

Cabinet Minutes
Tuesday, October 29, 2013
9:00 a.m.
President's Office – Conference Room

Group photos were taken before meeting began.

Meeting was called to order by President Turner at 9:15 a.m.

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

Members not present were: none

OSU Delays E-Cigarette Ban – Implications: Ben Hardcastle brought the OSU article to create awareness. Laura Boren informed that E-Cigarettes are included in the University Smoke-Free Policy.

Teacher Prep Reputation Campaign: Ben Hardcastle submitted a request for a one-time ,additional funds for the E&G budget in the amount of \$12,000 to purchase advertisements in the Tulsa World and Broken Arrow Ledger. The content of the ads will feature endorsements of the program from NSU graduates and others. These ads will begin in January and will run concurrently with a \$25,000 teacher prep recruitment campaign that will be funded separately. The prep campaign will be digital (Pandora, Google keyword search, and other digital networks).

The Cabinet approved.

Title 9: A new Sexual Misconduct Policy is going before the policy committee soon. Currently, our response time is higher than in the past. After a complaint is made, there is one week to investigate and respond.

Enrollment Update:

Admissions and Recruitment

- Recruitment plan with analytics (includes marketing plan through M&C, increased touch points from initial contact to enrollment, improved transfer recruitment, recruitment support by the colleges). Draft to be shared with community by January 15th.
- Reverse transfer agreements completed with main feeder community colleges by December 2013.
- Enhanced service and environment (Greeting, friendliness, and students feel they are the most important person in that moment). On-Going.

Financial Services

- Default Prevention plan through OCAP by Summer 2014.
- UC\$ Scheduling System (Master calendar of all reports) and restructuring of duties since duties and processes have changed with Banner implementation. Purchase and implementation to occur as feasible.
- Enhanced service and image for students and parents (Triage system, terminology used for staff). On-Going
- Outreach to students nearing max hour and /or financial probation through SASC by December 2013.

Career Services

- Launch non program specific internship program. Initial launch in Spring and fully implemented by Summer 2014.
- Job placement statistics process developed and begin implementation by Summer 2014.
- Engage campus in making career services a part of the institutional culture for all students. Implementation of steps and initiatives in fall and spring of 2014.

University Advising Center (UCA)

- Complete implementation of then assessment of the Dual-Shared Advising Model (BA, Tahlequah and Muskogee) by Summer of 2014.
- Advising training fully developed for UA's, AA's, Faculty, and students by Spring 2014.
- Retention plan in place for all undeclared and FTFT students by Spring 2014.
- A more robust and comprehensive enrollment of new and transfer students developed and implemented by Summer 2014.

Scholarships

- Develop past and current expenditures by line item of all scholarships and work with campus partners to develop appropriate processes by Spring 2014.
- Develop a timeline and procedures for all scholarships and a marketing/recruiting plan for scholarships by Summer 2014.

Overall Enrollment Management

- Complete Strategic Plans and Assessment for each department by January 15th.
- Greater transparency and campus engagement and integration in processes. On-Going.
- Enhance internal culture of joy, pride, happiness for staff. On-Going
- Ensure NSU Quality Service Standards materialize into student perception and experience. On-Going.

Capital Project Update:

Multi Purpose Event Center

- . Final cleaning underway
- . Phones lines and data lines are in progress
- . Fire Marshal will conduct final walk thru Thursday, 10/31/13
- . Scoreboard and sound system test scheduled for 10/29/13

Fitness Center Renovation

- . Initial bid packages scheduled for release 10/29/13

Low Vision Clinic

- . Steel scheduled to arrive 10/31/13
- . Elevator pit walls are complete
- . Fire suppression submittals are being reviewed

Occupational Therapy Build Out

- . Reviewing design for Fencing around exterior HVAC unit
- . Gyp assembly continuing

Library Shell Renovation

- . Roof tear off/replacement continuing
- . Soffit and fascia metal crew working on west and south sides of building

Special Services Remodel

- . Due to a lavatory install problem, final punch list walk thru is scheduled for 11/11/13
- . Window install scheduled to begin 12/16/13

Summer Bathroom Remodels

- . Administration bathroom Partitions, plumbing fixtures and millwork are scheduled to begin 10/29/13, tile install in progress

- . Haskell Hall bathroom light fixtures, plumbing fixtures and partitions are in progress, tile install delayed until week of 11/04/13

Willis Parking Lot

- . Bid documents will be released 10/29/13

- . Terracon completed core drilling and subsurface investigation is underway

OSRHE Master Lease Program Update, State Supreme Court Challenge:

Information was emailed to the cabinet before the meeting regarding housing discussions and the need to modify some areas. Tim Foutch and David Koehn are investigating and will report back to the cabinet upon completion for further discussion.

Scholarship Letter to Vendors: A letter from the President went out to all NSU Vendors regarding scholarship opportunities at NSU. There was also an option to be a sponsor at the Emerald Ball. This is for a one-time contribution. President Turner discussed the Georgia Model Scholarship and asked the Cabinet members to help establish this at NSU. This would be in place to assist crisis students that meet grade expectations but have an emergency leading to possible withdrawal. Laura Boren will contact Houston Davis for details/information on the Georgia Model.

Provost Search Update: Dr. Doug Penisten has agreed to serve as Chair of the selection committee. Faculty Council and Staff Council have each been asked to submit five names to serve on the committee. There will also be representatives from the Cherokee Nation and United Keetoowah Band of Cherokees.

The meeting was adjourned at 11:30 a.m.

Respectfully submitted,
Julienne Mann-Stocks