

**President's Cabinet Meeting Minutes**  
**October 23, 2018**  
**9:00 a.m.**  
**President's Conference Room**

\*Items in OneDrive will be marked with an asterisk

**Attending:**

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

**Absent:**

Karen Jones

1. **Welcome** – Boehmer  
President Boehmer provided the welcome.
2. **Minutes** – Boehmer  
September 25, 2018  
A motion to approve was made by Cheek and a second by Gilmer; approved unanimously
3. **Top of the Agenda Items**

**Academic Affairs/Student Affairs**

- **Fall 2018 Enrollment** (permanent agenda item through fall enrollment period) – Jones

Dr. Vess gave an update on Fall 2018 Enrollment – enrollment is down by 2%; -4% in FTE; Spring registration in underway – all campuses are up in enrollment as compared with this time last year with the exception of Swainsboro campus.

- **Housing Occupancy Report** (permanent agenda item through fall enrollment period) – Storck

Housing occupancy is down to 422; Have a total of 45 apps for Spring (mostly male) at the current time. USG's P-3 Phase II has been cancelled. The bus service has been a good resource for the students that they are utilizing.

- **Dual Enrollment** – Murphy

Enrollment is down; total = 158; Swainsboro = 105; Statesboro = 40; Augusta = 13; Vess mentioned that we are considering lowering admissions standards to use PSAT and a 2.89 GPA; Dr. Vess will draft a one-page statement to send to BOR asking for approval in order to move forward.

- Status of Search for Dean of School of Humanities/Social Sciences – Wedincamp  
Wedincamp gave an update: 17 apps to date; 5 viable candidates at this time; Will try and expand the search by using listservs to get a wider net of applications; would like to start in early Nov with skype interviews and then follow up with in person interviews; Need to let Wedincamp know of any potential avenues to use for advertising the position.

### **President's Office**

- SACSCOC Decennial Reaffirmation Process – Boehmer
- Dual Enrollment\*
- Faculty Credentials 6.2.a\*

President Boehmer discussed the importance of logistics for SACS meetings which need to include preparing a backup plan for visits. His second observation deals with dual enrollment – SACSCOC is focused on this issue. For example, offsite teaching – if the institution is offering 25% or more at a site you have to let SACS know; if 50% or more, you have to submit a prospectus and have a visit. SACSCOC asks if you are offering courses that amount to 25% or more of a degree. We need to do this each fall/spring and we need to provide records to show if we crossed the threshold and if so, we need to show that SACS was notified.

President Boehmer gave an update/overview on 6.2.a (first point in the review process); compliance (off site review is the first to see); faculty roster – we have to submit the faculty roster. The minimum standard to teach any undergraduate degree is faculty must have 18 hours in the teaching discipline; if not, then a justification must be submitted detailing the experience, publications, etc., that qualifies the faculty.

## **4. Action Items**

### **Business Affairs**

- VPBA – Gay
  - None
- Business Operations – Goff
  - None

### **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
  - Unit Compliance Calendars\*
    - Academic Affairs
    - Student Affairs
    - Financial Aid
    - Institutional Research
    - Business Affairs
    - Human Resources
    - Information Technology
    - Institutional Advancement
    - Athletics
    - Police Department
    - President's Office
    - Internal Audit

Smith gave an update on unit Compliance Calendars – updated calendars are ready for vote – Institutional Effectiveness is now Institutional Research; each unit is responsible to update their policies. The plan is to put these on the policy and procedures web page (general section).

A motion to approve was made by Gilmer. The compliance calendars were adopted unanimously.

- Compliance and Risk Management Policy\*

Smith gave an update on the changes made to the policy that include the addition of compliance calendars & responsibility of unit heads. Includes statement on annual Risk Management review per the BOR revised policy.  
A motion to adopt was made by Goff and a second by Kennedy. The policy was approved unanimously.
- Housing Agreement 2018-19 (Revised)\*

Smith provided an update on the housing agreement: a revision to cancellation provisions: added hardship withdrawal and certified adoption as valid reasons for cancellation, also added an appeal provision. The same revisions to the cancellation form were also presented. Revised agreement is effective for Spring semester;  
A motion to approve the agreement was made by Gilmer and a second by Vess. The Agreement was adopted unanimously;  
A motion to approve the form was made by Gilmer with a second by Kennedy. The form was approved unanimously.

- Housing Cancellation Request Form (Revised)\*  
See above (Housing Agreement)
- EGSC Statutes (Revised)\*  
Smith provided an update on EGSC statutes that include position changes addition of the Prior Learning Assessment Committee. A motion to approve was made by Vess and a second by Gilmer. The Statutes were adopted unanimously.
- Athletics – Wimberly
  - None
- Police Department -- Gammon
  - None

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

- VPASA – Vess
  - SACS Substantive Change Policy Update\*  
Vess provided an update of the policy which now included detailed internal process. Substantive Change proposals need to go thru Cabinet first. A motion to approve was made by Cheek and a second by Gilmer. The policy was adopted unanimously.
- Math/Science – Wedincamp
  - None
- Humanities/Social Sciences – Cheek
  - None
- AVPEM - Jones
  - None

## **5. Informational Items**

### **Business Affairs**

- VPBA – Gay
  - USG Open Enrollment – October 29<sup>th</sup> – November 9<sup>th</sup>
  - Business Affairs Changes  
Gay gave an update on Open Enrollment and changes being made in Business Affairs. Becky Foskey is retiring and possibly coming back part time. Accounts Payable & Purchasing will fall under Sheila Wentz and Karen Curl and Brenda Crews will report to Sheila. Pam Adams will now report to Cliff Gay. These changes will take place November 1<sup>st</sup>.
- Business Operations – Goff
  - None

### **EGSC – Augusta**

- AVPEC – Kelch
  - None

### **EGSC – Statesboro**

- Director – Williamson
  - None

## **Informational Technology**

- VPIT – Rountree
  - BANNER Managed Services hosting project update  
Mike provided an update on the project and states that all seems to be moving along smoothly; USG will continue to have biweekly meetings and provide updates; Updates will be the 1<sup>st</sup> and 3<sup>rd</sup> Friday from 11pm – 1am and they will let IT know what those updates are taking place; We are on BANNER 9; Overall, this was a very aggressive timeline to complete; The process to follow when submitting a problem should be to submit a ticket to USG ITS; anyone can submit a ticket to the USG. There is also a phone number you can call. IT will send out a notice to EGSC notifying everyone of this process. All institutions transitions are to be completed by 2021.
  - Avaya VoIP telephone system upgrade  
Starting today, an upgrade will take place on Swainsboro campus from 12-1; tomorrow will be Statesboro. The upgrade will cause an interruption in service. The Augusta site will not be affected by the upgrades. The 2<sup>nd</sup> phase will come up soon and an upgrade will likely take place after 5pm. This will only include Swainsboro and Statesboro. Phones will not change – only the internal components are being updated and not the physical phone.
  - USG PCI Audit Engagement Update  
Mike provided an update on the audit – the outcome was good with minimal findings. Several findings have already been resolved or are being resolved;

## **Institutional Advancement**

- VPIA – Gilmer
  - Impact Development\*  
We signed the contract and started the process for assessment of Institutional Advancement
  - Fall Fund Raising\*  
Timeline – email and letters will be going out soon.
  - State Charitable Contributions to date  
Gilmer provided an update on SCC - Only have 3 at this time; The end of the campaign is at the end of the month and more updates will be provided.
  - Upcoming Events\*  
College Night at the Fair, Alumni Softball game and Astronomy Night. Gilmer asked that everyone share with their department so they will know what is going on.
  
- AVPIA -- Kennedy
  - None

## **President's Office**

- President Boehmer
  - None
  
- Chief of Staff/Legal Counsel – Smith
  - Ethics Awareness Week

Ethics Awareness week begins on November 12<sup>th</sup>. Stacey and student ambassadors will host an escape room. It is a timed team competition with a mystery theme where participants solve a series of puzzles/clues to find a way out of the room. This is taking place on Wednesday and a similar version will be taking place at Statesboro and Augusta sites. You have to sign up to participate on a team. A daily ethics themed quiz will be going out and you can win a prize; Compliance Modules will be going out soon. Resource tables will be set up across campus.

- CAR Project

Everyone has submitted responses on the Project Tracker. There is a conference call today with John Fuchko to review status. The CAR Workshop is scheduled for November 5<sup>th</sup>.

- Athletics – Wimberly
  - None
- Police Department -- Gammon
  - None

#### **Academic Affairs**

- VPASA – Vess
  - None
- Math/Science – Wedincamp
  - None
- Humanities/Social Sciences – Cheek
  - None
- AVPEM - Jones
  - 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 was adjourned