

## Executive Council Minutes

Tuesday, April 30, 2013

9:00 a.m.

A110

Executive Council was called to order by President Turner at 9:00 a.m. Pete Henshaw took pictures of Cabinet and Executive Council to update the website.

Members present were: Dr. Steve Turner, Dr. Bill Rugg, Mr. Tim Foutch, Dr. Laura Boren, Mr. Ben Hardcastle, Mr. David Koehn, Mr. Tony Duckworth, Ms. Peggy Glenn, Dr. Denise Deason-Toyne, Dr. Ron Cambiano, Ms. Amanda Chappelle (in for Alex Khramov).

Members absent were: Mr. Alex Khramov

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

### Multi Purpose Event Center

- . Structural steel erection is 95% complete
- . Mezzanine deck concrete pours are complete
- . HVAC rough in is 75% complete on the first floor
- . Roof contractor has installed roof sub layer material on 65% of roof area
- . Interior wall construction is continuing
- . Light fixture installs to begin week of 04/29/13
- . Drywall installation continuing
- . Northwest half of building dried in

### Fitness Center Renovation

- . Final building design being refined

### Low Vision Clinic

- . Project bids have been released and are scheduled for opening 05/09/13

### Wyly Housing Project

- . Project has been placed on hold pending consideration for a concurrent resolution

### Green and White Room renovation

- . Structural work to build new entrance is complete
- . Remaining bids came back well over budget. Will restructure project to perform work in house.

### Occupational Therapy Build Out

- . Architect is developing contract documents
- . Project scope and assessment underway

### Library Shell Renovation

- . Roof material and carpet PO's in process
- . Work to begin following completion of the Spring semester

### Special Services Remodel

- . Bid packages being developed

### Summer Bathroom Remodels

- . Scope of work and bid packages being developed

**Athletics Update:** Mr. Duckworth reported Riverhawks Athletics continue to have success this season. Women's Tennis, and Men's and Women's Golf continue to succeed into NCAA competition. Mr. Duckworth stated that NSU's inaugural year in MIAA competition has been outstanding for all teams. It has been a good year in Riverhawks Athletics. President Turner congratulated all teams for this great year.

**Communications & Marketing (Workflow and Approach):** Mr. Hardcastle discussed the ongoing efforts and enhancements of workflow for projects. The current 5PM Project Management System has been evaluated and changes are being made that will help projects move through more efficiently. They will continue to monitor and assess the system and make improvements as needed.

**RFP to Outsource Media Buy:** Mr. Hardcastle informed the group that an RFP will be sent out to outsource the planning and purchasing of media advertising. He explained that, once a vendor has been selected, appropriate departments will be involved in the decision making process regarding ad campaigns. Cabinet will be kept updated as this process moves forward.

**Staff Council Update:** Ms. Chappelle informed the group of current activities of the Staff Council. During the Employee Recognition program two staff members will be awarded the “Star” and “Rising Star” awards. There were great nominations for each. The group also developed the President Turner Scholarship award. This award was developed in honor of President Turner’s Investiture. Ms. Chappelle also informed the group that Staff Council communications are currently processed through Blackboard. The Council is contemplating moving into a different system. They will keep staff apprised of any updates. Also, a Staff Council Newsletter is in the design stages. Other activities include designing a sympathy card and a possible retreat during the summer.

**Enrollment Update:** Dr. Boren informed the group that there are currently 3,842 enrolled for fall 2013. It is anticipated there will be 1,600-1,800 new students. Departments have received lists of current students that have not enrolled for the fall semester. Everyone is encouraged to try to influence students to enroll prior to the end of the spring semester.

Dr. Boren also updated the group on efforts of Enrollment Management to streamline processes. New academic advising staff members have completed their first week of advisor training. The second phase of the process will come soon. Dr. Rugg commented on the positive feedback being received.

**NSGA Update:** Mr. Thomas Teague updated the group on an ongoing issue that NSGA has talked about for some time. This semester the group decided to develop a Resolution involving advising issues as well as with Resolutions to adopt the current Dual Advisement Model.

**Strategic Planning Committee:** President Turner reminded the group of the intent to develop the new Strategic Planning Committee to begin work on the next strategic plan cycle. During the Cabinet Retreat in February, Cabinet members discussed the size and makeup of the committee. Members were encouraged to submit names to be added to the new committee.

**Performance Appraisal Reminder:** President Turner reminded Cabinet members of the importance of providing an appraisal of all staff members during the year. The group discussed standardized vs. departmentalized formats and the due date for submission. President Turner stated that non-exempt staff should utilize the standardized form while non-exempt faculty and staff may utilize a departmentalized format. It was also determined that the due date will be changed from November 1 to October 1 each year. This deadline will better serve needs of utilizing the appraisal for salary adjustments. President Turner expressed that each appraisal should be universally applied, fair, concise, and equitable.

**Brown Bag Forums:** President Turner informed the group of a successful Broken Arrow campus forum. The group was engaged and exemplified an appropriate spirit. He is looking forward to the dialog at today’s Tahlequah campus forum.

**Budget Outlook:** President Turner updated the group on the budget outlook. Conversations have suggested support for covering Bond issue. It is estimated that the budget sessions should adjourn by May 24<sup>th</sup> but could adjourn as early at the 16<sup>th</sup>. NSU should receive budget packets on May 31st. An increase in enrollment would help cover mandatory costs for the university. President Turner will update the NSU community as information becomes available.

## **Announcements:**

Thomas Teague-NSGA is winding down the semester. The end of year Banquet will be held on May 1<sup>st</sup>. Student Government will be more involved in the decision process in the future based on changes to the Bill of Rights that are being made.

Amanda Chappelle—The John Vaughn Library is excited to house a Native American Exhibit in 2014. More will be made available as soon as the plan develops.

Peggy Glenn-College visits are being made to discuss priorities for foundation efforts. Also, Development Officer positions have been advertised and interviews will be held in next couple of weeks.

Ron Cambiano-Cherokee Nation Tribal elections will be held in June.

Tony Duckworth-NSU Athletics was pleased to hear that one of the football players was drafted into the NFL.

Bill Rugg-Reminded the group that ESL will be operating under Continuing Education as of May 1<sup>st</sup>. The next group of students will arrive on May 6<sup>th</sup>. Also, the pilot shuttle bus program for International students has been a huge success. The kitchen in Hastings is being utilized by International students. They are very appreciative of having this area for their use. A new program to assist newly arriving International students will begin soon. This “Bed-in-a-Box” program will assist International students with bedding needs when they arrive. Academic Affairs searches are underway. Finalists for the CTL and International Programs will be on campus next couple of weeks. The new Executive Director of the John Vaughn Library will arrive in July.

Tim Foutch-Master Plan meetings were a huge success. The Team is speaking very highly of efforts and look forward to trips to NSU. All are encouraged to continue to view the website for updates. A conference call is planned for May 8<sup>th</sup>. The Team is creating a “workbook” for every alternative that will include details of its meaning.

Denise Deason-Toyne-Updated the group that Dr. Cheryl Van Den Handel has been elected to serve as President of Faculty Council. Beginning in 2015, elections will be held in the fall with the newly elected President taking office in the spring.

The meeting was adjourned at 11:00 a.m.

Respectfully submitted,

Robin Hutchins