

CABINET MEETING
May 3, 2017

	AGENDA ITEM	NOTES
1.	President	4 DX
2.	VP Academic Affairs	
3.	VP Student Services	
4.	VP Finance	Letter of reasonable assurance Colleague training for HR & PR RGC Lease escalation BankOne Mobile Budget

5.	VP Eagle Pass	
6.	VP Del Rio <i>"All fear stems from 'I am not enough' or 'I don't have enough.'"</i> Paul Martinelli	ECHS Lottery 380 applicants, 120 drafted, 100 alternates declared ECHS Faculty still pending – SOCIO / GOVT / ECO / BIO
7.	VP Admin. Services	BPO # 503 Gulf Coast - \$12K EP Busi. & Economic Dev. Advisory – May 19 th at 11:30 Campus Police – Vehicle request FY'18 Data Center project – some issues cable size/cost company DL issues – Network issues, A. Garza gone – Manny and Frankie learning Maintenance Team meeting /safety training Journeyman Plumber Ad out Swimming Pool talks begin ... leak, ceiling, restrooms – time frame, money, personnel Creative Arts Contest – successful – thanks to Dr. Sanchez and Academic folks, and Library – teamwork wonderful – 500 attendees Graduation via Maintenance / PD / Media all ready

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**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

May 3, 2017

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

1. **President**
 - a. **4DX – discussed update values on portal**
 - b. **Low class counts**
2. **VP Academic Affairs**
 - a. **Summer Math at Prison Unit – short teacher**
 - b. **DC – credentialing faculty**
 - c. **Leakey ISD – DC request**
 - d. **Alcala BIO – Graduation ceremony**
 - e. **CBM 001 / 004 – errors in reporting DC location (incorrect)**
 - f. **Kingsville – TAMUK – Engineering Articulation**
3. **VP Student Services**
 - a. **Graduation**
 - b. **Randa Schell – mandatory orientation (Freshmen) – presented by Randa Schell and approved by Cabinet approved**
 - c. **Summer Enrollment – 1180 – 1900 (LY)**
 - d. **Grad letter out with 4 passes**
 - e. **Senior Registration – orientation at high school**
4. **VP Finance**
 - a. **Letter of reasonable assurance for non-contract Faculty**
 - b. **Colleague training for HR and PR – 24 hour training**
 - c. **RGC Lease escalation – verify Del Rio square footage and adjust Castroville lease amount**
 - d. **BankOne Mobile – letter to students (as per new regulations) will update**
 - e. **Budget – distributed budgets to Vice Presidents**
 - i. **Anne Tarski presented budget**
 - f. **Sick leave pool – change**
 - g. **Concealed Carry signage – Rich Jones**
5. **VP Eagle Pass**
 - a. **Door openers for Library – maintenance will install**
6. **VP Del Rio**

“All fear stems from ‘I am not enough’ or ‘I don’t have enough’.” Paul Martinelli


 - a. **ECHS Lottery 380 applicants, 120 drafted, 100 alternates declared**
 - b. **ECHS Faculty still pending – SOCIO / GOVT / ECO / BIO**

7. VP Administrative Services

- a. **BPO # 503 Gulf Coast - \$12K – will investigate purchase**
- b. **EP Busi. & Economic Dev. Advisory – May 19th at 11:30**
- c. **Campus Police – Vehicle request FY '18**
- d. **Data Center project – some issues cable size / cost company**
- e. **DL issues – Network issues, A. Garza gone – Manny Ruiz and Frankie Pannell learning**
- f. **Maintenance Team meeting / safety training**
- g. **Journeyman Plumber Ad out**
- h. **Swimming Pool talks begin ... leak, ceiling, restrooms – time frame, money, personnel**
- i. **Creative Arts Contest – successful – thanks to Dr. Sanchez, Academic folks, and Library – teamwork wonderful – 500 attendees**
- j. **Graduation via Maintenance / PD / Media all ready**

CABINET MEETING
May 10, 2017

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

5.	VP Eagle Pass	
6.	VP Del Rio <i>"Optimism is the faith that leads to achievement. Nothing can be done without hope and confidence"</i> Helen Keller	ECHS scheduling  Graduation Fandango
7.	VP Admin. Services	No HS security (pm-am) UPD informed Day Care PT's 25hrs? Data Center Project Grant Writing for DL rooms, 88% approval rating CC DL room, \$7K? EP no phones Wednesday 6pm Signature approvals from VP's on IT equipment Christmas at the College date? Wagner (IT) roof, summer? Strategic Plan S2-3-5

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**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

May 10, 2017

The Cabinet members of Southwest Texas Junior College met on May 10, 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
Gilbert Bermea, Vice President Eagle Pass
Derek Sandoval, Vice President Del Rio

1. **President**
 - a. **4DX – Review Summer Game**
 - b. **SWTJC Board of Trustees' agenda – Reviewed**
 - c. **Strategic Plan**
 - i. **Review mid-year – close out**
 - ii. **Schedule a Strategic Plan discussion – 2 weeks**
 - iii. **Report to Board in June**
2. **VP Academic Affairs**
 - a. **Review course based success for SP 15 and SP 16**
 - b. **Review agenda for VPS' Breakfast**
 - c. **Summer enrollment numbers – class offerings**
 - d. **Discuss Dual Credit issues**
 - e. **Discuss Distance Learning issues**
3. **VP Student Services**
 - a. **Summer I – 1299 and Summer II - 728**
 - b. **Drop List - 748**
 - c. **Graduation – Be there by 6:30pm – practice at 11:00am**
 - d. **Orientation holds**
 - e. **A/C units – 2 out in Crystal City**
 - f. **May 18th – Medina Valley Graduation (Margot Mata and Michelle Torres will be attending)**
4. **VP Finance**
 - a. **Comfort animals in Dorm – will incorporate**
 - b. **Lead from the middle**
 - c. **Review Budget 2018 status**
 - i. **Budget cuts due by Tuesday next week**
 - ii. **Will review again on Wednesday at the Cabinet meeting**
5. **VP Eagle Pass**
 - a. **Grilling with the Vice President – successful**
 - b. **Friday – 1pm reception for Graduates**
 - c. **End of year BBQ – noon Thursday – will present service pins**
 - d. **Door openers for several restrooms – ADD compliance**
 - e. **Exhaust fan on Chemistry storage room**
 - f. **Chemicals clean up at labs**
 - g. **Bats have been addressed**
 - h. **Trap rock at old center**

6. VP Del Rio

“Optimism is the faith that leads to achievement. Nothing can be done without hope and confidence.” Helen Keller

- a. **ECHS scheduling – Sociology vacancy**
- b. **[REDACTED]**
- c. **Graduation Fandango – Thursday at 6pm**

7. VP Administrative Services

- a. **No HS security (pm-am) UPD informed**
- b. **Day Care PT’s 25hrs? – Keep under 20hours**
- c. **Adjunct Faculty – if they refuse insurance can they teach additional classes.**
- d. **Data Center Project – moving along – replacing servers and disaster recovery**
- e. **Grant writing DL rooms, 88% approval rating**
- f. **CC DL room, \$7K? – check with Robert Ayala for Title V availability**
- g. **EP no phones Wednesday 6pm – will it impact DL?**
- h. **Signature approvals from VP’s on IT equipment – options for IT request**
- i. **Christmas at the College date? – November 28th (Tuesday)**
- j. **Wagoner IT roof, summer?**
- k. **Strategic Plan – S2-3-5**

CABINET MEETING
May 17, 2017

	AGENDA ITEM	NOTES
1.	President	4DX Continuing the Journey with Achieving the Dream
2.	VP Academic Affairs	
3.	VP Student Services	
4.	VP Finance	

5.	VP Eagle Pass	
6.	VP Del Rio <i>“Always do your best. What you plant now, you will harvest later.”</i> Og Mandino	Teaching Demos Roof prep
7.	VP Administrative Services	Social media policy Previous contracts Maintenance projects vs budget BBQ Friday EP long distance Administrative Assistant
8.		

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

May 17, 2017

The Cabinet members of Southwest Texas Junior College met on May 17, 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
Gilbert Bermea, Vice President Eagle Pass
Derek Sandoval, Vice President Del Rio

1. President

- a. 4DX
- b. Continuing the Journey with Achieving the Dream
 - i. Incorporate ATD pillars into 4DX Model
- c. Strategic Plan Review
- d. Graduation recap
- e. Recap upcoming Board meeting
- f. Update on Legislative Bills

2. VP Academic Affairs

- a. TAMK – press release
- b. Noon meeting with Board of Realtors
- c. Ft. Duncan – pay half salary for RN faculty – AHEC to pay other 1/2
- d. Two replacements for nursing faculty
- e. Letter grades vs numerical average for Dual Credit students

3. VP Student Services

- a. 1460 SI
- b. Drop List – May 31/2017
- c. 796 SII
- d. Graduation
 - i. 678 are supposed to walk
 - ii. 338 – academic – 252
 - iii. 340 – Technical – 281
 - iv. 239-EP / 212-DR / 198- U
- e. Crystal City Library A/C down
- f. Library request for paint (white boards)
- g. 5/24 – ECHS at Uvalde
- h. Higher one option

4. VP Finance

- a. Budget cut – Allied Health – 300K
- b. Will set up meeting to work on Budgets

5. VP Eagle Pass

- a. Scholarship awards at CC Winn / EP High School – FAN awards
- b. F120 new building A/C not working – student lounge

6. VP Del Rio

"Always do your best. What you plant now, you will harvest later." Og Mandion

- a. **Teaching Demos – Early College High School – Faculty credentials**
 - i. **SOCI / PHIL / ETHICS – to sub**
- b. **Roof prep – working on 3 roofs this summer**

7. VP Administrative Services

- a. **Social media policy – in handbook already**
- b. **Previous contracts – message Board - Enlighten**
- c. **Maintenance projects vs budget**
- d. **BBQ Friday – cook off**
- e. **EP long distance**
- f. **Administrative Assistant – Jeanette Saucedo – relocate to upstaris**

CABINET MEETING
May 24, 2017

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

5.	VP Eagle Pass	
6.	<p>VP Del Rio</p> <p><i>“Good leaders have factors: Influence Factor-Do they influence others? Capacity Factor-Do they have the potential to grow and develop?”</i> John Maxwell</p>	<p>Condensing SSI/II schedules – security, library, Workforce</p> <p>Roof work to begin</p> <p>DR VP position – Q & A – June 1st – Formal committee / informal committee</p>
7.	VP Administrative Services	<p>Daycare discounts</p> <p>Ms. Chapoy summer hours</p>
8.		

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

May 24, 2017

The Cabinet members of Southwest Texas Junior College met on May 24, 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
Gilbert Bermea, Vice President Eagle Pass
Derek Sandoval, Vice President Del Rio

1. **President**
 - a. **4DX**
2. **VP Academic Affairs**
 - a. **Job description**
 - b. **CoBoard Grant notification DevEd – Level 1 Certificate**
 - c. **Hold off on Dual Credit Division Chair**
 - d. **Interviewing for the AEL Director position**
 - e. **Interviewing for the Workforce Training & Development Coordinator**
3. **VP Student Services**
 - a. **Enrollment for summer**
 - b. **Drop List at 824**
 - c. **Drop date May 31, 2017**
4. **VP Finance**
 - a. **Budget (\$213K) – Thursday at 8:30AM**
 - b. **Wyndam Hotel charging us hotel/motel tax**
 - c. **BankOne charging non-students over summer break**
 - i. **Options for other banks**
5. **VP Eagle Pass**
 - a. **Staff Convocation in Eagle Pass - Thursday**
6. **VP Del Rio**

“Good leaders have factors: Influence Factor – Do they influence others? Capacity Factor-Do they have the potential to grow and develop?.” John Maxwell

 - a. **Condensing SSI/II schedules – security, library, Workforce**
 - b. **Roof work to begin**
 - c. **DR Vice President position – Q & A – June 1st – Formal committee / informal committee**
7. **VP Administrative Services**
 - a. **Daycare discounts**
 - b. **Ms. Chapoy summer hours**

CABINET MEETING
May 31, 2017

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

5.	VP Eagle Pass	
6.	VP Del Rio <i>“Good leaders have factors: The Chemistry Factor – Do we like each other? The Attitude Factor- Do they desire to grow and develop themselves? .” John Maxwell</i>	Teaching Demo’s IP ECHS-3 Ethics sections / 3 Speech sections
7.	VP Administrative Services	CC Library A/C being replaced CC Walk through – Warranty Issues (leaving at 9:30 for 3 rd meeting) Maintenance – 2 PT, 1 PT just left, seeking one FT Swimming Pool leak/ceiling/locker rooms – waiting for Fowler’s leak identified Custodial Services – Dual shifts Campus Police - coverage Food Services from Community – revenue generating? Community Service? Network Engineer Interviews – Friday
8.		

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Cabinet members present were:

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

Cabinet member absent was:

Dr. Mark Underwood, Vice President Academic Affairs

1. President

- a. 4DX
 - i. Follow up with Dr. Mark Underwood on who is not playing for summer.
 - 1. Student Engagement / Advising
- b. Budget workshop – Tuesday
- c. Finalize Strategic Plan
 - i. Review for June Board meeting

2. VP Academic Affairs – Dr. Mark Underwood on vacation

3. VP Student Services

- a. 1628 SI – 553 on drop list → at 508 (1402)
- b. Drop today after lunch
- c. Ecashier crashes to much online
- d. Phone payment case by case
- e. Vacation schedule
- f. EOC status

4. VP Finance

- a. Part-time list
- b. Budgets

5. VP Eagle Pass

- a. EMT – 6
- b. Close some classes with 0

6. VP Del Rio

“Good leaders have factors: The Chemistry Factor – Do we like each other? The Attitude Factor – Do they desire to grow and develop themselves?” John Maxwell

- a. Teaching Demo's IP – Gabby Davis Coordinate teaching Demo for ECH
- b. ECHS – 3 Ethics sections / 3 Speech sections for Del Rio – 3/5 sections
- c. Ethics Faculty for ECH
- d. Maintenance custodial issue at Del Rio – off without pay

7. VP Administrative Services

- a. CC Library A/C replaced**
- b. CC Walk through – Warranty issues (leaving at 9:30am for 3rd meeting)**
- c. Maintenance – 2 Part Time, 1 Part Time just left, seeking 1 Full Time**
- d. Swimming Pool leak / ceiling / locker rooms – waiting for Mr. Fowler’s leak identified**
- e. Custodial Services – Dual shifts**
 - i. 1-5 and 6-10**
- f. Campus Police – coverage**
- g. Food Services form Community - revenue generating? Community Service?**
- h. Network Engineer Interviews - Friday**