

CABINET MEETING
August 7, 2019

	AGENDA ITEM	NOTES
1.	President	SWTJC Board of Trustees' Meeting Agenda PTK Induction Ceremony – Who will do the “Welcome” speech (October 8 th at 6:30)
2.	VP Academic Affairs	
3.	VP Student Services	
4.	VP Finance	Notes on Legislative Overview VP Budget Reports Preparation of new drop list report

5.	VP Eagle Pass Campus	
6	VP Administrative Services <i>Darn the wheel of the world! Why must it continually turn over? Where is the reverse gear? 😊</i> Jack London	EP D Building-SWTJC work IT-Wesley Sponsler 1/2 Jason Perkins Web Advisor-going away, not to worry Transportation-Del Rio SWART ready Memorial Building-usage via ECHS Auction Sales-\$1700 Fountain-Underground electrical issue Social Media Plan-Out and running 1/2 wk plus Contributors Asi Grant communications-update of possible grants to apply for Day Care-Santos Alvarez retiring, Job Posting soon, Temp FT? Housing Aug. 21 "Move In" Service Depts. invites coming

7.	VP Del Rio Campus	<p>Del Rio Housing Authority – Member of FSS Program Coordinating Committee</p> <p>Family Self-Sufficiency grant</p> <p>First Meeting tomorrow – 8/8 at 1:30pm</p> <p>Building A – Metal roofing estimates</p> <p>Entire Building Roof:</p> <ul style="list-style-type: none"> -MSL-Res Panel (bright copper) -- \$78,795.61 -RPN Panel (rustic brown) – 45,786.39 <p>Division Chr Mtg:</p> <ul style="list-style-type: none"> - 4DX – Main goal unchanged? - Can we use 4DX name since no longer affiliated - ? Combine 4DX and Pathways committees <p>Setting up recruiting booth at mall this weekend</p> <p>Aug 8 NSO have 61 students signed up</p> <p>Added NSO Aug 15th and if needed Aug 22nd</p> <p>Math position</p> <p>Val Verde County Community Guide – Ad</p> <p>Rios contract extended one more year</p> <p>10:30am New HS Adj beginners training for Canvas</p>
8.		

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

August 7, 2019

The Cabinet members of Southwest Texas Junior College met August 7, 2019 in the Administration Building - President's Office.

Cabinet members present were:

Dr. Hector Gonzales, President
Dr. Mark Underwood, Vice President Academic Affairs
Margot Mata, Vice President Student Services
Anne Tarski, Vice President of Finance
Gilbert Bermea, Vice President Eagle Pass Campus
Derek Sandoval, VP Administrative Services
Connie Buchanan, Vice President Del Rio Campus

1. President

- a. **SWTJC Board of Trustees' Meeting Agenda - Reviewed**
- b. **PTK Induction Ceremony – Who will do the “Welcome” speech (October 8th at 6:30pm) – Dr. Gonzales will give the Welcome Speech**
- c. **Apply for Admission through August 16th**
- d. **Freshman Orientation requirements for registration**
- e. **Counselor Director position – discussion – impact on Pathways**
- f. **Enrollment reports and status**

2. VP Academic Affairs

- a. **MakersSpace – Ribbon cutting**
- b. **Faculty vaccines – LVN, Welding, History**
- c. **On the TACC Advisory Committee on Core-Curriculum SG25**
- d. **FAA visit on September 4th – Del Rio**
- e. **Circle M demo – cost per student – online group study platform**
- f. **Pathways 2.0 deadline due next Thursday**
- g. **Estudias upload of new reports?**
- h. **Extra load – pay for faculty sponsors**
- i. **4DX – continue without Portal – graduates numbers**

3. VP Student Services

- a. **First drop – August 16th**
- b. **Update on upcoming deadlines regarding Fall registration**
- c. **Work Study summary**
- d. **Upswing – online tutoring vs Tutor Me - \$2,500 set up plus per hour of tutoring**
- e. **Library Tech Eagle Pass interviews**
- f. **TSI Automation begins this week**

4. VP Finance

- a. **Notes on Legislative Overview**
- b. **VP Budget Reports**
- c. **Preparation of new drop list report – more user friendly**
- d. **Record retention laws**
- e. **Passed Bills from 86th Legislation – liaison for former foster care youth**
- f. **Reserve \$30K out of Tech fund for future programming on Colleague**

5. **VP Eagle Pass Campus**
 - a. **New Advisor will be training**
 - b. **Updates on Hwy 277 construction**

6. **VP Administrative Services**

“Darn the wheel of the world! Why must it continually turn over? Where is the reverse gear?”

Jack London

 - a. **EP D Building – SWTJC work – verify scope and authorize through Sul Ross CFO**
 - b. **IT**
 - i. **W. S.**
 - ii. **½ J. P.**
 - iii. **Web Advisor going away, do not worry**
 - c. **Transportation – Del Rio SWART ready**
 - d. **Memorial Building – usage via ECHS**
 - e. **Auction Sales - \$1700**
 - f. **Fountain – Underground electrical issue**
 - g. **Social Media Plan – Out and running ½ wk plus contributors**
 - h. **ASI Grant communications – update of possible grants to apply for**
 - i. **Day Care employee retiring, job posting soon, Temp FT?**
 - j. **Housing August 21st – “Move In” Service Depts. Invites coming**
 - k. **Transportation from Leakey High School – 4 or 5 students**

7. **VP Del Rio Campus**
 - a. **Del Rio Housing Authority – Member of FSS Program Coordinating Committee**
 - i. **Family Self-Sufficiency grant**
 - ii. **First meeting tomorrow – 8/8 at 1:30pm**
 - b. **Building A – Metal roofing estimates**
 - i. **Entire Building roof**
 1. **MSL – Res Panel (bright cooper) - \$78,795.61**
 2. **RPN Panel (rustic brown) - \$45,786.39**
 - c. **Division Chair meeting**
 - i. **4DX – main goal unchanged?**
 - ii. **Can we use 4DX name since no longer affiliated**
 - iii. **Combine 4DX and Pathways committees?**
 - d. **Setting up recruiting booth at mall this weekend**
 - e. **August 8th NSO have 61 students signed up**
 - f. **Added NSO – August 15th and if needed August 22nd**
 - g. **Math Position**
 - h. **Val Verde County Community Guide – Ad**
 - i. **Rios contract extended one more year**
 - j. **10:30am New High School Adjunct beginners training for Canvas**

CABINET MEETING
August 14, 2019

	AGENDA ITEM	NOTES
1.	President	
2.	VP Academic Affairs	Pathways
3.	VP Student Services	
4.	VP Finance	

5.	VP Eagle Pass Campus	
6	VP Administrative Services <i>“To move the world, we must move ourselves.”</i> Socrates	EP Offices-Dr. Mendez meeting later Information Security Officer (ISO) Property Coverage Ins. Misc.
7.	VP Del Rio Campus	
8.		

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

August 14, 2019

The Cabinet members of Southwest Texas Junior College met August 14, 2019 in the Administration Building - President's Office.

Cabinet members present were:

Dr. Hector Gonzales, President
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Margot Mata, Vice President Student Services
Anne Tarski, Vice President of Finance
Gilbert Bermea, Vice President Eagle Pass Campus
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- 1. President**
 - a. Kronos exception**
 - b. 4DX**
 - c. Tax Rate**
- 2. VP Academic Affairs**
 - a. Pathways**
 - b. Faculty vacancies getting filled**
 - c. Checking on posters**
 - d. Regional 60 x 30 target – IR working on it**
 - e. Visit with Del Rio Superintendent**
 - f. Communication to Faculty regarding canvas utilization**
- 3. VP Student Services**
 - a. Enrollment data – update**
 - b. Open House – Tuesday and Thursday**
 - c. Meningitis shots – August 21 in EP, August 22 in Uvalde, August 23 – Del Rio**
 - d. FA has transmitted – pell active**
 - e. Question on sexual harassment training for students - video**
 - f. How to take care of Certificate 1 student – usually included in COLS – COLS not required for Certificate 1**
- 4. VP Finance**
- 5. VP Eagle Pass Campus**
 - a. New Advisor on board**
- 6. VP Administrative Services**

“To move the world, we must move ourselves” Socrates

 - a. EP Offices – Dr. Mendez meeting later**
 - b. Information Security Officer (ISO)**
 - c. Property Coverage Insurance for \$3K decrease deductible from \$50 to \$25**
 - d. Misc**

7. VP Del Rio Campus

- a. Added more freshman orientation**
- b. ECHS – articulated credits question – Del Rio**
- c. Kronos**

CABINET MEETING
August 28, 2019

	AGENDA ITEM	NOTES
1.	President	
2.	VP Academic Affairs	
3.	VP Student Services	
4.	VP Finance	

5.	VP Eagle Pass Campus	
6	VP Administrative Services <i>“Sow a thought, reap an action; sow an action, reap a habit; sow a habit, reap a character; sow a character, reap a destiny.”</i> Samuel Smiles	Maintenance-Matthews Roof, AEL Roof, Del Rio Roof, Water Fountain, Deferred Maintenance/Long Range Planning Meeting-9-11-19 Roofing Bids, Underground Electrical, SACS 2.11.2 CBORD-Apple Wallet research IT-ISO (9-1-19) EP Offices-D Bld.-Mendez Social Media report Life Safety/Security report Misc. Palomino Fest Activities-Day Care parade (Del Rio Bld. A-VP Buchanan)
7.	VP Del Rio Campus	Working on finalizing bids for Building A metal roof DR PTK donate to DR Campus Food Pantry Hope to be Sponsor for Saint Joseph Church BBQ Cook-Off / September 20-21 RAM Security will have free tacos for students on Sept 4. (9am-10am) Management Faculty issue

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**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

August 28, 2019

The Cabinet members of Southwest Texas Junior College met August 28, 2019 in the Administration Building - President's Office.

Cabinet members present were:

Dr. Hector Gonzales, President
Dr. Mark Underwood, Vice President Academic Affairs
Margot Mata, Vice President Student Services
Anne Tarski, Vice President of Finance
Gilbert Bermea, Vice President Eagle Pass Campus
Derek Sandoval, VP Administrative Services
Connie Buchanan, Vice President Del Rio Campus

1. President

- a. Sul Ross Meeting**
 - i. Del Rio Community wanting free standing university (Presentation is on line)**
 - ii. Texas state board of regents meeting**
 - iii. No more RGC –e.g. – Sul Ross at Del Rio**

2. VP Academic Affairs

- a. Open Education resource committee formed by Dr. Sanchez**
- b. Deans' Forum and Curriculum meeting**
- c. UAP's being collected**
- d. Thursday there will be a meeting of the Estudios drop list group**
- e. We need to do a better job with faculty assignments**
- f. Chief Academic Officers met regarding HB 25. A split core agreement is coming**

3. VP Student Services

- a. Enrollment figures – Right now we are 3,446 SCH down**
- b. Discussion regarding wait list and better management. All advisors now have access**
- c. Yesterday was Work/Study job fair – 78 students attended**
- d. Tuesday was MakerSpace grand opening. Board members attending were Dr Watkins and Maria Elena Lara. Went well**

4. VP Finance

- a. Enrollment Budget adjustment – Looks like \$330K just for fall**
- b. Part time**
- c. ACA – 3 months over the 30 hour limit in the last year, we have to pay health benefits. There is no full time temporary**
- d. TRS – 20 hours and over is full time eligible for TRS credits. Temporary full time is limited to 4 months**
- e. Information security officer as per BS 64. IT is working on this**
- f. PD – Concealed carry class? \$100 per person. Discussion regarding whether or not SWTJC should pay for this. Anne Tarski will consult with Dr. Gonzalez**
- g. Assisting with position and job descriptions**
- h. Facilitating on-line training**
- i. Cop Sync – VP Sandoval will speak with Officer Field**

- j. Purchasing – items have to be on SWTJC property by the 31st or will be put in the 2020 budget
 - k. Inter- Department billing – Print Center, Transportation, Cafeteria
5. VP Eagle Pass Campus
- a. Busy with schedule adjustments
 - b. Faculty in place
 - c. Grounds torn up. Looking at options for ground cover that is not grass
6. VP Administrative Services
- “Sow a thought, reap an action; sow an action, reap a habit; sow a habit, reap a character; sow a character, reap a destiny.” Samuel Smiles*
- a. Maintenance – Matthews Roof, AEL Roof, Del Rio Roof
 - b. Water Fountain repairs will cost \$16K. Looking at options
 - c. Deferred Maintenance / Long Range Planning meeting 9-11-19
 - d. Roofing Bids, underground electrical, SACS 2.11.2
 - e. CBORD – Apple Wallet research
 - f. IT-ISO (9-1-19)
 - g. EP Offices – D Building – Mendez – This is a go
 - h. Social Media report – postings have taken an upswing
 - i. Life Safety/Security report
 - j. Misc. – 4DX
 - k. Palomino Fest activities – day care parade
7. VP Del Rio Campus
- a. Working on finalizing bids for Building A metal roof
 - b. DR PTK donate to DR Campus Food Pantry
 - c. Hope to be Sponsor for Saint Joseph Church BBQ Cook-Off / September 20-21 - \$2K
 - d. RAM Security will have free tacos for students on September 4 – 9am-10am
 - e. Management – discussion with Faculty
 - f. Faculty issue – will follow up