

CABINET MEETING
February 3, 2016

	AGENDA ITEM	NOTES
1.	President	
2.	VP Academic Affairs	Mid-term Grades Continuing Ed at Sul Ross? Maternity Leave
3.	VP Student Services	Enrollment Drop List Student Service Updates
4.	VP Construction Projects	

5.	VP Finance	Sentry Security bid Cell Phone Stipends Texas Bookstore
6.	VP Eagle Pass	
7.	VP Del Rio	
8.		

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

February 3, 2016

The Cabinet members of Southwest Texas Junior College met on February 3, 2016 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 Finance
Gilbert Bermea, Vice President Eagle Pass
Derek Sandoval, Vice President Del Rio

Cabinet member absent was:

Joe Barker, Vice President Construction Projects

Also present was Raul Reyes, Chief Information Officer

1. President

- a. **Wildly Important Goal (WIG)**
 - i. **By next week finalize numbers and due date**
 - ii. **Review WIG and Sub WIG**
- b. **Strategic Plan**
 - i. **Review current and make recommendations for next 5 years**
 - 1. **No later than April's Board meeting**
- c. **Develop – time line for The 4 Disciplines of Execution (4DX) – Strategic Plan**

2. VP Academic Affairs

- a. **Mid-term grades – research**
- b. **Continuing Ed at Sul Ross – Jim Case will meet with Romelia Aranda on Thursday**
- c. **Maternity Leave – look into continue working while on leave (Ms. Tarski will look into this).**
- d. **LEAD – High level practices for QEP**
- e. **Dilley – TEA visit February 10th**
- f. **Knippa – Thursday at 2pm Early College High School Advisory meeting (Feb 8th & 9th?)**
- g. **Bracketville ISD – Skill Development workforce opportunity**
- h. **Catalog changes**

3. VP Student Services -

- a. **Enrollment – 5637 – DR / UV showed growth 2%**
- b. **Drop List – 310 on drop list – look at 250 – 280**
 - i. **Are they the same people (students)**
 - ii. **Future semester move drop date earlier (1 week / week ½)**
- c. **Student Services Update**
 - i. **Library – New Library in EP ADA access needs adjustments**
 - ii. **F.A. Awareness Month – February**
 - iii. **F.A. – Last month with WISE student loan default work moving to new company**

- iv. **Dual Credit Pell – submitted**
 - v. **Second Chance Pell in second phase**
 - vi. **Admission work on schedule**
 - 1. **Will work with CIO on marketing**
 - vii. **EOC – New Application**
 - d. **Attendance Report – who is monitoring at institutional level?**
 - i. **Notices to students – (Policy)(Counselors)(Student Success)(Faculty during other classes)**
- 4. VP Construction Projects – At a meeting in Crystal City with Architect /Contractor / City**
- 5. VP Finance**
- a. **Sentry Security bid**
 - i. **Phase 1 Mag locks for building**
 - ii. **Phase 2 Cameras**
 - b. **Cell Phone Stipends – List of users**
 - c. **Texas Bookstore – Contract expires August – option to extend**
 - d. **Pool table / Ping Pong table**
 - e. **Sul Ross – Construction cameras relocate to Crystal City**
- 6. VP Eagle Pass**
- a. **Students love new building**
 - b. **Café online today**
 - c. **Outdoor patio/working on roof-paint/stain/ceiling tile**
 - d. **March “Major” Madness – Career Fair**
 - i. **March 1-3 Building F**
 - e. **No pay list – faculty (report attendance)**
 - f. **Sul Ross lease – question – renovation – current**
 - g. **Ribbon cutting**
- 7. VP Del Rio**
- a. **Food service – snack bar – Del Rio**
 - b. **4DX – briefed staff**
 - c. **Emergency response plan – utilizing 4DX**

CABINET MEETING
February 10, 2016

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

5.	VP Finance	
6.	VP Eagle Pass	
7.	VP Del Rio	
8.		

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

February 10, 2016

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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
Joe Barker, Vice President Construction Projects
Anne Tarski, Vice-President Finance
Gilbert Bermea, Vice President Eagle Pass
Derek Sandoval, Vice President Del Rio**

Also present was Raul Reyes, Chief Information Officer

1. President

- a. SWTJC Board of Trustees' monthly agenda - reviewed**
- b. E-mail the WIG Y to X by Whens today**
- c. Conversation with student – e-mail to Cabinet**

2. VP Academic Affairs

- a. Knippa – TEA visit**
- b. Form an Early College High School Consortium**
 - i. Meet in April with Knippa / Del Rio / Dilley**
- c. Dot. Stead – State Grant – Juvenile Justice & Prevention Grant**
 - i. From Governor's Office (17 and under)**
- d. Block schedule meeting HB1583**

3. VP Student Services -

- a. Enrollment – 5423**
- b. Today is the last day to reinstate**
- c. Talent Search Grant went out – response due in July**
- d. EOC Grant up for renewal**
- e. Revamping Student Freshmen Orientation**
 - i. Randa Schell – Ad Hoc Committee**
- f. Behavioral Intervention Team**
- g. February 16th College Day**
- h. Grilling with the President – March 10th**

4. **VP Construction Projects**
 - a. **Crystal City at a stand still**
 - b. **Eagle Pass – working parking and traffic control**
 - c. **Speedbumps – will be built**
 - d. **Tech Center**
 - i. **Working on Electrical**
 - ii. **Main Building set up for classes**
 - iii. **Waiting on pavement – TX DOT issue permit, start next week**
 - iv. **Insurance on Tech Building**
 - v. **Network/Phone connected?**
 - vi. **Ventilation system for Diesel and Welding**
 - vii. **Move Diesel equipment this summer**
5. **VP Finance**
 - a. **Budget – Out of District tuition fee**
 - i. **Charge out of District & Scholarship out**
 - b. **P Card – Travel Card for clubs**
 - c. **Bookstore wants to be included in activities**
 - d. **Faculty not using Department adopted text**
 - e. **Del Rio sales are up at the bookstore**
6. **VP Eagle Pass**
 - a. **Working well (new building), primarily evening classes**
 - b. **Café opened mid last week**
 - c. **Ribbon cutting – February 26, 2016**
7. **VP Del Rio**
 - a. **E-mail notification on drills**
 - b. **Meeting with cafeteria / maintenance on emergency**
 - c. **A T D – meet at 1pm**
 - i. **2 presentations**
 - d. **Gates for campus**
 - e. **A/C issues – continue with installation of 1 -6 in Del Rio**
8. **CIO**
 - a. **Presented at City Council – feedback to city**
 - b. **Standardize photos Cabinet – down**
 - c. **Database – work with management – database**
 - i. **Analyze usage of application**
 - d. **PC replace / refresh plan**
 - e. **Plan for Institutional Administration / Staff PC refresh**
 - f. **Customer satisfaction survey.**
 - i. **Benchmarks and resurvey in 6 months – changes**
 - g. **CopSync with Uvalde Police Department**
 - h. **Printers – Agustin Alejandro is going to meet with Vice Presidents**
 - i. **Brief Vice Presidents and pus info down via them**

CABINET MEETING
February 17, 2016

	AGENDA ITEM	NOTES
1.	President	4DX Portal Expert & Coaches 4DX Final WIG Submittal Employee gym use after hours Career Pathway Process Status E-Advising Status
2.	VP Academic Affairs	
3.	VP Student Services	
4.	VP Construction Projects	

5.	VP Finance	
6.	VP Eagle Pass	
7.	VP Del Rio	
8.		

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

February 17, 2016

The Cabinet members of Southwest Texas Junior College met on February 17, 2016 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
Joe Barker, Vice President Construction Projects
Anne Tarski, Vice-President Finance
Gilbert Bermea, Vice President Eagle Pass
Derek Sandoval, Vice President Del Rio

Also present was Raul Reyes, Chief Information Officer

1. President

- a. 4DX Portal Expert & Coaches - Review
- b. 4DX Final WIG Submittal
 - i. Review and make adjustments
- c. Employee gym use after hours
 - i. Use during regular hours – liability safety
- d. Career Pathway Process Status
 - i. Gave update on Mr. Whipple's work
- e. E-Advising Status
 - i. Margot Mata will investigate 100% of utilization of E-Advising

2. VP Academic Affairs

- a. Met with EPISD
 - i. Pursue expanding dual credit down to Freshmen 20-25 students per high school
 - ii. Pursue Magnate School status in Robotics/Engineering
 - 1. Will follow up
- b. Completion agenda 60 x 30
 - i. Stay focus with Quality of Academics

3. VP Student Services -

- a. EP Service Forum
 - i. Need for deadlines in drop list
- b. Put in place more preventative measures
- c. Establish deadlines for Summer / Fall terms
- d. Meeting with Public Information on promoting evening courses
- e. Options for students not making the deadline
- f. Flex-entry or mini mesters for long semester
- g. Develop a plan to educate students on deadlines & alternative plans for students
- h. Counselor / Advisor workshop
- i. Student Success at Crystal City
 - i. Status with staffing

4. **VP Construction Projects**
 - a. **Ask VP to scrutinize work-order request**
 - b. **Status of work-order tracking**
 - i. **Overall status of process**
 - c. **Team approach to address work-orders pending**
 - d. **Maintenance move to be more productive in addressing the need for work-orders**
 - e. **Washers / dryer not working at the dorms (Hubbard)**
 - f. **Retaining with Brandy requesting a decrease to 1% from 5%**
5. **VP Finance**
 - a. **Budget Reductions**
 - i. **Review and finalize proposed reduction by next week**
 - b. **Catering policy for outside events**
 - c. **PD training on letter writing**
 - d. **Labor law training – coop time**
6. **VP Eagle Pass**
 - a. **EP Building Dedication February 26th at 1:30pm**
 - b. **Reroofing of “C” Building almost done/noise factor but better**
 - c. **Training / Educate students on “one way” traffic patterns**
 - d. **TPEG issues with process Financial Aide**
7. **VP Del Rio**
 - a. **ATD Conference next week**
 - i. **Randa/Luis/Derek/Mitchell will be attending**
 - b. **Hire new custodian – Fall 2016 – keep temporary**
 - c. **Library web scrolls**
 - d. **Grilling with President – Uvalde / Del Rio**
 - e. **Mexican-American course**
 - i. **Develop/add course issue**
 - f. **FA issues**
 - g. **Phone line for FA clerk**
 - h. **4DX – shared with Del Rio staff – people are accepting the process**
8. **CIO**
 - a. **Computer plan – feedback due by Friday**
 - b. **Faculty / staff – PC refresh plan upcoming**
 - c. **Printer plan – meetings scheduled with Augustin regarding which printer we can eliminate and utilize multi-function**
 - d. **CopSync contract delivered March 2nd deadline**
 - e. **Working on server IT back office function**
 - f. **When sirens get tested alert campus before test**
 - g. **I.T. survey – 60 responses expecting 200**
 - h. **Student survey feedback**
 - i. **Develop one-stop shop for Public Information**
 - j. **Gala – after lunch 4/2**
 - k. **Meeting Feb. 26th – EP set up**
 - l. **Website develop team (5 to 6) to keep web current**

- m. Campus Cruiser**
 - i. Discuss with Ellucion**
 - 1. LMS for 2nd summer**
 - 2. Survey to Faculty regarding LMS**
- n. Work flow management – LOE**
 - i. Stakeholder ownership**
 - 1. Big picture**
 - ii. Bound slides**
- o. Rotary/Lions/Kiwanis 400 + by 2017**

CABINET MEETING
February 24, 2016

	AGENDA ITEM	NOTES
1.	President	Identify coaches Identify portal expert Identify who owns each of the WIGS
2.	VP Academic Affairs	ASU-GSV
3.	VP Student Services	
4.	VP Construction Projects	

5.	VP Finance	
6.	VP Eagle Pass	Ribbon Cutting / Grand Opening – February 26th
7.	VP Del Rio	
8.	CIO	

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

February 24, 2016

The Cabinet members of Southwest Texas Junior College met on February 24, 2016 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
Joe Barker, Vice President Construction Projects
Anne Tarski, Vice-President Finance
Gilbert Bermea, Vice President Eagle Pass

Absent was Derek Sandoval, Vice President Del Rio (at a conference)

Also present was Raul Reyes - Chief Information Officer and Lisa Ermis - Controller

1. **President**
 - a. **4DX identify coaches –By Campus**
 - b. **4DX identify portal expert – Raul Reyes**
 - c. **4DX identify who owns each of the WIGS**
2. **VP Academic Affairs**
 - a. **ASU-GSV**
 - i. **Mark Underwood submitted application and was accepted**
 - ii. **Perhaps add Amy Garcia – PD to conference**
 - b. **Changes in Dual Credit**
 - i. **Testing entrance / CB suggestion new rules to qualify dual credit students**
3. **VP Student Services -**
 - a. **Eligibility for Dual Credit**
 - b. **P16 PD – Conference – Early College Dual Credit**
 - c. **Data-Vox on November 2nd in Houston – Security Conference**
 - d. **Pearsall – AT&T will meet 30 days out from fixing the problem**
 - e. **Orientation for Tech students**
4. **VP Construction Projects**
 - a. **Crystal City stands still**
 - i. **Architect and General contractor working with City to confirm material list**
 - b. **Temperature in EP Library / EP Computer Lab**
 - c. **Hydro mulch**
5. **VP Finance**
 - a. **Budget Revision - finalize**
 - b. **Return application to HR**
 - i. **Reframe from using SS #s**
 - c. **Higher One access to ATM**

6. **VP Eagle Pass**
 - a. **Ribbon Cutting / Grand Opening – February 26th**
 - i. **Who from Cabinet is going**
 - ii. **Lunch will be at 11:30am at Parrilla San Miguel**
 - b. **Update on Campus**
 - c. **Door openers for Eagle Pass**
7. **VP Del Rio – Mr. Sandoval out at a conference**
8. **CIO**
 - a. **Pearsall solution in progress**
 - b. **Del Rio – hail damage – response within 20 minutes**
 - c. **Develop Emergency Response Manual**
 - d. **IT Director position will be open**
 - e. **Looking at mixing IT & DL**
 - f. **Lab updates – utilize Virtual machines**
 - g. **Team is coming together**