President’s Cabinet Meeting Agenda
November 26, 2019
9:00 a.m.
President’s Conference Room

*Items in OneDrive will be marked with an asterisk

1. **Welcome** – Boehmer

2. **Minutes*** – Boehmer

3. **Top of the Agenda Items**

   **Academic Affairs/Student Affairs**
   - *Fall 2019 Enrollment – Final Census and Spring 2020 Enrollment* (permanent agenda item) – Jones
     - Fall 2019 Semester Enrollment Report and Memo* - Boehmer
   - *Dual Enrollment* (permanent agenda item) – Murphy
   - *Housing Occupancy Report* (permanent agenda item) – Storck

   **President’s Office**
   - SACSCOC Decennial Reaffirmation Process – Boehmer
     - Institutional Obligations for Public Disclosure* – Boehmer
       - All cabinet members should review all webpages and publications within their area of responsibility and send an email to the President by 12/9/2019 confirming compliance with this Policy.
     - 2020 Fact Book* – Gribbin
     - Timeline for completion of SACSCOC Compliance Certification* – Gribbin, Sharman, Smith
     - Student Satisfaction Survey Results – Need to follow-up during coming year. Send brief description of follow-up to David Gribbin - Gribbin
     - Update about status of selection of QEP Topic – Sharman
     - Update about process for selection of QEP Lead Evaluator* – Sharman
     - Status of update of all college handbooks – Boehmer

       - Student Athlete Handbook (See later in today’s agenda)
       - Police Department Procedures Manual (See later in today’s agenda)
       - Faculty Handbook
       - Student Handbook (See later in today’s agenda)
       - Employee Handbook
       - Student Employment Handbook
       - Residence Life Handbook
       - Business Affairs Procedure Manual
       - Dual Enrollment Handbook
Assessment of General Education, Section 8.2.b of the SACSCOC Principles; Plan to administer CLA during fall 2019 and spring 2020 semesters (Sharman)

4. **Action Items**

**President’s Office**
- President Boehmer
  - None
- Chief of Staff/Legal Counsel – Smith
- Athletics – Wimberly
  - Student Athlete Handbook*
- Police Department – Seckinger
  - Police Department Procedures Manual*
- Strategic Planning and IR – Gribbin
  - None

**Academic Affairs/Student Affairs**
- VPASA – Sharman
  - Grade Appeal Policy*
  - Student Handbook*
- Math/Science – Wedincamp
  - None
- Humanities/Social Sciences – Cunha
  - None
- AVPEM – Jones
  - Student Loan Default Prevention and Management Plan*

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

**EGSC – Augusta**
- AVP EC – Kelch
  - None

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

**Informational Technology**
- VPIT – Rountree
  - None
Institutional Advancement
• VPIA – Gilmer
  • None
• AVPIA – Kennedy
  • None

5. Informational Items

President’s Office
• President Boehmer
  • Submission of Budget Template to USG*
  • Scheduling of FY21 Budget Hearing - 3/18/2020, 9:00 a.m.
  • Appeals to the President under various EGSC policies – Boehmer
    ▪ Importance of compliance with policy requirements about date of appeal, format of appeal, basis for appeal, and underlying documentation
• Chief of Staff/Legal Counsel – Smith
  • Ethics Hotline Analysis by USG (2019)*
• Athletics – Wimberly
  • None
• Police Department – Seckinger
  • None
• Strategic Planning and IR --Gribbin
  • None

Academic Affairs/Student Affairs
• VPASA – Sharman
  • FYE News
  • Low & No Cost Textbooks (% of Courses using at EGSC)
  • Scheduling (Looking Ahead)
  • Update about new Holiday Break Term
  • Dual Enrollment Admission Standards

• Math/Science – Wedincamp
  • None
• Humanities/Social Sciences – Cunha
  • None
• AVPEM – Jones
  • None

Business Affairs
• VPBA – Gay
  • Budget
  • FY21 Mandatory Student Fees
• Business Operations – Goff
  • Update on Project J353 (EGSC – GaSoU Project)

EGSC – Augusta
• AVP EC – Kelch
  • EGSC Augusta Move to Galloway Hall Update

EGSC – Statesboro
• Director – Williamson
  • None

Informational Technology
• VPIT – Rountree
  • Update – USG Business Procedures Manual Data Governance & Compliance
  • Temporary Relocation of IT Unit (December 16 through April 2020)
  • Malwarebytes Installation on all EGSC Computers and Laptops
  • Replacement of Swainsboro Data Center Network Firewalls Week of Dec 2nd

Institutional Advancement
• VPIA – Gilmer
  • None
• AVPIA – Kennedy
  • 2020 Census*

6. Key Indicators
• Academic Affairs – Sharman
• 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