President’s Cabinet Meeting Minutes
September 24, 2019
9:00 a.m.
President’s Conference Room

*Items in OneDrive will be marked with an asterisk

Attending: President Bob Boehmer, Karen Jones, Jessi Williamson, Mary Smith, Sandra Sharman, Jim Beall, Jimmy Wedincamp, Chuck Wimberly, Mack Seckinger, Mike Rountree, Norma Kennedy, Michelle Goff, Cliff Gay, Nick Kelch, Carlos Cunha, Brandy Murphy and Angela Storck,

1. **Welcome** – Boehmer
   President Boehmer welcomed the cabinet and reminded them about the State of the College address today at 11 a.m. in the auditorium. All staff and faculty are encouraged to attend.

2. **Minutes*** – Boehmer
   A motion to approve the minutes was made by Ms. Goff, seconded by Ms. Jones and passed unanimously.

3. **Top of the Agenda Items**

   **Academic Affairs/Student Affairs**
   - **Fall 2019 Enrollment** (permanent agenda item) – Jones
     Enrollment for Fall 2019 is 2,753 – which represents a 6% drop in enrollment. Registration for the October short session is still underway. Ms. Jones is hopeful that once the short session registration closes, the enrollment drop will narrow to about 5%.
     Appreciation was expressed to the EGSC Foundation for providing an additional $50,000 for need-based aid. This financial assistance prevented an even more dramatic enrollment downturn.
   - **Dual Enrollment** (permanent agenda item) – Murphy
     Current dual enrollment is 307 (roughly down 100 students from last fall). 13 apps have been received for spring semester; Ms. Murphy is hosting Dual Enrollment Days on all campuses and more enrollment is expected in the coming weeks. She is also working to add Metter High School for a spring location. Hephzibah High School has requested an additional course, and Ms. Murphy is working with the Dean to fulfill the request.
   - **Housing Occupancy Report** (permanent agenda item) – Storck
     Current enrollment in housing: 427. Ms. Storck is working collaboratively with other departments to proactively address behavioral issues. The Spring Housing Application will go live on the EGSC website next week.
President’s Office
• SACSCOC Decennial Reaffirmation Process – Boehmer/Smith/Gribbin
  • External consultant’s role
EGSC has retained an external consultant, Dr. Ed Rugg, to review the SACSCOC Certification Report prior to it being submitted. Dr. Rugg is the USG’s “go-to” person regarding the required SACSCOC actions related to consolidations and is considered an expert in the field.
• External consultant’s advice about QEP topic
  Information from Dr. Rugg is posted on OneDrive. Due to the new SACSCOC principles, new evaluation criteria is also being implemented for the QEP. Dr. Rugg recommends that we select a QEP topic that we have a lot of hard data for, and we should also be prepared to collect a lot more data. Additional advice from Dr. Rugg: Since we already have a lot on our plate – pick something that will help us accomplish what’s already on our plate. President Boehmer emphasized that the institution needs to be very thoughtful and pragmatic in selecting a QEP topic that is effective and doable.

4. Action Items

Institutional Advancement
• VPIA – Gilmer
  • None
• AVPIA – Kennedy
  • None

President’s Office
• President Boehmer
  • None
• Chief of Staff/Legal Counsel – Smith
  • None
• Athletics – Wimberly
  • None
• Police Department – Seckinger
  • Security Surveillance Record
    A policy revision is necessary for the current policy dated 2/28/17 in order to extend the retention stated in EGSC’s policy to the length required by the USG policy. Chief Seckinger will update the policy and send out for review. An electronic vote will be requested following the review time.
• Strategic Planning and IR – Gribbin
  • None

Academic Affairs/Student Affairs
• VPASA – Sharman
  • None
• Math/Science – Wedincamp
  • None
• Humanities/Social Sciences – Cunha
  • None
• **AVPEM – Jones**
  • **EGSC Catalog**
    The Catalog is not ready for vote at this meeting. Each time it was sent out for review, additional changes were noted. An email request was sent to the VP’s yesterday asking for final review/edits. Friday, September 27 is the final date to notify Ms. Jones and Ms. Saulsberry of edits and review approval. Cabinet will vote via email the following Friday, October 4. Ms. Smith suggested that one person should be responsible for reviewing the entire document to ensure it is consistent since we are all submitting narratives in various writing styles.

• **Student Loan Default Prevention and Management Plan**
  The Plan was approved by the committee and is in operation, but was never approved by the Cabinet. Dr. Boehmer recommended that the Plan be tabled until the October meeting to provide time for additional feedback to AVP Jones. Cabinet members will review and share comments by October 11, 2019. A motion was made by Ms. Goff and seconded by Dr. Sharman to table the vote until the next cabinet meeting. The motion was approved unanimously.

**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

5. **Informational Items**

**Institutional Advancement**
• **VPIA – Gilmer – On leave; Postponed discussion of all items until the Oct. meeting**
  • Social Media Policy
  • Media Announcement - “Bobcat Tracks”
  • Embark Grant Announcement
  • Morgan House Usage Update
• **AVPIA – Kennedy**
  • None

**President’s Office**
• **President Boehmer**
  
  - Results and follow up to background check audit (Boehmer/Smith)
    Ms. Smith provided an overview of the background check audit process requested by USG. President Boehmer received a memo from the Chancellor on Sept. 5. Three major parts are included in the audit: (1) Employee background and credit checks; (2) background checks for vendors; and (3) background checks for Minors on Campus events. Ms. Smith is working with Angie Williams since a lot of the assessment pertains to Minors on Campus, which Ms. Williams oversees and will complete the assessment by the Oct. deadline.
  
  • **Fact Book (Boehmer/Gribbin)**
    EGSC’s Fact Book will be updated annually by the first of Nov. following submission of the fall census data. Another update will include the economic impact information. In November, a 2020 Fact Book will be issued for EGSC’s SACSCOC reaffirmation and the compliance certification. President Boehmer asked the cabinet to review and provide edits/suggestions to Mr. Gribbin by next Friday, October 4.
  
  • **Chronicle of Higher Education article, 09/08/2019**
    EGSC has serious questions about the accuracy of data presented by the Chronicle. This may be a computational error, but regardless it raises concerns. All USG institutions listed in the article were two-year and are now state colleges. Mr. Gribbin is addressing EGSC’s concerns with USG. Any inquiries from the media should be directed to Ms. Gilmer.
  
  • **FAFSA Data Sharing**
    All institutions received a letter on 9/16/19 from the US Department of Education. Per Michael Wernon, Director of Financial Aid, EGSC is in compliance.
  
  • **Chief of Staff/Legal Counsel – Smith**
    - None
  
  • **Athletics – Wimberly**
    - None
  
  • **Police Department – Seckinger**
    - Recent Active Shooter Response Practice Drill (results/next steps)
      Two different active shooter scenarios were conducted on the Swainsboro campus on 9/20/19, allowing participants additional practice. An After Action review presentation will be conducted in Oct. for participants. An active shooter response practice drill will also be conducted at EGSC-Statesboro this Thurs, 9/26/19, followed by an After Action review presentation in October.
  
  • **Strategic Planning and IR --Gribbin**
    - None

**Academic Affairs/Student Affairs**

• **VPASA – Sharman**
  - Retention – Update
    The Retention committee has been reactivated this year and Academic Affairs is reaching out to students more regularly who are at academic risk.
• Spring Schedule  
  Dr. Sharman expects to approve the spring schedule by this Friday, 9/27/19, and it will be ready to open for early registration in October.

• Budget Committees  
  Dr. Sharman is conducting meetings with the units in Academic and Student Affairs.

• Update on USG Strategic Planning Forums (Sharman/Williamson/Rountree)  
  Three EGSC employees were able to attend the closest forum, which was held in Savannah. Dr. Sharman, Ms. Williamson and Mr. Rountree noted that there was good attendance, and many USG employees attended for the opportunity for hear live feedback to questions and concerns.

• Math/Science – Wedincamp  
  • None

• Humanities/Social Sciences – Cunha  
  • None

• AVPEM – Jones  
  • None

Business Affairs
• VPBA – Gay  
  • Budget  
    Mr. Gay advised cabinet to monitor budgets closely and spend wisely. He has not received any information regarding a required send-back of funds to USG, but it continues to be a possibility. The USG Budget template is due to USG on November 20.

• Business Operations – Goff  
  • Bookstore Grand Opening is scheduled for October 30, 2019 at10:30 a.m. Refreshments will be served and student life will provide activities.

EGSC – Augusta
• AVP EC – Kelch  
  • EGSC-Augusta Appreciation and Celebration  
    Mr. Kelch expressed appreciation to President Boehmer for his support. After all of the EGSC-Augusta spaces in Galloway Hall are complete, a broader event will be planned to showcase the new areas.

EGSC – Statesboro
• Director – Williamson  
  • None

Informational Technology
• VPIT – Rountree  
  • USG BPM Data Governance Compliance Update  
    Dr. Angie Bell at USG is coordinating this initiative. Mr. Rountree will be forming a committee to address components in the report. This complex project will be on-going through Dec. 2020.

• Upgrade from Windows 7 to Windows 10  
  Windows 7 support is ending in 2020, so upgrades are occurring now.
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