

EXECUTIVE LEADERSHIP TEAM MEETING
WEDNESDAY, JULY 18, 2018
VICE PRESIDENT BUSINESS/FINANCE CONFERENCE ROOM
8:00 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: Gary Bush, Chief Mark Lott, Russ Romandini and Sarah Secoy

Gina Sheeks:

Safety Update – Mark Lott – CSU University Police working with Columbus Police Department on the two recent robberies in the downtown area.

Mark recently attended the Governor's Initiative Crisis Intervention training, in which they discussed the ability to recognize certain symptoms of mental illness. Ages 15 to 24 are at the greatest risk with mood disorders. One in four in this age group suffers some sort of mental illness.

Craig will check with USG Legal Affairs regarding the no smoking policy to make sure CSU is in line with any students that are currently under the doctor's care and are using THC oil.

Chief Lott working with the interim chief of the Muscogee County School District police department.

Deborah Bordelon will pursue possibility of setting up sessions either during Welcome Week or during the fall for faculty regarding training on mental health illness awareness in the classroom and the process on how to handle situations.

Camp PROWL dinner this Thursday evening at 5:45 p.m. at the Rec Center. President Markwood would like all ELT members to get the name and email addresses of the students at their tables, and stay in contact with them.

Deborah Bordelon:

Gary Bush and Russ Romandini distributed the latest enrollment report. Currently reaching out to students who have been accepted but have not enrolled in classes. Total number of visitors to the campus this year is 1,400 as compared to last year of 1,000, and total number of reply cards this year is 6,300 as compared to last year 2,300. Goal next year is to purchase more names of high school students who reside in Alabama.

Summer enrollment is down 3.35%, and Fall enrollment is up 6%, comparing same dates as this time last year. Undergraduate and graduate credit hours are also up. Students will be dropped next week for non-payment, and may register again beginning on July 27 at 6 a.m. Gary will work with Abraham to make sure the system will update current information each evening so going forward there will be no time lapse in students registering again after being dropped. Deborah will work with Enrollment Management in implementing a process that before a student is dropped from classes, information will be sent to the student notifying them that they will be dropped, and providing an individual contact name, phone number and email address for assistance.

The Non-Emergency Text Messaging Policy was distributed to each ELT member. John requested that the following verbiage be approved instead of the policy, and then let John incorporate texting into an overall university communications plan:

Recommendation from ELT to President Markwood:
Enrollment Services may use text messaging to communicate to students and potential students about important enrollment information. President Markwood approved 7/23/2018.

Craig will make sure there are no problems with this proposal.

Sarah Secoy – Housing Update – Housing applications are up. If trend continues, we should be at 94.5% occupancy.

Academic Calendars for the next three years: Recommendation made to President Markwood to post current three-year academic calendars except for Spring 2021 due to change in dates for finals.

Online Application Update – Should go live by August 1. Met with committee and because it is in house software, may need to reevaluate as changes come along.

Data Governance Committee Update – Abraham and Deborah met and will evaluate current membership and update as needed. Will move forward in August and be more active in data governance. Next ELT meeting, Deborah will share what we currently have on our website. Suggestion made that this committee take charge of all data on campus and provide a list of who to contact.

Abraham George:

UITs Services Update – Distributed information regarding technology services in 2016 and 2017. Suggestion made that once technology equipment is ordered by a department or individual, UITs needs to provide a timeline of when the equipment will be received and installed.

John Lester:

Branding Update – Stamats sent a brand promise draft and waiting for the brand platform.

Following up from the Comprehensive Administrative Report – Abraham and John met – plan to move the Webmaster position from UITs to University Relations, and supplement with Web Developer position in University Relations. UITs provides support and framework, University Relations responsible for website design and content.

Content Management System – Administrative Assistants and Department Chairs are currently trained to access this system. Need to bring together this group for better proactive communication.

Communication Plan – Sent copy of Communication Plan to ELT for review. In the Know is now posted only twice a week. Distributed a list of departments across both campuses that are currently sending out newsletters, donor reports,

etc. ELT recommended several weeks and asked John to take draft plan to Faculty Senate, Deans Council and Staff Council, and bring back recommendations to ELT.

Open Records – Needs to be incorporated into communication plan. All policies need to be broken out, numbered and approved per President Markwood.

President Markwood:

Comprehensive Administrative Report – distributed a draft copy from Huron to all ELT members. Next steps and timeline:

Steering Committee – ELT, plus Senior Dean, Executive Chair of the Faculty Senate, Chair of the Staff Council, and the Chair of Chairs Council.

Innovation Hub – President Markwood asked Chip Reese to chair this committee. Any recommendations for committee members should be sent to President Markwood.

President Markwood plans to send a note to the Chancellor requesting to move forward on the following three initiatives:

1. Centralization of University Advancement and the college development officers.
2. Centralization of Advising
3. Top to bottom review of IT

Chip Reese and the members of the Steering Committee will be asked to attend an ELT meeting once a month for updates.

Comprehensive Administrative Report – ELT to review and make sure all suggested changes have been made in the report. John will check the CAR website to see this is has been posted. Need to present at Faculty Senate, Staff Council and SGA:

1. Process
2. Initial Observation

President Markwood will send a copy of Dr. Marrero's final report to the Chancellor to ELT. Going forward please notify John Lester of any personnel changes for tracking purposes.

Craig Burgess:

Policies Update – CSU has been authorized to move forward on passing our policies: Freedom of Expression and Conflicts of Commitment and Interest. Change on page 5 on Freedom of Expression policy – Campus Services should be University Support Services.

Foundation board members need to receive training on the Freedom of Expression policy.

Craig will present a draft of Posting Policy at the August 7 ELT meeting.

Recommendation to President Markwood to adopt final approval of Freedom of Expression policy. President Markwood approved 7/23/2018.

Conflicts of Commitment and Interest – Mechanism by which University employees are required to report outside activities that can potentially cause a conflict. Need to add: Provost needs to sign off on any outside teaching by Full Time Faculty and Staff. Craig will bring back corrected recommendations to ELT meeting on August 7. Craig and Deborah will work on verbage on Policy on Conflicts of Commitment and Interest, and bring revised policy to the August 7 ELT meeting.

ELT to review Policy on Policies and contact Craig with any corrections. Craig will present revised Policy on Policies at the August 7 ELT meeting.

Tom Helton:

Reduction in Force policy – ELT to review. Tom will present policy at the August 7 ELT meeting for recommendation to the President.

HR Recruitment and Hiring procedures – distributed copies of each to ELT for review.

HR Director Update – Will work with a search firm for this position.

Ed Helton:

Leadership Breakfast, Paul Bowers – Breakfast is scheduled for this Friday, July 20 at 7:30 a.m., Cunningham Center. Paul Bowers is the guest speaker.

Jim Blanchard Leadership Forum – There are only 100 tickets left for this event. If you have not purchased a ticket, please do so as soon as possible.

Minutes from the May 22, 2018 and June 19, 2018 ELT meetings were approved unanimously by all ELT members present.

Nancy distributed the following information:

1. Calendar of scheduled ELT meetings for the remainder of this year.
2. Schedule of upcoming events during the months of August and September for ELT members to add to their calendars.

All ELT members were given a copy of “The Mind of the Leader” by Rasmus Hougaard and Jacqueline Carter.

There being no other business to discuss, meeting was adjourned at 11:46 a.m.

Respectfully submitted by,

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

Nancy Marino