

CABINET MEETING
September 4, 2019

	AGENDA ITEM	NOTES
1.	President	
2.	VP Academic Affairs	
3.	VP Student Services	
4.	VP Finance	Interviews Mass email approval Purchase cards Supervisors/Division chairs/Coordinator Meeting re reporting hours to payroll

5.	VP Eagle Pass Campus	
6	VP Administrative Services <i>"It's not the position that makes the leader; it's the leader that makes the position."</i> <i>Stanley Huffty</i>	IT-ISO Day Care resignation-Job Posting request College Rodeo-Oct. 4-5 Palomino Fest
7.	VP Del Rio Campus	Working to obtain the 3 rd bid for Building A roof Evening student number up from 478 (2018) to 555 (2019) SCH from 2,344 to 1,605 Contact hours 41,568 to 29,504 Questioned numbers Vending Machines to be delivered for Building J Local COSMO school sending their students to our FA office
8.		

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

September 4, 2019

The Cabinet members of Southwest Texas Junior College met September 4, 2019 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, VP Administrative Services
Connie Buchanan, Vice President Del Rio Campus

Cabinet member absent was:

Gilbert Bermea, Vice President Eagle Pass Campus

1. President

- a. Update on Summit**
- b. Update on Palomino Fest**
- c. Enrollment updates – need to focus on more recruiting in the high schools**
- d. Cadre 1 for Pathways**

2. VP Academic Affairs

- a. Plan for needed presence in high schools – additional recruitment**
- b. Issue with Math books purchased by I.S.D. for dual credit**
- c. Bookstore meeting with academics on Open Education Resource**
- d. Need for more Open Education Resource courses**
- e. AgriLife extension – grant dollars to expand opportunities for rural student into Ag Degrees (Carrizo Springs / La Pryor)**
- f. Agreement on ATD project**
- g. Invitation for Watermark**
- h. AEL calling a meeting on Developmental Education courses on AEL level**
- i. Have Pathways link online**

3. VP Student Services

- a. Cleaning up rosters, appeals through September 9th for 12 week term**
- b. September 19th Work-study training through Professional Development**
- c. September 20th – Professional Development in Del Rio**
- d. Increased need for financial aid nights at high schools**
- e. Testing Center deadline for online testing**
- f. Working on part-time PARF forms – Departments working on consolidating hours**
- g. Training for Faculty online test proctoring**

4. VP Finance

- a. Interviews – on Tuesday for Cashier**
- b. Mass e-mail approval**
- c. Purchase cards – can go back out**
- d. Supervisors/Division Chairs/Coordinator meeting re: reporting hours to payroll - Monday at 3:00PM training**

5. **VP Eagle Pass Campus – Out**
6. **VP Administrative Services**

“It’s not the position that makes the leader; it’s the leader that makes the position.”
Stanley Huffty

 - a. **IT – In-Search-Of – bid from company on I.T. consulting service**
 - b. **Daycare resignation – Job Posting request – provider resigned**
 - c. **College Rodeo – October 4th and 5th**
 - i. **Presentation to Tyler went # 2 in nation**
 - ii. **Request for part-time help**
 - d. **Palomino Fest**
7. **VP Del Rio Campus**
 - a. **Working to obtain the 3rd bid for Building A roof**
 - b. **Evening student number up from 478 (2018) to 555 (2019)**
 - i. **SCH from 2,344 to 1,605**
 - ii. **Contact hours 41,568 to 29,504**
 - iii. **Questioned numbers**
 - c. **Vending machines to be delivered for Building J**
 - d. **Local COSMO school sending their students to our Financial Aid office**
 - i. **Investigate potential of Cosmetology facility for our own program**
 - e. **Campus will sponsor Catholic Church BBQ cook off**

CABINET MEETING
September 11, 2019

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

5.	VP Eagle Pass Campus	
6	VP Administrative Services <i>"Realistic leaders are objective enough to minimize illusions. They understand that self-deception can cost them their vision." Bill Easum</i>	IT-ISO DL CC Day Care-Job Posting out License to Carry course Deferred Maint. Budget Long Range Planning Meeting
7.	VP Del Rio Campus	Official document received DR Welcome Back – Thursday, Sept. 12 th (one day instead of two) Email from KPowers – Our application on APPLY TEXAS for fall 2020 not open PTK induction Sept 29, 3pm - 119 invited to join
8.		

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

September 11, 2019

The Cabinet members of Southwest Texas Junior College met September 11, 2019 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, VP Administrative Services
Connie Buchanan, Vice President Del Rio Campus**

Cabinet member absent was:

Dr. Mark Underwood, Vice President Academic Affairs

1. President

- a. SWTJC Board of Trustees' Meeting Agenda**
- b. Hondo Lease Status**
- c. Discussed electrical provider rates**

2. VP Academic Affairs - Out

3. VP Student Services

- a. Today is census day**
- b. Census Fall Report to Board**
 - i. Report aggregated changes with detail on Dual /Non Dual**
- c. 12 week term update**
- d. Need for remedial classes for 12 week term**
- e. TSI automation in schedule – test date September 16th**
- f. Degree audit next project for programming**
- g. Registrar going out to schools**
- h. Flu shots**
- i. Fall Kick-off tomorrow**
- j. Title V – interview for advisor**
- k. AEL -Triage course, added to colleague**

4. VP Finance

- a. Transfer cell phone stipend for new year – new requirement per IRS regulations**
- b. Mariachi club**
- c. Senate Bill 64 (ISO) applicable to Community Colleges - will get TASB to confirm**
- d. Training on Kronos – Time management**

5. VP Eagle Pass Campus

- a. Thursday Fall Kick Off – Court Yard
- b. A/C issue – identified leak in unit
- c. Status of Sul Ross Project – hold pending review by Dr. Kibler
- d. Need to schedule floor replacement in SBDC
- e. AEL – thwarted a break in

6. VP Administrative Services

“Realistic leaders are objective enough to minimize illusions. They understand that self-deception can cost them their vision.”

Bill Easum

- a. IT – In-Search-Of – verifying with TASB to see if it applies to us
- b. DL – moving slow on adjusting to reduction in Part-time help
- c. Community Colleges
- d. Surplus to auction
- e. Day Care Posting out
- f. License to Carry course
- g. Deferred Maintenance – Budget
- h. Lone Range Planning meeting – will be meeting next
 - i. 4DX
- i. Public Information to support PTK Inductions

7. VP Del Rio Campus

- a. Official document received
- b. DR Welcome Back – Thursday, September 12th (one day instead of two)
- c. Email from K Powers – Our application on Apply Texas for fall 2020 not open
- d. PTK Inductions – September 29th at 3:00 PM, 119 invited to join
 - i. Send Dual Credit inductees list to Superintendents

CABINET MEETING
September 18, 2019

	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>"Realistic leaders are objective enough to minimize illusions. They understand that self-deception can cost them their vision." Bill Easum</i>	
7.	VP Del Rio Campus	St Joseph BBQ Cookoff, Friday and Saturday PTK lists emailed to Principals and Superintendent Restroom Out Monday, 23rd
8.		

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

September 18, 2019

The Cabinet members of Southwest Texas Junior College met September 18, 2019 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, VP Administrative Services
Connie Buchanan, Vice President Del Rio Campus

1. President

- a. SWTJC Board of Trustees' Meeting**
- b. Austin Friday – Legislative Committee - TACC**
- c. Hondo Update**
- d. Aviation – will be ready for October visit. Potential economic development monies for equipment**

2. VP Academic Affairs

- a. Pathways – November 6-8**
- b. DL Monitor Training has not occurred yet**
- c. Evaluation on 5th year report for SACS**
- d. Working on CBM reports**
- e. Update on Outreach**
- f. QEP – on track – assessments (quantitative)**
- g. Activity sponsors – stipend proposal**
- h. Pathways approved to be online**

3. VP Student Services

- a. Advisors assigned to all schools**
- b. Fall Census numbers**
- c. Admissions/Registrars – PD in Del Rio - Friday**
- d. September 26th – Academic Advisor - PD**
- e. Transfer symposium at UTSA – Advisor attended**
- f. FA – PD in Del Rio – Friday and schedule FAFSA nights**
- g. FISAP done**
- h. Work-study training - Thursday**
- i. FA working status – 2/6 (missing dues) and awarded not attending**
- j. Tutor Center is full**
- k. Update on Food Pantry**
- l. Utilize Sul Ross counseling services**
- m. Send e-mail to students on counseling, hotline availability**
- n. Talk Saves Lives on Campus**
- o. TSI Automation test run**
- p. Library Activities on OER for Faculty**

4. **VP Finance**
 - a. **Work on Adjunct/DL/Online pay scale**
 - b. **Work on employee pay going forward**
 - c. **Gift cards received for printing**
 - d. **Spreadsheet on activity on 5004 (software) (Tech Committee)**
 - e. **Hiring Policies**

5. **VP Eagle Pass Campus**
 - a. **PTK – 10/4 at 2 Inductions**
 - b. **Fall Festival October 9th at 6pm**
 - c. **New Advisor in training**
 - d. **Working on Spring Schedule**
 - e. **A/C work was done last week**

6. **VP Administrative Services**

“Realistic leaders are objective enough to minimize illusions. They understand that self-deception can cost them their vision.”
Bill Easum

 - a. **Tech Committee meeting – as it relates to P-card purchases**
 - b. **Cell phone stipend – through AP not payroll**
 - c. **Maintenance – navigating the ship meeting**
 - d. **Del Rio – September 30th start date on roof – will store clay tile**
 - e. **Work-orders – 70% to be completed within 10 days**
 - f. **Mariachi 1st performance October 12th – Sacred Heart Festival**
 - g. **Rodeo – October 4th – dollar value of sponsorship expected to grow, next year
Cowboy – Cowgirls profile**
 - h. **Social Media Update – Facebook account linked to main page**
 - i. **Logo – department providing feed back**
 - j. **Christmas at the College – December 3rd – Theme – Frozen**
 - i. **4-H will have books**

7. **VP Del Rio Campus**
 - a. **St Joseph BBQ Cook-Off, Friday and Saturday**
 - i. **Table will be set up**
 - ii. **Employees to be judges**
 - b. **PTK lists e-mailed to Principals and superintendent**
 - c. **Working on Spring Schedule**
 - d. **Restroom**
 - e. **PTK – donated funds to the Food Pantry**
 - f. **Ms. Buchanan will be out Monday the 23rd**
 - g. **Fall Kick Off last Thursday, 750 hamburgers served**
 - i. **Clubs and games throughout**
 - h. **E-mail regarding Early College High School student**

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

September 25, 2019

The Cabinet members of Southwest Texas Junior College met September 25, 2019 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, VP Administrative Services

1. President

- a. Visiting with Dr. Kibler – regards to Sul Ross plans**
 - i. SR has hired a firm to advise them on what is needed**
 - ii. Getting ready to open the VP position**
 - 1. They want SWTJC to have a position on the committee**
 - a. They will use a search firm**
 - b. Mr. Bermea will be the one on the committee**
 - 2. Proposing to bring SR President's Cabinet to meet with SWTJC Cabinet**
 - 3. Looking at working with SR on Kinesiology, drama and computer science**
- b. ASU is more into our Dual Credit schools than we think – Dr. Gonzales will visit with them**
- c. TSI demo postponed due to electrical outage**
- d. Visits with High School Superintendents still going on**

2. VP Academic Affairs

- a. Curriculum committee – TCOL rules on student eligibility due to misdemeanors**
- b. Engineering degree – mechanical pathway with ASU – Needed to add classes**
- c. Mr. Ayala will correct things in the course descriptions**
- d. On line committee**
 - i. Student Readiness**
 - ii. Committee is looking at Tarrant County assessment class**
- e. Evaluation process for a faculty member**

3. VP Student Services

- a. October 3rd is census day for 12 week semester**
- b. TSI Programming is complete – demo postponed due to electrical outage**
 - i. Next phase will be high school automation then degree audit programming**
- c. Looking to start up Student Government again**
- d. Crystal City – how much is available for Christmas at the College spending**
- e. Tutor Center is full**

4. VP Finance
 - a. Memo regarding incentive pay for club sponsors
 - i. Met on Tuesday, September 24, 2019
 - ii. Recommendation that \$9,000 be made available from Institutional Projects budget to fund “President’s Student Engagement Awards”
 1. \$1,500.00 each and presented by the President at the Deans’ Breakfast
 - b. Committees for merit pay and adjunct pay
 - c. Slap shot procedures
 - i. Using social media during interview process
 - ii. Need written procedure to make consistent
 - iii. Committee should not do the searching – have HR do the search
 - iv. HR should filter for protected bits – race, religion, disability, free speech, etc,
 - v. Cannot ask for passwords
 - vi. Do not ask to “Friend” or “Follow”
 - vii. Okay to look for “public domain” stuff
 - d. Committee for hiring procedures – See DC LOCAL
 - i. Each Vice President will visit with Ms. Tarski to nominate members
 - e. Tax Levies
 - f. TWC –workforce grant – read your grants
 - g. Collection agency interviews
 - h. Blanca is now doing Accounts Payable
 - i. New employees – N. Gonzalez and A. Ybarra
5. VP Eagle Pass Campus
 - a. PTK – 10/4
 - b. Fall Festival October 10th - 6pm-9pm
 - c. AEL roofing going on
 - d. Identified a place for maker space
6. VP Administrative Services - Out

“Realistic leaders are objective enough to minimize illusions. They understand that self-deception can cost them their vision.”

Bill Easum
7. VP Del Rio Campus
 - a. PTK Sunday afternoon
 - b. Have a permit for Building H roof
 - c. Del Rio network in process – November wiring and connection at Christmas Break
 - d. Hoping for Title V funds for Distance Learning rooms
 - e. Identified a ghost room to teach Distance Learning
 - i. Will be up and running by January