Senior Staff Meeting Agenda
November 6, 2020
2:00 – 3:30 p.m.
Via Zoom

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

See attached Senior Staff Roster*
**All Senior Administrators should review this roster and send any changes/updates to Dana Wright at dpwright@ega.edu

*Items in OneDrive will be marked with an asterisk

1. **Welcome**

2. **Introductions/Announcements**
   - Brandon Kight, Accounting Technician – S. Wentz

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

   **Academic Affairs/Student Affairs**
   - Fall 2020 and Spring 2021 Dual Enrollment Update – Murphy*
   - Fall 2020 and Spring 2021 Enrollment Report – Beall
   - Fall 2020 and Spring 2021 Housing Occupancy Report – Storck

   **President’s Office**
   - Holiday Luncheon plans – Angie Williams and Amanda Douglas
   - Fall 2020 Graduation – Angie Williams and Lynette Saulsberry

4. **Informational Items**

   **EGSC – Augusta**
   - AVP for External Campuses – Kelch
     - Update on PowerPoint for New Employee Orientation (with Harley Smith)

   **Informational Technology**
   - VPIT – Rountree
     - USG Gramm-Leach-Bliley Act (GLBA) Engagement (with Ashley Woods)
     - Cybersecurity Awareness Month / USG Mandatory Fall 2020 Cybersecurity Training (with Ashley Woods)*
     - End Point Security Audit (with Ashley Woods)
     - MyEGSC Portal Upgrade / Transition
     - Update of EGSC email after final date of employment

   - **Enterprise Services – Clark**
     - None
• Infrastructure Services – Fagler
  • EGSC-Swainsboro Network Equipment Upgrade – Nov. 23-25, 2020
• Support Services – Oglesby
  • Implementation of New Electronic Signature System – Adobe Sign Enterprise
• Chief Information Security Officer – A. Woods
  • None

Institutional Advancement
• Interim VPIA – Kennedy
  • Employee Giving Campaign
• Event Planner – A. Williams
  • Guidelines / Protocols for Face Coverings and Maximum Room Capacity with Regards to Meetings
  • Building Interior Signage
• Sudie A. Fulford Community Learning Center – Schwabe
  • None

President’s Office
• President Boehmer
  • Status of FY2022 Budget Template submission
• AVPEA – Kennedy
  • Distribution of protective face coverings
• Chief of Staff/Legal Counsel – Smith
  • Update about number of positive COVID-19 cases (with Dr. Linda Upchurch)
  • Academic Policy and Curriculum Change Routing Form Update*
  • Revised EGSC Statutes and 2020-2021 Standing Committees* 
  • Ethics Awareness Week – November 9th - 15th, 2020
    ▪ Mandatory Ethics Awareness Training
• Athletics – Wimberly
  • Leroy Jordan’s retirement
• Faculty Senate – Chambers
  • None
• Police Department – Seckinger
  • None
• Shared Auditor – Sprouse
  • None
• Staff Council – Douglas
  • None
• Strategic Planning & Institutional Research - Gribbin
  • EGSC Fall 2020 Official Headcount Enrollment: 2,415
  • IPEDS Collections
    ▪ Fall 2020 Collection Closed
    ▪ Winter 2021 Collection opens December 9 / Locks February 10
      • Student Financial Aid
      • Graduation Rates
      • Outcome Measures
    ▪ Spring 2021 Collection opens December 9 / Locks April 7
      • Human Resources (Locks on January 15)
      • Finance
      • Academic Libraries
• Fall Enrollment
  • Study Abroad – Palumbo
    • None
  • Correll Scholars – Cheek
    • None
  • Title IX – R. Jones
    • Mandatory Ever-Fi training

Academic Affairs/ Student Affairs
  • VPASA – Sharman
    • Status of bachelor’s degree proposals pending
  • AVPAA & EM – Beall
    • None

Academic Affairs
  • Math/Science – Chevalier
    • None
  • Biology – Cadle
    • None
  • Nursing – Upchurch
    • None
  • Humanities/Social Sciences - Cunha
    • Convocation/Culture of Respect Committees
    • Winter Break Term
    • Spring 2021 Schedule
    • Summer 2021 Schedule
    • Fall 2021 Schedule
    • Christi Hutchings Retirement
  • FESA – Walker
    • Update
  • AAMI – Drummer
    • None
  • Academic Support Services – Kittrell-Mikell
    • None
  • Counseling/Disability Services – Burns
    • None
  • First Year Experience – Nordan
    • None
  • Library – B. Jones
    • Acoustic Panels
    • Virtual Research Consultations
  • Teaching and Learning – Brown
    • None
  • Learning Commons – Murphree
    • None
  • CHOICE Program – Davis
    • None

Student Affairs
  • AVPSA – K. Jones
• None
• Admissions – Moran
  • Spring 2021 Applications
  • Admission Campaigns
    • Winter Break
    • Recruit Back
    • Fall 2020 Third Wave Campaign Results
  • New Application / New Student Enrollment Report
• Retention – Mathews-Beasley
  • None
• Financial Aid – Wernon
  • None
• Housing – Storck
  • None
• Registrar – Saulsberry
  • None
• Student Conduct – Helms
  • Cumulative Report ending 10/29/2020*
• Student Life – Grant
  • None

EGSC – Statesboro
• Director – Williamson
  • Relocation to NeSmith Lane
  • Joint Recruitment with GSU / Name of Program
  • EGSC Mongoose Cadence Training and Policy Acknowledgement Form*
  • Revision to Campus Emergency & Non-Emergency Notification System Policy/Procedures* (with Mike Rountree)

Business Affairs
• VPBA – Gay
  • Nessmith Lane update
  • Update of Financial Procedures Review
• Dining Operations – Underwood
  • None
• Financial Accounting/Grants – Wentz
  • Grant Seekers – October 2020
• Human Resources/Career Services – T. Woods
  • Benefits
  • Careers Implementation
  • TAP Deadline
• Plant Operations – Steptoe
  • None
• Student Accounts/Payroll – M. Williams
  • Nelnet Update
  • Mailroom Policy