

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

Cabinet was called to order by Provost Rugg at 9:00 a.m.

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

Members absent were: Dr. Steve Turner

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

Multi Purpose Event Center

- . Exterior brick complete on east face of building
- . Restroom tile install ongoing
- . Paint and ceiling grid ongoing in Athletic office area
- . All restroom fixtures have been delivered to the distributor, available for site delivery as needed
- . Community building footings complete
- . Glass framing is underway at main entry
- . Slab pour for Community building scheduled for week of 07/15/13

Fitness Center Renovation

- . Final building design established
- . Civil package bids being developed
- . NOPFA installing gas line on west side of building

Low Vision Clinic

- . Finalizing building permit documentation
- . Demolition phase scheduled to begin week of 7/15/13

Green and White Room renovation

- . Interior paint underway, ceiling grid and trim to follow

Occupational Therapy Build Out

- . Design documents scheduled for completion 08/02/13
- . Bids scheduled for release mid August

Library Shell Renovation

- . Roof material on site
- . Roof work scheduled to begin week of 7/15/13
- . Working with departments regarding relocation of equipment and furnishings
- . Flooring materials scheduled for shipment 08/02/13

Special Services Remodel

- . Roof construction scheduled to begin week of 7/15/13
- . Magnum Construction is apparent low bidder for restrooms, windows and paint, bid response review underway

Summer Bathroom Remodels

- . Administration bathroom remodel work scheduled to begin the week of July 22
- . Bid packages for Haskell Hall scheduled for release July 25

Willis Parking Lot

- . Engineering services under review
- . Bid documents being developed

Enrollment Update: Dr. Laura Boren reported that efforts continue to increase enrollment numbers. Cabinet members discussed the need to pull together a marketing campaign to help push enrollment. Enrollment Management staff will reach out to Smart Choice schools for contacting perspective students.

Announcements:

Follow-Up to Disney: Cabinet members discussed the need to follow-up with staff regarding the Disney Staff Development Training. Discussions will continue when all cabinet members are present.

The meeting was adjourned at 10:30 a.m.

Respectfully submitted,
Robin Hutchins