

**CABINET MEETING**

**July 1, 2015**

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

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

**CABINET MEETING OF  
SOUTHWEST TEXAS JUNIOR COLLEGE**

**July 1, 2015**

The Cabinet members of Southwest Texas Junior College met on July 1, 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 Administrative Services**  
**Gilbert Bermea, Associate Vice-President Eagle Pass**  
**Derek Sandoval, Associate Vice-President Del Rio**

Cabinet member absent was:

**Anne Tarski, Vice-President Finance**

**President**

- a. **Salary Schedule – 2015 – 2016 – 2.5%**
- b. **Drop List - status**
- c. **4-H Leadership Camp was a success**
- d. **No Cabinet Meeting next week**
- e. **Board meeting July 16th**
- f. **Catalog/Faculty Handbook/Student Handbook**

**2. VP Academic Affairs**

- a. **Pathways conference in Dallas – October 28**
  - i. **Geared to CTE Pathways**
- b. **Aviation Tech dispute over Financial Aid eligibility**
- c. **Dr. Kirk visit – SACS-COC**
- d. **Review Focus Report Draft**
- e. **Distance Learning - Director**

**3. VP Student Services**

- a. **Recycling bins ordered**
- b. **Reviewed SII enrollment and drop (non-payment)**
- c. **Bridges software – 5yr for all campus' paid by Lumina**
- d. **Working on Career pathways**
- e. **ABE level courses for Fall 2015**
- f. **Upswing virtual tutoring**
- g. **Open up Del Rio/Eagle Pass Librarian positions**
- h. **PD training well received by staff / QEP next**

**4. VP Administrative Services**

- a. **Eagle Pass projects ahead of schedule**
  - i. **Concrete pour next week**
- b. **Uvalde Campus – restroom in Matthews almost done**

- c. **Roof work approved at Garner Hall**
    - i. **Begins next week**
  - d. **Schneider A/C problem in Eagle Pass resolved**
  - e. **Del Rio warranty issue with Trane**
5. **VP Finance – On Vacation**
6. **VP Eagle Pass**
- a. **Dr. George Ellis passed away (Eagle Pass Math Faculty)**
  - b. **Registration at Eagle Pass status**
  - c. **Orientation (Awareness to new students)**
  - d. **ATM status – drop installed – waiting on power**
7. **VP Del Rio**
- a. **Testing Center Training**
  - b. **Concern about Financial Aid status of Aviation**
  - c. **New Positions**
    - i. **BIOL Lab**
    - ii. **Early College High School PE**
    - iii. **Custodial staff**

**CABINET MEETING**  
**July 8, 2015**

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

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

**CABINET MEETING OF  
SOUTHWEST TEXAS JUNIOR COLLEGE**

**July 8, 2015**

The Cabinet members of Southwest Texas Junior College met on July 8, 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 Administrative Services**  
**Anne Tarski, Vice-President Finance**  
**Gilbert Bermea, Associate Vice-President Eagle Pass**  
**Derek Sandoval, Associate Vice-President Del Rio**

**President**

- a. Review Board meeting agenda
  - b. QEP
- 2. VP Academic Affairs**
- a. Review Dr. Kirk's agenda for next week's meeting
  - b. QEP – final stage - assessment
  - c. Working on substantive change
  - d. Goodwill MOU
  - e. VNSG 1350 ATI up 22.50 - \$493.50
- 3. VP Student Services**
- a. Summer II – 1049
    - i. Nonpayment list 422 <50> = 375
  - b. PD for staff – QEP
    - i. 11/12 Uvalde, 7/9 Eagle Pass, 7/31 Del Rio
  - c. Work on grant with MRG for Career Prep I conjunction with College Days
    - i. Engaging Business'
  - d. 10 K Library Grant
  - e. Flags for Monday visit
  - f. Student Handbook Approved by SOC
- 4. VP Administrative Services**
- a. Construction meeting in Eagle Pass today
    - i. Academic moving nicely
    - ii. Tech –about a week behind
    - iii. Food Service bid needs to RFP
    - iv. Marque in Eagle Pass
    - v. Roof options in Eagle Pass

**5. VP Finance**

- a. Presented 2015-2016 salary schedules**
- b. Revised to reflect Board approved 2.5% increases**
  - i. An additional step added to each scale**
- c. Guidance to VP's add one step to each employee to award 2.5%**

**6. VP Eagle Pass**

- a. ESL Resignation**
- b. Faculty positions**
  - i. 2 English / 1 Math still vacant**

**7. VP Del Rio**

- a. Aviation Instructor – PT potential**
- b. SACSCOC change approved for Aviation**
- c. Math 0301**



**CABINET MEETING**

**July 15, 2015**

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

5.	VP Finance	
6.	VP Eagle Pass	
7.	VP Del Rio	
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**CABINET MEETING OF  
SOUTHWEST TEXAS JUNIOR COLLEGE**

**July 15, 2015**

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**Dr. Hector Gonzales, President**  
**Dr. Mark Underwood, Vice-President Academic Affairs**  
**Margot Mata, Vice-President Student Services**  
**Joe Barker, Vice-President Administrative Services**  
**Anne Tarski, Vice-President Finance**  
**Gilbert Bermea, Associate Vice-President Eagle Pass**  
**Derek Sandoval, Associate Vice-President Del Rio**

**President**

- a. **Faculty statement on Governance**
- b. **Review SACS VP visit**
- c. **Health Insurance**
- d. **SACS Summer Conference**
- e. **Joe Barker (Monday-Wednesday)/Anne Tarski (Thursday-Friday)**

**2. VP Academic Affairs**

- a. **SACS VP visit – Follow Up**
- b. **Role to IE – Why Important**
- c. **Update syllabus for QEP statement**
- d. **Require faculty to discuss QEP with students**

**3. VP Student Services**

- a. **Summer II – 1033**
  - i. **Nonpayment list at 170**
- b. **Schedule staff convocation**
- c. **Reinstatement**
- d. **Student Support Services amount awarded (5yrs) - \$300,000**
- e. **Pearsall – Update DL Rooms**

**4. VP Administrative Services**

- a. **Roof at Garner**
- b. **Roof at Del Rio – Architects**
- c. **Inspecting Chemistry Lab in Del Rio Sul Ross Academic Building**

**5. VP Finance – Nothing to report**

**6. VP Eagle Pass**

- a. 2 English Faculty positions still vacant**
- b. Banner across highway (Requested from Luis)**
- c. Addressed bottle neck in front of Administration building**
  - i. Construction company did a good job**
- d. Storage building at Eagle Pass Tech site**

**7. VP Del Rio**

- a. Sprott seeking websites**
- b. Aviation Mechanics SII Financial need has been resolved**
- c. Art Instructor – issue with assignment**