

**CABINET MEETING**  
**October 5, 2016**

	<b>AGENDA ITEM</b>	<b>NOTES</b>
1.	President	
2.	VP Academic Affairs	Texas Pathways Project Update  Expansion of Welding to offer second year (AAS)  Dual Credit Psychology in Del Rio
3.	VP Student Services	
4.	VP Administrative Services/CIO	

5.	VP Finance	Part-time payroll  Texas Bookstore renewal  Direct deposit of entire payroll  Title changes  Informer – your license will expire in 26 days
6.	VP Eagle Pass	
7.	VP Del Rio	16 week, Activity calendar  16 week, Administrative calendar, SOC, Curriculum, Department Meetings  Concealed Carry reminder e-mail, website ‘do’s and don’ts’  PHED leaving Bowling Alley  Aviation Luncheon/MRG Aviation Meeting?
8.		

**CABINET MEETING OF  
SOUTHWEST TEXAS JUNIOR COLLEGE**

**October 5, 2016**

The Cabinet members of Southwest Texas Junior College met on October 5, 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**  
**Raul Reyes, VP Administrative Services, CIO**  
**Anne Tarski, Vice President of Finance**  
**Gilbert Bermea, Vice President Eagle Pass**  
**Derek Sandoval, Vice President Del Rio**

**1. President**

- a. **WIG Session**
- b. **Job Descriptions**
  - i. **Being developed by the Human Resource Department**
  - ii. **To be reviewed by the Cabinet**
- c. **Conversation with the President – Recommendations for changes**
- d. **Reporting Graduation rates – enrollment**
  - i. **E-mail from Carol LaRue – new 001 / 004**

**2. VP Academic Affairs**

- a. **Texas Pathways Project Update**
- b. **Expansion of Welding to offer second year (AAS)**
  - i. **Johnny Guzman working on equipment cost and needs and Substantive changes**
- c. **Dual Credit Psychology in Del Rio – schedule issue**
- d. **Robert Ayala – SACS offsite committee**
- e. **Dr. Kamat – Faculty – Biology**
- f. **Dr. Underwood will be out next week for Substantive Change visit**

**3. VP Student Services**

- a. **Met with Directors – core curriculum cards provided to students during advisement**
- b. **More training on student planning for advisors**
- c. **Outreach – visiting with Lytle (Costal Bend)**
- d. **Leadership Uvalde Campus tour – Friday**
- e. **La Pryor inquiring about Early College High School**
- f. **Schedule Monday meeting with Del Rio Early College High School**
- g. **PTK inductions (54)**
- h. **Drug Free, Safe School Program for all campuses**
- i. **October 20<sup>th</sup> is the Fall Fiesta**
- j. **FA – Awareness – 10 schools lined up**
- k. **NACEP certification for Dual Credit**

4. **VP Administrative Services/CIO**
  - a. **Letter head template – from Scott Baker**
  - b. **Grant STEM, need to contact Department of Ed for the Reader’s Notes**
  - c. **SWART – next week should start route (October 10<sup>th</sup>)**
    - i. **Communication plan**
  - d. **Crystal City Library meeting with landscaping – progressing**
    - i. **Herlinda Pena will coordinate with Maggie Camstra**
  - e. **Auction surplus vehicle**
  - f. **Grounds working on arena area**
  - g. **Centralize testing working smooth (Look at Eagle Pass and Del Rio)**
  - h. **Mary Brooks – A T & T issues**
  - i. **Met with Time Warner and Network Consultant SS**
5. **VP Finance**
  - a. **Part-time payroll – reviewed part time salary hours worked**
  - b. **Texas Bookstore renewal – 5 year contract up for renewal**
  - c. **Direct deposit of entire payroll – through Bank Mobil**
  - d. **Title changes**
  - e. **Informer – your license will expire in 26 days**
  - f. **Anne Tarski will be in Eagle Pass Tuesday at the WFT Department**
  - g. **Add roof note on agenda**
  - h. **Informer license to expire in 22 days**
6. **VP Eagle Pass**
  - a. **Concealed carry committee – no restrictions at Rio Grande College**
  - b. **PTK – 30 inductees**
  - c. **Librarian – onsite – likes setting and is adjusting well**
  - d. **Spring schedule is complete**
  - e. **Bandy did not show up – coming this Saturday to resolve onsite issues (leaks)**
7. **VP Del Rio**
  - a. **16 week, activity calendar**
    - i. **Campus specific calendars - retention**
  - b. **16 week, Administrative calendar, SOC, Curriculum, Department Meetings, 4DX**
  - c. **Concealed Carry reminder e-mail, website ‘do’s and don’ts’**
    - i. **Job to take information – information recommendation**
  - d. **PHED leaving Bowling Alley**
  - e. **Aviation Luncheon / MRG Aviation Meeting?**
    - i. **Updates**

**CABINET MEETING**  
**October 12, 2016**

	<b>AGENDA ITEM</b>	<b>NOTES</b>
1.	President	4DX  SWTJC Board of Trustees' Meeting Agenda
2.	VP Academic Affairs	STEM Boot Camp
3.	VP Student Services	
4.	VP Administrative Services/CIO	

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

**CABINET MEETING OF  
SOUTHWEST TEXAS JUNIOR COLLEGE**

**October 12, 2016**

The Cabinet members of Southwest Texas Junior College met on October 12, 2016 in the Administration Building - President's Office.

Cabinet members present were:

**Dr. Hector Gonzales, President**  
**Margot Mata, Vice President Student Services**  
**Raul Reyes, VP Administrative Services, CIO**  
**Gilbert Bermea, Vice President Eagle Pass**  
**Derek Sandoval, Vice President Del Rio**

Cabinet members absent were:

**Dr. Mark Underwood, Vice President Academic Affairs**  
**Anne Tarski, Vice President of Finance**

Also present was Lisa Ermis, Controller

**1. President**

- a. 4DX session with Suzanne Hayes – All good
  - i. Discussion of “Increase Fall to Spring Retention” – Pro-Active
  - ii. Admissions – Apps, FA, Pre-registration, November 1<sup>st</sup> – December 1 dates
    - 1. Record numbers
  - iii. Margot Mata
    - 1. Understanding Friday – Friday
    - 2. Moving “Top Performer Sign”
  - iv. Relinquishing Vice President to deliver to awarding department
    - 1. Purchase 2 more signs for Del Rio and Eagle Pass
  - v. Complete – Identifying Individuals
- b. SWTJC Board of Trustees’ Meeting Agenda

**2. VP Academic Affairs**

- a. STEM Boot Camp
  - i. Total meal cost - \$4323.8 or 4323.80
  - ii. Paid by Grant? (conversation reports yes)

**3. VP Student Services**

- a. Data Integrity Team – positive meetings – right direction
  - i. Understand communication for any/all reports
  - ii. Understand importance / significant of reports
  - iii. Raul Reyes explained the chart – “Working in Silos no longer”
  - iv. IE – all comes in and all goes out through the IE department
  - v. Data Base Governance
  - vi. IE to supply all reports to the President for information going out
  - vii. Eliminating functioning outside the square (All CBM reports)
- b. ATD – request documentation and definitions
- c. Pathways – going well – data complete (Aracely)
  - i. Gone by Friday – including copy for Frontier Set
- d. Library posting – 2 applications for Crystal City and 2 for Uvalde
- e. Hired RA to replace “Nanny” Ms. Luna – Mr. Reyes agrees, seconds motion Dorm Supervisor

- f. Lytle 250 – Dual Credit classes – English, Biology, C N A, Welding
    - i. Checking credentials – cost factor vs Palo Alto
      - 1. \$80 - \$100 per student – staying competitive with others
  - g. Del Rio ECHS – course sequences – Spring next year
    - i. 5 sections of Psychology
  - h. Spring registration – social media - advertisement
  - i. 19 hours per week – part timers - discussion
  - j. CENSE conference – Randa / Brenda (Eagle Pass)
  - k. HACU DC conference – Sunday - Wednesday
4. VP Administrative Services/CIO
- a. Time Warner and school districts – T-1 lines (collaboration)
  - b. AT&T and Time Warner competing for services
  - c. No more adding to the House, room by room, take it out and redo our home
    - i. ISD's, DC, In consideration
  - d. Crystal City – November 18<sup>th</sup> (cut off – Team meeting
    - i. Needed – furniture, marquee, etc.
  - e. Tech Center – Eagle Pass – Grand Opening
  - f. Buy vehicles – gator on campus – looking for maintenance director
  - g. Working WIG
    - i. Staff meetings – posting up
  - h. Frontier payment – all but \$12K
  - i. Eagle Pass paint diesel shop – outsource
  - j. Washing machines not working
    - i. Coin hood to be out /deposited
    - ii. From Jesse to RA – non-coin machines – swipe cards (ID) to door – machines - dorms
  - k. Vehicle Fleet – Outreach Head – using personal vehicle
  - l. Monitor's computers need to be similiar
  - m. Raul Reyes out at a conference Monday - Wednesday
5. VP Finance
- a. HR Wig – Job descriptions – Format – Industry style leading to Job Evaluations
  - b. Purchasing Manager – agreed upon
6. VP Eagle Pass
- a. Fall Festival – Thursday pm
  - b. Pot hole request – cleaning of yard
  - c. Tech Center – work - Brandy - Warranty
  - d. Registration prepared
7. VP Del Rio
- a. Rotary luncheon - \$600 scholarships for F students
    - i. Will forward pictures to Raul Reyes
  - b. ECHS – commitment to degree planning – outreach, Margot Mata and Dr. Underwood to review
  - c. Frontier Set Network proposal – In progress
  - d. Art Instructor – out state conference - \$400 budget

**CABINET MEETING**  
**October 19, 2016**

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

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

**CABINET MEETING OF  
SOUTHWEST TEXAS JUNIOR COLLEGE**

**October 19, 2016**

The Cabinet members of Southwest Texas Junior College met on October 19, 2016 in the Administration Building - President's Office.

Cabinet members present were:

**Dr. Mark Underwood, Vice President Academic Affairs**  
**Anne Tarski, Vice President of Finance**  
**Gilbert Bermea, Vice President Eagle Pass**  
**Derek Sandoval, Vice President Del Rio**

Cabinet members absent were:

**Dr. Hector Gonzales, President**  
**Raul Reyes, VP Administrative Services, CIO**  
**Margot Mata, Vice President Student Services**

Also present was Luis Fernandez, Registrar

1. **President**
  - a. 4DX
  - b. Mental Health – Are there students that they are aware of, that we should know about
  - c. Regards to text messages received
  - d. Del Rio campus light
2. **VP Academic Affairs**
  - a. Faculty Issues – Del Rio
  - b. Ellucian Executive meeting – Workforce
  - c. Go To Meetings – One Web Access “Web-ex” – Individual – Vanessa Verjan
    - i. Question – maybe an enterprise contract
    - ii. Discussion – A) Office 365 as an alternative. B) Skype for Business
    - iii. Increasing the number of individuals who can create meetings
3. **VP Student Services**
  - a. Minority EOC – Minority Affairs Director Guide – Dr. Underwood has contact information
  - b. Registration numbers - 287
  - c. Banners up for Eagle Pass, Castroville, Uvalde
    - i. Del Rio's Location – Band & Trust – S. Taylor
  - d. Summer schedules up for 4 year students to view
  - e. Library Interviews – Uvalde and Crystal City – April Cole leaving at the end of the month
  - f. Student planning usage - preparing
  - g. Zombie Fun Run
  - h. Conversation with President - Redesign
  - i. HACU DC conference – Sunday - Wednesday
4. **VP Administrative Services/CIO – No report – out attending conference**

5. **VP Finance**
  - a. **Holding 14% (Taxable Income) for financial benefits to International students**
  - b. **Chief of Policy – job description**
  - c. **ORP carriers at least 10 people**
    - i. **E-mail system for non-approved vendors, questions**
  
6. **VP Eagle Pass**
  - a. **Fall Festival – Thursday 6-9 pm**
    - i. **NO clown costumes**
  - b. **Registration – priority next week**
  
7. **VP Del Rio**
  - a. **Fall Fiesta - Thursday**
  - b. **New dates – Anne Tarski organizer**
  - c. **Part-time – 20hours – Gross 19 hours**
  - d. **Wild game dinner**

**CABINET MEETING**  
**October 26, 2016**

	<b>AGENDA ITEM</b>	<b>NOTES</b>
1.	President	4DX
2.	VP Academic Affairs	Welding Level 2 and AAS
3.	VP Student Services	
4.	VP Administrative Services/CIO	

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

**CABINET MEETING OF  
SOUTHWEST TEXAS JUNIOR COLLEGE**

**October 26, 2016**

The Cabinet members of Southwest Texas Junior College met on October 26, 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**  
**Raul Reyes, VP Administrative Services, CIO**  
**Anne Tarski, Vice President of Finance**  
**Gilbert Bermea, Vice President Eagle Pass**  
**Derek Sandoval, Vice President Del Rio**

**1. President**

- a. 4DX – WIG session – conference call with Suzanne Hays
- b. Pathways conference in Bastrop – November 2-4, 2016
  - i. Homework sent in – Collaboration on Groups
- c. Starlink - training

**2. VP Academic Affairs**

- a. Welding Level 2 and A.A.S. – approved by curriculum committee and approved by Cabinet
- b. JET program – EMT
- c. SACS-COC – Knippa approved site / Chitum to be approved
- d. Dilley - November 10<sup>th</sup> at 10:00am Early College High School committee meeting
  - i. Working on Knippa and Del Rio
- e. Frontier- got grant submitted on Monday
- f. Del Rio
- g. Community College liaison meeting
- h. Tech Center – Eagle Pass – too many welding machines on at one time

**3. VP Student Services**

- a. Interviewed Library position – Uvalde and Crystal City
  - i. Dr. Flores accepted Uvalde position, Crystal City position still open
- b. Informer training very beneficial
- c. Outreach registering schools for Spring
- d. Visiting with LaCoste and Jourdanton
- e. Law Enforcement Zombie Run
- f. Testing Center at midterm – successful
  - i. Look at testing Center expansion to Eagle Pass and Del Rio (will get data)
- g. Behavioral Intervention team – finalize by Spring semester
- h. Upward Bound RFP – Received October 7, 2016 - Randa Schell is working on this
- i. National Dual Credit conference discussed pathways

4. **VP Administrative Services/CIO**
  - a. Review T1 and Gigamon connections
  - b. Review LOE (1-4) includes website revamp
  - c. Review printer – swap out – replace with new printers
  - d. Image Now – paperwork with document flow
  - e. PC needs for Pearsall
  - f. Work order on school dude to track
  - g. Work on transition of fiber to new switches to test
  - h. Wireless work continues
  - i. Computer policy – generalized in handbook
    - i. Will look at developing a specific policy
    - ii. Will be able to track internet usage
  - j. Distance Learning – bid for upgrade Carousal best bid
    - i. \$43,000 for 3 rooms
    - ii. What we need Grant available to fund 75% of cost
5. **VP Finance**
  - a. Survey on licenses paid by the institution for faculty
  - b. Review job description process of development and approval
  - c. Part-time and Full-time – using Full-time for Part-time
  - d. Part-time – at 20 hours becomes eligible for ERS (health)
    - i. The college pays half of the cost (Look at PARF)
  - e. Workforce has old safe
  - f. IRS issues with car travel from home to campus
  - g. Service Operation forum
  - h. Kronos
6. **VP Eagle Pass**
  - a. PTK Interaction – event with faculty
    - i. Question and answer session
    - ii. Student/faculty engagement
  - b. Commit to Success – Fall Fiesta – Dean’s Forums
  - c. Fall Festival over 300 people attended – great success
  - d. Rick Jones working on parking lights
  - e. Good relationship with City of Eagle Pass regarding parking at Trade Center
  - f. Clean up area behind Tech Center- rocks/debris
7. **VP Del Rio**
  - a. Flex Entry for Spring
  - b. Portable building H – uses?
  - c. School Dude training
  - d. Security for Holidays – schedule for 1<sup>st</sup> day exam
  - e. Utilization of SWART contract for transportation from Eagle Pass/Del Rio/Crystal City
  - f. Campus Calendar – coordinator
  - g. PTK Halloween carnival on Saturday (2:30pm-5:30pm)
  - h. Motorcycle training course