

EXECUTIVE LEADERSHIP TEAM  
VIRTUAL MEETING  
TUESDAY, APRIL 7, 2020  
8:30 A.M.

Those present: Deborah Bordelon, Craig Burgess, Jeff Davis, Ed Helton, Rocky Kettering, Nancy Marino, Chris Markwood, Todd Reeser and Gina Sheeks

Guests: Carole Clerie, Ted Laskaris, Mark Lott, Sallie McMullin and Chip Reese

Chip Reese – COVID-19 Incident Command Update – Looking ahead at fall 2020 should we go back to our regular schedule. Chip and Incident Command team looking at transition. May look into CAR committee help in providing information.

COVID-19 Incident Command Update:

60 Communications sent out  
Ed working with USG Systems Office  
Gina – Vacated and consolidated student housing  
Ted – Internet security  
CSU Clinic – contact with USG Systems Office  
GEMA surplus supplies  
Weekly meetings will continue  
Progress on all areas we have been challenged with COVID-19

Gina Sheeks:

Safety Update – Chief Mark Lott

1. Call in today with city officials
2. Use of Brown Hall – may be used for overflow from Piedmont Hospital for Non-coronavirus patients. Paperwork will be sent to Dr. Markwood For approval. All requests for use of CSU property and supplies must go Through the proper channels. Deborah Bordelon, Dee Greer and Ed Helton will discuss. ELT needs to make sure process is followed.

Housing Update - Gina and Sarah Secoy will discuss with USG Systems office students remaining in dorms for the summer. Currently we have 62 in housing and One from LaGrange. Dana Larkin has called 32 students whose housing appeals were denied to remain in housing this semester.

Deborah Bordelon:

Annual Program Review Reports from Deans and ELT – request to change due dates:

Deans reports – change due date from June 15 to September 15  
ELT reports – change due date from July 15 – October 15

ELT recommends approval for the change of dates.

Faculty Senate meeting yesterday – Recognized the good work COOL has done in supporting and assisting faculty with getting their classes online for this semester and summer semester.

#### Enrollment Update – Sallie McMullin

Fall Semester – Undergraduate applications are down by 356, undergraduate accepts are up by 1002. Graduate – trailing on applications and accepts are by 10. FAFSA'S have packaged 3,717 as compared to last year at this time – 0. Verifications – 455 as compared to last year at this time – 75.

Summer Semester – Down in all areas: Undergraduate applications:

Traditional Freshman – down by 42

Non-Trad Freshman – down by 12

Transfers – down by 122

Dual Enrollment – down by 133

Currently working with Rainey/McCullers and Brookstone schools in establishing a dual enrollment program. Enrollment team is reaching out to potential students by private virtual meetings, virtual tours, Youvisit campus tours, live information sessions, etc. Dr. Markwood will do a “welcome” video for this purpose. In addition also working on: Counselor Gazette, Honors events, AMA – Ask Me Anything, EAB – application campaign and daily report of enrollment numbers.

UITS Update – Ted Laskaris – Meeting demands for hotspots. Working with campus safety and student life regarding student laptops. Helpdesk is running remotely. VPN – just some minor issues – quickly getting people back on their feet.

Craig and Ted working on Student Confidentially agreement. Agreement will go to Dr. Kahn in the next few days.

Neil Tirado – respond to Neil if you are interested in live chatpots.

Ron Williams and Brandy Offenbach are currently calling a list of students who have left CSU and are senior status. Some are coming back to finish their degree.

Jeff Davis:

Budget Update – Four areas:

1. Federal Care Account – Funds targeted for Higher Education – waiting for department of Education guidance.
2. Summer Fees – This summer is the last time for access fees.

\$182.13

Online \$213.00

Jeff sent ELT an email on 4/1/2020 – Online courses for summer. Are we comfortable in waiving all fees for summer? Do we have enough to run the health center and rec center? Jeff will put together a report on Reserve Balance and share with ELT. Need to look at temporarily suspending employee rec center and parking fees – all members of ELT in agreement.

Students need to know what they need to pay. Decision needs to be made quickly. Gina, Jeff, Ed, and Dr. Markwood will meet.

3. FY 21 Budget – Conference call scheduled for tomorrow with Tracy Cook – USG Systems office. State tax collections are down. Currently no conversations about a FY 20 return of funds – but we still need to be prepared should this happen. FY 21 probably a significant reduction in appropriations.
4. Tracy Cook telephone call yesterday – Increased Spending Scrutiny. Will send Enhanced Spending Review to ELT. Each ELT member will generate who on your team will generate the spending request prior approval for spending. Jeff will send a draft process flow electronically to ELT. Jeff and Dr. Markwood to discuss sweeping funds.

HR Update – Carole Clerie – HR team working virtually. Ten employees have applied for the New Leave – USG Systems office and the federal government. Conducted a virtual Q & A session last Friday for employees. Plan to do this again this Friday at 10:00 a.m.

Rocky Kettering:

Update – Checking on our trustees remotely. Working with Jason McNeal in conducting a structured scholarship campaign for the fall to include a couple of matches. Also need to look at raising funds to support the graduation ceremony in August.

Todd Reeser:

Create Care COVID-19 Initiative – Over 200 staff are participating in this program and 47 students have also signed up to help. Telephone calling will begin this week.

Craig Burgess:

Update – Directive regarding temperature readings in the final stages of being distributed by Chip,

Information guidance use of teleconferences in the stage of being edited.

Ed Helton:

Communication Advisory from USG – Need to watch the language we use in the communication to the campus and the community – don't want to communicate negatively. All information need to be sent through Greg.

University Relations Team – Additional personnel from Athletics, College of the Arts and the College of Business. Information sent to the campus though "Five Things You Need to Know" sent out daily.

President Markwood:

Thanked everybody for their hard work and attention to detail during this time.

Information needs to be sent out this week regarding the special August graduation plans and waiving the graduation fee for this commencement.

Our morning calls with the CSU Incident team will continue.

The March 31 ELT minutes were approved by all with no additions or changes.

Next ELT meeting is scheduled for April 21, 2020.

There being no other business to discuss, meeting was adjourned at 10:12 a.m.

Respectfully submitted by,

Nancy Marino