

President's Cabinet Meeting Agenda
March 27, 2018
9 a.m.
President's Conference Room

Minutes

Attendance:

Attending:

Bob Boehmer	Karen Jones	Chuck Wimberly
Wiley Gammon	Nick Kelch	Georgia Mathews
Cliff Gay	Norma Kennedy	Brandy Murphy
Elizabeth Gilmer	Mike Rountree	
Susan Gray	Mary Smith	

Absent

Lee Cheek
Michelle Goff
Caroline Joyner
Deborah Vess
Jimmy Wedincamp

**Items in OneDrive will be marked with an asterisk*

1. Welcome – Boehmer

President Boehmer began the meeting with a welcome to everyone. Minor changes to the agenda were announced. Added agenda item under information for President – Evaluations for Staff and Key Indicators. Smith – add 2 announcements about compliance modules.

2. Minutes – Boehmer

- January 30, 2018
A motion was made by Gammon with a second by Rountree to approve minutes. Minutes were adopted unanimously.

3. Top of the Agenda Information Items

Academic Affairs/Student Affairs

- *Dual Enrollment Update* – Murphy/Vess
Murphy will report regularly at Cabinet meetings. 48 registered for Summer. Fall 65 total (14 completely on line). Brentwood will register this week. Cross Creek currently has 14 eligible need 2 more. Murphy will visit Vidalia today. (All numbers are registrations – not applications). Applications at this point look to be up slightly. Discussion on admissions standards follow and how it is different for Dual Enrollment students at USG college or TCSG school. (President Boehmer asked for a discussion to be held in Academic Affairs concerning

GPA requirement for EGSC – difference between freshman standards and dual enrollment standards. Would have to be asked and approved by BOR.)

- Fall 2018 Enrollment Projections (permanent agenda item through fall enrollment period) – Jones
Prediction of 3102 right now (after drop for nonpayment and failure to attend) for fall 2018. If correct, we would be up 100. Still working to clarify numbers. First report to be sent to Cabinet on Wednesday. Will send each month prior to Cabinet meeting. Currently being circulated – Georgia circulates application report, Lynette circulates enrollment report (registrations), Enrollment Monitoring Report sent to Chancellor each week. Karen will take all information and give a projected report for fall at each Cabinet meeting. Jones would like to see all 3 reports combined into 1 report. (Question from Boehmer re: Weekly Report to Chancellor – does total include dual enrollment? Need to clarify on form to USG.) (Application reports includes applications. Need to clarify that applications include partial and complete applications. Report date is 3 days following Weekly report -- # difference discussed. Appoint in time difference on reports. 1 report would eliminate this problem.)
- Freshman Admissions – Overview of new standards and what these standards will likely mean for EGSC Fall 2018 Enrollment – Vess, Mathews
Update on Freshman Admission (not dual enrollment). Open access means that a student can complete an application and accepted without test scores with a 2.0 GPA. Gaining more applications since open access returned. No Accuplacer, no SAT, no ACT scores – no placement test means that you will go into co-requisite classes automatically and lab support. If test was taken, if qualifying score received, no co-requisite needed. Last fall about 80% of entering freshmen were in College Algebra – 20% in quantitative skills. Should be a complete reverse this fall. Began spring 2018 with open access standards.
- College Readiness Tour Update – Kennedy, Mathews
Mathews -- Visited 24 schools with 1 makeup school (ECI) coming to EGSC. Theme of making their own decisions. Comments on President Boehmer’s presentation. Process of going to college was discussed at each school. Handouts were given at each school to all students and administrators. Was very well received at each school. Tour was best yet. Thanks to Rountree who attended each day to care for IT concerns. Foundation covered student meals.

Kennedy – PowerPoint at Sr. Staff meeting next week. Photos are on Flickr. Area covered was discussed. Reached approximately 4400 students. Presentation was about “we are our choices.” Cost was discussed. \$32,657 total cost.

Boehmer – Will be asking everyone’s advice about the CRT. Data will be distributed from President’s Office. Future of CRT will be discussed.

4. Action Items

Academic Affairs/Student Affairs

- VPAASA – Vess
 - None
- Math/Science – Wedincamp
 - Tree USA – Campus Tree Care Plan – Updated 1 5 2018
Smith – presented for Wedincamp. Boehmer raised concerns about land gifted by Gambrell Family. Foundation is currently working with a local forester who has

proposed logging (and replanting) those 138 acres owned by Foundation for 2 reasons: create cash for foundation, trees are old and if not cut they will at some point get blown down and lost ability to raise cash. Undergrowth on trees is so thick that will continue to grow as a fire hazard. This will be a Foundation decision (and Gambrell family). Smith advise letting EGSC Tree Campus know about plan to cut timber so that they will know what is happening. Proposal seems consistent with Campus Tree Care Plan.

A motion was made to adopt plan Elizabeth Gilmer as stands and to notify Tree Campus Committee about plan for adjacent property owned by Foundation with a second by Gammon. Discussion on location of property followed. EGSC Tree Care Policy was adopted unanimously.

- Humanities/Social Sciences – Cheek
 - None
- AVPEM -- Jones
 - None

Business Affairs

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

EGSC – Augusta

- Director – Kelch
 - None

EGSC – Statesboro

- Director – Joyner
 - None

Informational Technology

- VPIT – Rountree
 - None

Institutional Advancement

- VPIA – Gilmer
 - None
- AVPIA -- Kennedy
 - EGSC's Identity Standards *

With recent update from USG to policy, language was updated on page 6 of policy. Language was provided by Kennedy. A motion was made by Kennedy to accept language with second by Jones. The amendment to Standards was adopted unanimously.

President's Office

- President Boehmer
 - None
- Chief of Staff/Legal Counsel – Smith

- EGSC Statutes 3/1/18 *
Changes have been approved by Faculty Senate and approved on March 9, 2018. Changes discussed. After review and vote, another set of meetings with more changes. A motion from Gilmer to accept as presented with a second from Kennedy. Adopted unanimously.
 - Information Technology Equipment Policy *
Revised to include all equipment. Now covers issuance to new employees and check out of equipment by all employees. Responsibility of employee was discussed. A motion was made by Gammon to approve with a second from Jones. Adopted unanimously.
 - Sexual Misconduct Policy *
Change in Title IX Coordinator – position/title change needed on all policies related to Title IX. Changes discussed on each policy. A motion was made to approve by Jones with a second by Gilmer. Approved unanimously.
 - Resources Document for Title IX *
Smith discussed revisions for when new Title IX policy is posted. A motion was made by Gilmer with a second by Gammon. Adopted unanimously.
 - Notice of Non-Discrimination *
Updated to reflect new position and contact. A motion was made by Kennedy with a second by Gilmer to accept notice of Non-Discrimination. Adopted unanimously.
 - Student Disciplinary Process *
Changes noted by Smith. Title changes following reorg in January 2018. Appeals procedure changes were discussed. A motion was made by Rountree to accept with changes noted with a second by Gammon. Adopted unanimously.
 - Non-Discrimination and Anti-Harassment Policy *
Changes discussed by Smith. Rewording of policy discussed. Investigators under this policy are the same investigators as under Title IX policy. Clear that findings and recommendations are sent to Coordinator and reviewed prior to going to panel. Trying to made 2 policies consistent. Changes made to mirror Title IX Policy. Typos (removal of 2 ts) noted and will be changed. A motion was made by Gilmer with a second by Gammon. Adopted unanimously.
- Athletics – Wimberly
 - None
 - Police Department -- Gammon
 - None

5. Informational Items

Academic Affairs

- VPAASA – Vess
 - SACSCOC Substantive Change – Brief Update about internal substantive change policy (postponed to April meeting)
- Math/Science – Wedincamp
 - None
- Humanities/Social Sciences – Cheek
 - None
- AVPEM -- Jones
 - None

Business Affairs

- VPBA – Gay
 - Budget

Budget meetings have been delayed. Will be held soon. Info out in the next few days.
 - OneUSG

Went live on Sunday, March 25, 2018. Need to make sure that everyone has access to system. Leave balances need to be verified. Next week asking everyone to project time through end of week.
- Business Operations – Goff
 - None

EGSC – Augusta

- Director – Kelch
 - None

EGSC – Statesboro

- Director – Joyner
 - None

Informational Technology

- VPIT – Rountree
 - Degree Works updated

Working to utilize for advising. Training sessions were held. Used for advising and registration. Final phase to bring student use in. Eliminates paper advising check lists.
 - Update to EGSC GA View D2L Daylight system – May 20, 2018, 300pm

USG is updating D2L to Daylight. Enhancements made to D2L system. Timing before summer semester courses begin and after spring semester courses end. Minimal disruption. Deadline to have everyone updated is prior to end of calendar year.
 - New EGSC computer background image / login notification *

USG security requires a banner on all systems. Next phase to roll out as part of login process. Required to implement.

Institutional Advancement

- VPIA – Gilmer
 - Alumni event update

Several Alumni events on calendar. Lunch and learn tomorrow. Easter Egg Hunt on Saturday. Lunch and learn on April. Thursday night in April – Paint Party (Dabney Edenfield). Yeomans and Associates would like to sponsor Faculty Staff Appreciation event prior to end of year. Summer – wine tasting event for adults only at CLC.
 - Grants Process Update

19 open grants on list. 4 in process of being written. Recently received a SACSCOC grant to research and train faculty and staff on how to implement a prior learning assessment program. Mauldin Grant received for Vision Series. Other grants received were discussed.
 - Correll Scholars Update and Interviews

Scheduled for April 17 and 18. As for today 41 applications. 4 more days. Hope to have 50 to 60 by deadline.
 - April 24 – Foundation Meeting

Reminder
- AVPIA -- Kennedy

- None

President's Office

- President Boehmer
 - Use of SACSCOC Logo
2 SACSCOC identities was discussed. Do not use logo. SACSCOC does not accredit programs; they accredit entire institutions. I.E. FESA is accredited by a separate accrediting agency, not SACSCOC. The institution is accredited.
 - Leadership Development Program *
Thanks to everyone for topics. Will be done internally. Starting next fall a group of staff members who are selected by committee of Cabinet to participate in year long development program. Keep small – approximately 8 for first program. Encourage those in your units to apply. Boehmer will coordinate process for a productive program.
 - Staff Evaluations
All evaluations and update position descriptions are due April 30. **100% participation is expected.** Review all carefully. Difference between joint and dual reporting was discussed. Telecommuting agreements need to be addressed in annual evaluation.
 - Key Indicators
Emailing to everyone today. Key Indicators draft. President Boehmer asked that all review data for your area and update. Correct if wrong. Make changes in pen and ink and mark who and date of change. PO will update actual charts. Intended to be used as a Fact Book for EGSC.
 - Revisions due to reorg
Structure of SA needs to be announced.
Titles need to be updated on Webpage
- Chief of Staff/Legal Counsel – Smith
 - Housing Agreement 2018-19 was approved by email vote of Cabinet Feb 26, 2018.
Noted in minutes.
 - Huron Consulting: April 30th at 3pm in PCR presentation of final CAR report with recommendations
Completed all interviews and focused groups. Very good turnout. Return to campus on April 30 for 3 p.m. meeting in PCR (2 hours).
 - Compliance Modules
2nd set due March 20. 3rd and final set will be released 1st of April. Minors on Campus and Lawful Presence Policies will be circulated for vote.
- Athletics – Wimberly
 - None
- Police Department -- Gammon
 - None

Meeting Adjourned at 11 a.m.

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