

CABINET MEETING
May 1, 2014

	AGENDA ITEM	NOTES
1.	Strategic Plan Metrics	
2.	SWTJC Board of Trustee Agenda	
3.	Graduation Update	
4.	Review of Title V Grant Application	
5.	Around the Table	
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**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

May 1, 2014

The Cabinet members of Southwest Texas Junior College met on May 1, 2014 in the Administration Building - President's Office.

Cabinet members present were:

Dr. Hector Gonzales, President
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
Derek Sandoval, Associate Vice-President Del Rio
Johnny Guzman, Dean College of Applied Sciences
Cheryl Sanchez, Dean College of Liberal Arts

Cabinet member absent was:

Dr. Mark Underwood, Vice-President Academic Affairs
Romelia Aranda, Dean College of Workforce

Also present was Carol LaRue, Director of Planning and Research

- 1. Strategic Plan Metrics**
 - a) Discussed Proposed Metrics for 2015 – 2019- Strategic Plan**
- 2. SWTJC Board of Trustees Board Agenda**
 - a) Discussed agenda items**
- 3. Graduation Update**
- 4. Review of Title V Grant Application**
 - a) Rachel Hinman presented outline of Title V application to the Cabinet**
- 5. Around the Table:**
 - a) Johnny Guzman**
 - i. ECH – Career Tech not approved**
 - ii. Meet in CC ISD to evaluate facility for welding**
 - a. Skill Dev. funds to fund Crystal lab**
 - iii. TWC conference – set up meeting with aerospace Jet Program**
 - iv. Simplify brochure to 1 page**
 - v. Job Fair went well with Rep. P. Gallego**
 - vi. Laguna Crane Services reps-jobs related to oilfield jobs**

- b) **Joe Barker**
 - i. **Winding up in Del Rio**
 - ii. **Wrapping up EP/CC/Medina Valley**

- c) **Cheryl Sanchez**
 - i. **Faculty Association request assigned to**
 - a. **Mark Underwood**
 - b. **Cheryl Sanchez**
 - c. **Johnny Guzman**
 - d. **Amy Garcia**
 - a) **To review Faculty Special Grant**
 - e. **Creative Arts Contest was good**

- d) **Derek Sandoval**
 - i. **Presented Faculty Evaluation instrument**
 - ii. **Changes recommended**
 - a. **Instructed to present to Curriculum Committee for comments**
 - b. **Reviewed staff Evaluation instrument**
 - c. **Moving in on May 9th in Del Rio**

- e) **Anne Tarski**
 - i. **TPEG**
 - ii. **Water surcharge over 50K gallons per month using 1 million gallons per month**

- f) **Gilbert Bermea**
 - i. **Hosted Health Career Enrichment fairs @ no cost**
 - a. **May 19 - 30**

- g) **Blaine Bennett**
 - i. **Enrollment – Summer – Fall**

- h) **Margot Mata**
 - i. **Outreach information flyer**
 - ii. **Site visit Medina Valley ISD**
 - a. **August 12 Completion date**
 - iii. **Mid October Ribbon cutting**
 - iv. **Group of high schools came for training/admission**
 - a. **Schools transition to online registration for dual credit**

CABINET MEETING
May 8, 2014

	AGENDA ITEM	NOTES
1.	Dean's Breakfast	
2.	SWTJC Board of Trustee Agenda	
3.	Graduation Update	
4.	Around the Table	
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**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

May 8, 2014

The Cabinet members of Southwest Texas Junior College met on May 8, 2014, 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
Derek Sandoval, Associate Vice-President Del Rio
Johnny Guzman, Dean College of Applied Sciences
Romelia Aranda, Dean College of Workforce
Cheryl Sanchez, Dean College of Liberal Arts

- 1. Dean's Breakfast**
 - a) Reviewed agenda**

- 2. SWTJC Board of Trustees Board Agenda**
 - a) Reviewed agenda**

- 3. Graduation Update**
 - a) Finalized program and plans**
 - b) Practice will be at 3:00PM, Friday**
 - c) Commencement Exercise will begin at 09:30AM**

- 4. Around the Table:**
 - a) Derek Sandoval**
 - i. Project Grow - Discussion**
 - ii. Maintenance help Monday and Tuesday – for move**
 - iii. DR construction update – next week**
 - iv. Building Insurance – effective 5/9/14**
 - v. Landscaping update**
 - vi. Job Knowledge review**

- b) **Johnny Guzman**
 - i. Meeting scheduled in Hondo with TWC- May 21 at 1:30pm
 - a) For Skills Development
 - b) Discuss Grant opportunities
 - ii. TWC – welding in Crystal City High School
 - iii. Shared use of facility in Crystal City
 - iv. Expanding welding program – 1 year certification
 - v. Need for Aligning Tech curriculum

- c) **Joe Barker**
 - i. Maintenance routine for time of year
 - ii. Next 3 weeks – Portable building moved
 - iii. Truck Driving building moved
 - iv. Software for online maintenance work orders expanding its use
 - v. Medina Valley – discuss set up of DL equipment and furniture for CR
 - vi. Proposed budget to Mark Underwood

- d) **Cheryl Sanchez**
 - i. Proposal from Faculty Association
 - a. Approved as presented with changes

- e) **Romelia Aranda**
 - i. TACE – Safety Training for Oil Gas
 - a) Have meeting to offer classes
 - ii. Allied Health Courses
 - a) Patient Care Tech
 - iii. NHA approved school – Test Site
 - iv. Del Rio – HS take over EMT Program
 - v. Lease Welding in Del Rio
 - vi. Carrizo Springs ISD – Moving forward from Nurse Aid Dilley / Crystal City / Eagle Pass
 - vii. NACES – testing for Nurse Aid Regional Test Site
 - a) In facility test site
 - viii. Energy Auditor Course in June
 - ix. Texas A & M Evaluated Project VAST
 - x. ABE moving in new building in Del Rio, by July 1st
 - xi. Cotulla Meeting
 - xii. Middle Rio Grande – changes in paperwork required due to audit

- f) **Anne Tarski**
 - i. Budget forecast for 2014
 - ii. Meet Wednesday to plan for financials

- g) **Gilbert Bermea**
 - i. **Open Speech position in Eagle Pass**
 - ii. **Add Science sections**
 - iii. **Today end of year BBQ for staff**

- h) **Blaine Bennett**
 - i. **Working with Margot Mata on transition**
 - ii. **Working with Rachel Hinman on Title V**
 - iii. **Summer I – up 28% headcount – credit hrs 40%-same as last year**
 - iv. **Summer II –up 70% headcount–74% credit hrs–same as last year**

- i) **Margot Mata**
 - i. **Drop list has not changed.**
 - ii. **FA turn on Monday**
 - iii. **Identify potential SAP students**
 - iv. **Registration campaign**
 - a) **Advertise and banner for EP/DR**
 - v. **FA literacy – reduce default rates on student loans required prior to student loan**
 - vi. **Cross-country implementing in FALL – Club**
 - vii. **Lone Star Safety training**
 - viii. **Outreach registration for Dual**

- j) **Mark Underwood**
 - i. **Regional Council meeting – TAMK**
 - ii. **Conference with University of Phoenix – access to referrals**
 - iii. **Friday – phone conference with TAM International**
 - a) **Transfer Agreement**
 - iv. **Non-profit Ed Committee**
 - a) **Online office hours**
 - b) **Online approval request form**
 - c) **Instructor approval forms**
 - d) **Carlos Diaz and Amy Garcia working on this**
 - v. **Division Chair announcement soon**

- k) **Dick Whipple**
 - i. **Title V Grant-Coop with Angelo State University**
 - a) **Submitted focus on**
 - i. **Pre-engineering**
 - ii. **Physics**
 - ii. **RGC reviewing career pathways**
 - iii. **Strategic Plan Metrics**
 - a) **Review Plan # 5 – 2 weeks schedule**

CABINET MEETING
May 15, 2014

	AGENDA ITEM	NOTES
1.	Current Budget	
2.	Summer Registration	
3.	Around the Table	
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**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

May 15, 2014

The Cabinet members of Southwest Texas Junior College met on May 15, 2014, 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
Gilbert Bermea, Associate Vice-President Eagle Pass
Margot Mata, Vice-President Outreach
Derek Sandoval, Associate Vice-President Del Rio
Johnny Guzman, Dean College of Applied Sciences
Romelia Aranda, Dean College of Workforce
Cheryl Sanchez, Dean College of Liberal Arts

Absent was Dick Whipple, Associate Vice-President Institutional Advancement

1. **Current Budget**
 - a) **2014 – 2015 Exp**
 - b) **Distributed FA payments on hold**

2. **Summer Registration**
 - a) **829 on list – non-payment**
 - b) **FA appeal next week – May 20th-31st**

3. **Around the Table:**
 - a) **Derek Sandoval**
 - i. **Waitlist - question**
 - ii. **1 year certificate in DR**
 - iii. **Update on Testing Center**

 - b) **Johnny Guzman**
 - i. **Met with Eagle Ford Consortium**
 - a) **Be part of Round 2 – oil / gas**
 - b) **Discuss Grant opportunities**
 - ii. **Del Mar Consortium**

- c) **Joe Barker**
 - i. **Apply TX online-Translation table – programming**
 - ii. **Elucian Construction - \$10,125 on hold**
 - iii. **Luis meeting with RGC-transcript sharing-require some programming**

- d) **Cheryl Sanchez**
 - i. **ASU Scholarship status**
 - ii. **Division chair applications**
 - iii. **Awards for support staff – well accepted**
 - a. **Approved as presented with changes**

- e) **Romelia Aranda**
 - i. **Nothing**

- f) **Anne Tarski**
 - i. **Nothing**

- g) **Gilbert Bermea**
 - i. **Nothing**

- h) **Blaine Bennett**
 - i. **Nothing**

- i) **Margot Mata**
 - i. **20 students - \$1000 scholarships for summer**

- j) **Mark Underwood**
 - i. **Maymester – EDUC 1300 only class**
 - ii. **Current Director Del Rio ECHS – Jorge Garza**
 - iii. **QEP meeting on Monday**
 - a) **Randa Schell, Hector Lopez co-chairs**
 - b) **Small group discussion**
 - c) **Very hopeful on development**
 - iv. **HB5 Project between School District and college**
 - a) **Tues ELA meeting on campus**
 - b) **EP/DR schools- they identified a more restricted Enrollment in College Prep with scores**
 - c) **Meeting next Tuesday**

CABINET MEETING
May 22, 2014

	AGENDA ITEM	NOTES
1.	First in the World Grant	
2.	Update on Active Directory & Office 365 – Bryan Guinn @10:00am	
3.	Around the Table	
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**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

May 22, 2014

The Cabinet members of Southwest Texas Junior College met on May 22, 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
Derek Sandoval, Associate Vice-President Del Rio
Johnny Guzman, Dean College of Applied Sciences
Romelia Aranda, Dean College of Workforce
Cheryl Sanchez, Dean College of Liberal Arts

1. **First in the World Grant – Rachel Hinman Presented**
2. **Update on Active Directory & Office 365 – Bryan Guinn**
3. **Around the Table:**
 - a) **Derek Sandoval**
 - i. **Portable buildings on hold**
 - ii. **All furniture is in**
 - iii. **Ready for Summer I**
 - b) **Johnny Guzman**
 - i. **Hondo Meeting**
 - a) **All Parties present**
 - b) **TWC – Skill Development Grant**
 - ii. **Next step – meeting with VT & TWC**
 - iii. **Look at local A & P Consultant**
 - iv. **Welding Crystal City**
 - c) **Joe Barker**
 - i. **Remodel of Hubbard Hall**
 - ii. **Adv in theater – will present**
 - iii. **Septic System remodel in Eagle Pass**
 - iv. **Deferred Maintenance – HVAC – preventive maintenance**
 - a) **Plan – using School Dude**

- d) **Cheryl Sanchez**
 - i. **UCISD – Tech Program going over one per month at Jr. High**
 - a) **Good idea to replicate to other ISDs**

- e) **Romelia Aranda**
 - i. **Truck Driving Eagle Pass moving ABE**
 - ii. **Law Enforcement Graduation**
 - a) **May 30th at 10:00AM**
 - iii. **College Prep course**

- f) **Anne Tarski**
 - i. **Nothing**

- g) **Gilbert Bermea**
 - i. **Registration moving forward**
 - ii. **200 on drop list**

- h) **Blaine Bennett**
 - i. **Helped Rachel send ATD Report**
 - a) **Data does not look good**

- i) **Margot Mata**
 - i. **Update on SI numbers and Fall numbers**
 - ii. **Financial Aid status update**
 - iii. **Medina Valley and Pearsall signs**
 - iv. **Dual credit orientation**
 - v. **4H Leadership – 130 students**
 - vi. **Dr. Sorrels surveys for Medina Valley Criminal Justice**
 - a) **General Ed has top 3**
 - vii. **ELA / Math – meeting HB5**
 - a) **Local Development Course**
 - b) **Drafting MOU**

- j) **Mark Underwood**
 - i. **Division Director Applicant**
 - ii. **TAMU – Transfer Articulation agreement June 18th signing**
 - iii. **Catalog Revision – June Board Meeting**
 - iv. **Call meeting to fix degree plans**

- k) **Dick Whipple**
 - i. **Updated Strategic Plan**
 - ii. **Bryan Guinn – update of Office 365**
 - a) **1. Setup active Directory**
 - 1. **Single sign on for all applications**
 - 2. **Additional Security**
 - b) **Server at Main Sites – servers deployed**
 - c) **Next Phase – Integrate Colleague into system**
 - 1. **Colleague – Active Directory – Campus Cruiser**

- d) **Ellusion needs to be involved**
 - e) **Connection – somewhat established**
 - f) **Difficulty in communicate with Ellusion**
 - 1. **Using Our Lady of Lake contact**
- iii. **Need to call Ellusion**
- iv. **Office 365 in Campus Cruiser**

CABINET MEETING
May 29, 2014

	AGENDA ITEM	NOTES
1.	2014 – 2015 Budget Review	
2.	Associate of Science in Engineering – James Nelson from UT Tyler (10:00AM)	
3.	Summer I & II	
4.	Around the Table	
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**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

May 29, 2014

The Cabinet members of Southwest Texas Junior College met on May 29, 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
Derek Sandoval, Associate Vice-President Del Rio
Romelia Aranda, Dean College of Workforce
Cheryl Sanchez, Dean College of Liberal Arts**

Absent was Johnny Guzman, Dean College of Applied Sciences

- 1. 2014 – 2015 Budget Review**
- 2. Associate of Science in Engineering – James Nelson from UT Tyler**
- 3. Summer I & II**
 - a) 500 drop Thursday**
- 4. Around the Table:**
 - a) Mark Underwood**
 - i. Committees Review**
 - b) Margot Mata**
 - i. Review Brochure**
 - a) Made changes – FONT – Elem school**
 - ii. Focus on Sul Ross**
 - c) Romelia Aranda**
 - i. 100% Law Enforcement passed**