

**Chicago State University**  
Provost Council Meeting  
Wednesday, October 22, 2014

**Present:** Dr. Paula Carney, Dean Derrick Collins, Dean Sheila Collins, Dr. Maureen Crump-Phillips, Dr. Richard Darga, Dr. Latrice Eggleston, Dr. Elmer Gentry, Dr. Satasha Green, Ms. Robin Hawkins, Dr. Omar Headen, Dr. LeRoy Jones II, Dr. David Kanis, Mrs. Sabrina Land, Dr. Miriam Mobley Smith, Ms. Nelly, Maynard, Mr. Tracy Obershan, Serita Robinson, Dr. Leslie Roundtree, Dr. Bernard Rowan, Ms. Karen Schiferl, Ms. Yvette Warren, and Dr. Lisa Young.

**Guests:** Ms. Michelle Downing, Ms. Tenell Edingburg, and LaShan Windham

**Meeting called to order by Dr. Angela Henderson at 1:10 p.m.**

- Review of Minutes-
- Introduction of new Director of Financial Aid, Dr. Maureen Crump-Phillips.

**Electrical Switchgear Update- Tracy Obershan**

- T. Obershan provided an update about the electrical switchgear project. On Friday October 31, 2014 there will be an electrical investigation in buildings B and C. There will be power interruption on November 3, 2014 in buildings A, B and C (Education, BHS and HWH).
- December 17, 2014 is a recommendation for the shutdown, which will take an approximately 3 weeks. January 12, 2015 the buildings will open up.

**Bookstore- LaShan Windham**

- Friday, October 24, 2014 is the deadline for Spring 2015 Adopt-a-Book for faculty. Instructors are encouraged to submit their book request on time to ensure that the correct book is available for students next semester.

**Commencement- Yvette Warren**

- Y. Warren reported that Records and Registration has received a total of 540 graduation applications.
- The graduation reception will be held on November 22, 2014 at 5:30 p.m. until 7:30 p.m. in the Library on the 4<sup>th</sup> Floor. The hosts are Dr. Satasha Green and Dr. Richard Darga.

**Degree Planning- Tenell Edingburg**

- There will be one standard degree planning form that all advisors will use. A training session will be held on November 4, 2014 from 12:30 p.m. until 2:00 p.m. for all advisors.
- The use of the Degree Planning document will be effective Spring 2015.

**West Campus Update- Provost Henderson**

- There are two potential locations that is being considered for the new West Campus. The Maywood site and Jackson, the majority is in agreement with the Maywood site.

**Principle Breakfast- Michelle Downing**

- M. Downing will host a Principal Breakfast on Friday, October 31, 2014 from 8:00 a.m. until 10:00 a.m. She has invited various high school principals to the breakfast to promote CSU and why their high school seniors should choose CSU.

**Holiday Schedule- Provost Henderson**

- Those that are planning on taking vacation during the holiday season should send their request to the Office of the Provost for her approval.

**Residence Hall Update- Provost Henderson**

- F. Muscadin received a check for \$25,000 for new computers for the Residence Hall.

**Food Purchasing Policy- Provost Henderson**

- It was recommended that the Food Purchasing Policy be reviewed for issues and concerns. Once it has been reviewed please provide recommendations of best practices.

**Recruitment- Provost Henderson**

- Deans should set aside time at least once a week to be off campus, building partnerships with high schools.

**Grad Studies- Dr. Paula Carney**

- Grad Program Night is November 6, 2014, 5:30 p.m. until 7:30 p.m. in the NAL Sunroom. All graduate assistants are expected to be there unless they have class.

**Meeting adjourned at 3:32 p.m.**