

CABINET MEETING
August 5, 2015

	AGENDA ITEM	NOTES
1.	President	Board Meeting Strategic Plan Review
2.	VP Academic Affairs	Faculty Vacancy Class Counts New Hires
3.	VP Student Services	Fall Enrollment Status Non-payment List Financial Aid File Status
4.	VP Administrative Services	

5.	VP Finance	Year End Eagle Pass Food Service Ferrell Invoice - Hondo Student Complaint & Disciplinary Actions
6.	VP Eagle Pass	
7.	VP Del Rio	
8.		

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

August 5, 2015

The Cabinet members of Southwest Texas Junior College met on August 5, 2015 in the Administration Building - President's Office.

Cabinet members present were:

Dr. Hector Gonzales, President
Margot Mata, Vice-President Student Services
Anne Tarski, Vice-President Finance
Derek Sandoval, Associate Vice-President Del Rio

Cabinet members absent were:

Dr. Mark Underwood, Vice-President Academic Affairs
Joe Barker, Vice-President Administrative Services
Gilbert Bermea, Associate Vice-President Eagle Pass

Also present was:

Dr. Cheryl Sanchez, Dean of Liberal Arts

President

- a. Board meeting – updated Board Agenda
 - b. Strategic Plan Review
 - i. Discussed strategic items and provided instruction for the yearly summary
- 2. VP Academic Affairs – Reported by Dr. Cheryl Sanchez**
- a. Faculty Vacancy
 - i. Physics / Government – Adjunct in Uvalde/Eagle Pass
 - ii. Speech / English vacancy
 - iii. English / PE – Adjunct – Del Rio / Micro Biology Lab Adjunct
 - b. Class Counts
 - i. Class counts in Welding block don't match
 - ii. Ethics course numbers on wait list
 - c. New Hires
 - i. Full time Nutrition needed
 1. There are a number of students on the wait list
 - d. Discussed Math-way courses and issues with implementation
- 3. VP Student Services**
- a. Fall Enrollment Status
 - i. Provide by Margot Mata – see attached
 - ii. Send notice to students
 - iii. Evening registration 8/19 (5-8) at the Flores Building
 - b. Non-payment List
 - i. Develop, Promote for Counselors to remind students of payments
 - c. Financial Aid File Status
 - i. 4091 – ICERS

- ii. **Completed, missing, verified**
 - 1. **1,086 #2, 18 - #5, 1092 = #6 missing, 1469 - #8**
 - d. **Meningitis shots will be available on campus**
 - i. **8/6, 8/13, 8/20**
 - e. **Financial Aid process – look for improvements**
 - f. **Hondo Lab – computer issues**
4. **VP Administrative Services - Out**
5. **VP Finance**
- a. **Year End**
 - i. **Ordered materials**
 - 1. **Need to be received by 8/31/2015 to be included in this year**
 - b. **Eagle Pass Food Service – wait**
 - c. **Ferrell Invoice – Hondo**
 - d. **Student Complaint & Disciplinary Actions**
6. **VP Eagle Pass – Nothing to report**
7. **VP Del Rio**
- a. **Fall - Food Service available in Del Rio**
 - b. **Staff Convocation this Thursday**
 - c. **Fall numbers look good**
 - d. **Aviation Fall interviews and classrooms on Main Campus**
 - e. **Autistic student issues**
 - f. **August 21st – Lunch mixer from 12:00pm-01:00pm**

CABINET MEETING
August 12, 2015

	AGENDA ITEM	NOTES
1.	President	Board Agenda Conference Notes SACS/QEP Focus Report Response Staff ID's
2.	VP Academic Affairs	Faculty Vacancies Fall Convocation Dual Credit Degree Plan/Early College High School Degree Plans Eagle Pass ISD Proposal Math 1342 versus 1314 at RGC
3.	VP Student Services	Fall Enrollment Numbers Non-payment Numbers Financial Aid Status
4.	VP Administrative Services	

5.	VP Finance	Computer disposal
6.	VP Eagle Pass	
7.	VP Del Rio	Early College High School – Del Rio
8.		

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

August 12, 2015

The Cabinet members of Southwest Texas Junior College met on August 12, 2015 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 Finance
Gilbert Bermea, Associate Vice-President Eagle Pass
Derek Sandoval, Associate Vice-President Del Rio

Cabinet members absent were:

Joe Barker, Vice-President Administrative Services

1. President

- a. Board meeting – Looks okay**
- b. Conference Notes**
 - i. Handout – chart capability for students**
- c. SACS/QEP Focus Report Response**
 - i. Done by 28th of August to overnight**
- d. Staff ID's – Everyone required to wear**

2. VP Academic Affairs

- a. Faculty Vacancy**
 - i. Government ? / PE – Del Rio /Dev ED Prison/Knippla- College Electives/Dilley ECH / EP ESL**
 - ii. Fall Convocation – required attendance**
- b. Fall Convocation – Required attendance**
- c. Dual Credit Degree Plan / Early College High School Degree Plans - Handout**
- d. Eagle Pass ISD Proposal – Ready to go**
 - i. Dr. Underwood and Mrs. Mata will attend EPISD Board meeting to be available to answer questions**
- e. Math 1342 versus 1314 at RGC – will visit with Dr. Paul Sorrels**
- f. MOU Dual Credit – needs to be signed**
 - i. Call Co-Board about emergency rules at THECB**

3. VP Student Services

- a. 1986 – 7642 Non-payment 342 complete 580 pending 460 suspended**
 - i. Notification to students**
 - ii. Fall Enrollment Numbers**
 - iii. Non-payment Numbers**
 - iv. Financial Aid Status**
- b. Community Registration from 12:00PM-07:00PM**

4. VP Administrative Services - Out**5. VP Finance**

- a. Computer disposal**
 - i. Properly scrubbed of data**
- b. Student complaint file on share point**

6. VP Eagle Pass

- a. Faculty positions – struggling with vacancies**
 - i. Have worked out schedule with distance learning and adjunct**
- b. Class counts on INRW lower level and lower level Math**
- c. Project on campus making good progress**
 - i. Waiting on sprinkler system**
- d. Maintain 18 acres curb and pavement**

7. VP Del Rio

- a. Early College High School – Del Rio**
- b. Still looking for faculty position (First Aid)**
 - i. Bachelor’s Degree –EDUC – need Master Degree for First Aid**
 - ii. 4 – 18 EDUC - .300**
 - iii. 2 – PE First Aid**
- c. Early College student eligibility**
 - i. Academic uses CTE route**

CABINET MEETING
August 26, 2015

	AGENDA ITEM	NOTES
1.	President	
2.	VP Academic Affairs	Focus Report
3.	VP Student Services	Fall Enrollment Drop List QEP marketing material 2016 Spring, Summer and Fall Applications
4.	VP Administrative Services	

5.	VP Finance	
6.	VP Eagle Pass	
7.	VP Del Rio	Email to students on waiting list. (Not being received.)
8.		

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

August 26, 2015

The Cabinet members of Southwest Texas Junior College met on August 26, 2015 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
Gilbert Bermea, Vice President Eagle Pass
Derek Sandoval, Vice President Del Rio

Cabinet members absent were:

Anne Tarski, Vice-President Finance

- 1. President**
 - a. Faculty / Staff ID Orientation**
- 2. VP Academic Affairs**
 - a. Focus Report**
 - i. Reviewed 3.3.1.1 and 3.5**
 - 1. Chart for Response**
 - b. Add 2 Librarian vacancies**
 - c. Reviewed all compliance items**
 - i. Set to mail mid next week**
- 3. VP Student Services**
 - a. Fall Enrollment - 5974**
 - i. Looks like 6% up, non-dual up 9% (SCH)**
 - b. Drop List**
 - i. 1100 on drop list**
 - 1. No FA 320**
 - 2. FA / with Balance 168**
 - 3. Suspended 252**
 - ii. Notification to Faculty**
 - 1. Verify attendance**
 - a. No shows against drop list**
 - iii. Review Suspension Policy**
 - 1. Better connection with Dual students**
 - a. An area to improve recruitment**

- c. **QEP marketing material**
 - i. **Banners Up**
 - ii. **Yard signs on campus**
 - iii. **Table tents**
 - iv. **T-shirts**
 - v. **High school banner**
 - vi. **Posters**
 - d. **2016 Spring, Summer and Fall Applications**
 - i. **Spring open – September 1st – Spring, Summer, Fall applications open**
 - ii. **November 2nd - Spring registration**
 - iii. **October 26 – Priority Spring registration**
- 4. VP Construction Projects**
- a. **Construction update Tech Center – Estimate in October**
 - b. **Look at Portable at Truck Driving to Tech Center**
 - c. **Campus Beautification Project**
 - i. **Priorities List**
 - d. **Maintenance vacancies**
- 5. VP Finance – Out Sick**
- a. **Check on wireless service in Eagle Pass**
- 6. VP Eagle Pass**
- a. **Security in the mornings**
 - i. **7:30AM – 11:30AM – EP/DR for 1st Month**
 - b. **No GOVT – Position still vacant**
 - c. **New staff / faculty adjusting well**
 - d. **Parking at the International Trade Center**
- 7. VP Del Rio**
- a. **Email to students on waiting list (Not being received)**
 - b. **Bookstore waiting 1 ½**
 - c. **Voucher not being accepted**
 - d. **Degree requirement – updated and more systematic**
 - e. **Law Enforcement Academy**
 - f. **Reallocate rental fee**
 - g. **Snack bar up and running**