

## **Case Management USER ROLES**

cident Categories Executive Report Recipients Email Address Case Managers Email Address Email Address Investigators Academic Affairs Assistant Vice President for University Legal Counsel Academic Affairs Vice President for Academic Affairs or Provost Athletics Issues NCAA Compliance Officer or University Legal Counsel Athletic Director Vice President for Academic Affairs or Provost Financial Matters Controller Jniversity Legal Counsel Vice President for Business & Finance or Chief Business Officer Health & Safety Iniversity Legal Counsel Chief of Police Vice President for Academic Affairs or Provost Human Resource Issues Director of Human Resources University Legal Counsel Director of Human Resources Information Technology Issues Assistant Vice President for University Legal Counsel Information Technology Vice President for Information Technology or Chief Information Officer Research Issues Assistant Vice President for University Legal Counsel Vice President for Academic Affairs or Academic Affairs Provost

A couple of things you may want to include:

1. It may be desirable to have more than one Case Manager for incident categories depending on campus needs.

2. If there is a campus auditor, they may want to include that individual as an executive report recipient for all incident categories as well.

3. The above scenario is intended only as an example.

## Report Line

Comprehensive Hotline Services

## Case Management USER ROLES

Incident Categories	Executive Report Recipients	Email Address	Case Managers	Email Address	Investigators	Email Address
Academic Affairs			Deans			
	Dr. Cathoring W/balan		De Devid Obevelier	debeneties Ocean de		
	Dr. Catherine Whelan	cwhelan@ega.edu	Dr David Chevalier	dchevalier@ega.edu	Dr David Chevalier	dchevalier@ega.edu
	Courtney Patterson, Legal Counsel**	cpatterson@ega.edu	Dr David Chevalier	dchevalier@ega.edu	Dr David Chevalier	dchevalier@ega.edu
	Countriey Fatterson, Legal Counsel	<u>cpatterson@eqa.edu</u>		ucrievalier (wega.edu		<u>uchevaller(@eqa.edu</u>
		katrinamcnair@georgia				
	Katrina McNair, Internal Auditor**	southern.edu				
Athletics Issues			Director of Athletics			
					<b>T</b>	
	Dr David Schecter	schecter@ega.edu	Theo Howard	tdhoward@ega.edu	Theo Howard	tdhoward@ega.edu
	Courtney Patterson, Legal Counsel**	cpatterson@ega.edu				
	oburney i diterson, Legar obunser	katrinamcnair@georgia				
	Katrina McNair, Internal Auditor**	southern.edu				
Financial Matters			VP Business Affairs			
	Ron Stalnacker, Acting VP Business Affairs**					
	Dusiness Allalis	rstalnacker@ega.edu	Ron Stalnacker or designee	rstalnacker@ega.edu		
	Courtney Patterson, Legal Counsel**	cpatterson@eqa.edu				
		katrinamcnair@georgia				
Health & Safety	Katrina McNair, Internal Auditor**	southern.edu				
Health & Salety	Ron Stalnacker, Acting VP					
Life Safety Issues	Business Affairs**	rstalnacker@ega.edu	David Steptoe, Director of Plant Op	dsteptoe@ega.edu	David Steptoe, Director of Plant Operations	dsteptoe@ega.edu
	Katrina McNair, Internal Auditor** Trey	katrinamcnair@georgia southern.edu;				
Security Issues	Drawdy, COP	Idrawdy@ega.edu	Trey Drawdy	ldrawdy@ega.edu	Courtney Patterson, Legal Counsel**	cpatterson@ega.edu
	Countration Rottlements of Long L Countration					
	Courtney Patterson, Legal Counsel**	cpatterson@ega.edu				
Human Resource Issues			Director, Human Resources			
	Danielle Calloway, Director of HR**	dcalloway@ega.edu	Danielle Calloway, Director of HR**	dcalloway@ega.edu	Danielle Calloway**, Director of Human Resources	dcalloway@ega.edu
	Courtney Patterson, Legal Counsel**	cpatterson@ega.edu			Courtney Patterson, Legal Counsel**	cpatterson@eqa.edu
		katrinamcnair@georgia				
Information Technology	Katrina McNair, Internal Auditor** VP Information Services and Chief	southern.edu				
Information Technology	Information Officer		VP Information Technology, CIO		VP Information Technology Services, CIO	
	Ashley Woods, Interim VP IT	awoods@ega.edu	Ashley Woods	awoods@ega.edu	Ashley Woods	awoods@ega.edu
	Courtney Patterson, Legal Counsel**	cpatterson@ega.edu				
		katrinamcnair@georgia				
-	Katrina McNair, Internal Auditor**	southern.edu				
Research Issues			Legal Counsel/Chief of Staff		Director of Strategic Planning and Institutional Research	
	De Devid Ochester		Country Dotto			
	Dr David Schecter	schecter@ega.edu	Courtney Patterson	cpatterson@eqa.edu	David Gribbin	dqribbin@eqa.edu
Student Affeire	Dr Cathoring Wholen	aubalan@aga adu	Charrie Halma	shelme@ease edu		
Student Affairs	Dr Catherine Whelan	cwhelan@ega.edu	Sherrie Helms	shelms@ega.edu		
Housing Issues	Dr Catherine Whelan	cwhelan@ega.edu	Sherrie Helms	shelms@ega.edu		
			APPROVED BY CABINET 12/10/19:			

NOTE: Hotline Triage Team member\*\* APPROVED BY CABINET 12/10/19;

Revisions Adopted 3/24/20; 3/23/21; 8/23/22; 8/23/23; 3/14/2024