

CABINET MEETING
April 4, 2013

	AGENDA ITEM	NOTES
1.	Policy Manual Update Local policy changes - Titles Committee to address other policy changes	
2.	Exception Report	
3.	Mission Statement	
4.	2010-2015 Strategic Plan	
5.	SACS Reaffirmation Project	
6.	Items for President's Report	

7.	Catalog Changes	
8.	Board Agenda - April	
9.	Status? Dashboard Indicators Academic Calendars Student Feedback Customer Service Synopsis	
10.	Around the Table	

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

April 4, 2013

The Cabinet members of Southwest Texas Junior College met on April 4, 2013 in the Administration Building - President's Office.

Cabinet members present were:

**Dr. Hector Gonzales, President-Elect
Dr. Mark Underwood, Vice-President Academic Affairs
Dr. Blaine Bennett, Vice-President Student Services
Joe Barker, Vice-President Administrative Services
Anne Tarski, Vice-President Finance
Dick Whipple, Associate Vice-President Institutional Advancement
Gilbert Bermea, Associate Vice-President Eagle Pass Center
Margot Mata, Associate Vice-President Outreach
Johnny Guzman, Dean College of Applied Sciences
Romelia Aranda, Dean College of Workforce Training**

Absent was Derek Sandoval, Associate Vice-President Del Rio Center

- 1. Policy Manual Update**
 - a. Local Policy changes**
 - i. Titles**
 - ii. Advised Vice-Presidents to review Update 28 for changes**
 - b. Committee to address other policy changes**
 - c. Review FY 2012 Performance Measure Report**
 - i. Carol LaRue discussed definition on calculation**
- 2. Exception Report**
 - a. Reviewed Policy Form - made suggestions.**
- 3. Mission Statement**
 - a. August - Mission Statement for Board review**
- 4. 2010 - 2015 Strategic Plan**
 - a. Review Action Plan that support each strategic objection**
 - b. We will review - Discuss each strategic objective over the course of the next 4 months**
- 5. SACS Reaffirmation Project**
 - a. Discussed process**
- 6. Items for President's Report**
 - a. Due**
- 7. Catalog Changes**
 - a. Mark Underwood/Blaine Bennett working on language for suspension/probation/discipline for April board meeting.**
 - b. ATI / Nursing**

8. **Board Agenda - April**
 - a. **Added item for General Liability Insurance**
9. **Status?**
 - a. **Dashboard Indicators**
 - b. **Academic Calendars**
 - c. **Student Feedback**
 - d. **Customer Service**
 - e. **Synopsis**
 - i. **Will review submitted document**
 - ii. **Look at manual for business purposes**
10. **Around the Table**
 - a. **Anne Tarski**
 - i. **Discussed budget, budget tree**
 - b. **Romelia Aranda**
 - i. **Nothing**
 - c. **Joe Barker**
 - i. **Nothing**
 - d. **Mark Underwood**
 - i. **Received e-mail from Loreda of the THECB - needs more time for trial on next test TSI**
 - ii. **4/12 - 2nd round of interviews for Liberal Arts Dean**
 - iii. **Graduation procedure - visit with Mr. Sosa**
 - iv. **Bound copies of SACS resource manual and guidebook**
 - e. **Dick Whipple**
 - i. **Business Pathways at SWTJC**
 - f. **Margot Mata**
 - i. **Suggestion box for students**
 - g. **Blaine Bennett**
 - i. **Administrative Professional Day - April 24th**
 - ii. **Fall / Summer registration**
 - iii. **6/1 due date**
 - iv. **Put banners - advertise registration**
 - v. **A & P summer offering**
 - A. **Need course in Uvalde**
 - vi. **Freshman Orientation**
 - A. **Revamp - online course**
 - vii. **Graduation**
 - viii. **Flow chart for student registering**
 - h. **Johnny Guzman**
 - i. **Met with RGC - Dr. Sorrels about 2 + 2 agreement BAS**
 - A. **Child Development or**
 - B. **Wildlife**
 - ii. **Perkins**
 - A. **Inventory**
 - i. **Gilbert Bermea**
 - i. **Spring Festival**
 - ii. **FA workshop 1 person**
 - iii. **DL classes - rent sheets**

CABINET MEETING
April 18, 2013

	AGENDA ITEM	NOTES
1.	Policy Manual Update Local policy changes - Titles Committee to address other policy changes	
2.	Exception Report	
3.	Assessment (Freshmen orientation and graduation?)	
4.	Mental Health Policy	
5.	Board Agenda	
6.	Around the Table	

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**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

April 18, 2013

The Cabinet members of Southwest Texas Junior College met on April 18, 2013 in the Administration Building - President's Office.

Cabinet members present were:

Dr. Hector Gonzales, President-Elect
Dr. Mark Underwood, Vice-President Academic Affairs
Dr. Blaine Bennett, Vice-President Student Services
Joe Barker, Vice-President Administrative Services
Anne Tarski, Vice-President Finance
Dick Whipple, Associate Vice-President Institutional Advancement
Gilbert Bermea, Associate Vice-President Eagle Pass Center
Margot Mata, Associate Vice-President Outreach
Derek Sandoval, Associate Vice-President Del Rio Campus
Johnny Guzman, Dean College of Applied Sciences

Absent was Romelia Aranda, Dean College of Workforce Training

Also in attendance was Connie Buchanan, Faculty Association Representative

1. **Policy Manual Update**
 - a. **Local Policy changes**
 - i. **Titles**
 - b. **Committee to address other policy changes**
2. **Exception Report**
3. **Assessment (Freshmen orientation and graduation?)**
4. **Mental Health Policy**
5. **Board Agenda**
6. **Around the Table**
 - a. **Job Placement / transfer**
 - i. **Form a group to study best practice for Job Placement (Career Opportunities) - Blaine Bennett, Johnny Guzman, Margot Mata, Dick Whipple.**
 - b. **Gilbert Bermea**
 - i. **Emergency Response Plan**
 - A. **Campus Map**
 - B. **Flip Chart**
 - C. **Locks undated in Uvalde next Eagle Pass, Del Rio, and Crystal City**
 - c. **Blaine Bennett**
 - i. **Graduation**
 - A. **Program - logistics**
 - B. **Mail Diploma (next)**
 - C. **Confirm number attending**
 - ii. **SACS**
 - iii. **Surveys**

- iv. **Administrative Professionals Day - next Wednesday**
- v. **Counselors**
 - A. **Working on Momentum points**
- vi. **Payment Deadline - May 31st**
 - A. **Flyers / Bulletin board advising students**
 - B. **Public Information**
 - a. **Ad Blitz for Fall Registration**
 - b. **Relaying information on payment plan facts**
- d. **Connie Buchanan**
 - i. **Relay for Life - Donation - tomorrow night (Friday)**
 - ii. **Attendance reporting**
 - A. **3/27 e-mail when student will be dropped**
 - B. **4/10 e-mail from Luis Fernandez that they were dropped**
 - C. **We need to check on why students were not dropped (registrar)**
- e. **Margot Mata**
 - i. **Ready for onsite visit**
 - ii. **Requisitions for off campus sites**
 - iii. **Digital View Book**
 - A. **Moving forward**
 - B. **Social Media Presence**
 - C. *** Recruitment**
- f. **Dick Whipple**
 - i. **Professional Development position notice - expanded**
 - ii. **Reviewed SACS Document 2.4**
 - iii. **UAP (Unit Action Plan) - coming in to include success objectives**
 - iv. **Presented CBM 001 - in Tableau form.**
- g. **Mark Underwood**
 - i. **Knippa Superintendent - Early College High School**
 - A. **Certification summer**
 - ii. **Recommendation to change ATI fee for nursing students**
 - A. **Fee tied to course**
 - a. **Re-visit issue with curriculum committee**
 - B. **Core Curriculum**
 - a. **Matrix Speech**
 - i. **Option 1**
 - ii. **Others Option 2**
- h. **Derek Sandoval**
 - i. **Meeting with departments**
 - A. **Focus on Customer Service**
 - ii. **Emergency Response Plan**
 - iii. **Construction - progressing**
- i. **Joe Barker**
 - i. **Punch locks almost done with Uvalde Campus**
 - ii. **Stronger Fire wall installed**
 - iii. **Credit card compliance - lengthy survey**
 - iv. **Schneider Meeting**
 - A. **Almost complete with project**
 - B. **Consolidating location of classes**
 - C. **Visit with RGC**

- j. Johnny Guzman**
 - i. Criminal Justice Competition went well**
 - A. 400 students**
 - ii. April 26 - dia de los Niños**
 - iii. April 30 - Exceclencia de Educacion**
- k. Anne Tarski**
 - i. Datatel – Online programs**
 - ii. Fedex between campuses – Distance Learning**
 - iii. Energy Report forthcoming monthly**
 - iv. May 17th – Flores building will close at noon for quarterly meeting**
 - v. A/C for Eagle Pass – next week**
 - vi. Rework BO policy – meals/travels – executive plan**
 - vii. Budget**
- l. Dean’s Breakfast – May 10th**

CABINET MEETING
April 25, 2013

	AGENDA ITEM	NOTES
1.	Service Pins	
2.	Exception Report	
3.	Discuss Pending Items	
4.	Around the Table	
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**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

April 25, 2013

The Cabinet members of Southwest Texas Junior College met on April 25, 2013 in the Administration Building - President's Office.

Cabinet members present were:

Dr. Hector Gonzales, President-Elect
Dr. Mark Underwood, Vice-President Academic Affairs
Dr. Blaine Bennett, Vice-President Student Services
Anne Tarski, Vice-President Finance
Dick Whipple, Associate Vice-President Institutional Advancement
Gilbert Bermea, Associate Vice-President Eagle Pass Center
Derek Sandoval, Associate Vice-President Del Rio Campus
Johnny Guzman, Dean College of Applied Sciences
Romelia Aranda, Dean College of Workforce Training

Absent were **Joe Barker, Vice-President Administrative Services**
Margot Mata, Associate Vice-President Outreach
Cheryl Sanchez, Dean College of Liberal Arts

1. **Service Pins**
 - a. **Went over list of service pin awards, deciding who would give out which pins.**
2. **Exception Report**
 - a. **E-mail notification of new exception form.**
3. **Discuss Pending Items**
 - a. **Academic Calendar**
 - i. **Hector Gonzales continued to Review Synopsis**
 - b. **Performance/Dashboard - Requested each Vice-President to bring data indicators for each Department.**
 - c. **SACS - Draft due May 16th**
4. **Around the Table**
 - a. **Faculty Handbook**
 - i. **To be presented at the August Board meeting**
 - b. **RGC Memo Of Understanding**
 - i. **Refine - Okay**
 - c. **Mission/Strategic Plan**
 - i. **Mr. Whipple preparing document to review**
 - d. **Emergency Drill**
 - i. **Reviewed a "Our" Response**
 - A. **Identified First Step - Call 911**
 - B. **Activate sirens - Shelter in place**
 - C. **Debrief Administrative Staff on our response**
 - D. **Identified areas of improvements**

- e. **Mental Health Policy**
 - i. **Revised Policy status**
 - A. **Explore the need of a Travel Counselor for Current Procedural Terminology**
- f. **Degree Requirement**
 - i. **Freshman Orientation for Diesel**
 - ii. **Pre-requisite for early registration**
 - iii. **1030 - Summer 1**
- g. **Mark Underwood**
 - i. **Webinar on new TSI exam - Friday**
 - ii. **Curriculum - May - Core Recommendation**
- h. **Derek Sandoval**
 - i. **Computers on Wheels**
 - ii. **Budget for remodeling building**
 - iii. **Student Success Coordinator**
 - iv. **Dr. Rosche - w/online study writing**
 - v. **Roof leaks**
- i. **Johnny Guzman**
 - i. **Faculty - Coordinator vs Director**
- j. **Romelia Aranda**
 - i. **Project Grow - 2 students (EMT)**
 - ii. **Accelerate Texas Colleges - Seattle**
 - iii. **May 8th - Cotulla**
- k. **Anne Tarski**
 - i. **Health Clinic - House EMT**