

EXECUTIVE LEADERSHIP TEAM  
MEETING  
TUESDAY, SEPTEMBER 18, 2018  
9:00 A.M.  
VPAA CONFERENCE ROOM

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: Frank Hardymon

**Tom Helton:**

Staff Grading Overview – Frank Hardymon emailed staff grading system information to ELT. HR has implemented this information in the system for the end of September. Frank has also met with Staff Council. The CAR Innovation Hub is reviewing the unique job classifications and will report to the Steering Committee. Next step is to revise titles – office title for purpose of payroll and a working title. Information will not be posted on the website until this is completed.

Talent Connections – Plan to be on our campus September 26 & 27 to review processes, procedures and policies in H.R. Tom will set up a time for Talent Connections to meet with Chairs, Deans and Diversity Inclusion committee.

HR Director Update – Position posted. Send suggestions for search committee members to Tom by the end of this week.

Conflict of Interest Policy – John will send out USG Conflict of Interest policy to include the form to the campus along with an explanation as to why they are receiving this information. Craig will send the form to John. CSU is still working on its own policy and will send out to the campus later this year. President Markwood suggested that every year all employees complete the form. ELT will follow up within their units.

Purchasing – Matt Shiver will be on active duty with the reserves for the next twelve weeks. Interim Director will be Bill Crowder.

**Ed Helton:**

Leadership Breakfast – Friday, September 28. Hollyanne Milley will be the guest speaker. The Leadership Breakfast on November 16 – guest speaker will be General Brito.

ELT Dates: November and December dates for ELT meetings: November 6, November 29 is listed as tentative, and December 13 – Illges, 216 - LEAD CSU will present projects and new class participants will be introduced. Recruitment for LEAD CSU for the next class will begin in October.

**President Markwood:**

College 2025 – Distributed binders to each ELT member with information as a companion to the Comprehensive Administrative Review. Need to focus on higher education in the future – what do we need? Future Task Force – envision what CSU needs to do – partner with local industries:

Identify

Put a plan together – how are we going to embed this with our Strategic Plan.

Futuristic Committee – Four lead faculty members – active learning educational opportunities. New master plan and infrastructure will be included. ELT will discuss at the next meeting.

E3 – Scheduled for Monday, October 8, Lumpkin Center. Going forward, E3 will align with our fall break and Muscogee faculty development day.

**Tom Helton:**

Will send to ELT a draft of the Hiring Letter to review.

**Gina Sheeks:**

Parent/Family Day scheduled for Saturday, October 6.

PROWL Retention Rate – 79%

**John Lester:**

Freedom of Expression Policy – Brook Bowen, USG attorney, has reservations regarding the last paragraph in the policy. President Markwood and John will discuss and President Markwood will call Brook Bowen to discuss.

Reduction in Force Policy – Tom Helton will present draft to Staff Council and Deans' Council, and will bring proposed policy to ELT on October 2 for review.

Posting Policy – Adrienne and Craig working on this proposal. Dr. Markwood asked Craig to present this policy at the Oct. 2 ELT meeting.

Policy on Policies – President presented to Faculty Senate and will be talking to Staff Council.

Robotics Proposal – Dr. Bordelon working with Fort Benning on a letter of support

**Todd Reeser:**

Athletics collaborated with Nike for uniforms and shoes.

New scoreboard for softball has been installed. Ribbon cutting date has not been set.

Nineteen students are currently on the Herbert Green Fifth Year scholarship.

Seventh annual CSU Tennis dinner was last Friday and everything went well.

Basketball games are scheduled on December 19 at 11:00 and 1:00 in the Lumpkin Center. Faculty and staff will be encouraged to attend.

**Craig Burgess:**

Title IX coordinator, Lauren Jones, is currently working on several investigations.

**Abraham George:**

Several members of UITS recently attended the USG IT Business conference at the systems office.

WIFI/GPS system is almost complete

Cyber Phishing on campus – first round – 235 employees clicked on the screen, second round 168. Out of the 168 - 44 employees have clicked twice on the site. October is Information Security month.

Employee working from home – will revisit this arrangement in October and bring a report at the Oct. 23 ELT meeting.

**Rocky Kettering:**

CSU will be recognized by CASE for data use for fundraising. CSU raised more funds during the last three years than the other educational institutions in the system except for University of Georgia and Georgia Tech.

Alumni function in Atlanta last week went very well.

**Deborah Bordelon:**

New office manager in the Provost area – Lori Taylor

COA dean's search – ad should be posted September 18. Will review applications in October, initial interviews in December and on campus interviews in January.

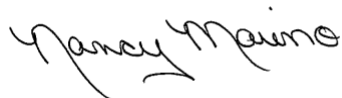
Working on the job descriptions to replace Glenn Stokes and Mark Flynn. Both are scheduled to retire in December of this year.

Enrollment figures – Total for fall, 8,071 students. This total is down from last year's total of 8,434 students. Head count is down by 363, and total credit hours is 2,783.

Initial interviews for AVP Enrollment Management have begun. Plan to narrow pool down, and bring three candidates to campus in mid-October for interviews.

There being no other business to discuss, meeting was adjourned at 10:50 a.m.

Respectfully submitted by,

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

Nancy Marino