

Cabinet Minutes
Tuesday, July 23, 2013
9:00 a.m.
President's Office Conference Room

Cabinet was called to order by President Turner at 9:05 a.m.

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

Members absent were: None

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

- . Exterior brick complete on east face of building
- . Restroom tile install ongoing
- . Paint and ceiling grid ongoing in Athletic office area
- . Community building slab complete
- . All Community building steel columns have been set
- . Community building roof structure underway

Fitness Center Renovation

- . Final building design established
- . Civil package bids being developed
- . NOPFA installing gas line on west side of building

Low Vision Clinic

- . Demolition phase underway

Green and White Room renovation

- . Ceiling grid complete
- . Floor tile underway

Occupational Therapy Build Out

- . Design documents scheduled for completion 08/02/13
- . Bids scheduled for release mid August

Library Shell Renovation

- . Roof tear off/replacement underway
- . Working with departments regarding relocation of equipment and furnishings
- . Flooring materials scheduled for shipment 08/02/13

Special Services Remodel

- . Roof tear off/replacement underway

Summer Bathroom Remodels

- . Administration bathroom remodel work scheduled to begin the week of July 29
- . Bid packages for Haskell Hall scheduled for release July 30

Willis Parking Lot

- . Engineering services under review
- . Bid documents being developed

Enrollment Update: Dr. Laura Boren reported that outreach efforts continue by Enrollment Management staff to increase enrollment. Credit hours produced is currently down 1.7 percent as compared to this same time last year. It has been determined that college offices have not been making outreach calls to current students. Dr. Rugg will work with deans to engage college offices in enrollment efforts. Mr. Hardcastle reported that marketing will work on re-design for next year in an effort to freshen up the look. Enrollment Management staff have contacted Smart Choice schools to obtain contact information of perspective students.

D23 Booklet: Mr. Hardcastle reported that the D23 document is 90 percent complete. The final first print will lack the addenda and reference pages. The first print will be delivered to the Regents during their visit to NSU on July 24-26, 2013.

Disney Follow-Up: Cabinet continued discussions regarding next steps to the Disney Staff Professional Development Training. The group determined that the four Quality of Service Standards that came from this training are: 1. Safety; 2. Caring Experience; 3. Timeliness; and 4. Consistency. These four standards will be the focus on continuing to the next steps. Each Cabinet member referenced current activities within respective areas following the training. All members were in agreement that Staff Council should be involved in follow-up activities. It has been determined that the Strategic Planning Committee will focus on the Disney model in future works. Members discussed current vs. desired culture at NSU and what is needed to move into the future. All areas will focus outcomes of training in efforts to help move NSU into the future.

OCpra Awards: Mr. Hardcastle reported Northeastern staff members received honors from the Oklahoma College Public Relations Association during the 2013 Competition and Show. Jennifer Zehnder, Joshua Seymour, Melissa Cloud, and Aaron Anderson received 1st place in the category of Campaigns for their entry presented from the “Carpe-Diem” campaign. Jennifer also received honors for entries in the categories of Full-Length Feature and Featurette Writing with entries titled “The Great Ga-du-gi” and “Williard Jones: The Man in the Mirror” respectfully. Joshua also placed in the Poster Design-General category for his entry titled “2013 Green Country Jazz Festival Poster”. Alisa Douglas from the Center for Tribal Studies received 1st place for her entry in the category of Events/Promotions titled “41st Annual Symposium on the American Indian”. These staff members are to be commended for their efforts. Details can be viewed by clicking on the link below.

<http://ocpra.org/wp-content/uploads/2013/07/OCpra-Winners-Circle-2013.pdf>

Athletic Department E-ticket System: Mr. Hardcastle reported that the Athletic Department will begin utilizing an E-ticket system this fall semester for entry into football and basketball games. Mr. Tony Duckworth will attend a future cabinet meeting to discuss details of this system. More information on the topic will be shared as it becomes available.

FY15 Budget Development: Mr. Koehn began discussions regarding anticipated needs for determining FY15 budgets. Due to the work that has already taken place in the salary plan, D23, and strategic plan, the process for determining needs should be less time consuming for next year. Mr. Koehn is planning to build a timeline that will allow for a focused and deliberate action plan to help drive the planning forward.

Building Business Plans: Mr. Koehn began discussions regarding the need for the development of a comprehensive business plan when bringing forward major initiatives for approval. A complete proposal including all involved areas would be developed for each project. The elements needed in each plan will depend upon the complexity of the initiative, but elements should include a mission, market analysis, marketing strategy, management plan, financial analysis, and milestones and metrics. Once completed the project would then move forward to Cabinet for approval, but not before. Members were in favor of such a plan and Mr. Koehn was asked to bring a proposal forward at a future meeting.

Finalize Opening Meeting Agenda: Cabinet members discussed topics to be included in the agenda. A notice will be sent out campus wide as soon as the agenda is finalized.

Utilizing Social Media to Advance the NSU Story: President Turner asked Cabinet members to think about how to utilize social media to advance the NSU story. While we utilize it to welcome visitors, we should also be able to utilize it as an avenue to show the importance of Higher Education. Information will be made available as discussions continue.

Summary of Carl Albert State College Visit: President Turner updated Cabinet members on a recent visit to Carl Albert. President Turner reported that Dr. Ivey has been named the permanent president. Dr. Ivey sees Carl Albert's proximity to NSU as a positive and wishes to expand articulation agreements. Carl Albert currently enrolls 2,600 students with 800 at Sallisaw emphasizing in STEM, Nursing, Science, Early Childhood and Occupational Therapy areas.

Announcements:

RUSO Board Meeting: President Turner reminded members that Regents as well as Regional Presidents will be on campus this Wednesday through Friday for the RUSO Board meeting. Events will begin Wednesday and continue through mid day on Friday.

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

Respectfully submitted,
Robin Hutchins