President’s Cabinet Meeting Minutes  
September 2, 2016

- The President’s Cabinet welcomed George Nehme, VP for Advancement, whose first day at UC was September 1.
- Jeff Gates gave a report on both enrollment management and student services. We are at 5,162 students (full-time, part-time, ground, distance, undergraduate, graduate). There has been some melt, but nothing dramatic. On campus, we have 76 triples housing 228 students. There have been very few issues at the Ramada Inn. We are seeing increased volume at the Office of Student Success, which is good news. Our freshman-to-sophomore retention rate is 76.4 percent. We continue to monitor the discount rate, which is currently over budget, but improving; our target discount rate is 23.2 percent, and we are currently tracking at 24.6 percent.
- The Clark City Center bus transport seems to be working well. We need to remind students that they can’t wait until the last minute to arrive at the bus stop, or they may miss their ride. We may be able to adjust the bus schedule depending on class schedules and usage (i.e., there may be times of the day when we do not need buses to run as frequently). We are hearing that staff on the fourth floor very much appreciate having Sodexo services on-site.
- We continue to monitor the 2016-2017 operating budget, and we are ensuring that budget managers have regular access to the information they need.
- While we are trying to be conservative with the student payroll budget, we do want to ensure that students receive jobs for which they have financial aid. We encourage faculty and staff members who have questions or concerns about their student employment needs to contact the Office of Student Employment.
- Polly Smith gave a report on academic affairs on behalf of John Johnsen, who was not in attendance. We are ensuring that classrooms and labs are open late and that we have late afternoon and evening custodial coverage for restrooms. We are working on the development of an MSN (master’s of science in nursing) program. Regarding our ABSN program, we are evaluating the package price based on students who need to repeat a course. Students previously paid an additional charge for re-taking a course. We are no longer contracting with Marian University for prerequisite courses. Orbis has hired someone to do recruiting in the New York City area. The St. Petersburg site was closed for two days during the storm, and it appears that our communication processes worked well.
- Laura Casamento gave a report on athletics on behalf of Dave Fontaine, who was not in attendance. Dave plans to develop a policy regarding student-athlete recruits and overnight visits. One issue is hosting recruits in tripled rooms.
- Matt Carr reported that student address and local contact information verification efforts are going well and will continue.
- George Nehme reported that his immediate focus is on the upcoming Presidential Inauguration and Homecoming Weekend. In addition, he plans to meet with Laura very
soon to talk about strategic deployment plans – when and with whom she should meet. He will be coordinating our corporate development strategies. Preliminary conversations about planning for the next campaign will begin shortly. Given Laura’s commitment to improving retention and completion rates, we need to ensure that our fundraising and budgeting plans support those efforts. We have pre- and post- grant process issues. A group is meeting next week to work through the issues and make recommendations for improvements.

- The Sodexo architectural design team will be on campus shortly after the Inauguration (date TBD) to begin planning and conducting meetings with College constituencies in preparation for remodeling the Campus Dining Commons.

- The Capital Projects Subcommittee of the Board of Trustees met with members of the Construction Management Advisory Committee, which has expressed interest in raising funds to build a 14,000 square foot stand-alone building that would house faculty offices, classrooms, and an auditorium for the C-M program. The current concept drawing represents a building with an approximate cost of $3 million. One Advisory Committee member has already committed a gift of $1 million. The target completion date is Fall 2018; however, 75 percent of the funds must be raised before construction would begin. The project will be presented to the full Board of Trustees for their consideration at the October Board meeting.