

Cabinet Minutes
Tuesday, October 15, 2013
9:00 a.m.
President's Office Conference Room

Cabinet was called to order by President Turner at 9:00 a.m. He welcomed the group and commented on the recognition event held on the BA campus for Dr. Allyson Watson who was recently named the Eddings Endowed Chair.

Members present were: Dr. Steve Turner, Dr. Pam Fly, Mr. Tim Foutch, Dr. Laura Boren, Mr. David Koehn, and Mr. Ben Hardcastle

Members absent were: None

Special Services Building Furniture Purchase: Dr. Pam Fly updated the group on the furniture request for the Special Services Building. After a detailed discussion it was determined that additional pricing will be needed before the approval can be finalized. Dr. Fly will continue to work with the appropriate staff to obtain needed information and report back to Cabinet for final funding approval.

Spring 2014 Opening Meeting: The group discussed the need to hold an opening meeting at the beginning of the spring 2014 semester. It was determined that Dr. Fly and Dr. Boren will assess the need for an all faculty/staff meeting vs. an all faculty only meeting. They will report back at the next meeting. The group will make a final decision based on information gathered.

Certificates & Complete College America: Dr. Pam Fly reported requirements regarding the completion of certificate programs at NSU. President Turner reviewed the goals of Complete College America and how Certificates are counted toward graduation rates. Mr. Koehn asked for information regarding costs associated with offering these programs. Dr. Fly reported that there are some upfront costs associated with them but that current courses will be utilized for completion of any Certificate program being considered. Discussions will continue if programs are developed.

International Student Scholarships: Dr. Pam Fly inquired about scholarship funding for International students. Dr. Boren explained that there are no specific funds set up for scholarships. President Turner and Mr. Koehn explained how the funding scenario of the tuition waiver program works. President Turner also reported that the new ESL program is designed to generate revenue and the outlook for the program is good. NSU has a new agreement with CIBT that will increase the number of Chinese students enrolled over the next five years.

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

Multi Purpose Event Center

- . Sidewalk pours complete
- . Floor paint scheduled for completion 10/16/13
- . Sod install complete on south half of site, remaining sod installed as weather permits
- . All lockers installed
- . Carpet install is 95% complete
- . Furniture delivery to begin 10/21/13
- . Certificate of Occupancy anticipated October 23
- . Tahlequah City is collecting possible naming for the community portion of the building
- . Grand Opening/Ribbon Cutting scheduled for November 16, 2013 at 5:45 p.m.

Fitness Center Renovation

- . Initial bid packages scheduled for release 10/21/13
- . No concerns at this time on completing the renovation as scheduled in August 2014

Low Vision Clinic

- . Paint is 60% complete
- . Due to grade beam location, elevator redesign is underway

Occupational Therapy Build Out

- . Demolition and rough in framing to be complete 10/18/13
- . MEP rough in to be complete 10/18/13
- . Gyp assembly to begin 10/21/13

Library Shell Renovation

- . Roof tear off/replacement continuing
- . Carpet install complete
- . Soffit and fascia metal crew working on west and south sides of building

Special Services Remodel

- . HVAC equipment install complete
- . Interior paint continuing
- . Fixture and partition install scheduled for week of 10/14/13
- . Window delivery scheduled for delivery week of 10/14/13
- . VCT install underway

Summer Bathroom Remodels

- . Administration bathroom gyp assembly and tile work continuing
- . Haskell Hall bathroom flooring, paint and ceiling grid to begin 10/14/13

Willis Parking Lot

- . Bid documents being developed
- . Terracon to begin core drilling and subsurface investigation as weather permits
- . Expected close date for renovation is November 4, 2013 to begin demolition

Baseball Field

- . Currently working on irrigation system
- . Construction of Press Box is underway

Student Health Center Building

- . The building has been sold and currently working on coordination of move

Department Capital Budgeting Process: Mr. Tim Foutch handed out the approved policy document and reported current efforts by Facilities Management to work with departments on needs. He requested permission to move forward with efforts. Cabinet approved to move forward with additional department meetings to facilitate work and timelines.

FERPA: Dr. Laura Boren announced plans for additional training on FERPA laws and regulations to help front line staff better understand and facilitate needs. Training dates are planned for October 31 and November 1, 2013. Also, the Human Resources Department is working on outreach training to cover "how to handle difficult calls/people. Handout cards are being developed on behavior intervention as well as additional resources will be made available. More detailed information on these efforts will be distributed when finalized.

November RUSO Board Items: President Turner relayed information on the items being submitted and asked Cabinet to evaluate for any additional items. Complete documentation is due to RUSO office on Friday, October 18th.

Brown Bag Luncheons: President Turner invited all Cabinet members to attend the luncheons. Communications and Marketing staff is working on visual aids regarding D23 and Enrollment Trend information that will be discussed. All events will be held between 12:00-1:00 p.m. The dates and locations are: Tahlequah campus-Thursday, October 24th in the University Center-Ballroom Lounge; Broken Arrow campus-Wednesday, October 30th in the Administrative Services Building-Annex; and Muskogee campus-Thursday, October 31st in the Administration Building-Sunroom.

Homecoming Review: President Turner reported to the group that turnout for events was very impressive as most of the events were at capacity. He commented on the Music Festival event and that all marketing materials were great. He asked members to commend the work of their staff on a very successful week.

The meeting was adjourned at 11:30 a.m.

Respectfully submitted,
Robin Hutchins