

CABINET MEETING
November 9, 2016

	AGENDA ITEM	NOTES
1.	President	4DX SWTJC Board of Trustees' Meeting Agenda
2.	VP Academic Affairs	
3.	VP Student Services	
4.	VP Administrative Services/CIO	"All Things IT" update

5.	VP Finance	
6.	VP Eagle Pass	
7.	VP Del Rio	<p>Student ID's for AEL</p> <p>Parking permits - AEL</p> <p>Thanksgiving Luncheon, Amistad Room, Friday, Nov. 18 12-1:30pm.</p> <p>Christmas decorations beginning</p>
8.		

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

November 9, 2016

The Cabinet members of Southwest Texas Junior College met on November 9, 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
Raul Reyes, VP Administrative Services, CIO
Anne Tarski, Vice President of Finance
Gilbert Bermea, Vice President Eagle Pass
Derek Sandoval, Vice President Del Rio

Also in attendance was Scott Baker, Director of the Information Technology Department

1. President

- a. 4DX
- b. SWTJC Board of Trustees' Meeting agenda - reviewed
- c. Discussed Guided Pathways
 - i. Had discussion with students at the "Conversation with the President"
- d. Add agenda report item Guided Pathways to the Board of Trustees' Agenda

2. VP Academic Affairs

- a. EMT – proposed for January Board consideration
- b. Update on Guided Pathways
- c. THECB – Liaison meeting update
 - i. Launch – Pathways
 - ii. HB5 – Remediation course – transcribed – will discuss with Dr. Burchfield
 - iii. Core curriculum evaluation
 - 1. Rex Peebles – number of classes submitted (option area component) for us – Personal Finance
- d. Texas Military preparedness committee – grant – looks good for Aviation
- e. JET Program grant – submit this week
- f. Auto Tech upgrade equipment
- g. PSYC in Del Rio (DC) discussed alternatives

3. VP Student Services

- a. Outreach – visiting high schools and prison
- b. Crystal City fall festival
- c. Student Success – exceeded STAR Plan goal
- d. November 17th – Thanksgiving Luncheon
- e. PTK food pantry
- f. Upward Bound Grant – working with Blaine Bennett
- g. Upward Bound STEM (New Grant)
- h. Testing Center recognized as Top 100 percent of CLEP
 - i. Number of test exam and integrity
- i. Student advising – student planning – issues with operation
- j. Positive feedback from initial Informer training – more advanced training requested
- k. FA traveling to high schools
- l. Request training for Kronos – next week November 15th
- m. SP 2353 – head count

- n. Testing TSI feed – \$28 to \$32
 - o. Gym hours
 - p. SOC recommendation of specialized admission on ESL
 - q. Informer report on class count
 - r. TALCO conference Monday and Tuesday
4. VP Administrative Services/CIO
- a. “All Things IT” update – Scott Baker reported on IT – see handout
 - b. Maintenance Director – Interviews starting at 1:00pm going the rest of the day
 - c. David Brown – reviewing the Crystal City Project
 - d. C- Board – manuals – door lock down - utilization
 - e. Calendar? – Office 365
 - f. Vehicle logs
 - g. Cop Sync not working, looking at alternatives
5. VP Finance
- a. Serious cash crunch – December payroll – early December 9, 2016
 - b. Move December payroll to the 20th
 - c. November 15th – Kronos training via Distance Learning
 - d. Legislative Briefing at Del Mar
 - i. 1 page summary – 3 points
 - ii. Visibility
 - iii. Show how many businesses depend on us
 - iv. Develop support letter
 - v. Examples of what Workforce is doing ie, working with companies
 - vi. Relationships with all representatives
 - e. Part time hours report (send out report)
6. VP Eagle Pass
- a. November 10th – hosting Veterans Job Fair
 - b. November 18th at 10:30am – Eagle Pass Tech Center Ribbon Cutting
 - i. 50 chairs in parking (trap rock on big pad site)
 - c. Installation of water fountains – should of already been done
 - d. Cancelled classes on the Eagle Pass Campus on Friday due to flooding – Localized storm
 - e. Good relationship with City of Eagle Pass regarding parking at Trade Center
 - f. Contact for emergency?
7. VP Del Rio
- a. Student ID’s for AEL - required
 - b. Parking permits for AEL - required
 - c. Thanksgiving Luncheon, Amistad Room. Friday November 18th from 12:00pm-1:30pm
 - d. Christmas decorations beginning
 - e. TSI – testing schedule to have a presence on campus
 - i. Schedule – accommodate one day a week
 - f. 4DX – Web Page link

CABINET MEETING
November 16, 2016

	AGENDA ITEM	NOTES
1.	President	4DX
2.	VP Academic Affairs	Coordinating Board Enrollment Forecast Division Department Title Change from Developmental Studies to Developmental Studies and Education
3.	VP Student Services	
4.	VP Administrative Services/CIO	

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

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

November 16, 2016

The Cabinet members of Southwest Texas Junior College met on November 16, 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
Raul Reyes, VP Administrative Services, CIO
Anne Tarski, Vice President of Finance
Gilbert Bermea, Vice President Eagle Pass
Derek Sandoval, Vice President Del Rio

1. President

- a. **4DX – WIG meeting**
 - i. **Change subwig – Business results to Administrative Services**
 - ii. **Start thinking about Data submit**
 - iii. **Recap and Regroup at Deans' Breakfast**
 - iv. **Recognize top performer this week**
 - v. **Suzanne Hays – reflections about Alamo – Bel/Curve on learning 4DX process**
- b. **Job Description – add salary range – minimum to maximum**

2. VP Academic Affairs

- a. **Coordinating Board Enrollment Forecast - Okay**
- b. **Division Department Title change from Developmental Studies to Developmental Studies and Education**
- c. **Move English to Social Sciences Division**

3. VP Student Services

- a. **Enrollment update – Spring 2017 - 3016**
- b. **Communication barriers – use portal to help**
- c. **Frequently Asked Questions (FAQ) for each department – chat session to answer specific questions**
- d. **Update on Student Services calendar**
- e. **Del Rio Early College High School – at 2:00pm**

4. VP Administrative Services/CIO

- a. **Eagle Pass Technical Center ribbon cutting at 10:30 – Team will be there Thursday**
- b. **Sprinklers being worked on**
- c. **Trash at the dorms on road side – RA and Campus Police**
- d. **Feedback – custodial – cleaning area**

5. VP Finance

- a. **Kronos – training update**
 - i. **Schedule**
 - ii. **715 on Kronos**
- b. **Part-time payroll – 58 over on limits**
- c. **December payroll will be on the 20th**

6. **VP Eagle Pass**
 - a. **Thanksgiving luncheon for students tomorrow and faculty next Thursday**
 - b. **Concealed Carry Committee – somebody requested that the survey to translated to Spanish**
 - i. **Suggest a Formal Foams Group – in Spanish**

7. **VP Del Rio**
 - a. **Ms. Steed visited with Randa Schell for the Upward Bound Grant**
 - i. **Coordinate – possible HIS link**
 - b. **Faculty interviews for PSYC/BIOL - Adjunct**
 - c. **ESL – off line**
 - d. **Scoreboard - \$40K**
 - e. **Christmas parade – December 2nd in Del Rio**
 - f. **ATD presenters – Service Learning Project**
 - g. **TSI testing – Friday, well received**
 - h. **Thanksgiving luncheon on Friday**
 - i. **CTE moving in December**
 - j. **Early College High School – new building**

CABINET MEETING
November 30, 2016

	AGENDA ITEM	NOTES
1.	President	4DX 4DX page on SWTJC Homepage
2.	VP Academic Affairs	
3.	VP Student Services	
4.	VP Administrative Services/CIO	

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

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

November 30, 2016

The Cabinet members of Southwest Texas Junior College met on November 30, 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
Raul Reyes, VP Administrative Services, CIO
Anne Tarski, Vice President of Finance
Gilbert Bermea, Vice President Eagle Pass
Derek Sandoval, Vice President Del Rio

1. President

- a. 4DX – WIG session
- b. 4DX page on SWTJC Homepage
- c. Board Resolution – perhaps a Board resolution in support of Guided Pathways

2. VP Academic Affairs

- a. SACS-COC conference – leaving Saturday morning returning late on Tuesday
- b. Gym padding is up
- c. FLSA – postponed – Kronos still moving forward
- d. Issues with prison classes, not enough staffing to cover a couple of classes. We are moving towards correspondence courses. Cabinet approved paying 1 hour extra per course which is close to \$2500
- e. Convocation – Pathways April and Stephanie to take care of break-out
- f. Tool Box study – for pathway
- g. ECH Advisory meeting
- h. IE staff changes – Renee Zimmerman appointed Director and Carol LaRue will be Coordinator
- i. Journalism faculty retirement

3. VP Student Services

- a. Spring 2017 enrollment numbers (4012)
- b. Regular meeting last week
- c. Social Media Campaign
- d. Drop-list – updated daily
- e. New report (Informer) – enrollment trends, goals
- f. Research CBM – 12 week inclusion for Spring numbers
- g. Adjunct – staff working hours
- h. No paid vacation – must take time off

4. VP Administrative Services/CIO

- a. Maintenance Director hired, start day 12-12-16
- b. Morris – Facilities Co., evaluated buildings. Provide detail information about what is needed
- c. Network – this weekend and next weekend will finish up switch transfer
- d. DL quote within the week – 1 lump sum for equipment upgrade, working on grants to help with the funding improvements.
- e. Dorms check-in and check-out include maintenance to help

5. VP Finance

- a. **Time-off for custodians work off between Christmas and New Years**
- b. **Eagle Pass Law Enforcement graduation – Friday, December 2, 2016**
- c. **Crystal City Library**
- d. **UCAD – budget was approved, up from last year**
- e. **Voyager card for fuel**
- f. **San Juana Trevino retirement party 11:00 – 1:00 today**
- g. **Purchasing – Maggie Camstra will be leaving December 9th - breakfast**

6. VP Eagle Pass

- a. **Registration progressing nicely – slow last couple of days**
- b. **Roof**
- c. **Law Enforcement Graduation**
- d. **Ribbon cutting at the Tech Center went well**
- e. **Electrical issues with welding shop**

7. VP Del Rio

- a. **PSYC interviews for Del Rio (3 candidates)**
- b. **IT work schedule – they will be done by December 9th**
- c. **Certificate of occupancy for portable**
- d. **J-Building, building modification**
- e. **Finished at the bowling alley will transition to campus**