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

Present: President Boehmer, Mike Rountree, Elizabeth Gilmer, Sandra Sharman, Cliff Gay, Jim Beall, Chief Seckinger, Chuck Wimberly, Mary Smith (at EGSC-A), Nick Kelch, Jessie Williamson (at EGSC-S), Norma Kennedy

*Items in OneDrive will be marked with an asterisk

1. **Welcome** – Boehmer  
President Boehmer welcomed Cabinet to the November meeting and thanked members for balancing and leading numerous projects. With so many projects, there have been several meetings recently where meeting attendance was low, causing significant problems and inconveniences. Cabinet was asked to remind faculty and staff of the importance of notifying the President’s Office as soon as possible if unable to attend any meeting scheduled by the President’s Office and to select an appropriate person to represent them at the meeting.

2. **Minutes*** – Boehmer  
Correction to potential hold-back should be $400,000; Cliff/Elizabeth – adopted unanimously with correction.

3. **Top of the Agenda Items**  
Dr. Boehmer reminded Cabinet of the Dec. 2nd annual Foundation meeting and dinner at McKinney’s Pond. The business meeting will convene at 6 p.m., followed by dinner at 7 p.m. Foundation Trustees, Cabinet, Staff Leadership participants and guests will be present.

**Academic Affairs/Student Affairs**

- **Fall 2019 Enrollment – Final Census and Spring 2020 Enrollment** (permanent agenda item) – Jones  
  2741 Fall 2019; 2942 Fall 2018; 6.8% down for fall 2019. Spring 2020 Target: 2523; which would make enrollment flat. Currently have 1880 enrolled (1974 last year); 4.4% down for Spring 2020. Approximately 550 of the returning students have not yet registered. A recruitment campaign is underway for non-traditional students, including a Dec. 7 event.
  - Fall 2019 Semester Enrollment Report and Memo - Boehmer  
    Overall for the USG, enrollment is up 1.5% from fall 2018. However, enrollment decreased at 15 of the USG’s 26 institutions. There was a 3.8% enrollment increase at research universities, while state colleges suffered a 2.5% decrease. As the capacity of research universities increases, the student applicant pool for state colleges shrinks dramatically, making it an especially challenging period for enrollment.

- **Dual Enrollment** (permanent agenda item)– Murphy (not present)
Jim Beall reported on Brandy’s behalf. Fall 2019 enrollment: 307. Working to add a cohort at ECI. Goal for spring 2019: 320. Added a few students from Metter High School; Will work with counselor to enhance communications with students. Currently setting up visits to promote dual enrollment participation at area Savannah high schools.

- **Housing Occupancy Report** (permanent agenda item) – Storck (not present)
  Boehmer reminded Cabinet of the luncheon at 1 p.m. today in the Strange Clubhouse for students who will be staying in Bobcat Villas during the Thanksgiving break. Angela invited everyone to bring a homemade dish and enjoy lunch with the students.

**President’s Office**

- SACSCOC Decennial Reaffirmation Process – Boehmer
  - Institutional Obligations for Public Disclosure* – Boehmer
    - Must use exact language of accreditation provided by SACSCOC. Can’t deviate at all. This includes website, brochures, other materials. See “Obligations for public disclosure.”
    - 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
    The EGSC Fact Book has been updated to include fall 2019 data in all enrollment tables/charts. This will replace the 2019 version of the Fact Book. The document will be posted on the EGSC webpage; it will also be placed in the document library for the Compliance Certification report. Dr. Boehmer reminded Cabinet that the purpose of the Fact Book is to provide a common set of data that everyone can use for reporting. Additionally, he reminded Cabinet that data used in the SACSCOC narratives should be consistent with data in the FY20 Fact Book.
  - Timeline for completion of SACSCOC Compliance Certification* – Gribbin, Sharman, Smith
    Monday March 2, 2020: EGSC’s SACSCOC Compliance Certification Report is due. Sonya Kirkland is assisting David part-time with data preparation. David proposes that by the end of January, the compliance certification will be ready for a final proofreading. A small committee will be appointed to check the entire document. Narratives and source documents, once proofed, will be ready for archiving on February 17 (shuts down; no more changes can be made; Compliance Assist will check for broken links). By Feb. 25, David will create 11 sets of the report (one for each reviewer and 2 copies for SACSCOC), plus a copy will be provided on a USB and DVD as backup.
    Mary stated that a lot of the narratives are missing “examples,” and she has been following up with units. These are high-priority, time-sensitive requests, and Cabinet should respond as soon as possible.
  - Faculty Credentials – Boehmer: Faculty Credentials – All program coordinators must assure 100% compliance. For every faculty member who taught spring 2019 and/or fall 2019, we must have a vita, official transcript, and syllabus/syllabi for spring 2019 and
fall 2019 on file. David is creating a document that will include all of these documents for Off-Site Reviewers.

- Student Satisfaction Survey Results – Need to follow-up during coming year. Send brief description of follow-up to David Gribbin – Gribbin

  Spring 2019 and Fall 2019 results will be sent by David in separate folders on One Drive in tabular and chart form. 4 versions of survey: wholly online, EGSC Swainsboro, EGSC Statesboro, EGSC Augusta. Doesn’t have to be a formal report, just articulate if you need to respond to any inadequacies noted within the survey or if any action is taken/not taken.

  Boehmer: Survey was sent to students in spring 2019 and fall 2019. Use this in your section of the compliance certification narrative. Example – facilities. Did you ask students if the facilities are adequate? How? (Student survey results)

- Update about status of selection of QEP Topic – Sharman

  Topic selected – focused around First Year Experience, retention, and student success. Committee will set up a series of link courses that are complimentary of one another to help increase student outcomes and academic success. Dr. Denton and current team will write the QEP plan. Another team will be established for the implementation process. Would like QEP Plan to be completed by June 30, 2020.

- Update about process for selection of QEP Lead Evaluator* – Sharman

  Dr. Denton has located an individual at the Univ. of South Carolina; will assure that this person has no conflict of interest. Sharman will be meeting with QEP committee weekly beginning in January.

- 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 (will be ready at Dec. cabinet meeting)
  - Student Handbook (See later in today’s agenda)
  - Employee Handbook (updated in March 2019)
  - Student Employment Handbook (Tracy is working on; ready for Dec.)
  - Residence Life Handbook (updated earlier this year)
  - Business Affairs Procedure Manual (updated in 2018)
  - Dual Enrollment Handbook (Brandy is working on; ready for Dec.)

  Other Updates:

  - Statues – updated May 2019
  - Strategic Plan – David hopes to present at Dec. cabinet meeting

  Boehmer: In your compliance narrative, if you reference a handbook, ensure that it is the most recent version.

- Assessment of General Education, Section 8.2.b of the SACSCOC Principles; Plan to administer CLA during fall 2019 and spring 2020 semesters (Sharman)

  - Collegiate Learning Assessment – nationally standardized and normed assessment.

    For 2019-2020, will administer 3 sections in Statesboro and 1 section in Swainsboro. Will also administer to another 4 sections in spring 2020. Each institution has a unique set of outcomes for General Education. We need to have a chart with our outcomes, map the items on the CLA assessment to those outcomes and show response.
4. **Action Items**

**President’s Office**
- President Boehmer
  - None
- Chief of Staff/Legal Counsel – Smith
- Athletics – Wimberly
  - Student Athlete Handbook*
    Will be updated again in May 2020 for the new 2020-2021 academic year.
    Motion to adopt: Chuck/Elizabeth; adopted unanimously.
    Boehmer: all handbooks should come to Cabinet at least once a year.
- Police Department – Seckinger
  - Police Department Procedures Manual*
    Required to annually review; will present in August each year. Will make recommended changes from Mary (see her 11/26 email). Motion with amended changes: Seckinger/Sharman; adopted unanimously.
    Will send amended document to Mary and document will be placed on the website. Send David a .pdf.
- Strategic Planning and IR – Gribbin
  - None

**Academic Affairs/Student Affairs**
- VPASA – Sharman
  - Grade Appeal Policy*
    Titles were updated; Sharman/Kennedy – adopted unanimously.
    Some content changes are necessary (Unified font, update logo, Mary Smith’s suggestions)
- Math/Science – Wedincamp
  - None
- Humanities/Social Sciences – Cunha
  - None
- AVPEM – Jones
  - Student Loan Default Prevention and Management Plan*
    Was created by the task force and has never been adopted by the Cabinet. Mary sent several changes to Karen this morning. Motion to table discussion and move to the December agenda: Karen/Sharman; passed unanimously.

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

**EGSC – Augusta**
5. **Informational Items**

**President’s Office**
- **President Boehmer**
  - Submission of FY21 Budget Template to USG
    - Submitted Nov. 20th.
  - Scheduling of FY21 Budget Hearing
    - March 18, 2020, 9 AM. We anticipate that the regents will adopt an FY21 budget at the April BOR meeting. Based on formula, our State allocations for FY21 will be $190,000 less.
  - 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. From now on, will send back if it doesn’t have appropriate attached document for review. Must be (1) on time, (b) have documentation, (c) and is written and states a reason for the appeal. President Boehmer asked Dr. Sharman and Beall to advise Deans to properly inform students of the process and that they must state a reason for the appeal.
    - Dr. Sharman will add this to the Fall Workshop Agenda to discuss with all faculty.
- **Chief of Staff/Legal Counsel – Smith**
  - Ethics Hotline Analysis by USG (2019)
    - We are one of the institutions with an increase, but that only reflects a total of 4 cases. We have a 75% substantiation rate; 25 days avg. to close a case; no open cases at this time.
  - **ADDED TO AGENDA**: Case management reviewer roles: Individual can file a hotline case by going to the EGSC webpage or call toll-free number. Once it is transcribed, complaint is sent to triage: Mary, Cliff and Clay Sprouse, our internal auditor. Mary determines if we have enough info
regarding who should respond to the complaint. The complaint is categorized, so that is the purpose of the spreadsheet. Before closing file, Mary must determine that complaint is substantiated and how it was resolved.

Boehmer: re: Hotline – people misperceive what it is – it’s a funnel. People think it’s a different way/process to resolve an issue they have. It’s a reporting mechanism that ensures it gets funneled to the right person to address. Doesn’t change the process if you submit a complaint to HR, Mary Smith, etc. Not a different way to resolve the dispute.

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

**Academic Affairs/Student Affairs**

- **VPASA – Sharman**
  - FYE News
    
    Mr. Strickland has resigned his position as Director of FYE. Content will remain the same, but delivery is changing somewhat. Excited to offer students creative ways of connecting with their professor and others on campus
  - Low & No Cost Textbooks (% of Courses using at EGSC)
    
    Saved students over $450,000 dollars in textbook fees.
  - Scheduling (Looking Ahead)
    
    Expanded hours of teaching instruction; will expand the hours of availability for face-to-face courses; moving a lot of summer courses to online; perhaps will introduce Saturday classes. This is all in an effort to increase access, especially for non-traditional students.
    
    Looking at adding “continuing ed” type courses targeted at older residents (free to them)
  - Update about new Holiday Break Term
    
    Beall: Fall December Term: Pilot 8 courses are being offered. Goal: 93 course hours needed to break even. Expect to meet this goal. Attracting transient students. If successful, will also be a good revenue source. USG approved us to extend Fall semester to January 6 in order to do this pilot program. Still working through internal processes to streamline registration.
    
    David will include
  - Dual Enrollment Admission Standards.
    
    Requested to USG to lower admission criteria to 2.75 and utilize PSAT.

- **Math/Science – Wedincamp**
  - None
- **Humanities/Social Sciences – Cunha**
  - None
- **AVPEM – Jones**
Business Affairs
• VPBA – Gay
  • Budget – tracking a little behind from last year.
  • FY21 Mandatory Student Fees
    USG will not accept any additional student fees. Cliff worked with USG and was able to have the “access card fee” removed, so it was eliminated from our schedule.
    Boehmer: our tuition is lower than any USG institution and TCGA institution.

• Business Operations – Goff
  • Update on Project J353 (EGSC – GaSoU Project)
    • Nov. 1 – interviews with design professions. Will be working with the same firm that did the academic center expansion and Student Center expansion. Will meet with Cogdill in December. Should be ready to move in during summer 2021 and open for fall 2021.
  • JAM building expansion - Plan to move staff in on Jan. 6th; ready for classes spring 2020. Additional work will be going on after move in, but will definitely be ready for Ribbon Cutting on February 20.

EGSC – Augusta
• AVP EC – Kelch
  • EGSC Augusta Move to Galloway Hall Update
    Polycom has finally been moved to Galloway Hall. Everything is completely moved out of Payne Hall except for one piece of It equipment, which EGSC & AU IT are working on. All keys have been returned to AU. From here on, Nick will maintain a list of keys to Galloway issued to faculty and staff. Asked for Dean’s & HR assistance in collecting keys of former faculty/staff.
    Mr. Grigg will determine if there is a fee owed for missing keys. Dr. Boehmer asked someone to provide how many keys are missing/lost. Per Nick – 6 keys are outstanding. Dr. Davies won’t be able to issue letter turning over second floor of Galloway Hall until this is reconciled.
    Michelle suggested we revise our key policy to address keys issued for EGSC-A and ESGC-S. keys issued. Cliff requested a list of employees who didn’t return keys to place in their personnel file, should the employee return to work at EGSC.

EGSC – Statesboro
• Director – Williamson
  • None

Informational Technology
• VPIT – Rountree
  • Update – USG Business Procedures Manual Data Governance & Compliance Currently in first phase, due December 2019. 2nd phase: June 2020; 3rd phase: Dec. 2020. Mike, Ashley and Mary are working on this
  • Temporary Relocation of IT Unit (December 16 through April 2020)
Will be in different locations (obtain from Mike), but expect no downtime for dept. Phone numbers will remain the same. Won’t affect Statesboro IT staff. Polycom in GLS will be relocated to Social Science conference room.

- Malwarebytes Installation on all EGSC Computers and Laptops
  Part of cybersecurity requirements. Those with laptops/tablets, contact Steven or Teresa, as soon as possible so that software can be deployed.
- Replacement of Swainsboro Data Center Network Firewalls Week of Dec 2nd
  Next Tuesday or Wednesday evening, there will be a brief interruption of internet beginning after work hours and lasting 8 p.m.

Institutional Advancement
- VPIA – Gilmer
  None
- AVPIA – Kennedy
  2020 Census*
  The college will work with Emanuel County to ensure that EGSC students who live on campus or in off-campus housing in Emanuel County are aware of the 2020 Census and complete the online registration information.

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