

President's Cabinet Meeting Agenda
December 18, 2018
9:00 a.m.
President's Conference Room

*Items in OneDrive will be marked with an asterisk

Attending:

Kelly Ansley
Brandy Murphy
Angela Storck
Bob Boehmer
Robin Brinson
Lee Cheek
Wiley Gammon
Cliff Gay
Elizabeth Gilmer
Michelle Goff
Nick Kelch
Norma Kennedy
Mike Rountree
Mary Smith
Deborah Vess
Jimmy Wedincamp
Charles Wimberly

Absent:

Karen Jones
Jessica Williamson

1. **Welcome** – Boehmer
President Boehmer provided welcome;
2. **Minutes** – Boehmer
November 27, 2018*
A motion was made by Gilmer to approve the minutes. A second by Cheek. The minutes were approved unanimously.

3. **Top of the Agenda Items**

Academic Affairs/Student Affairs

- **Spring 2018 Enrollment** (permanent agenda item through spring enrollment period) – Jones
Vess provided update on Spring enrollment numbers – Enrollment is still open; Enrollment is down from where we were at this time last year; we may be 1% under or close to flat but are currently making progress.
- **Dual Enrollment** – Murphy
There are a total of 338 dual enrollment students registered for spring. Swainsboro (190) Statesboro (120) Augusta (28);
Offsite for Spring 19: Screven Co. (Eng. 1102 & Psychology); Cross Creek (Eng. 1102 & Precalculus); Brentwood (US History Since 1865)
Online Only for Spring 19: Thomas Jefferson, Burke Co., Pinewood, EBA, & Vidalia

- Housing Occupancy Report (permanent agenda item through spring enrollment period) – Storck
Housing has received 518 applications for Spring 2019. 378 are returning students (fall-spring); 94 are new students or readmits; 46 cancelled (includes 15 graduating seniors). 419 have been booked (plus 2 staff members) for a total of 421; 26 males are on waitlist; The housing application will be going online for Summer and Fall '19 on January 15th.
- Status Search for Dean of School of Humanities/Social Sciences (permanent agenda item through completion of search) – Wedincamp
Wedincamp provided an update on the status of the search for Dean of School of Humanities/Social Sciences to include the first interview was held on Monday; second interview will be on Wednesday & third interview is on Friday; Cabinet was reminded that time has been set aside for 2:30pm each day for them to meet the candidate.

President's Office

- SACSCOC Decennial Reaffirmation Process – Boehmer
 - Top 10 Most Frequently Cited Principles*
There are about 802 members of SACSCOC. Reaffirmations are decennial. About 80 institutions are going through each year. EGSC is in track A and had a strong group participating in the annual meeting and taking the process seriously.
- Title IX Update – Ansley
 - Sexual Misconduct Policy*
Ansley provided a brief overview of the Sexual Misconduct Policy and examples of what falls under Title IX;

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
 - P Card Policy*
The P Card Policy was revised to align with BOR policy. EGSC is currently down to 5 P Card holders but still have to have a policy in place. Gilmer made a motion to approve and a second was made by Smith. The policy was approved 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

- Minors on Campus Training Packet*

Smith provided an overview of the Minors on Campus Training Packet. The agenda and training is conducted by HR and this packet is what all trainees will receive; HR is responsible for tracking individuals taking training and coordinating with Event Planning and scheduling training.

A motion to approve the packet containing updated policies was made by Smith and second by Gilmer. The Minors on Campus Training Packet was approved unanimously.

- Minors on Campus Policy (revised)*

Minors on Campus Policy was revised to include the Minors on Campus Training Agenda as part of the training required. A CBI is part of the screening process and forms will be valid for 3 years.

A motion to approve was made by Smith followed by a second from Gilmer. The policy was approved unanimously.

- Non-Discrimination and Anti-Harassment Policy*

An addition to the policy was made to provide that once the Title IX Coordinator receives a complaint, the Coordinator will at that time determine whether the complaint falls under NDAH or another policy and direct to the appropriate unit for review if it falls under another policy;

A motion to approve was made by Smith followed by a second from Gilmer. The policy was approved unanimously.

- Posting and Distribution of Material Policy*

New policy to explain new policies, where they go and who monitors them.

For example, physical posters, not electronic posters, would be directed to the Director of Student Life. Exceptions are made for other units to be approved

by unit heads. External people of the college will need to go the Director of Student Life. The Director of Student Life will keep a record and monitor. Items will need to be dated and approved.

A motion to approve was made by Kennedy and a second by Wimberly. The policy was approved unanimously.

- Death of a Student – Institutional Response Policy (revised)*
The policy was updated to reflect the change in title for Vice President for Academic and Student Affairs and added process for granting degree;
- Posthumous Degree Policy (revised)*
A link was added to Death of a Student – Institutional Response Policy. A motion to move was made by Cheek followed by a second from Gilmer. The Posthumous Degree Policy and Death of a Student Policy were both approved unanimously.
- Vendor Certification Form*
- Contract Administration Policy and Form (Revised)*
Due to a recent audit questioning how EGSC handles CBI's on vendors, a form was created for administering CBI's. The form will be completed annually. The Contract Administration Policy was revised to reflect the approval process and to show applicable to all contracts for goods and services that exceed \$4,999 and any contract for goods and services less than \$4,999 that elect to participate in the Legal Affairs review process. A motion to approve the Vendor Certification Form, revised Contract Administration Policy and Form was made by Wimberly and a second by Kennedy. Both forms and the revised policy were approved unanimously.
- Resident Student Handbook (revised)* Smith/Dr. Vess
The Resident Student Handbook was revised to inform students of chargeable damage they may incur and the amounts they could be assessed. A motion to approve was made by Vess and a second by Kennedy. The revised handbook was approved unanimously.
- Athletics – Wimberly
 - None
- Police Department -- Gammon
 - None

5. Informational Items

Academic Affairs

- VPASA – Vess
 - EGSC's Chancellor's Learning Scholars Program Participants
Vess provided an overview: A call from all campuses was made and the following individuals are participants: Lisa Yocco, Sandra Sharman, Yelena white, & Ren

Denton. Interested in area A; purchase text books and each learning community will get a stipend of \$1000 each; will help with student success rates;

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

Business Affairs

- VPBA – Gay
 - Human Resources
 - Tobacco Surcharge
You have until Dec. 31st to certify; you will not be refunded.
 - Retirement Plan Changes
Advisors will be on campus in Feb and March; implementation will take place in spring
 - Evaluations
Need to complete and get turned into HR
 - Job Descriptions
Need to complete and get turned into HR
 - Payroll
 - Month End Pay Date
 - Off – Cycle Payroll Processing
Errors made – if time is not entered correctly, they have a calendar and one for emergencies when they cut a check. We have had too many errors; They are tightening the requirements for these. The time for getting entered and approved by supervisors needs to be correct and needs to be correct before being approved by BA.
- Business Operations – Goff
 - None

EGSC – Augusta

- AVP EC – Kelch
 - None

EGSC – Statesboro

- Director – Williamson
 - None

Informational Technology

- VPIT – Rountree
 - None

Institutional Advancement

- VPIA – Gilmer

- Change in role of Angie Williams and Jean Schwabe
Effective Jan 1st Angie Williams will be moving to IA and Jean Schwabe will remain Director of Fulford Center but hours will be reduced to 25 hours; 15 hrs a week Angie will be Jean's assistant; The Director of Event Planning and Scheduling (Angie) will be given 15 hours of Fulford Center work and will take over complete work of the Morgan House.
- Update on Impact Development Assessment Project
Assessment will be updated after January 1;
- Foundation fund balances to be sent to each department at end of quarter – announcement will be sent out (November statement probably will be sent Jan)
- AVPIA -- Kennedy
 - None

President's Office

- President Boehmer
 - None
- Chief of Staff/Legal Counsel – Smith
 - CAR – Reminder that Project Trackers are due Friday Dec 21
Annual budget hearing is January 30th – car is one of the topics we need to be focused on; please be specific as you can
- 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 10:38 a.m.