

CABINET MEETING
December 5, 2013

	AGENDA ITEM	NOTES
1.	Board Agenda	
2.	SACS Pre-Orientation Survey	
3.	IT – Sequel transition presentation	
4.	Around the Table	
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**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

December 5, 2013

The Cabinet members of Southwest Texas Junior College met on December 5, 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
Derek Sandoval, Associate Vice-President Del Rio
Johnny Guzman, Dean College of Applied Sciences
Cheryl Sanchez, Dean College of Liberal Arts

Cabinet members absent were:

Margot Mata, Vice-President Outreach
Romelia Aranda, Dean College of Workforce

- 1. Board Agenda – Reviewed agenda items**
- 2. SACS Pre-Orientation Survey – Discussed orientation survey. Agreed to submit final after returning from SACS annual conference.**
- 3. IT – Sequel transition presentation – Agustin Alejandro presented update on college Datatel transition to Sequel database:

 - i. Moving Colleague from Unidata to Sequel**
 - ii. Power Point presented and discussed**
 - iii. Still evaluating the need and timing for transition**
 - iv. Advised to seek other ERP platforms****
- 4. Around the Table:

 - a) Dick Whipple

 - i. IT infrastructure – to move toward office 365

 - 1. Active directory with single sign on**
 - 2. Improvements to Help Desk operations w/assessment**
 - 3. Metrics – assessment of IT status, provided by third party – Prism Tech****
 - ii. Have not heard from THECB on Core (New)******

- b) **Mark Underwood**
 - i. **Knippa MOU on Early College High School**
 - ii. **TSI new – 120 students tested about 1/3 each area testing into ABE Level Skills**
 - iii. **Pre-assessment activity going well**
 - iv. **Sign up for Math pre-activity Beta test**
 - v. **We do not have diagnostic results for ABE skills**
 - vi. **Texas A & M International working on 2 + 2 agreement**
 - vii. **Interview Speech instructor**

- c) **Blaine Bennett**
 - i. **Handout on enrollment**
 - ii. **Handout on Advising & Counseling report**
 - iii. **Know your Advisor Campaign**
 - iv. **Every contact of students with advisor recorded in Estudios**
 - v. **Cost analysis on testing center**
 - vi. **Update door locks**
 - vii. **Approve Campus Emergency information sheet update**

- d) **Gilbert Bermea**
 - i. **Update on Eagle Pass enrollment and registration status**

- e) **Anne Tarski**
 - i. **Tech Committee submission form 3 – approved by cabinet**
 - ii. **Cabinet Budgets handed out**
 - iii. **PSI lawsuit**

- f) **Joe Barker**
 - i. **Energy savings on track – thermostat sensor placement issues**
 - ii. **GPS tracking system in all college vehicles**

- g) **Cheryl Sanchez**
 - i. **Ropes course – re-inspect – Dec 16th**
 - ii. **Core – working with Nancy Masterson**
 - 1. **Objectives review**
 - 2. **Monitors assigned to each assessment**
 - iii. **Faculty Convocation – templates for agenda handled by Deans - streamlined**
 - iv. **Landra Fowler is busy with recruitment activities at gym and gym activities**
 - v. **Program reviews on technical programs in January**

- h) **Johnny Guzman**
 - i. **Texas Department of Agriculture – issues with application**
 - ii. **Meeting Herrad – meet with November 21 want our Auto Diesel Techs**

- i) Derek Sandoval**
 - i. Emergency Response Plan – specific to Del Rio**
 - ii. Faculty receptive to more connections to main campus**
 - iii. North side property new bid**
 - iv. Testing Center for Del Rio**
 - v. Portables**
 - vi. Staff – evaluations**
 - vii. Hired Sandra Moreno as secretary**
 - viii. EPOCA to Del Rio Fall 2014**

CABINET MEETING
December 12, 2013

	AGENDA ITEM	NOTES
1.	SACS-COC Debrief	
2.	Advise your staff to review and update your departmental webpages.	
3.	Around the Table	
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**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

December 12, 2013

The Cabinet members of Southwest Texas Junior College met on December 12, 2013 in the Administration Building - President's Office.

Cabinet members present were:

**Dr. Hector Gonzales, President
Dr. Mark Underwood, Vice-President Academic Affairs
Joe Barker, Vice-President Administrative Services
Anne Tarski, Vice-President Finance
Dick Whipple, Associate Vice-President Institutional Advancement
Margot Mata, Vice-President Outreach
Derek Sandoval, Associate Vice-President Del Rio
Johnny Guzman, Dean College of Applied Sciences
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Cabinet members absent were:

**Dr. Blaine Bennett, Vice-President Student Services
Gilbert Bermea, Associate Vice-President Eagle Pass
Romelia Aranda, Dean College of Workforce**

- 1. SACS-COC/Debrief**
 - a) Summarize the sessions attended**
 - b) Dick Whipple – Schedule builder – online builder for student courses.**
 - c) Mark Underwood – Test QEP – freshman year advising – lots of good things going on.**

- 2. Advise your staff to review & update your departmental webpages**
 - a) Review content on webpages**

- 3. Around the Table:**
 - a) Cell Phone Stipend**
 - i. New stipend for cell phone in lieu of college owned phones – Approved by Cabinet**

 - b) Enrollment Status - Discussed**

- c) **Mark Underwood**
 - i. **Legal issues sessions – current list of active courses**
 - ii. **Free Speech Zone – designate a single space or spaces**
 - iii. **Meet SACS-COC – rep – Barry Goldstein**
 - 1. **Rules/Common sense – tough but fair**
 - iv. **Don't forget about Distance Education**
 - v. **Coordinating Board – coming – draft of recommended Activities for ABE Level Skills**
 - vi. **HR Job satisfaction**
 - 1. **Employee satisfaction**
 - a. **Survey / Climate Survey (Carol LaRue will address this in January).**

- d) **Margot Mata**
 - i. **Intro to welding at Cotulla**
 - ii. **Dr. Snow at UT – Calculus I - Spring**
 - 1. **Pre-calculus and calculus GEO students**