Senior Staff Meeting Agenda  
March 6, 2020  
2:00 – 3:30 p.m.  
President’s Conference Room

The Monthly *Bobcat Spot Plus* newsletter can be viewed at:  

*Items in OneDrive will be marked with an asterisk

1. **Welcome**

2. **Introductions/Announcements**
   - Introduction of Tyler Sams, new accountant in Business Office – Wentz
   - Introduction of Eric McCombie, Head Baseball Coach – Wimberly

3. **Top of the Agenda Information Items**

   **Academic Affairs/Student Affairs**
   - Dual Enrollment Update for Spring 2020 – Murphy
     - HB 444*
   - Spring 2020 Enrollment Report – Jones
   - Housing Occupancy Report for Spring 2020 – Storck

   **President’s Office**
   - *SACSCOC Decennial Reaffirmation Process* – Sharman, Smith, Gribbin, Denton, Williams
     - Submission of Compliance Certification to SACSCOC
     - Status of QEP completion
     - Internal deadline for completion of QEP
     - Deadline for submission of QEP to SACSCOC
     - QEP Lead Evaluator Status
     - SACSCOC On-Site Review – October 6-8, 2020
     - SACSCOC On-Site Review Logistics Committee
   - Auditor – Sprouse
     - FY21 Risk Assessment/Interviews

4. **Informational Items**

   **EGSC – Augusta**
   - AVP for External Campuses – Kelch
     - Open House Update
- Non-Traditional Student Open House – Wednesday, April 15th
- Update on additional College Readiness Tour dates

**EGSC – Statesboro**
- Director – Williamson
  - Implementation Committee Update
  - Fall Break Term – Meeting with GS
  - Education Collaborative
  - Mongoose Texting

**Business Affairs**
- **VPBA – Gay**
  - Nesssmith Lane
  - Budget
  - Critical Hire FAQ Update & Reporting Templates (Gay & Woods)*
    - Process for ordering disinfectant/cleaning supplies for workspaces
- **Dining Operations – Underwood**
  - Kiosk
  - Mobile Ordering
- **Financial Accounting/Grants – Wentz**
  - None
- **Human Resources/Career Services – Woods**
  - Performance Evaluations
  - EGSC Students and Alumni Job Fair
- **Plant Operations – Steptoe**
  - Student Center
  - G.L. Smith
- **Student Accounts/Payroll – Williams**
  - Timesheet & Absence Requests Approval:
    - No more reminders re: incomplete or unapproved time/absences
    - Approval deadline of 12:00pm on Sunday of each week
    - Incomplete or unapproved time will not be captured for payroll
  - Comp Time:
    - Deadline to utilize comp time – April 30th of each year
- **Dual Appointment Agreements:**
  - Agreements for employment with two USG institutions

**Informational Technology**
- **VPIT – Rountree**
  - Cybersecurity Awareness Training
  - Two-factor authentication for accessing EGSC employee email accounts
  - Access to EGSC faculty/staff email accounts from outside the U.S.
  - Upgrade to MyEGSC password manager
- **Enterprise Services – Clark**
None

**Infrastructure Services – Fagler**
- None

**Support Services – Oglesby**
- None

**Institutional Advancement**
- **VPIA – Gilmer**
  - Morgan House update and First Friday
  - Employee Foundation Giving
  - Fundraising Campaign Update
  - Announcement
- **Event Planner – Williams**
  - First Friday at the Morgan House
  - First Friday refreshments
  - Non-Student Minors on Campus
  - Facilities Request – Additional Question Added
  - Scheduling, Meeting/Conference rooms, Polycom, Skype, Conference Bridge
  - Auditorium closed
  - Correll Scholars Interview Day(s)
- **Sudie A. Fulford Community Learning Center – Schwabe**
  - None

**President’s Office**
- **President Boehner**
- **Coronavirus Situation**
  - ACHA Guidelines – Preparing for COVID-19*
  - CDC Interim Guidance for Administrators of US IHE 3-3-2020*
- **Review of EGSC Pandemic Procedures***
- **AVP – Kennedy**
  - None
- **Chief of Staff/Legal Counsel – Smith**
  - President Trump’s Campus Free Speech Order*
  - Free Expression Guidance from USG*
    - Free Speech Webinar, 3/5/2020
    - EGSC Contract Policy/Forms/Procedure*
- **Athletics – Wimberly**
  - None
- **Faculty Senate – Mason**
  - None
- **Police Department – Seckinger**
  - Disaster Recovery and Business Continuity Internal Audit
- **Staff Council – Douglas**
• None

**Strategic Planning & Institutional Research - Gribbin**

  o IPEDS Update
    ▪ Winter collection closed
    ▪ Spring collection locks April 8, 2020
      ▪ Fall Enrollment
      ▪ Finance
      ▪ Human Resources (locked)
      ▪ Academic Libraries

**Study Abroad – Palumbo**

  o Spring Break Trip to Italy Cancelled

**Correll Scholars – Cheek**

  o None

**Title IX – Jones**

  o Completion of US Army Investigating Sex Assault training (R. Jones, Mikell, and Bragg)
  o Sexual Assault Awareness Month activities
  o Title IX Investigator and Panelist Training

**Academic Affairs/ Student Affairs**

**VPASA – Sharman**

  o Course Schedule – Summer and Fall
  o Mindset Summit
  o USG Spring Corequisite Academy
  o Faculty Contracts
  o Fall Faculty and Staff Workshops
  o Enrollment Management Summit
  o Correll Scholars
    ▪ Application Deadline
    ▪ Number of completed applications received to date
    ▪ Plans for securing an adequate applicant base

**AVPAA- Beall**

  o None

**Academic Affairs**

**Math/Science – Wedincamp**

  o None

**Biology – Chevalier**

  • Biology tutor
  • Recruitments for Fall 2020

**Nursing – Upchurch**

  o Update on RN-BSN Bridge Program

**Humanities/Social Sciences - Cunha**
• Door Prize – 2nd Place – EGSC Homecoming Door Decorating Contest
• Roaring into the Twenties Alumni & Friends Celebration HSS Performance
• SACSCOC
• Summer/Fall 2020 Schedule
• USG Dean’s Training, 2/26/2020
• FESA – Walker
  • Update on FESA Program
• AAMI – Drummer
  • None
• Academic Support Services – Kittrell-Mikell
  • None
• Counseling/Disability Services – Burns
  • Alcohol & Drugs vs Academics sessions – 03/09/2020 and 04/06/2020
  • Stress Management sessions on Augusta Campus – 03/03/2020
• CHOICE – Davis
  • CHOICE Program Update
• First Year Experience – Strickland
  • None
• Library – Jones
  • Recap of 03/06/2020 Dr. Seuss “Read Across America” Event
• Teaching and Learning – Brown
  • GeorgiaVIEW Updates
• Learning Commons – Murphree
  • Spring 2020 ACE data
  • SU and FA registration opens March 23rd

Student Affairs
• AVP Enrollment Management – Jones
  • None
• Admissions – Beasley
  • National SAT
  • New Recruitment Initiative
  • Bus Tour final numbers
• Financial Aid – Wernon
  • None
• Housing – Storck
  • Living Learning Communities
  • Housing CARES Curriculum Model
• Registrar – Saulsberry
  • None
• Student Conduct – Helms
  • None
• Student Life – Grant
  • Updated Student Life Calendar