

~~Cabinet Minutes~~
Tuesday, April 16, 2013
9:00 a.m.
President's Office Conference Room

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

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

Penny Turner joined the group at 10:30 a.m. during Green & White Weekend discussions

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. President Turner reported that the Library Renovation project as well as the Fitness Center Renovation was approved at the April 12 RUSO Board meeting.

Multi Purpose Event Center

- . Structural steel erection is 95% complete
- . Mezzanine deck concrete pours are 80% complete
- . Precast riser installation complete
- . Roof contractor installing insulation and roof sub layer material
- . Interior wall construction has begun
- . Plumber and Mechanical subcontractors are installing northwest half rough in elements
- . Drywall installation underway
- . Northwest half of building dried in

Fitness Center Renovation

- . Final building revision documents being developed
- . Project construction phase received Board approval at April Board meeting

Low Vision Clinic

- . Project bids have been released and are scheduled for opening mid-May

Wyly Housing Project

- . Project has been placed on hold pending consideration for a concurrent resolution

Green and White Room renovation

- . Structural work to build new entrance is underway
- . Remaining bids have been released and are scheduled for opening mid-May

Occupational Therapy Build Out

- . Architect is developing contract documents
- . Project scope and assessment underway

Library Renovation

- . Project approved at April Board meeting
- . Bids for carpet and roof replacement are under review

Talon Charges: Mr. Koehn began discussions related to current policies regarding Talon charges for students. It has been determined that an increased number of holds being placed on student accounts are due to unpaid Talon charge balances for items not related to books and school supplies. This charge option is intended for students to purchase items needed at the beginning of each semester prior to Financial Aid funds begin dispersed. It has been suggested the Talon charge option be restricted to the purchase of books and supplies only. The group discussed options and trends and all members of Cabinet approved to move forward with restricting Talon charges to the purchase of books and supplies only.

Capital Budget Process: The room discussed the need to create an annual capital budget process. Currently, the process involves the submission of one project at a time. It is being suggested that the Capital budget process be set up on an annual basis. Projects will be based on need and require a budget proposal allowing for the funds to be set up according to reporting guidelines. Approved projects will also require an end-of-the-year process to close the account. Projects under \$25,000 will be pooled into one activity account. Projects between \$25,000 and \$100,000 will have individual budget accounts and be submitted as an informational item to RUSO. Projects \$100,000 and above will require approval, will also have individual accounts, and will be submitted to RUSO according to policy.

Enrollment Update: Dr. Boren reported that weekly enrollment updates will be given soon. The new Advisement Model is in the transitioning stage and progress is being made. Training has begun and questions are being addressed as needed. Dr. Boren has asked for the development of a Memorandum of Understanding (MOU) between advisement and mentoring departments to ensure a positive experience for students. Reports are showing that 42% of students have enrolled for the fall semester. Dr. Boren expressed appreciation for the creative mass campaign of awareness (Carpe-Diem) developed through Communications and Marketing encouraging students to enroll.

Academic Advising Hold Proposal: Dr. Boren proposed a new Academic Advisor Hold be developed in Banner to aid in requiring students to meet with their academic advisor to ensure strategic points are met during their academic career. Discussions regarding current advisor hold took place. Cabinet approved the hold proposal. Dr. Rugg will visit with Deans regarding the Department hold currently in use to determine if it will continue to be needed.

Hosting Blackboard: Dr. Rugg discussed the need to determine whether the Blackboard System would be supported by NSU internally or if it would be better served to be outsourced. At the end of these discussions it was determined that outsourcing would be the best, most cost efficient solution for this support.

Announcements:

Greek Sing was a huge success raising more than \$5,000 for Tahlequah Public Schools.

Upcoming Events:

- NSUM Celebrating 20 Years – April 17
- Green & White Weekend – April 19-20
- Academic Honors Program – April 19
- Athletic Banquet – April 25
- Presidents' Leadership Class (PLC) Dinner – April 30
- Northeastern Student Government Association (NSGA) Banquet – May 1
- Late Night Breakfast (for students) – May 6

Commencement:

- Friday, May 10 - 6:00 p.m. - College of Education - Regent Ogden will attend
- Saturday, May 11 – Jack Dobbins Field House
 - 8:45 a.m.-College of Science & Health Professions and Oklahoma College of Optometry
 - 11:30 a.m.-College of Liberal Arts
 - 2:15 a.m.-College of Business & Technology - Muscogee Creek Nation, Chief George Tiger, will be the guest speaker.
- Monday, May 13 – 7:00 p.m. - Broken Arrow (all Colleges) – Oral Roberts University Mabee Center – Regents Gordon and Dunn will attend.

No Cabinet meeting on April 22th due to absence of majority of Cabinet members. Next meeting will include Executive Council on April 30, 2013.

The meeting was adjourned at 12:10 p.m.

Respectfully submitted,

