

Cabinet Minutes
Tuesday, February 5, 2013
9:00 a.m.
President's Office – Conference Room

Cabinet was called to order by Provost Rugg at 9:00 a.m.

Members present were: Dr. William Rugg, Mr. Tim Foutch, Dr. Laura Boren, Mr. Jerry Cook, and Mr. David Koehn,

Members not present were: Dr. Steve Turner

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

- . After the last rain, leaks were found in two locations. These leaks were investigated and determined to be HVAC equipment related. The HVAC technician will address these issues 02/05/13.

UC Market Café Remodel

- . Punch list roof work underway. Scheduled for completion 02/05/13

Multi Purpose Event Center

- . Steel erection continuing and progressing as scheduled
- . Electric transformer to be delivered 02/08/13. This will establish temporary power to site for construction purposes.
- . Metal/Drywall contractor will be onsite 02/06/13 to begin preliminary installation

Fitness Center Renovation

- . Programming phase is 98% complete
- . Final building revision and budget projection being developed

Low Vision Clinic

- . Project bids scheduled to be released by March 2013

Wyly Housing Project

- . Final Programming and Design review underway

Green and White Room renovation

- . Programming and design meetings complete
- . Structural bid documents complete
- . Bid documents in development phase

Proposed Policy on CEU's: Provost Rugg provided Cabinet members a proposal allowing CEU's (Continuing Education Units) to be offered through Continuing Education. Programs offering certificates for continuing education credit could benefit through this offering. Cabinet members were agreeable to move forward with proposal. Provost Rugg will continue to keep members informed of progress. Information will be made available as progress on policies for the program is finalized.

Mandatory Fee Discussion: Provost Rugg began discussions on the timing of mandatory fee proposals. Mr. Koehn explained that the process is ongoing between Vice President's and constituent groups throughout the year. Needs should be prioritized based on programs. Discussions will take place finalizing needs between April and June of each year.

Inventory Process: Mr. Koehn informed the group of the need to complete a comprehensive asset inventory review to locate items that have not been located in past inventory audits. We are currently in the third year of the inventory audit process. Business Affairs staff will work with departments to make every attempt to locate all missing items.

Announcements:

None

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

Respectfully submitted,

Robin Hutchins