

**Cabinet Minutes**  
**Tuesday, September 17, 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. Pam Fly, Mr. Tim Foutch, Dr. Laura Boren, Mr. David Koehn, and Mr. Ben Hardcastle

Members absent were: None

**RUSO Trend Data:** President Turner discussed university trend data that indicates NSU stats related to enrollment, retention, credit hours, and graduation rates over the past several years. The group discussed trends and what goals are needed for the future.

**Complete College America Goals:** President Turner discussed chart data that reflects 2012-13 RUSO CCA Goals. The chart revealed 2010-11, 2011-12 figures as well as 2012-13 expected figures. NSU is reported to be at 1,300 (estimated) graduates at the end of 2013-2014. Members discussed ways in which to increase rates. Any legitimate proposal will be considered.

**Strategic Planning Committee:** The group discussed the number of proposed committee members. Dr. Boren and Mr. Foutch explained past practices. Discussions will continue in the near future. Once finalized, those selected will be notified.

**Rotary Auction Costs Estimate:** Mr. Hardcastle brought forward a cost estimate based on market for discussion regarding the Rotary Auction to be held on the Tahlequah campus in April 2014. Mr. Foutch suggested he get with Auxiliary Services and review already established typical charges in order to be consistent with current pricing.

**NSUok.edu Re-Master:** Mr. Hardcastle brought forward a request to postpone the 2013 website redesign and update. While the re-master was planned for 2013, Communications and Marketing is currently short staffed and has requested to bid the work to an outside vendor. If approved, the work should be completed by fall 2014.

**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

- . Plumbing fixtures being installed
- . Grand stair case install complete
- . All Community building steel is complete, metal studs underway
- . Telescopic seating install underway
- . Wood floor install in progress
- . Carpet install underway
- . Wood lockers scheduled for delivery week of 09/16/13
- . Quarry tile install in concession areas underway

Fitness Center Renovation

- . Final building design established
- . Civil package bids being developed
- . NOPFA gas line install complete

Low Vision Clinic

- . New wall layout in progress
- . MEP penetrations underway
- . Working with faculty/staff to determine best available times to continue saw cutting
- . Submittals for finishes being reviewed

#### Green and White Room renovation

- . Final signage to be complete 09/17/13

#### Occupational Therapy Build Out

- . Sunrise Construction has been awarded contract
- . Startup meeting scheduled for 09/19/13

#### Library Shell Renovation

- . Roof tear off/replacement continuing
- . Working with departments regarding relocation of equipment and furnishings
- . Carpet install scheduled for completion 10/09/13
- . Vinyl plank install complete

#### Special Services Remodel

- . Roof replacement complete
- . HVAC equipment install ongoing
- . Interior paint continuing
- . Restroom remodel underway

#### Summer Bathroom Remodels

- . Administration bathroom gyp assembly underway
- . Akia Construction awarded contract for Haskell Hall bathroom remodel
- . Kick off meeting scheduled for 09/20/13

#### Willis Parking Lot

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

**Policy Committee Proposals:** Dr. Boren brought forward two policy change proposals. These changes included Major Declarations and Advising Checkpoint Holds. Cabinet members discussed the changes and agreed to move forward and receive approval from President Turner.

#### **Announcements:**

The meeting was adjourned at 11:00 a.m.

Respectfully submitted,  
Robin Hutchins