

EXECUTIVE LEADERSHIP TEAM
MEETING
TUESDAY, SEPTEMBER 4, 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: Assistant Chief Laura Bennett, Russ Romandino and Sarah Secoy.

Gina Sheeks:

Assistant Chief Laura Bennett - Safety Update - 80% complete with security upgrades on campus.

ARMS – new record management system should be up and running soon.

Bag Checks – meeting scheduled the end of this week to discuss.

Day of Service – August 25 – no problems, everything went well. This year we had a total of 795 volunteers compared to last year of 604.

Deborah Bordelon:

Search for AVP of Enrollment Management should conclude by January 2019. COA Dean search has begun. Currently working with search firm on position description. Hope to have initial interviews in December and on campus interviews late January to early February.

Russ Romandini – Total enrollment to date for fall semester is 8,215. Currently working on the drop list, sending emails and text messages to these students. Also starting to work on spring semester, 2019, with students who have not enrolled for fall, but were enrolled this past spring, with an emphasis on transfer and adult learner students. President Markwood would like to know the final number for our dual enrollment students.

Sarah Secoy - First Year students are up – 756 returning for a total headcount of 1,347, 93.3% occupancy in Clearview Hall. This is the highest in CSU history.

Tom Helton:

Staff Salary Implementation – Frank Hardymon sent information to ELT last Friday. Tom distributed the Staff Salary Survey Process, which will begin this week. Standardized letters for new staff will come from H.R. and will include information regarding the mandatory attendance for CSU L.I.V.E. session.

H.R. Director – Currently putting together the search committee. Please send name(s) of potential committee members to Tom as soon as possible. Goal is to hire someone by January 2019.

Summer Faculty Pay – Summer pay dates need to be published ahead of time. Currently Georgia does not allow twelve month pay period for nine month faculty. Need to make sure the system does not cause a mix up again to summer faculty pay.

Conflict of Interest Training – Tom sent ELT information

John Lester:

Todd and John received a request from Columbus Sports Council requesting CSU to provide buses for the International Softball games next summer. Maybe looking at six to fourteen teams that will need to be shuttled back and forth between Atlanta and Columbus. John will communicate that there may be some benefit for CSU to sponsor the event, but someone will need to pay for actual costs.

WRBL – Ribbon cutting ceremony scheduled for this Thursday, September 6 at 10:30 a.m. in front of Carpenters Hall.

John and Greg are starting rounds with various organizations on campus regarding the Communication Plan. They recently met with the Deans Council.

Newly elected mayor of Columbus, Skip Henderson, will be on campus this week to meet with President Markwood and John.

Bob Wright symposium scheduled for September 11. John has one ticket left if anyone is interested.

Branding Process – John distributed the proposed elevator speech to ELT for review. Please send any feedback on this information to John.

Abraham George:

eProcurement Time Frame – Abraham distributed information regarding the timeline once a PO has been created and sent to the vendor and the installment date. Total time is four weeks.

Phishing Email Update – Abraham will send proposed guideline of consequences via email to ELT for Faculty and Staff that do not abide by phishing email rules.

Rocky Kettering: No report

Craig Burgess:

Contracts Manager/Policy Coordinator position – currently twenty-one applications. Craig met with Tamara in HR and will be setting up a committee to review applications and conduct interviews.

Also, plan to hire two Work Study students to work in the office.

Alcohol Licensing and Distribution – Some departments are going directly to Aramark requesting wine be served at their event, and not through the proper channels. Steve Morse should be contacted in the process. Craig will work with Deborah and Larry Dooley to update proposal and bring back to ELT for review. Craig will also check to see what other major universities do for these types of events.

Todd Reeser:

Women's Soccer opened their season this past weekend, currently ranked #12. Cross Country looking good this year too.

Concessions at the Lumpkin Center for events – currently Baptist Collegiate Ministry filling this role. Need to see if Aramark has a food truck available for these events. Tom has also discussed potential opportunity with Country's Bar-B-Que too.

Ed Helton:

Jim Blanchard Forum – Wrap up meeting this afternoon. Attendance by community and students was good. Deborah and Ed will meet to discuss student involvement and speakers for next year. Simulcast from University Hall, total attendance, 202 - 60 CSU students, and 142 high school students. Need to increase involvement from deans and chairs.

President Markwood:

Fall semester is off to a good start.

Invitation from TSYS – Historical Marker Dedication – Thursday, September 20 at 11:00 a.m. Riverfront Campus – One TSYS Way. Please let Nancy know if you are able to attend.

Next ELT meeting (Strategic) scheduled for Tuesday, September 18 at 9:00 a.m.

There being no other business to discuss, meeting was adjourned at 11:36 a.m.

Respectfully submitted by,

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

Nancy Marino