

**CABINET MEETING**  
**August 9, 2017**

	<b>AGENDA ITEM</b>	<b>NOTES</b>
1.	President	SWTJC Board of Trustees' Meeting Agenda
2.	VP Academic Affairs	
3.	VP Student Services	
4.	VP Finance	Review monthly cell phone stipends  Part-time payroll  Office Depot  Achieving the Dream invoice (last paid 9/1/16)

5.	VP Eagle Pass Campus	
6.	VP Administrative Services <i>“Courage is the price that life exacts for granting peace”</i> Amelia Earhart	Work Order vs Project Evaluations  AED's  CC SWART  Library Flooring  ESA (Emotional Support Animal) Policy  Vendor Policy (Local)  Custodial Hours  Day Care 4 Star status/Hrs.  Swimming Pool Phase completed  Evaluations/Preview Budget/1 mo/3 mo plan

7.	VP Del Rio Campus	A/C update  Concealed Carry signage issues: a. Library  b. Temporary signage needed for Summer II finals (17 <sup>th</sup> -18 <sup>th</sup> )  Positons update
8.		

**CABINET MEETING OF  
SOUTHWEST TEXAS JUNIOR COLLEGE**

**August 9, 2017**

The Cabinet members of Southwest Texas Junior College met on August 9, 2017 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**  
**Derek Sandoval, Vice President Administrative Services**  
**Gilbert Bermea, Vice President Eagle Pass Campus**  
**Connie Buchanan, Vice President Del Rio Campus**

**President**

a. **SWTJC Board of Trustees' Meeting Agenda – Reviewed and Modified**

**2. VP Academic Affairs**

a. **4DX logistics**

- i. **Fall/Spring Games**
- ii. **Identify Graduates by groups**
- iii. **Use Summit to recognize awards**
- iv. **Relaunch to visit with teams about logistics/lead target**

b. **I.T. communications regarding Canvas**

c. **Aviation – Program update – ask FAA to do a prelim inspection of hanger. Working on grant**

d. **Biology teacher in Eagle Pass did not accept the position**

e. **TSIA – writing score – lowered retroactive need additional English 1301**

f. **Pathways – work on course sequence**

**3. VP Student Services**

a. **Enrollment 4277 Fall – 6628 last Fall**

b. **Pell is transmitting dollars for Fall**

c. **ATC statewide articulation committee – Michelle Torres**

d. **Medina Valley room remodel – check on dual credit**

e. **Library expanding hours on Saturday – pilot test**

f. **Work-study training September 13th**

g. **Early College High School – new director at Uvalde**

h. **Testing Center staffing**

i. **Emphasis on customer service – potential awards monthly, yearly**

**4. VP Finance**

a. **Review monthly cell phone stipends – will review**

b. **Part-time payroll - reviewed**

c. **Office Depot – individual order suspend until year end**

d. **Achieving the Dream invoice (last paid 9/1/16) – hold till September 1<sup>st</sup> to pay**

e. **Mandatory training provider looking for another vendor - Everfi**

f. **Summary of Legislative Review by e-mail**

g. **Matthews Computer lab on Office 365**

h. **Reserve room through Office 365**

**5. VP Eagle Pass**

- a. **Roof leaks – F Building – back porch multiple leaks – report to maintenance**
- b. **Registration / Orientation ongoing**
- c. **Concealed Carry signs going up**

**6. VP Administrative Services**

*“Courage is the price that life exacts for granting peace.” Amelia Earhart*

- a. **Work Order vs Project Evaluation – have VP review**
- b. **AED’s – Not required by law - \$600 battery to bring up to current – Consensus to remove them**
- c. **CC SWART – 1:30 departure from Uvalde**
- d. **Library Flooring - will replace carpet in phases**
- e. **ESA (Emotional Support Animal) Policy – Working on drafting language on policy**
- f. **Vendor Policy (Local) – outside vendors – check in / checkout**
- g. **Custodial Hours**
- h. **Day Care 4 Star status / Hrs. – asking to shut down 2 weeks for summer vacation – Cabinet denied**
- i. **Swimming Pool Phase completed – Leak repaired – working on locker room**
- j. **Check on Distance Learning connection and computer labs prior to Fall start date**
- k. **Status on Copsync**

**7. VP Del Rio**

- a. **A/C update – 3 units installed**
- b. **Concealed Carry signage issues:**
  - i. **Library**
  - ii. **Temporary signage needed for Summer II finals (17<sup>th</sup> -18<sup>th</sup>)**
- c. **Positions update**

**CABINET MEETING**  
**August 16, 2017**

	<b>AGENDA ITEM</b>	<b>NOTES</b>
1.	President	4 DX  2017-2022 Strategic Plan
2.	VP Academic Affairs	
3.	VP Student Services	
4.	VP Finance	

5.	VP Eagle Pass Campus	
6	VP Administrative Services <i>“Leaders ask, “How do we make the most of this opportunity?””</i> John Maxwell	Day Care Contract changes  Carlos Casarez retirement  EP IT Hiree  #15 State Energy Conservation  Custodial Position – Uvalde (30 applicants)
7.	VP Del Rio Campus	
8.		

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**August 16, 2017**

The Cabinet members of Southwest Texas Junior College met on August 16, 2017 in the Administration Building - President's Office.

Cabinet members present were:

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

Cabinet member absent was:

**Dr. Mark Underwood, Vice President Academic Affairs (Pathways meeting)**

**President**

- a. **4DX – 1<sup>st</sup> meeting next week – WIG**
  - b. **2017-2022 Strategic Plan – schedule for 2<sup>nd</sup> Wednesday of every month**
  - c. **4DX – D.L. – possibility for Summit**
  - d. **Students waiting for last minute to go to their orientation – influx at registration – conflicts with 4DX Summit**
  - e. **Schedule Image Now for next week's Cabinet meeting**
2. **VP Academic Affairs – At Pathways meeting**
  3. **VP Student Services**
    - a. **Enrollment 5207 Fall – 6628 last Fall**
      - i. **Drop on August 21, 2017**
    - b. **Castroville remodel complete – our classes remain the same**
    - c. **Can attend orientation at any campus**
    - d. **Budget available on Business Office web page**
    - e. **All offices develop a visitor sign in log**
    - f. **Portal not syncing with Colleague**
    - g. **Career Trade Fairs with Workforce at Eagle Pass on September 28th**
    - h. **College Day – Spring Semester**
    - i. **September 9<sup>th</sup> – Community Movie Night at the Plaza hosted by SWTJC**
    - j. **September 14<sup>th</sup> – Fall Kick Off**
  4. **VP Finance**
    - a. **Order \$2 million in Pell**
    - b. **Daycare push back from parents**
    - c. **Parking lots need striping**
  5. **VP Eagle Pass**
    - a. **2 TSI testing dates coming up**
    - b. **IT position staffed**
    - c. **LED parking light bulbs out – checking on warranty**
    - d. **Possibility of opening 12 week course early – open 8/21/17**



**6. VP Administrative Services**

*“Leaders ask, “How do we make the most of this opportunity?” John Maxwell*

- a. Day Care contract changes - updated
- b. Carlos Casarez retirement
- c. EP IT Hireee
- d. #15 State Energy Conservation
- e. Custodial Position – Uvalde (30 applicants)
- f. Visited Eagle Pass Campus
- g. Working on Garner Science Building

**7. VP Del Rio**

- a. City painted crosswalks and no parking zones

**CABINET MEETING**  
**August 23, 2017**

	<b>AGENDA ITEM</b>	<b>NOTES</b>
1.	President	4 DX
2.	VP Academic Affairs	
3.	VP Student Services	Enrollment Update
4.	VP Finance	

5.	VP Eagle Pass Campus	
6	VP Administrative Services <i>“Being heard is so close to being loved, that for the average person, they are almost indistinguishable.”</i> David W. Augsburger, Professor	Dorm Welcome Back  Palomino Fest  Transportation  Dorm Move In  DL/IT Position/ Exams  Maintenance Position (2)
7.	VP Del Rio Campus	Portal/colleague issues  Classes not syncing  BO having to use both Internet Explore and Chrome for UI5  Maintenance  Head Custodian?
8.		

**CABINET MEETING OF  
SOUTHWEST TEXAS JUNIOR COLLEGE**

**August 23, 2017**

The Cabinet members of Southwest Texas Junior College met on August 23, 2017 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**  
**Derek Sandoval, Vice President Administrative Services**  
**Gilbert Bermea, Vice President Eagle Pass Campus**  
**Connie Buchanan, Vice President Del Rio Campus**

**1. President**

- a. 4DX**
- b. Consultant Grant Scholarship**
- c. Weather outlook – keep on Tropical Storm Harvey for potential impact**
- d. Convocation - status**

**2. VP Academic Affairs**

- a. Report on Pathway Regional meeting at Del Mar**
- b. Pathways – work during convocation-addressing**
  - i. Market Skills**
  - ii. 7 Habits**
  - iii. Potential certificate for students**
- c. September 22, 2017 – Canvass Demo**
- d. HB2223 – Required by Fall 2018, co-requisites for developmental**
  - i. Similar to our previous linked course**

**3. VP Student Services**

- a. Enrollment Update**
- b. Dropped 490 students for non-payment (will receive communication)**
  - i. Students 5921**
    - 1. Uvalde – 1202**
    - 2. Del Rio – 992**
    - 3. Eagle Pass - 1478**
- c. Friday – UCISD – ECH requested a meeting**
- d. Access to Campus Cruizer to High School or dual credit**
  - i. Inform faculty – will work with Mark Underwood on developing system for granting access**
- e. Discuss Del Rio Early College High school issues**

**4. VP Finance**

- a. UCAD – Delinquent Tax Attorney**
- b. Formal Bond Selection**

**5. VP Eagle Pass**

- a. Registration going strong**
- b. 2 orientation sessions today**
- c. TSI Testing – Thursday**
- d. Security contract includes Tech Center and AEL**
- e. Transition in Del Rio for security**

**6. VP Administrative Services**

*“Being heard is so close to being loved, that for the average person, they are almost indistinguishable.”* David W. Augsburg, Professor

- a. Dorm Welcome Back – BBQ on Sunday at 5:00pm**
  - i. 90% Hubbard – 85% Garner capacity**
- b. Palomino Fest – in process**
- c. Transportation – C N A vehicle request – coordinate with VPs on minimizing travel**
- d. Dorm Move In**
- e. DL/IT Position/Exams**
- f. IT Committee**
- g. Maintenance Position (2)**
- h. Wagner 6 almost done, pool done, IE plan for A D A door openers**

**7. VP Del Rio**

- a. Portal/colleague issues**
  - i. Classes not syncing**
  - ii. BO having to use both Internet Explore and Chrome for U15**
- b. Maintenance**
  - i. Head Custodian?**

**CABINET MEETING**  
**August 30, 2017**

	<b>AGENDA ITEM</b>	<b>NOTES</b>
1.	President	4 DX  Discuss Franklin Covey proposal
2.	VP Academic Affairs	
3.	VP Student Services	
4.	VP Finance	

5.	VP Eagle Pass Campus	
6	VP Administrative Services <i>"You can tell you are on the road to success. It's uphill all the way."</i> Paul Harvey	Digital Billboards  Outside Vendor/Contractor  Temp FT Plumber  SWART Numbers
7.	VP Del Rio Campus	
8.		

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**Dr. Mark Underwood, Vice President Academic Affairs**  
**Margot Mata, Vice President Student Services**  
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**Derek Sandoval, Vice President Administrative Services**  
**Gilbert Bermea, Vice President Eagle Pass Campus**  
**Connie Buchanan, Vice President Del Rio Campus**  
**Johnny Guzman, Dean of Applied Sciences**

**1. President**

- a. 4DX - WIG – Graduate information**
  - i. 4DX reload by Wednesday, September 6th**
- b. Discuss Franklin Covey proposal – Revise request for proposal**
- c. Enrollment**
  - i. This year - Fall 6,900 Last year – Fall**
  - ii. This year – CH 1,218,768 Last year – 1,108,944**
  - iii. This year – SCH 59,507 Last year – 50,223**
- d. Drop List – 554 – pending documents / partial payments**
- e. Vendor logs**

**2. VP Academic Affairs**

- a. Pathways work is going well – core sequencing**
  - i. Has homework for fall institute**
- b. Faculty has concerns that there will be no monitors in DL classes. Discussion regarding full time vs part time**

**3. VP Student Services**

- a. Welcome Desk**
- b. Calendar of events – Mark Underwood will look into IE doing this**
- c. Office 365 – room reservations**
  - i. Del Rio room approval needs to go to Connie Buchanan**
- d. Meeting with Dr. Mendez**
  - i. She is making quite a few changes with our p/s, - no writing center tutors, Medina Valley pulling out equipment**
- e. Outreach is doing a career day in Eagle Pass on September 28th**
- f. Yvette Hernandez is revamping the appeals process**
- g. Michael Cortez is split 50/50 with Distance Learning and Testing Center**
- h. Jason Perkins – moving to Distance Learning**
- i. EOC – raffle**
- j. Students with transfer agreements are not receiving their Financial Aid money – Mark Underwood will look into this with Luis Fernandez**
- k. Review of Work-study assignments**



4. **VP Finance**
  - a. **Remind everyone about**
    - i. **Change in vacation roll over policy**
    - ii. **Difference between request for payment and request for goods and services**
  - b. **Sick Pool donation needed**
5. **VP Eagle Pass**
  - a. **Eagle Pass has been hectic**
  - b. **ESL classes significantly down. Mexican students are passing the TSI**
  - c. **Discussion of I T**
6. **VP Administrative Services**

*"Being heard is so close to being loved, that for the average person, they are almost indistinguishable."* David W. Augsburg, Professor

  - a. **New Webpage discussion – tutorial needed**
    - i. **Scott Baker will present on Friday**
    - ii. **Move forward after census**
  - b. **Outdoor / Vendor contract – re: ID Badges**
  - c. **SWART review**
  - d. **Almost finished with IE offices. Then will start on Del Rio and water heaters in Del Rio Building B**
  - e. **Maintenance working on Palomino Fest**
  - f. **Adjust custodial hours for gym**
7. **VP Del Rio**
  - a. **Cancelled ESL, PE**
  - b. **Welcome back – September 14<sup>th</sup>**
  - c. **Getting ready to paint fire lanes**
  - d. **Working with high schools on spring schedule**