

EXECUTIVE LEADERSHIP TEAM
MEETING
TUESDAY, AUGUST 7, 2018
PROVOST CONFERENCE ROOM
9:30 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: Assistant Chief Laura Bennett, Gary Bush, Chief Mark Lott, Russ Romandino and Sarah Secoy.

Gina Sheeks:

Safety Update – Chief Mark Lott - FYI – Kathleen Kennedy from the Special Service unit of the Columbus Police Department, and other undercover agents are pursuing criminal leads regarding a restaurant across from the CSU campus – Spices.

CSU University Police – hired two new personnel – Harold Willis, retired DEA agent, and Cody Repass – former campus safety officer, is now on the CSU Police force.

Security Policy for Events - Assistant Chief Laura Bennett – Beginning at the December graduation, bags will be checked upon entering the Lumpkin Center. Chief Bennet is currently checking with different companies regarding costs and logistics for this purpose. Assist. Chief Bennett will bring back to ELT a proposal for this service and a list of items to be banned from the Lumpkin Center such as weapons, etc. Once ELT has approved a plan, Assistant Chief Bennett will present to Deans Council. Second stage will be to implement metal detectors at the entrances of the Lumpkin Center. Assist. Chief Bennet will also check with Auburn University and see whom they are using for these services.

Deborah Bordelon:

Enrollment Update – Gary Bush – Enrollment is currently down 2.5% for the fall, but still working with new students to enroll, and we have one more orientation before the beginning of fall semester. Total number of students currently registered is 7,490.

New Student Admits – Up 14%

Traditional freshmen – Up 26%

Non-Traditional and Transfer – Down 9%

52% Accepted students have enrolled

First Time student enrollment up 10%

A report was sent to the deans of students who were enrolled in Spring 2018 but have not yet enrolled for Fall 2018. Dean's offices are contacting these students.

Housing Report – Sarah Secoy – Housing applications are up this fall. Last year total occupancy rate was 89.98%, this year so far total occupancy rate is 94.27%.

Housing move in days – Tuesday, August 14 – RiverPark Campus – 9:00 – 2:00 and Wednesday, August 15 – Main Campus – 9:00 – 2:00.

Online Application Update – Online application is up and running.

Fast Facts – One page – will contain information about semester enrollment, retention rates and graduation rates, as well as information from the various colleges.

President Markwood would like a report on the status of students who attended Camp PROWL and those who did not.

Mark Your Calendar –Mariko Izumi is putting together an information sheet listing upcoming events on campus which will be distributed during Welcome Week. President Markwood wants to review E3 information with Dr. Bordelon before this is added to the information sheet.

Data Governance Committee Update – This committee will be scheduling meetings in September.

Abraham George:

All computers received to date have been installed. 1,354 Service requests completed. Abraham will bring back to ELT a report showing the time line beginning with the dates a computer is ordered, received and installed.

John Lester:

Texting Policy Update – Will include Texting for Emergency communication in the Communication Plan. Deborah approved, Abraham seconded. John will bring back Communication Plan to ELT after feedback from groups on campus.

Request to Renovate RiverPark Student Health Office – Space Utilization Committee requests approval to renovate Student Health Center at the RP Campus to be used by Counselors and Advisors. ELT recommended to President Markwood to approve. President Markwood approved August 23, 2018.

Sustainability Plan – Sub-committee of John, Gina Sheeks, Tom Helton, Deborah Bordelon, Kelly Wilson and Byron Harris. Changing language and highlighting things we are already doing. Shared new language with Cody in Plant Ops and Dr. Mike Dentzau with Faculty Senate. Prof. Dentzau, as an individual member of the committee, noted his objections to the changes. Motion by ELT to President Markwood for approval. President Markwood approved August 23, 2018.

Craig Burgess:

Policy on Policies Revision – Policy on Conflicts of Commitment and Interest – Proposed policy was presented to Faculty Senate including Single Occasion Activities statement. Conflict regarding service to institution. How do we roll out?

1. Train people (online)
2. Deadline for Disclosure

Once ELT has reviewed, President Markwood will present to new Executive Officer of the Faculty Senate and the Chair of Staff Council. This policy to be implemented by January 1, 2019.

1. Have online training up and running
2. Questions online

President Markwood will task someone with creating the training. ELT made recommendation to the President for approval with stipulation for training and roll out on January 1, 2019. Craig will update current proposal with changes.

Policy on Policies – Discussed at the Dean’s Council – added #6 on Section V and XII, paragraph 2. ELT recommends approval from President Markwood.

Posting Policy – Work in progress – meeting with Adrienne Craig.

President Markwood wants every building and classroom on campus be designated space with a public posting board.

1. Where it goes?
2. Approval of posting?
3. How it goes up?
4. How long it stays posted.
5. Who is responsible for cleaning the boards?

Tom Helton:

HR Director Update – The firm of Myers McRae will conduct the search for HR Director. Hopefully by end of September, will have candidates on campus for ELT to interview.

Early Book Program – Follett requesting student email addresses for students who are in the Early Book program. ELT approved this request 8/7/2018.

Reduction in Form Policy Update – Will present to Staff Council and Deans Council.

August 22 Cougar Kick Off event – T-shirts will be for current students only, and food will be provided for all faculty, staff and students. John Lester will communicate this information to faculty and staff.

Ed Helton:

Blanchard Forum Update – There are just a few tickets left for the Jim Blanchard forum. Invitations to the private reception have been mailed. Ed will add Chancellor Wrigley to this list and send invitation. Ed and Deborah talked to Dean’s Council to encourage students to attend the simulcast in University Hall.

Mental Health Initiative and LIVE CSU – Wendi and Chelsey meeting with representatives from our Counseling Center to decide how to present this information in training sessions. Deborah -Cheryl Yatsko, from the Counseling Center, attended the Deans Council meeting requesting time on their agenda at their college meetings to discuss this issue.

President Markwood:

Comprehensive Administrative Review – plan to submit to the Systems Office three initiatives:

1. IT audit
2. Centralization of Advising
3. Centralization of College Development Officers

President Markwood working with Vice Chancellor Fuchko from the systems office on these initiatives.

Vice Chancellor Fuchko suggested we put on hold the search for the Internal Auditor position.

Professional Ethics – President Markwood emphasized high ethical standards for the university in compliance with systems policy.

Innovation Hub – Dr. Chip Reese will serve as chair. Please send an email to President Markwood with suggestions for committee members.

Vice Chancellor Fuchko will come to our campus once we have the Innovation Hub team identified.

President Markwood plans to show some of the information from the CAR report at the University Address on Monday, August 13. Communication will be sent out to the campus with a link for the complete report.

Day of Service – Saturday, August 25. ELT members need to participate and take the lead in developing a team.

Camp PROWL – Very successful camp last week. Going forward, this camp will be available to all freshman, and may include Camp PROWL as part of the new faculty orientation.

Faculty Athletic Representative – Offer has been made to a faculty member to serve in this position.

Ethics Week – November

Tom Hackett Retirement Reception – Scheduled for Friday, August 17, at 4:00 p.m. Cunningham Center.

Systems Athletics Workshop – August 19, 20 & 21 – Macon, GA – Todd Reeser plans to attend.

Title IX – The new director of our Center for Accommodation and Access, Lauren Jones, will also serve as our Title IX officer. President Markwood would like Gina to bring to ELT an updated Title IX report.

Abraham George:

Current employee, Dee Spivey, will be telecommuting from Florida on Mondays and Fridays on an agreement that ends on October 16. President Markwood asked Abraham to present to ELT an assessment of this working arrangement before any discussions occur regarding extending this agreement. Web Team – three personnel have resigned.

Minutes from the July 18 ELT meeting were approved unanimously by all members present.

Next ELT meeting is scheduled for Friday, August 24 at 9:00 a.m. VPAA Conference room. Breakfast will be available beginning at 8:30 a.m.

There being no other business to discuss, meeting was adjourned at 12:35 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

