

**Sr. Staff Meeting Agenda**  
**July 7, 2017**  
**2 – 3:30 p.m.**  
**President’s Conference Room**

Beginning with the start of the new fiscal year, and in order to be respectful of everyone’s time, we are implementing new procedures for Sr. Staff meetings. A new email account ([srstaffmtg@ega.edu](mailto:srstaffmtg@ega.edu)) has been established and will be used to send and receive all information for Sr. Staff meetings. Meetings will begin at 2 p.m. and will adjourn promptly by 3:30 p.m.

Requests for agenda items will be sent from this new account approximately 1 week prior to each Sr. Staff meeting. Agenda items should be sent as a reply to the email (not reply all) no later than the deadline announced in that email. If agenda items are received after the deadline, your agenda item not be included in that Sr. Staff meeting.

Meetings will be paper-free. Supporting documents for agenda items should be sent with your agenda items (no handouts at the meeting) and will be shared with everyone, along with the agenda, through OneDrive. Please save your documents using the following format – Last name, First Name – Agenda Topic -- and attach to your reply. In order to meet timelines, we ask that everyone limit their portion of the agenda to 2 minutes.

Introduction of new employees will appear each month as the first item on the agenda. Please be sure to invite your new employees to the meeting and send names and titles to the above email address for inclusion on the agenda. They may leave the meeting following introductions.

Senior staff meetings are one of our most important tools for communicating internally. Accordingly, please make your attendance at these meetings a high priority.

These senior staff meetings are not intended as a tool to formulate or adopt policy. They are intended to provide a clear channel of communication. Your regular attendance is essential to enable us to accomplish that goal. Everyone is expected to attend unless None in advance by President Boehmer. Please send an email to President Boehmer (with a copy to this email address) when it is necessary to be None. A reply will be sent from the above email.

Following each senior staff meeting, senior staff are expected to communicate with everyone in their unit about the meeting. Please make this a high priority.

In order to assure that all units have the opportunity to present at each meeting, each meeting agenda will be in the format of the agenda below showing all units and the agenda item for each unit (or none). The order of the agenda will rotate for each meeting with the first unit listed on the prior agenda rotated to be at the end of the agenda for the next meeting.

**\*Items in OneDrive will be marked with an asterisk**

## **Agenda Items for 7/7/2017**

### **Introductions/Announcements**

Dr. Deborah Vess -- Vice President for Academic Affairs – Boehmer  
David Gribbin – Director of Institutional Effectiveness -- Vess

## **Informational Items**

### **Academic Affairs**

- VPAA – Vess
  - Introductory Remarks
- Humanities – Palumbo
  - None
- Math/Science – Wedincamp
  - Math/Science Update\*
  - Biology – Chevalier
    - None
  - Nursing – Rozier
    - None
- Social Sciences – Cheek
  - None
  - FESA
    - None
- ACE – Waters
  - None
- AAMI – Drummer
  - None
- Academic Advising – Kittrell-Mikell
  - None
- Counseling/Disability Services – Ogbe
  - None
- First Year Experience – Strickland
  - None
- Institutional Effectiveness – Gribbin
  - None
- Library – Ansley
  - None
- Teaching and Learning – McKinney
  - None

### **Business Affairs**

- VPBA – Gay
  - Budget
  - Open Enrollment Dates
- Accounting – Foskey
  - None
- Business Operations – Goff
  - Academic Building Construction Update
  - Student Center Expansion Update
  - Standing Travel Authorizations
  - AP Processing Schedule
  - ePro Update

- Plant Operations – Steptoe
  - None
- Dining Operations – Underwood
  - None
- Financial Accounting – Williams
  - oneUSG\*
  - Benefits Update (For Tracy)\*
- Financial Accounting/Grants – Wentz
  - None
- Human Resources – Woods
  - None

### **EGSC – Augusta**

- Director – Kelch
  - New Hire-Denise Coleman-Assistant Director of Student Affairs (Augusta)
  - Upcoming Orientations:
    - Wednesday, July 12<sup>th</sup>
    - Thursday, July 19<sup>th</sup>
    - Thursday, August 3<sup>rd</sup>
  - Upcoming Recruitment/Financial Aid Event
    - Wednesday, July 26<sup>th</sup> from 9 am-3 pm

### **EGSC – Statesboro**

- Director – Joyner
  - Staffing Changes at EGSC-Statesboro
    - Jessica Williamson promoted to Assistant Director for Student Affairs, replacing Allison Woodard
    - Applicant review underway to fill Institutional Services Coordinator position vacated by Ms. Williamson
  - Fall 2017 Enrollment/Orientation Update

### **Informational Technology**

- VPIT – Rountree
  - None
- Enterprise Services – McFarren
  - None
- Infrastructure Services – Fagler
  - None
- Support Services – Oglesby
  - None

### **Institutional Advancement**

- VPIA – Gilmer
  - None
- AVP Institutional Advancement – Kennedy
  - None
- Sudie A. Fulford Community Learning Center – Schwabe

- None

### **President's Office**

- Chief of Staff/Legal Counsel – Smith
  - None
- Athletics – Wimberly
  - Academic Integrity Plan for Athletics Update
  - Baseball – Passauer
    - None
  - Men's Basketball – Jordan
    - None
  - Women's Basketball – Pace
    - None
  - Softball – Hewitt
    - None
- Event Planner
  - First Friday's at The Morgan House
  - Facilities Request Procedures Location
  - Ribbon Cutting & Grand Opening Academic Building Expansion
  - Fall Workshop
- 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
  - None
- AVP Enrollment Management – Jones
  - None
- Admissions – Mathews
  - None
- Choice – Davis
  - CHOICE update
- Housing – Storck
  - None
- PE Complex and Military Resource Center – Grant
  - None
- Registrar – Ross
  - Update on summer/fall enrollment.
- Student Conduct – Helms

- Academic Honesty Process Update
- Student Life – Sherrod
  - None