

CABINET MEETING
October 1, 2014

	AGENDA ITEM	NOTES
1.	SACS Status	
2.	Benchmark College Data	
3.	Around the Table	
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**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

October 1, 2014

The Cabinet members of Southwest Texas Junior College met on October 1, 2014 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
Joe Barker, Vice-President Administrative Services
Gilbert Bermea, Associate Vice-President Eagle Pass
Derek Sandoval, Associate Vice-President Del Rio
Johnny Guzman, Dean College of Applied Sciences
Romelia Aranda, Dean College of Workforce

Absent were:

Anne Tarski, Vice-President Finance
Cheryl Sanchez, Dean College of Liberal Arts

- 1. SACS Status**
 - a. 3.7.13 Evidence on share point / draft version is most current**
- 2. Del Rio Faculty Meeting**
 - a. Discussed concerns – appropriate VPs will address specific concerns**
- 3. Benchmark College Data**
 - a. Reviewed National Benchmark Data for Fall 2012 and FY 2013**
 - b. Data to be distributed and discussed within each VPs area of responsibility**
 - c. Carol LaRue will provide access code to view data electronically**
- 4. Around the Table**
 - a. Gilbert Bermea**
 - i. Reviewing the registration process – schedule meeting on Thursday in EP**
 - b. Margot Mata**
 - i. Working with departments on UAP across campus'**
 - ii. Admissions – fall meeting (this Friday) in Del Rio for semester recap**
 - iii. Counseling**
 - 1. Sent out retention cards to students**
 - 2. Sent out notification to students close to core complete and graduation**
 - 3. Advising proposal**

- c. **Carol LaRue**
 - i. **Working with grant reporting**
 - ii. **Success points and transfer numbers includes only Texas schools**
 - 1. **We can submit out of state students with National Clearing-have data**
 - iii. **UAP – continue processing and meeting with departments**
 - 1. **Report on pending departments**
 - a. **E-mail to Cabinet to work on**
- d. **Derek Sandoval – Nothing**
- e. **Mark Underwood**
 - i. **Texas State meeting next week – October 8th**
 - 1. **Safe Grant – Request grant information for our records**
 - ii. **Floor in Wagner 6 – tiles coming up**
 - iii. **Matthews half of the computers not working**
 - iv. **List (Spring 2014 – Fall 2014) number of ABE students served**
- f. **Joe Barker**
 - i. **Cafeteria inspected by Health Department – clean report**
 - ii. **Office 365 – IT working and coordinating with Mr. Whipple**
 - iii. **When and How is notification on student e-mail change to occur**
- g. **Johnny Guzman**
 - i. **LVN students (Eagle Pass and Del Rio) not required to travel to Del Rio**
 - 1. **J.J. Suarez visiting with Ms. Hadley to prevent this from happening in the future and also investigating the admission process**
 - ii. **CB116 – Graduate placement report due November**
 - 1. **Academic / Technical students**
 - iii. **Will meet with MRG about career placement services**
 - iv. **Joseph Cortinas**
 - 1. **Consultant on Aviation Mechanic**
 - a. **Opportunity to develop program**
- h. **Romelia Aranda**
 - i. **Vendor event for Coal company on Friday morning**
 - ii. **3 applicants for Adult Education position**
 - iii. **Clerk opening in WFTD in Eagle Pass**
 - iv. **TACE Board meeting – hosting regional meeting**
 - v. **Wednesday – Friday (next week) at ABE Symposium**
 - vi. **Pearsall ISD looking Truck Driving**
 - vii. **Del Rio ISD – EMT Program approved by state**
 - 1. **Starting 10/13/14 with state approval**
 - viii. **Welding Facilities – joint use at Del Rio and Eagle Pass**
 - ix. **Hondo/LaPryor C N A – variation of dual credit**
 - x. **Testing site for C NA add fax line to LVN labs**
 - xi. **Pearsall – GED at center – DL equipment available for Pearsall during the day**

CABINET MEETING
October 15, 2014

	AGENDA ITEM	NOTES
1.	SACS Status	
2.	Pre-Engineering Program	
3.	Unit Action Plan	
4.	Around the Table	
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**CABINET MEETING OF
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October 15, 2014

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**Dr. Hector Gonzales, President
Dr. Mark Underwood, Vice-President Academic Affairs
Margot Mata, Vice-President Student Services
Gilbert Bermea, Associate Vice-President Eagle Pass
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
Carol LaRue, Director of Institutional Effectiveness
Amy Garcia, PD Officer**

Absent were:

**Joe Barker, Vice-President Administrative Services
Anne Tarski, Vice-President Finance**

- 1. SACS Status**
 - a. Mark Underwood – update on SACS**
 - b. Meeting twice a week**
 - c. Working on documents**
 - d. Andrea Flores working on links**
 - e. Services 3.3.2 / 3.3.2 / .53.7.13**
 - f. Cabinet to begin review of core standards Friday at 9:00AM**
- 2. Pre-Engineering Program**
 - a. Dick Whipple and Robert Ayala working together to advance the development of the program and establish the program.**
- 3. Unit Action Plan**
 - a. Review and modify existing UAP**
 - b. Division Chair plans**
- 4. Faculty Association Cabinet Submission**
 - a. PD Officer presented requested changes to Faculty Institutional Effectiveness Hours**
 - i. To add category for student engagement**
 - b. Cabinet approved request with the requirement of log and approval form Division Chairs.**

5. Around the Table

- a. **Romelia Aranda**
 - i. **Adult Education Symposium**
 - 1. **Program Audit / Finance Audit / under TW**
 - ii. **Met with Del Rio Hospital – sponsoring Education Institution – evaluate for EMT**
 - iii. **Coal – Interested in welding, heavy equipment operators (training / SIM)**
 - iv. **Mechanics / self-skills**
- b. **Cheryl Sanchez**
 - i. **Division Chair Meeting**
 - 1. **Met with Bookstore representatives**
 - a. **Positive – both sides gain insight on each other’s perspective**
 - ii. **Work on Master Syllabus – identifying books/bundle**
 - iii. **Add Division Chair to Bookstore Committee**
 - iv. **Del Rio – HEB Read 3 – partner with Calderon Elementary**
 - 1. **Training begins next week**
- c. **Johnny Guzman**
 - i. **Finishing up the conversion of A.A.S. Program for 60 hrs**
 - 1. **Asking for waiver on A.S. Engineering**
 - ii. **Deactivate Computer Science Field of Study**
 - iii. **Field of Study on 009 – reported under A.A. (Question for Carol LaRue)**
 - iv. **Ronnie Rivera – Career placement office in Development with MRG**
 - v. **Aviation – consultant ready to go (to develop)**
 - vi. **MRG – invited to tour Carrizo Springs ISD expansion of welding**
 - 1. **Company out of Corpus Christi – training center**
- d. **Mark Underwood**
 - i. **Oil and gas high school program – will look into it**
 - ii. **TSU – meeting – transfer students**
 - 1. **Brought 3 students**
 - 2. **We had 8 student’s potential applicants**
 - 3. **Deadline October 22nd**
 - iii. **Meet at 2pm – MOU**
 - 1. **Dr. Garza with Del Rio SF to look at Early College Application**
 - iv. **Laughlin MOU**
 - v. **Follow up on Pathways Institute**
 - vi. **Pilot courses for foundations math courses**
 - 1. **Faculty do not like it much**
 - vii. **10/27 Community College Liaison**
- e. **Derek Sandoval**
 - i. **Student questions about Snack-bar**
 - 1. **Meeting with Freddy and Dave on power up**
 - ii. **Working on Portables for ABE**
 - 1. **Should be able to move in by November 1st**
 - iii. **Meeting City Inspector about sign**
 - iv. **Accessibility review – Thursday on new building**
 - v. **Survey for 10 answers**

- vi. High School developing testing center
 - 1. Ready to hire – perhaps PT
 - vii. Full Time Financial Aid clerk
 - viii. Dr. Goosen purchase of additional equipment requested
 - ix. PTK Induction on Sunday (DR) as a college service
 - 1. List of students no longer enrolled
 - x. Counselor report few students dropping
 - 1. Can student evaluate faculty prior to dropping?
 - xi. Fall Fiesta 10/23 – everywhere (Retention/Engagement)
 - xii. Homecoming parade application
 - xiii. Speech in Del Rio
- f. Carol La Rue
- i. Data Integrity committee met and agreed to a plan (handout)
 - ii. Employee exit forms
 - 1. Lacking standard procedure for deleting e-mail off directory
 - 2. Will be drafting a plan for removal of access
 - a. Electronic collection
 - iii. Contract assignment module
 - iv. Service Operations meet
 - 1. Library was on agenda
 - 2. Printing issues – talked about CAS
 - v. Change of faculty handbook
 - vi. Transfer students
 - 1. Out of the state of Texas going to be reported
- g. Margot Mata
- i. Horning in on UAP and CAS
 - 1. Motivator to look outside current practices
 - 2. Moving in positive direction
 - ii. Updates form service departments
 - 1. On enhancing services
 - iii. SP/Summer/Fall applications open
 - iv. High school registration is beginning
 - 1. Planned to begin earlier than April
 - v. VA awareness increasing
 - 1. Assessing VA students
 - vi. No CBM pending
 - 1. All current
 - vii. Transfer / Career center for front office
 - viii. VCT website update
 - 1. Career pathways website (Formula 2 + 2)
 - ix. Student planning line as of October 6th – 100 students
 - x. 10/11 – 75% core complete candidates – priority registration
 - xi. Individual academic plan
 - 1. Athletes
 - xii. Domestic violence awareness month
 - 1. Student Ambassadors

- h. Gilbert Bermea**
 - i. Preparing for Spring registration**
 - 1. Meeting with staff**
 - 2. Review Fall registration process**
 - ii. Met with Eagle Pass ISD superintendent**
 - 1. Resolved access issues**
 - 2. Dual credit numbers have fallen**
 - a. Was unaware of the situation**

CABINET MEETING
October 22, 2014

	AGENDA ITEM	NOTES
1.	Student planning presentation	
2.	SACS	
3.	Around Table	
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**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

October 22, 2014

The Cabinet members of Southwest Texas Junior College met on October 22, 2014 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
Joe Barker, Vice-President Administrative Services
Anne Tarski, Vice-President Finance
Gilbert Bermea, Associate Vice-President Eagle Pass
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
Lorena Lopez, Director of Academic Advising

Absent was:

Carol LaRue, Director of Institutional Effectiveness

- 1. Student planning presentation**
 - a. Lorena Lopez presented update on student planning progress/WebAdvisor**
 - b. Scholarship listing – application update**
- 2. SACS**
 - a. Good session on Monday**
 - b. Look at Victoria College as a good format example**
 - c. Substantive change**
 - d. Add / Delete programs**
- 3. Around the Table**
 - a. Cheryl Sanchez – Nothing to report**
 - b. Johnny Guzman**
 - i. Aviation consultant**
 - 1. Met and accepted, will be presented to Board for consideration**
 - 2. Discussed welding program**
 - c. Joe Barker**
 - i. Del Rio High School survey for 10 acres/have rest of information**
 - ii. Will schedule meeting with SWTJC – Del Rio HS staff to meet**
 - d. Mark Underwood**
 - i. Renew membership in LEAP**

- e. **Derek Sandoval – Nothing to report**
- f. **Margot Mata**
 - i. **Eagle Pass / Hondo ISD – welding 16**
 - ii. **Low enrollment numbers at EP – working with counselors**
 - iii. **LaPryor has expanded Master faculty**
 - iv. **Fall Fiesta (11-1)**
 - v. **Student activities lounge (include evenings and weekends)**
 - vi. **Working Flu / Meningitis**
 - vii. **Early registration for 75% core / Grad / VA next week**
- g. **Gilbert Bermea – nothing to report**
- h. **Anne Tarski**
 - i. **Drug and alcohol abstinence program**
 - ii. **January – have to collect information on employees 1095 – C**
 - 1. **List by month regarding employees**
 - iii. **Austin CC – eligibility college adjunct for insurance**
 - 1. **Each credit 1 = 2hrs worked – have to offer insurance**
 - iv. **TRS**
 - 1. **Refined after January 2011**
 - a. **Cannot work more than 20hrs a week @ TRS school**
 - 2. **Add to HR web page**
- i. **Romelia Aranda – nothing to report**