Sr. Staff Meeting Agenda  
December 7, 2018  
8:00 – 9:00 a.m.  
President’s Conference Room

*Items in OneDrive will be marked with an asterisk

1. Welcome

2. Introductions/Announcements
   - Student Life Coordinator – Veronica Cheers (Grant)
   - Intramural Assistant – Phillip Easterling (Grant)
   - Food Service Worker - Jenna Walls (Underwood)
   - IA Administrative Assistant - Heather Roberson (Kennedy)
   - IT Administrative Assistant – Vicki Sherrod (Rountree)
   - Nursing Administrative Assistant – Angie Roberson (Upchurch)
   - Administrative Assistant to the President – Megan Scruggs (Boehmer)
   - Director of Institutional Research & Strategic Planning – David Gribbin (Boehmer)
   - SACSCOC Liaison – Dr. Vess (Boehmer)

3. Top of the Agenda Information Items

   Academic Affairs/Student Affairs
   - Dual Enrollment Update – Murphy/Vess
   - Spring 2019 Enrollment Projections – Jones
   - Housing Occupancy Report – Storck

   President’s Office
   - SACSCOC Decennial Reaffirmation Process – Boehmer
     - What does it mean when the SACSCOC principles require a “policy?” *
       - Written +
       - Approved +
       - Published +
       - Implemented (provide examples)
   - Update Concerning SACSCOC Reaffirmation Committees – Vess/Smith
     - Committee Structure
       - Steering
       - Compliance
         - Sub-committees
       - QEP

4. Informational Items

   EGSC – Augusta
   - Associate Vice President for External Campuses – Kelch
     - Orientation Reminder
• Wednesday, December 12th.
• Mini/make-up orientation is tentatively scheduled for Jan. 3rd.
• Last Chance Dual Enrollment Registration Date: January 4, 2019
• Augusta classes begin on Jan. 7th, not Jan. 14th.
• Augusta Campus Spring Break: April 8th-April 12th

EGSC – Statesboro
• **Director** – Williamson
  • Orientation 1/10
  • Fin Aid-Individual Appointments
  • Transfer meetings formalized
  • Weekly rounding documents*

Business Affairs
• **VPBA** – Gay
  • None
• **Business Operations** – Goff
  • Business Affairs Staff Listing
  • JAM Student Center Addition & Renovation Update
• **Dining Operations** – Underwood
  • None
• **Financial Accounting/Grants** – Wentz
  • Grant Process*
  • Training on January 11
• **Human Resources** – Woods
  • Benefits Update
  • Retirement Changes
  • Universal Availability Notice
  • Overview of Hiring Process
• **Plant Operations** – Steptoe
  • Update on Projects
    • Parking Lot Lighting
    • Mail Room Renovation
    • Interior Signage Upgrades

• **Student Accounts/Payroll** – Williams
  • Reminder: December Pay Date for Monthly Faculty & Staff
  • OneUSG Connect Blackout Period December 7th – December 13th Due to Cohort 4 OneUSG Go Live
  • Kaba Time Clocks will remain available for use
  • OneUSG Connect Web Clocks will not be available (EEs maintain paper timesheet for Manager to enter on December 14th)
  • OneUSG Connect Punch Timesheets will not be available (EEs maintain paper timesheet for Manager to enter on December 14th)
• Follow-up communication will be sent to all bi-weekly employees and their Managers/Supervisors
• Separate communication will be sent to all bi-weekly employees and their Managers/Supervisors for preparation of the first payroll of the new year (01.04.19)

**Informational Technology**
• VPIT – Rountree
  • Multifactor authentication access for OneUSG Connect
  • EGSC email transition to Microsoft Office 365 email
• Enterprise Services – Clark
  • None
• Infrastructure Services – Fagler
  • None
• Support Services – Oglesby
  • None

**Institutional Advancement**
• VPIA – Gilmer
  • None
• AVP Institutional Advancement – Kennedy
  • Timetable for College’s Next Anniversary Celebration
  • BRAG
    • June 6, 2019
• Sudie A. Fulford Community Learning Center – Schwabe
  • None

**President’s Office**
• President Boehmer
  • EGSC Statesboro Site – New Campus Location
• Chief of Staff/Legal Counsel – Smith
  • CAR Deadline
• Athletics – Wimberly
  • None
• Event Planner – Williams
  • None
• Faculty Senate – Mason
  • None
• Institutional Research and Strategic Planning
  • IPEDS Update
  • Strategic Plan Update
  • Enrollment Forecasting using Rapid Insight
  • Student Satisfaction Surveys
  • Data about Graduates Since EGSC Established
• Police Department – Gammon
  • None
• Shared Auditor – Sprouse
  • None
• Staff Council – Katelyn Moore
  • None
• Director of Study Abroad – Palumbo
  • None
• Title IX – Ansley
  • Title IX Update

Academic Affairs/Student Affairs
• VPAASA – Vess
  • None
Academic Affairs
• Math/Science – Wedincamp
  • Update on Search for Dean of Humanities & Social Sciences
• Biology – Wedincamp
  • 7th Annual Regional Undergraduate Research Symposium at Albany State University
  • Number of Biology Graduates Fall 2018
• Nursing – Upchurch
  • First RN to BSN Nursing Graduates
• Humanities/Social Sciences/Director of Correll Scholars – Cheek
  • None
• FESA – Walker
  • FESA Program update
• AAMI – Drummer
  • None
• Academic Support Services – Kittrell-Mikell
  • None
• Counseling/Disability Services – Burns
  • None
• First Year Experience – Strickland
  • None
• Library – Ansley
  • None
• Teaching and Learning – McKinney
  • Update on Turnitin integration.
  • D2L Maintenance reminder
• Learning Commons – Murphree
  • First Friday

Student Affairs
• AVP Enrollment Management – Jones
  • None
• Admissions – Mathews
  • College Readiness Tour*
• **Choice – Davis**
  • None

• **Housing – Storck**
  • None

• **Registrar – Saulsberry**
  • Fall 2018 Graduation Update
    • Number of Graduates Fall 2018
    • Number of Graduates Participating in Ceremony

• **Student Conduct – Helms**
  • None

• **Student Life – Grant**
  • EGSC Toy Drive
  • Homecoming Week February 18-23, 2019
  • MLK Day Celebration January 24, 2019 at 6:00pm
  • Swainsboro Christmas Parade
  • Student Leadership Development Program
  • Step Show Plans