

CABINET MEETING
June 6, 2013

	AGENDA ITEM	NOTES
1.	Enrollment Numbers SI/II/Fall	
2.	Eagle Pass Tech Expansion	
3.	Castroville/Medina Valley Hondo Vo-Tech Programs	
4.	Office 365/Exchange Server/Sharepoint	
5.	July 5, 2013	
6.	2013-2014 Operating Budget	

7.	Around the Table	
8.		
9.		
10.		

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

June 6, 2013

The Cabinet members of Southwest Texas Junior College met on June 6, 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
Margot Mata, Vice-President Outreach
Derek Sandoval, Associate Vice-President Del Rio
Johnny Guzman, Dean College of Applied Sciences
Romelia Aranda, Dean College of Workforce
Cheryl Sanchez, Dean College of Liberal Arts

1. **Enrollment Numbers SI/II/Fall**
 - a. **As presented by Blaine Bennett – numbers look like a conservative increase.**
2. **Eagle Pass Tech Expansion**
 - a. **Johnny Guzman is going to work with Gilbert Bermea to investigate Tech Program Expansion.**
 - b. **Seek Bond authorization to work with architect and financial planner for a feasibility study.**
3. **Castroville/Medina Valley – Hondo Vo-Tech Programs**
 - a. **Margot Mata and Johnny Guzman are going to visit with Medina Valley/Hondo I.S.D. and the City of Hondo to explore ideas for those communities**
 - b. **Challenges with Workforce**
4. **Office 365 / Exchange Server/Sharepoints**
 - a. **\$15 a month per user**
 - b. **Better communication / e-mail / calendar / share file – versus hire another employee and equipment and license. – Look at online demo**
5. **July 5, 2013**
 - a. **Take off July 5, 2013 – make up hours M-W before holiday on the 4th.**
6. **2013 – 2014 Operating Budget**
 - a. **Presented with budget**

7. **Digital Viewbook**
 - a. **QR reader – use QR codes for increase web traffic – direct web traffic to specific webpages.**
8. **Around the Table**
 - a. **Margot Mata**
 - i. **Dual credit orientation – been to every high school, seen over 800 students.**
 - ii. **Testing at prison – issues**
 - a. **Paper testing**
 - b. **No time limit**
 - b. **Anne Tarski**
 - i. **ID card – name – suggestions**
 - ii. **Synoptix – status on computers**
 - c. **Mark Underwood**
 - i. **Interview – English position – Uvalde, recommendation**
 - d. **Joe Barker**
 - i. **College Cell phones – 50 – 2 individuals transferred to personal cell (forward calls) interested in possibility of a stipend \$50 a month.**
 - e. **Romelia Aranda**
 - i. **Conference on VAST/GROW Grants**
 - ii. **Development Education**
 1. **Non-course based remediation for Dev. Ed for a fee**
 2. **Alamo Contextualization for tech programs**
 3. **Move of ABE from TEA to TWC**
 - f. **Derek Sandoval**
 - i. **Faculty – full time art instructor**
 - ii. **Met with office furniture group**
 - iii. **Linda Juarez out health issues**
 - g. **Dick Whipple**
 - i. **Professional Development interviews on Monday – 3 (1/2 hr) interviews scheduled**
 - ii. **Assessment team meet Friday / Saturday**
 - iii. **120 essays at core completion to be used for benchmarking writing (evaluate 12 faculty)**
 - h. **Cheryl Sanchez**
 - i. **She is still officed in Kincaid building.**
 - ii. **Concerns about web Advisor/Portal – issue with online students (mainly)**
 - iii. **Convocation week – Laura Rendon @ UTSA has research center – keynote speaker (1 hour) fall convocation and the followed up by 2 breakout sessions the next day. Student success agenda – phone conference to discuss topics.**
 - i. **Johnny Guzman**
 - i. **Del Rio – moving forward with Dual Credit Tech programs**
 - ii. **1. 1st year – 1st semester at our site**
 - iii. **Prerequisite courses – sciences in particular**
 - j. **Blaine Bennett**
 - i. **Census date today – 40/50 may be reinstated.**
 - ii. **SI debrief – concerns, issues, etc., - 2 weeks**
 - iii. **Struggles with Degree and Majors – improve advising – better student planning**
 - iv. **FA mechanism to incentivize student programs**
 - v. **EPOCA branding**

CABINET MEETING

June 20, 2013

	AGENDA ITEM	NOTES
1.	Academic Probation/Suspension Policy	
2.	2013-2014 Budget Review	
3.	June Board Meeting Agenda	
4.	Cafeteria Status	
5.	Around the Table	
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Absent was Gilbert Bermea, Associate Vice-President Eagle Pass

1. **Academic Probation/Suspension Policy**
 - a. **Dr. Underwood e-mailed draft for comments, minor changes were recommended**
 - b. **Cabinet approved with changes to be submitted for Board consideration**
2. **2013 – 2014 Budget Review**
 - a. **Anne Tarski presented final draft of 2013 -2014 Operating Budget**
 - b. **Reviewed changes and Budget Assumptions**
 - c. **Budget Workshop at 5:30p.m. today**
 - d. **Draft Operating Budget/Budget Assumption go to Board in July**
3. **June Board Meeting Agenda**
 - a. **Reviewed Board agenda items**
 - b. **Discussed various items**
4. **Cafeteria Status**
 - a. **Joe discussed situation with cafeteria**
 - i. **Steve Garner in charge as the interim, will evaluate for Fall on recommended changes**
5. **Around the Table**
 - a. **Anne Tarski**
 - i. **Impact of affordable care act – more than 30 hours offered health insurance**
 1. **Max 7.5 per month**
 - ii. **Need to work – hiring practices**
 1. **Establish an AHOC committee**
 2. **Need to protect social security numbers – refer to Tech**

- b. Romelia Aranda**
 - i. Recruitments for grants**
 - ii. EMT interest is slow**

- c. Johnny Guzman**
 - i. Nothing to report**

- d. Mark Underwood**
 - i. State Developmental Education Survey**
 - ii. Planning for TSI**
 - iii. Need input on pre-assessment requirement for new assessment state exam**
 - iv. Require new students to apply 2 weeks before starting of classes**
 - v. Dual Credit restricted to Core not including Tech**
 - vi. Fall Convocation – 3 UTSA professors**
 - 1. Validation Theory – Dr. Rendon**
 - 2. Student Success Models – Dr. Nora**
 - 3. Actual practices to implement “Student Engagement” – Dr. Cortez**
 - vii. Distributed a summary article on validation theory**

- e. Dick Whipple**
 - i. SOC meeting 1st Tuesday of each month**
 - 1. Asking for topics**
 - 2. Reg. debrief at 2 in conference room**
 - ii. New card with QR**
 - iii. Data on w/s performance**
 - iv. DOL Grant issues**
 - v. EDUC as core**
 - 1. Fundable – Dual Credit and Veterans**
 - 2. Consider as an option course**
 - vi. Learning frame work**
 - vii. Office 365 Trial for Management Team - proceed**

- f. Cheryl Sanchez**
 - i. Standard agreement for speakers**
 - 1. On Business Office webpage for general use**

- g. Joe Barker**
 - i. Use of probationary employee status**
 - ii. Pay about \$40 per phone**

- h. Margo Mata**
 - i. QR code – core only for dual**
 - ii. 941 Dual Credit students have done orientation**

- i. Blaine Bennett**
 - i. Request from Registrar**
 - 1. Deadline to apply 2 weeks before 1st class day**
 - ii. Verify dates on Academic Calendar**
 - iii. Reinstatement fee – process**
 - iv. Enrollment projections**
 - v. FA 3000 input**
 - 1. 33% verification**
 - 2. 36% complete**
 - vi. Documentation – PDF**
 - vii. Registration issues**
 - 1. RN pre-requisites**
 - a. Biology 1408 and 1406**
 - viii. Course scheduling**
 - ix. Hold Process**
 - x. Student planning model**
 - 1. Problematic for AA – GS course selection**
 - xi. Lumina Grant**
 - 1. Restructure our message and intergrate to college**