

Cabinet Minutes
Wednesday, August 13, 2013
9:30 a.m.
President's Office-Conference Room

Meeting was called to order by President Turner at 9:45 a.m.

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

Members not present were: none

Dr. Turner gave an update on his recent meeting with Tulsa Regional Chamber regarding the NCTQ report and how it was represented in the Tulsa World.

Student Advisement Campaign: Ben Hardcastle will work with Jerrid Freeman and the Associate Deans regarding SAC. Laura Boren suggested both she and William Rugg meet with Mr. Hardcastle prior to this meeting to discuss the philosophy of SAC.

Special Services Request: Bill Rugg will work with Special Services to design a plan/proposal for furniture replacement to complete the remodel of the Special Services Building.

Committee Proposal: Laura Boren brought forth a request to form a new Standing University Advising Committee. The purpose of the committee is to ensure the Duel-Shared Advising model (NACADA, 2012) is carried out at each of the advising centers on the Tahlequah, Broken Arrow, and Muskogee campuses. It would also ensure that all iterative processes (e.g., communication, manuals, training, etc.) are updated and accurate each year and that the best interests of students are at the forefront of all decisions and daily operations. Discussion also covered committee members, chair and how often the committee should meet. Dr. Boren will act as the representative of the Advising Committee for the cabinet.
Standing university Advising Committee was approved by all.

Enrollment Update: We have had a slight drop in enrollment; however, this is the final week of processing financial aid appeals, so this number could change quickly. The fall 2012 freshman cohort group retention rate is up 3% from the year before. There was a discussion on changing the way enrollment data is run and who has access to it. Dr. Turner encouraged a pre-enrollment push by all.

Bath House: After a lengthy discussion regarding moving either CTL or Student Financial Aid into the Bath House, a decision was made to request Student Financial Aid to develop a detailed plan for the move. Final decision will be made, pending this request.

NSU Facilities Management Project update for week of 08/12/2013

Multi-Purpose Event Center

- . Video boards are hung in place above arena floor
- . Rejected interior metal panel, manufacturer to make recommendations
- . Plumbing fixtures being installed
- . Stairs scheduled for completion 08/16/13
- . All Community building steel is complete

- . A/V and electrical lighting underway in arena area
- . Glass installation 95% complete
- . Wood floor scheduled for delivery 08/19/13

Fitness Center Renovation

- . Final building design established
- . Civil package bids being developed
- . NOPFA installing gas line on west side of building

Low Vision Clinic

- . New wall layout in progress
- . MEP penetrations underway

Green and White Room renovation

- . Carpenters are setting vanities and building millwork
- . Plumbing fixtures scheduled for install 08/12/13

Occupational Therapy Build Out

- . Pre bid meeting scheduled for 08/27/13
- . Bids scheduled for opening 09/03/13

Library Shell Renovation

- . Roof tear off/replacement underway
- . Working with departments regarding relocation of equipment and furnishings
- . Carpet installation in progress on 2nd and 3rd floors

Special Services Remodel

- . Roof tear off/replacement underway
- . HVAC equipment scheduled to arrive 08/16/13
- . General interior remodel underway, paint scheduled for completion by 08/19/13

Summer Bathroom Remodels

- . Administration bathroom demolition underway
- . Bid packages for Haskell Hall close 08/20/13

Willis Parking Lot

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

Tim Foutch informed the group there will be a Cabinet member conference call with the Master Planning Consultants during the August 27 meeting.

The Jack Dobbins Field House will be used to help support intramurals and student activities and events during the Fitness Center remodeling.

Respectively submitted,
Julienne Mann