

President's Cabinet Meeting Agenda
September 25, 2018
8:30 a.m.
President's Conference Room

*Items in OneDrive will be marked with an asterisk

Attending

Bob Boehmer
Robin Brinson
Cliff Gay
Elizabeth Gilmer
Michelle Goff
Karen Jones
Nick Kelch
Norma Kennedy
Mike Rountree
Mary Smith
Deborah Vess
Jimmy Wedincamp
Jessi Williamson
Chuck Wimberly
Brandy Murphy
Shawn Smith
Angela Storck

Not Attending

Lee Cheek
Wiley Gammon

1. **Welcome** – Boehmer
President Boehmer began the meeting with a welcome to everyone.

2. **Minutes** – Boehmer
August 28, 2018
A motion was made by Goff with a second from Gilmer to approve the August 2018 minutes. The minutes were approved unanimously.

3. **Top of the Agenda Items**

Academic Affairs/Student Affairs
 - *Fall 2018 Enrollment Projections* (permanent agenda item through fall enrollment period) – Jones
Dr. Vess gave the update in place of Jones. EGSC is currently -2 students for enrollment projections at this time last year. They are currently working on the 2nd 8-weeks add/drop and are currently under 15 and should be close to flat. Mini Mester

will be counted in the census reported to USG and should be at -1% under. Final numbers will be available closer to the census date.

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

Storck gave an update on housing occupancy:425. There was a discussion on the Spring App that will go live on October 1st. Health and Safety Inspections will take place next week.

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

Murphy gave an update on dual enrollment. Fall - 408 registered; Swainsboro – 217; Statesboro – 132; Augusta – 59; Received 27 applications to date for Spring. October 19th is Application/Testing Day and hope to get more students registered at that time. Discussion ensued by Vess on exploring new avenues to recruit dual enrollment students.

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

Wedincamp gave an update on the status of applicants – 12 to date. The search committee have completed a rubric & questionnaire for interviews. They are on schedule to fill the position.

President's Office

- SACSCOC Decennial Reaffirmation Process – Boehmer
- Dual Enrollment*

Boehmer discussed dual enrollment and the role it plays in the process pointing out the importance of having all documentation required for faculty teaching dual enrollment classes.

4. Action Items

Academic Affairs/Student Affairs

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

Business Affairs

- VPBA – Gay
 - None

- Business Operations – Goff
 - Business Affairs Policy & Procedures Manual*
Goff discussed the changes made to the policy. A motion was made by Goff to approve with a second by Gilmer; The policy was adopted unanimously.
 - Cash Management Policy*
Goff discussed changes to the policy. A motion was made by Goff to approve with a second by Gilmer. The policy was adopted unanimously.

EGSC – Augusta

- AVP EC – Kelch
 - None

EGSC - Statesboro

- Director – Williamson
 - 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
 - Ethics Hotline User Roles document*
Smith presented changes to the policy and document. A motion to approve was made by Gilmer with a second by Vess. The policy and document were approved unanimously.
 - Ethics Hotline Procedures Policy – This policy was presented and voted on with above document as one item.
 - Resident Student Handbook – revised*
Smith presented revisions. A motion to approve was made by Gilmer and a second by Vess. The handbook was adopted unanimously.
 - Affirmative Action Policy & Plan- revised*
Smith presented revisions to reflect BOR policy. A motion to approve was made by Smith and a second by Gilmer. The Policy and plan were approved unanimously.
- Athletics – Wimberly
 - None
- Police Department -- Gammon

- None

5. **Informational Items**

Academic Affairs

- VPASA – Vess
 - Posthumous Degree Policy*
Note this should be an action item. - Vess presented changes made to the policy. A motion to approve was made by Vess and a second by Kennedy. The policy was adopted unanimously.
 - SACS Substantive Change Policy Update
Vess presented update to the policy. This policy will be circulated for vote at the next Cabinet meeting.
Effective Oct. 1st, Dr. Vess will serve as EGSC's SACSCOC liaison. Any reporting/issues will need to go to Vess.
- Math/Science – Wedincamp
 - None
- Humanities/Social Sciences – Cheek
 - None
- AVPEM - Jones
 - None

Business Affairs

- VPBA – Gay
 - FY 2019 Budget Update
Gay presented update on FY 2019 Budget. There will be a pay raise pool for 2-4% increase to take effect January 1 for staff making under \$60,000; The raise will be merit based and on most recent evaluations.
 - USG Benefits Fair – October 15th
 - USG Open Enrollment – October 29th – November 9th
- Business Operations – Goff
 - Bus Service
Beginning on Friday, 9/28, bus service will begin to shuttle students downtown. The times will be Fridays 5-8; Saturdays 11-2; Sundays 4-7. The service will be a non-stop schedule that is a 19-minute run. This is currently a trial to see how much of a demand there is for students. A press release is set for Wednesday's newspaper to the community. The Statesboro bus being utilized for this through agreement with Kelly Tours

EGSC – Augusta

- AVPEC – Kelch
 - None

EGSC – Statesboro

- Director – Williamson
 - None

Informational Technology

- VPIT – Rountree
 - BANNER hosting project update
Rountree gave an update on the project. We are on track for the Oct. 4 – Oct. 10 transition date.
 - President’s Conference Room IT equipment upgrade
There will be a group coming on site to upgrade equipment in the PCR on Thursday, September 27 & Friday 28. The PCR will not be accessible during this time.

Institutional Advancement

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

President’s Office

- President Boehmer
 - Strategic Plan update

President Boehmer gave an update on the Strategic Plan. We are taking an incremental approach to work methodically through this – we have adopted a new vision, looked at the goals and the strategies associated with those goals and then we looked at the tactics and how those tactics work with those strategies – this is where we are – working on the tactics. We need to note the person (by role) who is primarily responsible and we need to identify how we know if it has been completed & how it has been measured. The next step after the measure is to quantify it and see what the goal is. Once we do this, it can be checked on yearly. Reminder to everyone to stay on task so we can have completed by end of year.

- Budget Template Due to USG October 23, 2018

Boehmer reminded everyone that we need a compelling argument about why EGSC needs more money and for what. This is due to USG October 23rd and it is the most important document for our FY 20 Budget.

- Chief of Staff/Legal Counsel – Smith
 - Unit Compliance Calendars
Smith reminded everyone that she sent the forms back out on Sept. 7th for review. These are due back to Mary by Sept. 28th. This needs to be ready for vote at the next cabinet meeting. Dr. Boehmer reminded everyone that compliance calendars are not mandated by USG or SACS but it is an “institutional memory” for EGSC to be able to look at this and see what is due and when so your successor can be prepared to follow suit.

- CAR update
Smith gave update. Assignments are due to Mary and Dr Boehmer by October 15th. Meeting is scheduled for November 5 and 6.

- 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/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 adjourned at 9:36 a.m.