Senior Staff Meeting Agenda  
August 7, 2020  
2:00 – 3:30 p.m.  
Zoom Meeting

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

See attached Senior Staff Roster*
**All Senior Administrators should review this roster and send any changes/updates to Dana Wright at dpwright@ega.edu

*Items in OneDrive will be marked with an asterisk

❖ Welcome

❖ Introductions/Announcements

❖ Top of the Agenda Information Items

Academic Affairs/Student Affairs

➢ Fall 2020 Dual Enrollment Update – Murphy
  ▪ # of H.S. sites (fall 2019 as compared with fall 2020)
  ▪ H.S. site enrollment (fall 2019 as compared with fall 2020)
  ▪ On campus enrollment (fall 2019 as compared with fall 2020)
    • Swainsboro
    • Statesboro
    • Augusta
  ▪ Total enrollment (fall 2019 as compared with fall 2020)
    • Swainsboro
    • Statesboro
    • Augusta

➢ Fall 2020 Enrollment Report – Beall
  ▪ Total student enrollment – fall 2019 actual
    • Wholly online enrollment
    • Dual enrollment
    • Regular student enrollment
      ♦ Swainsboro
      ♦ Statesboro
      ♦ Augusta
  ▪ Total student enrollment- fall 2020 anticipated
    • Wholly online enrollment
    • Dual Enrollment
    • Regular student enrollment
      ♦ Swainsboro
      ♦ Statesboro
      ♦ Augusta

➢ Fall 2020 Housing Occupancy Report – Storck*
President's Office

➢ SACSCOC Decennial Reaffirmation Process* - Boehmer
  ▪ See attached committee roster for reaffirmation committee
  ▪ See attached memo from SACSCOC concerning virtual reaffirmation committee visit

➢ SACSCOC Decennial Reaffirmation Process – Sharman, Smith, Gribbin, Denton
  ▪ Date of submission of Focused Report and QEP to SACSCOC
  ▪ Quick overview of our QEP topic
  ▪ Quick summary of the SACSCOC Principles addressed in our Focused Report
  ▪ What principles will be the focus of our upcoming visit?
    ▪ What are the federally mandated principles?

➢ SACSCOC Decennial Reaffirmation Process – A. Williams
  ▪ How will the work of the EGSC SACSCOC logistics committee be different for a virtual visit? October 6-8, 2020

➢ SACSCOC Decennial Reaffirmation Process
  ▪ Critical importance of having all unit webpages up to date – Kennedy
  ▪ Critical importance of having all policies and procedures posted here – not on individual unit webpages -Smith
  ▪ http://www.ega.edu/offices/presidents_office/policies_and_procedures_of_the_college
  ▪ Critical importance of having college’s governance webpage up to date
  ▪ http://www.ega.edu/governance

    ▪ Cabinet – Kennedy
    ▪ APCC and Faculty Senate – Sharman
    ▪ Staff Council – Douglas

➢ Fall 2020 Return to Campus Plan http://www.ega.edu/covid19
  ▪ Access to campus beginning 08/05/2020 – Chief Seckinger
  ▪ Inspection of Campus Facilities to Establish Maximum Capacities (Swainsboro, Statesboro, & Augusta) - Boehmer
  ▪ Distribution of Protective Face Coverings
    ▪ Overall distribution plan – Kennedy
    ▪ Augusta – Kelch
    ▪ Statesboro - Williamson
  ▪ COVID-19 Return to Campus Course in D2L – Brown

❖ Informational Items

EGSC – Augusta

➢ AVP for External Campuses - Kelch
  ▪ ACE Physical Change
  ▪ PowerPoints for New Faculty and Staff Orientation

EGSC – Statesboro

➢ Director - Williamson
  ▪ Update on status of new location in Statesboro (with Cliff Gay)
Mongoose Text Messaging System (with Norma Kennedy)

- Who may use the system?
- What are “permissible users”?

**Business Affairs**

- **VPBA – Gay**
  - Critical Hire Procedures
  - FY 2021 budget
  - PPE Distribution
  - CARES Act Update
  - Submission of Travel Requests
  - Update on status of new location in Statesboro (with Williamson) (see above)
  - Schedule of operations of bookstore for fall 2020
  - Schedule of operations of student health center for fall 2020

- **Dining Operations – Underwood**
  - Schedule of operations for dining hall, campus café & coffee shop for fall 2020

- **Financial Accounting/Grants – Wentz**
  - Address/Direct Deposit Information for A/P

- **Human Resources/Career Services – T. Woods**
  - Benefit Updates
  - Critical Hire Update
  - EGSC COVID-19 Return to Campus

- **Plant Operations – Steptoe**
  - Building Projects

- **Student Accounts/Payroll – M. Williams**
  - Book Vouchers
  - Nelnet Payment Plan

**Informational Technology**

- **VPIT – Rountree**
  - EGSC Retiree Email Accounts
  - Update – Adobe eSign software

- **Enterprise Services – Clark**
  - None

- **Infrastructure Services – Fagler**
  - None

- **Support Services – Oglesby**
  - None

- **Chief Information Security Officer – A. Woods**
  - None

**Institutional Advancement**

- **Interim VPIA – Kennedy**
  - None

- **Event Planner – A. Williams**
  - Ribbon Cutting for New Student Center Expansion -- 10/08/2020 @ 11:30am
  - Event Limitations – Participant Number
  - State of the College Address
  - Facilities Requests – Zoom & Teleconferencing Meetings

- **Sudie A. Fulford Community Learning Center – Schwabe**
President’s Office

- President Boehmer
  - Protocol for Requesting Spaces on Campus - Presidential Approval Required
  - Status of Moving to New Location in Statesboro
  - Annual Performance Evaluations for 2019
  - Conflict of Interest/Conflict of Commitment Policy
    - All Permission for Outside Activity Forms due to Immediate Supervisors by 08/17/2020
  - Process for Annual Appointment of Members to Standing Committees

- AVPEA – Kennedy
  - Status of EGSC Trademarks & Importance of Using Approved Trademarks Only (with Norma Kennedy)
  - Mongoose Text Messaging System (with Jessi Williamson)
    - Who may use the system?
    - What are “permissible users”?
  - New location of IA offices

- Chief of Staff/Legal Counsel – Smith
  - Status of EGSC Trademarks & Importance of Using Approved Trademarks Only (with Mary Smith)
  - Policies & Procedures Webpage
  - Update on Telecommuting Agreements
  - Update on status of implementation of recent changes to Title IX regulations by federal Department of Education (with Robert Jones)
  - EGSC COVID-19 Return to Campus Course

- Athletics – Wimberly
  - Update on status of fall 2020 sports schedule

- Faculty Senate – Chambers
  - None

- Police Department – Seckinger
  - None
  - See above

- Shared Auditor – Sprouse
  - None

- Staff Council – Douglas
  - None
  - See above

- Strategic Planning & Institutional Research - Gribbin
  - Strategic plan update process

- Study Abroad – Palumbo
  - None

- Correll Scholars – Cheek
  - None

- Title IX – R. Jones
  - Update on status of implementation of recent changes to Title IX regulations by federal Department of Education (with Mary Smith)

Academic Affairs/Student Affairs
VPASA – Sharman

- New location of VPASA offices
- Status of Proposals for New Bachelor’s Degree Programs
- Hybrid Course Systems for Fall 2020
  - Logistics
  - Notification of faculty/staff/students about individual course schedules
  - Monitoring of maximum room capacity

AVPAA & EM - Beall

- Fall Late Term
- Winter Break Term
- Overall Enrollment Report*

Academic Affairs

- Math/Science – Chevalier
  - None
- Biology – Cadle
  - None
- Nursing – Upchurch
  - Update on RN-BSN Bridge Program
- Humanities/Social Sciences - Cunha
  - Update on Fall Convocation - Culture of Civility
  - Update on Culture of Respect Task Force
  - Spring 2021 Schedule
  - Adjunct (and two F/T) hiring
- FESA – Walker
  - None
- AAMI – Drummer
  - None
- Academic Support Services – Kittrell-Mikell
  - None
- Counseling/Disability Services – Burns
  - None
- First Year Experience – Nordon
  - None
- Library – B. Jones
  - None
- Teaching and Learning – Brown
  - None
- Learning Commons – Murphree
  - None
- CHOICE Program - Davis
  - None

Student Affairs

- AVPSA – K. Jones
  - None
- Admissions – Moran
  - New Student Enrollment Numbers
  - Active Enrollment Tactics
- Inquiries – Third Wave
- New Applications
- Rapid Insight Moderate-High Probability – Admissions Funnel Campaign
- Recruit Backs
- Acceptance/Orientation/New Student Registration Survey Campaigns
  - **Retention - Beasley**
    - Rapid Insight Retention Probability – Student Registration Campaign*
  - **Financial Aid – Wernon**
    - None
  - **Housing – Storck**
    - None
  - **Registrar – Saulsberry**
    - None
  - **Student Conduct – Helms**
    - Spring 2020 Student Conduct Report*
  - **Student Life – Grant**
    - None