

Provost Council
July 6, 2011

Present: S. Westbrook, D. Collins, J. Balogun, J. Akujieze, D. Jefferson, R. Benny, R. Milo, C. Sidney, Y. Harris, D. Kanis, M. Harrison, S. Gist, J. Ferguson, M. Mobley Smith, R. Darga.

1. Minutes: June 29 Minutes approved.

OLD RECURRING BUSINESS

2. Technology Update: unavailable
3. Freshman Updates: unavailable
4. Enrollment Updates (Sidney): The new **enrollment admissions** director, Matt Harrison, was introduced. Sidney reported that President Watson requests that CSU staff recruit any qualified students they know. Harrison reported that CPS has engaged for an on-campus visit from up to 600 high school freshmen. All are asked to support the event. Ground rules should be set for these students' behavior beforehand so they do not disrupt campus.

NEW BUSINESS

5. New Marketing Effort (Westbrooks): New tagline is "*You...Greater!*" Brochures will be developed that will be consistent across all areas of the campus. Each college will have an identifying color.
6. External auditors are present checking for actual presence of employees in offices. If employees are not in their offices, all paper records must be in order for sick and vacation leave, including sign in sheets. Deans must ensure time sheets are accurate before signing them. It is important for Deans to be aware of specific requirements for each classification so they do not inadvertently approve over time. Employees must be supervised. If an employee gets in at 7:30 a.m., someone must be there to supervise at 7:30. All grants must also include separate time sheets and time and effort reports.

Meeting adjourned at 2:00 pm

Robin Benny