

Cabinet Minutes
Tuesday, March 5, 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. William Rugg, Mr. Tim Foutch, Dr. Laura Boren, Mr. David Koehn, and Mr. Jerry Cook

Members not present 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

- . Steel erection continuing and progressing as scheduled
- . Metal stud contractor progressing South along west exterior wall
- . Roof and mezzanine deck installation underway
- . Precast delivery to begin 03/06/13
- . Plumber and Mechanical subcontractors have arrived onsite and are working on the underneath side of the mezzanine deck
- . Electric to job site anticipated 03/06/13

Fitness Center Renovation

- . Programming phase complete
- . Final building revision documents and budget projection being developed

Low Vision Clinic

- . Project bids scheduled to be released by March 2013
- . Awaiting final design for exterior elevator option

Wyly Housing Project

- . Final Programming and Design review underway
- . Continuing discussions regarding project funding

Green and White Room renovation

- . Final color scheme approved by Alumni staff 02/22/13
- . Structural bid documents released
- . Structural pricing anticipated 03/07/13
- . General bid documents 80% complete

Occupational Therapy Build Out

- . Architect is developing contract documents
- . Project scope and assessment underway

Master Plan Ideas Inventory: Mr. Foutch provided Cabinet members with a list of suggested items for inclusion in the Master Plan provided by SmithGroupJJR from their Alternatives Phase – Ideas Inventory. The ideas listed are intended to serve as a starting point for discussion and development of alternatives. It was noted that this summary does not reflect campus space needs. Members were asked to review the list and give feedback on any suggestions. More information will be made available as this plan develops.

Faculty Recognition Brick Relocation: Mr. Foutch reported to Cabinet communications he has had with Faculty Council members regarding the relocation of the Faculty Recognition Bricks. These bricks have been stored since the completion of the Centennial Plaza a few years ago. Location options are being discussed. Once a location has been approved concept design work will begin.

Expenditure Control Discussion: Mr. Koehn informed Cabinet members that FY14 budget projections are being finalized and the current budget is balanced and in check. By taking projections on enrollment decline with no growth the need to be conservative on current spending is warranted. Members were in agreement and agreed that careful thoughtful planning will drive budget discussions in the coming few months to prepare for next fiscal year.

Summer Hours Communication: Mr. Koehn informed the group that his office is receiving questions regarding hours of operation during the summer. The group discussed our service commitment to students and community during the entire year. It was agreed that there is a need for every office to be covered five days per week throughout the year and summer is no exception. Summer hours allow for flex schedules offering employees opportunity for a four day work week if possible. Hours of operation will remain 8:00 a.m.-5:00 p.m. Monday through Friday. Supervisors will work with staff to arrange for flexible schedules during the Summer time frame as described in the notice recently received from Human Resources.

International/ESL: Cabinet is currently in discussions regarding future programming of the ESL program. Provost Rugg has proposed that this program be run through Continuing Education based on its non-degree earning status. Provost Rugg and Mr. Koehn will have future discussions regarding budgeting for this program. More information will be made available as discussions continue.

D23 Update: Dr. Boren provided appendixes to Cabinet members for their input and review. Work will continue on summary draft in next few weeks.

Enrollment Messages: Dr. Boren discussed the need for messaging to go out regarding enrollment dates for students. Mr. Cook will work with Enrollment Management to notify students in next few days. Provost Rugg will work with Deans regarding the need for faculty to notify students of the need to get enrolled. Dr. Boren reported that Enrollment Management will work with Business Affairs on notifying students regarding the need to take care of holds to allow for enrollment. President Turner emphasized the need to communicate “degree completion” as much as possible when talking with students.

Electronic Health Records: Dr. Boren presented data to Cabinet regarding the purchase of a new software package to manage student health records. The name of the requested system is Point and Click. The purchase of this system was approved with the need for future budget discussions regarding associated annual costs.

MIAA Conference Transportation: Cabinet discussed the upcoming Conference Championships in Kansas City, MO. Student Affairs is working on possible transportation for students.

Legislative Update: President Turner updated the group on recent legislative items being acted upon. Those mentioned related to Higher Education such as Campus Safety, Carrying Firearms, Oklahoma Promise, and Master Lease-Housing.

Announcements:

Provost Rugg will be in China between March 7 and March 27

HLC Conference will be held in Chicago between April 5 and April 9

Northeastern State University has been named to the 2013 President’s Higher Education Community Service Honor Roll with Distinction by the Corporation for National and Community Service. This announcement was made on March 4 at the American Council on Education annual conference in Washington, DC. The Honor Roll recognizes higher education institutions that reflect the values of exemplary community service and achieve meaningful outcomes in their communities. This selection is recognition from the highest levels of the federal government regarding commitment to service and civic engagement on campuses and in the nation.

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

Respectfully submitted,
Robin Hutchins