

- IT Updates (Tim Murphy)
 - Rob Tellone has left Columbia Advisory Group to start his own business
 - Lee Crawford is assuming the role of Project Manager
- Wordpress/Web Development Update (Tim Murphy)
 - A new website will not fix the enrollment downturn, but it will present a better image of the University to our prospective students and others
 - The team is currently in negotiations with 45PRESS for WordPress security services
 - Marketing Communications is reaching out to the deans for content to import to WordPress
 - Governance
 - A balance between accountability and maintaining a reasonable control to post is key
 - The new policies should not make the approval and posting process excessively cumbersome
 - Policies are currently being drafted
 - Review the Program Finder page for any errors or inaccuracies and answer the questions in the email sent to you by Linda King
 - The website review process has been, and continues to be, beneficial for updating links and content as well as removing old/outdated/unnecessary pages
 - This process will allow for the creation of an intranet which will allow A&M-Commerce to conform with IT best practices and participate in interdepartmental information sharing without having to post information on the web
 - There will be a financial aid consultant to assist with that portion of the website and best practices
- Enrollment Update (Lee Young)
 - Because orientations began a week earlier last year, the undergraduate enrollment numbers are a bit lower than they should be
 - There are more students attending orientation this year compared to last year
 - Reports will show a dip in undergraduate enrollment, but there will likely be an increase by the time the semester begins
 - Around 200 students will be attending orientation June 14-15
 - Get 'Em Back Campaign
 - 1,576 undergraduate students did not graduate but have not registered for Fall 2018 (102 have stated they will not return or they are transferring)
 - 994 graduate students did not graduate but have not registered for Fall 2018
 - Students are called by the Academic Coordinators who then log the calls and responses in Banner
 - Those not registered will be placed on a list and sent to the deans on Monday, June 18
 - The Graduate School is contacting those who not yet completed their applications or are missing documents
 - TargetX
 - Will explore the possibility of including current students as well as the prospective students
 - This will allow all student contact data and information to be tracked and accessed in one location
- Auto Accident Procedure (Ethan Derek Preas)
 - Self-Insurance Form
 - Necessary for every accident in a university-owned vehicle (exempt plates) and rental vehicle
 - <http://assets.system.tamus.edu/files/safety/doc/AutoPlanCertificate17-18.doc>

- Motor Vehicle Accident Form
 - Necessary for every accident in a university-owned vehicle (exempt plates) and rental vehicle
 - <http://assets.system.tamus.edu/files/safety/pdf/Motor-Vehicle-Accident-Report.pdf>
- For major accidents (more than a fender-bender), contact Ethan Preas for the necessary additional documentation, which will consist of one or two additional forms
- All accidents must be reported and forms must be submitted within 24 hours
- Forms can be placed in Concur as well as on the website, specifically on the page with instructions on how to rent a vehicle