

President's Cabinet
Minutes
November 26, 2013
9:00 a.m. – President's Conference Room

Attending:

Donald Avery
Bob Boehmer
Bob Brown
Jeff Edgens
Cliff Gay
Elizabeth Gilmer

Tim Goodman
Lynn Jackson
Caroline McMillan
Carmine Palumbo
Mary Smith

Absent:

Lee Cheek
Michelle Goff
Mike Rountree
Susan Gray

The meeting was called to order at 9 a.m. by President Bob Boehmer. There were 10 of the 13 members in attendance so a quorum was established to proceed with the meeting.

Dr. Boehmer addressed the following topics up for discussion:

- Audit Exit Conference: East Georgia State College received a clean audit from the State of Georgia. Dr. Boehmer commended Cliff and his department for their work.
- Georgia Edmond sent a report of spring applications received to date. The College received 646 new applications; this is an increase of over 100 applications from last year. All three (3) locations have increased applications.
- Dr. Boehmer noted that some of the older college policies and procedures refer to the Swainsboro campus only. Dr. Boehmer stated that whenever action is taken by the Cabinet on policy and procedure, the resulting policy and procedure applies to all locations, unless it is specifically stated otherwise.

A motion was made by Elizabeth Gilmer to approve the July 23, 2013 minutes with a second by Tim Goodman. The minutes were approved by a unanimous vote.

Informational Items

- Board of Regents Meeting Dates for 2014 – Bob Boehmer
 - Chairman Wilheit is going to try to make the meetings 1 day
- Board of Regents October and November 2013 meetings – Bob Boehmer
 - The Board of Regents reviewed and revised their Policies and Procedures at the October and November meetings. Each department is encouraged to review these revisions and look for any headlines that might be important in their department.
- Amorous Relationship Policy – Bob Boehmer
 - This is already in the Human Resources Manual
 - Chancellor Huckabee wants all Presidents to make sure it is understood that there will be zero tolerance of any deviation from this policy. Dr. Boehmer discussed the importance of the policy and asked the Cabinet to communicate it with the Faculty and Staff.

Informational Items -- Continued

- Climate of Service Excellence at the College – Bob Boehmer
- Media Contacts for all EGSC Units– Bob Boehmer and Elizabeth Gilmer
- Procedure for use of FL18 (President’s Ford Explorer) –Bob Boehmer
- Maintenance and Use of Official College Mailing List – Bob Boehmer
- College Policies concerning Alcohol at College Events – Bob Boehmer
- Policies on Political Campaigning on Campus – Bob Boehmer
- Payment of Overtime Pay – Bob Boehmer
- Final Course Grade Appeal Form – Mary Smith
- Various Fiscal Policies – Cliff Gay
 - The State Policy is more Restrictive therefore this must be tabled until a later date.
- Annual Fund Appeal Letters to Faculty/Staff – Elizabeth Gilmer
 - Potential Funding/Program Concerning Transition Program for Developmentally Disadvantaged Students – Bob Boehmer
- Georgia Inclusion Post- Secondary Education Consortium – Bob Boehmer

Action Items

- Alcohol and Drug Policy - Employee – Mary Smith

Smith explained that this policy was in both the Faculty Handbook and the Staff Handbook. The new policy replaces both. There were some typographical errors noted in Section “I” and in Section I –d” it was also questioned for a better definition of “minor traffic offenses and high risk job “A motion was made by Tim Goodman with a second from Cliff Gay to approve the policy with the editorial changes and directions on the definitions once changed. The policy with the modifications was approved by unanimous vote.

- Amorous Relationship Policy – Mary Smith

Smith explained that this policy exists in the USG Human Resources Administrative Practice Manual . The Board of Regents approved this policy for inclusion in the Board of Regents Policy Manual. The General Rule is that Faculty/Staff are prohibited from having a relationship with subordinates or students in their line of supervision or evaluation. Violations of the policy can result in termination. A motion was made by Tim Goodman with a second by Elizabeth Gilmer to accept the policy as written. The Policy was approved by unanimous vote.

- Ethics Hotline Procedures and User Roles – Mary Smith

Smith explained that the Hotline is a tool to report ethics complaints or complaints of any nature – through an on line reporting mechanism. The Hotline does not replace other reporting mechanisms or procedures. For example, a Title IX complaint will be handled according to the college’s Title IX policy. A motion was made by Elizabeth Gilmer with a second by Cliff Gay to accept the policy as written. The Policy was approved by unanimous vote.

- Grounds for Removal – Mary Smith

Smith explained this policy was recently revised by the Board of Regents to add the following grounds for removal: violation of BOR policy, including the policies on sexual harassment, amorous relationships, non-discrimination. The policy would reside in the Statutes and/or the Faculty Handbook.

A typographical error was noted in the last paragraph regarding the spelling of “Statues” A motion was made by Tim Goodman with a second by Carmine Palumbo to accept the policy with the revisions noted. . The Policy was approved by unanimous vote with a notation to correct the typo..

- Place Naming – Mary Smith/Bob Boehmer

Dr. Boehmer explained that the Board of Regents mandated that every institution have a place naming policy. The Cabinet is not prepared to vote on this today. A motion was made by Bob Brown with a second by Carmine Palumbo to table this policy until the next meeting. . The Policy was approved to be tabled to the next meeting by unanimous vote.

- Space Assignment Policy – Mary Smith/Bob Boehmer

Dr. Boehmer explained that this policy defines “space” and explained that Michelle Goff and Physical Facilities needs help from the campus of informing them of when someone changes or moves offices. A motion was made by Bob Brown with a second by Cliff Gay to accept the policy as written. The Policy was approved by unanimous vote.

- Tenure Requirements – Mary Smith

Smith explained that the Board of Regents revised its policy to carve out an exception to the full time status requirement for eligibility for tenure. The revision allows part-time faculty members that hold rank and hold a professional position at a medical facility to be eligible for tenure. This is for informational purposes.

- Out-of-State Tuition Waiver Policy – Donald Avery

Mr. Avery explained that this policy explains the process for waivers. The revision addresses how to compute waivers for students. Changes need to be made to this policy; Avery suggested that this policy be tabled until the next meeting. . A motion was made by Tim Goodman with a second by Elizabeth Gilmer to table this policy until the next meeting. . The Policy was approved to be tabled to the next meeting by unanimous vote.

- Pets Policy – Donald Avery

Mr. Avery explained that this policy basically states no pets on campus unless service animals and that pets are allowed outside during non-operating hours as long as they are on a leash. Other references and suggestions need to be clarified and Mr. Avery suggested tabling this policy until the next meeting. A motion was made by Bob Brown with a second by Tim Goodman to table this policy until the next meeting. . The Policy was approved to be tabled to the next meeting by unanimous vote.

- Service Animal Policy – Donald Avery

Mr. Avery explained this policy arose due to a formal request by a student asking to be permitted to bring a service animal in training to campus. In an effort to comply with state and federal laws this policy was created and it closely follows the University of Georgia's policy on Service animals. A motion was made by Bob Brown with a second by Elizabeth Gilmer to accept the policy as written. The Policy was approved by unanimous vote.

- Student ADA Grievance Policy – Donald Avery

Mr. Avery explained this applies only to student accommodations appeals. This policy is needed as a result of the recent request for the service animal. There is more work that needs to be done on this policy and Mr. Avery suggested tabling this until the next meeting. A motion was made by Tim Goodman with a second by Carmine Palumbo to table this policy until the next meeting. . The Policy was approved to be tabled to the next meeting by unanimous vote.

- Standing Travel Authorization – Cliff Gay

Mr. Gay explained the changes to this policy refer to in state one-day travel. A motion was made by Elizabeth Gilmer with a second by Tim Goodman to accept the changes as written. The change was approved by unanimous vote.

- Employee Purchasing Policy – Cliff Gay

Mr. Gay explained that this policy has been updated to mirror the Board of Regent policy with regard to employees using institutional vendors for purchasing items for personal use. A motion was made by Elizabeth Gilmer with a second by Tim Goodman to accept the changes as written. The policy was approved by unanimous vote.

Following discussion Carmine Palumbo made the motion to adjourn seconded by Elizabeth Gilmer.

The meeting was adjourned at 11:00 a.m.