

EXECUTIVE LEADERSHIP TEAM
VPAA CONFERENCE ROOM
JUNE 19, 2018
9:11 A.M.

Those in attendance: Deborah Bordelon, Abraham George, Frank Hardymon (representing Tom Helton), Ed Helton, Rocky Kettering, John Lester, Nancy Marino, Chris Markwood, Todd Reeser and Gina Sheeks.

Guests: Assistant Chief Laura Bennett, Gary Bush, LT Duk, SGT Jon Erickson, Russ Romandini and Sarah Secoy.

SGT. Jon Erickson brought LT. Duk – CSU k-9 dog. Duk will continue extensive training for certification as a drug-sniffing dog for the campuses.

Dr. Richard Baxter – Working extensively with Jeffrey Stepankoff with the film industry in Columbus. Goal is 10 movies in Columbus over the next 10 years, and to make Columbus, GA the third hub in Georgia for movies. Atlanta currently is the first, and Savannah the second. A Columbus Film Fund is being planned that will be in a non-profit economic development organization, administered through the film office from Columbus Visitors Bureau. Hope to have 200 – 250 trained workers over the next couple of years. Currently we have 40. Another goal is for the Film Production Program to be housed in the Jamesson building on Jamesson Road in Midland, GA, which is owned by W.C. Bradley Company. Classes could begin in this space in August, which will enable CSU to offer classes six days a week, teach multiple classes on site and double the current enrollment. The proposal for the Nexus Degree is on the agenda for the August Board of Regents meeting. This degree, if approved, will replace the certificate programs in the system. Currently reviewing recommendation from consultant for funding for studios here for Animation, and also looking at pre-production for animation.

ELT to schedule a date to see the Jamesson Building (7100 Jamesson Road, Midland, GA).
Robotics – met last week with Military Personnel to get a plan together:

1. Training
2. Local employees needed
3. How much robotics needed at Ft. Benning

Next step - put proposal together and take to Board of Regents. CSU faculty need to meet with Ft. Benning representatives as well as chamber representatives to talk about curriculum. Robotic program at CSU would be to help protect our soldiers. Deborah, Richard and President Markwood to meet to discuss.

The movie, Still, will premiere in Columbus on August 23, two showings, one for CSU students and one for the general public. Location to be determined.

Deborah Bordelon:

Enrollment Update: Gary Bush and Russ Romandini – Distributed the latest Enrollment Report:

Summer Semester enrollment down by 6%
Fall Semester enrollment, comparing this time this year to this time last year:
Overall down by 2%
Undergraduate enrollment down by 3%
Graduate enrollment down by 12%

50% Conversion rate – accepted to enrolled. Currently contacting these students to have them enroll in classes.

Traditional Freshman – up by 14% in Admits and High Achievers up by 48%

Prediction for Fall – could be up by 2% per Gary.

Housing Update: Sarah Secoy - Housing applications are up for first year and new students, and retention rate is up for returning students. Housing numbers for students for the summer are also up.

Distributed proposal for Cancellation Policy for Housing to ELT. ELT recommended to President Markwood to endorse this policy.

Extended Hours in Core Services Beginning Fall 2018 - Proposal for Enrollment Services to extend working hours one day a week until 6:00 p.m. for students to have access to services. All communication will be updated to reflect this change.

Gina Sheeks:

Assistant Chief Laura Bennett – Safety Update: Chief Mark Lott and Riley Land will host a Storm Spotters class in conjunction with NOAA. Regarding Governor’s Initiative on Crisis Intervention, CSU should have 75% of officers trained in this area by the end of the year, and by the beginning of next year, 100%.

Safety and Security Measures for Events in the Lumpkin Center – Are we ready to implement bag checks and wandings for large events on campus? Need guidelines of crowd size to enforce these checks. Laura will collect policies and procedures from other institutions comparable to the size of our campus. Georgia Tech currently uses this procedure for all graduations. West GA uses Argus Group for security measures at football games, graduation and concerts. President Markwood would like Gina, Todd, Deborah, Chief Mark Lott and Ed to meet, discuss, and bring back to ELT a concept for this fall.

Also exploring the idea of completely blocking off area in front of the Lumpkin Center for large events such as graduation.

Deborah Bordelon:

Academic Calendars for the next three years – Goal – have three-year academic planning calendars available online by the end of the summer. Need to adjust the start date for online classes as they overlap with Financial Aid dates. Deborah will review Systems policy on calendars.

Fall 2019 – May need to adjust Maymester term to begin on May 16 and have grades due on Friday, August 2. Welcome Week 2019 begins on Monday, August 5. Graduation scheduled for May 17 & 18. Deborah will bring back to ELT at the July 24 meeting any amendments regarding changes.

Update on Registrar and COA Dean Searches – Currently in the process of posting the Registrar’s position. COA Dean Search - Finalizing contract with AGB Search firm to oversee COA dean search, and will have committee formed by August.

Honorary Doctorate Degree Nomination – Nomination for Cecil and Bettye Cheves to receive an Honorary Doctorate degree at the December commencement submitted by Rex Whiddon. ELT recommends nomination to President Markwood.

Gina Sheeks:

Chief Inclusion and Engagement Officer – Two candidates visited CSU:

Dr. Snowden
Dr. Abdullah

Committee requested feedback from CSU campus regarding both candidates, and will meet this Thursday to discuss.

John Lester:

Branding Update – John will have a conference call this week with the branding team. Stamats will present brand findings, and next step – ideas and concepts on how to present our brand.

Comprehensive Administrative Review – Will send back our edits today. CAR will send back final report.

Rental Policy Update – Committee met and working on issues regarding current rental fees and use of our facilities. Current rental price structure:

Non-Profit – Discount 25%
Education – Discount 60%

Committee proposed doing away with these discounts, but ELT suggested replacing with the following:

1. Raise full price
2. 25% reduction non-profit & education
3. CSU rate

John will get in information back to ELT.

December Graduation – Going forward, commencement will be as follows:

Friday – College of Education and Health Professions
Saturday morning -- College of Arts and College of Business
Saturday afternoon -- College of Letters and Sciences

Proposal to ELT to change the graduation time on Saturday from 3:00 to 2:00. ELT approved time beginning with the December commencement.

Each ELT member needs to recruit a staff member to assist in the graduation ceremonies.

Deborah met with the deans to discuss a proposal to have a special hooding ceremony for Master and Doctorial candidates on Thursday before commencement on Friday in University Hall. Deborah, John and the deans will meet to discuss and implement this new process in the December commencement. Moving forward, we will need to have a commencement speaker unless it serves the university, per President Markwood.

Frank Hardymon:

HR Director Update – Three candidates were brought to the campus to meet with various groups. Receiving feedback from the campus community for the top two – John Brooks and Steve Grant. Committee conducting background checks.

Salary Survey – Blount Services conducting the salary survey. Latest report has many inconsistencies. Please send corrected information to Frank by the end of today. Once Blount receives corrected information, they will send back a final version. President Markwood emphasized the fact that we need to make sure this information is correct before we implement changes. Frank working with Staff Council Finance group too.

Ed Helton:

ELT Leadership Retreat – Distributed information regarding what ELT has committed to from the retreat:

Comprehensive Administrative Review
Steering Committee – ELT members, Dean Linda Hadley,
Dr. Chris McCollough (Faculty Senate), Dr. Julie Ballinger,
(Chairs Assembly), and Lashica Thomas, (Staff Council)
Innovation Sub-Committees
CAR Kick off date

Website Policies – John will report back to ELT what these policies will look like.

Data Governance Committee – Deborah and Abraham will present to ELT at a later date – what is it and how is it being implemented?

Centralized Communication Plan – John will present a draft of the plan at the July 24 ELT meeting.

Online Application – Deborah and Abraham will meet to resolve delay.

Travel Reimbursement Process – Tom Helton – Frank will discuss with Tom. Automated Travel reimbursement training for staff could begin in August.

In addition, concerns with current process as employees are not being contacted if there is a problem with travel reimbursement paperwork. Tom will report back to ELT.

Tom and Steve will meet to discuss the process for parking decal renewals.

Ed recommended “Mind of a Leader” book for all ELT to read and discuss during the ELT meetings. Nancy will order copies for all ELT members.

President Markwood:

Welcome Week – will refer to “The Big Picture” painting CSU Leadership completed as the backdrop for remarks. Age of acceleration – positioned for what is next. Challenge – University that gets it right – why not us? What will it take for us to be that butterfly?

Nancy will send out a doodle poll to reschedule the July 24 ELT meeting, as many members are unable to attend. Once a new date is selected, information will be sent to ELT. Lunch will be served at this meeting.

There being no other business to discuss, meeting was adjourned at 12:31 p.m.

Respectfully submitted by,

A handwritten signature in black ink that reads "Nancy Marino". The signature is written in a cursive, flowing style.

Nancy Marino