

**President's Cabinet Meeting Agenda**  
**January 22, 2019**  
**9:00 a.m.**  
**President's Conference Room**

**Attending:**

Bob Boehmer  
Robin Brinson  
Cliff Gay  
Elizabeth Gilmer  
Michelle Goff  
Karen Jones  
Nick Kelch

Norma Kennedy  
Mike Rountree  
Deryl Seckinger  
Mary Smith  
Deborah Vess  
Jimmy Wedincamp  
Jessi Williamson  
Chuck Wimberly

\*Items in OneDrive will be marked with an asterisk

1. **Welcome** – Boehmer  
Dr. Boehmer opened with welcome to everyone.
2. **Minutes** – Boehmer  
December 18, 2018\*  
Gilmer made a motion to approve the 12/18/18 minutes followed by a second from Wimberly. The minutes were adopted unanimously.
3. **Top of the Agenda Items**

**Academic Affairs/Student Affairs**

- **Spring 2019 Enrollment** (permanent agenda item through spring enrollment period) – Jones  
Jones provided the update on Spring 2019 Enrollment – we are at 2531; 5% down from this point in time last year. We are still waiting on non-attendance, non-payment and add back to help projections. We are projecting 2487 for total enrollment. Dual Enrollment and tests have skewed projections. The final census date is 2/22/19.
- **Dual Enrollment** – Murphy  
Dual Enrollment is down by 47 students; currently have 361 students registered; 142 applications for Spring semester; 63 have been accepted & 57 registered. EGSC is looking to expand dual enrollment at magnet schools in the Augusta area.
- **Housing Occupancy Report** (permanent agenda item through spring enrollment period) – Vess  
In-room: 399 Students  
Reserved: 6 students  
Removal for non-payment: 1 student  
Cancellations: 106
- **Status of Search for Dean of School of Humanities/Social Sciences** (permanent agenda item through completion of search) – Wedincamp  
The search is now complete. Dr. Cunha begins on February 1st.

### **President's Office**

- SACSCOC Decennial Reaffirmation Process – Boehmer
  - Sections 5.4 (Qualified Administrative/Academic Officers); Section 5.5 (Personnel Appointment and Evaluation) \*

Please convey to your unit the importance of this process not because we have to but because it makes us better.

Section 5 – identify & discuss rationale;

Section 5.4 – align with position descriptions; the group writing this section needs to address each of the 3 topics in the resource manual and make sure it is completed and on file with Human Resource Office.

## **4. Action Items**

### **President's Office**

- President Boehmer
  - None
- Chief of Staff/Legal Counsel – Smith
  - External Site Committee\* – Revised Membership  
The External Site Committee membership was expanded;  
A motion to approve was made by Goff and a second from Vess. The External Site Committee's structure was approved unanimously.
  - Housing Committee\* – Revised Purpose and Function  
The Housing Committee was revised to hear cancellation on appeals and a subcommittee was formed that would not have a conflict that serves on main committee; Everyone was reminded it is their responsibility to convey to members in their unit that it is their responsibility to serve/be aware they are on the committee.  
Vess made a motion to approve followed by a second from Gilmer. The committee purpose and function was approved unanimously.
- Athletics – Wimberly
  - None
- Police Department – Seckinger
  - None

### **Academic Affairs/Student Affairs**

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

### **Business Affairs**

- VPBA – Gay
  - Education Support Leave Policy\*  
Gay provided an update on the Education Support Leave Policy – ADP was removed and replaced with “the time management system.”  
Vess made a motion to approve. Gilmer followed with a second. The policy was approved unanimously.
- Business Operations – Goff
  - None

#### **EGSC – Augusta**

- AVPEC – Kelch
  - None

#### **EGSC – Statesboro**

- Director – Williamson
  - None

#### **Informational Technology**

- VPIT – Rountree
  - None

#### **Institutional Advancement**

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

### **5. Informational Items**

#### **President’s Office**

- President Boehmer
  - Political Activity Guidance\* – Boehmer/Smith  
Dr. Boehmer asked everyone to circulate with everyone on their staff; The basic concept is employees should not be using work computer, worktime, supplies, or EGSC logo (college resources) for any political activity.
  - Governor’s FY20 Budget Recommendations\* - Boehmer  
Dr. Boehmer stated EGSC will have budget hearing on 1/30 to make case for FY2020 allocation; Meetings will be held with unit heads across campus to determine how to allocate funds received.
- Chief of Staff/Legal Counsel – Smith
  - CAR Action Plan Response Update

Smith provided an update on CAR – the report was sent to John Fuchko for review on 1/15/19. We received a reply on 1/21/19 needing to address a few questions.

- Mr./Miss EGSC Pageant Contract adopted 1/10/19  
Vess provided an update to the Mr./Miss EGSC Pageant Contract – EGSC is supportive of the pageant but is no longer part of the franchise due to budget reasons; participants can attend the Miss GA Pageant via the county pageant; males can now participate in the EGSC pageant and it is now focused on talent, and involves service (service project) and academics. Student Life is still supporting.
- EGSC Car Action Plan Response Report adopted 1/14/19
- Alcohol and Other Drug Biennial Report 12/21/18  
The Alcohol & Drug Biennial Report is located on EGSC’s policies & procedures webpage (section 4).
- Athletics – Wimberly
  - None
- Police Department – Seckinger
  - None

#### **Academic Affairs/Student Affairs**

- VPASA – Vess
  - SACSCOC Committees – Vess/Smith  
It is important for people to attend training sessions – training is mandatory. Norma is preparing a style guide that will provide standards (abbreviations, fonts, etc.). Please review and review with your unit.
- Math/Science – Wedincamp
  - None
- Humanities/Social Sciences –
  - None
- AVPEM – Jones
  - None

#### **Business Affairs**

- VPBA – Gay
  - FLSA Position Review  
Gay provided an update on the FLSA position review; A review will take place for select positions and performing questions/interviews to decide on whether the positions should be exempt or not.
  - Retirement Information Sessions  
February 21st is date of group sessions; March 5 is the one on one sessions.
  - Great Colleges to Work For  
This Survey is an opportunity to identify areas we need to improve on and areas in which we are doing well; The survey will be available in April.
  - Evaluations

Gay reminded everyone to submit provisional evaluations for new employees; Evaluations will be going out ??? and will be due by 4/1/19.

- Department Budget Meetings  
Gay reminded everyone of upcoming budget meetings to be held in May. Information to prepare for these meetings will be going out soon.
- Off Cycle Payroll  
BOR approval is needed and is in process now; to have an emergency off cycle pay run you would have to meet one of two criteria; emergency paychecks are only issued 1 per calendar year; otherwise you need a written letter from the President.

- Business Operations – Goff

- New Mandatory Training from DOAS Fleet Management  
Goff provided information on the new mandatory training; EGSC was able to be a part of the pilot program. All users will be required to participate in the online training module which is 6 minutes.
- Student Center Addition  
We had 10 contractors show up; bidding opens on Thursday (1/24). We hope to have a contractor by 2/1.
- Bookstore Bid  
We had 8 or 9 contractors show up; bidding will start on February 2<sup>nd</sup> or 5<sup>th</sup>.
- Added to the discussion by Goff – we will be replacing water lines on campus; the parking lot in front of the gym & police department will need to be closed during construction. Chief Seckinger will send a notification to all employees.

**EGSC – Augusta**

- AVP EC – Kelch
  - None

**EGSC – Statesboro**

- Director – Williamson
  - None

**Informational Technology**

- VPIT – Rountree
  - Two-Factor Authentication Project  
Rountree provided an update on the Two-Factor authentication project - All USG employees must participate. The 1<sup>st</sup> communication was sent on 1/18 which provided information on the project. You can use the link provided or a key fob to authenticate – a survey will be sent out asking your preference. Please complete by 2/1. The deadline for implementation is 8/2019.
  - Office 365 Email Migration Project  
Email, Catmail & Exchange will move to an online ??? to enhance user experience. Kickoff for the project is mid-February with a completion date by the end of March. HHI is the vendor helping EGSC through the transition.

- Mongoose Two Way Texting System  
EGSC's two texting systems are both one way communication systems. Mongoose is two way and would allow a better strategy for communications with our students and would replace the 1 way system. IA will have ownership of the system, however, all units will be able to utilize. Policies and procedures will need to be updated if we opt into Mongoose. Any questions should be directed to Mike R., Norma K. Jessi W. or Nick K. EGSC will revisit the purchase in July when the new budget rolls out.

### **Institutional Advancement**

- VPIA – Gilmer
  - Economic Outlook Luncheon  
Gilmer reminded everyone of the EOL on 1/28/19. If you are interested in attending, please let IA know.
  - Eggs & Issues Breakfast  
February 2 EGSC will host the Eggs & Issues breakfast. Please let Elizabeth know if you are interested in attending.
  - MLK Event  
Gilmer reminded everyone about the MLK event scheduled for 1/24 in the LFG auditorium.
  - Advancement Consultant  
Kate Troelstra, advancement consultant will be here tomorrow, 1/23 for an advancement assessment (1<sup>st</sup> response meeting).
- AVPIA – Kennedy
  - 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 – Seckinger
- School of Humanities and Social Sciences –
- School of Mathematics and Science – Wedincamp

Meeting adjourned – 10:20 a.m.