

President's Cabinet Meeting Agenda
November 27, 2018
9:00 a.m.
President's Conference Room

*Items in OneDrive will be marked with an asterisk

Attending:

Brandy Murphy	Nick Kelch	Deborah Vess
Michelle Goff	Jessi Williamson	Mike Rountree
Elizabeth Gilmer	Lee Cheek	Karen Jones
Norma Kennedy	Cliff Gay	Chuck Wimberly
Mary Smith	Bob Boehmer	Robin Brinson

Absent:

Jimmy Wedincamp
Wiley Gammon

1. **Welcome** – Boehmer
Meeting called to order at 9:00 a.m. by President Boehmer.
2. **Minutes** – Boehmer
October 23, 2018
Dr. Vess made a motion to approve; 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
Jones gave brief update on current enrollment: 1927 vs 1937 at this time last year; Projecting 2668 students for spring enrollment; They are currently trying to improve strategies in order to meet goals for the semester. Registration will be re-opened and will begin campaigning to notify students.
- *Dual Enrollment* – Murphy
Murphy provided an update on the status of dual enrollment for spring 2019. Currently have 109 applications; 3 DE App & Test dates are scheduled between Swainsboro/Statesboro campuses and one is scheduled at Laney on Dec. 4th. Spring Registration totals = 290; Swainsboro (158) Statesboro (105) Augusta (27);
- *Housing Occupancy Report* (permanent agenda item through spring enrollment period) – Vess
- *Status of Search for Dean of School of Humanities/Social Sciences* (permanent agenda item through completion of search) – Wedincamp
Dr. Vess gave a brief update on the status of the search for Dean of School of Humanities of School of Humanities/Social Sciences. Phone interviews will be conducted 12/3-12/5 for two candidates; a 3rd candidate has been identified; they are currently working out the details to have candidate come in for in person interview.

President's Office

- *SACSCOC Decennial Reaffirmation Process* – Boehmer
 - What does it mean when the SACSCOC principles require a “policy?” *
 - 1. Written +

2. Approved +
3. Published +
4. Implemented (provide examples)

President Boehmer provided a brief explanation of a required policy; Anytime you are writing a section of a report and it requires a policy, you need to provide, at a minimum, all 4 items. Make sure the policy has been published, implemented, and enforced.

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
 - Policy and Governance Approval Procedures (circulated 11/16/2018) *

Smith presented policy and approval process. Need for new policy and directive; policy owner - the person responsible for the final draft policy for submission to the appropriate governance party e.g., administrative policies go to cabinet; need to send out about a week before cabinet for feedback and then present at cabinet Academic policies, e.g., Statutes (official rules and regulations of the college) all proposals require approval from cabinet, president and faculty senate and has to go thru governance process. Once approved, policy is placed on webpage; outdated policies are archived; Note correction on page 2, third sentence – the date the policy was adopted is noted in the URL policy title.

Unit webpages should contain links to policy & procedures and not actual policies. Governance body should contain policy & procedures, meeting agendas & minutes. Responsible parties – Legal Affairs/Chief of Staff maintains the policies and procedures webpage; Publication of policy is coordinated with Web Services Specialist. Questions concerning this policy should be directed to Legal Affairs/Chief of Staff.

Kennedy and Rountree are working to update the Faculty Senate & Staff Council Webpages. It is critical to have these two webpages up to date. President Boehmer will call a meeting soon concerning this.

Smith made a motion to approve. A second was made by Goff. The policy was approved unanimously.

- **Employee Occupancy in Student Housing (circulated Friday 11/16) ***
Smith presented policy stating it has been revised to show housing costs to an employee who elects to reside in housing will be charged the approved/published EGSC student rate. The policy was changed to clarify and distinguish between live on requirements and discounted housing rates to determine if taxable income. A motion to approve was made by Smith. A second by Gilmer. The policy was adopted unanimously.
- **Housing Agreement 2019-20 (Circulated 11/8/18) ***
Smith presented agreement with overview. New housing and meal fees are pending BOR approval; Gilmer made a motion to approve followed by a second from Vess. The agreement was approved unanimously.
- **Minors on Campus Policy (Circulated 11/20/2018) ***
Smith presented policy revision. Policy was revised to broaden scope of covered events, indicate all covered events are scheduled through Event Planner, revised screening and training provisions. A proposal needs to be submitted and process followed.
- **Facilities Usage Scheduling Policy (Circulated 11/20/2018) ***
Smith presented policy revision that added cross reference to Minors on Campus Policy.
Editorial: On the next to last paragraph next to last sentence – cancellation after the number “14”the word “days” is missing.
Smith made a motion to approve both the Minors on Campus Policy and Facilities Usage Scheduling Policy. A second was made by Jones. Both policies were approved unanimously.
- Athletics – Wimberly
 - None
- Police Department -- Gammon
 - None

Academic Affairs/Student Affairs

- VPASA – Vess

- Committee Structure for SACSCOC Reaffirmation Process – Vess/Smith

Cabinet will serve as steering committee for reaffirmation process; Vess & Smith will serve as co-chairs of the Compliance Committee; Vess asked for committee nominations: received recommendation by Dr Cheek for Val Czerny and Courtney Joiner to serve; Dr. Vess will circulate committee membership lists via email to Cabinet concerning composition of committees by Nov. 30th. Vess will hold training for QEP on April 1, 2019.

QEP Chair, Ren Denton

Institutional Effectiveness – Dr. Vess

Organizational Structure & Governance Board – Mary Smith

Finances & HR – Cliff Gay

Educational Programs – Dr. Wedincamp

Admissions & Registrar Committee –Lynnette Saulsberry

Faculty – Dr. Vess

Library & Learning Resources – Kelly Ansley & Mike Moran

Financial Aid – Karen Jones

Facilities – Michelle Goff

IT – Mike Rountree

Safety and Security – Wiley Gammon

Style Manual/Format of Report – Norma Kennedy

Logistics of the Event – Angie Williams

Dual Enrollment – Brandy Murphy

External Campuses – Nick Kelch

Training will start this week; Complete draft compliance report by end of spring 2019 to send to reviewers for completion of final certification by spring of 2020. Approve committee structure today and Vess and Mary will follow up with questions as second step.

A motion to approve the committee structure was made by Vess and Smith followed by a second from Kennedy. The committee structure was approved unanimously.

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

5. **Informational Items**

Business Affairs

- VPBA – Gay

- **HR Hiring Process**
Gay gave an overview of the hiring process, the need to make more efficient and hopes of making the communication process between HR and hiring managers a better one. Process will be posted on the portal. HR will meet with each hiring manager to go over the process. They are incorporating a salary range; there will be a 5 day internal and external minimum posting period.
- **Retiree Information**
Enhancements are coming to USG Optional Retirement Plans (ORP) and the 403(b) and 457(b) supplemental savings plans beginning on May 1, 2019. New streamlined investment options to make the selection easier; TIAA will serve as the primary service provider & the number of providers are being reduced; The USG has partnered with CAPTRUST, a third-party investment advisory firm, to offer investment advice & financial counseling sessions for employees.
The new fee structure will provide a decrease in fees that will in turn offer savings to participants. The USG will send a transition guide to employees and begin scheduling education meetings in January.
- **Business Operations – Goff**
 - **JAM Addition and Renovation Update**
Goff provided update on addition/renovation of JAM building: the café seating area should be complete by Fall 2019 and occupancy is anticipated for Spring 2020.

EGSC – Augusta

- **AVP EC – Kelch**
 - None

EGSC – Statesboro

- **Director – Williamson**
 - None

Informational Technology

- **VPIT – Rountree**
 - None

Institutional Advancement

- **VPIA – Gilmer**
 - EGSC Foundation Meeting - December 3 at 6pm at McKinney's Pond
6:00 – short business meeting
Cabinet are invited and their spouses
- **AVPIA -- Kennedy**
 - Content management for unit webpages
In preparation for the SACS Reaffirmation process - will be sending Cabinet a list for auditing the webpages to make sure they are up to date
 - Anniversary Celebration of the College

Norma provide an update on 50th Anniversary 2023 – Elizabeth, Angie and Norma will be presenting a timeline agenda at the December Cabinet Meeting; they are developing a historical magazine for 2019; 2020-2021 – committee will create a logo; book a photographer and publicize starting in 2022; conclude with convocation in 2023

- Proposal to amend the Campus Emergency and Non-Emergency Notification Systems Policy / Procedures (Mongoose Cadence Text Messaging System circulated 11/16/2018) *
Kennedy presented proposal to amend with clarity to procedure but not ready to adopt; feel it is necessary to replace Monarch and On Campus Text with Mongoose messaging system due to its two-way flexibility. Mongoose will enable EGSC to use data and use templates; Marketing & Communications would own the system but each unit would have a template & have the ability to target a specific audience;
Investment Costs: 15 users or unit users \$10,125;
one-time implementation fee \$1,200;
Phone Number Validation: \$1,250;
Year 1 Investment: \$12,575;
Year 2 Investment: \$11,375.
Vess will obtain the various Monarch and On Campus Text consensus and see if they should be replaced and do the analysis; will review at Dec or Jan Cabinet meeting.

President's Office

- President Boehmer
 - Process of updating Strategic Plan *
Will not vote on today – it is in One Drive; please review the chart that has the strategies, charts and completion dates and assessment. Please review – if there are gaps or errors let us know in time to get it voted on before the next meeting.
 - Catalog – annual review of catalog sections by various units of the college
In past, this has gone out to Cabinet before it has been voted on. Up until most recent revision, a high percentage of what was in the catalog was wrong. When the catalog comes out, we are not going thru the motions. It reflects what it takes to get into to east Georgia and what it takes to get out of East Georgia. This year when the catalog goes out for vote, every one of us ought to have read it. It should be accurate and not riddled with errors. You will receive the section on your unit. Deadline is around April. Make it a priority.
- Chief of Staff/Legal Counsel – Smith
 - CAR – Reminder of Dec 21 deadline for revised Project Trackers; submit for vote at January Cabinet

President Boehmer reminded everyone the Budget hearing is January 30th and CAR is number one on the list. He asks everyone to review and take seriously.

- Athletics – Wimberly
 - None

- Police Department -- Gammon
 - None

Academic Affairs

- VPASA – Vess
 - QEP Director for SACSCOC Reaffirmation Process Initiative Momentum Year, Chancellors Learning Scholars, etc. - aligning all of these initiatives instead of doing these separately. Ren Denton will be taking on the role of CTL Director and it will be integrated with QEP.
- 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

Jones made a motion to adjourn followed by a second from Gilmer.

Meeting adjourned 11:15 a.m.