

Cabinet Minutes
Tuesday, January 28, 2014
9:00 a.m.
President's Office Conference Room

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

Library Service Hours: Dr. Fly reported that the John Vaughan Library has made revisions to service hours provided to students. During the spring 2014 semester, the Library will be open to provide services to students 24 hours during finals week. The proposal from students requested 24-hour services during mid-term as well but budgets will not allow the manpower needed at this time. These changes will be re-evaluated for future needs. Mr. Koehn reminded the group that the Webb is accessible to students for use of computer labs.

Tulsa Market Research: Mr. Hardcastle informed the group that the Market Research RFP is out. Once a vendor is selected a committee will be formed to ensure all areas are included.

Design Studio 2.0: Mr. Hardcastle reported to the group current discussions regarding the Design Studio 2.0 software. Communications & Marketing has had meetings with groups in order to determine needs. Once the software is in line with current standards, training will be made available to those that request it. Training is anticipated begin in March 2014.

Web Policy/Arapaho: Mr. Hardcastle provided the group with a "draft" Web Policy intended to be a starting point on how to address standards of use. After discussions, it was decided that the Technology Committee will be involved with providing input to the group.

Faculty Council Meeting (February 7): Mr. Hardcastle reminded the group that he and Dr. Ron Cambiano will be meeting with Faculty Council to discuss D23 and other items as requested by Dr. Cheryl Van Den Handel and President Turner in a previous meeting. The discussion is anticipated to aide in understanding the significance of the needs of D23.

Revision of 2010 Graphic Standards: Mr. Hardcastle began discussions of proposing a plan to update the current graphic standards developed in 2010. An adhoc group will assist with identifying needed updates by holding open meetings and conducting surveys.

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

- . Community Center
- . Interior paint continuing
- . Project has transitioned to finishing phase
- . Sod and final grading underway

Fitness Center Renovation

- . Demolition continuing
- . Engineer will be onsite to inspect structural steel on Wednesday 1/29/14

Low Vision Clinic

- . Elevator install will begin the week of 02/03/14

Occupational Therapy Build Out

- . Punch list walk thru scheduled for 01/30/14
- . Phase 2 meetings have begun, Plinth and Tech labs are required by Aug 2014

Library Shell Renovation

- . Project delayed pending the investigation of a theft of material

Special Services Remodel

- . Punch list walk thru scheduled to be determined
- . Bridge phase of project underway

Summer Bathroom Remodels

- . Haskell Hall men's bathroom is underway

Willis Parking Lot

- . Demolition underway
- . Revised schedule being developed based on delivery of RCP and RGB

CPA Theatre Shell

- . Based on Board approval the acoustic shell project will begin

Auxiliary Services Update: Mr. Foutch began discussions regarding changes in NSU Riverhawk Shoppe operational hours; changes in Auxiliary Rental Rates; and updates to the Talon Charge Program. Proposals were handed out detailing changes in all three areas. Discussions will continue and information will be made available as items are approved.

Enrollment Update: Dr. Boren updated the group on enrollment data. It was reported that the retention rate for the current Freshman Cohort group is 82.1%. Of the 842 enrolled in fall 2013, 691 have re-enrolled for spring 2014. Transfer student enrollment is slightly down with 416 vs. 466 from last semester. The Registrar's office is working on the collection of data to identify trends. More details will be reported at next meeting.

Campus Notification/Announcement Methods – In-the-Loop Protocols: Dr. Boren discussed the need for protocols regarding notifications being published through campus methods. All agreed that protocols are needed. Mr. Hardcastle will develop a proposal for future discussions.

Fit Foundation – 15 Tons Initiative: Dr. Boren informed the group of work being done regarding the Healthy Community Initiative between the City, Cherokee Nation, United Keetoowah Band, and NSU. The Fit Foundation is developing a "15 Tons Initiative". More information will be provided on this initiative as it develops.

Purchasing/Procurement Process Updates: Mr. Koehn advised the group that Business Affairs and Purchasing staff have been working on updating purchasing and procurement processes. A proposal will be coming to Cabinet for approval soon. Changes will automate some things and training will be made available once approved.

Policy Committee Proposals: President Turner discussed proposals received from the University Policy Committee on changes to Anti-Discrimination; Equality and Opportunity; and a new policy on Gender-Based Discrimination and Sexual Misconduct Discrimination. He detailed the requests and asked Cabinet members to be prepared for discussion at the next Cabinet meeting.

Strategic Plan Update: President Turner handed out proposed modification recommendations and justifications to the Mission and Values Statement provided by the Strategic Planning Group. Cabinet members were asked to be prepared to discuss the documents at the next meeting.

Guns on Campus Legislation: President Turner updated the group on possible legislation regarding guns on campus. He encouraged members to be involved in discussions and keep them apprised of any changes.

Provost/VPAA Search Update: President Turner updated the group on the status of the search by the committee. Applicants have been narrowed down to 10 for consideration. An external consultant is reviewing application materials and will make reference calls. The consultant will work with the committee to reduce the group to five for Skype interviews and from this group three will be brought to campus for interviews.

RUSO Board Item Submission Deadlines: President Turner reminded the group of the importance to submit items to be considered by the RUSO board for February.

Recruit Push for Fall 2014: President Turner reminded the group to be mindful of discussing future recruitment needs with staff routinely.

Monitors on Campus: The group discussed the need to manage the monitors on campus. They should preview internal information as needed. Mr. Hardcastle will take the lead on this project.

Announcements:

Broad Band: Mr. Koehn informed the group of work being done to bring broad band to Tahlequah. More information to come as it is made available.

Carl Albert State College Visit (January 30): President Turner informed the group that President Ivey and other representatives from Carl Albert State College will be visiting the Tahlequah campus on January 30, 2014 for a tour and for signing the Reverse Transfer Agreement.

Chancellor's Visit: President Turner reminded the group of the upcoming presentation by Chancellor Johnson on Friday, January 31, 2014, at 1:00 p.m. in the Webb Auditorium. Everyone is encouraged to attend. This event will be ITV'd to the BA and Muskogee campuses.

Higher Education Day: President Turner informed the group that Higher Ed Day is being planned for Tuesday, February 11, 2014.

TCH-Hearts of Gold Gala: President Turner reminded the group that the Tahlequah City Hospital Foundation will hold its annual Hearts of Gold Gala on the Tahlequah campus on February 15, 2014. NSU will be sponsoring a table.

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

Respectfully submitted,
Robin Hutchins