

CABINET MEETING
February 6, 2014

	AGENDA ITEM	NOTES
1.	Around the Table	
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**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

February 6, 2014

The Cabinet members of Southwest Texas Junior College met on February 6, 2014 in the Administration Building - President's Office.

Cabinet members present were:

Dr. Hector Gonzales, President
Dr. Mark Underwood, Vice-President Academic Affairs
Dr. Blaine Bennett, Vice-President Student Services
Joe Barker, Vice-President Administrative Services
Anne Tarski, Vice-President Finance
Dick Whipple, Associate Vice-President Institutional Advancement
Gilbert Bermea, Associate Vice-President Eagle Pass
Margot Mata, Vice-President Outreach
Johnny Guzman, Dean College of Applied Sciences
Romelia Aranda, Dean College of Workforce
Cheryl Sanchez, Dean College of Liberal Arts

Cabinet member absent was:

Derek Sandoval, Associate Vice-President Del Rio

1. Around the Table

- a) **Hector Gonzales**
 - i. **Update on Del Rio Meeting with Laughlin – Superintendent/ Mayor/Dr. Gonzales Regarding Aviation Technical A.A.S.**
- b) **Anne Tarski**
 - i. **Part-time employees working over 30 hours per week**
 - 1. **List**
 - ii. **Policy Update 29**
 - iii. **Financial Condition**
 - iv. **Office Max / P-Card training**
- c) **Romelia Aranda – nothing**
- d) **Cheryl Sanchez**
 - i. **Education Services Polices**
 - ii. **HEB Excellence Awards – Apply with Daycare**
 - iii. **Evening classes – Fall – Report for Board**
 - iv. **PD opportunity for Core Objectives**

- e) **Joe Barker**
 - i. Tom will have conceptual drawing for Crystal / EP
 - 1. Look at design layout
 - ii. Cafeteria hours – menu selection

- f) **Johnny Guzman**
 - i. Delivered welding material to Cotulla
 - ii. Meet in Laredo CC – PTA program
 - iii. OCI Solar Power – 1:30
 - 1. Hiring techs for assembly/welding

- g) **Dick Whipple**
 - i. Pending items list
 - ii. Reviewed Data
 - iii. 1200 students with null grade @ mid-term – Why?
 - iv. Dual Credit report – seniors to college
 - v. FA award history/trends report
 - vi. Sustainability – organization
 - vii. Scheduler software – ref. list
 - viii. Grants 2 stem – Prairie View A & M
 - 1. ASUT Title V Coop – stem
 - 2. Title V

- h) **Mark Underwood**
 - i. 8 week / Maymester course – request to faculty
 - ii. Signed Knippa ISD Early College HS
 - iii. TCCTA – annual meeting
 - 1. Higher representation form Math faculty
 - iv. Webinar gateway courses
 - v. Level 2 certificate requires 15 core – not true
 - vi. Terri Wilson help with press releases

- i) **Margot Mata**
 - i. Action to retain dual credit students
 - ii. Pre-req activity for Dual Credit Seniors – proactive
 - iii. Request a list of seniors from area high schools
 - iv. Site visit with Carrizo Springs ISD
 - v. Fall Schedule
 - vi. Feb. 18th college day, 500 students
 - vii. Crystal City literacy fair at center
 - viii. Request for summer camps
 - ix. Host job fair in the past – funds remain

- j) Blaine Bennett**
 - i. Business Office / Student Services**
 - 1. Professional Development**
 - a. Joint customer services training**
 - ii. Student planning**
 - iii. Student Services calendar**
 - 1. Decide registration date, etc**
 - iv. Met with Student Services Directors**
 - 1. Priority register complete Fall schedule for March 21**
 - v. Develop a core schedule for each term**
 - vi. Attendance report- registrar's confirm rosters**
 - vii. Issues with online students**
 - viii. Policy on**
- k) Gilbert Bermea**
 - i. Associate Degree Nursing – application**

CABINET MEETING
February 13, 2014

	AGENDA ITEM	NOTES
1.	Pending Items	
2.	Around the Table	
3.	Reaffirmation	
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Cheryl Sanchez, Dean College of Liberal Arts

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Johnny Guzman, Dean College of Applied Sciences

- 1. Pending Items – Reviewed and discussed pending items from prior cabinet meeting**

- 2. Around the Table**
 - a) Hector Gonzales – Commencement Speaker – Poncho Nevarez**

 - b) Dick Whipple – App for Microsoft Office 365**

 - c) Anne Tarski**
 - i. Financial Officers update from Austin**
 - ii. Success points at \$185 each success point**
 - iii. Budget reductions**

 - d) Romelia Aranda**
 - i. Cotulla visit – welding (12 slots)**
 - 1. March 18th start date – lead to bridging classes with Dual Credit Schools**
 - ii. Ask - Nurse Aid**
 - iii. Going to meet with Hondo today**

- e) **Cheryl Sanchez**
 - i. **Faculty / Staff - Outstanding faculty awards**
 - 1. **Consider expanding for staff side**
 - ii. **Met with RGC – IT staff**
 - f) **Derek Sandoval**
 - i. **Civic engagement – Meeting with leadership Del Rio**
 - g) **Margot Mata**
 - i. **Visited Carrizo Springs High School**
 - ii. **Expanding Career Tech in Carrizo Springs**
 - iii. **Culinary Arts in the future**
 - iv. **Uvalde High School – 7:45 – 3:00 8:30-4:15**
 - 1. **Different Bell Schedule**
 - v. **Welcome back Hondo/Pearsall**
 - vi. **College day – 560 students, 12 High Schools**
 - vii. **Social Media section / computer labs**
 - 1. **Adm. Aps. online**
 - viii. **Pre-requisites with school (dual)**
 - ix. **Crystal City – impact 2014 Parent conference**
 - h) **Blaine Bennett - Nothing**
 - i) **Gilbert Bermea – Nothing**
3. **Reaffirmation – SACS assignment – 8:30 – 9:30**
4. **Board Agenda**
- a) **Cheryl Sanchez – class schedule report**
 - a. **Add Fall mini A/B**
 - b) **Review and update policy and hand book**
5. **Eagle Pass and Del Rio Student’s questions – reviewed student’s issues and concerns raised by students.**