

Cabinet Meeting
Monday, May 19, 2014
3:00 p.m., West Campus – Administration Building Board Room
Minutes

A. Announcements – no action

Dr. Belinda Aaron

1. Purchasing deadlines reminder – deadline for large equipment is May 20th , IT & small equipment May 27th
2. Region 6 Hazardous waste workshop Aug. 12
3. Campus-wide energy audit - internal & external

Dr. Val Cantú

1. HLC on-site visit Friday, May 16th at Warren and MEMS in LR – HLC additional location visit (Central Okla. University Dv. Gail Kerns CAO for contemporary music
2. Faculty of the Year recipient will not be able to attend NISOD.
3. Academic Affairs Office – Friday, 5/23/14; Tuesday, 5/27/14; & Wed., 5/28/14 – Marguerite is out until June 3rd

Dr. Jim Bullock

1. Currently 12 applicants for Recruiter/Activities Director position in Student Services. Search committee meets Tuesday at 1 p.m.
2. Student Services Jenzabar training to start Thursday afternoon – Action: Asked Dr. Cantu to see what classes are taught in TEC 128 in Fall and see if they can be moved.

Dr. Tim Kirk

1. Jenzabar – Intranet portal – forms – suggestions sent to Dr. Kirk
 - Installation of the Jenzabar portal framework is complete.
 - Chris is working to update user accounts within the portal
 - issues with staff taking classes
 - incomplete data elements in POISE for some staff

05/22/2014: Jenzabar staff will be on site for Admissions training & review of current practices
05/26-06/01/2014: Chris Sullivant & I will be traveling to Washington, DC for the Jenzabar JAM 2014 conference –password feature will become self-service
2. TEC Student Center Television has been replaced
 - Second camera has been installed (all windows have coverage)
 - Physical Plant work order to replace switches with motions sensors on first floor
3. Emergency Alert System
Chris has purged old entries from the Blackboard Connect system and has uploaded current records –
Action: Cabinet asked to notify those that have not entered information on Campus Connect
4. Emergency Parking Lot Phones
The College has received a second bid for the project from Evers Electric (\$14,361.00); we have requested Lawrence Electric to schedule a walk through and have asked El-Ark electric to revise their bid to include fiber termination (initial bid \$13,460).

B. Issues for Discussion/Action

Dr. Jones

1. Merit Bonus
2. AIP end-of-year reports due – May 19, 2014
3. Evaluations – classified June 13 & professional & faculty June 20
4. Vacation coverage
5. Dr. Ayers transition visits ~~6/10~~ ~~6/11~~ Dr. Jones & Cantú (direct reports); 6/23-24/14 (direct reports) summer enrollment 6/23 review catalog Due June 3rd

Dr. Cantú

1. Spring Commencement location/City Auditorium – 170 grads walked, ISSUES: chairs & microphones/sound

Dr. Bullock

1. Process for updating the APM – Policy on first page followed by procedure

Dr. Kirk

1. Jenzabar Update – ESP training
 - Jenzabar portal
 - PX Web Query
 - Campus Connect 4
2. Draft IT plan – any comments / suggestions before it is submitted to committee (email)
3. Faculty & staff missing telephone numbers for Blackboard Connect (30% missing)

C. Roundtable