

CABINET MEETING
January 3, 2018

	AGENDA ITEM	NOTES
1.	President	4DX
2.	VP Academic Affairs	
3.	VP Student Services	
4.	VP Finance	

5.	VP Eagle Pass Campus	
6	VP Administrative Services	
7.	VP Del Rio Campus	No heating or internet connection on 01/02/18 am *Switches had to be reset Fire inspection 01/02/18 - (no noticed received) not complete
8.		

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

January 3, 2018

The Cabinet members of Southwest Texas Junior College met January 3, 2018 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
Derek Sandoval, Vice President Administrative Services
Gilbert Bermea, Vice President Eagle Pass Campus
Connie Buchanan, Vice President Del Rio Campus

1. President

- a. 4DX – 2 hours left on Suzanne Hay's contract – (allocate to coaches)**
- b. Convocation**
- c. Enrollment status**
- d. Health Insurance issue – not accepted anywhere**
- e. Onesimo - PSYCH – approve for semester – Eagle Pass**
- f. Unclassified positions – draft of plan – February 1, 2018**

2. VP Academic Affairs

- a. Signs at Chittum Center – back area by pond fence**
- b. 3 substantive changes submitted to SACS~COC**
- c. Academy model – funding limitation**
- d. Retirements – forthcoming – Clarity – Speech, maybe others**
- e. Website search on College**
- f. Pathways – students planning training – main focus for Spring Convocation**
- g. Recommend course sequence almost finished**
- h. Canvass – reissued waiting on information from Cruizers**
- i. Burchfield retirement in May**

3. VP Student Services

- a. Training for Division Chairs this week**
- b. 4,649 – LY 6133, average of 200 students down per site**
- c. Last week – First drop on January 5, 2018 (Friday)**
- d. Financial aid awarding to students**
- e. Civitas scheduler update – systems not talking**
- f. Medina Valley – transition**
- g. Leakey I.S.D. coming to visit**

4. **VP Finance**
 - a. **RCIA – records retention on Monday (Texas Library has schedule)**
 - b. **Work on clearing records**
5. **VP Eagle Pass**
 - a. **Government – 2 sections not covered**
 - b. **Math vacancy**
6. **VP Administrative Services**
 - a. **Garner Science building – rescheduled to January 10th at 2PM**
 - i. **Meet with engineers**
 - ii. **Labs – chemicals to be removed**
 - b. **Inspecting fire alarms**
 - c. **Finishing up roof in Del Rio**
 - d. **Will begin working on EP Nursing**
 - e. **Surge protection on switches in Del Rio**
 - f. **Internet keeps going down in Del Rio after power outages**
 - g. **Bas switch in Flores building – Adm. side**
7. **VP Del Rio**
 - a. **No heating or internet connection on 01/02/18 am**
 - i. **Switches had to be reset**
 - b. **Fire inspection 01/02/18 (no noticed received) not complete**
 - c. **Back ground checks require e-mail address (pending for maintenance new hire)**

CABINET MEETING
January 10, 2018

	AGENDA ITEM	NOTES
1.	President	4DX TASB 33 Update SWTJC Board of Trustees' Meeting Agenda
2.	VP Academic Affairs	
3.	VP Student Services	
4.	VP Finance	Group messaging Retired TRS adjuncts Informer training

5.	VP Eagle Pass Campus	
6	VP Administrative Services <i>Always do what you are afraid to do. - Anonymous</i>	Garner Science Building Update IT Update Maintenance Update Men/Women's BB
7.	VP Del Rio Campus	
8.		

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

January 10, 2018

The Cabinet members of Southwest Texas Junior College met January 10, 2018 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
Derek Sandoval, Vice President Administrative Services
Gilbert Bermea, Vice President Eagle Pass Campus
Connie Buchanan, Vice President Del Rio Campus

1. President

- a. 4DX – update values
- b. TASB 33 Update – Cabinet will review
- c. SWTJC Board of Trustees' Meeting Agenda – reviewed
- d. Discussed status of Mobil apps, scheduler – move to Canvass
- e. Develop unclassified scale for salary update
- f. Look at revisiting adjunct pay including Distance Learning / Online

2. VP Academic Affairs

- a. Math issues with forthcoming vacancy in Eagle Pass
- b. Pathways – firm up course recommendation
 - i. Meta Majors are fail safe plans for students that are undecided
- c. Discussed need to reassert control over dual credit from schools and improve messaging
- d. Pathways Institute - April 16-18, 2018 in Houston

3. VP Student Services

- a. 5917 – 49,462 before drop / 5505 – 45,831 after drop
 - i. 6133 last Spring – Spring Enrollment Update
- b. Service Operations Forum March 20th in Del Rio, April 10th in Uvalde and April 17th in Eagle Pass
- c. Electronic version of Absence Report

4. VP Finance

- a. Group messaging – include bookstore
- b. Retired TRS adjuncts – issues with new TRS Reporting System
- c. Informer training – informer – Tuesday – where is the information located – 18 hours - \$4K
- d. Bookstore has new manager – issue with accounting edition
- e. Request for proposal on Garner Science Building
- f. Hiring Procedure
- g. Law Enforcement academy – students not registered

5. VP Eagle Pass

- a. Looking for Math resolution

6. VP Administrative Services

Always do what you are afraid to do. Anonymous

- a. **Garner Science Update – Plan to move forward**
 - i. **Chemical disposal is in process**
- b. **IT Update – Power surge issues**
- c. **Castroville furniture coming back**
- d. **Maintenance Update**
 - i. **Busy**
 - ii. **Finish Eagle Pass Offices**
 - iii. **Del Rio roof**
 - iv. **Review Budgets with Anne Tarski**
- e. **Men/Women’s BB**
 - i. **Philip coaching for both**
- f. **Wagner Building – 2 offices (IT)**
- g. **Dorm students arriving**
- h. **SWART – removing Crystal City from their route**
- i. **February 2-3, 2018 – Robotics camp on campus**
- j. **Grant possibility on Friday – discussion utilizing Database**

7. VP Del Rio

- a. **Issues with Campus Cruiser**
- b. **TPEGs being utilized for students**

CABINET MEETING
January 17, 2018

	AGENDA ITEM	NOTES
1.	President	4DX
2.	VP Academic Affairs	
3.	VP Student Services	
4.	VP Finance	

5.	VP Eagle Pass Campus	
6	VP Administrative Services <i>A ship in harbor is safe, but that is not what ships are built for. – John Shedd</i>	Garner Science Building Update – James Delgado Vent hood re-cert. Storage space Maintenance Plan/budgeting IT-Campus Cruiser/Canvas pending, Mobile app article positive Transportation - SWART
7.	VP Del Rio Campus	
8.		

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

January 17, 2018

The Cabinet members of Southwest Texas Junior College met January 17, 2018 in the Administration Building - President's Office.

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Dr. Hector Gonzales, President
Dr. Mark Underwood, Vice President Academic Affairs
Margot Mata, Vice President Student Services
Anne Tarski, Vice President of Finance
Derek Sandoval, Vice President Administrative Services
Gilbert Bermea, Vice President Eagle Pass Campus
Connie Buchanan, Vice President Del Rio Campus

1. **President**
 - a. **4DX – Goals for Semester and next year**
2. **VP Academic Affairs**
 - a. **Discussed class schedules and numbers**
 - b. **Canvass – asking about contract – attorneys reviewing**
 - c. **SACS information report submitted Monday**
 - d. **RGC closed Tuesday after all**
3. **VP Student Services**
 - a. **Spring 2018 enrollment update at 6005 head count**
4. **VP Finance**
 - a. **Attorney comments on Canvass contract**
 - b. **Draft letter for Time Cruiser**
 - c. **Contacted attorneys on how to proceed with TRS**
 - d. **Summary for Financial Statement for December**
5. **VP Eagle Pass**
 - a. **Working on cleaning up class schedule**
6. **VP Administrative Services**

A ship in harbor is safe, but that is not what ships are built for.” John Shedd

 - a. **Garner Science Update – James Delgado / Vent hood re-cert.**
 - b. **Storage space – reviewed space at hanger / storage records will clean existing space**
 - c. **Maintenance Plan / budgeting**
 - d. **IT-Campus Cruiser / Canvass pending, Mobile app article positive**
 - e. **Transportation - SWART**
 - f. **Met with coaches – address scholarship**
7. **VP Del Rio**
 - a. **Delayed start at Del Rio I.S.D.**
 - b. **Analog phones disconnected impact fire alarms**
 - c. **Low enrollment numbers in Spanish**

CABINET MEETING
January 24, 2018

	AGENDA ITEM	NOTES
1.	President	4DX
2.	VP Academic Affairs	
3.	VP Student Services	
4.	VP Finance	

5.	VP Eagle Pass Campus	
6	VP Administrative Services <i>Let your joy be in your journey-not in some distant goal. – Tim Cook</i>	Garner Science update – see attached Maintenance update – see attached IT update – Campus Cruiser – see attached Cafeteria update – see attached Campus Police update – see attached Housing update – see attached Public Information – see attached Day Care – increase to 85% educatees
7.	VP Del Rio Campus	Ram Security has delivered vehicle for campus Fire Alarms continue – no analog phone lines Fire Extinguisher are expired DL Monitors telling faculty no sign in sheet provided DR Chamber and LAFB Dinner and Awards Banquet Invite February 22, 2018 Dinner at 7pm – Speaker Will Hurd <ul style="list-style-type: none"> • Title Sponsor \$500 • Premier Sponsor \$350 • Reserve Table for 8 \$250

	VP Del Rio Campus Continued	Questions about older Portal Grade books (stored?) ADJ Training (1/11) No Portal available for GB training Scheduled another session (DL) for January 25 (Thursday)
8.		

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

January 24, 2018

The Cabinet members of Southwest Texas Junior College met January 24, 2018 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
Derek Sandoval, Vice President Administrative Services
Gilbert Bermea, Vice President Eagle Pass Campus
Connie Buchanan, Vice President Del Rio Campus

Cabinet member absent was:

Dr. Hector Gonzales, President

1. President

- a. 4DX – are we still contracted with Suzanne Hays

2. VP Academic Affairs

- a. **Data Governance Committee has resumed**
 - i. 4th Monday of each month
 - ii. They are working on a new way to name sections
- b. **Duties of monitors in DL classrooms and who they report to. Time to have a discussion of this.**
 - i. For now monitors will use the sign in sheet
- c. **We need to look at all our committees and make sure they are meeting (eg. DL and TECH)**
- d. **Margo will set a Committee to change the locations of classes to refer to the letter of the building rather than name.**
- e. **Look at small class numbers**

3. VP Student Services

- a. **At the bottom of web page is “Report a Concern”**
 - i. **This will allow anonymous reporting of**
 - 1. **Student Concerns**
 - 2. **Sexual misconduct**
- b. **College and Career Days (MRG)**
 - i. **Eagle Pass – February 6th**
 - ii. **Uvalde - February 21st**
 - iii. **Del Rio – Have not agreed yet**
- c. **Tomorrow – Outreach is going to Eagle Pass High School for applications**
- d. **February 27th Batesville is having a College Day**
- e. **March 22nd Counselor’s workshop**
- f. **February 3rd Hondo Chamber Banquet**
- g. **February 2nd Uvalde Chamber Banquet**
- h. **IT problems when registering at the high schools – will have IT team talk to each other**
- i. **Enrollment – Spring 2018 - 6322 / Spring 2017 - 6133**

- j. CH – 1,088,528 / SCH – 52,317
- k. Need to get tighter on pay as you go – we don't need to register students who haven't even started – FA
- l. Civitas is still not up and running (Derek Sandoval will get Dr. Gonzales involved). Student planning is running well.
- m. April 7th is the President's Gala
- n. Testing – deadline today for turning in testing instructions for mid-terms and finals. Many have not turned in (online form). Dr. Underwood will check on this.
- o. Upward Bound is recruiting – they have 30 students
- p. Advising sent out “Miss You” cards to students that were here in the Fall and not registered for Spring (600)
- q. PD – February 14th for advising
- r. Tomorrow and Friday – Interviews for Steve Martinez's position
- s. March 30th – meeting with Mayor of Hondo from 10:00am – 12:00pm

4. VP Finance

- a. Out Friday – Thursday – SACSCOC – Alabama
- b. Year is closed
- c. Salaries – unclassified and adjunct
- d. 1099, W-2, and 1098T processing
- e. Kronos training in February and punch time clock

5. VP Eagle Pass

- a. A/C units out (2) – Derek Sandoval has 2 units for him, 1 for Del Rio and 1 for Uvalde
- b. Reviewing and updating fire extinguishers

6. VP Administrative Services

Let your joy be in your journey-not in some distant goal.” John Shedd

- a. Garner Science Update
 - i. Fume hoods 30 years old
 - 1. 1 passed / 6 failed
 - 2. James Delgado is consulting Engineer and won't sign off
 - 3. Inspector in Eagle Pass yesterday and Del Rio today
 - ii. Eagle Pass storage rooms - Stericycle
- b. Maintenance Update
 - i. HVAC issues EP/DR/UV
 - ii. Del Rio Hanger bids Tuesday next week - \$40,000.00? Go through Santos Diaz?
 - iii. Tables/Chairs – Benavides – sold his business
 - iv. CC Accessibility Inspection, S. Corey
- c. Cafeteria Update
 - i. Vent hood snack bar area repairs
 - ii. Deep cleaning Spring Break
- d. Campus Police Update
 - i. Parking Faculty / Staff and Flores
- e. Housing Update
 - i. Hubbard 60% occupancy, Garner 75% occupancy
 - ii. Work needed / Hubbard
 - iii. 10 AC/Heat units purchased for Hubbard
- f. Public Information
 - i. Video/Graphics Tech to Social Media/Public Relations Specialist
 - ii. Assistant to Public Information Officer to ??????
- g. Day Care – increase to 85% educatees

7. VP Del Rio

- a. Ram Security has delivered vehicle for campus**
- b. Fire Alarms continue – no analog phone lines**
- c. Fire Extinguisher are expired – replaced by the end of the month**
- d. DL Monitors telling faculty no sign in sheet provided – will continue using forms**
- e. Del Rio Chamber and LAFB Dinner and Awards Banquet Invite**
 - i. February 22, 2018 Dinner at 7pm – Speaker Will Hurd**
 - 1. Title Sponsor \$500**
 - 2. Premier Sponsor \$350**
 - 3. Reserve Table for 8 - \$250**
 - ii. Connie will buy a table**
- f. Questions about older Portal Grade books (stored?)**
 - i. Canvas – when will past years grades be stored? Have to have access**
- g. Adjunct Training (January 11th) no portal available for Grade Book training**
 - i. Scheduled another session (DL) for January 25th (Thursday)**
- h. We need a blanket e-mail if IT is going to change dates for IT updates**

CABINET MEETING
January 31, 2018

	AGENDA ITEM	NOTES
1.	President	4DX Commencement – Applied Sciences and Liberal Arts (on which night and what time)
2.	VP Academic Affairs	
3.	VP Student Services	
4.	VP Finance	

5.	VP Eagle Pass Campus	
6	VP Administrative Services <i>Don't be upset by results you didn't get with work you didn't do. – Author Unknown</i>	Garner Science Update: Blueprints Vent hoods Chemical Disposal Maintenance: Eagle Pass Monday, next week Inventory Control IT Update Storage/Warehouse Meeting
7.	VP Del Rio Campus	Radio (Cellular) fire alarms installation to be completed 1/30/18 <u>Fire Extinguisher replacement scheduled for 1/31/2018</u> BUSI 1301 Kronos – 20 minutes short Timeline for Schedule Due dates (?) Building H
8.		

**CABINET MEETING OF
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Dr. Hector Gonzales, President
Dr. Mark Underwood, Vice President Academic Affairs
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)

President

- a. **4DX – Begin next week**
 - i. **Suzanne Hays – remaining 2 hours to Coaches**
 - b. **Commencement – Applied Sciences and Liberal Arts (on which night and what time)**
 - i. **May 11th and 12th**
 - ii. **7:00 PM each night**
 - iii. **At the Honey Bowl**
 - iv. **May 11th – Applied Sciences**
 - v. **May 12th – Liberal Arts**
 - c. **Financial Literacy Course**
 - i. **First State Bank/IBC/Bank and Trust/Zavala County Bank**
- 2. VP Academic Affairs**
- a. **Phone conference A & M San Antonio – Pathway's Alignment**
 - b. **RGC status on Pathways update – no movement**
 - i. **Dr. Underwood will reach out to Dr. Mendez**
 - c. **Monitor (DL) access to Portal (High School / Staff)**
 - i. **Student view and Assistant view**
 - d. **Working overload contracts – question on how to pay faculty travel time compensation – include in all overload pay calculation**
 - e. **February 12th – SACSCOC – New Principles at St. Phillips**
- 3. VP Student Services**
- a. **Official Census today – 6323 compared to last year 6133**
 - b. **Testing Midterm update**
 - c. **CLEP testing begins**
 - d. **Campus tour ongoing**
 - e. **Professional Development Counselor February 22nd**
 - f. **696 cards sent to students that were here in the Fall but not registered for Spring**
 - i. **Will provide update on number of students recovered**
 - g. **Chamber Banquet**

4. **VP Finance (Lisa Ermis)**
 - a. **Adjunct pay looks like over budget**
 - b. **Tax forms out – W2s and 1098s**
 - c. **March 9th Budgets are due to the Vice Presidents**
5. **VP Eagle Pass**
 - a. **Adjunct retired and working at an ISD can only work 10 days**
 - b. **Patching up pot holes**
 - c. **Working on schedule**
6. **VP Administrative Services**
Don't be upset by results you didn't get with work you didn't do." Author Unknown
 - a. **Garner Science Update**
 - i. **Blueprints at 95% pace**
 - ii. **Vent hoods – 14 at institution did not pass – 6 in Uvalde**
 - iii. **Chemical Disposal – waiting on Mr. Ayala for chemical list**
 - b. **Maintenance Update**
 - i. **Eagle Pass – Monday next week- Walk In Cooler, Portable at Tech Center**
 - ii. **Inventory Control – Gulf Coast Paper – minimize inventory / cost**
 - c. **IT Update**
 - i. **Access points were out – wireless connection**
 - ii. **Closer to single sign on**
 - iii. **Civitas / Schedule Planner – develop online messaging**
 - d. **Storage / Warehouse Meeting**
 - e. **Hanger – cleaning up**
 - f. **Mobil App – Kick off next week**
 - g. **Student Support Service – A/C unit status will check**
7. **VP Del Rio**
 - a. **Radio (Cellular) fire alarms installation to be completed by 1/30/2018**
 - i. **By Sentry Security – no false alarm**
 - b. **Fire Extinguisher replacement scheduled for 2/6/2018**
 - c. **BUSI 1301 – DL course – students complained that they were not notified that they were moved to an online course**
 - d. **Kronos – 20 minutes short – supervisors can make manual adjustments**
 - e. **Timeline for schedule due dates (?)**
 - f. **Building H – waiting on permit**
 - g. **Del Rio student needs SOCI to graduate will look for a solution**
 - h. **February 22nd – Chamber Banquet in Del Rio**