

Cabinet Minutes
Tuesday, December 18, 2012
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. Jerry Cook, and Mr. David Koehn

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.

Administration Building Roof Replacement

- . Pitch and gravel coating application is progressing.
- . Project scheduled for completion 12/21/12

UC Market Café Remodel

- . Floor covering installation in the main dining area is underway.
- . Scheduled for completion before start of Spring semester.

Multi Purpose Event Center

- . Steel delivery scheduled to begin 01/07/13
- . Building dock concrete walls complete
- . Parking area curb and gutter radius pours underway
- . Generator delivered 12/17/12

Fitness Center Pool Deck Repair

- . Drain pipe install underway
- . Pool opening evaluation in progress

Parking Phase 2 and 3

- . Phase 3 (North Leoser) Flat concrete pours complete
- . Light poles scheduled for install 12/21/12

Low Vision Clinic

- . Programming and specification development in final phases
- . Project bids scheduled to be released by March 2013

Food Service Review: Mr. Foutch informed the group that a review of needs and uses of food service has been taking place between Sodexo, Operations Management and student groups. Food venues are analyzed routinely for the best possible offerings. A decision regarding the closing of the Taco Shack was discussed. Cabinet approved to move forward with the closing. Discussions on use of this space will be taking place in the near future.

Small Project Renovation Request Form/Process: Mr. Foutch reminded the group of the importance of following the small project process for renovations. It is imperative that the proper form be routed and the entire process followed in order for projects to be planned and scheduled. Procedures and forms can be obtained through the Facilities Management Director's Office.

Campus Master Plan Update: Mr. Foutch informed the group that the next scheduled visit for the Campus Master Plan consultants will be January 22-24, 2013. A tentative agenda was distributed and meetings will be planned soon. This visit is expected to be very informative as a tremendous amount of information has been made available to the consultants. Information will be made available as plans are finalized. The website will be available after the first of the year.

Timely Submission of Travel Claims: Mr. Koehn asked members to remind their areas of the need to follow established policy when filing for travel reimbursements. According to current policy, travelers must submit a completed claim to the Travel Office within 30 days of their return. The Business Office will process the claim within 10 days. Travelers may contact Business Affairs for questions and process guidelines.

Data Analytics: Mr. Koehn brought forward an initial discussion on the need to move past the basic Banner implementation and begin to focus on data analytics. The Cabinet discussed the need to enhance the reporting tools and staff training in this area, so that we can strengthen our ability to use data in our day-to-day decision making processes.

Spring Opening Meeting: Dr. Rugg reviewed plans for the spring opening meeting and asked for input from other members in order to finalize the agenda.

New Computer Software Installation: Dr. Rugg informed the group of the need to discuss the current software installation requirements for the new computers being delivered throughout campus. Mr. Koehn confirmed and announced to the group of the work being done by IT to eliminate this situation. If the user is experiencing difficulties, a work order can be submitted and IT will facilitate a fix until this situation is eliminated.

Art Annex Mural: Dr. Rugg informed the group of a project request for a mural to be placed in the Art Annex. Faculty members have requested to utilize students for painting the mural. After discussion, it was determined that a rendering and a release of rights must be submitted prior to approval of the project. If approved, Mr. Foutch requested that university staff paint the walls in preparation for the mural.

Cabinet Retreat: Dr. Turner reminded the group of the Retreat dates scheduled for February 13-15, 2013. Topics including Strategic Plan, Campus Master Plan, Finance Plan, Enrollment Management and other related topics will be addressed. Key stakeholders may be asked to attend the Thursday format if determined necessary by the Vice President for that area.

Announcements:

Mr. Cook reported that the Late Night Breakfast was a huge success. It was estimated that 700+ students were served.

Dr. Rugg reminded the group that Mr. David An with CIBT is visiting NSU on January 3-4, 2013.

Dr. Turner relayed to the group that remarks in an Opinion piece of the Tulsa World were very positive regarding the Campus Mater Plan.

Peggy Glen will work with College area leaders to set up meetings to discuss future campaigns and fundraising initiatives in the near future.

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

Respectfully submitted,

Robin Hutchins