

Cabinet Minutes
Tuesday, September 24, 2013
9:00 a.m.
A110

Cabinet was called to order by President Turner at 9:00 a.m.

Members present were: Dr. Steve Turner, Dr. Pam Fly, Mr. Tim Foutch, Dr. Laura Boren, Mr. David Koehn, and Mr. Ben Hardcastle

Members absent were: None

Additional Guests included: Dr. Tom Jackson and Ms. Christy Landsaw

Federal Government Shutdown: Dr. Tom Jackson addressed the group regarding possible impact to NSU if a government shutdown occurs at the end of September. He gave a brief history and explained that all federal grants awarded to NSU are cost reimbursement based and the effects would depend on the length of time of the shutdown.

Electronic PAF System: The item was tabled until the next meeting.

Brown Bag at Three Campuses: President Turner advised the group that planning for the fall 2013 Brown Bag Informational lunches will be beginning soon. The focus of these informational forums will be credit hour production, head count, and state appropriations. There will be one on each campus. Dates are pending at this time.

FY15 Budget Needs Survey: Mr. Koehn and Christy Landsaw provided the group with a list of potential budget needs for next fiscal year. The group discussed the items and decided that each area would provide a list of needs to Christy to be compiled by the end of the week. President Turner reminded the group that our next Strategic Plan process will begin during FY15 and asked for possible costs associated with this plan.

Capital Projects Update: Mr. Tim Foutch reported that all projects are progressing as planned. See below for a detailed list of activities.

Multi Purpose Event Center

- . Exterior concrete pours continuing
- . Grand stair case install complete
- . All Community building steel is complete, metal studs underway
- . Telescopic seating install underway
- . Wood floor install is complete
- . Carpet install complete on south half of building
- . Wood and metal lockers scheduled for delivery week of 09/23/13
- . All tile install scheduled for completion 10/04/13

Fitness Center Renovation

- . Final building design established
- . Civil package bids being developed
- . NOPFA gas line install complete
- . Architect meeting scheduled for 09/25/13 to finalize budget and schedule

Low Vision Clinic

- . Mud and tape of walls underway
- . Wall colors approved
- . Elevator submittals under review by architect

Occupational Therapy Build Out

- . Sunrise Construction mobilized 09/23/13
- . Demolition scheduled for completion 09/26/13
- . New framing and MEP rough in to begin week of 09/30/13

Library Shell Renovation

- . Roof tear off/replacement continuing
- . Carpet install scheduled for completion 10/09/13

Special Services Remodel

- . Roof replacement complete
- . HVAC equipment install ongoing
- . Interior paint continuing
- . Restroom remodel underway

Summer Bathroom Remodels

- . Administration bathroom gyp assembly underway
- . Haskell Hall bathroom demolition underway

Willis Parking Lot

- . Bid documents being developed
- . Construction documents scheduled for completion 10/07/13

Quality Service Standards: Laura Boren provided the group with a quality service standards initiative developed by Student Affairs. These standards were adopted from the Disney Institute training to include: safety, care, timeliness, and consistency. Staff within all areas of Student Affairs worked together to define each standard as well as develop a list of priorities on how each could be attained. Cabinet members commended Student Affairs for their diligence in following through with a plan that promotes the “I Care, Therefore, I Will” initiative.

Healthy Campus Initiative: Laura Boren updated the group on the efforts of the Healthy Campus Initiative and asked that each area identify one person from their area to attend meetings and to be involved in order to solidify activities. The Walking Clubs will begin soon. President Turner reminded the group of collaboration efforts between NSU, City of Tahlequah, United Keetoowah Band, and Cherokee Nation to develop a community wide healthy lifestyle change initiative.

Homecoming Schedule: Laura Boren provided the group with the Homecoming schedule to help them plan for all of the events. Homecoming week begins Sunday, September 29th with “Paint the Town Green” through Saturday, October 5th with Tailgating beginning at noon and the RiverHawks taking on Northwest Missouri State beginning at 2:00 p.m.

FA13 Commencement: Pam Fly began discussions regarding times for fall 2013 commencement as it will be held in the Event Center. After discussion regarding needs, the group decided that there will be two ceremonies with the first beginning at 9:30 a.m. and the second at 1:30 p.m. More information will be made available as plans are being finalized.

Announcements:

President Turner reminded the group of the President’s Leadership Class Fish Fry Tuesday, September 24th at 5:30 p.m. at the President’s House.

President Turner updated the group of plans that are underway in preparing for the next Provost/Vice President for Academic Affairs search. Ad development is being finalized and committee members are being identified.

The meeting was adjourned at 11:45 a.m.

Respectfully submitted,
Robin Hutchins