

**CABINET MEETING**  
**October 10, 2013**

	<b>AGENDA ITEM</b>	<b>NOTES</b>
1.	Board Agenda	
2.	Policy for Time Off - Education	
3.	Policy on LGBT - Status	
4.	SACS Team	
5.	Library Consultant Report	
6.	Around the Table	

7.		
8.		
9.		
10.		

**CABINET MEETING OF  
SOUTHWEST TEXAS JUNIOR COLLEGE**

**October 10, 2013**

The Cabinet members of Southwest Texas Junior College met on October 10, 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**  
**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**  
**Cheryl Sanchez, Dean College of Liberal Arts**

Cabinet members absent were:

**Anne Tarski, Vice-President Finance, and**  
**Romelia Aranda, Dean College of Workforce**

1. **Board Agenda**
  - a) **Reviewed board agenda**
2. **Policy for Time Off – Education**
  - a) **Cheryl Sanchez will develop language to formulate policy**
3. **Policy on LGBT – Status**
  - a) **Blaine Bennett will research and recommend policy**
4. **SACS Team**
  - a) **Team of 5**
  - b) **President, Chief Academic Officer, Chief Financial Officer, Accreditation Liaison and Faculty representative**
5. **Library Consultant – Rescheduled Social Media**
  1. **Around the Table:**
    - a) **Derek Sandoval**
      - i. **PTK – looking at grant for testing computer**
      - ii. **Construction – end of November inspection for Administration building**
      - iii. **December 1 – office max – move in December 16th**

**iv. Student Success Survey**

**2**

- v. Refine & define the evaluation to process HR/PD and Coordinate with Operations**
- vi. Work with RGC about using their classroom**
- vii. Fall Fiesta – student activities fund raiser**
- viii. COSM Certificate 1 – max to 31 from 42**

**b) Johnny Guzman**

- i. DL equipment for LVN nursing**
- ii. Coordinating board visit with 60 hours degree limit**
- iii. Certificate 2 – requires TSI**
- iv. Discussion TSI liability for certificate 2**

**c) Ismael Martinez/Damacio (Tito) Sanchez**

- i. Social Media update**
- ii. TWG presented an update on Social Media Project**
- iii. Monday – Thursday – TACRAO week**
  - a. Thursday (October 17<sup>th</sup>) is Alma Mater Day**

**d) Joe Barker**

- i. Random drug with UMH begin in January – Pool 91 drivers**
- ii. 3 random pools for testing**
- iii. Investigate GPS on vehicles**

**e) Cheryl Sanchez**

- i. UCISD mentor program with 8<sup>th</sup> graders**
- ii. Program review process ongoing**

**f) Gilbert Bermea**

- i. Fire Alarm have evaluated the EP System**
- ii. Camera for parking lot - status**

**g) Blaine Bennett**

- i. Campus Emergency information (Rick Jones will update)**
  - 1. Sirens**
    - a. Shelter**
    - b. Evacuate**
- ii. Zogo tech will be here next Thursday for Cabinet meeting**
  - 1. Wagner 8 to train**
- iii. Discussion on advising student distribution**

**h) Margot Mata**

- i. HBS**
  - 1. Districts want to enhance CTE program**
    - a. Looking for opportunities**
- ii. Conducting site visits with Uvalde and Knippa**
- iii. Culinary Arts curses**
- iv. Judson ISD – Dual Credit Technical**

**i) Mark Underwood**

- i. TSI opportunities for 1 year certificate**
- ii. A & M International articulation agreement (interested)**
- iii. Querium pre-assessment activity - free**
- iv. Speech going okay**

**CABINET MEETING**  
**October 17, 2013**  
**MEET IN WAGNER 8 @ 8:30AM**

	<b>AGENDA ITEM</b>	<b>NOTES</b>
1.	Emergency Plan Update	
2.	Student Feedback	
3.	Zogotech Training	
4.		
5.		
6.		

7.		
8.		
9.		
10.		

**CABINET MEETING OF  
SOUTHWEST TEXAS JUNIOR COLLEGE**

**October 17, 2013**

**The Cabinet members of Southwest Texas Junior College met on October 17, 2013 in the Administration Building - President's Office.**

- 1. Emergency Plan Update**
  - a) Campus Emergency Information Sheet, send back to adjust wording "Aware"**
  - b) Discussion**
  
- 2. Student Feedback**
  - a) Shared student questions with cabinet**
  
- 3. Zogotech Training**
  - a) Provided training for cabinet members**



**Subject:** Questions/Notes from presentation

**Date:** Tuesday, October 15, 2013 2:26:24 PM Central Daylight Time

**From:** Jessica Nunez-Gonzalez

**To:** hegonzales@swtjc.edu

Dr. Gonzales,

Below is the list of questions asked this morning at our event. Please let me know if there is anything else you may need.

Our next meeting is scheduled for Tuesday, November 5!

If you have anything you may want to add/change please let me know.

Thank you for your continued support,

Jessica

Questions asked:

1. Why do we not have a Diesel Program in Uvalde?
2. What does the "Si Se Puede" campaign about?
3. How can the community support higher education for the students?
4. Can workstudy students be paid bi-weekly?
5. How can the level of education be raised on SWTJC campuses? Higher standards?
6. How can the institution promote community service? (community outreach?)
7. Can library hours be extended to weekends? (mid mornings Sat/Sun, post survey for students to decide on best time)
8. Can we have different "options" for places to study? (ie classrooms, SCC,)
9. Are there any plans to remodel the dorms?
10. Can we have additional washers/dryers for dorms?
11. Why can't workstudy students work more than 12 hours?
12. Once assigned a roommate for semester, can roommate change?
13. How will government shutdown affect financial aid?
14. Why is faculty not at their office during posted office hours?
15. Can we have different eating options for cafeteria?
16. Why is gym not opened on weekends?
17. If a connections has already been made with a counselor, why must we have an assigned one?
18. How will government shutdown affect the institution as a whole? Tuition increases?
19. Do emergency loans exist, and where can we get them?
20. Can anything be done about the internet connections at the dorm?
21. How do we know what to do in case of an emergency on campus?
22. How can we stop drug abuse on campus?
23. Is there more opportunities for day care for students with families?
24. Can computers/technology be updated in the library?
25. Can on campus parking be improved?

Jessica Nunez-Gonzalez, M.Ed.  
Director, Student Activities

**CABINET MEETING**  
**October 31, 2013**

	<b>AGENDA ITEM</b>	<b>NOTES</b>
1.	Around the Table	
2.		
3.		
4.		
5.		
6.		

7.		
8.		
9.		
10.		

**CABINET MEETING OF  
SOUTHWEST TEXAS JUNIOR COLLEGE**

**October 31, 2013**

The Cabinet members of Southwest Texas Junior College met on October 31, 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**  
**Margot Mata, Vice-President Outreach**  
**Derek Sandoval, Associate Vice-President Del Rio**  
**Romelia Aranda, Dean College of Workforce**  
**Cheryl Sanchez, Dean College of Liberal Arts**

**Cabinet members absent were:**

**Johnny Guzman, Dean College of Applied Sciences**

Also present was Carol LaRue, Director of Institutional Planning and Research

1. **Strategic Plan Update – “Progress Report”**
  
2. **Around the Table:**
  - a) **Anne Tarski**
    - i. **FS Audit ongoing**
    - ii. **IRS Audit employed contractor**
    - iii. **Sick Leave Policy – update**
  
  - b) **Romelia Aranda**
    - i. **November 11<sup>th</sup> – week of Accelerate Texas Community awareness**
    - ii. **Next GE Graduation, third Saturday in January**
      1. **Speaker 5<sup>th</sup> Circuit Judge from Laredo**
    - iii. **USDA-Energy Auditor-grant**
    - iv. **Texas Workforce Commission**
      1. **TMAC – In conjunction with Maverick Arms**
    - v. **Interviewing Nurse Aid-Health Science Instructors**
      1. **LVN – 1 year experience in nursing home**
      2. **DADS criteria (Dept. of Aging & Disability)**

- c) **Joe Barker**
  - i. **Meet with Hospital for Random Drug Test Policy**
  - ii. **Follow up GPS for college vehicles – 2 proposals**
  - iii. **Met with 4H District 12 Leadership Team**
    - a. **Summer June 22,27,30**
- d) **Cheryl Sanchez**
  - i. **Plans for ropes course – needs recertifying**
  - ii. **Questions about Health Clinic area**
  - iii. **Time off for Education Policy**
  - iv. **Met with students asking for high level courses**
    - 1. **Cal II**
    - 2. **A & P II**
  - v. **HEB Read 3 with advance – graduation on 11/21/13 at 7:00 pm in the Ballroom**
- e) **Derek Sandoval**
  - i. **Emergency Response Scenario – meet at 11:00 Emergency response committee**
  - ii. **Move in moved back, due to furniture delivery date**
  - iii. **General contractor expects to be done by Spring Break**
  - iv. **Truck driving in Del Rio – 7 weeks**
- f) **Carol LaRue/for Dick Whipple**
  - i. **Office 365 update**
  - ii. **Student Evaluation of Faculty at 25% response rate**
  - iii. **CBM report due tomorrow – CBM 009**
  - iv. **Cip Code usage**
- g) **Mark Underwood**
  - i. **Crystal City – safety situation – Fire Department**
  - ii. **Pre-assessment activity update**
  - iii. **Core – waiting on THECB responds**
  - iv. **Low performing High Schools**
  - v. **HBS – require high schools college pnp. course**  
**Does not allow developmental – perhaps EDUC 1300**
    - 1. **Perhaps on EPOCA**
  - vi. **State level strategic plan**
  - vii. **60 hour rule – all 2 year degrees must be @ Fall 2014**
    - 1. **Compelling reason academically**
  - viii. **Change over from SS to Colleague #s Dec. 1<sup>st</sup> deadline**
    - 1. **Need to follow up**
  - ix. **Dr. Paredas – Completes College America - handout**
- h) **Margot Mata**
  - i. **Onsite registration for outreach scheduled for November**
  - ii. **CMA in Hondo – 9 students – Tues/Thurs/Sat**
  - iii. **Dr. Snow (UT – GEO Force) \$ for Cal I/II**

- i) Blaine Bennett**
  - i. 490 registered as of Wednesday – 10/30/13**
  - ii. If FA appeal from Fall has hold**
  - iii. Current FA student will receive an update on academic status**
  - iv. FA appeal will be accepted for Spring if denied in Fall**
  - v. 2012 Fall – 5961 – students 4964 lost 1097**
    - 1. 23% loss – steps – steps to improve Fall/Spring Retention**
  - vi. Ask Me campaign –**
    - 1. Are you coming back?**
    - 2. Do you have a way to pay?**
  - vii. Contacting 0303/0302 – better students to enrolling gateway**
  - viii. 35 students for TSI Pilot Testing**
  - ix. IEP process review & expanding**
  - x. Counseling / Advising check list**
  - xi. Need to emphasize student / faculty engagement**
  - xii. LGBT Policy**
  
- j) Gilbert Bermea**
  - i. Registration going well**
  - ii. Micro for Non-science majors – fall**
  - iii. CC Winn – GearUp program – space for tutoring**
  - iv. Security camera – status**
  - v. Roofer working on Eagle Pass leaks**
  - vi. A/C problem – thermostat placement**
  - vii. Receptive to holistic Advising / Counseling**
  - viii. Looking for Speech Instructor**