President’s Cabinet Meeting Agenda
March 24, 2020
9:00 a.m.
Zoom Virtual Meeting

*Items in OneDrive will be marked with an asterisk
Roll call for attendance – Norma

1. **Welcome** – Boehmer
   - All Business Continuity Plans should be updated by this Friday, 3/27/2020, and sent to Norma Kennedy (nkennedy@ega.edu);
   - If there are any changes in your Business Continuity Plans, please update Chief Seckinger by this Friday (notice should be sent the Chief by those responsible for maintaining the Business Continuity Plan, not individual employees);
   - The Technological Capacity Inventories should also be updated and sent to Norma Kennedy (nkennedy@ega.edu) by this Friday, 3/27/2020.

2. **Minutes** – Boehmer

3. **Top of the Agenda Items**

   **Academic Affairs/Student Affairs**
   - *Spring 2020, Summer 2020 and Fall 2020 Enrollment* (permanent agenda item) – Jones
   - *Dual Enrollment Spring 2020, Summer 2020 and Fall 2020* (permanent agenda item) – Murphy
   - *Housing Occupancy Report on status of current move-out process Phases 1-3* (permanent agenda item) – Storck

   **President’s Office**
   - None

   **Event Planning**
   - Campus Events - Angie Williams

4. **Action Items**

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

   EGSC – Augusta
• AVP EC – Kelch
  o None

EGSC – Statesboro
• Director – Williamson
  • None

Informational Technology
• VPIT – Rountree
  o None

Institutional Advancement
• VPIA – Gilmer
  o None

President’s Office
• President Boehmer
• AVP – Kennedy
  o None
• Chief of Staff/Legal Counsel – Smith
  o Ethics Hotline User Roles REV 3-20-2020*
• Athletics – Wimberly
  o None
• Police Department – Seckinger
  o None
• Strategic Planning and IR – Gribbin
  o None

Academic Affairs/Student Affairs
• VPASA – Sharman
  o None
• AVP – Beall
  o None
• Math/Science – Wedincamp
  o None
• Humanities/Social Sciences – Cunha
  o None
• AVPEM – Jones
  o None

5. Informational Items

Business Affairs
• VPBA / Business Operations – Gay
  o Building Updates
  o Evaluations
April 30th deadline to use comp time

Budget

Year-End Memo

Year-End Spending

Purchase Order Review

Critical Hire Review

Process for hiring student workers during COVID-19

Process for hiring student assistant’s during COVID-19

Enhanced internal review of all open positions

EGSC – Augusta

- AVP EC – Kelch
  - Augusta University update

EGSC – Statesboro

- Director – Williamson
  - None

Informational Technology

- VPIT – Rountree
  - VPN updates
  - Laptop computers
  - Multi-factor authentication for Cabinet email accounts
  - Zoom utilization & licensing

Institutional Advancement

- VPIA – Gilmer
  - None

President’s Office

- President Boehmer
  - None

- AVP – Kennedy
  - None

- Chief of Staff/Legal Counsel – Smith
  - Report on items previously approved by Cabinet:
    - Infection Disease Response Plan 03-04-2020*
    - EGSC Catalog 02-20-2020
    - EGSC Catalog 02-21-2020
    - EGSC Tenure & Promotion Policy 02-20-2020
    - Adoption of Institutional Effectiveness Policy – Revised 1-30-2020
    - Adoption of Dual Enrollment Handbook – Revised 1-27-2020
    - EGSC Fitness Facilities Policy*
    - Fitness Center Eligibility Form*

- Athletics – Wimberly
  - None
• Police Department – Seckinger
  o None
• Strategic Planning and IR – Gribbin
  o None

Academic Affairs/Student Affairs
• VPASA – Sharman
  o None
• AVP – Beall
  o 12-week Late Term for Fall Semester
  o Update on Fall Break Term
• Math/Science – Wedincamp
  o None
• Humanities/Social Sciences – Cunha
  o None
• AVPEM – Jones
  o None

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 – Jones
• Information Technology – Rountree
• Institutional Advancement – Gilmer
• Police Department – Seckinger
• School of Humanities and Social Sciences – Cunha
• School of Mathematics and Science – Wedincamp