President’s Cabinet Meeting Minutes
June 23, 2020
9:00 a.m.
Zoom Meeting

*Items in OneDrive will be marked with an asterisk

1. **Welcome** was provided by President Bob Boehmer.

2. **Minutes** from the May Cabinet meeting were approved unanimously.

3. **Top of the Agenda Items**

   **Academic Affairs/Student Affairs**
   - *Enrollment - Summer 2020 and Fall 2020* (permanent agenda item) – Beall
     Summer enrollment: 863; lowest decline in a long time. More credit hours and FTE’s.
     Fall enrollment: 47 students ahead of last Fall, same point in time. Registering every
     Wednesday. Emergency grants from CARES Act will be distributed to many students
     this fall, which will help our student population.
   - *Dual Enrollment - Summer 2020 and Fall 2020* (permanent agenda item) – Murphy
     Summer: 59 (compared to 83 last summer). The new cap is attributed to the decline.
     Fall: 244 registered. Evans County was added as a Dual Enrollment site, which has
     helped. Brandy is also conducting a home-school recruitment push.
   - *Housing Occupancy Report - Summer 2020 and Fall 2020* (permanent agenda item) –
     Storck
     Fall: 458 applications. 18 cancellations have been received so far. Of the remaining
     440, 370 have contracts; 362 of those have completed the background check.

4. **Action Items**

   **Business Affairs**
   - VPBA – Gay
     - None
   - Human Resources - T. Woods
     - Affirmative Action Plans*
       - Tracy Woods, HR Director, presented an overview of the Affirmative Action
         Plans for 2018 (for the period 10/1/2017 – 9/30/2018) and 2019 (10/2/2018 –
         9/30/2019). A motion was made by Dean Cunha, seconded by Dr. Sharman and
         passed unanimously to accept the Affirmative Action plans for 2018 and 2019.

EGSC – Augusta
• AVP EC – Kelch  
  • None

EGSC – Statesboro  
• Director – Williamson  
  • None

Informational Technology  
• VPIT – Rountree  
  • None

Institutional Advancement  
• Interim VPIA – Kennedy  
  • None

President’s Office  
• President Boehmer  
  • Endorsement by Cabinet of QEP Topic*  
    In addition to an endorsement of the QEP topic by Faculty Senate, a motion was made by Dr. Sharman, seconded by Dean Cunha, and adopted unanimously for the Cabinet to endorse a resolution of support for the QEP topic.
  • AVPEA – Kennedy  
    • None
  • Chief of Staff/Legal Counsel – Smith  
    • None
  • Athletics – Wimberly  
    • None
  • Police Department – Seckinger  
    • None

Academic Affairs/Student Affairs  
• VPASA – Sharman  
  • Proposed 2020-2021 Academic Year Semester Calendars* (with Jim Beall)  
    A motion was made by Dean Cunha to adopt the proposed 2020-2021 AY semester calendars. The motion was seconded by Mike Rountree and approved unanimously.
  • EGSC 2020-2021 Catalog DRAFT*  
    The 2020-2021 is in its third draft, but is not ready for vote today. It will be submitted to Cabinet this week for consideration by email vote.
  • A motion to adopt the Presidential Waiver Policy* was made by Dean Cunha, seconded by Mike Rountree, and approved unanimously.
• AVPAA & EM – Beall  
  • None
• Math/Science – Wedincamp  
  • None
5. Informational Items

Business Affairs
• VPBA – Gay
  • Building Updates:
   Restrooms have been updated in the George L. Smith building; Completing paint and flooring in the new Student Activity addition; the Statesboro campus move committee met last week and is waiting on a final cost estimate for the design changes; the parking lot stripes are being redone in the lot in front of the Police Department; Work is in process to resolve the drainage issue on Madison Dixon Drive on the Swainsboro campus.
• Year-End: Cliff reminded everyone that Business Affairs will be heavily involved in year-end processes, so requests for FY21 expenditures may be delayed slightly.
• Budget: No news yet regarding the FY21 budget. Cliff requested that everyone communicate with him in early July regarding renewals and expenditures that need to be processed in July.
• FY21 Budget & FY21 Operating and Capital Summary – Senate Version*
  USG’s state allocation is down 11%, but we have not received the college’s allocation amount yet. A 14% reduction was anticipated, so this decrease is better than originally expected. Enrollment growth is not funded and employee raises were removed due to state revenue declines attributed to the COVID-19 pandemic. We won’t know about furlough days and EGSC’s FY21 budget until late next week.
• Border State Waiver Application and USG List*
  The Border State Waiver should help recruitment efforts with out-of-state students, especially those in South Carolina for the Augusta campus.

EGSC – Augusta
• AVP EC – Kelch
  • AU/EGSC Partnership Dashboard* - Nick provided an overview of the dashboard that has been created by the AU/EGSC working group to enhance the partnership. Having this mutually accessible dashboard will ensure that all data is consistent and more interpretable. KPI’s will be shared between the two institutions. It is a model that we hope to replicate for our partnership with Georgia Southern.
  • Update on AU’s reopening plan was provided by Nick. AU visited all EGSC spaces and provided suggestions for social distancing, especially in the ACE and the room housing the polycom equipment. Nick is participating in AU’s meetings to stay abreast of what is happening. A staggered return begins July 1 for faculty and staff. AU will require face coverings on their shuttle buses.
Classroom scheduling is still in progress. Nick is still waiting on copies of the Return to Campus plans for AU and Georgia Southern.

- An overview of the AU Annual Meeting was provided by Nick. The meeting involved key personnel from AU and EGSC. Having the newly created dashboard allowed the group to have a data-driven discussion and has created an opportunity to collaboratively strengthen the partnership.

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

**Informational Technology**
- **VPIT – Rountree**
  - Mike and Chief Seckinger provided a review of current locations of video surveillance cameras* and the Video Surveillance Cameras and Video Surveillance Policy.* Additional cameras have been installed at Bobcat Villas.
  - USG Office of Internal Audit - Gramm-Leach Bliley Act (GLBA): USG has entered into a consulting engagement with all USG institutions with a focus on GLBA (the protection of financial information). As part of phase 1 of the audit, USG’s Office of Internal Audit will review our cybersecurity plan. The second phase during late July/early August will require responding to any findings discovered during phase 1.
  - MyEGSC Web Portal password manager upgrade has a tentative go-live date of Tuesday, July 7, 2020. However, Mike noted that this date may be delayed due to issues the vendor is having.
  - Adobe Sign Enterprise software update: Due to changes, it is necessary for the college to transition to the enterprise software. Mike has submitted a purchase order to USG for processing. The current process for signing documents electronically may change slightly, but IT will provide adequate training for the transition.

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

**President’s Office**
- **President Boehmer**
  - Dr. Boehmer provided a brief overview of EGSC’s Fall 2020 Return to Campus Plan,* which has been posted on the college’s COVID-19 webpage. He encouraged everyone to share it widely with faculty and staff. The document represents a comprehensive plan created by 11 committees and outlines detailed guidelines for returning to campus safely in the midst of COVID-19.
  - EGSC’s plan has incorporated several types of feedback received from USG: feedback specific to EGSC’s Fall Return to Campus Plan* and also general feedback and Best Practices.*
• **AVPEA – Kennedy**
  • None
• **Chief of Staff/Legal Counsel – Smith**
  • None
• **Athletics – Wimberly**
  • None
• **Police Department – Seckinger**
  • See above under Information Technology

**Academic Affairs/Student Affairs**

• **VPASA – Sharman**
  • Dr. Sharman reported that Return to Campus communications have been sent to Faculty and Students to ensure everyone is aware of the basic guidelines for returning to campus.
  • Faculty Online Teaching Training has been developed and will hopefully assist faculty with online course delivery.

• **AVPAA & EM – Beall**
  • A 12-week Late Term has been established as a new initiative for late applicants so that the students can have time to complete the financial aid process, obtain books and ultimately be more successful in the class. Promotion begins immediately.
  • A Dorm Scholarship PUSH is underway to increase the number of completed applications. Based on data from previous years, at least 30 additional housing applications are needed to ensure full occupancy.
  • A Fall Break Term is also planned. This is especially popular with collegiate athletes.
  • Jim also provided a brief overview of the current marketing campaign that is underway.

• **Math/Science – Wedincamp**
  • None

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

• **AVPSA – Jones**
  • None

6. **Key Indicators**

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