

CABINET MEETING
May 2, 2018

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

5.	VP Eagle Pass Campus	
6	VP Administrative Services <i>“A child’s first teacher is their parents, A child’s first school is home, A child’s first subject is reading.”</i> Barbara Bush	<p>Garner Science Report – Slabs and ADA Restroom</p> <p>Maintenance – Work orders progressing, Graduation backdrop</p> <p>Custodial – Graduation, stripping/waxing, dorms</p> <p>IT – DC registration/billing project with Denise – Lombrana</p> <p>Image Now – HR/Payroll – Lombrana</p> <p>Continuous work on Mobile App-Javi</p> <p>Canvas moving forward – SSI Gonzales</p> <p>Custodial – Dorm clean up/check out, Graduation, Inventory</p> <p>Housing-Dorm Appreciation Night – Hot Dog Fest-Pool. Checking Out, Clean Up</p> <p>Athletics-Met with Coaches, planning for next year, Rodeo Coach posting out May 18 – June 1</p> <p>Campus Police – “Restless Native Control” – property and possessions</p> <p>Day Care – Cinco De Mayo Event / Theme</p> <p>Public Information – Creative Arts Contest, Newsletter coming, pushing out Social Media</p> <p>Life Safety/Security – FEMA Workshop</p>

7.	VP Del Rio Campus	<p>Care Team Mtg. – Prayer Box Note</p> <p>Tested Library Toggle/Lock Switch</p> <p> Issues with SS response time</p> <p>Dissecting Waste Pick-Up – (no notice)</p> <p>Building J & E – floor issues</p> <p>Building H Update</p> <p>Important Upcoming Dates</p> <p> May 2 – Leadership and Who’s Who Awards – 6:00pm</p> <p> May 10 – Graduation Celebration – 6:00pm</p>
8.		

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

May 2, 2018

The Cabinet members of Southwest Texas Junior College met May 2, 2018 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
Derek Sandoval, Vice President Administrative Services
Gilbert Bermea, Vice President Eagle Pass Campus
Connie Buchanan, Vice President Del Rio Campus

Cabinet member absent was:

Anne Tarski, Vice President of Finance

Also present was **Lisa Ermis, Controller / Interim Chief Financial Officer**

1. President

- a. 4DX**
- b. Discussed options for Summer Hours**

2. VP Academic Affairs

- a. National Career Pathways**
- b. MOU – Consulate in Eagle Pass**
- c. Laughlin AFB – possible building for Aviation**
- d. Couple budgets pending**
- e. SOC met Tuesday (Information Tech Procurement Policy) – Cabinet will review**
- f. Creative Arts went well / RN Pinning was good**
- g. CBM – official numbers for Spring**

3. VP Student Services

- a. Graduation Update – Steve Martinez**
 - i. Friday – 346**
 - ii. Saturday - 289**
- b. Academic Calendar – Identify next year 2019**
 - i. Friday – Liberal Arts**
 - ii. Saturday – Applied Sciences**
- c. Enrollment numbers for Summer I - 973 last year 1157**
- d. Set up Pell for Summer Awards**
- e. Working on drop list**
- f. FA Award for 2018 - 2019**
- g. May 25th for Summer work-study – notified**
- h. 2nd chance Pell – May 21st onsite review (OA6)**
- i. Student Success Center extended hours for finals**

4. VP Finance
 - a. Holds on Online
5. VP Eagle Pass
 - a. Who's Who in Eagle Pass
 - b. Administrative Professional Day on Monday
 - c. Friday – Grilling with the Vice President in Eagle Pass
 - d. Humanities back from D.C. – research – Buffalo Soldiers
 - e. Nursing office – time to finish over summer
 - f. Math summer class on hold – on instructor
6. VP Administrative Services

“A child's first teacher is their parents, A child's first school is home, A child's first subject is reading..”
Barbara Bush

 - a. Garner Science Report – Slabs and ADA Restroom - progress
 - b. Maintenance – Work orders (meet Mondays) progressing, Graduation backdrop
 - c. Custodial – Graduation, stripping/waxing, dorms
 - d. IT – DC registration/billing project with Denise – Lombrana
 - i. Good Response
 - ii. Room for improvement collaborate with the Business Office
 - e. Image Now – HR/Payroll – Lombrana
 - f. Continuous work on Mobile App-Javi
 - i. Security app-loops
 - ii. Athletics first
 - g. Canvas moving forward – SSI – Gonzales
 - h. Custodial – Dorm clean up/check out, Graduation, Inventory
 - i. Housing – Dorm Appreciation Night – Hot Dog Fest – Pool., Checking Out, Clean Up
 - j. Athletics – Met with Coaches, planning for next year, Rodeo Coach posting out May 18-June 1
 - k. Campus Police –“Restless Native Control” – property and possessions
 - l. Day Care –Cinco De Mayo Event / Theme
 - m. Public Information – Creative Arts Contest, Newsletter coming, pushing out Social Media – Not
 - n. Life Safety / Security – DEMA Workshop
7. VP Del Rio
 - a. Care Team Mtg. – Prayer Box Note – Student Awareness
 - b. Tested Library Toggle / Lock Switch
 - i. Issues with Sentry Security response time
 - c. Dissecting Waste Pick-Up – (no notice)
 - d. Building J & E – floor issues - repair
 - e. Building H update – FAA onsite to view building
 - f. Important Upcoming Dates
 - i. May 2nd – Leadership and Who's Who Awards – 6:00 pm
 - ii. May 10th – Graduation Celebration – 6:00 pm

CABINET MEETING
May 9, 2018

	AGENDA ITEM	NOTES
1.	President	4DX SWTJC Board of Trustees' agenda
2.	VP Academic Affairs	
3.	VP Student Services	
4.	VP Finance	

5.	VP Eagle Pass Campus	
6	VP Administrative Services <i>“The most effective way to do it is to do it.”</i> Amelia Earhart	Garner Science update Texas State Safety Security Audit – EP/DR Campus Security Survey (On-line) EP/DR Campus Security Gym Hours – Work Study? Tree City BB League – Tues/Thurs
7.	VP Del Rio Campus	

8.		
----	--	--

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

May 9, 2018

The Cabinet members of Southwest Texas Junior College met May 9, 2018 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
Derek Sandoval, Vice President Administrative Services
Gilbert Bermea, Vice President Eagle Pass Campus
Connie Buchanan, Vice President Del Rio Campus

Cabinet member absent was:

Anne Tarski, Vice President of Finance

Also present was **Lisa Ermis, Controller / Interim Chief Financial Officer**

1. President

- a. 4DX**
 - i. Update Graduates – CORE**
 - ii. Approved request to remove Coach's site**
- b. SWTJC Board of Trustees' agenda**
 - i. Ask Board for budget workshops**
- c. Budget consideration**
- d. Unclassified - scale**

2. VP Academic Affairs

- a. CBM report Spring pending - certified**
- b. Canvass going well (training)**
- c. Core Curriculum process for evaluation**
- d. Regional Council – we will co-chair and host next year**
- e. Final exam drama (student)**
- f. FAA visited aviation program – Precision and detail of their expectation is important**

3. VP Student Services

- a. Registration update**
- b. Graduation update**
 - i. Be there by 5:45 pm**
 - ii. 346 / 289**
 - iii. Starts at 7:00 pm**
- c. Orientation - Summer**
- d. FA Pell 17-18 - Summer Awards**
- e. Library looking for elevator funding**
- f. EOC staffing – part-time / Summer**
- g. Student planning link with tutorial**
- h. Online readiness – hold removed**
- i. 4DX – getting ready for the Summit**

- j. **Gaytan – Ed. Ready for College Readiness – may be used for Upward Bound**
 - k. **Memorial for Albert Alonzo**
 - l. **Need for a Basic First Aid**
 - m. **Outreach meeting with I.T. for Dual Credit registration and test scores**
 - i. **Next step Student Planning**
4. **VP Finance**
- a. **Sent Salary Tab to Cabinet**
 - b. **Review TPEG allocation**
 - c. **Working on revenue for budget**
 - d. **IT Procurement guidelines for Faculty Handbook**
 - i. **Add to Business Office web page**
5. **VP Eagle Pass**
- a. **Chamber of Commerce Awards**
 - i. **2 - \$1000 scholarships to graduates**
 - b. **May 16-17 – Scholarship night for Eagle Pass ISD – both schools**
 - c. **Math vacancy**
 - d. **EOC will office in Library for evenings**
 - e. **4DX working on Summit presentation**
 - i. **Lunch will be provided – charged to Intuitional Projects**
6. **VP Administrative Services**
- “The most effective way to do it is to do it.” Amelia Earhart*
- a. **Garner Science Update**
 - b. **Texas State Safety Security Audit – EP/DR – gathering data**
 - c. **Campus Security Survey (Online)**
 - d. **EP/DR Campus Security**
 - i. **Questions about time between semesters**
 - 1. **Adjust schedule for Friday/Sunday**
 - e. **Gym Hours - Workstudy**
 - f. **Tree City BB League**
 - i. **Tues/Thurs**
 - ii. **6:00pm – 8:00pm**
 - iii. **June 19th – 8 weeks**
 - g. **Rodeo Coach**
7. **VP Del Rio**
- a. **ECH meet with them this afternoon**
 - i. **Regarding Summer schedule**
 - b. **Amanda Hadley and J.J. Suarez have not written up employee on disciplinary matter**

CABINET MEETING
May 16, 2018

	AGENDA ITEM	NOTES
1.	President	2019 Operating Budget Unclassified Scales
2.	VP Academic Affairs	
3.	VP Student Services	
4.	VP Finance	

5.	VP Eagle Pass Campus	
6	VP Administrative Services <i>“There are two keys that determine who we are: who we conceive ourselves to be and who we associate with.”</i> Anonymous	Garner Sci-Slab, Restroom-electrical/plumbing, SOP, colors, contract IT- Canvas training Maintenance-Congrats on stage, Graduation Work Custodial – Congrats on Graduation, Deans’ Breakfast, short staffed Housing – Dorm Room clean up Day Care – Campus Police – Transportation – status quo Cafeteria – Alfred Hernandez Rodeo – May 18th Gym – Botello – M-Th 12-8pm Budgets – Lisa – Athletics 4DX – Thoughts

7.	VP Del Rio Campus	
8.		

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

May 16, 2018

The Cabinet members of Southwest Texas Junior College met May 16, 2018 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
Derek Sandoval, Vice President Administrative Services
Gilbert Bermea, Vice President Eagle Pass Campus
Connie Buchanan, Vice President Del Rio Campus**

Cabinet member absent was:

Anne Tarski, Vice President of Finance

Also present was Lisa Ermis, Controller / Interim Chief Financial Officer

1. President

- a. 2019 Operating Budget – Discussed current status**
- b. Unclassified Scales – Discussed classification of positions**
- c. Discussed Graduation Ceremony**
 - i. Need to identify speaker for next year's ceremony**
- d. A/C thermostat**

2. VP Academic Affairs

- a. Pathways numbers on Transfer/Tech Graduates**
 - i. Future need to target high school one year certificate into second year program**
- b. Texas A & M San Antonio MOU**
- c. CBM report not certified**
- d. RN Director interviews - Friday**
- e. Music Instructor interviews next week**
- f. LEA – graduation May 25th at 10:00 am**

3. VP Student Services

- a. Summer numbers**
- b. Closed – wait classes for Summer**
 - i. Look into Science (Biology) labs for summer**
- c. Superintendent Pearsall - TA grant – to enhance education**

4. VP Finance

- a. Budgets**
- b. Salary**

5. VP Eagle Pass

- a. 4DX – no video at Eagle Pass or Del Rio
 - i. Need to correct for the future
 - ii. Perhaps bring everyone back to one place

6. VP Administrative Services

“There are two keys that determine who we are: who we conceive ourselves to be and who we associate with.”

Anonymous

- a. Garner Science –Slab, Restroom-electrical /plumbing, SOP, colors, contract
 - i. 1 slab done
 - ii. Restroom – rough in
- b. IT – Canvas training – DL training – logistics – overall okay
- c. Maintenance – Congrats on stage, Graduation Work
- d. Custodial – Congrats on Graduation, Deans’ Breakfast, short staffed
- e. Housing – Dorm Room clean up
- f. Day Care – Campus Police – Transportation – status quo
- g. Cafeteria – Alfred Hernandez
- h. Rodeo – May 18th – Coach
- i. Gym – Botello – M-TH 12-8pm
- j. Budgets – Lisa – Athletics
- k. 4DX – Thoughts

7. VP Del Rio

- a. ECH Roster – submitted to Outreach
- b. Government move to Sul Ross (Auditorium)
- c. Del Rio Science for Non Science majors
- d. Aviation Interview today

CABINET MEETING
May 23, 2018

	AGENDA ITEM	NOTES
1.	President	Discuss Professional Scale and Position descriptions Discuss 2018-2019 Operating Budget Discuss Summer Hours
2.	VP Academic Affairs	
3.	VP Student Services	
4.	VP Finance	

5.	VP Eagle Pass Campus	
6	VP Administrative Services <i>“Kind words can be short and easy to speak, but their echoes are truly endless.”</i> Mother Teresa	Garner Science – Contract signed Rodeo Coach Apps In-Committee, Interviews next Day Care update Transportation – SWART cost review Safety/Security Audit Report – Communications Job Description included...willing to participate if asked....
7.	VP Del Rio Campus	

8.		
----	--	--

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

May 23, 2018

The Cabinet members of Southwest Texas Junior College met May 23, 2018 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
Derek Sandoval, Vice President Administrative Services
Gilbert Bermea, Vice President Eagle Pass Campus
Connie Buchanan, Vice President Del Rio Campus

Cabinet member absent was:

Anne Tarski, Vice President of Finance

Also present was Lisa Ermis, Controller / Interim Chief Financial Officer

- 1. President**
 - a. Discuss Professional Scale and Position descriptions**
 - i. Identify each position title on scale**
 - b. Discuss 2018-2019 Operating Budget**
 - i. Will submit changes to Lisa Ermis by end of day**
 - c. Discuss Summer Hours**
 - i. June 1 – July 27th (Regular Summer)**
- 2. VP Academic Affairs**
 - a. CBM will be certified**
 - b. Updates**
- 3. VP Student Services**
 - a. Enrollment number 1386 – 1510 last year – Summer I**
 - b. Drop List – Summer Pell**
 - c. Graduation**
- 4. VP Finance**
 - a. Inspect P-card charges**
 - b. No Per diem if conference includes meals**
 - c. Tipping limited to 15%**
 - d. Clubs – purchase food for students – need receipts**
 - e. Need additional training for new hires**
 - f. Departments turn in P cards to purchasing**
- 5. VP Eagle Pass**
 - a. Clean and repair mode**
 - b. Orientation for SI**
 - c. AHEC Summer Program**
 - d. Math applications**

6. VP Administrative Services

"Kind words can be short and easy to speak, but their echoes are truly endless." Mother Teresa

- a. Garner Science –Contract signed
- b. Rodeo Coach Apps In – Committee, Interviews next
 - i. Sandoval, Angermiller, Mary Ann Towne
- c. Day Care update – Student in Coop classes
- d. Transportation – SWART cost review
- e. Safety / Security Audit Report - Communications
- f. Job Description included...willing to participate if asked...

7. VP Del Rio

- a. ECH – SI – may miss 1st day
- b. Replace locks in building B at no charge

CABINET MEETING
May 30, 2018

	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>“Kind words can be short and easy to speak, but their echoes are truly endless.”</i> Mother Teresa	
7.	VP Del Rio Campus	

8.		
----	--	--

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

May 30, 2018

The Cabinet members of Southwest Texas Junior College met May 30, 2018 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
Derek Sandoval, Vice President Administrative Services
Gilbert Bermea, Vice President Eagle Pass Campus
Connie Buchanan, Vice President Del Rio Campus

Cabinet member absent was:

Anne Tarski, Vice President of Finance

Also present was Lisa Ermis, Controller / Interim Chief Financial Officer

1. President

- a. 4DX – Set game for new Graduation target for next year**
 - i. Look at structure of interventions**
 - ii. Summer WIGS**

2. VP Academic Affairs

- a. PCT approved by SACS~COC**
- b. Aviation – Airframe – pending SACS~COC**
 - i. FAA moved us up on que**
- c. Faculty interviews on going**
- d. Regional Council meeting June 15th**

3. VP Student Services

- a. Summer Registration - handout**
- b. Thanksgiving Holiday – adjust – work Monday / Tuesday**
- c. Upward Bound 59 for Summer I**
 - i. Will be on Campus on June 3**
- d. A/C in Crystal City – Contracts working on warranty issue**

4. VP Finance

- a. Budgets**
- b. Cut down on travel – September/April travel cost at an all-time high 3 year \$370K**
- c. Day travel – no meals included**
- d. Per diem – adjusted for conference included meals**

5. VP Eagle Pass

- a. A/C duct work in building A/B**
- b. AHEC finished last Friday / Former student now M.D. was guest speaker**
- c. Buildings A/C – closed – shutdown for Summer**
- d. Developmental Ed Math classes low**

6. VP Administrative Services

“Kind words can be short and easy to speak, but their echoes are truly endless.” Mother Teresa

- a. Rodeo interviews tomorrow afternoon
- b. Life safety – pre-employment screening back ground
- c. Missing person policy ie. Dual credit / dorms
- d. Daycare recertification on going
 - i. 80% - infants
 - ii. 100% - toddler room full

7. VP Del Rio

- a. P-card to be returned
- b. Problem with student
- c. Link courses in Canvass
- d. Building F – redo floor
- e. Consulate of Del Rio – Connie Buchanan will sign on our behalf