

**CABINET MEETING**  
**December 6, 2017**

	<b>AGENDA ITEM</b>	<b>NOTES</b>
1.	President	4DX  SWTJC Board of Trustees' Regular meeting and Foundation meeting Agendas
2.	VP Academic Affairs	
3.	VP Student Services	
4.	VP Finance	Colleague training for HR/PR  Supervisor / Director training  Part-time employees v. work study student

5.	VP Eagle Pass Campus	
6	VP Administrative Services <i>“Leadership requires a mind-set of acquiring the habit of examining everything and assessing everything in terms of potential and possibilities.”</i> <b><u>Understanding Leadership,</u></b> <b>Tom Marshall</b>	See attached
7.	VP Del Rio Campus	
8.		

**CABINET MEETING OF  
SOUTHWEST TEXAS JUNIOR COLLEGE**

**December 6, 2017**

The Cabinet members of Southwest Texas Junior College met December 6, 2017 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**
  - b. **SWTJC Board of Trustees' Regular meeting and Foundation meeting Agendas**
2. **VP Academic Affairs**
  - a. **SACS Principles have changed**
  - b. **Stephanie Kirschman – SACS Vice President assigned to us**
  - c. **Many sessions on managing dual credit – millennials**
  - d. **3 Substantive changes – Patient Care, Aviation, Cotulla High School Welding**
  - e. **Approval request for Dual Credit BIOL / EMT**
  - f. **Del Rio Early College High School – meeting with Mrs. Pole**
  - g. **Board on Nursing visit for A D N – recommendation add storage cabinets**
  - h. **GOVT class at the prison vacant for Spring, need Adjunct Instructor**
  - i. **Professional Development for student planning**
3. **VP Student Services**
  - a. **2357 Spring 2018 Enrollment**
  - b. **Christmas Luncheon – 11:00 am – 1:00 pm – Thursday (Uvalde and Del Rio)**
  - c. **SB 968 – Sexual Harassment notification**
    - i. **Look at our policy and possible revision**
  - d. **Writing Center Tutor – extended hours / stress management w/s**
  - e. **PTK working with Career Center**
    - i. **Career Closet**
    - ii. **Nonperishable food for the food pantry**
  - f. **Library purchased equipment for Resource Room**
    - i. **EBSCO better search parameter for students**
  - g. **FAN raffle at the luncheon**
  - h. **Academic Advising, Student Planning working well**
  - i. **Care Team session at Convocation**
  - j. **Testing Center missed online testing disclaimer**
  - k. **Suggest a single Ball Room style testing**
  - l. **HEB – Management Program connections**

**4. VP Finance**

- a. Colleague training for HR/PR – Met with Colleague trainer – very valuable improvements to the HR process
- b. Supervisor / Director training
- c. Part-time employees v. work study student
- d. Drop list handling enforcement of Holds
- e. Canvas

**5. VP Eagle Pass**

- a. Advertising for Math – Severson resigning in Spring
- b. History – Ortiz 4/5 and retire in May

**6. VP Administrative Services**

*Leadership requires a mind-set of acquiring the habit of examining everything and assessing everything in terms of potential and possibilities.” Understanding Leadership, Tom Marshall*

- a. Garner Science update
  - i. Disposal at local landfills
  - ii. Ventilation products for EP
  - iii. Team Meeting / Planning to Engineers
- b. Maintenance update
  - i. Del Rio J roof
  - ii. Aviation Equipment to DR
  - iii. Temporary FT – Alicia for Alfred – Warehouse – Temporary assignment to cover for Alfred
  - iv. Building D needs to be finished
- c. IT update
  - i. Image Now to Financial Aid
  - ii. Mobile App in process
  - iii. 18/19<sup>th</sup> skeletal crew – Scott will work in DR on 20<sup>th</sup>
  - iv. Content Manager Training Dec 13<sup>th</sup> – Webpage driven, training in Spring
- d. Cafeteria update
  - i. Dorm Students attendance slowly declining (Friday’s breakfast down)
  - ii. Christmas (Dinner) at the College concerns
  - iii. December 7<sup>th</sup> Christmas Lunch preparations
  - iv. Reminder to VPs of Work Order approvals prior to Cafeteria
  - v. 18/19<sup>th</sup> skeletal crew – Steve and Lisa
- e. Transportation update
  - i. SWART numbers consistent, very small decline
  - ii. December 18/19<sup>th</sup> vehicles available , on call crew
- f. Public Information / Social Media update
  - i. Christmas at the College
  - ii. BBQ Cook-Off
  - iii. Registration / Marketing funnel
- g. Day Care update
  - i. Small playground equipment installation

- h. Campus Police update**
  - i. Met with Ram Security – Monthly Report practice / submission on EP/DR**
  - ii. Holiday dates – 18<sup>th</sup> / 19<sup>th</sup>?**
  - iii. RAM Security-Submission of projected Invoice through December 15<sup>th</sup>?**
  - iv. Training CRASE/Active Shooter-VP and Chief approval, Friday before semester**
  - v. Uvalde Proxiguard location**

**7. VP Del Rio**

- a. Be there by 2:00 pm for Consulate of Mexico**
- b. AEL graduation on Saturday at Sul Ross – 10:00am**
- c. BECUS Grant at 2:00 pm**
- d. Aviation meeting at 3:00 pm**
- e. Custodian maintenance interviews next week**
- f. Cameras in E and F buildings – submit workorder**

**CABINET MEETING**  
**December 13, 2017**

	<b>AGENDA ITEM</b>	<b>NOTES</b>
1.	President	4DX  Strategic Plan
2.	VP Academic Affairs	
3.	VP Student Services	Enrollment  Mascot proposal  Graduation packet proposal  Library resource room  Department updates
4.	VP Finance	

5.	VP Eagle Pass Campus	
6	VP Administrative Services <i>“Leadership requires a mind-set of acquiring the habit of examining everything and assessing everything in terms of potential and possibilities.”</i> <b><u>Understanding Leadership,</u></b> <b>Tom Marshall</b>	
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**1. President**

- a. 4DX**
  - i. Reviewed semester target**
  - ii. Discussed opportunities for changes for Spring Semester**
- b. Strategic Plan – Cotulla ECH assurance**

**2. VP Academic Affairs**

- a. Workforce Training and Development**
  - i. Youth Build – starts February 5, 2018 – Project based**
  - ii. Truck driving CDL test – Eagle Pass – look into a better test site**
  - iii. Natalia ECH/Academy – Cotulla ISD – ECH**
  - iv. LEA class in Hondo**
  - v. Workforce classes in Hondo**
- b. Testing issues – 883 testing – look at alternative – Biometric testing**

**3. VP Student Services**

- a. Enrollment – down from same time last year**
- b. Mascot proposal – develop a brand for the college**
- c. Graduation packet proposal –Bookstore working with the Register to include mug with cap and gown - \$10 more. Cabinet voted No**
- d. Library resource room – is set up and ready to go. Open to Community for small fee**
- e. Department updates**
  - i. Outreach – at Briscoe Graduation – 14 graduates**
  - ii. Patient Tech Program at Del Rio High School**
  - iii. Financial Aid working on pending documents – Students – TPEG, FAN/Balance**
  - iv. SES – late hours through yesterday**



**4. VP Finance**

- a. Carlos Fernandez last day at Bookstore is Friday – going back Attorney General’s office
  - i. – maybe a transfer from Odessa College – Regional Manager will be here for Spring
- b. January 30 – February 2 substantive change visit
- c. Audit good to go
- d. Received – website on Foundation database

**5. VP Eagle Pass**

- a. Christmas luncheon on Thursday
- b. Registration has picked up
- c. Present Silver certificates at luncheon
- d. Planning mode to address facilities during break
- e. Faculty positions needed – Math faculty for Spring, History for Fall. Reassign faculty assignments for SOCI

**6. VP Administrative Services**

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- a. Garner Science update – Kirk Palermo meet with engineers
- b. Campus Police will patrol four hours a day – off campus sites
- c. Working off comp-time this week

**7. VP Del Rio**

- a. Working on schedule section numbers
- b. Interviews for maintenance
- c. Building D still needs repair – old Admin building
- d. Science faculty (adjunct) at Del Rio High School will be retiring
- e. GED graduation was Saturday – well attended
- f. Hanger is already patrolled by airport security
- g. Aviation schedule for Spring