President’s Cabinet Meeting Minutes
April 28, 2020
9:00 a.m.
President’s Conference Room

*Items in OneDrive will be marked with an asterisk

1. **Welcome** – Boehmer

2. **Minutes** – Boehmer
   Motion to approve was made by Sharman; seconded by Gilmer. Adopted unanimously.

3. **Top of the Agenda Items**

   **Academic Affairs/Student Affairs**
   - *Summer 2020 Enrollment and Fall 2020 Enrollment* (permanent agenda item) – Beall
     Will provide summer enrollment data in email report. For fall, 63 apps ahead; 35 down in acceptances; 2.2% down from last summer. 200+ transcripts processed. For returning students, 127 behind. Thanks to Learning Commons/ACE team for reaching out to current students. 1028 students have registered to return for fall; we had 1055 this time last year; 11% decline.
   - *Dual Enrollment* – Summer 2020 and Fall 2020 (permanent agenda item) – Murphy
     Enrollment is going slow due to changes in Dual Enrollment guidelines and having less group registration activities. 103 students have been registered for fall; 35 for summer. 210 apps have been received for fall. Working heavily on registration now. We will have 5 high schools in the fall; Adding Evans and Columbia. 90 students will be added from these 2 high schools. Agreements will need to be signed as soon as possible.
   - *Housing Occupancy Report* * Summer 2020 and Fall 2020 (permanent agenda item) – Storck
     174 renewal apps; increase of 24%. We have had a 40% increase in completed apps compared to this time last year.

   **President’s Office**
   - SACSCOC Reaffirmation 2020-2021
     - Proposed Updated QEP Committee Structure for SACSCOC Reaffirmation*
     Motion to adopt the proposed QEP Committee Structure was made by Sharman; seconded by Kennedy; adopted unanimously.

4. **Action Items**

   **Business Affairs**
• VPBA & Business Operations – Gay  
  • None

EGSC – Augusta  
• AVP EC – Kelch  
  • None

EGSC – Statesboro  
• Director – Williamson  
  • None

Informational Technology  
• VPIT – Rountree  
  • None

Institutional Advancement  
• VPIA – Gilmer  
  • None

President’s Office  
• President Boehmer  
  • None  
• AVP – Kennedy  
  • None  
• Chief of Staff/Legal Counsel – Smith  
  • Affirmative Action Plan review - Tracy Woods & Berkshire Assoc. Representative provided an overview of the report and provided a Powerpoint Presentation. No additional action is required at this time.  
  • Policy and Governance Approval Procedure* Motion to approve was made by Sharman, seconded by Gilmer. Adopted unanimously.  
• Athletics – Wimberly  
  • None  
• Police Department – Seckinger  
  • None  
• Strategic Planning and IR – Gribbin  
  • None

Academic Affairs/Student Affairs  
• VPASA – Sharman  
  • None  
• AVP – Beall  
  • None  
• Math/Science – Wedincamp  
  • None  
• Humanities/Social Sciences – Cunha
5. **Informational Items**

**Business Affairs**
- **VPBA & Business Operations – Gay**
  - **Building Projects Update**
    - Student Center Addition: Waiting on generator to be connected and then addition will be complete;
    - George L. Smith Bldg.: working on punch list and will wrap up soon;
    - Statesboro: trying to get expenses within budget; meeting this Friday to review.
  - Deadline for Evaluations – Return to HR by 5/1/2020
  - Compensatory Time Balances – must use by 4/30/2020. As a reminder, employees cannot accrue comp time during May.
  - Student Refunds – Over $400,000 was used to refund students due to the interruption of services due to COVID-19 ($11,000 for Swainsboro fees; $5000 for Swainsboro parking; $28,000 for Statesboro transportation; $137,000 for housing fees; $234,000 for meals).
  - CARES Act Funds – Two parts:
    1. $1.4 million is available for students who are/may be Title IV eligible (excludes transients, dual enrollment students, undocumented students and wholly online students). Students will receive funds in early May.
    2. $1.4 million for institution to reimburse itself for COVID-19 related expenses. Plan is being devised now.
  - Year-End Dates – Observe dates in Memo from Sheila Wentz.
  - FY 2019 Purchase Orders – State will probably cancel any open FY19 PO and request that the funds be returned.
  - FY 2020 Purchase Orders – Please reduce or close PO’s not needed.
  - Tuition and Fee Rates for Summer 2020 and FY 2021 - No change in tuition rates for FY21; no differential for online courses. All fees for summer are waived except for the technology fee and the special institutional fee.
  - FY21 Budget – No word yet on what the impact from COVID-19 and declining enrollment will have on the budget. USG is still waiting to receive State allocation. We will probably not know our portion until June.

**EGSC – Augusta**
- **AVP EC – Kelch**
  - None

**EGSC – Statesboro**
- **Director – Williamson**
None

Informational Technology
  • VPIT – Rountree
    • Update - USG Business Procedures Manual Data Governance & Compliance project – Dates for Phase 1 and Phase 2 have been pushed out to 12/31/2020.
    • Zoom software update
      ▪ Please utilize and share the recently created “Zoom settings / guidelines / best practices / FAQ document.”
    • Update – Two-factor authentication: All employee email accounts have now been converted to Office 365.
    • USG Cybersecurity training – Training module is now open in D2L. All employees (full and part-time) must complete the training by 5/8/2020. This is a USG requirement and we must have 100% compliance.
    • USG Gramm-Leach Bliley Act (GLBA) audit – All USG institutions will be audited beginning in May. Ashley Woods will be the point of contact. Most likely to be performed remotely by USG auditors. Due to a recent audit with similar components, the college should be in good shape with the financial aspects of this audit.
    • Employees are encouraged to utilize Adobe Acrobat software for e-signing EGSC documents; can also use online version. IT will provide all Cabinet members with the software for their office computer(s). Each unit should have a primary person and a back-up who have access to this software on their computers. We have enough licenses to handle phase 1 (Cabinet members and their designees). 204 licenses are available; 80 have been assigned. Teresa can remotely install on college-owned devises. Software cannot be installed on personal devices.

Institutional Advancement
  • VPIA – Gilmer
    • Correll Scholars – 57 applicants; have all been scored. Michael Wernon is chairing Zoom interviews this Monday and Tuesday. A lot of local (60-mile radius) student interest this year, which fits well with the scholarship donor’s desires.
    • COVID-19 Relief Fund for Students – Private donors have been giving donations to fund scholarships for students impacted by COVID-19. A news story with applications details is on EGSC’s home page. First consideration will be given to students who won’t receive federal aid. So far, we can award (6) $250 awards; application deadline is this Friday; will be awarded on Monday to the student’s Bank Mobile account.

President’s Office
  • President Boehmer
    • Elizabeth Gilmer was recognized for her 12 years of service to the college. She will be retiring on 4/30/2020.
• AVP – Kennedy
  • None
• Chief of Staff/Legal Counsel – Smith
  • None
• Athletics – Wimberly
  • General Update
• Police Department – Seckinger
  • None
• Strategic Planning and IR --Gribbin
  • None

**Academic Affairs/Student Affairs**

• VPASA – Sharman
  • USG College Completion Rate* - tracks first time college students who graduate within 6 years. Interesting data: 61% of Georgia students have graduated within 6 years (the national rate is 60%). Georgia is ranked #20 in state by state ranking.
  • Summer schedule – Continuing to fill courses; not that much off at this point.
  • Fall schedule – Carefully looking at the Fall reopening plan and considering various options. More details will be shared soon.
  • Final exams – Schedule will remain the same, all exams will just be conducted online.
  • Course evaluations – Suspended this semester. However faculty are being encouraged to collect any student feedback possible.
  • Student Affairs update – Restructuring
    o Jim Beall will become AVP for Academic Affairs and Enrollment Management. Will assume oversight for Admissions, Registrar and Housing and other previously assigned areas of responsibility;
    o Karen Jones will become AVP for Student Affairs and will oversee Financial Aid, AAMI, Student Life and Counseling/Disability Services.
    o Learning Commons will revert back to Dr. Sharman’s oversight.
  • QEP update – first draft has been received for review.
• AVP – Beall
  • None
• Math/Science – Wedincamp
  • None
• Humanities/Social Sciences – Cunha
  • None
• AVPSA – Jones
  • None

6. **Key Indicators**

• Academic Affairs – Sharman
Athletics – Wimberly
Business Affairs – Gay
Business Operations – Gay
Chief of Staff/Legal Counsel – Smith
EGSC Augusta/AVP EC – Kelch*
EGSC Statesboro – Williamson
Enrollment Management – Beall
Information Technology – Rountree*
Institutional Advancement – Gilmer*
Police Department – Seckinger
School of Humanities and Social Sciences – Cunha
School of Mathematics and Science – Wedincamp