

**Cabinet Minutes**  
**Tuesday, November 20, 2012**  
**9:00 a.m.**  
**President's Office-Conference Room**

Presidents Cabinet was called to order by President Turner at 9:00 a.m.

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

Members not present: none

**Capital Project Update-** Tim Foutch reported the following:

Administration Building Roof Replacement

- Metal gutter, soffit panels, and metal wall panel installation punch list underway
- HVAC control contractor on site completing install of control system
- Pitch and gravel coating delayed until 11/27/12. Building occupants will notice a definite odor during this process. This material does not pose a health or safety hazard.

UC Market Café Remodel

- Punch list items under review
- Soft opening scheduled for 11/27/12

Multi Purpose Event Center

- Steel delivery to begin first of December
- Building dock concrete walls scheduled to begin 11/23/12
- Parking area curb and gutter scheduled to begin 11/21/12

Library Grant A & F

- Light switch adds are underway

Fitness Center Pool Deck Repair

- Deck concrete complete. The architect has started the inspection of the pool to determine if additional repairs are necessary.
- Drain pipe install scheduled for completion week of 11/26/12

Parking Phase 2 and 3

- Phase 2 (Crafton Street) TPWA is setting the electrical panel week of 11/19/12
- Detention pond excavation is complete, sod installation scheduled for completion 11/23/12

Phase 3 (North Leoser) Excavation will be delayed until lighting options are defined

**Possible Fee Changes-** Due to OSRHE February 1, 2013

- There was a discussion regarding mandatory and non-mandatory fees. Fees assessed to online media, blended fees and ITV fees are ill defined and difficult to manage. It was determined more discussion and information is needed.

**CEL Proposed Waiver of Activity Fees-**

- Bill Rugg presented a summary created by Drs. Jenlink and Chaves, and discussed the current method of NSU and CEL fees being charged to students. The fee structures are confusing, a cleaner system should be found. There was some discussion on possible ways to improve the system. No decision was made, further discussion and investigating is needed. The issue will be re-addressed.
- Spring Opening Meeting will be on January 7, 2013 at 9 a.m. The meeting will be kept to 1 hour, with emphasis on recruitment/retention and updates on the Wellness Center.

**Enrollment Management Transition-**

- Laura Boren and Dr. Rugg met with the Enrollment Management Team/staff recently. Positive feedback was received.
- The search committee has been confirmed for the Executive Director of Enrollment Management. The position is ready for Dr. Boren's review and will be posted soon.
- Spring enrollment reports are needed to complete the fall semester close out. **Dr. Rugg** will determine the status of these reports.
- The annual Late Night Breakfast will be on December 10, 9 p.m. to 11 p.m. Everyone is encouraged to be a part of it.
- Commencement will take place on December 14 and 15 in the Jack Dobbins Field House. All plans are in place and ready. Dr. Janet Bahr will deliver the commencement address at each ceremony. More Details to follow

**Important Dates-**

- November 30 is the Alumni/Foundation Board Christmas reception at the President's home.
- December 3 is the Lights On ceremony of Seminary Hall
- December 6 is the Faculty/Staff Christmas reception at the President's home. The Community reception will be that evening.
- December 8 is the Emerald Ball.
- December 17 is the Christmas dinner for the Cabinet members at the President's home.

**Cabinet Retreat-**

- Dr. Turner asked all to mark their calendars for a Cabinet member retreat February 13-15, 2013. Discussions will include Mission statement and strategic planning committee.

**Executive Director for Public Relations and Marketing-**

- Position has been approved. HR has assigned a liaison – with the goal of filling the position by January.
- Dr. Turner asked the cabinet to consider the Administration building Christmas luncheon. Should we continue to do the entire building? He asked them to discuss within their offices and get back with Robin regarding wishes.