



**Northwest Leadership Team
Board of Regents Report
December, 2009**

Leadership Team Member: Dr. Bob Boerigter, Director of Athletics

FYI:

- We had over 21,000 hits on our athletics website on November 28th, the day of the Central Washington playoff football game.
- Our annual federal Academic Success Rate and Graduation Rate report was received. Our student-athletes consistently exceeded those of the general student body and the national average. We are preparing a summary report and will forward this upon completion.
- Soccer established a record for wins in a season.
- Volleyball coach has been selected: Jessica Rinehart
- Basketball launched its season and has started its conference schedule.
- Football broke an all-time NCAA DII record by appearing in our 5th straight National Championship game (and 7th overall).

Key Actions Over the Next 30-60 Days:

- Final preparations being made for MIAA bi-annual meeting in Kansas City, Dec. 15 & 16.
- Make determination on institutional voting stance on NCAA proposals for January 13-16 annual convention.



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Leadership Team Member: Orrie Covert, VP of Advancement

FYI:

- **Crowe Wealth Management was selected by the Northwest Foundation as new investment managers.** After narrowing the original pool of 16 firms down to 3 and viewing presentations by the finalists, the Northwest Foundation has selected a new firm to manage and oversee its endowment holdings.
- We are preparing for the compliance audit of the Northwest Foundations' operations. Each of the last three years, Dr. Steve Ludwig, assistant professor of accounting, and two of his master's-level accounting students perform an audit of the Foundations' compliance with donors' instructions and internal policies and procedures.

Key Actions Over the Next 30-60 Days:

- Continued donor and alumni visits introducing President Jasinski and First Lady Denise Jasinski.
- Continuing to lay the groundwork for our upcoming capital campaign, addressing issues of campaign structure, counsel and priorities.



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Leadership Team Member: Dr. Doug Dunham, Interim Provost

FYI:

- *Dr. Alisha Francis, Assistant Professor in Psychology/Sociology/Counseling, has been selected as Director of Freshman Seminar.*
- Deans Charles McAdams and Tom Billesbach recently collaborated with VP for Advancement Orrie Covert to submit two earmark requests to Senator Bond's office. We were informed of these not being funded at this time.
- **Several processes have been revised in the Registrar's Office:**
 - Requests for transcripts now can be submitted online and paid for with a credit card.
 - The Registrar's Office will no longer be printing a course schedule for Fall and Spring trimesters. They will continue to print a schedule for the Summer sessions/trimester.
 - Through a collaborative effort between Enrollment Management/Registrar and Information Systems, we are revising the process for notifying students of their academic standing (i.e., academic probation, academic suspension, or dismissal) at the end of each term. Rather than notifying students via regular mail – which taxes both human and fiscal resources – the new process involves notification via a pop-up window in CatPaws (i.e., Banner) that appears when students "log in" to check their grades or their transcript.
- **The CIE construction budget is under budget, which will allow us to purchase additional equipment for the CIE.**
- Compared to last year, Freshman applications are up 7% (225 students) and acceptances are up 11% (220 students); transfer student applications and acceptances are consistent with last year's numbers.

Key Actions Over the Next 30-60 Days:

- Reorganize the Office of Assessment, Information and Analysis into a more effective Institutional Research component; other organizational effectiveness issues will be addressed as well.



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Leadership Team Member: Dan Edmonds, Interim VP for Finance and Operations

FYI:

- ***Audit report completed (agenda item).***
- ***Proposal to retain auditors (agenda item).***
- Audit dates by MO State Auditor are still to be determined.
- EADA (Equity in Athletics Disclosure Act) report completed and filed.
- CIE additional office completed.
- CIE dock and drive completed.
- Materials Shops Building completed – open house and ribbon cutting on December 7.
- All identified Finance and Operations staff have completed the ICS-100 course. This course covers the Incident Command System, its history, principles and organizational structure, and is administered by FEMA Emergency Management Institute. Staff successfully completing the course are from the following areas: Finance, Payroll, Purchasing, Bursar, Payroll, Mail/Copy Center, and various Environmental Service areas.

Key Actions Over the Next 30-60 Days:

- Completion and filing of radio station audit report with CPB (Corporation for Public Broadcasting) before December 30.
- Final year end closing process for FY 2009 (first time with Banner).
- Surplus property sale scheduled for January 26, with public viewing on January 25.
- Facilities and Environmental Services:
 - CIE addition of lab and offices scheduled to complete February 2010.
 - CIE landscaping plan in progress.
 - Power Plant stack maintenance to begin soon.
 - Gaunt House is nearing completion with work being done to complete upstairs restrooms and finishes.
 - Pedestrian Bicycle Trail project in progress and nearing completion.



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Leadership Team Member: Dr. Jackie Elliott, VP of Student Affairs

FYI:

- Union: Student Union Satisfaction Survey – 1,184 students completed the survey which is 33.8% of the random sample. We were above goal in 5 areas: Union Cleanliness, Bookstore Staff, Union has a Positive Environment; Union is Student Oriented, and Union Staff. We were on goal in two areas: Union is a Source of Entertainment and Dining Services. We were below goal in four areas: Publicizes Union and Promotes Campus, Bookstore Items Variety and Price, Union Enhances Life and Leadership, and Union Food Variety, Quality and Price. We will develop action plans to address on goal and below goal areas.
- **Residential Life: Census Report – up 52 residents from last year.**
- Wellness Center: H1N1 cases have decreased significantly in the past 3 weeks (fewer than 10 the last week of November).

Key Actions Over the Next 30-60 days:

- **Customer Satisfaction Surveys: Currently customer satisfaction surveys being compiled for residential life satisfaction and dining and vending services satisfaction. Results from these two surveys will be shared with the Board within the next 30 days.**
- eText program: An evaluation of eTexts being used in the fall courses is being conducted and results will be evaluated to assist in developing guidelines for course adoption of an etext within the next 30 days.



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Leadership Team Member: Dr. John Jasinski, President

FYI:

- Strategic Planning Leadership Team (SPLT) sub-group work continuing.
- Budget strategies (per October emails/phone calls) continuing; celebration of voluntary contributions to occur at All-Employee January 6 meeting.
- Donor and alumni visits continuing, with events conducted in St. Joseph, Kansas City, Des Moines, and Alabama.
- CIE and other key partner collaborations continuing.
- Board of Regent appointment process nearing completion.
- Commencement ceremonies to include Lowell Kruse as Commencement Speaker (with recognition) and honor 380 graduates.
- Gaunt House move-in projected for next month.

Key Actions Over the Next 30-60 Days:

- Prepare for entry/welcome of two new NLT members.
- Complete NLT performance appraisals.
- Gather information from CBHE/COPHE meeting Dec 9-10; attend continuing department meetings, holiday functions, Healthy Communities meeting, National Baldrige training redesign workshop in January, NCAA national convention in January.
- Follow-up on AQIP Strategy Forum proceedings.
- Plan for opening all-employee meeting in January.
- Work with AASCU's Professional Development Committee (recently named to such).
- Prepare for January Board meeting.
- Continue addressing strategic planning efforts, organizational effectiveness issues, and budget matters.
- Continue to meet with Board members, faculty/staff, students, community leaders, alumni/donors/friends, regional and state leaders, etc.
- Continue attending varying campus and community activities.



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Leadership Team Member: Dr. Jon Rickman, VP of Information Systems

FYI:

- **Installed a 2,350 watt electric solar panel grid-tie system to power the notebook software loading racks and for recharging the electric repair service vehicle.**
- Programmed a self-service transcript printing system, replacing Banner code.
- Installing new battery backup system for the Owens Library Computing Center.
- Installing new 7.5 terabyte energy efficient disk storage system for the Owens Library Computing Center.
- Collecting departmental self audit data forms concerning office data security and privacy.

Key Actions Over the Next 30-60 Days:

- **Consult with individual offices to reduce land line telephone services and costs.**
- Install wireless access points in South Complex over the trimester break.
- Install new virtual servers for degree audit system.
- Evaluate possible cloud computing support system for student email.
- Evaluate Windows 7.
- Design a system to display textbook costs for each class. System is required to be compliant with new federal law. Implementation of design will be in 120-180 days.



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Leadership Team Member: Mary Throener, VP of HR and Organizational Effectiveness

FYI:

- **Recruitment and Employee Retention:** In October and November, there were eight staff positions and no faculty positions posted for hire. There were 56 applications for the staff positions. Northwest has approximately 735 full-time employees.
- **Wellness Initiatives:** The Fitness Center offered Strength Training and Yoga classes to faculty and staff in November and December. Additionally, December webinars include “Thinking of Quitting,” “Healthy Lunches: Eating In or Out,” and “Creating a Wellness Action Plan.”
- **Personal and professional development opportunities** offered in December covered the topics of emergencies and customer service. Spring offerings are available on the website.
- **All insurance open enrollments** concluded December 1. In the health insurance plans, the majority stayed in the base plan offering, while 103 chose the buy-up plan and 65 elected to enroll in the qualified high deductible health plan with an HSA.

Key Actions Over the Next 30-60 days:

- **Continue addressing issues of organizational effectiveness, specifically in redesigning organizational reporting lines and analyzing/changing work flow and effectiveness.**
- **Collect student employment satisfaction surveys and compile with summary information.**