President’s Cabinet Meeting Minutes  
February 18, 2020  
9:00 a.m.  
President’s Conference Room

*Items in OneDrive will be marked with an asterisk

1. **Welcome** – Boehmer  
   - Introduction of EGSC guest, Julie Page, Kennesaw State University ELI Scholar  
   - President Boehmer expressed appreciation to the campus community for hosting Science Olympiad this past weekend.

2. **Minutes*** – Boehmer  
   Motion: Gilmer/Jones – Unanimously approved.

3. **Top of the Agenda Items**

   **Academic Affairs/Student Affairs**  
   - *Spring 2020 Enrollment* (permanent agenda item) – Jones  
     No report available.  
   - *Spring 2020 Dual Enrollment* (permanent agenda item) – Murphy  
     No report available.  
   - *Spring 2020 Housing Occupancy Report* (permanent agenda item) – Storck* (Attach handout from Angela)  
     412 current residents; For session 2, we will have 415. Fall 2020 application opened on February 1.  
     Corvias will be hosting a conference this summer.  
     The rooms with the 5th bedroom (21) will be built out to be the same as other bedrooms.

   **President’s Office**  
   - SACSCOC Decennial Reaffirmation Process (Sharman, Smith, Gribbin, Kennedy)  
     - SACSCOC Compliance Certification Deadlines  
       - All sections final: Tuesday, 2/18/2020 at 8:00 a.m.  
       - Source Verification/Linking: 2/18/2020 - 2/21/2020  
         NOTE: All senior leaders need to be available to come to the work room to verify sources when requested during this period. Please don’t send others to do it for you.  
       - 2/21/2020: Contact Compliance Assist to archive our Compliance Certification on Monday, 2/24/2020.  
       - Thursday, 2/27/2020: Conduct final review of all materials (electronic and paper) to be sent to Review Team.  
       - Friday, 2/28/2020: Mail all required materials to Review Team.  
       - Monday, 3/2/2020: Hand-deliver materials to SACSCOC.

     The team has worked hard; please support them when they request information.
4. **Action Items**

**Business Affairs**
- **VPBA – Gay**
  - Purchasing Card Policy Approval *
  Must be reviewed and approved annually.  
  A motion to reapprove the Purchasing Card Policy was made by Cunha, seconded by Kennedy; Adopted unanimously.

**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**
  - SACSCOC Substantive Change Reporting Policy *
  Links were updated; Resource document is now the most current version.  
  Motion to approve was made by Cunha and seconded by Sharman. Adopted unanimously.

  Dr. Boehmer asked everyone to be cognizant that any time a change is being considered to check with David Gribbin so that he can verify if a substantive change notification is required to SACSCOC.

- **Athletics – Wimberly**
  - None
- **Police Department – Seckinger**
  - None
- **Strategic Planning and IR – Gribbin**
  - None
**Academic Affairs/Student Affairs**

- **VPASA – Sharman**
  - Catalog*
    
    A motion to adopt the most current revision of the 2019-2020 Catalog was made by Sharman and seconded by Gilmer. Adopted unanimously.
  
  - Faculty Handbook*
    
    A motion to adopt the most current version of the Faculty Handbook was made by Sharman and seconded by Kennedy. Adopted unanimously.

- **AVP – Beall**
  - Tenure and Promotion Policy *
    
    Postponed.
    
    This version does not include the entire section from BOR policy and must be added. Will revise and send out for email vote/approval to APCC, Faculty Senate and Cabinet.
    
    (BOR Section 8.3.7.6)

- **Math/Science – Wedincamp**
  - None

- **Humanities/Social Sciences – Cunha**
  - None

- **AVPEM – Jones**
  - None

**5. Informational Items**

**Business Affairs**

- **VPBA – Gay**
  - Budget
    
    No changes in budget status. Monitor open PO’s and observe Critical Hire Process. Must be approved by USG before the position can be posted.

  - Building Project
    
    JAM Expansion: Everything is in final completion mode.
    
    Ribbon Cutting/Grand Opening for JAM Expansion: April 23, 2020, 11 AM
    
    Meeting this Thursday regarding Statesboro facility for programming.

**EGSC – Augusta**

- **AVP EC – Kelch**
  - EGSC-Augusta Staffing Update
    
    Tayla Brown is now a full-time tutor; the Asst. Director of Student Affairs position is vacant. Will fill as soon as possible.
EGSC – Statesboro
• Director – Williamson (not present)
  • Status of Mongoose Text Messaging System
    Dr. Sharman reported that a training was held last Friday; very successful thus far.
    For the first text EGSC Statesboro sent, 57% response rate.

Informational Technology
• VPIT – Rountree
  • USG/EGSC Cybersecurity Awareness Training update
    Training will now be twice a year. Will require 100% completion by all employees.
  • Two-factor authentication update
    All employee email accounts will be moved to two-factor authentication. Will likely add student email accounts.
  • Business Procedures Manual Data Governance & Compliance update
    Moving into phase 2, which will need to be completed by June 30, 2020.
  • Upgrade to myEGSC password manager
    Feature of the portal; will be more user-friendly. Goal is to have this updated by the end of March.

Institutional Advancement
• VPIA – Gilmer
  • Update on status of Foundation Bylaws
    Clarifying the duties of the President and the VP for IA. In the process of working through the approval process with the Foundation Trustees.

Upcoming Events:
• Economic Outlook Luncheon - February 21, 2020, Gym
• Alumni Celebration Event - February 22, 2020, Fulford Center
  65 ticket sales so far; many great silent auction items.
• Ben Troupe Speaking Engagement on February 27, 2020, 6 p.m., Auditorium
• Foundation funds set aside for departments
  If Elizabeth receives requests, she is referring them back to their VP.
• First Friday at the Morgan House – March 6, 2020
  Work from fallen tree is complete. First Friday will resume in March. Angie is organizing and will send details soon.
• Student Center Grand Opening/Ribbon Cutting – April 23, 2020, 11 a.m.

President’s Office
• President Boehmer
  • None
• AVP– Kennedy
  • None
• Chief of Staff/Legal Counsel – Smith
  • Approved by email vote since last Cabinet Meeting:
    o Organizational Charts:
      ▪ 2/6/2020 - Academic Affairs
• 2/6/2020 - Student Affairs
• 2/7/2020 - External Campuses
  ○ Catalog - 2/10/2020

• Athletics – Wimberly
  • None
• Police Department – Seckinger
  • None
• Strategic Planning and IR --Gribbin
  • None

Academic Affairs/Student Affairs
• VPASA – Sharman
  • Correll Scholarship Application Deadline is April 8. Working to get a large pool of candidates. Starting in the fall, the recruiting and application date will be earlier, by Thanksgiving.
  • High school counselors expressed that students are concerned about the essay component for scholarships. In response, an Essay Writing Workshop is being planned. Two of our Humanities faculty will assist high school students on March 7. Also reaching out to Dual Enrollment students who are interested.

• AVP – Beall
  • ACE New Retention Initiative
    A series of intervention workshops for students on A Plans have been developed. This is a component to support the new retention initiative.
  • Update on New Degree Submission Process
    The Business degree and the Human Services degrees are in development. Would also like to submit Elementary Education since it is a longer process.

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

• Reminder: 2020 Arbor Day Celebration today at 11:00 a.m., Ezra Pond – March 6 at noon.

6. Key Indicators

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