

Executive Council Minutes
Tuesday, October 1, 2013
9:30 a.m.
A110

Executive Council was called to order by President Turner at 9:55 a.m.

Members present were: Dr. Steve Turner, Dr. Pam Fly, Mr. Tim Foutch, Dr. Laura Boren, Mr. David Koehn, Mr. Ben Hardcastle, Dr. Cheryl Van Den Handel, Mr. Thomas Teague, Ms. Peggy Glenn, Dr. Ron Cambaino, Mr. Tony Duckworth, and Mr. Jon Asbill

Members absent were: None

Additional Guests included: Ms. Krista Khramov

Electronic PAF System: Mr. Koehn gave a brief background of what has been ongoing with the implementation of this project. Ms. Krista Khramov reported to the group details of how the electronic PAF system will work through Banner. She reported that the EPAF will be a permanent part of the system. This system will be accessed through the Employee tab in goNSU and will backfill with information entered through a series of questions. The approval queue is being developed to include all appropriate approvals. An email will be generated to designated/appropriate staff to ensure security of the information. A select group of departments will utilize the electronic format during the test phase to ensure the process will run smoothly. Terminations will be the first to be processed through this system. Change of Status and New Hire EPAF's will follow when set up and testing is complete. It is anticipated that this new process will begin in January 2014 once all training has been completed.

Homecoming 2013: Ms. Peggy Glenn reported that Homecoming 2013 is off and running. She reviewed the schedule to remind everyone of all events during the week. She also reported that the College of Business and Technology began an event titled "Teach-In" this year. This event brings alumni to the classroom to teach for a day providing real world experiences since graduating to the students. Dr. Laura Boren reported on how many areas are involved and the amount of effort engaged in this year's events.

Battenfield-Carletti Distinguished Entrepreneur Lecture Series: Ms. Peggy Glenn reminded the group that this year's lecturer will be Mr. Corey Carolina of Carolina Foods Company in Tulsa. His family inspired recipe fruit spreads are featured in stores in Tulsa and Oklahoma City. This event will be held in the Webb Auditorium on Wednesday, October 9, 2013 at 10:00 a.m.

Academic Affairs Updates: Dr. Pam Fly gave an Academic Affairs update on the following items:

Reverse Transfer Process and 2+2 Agreements-NSU was hosted by TCC for a working lunch to refresh 2+2 agreements. NSU has signed its first Reverse Transfer Agreement.

Assessment Consultant on Campus: There will be an Assessment Consultant on campus on October 10 & 11.

Effective Use of Online and ITV Resources: Academic Affairs has been working with IT and others on moving forward and keeping up with technology changes and needs. There will be training as needs are finalized.

Fall 2013 Commencement: There will be two ceremonies on Saturday, December 14, 2013. More details will be provided as they are finalized.

Second Eight Week Courses Added to Fall 2013 Schedule: Colleges have added additional courses to the schedule that will begin soon. Flyers and electronic signage has been posted for students to view. Some additional General Education courses have been added as well. The additional enrollment will help with getting Credit Hour numbers closer to the goal of 100,000 for the fall semester. President Turner commented that these additional courses are a great opportunity for meeting our goal while allowing students the opportunity to pick up extra classes. He commended the areas for their efforts.

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
- . Telescopic seating install continuing
- . Floor finish vendor will arrive late this week or early next week
- . Certificate of Occupancy anticipated October 21 - 23

Fitness Center Renovation

- . Final building design established
- . Demolition/Civil plans scheduled for 10/11/13
- . Demolition/Civil bid packages being developed

Low Vision Clinic

- . Mud and tape of walls underway
- . Wall colors approved
- . Elevator submittals under review by architect
- . Electrical and plumbing rough-in is 90% complete
- . Ceiling grid install underway
- . Excavation of elevator pit scheduled to begin week of 09/30/13

Occupational Therapy Build Out

- . Rough in framing underway
- . Electrician 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

- . HVAC equipment install ongoing
- . Interior paint continuing
- . Restroom remodel underway
- . Window delivery scheduled for delivery 10/14/13

Summer Bathroom Remodels

- . Administration bathroom gyp assembly underway but no completion date has been determined. An accessories fund for the women's restroom has been developed through the Foundation and has received \$650 in donations to date.
- . Haskell Hall bathroom rough framing and core drilling for new plumbing underway

Willis Parking Lot

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

Federal Government Shutdown Update: President Turner updated the group on the status of the shutdown and explained the history of this activity. NSU is comfortable at this point and do not want staff to be affected. The shutdown would have to go beyond 30 days before NSU would be affected. Discussions and monitoring of this situation will continue.

Brown Bag Luncheons at Three Campuses: President Turner reminded the group of the planning for the fall 2013 Brown Bag Informational lunches in October. The focus of these informational forums will be NSU Destination 2023 and Enrollment Trends as well as other topics that may be brought up in the discussion. There will be one on each campus and each will be held between 12:00-1:00 p.m. The dates and locations are: Tahlequah campus-Thursday, October 24th in the University Center-Ballroom Lounge; Broken Arrow campus-Wednesday, October 30th in the Administrative Services Building-Annex; and Muskogee campus-Thursday, October 31st in the Administration Building-Sunroom.

FY15 Budget Needs Survey: The group finalized and submitted the Budget Needs Survey. Potential items submitted included Salary Program Implementation Needs, Computer Needs, Health/Fitness needs, and Digital Phone Upgrade Needs. The Cabinet group will continue to discuss needs throughout the next several months through the budget cycle. President Turner reported that the Council of President's group will begin discussions regarding needs at their October meeting and will continue through the budget cycle.

Announcements:

President Turner informed the group that the Master Lease has been cleared to proceed. NSU must revisit needs. Due to the time lost in the process, costs will not be the same as previously determined causing potential changes to be needed. Mr. Foutch is working with architects to determine needs.

Mr. Thomas Teague reported that Homecoming voting is being processed online through Blackboard and that Student Senate is still working with the Library on the proposed changes to hours of operation. It has been decided to continue work on needs and implement changes in the spring 2014 semester.

Dr. Cheryl Van Den Handel asked for an update on the status for the relocation of the Circle of Excellence bricks. Mr. Foutch reported that this project has been placed on hold until the Library renovations are complete due to the determined location being in the vicinity of the renovation work and the possibility of equipment doing damage to the site.

Dr. Van Den Handel also asked about a faculty memorial. Mr. Foutch stated that discussions need to take place to determine needs if this project is separate from the Circle of Excellence project. Dr. Cambiano updated the group on past discussions. Dr. Van Den Handel and Mr. Foutch will continue discussions.

Ms. Peggy Glenn updated the group on ongoing efforts for the next Capital Campaign Rollout. Colleges have been updated and more visits are planned to update the entire campus community in the coming months.

Mr. Tony Duckworth reported that the E-Ticket system has been a success. Feedback has been positive. Approximately 200 instruction cards were given out at game one with only 30 given out at game two. All information collected from the system continues to be helpful.

Mr. Jon Asbill reported that the next Staff Council meeting will be October 15. He reported that the group provided water during the summer to staff during Day of Service events. The group is currently working on Ergonomic Workplace Training to help staff with correct posture and equipment needs to help prevent workplace issues.

Dr. Ron Cambiano reminded the group that the Regional Summit will be held on October 8th. Most are registered with 250+ registered as of September 30th. He is expecting the event to be very informative and successful.

President Turner updated the group on discussions regarding partnerships with the Muscogee Creek Nation that will provide huge dividends for both parties. He informed them of the Hall of Fame Event being held on October 12 where Dr. Phyllis Fife will be honored.

The meeting was adjourned at 12:00 p.m.

Respectfully submitted,
Robin Hutchins