

Cabinet Minutes
Tuesday, November 26, 2013
9:00 a.m.
President's Office – Conference Room

Meeting was called to order by President Turner at 9:05 a.m.

Members present were: Dr. Steve Turner, Dr. Pam Fly, Mr. Ben Hardcastle, Mr. David Koehn, Mr. Jon Asbill, Ms. Patti Buhl & Mr. Jason Junkens

Members not present were: Dr. Laura Boren and Mr. Tim Foutch

Campus Safety Preparedness Update: Patti Buhl & Jason Junkens presented information regarding NSU's Emergency Management. They informed that all Cabinet members need to complete the ICS402 shortly after commencement and get their certificate to Mr. Junkens. It was determined that Cabinet will complete the necessary courses instead of the regular cabinet meeting on 12/17 in A110. NSU NIMS compliant. The EOP plan will be filed with each campus community upon completion.

Capital Project Update: John Asbill updated on behalf of Tim Foutch.

Multi Purpose Event Center

- Community Center-Building rough in complete
- Window install underway
- Interior walls complete, gyp assembly underway
- Brick Masons complete

Fitness Center Renovation

- Received bids for site work and demolition 11/21/13
- Reviewing low bidders' scope and references

Low Vision clinic

- Elevator walls framing inspection passed 11/18/2013
- Plumbers and electricians rough in complete
- Millwork delivering 11/27/2013
- Construction phase scheduled for completion 12/10/2013

Occupational Therapy Build Out

- Project on schedule
- Epoxy floors complete
- Anatomical Board inspection scheduled for the week of 12/09/2013

Library Shell Renovation

- Roof tear off/replacement continuing
- Soffit and fascia replacement continuing

Special Services Remodel

- Window install scheduled to begin 12/16/2013
- Exterior paint will be done by NSU personnel, schedule being determined

Summer Bathroom Remodels

- Haskell Hall bathroom complete
- Administration bathroom to be complete by end of business 11/26/2013

Willis Parking Lot

- Low bidders was Williams Contracting – (\$794, 000)

- Will likely close the parking lot 12/6/2013

OSRHE Econ. Development Counsel Reporting Template: Ben Hardcastle shared the report with the group.

NSU Media Policy and PR Crisis Management Guidelines & Practices:

Ben Hardcastle requested this be moved for approval. Approved by Cabinet.

501(c)(3) status for Center for Regional and International Partnerships, and future need for foundation status: David Koehn requested the group wait until Tim Foutch and Laura Boren were present to discuss this.

FY14 Accounts Payable Statistics: David Koehn reported on first quarter statistics concerning vendor payments. While we are doing a good job of getting vendors paid in a timely manner, we are still experiencing payment delays due to proper encumbrances not being done in many instances. The Cabinet was reminded that university policy and state law require budget to be encumbered prior to making purchases or other commitments, and encouraged everyone to make this a topic of emphasis within their divisions. Proper encumbrance process will not only improve budget and fiscal management of resources, but will improve vendor payment times, and ensure we are getting the best pricing in the future.

Holiday Schedule: Dr. Turner asked all present to share their personal Thanksgiving schedule so all would know who is available. Communications can be made via cell phone if needed.

Commencement Update: Updates were given by Dr. Turner regarding the walk throughs for Commencement. Jon Asbill will work with Tony Duckworth to ensure student athletes are not interrupted. The dignitary walk through will be December 13 at 10am -12pm.

Dr. Turner asked that we consider a rotation schedule within the Colleges so that all get an opportunity to use the AM time frame. Pam Fly informed that the larger group usually is scheduled to take the last time frame due to the time it takes for hooding. It was determined this subject would be revisited after Commencement. Jon Asbill informed the stage will be set up the week before commencement in the parking lot by the practice dome so that any changes needed can be found early.

Football Coach Search: Tony Duckworth is creating an advisory group to begin the process.

Announcements:

- RUSO Evaluation closes today
- Next Tuesday will be the Lights On Seminary Hall event
- December 5 will be the University Open House event from 2pm-4pm, Community event 5pm-7pm.
- Tuesday, December 17 will be the Cabinet dinner , with spouses, at the President's home.
- The Emerald Ball is on December 14th.
- We will close campus for Christmas Holidays on December 20, 2013 and reopen January 2, 2014.

Respectively Submitted,
Julienne Mann-Stocks