

President's Cabinet Meeting
June 26, 2018
9 a.m.
President's Conference Room

MINUTES

Attendance:

In Attendance:

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

1. Welcome – Boehmer

2. Minutes – Boehmer

- May 22, 2018

A motion to adopt the minutes was received from Dr. Cheek with a second by Elizabeth Gilmer. The minutes were adopted unanimously.

3. Top of the Agenda Items

Academic Affairs/Student Affairs

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

Update was given by Jones. Difference in numbers in locations was discussed.

Swainsboro – 1338, Statesboro – 1397, Augusta – 526

Dual Enrollment data now being separated out by campus. (Appears less in Swainsboro and more in Augusta.)

- Dual Enrollment Update (permanent agenda item through fall enrollment period) – Murphy

398 Applications have been received. 152, Swainsboro; 89, Statesboro; 6 Augusta. Brandy hopes for 350 to 400 for fall.

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

Update by Angela Storck and discussion on wait listing.

Discussion on Assistant Director of Housing

- SACSCOC Decennial Reaffirmation Process (permanent agenda item through completion of process) -- Boehmer

Email sent including copy of SACSCOC *Principles of Accreditation*. President Boehmer asked to all review principles in each area and start thinking about process from a strategic point of view. New principles and new ideas have been added. Compliance certification for EGSC will be filed spring 2020. We need to start the process now. We will also submit a QEP.

4. Action Items

Academic Affairs/Student Affairs

- VPASA – Vess
 - None
- Math/Science – Wedincamp
 - None
- Humanities/Social Sciences – Cheek
 - None
- AVPEM-- Jones
 - Non-Payment of Fees Policy (postponed to July 2018 Cabinet Meeting) Jones was asked to incorporate feedback and circulate for July Cabinet meeting..

Business Affairs

- VPBA – Gay
 - None
- Business Operations – Goff
 - Fleet Policy (postponed to July 2018 Cabinet Meeting)
 - Travel Policy (postponed to July 2018 Cabinet Meeting)

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
 - Conflict of Interest and Conflict of Commitment Policy *
Presented in May. Revised policy sent with revisions. Board policy was also sent for comparison. Should the word “compensated” be used and what kind of activities would be required to be reported. Smith presented changes. A motion was received by Goff with a second by Gilmer to accept as written. The policy was adopted unanimously.
 - Facilities License Agreement *
Changes from USG to form. Changes required and have been made to EGSC form. A motion was made by Rountree with a second by Cheek to approved. The policy was adopted unanimously.
 - Facilities Usage Scheduling and Fee Policy *
Changes were discussed. A motion was made by Cheek with a second by Gammon. The policy was adopted unanimously.
 - Permission for Outside Activity Form *
Modified to include other activities and to include requirement that the individual has submitted a plan to manage conflict, if conflict identified, and that the form is good for 1 year. A motion was made by Gilmer with a second by Cheek. The policy was adopted unanimously.
- Athletics – Wimberly
 - None
- Police Department -- Gammon
 - None

5. Informational Items

Academic Affairs

- VPASA – Vess
 - EGSC’s Internal Substantive Change Policy (hold for July 2018 Cabinet)
 - BAS Degree Proposal
Completed. Now will go through APPC. Proposal was discussed by Vess.
 - ACEN Prep Day (8/21/2018) – Vess/Wedincamp

Dr. Vess updated the Cabinet on the ACEN. Report to be sent by September 1. Site visit will be in late September. Prep day is August 21.

- Math/Science – Wedincamp
 - None
- Humanities/Social Sciences – Cheek
 - None
- AVPEM-- Jones
 - REACH Scholarship Update – Jones/Gilmer

Gilmer presented an update on the REACH program. First REACH scholar will be at EGSC Statesboro this fall.

Business Affairs

- VPBA – Gay
 - Budget Update

FY 18 ends starting this week. Please be patient for the next 5 to 6 weeks. Please return spreadsheets as soon as possible.
- Business Operations – Goff
 - JAM Student Activity Center Expansion Update

Schematic designs should be approved today. Moving forward.
 - Auxiliary Services Building near athletic fields (concessions/restrooms)

Bids will be opened on Thursday of this week.

EGSC – Augusta

- Director – Kelch
 - None

EGSC – Statesboro

- AVPEC – Joyner
 - None

Informational Technology

- VPIT – Rountree
 - Banner Managed Services Project
 - Timeline
 - Project Kickoff
 - On Site Workshops
 - Assignment of required EGSC Roles

Today is virtual kickoff meeting with USG. Roles were discussed. The is a system mandate project.
 - USG PCI Audit Engagement

Estimated time for final report is late July or early August. On-site engagement went well.
 - Course Scheduling Software (Astra Schedule)

EGSC has purchased and are implementing. Go live spring 2019 is the plan. Software will allow is the enhance process.

Institutional Advancement

- VPIA – Gilmer
 - Great Promise Requests for student employees

We have been part of the 20/20 program for 4 years. This program is for at-risk students. Interviews will be held this summer. If interest in student for fall, please let Elizabeth Gilmer know.
 - USG Need Based Scholarship announcement

Received \$25,000 for USG Gala and \$5,000 from Regent Hull. Will receive \$22,000 from Corvias for fall and received Correll pledge for the next year.
 - Announcement of new Foundation Trustees

Brandon Andrews, Monique Oliver, Guy Singletary

- AVPIA -- Kennedy
 - Sale of EGSC Merchandise by Local Retailers

Enhance what is available for community members. Process was reviewed.

President's Office

- President Boehmer
 - Do faculty and staff of EGSC live in the counties where they work? *

President Boehmer receives questions often concerning where faculty/staff live. Out of 196 Faculty and Staff who work in Swainsboro – 115 live in Emanuel County.
 - Deadline for annual review of telecommuting agreements

Memo sent on March 27, 2018. Agreements need to be redone annually. Should be done during annual evaluation to discuss if working. If not, need to end arrangement.
 - Home location of entering students *

Fall 2008 – EGSC Students (Swainsboro) 91.5%; fall 2017 – 46.7/5. President Boehmer has other data if anyone would like to review.
 - Assessment of Academic and Administrative Support

Memo and attachments were distributed. Please take time to read memo and think about. Return paper copy to Dr. Boehmer

 - Strategic Planning Retreat
 - Date: July 23, 2018
 - Time: 8 a.m. – 5 p.m.
 - Place: Morgan House

Memo and attachments were distributed. Physical copy of plan is attached. Please bring to SPR. Plan needs work. All will not be done on July 23. Please take time to read memos and think about someone external to EGSC and you are trying to explain them.
 - Search for Dean of the School of Humanities and Social Sciences – Boehmer/Vess

Search Committee will be appointed very soon. President Boehmer would like input on who should serve on the committee. External search. Goal is to have position filled by January 1, 2019. Dr. Cheek will serve until that time. Committee will make recommendation to Dr. Vess; Dr. Vess will make recommendation to President Boehmer; a dean will hopefully be in place on January 1, 2019.

- Chief of Staff/Legal Counsel – Smith
 - Comprehensive Administrative Review Next Steps
 - CAR Response Plan Worksheet *
 - CAR Project Response Plan *
 - CAR Final Report *

Smith gave an update on CAR review. USG is asking for action plan. Teams have been selected and each team to meet with team members (2 Cabinet per team). Look at recommendations and using spreadsheet identify action items; label; list items in priority order; complete spreadsheet and return to Mary and Dr. Boehmer by July 18 and bring to Strategic Planning Meeting.

- BOR and EGSC Policy Revisions *
Smith will email update to all.
- Email Vote of Cabinet – Drop and Withdrawal Policy 6-14-18
Updated by Smith.
- Email Vote of Cabinet – Resident Student Handbook (TBD)
Updated by Smith.
- Athletics – Wimberly
 - None
- Police Department -- Gammon
 - 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

Meeting was adjourned at 11 a.m.