Senior Staff Meeting Agenda  
July 10, 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

1. **Welcome**

2. **Introductions/Announcements**  
   • Kim Hooks - PT STEM Teacher/GYSTC - Youmans

3. **Top of the Agenda Information Items**  
   • PSA Video on COVID-19 Protective Measures – Bohmer/Harley Smith  
     • EGSC Safety Video FINAL.mp4

**Academic Affairs/Student Affairs**  
• Dual Enrollment Update for Fall 2020 – Murphy  
  • Information about Jefferson County High School  
• Fall 2020 Enrollment Report – Beall  
• Housing Occupancy Report for Fall 2020 * – Storck

**President’s Office**  
• **SACSCOC Decennial Reaffirmation Process** – Sharman, Smith, Gribbin, Denton  
  • Update on completion of Focused Report to SACSCOC  
    • Report of SACSCOC Off-Site Review Committee*  
    • Timeline  
    • Due date to SACSCOC  
  • Update on completion of QEP and submission to SACSCOC  
    • Timeline  
    • Due date to SACSCOC  
  • SACSCOC On-Site Review – October 6-8, 2020  
    • Roster of Reaffirmation Team*

• **COVID-19 Update**  
  • Current status of Fall 2020 Return to Campus Plan* - Bohmer  
  • Reporting of illness, exposure, positive test – Smith, Upchurch and Woods  
    • EGSC Guidance to Supervisors Regarding Employee Reports of Illness During COVID-19*  
    • Possible Exposures Reporting Form for Supervisors*; and  
  • New guidance from USG about protective face coverings* - Bohmer  
  • Access to campus (Swainsboro and Statesboro) from today through August 17th -
Boehmer and Seckinger

- Today through August 4
- August 5 – first day of classes, August 17
- COVID-19 Training Module for Students & Employees – Upchurch and Brown

4. **Informational Items**

**EGSC – Statesboro**
- **Director – Kamsler for Williamson**
  - EGSC/GS Admissions Team Meeting
  - EGSC/GS Communications
  - Financial Aid Appointments Update
  - GS Denials Update – Late SOAR
  - Mongoose Text Messaging System

**Business Affairs**
- **VPBA – Gay**
  - Statesboro Building Project
  - Border State Waiver*
  - Budget
- **Dining Operations – Underwood**
  - None
- **Financial Accounting/Grants – Wentz**
  - Grant Seekers Emails
  - Grant Opportunities
- **Human Resources/Career Services – Woods**
  - AskHR – askHR@ega.edu
  - EGSC Hiring – hiring@ega.edu
- **Plant Operations – Steptoe**
  - Restroom Renovations
  - Generator Wall
- **Student Accounts/Payroll – M. Williams**
  - Fall 2020 eMail invoicing
  - Fall 2020 NelNet opened 07/01/2020
  - Fall 2020 Book Voucher will open 07/27/2020 - 08/21/2020

**Informational Technology**
- **VPIT – Rountree**
  - Protocol/Best Practices for Zoom meetings* (with Brown)
  - Review of Zoom software
  - Update – myEGSC web portal password manager upgrade
  - 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
  - Office moves
- Event Planner – A. Williams
  - None
- Sudie A. Fulford Community Learning Center – Schwabe
  - None

President’s Office

- President Boehmer
  - Process of establishing membership of standing committees for upcoming academic year (see EGSC Statutes of the College*)
  - Supervisor responsibilities in connection with mandatory training of EGSC employees
- AVPEA – Kennedy
  - Annual Update of all EGSC Unit Webpages due 08/15/2020
  - Mongoose Text Messaging – Emergency/Non-Emergency Systems Policy and Procedure* (with Kamsler)
- Chief of Staff/Legal Counsel – Smith
  - Open Records Policy & Request Form adopted 5-14-2020*
- Athletics – Wimberly
  - None
- Faculty Senate – Mason
  - None
- Police Department – Seckinger
  - None
- Shared Auditor – Sprouse
  - None
- Staff Council – Douglas
  - None
- Strategic Planning & Institutional Research - Gribbin
  - Report on Status of Annual Assessment Reports by Administrative Units & Academic Programs
  - Strategic Planning Meeting – August 6, 2020, 8:30am-11:30am
  - U.S. DOE College Affordability & Transparency Lists 2020*
- Study Abroad – Palumbo
  - None
- Correll Scholars – Cheek
  - None
- Title IX – R. Jones
  - Office move

Academic Affairs/ Student Affairs

- VPASA – Sharman
  - Update on Faculty and Staff Return to Campus
  - School of Math/Science - Leadership Transition
  - Updates:
    - Student Organizations; Welcome Week; New Addition to JAM
- Synchronous Instruction
- Resources for Faculty, Staff & Students
- Office moves for Academic Affairs and Student Conduct
- AVPAA & EM - Beall
  - 12-Week Late Term
  - Fall Break Term

**Academic Affairs**

- Math/Science – Wedincamp
  - None
- Biology – Chevalier
  - Susanna Hall – Nathan Deal Scholar
- Nursing – Upchurch
- Humanities/Social Sciences - Cunha
  - Adjunct Postings/Retirement
  - Fall Convocation
  - Summer 2020 Schedule
  - Fall 2020 Schedule
  - Spring 2021 Schedule
- FESA – Walker
  - General Update
- AAMI – Drummer
  - None
- Academic Support Services – Kittrell-Mikell
  - None
- Counseling/Disability Services – Burns
  - None
- First Year Experience – Nordon
  - None
- Library – B. Jones
  - Georgia Humanities Grant
    - WiFi Hotspots
    - Universal Classes
  - Reopening Prep
  - GALILEO Update
- Teaching and Learning – Brown
  - Protocol for Zoom meetings* (with Rountree)
  - Zoom Integration with D2L
- Learning Commons – Murphree
  - None
- CHOICE Program - Davis
  - None

**Student Affairs**

- AVPSA – K. Jones
  - None
- Admissions – Moran
  - None
- Retention - Beasley
  - None
• Financial Aid – Wernon  
  • None  
• Housing – Storck  
  • None  
• Registrar – Saulsberry  
  • None  
• Student Conduct – Helms  
  • None  
• Student Life – Grant  
  • None

EGSC – Augusta  
• AVP for External Campuses - Kelch  
  • None