President’s Cabinet Meeting Minutes
July 28, 2020
9:00 a.m.
Zoom

Attending: President Bob Boehmer, Jim Beall, Dr. Carlos Cunha, Cliff Gay, Karen Jones, Nick Kelch, Norma Kennedy, Mike Rountree, Mack Seckinger, Dr. Sandra Sharman, Jessica Williamson, and Chuck Wimberly. Also in attendance: David Gribbin, Brandy Murphy and Angela Storck.

*Items in OneDrive will be marked with an asterisk

1. **Welcome** was extended to Cabinet by President Boehmer at 9:00 a.m.

2. **Minutes approved.** A motion was made by Sharman and seconded by K. Jones to approve the June 23, 2020 minutes. The motion was approved unanimously.

3. **Top of the Agenda Items**

   **Academic Affairs/Student Affairs**
   - **Fall 2020 Enrollment** (permanent agenda item) – Beall *
     
     Current enrollment: 2288 (compared to Fall 2019 enrollment of 2,485); returning enrollment is contributing to the decline. Marketing campaign and expanded registration are underway; also encouraging students who apply now to consider the 12 week session.
   
   - **Fall 2020 Dual Enrollment** (permanent agenda item) – Murphy *
     
     Current enrollment: 271 (compared to Fall 2019 enrollment of 258). Expect enrollment to be around 309 (last year’s enrollment). Looks like Jefferson County High School is a “go” with 20 students; Evans County High School will also be new this fall with an expected enrollment of 40; Brentwood High School expects to have 12 participants; At Screven County High School we will be losing a few “in class” participants, but those students are remaining in the program with us as full-time dual enrollment students.

   - **Fall 2020 Housing Occupancy Report** (permanent agenda item) – Storck*
     
     403 students are booked for housing; waiting on 2 background checks. There have been 38 contract cancellations related to COVID-19 concerns. A meeting has been scheduled with PC institutions and USG regarding cancellation of fees for high risk COVID-19 affected students. Currently, Bobcat Villas North and South only have one maintenance person; the others have been furloughed by Corvias due to COVID-19 related financial issues.

   **President’s Office**
   - SACSCOC Updates and Information* - Gribbin
A revised timeline was shared. The Focused Report and QEP will be mailed via UPS next-day delivery on 8/10/2020. Currently working on finalizing the last two sections of the Focused Report: 6.2a Faculty Qualifications and 12.2 Student Support Services Staff. The QEP should be complete by this Thursday (7/30/2020) for final review so that David can archive in Compliance Assist by Monday, 8/3/2020.

4. **Action Items**

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

**EGSC – Augusta**
- AVPEC – Kelch
  - None

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

**Informational Technology**
- VPIT – Rountree
  - None

**Institutional Advancement**
- Interim VPIA – Kennedy
  - None

**President’s Office**
- President Boehmer
  The Cabinet confirmed adoption of the 2020-2021 EGSC Catalog*. President Boehmer emphasized the importance of using this most current copy of the Catalog. Any additional revisions will be held until the next update occurs in the spring.
- AVPEA – Kennedy
  - None
- Chief of Staff/Legal Counsel – Smith
  - None
- Athletics – Wimberly
  - None
- Police Department – Seckinger
  - None

**Academic Affairs/Student Affairs**
- VPASA – Sharman
5. **Informational Items**

**Business Affairs**
- VPBA – Gay
- A Critical Hire Process has been mandated by USG. Our internal process has been relaxed so that it only includes faculty positions and staff positions, paygrade 19 and higher. A critical hire request is no longer needed for part-time positions and positions that are paygrade 18 and below. Revised forms will be posted by HR.
- Building Projects Update: The Statesboro move is proceeded; the interior branding group and the IT group are meeting regularly with the architects and Georgia Southern staff. Bathrooms are being updated in the Gambrell Center and the PE building. Drainage will be addressed on Madison Dixon Drive next week. The parking lot in front of the Police Department’s office is being repaved and restriped following its use as a construction for the Student Center expansion.
- CARES Act Update: Student grants for spring and summer have been disbursed. The amount of available grants was reduced by $40,000 to purchase protective face coverings. For fall semester, $400,000 will be available for student grants.

**EGSC – Augusta**
- AVPEC – Kelch
  - None

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

**Informational Technology**
- VPIT – Rountree
  Adobe Sign software is being updated to Enterprise. Mike is waiting on Adobe to get the platform set up, which may be two more weeks, and will then work with ITS to implement. The current software should continue to work until then.

**Institutional Advancement**
- Interim VPIA – Kennedy
  - None
President’s Office
• President Boehmer
  • Cabinet was reminded of the virtual Strategic Planning Meeting – August 6, 2020, 8:30am-11:30am. Updates to the plan are due 8/20/2020.
  • Standing Committee Appointments for FY 2020-2021* are due by 8/10/2020 so that the Statutes can be updated and voted on at the August cabinet meeting.
• AVPEA– Kennedy
  • Norma and Mary provided an update on the status of EGSC Trademarks & Importance of Using Approved Trademarks Only. Five EGSC mark are registered and a certification of use must be completed for each mark every five years showing how the mark has been used in each registered class. Certification of the bobcat head was just sent to the attorney’s office who is handling the process; Certification of the other four marks will occur later this fall.
  • Faculty Governance Webpage
    ▪ Norma reported that the webpages for the President’s Cabinet have been updated and contain current copies of agendas and minutes.
• Chief of Staff/Legal Counsel – Smith
  • Mary reminded everyone of the Open Records Policy & Request Form adopted 5-14-2020*. All requests for information should be forwarded to Mary upon being received since she only has 3 days to respond to the request.
  • Status of EGSC Trademarks & Importance of Using Approved Trademarks Only (with Norma Kennedy) – See above under AVPEA–Kennedy.
  • The Policy & Procedures Webpage has been updated to reflect current copies of all policies and procedures.
• Athletics – Wimberly
  • None
• Police Department – Seckinger
  • None
• Strategic Planning and IR --Gribbin
  • None

Academic Affairs/Student Affairs
• VPASA – Sharman
  • The Faculty Governance Webpage, which includes Faculty Senate and APCC, has been updated to reflect current copies of agendas and minutes.
  • Dr, Sharman reported that the Faculty Senate approved the following academic advising plans:
    ▪ Academic Advising Plan for EGSC was approved 6/30/2020*
    ▪ Academic Advising Plan for EGSC Athletes was approved 6/30/2020*
• AVPAA & EM – Beall
  • None
• Math/Science – Wedincamp
  • None
• Humanities/Social Sciences – Cunha
With no other business, the Cabinet meeting was adjourned at 10:30 a.m.

6. **Key Indicators**

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