

CABINET MEETING
April 13, 2016

	AGENDA ITEM	NOTES
1.	President	Strategic Plan Review SWTJC Board of Trustees' Agenda Years of Service Pins
2.	VP Academic Affairs	
3.	VP Student Services	Commencement updates Early Registration Criminal Justice Competition Administrative Luncheon Other updates
4.	VP Construction Projects	

5.	VP Finance	
6.	VP Eagle Pass	
7.	VP Del Rio	ATD Aviation Mechanics Schedule
8.		

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

April 13, 2016, 2016

The Cabinet members of Southwest Texas Junior College met on April 13, 2016, 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
Joe Barker, Vice President Construction Projects
Anne Tarski, Vice President of Finance
Gilbert Bermea, Vice President Eagle Pass
Derek Sandoval, Vice President Del Rio

1. **President**
 - a. **Strategic Plan Review – Carol LaRue**
 - b. **SWTJC Board of Trustees' Agenda - Reviewed**
 - c. **Years of Service Pins - Reviewed**
2. **VP Academic Affairs**
 - a. **Complying with Zerowas request on sexual harassment policy**
 - b. **4DX – Coaching Structure**
 - i. **Revised coaching structure**
 - c. **Early College HS meeting today at 9:00am**
 - d. **Fall 16 weeks / 12 weeks schedule**
 - i. **Serve working better**
 - e. **Mark Underwood / Derek Sandoval – San Diego**
 - i. **M-W – Achieving the Dream**
 - f. **Going on Substantive Change visit in North Carolina**
 - g. **Open Access Grant – ATD submitted**
3. **VP Student Services**
 - a. **Commencement updates**
 - i. **Update on process**
 - ii. **Law Enforcement parking**
 - iii. **Early College HS graduates**
 - iv. **MS will be Derek Sandoval**
 - v. **Guest Speaker – Senator Uresti**
 - vi. **Ruth Alcantar – will sing the National Anthem**
 - vii. **Prayer by the Catholic Club – P. Padilla**
 - viii. **Picture back drop**
 - b. **Early Registration – registration numbers**
 - c. **Criminal Justice Competition**
 - i. **April 22nd**
 - ii. **29 schools – 600 students**

- d. **Administrative Luncheon**
 - i. **April 27, 2016**
 - e. **Other Updates**
 - i. **Disability Conference – student counselor**
 - ii. **National Library Week**
 - f. **Graduation – 500 graduates at the ceremony**
 - g. **Grilling with President on Thursday**
 - h. **SSS – Trip to NASA on April 23rd**
 - i. **WFT needs to register students in the system**
4. **VP Construction Projects**
- a. **Eagle Pass Technical Building**
 - i. **Parking Lot / Building ready for equipment**
 - ii. **Welding Shop ventilation system pending for next week**
 - b. **Crystal City – materials /parts should be arriving today**
 - i. **Crystal City workers ready to start**
 - c. **Eagle Pass Academic Building**
 - i. **Pending side walk fixes**
 - ii. **Stall bathroom door**
5. **VP Finance**
- a. **Send budgets into Anne Tarski as soon as possible**
 - b. **Negotiate with different firm that disburse FA refunds**
 - i. **Probably stay with H.O.**
 - c. **Paying Advance – HEB Read Program**
 - i. **\$2,500**
6. **VP Eagle Pass**
- a. **R. Roque – Allstate Academic Award**
 - i. **Terry Scholarship**
 - b. **PTK – NerdNation in DC – 8 students**
 - c. **STEM Club to NASA – 22 students**
7. **VP Del Rio**
- a. **ATD**
 - i. **Met as a team (yesterday)**
 - ii. **ICAT – annual reflection report**
 - iii. **April 25th – 26th – Coach visit**
 - b. **Aviation Mechanics Schedule**
 - i. **COLS class on Friday ?**
 - c. **Emergency Response - update**
 - d. **Closing the GAP**
 - i. **Meet with faculty**
 - e. **Host 5K Run**
 - i. **May 21st – Del Rio Campus own it**
 - f. **Spring Fling**
 - i. **April 28th**
 - g. **Leadership Del Rio**
 - i. **April 21st**
 - h. **Buildings F – J – Occupancy certificate**
 - i. **Early College High School**
 - j. **RGC – Spring Ceremony**
 - i. **Noon on April 23, 2016**

CABINET MEETING
April 20, 2016

	AGENDA ITEM	NOTES
1.	President	Campus Carry Committee
2.	VP Academic Affairs	
3.	VP Student Services	
4.	VP Construction Projects	

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

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

April 20, 2016

The Cabinet members of Southwest Texas Junior College met on April 20, 2016 in the Administration Building - President's Office.

Cabinet members present were:

Dr. Hector Gonzales, President
Margot Mata, Vice President Student Services
Joe Barker, Vice President Construction Projects
Anne Tarski, Vice President of Finance
Gilbert Bermea, Vice President Eagle Pass

Cabinet members absent were:

Dr. Mark Underwood, Vice President Academic Affairs
Derek Sandoval, Vice President Del Rio

Also in attendance were:

Johnny Guzman, Dean of Applied Sciences
Dr. Cheryl Sanchez, Dean of Liberal Arts
Larry Mendez, guest

1. President

- a. Campus Carry Committee
 - i. Discussed committee composition for Campus Carry implementation
- b. Discussed Best Buddies.org – Dr. Sanchez and Dr. Garcia will investigate
- c. Administration Professional / Staff (Outstanding Award) presented by Dr. Garcia
- d. Review CBM data for Spring 2016 (question on TechPrep)

2. VP Academic Affairs – Dr. Underwood out at a conference. Dr. Sanchez and Mr. Guzman reported

- a. Materials to Pearsall/Crystal City not getting on time
- b. DL concern with faculty visiting off-sites at least once a month
- c. Student Evaluations of faculty – discrepancy between Campus Cruiser update
 - i. Move before mid-term
- d. Student Evaluations of faculty before students drop
 - i. Maybe follow up with phone call
- e. Looking for GOVT Adjunct / English Adjunct Instructors
 - i. Contact Sul Ross
- f. 4DX
- g. Del Rio – HUAC Program (HS) – Middle Rio
- h. Technical Center – WLDG \$12 ok

3. VP Student Services

- a. Reviewed current enrollment counts for Summer/Fall and compared to last year count for the same time.
- b. Criminal Justice competition – Friday – 29 schools
- c. Monday Job Internship Fair on Uvalde Campus
 - i. Mr. Guzman has funds (\$1400) available for Career Fair
 - ii. Hospitality Room – more involvement from Tech Department
- d. Palms Fest on Tuesday, April 26th
- e. Administrative Professional's Day – Wednesday, April 26th

4. **VP Construction Projects**
 - a. **Eagle Pass Technical Building**
 - i. **Finish installing – exhaust system**
 - ii. **Parking lot paving – still pending**
 - iii. **Will get keys for Tech Center**
 - b. **David Brown will complete final punch list on building**
 - i. **Value Engineering – small items that maintenance will have to take care of**
 1. **Property work**
 2. **Drainage**
 - c. **Crystal City – meeting today with all parties – preconstruction meeting**
 - i. **Parts coming in today**
 - ii. **Startup date today**
5. **VP Finance**
 - a. **HR – 2 part time employees that will have to be offered benefits**
 - b. **Increase the minimum amount for exempt – 2016 changes in the law**
 - c. **Manage over time hours**
 - d. **Letter from Lt. Governor on Zero Based Budget**
 - e. **Purchasing – Maggie Camstra out on sick leave**
 - f. **Budgets due Monday to Anne Tarski**
 - g. **Hospital will call about Pcard**
6. **VP Eagle Pass**
 - a. **Registration has slowed down in Eagle Pass**
 - b. **Palm Fest (Friday) in multi-purpose room**
 - c. **Contractor has fixed sidewalk**
 - d. **Restroom stall doors spring loaded – defective**
 - e. **Steps at front entrance need to be replaced**
 - f. **Building C had a leak**
7. **VP Del Rio – Mr. Sandoval out at a conference**