Senior Staff Meeting Agenda
May 1, 2020
2:00 – 3:30 p.m.
President’s Conference Room

The Monthly *Bobcat Spot Plus* newsletter can be viewed at:
http://www.ega.edu/offices/external_affairs/public_information/news_and_media

*Items in OneDrive will be marked with an asterisk*

1. **Welcome**

2. **Introductions/Announcements**
   - Elizabeth Gilmer retirement
   - Virtual Honors Night Celebration – congratulations
   - Virtual Sudie A. Fulford Center 10th Anniversary Celebration – Congratulations
   - Selection of 20 Under 40 (Bulloch County) – Jessi Williamson – Congratulations
   - Selection to Governor’s Teaching Fellows Program – Candace Lynn – Congratulations

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

**Academic Affairs/Student Affairs**
- Dual Enrollment Update for Summer/Fall 2020 – Murphy
- Summer/Fall 2020 Enrollment Report – Beall
- Housing Occupancy Report for Summer/Fall 2020 – Storck

**President’s Office**
- *SACSCOC Decennial Reaffirmation Process* – Sharman, Smith, Gribbin, Williams, Denton
  - Revised date for Off-Site Review of Compliance Certification by SACSCOC Off-Site Review Committee
  - Process for preparation of Focused Report
  - Status of QEP completion
  - Process for review of QEP following submission of final draft QEP by QEP committee (see attached updated list of QEP committee)*
  - Deadline for submission of Focused Report and QEP to SACSCOC
  - Status of preparation for On-Site Review by Logistics Committee
  - SACSCOC On-Site Review – October 6-8, 2020

- Budget for the University System of Georgia
  - FY2020-2021
    - State of Georgia Office of Planning and Budget (OPB) has directed all State Agencies to submit a plan for possible reduction of the FY2020-2021 budget by 14%
    - The State Legislature has not yet adopted a FY2020-2021 appropriations bill. That will likely be adopted in June 2020. The above is a planning exercise to prepare for that likely cut in State appropriations. It is not a final decision about the amount of the FY2020-2021 cut.
    - The USG plan must be submitted to the Georgia OPB by May 20, 2020. EGSC’s plan must be submitted to the USG by 9 AM on May 14, 2020.
Across the board budget cuts will not be approved. Must be prioritized, strategic cuts which limit impact on instruction as much as possible.

- Any media requests must be referred immediately to the USG.

- New forms for faculty contracts will be distributed soon to all USG institutions. Do not issue FY2020-2021 contracts using existing forms.

- Further guidance about the format and content of EGSC’s budget reduction plan will be sent soon by the USG (likely today, 5/1/2020)

- FY2019-2020
  - Guidance is forthcoming about any additional cuts to FY2019-2020 budget (not yet determined).

- COVID-19 Pandemic
  - Status of executive orders issued by Georgia Governor Brian Kemp – See attached email from the USG dated 04/30/2020* and the attached executive order issued by Governor Kemp on 04/30/2020* – As stated in the email from Edward Tate of the USG:

    “While the statewide shelter in place expires at midnight, the Governor’s April 23 EO remains in effect, which still requires social distancing, limited gatherings, and limited business openings, among many other things. This April 23 EO that remains in effect continues to classify the USG as “Critical Infrastructure,” allowing us to continue remote instruction and limited social interaction related thereto. The April 23 EO is currently set to expire on May 13, but additional portions of it may be extended in the future.

    In short, with the expiration of the statewide shelter in place provisions at midnight tonight - other than greater mobility allowed for our students, faculty and staff - little has changed for the USG, as we have been operating pursuant to the Critical Infrastructure and limited social interaction provisions of the April 23 EO and will continue to follow those provisions until it expires on May 13 or is extended.

    Consistent with this approach, the Governor’s Chief of Staff today sent a memorandum to agency heads reinforcing strict social distancing for state offices and for agencies to continue to use all alternative means of delivering services, including telecommuting and alternative office hours, among other things. The memo stated that further guidance should be expected during the week of May 11.”

- Status of directive by USG to all USG institutions to prepare a plan for reopening
  - Deadlines for submission of reopening plan to USG
    - Please be advised that in an effort to afford campuses additional time for plan development, the dates originally given for submitting plans have changed.
      - New Due Dates
        - Plan for a staggered employee return to campus: May 15, 2020 (guidance sent on 4/24/20)
        - Plan for the return to campus for fall 2020: May 25, 2020 (additional guidance forthcoming)
Subcommittees have been established as follows to prepare the plan:

- 8 subcommittees as required by USG – See attached Draft Reopening Document from the USG (04/22/2020)*
  - Workplace and Health Safety
  - Academics & Research
  - Public Service, Outreach, Continuing Education & Cooperative Extension
  - Student Life
  - Enrollment Management
  - Athletics
  - Communication
  - Fiscal Impact
- Plus 3 EGSC committees
  - Housing
  - IT
  - External campuses
- Each subcommittee must address the following three items
  - Priority 1 – How to we return faculty and staff to campus prior to the beginning of fall semester?
    - See the attached guidance from the USG
    - Faculty and Staff Initial Return to Campus Planning Document 4/24/2020 WORKPLACE AND HEALTH SAFETY*
  - Priority 2 – How do we return to normal operations at the beginning of fall semester?
  - Priority 3 – What contingency plans need to be made for fall 2020? (e.g., what action do we take if COVID-19 has a second wave?)

- Status of CARES Act Funding (Stimulus III)
  - Do not purchase personal protective equipment, disinfectants or cleaning supplies and related items prior to approval of EGSC’s reopening plan by the USG. Many of those items will be necessary. Decisions about the specific items needed and the vendor from whom those items will be purchased will be made at the institutional level.
  - CARES Act Funding
    - One half of funds are allocated for student emergency grants
    - See attached 04/23/2020 email from Tracey Cook of the USG*
    - EGSC plan is approved by the USG
    - EGSC anticipates distributing funds to Bank Mobile accounts early next week
    - Do not make commitments to any students about whether they will receive a grant or about the amount of the grant
    - Refer any questions to Michael Wernon
    - Distinguish these federal funds from the funds announced by the EGSC Foundation this week for small emergency grants to a limited number of EGSC students (primarily intended for those who do not qualify for the federal emergency grants)
    - One half of funds are allocated for institutional purposes – strictly limited purposes
    - See attached 04/29/2020 email from Tracey Cook of the USG*
4. **Informational Items**

**EGSC – Augusta**
- **AVP for External Campuses – Kelch**
  - Updates from Augusta University

**Business Affairs – Tracy Woods**
- **Human Resources/Career Services – Woods**
  - EverFi - Description of key functions; EGSC users and training of those users
  - Evaluations

**Academic/Student Affairs – Dr. Sharman**
- **VPASA – Sharman**
  - Status of two proposed bachelor’s degree programs:
    - Business management
    - Human Services
  - Changes in title for:
    - Karen Jones
    - Jim Beall

**Student Affairs**
- **AVP Student Affairs – Jones**
  - None

**Academic Affairs**
- **Math/Science – Wedincamp**
  - None
- **Biology – Chevalier**
  - Enrollment of Returning Students
  - STEM IV Grant
- **Nursing – Upchurch**
  - Nursing Program Update
- **Humanities/Social Sciences - Cunha**
  - Summer & Fall 2020 Schedule
  - Spring 2021 Schedule
  - Retirements
- **FESA – Walker**
  - General FESA Program Update
- **AAMI – Drummer**
  - None
- **Academic Support Services – Kittrell-Mikell**
  - None
- **Counseling/Disability Services – Burns**
  - EGSC Student awarded $500.00 GA AHEAD Scholarship
- **First Year Experience – Strickland**
  - None
- **Library – Jones**
  - None
- **Teaching and Learning – Brown**
  - None
- **Learning Commons – Murphree**
Student Affairs

- AVP Enrollment Management – Beall
  - None
- Admissions – Beasley
  - None
- Financial Aid – Wernon
  - None
- Housing – Storck
  - None
- Registrar – Saulsberry
  - None
- Student Conduct – Helms
  - None
- Student Life – Grant
  - None

EGSC – Statesboro

- Director – Williamson
  - None

Business Affairs

- VPBA – Gay
  - Statesboro Renovation
  - Budget
- Dining Operations – Underwood
  - None
- Financial Accounting/Grants – Wentz
  - Year-End Dates
  - FY2020 Purchase Orders
- Plant Operations – Steptoe
  - GLS Building Update
  - Student Center Expansion
- Student Accounts/Payroll – Williams
  - Compensatory Time
  - Spring Student Refunds
  - Summer 2020 Tuition and Fees
  - FY2021 Tuition and Fees

Informational Technology

- VPIT – Rountree
  - USG Business Procedures Manual Governance & Compliance Project
  - Zoom software & EGSC Zoom accounts
  - Two-Factor Authentication
  - Cybersecurity Training – Deadline to complete is May 8, 2020
  - Gramm-Leach Bliley Act (GLBA) Audit
  - Use of Adobe Acrobat software for e-signing EGSC documents
- Enterprise Services – Clark
  - None
• **Infrastructure Services – Fagler**
  - None

• **Support Services – Oglesby**
  - None

**Institutional Advancement**

• **Event Planner – Williams**
  - Correll Scholars Program Virtual Interviews
  - 2020 Virtual Spring Graduation Ceremony
  - SchoolDude Meeting Requests
  - 2020 Patriotic Concert – officially cancelled

• **Sudie A. Fulford Community Learning Center – Schwabe**
  - None

**President’s Office**

• **President Boehner**
  - Border state waiver for state of SC for all three EGSC campuses anticipated at upcoming BOR meeting

• **AVP – Kennedy**
  - None

• **Chief of Staff/Legal Counsel – Smith**
  - None

• **Athletics – Wimberly**
  - None

• **Faculty Senate – Mason**
  - None

• **Police Department – Seckinger**
  - None

• **Shared Auditor – Sprouse**
  - None

• **Staff Council – Douglas**
  - General Update

• **Strategic Planning & Institutional Research - Gribbin**
  - None

• **Study Abroad – Palumbo**
  - None

• **Correll Scholars – Cheek**
  - None

• **Title IX – Jones**
  - None

**Academic Affairs/ Student Affairs**

• **AVPI**
  - None