

**Chicago State University**  
Provost Council Meeting  
Wednesday, October 8, 2014

**Present:** Dr. Angela Henderson, Dr. Paula Carney, Dr. Derrick Collins, Ms. Sheila Collins, Dr. Richard Darga, Dr. Ivy Dunn, Dr. Kimberly Edwards, Ms. Robin Hawkins, Dr. Omar Headen Dr. David Kanis, Mrs. Sabrina Land, Ms. Nelly, Maynard Dr. Miriam Mobley-Smith, Ms. Farah Muscadin, Serita Robinson, Dr. Leslie Roundtree, Dr. Bernard Rowan, Mr. Prashant Shinde, Ms. Cheri Sidney, Ms. Bobbie Stewart, Dr. Lisa Young, and Ms. Maricella Aranda

Meeting called to order by Interim Provost Henderson at 1:36p.m.

**Review of Minutes**

- Minutes were approved with corrections.

**Office of Information Technology**

- Residence Hall needs new computers for the computer lab. 1) Donate computers from personal computer lab or 2) donate by purchasing one (using department budget). Dr. Darga suggested moving 20 computers from the 1<sup>st</sup> floor lab to the Residence Hall.

**Electrical Switchgear Update-** No Update

**Property Control**

- There will be a new hand to electronic signature module added to CSU Buy. Departments will need to determine who will be assigned to receive merchandise electronically. Currently, fiscal officers will be the receiver.
- Travel Authorization will be scanned and emailed to the department (Dean). Original will go through the workflow.
- A committee will set-up to review the current workflow process. Committee representation from Academic Affairs will be Dr. Roundtree and someone from OGRA.
- Since Property Control has gone electronic, items will have to be scanned and labeled.

**Marketing Campaign-Sabrina Land, Marketing Director**

- Campaign Refresh is a follow-up from last year's campaign, Career Path. It received positive feedback. New media promotion which includes, mobile marketing that began September 9, 2014. CSU is also being promoted on taxi tops.

## **Recruitment**

- Deans are requested to visit a high school and/or community college to introduce themselves and discuss how to be partners with those institutions at least once every other week.

## **Other**

- Bobbie Stewart, Director of Cashiering: A budget needs to be set-up for Civil Service events. She also requested that she receives something in writing from Academic Affairs that will commit to half of the requested budget.

## **Upcoming Events**

- National Coming Out Day- October 9, 2014, 12:30p.m. in the NAL Auditorium.
- Open House- October 13, 2014, SUB
  - Workshops will be held in the Library. A request was made to send an email identifying members on your team who are recruiters so that they can be cross trained and to create a partnership with Enrollment Management.
  - EAF, approximately 219 awarded, only 60 students attended orientation. There will be 2 more orientations for students to attend.
  - Friday's event 100 Black Men Scholarship Event.
- Student Town Hall Meeting October 14, 2014.
- Entrepreneurial Idol October 24, 2014, 2:00p.m.
- Ethic's Training Month of October.
- Graduate Program Night November 4, 2014 (Changed to November 6, 2014 due to election).
- Fulbright Scholars November 24, 2014.

## **Adjournment**

Meeting was adjourned at 2:30 p.m.

The next Provost Council meeting is scheduled for Wednesday, October 15, 2014 at 1:00 p.m. in NAL 301.