

**CABINET MEETING**  
**January 2, 2019**

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

5.	VP Eagle Pass Campus	
6	<p>VP Administrative Services <i>“Should auld acquaintance be forgot, And never brought to mind?... We’ll take a cup o’ kindness yet, For auld lang syne.”</i></p> <p>Auld Lang Syne Robert Burns</p>	
7.	VP Del Rio Campus	
8.		

**CABINET MEETING OF  
SOUTHWEST TEXAS JUNIOR COLLEGE**

**January 2, 2019**

The Cabinet members of Southwest Texas Junior College met January 2, 2019 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 Campus**  
**Derek Sandoval, Vice President Administrative Services**  
**Connie Buchanan, Vice President Del Rio Campus**

- 1. President**
  - a. Real County Stock Show – Friday, January 11th**
  - b. Zavala County Stock Show – Saturday, January 12th**
- 2. VP Academic Affairs**
  - a. Follow up meeting with Medina Valley**
    - i. Adding Auto Tech Program**
    - ii. Will be here on the 8<sup>th</sup> to meet**
- 3. VP Student Services**
  - a. Vacancy – SSS-Director, Library Director, Disabilities**
- 4. VP Finance**
  - a. Behavioral training**
  - b. Cashier vacancy – will use a part time person**
  - c. Month rental inquiry with company in Eagle Pass wanting to use a room for training**
- 5. VP Eagle Pass Campus**
  - a. Attended ASU Graduation**
    - i. First 5 graduates of Civil Engineers**
    - ii. 1 Former SWTJC College (Eagle Pass) student graduated**
  - b. Counselor vacancy**
  - c. Writing Center**
  - d. A/C duct work completed**
- 6. VP Administrative Services**
  - a. Public Information – write a story about the Engineer graduate at ASU**
  - b. Training for Distance Learning (new equipment)**
  - c. Chief of Police vacancy interviews**
- 7. VP Del Rio Campus**
  - a. Del Rio Maintenance team will help build a wall for CMT Program in Eagle Pass**
  - b. Chemistry Lab cancel for Spring**
  - c. Registration low in Del Rio**
  - d. History staff position**
  - e. Student activities position**

**CABINET MEETING**  
**January 9, 2019**

	<b>AGENDA ITEM</b>	<b>NOTES</b>
1.	President	SWTJC Board of Trustees' Meeting Agenda for 1-17-19
2.	VP Academic Affairs	<p>We received JET Grant - \$297,000.00 – For Auto Tech</p> <p>We received Perkins reallocation of \$37,000.00 – Johnny and J. J. are discussing where to use</p> <p>Title V Grant – Proposed renovation of Fly Building for ‘Maker Space’; proposed for May</p> <p>Suggested membership for Advising/Steering Committee for Title V Grant management</p> <p>Can we place college-owned distance education/video equipment in Uvalde High School? Title V grant opportunity</p> <p>What is the schedule for paying back the SWTJC Endowment fund for DL Bridge loan?</p> <p>Transfer Virginia Valle from LVN faculty to AND</p> <p>Is the salary line for Portman (Del Rio ADN faculty who quit after 2 weeks) still available?</p> <p>Regional Transfer meeting/discussion at Texas A&amp;M Kingsville on February 1, 2019 – Roster of whom we will send:</p> <p>Report on January 8 meeting of group discussing State Reports – Problems and Resolutions</p>

3.	VP Student Services	
4.	VP Finance	Effect of government shutdown on Financial Aid and Grants
5.	VP Eagle Pass Campus	

6	<p>VP Administrative Services  <i>“10Xers lead their companies...by preparing ahead of time, building reserves and maintaining large margins of safety.”</i></p> <p><u>Great By Choice</u>  Jim Collins</p>	<p>Maintenance/Custodial-Dorms</p> <p>Housing-Jan. 16 Move In date</p> <p>IT-EP Network Complete-New Switches, fiber optics 1G to 10G (speed)</p> <p>DL Project 99% completion</p> <p>New Bridge installation for DL Network Institution wide</p> <p>Campus Cruiser archive received-glitches arose, awaiting Campus Cruiser for updated version</p> <p>Colleague Licenses arrived-pending Colleague shut down to install Campus Police-Interviews Jan. 14</p> <p>Cafeteria-Michaela Gonzalez, new cook</p> <p>Transportation-SWART comparisons</p> <p>Payroll by Dept.</p>
7.	VP Del Rio Campus	<p>DL Equipment Request from UV</p> <p>Registration busy: classes full, increasing sizes</p> <p>ECHS did not request section for BIOL</p> <p>Short w/Dev. Math – Linking in Summer ?</p>
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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**  
**Anne Tarski, Vice President of Finance**  
**Gilbert Bermea, Vice President Eagle Pass Campus**  
**Derek Sandoval, Vice President Administrative Services**  
**Connie Buchanan, Vice President Del Rio Campus**

**1. President**

- a. SWTJC Board of Trustees' Meeting Agenda for 1-17-19**
  - i. Reviewed agenda – no changes**

**2. VP Academic Affairs**

- a. We received JET Grant - \$297,000.00 – For Auto Tech**
- b. We received Perkins reallocation of \$37,000.00 – Mr. Guzman and Mr. Suarez are discussing where to use**
- c. Title V Grant – Proposed renovation of Fly Building for “Maker Space”; proposed for May – Approved**
- d. Suggested membership for Advising/Steering Committee for Title V Grant management**
- e. Can we place college-owned distance education/video equipment in Uvalde High School? Title V grant opportunity**
  - i. Yes – need a MOU with school**
- f. What is the schedule for paying back the SWTJC Endowment fund for DL Bridge loan?**
  - i. As per grant budget detail**
- g. Transfer Ms. Valle from LVN faculty to A D N faculty**
- h. Is the salary line for Del Rio A D N faculty still available**
  - i. No**
- i. Regional Transfer meeting/discussion at Texas A & M Kingsville on February 1, 2019 – Roster of whom we will send**
  - i. Dr. Underwood, Ms. Mata, Dr. Zimmerman and Ms. Perry**
- j. Report on January 8<sup>th</sup> meeting of group discussing State Reports – Problems and Resolutions**
  - i. More internal checks/edits to find errors/mismatch**
  - ii. Utilize Informer reporting more – meet again Friday after Census date**
- k. Math Co Requisite –link – create new course for tracking and billing**

**3. VP Student Services**

- a. Enrollment Update**
- b. Enrollment numbers down compared to same time last year**
- c. Graduation Facilities – rental**
- d. FA and Government Shut Down – verification hampered**
- e. Deadlines for appeals – January 10<sup>th</sup>**
- f. Orientations scheduled for Spring**
- g. Dr. Schell – 5 Star Advisor**
- h. Library / SSS / Tutor & DSS**

**4. VP Finance**

- a. Effect of government shutdown on Financial Aid and Grants
  - b. Will help with Fiscal notes
  - c. TRS reporting requirements
    - i. Part time under 20 hours
5. VP Eagle Pass Campus
  - a. 2 positions – vacancies
  - b. New Math Faculty coming on Board for Spring
6. VP Administrative Services - 10Xers lead their companies... by preparing ahead of time, building reserves and maintaining large margins of safety.” Great By Choice – Jim Collins
  - a. Maintenance / Custodial - Dorms
  - b. Housing – Jan. 16 Move In date
  - c. IT-EP Network complete – new switches, fiber optics 1G to 10G (speed)
  - d. DL Project 99% completion
  - e. New Bridge installation for DL Network Institution wide
  - f. Campus Cruiser archive received-glitches arose, awaiting Campus Cruiser for updated version
  - g. Colleague Licenses arrived-pending Colleague shut down to install
  - h. Campus Police Interviews January 14<sup>th</sup>
  - i. Cafeteria – M. Gonzalez, new cook
  - j. Transportation – SWART comparisons
  - k. Payroll by Department
7. VP Del Rio Campus
  - a. DL Equipment request from Uvalde
  - b. Registration busy; classes full, increasing sizes
  - c. ECHS did not request section for BIOL
  - d. Shore with Developmental Math – linking in summer?



**CABINET MEETING**  
**January 23, 2019**

	<b>AGENDA ITEM</b>	<b>NOTES</b>
1.	President	
2.	VP Academic Affairs	
3.	VP Student Services	
4.	VP Finance	Upward Bound  Part Time to Departmental Aid changes

	VP Eagle Pass Campus	
6	VP Administrative Services <i>“If I had to embrace a definition of success, it would be that success is making the best choices we can...and accepting them.”</i> Sheryl Sandberg	IT Campus Police Housing Gala  (TWC-10 am)
7.	VP Del Rio Campus	State Fire Inspection on Jan 18 <sup>th</sup> – Sul Ross Bldgs. <ul style="list-style-type: none"> <li>- Sul Ross IT issues (locked rooms, 2 walls: damage not reported, installation of projectors not acceptable, ceiling tiles out of place, adapters plugged into adapters)</li> <li>- 2 Extinguishers expired – IT room - locked areas</li> <li>- Stuffed animals must be removed – Dr. Foley</li> <li>- Damaged ceiling tiles need replacing (Roof repairs?)</li> <li>- Science Lab Vent Hood inspection (us or them)</li> </ul> 1/22 rough day for DR Video Conference classes  ECHS – <ul style="list-style-type: none"> <li>- Most likely will choose 1 graduation date</li> <li>- 4 Students need College Algebra – are linked classes an option?</li> </ul> Cancelled 2 classes – other low numbers pay by student or ok as is

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**January 23, 2019**

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Cabinet members present were:

**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 Campus**

**Connie Buchanan, Vice President Del Rio Campus**

Cabinet members absent were:

**Dr. Hector Gonzales, President (Attending a meeting in Austin – 86<sup>th</sup> Legislature)  
Derek Sandoval, Vice President Administrative Services (Attending a meeting off campus for Dr. Gonzales.**

- 1. President - out of the office attending meeting in Austin**
- 2. VP Academic Affairs**
  - a. Mr. Guzman got draft of JET Grant. Ms. Tarski will review today**
  - b. New DC grant opportunity for tech equipment**
  - c. Graduation fee for ECHS? – Agreed that yes, we will do this with the next MOU**
- 3. VP Student Services**
  - a. 2019 SP – exceeding last spring but due to the increase in dual credit. Budget numbers are lower**
  - b. FA focused on 142 students that already had FA awarded – only 21 of them registered**
  - c. SSS Director interviews next week**
  - d. Library position closes Friday – 2 applicants**
- 4. VP Finance**
  - a. Upward Bound – budget issues**
  - b. Part Time to Departmental Aid changes – None, if hired part-time then has to stay part-time. If hired as departmental aid then must stay departmental aid**
- 5. VP Eagle Pass Campus**
  - a. Counselor position not filled. Will interview later**
  - b. Two water heaters out**
  - c. Developmental Ed registration is down. Need to run some test on the numbers in TSI**

6. **VP Administrative Services – out of the office attending an off campus meeting**  
*“ If I had to embrace a definition of success, it would be that success is making the best choices we can...and accepting them.” Sheryl Sandberg*
  - a. IT
  - b. Campus Police
  - c. Housing – Garner Hall closed for renovations
  - d. Gala – ushers – Del Rio PTK officers
  - e. (TWC – 10am)
  
7. **VP Del Rio Campus**
  - a. **State Fire Inspection on January 18<sup>th</sup> – Sul Ross Buildings**
    - i. Sul Ross IT issues (locked rooms, 2 walls: damage not reported, installation of projectors not acceptable, ceiling tiles out of place, adapters plugged into adapters)
    - ii. Two extinguishers expired – IT room – locked areas
    - iii. Stuffed animals must be removed
    - iv. Damaged ceiling tiles need replacing (Roof repairs?)
    - v. Science Lab Vent Hood inspection (us or them)
  - b. **January 22<sup>nd</sup> rough day for Del Rio Video Conference classes**
  - c. **ECHS**
    - i. Most likely will choose one graduation date
    - ii. Four students need College Algebra – are linked classes an option?
  - d. **Cancelled two classes – other low numbers pay by student or okay as is**

**CABINET MEETING**  
**January 30, 2019**

	<b>AGENDA ITEM</b>	<b>NOTES</b>
1.	President	
2.	VP Academic Affairs	<p>Mrs. Shackelford's inquiry about SWTJC Mariachi's status and performing at Leakey Library on Feb. 23</p> <p>Robert Ayala's '1+1+2' pathway/plan for Engineering - UHS and ASU</p> <p>Report on Chief Academic Officer Association/Group initial meeting</p> <p>Transfer meeting at Kingsville Feb. 1</p> <p>Texas Aircraft "Welcome" pachanga in Hondo Feb 22; new business coming in - Luis/Johnny/Mark will attend</p> <p>Pathways Update</p>
3.	VP Student Services	
4.	VP Finance	

	VP Eagle Pass Campus	
6	VP Administrative Services <i>“If I had to embrace a definition of success, it would be that success is making the best choices we can...and accepting them.”</i> Sheryl Sandberg	
7.	VP Del Rio Campus	<p>Bookstore prices issue – reported to Cindy</p> <p>Security Scanner received</p> <p>A/C</p> <ul style="list-style-type: none"> <li>• Three jobs unfinished <ul style="list-style-type: none"> <li>○ Amistad Room</li> <li>○ Building B – RTVAV2 – alarm code</li> <li>○ Air Handler 2 – Sul Ross building</li> </ul> </li> </ul> <p>Two Units on M never installed - \$2,300</p> <p>Chemical smell – Building E called Amistad</p> <p>Welcome Back – Feb 6<sup>th</sup> and 7<sup>th</sup> (hot dogs)</p> <p>Achieving the Dream Conf – Feb 19-22 in Long Beach, CA (?)</p> <p>4DX</p>

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**January 30, 2019**

The Cabinet members of Southwest Texas Junior College met January 30, 2019 in the Administration Building - President's Office.

Cabinet members present were:

**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 Campus  
Connie Buchanan, Vice President Del Rio Campus**

Cabinet members absent were:

**Dr. Hector Gonzales, President (Attending Community College Day at the Capitol (CC Day)  
Derek Sandoval, Vice President Administrative Services (Attending CC Day at the Capitol)**

- 1. President - out of the office attending CC Day at the Capitol**
- 2. VP Academic Affairs**
  - a. Mrs. Shackelford's inquiry about SWTJC Mariachi's status and performing at Leakey Library on February 23<sup>rd</sup>**
  - b. Robert Ayala's '1+1+2' pathway/plan for Engineering – UHS and ASU**
    - i. 1 (USH) + 1(SWTJC)+2(ASU) – going to be a great deal of work for high school seniors**
  - c. Report on Chief Academic Officer Association/Group initial meeting**
    - i. 30 CAOs attending**
  - d. Transfer meeting at Kingsville February 1<sup>st</sup>**
  - e. Texas Aircraft "Welcome" pachanga in Hondo February 22; new business coming in – L. Fernandez, J. Guzman, M. Underwood will attend (one of the three)**
  - f. Pathways Update – A great deal to do! A. Flores is ready with website stuff**
    - i. Goal by end of Spring must have basic ArchiTeam ready**
  - g. Thursday and Friday Dr. Underwood will be out along with Ms. Mata and Ms. Perry – Kingsville Transfer meeting**
- 3. VP Student Services**
  - a. Enrollment update – census date February 6th**
  - b. Sul Ross and Eagle Pass have different spring breaks that SWTJC**
  - c. Financial Aid (FA) appeals – accepting appeals for 12 week (February 12<sup>th</sup> meeting)**
  - d. Financial Aid Literacy class every Thursday**
  - e. Student with FA award but not registered – most were working and not interested in school. Worth the effort**
  - f. Advisor PD day – February 13<sup>th</sup> on Uvalde campus**
  - g. WIG – enrolled in Fall and Not Spring – think message worked**
  - h. Interviews held for SSS Project Director**
  - i. Wait list efficiencies? We need to look at how we handle this.**
    - i. MU: There are time when we will not have more classes and should not have a waitlist. Maybe we should not have a wait list for some classes.**
  - j. S. Martinez looking at diploma cost**

4. VP Finance
  - a. Magic Café – paid only six months out of 12 in 2018. One month so far this year
  - b. 1098T's
  - c. Budget – where we are
    - i. Begin next year process February 4<sup>th</sup>
    - ii. Due to Deans February 25<sup>th</sup>
    - iii. Due to Vice Presidents March 4<sup>th</sup>
5. VP Eagle Pass Campus
  - a. Employee still out – severely ill
  - b. Counselor on by March 1st
  - c. 4DX teams are meeting
  - d. Starting to replace a SR door with a handicap entrance
6. VP Administrative Services – out of the office attending CC Day at the Capitol
 

*...I value most highly and reward are positive attitudes, loyalty, personal growth, leadership reproduction, and creativity.” John C. Maxwell*

  - a. IT
    - i. Co-Directors working together
    - ii. Admin. Assistant position interviews early next week
    - iii. EP project on our end good
    - iv. DL room reports – better but still issue
  - b. Maintenance
    - i. Work progressing in Garner Hall
    - ii. Painting, small touch ups, sanding, closet doors
    - iii. Needing funds for AC duct work
    - iv. R-22 AC units – pleased with balance of repair and replace
    - v. EP maintenance budget – negative balance
  - c. Grounds
    - i. Christmas lighting removal – sorry for delay
    - ii. Front Entrance – Snap Dragons
  - d. Custodial Services
    - i. Goal of stripping / waxing every classroom in '19
    - ii. Replacement? We are ready
    - iii. Kudos to Jo Ann holding the team together
  - e. Cafeteria
    - i. Monitoring student employees and cost to College
    - ii. Many compliments on salad bar and soup
    - iii. Repaired speaker system
  - f. Campus Police
    - i. Chief Field – discussion, outlook, changes, possibilities, all positive
    - ii. Team meeting on Friday
  - g. Public Information
    - i. Community College Day – Austin
    - ii. Ready for 1098 tutorials
    - iii. Gala – April 6<sup>th</sup> “Under the Sea”
  - h. Transportation
    - i. Drug testing \$45/person – UMH random selection
    - ii. Reporting the need of vehicles for Faculty, Maintenance Truck, Campus Police
  - i. Life Safety and Security
    - i. Applying for Homeland Security Grant

- ii. Encourage your folds to attempt drills – asking R. Hones for documentation of those building lacking

**7. VP Del Rio Campus**

- a. Bookstore prices issue – reported to Cindy. – purchase on line vs. in store
- b. Security Scanner received – security can listen to all calls and be aware
- c. A/C
  - i. Three jobs unfinished
    - 1. Amistad Room
    - 2. Building B – alarm code
    - 3. Air Handler 2 – Sul Ross building
    - 4. Two Units on M never installed - \$2,300
    - 5. Chemical smell – Building E called Amistad – A/C people coming today
- d. Welcome Back – February 6<sup>th</sup> and 7<sup>th</sup>
- e. Achieving the Dream Conference – February 19-22 in Long Beach, CA?
  - i. Will e-mail the President
- f. 4DX – A. Tarski will look into what the portal cost
- g. Maintenance – gets Friday off on Spring Break