

**Cabinet Minutes**  
**Tuesday, December 4, 2012**  
**9:00 a.m.**  
**President's Office-Conference Room**

Executive Council was called to order by Provost William Rugg at 9 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

Cabinet minutes from November 27 were approved as modified.

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

Administration Building Roof Replacement

- HVAC control contractor has completed system start up
- Pitch and gravel coating application is underway. Building occupants will notice a definite odor during this process. This material does not pose a health or safety hazard.

UC Market Café Remodel

- Project complete

Multi Purpose Event Center

- Steel delivery scheduled to begin 01/14/13
- Building dock concrete walls underway
- Parking area curb and gutter underway

Library Grant A & F

- Project complete

Fitness Center Pool Deck Repair

- Drain pipe install underway
- Pool opening evaluation in progress

Parking Phase 2 and 3

- Phase 2 (Crafton Street) Project complete
- Phase 3 (North Leoser) Curb and gutter complete
- Flat concrete pours to begin 12/05/12

**Finalize Discussion on Fee Changes for FY14-**

- Further discussion regarding mandatory and non-mandatory fees, fees assessed to online media, blended fees and ITV fees.
- Proposed elimination of the Blended Course Fee was approved.
- Proposed elimination of International Student Fee was approved.
- Proposed elimination of Graduation Administration Fee was approved.
- Proposed elimination of Academic Records Fee was approved.
- Proposed elimination of mandatory Special Services Fee will be looked at in the Spring.
- The University should be promoting the fact that we are reducing fees and providing free transcripts.

**Fee Modification Proposals**-Dr. Rugg presented the following as proposals to be effective Fall 2013.

- Enrollment Management-Other Special Fee-Clarification of application fee (currently \$25) requesting a one time fee. Approved by Cabinet
- College of Extended Learning-Testing/Clinical-New Prior Learning Assessment Fee. Currently no fee, requesting a one time fee of \$100. Tabled for further discussion
- Education-(operating in a deficit, seeking ways to break even)
  - Special Instruction Fee-Reduce to provide funding in other fee area (currently \$1.07, reduce to .45)
  - Facility and Equipment Fee-Increase (currently .29, increase to \$1.10)
  - Classroom/Laboratory Supplies Fee-New (.35)
  - Other Special Fee-Increase (\$5.10)
 -All approved by Cabinet
- Library-Facility and Equipment Fee-New (.50) Moved to mandatory fee review in Spring
- Liberal Arts-(total increase of \$1.50 to be applied to all L.A. courses)
  - Special Instruction Fee-Increase (currently .75, increase to \$1.50)
  - Facility and Equipment Fee-Increase (currently .90, increase to \$1.30)
  - Classroom/Laboratory Fee-Increase (currently \$1.35, increase to \$1.70)
 -Approved by Cabinet
- Science and Health Professions-(for Occupational Therapy Program only)
  - Special Instruction Fee-Increase (currently \$35.00, increase to \$75.00)
 -Approved by Cabinet

**Spring 2013 Enrollment Efforts**-Laura Boren informed:

- Spring enrollment numbers are down, she encouraged all departments to encourage students to enroll.
- Dr. Rugg and Dr. Deason-Toyne are working with faculty to remind the students.
- Enrollment assistance will be set up to be available to students during the Late Night Breakfast for finals week.
- Jerry Cook and Public Relations will create posters to encourage enrollment, to be placed around campus.
- Cabinet members will continue to communicate regarding enrollment via email this week.
- Student Success Team subcommittee is working on a Dual Sharing Advisement Model.