

Cabinet Minutes
Tuesday, June 18, 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, Mr. Ben Hardcastle, Mr. David Koehn, and
Dr. Laura Boren

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.

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 underway

Fitness Center Renovation

- . Continuing final building design refinement

Low Vision Clinic

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

Green and White Room renovation

- . Drywall ongoing
- . Main entry door installed

Occupational Therapy Build Out

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

Library Shell Renovation

- . Roof material scheduled for delivery 7/03/15
- . Roof work scheduled to begin 7/08/13
- . Working with departments regarding relocation of equipment and furnishings
- . Flooring materials scheduled for shipment 7/15/13

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

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

Video Equipment (Football/Basketball) Discussions – Mr. Hardcastle updated Cabinet members on equipment and departmental coordination efforts to ensure adequate video coverage of future football and basketball games. At the conclusion of discussions, President Turner asked Mr. Hardcastle to work with Athletics to provide a proposal of needs. Discussions will continue when the proposal is finalized.

Need for a Culture of Proper Purchasing and Vendor Payment Processes - Mr. Koehn discussed the need to enhance the culture of proper purchasing/vendor payment processes across campuses. Business Affairs will continue to work with departments to ensure adequate training on proper processes to create and model an adequate process.

Enrollment Discussions: Dr. Boren reported that enrollment summaries are indicating slight increases in enrollment numbers. To date, we are at 70% of our credit hour production goal of 100,000. Data will continue to be collected to determine current students not enrolled. Enrollment Management staff will continue to work with colleges in efforts to contact students encouraging them to get enrolled.

OSRHE Top 5 Programs, Events or Initiatives – June 2013 – Cabinet discussed programs, events or initiatives to be included in the June 2013 report to OSRHE. The items to be included are: Executive Director of International Programs named, Dr. Tiffany Maher Services, Event Center Update, NSU student finishes near the top at Miss Oklahoma Pageant, Dr. Wang's research at NSUBA has global potential. The report will be reported to OSRHE when finalized.

Draft Performance Appraisal Form – President Turner reviewed a draft version of Form B of the Performance Appraisal forms. This format is intended to be utilized for non-exempt positions. He explained the uses of this form and asked that all Cabinet members review and provide feedback.

Strategic Planning Committee (Cont'd Membership Discussions) – Discussions continue on the development of the next Strategic Plan. Cabinet members have been asked to provide names to be included in the committee structure. Information will be made available as this committee is finalized.

Announcements:

Mr. Foutch reminded the group that the Master Plan consultants will be on campus June 25-26th. There will be open house meetings conducted on each campus during this visit. Information will be made available on the Master Plan website.

President Turner announced that plans are underway for the RUSO Board meeting to be held at NSU on the Tahlequah campus Thursday and Friday, July 25-26th, 2013. The Regents will hold a Retreat on Thursday and Committee meetings will be conducted on Friday.

President Turner reminded the group of the work being done to plan for the Disney Institute, staff professional development training day. This event will be held in the University Center, Herb Rozell Ballroom on Friday, July 12, 2013. All staff are encouraged to attend. All campuses will be closed to allow staff to be in attendance. Departments will soon be asked to submit lists of staff planning to attend this event.

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

Respectfully submitted,
Robin Hutchins