

**CABINET MEETING
FEBRUARY 14, 2013**

	AGENDA ITEM	NOTES
1.	Review the Friday meeting results	
2.	Document each department's major processes or activities on Academic Calendar	
3.	Review and assist each department with their Service Synopsis Form	
4.	Develop Dashboard Indicators/Performance Measures for each department	
5.	Provide a mechanism for student feedback (comment box/short survey/etc)	
6.	Work towards identifying strategies/initiatives to support the Student Success/SACS Reaffirmation Goals/improvements to Customer Service	

7.	Review the Fall 13 Early Registration Process	
8.	College Day	
9.	Financial Aid Awareness Month	
10.	Around the Table	

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

February 14, 2013

The Cabinet members of Southwest Texas Junior College met on February 14, 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**

- 1. Review the Friday meeting results:
 - a. More meetings**
 - b. Close the loop
 - i. Blaine - Communication/Cross-training/Professional Development is a top issue.**
 - ii. Anne - Interested in Success Points**
 - iii. Joe - Communication / Maintenance - good idea**
 - iv. Mark - Professional Development/Communication - Job descriptions, division, department******
- 2. Document each department's major processes or activities on Academic Calendar**
- 3. Review and assist each department with their Service Synopsis Form
 - a. Resume for Departments****
- 4. Develop Dashboard, Indicators/Performance Measures for each department
 - a. Blue Sheet / E-bulletin****
- 5. Provide a mechanism for student feedback (comment box/short survey/etc)**
- 6. Work towards identifying strategies/initiatives to support the Student Success/SACS Reaffirmation, Goals/improvements to Customer Service**
- 7. Review the Fall 2013 Early Registration Process
 - a. Registration preference**
 - b. Graduate Process - apply****
- 8. College Day
 - a. 533 students**
 - b. 10 schools**
 - c. RGC - AA/AS****

9. **Financial Aid Awareness Month**
 - a. **April 6**

10. **Around the Table**
 - a. **Discipline**
 - b. **Ticket Judge**
 - c. **Weekly Bulletin (Blue Sheet)**
 - d. **Johnny - Budgets**
 - i. **Synoptix**
 - ii. **Discipline - Del Rio Student**
 - iii. **Criminal Trespass**
 - iv. **Daycare**
 - v. **Child Development**
 - e. **Romelia - New Grants**
 - i. **After Spring Break - Ricardo Calderon - Business Journal - Lifetime Achievement Award - Dr. Sosa**
 - ii. **March 30 - Speaker Julian Castro**
 - f. **Dick - Service Operations Committee - call meeting**
 - g. **Mark - pq approval, memo Houston, Coordinating Board - low level Dev. Ed**
 - i. **QEP**
 - ii. **Committee Chairs**
 - iii. **Engagement**
 - iv. **Validation Theory**
 - v. **Convocation Potential**
 - vi. **Core Curriculum - Draft form - curriculum committee**
 - h. **Joe - Distance Learning (DL) - Angelica out for 6 weeks**
 - i. **Schneider Electric - end of April - savings greater than expected**
 - ii. **Lights left on**
 - iii. **Maintenance checking CR - w/door lock**
 - iv. **A/C issues**
 - v. **Ground Breaking - Del Rio**
 - vi. **IT - training - payment card compliance not compliant - CISCO**
 - i. **Anne -**
 - i. **Social Security numbers**
 - ii. **Watch use of employee card**
 - j. **Blaine -**
 - i. **Health Clinic - questions, procedure**
 - ii. **Drop process**
 - iii. **Estudias training - 9:30 A.M. 18th Monday**
 - iv. **Phone Answer**
 - v. **Gala**
 - vi. **Luis - image now Fortis**

CABINET MEETING
February 21, 2013

	AGENDA ITEM	NOTES
1.	Around the Table	
2.		
3.		
4.		
5.		
6.		

7.		
8.		
9.		
10.		

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

February 21, 2013

The Cabinet members of Southwest Texas Junior College met on February 21, 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
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**

Also in attendance was Connie Buchanan, Faculty representative

Absent was Anne Tarski, Vice-President Finance

- 1. Gilbert:**
 - a. Schneider Electric controls Air balance**
- 2. Blaine:**
 - a. Orientation - 3 different approaches**
- 3. Joe:**
 - a. Compliance**
 - i. Payment cards**
 - ii. Presidio Compliance Service - Level IV**
 - iii. Door locks - emergency**
 - iv. 1300 computers licensed, 900 on inventory**
- 4. Mark:**
 - a. Coordinating Board – New TSI – cut scores – we are part of trial**
 - b. August 1 - test roll out**
 - c. 1st day Fall - placement**
 - d. Daycare Food Program Review - March 11th**
- 5. Connie:**
 - a. Faculty Association as per Jeff**
 - i. Change of date - February 26th**
 - ii. E-mail to phone**
 - iii. TCCTA - Thursday**
 - iv. College Day was good**
 - v. CampusCruiser - slow response**

6. **Dick:**
 - a. **Service Operations Committee**
 - b. **Survey of Data Sources**
 - c. **Review Instructional Action Plan**
 - d. **Service Synopsis - 4/1/13**
 - e. **August 1 - kill cc.tx.us**
 - f. **Course redesign**
7. **Margot:**
 - a. **College Day**
 - b. **Crystal City internal line**
 - c. **Pearsall - expand bandwidth**
 - d. **Counselor / Advisor meeting 1:00 P.M.**
 - e. **10K scholarship program**
 - f. **RGC - Juan Caeda - STEM Initiatives**
 - g. **Transportation - Hondo Technical**
 - h. **Calendar - Site visit to school**
8. **Romelia:**
 - a. **Transition Services**
9. **Johnny:**
 - a. **College Day - good result**
 - b. **Applied Science displays**
10. **HACU - 2/28 - 3/1 - San Antonio**
11. **RGC - BAS originally - AAS Fall 13**
12. **Strategic Technology Plan**
13. **Current Inventory**

**CABINET MEETING
FEBRUARY 28, 2013**

	AGENDA ITEM	NOTES
1.	Catalog Changes	
2.	Faculty Handbook	
3.	Budgets 2013-2014	
4.	2013 Commencement	
5.	Update on: Synopsis Customer Service Initiatives Academic Calendar Student Success Points SACS Goal	
6.	Fall 2013 Registration Update	

7.	Around the Table	
8.		
9.		
10.		

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

February 28, 2013

The Cabinet members of Southwest Texas Junior College met on February 28, 2013 in the Administration Building - President's Office.

Cabinet members present were:

Dr. Hector Gonzales, President-Elect
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 Dr. Mark Underwood, Vice-President Academic Affairs

1. **Catalog Changes**
 - a. **Curriculum**
 - b. **Student Handbook**
 - c. **Clean up language**
2. **Faculty Handbook**
 - a. **April Board meeting**
 - i. **Purchasing Update**
3. **Budgets 2013-2014**
 - a. **T/F - Remove Health from Health Services**
4. **2013 Commencement**
 - a. **May 11th at 9:30 A.M.**
 - b. **Pete Gallego will be the speaker**
 - c. **300 applied / 160 qualified**
 - d. **Walk in - Liberal Arts and Applied Science**
5. **Update on:**
 - a. **Synopsis**
 - b. **Customer Service Initiatives**
 - c. **Academic Calendar**
 - d. **Student Success Points**
 - e. **SACS Goal**
6. **Fall 2013 Registration Update**
 - a. **April 1- week before cleared to graduate**
7. **Around the Table:**
 - a. **Web page - announcement - Linda Juarez called from Del Rio Campus**

- b. Johnny:**
 - i. Lumina - College readiness advisor**
 - ii. Daycare audit**
 - iii. Perkins audit**
 - iv. Fees for Technical Program - AR CODE report / Umbrella account AAS supplies**
- c. Romelia:**
 - i. Business Journal - March 30 - Lifetime Achievement Award 7:00 P.M.**
- d. Margot:**
 - i. Collaborate with FA - Student Services**
 - 1. FA completion - Incentive**
 - ii. 10 Thousand**
 - iii. STEM Initiatives - week long academy**
- e. Dick:**
 - i. Service Operations Committee - Tuesday the 1st**
 - ii. 2060 Technical / Faculty cost model**
 - iii. Julie in charge - UAP**
 - iv. Line Man - Math lab / Mathematics in success computer lab**
 - v. 1 load reduction in ex: Upfront**
 - vi. Josh Weyner - Higher Ed**
 - vii. Convocation - Fall Josh Weyner**
- f. Joe:**
 - i. E-mail - 60 still on cc.tx.us - notify students - bounce old address March 18, 2013 deadline.**
 - ii. Schneider Electric N - 9**
 - iii. IT - web advisor - purchase requisition approval**
- g. Anne:**
 - i. Synoptix - Report ready**
 - ii. Fortis - \$2650 per month**
 - iii. VAST College -**
 - iv. Total Training**
- h. Gilbert:**
 - i. Freshman orientation - pre-orientation**
- i. Administrative Professional Day - April 24th**