

**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 12<sup>th</sup>

### **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 7<sup>th</sup> – December 13<sup>th</sup> 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 14<sup>th</sup>)
  - OneUSG Connect Punch Timesheets will not be available (EEs maintain paper timesheet for Manager to enter on December 14<sup>th</sup>)

- 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