

President's Cabinet Meeting Agenda
August 28, 2018
9 a.m.
President's Conference Room

*Items in OneDrive will be marked with an asterisk

Attending:

Bob Boehmer
Robin Brinson
Lee Cheek
Wiley Gammon
Cliff Gay
Michelle Goff
Karen Jones
Nick Kelch
Norma Kennedy
Mike Rountree
Mary Smith
Deborah Vess
Jimmy Wedincamp
Jessica Williamson
Chuck Wimberly

Not Attending:

Elizabeth Gilmer

1. **Welcome** – Boehmer
President Boehmer introduced Shawn Smith, Correll Scholar whom he is mentoring. Cheek discussed mentoring.
2. **Minutes** – Boehmer
 - July 24, 2018A motion to adopt the minutes was made by Dr Cheek and seconded by Dr Wedincamp. The minutes were adopted unanimously.
3. **Top of the Agenda Items**

Academic Affairs/Student Affairs

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

Update was given by Jones. Difference in numbers in locations was discussed and drop/add numbers. Anticipate enrollment to be flat or a little over; Students will be added back at the 8-week session. Daily meetings are being held to strategize ways to enroll students. Financial Aid is calling students asking them to complete documents;

holding call-a-thons and letters are being sent to students; signs are being displayed for drop for non-payment; monarch calling and text messaging being implemented. RGB: Will the 8-week session numbers be included in the final number? Jones: yes Vess: 1,000 on list of students applied but not enrolled and list of GSU denials– I think we will break even; 8 week session starts in October.

- Housing Occupancy Report (permanent agenda item through fall enrollment period) – Vess

Update given by Vess and discussion on security.

426 assigned spaces

Wait list: 28 male spaces are frozen including overflow;

Females are being moved to regular spaces;

Security measures have been implemented e.g. Bobcat Villas West cannot swipe in at South – they have to sign in as guests; an assistant is being placed at front desk for additional monitoring.

- Status of Search for Dean of School of Humanities/Social Sciences -- Wedincamp

Wedincamp gave an update on search including members of the search committee:

1st meeting was held on 8/27 and committee chaired by Dr. Vess;

The Dean will be over 3 campuses; 13 programs; minority achievement gap; 60 faculty members;

Vess discussed a short timeline for search finalization; start in Jan; recommendation for top 3 by Thanksgiving and final decision to be made by beginning of December.

President's Office

- SACSCOC Decennial Reaffirmation Process – Boehmer

President Boehmer stated that one specific topic will be addressed at each meeting:

QEP SACS Principle

EGSC needs to start the QEP process this fall semester in order to meet the requirements.

The topic needs to be a comprehensive evaluation process as was discussed at the strategic planning meeting. The QEP does not have to be something new. It can be something underway or a new initiative. We need to remember to commit resources; we have to be able to show that a budget/plan has been discussed and have a line budget item on report dedicated to it; We will need a specific QEP director or coordinator and they will be responsible for making sure all is on track;

Dr. Wedincamp suggested that it would be useful to tie in the momentum year since we are already spending on it;

President Boehmer said it is something to consider strongly but we need to make it narrow (pick some aspect of the momentum year – cannot be broad) suggesting to the community is a good idea.

Dr. Vess stated the need to base on data and our success.

Boehmer reiterated that at every meeting we will address a principle and what it means in connection to the reaffirmation process

4. Action Items

Business Affairs

- VPBA – Gay
 - None
- Business – Goff
 - None

EGSC – Augusta

- AVP EC – Kelch
 - None

EGSC - Statesboro

- Director – Williamson
 - None

Informational Technology

- VPIT – Rountree
 - Campus Notification Systems Policy*

Mike presented a revision to the policy to add the new siren system. The siren will sound then a voice will follow broadcasting what type of emergency is going on. This is an exterior siren located outside the Academic Building. Goff mentioned that interior emergency devices will be installed this semester in housing and in all campus buildings.

A motion was made by Goff and a second by Cheek to approve. The policy was adopted unanimously.

Institutional Advancement

- VPIA – Gilmer
 - None
- AVPIA - Kennedy
 - none

President’s Office

- President Boehmer
 - None
- Chief of Staff/Legal Counsel – Smith
 - Grant Process and Procedure Policy*
 - Initial Grant Vetting and Review Form*
 - Grant Proposal Internal Review Form for Final Approval*
 - East Georgia State College Grant Funding Resource Guidance*
 - Facts for Proposal Development*

The policy and forms were discussed; the policy and forms are to be used for any grant (public or private) by EGS or EGSC Foundation. A motion to approve the policy and all forms was made by Gammon and a second by Wedincamp. All were approved unanimously.

- Conflicts of Interest and Conflicts of Commitment Policy*

Smith presented the revisions to the EGSC policy as required by recent BOR policy revisions. President Boehmer discussed the importance of the policy and the need in having employees disclose their outside activities.

A motion to approve the policy and form was made by Smith and a second by Kennedy. They were both approved unanimously.

- Permission for Outside Activity Form *
See above
- Athletics – Wimberly
 - None
- Police Department -- Gammon
 - Annual Clery Act Report*

Gammon stated that the report will be posted to the Police Department's website and the college's general website. The previous reports are archived. A notice with a link to the report will be sent to all faculty, staff and students once approved. The Clery statistics will be electronically submitted by Gammon to the DOE data base. A motion to approve was made by Vess followed by a second from Wedincamp. The report was approved unanimously.

Academic Affairs/Student Affairs

- VPASA – Vess
 - Intramural Sports Handbook*

Changes were discussed by Mary Smith. A motion to approve was made by Goff with a second by Gammon; approved unanimously.

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

5. Informational Items

Business Affairs

- VPBA – Gay
 - Update on Financial Reporting
Gay reported on completion of various financial reports including the Annual Financial Report to USG, and others
 - Financial Services Audit – notification letter 8/15/2018

Gay discussed the audit - FY18 is an agreed upon procedure to test specific financial processes; FY 19 will be a full disclosure audit; we will need this for a SACS requirement;

- Business Operations – Goff
 - Business Affairs Policy and Procedures Manual (for review)*

Goff discussed modifications to the manual which include a revamp/downsize of the manual; A lot of text was removed and policy links added since the external policies change often; The return checks policy has been simplified – we will no longer try to collect money. The student’s account will just show balance due.

Goff will provide an update and asks all to review and comment by 9/11 for vote at September Cabinet meeting.

- Cash Management Policy (for review)*

Goff presented proposal and stated this will become its own policy. We will need to insert link in Business Affairs Policy Manual (re return checks) and petty cash guidelines (also includes cash from student organizations) need to be placed on the website. Comments are due by 9/11 for vote at September Cabinet meeting.

EGSC – Augusta

- AVP EC – Kelch
 - None

EGSC – Statesboro

- Director – Williamson
 - None

Informational Technology

- VPIT – Rountree
 - Update - USG BANNER Managed Services Project

This is underway and a team at EGSC are working with USG IT on biweekly conference calls. Transition target date is October 4-10. We are on target for this date; we will only have query access during this time. Contingency date is November 15-22. This is a system mandated project- all institutions will transition over by 2021.

Vess stated that the spring schedule and registration will need to be completed by this time.

- PCI Audit – notification letter 4/18/2018
Review of process and procedure of how we handle credit cards and campus cards for students; This audit began in early June. We have some preliminary findings. Rountree has been pleased with the outcome from an IT perspective and stated nothing has been presented that is of major concern.

Added item: week of September 17 – Core Router Upgrade

There will be some down time to change out equipment on the core network- it will happen after hours. Ty will discuss at the next Sr. Staff meeting and Mike will send out more information.

Goff stated that transformers will be changed out in December. Hopefully this will happen during winter break as you will not have any access during this time.

Institutional Advancement

- VPIA – Gilmer
 - Foundation meeting notice*
Kennedy reminded everyone about the September 24th Foundation meeting at the Fulford Center at 6 p.m.
 - Consolidated Correll Listing*
This is available for you to view
 - Link to Correll Annual Report - www.ega.edu/correll*
Kennedy on behalf of Gilmer stated they will send a link once it is on the website. Cheek mentioned this is the 4th year of the program and they are a very vibrant group. The report has quantifiable facts of the program and its success.

- AVPIA -- Kennedy
 - None

President's Office

- President Boehmer
 - College 2025 Report*
Boehmer states the last board meeting report was presented to BOR (not adopted) by a special committee. BOR is going to rapidly change by 2025. To get a flavor of the direction it is going, read the executive summary of the report. We need to take this seriously and use as a guideline for our strategic planning.
 - 2019 Healthcare Plan Approval*
Boehmer: Regents approved this. Most of it is good news about the health plan and premiums. BOR is requiring employees to answer tobacco use question; tobacco use will be default response, if not checked during Open Enrollment.

Updated list of tactics due 9/4/18. (Please submit 1 list of tactics for each strategy)
Lots of work to be done for strategic planning. Vision Statement, goals and basic strategies have been updated. The next goal is the tactics– each group needs to get tactics for each of the strategies.

- Importance of completing a provisional evaluation for all new employees within first 6 months of employment*
I made a big push about completion of performance evaluations for each employee for 2017. We have one or two exceptions but virtually everyone (staff) had an evaluation for 2018. We need to improve on completion of provisional evaluations. Required before the end of the first 6 months of employment - during provisional period. Our policy is consistent with BOR policy. SACS policy states that the institution must publish policy and implement policy. It is important that we do both. Please put a reminder on your calendar at 5 months out to do this.

- Chief of Staff/Legal Counsel – Smith

- Sexual Misconduct Policy (email vote on 8/10/18) adopted
- Non-Discrimination and Anti-Harassment Policy (email vote on 8/10/18; adopted)
- Student Code of Conduct and Disciplinary Process (email vote on 8/10/18; adopted)
- 2018-19 Catalog (email vote on 8/15/18; adopted)
- Conflicts of Commitment Policy and Outside Activities Form – remind all Cabinet to respond (due was 8/13/18)
Reminder – we have received about 14. Please get these submitted.
- Housing Audit – on site visit 8/28/2018 (EGSC requested audit)
Auditors will be onsite tomorrow (8/29)
- Background Check Audit – notification letter 8/15/2018 (USG initiated audit of ALL institutions)
Audit team will be on campus doing 8/29; audit is for calendar year 2017 and they will wrap up in September. Mary Smith and Tracy Woods are responding to data request following initial audit meeting on 8/23/18.
- CAR Response Update
Teams did a preliminary review of recommendations from the first CAR report dated 4/30/18. Additional data received from Huron. Best in class, room for improvement data was placed in a spreadsheet for CAR Teams and project tracker sent to teams. Teams were asked to take recommendations and put in tracker. Data for Unit Heads was placed in spreadsheet, sent to Unit Head and asked to respond to each. Responses are due 10/14 to Mary and copy to Dr. Boehmer. CAR Meeting will be held in November where the recommendations will be presented for Cabinet approval. Final date TBD. John Fuchko conference call is set for 9/5. We will keep you updated as we move along.

Boehmer: Editorially John Fuchko sent a copy of the completed response report and project tracker from another institution. It is an extensive process. This is an understatement. We are doing all we can to balance and avoid undertaking another process that is complex but we need a clear articulated response for each recommendation. For the USG Presidents Retreat – a block of time is devoted to CAR it is clear that the Chancellor is taking this seriously and we need to take steps to address this.

- Athletics – Wimberly

- None

- Police Department -- Gammon

- Drug Dogs – Bobcat Villas

Last Monday Canine officers were brought in to check for explosives and ammunition. They did not find any contraband. We will have at least one possibly two more. Dates are TBD; we have to work around someone else's schedule. The agencies we currently use are the Motor Carrier Compliance Division and the State Patrol and are doing this as a courtesy, free of charge. We have a MCCD officer that randomly checks cars on his way to work or home. Later this year we will have drug dogs on campus that are capable of detecting drugs that are

smokable, liquid, and pill form. There are about 21 commonly used drugs that the dogs will be able to detect. No advance notification is sent out to campus.

Academic Affairs

- VPASA – Vess
 - NoneVess reminded everyone of the ACEN Visit on September 25th– notice will be sent about the 10:30 session. President Boehmer will limit the cabinet meeting for the visit. Cabinet Meeting will begin at 8AM on September 25th.
- Math/Science – Wedincamp
 - None
- 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/ AVP EC – Kelch*
- EGSC Statesboro– Williamson
- 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

Meeting was adjourned at 10:45 a.m.