President’s Cabinet Meeting Minutes  
June 25, 2019  
9:00 a.m.  
President’s Conference Room

Attending:  
President Boehmer  
Cliff Gay  
Elizabeth Gilmer  
Michelle Goff  
David Gribbin  
Karen Jones  
Norma Kennedy  
Stacey King  
Mike Moran  
Brandy Murphy  
Mike Rountree  
Mack Seckinger  
Mary Smith  
Deborah Vess  
Jimmy Wedincamp

Absent:  
Carlos Cunha  
Jessi Williamson  
Nick Kelch  
Angela Storck

*Items in OneDrive will be marked with an asterisk

1. **Welcome** – Boehmer

2. **Minutes** – Boehmer  
May 28, 2019*  
A motion to approve the May 28, 2019 minutes was made by Goff followed with a second by Kennedy. The May 28, 2019 minutes were approved unanimously.

3. **Top of the Agenda Items**

   **Academic Affairs/Student Affairs**
   - *Summer/Fall 2019 Enrollment* (permanent agenda item) – Jones  
     Summer enrollment is unavailable; Karen will email to cabinet following meeting.  
     Fall 2019 enrollment is projected at 2980; more application conversions are needed.  
     Current initiative, “Bobcat Push” is underway to increase the application numbers and conversion rate, especially since we didn’t maintain our spring base of 1450.  
     Outreach efforts are underway now for returning students. 1111 are registered for orientation at this point in time.
   - *Dual Enrollment* (permanent agenda item)– Murphy  
     83 dual enrolled students are registered for summer at this point in time; this includes 21 new students. Last year we had 100 registered for summer.  
     For fall, 213 have registered; Brandy projects between 250 and 275 for final count.  
     Last fall we had 409. Brandy is still working on adding two schools in the Augusta area: Harlem High School and Hephzibah High School. The challenge is that Georgia Southern University’s dual enrollment admission standards are the same as EGSC’s; we lost Metter High School due to this. We still have potential to add dual enrollment students who graduated from high school in May.
• **Housing Occupancy Report** (permanent agenda item) – Storck
  Not present. Will report at the next Cabinet meeting.

**President’s Office**
• SACSCOC Decennial Reaffirmation Process – Boehmer
  Dr. Boehmer provided an overview and timeline for decennial reaffirmation. Compliance Certification report will be prepared using the information submitted by SACSCOC committees.

4. **Action Items**

**EGSC – Augusta**
• AVP EC – Kelch
  • None

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

**Informational Technology**
• VPIT – Rountree
  • None

**Institutional Advancement**
• VPIA – Gilmer
  • None

• AVPIA – Kennedy
  • Web Content Governance Policy* – Update Web Content Management Project including Deadlines.
    This policy provides a mechanism to ensure regular updates of the EGSC website with ownership distributed to the units who “own” the content.
    A motion to adopt the Web Content Governance Policy was made by Norma Kennedy and seconded by Elizabeth Gilmer. The Web Content Governance policy was approved unanimously.

**President’s Office**
• President Boehmer
  • None

• Chief of Staff/Legal Counsel – Smith
  • Sexual Misconduct Policy*
    A motion to adopt the Sexual Misconduct Policy was made by Mary Smith and seconded by Norma Kennedy. The policy was adopted unanimously with the following amendments: Remove the names of investigators and provide a link to the investigator names on the webpage; Add Tracy Woods as the interim Title IX Coordinator; Add Sue Bragg as an investigator.
  • Non-Discrimination and Anti-Harassment Policy*
    A motion to adopt the Non-Discrimination and Anti-Harassment Policy was made by Elizabeth Gilmer and was seconded by Norma Kennedy. The motion
was adopted with the following amendment: replace the name of the Title IX Coordinator to Tracy Woods, Interim Coordinator.

- **Notice of Non-Discrimination**
  A motion was made by Norma Kennedy and seconded by Karen Jones to adopt the Notice of Non-Discrimination. It was approved unanimously with the following amendment: change the name of the Title IX Coordinator to Tracy Woods, Interim Coordinator.

- **Athletics – Wimberly**
  - None

- **Police Department – Seckinger**
  - None

- **Strategic Planning and IR – Gribbin**
  - None

### Academic Affairs/Student Affairs

- **VPASA – Vess**
  - Revised Intramural Sports Handbook*
    Stacey Grant, Director of Student Life, presented the revised Intramural Sports Handbook with updated staff names and titles. A motion to adopt the revised Intramural Sports Handbook was made by Dr. Vess and seconded by Kennedy. The motion was approved unanimously.

- **Plan for Managing a Psychological/Medical Crisis**
  Dr. Vess presented an updated plan for managing a psychological/medical crisis that has been rewritten by Lori Burns to more accurately reflect our protocols and includes an Authorization for Release of Information. A motion to adopt the Plan for Managing a Psychological/Medical Crisis was made by Jones and seconded by Kennedy. The motion to approve was passed unanimously.

- **Math/Science – Chevalier**
  - None

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

- **AVPEM – Jones**
  - Presidential Waiver Policy and Chart*
    The policy has been revised to be more clear and concise. EGSC is allowed 50 total waivers (2%), 16 of which can be athletes. The Admissions office and Registrar’s office will now use the same document. A motion to adopt the revised Presidential Waiver Policy and accompanying chart was made by Jones and seconded by Goff. The motion was approved with the following amendment: Add a column on the chart, page 3, to include that the Director of Admissions will verify Lawful Presence.

### Business Affairs

- **VPBA – Gay**
  - None

- **Business Operations – Goff**
  - None
5. **Informational Items**

**EGSC – Augusta**
- AVP EC – Kelch
  - None

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

**Informational Technology**
- VPIT – Rountree
  - Office 365 Email Migration Update
    The migration for Office 365 email is 75-80% complete. The goal is to complete the project in 2-3 weeks. All faculty and staff email accounts have been migrated. Now working on public folders and will then transition student accounts (old student emails will not transition over).
  - USG Business Procedures Manual Section 12: Data Governance and Management Compliance Update
    This is the first phase of Data Governance and Management Compliance that has been mandated by USG and must be completed by December 2019. Deadlines for the other two components are June 2020 and December 2020. This initiative is related to USG’s recent purchase of cybersecurity insurance to ensure we are meeting the requirements for compliance. Several sections of the compliance initiative will require assistance from various units including: IT/Cybersecurity, Business Affairs, Student Affairs and Institutional Research. A workshop will be held on July 11 at Gordon College from 10 a.m. – 2 p.m. with lunch provided. Mike will provide the registration link and info to the individuals who will be attending: M. Rountree, A. Woods, C. Gay, D. Gribbin, M. Smith and a representative from Student Affairs.

**Institutional Advancement**
- VPIA – Gilmer
  - None

- AVPIA – Kennedy
  - None

**President’s Office**
- President Boehner
  - Purchases of Food from Foundation Funds
    This agenda item was deferred to the next Cabinet meeting.
  - Staff Leadership Development Program (FY 20) – Call for Applications
    Cabinet members were asked to encourage staff to submit applications to participate in the upcoming Staff Leadership Development Program.
• Student Leadership Development Program (FY 20) – Plan for second year of the program
Stacey Grant and Mike Moran presented information about the FY19 Student Leadership Program. 34 students from all three campuses completed the inaugural program; 12 students received leadership cords for graduation. Students have indicated that they want hands on experiences relevant to workplace needs, so the curriculum for FY20 has been changed to meet these requests. Applications are now live on the Student Life webpage; there is an essay component. The deadline to submit an application is by the end of the first week of fall semester classes. The FY20 program kicks off on Sept. 12 at Gordonia State Park. This year there will be two sessions rather than one; the first monthly session will be conducted by the County Extension Service and the second session will be conducted by Moran and King. Topics include: decision making, team work, controversy with civility, handling criticism, and service leadership. A graduation retreat will be held at Epworth by the Sea.

• Chief of Staff/Legal Counsel – Smith
  • Lawful Presence Policy (revised) was adopted by Cabinet on 5/31/2019 via email vote.

• Athletics – Wimberly
  • None

• Police Department – Seckinger
  • None

• Strategic Planning and IR --Gribbin
  • Strategic Planning Meeting Preparation
    The annual Strategic Planning meeting will be held on July 31st. David sent out the revised Strategic Plan two weeks ago and added two columns that need to be completed: Progress made during FY19 and Action steps for FY20. He has also prepared an Index that references who is in charge of the action plans and who is working with them.

Academic Affairs/Student Affairs
• VPASA – Vess
  • SACSCOC Substantive Change Notice re: Statesboro MOU
    It is anticipated that the move for EGSC Statesboro to the Georgia Southern University Statesboro campus will only require a notification to SACSCOC of the move. Timeline for move: Spring 2021 is the goal.

• Math/Science – Wedincamp
  • None

• Humanities/Social Sciences – Cunha
  • None
Business Affairs

- **VPBA – Gay**
  - Student Workers
    Cliff reminded everyone that the purpose of employing student workers is to help prepare them for the workplace and to provide a good work environment for them to learn useful skills.
  - Purchase Orders
    Everyone was reminded to carefully monitor their expenditures and to process purchase orders as soon as possible to prevent funds from having to be returned to the State.

- **Business Operations – Goff**
  - None

6. Key Indicators

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