

CABINET MEETING
May 2, 2013

	AGENDA ITEM	NOTES
1.	Deans' Breakfast Service Pins	
2.	Review Graduation Plans	
3.	RGC Tuition Employee Disc.	
4.	Budgets Status	
5.	Around the Table	
6.		

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**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

May 2, 2013

The Cabinet members of Southwest Texas Junior College met on May 2, 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, Vice-President Outreach
Derek Sandoval, Associate Vice-President Del Rio Campus
Johnny Guzman, Dean College of Applied Sciences**

Absent were:

**Romelia Aranda, Dean College of Workforce
Cheryl Sanchez, Dean College of Liberal Arts**

- 1. Dean's Breakfast / Service Pins**
 - a. Mark Underwood will run the Breakfast and come up with an Agenda**
 - b. Announce M/T - planning session after graduation**
 - c. Revise core assessment**
- 2. Review Graduation plans**
 - a. Blaine Bennett reviewing backup plan for Saturday**
 - b. Graduation meeting.**
- 3. RGC Tuition Employee Discount**
 - a. Employee discount 6h/term for RGC**
 - b. Develop a reciprocal discount for RGC from SWTJC**
- 4. Budget Status**
 - a. Missing a couple of budgets**
- 5. Around the Table**
 - a. Anne Tarski**
 - i. Revised Business Office Policies for May Board Meeting**
 - b. Blaine Bennett**
 - i. Parking tickets – revised policies**
 - ii. Orientation – Jessica Gonzalez – revising for Fall**
 - c. Johnny Guzman**
 - i. Working with Devine and Del Rio ISD dual credit welding**

- d. **Joe Barker**
 - i. Accessing Web sites – new firewalls
 - ii. E-mail – outlook issues / portal
 - iii. Mental Health policy under review
 - A. Blaine Bennett has concerns about providing therapy and will review with Joe Barker.
 - iv. Wireless access in Eagle Pass – E-mail specific location to problems
- e. **Derek Sandoval**
 - i. Construction meeting
 - ii. Developing color scheme and floor plan for Board Approval
- f. **Mark Underwood**
 - i. Initial TSI scores are out
 - ii. Preliminary correlation between new score and current students 21% would be considered ABE
 - iii. Luis Fernandez and David Conde staying current on new test information regarding testing.
 - iv. Pre-assessment activities – need assistance from counselors at high schools.
 - v. August 26th start date for new test and new rules.
- g. **Dick Whipple**
 - i. SACS – mission statement
 - ii. June for curriculum / SOC committee then to cabinet then to Board to review mission statement.
 - iii. SOC meets Tuesday
 - iv. Review CBM report
 - A. Michelle Mattie will get report ready – e-mail to counselors for Tableau conversion
 - B. E-mail to Vice-Presidents for review
- h. **Blaine Bennett**
 - i. Meet with Emergency response committee
 - A. Need for training
 - B. Develop protocol to activate siren and text out
- i. **Gilbert Bermea**
 - i. A/C repairs started on library building
 - ii. Registration slowing down in Eagle Pass
 - iii. Interviewing for custodian
 - iv. Reviewing customer service issues
 - v. Cross training

CABINET MEETING
May 23, 2013

	AGENDA ITEM	NOTES
1.	Registration Issues Drop List Summer 1 Deregister Information TPEG FA	
2.	Focus Group Data Sp 2013	
3.	Office 365/Exchange Server/Sharepoint	
4.	Hondo Vo-Tech Programs	
5.	Castroville/Medina Valley	
6.	Summer Workstudy	

7.	Budget 2013-2014	
8.	Around the Table	
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**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

May 23, 2013

The Cabinet members of Southwest Texas Junior College met on May 23, 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
Margot Mata, Vice-President Outreach
Johnny Guzman, Dean College of Applied Sciences
Romelia Aranda, Dean College of Workforce**

Absent were:

**Anne Tarski, Vice-President Finance
Gilbert Bermea, Associate Vice-President
Derek Sandoval, Associate Vice-President Del Rio Campus
Cheryl Sanchez, Dean College of Liberal Arts Eagle Pass Center**

- 1. Registration Issues**
- 2. Drop List Summer I**
- 3. De-register Information**
- 4. TPEG**
- 5. FA**
 - a. Various funding source for Fall Pending**
 - b. Training for Advisors – quarterly placement**
- 6. Focus Group Data SP 2013**
 - a. Dr. Julie Thomas presented finding of focus.**
 - b. Recommend a focus group be conducted every semester**
 - c. Follow up with a survey**
- 7. Office 365/Exchange/Server/Sharepoint/SWTJC Upfront**
- 8. Hondo Vo-Tech Programs**
- 9. Castroville/Medina Valley**
- 10. Summer Work-study**
- 11. Budget 2013-2014**
- 12. Around the Table**