President’s Cabinet Meeting Agenda
March 26, 2019
9:00 a.m.
President’s Conference Room

*Items in OneDrive will be marked with an asterisk

Attending:  
Bob Boehmer  
Robin Brinson  
Carolos Cunha  
Cliff Gay  
Elizabeth Gilmer  
Michelle Goff  
Norma Kennedy  
Mike Rountree  
Mack Seckinger  
Mary Smith  
Deborah Vess  
Jessica Williamson  
Charles Wimberly  

Absent:  
Karen Jones  
Nick Kelch  
Jimmy Wedincamp

1. **Welcome** – Boehmer

2. **Minutes** – Boehmer
   January 22, 2019*
   A motion was made by Gilmer to approve the minutes followed by a second from Vess. The minutes were approved unanimously.

3. **Top of the Agenda Items**

   **Academic Affairs/Student Affairs**
   - **Spring 2019 Enrollment** (permanent agenda item through spring enrollment period) – Vess
     No update provided.
   - **Dual Enrollment** – Murphy
     Enrollment for summer and fall began on March 25; 24 registered for summer; 29 for fall term; registration events are scheduled every day this week;
     Confirmed offsite locations for Fall 19 include: Screven Co., Metter, Cross Creek, Columbia Co., & Brentwood.
   - **Added agenda item: Correll Scholars Applications** – There are only 16 applicants to date; 40-50 applicants are needed; Interviews are scheduled for April 15th & 18th.
     A called meeting is scheduled with the Correll Scholars Committee today at 5:00 to generate a strategy to obtain more applications.
   - **Housing Occupancy Report** (permanent agenda item through spring enrollment period) – Storck
The renewal process for current students began yesterday; There have been an increase in applications and signed agreements. StarRez software has been implemented and the process is up and running; EGSC has a new background check vendor. The old vendor’s process took 1-2 weeks max and it is now taking up to 3 weeks; HR is reaching out to the USG and the vendor to see if they can find a way to speed up the process.
A suggestion to modify our background check policy in some manner was made in order to reasonably manage the process.
To-date: Summer – 28 completed apps (committed to live in summer housing)
Fall recruiting is scheduled to begin soon. We are at 94% occupancy currently for the semester.

2018 Update of Carnegie Classification of Higher Education* - Gribbin
EGSC is classified as a Baccalaureate/Associate’s College. We are an associate dominate, exclusively undergraduate, open access institution. What this means: less than 20% are transfer students; FTE enrollment is between 1000 – 3000; less than 25% live on campus. By comparison with other colleges in the state college sector, Ga Highlands is classified in the same manner as EGSC; there is a slight difference in comparison to South Ga – they are “mixed” and appears to be bit of an anomaly.

• Risk Management Evaluation* – Gribbin
Risk Management evaluations are being broken down into 2 rounds. The first round has been completed. Originally this was a USG mandated process that is part of BOR policy and began in 2012. The USG gave the formula for scoring the various risks and wanted the various institutions to identify the risk for their institution. The formula created six years ago = 0.5 x Impact x Likelihood (6.0 Maximum Score).
Round two of the evaluation involves changes with language and the addition of new factors. The same form as in round one will be sent. Responses will be due electronically by Tuesday, April 2. A summary of the evaluation should be ready by early next week. We will decide at a future date/cabinet meeting how the outcomes will affect us. BOR policy requires we periodically identify key risks- it does not state what we should do with the results. It is part of our strategic plan and USG were pleased that it was part of the plan.

• Organizational Chart Updates – Smith/Boehmer
Please update your organizational structure manually (physically mark changes). Please return to Robin by April 15th.

President’s Office
• SACSCOC Decennial Reaffirmation Process – Boehmer

4. Action Items

Institutional Advancement
President’s Office

**Chief of Staff/Legal Counsel – Smith**
- Revised Employee Handbook* - revised
  Revised Employee Handbook which includes additional revisions (to address key fobs- page 5). Need to add a link or two before it is published. A motion to accept as amended made by Goff followed by a second from Gilmer. The Employee Handbook was adopted unanimously.
- Process for Annual Update of Statutes and Standing Committees*
  This process has been followed for a number of years but needed to be put in writing. The Standing Committees list is maintained by the PO; annual update of statutes is maintained by Legal Affairs; this is a process to make sure we are not missing any of the steps (e.g. – individuals not being notified they are on a committee). The list will be added to the governance webpage once it is up and running. We need to streamline committees by either combining committees or reducing membership without damaging the transparency of the committee. We would like for the streamlining of committees to be in place this spring for next fall.
  A motion to accept was made by Kennedy followed by a second from Vess. The process for Annual Update of Statutes and Standing Committees was adopted 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**
- None

**Business Operations – Goff**
• Travel Policy* - revised
Page 11 – update – explained the process for rental of motor vehicles and added there are no rentals for international travel; per DOS – you cannot rent larger than a 15-person van;
Gilmer made a motion to accept as presented followed by a second from Smith. The policy was adopted unanimously.

• Purchase of Clothing and Uniforms Policy* – new
  o Self- Disclosure Statement* - new
This policy was not created by Business Affairs; the BOR updated their policy; addition was made to send to the VPBA to see if it is a taxable fringe. If it is an exclusion, you have to provide a business purpose; it will go to the VPBA and a recommendation from the President will be needed;
Self-Disclosure Form – may get signed at beginning of year and add to w-2;
A motion to move was made by Goff followed by a second from Smith. The policy and statement were adopted unanimously.

• Purchasing Card Policy* - revised
A revision was made to the P-Card Policy by adding the parties that are involved;
A motion to adopt was made by Gilmer followed by a second from Smith. The policy was approved unanimously with recommendation to change the title.

EGSC – Augusta
• AVP EC – Kelch
  • None

EGSC – Statesboro
• Director – Williamson
  • None

Informational Technology
• VPIT – Rountree
  • None

5. Informational Items

Institutional Advancement
• VPIA – Gilmer
  • Foundation Unrestricted Spending
Requests will not be funded as we work to get unrestricted balances back up.
Submissions for funding will be discussed with Gay, Boehmer and the chair before approving funding for these items. To help aid in raising the balance, EGSC will be hosting a Fund Drive. Appeals have been sent on campus to complete forms for automatic withdrawal from paycheck for donations. We will be doing this again in the next week or so to get payroll deductions. Foundation members will pay for their own lunch going forward at meetings; making changes to the financial process; hopefully this will be a short-term problem with unrestricted funding.
- Available Foundation Funds by Department
- Alumni Update
  Making great progress with our new coordinator; working on bobcat cards for alumni; have 53 new businesses for cards; we have about 50000 new/updated names and addresses to build an alumni database.
- Foundation Update – annual fund raising
  See above - discussed
- Correll Scholars
  See above - discussed

- AVPIA – Kennedy
  - 2019 College Readiness Tour Wrap-Up
    The College Readiness Tour was completed after 11 long days; the group traveled 1,712 miles and visited 25 high schools in 16 counties; 5,361 students we presented to; We will head to Atlanta on 4/29 & 30 to visit the Boys and Girls Club in Lawrenceville and College Park. This should enable us to reach out to about 100 more students; trees were presented to the schools on the tour as a reminder of our partnership.

President’s Office
- President Boehmer
  - EGSC-Statesboro Director
    Congrats were in order to Jessica Williamson as officially being named the Director of EGSC-Statesboro.
    A formal written MOU between EGSC/GSU has been signed. We have never had a formal MOU in place concerning our relationship with GSU all though we have had a relationship since 1996.
  - Visit to EGSC by Chairman of BOR – Regent Don Waters; and Mr. John Morgan (son of Jimmy Morgan) 4/22/2019
    Representative Parrish will also be visiting along with Regent Waters and Mr. Morgan; If asked to participate please make every effort to be available. We will have Foundation Trustees and students at the Morgan house to greet them. A cleanup day at the Morgan house is scheduled for Saturday, April 13 in which Angie Williams is organizing;

- Chief of Staff/Legal Counsel – Smith
  - Housing Agreement – Summer 2019 (Email Vote on 2/11/2019)
    Revisions to the Summer 2019 Housing Agreement included housing fees and meal plan fees (pending BOR approval) as well as the cancellation fee process. The Housing Agreement passed via email vote on 2/11/2019 and is on the webpage.

  - Telecommuting Agreement Deadlines
    Telecommuting agreements expire June 30th; please get these agreements submitted by May 15th for new agreements and by May 31st for renewals;

- Athletics – Wimberly
Outcomes of Momentum Year Summit – 2/28-3/1/2019
Momentum Year Summit is an ongoing project at the system office; The focus is academic driven and on career interests. The System has asked for an update; Banner module has been added and we are working on this; this project is moving along and we have completed almost all items requested to address. There is still work to be completed on student success issues.

Evaluations and job descriptions are due 4/1; Great Colleges Survey Please complete if you have not already done so.
FLSA Position Review Please complete if you have been asked to do so; threshold has been increased to $35,308 (FLSA).
Year-End Memo Memo was sent out; assistance is available if needed.
Department Budgets Please monitor your budget and spend accordingly.
Department Budget Meetings Meetings have been scheduled and information is due by 4/26.
FY 2020 Budget From an overall perspective should be cutting; merit raise is intact and so is funding for Statesboro for funds being appropriated; 2% raise is in the budget and will be effective on July 1, if signed by governor; it is merit based – not across the board;
Student Center Addition Ribbon Cutting/Grand Opening (2/20/2020; 11am)
Construction is moving along; a slab should be poured by May 1 if weather cooperates. Ribbon cutting is on the calendar for next February; Bookstore is moving along – should move into new space after graduation; some days this summer the café will be closed and have limited hours; be aware there will be down time for the café.
EGSC – Augusta
  • AVP EC – Kelch
    • None

EGSC – Statesboro
  • Director – Williamson
    • None

Informational Technology
  • VPIT – Rountree
    • Two Factor Authentication Project Update
      Everyone should have registered via one of two options: duo or key fob. Tomorrow, March 27 at 9:00am is the go live date/time to turn on the authentication process for One USG Connect; all USG institutions must implement by August of this year; the USG system (financials) will be next; we (EGSC) are going to incorporate this system with email due to cybersecurity. Key fobs will be handled thru HR as part of the onboarding and offboarding hiring process.

    • Office 365 Email Migration Project Update
      Email migration is still in progress; the transition plan is to have completed by the end of April. A long-term goal is to move email over to two factor authentication – at least for faculty and staff due to cybersecurity issues going on.

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 – Cunha
  • School of Mathematics and Science – Wedincamp

Meeting adjourned at 10:45 a.m.