

**Cabinet Minutes**  
**Tuesday, July 9, 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. Bill Rugg, Mr. Tim Foutch, Dr. Steve Turner, Mr. Ben Hardcastle, and Dr. Laura Boren

Members absent were: Mr. David Koehn

**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

- . Drywall install and mud/tape ongoing
- . Locker room wall tile install ongoing
- . Metal soffit panels install ongoing
- . Beginning transition from rough in MEP to finish phase
- . 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 07/12/13

Fitness Center Renovation

- . Final building design established
- . Civil package bids being developed

Low Vision Clinic

- . Request for building permit has been submitted
- . Demolition phase scheduled to begin 7/15/13

Green and White Room renovation

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

Occupational Therapy Build Out

- . Construction documents scheduled for completion 07/12/13
- . Bids scheduled for release early August

Library Shell Renovation

- . Roof material on site
- . Roof work scheduled to begin 7/12/13
- . Working with departments regarding relocation of equipment and furnishings
- . Flooring materials scheduled for shipment 08/15/13

Special Services Remodel

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

Summer Bathroom Remodels

- . Magnum Construction is apparent low bidder for Admin Bldg first floor restroom remodel, bid response review underway

- . Bid packages for Haskell Hall and Library fixtures near completion

Willis Parking Lot

- . Project approved by RUSO Regents at June 21st Board meeting

- . Engineering services under review

- . Bid documents being developed

Outside Lighting

- . Phase 1 of project is now complete. All lights currently in working condition

- . Phase 2 will include assessing dark areas

**Enrollment Update:** Dr. Laura Boren reported that efforts continue to increase enrollment numbers. A total of 2,321 post cards were mailed to current students encouraging them to enroll. University Advisors are working with students to increase the number of declared majors. Current numbers indicate that the number of new students may reach 1,598. There is a 300 person gap between the number of enrolled students and those that have applied for financial aid. Data will continue to be collected to see where the needs are. Currently we are at 75% of our goal of 100,000 for the number of credit hours produced.

**University Committees:** Dr. Boren discussed the need to create a process/procedure to sunset and/or add university committees. All members of Cabinet agreed and Dr. Boren will develop a proposal for future discussions.

**Information Sheets for Next Legislative Session:** Mr. Hardcastle reported that Communications and Marketing is developing NSU information sheets tailored to each legislative area that will contain specific marketing information about that area as well as generic information. These information sheets will build value for NSU within each area.

**D23 Addenda:** Cabinet is in the final stages for production of the D23 document. Once this document is complete it will be printed and placed on the website.

**Event Center PR Needs:** Cabinet discussed needs for promotion of the Event Center. A committee will be formed to create a plan to ensure adequate information is distributed at the right time. The committee will focus on a ribbon cutting ceremony and a scheduling structure.

**EDC Appointment:** Mr. Hardcastle discussed the need to update NSU's representation within OSRHE's Economic Development Committee. A letter will be forwarded to Chancellor Johnson to appoint Mr. Hardcastle as NSU's representative beginning July 1, 2013.

**Fall Opening Meeting Agenda Items:** President Turner discussed agenda needs for the Fall Opening meeting to be held Wednesday, August 14, 2013. Cabinet members discussed topics to be addressed and will submit specific information to begin set up of this event.

**Announcements:**

President Turner reported to the group of his recent tuition and mandatory fees meeting at OSRHE. Fiscal Year 2014 Undergraduate Resident Tuition and Mandatory Fees as well as Comparison with Legislative Limits documents were reviewed. NSU had the lowest percentage of increase in tuition rates of the Regional Universities. NSU was commended for its hard work and future planning efforts.

President Turner reported that the July RUSO Board meeting will be held on the Tahlequah campus July 25-26, 2013.

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

Respectfully submitted,  
Robin Hutchins