

CABINET MEETING
August 10, 2016

	AGENDA ITEM	NOTES
1.	President	SWTJC Board of Trustees' Meeting Agenda E-mail – retirees and resignees – how long do we keep e-mails active? Exit Interview form
2.	VP Academic Affairs	
3.	VP Student Services	
4.	VP Administrative Services/CIO	

5.	VP Finance	Budget Basecamp Adjunct Hours Parking Permits
6.	VP Eagle Pass	
7.	VP Del Rio	
8.		

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

August 10, 2016

The Cabinet members of Southwest Texas Junior College met on August 10, 2016 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

Cabinet member absent was:

Raul Reyes, VP Administrative Services, CIO

Also present was Herlinda Pena, Deputy CIO

1. President

- a. Reviewed SWTJC Board of Trustees' Meeting Agenda
- b. Keep e-mail address for retirees and resignees for 30 days
- c. Reviewed Exit Interview form

2. VP Academic Affairs

- a. Reviewed QEP Executive Summary for submission to SACS-COC
- b. Will develop revision to EE (Local)
- c. Briscoe Unit – SACS-COC status for Pell Request SACS-COC
 - i. Send list of approved sites on letterhead with dates approved
- d. THECB
 - i. Core courses

3. VP Student Services

- a. Fall Enrollment - 4910
- b. Non-payment list - 2000
- c. TXT program
- d. 12 week – course offering
 - i. Look at courses with low numbers, reoffer in 12 weeks semester if classes don't make
- e. Recycle Bins
- f. TPEG - \$ went out to campus
- g. September 8th – full kick off – PTK – Food Pantry – “Food for Thought”
- h. 237-242 – No dorm remodel scheduled for the coming year
- i. Staff Convocation – updates from Vice Presidents and President
- j. Adjunct training for High School Faculty
- k. September 27th College Days
- l. No talent search grant
- m. No word on the EOC grant

4. **VP Administrative Services/CIO – Presented by Herlinda Pena, Deputy CIO**
 - a. **Transportation issues with pick up vehicle – will be at convocation to explain and an e-mail will be going out.**
 - b. **Lights for parking area around transportation**
 - c. **Phone – moving operator to the Help Desk, phone removed from Welcome Desk within the week.**
 - d. **Look at adding chat versus phone**
 - e. **Hubbard Hall completed**
 - f. **Switches – conversion happening this weekend**
 - g. **Eagle Pass Tech – accessible Tech Center**
 - h. **Crane installation will begin Thursday**
 - i. **Look at portable to Del Rio (get estimate)**
 - j. **Look at DL connection to all DL**

5. **VP Finance**
 - a. **Budget**
 - b. **Adjunct Hours – each hour taught plus 1:15 per 3sch**
 - c. **Parking Permits**
 - i. **Outstanding tickets will not allow students to get permits**
 - ii. **Outstanding tickets will be transferred to Colleague**
 - d. **Cafeteria - Inventory**
 - e. **Alfred Hernandez – Inventory at the Warehouse**
 - f. **Bookstore opening at Crystal City and Medina Valley**
 - g. **Union Pacific Grant**
 - i. **Due Sunday**
 - ii. **Expand diesel equipment, upgrade 2nd year welding, Law enforcement, DL**

6. **VP Eagle Pass**
 - a. **Remodel Success Center (Library) Interior done, carpet on hold**
 - b. **Painted Bookstore**
 - c. **Moved LVN to Diesel Faculty – remodel old clinical lab space**
 - d. **Adjunct convocation – Thursday and orientation (students)**
 - e. **Sprinkler works**
 - f. **Diesel class room is ready**

7. **VP Del Rio**
 - a. **Academic building – A/C done**
 - b. **Roof – still working on it**
 - c. **PSYC, ESL, INRE looking for Faculty (need PSYC in Eagle Pass and Del Rio)**
 - d. **Aviation Maintenance – 2nd section**
 - e. **Estudios / Informer - utilization**
 - f. **Dental Hygienist program \$2,500 - + at 6 clock hours**
 - i. **Issues with disclosure about requirement**
 - g. **Community Engagement**
 - h. **Del Rio Admin. Open House (HS)**

CABINET MEETING
August 17, 2016

	AGENDA ITEM	NOTES
1.	President	
2.	VP Academic Affairs	
3.	VP Student Services	
4.	VP Administrative Services/CIO	

5.	VP Finance	
6.	VP Eagle Pass	
7.	VP Del Rio	
8.		

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

August 17, 2016

The Cabinet members of Southwest Texas Junior College met on August 17, 2016 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
Raul Reyes, VP Administrative Services, CIO
Anne Tarski, Vice President of Finance
Gilbert Bermea, Vice President Eagle Pass
Derek Sandoval, Vice President Del Rio

1. President

- a. Update of Registration – Response to text message
- b. Course enrollment looks healthy
- c. Update on Board meeting
- d. Dean at RGC

2. VP Academic Affairs

- a. 2 SACS substantive changes were approved
 - i. Medina Valley Higher Learning Center
 - ii. South Texas Regional Training Center (Hondo)
 - iii. Still waiting on Knippa Early College and Pearsall
- b. EE (Local) – college policy update and adding EE (Exhibit)
 - i. Still working on the EE (Exhibit)
- c. Knippa hired BIOL/KINE faculty
- d. EDUE with TSI reading requirements
- e. Core Curriculum courses not approved – will appeal on several for Spring semester
 - i. SPCH 1315, Tech, Writing, Art History
- f. C N A – Romelia Aranda, Johnny Guzman, Aracely Ruiz
- g. Degree Pathway project
- h. Dual Credit grant for Auto Tech equipment
- i. Aviation – 9/14-15 – tour AFB in Oklahoma - A & P Aviation

3. VP Student Services

- a. Look at Fall 2016 enrollment numbers
- b. EOC grant awarded for 5 years
- c. Donald Merritt due to return to work on Monday

4. VP Administrative Services/CIO

- a. Eagle Pass Tech project update – crane to be installed on Thursday
- b. Crystal City Library – progressing well
- c. Transportation – options – fee based / SWORT
- d. PBX in IT department – Help Desk #1 option – 0 for operator
- e. Help Desk – advertise on request for help
- f. Dorms finished – wifi should be done by Friday
- g. Cleaned up 6 other dorms
- h. Maintenance – redesign work load
- i. Switch routers on going

- j. Meeting with Congressman Will Hurd on Friday on EDUC**
 - k. Emergency Response – assigned to Rick Jones**
 - l. Stakeholders – Estudios/Informer/Discovery**
 - m. CampusCruizer - discovery**
 - n. New Website – in works**
 - o. DL equipment grant – covers 75%**
- 5. VP Finance**
- a. Inventory at cafeteria today**
 - b. Year End – equipment, supplies, need to be on campus by 8/31/16 to be in this year’s budget**
 - c. Working with students on payments**
 - d. LVN orientation timing – information on Direct Loan**
 - e. P-card account hierarchy**
 - f. Bookstore opening at Crystal City and Medina Valley**
- 6. VP Eagle Pass**
- a. Bandy – building “F” – floor tiles cracked / water pressure**
 - b. Restroom stalls - doors**
 - c. Building “C” – A/C repair pending**
 - d. RGC – mini split system on data room not working**
 - e. Pot Holes in parking area and AEL facility**
 - f. Library leaked**
- 7. VP Del Rio**
- a. ADA door scheduled to be installed “A”**
 - b. Sky light at RGC leaked again**
 - c. A/C in bookstore needs repairs**
 - d. Part-time be judicious in hiring**
 - e. Workforce courses – better communication from Workforce Training and Development department on course offerings**
 - f. Adjunct faculty - new**
 - g. 12 week – Flex entry (FE) section**

CABINET MEETING
August 24, 2016

	AGENDA ITEM	NOTES
1.	President	
2.	VP Academic Affairs	Texas Pathways Project Education Advisory Board
3.	VP Student Services	
4.	VP Administrative Services/CIO	

5.	VP Finance	
6.	VP Eagle Pass	
7.	VP Del Rio	
8.		

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

August 24, 2016

The Cabinet members of Southwest Texas Junior College met on August 24, 2016 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
Raul Reyes, VP Administrative Services, CIO
Anne Tarski, Vice President of Finance
Gilbert Bermea, Vice President Eagle Pass
Derek Sandoval, Vice President Del Rio

1. President

- a. Review 4DX WIG – Add Vice President's – TREES to see detail
- b. Discussed conversation that was had with UCISD Superintendent

2. VP Academic Affairs

- a. Texas Pathways Project – preconference homework – demographic / descriptive data
 - i. Will review data within 2 to 3 weeks – due October 15th or 1st week in November
- b. Education Advisory Board – consulting group out of DC.
- c. 4DX – issues with launch
- d. AEL question on raises for grant funded employees - No
- e. Dual Credit 50% spreadsheet issue with CC Winn – with EDUC option
 - i. Online, on our campus, or 2 hour
- f. Turn it in – software: centralizing purchases and inventory
- g. Attendance reporting
 - i. Who is doing what?

3. VP Student Services

- a. Update on Fall 2016 enrollment numbers
 - i. About 150 students still pending
- b. September 8th – Fall Kick Off
- c. Upward Bound grant is out
- d. Library interviews
- e. Garner Hall – RA
- f. Text Aim Training – for bulk text to students
- g. Update on Hubbard student

4. VP Administrative Services/CIO

- a. Computers update \$400 per PC – visit with Anne Tarski
- b. Eagle Pass Tech Center – ADA issues – Punch List item (hold retainage until resolved)
- c. Meet with architect and general contractor to finish out (hold retainage until resolved)
- d. Crystal City progressing nicely – on schedule
- e. Pcard not to be used to purchase software
- f. A T & T circuit down – issues with A T & T service on T1 and T3
- g. Working on lighting around campus
- h. 4DX – working with Team
- i. Working on purchasing patterns in IT and maintenance

- j. Portables have been moved from Truck Driving**
 - k. E-mail on parking for college vehicles**
 - l. Maintenance meeting around staffing**

- 5. VP Finance**
 - a. Pcard – issues with reconciling**
 - i. Staff not doing it properly**
 - b. New language for tax rate**

- 6. VP Eagle Pass**
 - a. Waiting on furniture for diesel / welding – it has been ordered**

- 7. VP Del Rio**
 - a. Image Now for transcripts**
 - b. 6 adjunct faculty – procedure to log in**
 - i. Portal – e-mail – web advisor to upload information**
 - c. Removed 15 computers from LVN Del Rio to Uvalde**
 - d. Outside phone lines**
 - e. Window coverings in class room**
 - f. Campus safety transition to Richard Jones**

CABINET MEETING
August 31, 2016

	AGENDA ITEM	NOTES
1.	President	
2.	VP Academic Affairs	
3.	VP Student Services	
4.	VP Administrative Services/CIO	

5.	VP Finance	
6.	VP Eagle Pass	
7.	VP Del Rio	
8.		

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

August 31, 2016

The Cabinet members of Southwest Texas Junior College met on August 31, 2016 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
Raul Reyes, VP Administrative Services, CIO
Anne Tarski, Vice President of Finance
Gilbert Bermea, Vice President Eagle Pass
Derek Sandoval, Vice President Del Rio

- 1. President**
 - a. 4DX WIG Session
 - b. Update on enrollment
 - c. Early College High School – Del Rio

- 2. VP Academic Affairs**
 - a. Finish up SACS documents
 - b. Discussion of Ellucian products – Colleague
 - c. Discuss the development of new database for IE – not approved
 - d. WFT- schedules and classes

- 3. VP Student Services**
 - a. Reviewed enrollment data Fall 2016
 - b. Reinstate this week – few but not many
 - c. Texas AIM – texting software
 - i. Great resource for texting for FA – pending documents
 - d. Marketing for 12 weeks term – September 19th is the first day of classes
 - e. Leakey ISD – 30 students touring campus
 - f. September 1st – Counselors workshop
 - g. September 27th – College Day
 - h. Advertise for the Crystal City Librarian position

- 4. VP Administrative Services/CIO**
 - a. Roof leak – clogged A/C
 - b. Palomino Fest – coming together
 - c. Ellucian staff
 - d. Met with IT staff on new website – more interactive
 - e. Switch/Routers/wires at 65% - should be done by 10/1/16
 - f. 1000 computers, \$407 per computer – also look at virtualize labs
 - g. Linda Pena – David Brown in Crystal City
 - h. Eagle Pass Tech Center – final punch list
 - i. Look at schedule for Open House at the end of September or early October
 - i. A/C compressor slow coming in – purchased portal A/C to help in the mean time
 - j. Issues with Schneider Electric controls for A/C
 - k. Truck Driving Lease – terminated
 - l. SWART – transport – bid \$83,0000
 - m. Clean up around maintenance shop – old cars

- n. Replaced light bulbs on parking lots
- o. Eagle Pass – detention pond by Eagle Pass campus and Winn Exploration
- p. Change custodial hours to include evening
- q. Bucket truck still down

5. VP Finance

- a. Purchasing agent
- b. Assessing UAP – reduce checks from 13,000 to 2,000 – save \$313,000
 - i. Rebates up \$20,0000
- c. Today is end of fiscal year
- d. Inventory this afternoon and tomorrow morning
- e. Dorm focus groups – cafeteria hours
 - i. Perhaps till 7:00pm
- f. Discussed UAP – not subset of WIGS

6. VP Eagle Pass

- a. Water fountains at Diesel area – need washer to correct pressure
- b. Waiting on office furniture
- c. Parking at Diesel area
- d. Sul Ross A/C data closet – Building “D”
 - i. Minisplit is out
- e. Missing Defibrillator

7. VP Del Rio

- a. Business as usual