

CABINET MEETING
August 1, 2018

	AGENDA ITEM	NOTES
1.	President	
2.	VP Academic Affairs	SACS~COC Summer Institute Eagle Pass Academy MOU Pathways Video and ...
3.	VP Student Services	
4.	VP Finance	

5.	VP Eagle Pass Campus	
6	VP Administrative Services <i>"Life is a long lesson in humility."</i> James M. Barrie	Garner Science Update Maintenance Update-Low Water Pressure Public Information Update Palomino Fest Update
7.	VP Del Rio Campus	DR ECHS Fall Schedule Entered: <ul style="list-style-type: none"> • 17 classes scheduled for our campus: <ul style="list-style-type: none"> ○ 3 College Ready (EDUC 1300) ○ 3 Psychology ○ 2 Art ○ 3 Speech ○ 3 Philosophy ○ 3 Government • 38 Classes scheduled on their campus Speed bumps for Sul Ross side: Received, to be installed within two weeks
8.		

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

August 1, 2018

The Cabinet members of Southwest Texas Junior College met August 1, 2018 in the Administration Building - President's Office.

Cabinet members present were:

Dr. Hector Gonzales, President
Dr. Mark Underwood, Vice President Academic Affairs
Margot Mata, Vice President Student Services
Anne Tarski, Vice President of Finance
Derek Sandoval, Vice President Administrative Services
Connie Buchanan, Vice President Del Rio Campus

Cabinet member absent was:

Gilbert Bermea, Vice President Eagle Pass Campus

- 1. President**
 - a. Draft letter with Rand and SACS~COC to superintends**

- 2. VP Academic Affairs**
 - a. SACS~COC Summer Institute – Dual Credit classes not mixed**
 - b. Eagle Pass Academy MOU for Board meeting**
 - c. Pathways Video and ... to be finished today**
 - d. Transfer agreement with Texas A & M San Antonio and Tech in process**
 - e. Pathway Institute – November 14 – 16, 2018 in Dallas – focus on student support**
 - f. Rand DC Report – good report with good data**
 - g. Aviation curriculum submitted to FAA**

- 3. VP Student Services**
 - a. Open 12 week semester**
 - b. Dilley I.S.D. bringing seniors to campus for advisor visits**
 - c. August 8th – Dual Credit adjunct training**
 - d. Canvass training – basic and advanced course building**
 - e. Prison – reentry after graduation**
 - f. Work-study mentorship guidelines / September 13th work-study training**
 - g. Update on orientation**
 - h. Enrollment – add dual / non dual to future comparison**
 - i. Text out to Tech Certificate I holder for Certificate II and A.A.S.**
 - j. Sul Ross transfer plan updated**
 - k. Mobil app search curses and catalog**

- 4. VP Finance**
 - a. Review of salary proposed**
 - b. Cell phone stipend review**
 - c. Meet on Monday for dual credit program - Ellucian**
 - d. Certified numbers**
 - e. Soft close for August – inventory schedule – work with Derek Sandoval**

5. **VP Eagle Pass Campus – out on vacation**

6. **VP Administrative Services -**
“Life is a long lesson in humility.” James M. Barrie
 - a. **Garner Science update – chemical out in sophomore lab, will inventory; back in storage (faculty)**
 - b. **Maintenance Update – low water pressure – visit with city manager**
 - c. **Public Information update – employment opportunities**
 - d. **Library storage**
 - e. **Waterline repairs schedule for Friday**
 - f. **Palomino Fest update - \$70K in sponsors**
 - g. **Dorms – LEA moving in**
 - h. **Security Audit/Survey – emailed out for review**

7. **VP Del Rio Campus**
 - a. **DR ECHS Fall Schedule entered**
 - i. **17 classes scheduled for our campus**
 1. **3 College Ready (EDUC 1300)**
 2. **3 Psychology**
 3. **2 Art**
 4. **3 Speech**
 5. **3 Philosophy**
 6. **3 Government**
 - ii. **38 classes scheduled on their campus**
 1. **Working on rosters**
 - b. **Speech requested by Del Rio High School**
 - c. **Speed bumps for Sul Ross side: Received to be installed within two weeks**
 - d. **Building H – Fire alarm connection pending by August 31, 2018 for code inspection**
 - e. **Graduation fees**

CABINET MEETING
August 8, 2018

	AGENDA ITEM	NOTES
1.	President	SWTJC Board of Trustees' Meeting Agenda 8 Weeks Semester
2.	VP Academic Affairs	
3.	VP Student Services	
4.	VP Finance	

5.	VP Eagle Pass Campus	
6	VP Administrative Services <i>"I do the very best I know how-the very best I can; and I mean to keep on doing so until the end."</i> Abraham Lincoln	Garner Sci. Update Maintenance Update-WIG %, New WIG, projects pending, new hire, goals Day Care Report-New hire Safety and Security Update-Environmental Design Public Info Update Campus Police Update Misc. Rodeo Coach Athletic Coaches Meeting Cafeteria Inventory-new date? (Ann)
7.	VP Del Rio Campus	Fire Alarm Installation – Building H - \$8,535.16 Speed Bumps Installed Dates for Fall Activities Set/Sent to Andrea

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Anne Tarski, Vice President of Finance
Gilbert Bermea, Vice President Eagle Pass Campus
Derek Sandoval, Vice President Administrative Services**

Cabinet members absent were:

**Margot Mata, Vice President Student Services
Connie Buchanan, Vice President Del Rio Campus**

1. President

- a. SWTJC Board of Trustees' Meeting Agenda – Discussed**
- b. 8 Weeks Semester – Discussed**
- c. Hondo Inter Local Agreement – will finalize today**
- d. Discussed Tax Valuations**

2. VP Academic Affairs

- a. Whippleware – Compliance Asset**
- b. Hondo Economic Development – Equipment for Tech – Welding, HVAC, and Diesel**
- c. Pathways update**
- d. Truck Driving Expansion**
- e. Aviation process with curriculum and FAA approval**

3. VP Student Services - Out Sick

4. VP Finance

- a. American Express – joint venture phishing attempt**
- b. DEA local – Comp-time**
- c. Zinsmeyer – contract performance**
- d. Dual Credit meeting – many obstacles but will move forward**

5. VP Eagle Pass Campus

- a. Math vacancies**
- b. Making progress on sprinkler system**
- c. Frequent A/C issues**
 - i. Schneider controls**

6. VP Administrative Services -

***"I do the very best I know how-the very best I can; and I mean to keep on doing so until the end."* Abraham Lincoln**

- a. Garner Science update – A/C testing tomorrow**
- b. Maintenance Update – WIG %, New WIG, projects pending, new hire, goals**
- c. Day Care Report – New hire, security measures installed**
- d. Safety and Security Update-Environmental Design**
- e. Public Information Update – Social Media PTK**
- f. Campus Police Update**
- g. Miscellaneous**
- h. Rodeo Coach**
- i. Athletic Coaches Meeting**
- j. Cafeteria Inventory – new date?**

7. VP Del Rio Campus

- a. Fire Alarm Installation – Building H - \$8,535.16 – Sentry Invoice for September**
- b. Speed Bumps Installed**
- c. Dates for Fall Activities Set**

CABINET MEETING
August 15, 2018

	AGENDA ITEM	NOTES
1.	President	
2.	VP Academic Affairs	
3.	VP Student Services	
4.	VP Finance	

5.	VP Eagle Pass Campus	
6	VP Administrative Services <i>"The function of a leader is to produce more leaders, not more followers."</i> Ralph Nader	Garner Science Update – Fume Hoods 9-21-18 Palomino Fest Campus Carry Report Energy Report – October 31 UAP's Evaluations 8-31-18
7.	VP Del Rio Campus	FA requesting Fall TPEG numbers Over 4" of rain Saturday – Roof leaks Math Linking Class - 1 60 at NSO Thursday – Added 2 new TSI test sessions for Saturday Lions Club presentation last Thursday L. Saccone – Husband transferred – December last month Overfelt
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Anne Tarski, Vice President of Finance
Gilbert Bermea, Vice President Eagle Pass Campus
Derek Sandoval, Vice President Administrative Services
Connie Buchanan, Vice President Del Rio Campus

1. President

- a. Base year enrollment –forecast with numbers form two years ago**
- b. Drop – FAW balance being called by FA**
 - i. Dual Credit – not really Dual Credit**
 - 1. Informer report prepared – will run today. Outreach also going through the list. Information will be sent today. Outreach is in charge of calling anyone on this list especially if not really Dual Credit.**

2. VP Academic Affairs

- a. Meeting – nursing grant reports in progress**
- b. EDUC 1300 – TSI? Students have to actually test even if score falls below and have to retest during the semester. This does not qualify them to take other coursed without TSI score.**
 - i. Mark Underwood will send instructive e-mail to advisors.**
 - ii. Will study percentage over next two years**
- c. Pathways' Video – Randa Schell and Ismael Martinez**

3. VP Student Services

- a. August 28th – Work-study orientation**
- b. Outreach – Hondo yesterday evening. Today Briscoe Unit**
- c. Margot Mata and Mark Underwood meeting at 4pm with Hal Harrell**
- d. August 21st – Dilley students on campus for counseling visit**
- e. Uvalde – adding section of COSM. Derek Sandoval request to be included in timing for janitors**
- f. September 26th – Eagle Pass Career fair**
- g. Work-study additional monies for work-study's mentors. Outreach putting package together. Will be paid through regular Federal Work-Study financial aid and Outreach will be responsible for tracking activities.**
- h. September 5th – Meeting Christmas at the College**
- i. Enrollment – see attached – August 17th – 1st drop Friday at 4:00 PM**
- j. UAPs are due**
- k. Crystal City needs a GOVT instructor**

4. VP Finance

5. **VP Eagle Pass Campus**
 - a. **Temporary solution found for Math**
 - b. **A/C status? Building F is not working. Derek Sandoval will look into this. They think it is something to do with controls**
 - c. **City Contractor left a mess, getting them to clean up**
 - d. **Sprinkler system off and on**

6. **VP Administrative Services -**

“The function of a leader is to produce more leaders, not more followers.” Ralph Nader

 - a. **Garner Science update – Fume Hoods 9-21-18 – e-mail**
 - b. **Palomino Fest**
 - c. **Campus Carry Report**
 - d. **Energy Report – October 31 – Derek Sandoval and Anne Tarski will form committee**
 - e. **UAPs – working on**
 - f. **Cleaning up maintenance job descriptions**
 - g. **Evaluations 8-31-18**
 - h. **Scott Baker – next week IT Overview**

7. **VP Del Rio Campus**
 - a. **FA requesting Fall TPEG numbers – sent out this morning**
 - b. **Over 4” of rain Saturday – roof leaks – Building A – 11 leaks, Sul Ross leaking**
 - c. **Math Linking Class – 1**
 - i. **Mark Underwood – Math linking not working. Debate at CO**
 1. **25% - 75% issue?**
 2. **Spring recommendation**
 3. **Del Rio will cancel this class**
 - d. **60 at NSO Thursday – added two new TSI test sessions for Saturday**
 - i. **New student orientation**
 - e. **Lions Club presentation last Thursday**

CABINET MEETING
August 29, 2018

	AGENDA ITEM	NOTES
1.	President	
2.	VP Academic Affairs	
3.	VP Student Services	
4.	VP Finance	

5.	VP Eagle Pass Campus	
6	VP Administrative Services <i>You want 'extrie', You have to do 'extrie'!"</i> Grandpa Johnson	Garner Science update – landscaping, drainage Canvas update Maintenance Planning/Budgeting Custodial update Grounds update Cafeteria / Gym Housing update-WiFi issues, possibilities P Card returns? Clery Report working on, 10-8-18
7.	VP Del Rio Campus	PSYC classes for Spring Advising & Counseling – Alpha Split (?) Cable Co. Pole Installation – Wildcat Drive

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1. President

- a. Issues – first days – some Canvas issues – training**
 - i. Training videos available online**
- b. Garner Science update – (Working on landscape around building)**
- c. Enrollment vs. Budget – see attached**
 - i. At 6,914 and 58,039 sch at August 29, 2018 (AM)**

2. VP Academic Affairs

- a. UCISD – Bus schedule for students coming on campus, cutting classes – short to 38 minutes – working on a fix**
- b. Online (Midterm/Final) faculty proctors**
- c. Add/Drop course form – recommend utilizing Image Now**
- d. Vehicles – faculty assignments to Eagle Pass and Del Rio**
- e. Monitors access to canvas – for I.S.D. dual credit**
- f. A & M San Antonio MOU – legal review and Texas Tech MOU**

3. VP Student Services

- a. Job fair for work-studies – Departments had tables for position**
- b. Student Success – working on Drills for building**
- c. CPR training – see if EMT can provide training**
- d. DSS Services growing – 30 additional student applications**
- e. September 13th – Fall Kick Off**
- f. Library smoothie for faculty**
- g. PD session on faculty engagement by Library.**
- h. EOC Grant Award**

4. VP Finance

- a. Oscar Garcia – insurance**
- b. Budget Impact of enrollment levels**
- c. Dual Credit fee/discounts incentives**

5. **VP Eagle Pass Campus**
 - a. **Down approximately 100 students from Fall last year**
 - b. **Advertising in paper and with radio – recruiting**

6. **VP Administrative Services -**
“You want ‘extrie’, You have to do ‘extrie’!” Grandpa Johnson
 - a. **Garner Science update – landscaping, drainage**
 - b. **Canvas update**
 - c. **Maintenance Planning/Budgeting – Nursing Eagle Pass / Wagner**
 - d. **Custodial update**
 - e. **Grounds update**
 - f. **Cafeteria / Gym**
 - g. **Housing update – WiFi issues, possibilities**
 - h. **P Card returns?**
 - i. **Clery Report working on it, 10-8-18**

7. **VP Del Rio Campus**
 - a. **PSYC classes for Spring**
 - b. **Advising & Counseling – Alpha Split (?)**
 - c. **Cable Co. Pole Installation – Wildcat Drive**