President’s Cabinet Meeting Minutes  
August 27, 2019  
9:00 a.m.  
President’s Conference Room

*Items in OneDrive will be marked with an asterisk

1. **Welcome** – Boehmer – Elizabeth Gilmer gave update on Norma Kennedy’s son.  
Jim Beall -Associate VP of AA – Oversee Library, Learning Commons, Dual Enrollment, CHOICE

2. **Minutes** – Boehmer – Elizabeth Gilmer moved/ Sharman seconded; approved.

**EGSC- Augusta Move:** Yesterday move began to Galloway Hall 201(admin cubicles) and will be ready today. Faculty areas: 202, 206 ready Friday. Faculty computer moves next week. Hopefully make the September 6th promised deadline. Classes that were in Galloway Hall are integrated throughout AU campus. Rooms 203 and 209 will be assigned to EGSC Spring 2020/Fall 2020 at latest. EGSC will use and Polycom will remain in Payne Hall until EGSC gets Room 203 and 209. Each full time faculty has cubicle with sliding door, individual phone and data drop. Décor – 20 poster size framed photos will be used throughout; two LCD monitored screens will also be used to scroll EGSC and AU information. Fall event to celebrate the move is underway; like an Open House invite AU and main campus.

3. **Top of the Agenda Items**

   Brief Discussion to follow after reports

**Academic Affairs/Student Affairs**

- **Fall 2019 Enrollment** (permanent agenda item) – Jones  
  Current: 2990 – today is drop for non-attendance (52 students). Then drop for non-payment later (estimated 158). Now doing a call campaign. If do nothing – its 7% drop. If we allocated more to need based scholarships for Fall, could additional students be saved? Deadline for this is September 6th. Need to look at this immediately. Discussion ensured about successive enrollment drops, financial stability, SACS. Karen, Cliff, Elizabeth – determine how many can be saved, $ needed, by end of day to save non-attendance/ non-payment. Encourage these students to enroll in 8 week courses. Appeals are taken up to Sept 9th- drop for non-payment deadline.

- **Dual Enrollment** (permanent agenda item)– Murphy At 307; down about 100 students. Reason: Tech Colleges GPA is 2.6; lost Cross Creek (small program) and Metter (SE Tech) Added Harlem and Hepzibah. Current enrollment: 173/ 92/ 42. Approached by New Hampstead in Chatham County for possibly Spring 2020. Fall 2019 45 Dual Enrollment graduates re-enrolled.
• Dr Boehmer comments: need Dual Enrollment Handbook. This will help us with SACS responses. Students must receive appropriate services/access for courses in which they are enrolled; not identical services/access across all subjects. Faculty for DE same as other college faculty. Discussion ensued about market competition, book costs, enrollment, using EGSC students who were former DE as recruiters.

• Housing Occupancy Report (permanent agenda item) – Storck

Current: # of students who cancelled over time- see more cancellations overall. Signed housing agreements # - 545; 82 cancelled
Current Residence 429; holding one for Oct. mini-mester and will be 5 person overflow suite. Max will be 432. Two beds may open up due to pending student conduct.

President’s Office
• SACSCOC Decennial Reaffirmation Process – Boehmer
  • Timetable for completion of compliance certifications
  • Timetable for completion of QEP

4. Action Items

Informational Technology
• VPIT – Rountree
  • None

Institutional Advancement
• VPIA – Gilmer
  • Open Records Policy* - added procedural elements to the policy. Reminder of time deadline and confidentiality. Motion to approve with punctuation change. Motion by Elizabeth/ second by Karen – adopted.
• AVPIA – Kennedy
  • None

President’s Office
• President Boehmer
  • None
• Chief of Staff/Legal Counsel – Smith
  • Behavioral Recommendation Team Manual* – Revised (Burns) added list of concerning behaviors, changed membership, added electronic format reporting form, working on a brochure (distributed to Cabinet) and will send to Marketing. Beall recommended pre-view by student to be sure its easily understandable. Training for BRT- looking at having a required training through HR. Motion to approve – change from “three divisions” to “two Schools” and have bullet list match list on form, and correct spelling of Nick’s name – Motion by Elizabeth, second Cunha, adopted. Comments by Dr Boehmer – this is not student conduct group- this is an intervention team to
deal with students exhibiting concerning behaviors. Brochure does not need Cabinet Approval.

- **Athletics – Wimberly**
  - None
- **Police Department – Seckinger**
  - EGSC 2019-2020 Emergency Action Plan* - Continuity Plan updated; Mutual Aid Agreements updated; Motion to approve EAP by Sharman/seconded Elizabeth- adopted.
- **Strategic Planning and IR – Gribbin**
  - None

**Academic Affairs/Student Affairs**

- **VPASA – Sharman**
  - None
- **Math/Science – Wedincamp**
  - None
- **Humanities/Social Sciences – Cunha**
  - None
- **AVPEM – Jones**
  - EGSC 2019-2020 Catalog – circulated this morning; Motion to do an email ASAP with vote COB Wednesday August 28th. Smith/ Beall.

**Business Affairs**

- **VPBA – Gay**
  - None
- **Business Operations – Goff**
  - None

**EGSC – Augusta**

- **AVP EC – Kelch**
  - None

**EGSC – Statesboro**

- **Director – Williamson**
  - None

**5. Informational Items**

**Informational Technology**

- **VPIT – Rountree**
  - None

**Institutional Advancement**

- **VPIA – Gilmer**
• Foundation Fall Trustees Meeting – Monday September 9, 2019 at 6:00 p.m. Reminder Sonic FR tonight 10% proceeds to Foundation.
• AVPIA – Kennedy
  • None

President’s Office
• President Boehmer
  • Chancellor’s Letter – Strategic Plan Forum* - representative from college should attend. Dr Sharman will attend.
  • Health Care Plan Changes* - see USG Memo to Presidents- please share with those in your unit- significant changes. See email from Tracy Woods August 16th with Q & A.
• Chief of Staff/Legal Counsel – Smith
  • Presidential Exceptions Procedure* – email vote August 5th – adopted
  • Alcohol and Drug Sanctions – revised – email vote August 6th – adopted
  • VA Educational Benefits Policy* – Email vote by Cabinet August 21st
• Athletics – Wimberly
  • None
• Police Department – Seckinger
  • None
• Strategic Planning and IR -- Gribbin
  • None

Academic Affairs/Student Affairs
• VPASA – Sharman
  • Fall 2019 at EGSC – Summary –offering 694 classes; 177 on line 166 Statesboro; 196 Swainsboro; 68 Augusta
  • Low enrollment in BS programs; recruitment strategies. Dr Sharman and Jim working with directors of the programs. Look at pathway of students as program feeders: 79 lining up for Biology and feeding enrollment.
  • Hiring process for part-time instructors – Sharman looking at better process
  • How can we plan better in scheduling courses? – early enrollment strategies; courses in reserve for overloads; maximum use of part timers.
  • Part time instructor agreements were recently revised – President delegated to VPASA signatory authority for this document only. No one can sign an agreement unless President designated signatory authority to this person. Every PT must sign new form.
• Math/Science – Wedincamp
  • None
• Humanities/Social Sciences – Cunha
  • None
• AVPEM – Jones
  • None

Business Affairs
• VPBA – Gay
• Open Enrollment -October 28, 2019 – November 8, 2019
• Benefits – Fair – October 15, 2019, 1:00 p.m. – 4:00 p.m. – Rotunda
• Oct 16 – (-3 ASC Ballroom)
• Health Care Changes See 08/16/2019 email
  (also listed under President Boehmer)
• Budget – enrollment challenges- be conservative on operating expenditures.
  Next year $200,000 reduction due to last fall enrollment reduction; FYI -
  contingency plans in place for potential 4% this year and 6% next year in state
  appropriations for ALL state agencies.
• Campus Fleet Vehicle Ranking* - moved up to Tier One due to good driving
• DOAS Fuel Card Mandatory Training – several employees will attend
• Fulford Center Renovation Update – finished in next 2-3 weeks
• JAM Expansion and Renovation Update – 30% complete and on schedule
• College Circle Paving Project Update – completed
• Business Operations – Goff
  • None

EGSC – Augusta
• AVP EC – Kelch
  • None

EGSC – Statesboro
• Director – Williamson
  • None

6. Key Indicators

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