President’s Cabinet Meeting Agenda
May 22, 2018
9 a.m.
President’s Conference Room

*Items in OneDrive will be marked with an asterisk

1. **Welcome** – President Boehmer

2. **Minutes** – President Boehmer
   - April 26, 2018

3. **Top of the Agenda Items**

   **Academic Affairs/Student Affairs**
   - *Fall 2018 Enrollment Projections* (permanent agenda item through fall enrollment period) – Jones

4. **Action Items**

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

   **EGSC – Augusta**
   - Director – Kelch
     - None

   **EGSC – Statesboro**
   - AVPEC – Joyner
     - None

   **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
  - Immediate Notification of the President About Serious Events (new);
  - Orientation (revised);
  - Facility License Agreement (revised);
  - Facilities Usage Scheduling Policies and Fees (revised);
  - Freedom of Expression Policy (revised);
  - Freedom of Expression Grounds Reservation Form (revised);
  - Political Activities Policy (revised since Wednesday’s 5/9/18 email);
  - Civil Disturbance or Demonstration – EGSC Emergency Response Procedures flipchart (revised);
  - Permission for Outside Activity (revised).
- Paychecks- Withholding of Pay Policy;
- Garnishment of Pay Policy;
- Employment Selection Process and Criteria for Employment;
- Employee Alcohol and Other Drug Policy;
- Conflict Resolution Policy – revised;
- Disruptive Behavior- new / delete current policy in its entirety;
- Conflicts of Interest and Conflicts of Commitment – new title (includes Outside Activities, separates Political Activities);
- Gifts and Gratuities Policy (revised);
- Amorous Relationships Policy (revised);

Note:
The following policies are duplicate policies and should now be relocated to the Policy Archives Page:
- 11.12 Telephone, Equipment and Software Utilization Policy (this policy is duplicated in the Employee Handbook)
- Outside Occupational Activities Policy – Employee Handbook page 6 – the text of this policy now appears in 2 revised policies to be presented 5/22/18 at Cabinet: Conflict of Interest and Conflict of Commitment; Political Activities Policy
  - Disruptive Policy – Employee Handbook page ___ - delete and replace with BOR policy

- Athletics – Wimberly
  - None
- Police Department -- Gammon
  - None

Academic Affairs/Student Affairs
- VPASA – Vess
5. **Informational Items**

**Business Affairs**
- VPBA – Gay
  - HR Training
  - OneUSG
- Business Operations – Goff
  - Memberships List

**EGSC – Augusta**
- Director – Kelch
  - L.E.A.D. The Way Society Program (formerly Bobcat Scholar) *

**EGSC – Statesboro**
- AVPEC – Joyner
  - None

**Informational Technology**
- VPIT – Rountree
  - PCI Engagement (Audit of Electronic Payment Process)

**Institutional Advancement**
- VPIA – Gilmer
  - New Correll Scholars *
  - Announcement – Procedures for requesting foundation funds
- AVPIA – Kennedy
  - Proposed Employee on Boarding Program

**President’s Office**
- President Boehmer
  - Attendance at Meetings
    - Confirmation of Attendance at Meetings
    - Notice of Changes of Schedule Effecting Attendance at Meetings
  - Procedures in Event of Student Death
  - Staff Leadership Development Program
  - Reception for Caroline Joyner
- Chief of Staff/Legal Counsel – Smith
  - None
- Athletics – Wimberly
• None
• **Police Department -- Gammon**
  • None

**Academic Affairs**
• **VPASA – Vess**
  • Suicide Prevention and Response Protocol (group being formed to determine if update needed)
  • Course Scheduling Software – Ad Astra

• **Math/Science – Wedincamp**
  • Preparation for ACEN Visit (remind everyone about key dates such as the practice visit)

• **Humanities/Social Sciences – Cheek**
  • None

• **AVPEM-- Jones**
  • None

6. **Key Indicators**
• Academic Affairs – Vess
• Athletics – Wimberly
• Business Affairs – Gay
• Business Operations -- Goff
• Chief of Staff/Legal Counsel – Smith
• EGSC Augusta – Kelch
• EGSC Statesboro/External Campuses – Joyner
• Enrollment Management -- Jones
• Information Technology – Rountree
• Institutional Advancement – Gilmer
• Institutional Advancement – Marketing and Public Relations -- Kennedy
• Police Department – Gammon
• School of Humanities and Social Sciences -- Cheek
• School of Mathematics and Science -- Wedincamp