

**CABINET MEETING OF  
SOUTHWEST TEXAS JUNIOR COLLEGE**

**June 7, 2017**

The Cabinet members of Southwest Texas Junior College met on June 7, 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**  
**Gilbert Bermea, Vice President Eagle Pass**  
**Derek Sandoval, Vice President Del Rio**

1. **President**
  - a. **4DX**
  - b. **SWTJC Board of Trustees' meeting agenda for 6-15-17**
    - i. **Discussed agenda – made modifications**
  - c. **Strategic Plan**
    - i. **Discussed strategic plan mid plan update**
      1. **Reviewed and suggested modifications**
  - d. **Discussed retirement of Dr. Paul Sorrels at Rio Grande College**
2. **VP Academic Affairs**
  - a. **Regional council meeting at Kingsville – Thursday**
  - b. **Reviewed Trustee Leadership agenda for Mrs. Shackelford**
  - c. **Interviewing various positions**
  - d. **Waiting on SACSCOC substantive changes**
3. **VP Student Services**
  - a. **Summer I – 1403 – 89 drop list – have until end of Thursday to pay**
  - b. **Received Upward Bound Grant – 60 students**
  - c. **Security Gate / A/C at Crystal City Library**
  - d. **FA – Department Ed asking for site approval for EMT**
  - e. **DL issues on 1st day of classes in Crystal City**
4. **VP Finance**
  - a. **Part-time list review**
  - b. **Review position job description**
  - c. **Effective September 1<sup>st</sup> – all employees will be on Direct Deposit**
  - d. **Anne Tarski – on vacation this afternoon and rest of week**
5. **VP Eagle Pass**
  - a. **Issues with sprinkler system**
  - b. **Front of Building E – perhaps terrace the grounds**
  - c. **Routine maintenance issues**

**6. VP Del Rio**

*"It doesn't matter how big the rock is. If you keep pounding it, it's gonna bust."* Anonymous

- a. Custodial Staff - resign
- b. Roofing continues – H Building - Building F next (90 – 95%)
- c. ECHS Philosophy position – will submit

**7. VP Administrative Services**

- a. Custodial Staff
- b. Network Engineer Recommendation
- c. CC Co#3
- d. Start working on new Brand/Mascot for next year

**CABINET MEETING OF  
SOUTHWEST TEXAS JUNIOR COLLEGE**

**June 14, 2017**

The Cabinet members of Southwest Texas Junior College met on June 14, 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**  
**Gilbert Bermea, Vice President Eagle Pass**  
**Derek Sandoval, Vice President Del Rio**

1. **President**
  - a. **4DX – Summer Games**
  - b. **Reviewed Board meeting agenda**
2. **VP Academic Affairs**
  - a. **Regional council meeting**
  - b. **University Interstate MOU**
  - c. **S.B. No. 1091 – to include Academy model**
  - d. **Dr. Sorrels' retirement 4-6pm**
  - e. **EMT interviews for faculty**
3. **VP Student Services**
  - a. **Summer I enrollment**
    - i. **+ 8.1% head count**
    - ii. **+ 16.8% SCH**
    - iii. **+ 5.3% CH**
  - b. **Outreach working on Tech MOU**
4. **VP Finance**
  - a. **Reviewed A/R – Adm. Asst.**
  - b. **Provided 2 more job descriptions for next week**
  - c. **Reviewed DEC Local – draft revision for vacation as per attorney**
5. **VP Eagle Pass**
  - a. **Building D – Coping fixed**
  - b. **Tech Building – A lot of humidity in the air**
  - c. **Landscape issue with sprinkler**
6. **VP Del Rio**

*"Good leaders have factors: Values Factor: Are they grounded? Teamwork Factor: Do they work well with others?." John Maxwell*

  - a. **2 roofs completed**
  - b. **H Building ready for August**

**7. VP Administrative Services**

- a. Wagner Roof-restoration only 6% wet – will get quotes**
- b. Auction – June 24<sup>th</sup> at the rodeo arena**
- c. Junk Computers – moving out Thursday from Hanger**
- d. Daycare – looking at new playground equipment**
- e. HR – Child Abuse updated every year – required**
- f. Resignation – custodial**
- g. CC Library**
  - i. A/C working**
  - ii. Security gates in process to fix**

**CABINET MEETING OF  
SOUTHWEST TEXAS JUNIOR COLLEGE**

**June 21, 2017**

The Cabinet members of Southwest Texas Junior College met on June 21, 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**  
**Connie Buchanan, Vice President Del Rio Campus**

Cabinet members absent were:

**Anne Tarski, Vice President of Finance – At a conference**  
**Gilbert Bermea, Vice President Eagle Pass Campus – On vacation**  
**Derek Sandoval, Vice President Administrative Services – On vacation**

1. **President**
  - a. **4DX**
  - b. **HB 2223**
  - c. **Hondo Open House**
    - i. **Allied Health Wing – June 23 at 10:00am**
2. **VP Academic Affairs**
  - a. **Co-Requisite Conference**
  - b. **Skills Development Grant – with Fort Duncan**
  - c. **Request a dedicated room in Eagle Pass for training; Director and Administrative Assistant for Skills Grant**
  - d. **BITS – Division Chair**
  - e. **IPEDS – SACS annual financial report**
  - f. **Dual Credit – logistics**
    - i. **Meeting with Margot Mata to streamline process**
  - g. **Knippa ISD – textbook change for Pre-calculus**
3. **VP Student Services**
  - a. **Discuss Summer II enrollment numbers**
  - b. **Concurrent student during Summer for ECHS**
    - i. **Visit with South Texas College on how to handle scenario**
  - c. **Outreach for prison at Huntsville - conference**
  - d. **Gainful Employment report – finalize report**
    - i. **Will meet with Mark Underwood and the IE department to complete**
  - e. **DL issues on 1st day of classes in Crystal City**
4. **VP Finance – attending a conference**
  - a. **Part-time list review**
5. **VP Eagle Pass – On vacation**

6. **VP Administrative Services – On vacation**  
*“To Infinity and Beyond.”* Buzz Lightyear
  - a. **Vacation**
  - b. **Budget and BPOs to end year, email coming**
  - c. **Dorm Wing Renovation \$180K**
  
7. **VP Del Rio**

**CABINET MEETING OF  
SOUTHWEST TEXAS JUNIOR COLLEGE**

**June 28, 2017**

The Cabinet members of Southwest Texas Junior College met on June 28, 2017 in the Administration Building - President's Office.

Cabinet members present were:

**Dr. Hector Gonzales, President**  
**Dr. Mark Underwood, Vice President of Academic Affairs**  
**Margot Mata, Vice President of Student Services**  
**Gilbert Bermea, Vice President Eagle Pass Campus**  
**Connie Buchanan, Vice President Del Rio Campus**

Cabinet member absent was:

**Anne Tarski, Vice President of Finance**  
**Derek Sandoval, Vice President of Administrative Services**

Also in attendance was Lisa Ermis, Controller

1. **President**
  - a. **4DX**
  - b. **Instruction to Vice Presidents on salary schedules**
2. **VP Academic Affairs**
  - a. **C N A – vacancies (3) – lead to Patient Care Tech certificate**
  - b. **Dual Credit – credentials review**
  - c. **Del Rio – 250 Eco students**
  - d. **Evaluate ECH and evaluate the faculty**
  - e. **Management of Dual Credit, ECH – Build share point site for Faculty transcripts**
    - i. **Manage enrollment for dual credit**
    - ii. **Look at dual credit process, map out and look for efficacy**
    - iii. **Core group meeting on dual credit**
  - f. **Pathways, CAPS populated**
    - i. **Marketable skill per course**
  - g. **Hondo Regional Training Center - remodel**
3. **VP Student Services**
  - a. **SII – 1102 vs 963 last year**
  - b. **July 6<sup>th</sup> – drop (682 on the drop list)**
  - c. **SII begins July 13<sup>th</sup> and Census date is July 19<sup>th</sup>**
  - d. **FA working on gainful employment**
  - e. **Looking at transfer work for University**
  - f. **Orientation is going well**
  - g. **Ramping up for Upward Bound Grant**
  - h. **Image Now – working on workflow**
    - i. **Administration, Financial Aid, Business Office and Payroll**
4. **VP Finance (Lisa Ermis)**
  - a. **Lisa Ermis attended for Ann Tarski**
  - b. **Nothing to report**

5. **VP Eagle Pass**
  - a. **Enrollment traffic has slowed down**
  - b. **A/C issues – resolved at the Tech Center**
  - c. **Waiting on sprinkler system bids**
  - d. **Shred 18 acres**
  - e. **AEL parking – look for patch work**
  
6. **VP Administrative Services (*“To Infinity and Beyond”, Buzz Lightyear*)**
  - a. **On vacation**
  
7. **VP Del Rio**
  - a. **Officer Castro – City of Del Rio – parking at Del Rio**