

Sr. Staff Meeting Agenda
August 4, 2017
2 – 3:30 p.m.
President’s Conference Room

*Items in OneDrive will be marked with an asterisk

Introductions/Announcements

- Catressa Wilson: Administrative Assistant EGSC Augusta -- Kelch

- New Roles for Augusta Staff -- Kelch
 - a. Rob Nordan: Assistant Director of FYE, Music Instructor and Academic Advisement Specialist.
 - b. Charlene Blankenship: Academic Center for Success Assistant

Informational Items

Business Affairs

- VPBA – Gay
 - Budget
- Accounting – Foskey
 - None
- Business Operations – Goff
 - ePro Implementation
 - Academic Building Update
 - JAM Expansion Update
 - AP and Purchasing Processing Reminder
- Plant Operations – Steptoe
 - None
- Dining Operations – Underwood
 - None
- Financial Accounting – Williams
 - oneUSG
 - Pay Dates
- Financial Accounting/Grants – Wentz
 - None
- Human Resources – Woods
 - ESPYR EAP Program Rollout Coming Soon
 - Campus Keys
 - Open Enrollment
 - Benefits Fair

EGSC – Augusta

- Director – Kelch
 - Upcoming Orientations: August 8th and walk-ins until school begins

EGSC – Statesboro

- Director – Joyner
 - None

Informational Technology

- VPIT – Rountree
 - Microsoft Office 365 / One Drive
 - IT equipment relocations
 - IT support requirements for meetings / events
 - Email / online hoaxes
- Enterprise Services – McFarren
 - None
- Infrastructure Services – Fagler
 - None
- Support Services – Oglesby
 - None

Institutional Advancement

- VPIA – Gilmer
 - Employee foundation giving
 - Foundation grant update
 - Correll Scholars
 - Scholarships
 - First Friday
- AVP Institutional Advancement – Kennedy
 - None
- Sudie A. Fulford Community Learning Center – Schwabe
 - None

President’s Office

- Expectations of All Senior Administrators -- Boehmer
- Chief of Staff/Legal Counsel – Smith
 - None
- Athletics – Wimberly
 - None
 - Baseball – Passauer
 - None
 - Men’s Basketball – Jordan
 - None
 - Women’s Basketball – Pace
 - None
 - Softball – Hewitt
 - None
- Event Planner -- Williams
 - Academic Building Expansion Ribbon Cutting
- Faculty Senate – White
 - None

- Police Department -- Gammon
 - None
 - Assistant Chief – Bell
 - None
- Shared Auditor – Sprouse
 - None
- Staff Council – Lisa Cassidy
 - None

Student Affairs

- VPSA – Avery
- Brief Update on Suicide Protocol *
- Summary of Enrollment Projection Report *
- AVP Enrollment Management – Jones
 - None
- Admissions – Mathews
 - Applicants by program report *
- Choice – Davis
 - None
- Housing – Storck
 - Housing Occupancy & Overflow Process
- PE Complex and Military Resource Center – Grant
 - None
- Registrar – Ross
 - Update on fall enrollment
- Student Conduct – Helms
 - None
- Student Life – Sherrod
 - None

Academic Affairs

- VPAA – Vess
 - Advisement plan
- Humanities – Palumbo
 - Convocation
- Math/Science – Wedincamp
 - None
 - Biology – Chevalier
 - Fall enrollment for the Bachelor of Sciences in Biology
 - Tri Beta: installation of the chapter of August 16 (4 students will be inducted)
 - First intern at the Emanuel Medical Center in Fall 2017 (Alicia Winfrey)
 - Nursing – Rozier
 - Enrollment Update
- Social Sciences – Cheek
 - None
 - FESA -- Walker
 - Update on the FESA program

- ACE – Waters
 - None
- AAMI – Drummer
 - None
- Academic Advising – Kittrell-Mikell
 - None
- Counseling/Disability Services – Ogbe
 - Update from counseling and disability office
- First Year Experience – Strickland
 - None
- Institutional Effectiveness – Gribbin
 - Institutional Effectiveness Committee Meeting Tuesday, August 8, in B171
 - 2017 EGSC Complete College Georgia (CCG) Update due to USG August 17
 - New Strategic Action Plan Template *
- Library – Ansley
 - Solar Eclipse on August 21st
 - Library Support of Convocation Theme Civility
- Teaching and Learning – McKinney
 - None