Sr. Staff Meeting Agenda  
Friday, January 3, 2014  
2 – 4 p.m.  
President’s Conference Room

Welcome – Boehmer

Updates and Information Items

- 2014-2015 Holiday Schedule Task Force – Boehmer
- Facilities – Goff/Steptoe  
  o Housing Project Update  
  o Space Utilization  
  o Upcoming Project (Geology Physics Lab Renovation)  
  o Status of ongoing projects – Steptoe
- EGSC Statesboro – McMillan  
  o Mail at EGSC Statesboro  
  o Spring 2014 Orientation  
  o Reverse Transfer
- Enrollment Services – Avery  
  o Restructuring of Departments
- External Affairs – Gilmer  
  o Employee Campaign
- Human Resources – Woods  
  o Symplicity Career Services website
- Institutional Research – Gribbin  
  o SACSCOC Augusta Prospectus
- IT – Rountree/McKinney  
  o Department Staff Update  
  o Desire2Learn Upgrade – McKinney  
  o Analytics Pilot – McKinney
- Registrar’s Office Updates – Stracher  
  o Full-time temporary employee hired (Record Assistant I position hiring freeze)  
  o Implementation of Service Seal of Distinction on graduates diplomas  
  o Developing more informative signage for EGSC students  
  o Utilizing myEGSC portal Message Box to inform students of critical information
- Student Life – Sherrod  
  o Miss EGSC Scholarship Pageant

Calendar Items

- Key Dates  
  o February 6, 2014 – Sr. Staff Meeting – CHANGE of date