

**Cabinet Minutes**  
**Tuesday, November 13, 2012**  
**9:00 a.m.**  
**President's Office-Conference Room**

Executive Council was called to order by President Turner at 9:00 a.m.

Members present were: Dr. Steve Turner, Dr. William Rugg, Mr. Tim Foutch, Dr. Laura Boren, Mr. Jerry Cook, and Mr. David Koehn

Members not present were: None

Cabinet minutes from November 6 will be submitted to members electronically for approval.

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

**Master Plan Update:** Tim Foutch informed the group that the next scheduled visit for the Master Plan consultants will be January 22, 2013. This visit will be similar to the first and an itinerary will be made available soon. A web site is being designed to clearly define the five stages of the Master Plan and is scheduled to be online in early December. The January visit is expected to be very informative as a tremendous amount of information has been made available to the consultants.

President Turner reminded the group of the forums regarding the feasible usages of Wilson Hall and the need for an evaluation of the Rosamund house. Architects in Partnerships (AIP), a consultant firm, has assessed comments received and will provide recommendations and feedback.

**Software Purchases:** David Koehn explained the process in which all computer software and hardware is purchased. All purchase orders are queued to IT for approval in order to maintain a master list of all to assist with needs and pricing. IT now has management software allowing them to keep better track hardware and software inventory. A formal process is needed to ensure communication to allow for better pricing. Departments are encouraged to contact Stephanie Gillen for guidance. At the last meeting, Communications and Marketing submitted a request for computer replacement needs. The request was tabled until President Turner, David Koehn, and Jerry Cook discussed. The request was approved.

**Appropriate Charges for Use of NSU Facilities:** After discussing current practices it was decided that charges for use should be supported by a university policy that is fair and reasonable. Tim Foutch will take the lead as Auxiliary Services has a model that could be used. Discussions will continue and a policy will be established.

**New NSU Proposed Advising Model:** Bill Rugg introduced a model to be utilized when changes in the structure of Enrollment Management are finalized. The advisement model will focus on a seamless experience for every student. After discussion, Tim Foutch made a motion to approve the changes. President Turner asked for any opposition. All were in favor and approved the changes. Notification of the changes in Enrollment Management will be made available soon.

**Strategic Enrollment Plan Update:** Laura Boren updated the group regarding needs of increasing the numbers of students. The Strategic Enrollment Plan will assist with this need. President Turner reminded the group of the requirements of the Complete College America initiative that is underway. In order for NSU to meet this requirement, we will need to increase the number of students by 1,000 by 2024. We will need 660 more degrees than current numbers. We are measured by IPEDS group. The focus of this plan will be to increase both transfer and freshman numbers. President Turner will provide information to all in the next few days.

Student Success Team executive committee submitted a progress report that included requests to continue moving forward with implementing the common undergraduate learning outcomes proposed through the Degrees of Excellence, adopting the proposed University wide academic advising model called “dual shared”, and prioritizing target group recruitment planning for transfer and first time freshmen. Cabinet endorsed the Student Success Team’s progress report and request to move forward on the Strategic Enrollment Plan.

**Recruitment and Retention:** President Turner handed out copies of the high school enrollment data that was discussed at the previous Executive Council meeting. The information shows that the number of potential students entering college through 2023 will increase over previous years by approximately 5,000. The need to have resources available for recruitment is imperative. Discussions will continue through the months ahead.

**IPEDS Data Feedback Report:** NSU received the 2012 IPEDS report. Copies of the report were provided to Cabinet members and President Turner reviewed the findings.

**Number of NSU Employees:** President Turner led initial discussion regarding 10 year employee data.

**Affirmative Action Law Changes:** Recent changes to Affirmative Action Laws will be in effect as of November 6, 2012 once election results are confirmed. President Turner reminded all to ensure NSU is observing all changes.

**Veteran’s Memorial Discussion:** President Turner discussed the need to have a lasting tribute to remember those who have served and died and to add value in art to the institution. This memorial will honor veterans and provide a place where anyone can come to NSU and remember. All members were in agreement for the memorial. Tim Foutch will develop potential renderings from pictures provided by President Turner.

**Open Pathway Liaison Discussion:** Due to time constraints, this item will be discussed at a later meeting.

The meeting was adjourned at 11:15 a.m.

Respectfully submitted,

Robin Hutchins

### **NSU Facilities Management Project update for week of 11/12/2012**

#### Administration Building Roof Replacement

- . All base level roofing complete
- . Metal gutter, soffit panels, and metal wall panel installation scheduled for completion 11/16/12
- . HVAC control contractor on site completing install of control system
- . Pitch and gravel coating will begin week of 11/19/12. Building occupants will notice a definite odor during this process. This material does not pose a health or safety hazard.

#### UC Market Café Remodel

- . Punch list items under review
- . Initial Health Department inspection complete
- . Soft opening scheduled for 11/26/12

#### Multi Purpose Event Center

- . Steel delivery to begin first of December
- . Parking areas are to sub grade and rock covering installed
- . Storm water management system complete

- . Building dock concrete scheduled to begin week of 11/12/12

#### Library Grant A & F

- . Punch list items being addressed
- . Light switch adds are underway

#### Fitness Center Pool Deck Repair

- . Pool deck install complete
- . Epoxy coated rebar for deck support structure is being installed
- . Deck concrete pour scheduled for 11/14/12

#### Parking Phase 2 and 3

- . Phase 2 (Crafton Street) concrete is complete
- . Light pole installation is complete. TPWA is setting the electrical panel week of 11/12/12
- . Detention pond excavation is underway
- . Phase 3 (North Leoser) excavated area past compaction testing
- . Concrete curb concrete forming delayed until ground is dryer