

CABINET MEETING
March 6, 2019

	AGENDA ITEM	NOTES
1.	President	
2.	VP Academic Affairs	
3.	VP Student Services	
4.	VP Finance	Continuing Education Graduation Fee – Catalog change TRS Reporting ISD MOUs Increasing the General Use fee and Technical Fee

	VP Eagle Pass Campus	
6	VP Administrative Services "Keep Austin Weird" Anonymous (as far as I know)	Happy Spring Break
7.	VP Del Rio Campus	<p>DR Schedule complete, no DL classes in system</p> <p>ECHS waiting on Board approval to register 125 seats for summer</p> <ul style="list-style-type: none"> • Requesting changes by faculty to accommodate needs • Requesting video conferencing classes to help needs <p>ECHS wants to use our (black) graduation regalia</p> <p>Library tech job posting requested</p> <p>Out Friday, March 8th</p>
8.		

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

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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
Connie Buchanan, Vice President Del Rio Campus

Cabinet member absent was:

Derek Sandoval, VP Administrative Services (Attending meeting in Austin)

1. President

- a. SWTJC Board of Trustees' Meeting Agenda – add item for Fee Rates**
- b. Develop comprehensive update to adjunct pay schedules**
 - i. Distance Learning Online**
- c. Adjust Fall/Spring courses and faculty load based on historical strength of courses**
- d. Follow up on personnel issue in Eagle Pass**

2. VP Academic Affairs

- a. Aviation update and response to committee question**
- b. Co-Board report due tomorrow**
- c. ECHS – cords**
 - i. Funds from Institutional Projects**
- d. Dual Credit Counselors Workshop - agenda**
- e. Del Rio ISD meeting Friday at 8:30am in Dr. Gonzales' Office**
- f. 4DX Summit – Wednesday after graduation**
 - i. All in Uvalde (No DL) lunch will be provided**
- g. Dilley ISD ECHS Consortium meeting? Standardize billing for dual credit courses**
 - i. Schedule in April**
 - ii. Roll out for new memorandum of understanding**
- h. Faculty Proctor of mid-term? Finals?**
- i. Principal change at Uvalde High School**
- j. Paul Bucci – site visit for STEMward – March 26th**
- k. Pathways – April 24-26, 2019**
 - i. Focus on Instructor / Equality**
 - 1. President – Research – Deans-Faculty-Professional Development-Lead (Faculty from each site) at San Antonio**
 - 2. Student focus Group**

3. VP Student Services

- a. Graduation speaker
- b. Graduation application
- c. Financial Aid for summer due March 18th – will see about extending
- d. Texas College work-study out of funds – will transfer to Federal Work-study
- e. Refunds out to students March 20-22
- f. Real Life – Wednesday – Presenting a suicide prevention speaker at 3pm in the Tate
- g. Basketball games tonight – men’s and women’s
- h. Grilling with the President – Thursday – seeking judges
- i. PTK Inductions – after Spring Break
- j. TRIO finished APR
- k. March 26th – Food Pantry – Tuesday and Thursday 10:00am – 1:00pm
- l. Thursday, PTK Regional Conference in Houston. Del Rio and Uvalde going
- m. Texas Success Center – Research Fellow awarded \$15K
- n. Advising – Informer training
- o. April 14th – Job Fair
- p. Working on schedule / budget
- q. Library Director

4. VP Finance

- a. Continuing Education – refocus process – schedule, fees, billing, etc.
- b. Graduation Fee – Catalog change - \$13 current – proposes \$20
- c. TRS Reporting
- d. I.S.D. MOUs
- e. Increasing the General Use Fee and Technical Fee
- f. Meet in Austin – CFO
- g. Budget input direct to Colleague
- h. Department of Ag – RUS Grant
 - i. Invoice on Friday
 - ii. More funds available

5. VP Eagle Pass Campus

- a. PTK Induction 56 new inductees
 - i. ½ dual credit
 - ii. Ceremony at the International Center for Trade
- b. Eagle Pass Speaks – 5 speakers
- c. Student Appreciation Cookout on Thursday
- d. Meet with Dr. Mendez – Sul Ross – space utilization
- e. Student finalist for Jack Kent Coole Scholarship
- f. Parking Bids pending
- g. Working on Budget and schedules (link Math summer)

6. VP Administrative Services – out of the office attending meeting in Austin

“Keep Austin Weird” Anonymus (as far as I know)

- a. Happy Spring Break
- b. Canvass – grade import to Web Advisor
 - i. Question from Eagle Pass – Dr. Underwood can contact programmer that has written program to do this

7. VP Del Rio Campus

- a. Del Rio Schedule complete, no DL classes in system – Speech / Philosophy**
- b. ECHS waiting on Board approval to register 125 seats for summer**
 - i. Requesting changes by faculty to accommodate needs**
 - ii. Requesting video conferencing classes to help needs**
- c. ECHS wants to use our (black) graduation regalia - OK**
- d. Library tech job posting requested**
- e. C. Buchanan will be out of the office Friday**
- f. Help for Apply Texas with Del Rio High School**

CABINET MEETING
March 20, 2019

	AGENDA ITEM	NOTES
1.	President	
2.	VP Academic Affairs	Request to use SWTJC student data for dissertation S. Kamat's H1B status Brown Foundation Grant
3.	VP Student Services	
4.	VP Finance	

	VP Eagle Pass Campus	
6	VP Administrative Services <i>"He who fears he will suffer, already suffers because he fears."</i> Michel De Montaigne	IT-Computer refresh \$125K DL Team Campus Police Life Safety/Security-Progress, Grant Presentation MRG 1 pm (requesting 10 am dismissal) Cafeteria-Meal plans Vending machines Service Operations-DR Gala Preps (April 6)
7.	VP Del Rio Campus	Carr Presidential Transfer Scholarship Nomination, Angelo State <ul style="list-style-type: none"> • Two from each campus (?) • Who nominates and who do we submit apps • What documentation is needed Active Military Duty Certification Form created Service Communication Meeting Yesterday (March 20)

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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**
- b. House Higher Education meets on Wednesday**

2. VP Academic Affairs

- a. Request to use SWTJC student data for dissertation
 - i. Request IRB and Chapter 3**
 - ii. Non-cognitive factors on student (NW)****
- b. H1B status – through October**
- c. Brown Foundation Grant – Renew for 2019 - \$15K – Summer Engineer Camp**
- d. ECHS – Uvalde September 1 with TEA representative – renewal of ECHS for 2020**
- e. 4DX Summit May 22nd**
- f. Regional Council Meet in late May – we host**
- g. Pathways – April 24-26, 2019 – National opportunity to apply for grant**
- h. Aviation update – Level I certificate**
- i. Hondo Center update**
- j. Informer Webinar – Live Rosters for Dual Credit registration today at 3:00pm**
- k. March 26th – STEM Grant Evaluator**

3. VP Student Services

- a. Priority Registration begins Monday (Summer/Fall) April 1st for all**
- b. Graduation applications due April 5th**
- c. Searching for Commencement Speaker – recent former student – go forward**
- d. Update Academic Calendar on webpage**
- e. PTK Induction – Tuesday – Regional Convention – received numerous awards**
- f. FAN – award scholarships for AEL - proposal**
- g. Crystal City Library A/C issue**
- h. Will check on Student Life vacancy – to extend 2 weeks**

4. VP Finance

- a. Budgets due March 25
- b. Internal FA Audit – Good idea
- c. Synoptix Payroll report – drill down into summary posting
- d. Ellucain Live – payroll to attend
- e. Bookstore purchase of personal items – need additional documentation on college purchases
- f. Grant policies to SOC in April
- g. Maintenance found radiation meter in trash
- h. March 27th – MRG Grant resources program
- i. Depository contract out for bid
- j. General liability insurance – bid
- k. Security Service – bid
- l. Snack Bar - bid

5. VP Eagle Pass Campus

- a. Deans' Forum – well attended
- b. Working on finalizing budget for next year
- c. Student Appreciation Day – Thursday before Spring Break
- d. Active Shooter training – with the Border Patrol
 - i. R. Jones and J. Field should attend
- e. Resolve lights bid for parking
- f. March 27th Chamber Banquet
- g. Fall schedule – pending Developmental Ed portion – should be ready this afternoon
- h. A/C replacement budgets – where to account for

6. VP Administrative Services – out of the office attending meeting in Austin

“He who fears he will suffer, already suffers because he fears” Michel De Montaigne

- a. IT – Computer refresh \$125K – 100 – 120 new PCs in budget
- b. DL Team – F. Gonzales will cover DL – J. Perkins to help desk
- c. Campus Police – transition working well
 - i. Game room in Hubbard – new Chief's office
- d. Life Safety/Security – Progress, Grant Presentation MRG 1 pm (requesting 10 am dismissal)
- e. Cafeteria – Meal plans – reviewed
- f. Vending machines – unresponsive to communication and services
 - i. Cabinet approved changes in vendor
- g. Service Operations – DR
- h. Gala Preps (April 6) video in progress

7. VP Del Rio Campus

- a. Carr Presidential Transfer Scholarship Nomination, Angelo State
 - i. Two from each campus (?) – yes
 - ii. Who nominates and who do we submit apps too – R. Arellano
 - iii. What documentation is needed – GPA and reference letter
- b. Active Military Duty Certification Form created
- c. ECHS working on Summer schedule – laying in previous Fall as a start
- d. Service Communication meeting – yesterday (March 19th)
- e. Sul Ross – inside push locks

CABINET MEETING
March 27, 2019

	AGENDA ITEM	NOTES
1.	President	Quick Facts
2.	VP Academic Affairs	
3.	VP Student Services	
4.	VP Finance	Compensation time use Exempt personnel – missing entire day Bids: General liability insurance Depository contract Magic Café Security Budgets

	VP Eagle Pass Campus	
6	VP Administrative Services <i>"Teams that don't bond can't build."</i> John Maxwell	<p>Budgets-Review of current and next</p> <p>Grant-3 of 8 in scoring, pending</p> <p>Housing-Hubbard WO minimal-moving on</p> <p style="padding-left: 40px;">Garner-progressing-May 1 deadline</p> <p>Custodial-Area coverage discussions</p> <p>Maintenance-Planning for remainder of fiscal year</p> <p style="padding-left: 40px;">EP Parking Lot lights</p> <p style="padding-left: 40px;">Gas Lines Sci. courses moving forward</p> <p style="padding-left: 40px;">DR Hanger-air lines-Kirk on it</p> <p>Athletics-Financial report-good job Coaches</p> <p>Gala-April 6-Come one come all. Fun night</p> <p>Life Safety-EP cameras</p> <p style="padding-left: 40px;">SDS Software package discussion</p> <p>Cafeteria-M. Gonzales</p>
7.	VP Del Rio Campus	<p>Gov of Coahuila/Acuna Mayor broke ground for Tech Univ Ciudad Acuna access road</p> <p>Vent Hood parts arrived -installer will arrive after filters are received</p> <p>Food panty area almost ready - re-writing rules to fit DR students</p> <p>FA Issue</p> <p>Purchasing/delivery Issues</p> <p>Attending Chamber "After Hours Mixer" Thursday</p> <p>Friday - Attending 2019 Southwest Texas Women's Seminar (The Power of You)</p>

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- 1. President**
 - a. Quick Facts**
- 2. VP Academic Affairs**
 - a. Grant Consultants – data collection instruments needed for accurate reporting of ongoing data**
 - b. Faculty speeding – written up**
 - c. Dual Credit Graduation cord**
- 3. VP Student Services**
 - a. Early registration in process – notification of milestone**
 - b. PTK going to a conference in Orlando**
 - c. FA employee's access to files**
- 4. VP Finance**
 - a. Compensation time use – log into Kronos**
 - b. Exempt personnel – missing entire day**
 - c. Bids**
 - i. General liability insurance**
 - ii. Depository contract**
 - iii. Magic Café**
 - iv. Security**
 - d. Budgets**
- 5. VP Eagle Pass Campus**
 - a. Students to Albuquerque, New Mexico.**

6. VP Administrative Services – out of the office attending meeting in Austin

“Teams that don’t bond can’t build” John Maxwell

- a. Budgets – Review of current and next
- b. Grant – 3 of 8 in scoring, pending
- c. Housing - Hubbard WO minimal – moving on
 - i. Garner - progressing – May 1st deadline
- d. Custodial – area coverage discussions
- e. Maintenance – Planning for remainder of fiscal year
 - i. EP Parking Lot lights
 - ii. Gas Lines Science courses moving forward
 - iii. DR Hanger – air lines – Mr. Palermo
- f. Athletics – Financial report – good job Coaches
- g. Gala – April 6 – come one come all. Fun night
- h. Life Safety – EP cameras
 - i. SDS Software package discussion
- i. Cafeteria – M. Gonzales

7. VP Del Rio Campus

- a. Gov. of Coahuila /Acuna Mayor broke ground for Tech. Univ. Ciudad Acuna access road
- b. Vent Hood parts arrived – installer will arrive after filters are received
- c. Food panty area almost ready – re-writing rules to fit DR students
- d. FA Issue
- e. Purchasing / delivery issues
- f. Attending Chamber “After Hours Mixer” – Thursday
- g. Friday – attending 2019 Southwest Texas Women’s Seminar (The Power of You)
- h. A/C issues in Del Rio