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