

EXECUTIVE LEADERSHIP TEAM
VIRTUAL MEETING
MAY 12, 2020
8:30 A.M.

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

Guests: Ted Laskaris and Chip Reese

Gina Sheeks/Todd Reeser:

Day camps. Ric Barrow also part of this team – putting together a template questionnaire. Meeting with Continuing Education and Athletics regarding day camps. Continuing Education – no camps this summer. Coca Cola Space Science Center – No camps this summer. Schwob School of Music – camp is online. Athletics – conducting evaluation exercise recommended by American Camp Association before making a decision. At this point there are risks in holding day camps in athletics. Craig and Ric will present further information to ELT.

Dining Services for Summer – Residence Life, Davis & Jeff – 22 students committed to staying in housing this summer. Aramark deciding whether they will have dining services. Don't host dining services, provide students shuttle service to Walmart, etc. – they can buy their own groceries. CM – instacart they can have good delivered. Other institutions – not providing dining services this summer. Recommendation to President Markwood for approval. Jeff will work with Sarah Secoy to set up a shuttle schedule. CM - 1. Info about InstaCart 2. Talk to food bank to see if they can get food from the food bank. Gina and Jeff will report back to ELT on status.

Orientation – Up 127 registrations from last summer.

Housing – Jeff - How are we going to load the dorms this fall? Hotels close to the institution – what would it take to lease these hotels for the semester? What would the financial limitations be – Foundation Properties step up for a semester? Lease would be through Board of Regents. Will have to move fast if we decide to pursue.

Deborah Bordelon:

Enrollment Update – Sent enrollment reports to ELT.

Summer – slight increase in head count, credit hours up 6% compared to this time last year.

Fall – decline in head count, 1.9% 87 students, little over 500 credit hours, 1% compared to this time last year.

FAFSA forms – Academic year 2021, 2,500 students that have not completed a FAFSA. Some may be seniors that are graduating this May. Sallie – trying to contact students by:

- Sending out texts
- Calling students
- Workshops
- Putting info in 5 Things You Need to Know

Have not received report on applications and admits from Sallie – will send to ELT as soon as possible.

Small group campus tours – will not begin until we hear back from USG System guidance.

Jeff Davis:

Budget Reduction Update – Sent spreadsheet to ELT – proposed cuts across the university. 13M potential reductions – 15% cuts. ELT – review the list with two things in mind:

1. Look at items from your area of responsibility and make sure they are stated correctly.
2. Review entire list and make note of things that trouble you if we were to implement these changes – may need to have broader conversations.
3. Cuts put forward by your organization that you cannot support, you need to remove.

Jeff needs by the end of the day today your revised list.

Budget Cuts in two phases

1. This week - 14% State Appropriations cut plus 1.4% - 7.5M
2. Next month, 3.5M secondary cuts.

Furlough Plan – will save university 1.5M

USG System – Budget reports due by 12:00 noon this Friday.

President Markwood – Names mentioned on the document need to be removed – use position numbers.

Craig Burgess – Password protect the document – Ted Laskaris will assist.

President Markwood - Athletics – separate detail out scholarship piece from travel piece. Take a look at each. Scholarship – possibility Athletic Fund can pick up slack? Each area needs to separate scholarship from travel piece.

Rocky Kettering:

Moving forward with Board of Trustees zoom meeting next week. Update from President Markwood on university. Trustees want to know what they can do.

Rocky & Todd to meet regarding athletic scholarships.

Craig Burgess:

Brook Bowen – possible MOU with Muscogee County School District – CSU University Policy Department – assist them with reporting issues. Craig and Brook will continue discussions.

Housing Issue with Corvius – received additional inform from USG Legal Counsel. Conversations continuing. Craig will continue to monitor and report back to ELT.

Ed Helton:

Events committee met yesterday – looking at events requested – conditionally approved at this time – can they meet Social Distancing criteria. Craig and Steve working on language in contracts that have this provision.

Summer Hours – Altered work schedule during the summer – Friday afternoons can dismiss most staff. Begin staggered return to campus, need to factor in summer hours. Jeff will get with Carole regarding info to be sent out. Will also be posted in 5 Things You Need to Know.

Chip Reese:

Return to Campus Workgroups – sent information to ELT.

Workplace and Safety Plan Update – document – pages 9 – 14.
Page 4 – three things:

1. Please provide a list of Workplace and Health Safety guidance outlined above that will be impossible to implement on your campus, the reason for the inability to implement, and mitigation plans. Please indicate the type of equipment/products you currently are unable to access for purchase or that has been included on the GEMA supplies inventory that will be required for implementing the above Workplace and Health Safety guidance (e.g. cleaning products, hand sanitizer, etc.) Answer: Columbus State University does not anticipate any concerns with implementing the guidance from the University System of Georgia, as outlined in the materials provided. In addition, see the attached spreadsheet for equipment and products needed.
2. Given the above referenced guidance, outline your

institution's plan for initially returning employees to work. Be sure to include the order in which your plan will be implemented. What types of arrangements will exist for your employees (e.g. rotating work schedules for on campus and teleworking)? Please note any exceptions you foresee that will be necessary to bring individuals back to campus (e.g. maintenance repairs that require more than one person present for safety reasons). Included, please address the following: • Preventative Practices • Mitigation and Monitoring Practices • Sanitation Practices • Travel • Enforcement Practices Answer: See document below 3. Submit your communications plan for the initial return of employees to campus for review.

Page 9 – Section C:

C. While not required, it is encouraged that employees consider wearing a cloth face covering while on campus. 1. Description of Implementation: Obtain cloth face shields, either through purchase, volunteer or donation for use at work. 2. Supplies / Materials Needed: Cloth face shields 3. Communication Points: Employees consider wearing a cloth face covering while on campus.

If USG does not require it and Governor and his task force does not require it, can CSU require it? President Markwood - we need to seek USG policy – uniform approach to this. Steve is checking on the costs of providing all faculty, staff and students a mask. Craig – USG standard, campuses can't require, but still need to check with USG – will need a plan on how to enforce this on our campus. Can a faculty member require students in their class to wear a mask and/or prevent students from coming to class that don't wear a mask – Craig – only if we have an established policy. Mandatory or strongly encouraged for employees? Chip will check with Stuart Rayfield at USG Systems office.

Page 10 – Section E – Employees expected to practice social distancing. Enforcement of penalty? Communicating USG language.

Page 11 – Basis of our plan – discussed with Stuart. Staging of CSU employees returning. Stage 1, 2 & 3 – returning to campus.

Page 13 - I – Special note – face to face on campus – expected to continue to hold virtual meetings and not crowd into conference rooms.

Page 13 – May provide Screening – Temperature Checks - if screening what does that screening look like? Mandatory temperature checks of all employees? Chip will work on this language.

Page 13 – M – Person to person contact including handshake is prohibited. Penalty if you touch somebody?

Page 17 – A – Contact tracing – someone does test positive – contact tracing. USG - New guidance includes this – will also receive additional guidance and training.

Page 15 – II – High Risk population – underlying medical conditions and not limited to. Can employees self-diagnose that they are a higher risk or need documentation from their doctor? HR – employees will be required to submit documentation from their doctor.

Chip will contact Stuart and present revised document to ELT at the Thursday ELT meeting this week.

Next set – Return to Campus in August. Will present to ELT in the near future.

President Markwood:

Thank you to everyone for all of the hard work. Two huge reports:

1. Return to Campus Plans
2. Budget Cuts

How we interact as an institution will be different. Trustees very supportive of CSU. Keep in mind what we are fighting for. Unique relationship between the community and CSU.

There being no other business to discuss, meeting was adjourned at 10:25 a.m.

Nancy Marino