

**CABINET MEETING**  
**August 1, 2013**

	<b>AGENDA ITEM</b>	<b>NOTES</b>
1.	Fall Registration Status	
2.	Financial Aid Status	
3.	Del Rio Building Update	
4.	Position Vacancies	
5.	Microsoft 365	
6.	Around the Table	

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**August 1, 2013**

The Cabinet members of Southwest Texas Junior College met on August 1, 2013 in the Administration Building - President's Office.

**Cabinet members present were:**

**Dr. Hector Gonzales, President**  
**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**  
**Margot Mata, Vice-President Outreach**  
**Derek Sandoval, Associate Vice-President Del Rio**  
**Johnny Guzman, Dean College of Applied Sciences**  
**Cheryl Sanchez, Dean College of Liberal Arts**

**Cabinet member absent was:**

**Romelia Aranda, Dean College of Workforce**

- 1. Fall Registration Status:**
  - a) Academic Calendar on track for Fall
  - b) Del Rio 8/8
- 2. Financial Aid Status:**
  - a) Prioritize those already enrolled
  - b) 2600 divided by 20 = 130
- 3. Del Rio Building Update:**
  - a) Stucco – colors
  - b) Security System – Sentry
  - c) Physical Presence
  - d) 400 Wing – Del Rio A/C not working
  - e) Nursing – there is a F/A issue with Clinicals
  - f) Administrative Building will be complete in December 2013
- 4. Position Vacancies:**
  - a) Distance Learning Monitor – Eagle Pass
  - b) Student Service Director
  - c) Student Success Coordinator
  - d) Administrative Assistant
  - e) Professional Development – Reopen
  - f) Student Support Services Director
  - g) Institutional Advancement Coordinator

- h) **Colleague Systems Analyst**
- i) **Daycare Director**

**5. Microsoft 365:**

- a) **E-mail regarding log in information**
- b) **Focus on Outlook**
- c) **Sky Drive**

**6. Around the Table:**

- a) **Joe Barker**
  - i. **Project Management Software**
  - ii. **GPS tracking system for Fleet Vehicle**
  - iii. **A/C System – Tate, Garner, Anderson, and Witt**
- b) **Cheryl Sanchez**
  - i.) **Update on HEB Reading Literacy Program with EPOCA**
    - a.) **Concern with College student participation**
- c) **Johnny Guzman**
  - i.) **Uvalde ISD presentation on TRB – uses**
  - ii.) **Welding in La Pryor – Instructor not qualified**
  - iii.) **Perkins Grants submitted – (\$40,000.00 less)**
- d) **Anne Tarski**
  - i. **Tax figures - \$11.32 effective tax rate, Zavala County was up \$12.22 – Rollback**
  - ii. **Smart cards are up and running**
  - iii. **Affordable care act – delayed one more year**
  - iv. **On track for Fall Parking Registration Permit Express**
  - v. **Parking violation \$25**
  - vi. **HB 1025 – awarded \$30 million Hazelwood Act – ours is \$22 k**
  - vii. **TASB – Legislation update**
- e) **Gilbert Bermea**
  - i. **Hired Biology Instructor – former student – Mureya Gonzales**
  - ii. **Interviewed for the position Student Academic Advisor**
  - iii. **Registration is picking up in Eagle Pass**
  - iv. **One Day Registration?**
  - v. **Cross training Administrative Staff – General Information. FA access denied**
- f) **Margot Mata**
  - i. **Dual Credit – La Pryor ISD – Welding**
  - ii. **Carrizo Springs – Curriculum Director – CTE enhancements**
  - iii. **Dr. Rodriguez – C.N.A (Crystal/Dilley), Cotulla wants C.N.A. Pearsall C.N.A., Cosmetology – August 8 registration**
  - iv. **Orientation – 10 sessions, last the 1<sup>st</sup> Friday of Fall Semester, 1100 new juniors**
  - v. **Site visits, 6 – I.S.D. new administration**
  - vi. **Hondo – GED classroom, new Dual credit classrooms**
  - vii. **August 13<sup>th</sup> onsite registration - Economic Development**
  - viii. **Alamo Workforce Solutions**

- ix. **A/C a possibility in Hondo - \$11 – 15K to start up**
  - x. **Crystal City – Registration, onsite registration?**
  - xi. **Briscoe August 6<sup>th</sup> – registration under TDCJ**
  - xii. **Recruitment – marketing – digital view book/social media, mobil / tablet ready**
- g) Mark Underwood**
- i. **Appealing suspension students**
  - ii. **New TSI Requirements – Co-board finally provided data**
  - iii. **August 13<sup>th</sup> – Meet to come up with Parameters to advise students.**
  - iv. **Next week a test for faculty to try**
  - v. **Faculty Handbook – about SWTJC- F.H.B.**
- h) Blaine Bennett**
- i. **Update on Fall Registration / Fall Financial Aid**
  - ii. **Palomino Fest – more integration with faculty**
  - iii. **Going to Washington D.C. – Lumina Grant**
  - iv. **TAC Ro**
  - v. **Library – Consultant overview of our services and future look of Library**
  - vi. **Need for cross training**
- i) Dick Whipple**
- i. **ATD report – Rachel Hinman preparing**
  - ii. **General Education Assessment application**
    - 1. **Robert Ayala, Nancy Masterson, Cheryl Sanchez**
  - iii. **Scrolling issue with the catalog**

**CABINET MEETING**  
**August 8, 2013**

	<b>AGENDA ITEM</b>	<b>NOTES</b>
1.	Fall Registration Status	
2.	Financial Aid Status	
3.	Proposed Board Agenda	
4.	Mission Survey Report	
5.	2011-2015 Strategic Plan Goals	
6.	Around the Table	

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The Cabinet members of Southwest Texas Junior College met on August 8, 2013 in the Administration Building - President's Office.

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1. **Fall Registration Status:**
  - a) **As of today, 3717 enrolled, this is without Dual Credit (see report on headcount)**
2. **Financial Aid Status:**
  - a) **Working on drop list**
  - b) **Significant number of students with missing information**
  - c) **108 appeals for Financial Aid to go to committee on August 15th**
3. **Proposed Board Agenda:**
  - a) **Discussion on proposed board agenda**
  - b) **Discussion on various items**
4. **Mission Survey Report:**
  - a) **Carol LaRue:**
    - a. **Survey results, 85% of responds agree with current mission statement.**
    - b. **Discussed comments made by respondents**
    - c. **Cabinet made suggestion to revised language for improved clarity based on the survey results.**
  - b) **Julie Thomas:**
    - a. **Reviewed Strategic Goal # 1 – Sub-Goal – Objectives**
    - b. **Made recommendations for further investigation**
    - c. **Discussed STEM – and expand to Eagle Pass**



**5. Around the Table:**

- a) **Cheryl Sanchez**
  - a. **Convocation update and tentative itinerary for speakers**
- b) **Dick Whipple**
  - a. **General Education Report**
  - b. **Office 365 update – Share documents – birthdate exercise**
  - c. **Rework Professional Development Announcement**
- c) **Mark Underwood**
  - a. **TSI Pre-assessment, still working on it**
  - b. **Texas Community College Teachers Association (TCCTA) - membership, Are we members?**
- d) **Margo Mata**
  - a. **Dual Credit in process of registering except in Del Rio and Devine**
  - b. **33 dual credit instructors teaching dual credit classes to attend general session Adjunct training**
  - c. **Carrizo Springs and Cotulla – C N A expansion**
  - d. **Pearsall interested with Welding and Cosmetology**
  - e. **Medina Valley CTE**
  - f. **Marcel Valdez – SWTJC hosting 4H camp – 130 students, week long, sometime in June**
- e) **Gilbert Bermea**
  - a. **1300 students registered in Eagle Pass, busy registration**
  - b. **New Academic Advisors on board**
  - c. **Anatomy and Physiology enrollment appears to be down; prerequisite issues.**
- f) **Blaine Bennett**
  - a. **Dual Credit with Lunina**
  - b. **Allied Health Advising**
- g) **Romelia Aranda**
  - a. **Kristel Sanchez – new Workforce Coordinator**
  - b. **Law Enforcement Academy started Monday with 26 cadets**
  - c. **Adult Basic Education (ABE) Texas best – transition to TWC**
- h) **Johnny Guzman**
  - a. **SB 497 – Maximum 60 hours – A.A. or A.S.**

- i) Joe Barker**
  - a. Rebate check from AEP Energy Savings**
  - b. Quarterly comparisons of electricity expenditures**
  - c. Update on maintenance projects**
  - d. Project management software**
  
- j) Anne Tarski**
  - a. Budget for Christmas party – 3 thousand, food**
  
- k) Derek Sandoval**
  - a. Construction moving forward**
  - b. 1<sup>st</sup> Freshman orientation**

**CABINET MEETING**  
**August 15, 2013**

	<b>AGENDA ITEM</b>	<b>NOTES</b>
1.	PARF Forms	
2.	Fall Registration Status	
3.	Financial Aid Status	
4.	Talking Points - Convocation	
5.	Library Consultant	
6.	Around the Table	

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1. **PARF Forms:**
  - a) **Only have 3 days to get I-9**
  - b) **20 calendar days to record in database**
  - c) **Need to develop a check list for hiring procedure**
  - d) **Full Time / Part Time / Adjunct / Work Study**
2. **Fall Registration Status:**
  - a) **Looked at Fall Registration numbers, total, dual credit, and without dual credit - tracking well. Approximate one week left to register**
  - b) **Analyzed class utilization rate**
  - c) **Bring waitlist information into Estudias**
3. **Financial Aid Status:**
  - a) **2800 students on drop list last week**
  - b) **1900 students on drop list this week**
  - c) **Call went out to students that were missing information in their files**
  - d) **Reviewed files**
    - a. **1200 selected for review**
    - b. **514 ready**
    - c. **244 registered**
    - d. **965 missing information**
    - e. **2609 completed files (not registered) 440 #**

**4. Talking Points - Convocation:**

- a) **Success**
- b) **Growth**
- c) **Partnerships**
- d) **Organizational Chart**
- e) **SACS**
- f) **ABE – Vast Project and Grow Project – requirement goal**
  - a. **751 (New) more responsive to students**
  - b. **Option for success given TSI**
- g) **Success – get students into the right place, sometimes “NO” is a better answer**
- h) **Uniting-bridging gap with Eagle Pass and Del Rio**
  - a. **Level of support**
  - b. **Communication has increased**
- i) **Communication with students – Social Media**
- j) **“C” – communicate/collaborate**
- k) **It’s a process – evolving**
  - a. **“si se puede” – New QEP – ground level participation 2015 – for 2016 visit**
- l) **Cabinet meeting – three or four hours a week**
- m) **Trust Me – Academic Freedom**
  - a. **Faculty resistance**
  - b. **Accountability ERP**
- n) **Student – Faculty / Student – Staff – engagement**
- o) **Café College – San Antonio**

**5. Around the Table:**

- a) **Derek Sandoval**
  - a. **Del Rio construction processing nicely**
  - b. **Need to bring Director level position to off campus’**
- b) **Mark Underwood**
  - a. **TSI Update**
  - b. **Faculty contracts delayed – but coming**
  - c. **Convocation Dinner 44**
- c) **Joe Barker**
  - a. **Jesse – Director of Maintenance – out health reason**
  - b. **Freddy Morales – Full-time running for Jesse**
  - c. **Marco Delgado resigned**
  - d. **Transportation – 15 passenger vans now require CDL**
    - a. **Looking for another insurance company**
    - b. **WFT provides CDL training**

**6. Library Consultant**

- a) **Discussed various issues, regarding Library, services uses**
- b) **Future – Need of student / faculty survey**
- c) **How do we prepare for SACS**

7. **Around the Table (continued)**

- d) **Johnny Guzman**
  - a. **Re-establish communication with Hondo hospital**
  - b. **Orientation – (AS) already enrolled students**
- e) **Romelia Aranda**
  - a. **Middle Rio Grande out of funds until October**
- f) **Anne Tarski**
  - a. **Tax calculated – worksheet for board**
  - b. **IRS Payroll Audit**
- g) **Cheryl Sanchez**
  - a. **Request from Division Chairs**
    - 1. **Absence pool – never contributed**
    - 2. **Policy on Faculty Attendance – Office hours**
- h) **Gilbert Bermea**
  - a. **Registration on going in Eagle Pass**
  - b. **One more Accuplacer Test on Friday**
  - c. **Staffing Adjunct vacancies**
- i) **Blaine Bennett**
  - a. **Presented success rate analysis by section**
  - b. **Need for Estudios training**
  - c. **Developmental Education – Status – static**
  - d. **Help one student – counselor – pair up student/faculty**
- j) **Margot Mata**
  - a. **Registering dual credit students**
  - b. **Roster read line**
  - c. **Dual credit required training**
  - d. **Some will be here on the 20<sup>th</sup> others on Thursday the 21<sup>st</sup>**
  - e. **Del Rio / Eagle Pass – adjunct training possibility of moving to Uvalde/Hondo.**
  - f. **Presented at Lions Club in Hondo**
  - g. **Digital View – ready by August 26th**

**CABINET MEETING**  
**August 29, 2013**

	<b>AGENDA ITEM</b>	<b>NOTES</b>
1.	Fall 2013 Enrollment Non Payment List	
2.	Upcoming Conferences	
3.	Palomino Festival	
4.	Twitter Accounts	
5.	SACS Notification Medina Valley	
6.	Around the Table	



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1. **Fall 2013 Enrollment – Non Payment List**
  - a) **Over 650 on drop list**
  - b) **Discussion 50% down – Requirement for FACTS**
  - c) **Still have lingering FA issues**
  - d) **Discussed enrollment with Dual Credit**
2. **Upcoming Conferences:**
3. **Palomino Festival:**
  - a) **Volunteer Pre-event at 6:30pm**
    - a. **Article in Leader News**
4. **Twitter Accounts:**
  - a) **Social Media**
5. **SACS Notification Medina Valley**
  - a. **Will look**
6. **Around the Table:**
  - a) **Transfer picture from Odyssey to Estudios**
  - b) **Anne Tarski**
    - i. **Synoptix – update reports available**
    - ii. **New laws - update**
    - iii. **Printers – not working with print management software**

- c) **Dick Whipple**
  - i. **Microsoft Office 365**
  - ii. **Issues with STEM**
  - iii. **SOC meeting**
  
- d) **Derek Sandoval**
  - a. **Lost Paco – Computer Tech to Sul Ross**
  - b. **Del Rio van – available S/B Tues**
  - c. **Dr. Garza – Del Rio asking about more DC**
  - d. **Talked to Park University**
  - e. **Food Service**
  - f. **Business Cards QR ready**
  - g. **Parking Permits available**
  
- e) **Johnny Guzman**
  - i. **At Convocation – at Division meeting**
    - 1. **Tech committee and use of tech funds**
  
- f) **Joe Barker**
  - i. **Working on Routes, transportation**
  - ii. **IT Department sequel with 5 years advance to happen sooner than required.**
  - iii. **Maintenance crunch time last couple of weeks**
  - iv. **A/C units installed this summer**
  - v. **Custodial meeting – forthcoming handbook evaluating buildings once a week.**
  
- g) **Blaine Bennett**
  - i. **Interviewing Student Services Director – DD Director**
    - 1. **Good candidates**
  - ii. **Institutional Advancement Coordinator**
  - iii. **Meet with Directors, no reinstatements after the Census date**
  - iv. **Launching point for Directors to take ownership & vision for their area responsibilities.**
  
- h) **Romelia Aranda**
  - i. **Nothing to report**
  
- i) **Gilbert Bermea**
  - i. **Enrollment up – 200 Eagle Pass students on drop list**
  - ii. **Clearing TPEG loan**

- j) Margot Mata**
  - i. Dual Credit issues with 3 big schools**
    - 1. Uvalde**
    - 2. Eagle Pass**
    - 3. Del Rio**
  - ii. Textbooks – want exact numbers**
  - iii. Smaller districts access to used books**
  - iv. Adjunct faculty request for instructor copy text**
  - v. Convocation issues**
  - vi. Textbooks – not on partnership agreement which version to use – workout with Mark Underwood and Cheryl Sanchez**
  - vii. 9:30 – 11:30 Dual Credit orientation, last one available**
  
- k) Cheryl Sanchez**
  - i. Gym Supervisor – interviewed and offered**
  - ii. St. Henry (Family Project) needs tutor volunteers**
    - 1. 4:00 to 5:00 or 5:00 to 6:00 – 1 hour per week**
    - 2. At center**
  - iii. Release hours for service hours / Group to Go Green**
  - iv. Convocation – good**
    - 1. Speakers pleased with community and interaction and College**
  - v. Feed back on Ballroom vs Tate**
  - vi. Revamping convocation schedule**
  
- l) Mark Underwood**
  - i. Convocation – don't forget to implement validation principles**
  - ii. TSI – as of Monday new requirements in place**
    - 1. Meeting with Faculty, Division Chairs, Directors on how to implement and comply with new requirement**
  - iii. Pushed to Modular Developmental**
  - iv. QEP II – Hector Lopez volunteered to be Committee Chair**
    - 1. Writing Intervention Focus**
    - 2. Research existing approved QEP – validation?**
  - v. Enrollment management – Spring schedule**
    - 1. October 7<sup>th</sup> – Spring Registration opens**
  - vi. A.D.N. Faculty for Del Rio**
  - vii. Midwestern State BAS**
  - viii. Where to House the Adjunct 2 + 2**