Senior Staff Meeting Agenda
April 3, 2020
2:00 – 3:30 p.m.
Zoom Conference

The Monthly Bobcat Spot Plus newsletter can be viewed at:
http://www.ega.edu/offices/external_affairs/public_information/news_and_media

*Items in OneDrive will be marked with an asterisk

Virtual Meeting Protocol:
- You are encouraged to log on at least 5 minutes prior to the start of the Zoom meeting;
- All meetings will begin precisely at the established time, commencing with attendance;
- Attendees will be identified at the beginning of the meeting by Norma Kennedy;
- Please set your computer and/or phone to “mute” except when speaking;
- Due to COVID-19, the agenda is lengthy. Everyone is encouraged to be brief, direct and factual in your comments.

1. Welcome - President Boehmer
   - Governor’s Executive Order Issued about Georgia Schools on 4-01-2020*
   - Governor Kemp’s announcement about sheltering in place made on 4-1-2020 (Executive Order anticipate on 4-2-2020 to be effective 4-3-2020)
   - USG Announcements about Maymester, Summer Semester and Fall Semester 2020, made on 4-2-2020*

2. Introductions/Announcements
   - Student Conduct Coordinator Cynthia Reese - Helms

3. Top of the Agenda Information Items

   Academic Affairs/Student Affairs
   - Dual Enrollment Update for Spring 2020, Summer 2020 and Fall 2020 – Murphy
     - Impact of USG announcement this week about Dual Enrollment admission standards
   - Spring 2020, Summer 2020 and Fall 2020 Enrollment Reports – Jones
     - Impact of USG announcement about admission standards to all USG institutions for fall 2020 due to SAT/ACT cancellations
   - Housing Occupancy Report for Spring 2020, Summer 2020 and Fall 2020 – Storck
   - Status of Spring 2020 Moveout Plan Numbers of students who have logged onto D2L this week – Rountree, Brown
     - Follow-up plan to contact students who have not logged onto D2L this week- Sharman

   President’s Office
   - SACSCOC Decennial Reaffirmation Process – Sharman, Smith, Gribbin, Denton
     - Postponement of Off-Site Review until May 2020
     - Notification to SACSCOC about wholly online instruction
     - Status of QEP completion
     - Internal deadline for completion of QEP
     - Deadline for submission of QEP to SACSCOC
     - QEP Lead Evaluator Status
     - SACSCOC On-Site Review – October 6-8, 2020
4. **Informational Items**

**Student Affairs**
- **AVP Enrollment Management – Jones**
  - None
- **Admissions – Beasley**
  - Update on Admissions
- **Financial Aid – Wernon**
  - Most of Staff working remotely; taking calls, answering questions, processing awards for summer and fall terms.
  - Keeping current on US DOE rules and policies surrounding COVID-19 issues
  - New FA Offer Letters for Fall 2020 term and beyond, as mandated by state “Know More. Borrow Less.” Initiative will start going out to students next week (anticipating 250 awards ready to send).
  -Preparing for visit from GSFC to Audit state scholarship programs (June 3rd)
- **Housing – Storck**
  - None
- **Registrar – Saulsberry**
  - None
- **Student Conduct – Helms**
  - None
- **Student Life – Grant**
  - Student Conduct Report

**EGSC – Augusta**
- **AVP for External Campuses – Kelch**
  - None

**EGSC – Statesboro**
- **Director – Williamson**
  - Implementation Committee Update
  - Zoom Lunches
  - Mongoose Update

**Business Affairs**
- **VPBA – Gay**
  - Statesboro Building Project
  - Travel Limitations
  - Purchase Order Review
  - Auxiliary Update
  - Budget
- **Dining Operations – Underwood**
  - None
- **Financial Accounting/Grants – Wentz**
  - Project Identifier for COVID-19 Expenses
• Year-End Cut Off Dates*
• Use of ePro for Ordering
• New Project ID - 72PUBL-EMERG
• Scan Documents
• Deliver Documents to Mailroom

• **Human Resources/Career Services – Woods**
  • Extension of deadline for Staff Evaluations
  • Enhanced internal review of positions
  • Wellness Update
  • COVID-19 Leave Updates
  • Health Screening
  • Non-Closure Emergency Leave procedures and template
  • Critical Hire Process-Vacant Positions*

• **Plant Operations – Steptoe**
  • Building Update – GL Smith & JAM Addition

• **Student Accounts/Payroll – Williams**
  • Compensatory Time – April 30 Deadline
  • Student Refunds

**Informational Technology**

• **VPIT – Rountree**
  • Update on Zoom licenses
  • Two factor authentication for EGSC employee email accounts
  • IT resources
  • GA View D2L Brightspace Pulse mobile app
  • Scams related to COVID-19
  • IT work order system

• **Enterprise Services – Clark**
  • None

• **Infrastructure Services – Fagler**
  • None

• **Support Services – Oglesby**
  • None

**Institutional Advancement**

• **VPIA – Gilmer**
  • Open Records Request/Response Time (with Mary Smith)
  • Communications Plan*
  • Correll Scholars extension deadline
  • Covid19 webpage information. [www.ega.edu/covid19](http://www.ega.edu/covid19)

• **Event Planner – Williams**
  • Scheduling Zoom Meetings; Reservations in SchoolDude
  • Virtual Honors Night Thursday, April 16
  • Virtual Mini Spring Graduation
  • First Friday at The Morgan House – All Cancelled Until Further Notice
  • 75th Pine Tree Festival - Cancelled
  • Cancelled Campus Events thru May 8
  • Summer Events & Camps - TBD

• **Sudie A. Fulford Community Learning Center – Schwabe**
  • Update on the Fulford Center 10th Anniversary Celebration
President’s Office

- President Boehmer
- AVP – Kennedy
- Chief of Staff/Legal Counsel – Smith
  - Emanuel County Local State of Emergency Resolution*
  - Open Records Request/Response Time (with Elizabeth Gilmer)
  - EGSC Employee Authorization Letter*
- Athletics – Wimberly
  - Informational item from the NJCAA
- Faculty Senate – Mason
  - None
- Police Department – Seckinger
  - EGSC supplies for GEMA
- Shared Auditor – Sprouse
  - None
- Staff Council – Douglas
  - General Update
- Strategic Planning & Institutional Research – Gribbin
  - Spring 2020 Student Satisfaction Survey Spring 2020 (mid-April)
- Study Abroad – Palumbo
  - Study Abroad Update
- Correll Scholars – Cheek
  - None
- Title IX – Jones
  - Investigator and Panelist Training will be rescheduled for later this year
  - Sexual Assault Awareness Month activities canceled

Academic Affairs/ Student Affairs

- VPASA – Sharman
  - Enhanced plans for retention and recruitment in response to COVID-19 situation
    - Need for participation by teleworkers from other units in these recruitment and retention efforts
  - USG College Completion Rate*
  - 100% faculty participation in remote instruction; challenges; successes
  - APCC Meeting update
  - New degree programs update
  - USG support
- AVPAA- Beall
  - None

Academic Affairs

- Math/Science – Wedincamp
  - None
- Biology – Chevalier
  - Update on the transition to online teaching
- Nursing – Upchurch
  - None
- Humanities/Social Sciences - Cunha
  - Summer 2020 enrollments
• COVID-19 ramifications
• Fall 2020 Schedule
• Spring 2021 Schedule
• FESA – Walker
  • Update
• AAMI – Drummer
  • AAMI Online Transition
• Academic Support Services – Kittrell-Mikell
  • None
• Counseling/Disability Services – Burns
  • Remote counseling and disability services
• CHOICE Program – Davis
  • Current CHOICE Courses are online
  • Created Online Learning platforms
  • Google Classroom used mainly to support our student with their EGSC courses
  • Zoom used for group/individual instruction for all courses
  • Zoom Helpline
  • Group me-open discussion and staying in contact with one another
  • Applications for Fall 2020
• First Year Experience – Strickland
  • None
• Library – Jones
  • Library Video Tutorials/Online Instruction/Embedded Librarian
  • Increased LibGuides
  • Virtual Reference
  • Weeding and Inventory Project on Hold
  • Library Hotspot map for free wifi access
• Teaching and Learning – Brown
  • Update on GeorgiaVIEW/D2L
• Learning Commons – Murphree
  • Virtual Advising and Registration process
  • Virtual ACE Tutoring process