President’s Cabinet Meeting Minutes
December 10, 2019
9:00 a.m.
President’s Conference Room

*Items in OneDrive will be marked with an asterisk

1. **Welcome** was provided by President Bob Boehmer.

2. **Minutes** were approved unanimously as submitted.

3. **Top of the Agenda Items**

   **Academic Affairs/Student Affairs**
   - **Fall 2019 Enrollment – Final Census; and Spring 2020 Enrollment Projections** (permanent agenda item) – Jones
     3% down for Spring 2020 (72 students); Goal is 2,523 students. 96 graduating in Fall 2019.
   - **Dual Enrollment** (permanent agenda item) – Murphy
     157 – Swainsboro; 76 – Statesboro; 56 – Augusta. Last spring: 366; estimate this spring to be 320. Jenkins County may be added. The new Dual Enrollment Handbook will be ready for Spring 2020.
   - **Housing Occupancy Report** (permanent agenda item) – Storck
     Fall: 420; 57 student athletes staying over the holiday break plus 3 others; Deadline is Friday, noon to report staying during the break.

   **President’s Office**
   - Mary Smith went over the process for advance distribution of items to be voted upon at Cabinet meetings.

4. **Action Items**

   **Academic Affairs/Student Affairs**
   - **VPASA** – Sharman
     - QEP topic was approved; will now go to APCC and Faculty Senate.
     - Student Handbook* was approved unanimously with noted changes.
     - Faculty Handbook* was approved unanimously with the addition of the Academic Grievance Policy link.
   - Library Policies - Jim Beall
     The following policies were postponed for needed clarification and will be distributed by Mary Smith for an email vote and response by 12/13/2020:
     - Circulation Policy*
     - Heritage Policy*
     - Collection Development Policy*
- Study Room Policy*
- Community User Policy*
- Weeding Policy*
- Conduct Policy*
- Student Loan Default Management Plan (Karen Jones)

- **Math/Science – Wedincamp**
  - None
- **Humanities/Social Sciences – Cunha**
  - None
- **AVPEM – Jones**
  - None

**Business Affairs**
- **VPBA – Gay**
  - Student Employment Handbook* was approved unanimously with suggested links added for gifts/gratuities and workplace behavior
- **Business Operations – Goff**
  - Business Affairs Policy and Procedures Manual* was approved unanimously and is ready to post on the website.

**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**
  - Ethics Hotline User Roles (updated)* was passed unanimously. Add date and it’s ready to post on the website.
  - Residence Life Handbook 2020-2021* was passed unanimously and will posted on the website.
• **Athletics – Wimberly**
  - None
• **Police Department – Seckinger**
  - None
• **Strategic Planning and IR – Gribbin**
  - None

5. **Informational Items**

**Academic Affairs/Student Affairs**
- **VPASA – Sharman**
  - None
- **AVPAA – Beall**
  - Jim provided an overview of the new Dual Enrollment Handbook that Brandy Murphy has created. Additional items will be added, and it will be ready by Spring 2020.
- **Math/Science – Wedincamp**
  - None
- **Humanities/Social Sciences – Cunha**
  - None
- **AVPEM – Jones**
  - None

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

**EGSC – Augusta**
- **AVP EC – Kelch**
  - Galloway Hall Update: We received a memo from AU, and they have now given us Room 203, so EGSC-Augusta will cover the entire 2nd floor of Galloway Hall.
  - Nick shared a list of points discussed at the recent AU/EGSC Working Group Meeting. A dashboard is being created using a daily data transfer between institutions to better capture student data. The new AVP of Enrollment Management at AU will be Nick’s new liaison.

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

**Informational Technology**
- **VPIT – Rountree**
  - EGSC’s Swainsboro IT Unit will be located around other areas of campus from December 16 through April 2020 so that the IT side of the George L.
Smith building can be reconstructed to better serve the security and work needs of the IT unit.

- Malwarebytes software is being installed on all EGSC Computers and laptops
- Mike provided a brief update about the USG Business Procedures Manual Data Governance and Compliance project. Critical systems include Banner (student data), OneUSG (employee data) and the EGSC web portal (both). His next meeting is 12/13/2020 at 9 AM and the report is due to USG by 12/31/19. We will have a timeframe to comply if any issues are identified.

**Institutional Advancement**

- **VPIA – Gilmer**
  - Elizabeth emphasized the importance of Employee Giving, especially when she is writing grant proposals. She currently has 54 employees who are giving through payroll deductions.
  - Giving campaign is underway and has currently raised $140,858. Trustees are assisting with solicitations. Elizabeth anticipates raising another $60,000 by year end.
  - Elizabeth provided an overview of available Discretionary Funds and has provided an allocation amount to each VP/department for their unique needs.
  - The next Alumni Event will be 2/22/2020; a Save the Date will be distributed soon.

**President’s Office**

- **President Boehmer**
  - None
- **Chief of Staff/Legal Counsel – Smith**
  - None
- **Athletics – Wimberly**
  - None
- **Police Department – Seckinger**
  - None
- **Strategic Planning and IR – Gribbin**
  - None

**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

NEXT MEETING: 1/27/2020
• Information Technology – Rountree*
• Institutional Advancement – Gilmer
• Police Department – Seckinger
• School of Humanities and Social Sciences – Cunha
• School of Mathematics and Science – Wedincamp