

**CABINET MEETING**  
**April 5, 2017**

	<b>AGENDA ITEM</b>	<b>NOTES</b>
1.	President	4DX
2.	VP Academic Affairs	
3.	VP Student Services	Graduation presentation – Luis Fernandez  Enrollment update  Student Planning  Library Hours – Crystal City  Pearsall/Sul Ross partnership  April 10 <sup>th</sup> – Uvalde H.S. 9 <sup>th</sup> grade campus visit  April 21 <sup>st</sup> – CJC Competition  April 22 <sup>nd</sup> – Briscoe Graduation  April 25 <sup>th</sup> – Palms Fest  April 26 <sup>th</sup> – Admin Luncheon  April 27 <sup>th</sup> – Wildlife Exhibition Day

4.	VP Finance	
5.	VP Eagle Pass	
6.	VP Del Rio  <i>"I must govern the clock, not be governed by it." Golda Meir</i>	ECHS update – TSI, scheduling  Orientation -4DX Included (Championship, "contacts, STARS, etc." meaning shared)  JP Sanchez outdoor beautification process?
7.		
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**CABINET MEETING OF  
SOUTHWEST TEXAS JUNIOR COLLEGE**

**April 5, 2017**

The Cabinet members of Southwest Texas Junior College met on April 5, 2017 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**  
**Derek Sandoval, Vice President Del Rio**

1. **President**
  - a. **4DX – Top performer of the week**
  - b. **Job descriptions – 85% - ranges for position**
2. **VP Academic Affairs**
  - a. **Romelia Aranda – AEL monitor report**
  - b. **TWC – conference call – audit report resolution process**
    - i. **Letter in response**
  - c. **Grant for research**
  - d. **A T D data request submitted (April 11<sup>th</sup> and 12<sup>th</sup>)**
  - e. **EMT to be offered in Uvalde and Eagle Pass**
  - f. **Pathways - survey**
3. **VP Student Services**
  - a. **Graduation presentation – Luis Fernandez (handouts)**
  - b. **Enrollment Update**
    - i. **347 Summer I, 202 Summer II, 238 Fall**
    - ii. **TPEG availability money**
  - c. **Student Planning – updated on 3/29/17 (running better)**
  - d. **Library Hours – Crystal City**
    - i. **M(8-7), T(10-7), W(7-4:00 or 4:30), TH(8-7), and F(8-12)**
  - e. **Pearsall/Sul Ross partnership**
    - i. **Cruz Mata attended meeting, DL equipment**
  - f. **April 10<sup>th</sup> – Uvalde H.S. 9<sup>th</sup> grade campus visit**
  - g. **April 21st – CJC Competition – 400 students / 30 students**
  - h. **April 22<sup>nd</sup> – Briscoe Graduation**
  - i. **April 25<sup>th</sup> – Palms Fest**
  - j. **April 26<sup>th</sup> – Admin Luncheon**
  - k. **April 27<sup>th</sup> – Wildlife Exhibition Day – 25 students RSVP**
  - l. **Financial Aid – Yvette Hernandez**
    - i. **SEOG - \$134K for Fall 17-18**
    - ii. **CWS - \$143K for Fall 17-18**
  - m. **BA Club wants to take a trip to visit a business in Piedras**

**4. VP Finance**

- a. Josephine Sotelo – put in to many hours - PT
- b. Job openings – interview process goes through Nita Reed
- c. Missing Budgets
- d. Kronos approval – comp-time report

**5. VP Eagle Pass**

- a. Plumbing at Sul Ross – addressed issues
- b. 2<sup>nd</sup> Financial office almost done, electrical / paint should be done next week.
- c. Nerd bowl – Why? – student engagement, questions from department

**6. VP Del Rio**

“I must govern the clock, not be governed by it.” Golda Meir

- a. ECHS update – TSI, scheduling
- b. Orientation – 4DX Included (Championship, “contacts, STARS, etc.” meaning shared)
  - i. Freshmen Orientation – uniformity
- c. JP Sanchez outdoor beautification process?
  - i. Address fence on property
- d. A DA conference – going on today
- e. Linda out sick – Frances/Anne will address Kronos

**CABINET MEETING**  
**April 19, 2017**

	<b>AGENDA ITEM</b>	<b>NOTES</b>
1.	President	Selection of Employee of the Year (Professional and Support Staff)
2.	VP Academic Affairs	
3.	VP Student Services	
4.	VP Finance	

5.	VP Eagle Pass	
6.	VP Del Rio  <i>“... it is not discipline alone that makes greatness, but the combination of discipline and creativity..” Jim Collins</i>	Advising/Counseling position  Facilities work  ATD follow up  DR graduates, 142/117 committed to “walking”  Evaluations in progress  DR Honors Award / ‘L’ Award- April 27  DR Graduation Celebration – May 11
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**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**  
**Derek Sandoval, Vice President Del Rio**

Cabinet member absent was:

**Dr. Hector Gonzales, President**

1. **President (Dr. Gonzales was not presented, the Cabinet members filled in)**
  - a. **WIG meeting**
  - b. **Board Meeting Agenda**
  - c. **Selection of Employee of the Year (Professional and Support Staff) presented by Dr. Amy Garcia**
    - i. **Professional Staff – Stephanie Cerna**
    - ii. **Support Staff – Angie Gaucin**
2. **VP Academic Affairs**
  - a. **April 19<sup>th</sup> starting to look at improvements in how we use Colleague for scheduling**
  - b. **Pathway planning document is due on Friday.**
    - i. **CAP will be done through division chairs**
    - ii. **We need to think about budgeting for Pathways and Mathways**
  - c. **ZogoTech – phone conference at 4:00PM**
  - d. **SACSCOC – July 16-18, QEP**
    - i. **Dr. Mark Underwood cannot go, maybe Dr. Amy Garcia and Randa Schell can go**
    - ii. **Policy audit should be first**
    - iii. **Start a calendar for 5<sup>th</sup> year report**
3. **VP Student Services**
  - a. **Enrollment Report – looking good**
  - b. **Graduation – 729 walking (374 Academic and 410 Technical)**
  - c. **CJ competition is Friday – 32 schools (480 students)**
  - d. **Brisco graduation on Saturday – 27 graduation**
  - e. **April 26<sup>th</sup> – Wednesday, Admin Luncheon 11:30 – Tiffany's theme**
  - f. **Wildlife Exhibition – 9:00am-1:00pm**
  - g. **April 25<sup>th</sup> – Palms Fest**
  - h. **April 22<sup>nd</sup> – Briscoe Graduation**
  - i. **April 27<sup>th</sup> – Pep rally – basketball men – in the gym at 11:00am**
  - j. **May 3<sup>rd</sup> – Cinco de Mayo**
    - i. **Noon – stress management**
  - k. **Food pantry – started – from November till now 136**
  - l. **Image – new mapping**
    - i. **Workflows – design team sign off**
  - m. **Resource Veteran's Fair**

- n. 21 attendees at Open Mic
- o. Fishing Club has been formed

4. VP Finance

- a. Please check with payroll and human resources before hiring part time workers to get the correct wages

5. VP Eagle Pass

- a. May 10<sup>th</sup> – grilling with the Vice President
- b. Janelle is in her own office
- c. Chess Club is going strong (32)
- d. Need a Biology professor

6. VP Del Rio

“...it is not discipline alone that makes greatness, but the combination of discipline and creativity.” Jim Collins

- a. Advising/Counseling position – Ms. Casson has retired
  - i. Laura Gloria is taking on some of her duties temporarily
- b. Facilities work
  - i. August 1<sup>st</sup> will have other portable up and running
- c. ATD follow up
  - i. Need to get ICAT results up
  - ii. Terminology was a problem
  - iii. Can we justify staying in ATD
- d. DR graduates, 142/117 committed to “walking”
- e. Evaluations in progress
- f. DR Honors Award / ‘L’ Award – April 27<sup>th</sup>
- g. DR Graduation Celebration – May 11
- h. DRISD 60 million bond - vote



**CABINET MEETING**  
**April 26, 2017**

	<b>AGENDA ITEM</b>	<b>NOTES</b>
1.	President	4 DX
2.	VP Academic Affairs	Two Curriculum Committee Recommendations  Pathways Update
3.	VP Student Services	
4.	VP Finance	

5.	VP Eagle Pass	
6.	VP Del Rio <i>"Just Do It"</i> Nike Corporation	RGC K Building  ECHS schedule of courses-reviewing for personnel  Advisor Position (Casson)  L Awards-Thurs PM  DS Schedule
7.	VP Admin. Services	Data Center Project & CMS  Disaster Recovery  Network Engineer Applicants (2)  CMS (Webpage) in progress-awaiting information from personnel  Requisition approvals – DS vs HG  Plumber Grp – Step 7 vs Step 9  Safety/Security Audit 2018, seeking definition  Maintenance Team Mtng-work order procedure
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**1. President**

- a. **4DX**
- b. **HR - redirect**
- c. **Fall Game – Spring Game**
- d. **Strategic Plan – Mid plan review**
  - i. **Will work with IE to finalize review and develop plan for 2018-2022**
- e. **Derek Sandoval's schedule**
  - i. **Del Rio – Monday and Thursday**
  - ii. **Uvalde – Tuesday and Wednesday**
  - iii. **Friday will depend on workload**

**2. VP Academic Affairs**

- a. **Two Curriculum Committee Recommendations**
  - i. **Delete Field of Study – Engineering**
  - ii. **ASCS add to catalog**
- b. **Pathways Update**
  - i. **Marketable skills**
  - ii. **November 6-8, 2017 in San Antonio**
- c. **December 2-5 – SACSCOC Annual meeting**
- d. **TSIA – Postpone changes**
- e. **Universal Health System – large grant with 57 x college – CE**
- f. **School District request for phlebotomy / CNA**
  - i. **Develop pathway to LVN**
  - ii. **Patient Care Tech**

**3. VP Student Services**

- a. **Graduation Update – 761 applied – 672 walking**
  - i. **Academic – 328**
  - ii. **Technical - 344**
- b. **Grades be submitted by noon on May 12th**
- c. **Faculty attending which ceremony**
- d. **Enrollment numbers**
  - i. **SI – 1,072 LY 1,800**
  - ii. **SII – 588 LY 800**
  - iii. **Fall - 947**
- e. **CC Crossroads event on Friday**
- f. **Admin Lunch – 11:30**

- g. Softball – 2:00pm
  - h. Thursday - Pep Rally at 11 for basketball team
4. VP Finance
- a. Josephine Sotelo – part time – working to many hours
5. VP Eagle Pass
- a. Humanities Group presented at Chicago – positive experience
  - b. Who’s Who, “L” Award – Nerd Bowl - Friday
  - c. AHEC (5/22-6/1) HS Students
  - d. Allow to use multipurpose room – trainings
  - e. Gutierrez – custodian still out till June 7<sup>th</sup> – temporary part-time
6. VP Del Rio
- Just Do It.” Nike Corporation
- a. RGC K Building – soffit being replaced
  - b. ECHS schedule of courses – reviewing for personnel
  - c. Advisor Position (Casson) – open up early June internal
  - d. L awards – Thursday PM
  - e. DS schedule
7. VP Administrative Services
- a. Data Center Project & CMS
  - b. Disaster Recovery
  - c. Network Engineer Applicants (2)
  - d. CMS (Webpage) in progress – awaiting information from personnel
  - e. Requisition approvals – D.S. vs H.G. – Nita sending e-mail to IT and Blanca Martinez
  - f. Plumber Grp – Step 7 vs Step 9 – stipend
  - g. Safety/Security Audit 2018, seeking definition – update emergency response plan
  - h. Maintenance Team Mtng. – work order procedure