

CABINET MEETING
December 5, 2018

	AGENDA ITEM	NOTES
1.	President	SWTJC Board of Trustees' /Foundation Meeting Agendas
2.	VP Academic Affairs	
3.	VP Student Services	
4.	VP Finance	

5.	VP Eagle Pass Campus	
6	VP Administrative Services <i>“Fire bullets, fire cannon balls.”</i> <u>Great By Choice</u> , Jim Collins	Maintenance-DL Project, Rodeo Arena, AC’s (CC), WO system, IT-Licenses, Campus Cruiser, Gym Sound, Campus Police-Posting, Jan. 14 goal, Suarez, PTK student, _____, Sandoval Life Safety/Security-Multi-Haz Plan, drills, Bldg. Mgr. communication, Day Care-Fall Festival, Christmas festivities, Car Seat training, MRG, Food Program, Carl Perkins, Time sheets, Absentee report Cafeteria-Interviews, Jan. 2 goal, Garza, Martinez, Garner, Sandoval Housing-Washing machines in, dorm checkout until Friday, cleaning fee from \$50 to \$100 Athletics-Rodeo arena/drain work, fundraising, Public Info-31K Snap Chat, filter @ 500, Sen. Flores Live Stream, Spring Reg-Mrktng, Comp time, BBQ Cook-off-160
7.	VP Del Rio Campus	Building B Cameras Legislative Meeting Thursday Afternoon Newspaper Ads ECHS homebound student Security – January start date (?) Spring, start at 7:30am

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**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

December 5, 2018

The Cabinet members of Southwest Texas Junior College met December 5, 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
Gilbert Bermea, Vice President Eagle Pass Campus
Derek Sandoval, Vice President Administrative Services
Connie Buchanan, Vice President Del Rio Campus**

1. President

- a. SWTJC Board of Trustees' / Foundation Meeting Agendas**
- b. Legislators on campus – Thursday from 3:00pm-4:30pm**
- c. Christmas Luncheon – Thursday from 11:00am-1:00pm**
- d. LEA – Friday at 10:00am**
- e. SACS-COC – Investigate software – SACS compliance**
- f. SACS-COC conference – leaving on Saturday – Dr. Underwood, Dr. Zimmerman, Ms. Mata**
- g. Mr. Sandoval to attend MRGDC meeting on December 12th**
- h. Transfer work group - February 1st at Kingsville**

2. VP Academic Affairs

- a. Presentation at SACS**
- b. Paramedic AAS – addition of Level - Approved by Cabinet**
- c. Wildlife – perhaps adding enhanced skill certificate – Drone**
- d. WFT – Truck Driving, Linemen, Heavy Equipment, Instructor**
- e. AEL report in progress**
- f. Outreach at Nueces Canyon to introduce student planning – went well**
- g. Crystal City High School – requesting PCT**
- h. HB5 – updating MOU**
- i. Title V**
 - i. Recommended First Year Experience - offered**
 - ii. Grant Coordinator – opened position externally**
- j. ASU – Evaluator looking at 1 + 1 + 2**
- k. Pathways – food pantry**

3. VP Student Services

- a. Drills in Library – Flores – Admin - Matthews**
- b. EOC opening (husband transferred)**
- c. Pathways – Early Alert Models – utilizing Estudios**
- d. Look to establish food pantry on each campus**
- e. Online student – many dropped – looking into why – perhaps orientation**
- f. Pathways video**
- g. Drug/Alcohol Prevention Report due December 31st**

4. VP Finance

- a. Retirement party December 14th – 10:30am – 12:30pm (for Nancy)
- b. Hold off on Cashier vacancy
- c. Tate Reservation moving from Business Office to Administrative Services
- d. Colleague licenses – unlimited licenses
- e. Project Director meeting on Financial Responsibility

5. VP Eagle Pass Campus

- a. Mr. Ortiz passed away – was set to retire at the end of semester
- b. Financial Aid seminar
- c. Counselor vacancy in Eagle Pass
- d. Writing Center Coordinator – involved with advisors
- e. Will get with Mr. Jones on drills

6. VP Administrative Services

“Fire bullets, fire cannon balls.” [Great by Choice](#), Jim Collins

- a. Maintenance – DL Project, Rodeo Arena, AC’s (CC), WO system
- b. IT – Licenses, Campus Cruiser, Gym Sound
- c. Campus Police – Posting, January 14 goal, Suarez, PTK student, _____, (no student), Sandoval
- d. Life Safety / Security – Multi-Hazard Plan, drills, Building Mangers communication
- e. Day Care – Fall Festival, Christmas festivities, Car Seat training, MRG
- f. Food Program
 - i. Carl Perkins, Time sheets, Absentee report
- g. Cafeteria – Interviews, January 2nd goal, Garza, Martinez, Garner, Sandoval
- h. Housing – Washing machines in dorm checkout until Friday, cleaning fee from \$50 to \$100-Approved
- i. Athletics – Rodeo arena / drain work, fundraising
- j. Public Info – 31K Snap Chat, filter at 500, Senator Flores Live Stream
- k. Spring Reg-Mrkting, Comp time
 - i. BBQ Cook off - 160

7. VP Del Rio Campus

- a. Building B Cameras
- b. Legislative Meeting Thursday Afternoon
- c. Newspaper Ads – New Herald only on Sundays
- d. ECHS homebound student
- e. Security – January start date (?) – Will schedule
 - i. Spring, start at 7:30am

CABINET MEETING
December 12, 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>“Should auld acquaintance be forgot, And never brought to mind?... We’ll take a cup o’ kindness yet, For auld lang syne.”</i> Auld Lang Syne Robert Burns	Maintenance report IT Report
7.	VP Del Rio Campus	Classes shortages addressed: <ul style="list-style-type: none"> • Day HIST classes moved to Sul Ross Auditorium, increase sizes • All standalone MATH classes – Increased Sizes Willie/Doug Braudaway’s Grandson passed away on Sunday Mr. K surgery this morning
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**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

December 12, 2018

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Cabinet members present were:

**Dr. Hector Gonzales, President
Dr. Mark Underwood, Vice President Academic Affairs
Margot Mata, Vice President Student Services
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Connie Buchanan, Vice President Del Rio Campus**

- 1. President**
 - a. SWTJC Board Meeting - Audit**
 - b. FAA – Aviation letter – Letter from Del Rio Chamber**
 - i. Schedule meeting between Dr. Underwood and the F.A.A. to get additional information on Airframe application**
- 2. VP Academic Affairs**
 - a. SACS-COC – regarding mixed dual courses**
 - b. Cruizer data transfer for historical record**
 - c. Exit tracks, weave, compliance assist**
 - d. Presentation on Dual Credit oversight - M. Underwood and C. Garabedian**
 - e. CBM reports – turned in late to the state**
- 3. VP Student Services**
 - a. Require - milestone**
 - b. Food Pantry use student activities budget**
 - c. Enrollment update**
 - d. Library Director vacancy**
- 4. VP Finance**
 - a. End of year reports**
 - b. Audit finished**
 - c. Revamp – PT employees – ie. - officials**
- 5. VP Eagle Pass Campus**
 - a. Campus facilities updates**
 - b. Gas line in BIOL Lab vs gas canisters**
 - c. Counselor and Writing Center positions are open**

6. VP Administrative Services

“Should auld acquaintance be forgot, And never brought to mind?...We’ll take a cup o’kindness yet, For auld lang syne.”
Auld Lang Syne Robert Burns

- a. Maintenance report**
- b. IT Report – FA tab online looking for consultant**
- c. Administrative Assistant position – open in January**
- d. Robert Doucet – retirement party at 3pm**

7. VP Del Rio Campus

- a. Classes shortages addressed**
 - i. Day HIST classes moved to Sul Ross Auditorium, increase sizes**
 - ii. All standalone MATH classes – Increased sizes**