

CABINET MEETING
September 5, 2013

	AGENDA ITEM	NOTES
1.	Fall 2013 Enrollment Non Payment List	
2.	Office 365	
3.	Around the Table	
4.		
5.		
6.		

7.		
8.		
9.		
10.		

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

September 5, 2013

The Cabinet members of Southwest Texas Junior College met on September 5, 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
Johnny Guzman, Dean College of Applied Sciences
Cheryl Sanchez, Dean College of Liberal Arts
Romelia Aranda, Dean College of Workforce

1. **Fall 2013 Enrollment – Non Payment List**
 - a) **September 5th – 5996 enrolled**
 - b) **Drop list 475**
 - c) **176 – FA Suspended**
 - d) **104 – FA Good Standing**
 - e) **34 – Consortium**
 - f) **168 – No FA**

2. **Office 365:**
 - a) **9/11-12 or 9/13 – Potential times**
 - a. **9/12 at 2:00 – Office 365 training**
 - b) **Matthew 2 at 11:00 – calendar training**

3. **Around the Table:**
 - a) **Anne Tarski**
 - i. **A D A – Special needs students – discussed the form used to communicate any required accommodations**
 - ii. **We need to improve on our support for disability students**
 - iii. **Improve our system for tracking**

- b) **Mark Underwood**
 - i. **Spring schedule update – issues to be worked out for Dev. Ed courses as a result of new TSI Rules**
 - ii. **Discussion of ABE / College – Dev Ed students**
 - iii. **Text book issues with Bookstore**

- c) **Gilbert Bermea**
 - i. **Focus on non-payment list – issues with non-working phone #s**
 - ii. **Compare non-payment list with non-attendance list**

- d) **Anne Tarski**
 - i. **Palomino Festival 2013 – Gross \$135 K**
 - 1. **Will fund 25K Scholarships**

- e) **Romelia Aranda**
 - i. **ABE students returning to school – enrollment down a bit across Region**
 - ii. **Waiting on performance based funding for ABE**
 - iii. **Grants – slow upstart for VAST/GROWS grants**
 - iv. **Workforce Training – Medical Assistance class in Hondo**
 - v. **Carrizo Springs I.S.D. wants to expand Nurse Aid Medical term**

- f) **Blaine Bennett**
 - i. **Library consultation – schedule time for presenting results September 26th**
 - 1. **Discussed her providing input for Crystal City Library**
 - ii. **Advising – student planning will be operational soon**
 - 1. **Used to be known as e-advising**
 - iii. **Registrar moving to apply Texas for college application**
 - iv. **FA advised to be more forward thinking in regards to Non-payment and need improvement in customer service**

- g) **Joe Barker**
 - i. **Transportation issues with insurance, drivers, and routes**

- h) **Johnny Guzman**
 - i. **A D N (RN) 100% pass rate for this year**

- i) **Derek Sandoval**
 - i. **Survived Fall Registration**
 - ii. **Met with Dr. Garza San Felipe Del Rio**
 - iii. **Construction meeting next week**
 - iv. **Roof leaks after 1” of rain yesterday**

- j) Dick Whipple**
 - i. Contact hours and Credit hours status – are counts accurate**
 - ii. Interview 5 candidates on Friday for PD position**
 - iii. General Ed application was submitted last Friday**
 - 1. Spring will be Beta Test**
 - iv. 3 Cs – Communicate, collaborate, connect**

- k) Margot Mata**
 - i. Dual Credit orientation about 200 students**
 - 1. 11 sessions total**
 - 2. 1200 students upcoming Oct and Nov**
 - ii. Dual Credit enrollment about 1500 students**
 - iii. Counselors workshop in progress today with 50 counselors**

- l) Hector Gonzales**
 - i. Update on Pearsall meeting**
 - ii. Met with PTK – set up monthly meetings**
 - iii. Set up communications meeting with Faculty and Staff**
 - iv. Discussed the format at Dean’s Forum**
 - 1. Del Rio moved to October 1st**

CABINET MEETING
September 12, 2013

	AGENDA ITEM	NOTES
1.	Board Agenda	
2.	Fall 2013 Enrollment	
3.	Professional Development Officer – expanded job description	
4.	Tableau Report	
5.	Around the Table	
6.		

7.		
8.		
9.		
10.		

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

September 12, 2013

The Cabinet members of Southwest Texas Junior College met on September 12, 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
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
Romelia Aranda, Dean College of Workforce

Cabinet member absent was:

Gilbert Bermea, Associate Vice-President Eagle Pass

- 1. Board Agenda**
 - a) Reviewed and discussed agenda items for September meeting**
- 2. Fall 2013 Enrollment:**
 - a) Discussed registration process**
 - b) Question on State enrollment numbers**
 - c) Blaine Bennett to update numbers via Estudios**
- 3. Professional Development Officer – expanded job description**
 - a) Dick Whipple – handout proposing more coordination between Human Resources and Professional Development – request approved**
- 4. Tableau Report**
 - a) Daily Registration Report**
 - b) General Education Data**
 - c) Request to purchase professional version with 20 licenses**
 - a. Request approved – charge to ATD**

5. Around the Table:

- a) **Anne Tarski**
 - i. **Maggie Camstra selected as presenter at E & I Purchasing Cooperative**
 - ii. **Question and discussion on Math Access Fee**
 - 1. **Multiple issues with processing fee**

- b) **Romelia Aranda**
 - i. **Visited with Carrizo Springs I.S.D. – begin ABE**
 - 1. **Day in Crystal City**
 - 2. **Night in Carrizo Springs**
 - ii. **Nurse Aid program – Pearsall**
 - iii. **Request for additional Allied Health**
 - 1. **Pearsall / Carrizo Springs**
 - iv. **Region 20 inquiring about Hondo (Migrant Program)**
 - v. **Convocation for ABE 9/24**
 - vi. **Training for staff**
 - vii. **Orientation in Hondo – Medical Assistant scheduled to approximately in 1 month**

- c) **Joe Barker / Anne Tarski**
 - i. **Cell phone stipend**
 - a. **Develop a cell phone policy**

- d) **Joe Barker**
 - i. **Colleague Analyst Position**
 - 1. **Re-advertised only two applicants**
 - ii. **College Transportation**
 - 1. **Drug and Alcohol Policy – Random drug testing**
 - iii. **Received a letter of request to purchase a table at St. Henry’s DeOsso**

- e) **Johnny Guzman**
 - i. **Looking for Child Development Instructor**
 - ii. **Looking for Daycare Director**
 - iii. **Health and Human Services – looking for Division Chair**

- f) **Derek Sandoval**
 - i. **Library consultation – schedule time for presenting results**
 - ii. **Evaluation list is forth coming**
 - iii. **New computer equipment for new building in Del Rio**

- g) Mark Underwood**
 - i. Received notice that Rosalinda Ortiz resigned**
 - 1. 8 speech classes**
 - a. 2 in Crystal City**
 - b. 5 in Eagle Pass**
 - c. 1 in Hondo**
 - ii. Required faculty to collaborate on Spring Schedule**
 - 1. Hope to improve class scheduling and conflicts**
 - iii. Bookstore – questions on contact**
- h) Margot Mata**
 - i. Local articulation alignment meetings on going all month**
 - ii. Working on Spring Schedule**
 - iii. Viewbook – still under construction**
 - 1. Live next week**
 - iv. Jesse Perez – Hondo sponsor GED testing in Honod**
- i) Blaine Bennett**
 - i. Student Service Director on board**
 - ii. TRIO – DDD/EOC looking at management structure**
 - 1. Better connected to student success center**
 - iii. Better handle on testing process**
 - 1. New TSI / GED / Online**
 - iv. Build a float**
 - v. Lumina promotion**
 - vi. Title V – done**
 - vii. Anticipating Title V available for Spring**

CABINET MEETING
September 19, 2013

	AGENDA ITEM	NOTES
1.	Fall 2013 Enrollment	
2.	Strategic Plan Review	
3.	Around the Table	
4.		
5.		
6.		

7.		
8.		
9.		
10.		

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

September 19, 2013

The Cabinet members of Southwest Texas Junior College met on September 19, 2013 in the Administration Building - President's Office.

Cabinet members present were:

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

Cabinet members absent were:

Dr. Blaine Bennett, Vice-President Student Services
Romelia Aranda, Dean College of Workforce
Cheryl Sanchez, Dean College of Liberal Arts

- 1. Fall 2013 Enrollment**
 - a) Compare end of term success
 - b) Introduce Rachel Hinman – Project Officer
- 2. Strategic Plan Review:**
 - a) Julie Thomas made a presentation
- 3. Around the Table:**
 - a) Derek Sandoval
 - i. A/C and roof issues
 - b) Johnny Guzman
 - i. Child Development Manager position - open
 - c) Joe Barker
 - i. Two tables for St. Henry
 - d) Anne Tarski
 - i. Visit with BC – support our EP plan
 - ii. Office Max – online account
 - iii. Comments during interview
 - iv. List of employees working over 30hrs/wk – Health Insurance

- e) **Gilbert Bermea**
 - i. **Speech Instructor**
 - ii. **Spring Schedule**
 - iii. **Replace wooden doors**

- f) **Margot Mata**
 - i. **Dual Credit enrollment**
 - ii. **View-Book – live**
 - 1. **Achieve at SWTJC**
 - iii. **4H Leadership Camp**
 - iv. **Parade Float**

- g) **Mark Underwood**
 - i. **Speech faculty issues**
 - ii. **My foundation lab person**
 - iii. **TSI Testing**
 - iv. **TCCTA – 10/11-12 – Leadership Conference**

- h) **Dick Whipple**
 - i. **Deploy math lab in Success Center**
 - ii. **Survey for Office 365**
 - 1. **Shared e-mail**
 - iii. **Dr. Sorrels**
 - 1. **Planning future of PE – 60 hour min/max**

CABINET MEETING
September 26, 2013

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

7.		
8.		
9.		
10.		

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

September 26, 2013

The Cabinet members of Southwest Texas Junior College met on September 19, 2013 in the Administration Building - President's Office.

Cabinet members present were:

Dr. Hector Gonzales, President
Dr. Mark Underwood, Vice-President Academic Affairs
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
Johnny Guzman, Dean College of Applied Sciences
Romelia Aranda, Dean College of Workforce
Cheryl Sanchez, Dean College of Liberal Arts

Cabinet members absent were:

Dr. Blaine Bennett, Vice-President Student Services, and
Derek Sandoval, Associate Vice-President Del Rio

1. Around the Table:

- a) **Hector Gonzales**
 - i. **Walk for Austin**
 - ii. **Trail System**
 - iii. **Rodeo**
 - iv. **St. Henry**
 - v. **USDA**
- b) **Johnny Guzman**
 - i. **RGC – Nursing Program update**
 - 1. **Question about A D N program in SR-Alpine in Odessa Service area**
- c) **Cheryl Sanchez**
 - i. **HEB – Book donation program**
 - ii. **Community Service Leave to be presented at curriculum and SOC committees**
- d) **Joe Barker**
 - i. **Random drug testing update**
 - 1. **UMH \$40/test – will do random selection**
 - ii. **Maggie researching GPS for vehicles**

- e) **Romelia Aranda**
 - i. **Pearsall ABE – revisit providing service area, Kim Vinton with Region 20 – working with our EOC**
 - ii. **Training on GED 2014**
 - iii. **Hand out on transition of ABE from TEA to TWC**

- f) **Anne Tarski**
 - i. **Job interview questions to not ASK**
 - ii. **Affordable Care Act - handout**
 - iii. **Financial Audit forthcoming**

- g) **Gilbert Bermea**
 - i. **Speech taken care of (Rosalinda Ortiz’s resignation)**
 - ii. **Cameras in parking lot**

- h) **Margot Mata**
 - i. **Orientation for Dual Credit**
 - 1. **Use SmartCard with reader to track attendance**
 - ii. **TWG – introduced Digital ViewBook**
 - 1. **Social Media utilization**
 - 2. **List major events – request phone conference**
 - 3. **Social Media Audit**
 - 4. **Hondo inquiring about welding at high school**

- i) **Mark Underwood**
 - i. **Hard conversation with ISD**
 - ii. **Establish a framework**
 - iii. **Superintendent meetings**
 - iv. **Disruptive students**
 - v. **At Completion Summit – ABE TSI student route to level 1 Certificate**
 - vi. **RGC question on library usage**
 - 1. **Will follow up with Dr. Sorrels.**
 - vii. **New TSI set to begin soon found a pre-assessment activity to use.**

- j) **Dick Whipple**
 - i. **Installed Tableau server**
 - 1. **Requesting user ID**
 - ii. **Discussed common platform for e-mail**
 - iii. **Exploring grant with Houston College for STEM opportunities**

- k) **Hector Gonzales**
 - i. **Cabinet agenda and minutes online**