President’s Cabinet Minutes
May 28, 2019
9:00 a.m.
President’s Conference Room

Attending:
Bob Boehmer  Karen Jones  Jessi Williamson
Robin Brinson  Nick Kelch  Chuck Wimberly
David Chevalier  Norma Kennedy
Carolos Cunha  Brandy Murphy
Cliff Gay  Mike Rountree
Elizabeth Gilmer  Mack Seckinger
Michelle Goff  Angela Storck
David Gribbin  Deborah Vess

Absent:
Mary Smith

*Items in OneDrive will be marked with an asterisk

1. **Welcome** – Boehmer

2. **Minutes** – Boehmer
   April 23, 2019*
   A motion to approve the April 23, 2019 minutes was made by Gilmer followed with a second by Vess. The April 23, 2019 minutes were approved unanimously.

3. **Top of the Agenda Items**

   **Academic Affairs/Student Affairs**
   • *Summer/Fall 2019 Enrollment* (permanent agenda item) – Jones
     The overall enrollment is up 2% as provided by Jones. Predictions remain the same for fall; EGSC’s fall prediction is 2980. Summer appears to be flat.
   • *Dual Enrollment* (permanent agenda item)– Murphy
     There are a total of 91 dually enrolled students registered for summer semester at this time; and 195 students registered for fall semester.
   • *Housing Occupancy Report* (permanent agenda item) – Storck
     There are a total of 422 applications started for fall; we had 387 at this time last year. There are a total of 140 completed apps vs 204 for this time last year. The length of time for completing background checks is attributing to the lack of completed applications.
   • *USG Official Headcount Enrollment Numbers* (permanent agenda item) – Boehmer/Gribbin*

   • *Risk Management Evaluation* - Gribbin
Gribbin provided an overview of the risk management evaluation. Three of the risks from 2013 survey remain a concern in the 2019 survey.

**President’s Office**
- SACSCOC Decennial Reaffirmation Process – Boehmer
  - Role of EGSC’s SACSCOC Liaison*
    Dr. Boehmer provided an overview of the role of the SACSCOC Liaison for EGSC.

4. **Action Items**

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

**Informational Technology**
- **VPIT – Rountree**
  - None

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

**President’s Office**
- **President Boehmer**
  - None
- **Chief of Staff/Legal Counsel – Smith**
  - Nursing Student/Preceptor Clinical Handbook (Revised)*
    A motion to approve the Nursing Student/Preceptor Clinical Handbook was made by Gilmer followed by a second from Kennedy. The handbook was approved unanimously.
  - EGSC Hosted Student Internships Policy*
    Gay: This policy has been proposed to formally define the process for submission and approval, clarify the roles of the various parties involved, add screening and training requirements (as necessary for the specific duties), and indicate the approvals required. Vess made a motion to approve the EGSC Hosted Student Internships Policy with direction to consider an amendment at the next Cabinet meeting. Kennedy made a second. The policy was adopted unanimously.

- **Athletics – Wimberly**
  - None
- **Police Department – Seckinger**
  - None
Academic Affairs/Student Affairs
• VPASA – Vess
  • None
• Math/Science – Chevalier
  • None
• Humanities/Social Sciences – Cunha
  • None
• AVPEM – Jones
  • None

Business Affairs
• VPBA – Gay
  • None
• Business Operations – Goff
  • Parking and Transportation Policy (Revised)*  
Goff provided an update on the Parking and Transportation Policy. The major change is the elimination of physical hang tags for students and the requirement of vehicle registration by on campus residents. Cunha made a motion to approve the policy with deletion of “of another” from the paragraph in section VI. Accidents. Vess made a second motion to approve the policy with amendments as proposed. The Parking and Transportation Policy was approved unanimously.

EGSC – Augusta
• AVP EC – Kelch
  • None

5. Informational Items

EGSC – Statesboro
• Director – Williamson
  • None

Informational Technology
• VPIT – Rountree
  • Office 365 Email Migration Update  
  Phase II and the final phase of Office 365 email migration for faculty, staff and student accounts will begin today. It is anticipated that the migration will be completed by 8am tomorrow morning.
  • New USG Business Procedures Manual (BPM) Section 12 on Data Governance and Management  
  Cyber Security Assurance will protect USG institutions in the event of a cyber security incident. Mike Rountree is the point of contact for EGSC.

Institutional Advancement
• VPIA – Gilmer
• BRAG update
   Next Thursday, there will be 1500-1800 bikers coming from Milledgeville to Swainsboro. EGSC will be accommodating about 900 individuals on campus; the bikers should begin arriving around 11AM.
• Schedule for FY 2020 Trustee meetings/attendance by Cabinet Members
   July 1 – Foundation Trustees Mtg. (6PM – Fulford Center)
   September 9 – Foundation Trustees Mtg. (6PM – Fulford Center)
   December 2 – Dinner at McKinney’s Pond
   The trustees’ meetings are being changed from the 4th Monday of the month to the 1st Monday.
• June 24 – Patriotic Concert/Cookout/Dr. Willie Gunn celebration

• AVPIA – Kennedy
   • None

President’s Office
• President Boehmer
   • None

• Chief of Staff/Legal Counsel – Smith
   • None

• Athletics – Wimberly
   • None
• Police Department – Seckinger
   • Conducting Campus Safety & Security Assessments: Ensure Preparedness & Response Webinar (June 11, 2-3:30pm)
     Active Shooter Drills will be held on September 20 (Swainsboro); September 26 (Statesboro)
   • Hazard Mitigation Plan Update
     Kick Off meeting at Board of Commissioners Office - received contact information and discussed the shortcomings of the Red Cross and the needs and shortcomings during the last weather event were discussed; the next meeting/update will be held in July.

Academic Affairs/Student Affairs
• VPASA – Vess
   • SACSCOC Substantive Change Process re: upcoming move of Statesboro off-site instructional location/new MOU with GaSouU
     Our move to the Georgia Southern Campus will require a notification to SACS of this move.

QEP – still working to develop a QEP topic; met with the board to solicit their input on the topic. We are trying to tie our topic to data; hopefully we will gather in the fall to determine the topic.
Progress of SACS Committees—we have received a number of drafts but still have a few that need to be turned in. Due March 2020.

- **Math/Science – Chevalier**
  - RN-BSN Bridge Program Accredited by ACEN
  - STEM Ad in the Augusta Chronicle’s 2019 Best and Brightest Issue*
- **Humanities/Social Sciences – Cunha**
  - None
- **AVPEM – Jones**
  - None

**Business Affairs**
- **VPBA – Gay**
  - Off Cycle Payroll Processing
    They don’t always coincide with the on cycle pay dates; emergency payments should be zero and off cycle checks should be 3 or less per month due to the expense involved.
- **Business Operations – Goff**
  - JAM Construction Update
    Concrete is being poured tomorrow. June 10 – counter service at the café will be closed due to renovations until the end of July/beginning of August. The construction is moving along well.

**EGSC – Augusta**
- **AVP EC – Kelch**
  - 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

Meeting adjourned – 10:53 a.m.