

**CABINET MEETING**  
**April 4, 2018**

	<b>AGENDA ITEM</b>	<b>NOTES</b>
1.	President	4DX
2.	VP Academic Affairs	
3.	VP Student Services	
4.	VP Finance	Budget 2018/2019 updates  March Timesheet Approvals due 4/5/18

5.	VP Eagle Pass Campus	
6	VP Administrative Services <i>“There is nothing impossible to him who will try.”</i> Alexander The Great	Garner Science Proposal Custodial update Day Care update IT update Food Service update Public Information update Housing update Foundation Search
7.	VP Del Rio Campus	
8.		

**CABINET MEETING OF  
SOUTHWEST TEXAS JUNIOR COLLEGE**

**April 4, 2018**

The Cabinet members of Southwest Texas Junior College met April 4, 2018 in the Administration Building - President's Office.

**Cabinet members present were:**

**Dr. Hector Gonzales, President  
Dr. Mark Underwood, Vice President Academic Affairs (out sick)  
Margot Mata, Vice President Student Services  
Derek Sandoval, Vice President Administrative Services  
Gilbert Bermea, Vice President Eagle Pass Campus  
Connie Buchanan, Vice President Del Rio Campus**

**Cabinet member absent was:**

**Anne Tarski, Vice President of Finance**

**Also present was Lisa Ermis, Controller**

**1. President**

- a. 4DX – License renewal for 4DX
  - i. Refer to Coaches****
- b. Reviewed bids for Garner Science**

**2. VP Academic Affairs**

- a. Pathways conference call rescheduled for Monday at 8:30 am**
- b. WFTD – Truck Insurance**
- c. Discussed C N A Program at Uvalde**
- d. Brown Foundation awarded us \$15K for Summer STEM**
- e. UTSA – STEM Grant Application (NSF)**

**3. VP Student Services**

- a. Reviewed Commencement program ( King – Friday) (Saturday – pending)**
- b. April 30<sup>th</sup> meet with IT on registration process for Dual Credit**
- c. P C T program pending financial aid approval**
- d. Student Handbook ready for April regular meeting**
- e. Next week CWS appreciation**
- f. Emergency loan – TPEG loans available**
- g. April 20<sup>th</sup> and 27th El dis de los Niños – EOC will participate**

**4. VP Finance**

- a. Budget 2018/2019 updates – reviewed missing departments**
- b. March Timesheet Approvals due April 5, 2018**

**5. VP Eagle Pass**

- a. **Waiting on A/C unit to be installed**
- b. **Addressing the A D A issues / obstacles**
- c. **Working on sprinkler system**
- d. **Research symposium next week**

**6. VP Administrative Services**

*"There is nothing impossible to him who will try."* Alexander The Great

- a. **Garner Science Proposal**
- b. **Custodial update**
- c. **Day Care update – 1 vacancy covered with Temporary Full-Time**
- d. **IT update – working on wireless access / mobile apps – reader to download**
- e. **Food Service update**
- f. **Public Information update**
  - i. **Gala video – pending**
  - ii. **Creative Arts upcoming**
  - iii. **Scholarship donation page in process**
- g. **Housing update – washer / dryer repairs**
- h. **Foundation Search – Review with Mr. Sandoval Thursday at 3:00 pm**
- i. **Garner Science – asbestos less than 1%**
- j. **Canvas needs 16 faculty volunteers to train**
- k. **Document signature – hold off for now, \$7,000.00 per year**
- l. **Nurse offices in Eagle Pass – 80% complete**
- m. **57 work-orders in process (Maintenance)**

**7. VP Del Rio**

- a. **Inspection on portable**
- b. **Custodial resignation – going to interview list**
- c. **Thursday – pizza with the President**

**CABINET MEETING**  
**April 11, 2018**

	<b>AGENDA ITEM</b>	<b>NOTES</b>
1.	President	4DX  Achieving The Dream  Pizza with the President – Del Rio Students
2.	VP Academic Affairs	
3.	VP Student Services	
4.	VP Finance	

5.	VP Eagle Pass Campus	
6	VP Administrative Services <i>“...searching for-and even finding – the Next Big Thing does not in itself make a great company.”</i> Great by Choice Jim Collins	Maintenance update – Work Order reviews
7.	VP Del Rio Campus	
8.		

**CABINET MEETING OF  
SOUTHWEST TEXAS JUNIOR COLLEGE**

**April 11, 2018**

The Cabinet members of Southwest Texas Junior College met April 11, 2018 in the Administration Building - President's Office.

Cabinet members present were:

**Dr. Hector Gonzales, President**  
**Dr. Mark Underwood, Vice President Academic Affairs (out sick)**  
**Margot Mata, Vice President Student Services**  
**Derek Sandoval, Vice President Administrative Services**  
**Gilbert Bermea, Vice President Eagle Pass Campus**  
**Connie Buchanan, Vice President Del Rio Campus**

Cabinet member absent was:

**Anne Tarski, Vice President of Finance**

Also present was Lisa Ermis, Controller / Interim Chief Financial Officer

**1. President**

- a. 4DX**
- b. Achieving The Dream – Discussed options**
  - i. No value in conference - too political**
    - 1. Recommend No – but final decision will be after coaches visit**
- c. Pizza with the President – Del Rio Students**
- d. Budget**
- e. Discussed Professional/Staff Employer of the year recognition**

**2. VP Academic Affairs**

- a. 4DX Portal is back up – 49 users licenses**
- b. Working on transition for WFTD**
  - i. Monday/Thursday in Eagle Pass**
- c. Delete old e-mail, unused accounts (Portal)**
- d. Alyssa Gonzales moving Moodle information to Canvass**
- e. Discuss AEL student issue in Eagle Pass**
- f. Pathways conference call – upcoming Institute**

**3. VP Student Services**

- a. Graduation update April 12<sup>th</sup> at 10:00 am – upstairs conference room**
- b. Enrollment numbers – SI 492 SII 317 - steady**
- c. 715 Graduation applications**
- d. Library Resource Room - opening**
- e. Library / Work Study appreciation week**
- f. Year round pell – training on Monday**
- g. Criminal Justice completion next Friday – 750 students**
- h. April 26<sup>th</sup> – Wildlife event 3 per school – cap of 40 students**
- i. Wednesday, April 25<sup>th</sup> – Administrative Professional Day**
- j. Job & Internship Fair – Ballroom – Thursday from 11:00am – 1:00pm**

4. **VP Finance**
  - a. **P-card outstanding**
  - b. **Budgets for 2018 – 2019 – need revenue / salary information**
    - i. **Cuts**
  
5. **VP Eagle Pass**
  - a. **Friday – Research Symposium – 9-2**
  - b. **Mr. Ortiz will stay until December**
  - c. **Dual Credit Orientation – Can it count for regular orientation – modify to include Web Advisor**
  - d. **Nurses’ offices almost done – repurpose storage cabinets for clinical lab space.**
  - e. **Waiting on A/C repairs – in progress**
  
6. **VP Administrative Services**

*“...searching for-and even finding – the Next Big Thing does not in itself make a great company.” Great by Choice, Jim Collins*

  - a. **Maintenance update – Work-order reviews**
  - b. **Wagner Roof about to begin**
  - c. **Foundation Search - Dr. Flores, Dr. Schell, and Oscar Garcia will investigate**
  
7. **VP Del Rio**
  - a. **Friday met with Mexico Consulate – Acuña working with Del Rio on natural disasters such as flooding**
  - b. **ECHS – Patsy has been out – want seniors to take summer school – U.S. Government and Texas Government**
  - c. **Building J – 2 A/C units are out – repairs in progress**
  - d. **Budget questions will work with Lisa Ermis**
  - e. **Breach of personal information (from students) on request for transcripts**
  - f. **Issues with door lock in Building B – spring in mechanism defective**



**CABINET MEETING**  
**April 18, 2018**

	<b>AGENDA ITEM</b>	<b>NOTES</b>
1.	President	4DX  Regional Education Forum
2.	VP Academic Affairs	Faculty Status  Library Staff
3.	VP Student Services	
4.	VP Finance	

5.	VP Eagle Pass Campus	
6	VP Administrative Services <i>“Success is the sum of small efforts-repeated day in and day out.”</i> Robert Collier	Garner Science update  Maintenance update  Custodial update  IT update
7.	VP Del Rio Campus	
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**Margot Mata, Vice President Student Services**  
**Derek Sandoval, Vice President Administrative Services**  
**Gilbert Bermea, Vice President Eagle Pass Campus**  
**Connie Buchanan, Vice President Del Rio Campus**

Cabinet members absent were:

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

Also present was Lisa Ermis, Controller / Interim Chief Financial Officer

**1. President**

- a. 4DX – Log in back and active**
- b. Regional Education Forum – reviewed Power Point**
- c. Summer Hours**

**2. VP Academic Affairs**

- a. Faculty Status**
  - i. Library staff – not considered faculty**

**3. VP Student Services**

- a. SI 683 students, SII 478 students**
- b. Discussed speaker for graduation – 722 applications**
- c. Resolving issues with yearlong (Summer Pell)**
- d. Campus tours have been increasing**
- e. Administrative Professionals Day - Luncheon**
- f. Discussed housing options – approved SOC**
- g. Academic Calendar**
- h. EOC – Omar Iracheta resigning**

**4. VP Finance (Presented by Lisa Ermis)**

- a. Budget adjustments – utility soaring –look for about \$50K more**
- b. Dependent issue – for tuition**

**5. VP Eagle Pass**

- a. Registration progressing**
- b. Waiting on proposal for sprinkler repair**
- c. Nurses office waiting on A/C install**
- d. Awards on April 27<sup>th</sup> at 2:00pm**
- e. Administrative Professionals Day on Thursday, April 26th**

**6. VP Administrative Services**

*“...Success is the sum of small efforts-repeated day in and day out.” Robert Collier*

- a. Garner Science update – working on slabs/ Stericycle removing chemicals, asbestos abatement**
- b. Maintenance update – Wagner / Nurses / Graduation Stage**
- c. Custodial update – Will cover 1 employee with shift duties, looking at Gulf Coast Paper**
- d. IT update – Canvass moving forward – download app**
- e. Crystal City – letters on buildings**

**7. VP Del Rio**

- a. Administrative Professionals Day – Luncheon, Wednesday at 5:00pm**
- b. Who’s Who’s – list reviewed by faculty**
- c. Stericycle on campus yesterday**
- d. Gravel for landscaping**
- e. Last day to drop – Social Media**
- f. Summer course expansion for Del Rio ECHS**
- g. Request for transportation to Eagle Pass – Diesel Program**
- h. Adjunct load for Summer**