

EXECUTIVE LEADERSHIP TEAM
MEETING
FRIDAY, AUGUST 24, 2018
VPAA CONFERENCE ROOM
9:00 A.M.

Those in attendance: Deborah Bordelon, Craig Burgess, Abraham George, Ed Helton, Tom Helton, Rocky Kettering, John Lester, Nancy Marino, Chris Markwood, Todd Reeser and Gina Sheeks.

Guests: Julie Ballenger, Gary Bush, Linda Hadley, Frank Hardymon, Mariko Izumi, Chris McCollough, Chip Reese and Russ Romandino

Gina Sheeks:

Chief Mark Lott introduced our two new officers – Harold Willis and Cody Repass.

Deborah Bordelon:

Mariko Izumi – QEP presentation. QEP – Problem Solving - students working with faculty see themselves as problem solving. The frequency should make it consistent across the disciplines:

Year 1

1. Communication – Campus Education
2. Implementation – Training & Workshops
3. Assessment – Baseline data collection

Year 2

1. Faculty Rubrics
2. Discover – Workshops & Fellowship
3. Communication – Dean’s Council/Chairs Assembly
4. Alignment & Transparency

How might we promote growth mindset about teaching and learning among faculty? Need to look at how we are evaluating faculty and should not be based on teaching evaluations only per Dr. Bordelon.

1. What did you learn?

2. What did you try that was different?

President Markwood would like QEP to be part of the New Faculty Series. Dr. Bordelon would like QEP integrated across the campus.

President Markwood emphasized the fact that QEP is an important piece of our accreditation.

Enrollment Update – Gary Bush and Russ Romandino distributed current enrollment updates. Total enrollment to date – 8,210 and compared to last year – 8,453. Final enrollment figures will not be available until mid-October. New freshman are up 18% from last year. Areas of concern: Non-Traditional enrollment and Re-Admit enrollment, which are both down. President Markwood would like Gary to find out if the requirement for a student to re-apply after not being enrolled for a year or more – is this a USG policy or is this a CSU policy.

Going forward, action items to increase enrollment for Spring, 2019:

1. Purchase Facebook ads targeting non-traditional students
2. Review re-admit dates and create viable target pool
3. Review profiles of student who did not re-enroll spring to fall
4. After spring registration opens, collaborate with ACE to contact and assist students not yet enrolled.
5. Graduate admissions will establish presence of GA Graduate School Fairs, increase social media presence and collaborate on reviewing internal admissions procedures.

Dr. Bordelon is analyzing issues that came up with drop in enrollment and what we need to do to turn it around – what are the current processes on campus – barriers and challenges. Take a deep dive on programs and colleges that took the biggest hit. Also need to look at students who have not paid and if there is any financial aid support available. President Markwood would like to increase Dual Enrollment too.

Housing - Currently at 93% as compared to last year, 86%

President Markwood would like every unit of Enrollment SVC and Academic Affairs to dig down and find out what is going on – what can we change to increase enrollment. Dr. Bordelon currently working on this issue with these areas.

Final student enrollment figure for Fall will be October 15.

ACE will now be called CSU Advising due to centralization of undergraduate advising on campus.

President Markwood:

CAR – Comprehensive Administrative Review

The CAR Steering Committee is made up of ELT members, plus Dr. Julie Ballenger – Chair of the Chairs Assembly, Dr. Linda Hadley – Dean, D. Abbott Turner College of Business, Chris McCollough - Executive Officer for Faculty Senate, and Lashica Thomas –Staff Council Chair. Primary purpose of this group will be to provide guidance to, and receive recommendations from, the Innovation Hub committee, which will be chaired by Dr. Chip Reese. The link to the Comprehensive Administrative Review report in on the My CSU Homepage.

The Comprehensive Administrative Review Report indicated several areas that need attention, as well as several areas that have been identified as being best in class.

Three initiatives from this report that we plan to take action on:

1. Centralized Advising
2. Centralized College Development Officers
3. Top to bottom review of IT

Once Huron has completed the review on all of the campuses in the University System, certain changes may be implemented from a system level.

The CAR Steering Committee will attend the last ELT meeting of each month. President Markwood would like ELT members to review the report Chip presented and be prepared to discuss at the next ELT meeting.

President Markwood has completed the committee list and will contact each employee about serving on the Innovation Hub committee. A draft report from the Innovation HUB is due to President Markwood in November, with a final report to the Chancellor at the end of the semester.

President Markwood emphasized the fact that all need to look at little things in their area that may need improvement, and asked Dr. Bordelon to lead ELT in conversations:

1. Behavior to change
2. How can we break down the walls?

Dr. Bordelon will be in touch with ELT individually or in small groups to develop a path forward.

Ethics Update – University Ethics Training – ELT – what are you going to do in your area to heighten ethics awareness? How to communicate? Tom will look into an electronic means to deliver training. Need to add feature at the end of training – last question – No Conflict of Interest/Commitment.

CSU Day of Service – Saturday, August 25, 2018.

Tom Helton:

HR Director Update – Contracted with a firm to conduct the search for the H.R. Director. Please send committee member suggestions to Tom.

Staff Salary Study Update – Frank Hardymon presented an update on the Staff Salary Study. He has reviewed this information with Annette in Human Resources and Melanie in our Budget Office. 497 employees are in the study, 130 are in line for increases, which will get them up to 88% of the median. In order to reach 90% of the median, we will need an additional \$171,000. Frank has presented this to the Budget Committee of the Staff Council on three separate occasions. Staff Council has a concern as the bulk on increases are going to mid-

management level to upper management. Others in lower management are not in line to receive increases. Next step– meeting with Staff Council on September 6.

1. Make recommendation to endorse going forward with findings of survey.
2. Recommend harder look on how ratings were established.

Increases will go into effect in the September 30 payroll. ELT members will communicate this information to employees in their area that are scheduled to receive pay increases. These are not merit increases.

Faculty – FY18 are already \$371,000 behind the 90%. President Markwood plans to meet with the Faculty Senate Budget committee.

Craig Burgess:

Posting Policy Implementation – Craig and Adrienne Craig working together and should have a draft in the next three to four weeks. Dr. Bordelon will appoint a member of the academics to work with Craig and Adrienne.

Conflicts of Interest and Conflicts of Commitment Policy – Chancellor sent letter to the Presidents with attachment with updates – Craig distributed to ELT. CSU needs to continue working on Conflicts of Interest policy. John will notify campus employees of USG Conflicts of Interest and Conflicts of Commitment policy along with an attachment – Institution form that has to be completed for permission to engage and be compensated for outside professional activities. Craig, Deborah and Tom will meet to discuss mandatory supervisor training. President Markwood wants training set up each fall.

Abraham George:

Phishing Warning – Distributed information about the Phishing Campaign on our campus. Abraham will bring to ELT a draft proposal to remove computer privileges for employees that continually do not adhere to computer phishing usage.

Ed Helton:

Jim Blanchard Forum Update – App available at App store – Attendify - for information about the Jim Blanchard forum.

Minutes from the August 7, 2018 ELT meeting were approved by all members present.

Deborah Bordelon:

COA Dean's Search – search firm consultants meeting with the search committee.

CSU is the recipient of the Lewis Stokes STEM Pathways Implementation – Only Alliance Minority Grant – 3M.

There being no other business to discuss, meeting was adjourned at 12:18 p.m.

Respectfully submitted by,

A handwritten signature in cursive script that reads "Nancy Marino".

Nancy Marino