President’s Cabinet Meeting Agenda
April 23, 2019
9:00 a.m.
President’s Conference Room

Attending
Bob Boehmer
Robin Brinson
Carlos Cunha
Cliff Gay
Elizabeth Gilmer
Michelle Goff
Karen Jones
Nick Kelch
Norma Kennedy
Mike Rountree
Deryl Seckinger
Mary Smith
Deborah Vess
Jessi Williamson
Chuck Wimberly

Absent
Jimmy Wedincamp

*Items in OneDrive will be marked with an asterisk

1. Welcome – Boehmer

2. Minutes – Boehmer
   March 26, 2019*
   A motion to approve the March 26, 2019 minutes was made by Goff followed by a second from Kennedy. The minutes were approved unanimously.

3. Top of the Agenda Items

   Academic Affairs/Student Affairs
   • Summer/Fall 2019 Enrollment (permanent agenda item) – Jones
     EGSC’s fall enrollment projection is set for 2,860 students with a prediction for 2,980 students. Drop for non-payment has been an issue with enrollment numbers. In an effort to help retain these students, additional time will be added to Orientation sessions to assure the application process has been completed. Campaigns have been scheduled to help increase enrollment.
   • Dual Enrollment (permanent agenda item) – Vess
     To date, EGSC has received 60 applications for Summer enrollment and 242 applications for Fall enrollment; 17 have been accepted for Summer and 58 for Fall.
   • Housing Occupancy Report (permanent agenda item) – Storck
To date, 250 housing applications have been received and a total of 144 signed agreements and 111 completed applications. At this time, the CBI Committee does not want to remove the CBI check from the application process.

**President’s Office**
- SACSCOC Decennial Reaffirmation Process* – Boehmer
  Dr. Boehmer provided a brief discussion on the similarities of 7.3 (The institution identifies expected outcomes of its administrative support services and demonstrates the extent to which the outcomes are achieved.) (Administrative effectiveness) and 8.2.c (The institution identifies expected outcomes, assesses the extent to which it achieves these outcomes, and provides evidence of seeking improvement based on analysis of the results for academic and student services that support student success.) (Student outcomes: academic and student services)

4. **Action Items**

**Informational Technology**
- VPIT – Rountree
  - None

**Institutional Advancement**
- VPIA – Gilmer
  - None
- AVPIA – Kennedy
  - None

**President’s Office**
- President Boehmer
  - None
- Chief of Staff/Legal Counsel – Smith
  - Professional Development Committee*
  - Institutional Effectiveness Committee (revised)*
  - CAR Action Plan Response (revised)*
  Policies that were relevant to CAR have been added to the report. Also added: EGSC/GSU MOU, Minor Cap Project and Allocations – as of April 4, the MCP and Allocations are waiting on Governor’s approval. Smith made a motion to adopt as revised followed by a second from Jones. The CAR Action Plan Response was adopted unanimously.

- Athletics – Wimberly
  - None
- Police Department – Seckinger
  - None

**Academic Affairs/Student Affairs**
- VPASA – Vess
  - EGSC Code of Conduct Hearing Appeal Form*
The form directs the student for the reason for appeal and it directs the student on where/whom to submit the appeal. The form encourages students to follow the policy/process. The appeal must be submitted in this form.

A motion was made by Vess to approve with modification followed by a second from Rountree. The EGSC Code of Conduct Hearing Appeal Form was adopted unanimously.

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

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

EGSC – Augusta
- AVP EC – Kelch
  - None

EGSC – Statesboro
- Director – Williamson
  - None

5. Informational Items

Informational Technology
- VPIT – Rountree
  - Two Factor Authentication Project Update
    The two-factor authentication project went live on March 27th and the project has gone well. Key fobs that have been issued will become an onboarding/off boarding process through HR. All institutions will need to have implemented by July 1st.
  - Office 365 Email Migration Project Update
    On 4/24, Phase I will begin by converting all faculty and staff email to Office 365. You may need to change your mobile device settings from paws.ega.edu to hybrid.ega.edu if you use an iPad or other mobile device to check your email. Phase I will not affect student accounts. Phase II will complete the migration to 365.

Institutional Advancement
- VPIA – Gilmer
• Added: Correll Scholars
  • Correll Scholars interviews are complete. 20 students have been notified they were chosen, and 19 students have been notified they were not chosen. There was a total of 82 applications.

• AVPIA – Kennedy
  • Added: Photo Books for Regent Waters Visit
    • EGSC wanted to provide Regent Waters and John Morgan with evidence of how EGSC have been utilizing the Morgan House. A photo book was given to both Regent Waters and Mr. Morgan. EGSC will also be providing photo books to the Morgan children. We had about 30 volunteers that helped with the Morgan House clean-up day.

President’s Office
• President Boehmer
  • Border Waiver
    We were encouraged to provide a border state waiver – it was not forwarded to the BOR. As a result, EGSC is going to remain with a border county waiver through fall semester.
  • Freedom of Expression
    The system office held training last year concerning freedom of expression – the system is going to hold a series of these trainings again this year; you will need to attend training again even if you did last year. Everyone needs to be sensitive to the prohibition of what we do – anything we do restricting what someone says is prohibited. Any questions should be directed to Mary Smith. Please be mindful of the Chancellor’s memo and go to these training sessions.

• US-Presidential Executive Order – Free Speech
• Merit Raise Pool FY 2020
  At Regent’s meeting the guidelines were submitted and sent to institutions—we are using those guidelines set forth by the USG.
• State Allocation for FY 2020
  FY20 Allocation – is an enrollment-based formula based on the two years prior; (we had a decrease during that time) we received other funds that resulted in us receiving an overall increase of funds; tuition rates were established for all institutions – undergraduate tuition increase of 2.5% was approved. We need to maintain our enrollment…
• Spring 2019 Semester Enrollment Report
  Dr. Boehmer shared this report with everyone – there was an overall enrollment increase in the system at 1.6%. Headcount enrollment went up 5.5% at research universities and 0.1 percent in state universities. Enrollment declined by 0.3% at comprehensive universities and 4.2% at state colleges. EGSC declined by 4%; Atlanta Metro and Gordon state saw a larger decrease; The USG Enrollment Projections is a rolling 10-year average – this is a strategic planning projection for us;

• Chief of Staff/Legal Counsel – Smith
SACS Update – Vess/Smith
The first draft is due April 30th. Committees are meeting with groups to work on topics for Fall. If you are discovering areas that are not in compliance, please let Dr. Vess and Mary Smith know so they can plan in advance. Additional QEP forums will be forthcoming. The QEP process is more important than the topic itself.

Athletics – Wimberly
  None
Police Department – Seckinger
  None

Academic Affairs/Student Affairs
  VPASA – Vess
    None
  Math/Science – Wedincamp
    None
  Humanities/Social Sciences – Cunha
    None
  AVPEM – Jones
    None

Business Affairs
  VPBA – Gay
    Year End Memo
    FY 2019 Department Budgets
    Please be mindful of the year end cut-off dates and spend your budgets accordingly. Do not wait until the last minute.
    Department Budget Meetings
    Information requested for the upcoming Departmental Budget meetings is due by Friday, April 26th.
    FY 2020 Budget
    EGSC was asked to prepare for a $350,000 budget cut. The budget cut only resulted in being $111,000. The 2% raise pool will be effective July 1, 2019. It cannot be an across the board 2% raise; a matrix is needed.

Business Operations – Goff
  Parking Tags
  This will be presented as a policy revision at the May Cabinet meeting. The idea is to allow housing students to park on campus. Any thoughts/suggestions please provide to Michelle Goff.

EGSC – Augusta
  AVP EC – Kelch
    None

EGSC – Statesboro
6. **Key Indicators**

- Academic Affairs – Vess
- 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

Meeting adjourned 11:08 a.m.