

CABINET MEETING
July 13, 2016

| | AGENDA ITEM | NOTES |
|----|--------------------------------|-------------------|
| 1. | President | TACC |
| 2. | VP Academic Affairs | |
| 3. | VP Student Services | Summer Enrollment |
| 4. | VP Administrative Services/CIO | |

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|----|---------------|---|
| 5. | VP Finance | Affordable Care Act – violation notices Taxable wages Frontera retainage bill Dependent status On-line Auction Insurance for 15 passenger vans |
| 6. | VP Eagle Pass | |
| 7. | VP Del Rio | |
| 8. | | |

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

July 13, 2016

The Cabinet members of Southwest Texas Junior College met on July 13, 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
Anne Tarski, Vice President of Finance
Gilbert Bermea, Vice President Eagle Pass
Derek Sandoval, Vice President Del Rio

Cabinet member absent was:

Raul Reyes, VP Administrative Services, CIO

1. President

- a. Reviewed TACC conference information with Cabinet
- b. Outreach to high schools about dual credit opportunity
 - i. *See handout
- c. Campus carry discussion
- d. No July Board meeting
- e. Police officers – gym use

2. VP Academic Affairs

- a. SACS Reaffirmed – 2026
 - i. Need to submit 1 page narrative about QEP
 - 1. Dr. Underwood prepared a draft – need to look at QEP example
- b. University leadership conference in Florida – will investigate
- c. Pathway projects
- d. IE – report on IE Placement – tied to TSI scores
 - i. To Evaluate holistic (advising process)
- e. Dual Credit taking EDUC 1300
 - i. How are they are performing

3. VP Student Services

- a. Summer Enrollment – 1081 enrolled – 148 on Non-payment list
- b. Look at student enrolled online
- c. Bigger class section for high demand courses
- d. Discussed Pathways Project
- e. TACRO Summer conference

4. VP Administrative Services/CIO – Out at a conference

5. VP Finance

- a. **Affordable Care Act – violation notices**
 - i. **Look at mail for notices**
 - ii. **2 classes is limit**
- b. **Taxable wages**
 - i. **Handout on results of payroll audit IRS**
- c. **Frontera retainage bill – not ready to release**
- d. **Dependent status – will audit dependent list for tuition exempt**
- e. **On-line Auction – slapsale.com**
- f. **Dual Credit student billing – scholarship versus waiver**
- g. **Insurance for 15 passenger vans**
 - i. **\$15 thousand**
 - ii. **How many do we have**
- h. **Copsync for payment**
- i. **Sharepoint – SACS 5 year document**

6. VP Eagle Pass

- a. **Parking tickets money – look at procedure for holds**
- b. **Developmental Education enrollment low in Eagle Pass for Fall 2016**
- c. **Tape Float on diesel classroom/cleaned up for EMT**
- d. **Order carpet tile for old library – extend office /storeroom**
- e. **Keys for Tech Center still not settled**
- f. **ESL numbers low for Fall – less than 1/2 of historic registration**
- g. **1-20 language institute requirement – will work with Mexican Consulate Office**

7. VP Del Rio

- a. **WIGS – scoreboards are up**
- b. **Faculty final exam schedule**
- c. **Time Clock with KRONOS – cloud solution**
- d. **Emergency Response Team**
 - i. **Financial budget**
 - ii. **Label building – identify (A-Z)**
 - iii. **Uvalde door locks still pending – waiting**
- e. **Testing center – DL**
- f. **Deferred maintenance – Sofit – A/C roof leak (Insurance follow up)**
- g. **MOU Del Rio – sent to Garza**