

**Sr. Staff Meeting**  
**Monday, October 15, 2012**  
**9:30 – 11:30a.m.**  
**President's Conference Room**

Welcome – 9:30 a.m.

Introductions

- Quick updates by unit heads
  - Any newly hired staff
  - Any searches in progress
    - Counselor – EGCS Statesboro
    - Fulford Center/GYSTC positions (2)
    - External Affairs position

President's Report

- Some key roles of each senior staff member
  - Be proactive/innovative/creative/think about the long-term
  - Embrace change
  - Identify and develop talent in your area
    - Succession planning is critical
  - Communicate
    - Make me aware of potential problems well in advance
    - Be transparent – make staff aware of what is taking place at the institutional level and why
    - Express appreciation to staff for their contributions continually
    - Communicate need for staff improvement when appropriate
    - Be positive
  - Recommend solutions to any problem you identify
    - Recognize that the solution cannot always be more resources
  - Schedule important events and notify others about them far in advance
  - Stay up to date about developments in your area
    - USG committees/conferences
    - Regular contact with your peers at other institutions
  - Meet deadlines
- EGSC FY 2013 budget
  - State mandated 3% budget reduction (permanent reduction for all state agencies)
  - Additional state mandated budget reductions likely
  - Tuition and student fee revenue decrease due to enrollment decline
  - Reduced revenue (formula funding) in later years due to enrollment decline
  - Possible need to establish contingency fund to meet unanticipated obligation
- Visit to campus this week by USG Sr. Vice-Chancellor for Academic Affairs
  - Dr. Houston Davis
- Visit to campus by USG Vice-Chancellor for Facilities (Interim)
  - Mr. Lee Ritchey, P.E.
- Ongoing discussions concerning potential of programs in Augusta
- Informational meeting of the college's foundation trustees this week

- Importance of SACSCOC report due in November 2012 concerning level change
- Roles of the Faculty Senate and the Cabinet
- Standing committees
  - Committees meeting regularly?
  - Maintaining minutes?
    - Send copies to me
- Memberships in higher education and community organizations
- P-Card policy compliance
  - Review with each P card holder
  - Confirm to me by the end of this week by e-mail
- Contract policy compliance
  - Applies to all contracts, agreements, MOUs and other documents which are intended to commit the college to an external party
  - Must be in the name of the college
  - Must be signed by a person with authority to bind the college
- Complete College Georgia

AAMI Update -- Deborah Kittrell-Mikell

Day for East Georgia – Elizabeth Gilmer

EGSC Audit – Cliff Gay

Fall 2012 Enrollment – Donald Avery

Academic Advisement Status – Deborah Kittrell-Mikell

Next Gen Web Forms – Mike Rountree

New EGSC Website – Mike Rountree

Holiday Events 2012 – Norma Kennedy

IT Update – Mike Rountree

- Next Gen Web Forms
- New EGSC Website
- Degree Works Demo in Macon on 11/06
  - attendees

Institutional Research – David Gribbin

- IPEDS Fall Collection
- Fall 2012 Student Surveys
- Critical Thinking Conference

Diversity Summit at Macon State College - Tim Goodman/Donald Avery/Tracy Woods

Spring 2013 Orientation Plans – Georgia Edmond

- Statesboro
- Swainsboro

State Charitable Contributions Campaign – Tracy Woods

Changes in TRS and ORP – Tracy Woods

- Georgia Income Tax Offset Change
- ORP Contribution Rate
- TRS Contribution Rate

Valic Representative on Campus – Tracy Woods

Open Enrollment Period – Tracy Woods

Job Fairs – Tracy Woods

Calendar Items – Susan Gray

- Key Dates for Fall 2012 and Spring 2013  
State Charitable Contributions Campaign – October 1 to November 30, 2012  
High School Cross Country Teams on EGSC Course – October 15, 2012  
Open Enrollment Period October 15 – November 9, 2012  
Flu Shots October 16, 2012 J503  
Dr. Houston Davis and Mr. Lee Richey Visit to EGSC – October 17, 2012  
Day for East Georgia – October 18, 2012  
EGSC Benefits Fair – October 19, 2012 – 1-4 p.m. Rotunda  
Valic Representative – October 24, 2012 - Statesboro  
Diversity Summit at Macon State College – October 24, 2012  
Congressman John Barrow Visit – October 25, 2012  
Harlem Globetrotters – October 25, 2012  
Job Fair – Statesboro – October 25, 2012  
Valic Representative at Swainsboro – October 25, 2012  
Cross Country Meet EGSC – October 30, 2012  
Mark Wellford – Vision Series – November 1, 2012  
Critical Thinking Conference – November 2, 2012 (postponed to spring 2013)  
Degree Works Demonstration in Macon – November 6, 2012  
SFC Sammy Davis – Vision Series – November 13, 2012  
Georgia Southwestern Visit – November 16, 2012  
Open House November 17, 2012 1-4 pm  
Thanksgiving Holidays – College Closed – November 22 and 23, 2012  
Mary Bragg – Vision Series – November 29, 2012  
Fall Faculty Meeting – November 30, 2012  
Target Date to Submit SACSCOC Report (level change) – November 30, 2012  
SACSCOC Annual Meeting – December 08-11, 2012  
Holiday events for the entire college community  
    Swainsboro – December 17, 2012  
    Statesboro – December 14, 2012  
Graduation Practice – December 14, 2012  
Graduation – December 15, 2012  
Winter Break – December 24 – 28, 2012  
Orientation – EGSC Statesboro – January 3, 2012  
Orientation – EGSC Swainsboro – January 7, 2012  
Orientation – EGSC Statesboro – January 8, 2012  
SACSCOC Visit – Level Change – February 5-7, 2012  
2103 USG Completion Summit (Complete College Georgia) – February 18-19, 2013  
Science Olympiad – February 16, 2013  
Homecoming February 23, 2012  
USG Salute to Education (Atlanta) – March 23, 2013  
    -Dr. Paul Cerpovicz receives Regents Teaching Excellence Award  
EGSC Employee Appreciation Event – April 16, 2013  
EGSC Employee Appreciation Event Statesboro – April 17, 2013

- **Senior Staff Meetings in 2012\* -- Change to all three dates remaining for 2012.**

**November 20 – 9:00 – 11:00 a.m. -- Tuesday**

**December 13 – 9:00 – 11:00 a.m. -- Thursday**

\*These meetings are held in the President's Conference Room.

Adjourn – no later than 11:30 a.m.