

**CABINET MEETING**  
**March 7, 2018**

	<b>AGENDA ITEM</b>	<b>NOTES</b>
1.	President	4DX  Current Year Budget  Next Year Budget  Position Vacancies  Regional Educational Forum
2.	VP Academic Affairs	
3.	VP Student Services	
4.	VP Finance	

5.	VP Eagle Pass Campus	
6	VP Administrative Services <i>“Nothing is more difficult, and therefore more precious, than to be able to decide.”</i> Napoleon Bonaparte	Life Safety/Security report  Maintenance report – EP, Garner Sci., WO  Day Care update  IT Update  Budget submissions  Garner Science update-Pre-bid meeting
7.	VP Del Rio Campus	Heard 50% of Sul Ross staff being laid off in May  Spring Break plans: <ul style="list-style-type: none"> <li>- Making crosswalk in front of B and C</li> <li>- Drive at Bldg D will be an Exit Only</li> <li>- Other will be an Entrance only</li> <li>- Painting of curbs and parking lot stripes begins</li> </ul> Lighting around Sul Ross repaired (all globes working)  Counselors working ECHS TTh 5-8 and Middle School Friday  Emailed new procedure to cancel classes  Annual required back-flow test – three passed and two failed <ul style="list-style-type: none"> <li>■ Entered in to state wide system to show compliance</li> <li>■ Arranged for repair of failed items</li> </ul>

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**CABINET MEETING OF  
SOUTHWEST TEXAS JUNIOR COLLEGE**

**March 7, 2018**

**The Cabinet members of Southwest Texas Junior College met March 7, 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  
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 - reviewed weekly commitment**
  - b. Current Year Budget – use budget before take away \$**
  - c. Next Year Budget – Don't assume last year budget appropriated, treat like a new budget and justify total budget**
  - d. Position Vacancies – treat like a new position**
  - e. Regional Educational Forum – April 23, 2019**
    - i. Summary information**
    - ii. Pathways**
    - iii. Dual Credit trends**
    - iv. Core**
    - v. CTE**
    - vi. ISD Inventory, wants – needs**
    - vii. Develop a Regional Education Plan (Education Plan (ISD/CC/RGC))**
  - f. May 15<sup>th</sup> – Summit**
    - i. 10:00 am – lunch provided**
  - g. Sul Ross staff reduction 50% by May**
- 2. VP Academic Affairs**
  - a. Dual Credit – OIE working on CBM 004 Report – KINE course – 1 hour does not belong in degree plan**
  - b. Johnny Guzman/Romelia Aranda – MET Grant – WFTD – Director position**
  - c. Canvas transition – personnel transfer memo**
  - d. Civitas not responding**
  - e. Meeting with Uvalde CISD on CNA – looking at Coastal Bend**
  - f. Faculty Handbook will probably be moved to April Board meeting**
  - g. Curriculum Committee – LVN**
    - i. APL – recommendation- approved by Cabinet**
  - h. Revised Air Frame Certificate to Level I**
- 3. VP Student Services**
  - a. College Day today in Eagle Pass**
  - b. Counselor workshop March 22**
  - c. Student Handbook in process**
  - d. Catalog in process**

- e. Self Defense Course – 11:00am – 12:00pm
- f. Grilling with the President – Thursday – asking for Judges
  - i. Additional sponsors
- g. Upward Bound 23 students
- h. Library Resource Room – grand opening
- i. EOC on watch list from Fed's
- j. Student Success low numbers in seminars
- k. Student Planning being utilized by faculty
- l. Crystal City staff luncheon on Friday
- m. PTK – Dual Credit

#### 4. VP Finance

- a. Tobacco use regulation – need to update and correct TASB
  - i. Penalties for violating – look revising penalty
- b. Success point – up 8.1%
- c. GLBA Risk Assessment Report – Financial Risk Assessment
  - i. Protecting student records
- d. Student Travels (Clubs) transportation about ½ - change to .25 per mile for students
- e. MEP Invoice

#### 5. VP Eagle Pass

- a. Status on LVN Office
- b. Looking /reviewing budgets / repair anticipated for A/C

#### 6. VP Administrative Services

*“Nothing is more difficult, and therefore more precious, than to be able to decide.” Napoleon Bonaparte*

- a. Life Safety / Security report
  - i. Revise ERP by September 18th
  - ii. Coordinate response
  - iii. Sirens in Eagle Pass and Del Rio – working
  - iv. Sirens in Uvalde still down
- b. Day Care update
- c. IT Update
- d. Budget submissions
- e. Garner Science update – Pre-bid meeting

#### 7. VP Del Rio

- a. Heard 50% of Sul Ross staff being laid off in May
- b. Spring Break plans
  - i. Making crosswalk in front of B and C
  - ii. Drive at Building D will be an Exit Only
  - iii. Other will be an Entrance Only
  - iv. Painting of curbs and parking lot stripes begins
- c. Lighting around Sul Ross repaired (all globes working)
- d. Counselors working ECHS TTH 5-8 and Middle School Friday
- e. Emailed new procedure to cancel classes
- f. Annual required back-glow test – three passed and two failed
  - i. Entered into state wide system to show compliance
  - ii. Arranged for repair of failed items
- g. Del Rio Career Fair
- h. Cancel class – must be approved by front office

**CABINET MEETING**  
**March 21, 2018**

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

5.	VP Eagle Pass Campus	
6	VP Administrative Services <i>“If we do not lay out ourselves in the service of mankind, whom should we serve?”</i> John Adams	Canvas Briefing 10 AM (Baker)  IT update (Baker)  Garner Science update-March 27 Bids due/Financial aspect <ul style="list-style-type: none"> <li>* Asbestos Survey-Report pending</li> <li>* Hanger Quote for electrical pending</li> <li>* EP Portable-Electricity/cost value-meter/loop/inspection/mo.fee, \$4K-\$5K AC?</li> </ul> Maintenance update-EP Nursing Offices 60%/budgeting  Custodial update-J. Sanchez/A. Hernandez  Life Safety/Security-Bld Mgrs. "Volun-told?"  Swimming Pool update-Sinks  Day Care-Playground equipment  April Fund Raising Website  Female Dorm Students Ice Cream Social  Board Meeting Wed., April 5, 2018  Gala April 7

7.	VP Del Rio Campus	
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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**
- b. SWTJC Board of Trustees' meeting agenda - reviewed**
- c. James Danner – Mayor of Hondo, send copy of original to Mr. Underwood and Ms. Mata**

**2. VP Academic Affairs**

- a. UTSA College of Science and Engineering – involve us in grant application**
- b. Discuss Division Chair Data**
- c. Pathways homework was sent – 1<sup>st</sup> meeting Friday**
- d. PD – faculty input for CAPS – promotional material**
- e. Outreach developing Pathway documents for High School – College alignment**
- f. Del Rio High School CTE – wanting to offer construction trade**

**3. VP Student Services**

- a. Priority registration begins on Monday**
- b. Honey-bowl confirmed – May 11-12 – reviewed layout**
- c. CJ competition – April 20<sup>th</sup>**
- d. PTK conference – students received honors**

**4. VP Finance**

- a. Budgets due – March 5<sup>th</sup> to the Vice Presidents and then March 26<sup>th</sup> to the Finance Department**
- b. Budget directions**

**5. VP Eagle Pass**

- a. Finishing up budget**
- b. Dean's Forum yesterday – well attended**
- c. Nursing office almost done**
- d. A/C issues – new unit just arrived**
- e. Schedule will be final this afternoon**
- f. ESL possible move to AEL**

**6. VP Administrative Services**

*“If we do not lay out ourselves in the service of mankind, whom should we serve?” John Adams*

- a. Canvas briefing – 10:00 am (Scott Baker)
- b. IT update (Scott Baker)
- c. Garner Science update – March 27<sup>th</sup> bids due / financial aspect
  - i. Asbestos survey – report pending
  - ii. Hanger quote for electrical – pending
  - iii. Eagle Pass Portable – electricity/cost value – meter/loop/inspection/monthly fee, \$4K-\$5K AC? – Possible space on campus
- d. Maintenance update – Eagle Pass nursing offices – 60% / budgeting
- e. Custodial update – J. Sanchez – sick leave revising workload / A. Hernandez
- f. Life Safety / Security – building managers – volunteers or told?
- g. Swimming Pool update – sinks – look at same location / into pool coming to address
- h. Day Care playground equipment – being installed
- i. April Fund Raising website – make it easier to contribute
- j. Female dorm students Ice Cream Social – tonight at 6:00 pm – Garner Hall
- k. Board meeting Wednesday, April 4, 2018
- l. Gala – April 7<sup>th</sup> – video vision

**7. VP Del Rio**

- a. Schedule almost final
- b. Faculty reassign – English to Speech, Del Rio ECHS – Government
- c. Building H – passed city inspection
- d. PTK trip
- e. EOC worried about position

**CABINET MEETING**  
**March 28, 2018**

	<b>AGENDA ITEM</b>	<b>NOTES</b>
1.	President	4DX  SWTJC Board of Trustees' meeting agenda
2.	VP Academic Affairs	
3.	VP Student Services	
4.	VP Finance	

5.	VP Eagle Pass Campus	
6	VP Administrative Services <i>“Experience is the teacher of all things.”</i> Julius Caesar	Garner Science update – Bids <ul style="list-style-type: none"><li>• Asbestos Report</li></ul> Maintenance <ul style="list-style-type: none"><li>• Eagle Pass Nursing</li><li>• Del Rio ACs</li></ul> Public Information – President’s Gala – April 7 <sup>th</sup> Athletics – Rodeo Coach
7.	VP Del Rio Campus	
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**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**
- b. SWTJC Board of Trustees' meeting agenda - finalized**
- c. Budget discussion**
- d. Hondo Inter-local**

**2. VP Academic Affairs**

- a. Pathways homework**
- b. Home Bound Dual Credit – modify MOU to address these situations**

**3. VP Student Services**

- a. Graduation update – sited confirmed – Committee meeting this Thursday**
- b. High School graduates – 90 Dual Credit**
- c. Graduate cords for Dual Credit students**
- d. Natalia/Charlotte meeting upcoming**
- e. Hondo C N A – Mr. Guzman will attend UCISD's Board meeting**
- f. GeoForce Orientation – April 7<sup>th</sup>**
- g. Pell awards now include Summer – additional funds**
- h. Working on CAPS video and design**
- i. Ice Cream Social at Garner Hall was a great success**
- j. April 12<sup>th</sup> Open House for Resource Room**
- k. EOC will see 6% increase**
- l. Medina Valley**

**4. VP Finance**

- a. Budgets received**
- b. AEL Audit**

5. **VP Eagle Pass**
  - a. **Sound – PA system**
  - b. **Play was good**
  - c. **Building A – A/C not functioning**
  
6. **VP Administrative Services**

*“Experience is the teacher of all things.” Julius Caesar*

  - a. **Garner Science update – bids**
    - i. **Asbestos Report**
  - b. **Maintenance**
    - i. **Eagle Pass Nursing**
    - ii. **Del Rio A/Cs**
  - c. **Public Information – President’s Gala – April 7th**
  - d. **Athletics – Rodeo Coach**
  
7. **VP Del Rio**
  - a. **Cleaning up Summer schedule and adding to Summer II schedule**
  - b. **Maintenance gave 2 weeks’ notice**
  - c. **Speech ?**
  - d. **Sul Ross SACS~COC visit**