Sr. Staff Meeting Agenda
July 10, 2019
2:00 – 3:30 p.m.
President’s Conference Room

*Items in OneDrive will be marked with an asterisk

1. Welcome

2. Introductions/Announcements
   • Georgia Mathews introducing Joanna Helms, Admissions Recruiter
   • President Boehmer introducing Dr. Sandra Sharman, Acting VPASA
   • Dr. Sandra Sharman introducing Beth Jones, Director of Library
   • Elizabeth Gilmer will introduce Harley Strickland, Communications Coordinator

3. Top of the Agenda Information Items

   **Academic Affairs/Student Affairs**
   • Dual Enrollment Update – Murphy
   • Summer/Fall 2019 Application Report Numbers – Mathews
   • Summer/Fall 2019 Enrollment Reports & Enrollment Projections for Fall 2019 – Jones
   • Housing Occupancy Report – Storck

   **President’s Office**
   • SACSCOC Decennial Reaffirmation Process – Boehmer
     SACSCOC Liaison

4. Informational Items

   **Business Affairs**
   • VPBA – Gay
     • Student Workers
     • Purchase Orders
     • Year End

   • Business Operations – Goff
     • Dining Hall Renovations Update
     • JAM Construction Update
     • Bookstore/Café Construction Update
     • College Circle Paving Schedule

   • Dining Operations – Underwood
     • None

   **Financial Accounting/Grants – Wentz**
     • Travel Reimbursement - Direct Deposit Form

   **Human Resources/Career Services – Woods**
     • Supervisor’s Duty to review/verify time records of student workers.
• Benefits Update
• Employee Appreciation Program
• Wellness Update
• Title IX
• HR Hiring Process and Search Committee Guidelines

• **Plant Operations – Steptoe and Seckinger**
  • Emanuel County Hazard Mitigation Plan Update

• **Student Accounts/Payroll – Williams**
  • Nelnet Dates
  • Payroll Rounding Rules
  • ACA – Student Worker

**Informational Technology**

• **VPIT – Rountree**
  • Office 365 email migration update
  • USG Business Procedures Manual Data Governance & Management compliance project

• **Enterprise Services – Clark**
  • None

• **Infrastructure Services – Fagler**
  • None

• **Support Services – Oglesby**
  • None

**Institutional Advancement**

• **VPIA – Gilmer**
  • None

• **AVP Institutional Advancement – Kennedy**
  • Update on Web Content Management Project including deadlines*

• **Event Planner – Williams**
  • Upcoming Events
    ▪ August 2 – First Friday at The Morgan House – refreshments being sponsored by Institutional Advancement
    ▪ August 3 – Jean A. Morgan Celebration of Life 11am; LFG Auditorium
    ▪ August 5-9 – Fall Faculty & Staff Workshop
    ▪ August 5 – Employee Recognition & Awards Luncheon – Bring your favorite dish to share with your colleagues.
    ▪ August 19 – First Day of Fall Classes
    ▪ September 2 – Labor Day Holiday
    ▪ September 5 – Convocation
    ▪ September 21 – Family & Friends Fun Day
    ▪ September 24 – President’s State of the College Address
    ▪ September 20 – Active Shooter Training/Drill Swainsboro Campus
    ▪ September 26 – Active Shooter Training/Drill Statesboro Campus
    ▪ October 11 - Active Shooter Drill Follow-up Swainsboro Campus
    ▪ October 25 – Active Shooter Drill Follow-up Statesboro Campus

• **Sudie A. Fulford Community Learning Center – Schwabe**
• None

President’s Office
• President Boehmer
  • Conflict of Interest/ Conflict of Commitment Policy* – See 06/06/2019 Memo from President Deadline 08/16/2019
  • Expectations of all Senior Administrators*
• Chief of Staff/Legal Counsel – Smith
  • None
• Athletics – Wimberly
  • None
• Faculty Senate – Mason
  • None
• Police Department – Seckinger
  • None (included under Plant Ops)
• Shared Auditor – Sprouse
  • None
• Staff Council – Moore
  • None
• Strategic Planning & Institutional Research - Gribbin
  • Strategic Plan Update
  • Spring Semester 2019 Student Satisfaction Survey Results
  • Strategic Planning Meeting Preparation
  • College Affordability and Transparency Tuition and Net Price Lists

• Study Abroad – Palumbo
  • None
• Correll Scholars – Cheek
  • None
• Title IX – Woods
  • None

Academic Affairs/Student Affairs
• VPAASA – Dr. Sharman
  • None

Academic Affairs
• Math/Science – Wedincamp
  • None
• Biology – Chevalier
  • None
• Nursing – Upchurch
  • RN-BSN Bridge Program Admissions
  • RN-BSN Bridge Program Student Enrolled in Core Courses
• Humanities/Social Sciences - Cunha
  • None
• FESA – Walker
  • Update on FESA Program
• AAMI – Drummer
• None
• **Academic Support Services – Kittrell-Mikell**
  • None
• **Counseling/Disability Services – Burns**
  • None
• **First Year Experience – Strickland**
  • None
• **Library – B. Jones**
  • None
• **Teaching and Learning – McKinney**
  • None
• **Learning Commons – Murphree**
  • None

**Student Affairs**
• **AVP Enrollment Management – Jones**
  • Transfer Articulation
• **Admissions – Mathews**
  • None (See application report under Top of the Agenda Items)
• **Choice – Davis**
  • CHOICE Update
• **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

**EGSC – Statesboro**
• **Director – Williamson**
  • None