

Cabinet Minutes
Tuesday, April 8, 2014
9:00 a.m.
President's Office Conference Room

Cabinet was called to order by Mr. Koehn at 9:00 a.m.

Members present were: Mr. David Koehn, Dr. Pam Fly, Dr. Laura Boren, Mr. Ben Hardcastle, and Ms. Patti Buhl. Mr. Jon Asbill attended with Patti Buhl

Members absent were: Dr. Steve Turner

Summer Business Hours: Dr. Fly began discussions regarding coverage for summers. All agreed that last summers' coverage worked well. While courses will be held Monday-Thursday as in past semesters, departments will work out coverage Monday-Friday from 8:00-5:00 allowing staff flex time as much as possible. Human Resources will send out email as soon as it is updated.

Holiday Break Schedule: Ms. Buhl handed out a draft holiday schedule for discussion. It was decided to table this discussion until Dr. Turner was present to finalize.

Priority Period Housing: Ms. Buhl updated the group on numbers of students that have finalized housing needs for fall 2014. While numbers are currently down from this same time last year, Housing staff continue efforts to contact students to finalize prior to the end of the semester.

Facilities Update: Mr. Asbill updated the group on current installations of items to specific buildings on campuses. Work will be taking place at the Science Building, Optometry, Seminary Hall, Sinar and Administration Buildings at NSUM.

Policy Changes: Ms. Buhl provided the group updated versions on specific policies for review. The only change in all is to bring them in line with updated discrimination statements to reflect new language. All were in agreement to forward on to President for approval.

Capital Projects Needs Update: Mr. Hardcastle asked the status of the current requests for Capital Projects Committee approval. Mr. Asbill asked for time to review requests and will provide an update at a later meeting. All agreed.

Tulsa Prospective Student Research: Mr. Hardcastle updated the group on work being done on this research project. A Task Force group will be meeting with Schnake, Turnbow, & Frank. More information will be made available as it is developed.

Seminary Hall 125th Anniversary: Mr. Hardcastle informed the group that an advisory group, as well as an internal logistics group, is working on plans for this event. The event will be held on the South lawn of Seminary Hall as well as guided tours of the building. A special web page is being developed to provide information. More information will be made available on this event as it is developed.

Vacation Policy Update: Mr. Koehn began discussions regarding updating/changing the current vacation policy. It was decided to table this discussion until President Turner is in attendance.

Announcements:

The meeting was adjourned at 10:45 a.m.

Respectfully submitted,
Robin Hutchins