutional president or an authorized representative, provided that the number of such waivers in effect does not exceed 2% of the equivalent full-time students enrolled at the institution in the fall term immediately preceding the term for which the out-of-state tuition is to be waived. The proportional percentage of out-of-state tuition waived shall be used when determining the number of waivers in effect such that a full waiver of out-of-state tuition counts as one waiver, while a 50% waiver of out-of-state tuition counts as a .5 waiver. (BoR Minutes, April 2012, October 2013).

Any student wishing to apply for this waiver must meet certain expectations and follow the appropriate steps toward making an application. These steps are a progressive sequence and begin when the student completes the International & Superior Out-of-State Student Waiver Application which is available on the EGC website at http://www.ega.edu/forms/records/IntSupOutStateWaiver_NG.pdf. The student must prepare a one-page personal essay outlining why he/she is seeking the waiver and how he/she would benefit EGC by receiving the waiver. The student must also request a letter of support from the individual involved with their recruitment to the College.

A student requesting this waiver must submit the application, their personal essay and letter(s) of support to the Tuition Classification Officer. The Officer will make a written recommendation and forward it to the other Petition/Waiver Committee members to review and confirm if they approve or deny the student’s request. The Records Office will send the student notification of the committee’s decision. If approved, the waiver is intended for 12-consecutive months with the provision that the student maintains his/her eligibility. Their progress and gpa will be verified at the end of each semester based upon requirements #3 and #5 listed below. The Records Office will provide documentation to the Director of Accounts Services to post the waiver code to waive out-of-state fees. While the student remains in compliance, the waiver will continue up until the end of the 12-month period. To renew this waiver at the end of that period, a new waiver application and documentation must be submitted for review.

All students seeking this waiver must meet the following waiver requirements:

1. Must have achieved better than a 2.50 gpa based on the average gpa at the last institution(s) or level attended.
2. Former EGSC students requesting this waiver for the first time must have a cumulative 2.50 gpa.
3. Must, while enrolled with EGSC, maintain a minimal institutional cumulative 2.50 gpa.
4. The cumulative gpa standard for this waiver is 2.50 from the current or past institution(s) and excludes the use of rounding up the last digits.
5. Must be enrolled for a minimum of 12 credit hours (fall/spring)
6. Must show adequate progress toward completing a degree

If a student fails to meet the above standards at the end of any semester within the 12 consecutive month waiver, he/she can be considered for a continuance of the waiver in one or more of the following ways:

1. The institution will send written notification to the student by mail and email notifying him/her that they are on probation for this waiver during their next semester of attendance allowing the student an opportunity to raise his/her gpa during that term.
2. If at the end of the probation term, the student has not restored his/her cumulative gpa to a minimum of 2.50, the student may write a Letter of Appeal to the Academic and Financial Aid Appeals Committee. The appeal statement must indicate that he/she is requesting approval to continue the waiver and explain any extenuating circumstances that hindered their academic performance making it difficult to raise their cumulative gpa to 2.50.
3. If: (a) the student did not make financial aid satisfactory academic progress (SAP) during the probation period or (b) does not appeal to the Academic and Financial Aid Committee or (c) the student does appeal and is denied, they will forfeit the Superior Student Waiver for future semesters or until such time as the student regains a cumulative gpa of 2.50 or better.
4. If the committee approves the appeal, the student may continue the waiver the next semester provided the student has not exceeded the original 12 month period or complete a new waiver application.

Revised 11/5/13
**EGSC Pets Policy**

Pets are not allowed on the East Georgia State College grounds except service animals, service animals in training, and approved therapy animals assisting faculty, staff, or students with disabilities. Pets are allowed on the main campus grounds in Swainsboro **ONLY** outside normal operating hours and class times and when under direct supervision. All pets must be leashed at all times.

EGSC students enrolled in classes meeting on the Georgia Southern University or Georgia Regents University campus are subject to GSU or GRU policies concerning pets on campus and are directed to the GSU or GRU Student Handbook, respectively, for guidance.
Policy Regarding Service Animal Access to East Georgia State College Facilities, Programs, Services, and Activities -

The purpose of this policy is to implement federal and state laws regarding access for service animals that assist disabled persons at East Georgia State College.

Definitions-

A “service animal” is any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. These tasks include but are not limited to: guiding individuals with impaired vision, alerting individuals who are hearing impaired to intruders or sound, providing minimal, non-violent protection or rescue work, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with post-traumatic stress disorder during an anxiety attack, pulling a wheelchair, or fetching dropped items. Service animals are working animals, not pets. The work or task performed must be directly related to the person’s disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the Americans with Disabilities Amendment Act. The crime deterrent effects of an animal’s presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.

Miniature Horses- In some circumstances, miniature horses may perform the same or similar duties of service animals. The references within this policy that apply to service animals also apply to miniature horses functioning as service animals. Miniature horses generally range in height from 24 inches to 34 inches measured to the shoulders and generally weigh between 70 and 100 pounds. Several factors determine if miniature horses can be accommodated on campus and in housing. The Americans with Disabilities Amendments Act regulations set out four assessment factors to assist entities in determining whether miniature horses can be accommodated in their facility. The assessment factors are (1) whether the miniature horse is housebroken; (2) whether the miniature horse is under the owner’s control; (3) whether the facility can accommodate the miniature horse’s type, size, and weight; and (4) whether the miniature horse’s presence will compromise legitimate safety requirements necessary for safe operation of EGSC facilities.

Verification of Disability and Need for a Service Animal-

In the event that an individual desires the assistance of a service animal for use in college facilities and services, and it is not clear that the animal is used for this purpose, several questions may be posed by EGSC staff. (1) Is the dog a service animal required because of a
disability? (2) What work or task has the dog been trained to perform? **No other questions can be asked.**

**Service Animal Access-**

Georgia law requires for the purposes of access to EGSC facilities, programs, services, or activities that persons accompanying dogs being trained to be “service animals” are required to be given the same degree of access to which a “service animal handler” is entitled under applicable law. “Service animals in training” are subject to this policy in its entirety, in addition to certain identification and other requirements as listed below.

Georgia law requires all trainers to be a registered agent for an organization (seeing eye, hearing, service, or guide dog agency) that trains service dogs. The trainer is required to have on his/her person and available for inspection credentials for the accredited school for seeing eye, hearing, service, or guide dogs. Service dogs in training are required to wear a collar, leash, or other appropriate apparel or device that identifies such dog with the accredited school for which such dog is being raised.

For the purposes of this policy, “service animals” are collectively defined to include those that are defined by the subject of applicable federal and Georgia law. Service animals do not include animals of any species that are pets, or are used merely for emotional comfort, support, or therapy.

**Administrative and Other Matters-**

In the case of students with disabilities or student handlers, students must first contact the Counseling and Disability Services Office to register their service animals. In the case of a student, this would require appropriate documentation of the need for his or her service animal in connection with the particular disability, and in the case of a handler, to document his or her credentials from the accredited school for which the service animal is being raised. In the case of all others (faculty and staff), such registration should be made with the Office of Human Resources.

For all service animals that are allowed access to EGSC facilities, the Counseling and Disability Services Office shall maintain such records for service animals for students and handlers. The provisions of this policy are minimal requirements that may be supplemented by more specific requirements and procedures developed and implemented by EGSC Counseling and Disability Services due to the particular circumstances involved.
Americans with Disabilities Amendments Act Grievance Procedures-

Please refer to the Americans with Disabilities Amendments Act grievance procedure for East Georgia State College, located at (policy will be linked here, once approval is provided.)

Care and Supervision of the Service Animal-

Care and supervision of the animal are the responsibility of the individual who benefits from the animal’s use. The individual is responsible for maintaining control of the animal at all times, where consistent with the capacity of the service animal user. The individual is also responsible for ensuring the cleanup of the animal’s waste and, when appropriate, must toilet the animal in areas designated by the college. Students or handlers of service animals are solely responsible for any damage to persons or college property caused by their animals.

Off-Limit Areas to Service Animals-

EGSC may prohibit the use of service animals in certain locations due to health and safety restrictions (e.g. where the animals may be in danger, or where their use may compromise the integrity of research). Restricted areas may include, but are not limited to, the following areas: custodial closets, boiler rooms, facility equipment rooms, classrooms with research/demonstration animals, areas where protective clothing is necessary, rooms with heavy machinery, and areas outlined in Georgia law as being inaccessible to animals.

Notifications-

The Director of Counseling and Disability Services will coordinate with EGSC units that restrict access of service animals from specific EGSC facilities to provide appropriate notice to all members of the EGSC community and the public at large as to those EGSC facilities that are service animal restricted.

Conflicting Disabilities-

EGSC will make reasonable efforts to notify residents of the existence of service animals in a building. Students in housing (or on campus) with a medical condition(s) that are affected by service animals (respiratory diseases, asthma, severe allergies) are asked to contact the Counseling and Disability Services Office if they have a health or safety-related concern about exposure to a service animal. The individual will be asked to provide medical documentation that identifies the condition(s), and will allow determination to be made as to whether the condition is disabling and whether there is a need for an accommodation.
The Counseling and Disability Services Office will work with relevant staff to resolve any conflict in a timely manner. Staff members will consider the conflicting needs and/or accommodations of all persons involved.

Requirements of Handlers and Students and Grounds for Removal of Service Animals from EGSC Facilities:

1) Handlers or students are required to keep their service animals under their direct physical control at all times by means of an appropriate leash or other lead of a type and length that enables the handler or student to maintain close and direct physical control of the service animal. Handlers or students are not allowed to transfer control of the animal to another person even momentarily, requesting the assistance of other persons in supervising or controlling their service animals or otherwise leaving the presence of their service animals for any period of time while on EGSC facilities.

2) Handlers or students are required to move a service animal that is unruly or disruptive (e.g. biting or attempting to bite, barking, running around, jumping at or up on people or other excessive physical activity that goes beyond repositioning itself), or may be directed to do so by an EGSC faculty or staff member or by any member of Public Safety. In determining whether a service animal is being unruly or disruptive within the meaning of this paragraph, all facts and circumstances should be considered. In the event of such behavior by a service animal, it may be denied access to EGSC facilities until the handler or student can demonstrate that he or she has taken sufficient steps to correct or control the unacceptable behavior of the service animal.

3) Handlers or students shall not bring a service animal that is ill to EGSC facilities and should remove the service animal from EGSC facilities if it becomes ill. A handler or student with a service animal that appears ill may be asked to remove the service animal from EGSC facilities by EGSC Public Safety or by EGSC faculty or staff.

4) Handlers or students must ensure that their service animals are kept clean and well groomed. Handlers or students with service animals that are in the reasonable opinion of the affected EGSC unit, unhygienic (e.g. flea-infested, foul-smelling, or inadequately groomed as may be appropriate for the breed and other physical characteristics of the particular service animal. The handler or student may be asked to leave EGSC facilities or activities until such conditions are corrected.

5) Handlers or students must ensure that their service animals are housebroken. Service animals will be excluded from EGSC facilities if they are not. In the event of an isolated incident of a service animal failing to control its bodily eliminations due to illness or accident, the handler or student is responsible for immediately and properly cleaning up and disposing of bodily fluids or solid waste from the service animal whether indoors or outdoors.
6) Proper clean-up will depend on the specific circumstances, but includes at a minimum, physical removal of any liquid and solid wastes and disposal of these and the cleaning materials used securely in a plastic bag and deposited in an outside waste container. To this end, handlers or students are required to have in their possession at all times when accompanied by their service animals, appropriate and sufficient cleaning materials and disposal bags whenever their service animals are present on EGSC facilities.

7) In the event of any such incident and after the immediate clean-up action required above, the handler or student must notify an appropriate EGSC employee in the affected area or building of the incident, such as those individuals performing custodial functions in the affected building so that further deodorization and disinfection procedures can be performed as needed by appropriate EGSC personnel. Where such EGSC personnel are not available, the handler or student must contact EGSC Plant Operations at (478) 289-2095 or EGSC Public Safety at (478) 455-0125.

8) In the case of a student whose disability prevents or impairs the ability to comply with the requirements of this paragraph, it is the responsibility of the student to have previously made satisfactory arrangements for a third party to perform all actions required in this policy. Such arrangements must be documented in the student or handler’s disability records either at the Counseling and Disability Services Office (for students), or in the Human Resources Office (if a faculty or staff member). In all cases of damage to EGSC facilities by a service animal failing to control its bodily eliminations due to illness or accident or in any other manner, the student is personally responsible for the cost of additional cleaning or repairs to EGSC facilities.

9) Students or handlers shall be liable for any and all costs resulting when a service animal causes damage to EGSC facilities or injury to individuals. In the case of any incident involving injury to a person by a service animal, the student or handler shall make an immediate report to the EGSC Public Safety department so that the incident can be properly investigated and documented and the student or handler shall also fully comply with any state or federal law or regulation requiring additional reports to other government agencies that may be required due to the physical injury caused by the service animal.

10) In addition to any other obligations in this policy, within 24 hours following any such incident involving property damage or personal injury, the student or handler shall submit a detailed, written report regarding the incident that should include copies or other written confirmation that all other reports required in this policy have been duly made and that any actions required under other state or local laws such as quarantine of the service animal and similar policies have been taken. For the purposes of this policy, all such summary reports must be filed with the Counseling and Disability
Services Office (if the handler is a student) or with the Office of Human Resources (if the handler is a faculty or staff member).

**Student Violations of this Policy**

In the case of students and handlers, failure to comply with this policy may constitute one or more violations of the EGSC Student Code of Conduct.
Student ADA Grievance Procedure-

Students who have a complaint about accommodations provided by East Georgia State College must attempt to resolve conflicts by contacting the counselor/disability service provider at the location where they have applied for services. If the student is applying for accommodations through our Augusta location, they would contact our Director of Counseling and Disability Services. If the results of this process are unsatisfactory to the student, he or she must contact the Director of Counseling and Disability Services in Swainsboro, located at 131 College Circle, Swainsboro, Georgia, 30401. Telephone: (478) 289-2039. If the student plans to appeal the disability service provider’s decision to the Director of Counseling and Disability Services, the appeal must be submitted within five business days of the decision rendered by the disability service provider. If the appeal is submitted after this five business day deadline, the Director of Counseling and Disability Services will notify the student/complainant of their ineligibility to appeal due to not meeting the appeal submission deadline. Upon receipt of an eligible appeal, the director will investigate the complaint and make reasonable efforts to resolve the matter. The investigation shall be informal but thorough, affording all persons an opportunity to submit evidence or relevant information. The Director of Counseling and Disability Services will have three business days to review the information and submit a written decision to the student/complainant.

If the complainant is not satisfied with the decision of the Director of Counseling and Disability Services, he/she can contact the Vice President of Student Affairs of East Georgia State College within five business days to appeal. The Vice President of Student Affairs of East Georgia State College is located in Swainsboro at 131 College Circle, Swainsboro, Georgia, 30401. If the Director of Counseling and Disability Services is the disability service provider who made the original decision for which the student is dissatisfied, the student/complainant should forward their written appeal to the Vice President of Student Affairs of East Georgia State College.

The Vice President for Student Affairs of East Georgia State College will investigate the complaint and make reasonable efforts to resolve the matter. The investigation shall be informal but thorough, affording all persons an opportunity to submit evidence or relevant information. The Vice President for Student Affairs will have three business days to review the information and submit a written decision to the student/complainant.

If the complainant is not satisfied with the decision of the Vice President for Student Affairs, he/she can forward their appeal to the President of East Georgia State College. This appeal must be submitted within five business days in order to be considered by the President. The President of East Georgia State College may choose to provide a written, final response to the student or assemble a committee consisting of select faculty and staff who will review the student’s written appeal and relevant information and make a recommendation. The President
of East Georgia State College will have five business days to review the appeal and render a written decision to the student, or will have five business days to form a committee and review the committee’s written decision on the appeal. Once the President of East Georgia State College receives the written recommendation of the committee, he/she will have five business days to submit his decision in writing to the student/complainant. The decision of the President of East Georgia State College is final as far as the institution is concerned. Should the student be dissatisfied with the decision of the President of East Georgia State College, he/she shall have the right to appeal in writing to the Board of Regents (http://www.usg.edu/policymanual). The decision of the President of East Georgia State College is final until a ruling is made by the Board of Regents. Use of this grievance procedure does not limit a student’s pursuit of other remedies, including the right to pursue a complaint with the U.S. Department of Education, Office of Civil Rights.
The following information is required:
1) The employee’s (traveler’s) name (any other traveler’s name as well).
2) The department to be charged for the travel expenses.
3) The total estimated cost of the trip.
4) The purpose of the trip, the destination, an itinerary, if available, and supporting documentation from either Google Maps or MapQuest to calculate actual travel distances.
5) Mode of transportation -- College vehicle, personally owned vehicle (POV), airline, train, etc. The Request to Travel form will be used by the Business Office to reserve a state vehicle, pending availability. Only one mode should be requested and this field must be completed.
6) Date and time of departure -- Required field for all travel requests, but especially important for reserving a College vehicle.
7) Date and time of return.
8) Employee Signature and Date that request is completed.
9) Supervisor’s signature(s) and approval date (must be prior to travel).

Standing Authority to Travel
Standing Travel Authorization permits local travel for business purposes without the necessity of submitting a travel request for each trip. Local travel is defined as day trips within the State of Georgia. Standing Travel Authorization does not cover overnight or out of state travel. (Supervisors may require standard travel request for all travel)

The Standing Travel Request Form must be completed, approved, and submitted to the Business Office prior to the departure date.

Standing authorizations must be renewed at the beginning of each fiscal year (July 1st).

Chapter 3. Per Diem Allowance for Meals

Meal Expenses Associated with Overnight Travel within Georgia
Employees traveling overnight will be paid a per diem amount designed to cover the cost of meals (including taxes and tips), based on the number of meals per day for which the employee is eligible. In state travel per diem rates only include the cost of meal expenses and not incidental expenses, such as fees and tips given to porters, baggage carriers, bellhops, hotel housekeeping, stewards or stewardesses, hotel staff, transportation costs, etc.

❖ How many meals per day?

Employees traveling overnight are generally eligible for per diem amounts designed to cover the cost of three (3) meals per day for all days on travel status other than the day of departure and the day of return. There are specific instances in which an employee may
EAST GEORGIA STATE COLLEGE
STANDING TRAVEL REQUEST FORM

THIS FORM MUST BE COMPLETED AND APPROVED BEFORE THE EMPLOYEE TRAVELS. FAILURE TO OBTAIN PRIOR APPROVAL MAY PROHIBIT TRAVEL REIMBURSEMENT.

Employee Name: Cliff Gay

Department/Budget to be charged: Business Affairs

Mode of transportation:    x  College Vehicle

                       x  Personal Vehicle ($0.24/mile)

Date: July 1, 2013 - June 30, 2014

REMEMBER:

The purpose of the Standing Authorization is to permit local travel for business purposes without the necessity of submitting a travel request each time a local trip is made. Local travel is defined as travel within the State of Georgia. The Standing Authorization is not in effect for any business travel that requires overnight lodging or any out of state travel.

Employee Signature  ________________________

(6/19/13)

Date Submitted

06/23/2013

Approval Date
Employee Purchasing Policy (Draft as of 11/21/13)

Absent a specific and approved exemption in state law or as approved by the Chancellor, EGSC employees shall not purchase goods or services for personal use through channels used in the purchase of goods and services for EGSC operation.