

CABINET MEETING
November 07, 2018

	AGENDA ITEM	NOTES
1.	President	SWTJC Board of Trustees' monthly meeting agenda
2.	VP Academic Affairs	
3.	VP Student Services	
4.	VP Finance	

5.	VP Eagle Pass Campus	
6	VP Administrative Services <i>"Sometimes things become possible if we want them enough."</i> T.S. Elliot	Moving forward overall, some areas slower than desired IT-electrical for DL rooms, Colleague budgeting '19-'20 Life Safety-Bld. Mgrs.-drills, Info Cast, outdoor sirens DR Cafeteria-Cook Job Application approval soon, needing microphone, needing time clock Housing-Dish Network progress, TV/audio coming soon Swimming Pool-Heater repairs, needing better ventilation Turkey Trot-Nov. 17 Christmas at the College progressing
7.	VP Del Rio Campus	Aviation Mtg at hanger: <ul style="list-style-type: none"> • Mr. Wrob and Mr. Baker attended • They will talk to base about needs (instructors and broken parts) • Will reach out to Mr. Hurd, if he wins Veteran's Luncheon - Nov 6 Conversation with the President - Nov 8 <ul style="list-style-type: none"> • Present certificates to volunteers • 1st Generation Student in Library at noon • Found possible 'gaming room' Eva, Sonia, Stephanie at Pathways Conf – Tuesday-Friday next week Dean's Forum and Flu Shots – Nov 13 Thanksgiving Pot Luck Luncheon – Nov 14 Billboard Advertising – <ul style="list-style-type: none"> • 1,080 flashes per 24 hours • Each flash is 8 seconds • 28 days Building B A/C -- RT-BAV1

8.		
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**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

November 7, 2018

The Cabinet members of Southwest Texas Junior College met November 7, 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
Connie Buchanan, Vice President Del Rio Campus**

Cabinet member absent was:

Derek Sandoval, Vice President Administrative Services

1. President

- a. SWTJC Board of Trustees' Monthly meeting agenda – Discussed content**
- b. Updated Cabinet on upcoming meeting**
- c. November 9th – Texas Tribune – Senator Flores and Representative Nevarez in Eagle Pass**
- d. November 13th – Dr. Kibler – SRSU**
- e. January 8th – First day of Legislative Session**

2. VP Academic Affairs

- a. Trellis Financial Health survey of students**
- b. Pathways – Tuesday – Friday (11 going)**
- c. SACS-COC Liaison meeting – a good review**
- d. November 27th – HIS Grant meeting – spending plan**
- e. 4small schools (Beta) for self-registration**
- f. Dual Credit test sites – Rocksprings, Sabinal. Dilley, and Nueces Canyon**

3. VP Student Services

- a. Setting up dated for flu shots**
- b. Student Engagement – Brown Bag – How to read transcripts**
- c. Session on conflict resolution**
- d. November 13th Thanksgiving luncheon**
- e. PTK – dressing up for Christmas at the College**
- f. J.P. applying or Jack Kent Cooke Scholarship)**
- g. Library closing at 5 for Christmas at the College**
- h. Learning Objectives for advising**
- i. Crystal City parking for Spinach Festival**

4. VP Finance

- a. Payroll position open till Friday, only one application**
- b. Legislative Ask – see handout**
- c. Audit almost complete**

5. VP Eagle Pass Campus

- a. LVN moving to new office next week
- b. A/C units being installed (internal)
- c. Electrical line broken during A T & T repair
- d. History position open – internal
- e. FAFSA session poor attendance – identify a better way of reaching the students

6. VP Administrative Services - Out of the Office

“Sometimes things become possible if we want them enough.” T. S. Elliot

- a. Moving forward overall, some areas slower than desired
- b. IT – electrical for DL rooms, Colleague budgeting '19-'20
- c. Life Safety – Bld. Mgrs. – drills, Info Cast, outdoor sirens DR
- d. Cafeteria – Cook job application approval soon, needing microphone, needing time clock
- e. Housing – Dish Network progress, TV / audio coming soon
- f. Swimming Pool heater repairs , needing better ventilation
- g. Turkey Trot – November 17th
- h. Christmas at the College progressing

7. VP Del Rio Campus

- a. Aviation Mtg at hanger:
 - i. Mr. Wrob and Mr. Baker attended
 - ii. They will talk to bas about needs (instructors and broken parts)
 - iii. Will reach out to Mr. Hurd, if he wins
 - 1. Lack of communication with FAA
- b. Veteran’s Luncheon – November 6th
- c. Conversation with the President – November 8th
 - i. Present certificates to volunteers
 - ii. 1st Generation Student in Library at noon
 - iii. Found possible ‘gaming room’ – J building
- d. Three individuals at Pathways Conference – Tuesday – Friday next week
- e. Deans’ Forum and Flu Shots – November 13th
- f. Thanksgiving Pot Luck Luncheon – November 14th
- g. Billboard Advertising - \$2,000 for 28 days
 - i. 1,080 flashes per 24 hours
 - ii. Each flash is 8 seconds
 - iii. 28days
- h. Building B A/C – RT-BAV1 – compressor going out
- i. 6-8 pm – Tracy King at Oasis – appreciation

CABINET MEETING
November 14, 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 next best thing to being wise oneself is to live in a circle of those who are."</i> C.S. Lewis	SACS 2019 Maintenance-Christmas Break Jerry AC DR Electrician Garner Sci.-Fume Hoods Certified Housing-Check out SECO-Alison Huxel Cafeteria-Cook Posting Int. Student SSN Texas State Internship-Practices/Policies Transportation-Violations Preferences? Athletics-Team Report Budgets Rodeo Runs Christmas at the College-8,8,5,7-dismissal time? Turkey Trot-Saturday, 11-17-18 Invitational BB Tourney-Nov. 29-Dec. 1 11 th Annual Briscoe BBQ Cookoff-113 Teams-Dec. 7/8 (Studio 3 Recital-12-3-18)

7.	VP Del Rio Campus	11/8 Conversation with the President 11/13 Dean's Forum 11/14 Flu Shots Thanksgiving Pot Luck Luncheon Asked that heaters not be turned off, just down. Construction for Gaming Room has begun (J) Nerf Gun Game – Campus Light
8.		

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

November 14, 2018

The Cabinet members of Southwest Texas Junior College met November 14, 2018 in the Administration Building - President's Office.

Cabinet members present were:

Dr. Hector Gonzales, President
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

Cabinet member absent was:

Dr. Mark Underwood, Vice President Academic Affairs (Pathways Conference)

- 1. President**
 - a. Update on Sul Ross State University**
 - b. Update on visit with Senator Flores and Representative Nevarez**
- 2. VP Academic Affairs - Pathways Conference**
- 3. VP Student Services**
 - a. Update on Spring Enrollment numbers**
 - b. FA – incomplete files – FA self-service on Web Advisor**
 - i. See all financial Aid documents needed**
 - c. FAFSA renewal at the Library**
 - d. Crystal City – lockdown drill – items to work on**
 - e. Crystal City – car show went okay**
 - f. Service Operations Forum in Eagle Pass**
 - i. Emergency plan discussions**
 - ii. Budget questions on Student Success Department**
 - g. Mentorship Program through FA**
 - i. 20 hours / semester (work-study)**
 - ii. Help with Outreach/Student Success**
- 4. VP Finance**
 - a. A D N - Kronos**
 - b. Audit pending GASB statement from the auditor**
 - c. Payroll interviews – Monday and Tuesday**
 - d. Resource Room at the Library – not making deposit**
- 5. VP Eagle Pass Campus**
 - a. A/C one installed and one pending**
 - b. Biology Lab requesting gas line in Building A**

6. VP Administrative Services

“The next best thing to being wise oneself is to live in a circle of those who are.” C.S. Lewis

- a. SACS 2019**
- b. Maintenance-Christmas Break (December 24-28 and December 31st and January 1st)**
 - i. J. – AC**
 - ii. DR Electrician**
- c. Garner Sci. – Fume Hoods Certified**
- d. Housing – Check out**
- e. SECO – Alison Huxel – we are exempt**
- f. Cafeteria**
 - i. Cook Posting**
 - ii. Int. Student SSN**
- g. Texas State Internship – Practices/Policies in gym**
- h. Transportation – Violations**
 - i. Preferences?**
- i. Athletics –**
 - i. Team Report**
 - ii. Budgets**
 - iii. Rodeo Runs**
- j. Christmas at the College – 8,8,5,7 – dismissal time?**
- k. Turkey Trot – Saturday, 11-17-18**
- l. Invitational BB Tourney – November 29 – December 1**
- m. 11th Annual Briscoe BBQ Cook-off – 113 Teams – December 7/8**
- n. Studio 3 Recital 12-3-18**

7. VP Del Rio Campus

- a. November 8th – Conversation with the President**
- b. November 13th Deans’ Forum**
- c. November 14th – Flu Shots**
- d. November 14th – Thanksgiving Pot Luck Luncheon**
- e. Asked that heaters not be turned off, just down**
- f. Construction for Gaming Room has begun (J)**
- g. Nerf Gun Game – Campus Light (Cabinet Denied)**

CABINET MEETING
November 28, 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 “Believe in yourself, take on your challenges, dig deep within yourself to conquer fears. Never let anyone bring you down. You got to keep going.” Chantal Sutherland	Christmas at the College Garner Science IT Basketball Tournament
7.	VP Del Rio Campus	Christmas at the College PSYC Faculty Position Student Life Coordinator Position Hours on Dec 17 & 18? (8-?) Employee Items
8.		

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

November 28, 2018

The Cabinet members of Southwest Texas Junior College met November 28, 2018 in the Administration Building - President's Office.

Cabinet members present were:

**Dr. Hector Gonzales, President
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 members absent were:

**Dr. Mark Underwood, Vice President Academic Affairs
Gilbert Bermea, Vice President Eagle Pass Campus**

- 1. President**
 - a. Legislative Committee meeting today**
 - b. Basketball Tournament**
 - c. Campus Security**
 - d. December 6th – Legislators on campus**
 - e. PD topic – Classroom Management – Discipline issues**
- 2. VP Academic Affairs - Out**
- 3. VP Student Services**
 - a. Enrollment Report**
 - b. Today is the drop deadline**
 - c. Registrar reaching out to other 8 week colleges for ideas**
 - d. Grades due December 14th**
 - e. Financial Aid will be running SAP at end of term**
 - f. December 13th customer service webinar**
 - g. Student Speaker on Tuesday, December 4th / Trash pickup on Saturday**
 - h. Real World Wednesday – Auto Upkeep – at 4:00pm**
 - i. Pantry –Fly Building**
 - j. 4DX updates**
- 4. VP Finance**
 - a. Great management workshops – Allowable Cost Practices**
 - b. Finish up audit**
 - c. Hours not reported timely – issued written warning**
- 5. VP Eagle Pass Campus - Out**

6. VP Administrative Services

“Believe in yourself, take on your challenges, dig deep within yourself to conquer fears. Never let anyone bring you down. You got to keep going.” Chantal Sutherland

- a. Christmas at the College**
- b. Garner Science – punch list from mechanical engineer**
- c. I T**
- d. Basketball Tournament**
- e. Ballroom lighting update**

7. VP Del Rio Campus

- a. Christmas at the College – about 400 people**
- b. PSYC Faculty Position**
- c. Student Life Coordinator Position**
- d. Hours on December 17th and 18th – 8:00am – 4:00pm on both days**
- e. Employee Items**