

**CABINET MEETING
MARCH 7, 2013**

	AGENDA ITEM	NOTES
1.	FALL 2013 REGISTRATION	
2.	A. Tuition Fee Discussion B. Legislative Update	
3.	Budgets for 2013-2014	
4.	Status: Dashboard Indicators Academic Calendars Student Feedback – Survey Customer Service SACS Initiatives Synopsis	
5.	Admin Professional Day	
6.	Board Meeting Agenda	

7.	Career Choice Welding Dual – Devine ISD BON LVN Site Visit 4/15/13 Perkins Site Visit 4/2/13	
8.	Uvalde Day	
9.	President's Report	
10.	Around the Table	

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

March 7, 2013

The Cabinet members of Southwest Texas Junior College met on March 7, 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. **Fall 2013 Registration**
2. **A. Tuition Fee Discussion B. Legislative Update**
 - i. **(A) T - \$2.00, OD - \$4.50, Technical \$1.50, Out of District - \$15.00**
 - ii. **(B) Update on Senate Work Group**
3. **Budgets for 2013 - 2014**
 - a. **Forthcoming - Redo Budget Tree**
 - i. **3rd week in March**
 - ii. **2nd week in April - due to the Vice President's**
 - iii. **3rd week in April Due**
 - iv. **Synoptix on Vice-President's PC**
4. **Status:**
 - a. **Dashboard Indicators**
 - b. **Academic Calendars**
 - c. **Student Feedback - Survey**
 - d. **Customer Service**
 - e. **SACS Initiatives**
 - f. **Synopsis**
5. **Administrative Professional Day**
 - a. **April 10, 2013**
6. **Board Meeting Agenda**
 - a. **Add item for T / F**
7. **Around the Table**
 - a. **Career Choice**
 - b. **Welding Dual - Devine ISD**
 - c. **BON LVN Site Visit - April 5, 2013**
 - d. **Perkins Site Visit – April 2, 2013**
 - e. **Uvalde Day**
 - f. **President's Report - Populate weekly**

- g. Daycare - Cheryl Sanchez, add management, part-time manager**
- h. Middle Rio Grande - Certain Daycare funding**
- i. Margot**
 - i. Uvalde ISD - Auto Tech**
 - ii. Health Fields – revised contracts**
 - iii. Comstock ISD - Speak at Board meeting**
 - iv. Criminal Justice Competition - April 12th 360 students, 17 teams**
 - v. Apps w/DC**
- j. Joe**
 - i. Routine projects**
 - B. Project - Firewall for Colleague**
 - C. Credit card compliance**
 - D. Ventilation system**
 - E. A/C Garner Hall**
- k. Anne**
 - i. F/S \$1,800.00 net assets**
 - ii. P-cards in handbook, pilot for maintenance**
 - iii. Patrick William - \$200 donation**
 - iv. Teleconference - Sequestration - grants - this year okay, 5% reduction next year.**
- l. Gilbert**
 - i. FA clinics in Eagle Pass, day and night**
 - ii. Pre-advising**
 - iii. Fire alarm - security alarms - Eagle Pass**

**CABINET MEETING
MARCH 21, 2013**

	AGENDA ITEM	NOTES
1.	Board Meeting Agenda	
2.	A. Tuition Fee Update	
3.	FALL 2013 REGISTRATION	
4.	Status? Dashboard Indicators Academic Calendars Student Feedback – Survey Customer Service SACS Initiatives Synopsis	
5.	President’s Report	
6.	Admin Professional Day	

7.	Commencement 2013	
8.	Around the Table	
9.		
10.		

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

March 21, 2013

The Cabinet members of Southwest Texas Junior College met on March 21, 2013 in the Administration Building - President's Office.

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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
Margot Mata, Associate Vice-President Outreach
Johnny Guzman, Dean College of Applied Sciences
Connie Buchanan, Faculty Association Representative

Absent were:

Joe Barker, Vice-President Administrative Services
Romelia Aranda, Dean College of Workforce Training

- 1. Board Meeting Agenda**
- 2. Tuition Fee Update**
 - a. Anne/Blaine develop narrative for tuition and fees**
 - b. Recommend changes for Dual Credit Agreements**
 - i. More than two classes – change requirement**
- 3. Fall 2013 Registration**
 - a. Counselors ID ENGL 0302 and MATH 0303**
 - b. Pre-requisite for College Algebra**
 - c. Close registration Wednesday before 1st day of class**
 - d. Late registration Thursday and Friday**
- 4. 1. Status**
 - 2. Dashboard Indicators**
 - 3. Academic Calendars**
 - 4. Student Feedback - Survey**
 - 5. Customer Service**
 - 6. SACS Initiatives**
 - 7. Synopsis**
 - i. Budget due to Vice-Presidents by April 11th**
 - ii. Budgets due to Anne by April 18th**

5. **President's Report**
6. **Administrative Professionals Day**
 - a. **Taken care of**
7. **Commencement 2013**
 - a. **2 groups - AS / AA**
8. **Around the Table:**
 - a. **Gilbert:**
 - i. **Pre-advising activities, FA clinics, Friendship parade**
 - b. **Blaine:**
 - i. **Saturday - Parents - UCISD - Lumina**
 - ii. **FA / Advising / Dual Credit - workshops**
 - iii. **600 plus graduates**
 - iv. **Begin campaign - transcripts**
 - v. **FAQ - Development**
 - vi. **Orientation meeting for input**
 - vii. **Emergency Response - student incident report**
 - viii. **When is student disruptive in class**
 - ix. **Student Code of Conduct**
 - x. **Parking tickets**
 1. **Looking at camera system**
 - c. **Romelia:**
 - i. **First class Project Grow**
 1. **Tuesday - Eagle Pass**
 2. **Wednesday - Del Rio**
 3. **Thursday - Uvalde**
 - d. **Connie:**
 - i. **Faculty Association meeting - approved a form for communication**
 - ii. **Confused with absence W/D - attendance**
 1. **Will work on it**
 - iii. **Faculty Association host Professional Development**
 1. **Portal - Shared files at end of semester**
 - iv. **Several mentioned stream lining convocation week**
 1. **Suggestion for next meeting.**
 - v. **Mario Cardenas**
 1. **Plagiarism issue**
 - e. **Mark:**
 - i. **California bill requiring institutions to accept Mook's Core Curriculum.**
 - f. **Dick:**
 - i. **March UpFront**
 - g. **Margot:**
 - i. **Adding Auto Tech Body / Welding - SACS notify**
 - ii. **Hondo room availability**
 - iii. **Adding course - Social Media - engagement**
 - h. **Anne:**
 - i. **ID cards**
 1. **New meeting - July 8 install**
 2. **Source 4 – consultation**

**CABINET MEETING
MARCH 28, 2013**

	AGENDA ITEM	NOTES
1.	RGC MOU	
2.	Fall 2013 Registration <ul style="list-style-type: none">- Tuition/fee changes verified- Deregister date for early registration	
3.	Policy Manual Update Local policy changes <ul style="list-style-type: none">- Titles- Committee to address other policy changes	
4.	SACS Reaffirmation Project	
5.	Exception Report	
6.	Status? Dashboard Indicators Academic Calendars Student Feedback Customer Service Synopsis	

7.	Around the Table	
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**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

March 28, 2013

The Cabinet members of Southwest Texas Junior College met on March 28, 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 Center
Romelia Aranda, Dean College of Workforce Training

Absent was Johnny Guzman, Dean College of Applied Sciences

Also in attendance was Dr. Paul Sorrels, Associate Provost/Dean, Rio Grande College (RGC)

- 1. Rio Grande College - Memorandum of Understanding**
 - a. Provost of RGC - Dr. Sorrels**
 - i. Work on Academic Collaboration**
 - ii. Change catalog**
 - iii. 10K / BSN**
 - iv. Student activities**
 - v. Share faculty**
 - vi. Monthly quarterly updates**
 - vii. Big Issues**
 - i. Academic**
 - ii. Share data – electronic import transcripts**
- 2. Fall 2013 Registration**
 - a. Tuition/fee changes verified**
 - i. Nurses - ATI fee coming**
 - b. Deregister date for early registration**
 - i. Finalize date for deregister (Anne and Blaine to work on this)**
 - ii. Discussed need for early deregistration date**

3. **Policy Manual Update**
 - a. **Local policy changes**
 - i. **Titles**
 - ii. **Committee to address other policy changes**
 - b. **May - June**
 - c. **Vice-Presidents received a copy of the TASB Update 28**
4. **SACS Reaffirmation Project**
 - a. **Group of editors for common language**
 - b. **Attached: Schedule & Assignments**
 - c. **Set up deadlines**
 - d. **Appoint new SACS Liaison - Institutional Effectiveness/Institutional Research - VP**
 - e. **Two chair process**
5. **Exception Report**
 - a. **Dick to propose structure for reporting mechanism**
 - b. **Discussed the need to identify where policy exceptions occur and identify area for policy changes**
6. **Status**
 - a. **Dashboard Indicators**
 - b. **Academic Calendars**
 - c. **Student Feedback**
 - d. **Customer Service**
 - e. **Synopsis**
 - f. **Discussed performance indicator for service department**
7. **Around the Table**
 - a. **Gilbert Bermea**
 - i. **Ready for registration - doing pre-advising**
 - ii. **Sponsoring AHEC - Border Health Recruitment**
 - A. **Students different health career**
 - iii. **Staffing retirement / resignation**
 - b. **Blaine Bennett**
 - i. **1420 duplicated-warning - 468 dropped**
 - ii. **30-40 completed withdrew for non-attendance**
 - iii. **Meeting to discuss redo orientation**
 - A. **Everybody who registers has to complete orientation before registering**
 - iv. **Part B - How to succeed in college success**
 - v. **Sent letters/e-mails/phone calls to 240 - 250 students in jeopardy of Financial Aid suspension**
 - vi. **Colleague consultation on E-Advising**
 - vii. **Graduation**
 - viii. **Administrative Professionals Day - April 24th - actual day / creative arts**
 - c. **Paul Sorrels**
 - i. **Public information - Bob Parvin retired**
 - ii. **Willie Edwards to help**
 - iii. **Willing to assist with SACS issue**
 - d. **Dick Whipple**
 - i. **Attendance procedure collecting**
 - A. **Determining attendance - reporting activity**

- ii. SOC (Service Operation Committee) first meeting
 - iii. Advisement guide - working on it - collect data
- e. Mark Underwood
 - i. Course redesign challenge
 - A. Offer course reduction
 - i. Fundamental course redesign
 - ii. Research alternative to lecture
 - ii. Application process of Dean of Liberal Arts
 - A. Screen interviewees completed, next round the following week
 - iii. Ashford University - Articulation Agreement
- f. Margot Mata
 - i. Collaborating with RGC - STEM
 - A. More structure in time for counselor workshop
 - ii. Outreach / Recruitment
 - A. Lots of High school visits assisting admission with applications
 - iii. Criminal Justice Competition
 - A. 22 schools, 430 students - April 12
 - iv. Digital View-book
- g. Derek Sandoval
 - i. Registration on Monday
 - ii. Cross Road next Thursday
 - iii. Linda Juarez - great Monday meeting with custodians
 - iv. News Release - Del Rio new changes
 - v. Eva - home page re-visit
 - vi. E-mail list – Faculty only – Staff only
 - vii. Budgets access to web advisor (Denise)
 - viii. Credentialing of Faculty
 - ix. Table at Gala from Del Rio
- h. Joe Barker
 - i. Interviews - 2
 - A. Maintenance Skilled Carpenter
 - B. Landscape
 - ii. Improve grounds
 - A. Speed up renovations at Hubbard Hall
 - B. Build sidewalk
 - iii. Lost two IT persons
- i. Romelia Aranda
 - i. Kick off Project Grow - ad out then followed by Project VAST
 - ii. Interview 2 positions
 - A. Office Manager
 - B. Truck Driver
 - iii. Business Journal Awards in Eagle Pass on Saturday
 - A. Honoring Dr. Sosa - Lifetime Achievement Award
 - B. Texas Administrators of Continuing Education - jointly presenting

- j. Anne Tarski**
 - i. Employee Termination**
 - A. Exit Interview/check list not being done**
 - ii. We advertise concurrent**