

CABINET MEETING
February 1, 2017

	AGENDA ITEM	NOTES
1.	President	4DX Emergency Response – Kirk Palermo SWTJC Board of Trustees’ Monthly meeting agenda Cancer prevention – tobacco control initiative Campus Concealed Carry Committee
2.	VP Academic Affairs	Evaluation of Director/Coordinator of Instructional Program ZogoTech/Estudias
3.	VP Student Services	
4.	VP Finance	Hiring process Warehouse - Purchasing

5.	VP Eagle Pass	
6.	VP Del Rio <i>“Victory awaits him who has everything in order...some call it luck.”</i> Roald Amundsend, The South Pole	Del Rio Chamber Banquet, February 23rd Summit personnel – travel reimbursements Welcome Back Crossroads Date? Del Rio Pathways – February 24 th ?
7.		
8.		

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

February 1, 2017

The Cabinet members of Southwest Texas Junior College met on February 1, 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 – Get back in routine – recognition, tips, award**
 - i. **Summit**
 - 1. **Leaders go first**
- b. **Emergency Response – Kirk Palermo**
 - i. **Buy in, positive, maximize resources, and accountability**
 - ii. **Emergency Response Committee**
 - 1. **Reagan King, Dale Gear, Doug Braudaway, Johnny Field, Claudia Valdez, Cristina Morin, Steve Martinez, and committee chair will be Kirk Palermo**
 - iii. **Online version**
- c. **SWTJC Board of Trustees' Monthly meeting agenda**
- d. **Cancer prevention – tobacco control initiative**
 - i. **Will forward e-mail to Margot Mata**
- e. **Campus Concealed Carry Committee**
 - i. **Forward documents from conference**
 - ii. **Review Concealed Carry Policy for the next Cabinet meeting**

2. VP Academic Affairs

- a. ~~Evaluation of Director /Coordinator of Instructional Program~~
- b. **Data Analytics Company**
- c. **Logotech/Estudias – Schedule for February 15th**
 - i. **Data analytics**
 - ii. **CoBoard survey**
 - iii. **Aggregated results**
- d. **Pathways – March 5th -7th – Sunday through Tuesday**
- e. **Deans and Professional Development Officer will go to Pathways meeting**
 - i. **Thursday at 2:00pm**
 - ii. **Homework**
 - iii. **Flores conference room**
- f. **SENSE survey – front door experience – Pathways tool kit**
- g. **John Brockman – Regional consultant for Mathway**
- h. **Preliminary numbers for 4DX retention**
- i. **Querium – pretest for TSI**

3. **VP Student Services**
 - a. **Enrollment report for Spring 2017**
 - b. **Recruitment video**
 - i. **Update coming**
 - ii. **Specific for each campus**
 - c. **Outreach are schools working on applications**
 - d. **Career Day**
 - i. **February 16th at Eagle Pass**
 - ii. **February 28th at Uvalde**
 - e. **February 11th there will be Lego Robotics on the Uvalde Campus**
 - f. **Crystal Title V Grant - Lego**
 - g. **Student Success getting Blomen software going for TRIO program**
 - h. **PTK – 40th year in receiving the Met 5 Star**
 - i. **March 2nd PTK Inductions in Uvalde**
 - j. **Food Pantry – working Walmart**
 - k. **Community College Day in Austin is next week**
 - l. **Director of Library – promising “Nacho Mama Library”**
 - m. **Still awarding FA / verifying 2nd chance pell**
 - n. **Briscoe – welding and autotech**
4. **VP Finance**
 - a. **Hiring process**
 - i. **Job posted – all applications – times, interviews, process**
 - b. **Warehouse/Purchasing**
 - c. **Transportation – credit card (fuel)**
 - d. **Vice Presidents’ travel**
 - e. **Facility (students’ perspective) once every 5 years**
 - f. **Public Information request**
 - g. **Personal e-mail accounts can become public information (text messages)**
 - h. **Dark Store Theory – set property tax rate without merchandize inventory**
 - i. **Facility rental policy**
5. **VP Eagle Pass**
 - a. **Welcome – 11:00am – 12:30pm – Eagle Pass**
 - b. **February 24th Eagle Pass Chamber Banquet**
 - c. **February 16th College Career Day at the International Trade Center**
 - i. **900 seniors expected**
 - ii. **TWC/WFTD**
 - d. **Pathways reschedule**
 - i. **February 24th 11:00am in Del Rio**
 - ii. **February 21st 11:00a, in Eagle Pass**
 - e. **Cobos – Letter of resignation - advertise**
6. **VP Del Rio – “Victory awaits him who has everything in order...some call it luck.” Roald Amundsend, The South Pole**
 - a. **Del Rio Chamber Banquet, February 23rd**
 - b. **Summit personnel – travel reimbursements - carpool**
 - c. **Welcome Back – February 1 – today and tomorrow**
 - d. **Crossroads Date? – March 30th?**
 - e. **Del Rio Pathways – February 24th**
 - f. **Interview for custodian position**
 - g. **ATD - Friday**
 - h. **Old administration building – Early College High School instructors**
 - i. **SW Security – pleased with service**

CABINET MEETING
February 8, 2017

	AGENDA ITEM	NOTES
1.	President	4DX
2.	VP Academic Affairs	Pathways Institute Dr. Kamat's status Early College High School MOU Zogotech – February 15 th – Predictive Analytics Zogotech – Webinar February 9th – 2:00pm Central
3.	VP Student Services	
4.	VP Finance	

5.	VP Eagle Pass	
6.	VP Del Rio <i>“All the wonders you seek are within yourself.”</i> Sir Thomas Brown	Hanger Custodial staff Sul Ross parking and alarms
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Gilbert Bermea, Vice President Eagle Pass
Derek Sandoval, Vice President Del Rio

1. President

- a. 4DX – Held WIG session
- b. Community College Day – update Cabinet on Legislative activity

2. VP Academic Affairs

- a. Pathways Institute – Registered 10 going, 3 additional faculty
 - i. Pre-Institute Math Pathway – 10am Sunday morning – begins at 2:00pm Sunday
- b. Dr. Kamat's status – Petition has been approved – perhaps 2 weeks
- c. Early College High School MOU
- d. ZogoTech – February 15th – Predictive Analytics – 10:30am – Wagner Room 8
- e. ZogoTech – Webinar February 9th – 2:00pm Central (pre-discussion on Analytics)
- f. Phone Hack / Internet
 - i. Research on where from

3. VP Student Services

- a. Spring enrollment numbers
- b. TSI prep course (request from schools) perhaps develop curriculum
- c. Medina Valley – Auto-tech as career tech
- d. Meeting with Uvalde High School to move MOU to ECHS
- e. Cotulla – moving towards ECHS
- f. Cruz Mata and Michelle Torres discussing with Pearsall Superintendent and Board (Rodriguez)
- g. Lego Camps set for Saturday
- h. Leakey ISD adding welding to Career Tech and online academics
- i. College Day on the 16th
- j. February 21-23 – NACEP accreditation
- k. February 28th – College day - Uvalde
- l. Advising first time in college (FTIC) – 290 letters
- m. Luis Fernandez (Admissions) meeting Friday in Del Rio
- n. February 21-23 – Transfer Career Awareness
 - i. February 28 – March 2 in Del Rio
- o. March 25th – HS Community Service doing gardening work
- p. Yvette Hernandez – TPEG money going out
- q. Educational Aid Program – has money for scholarship

4. **VP Finance**
 - a. **Fiscal notes on CC bills - committees**
 - b. **Rick Jones safety compliance**
 - c. **E-mail from Whippleware advising password – discuss with Scott Baker on password procedure**
 - d. **February 20th and 23rd – budget and Kronos**
 - e. **Drop date – law enforcement sent 8 students with \$3,000 balance**
 - i. **Need better orientation**
 - ii. **Need to visit with instructors**

5. **VP Eagle Pass**
 - a. **Swimming pool use**
 - i. **Gym access fee for off campus site**
 - b. **Financial Aid – low turnout for FA assistance workshops with community at schools**
 - c. **Bat problem in new building**
 - i. **Visit with Kirk Palermo about Eagle Pass building**
 - d. **4DX meeting**

6. **VP Del Rio – “All the wonders you seek are within yourself.” Sir Thomas Brown**
 - a. **Hanger – equipment status – podium who does it belong to?**
 - b. **Custodial staff – packs forthcoming**
 - c. **Sul Ross parking and alarms – hazard high school student parking**
 - i. **On street**
 - ii. **Sunday – Sul Ross alarm not set back on**

CABINET MEETING
February 15, 2017

	AGENDA ITEM	NOTES
1.	President	4DX Concealed Carry Policy Commencement 1) Location 2) Logistics 3) Speaker Data Summit Plans
2.	VP Academic Affairs	Zogotech – Predictive Analytics
3.	VP Student Services	
4.	VP Finance	CopSync TACC-CFO Spring meeting Austin Feb. 22nd Part-time salary report

5.	VP Eagle Pass	
6.	VP Del Rio <i>“Fanatic Discipline, Productive Paranoia, Empirical Creativity, Level 5 Ambition.”</i> Jim Collins	P4 Initiative – Spanish 1411 SSI Women Empowering Women, March 16 Summer Bridge Grant ATD Schedules/Budgets
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Dr. Mark Underwood, Vice President Academic Affairs
Gilbert Bermea, Vice President Eagle Pass
Derek Sandoval, Vice President Del Rio

Cabinet members absent were:

Anne Tarski, Vice President of Finance
Margot Mata, Vice President Student Services

Also present was Lisa Ermis, Controller

1. President

- a. 4DX
- b. Concealed Carry Policy – discussed
- c. Commencement – May 13, 2017 / May 12, 2017
 - i. Location
 - ii. Logistics 9:30am
 - iii. Speaker – Dora Alcala
- d. Data Summit Plans
- e. Website log on problem, too many at one time
- f. Del Rio down this morning, but is back up and they are investigating why
- g. MRG – Education Committee – Focus on Higher Education for the Region

2. VP Academic Affairs

- a. Zogotech – Predictive Analytics – Wagner 8
- b. H S I – capacity building – consultant reworking grant at no cost – cut \$100K
- c. Transferability
- d. Out Reach – Spring visit to HS, CTE (index 4)
- e. Uvalde ISD – School Board meeting for MOU

3. VP Student Services - Out sick

4. VP Finance – Ms. Tarski out, Lisa Ermis attended in her place

- a. CopSync – owes \$5,800 – send a letter legal counsel
- b. TACC-CFO Spring meeting Austin February 22nd – 10:00am-3:00pm (Wednesday)
- c. Scenario for different payroll situation
- d. Part-time salary report
- e. Budget – due February 20, 2017 for 2017-2018
- f. Budget report

5. **VP Eagle Pass**
 - a. **College & Career Day – PTK – servers - Ambassadors**
 - b. **Bat problem addressed by Physical Plant**
 - c. **Roof in Building C – bubble on membrane – will follow up**
 - d. **Counselor – pre-work on schedule, advising on extended absence**

6. **VP Del Rio – “Fanatic Discipline, Productive Paranoia, Empirical Creativity, Level 5 Ambition.” Jim Collins**
 - a. **P4 Initiative – Spanish 1411 SSI- wives and family group – recruit student**
 - b. **Women Empowering Women, March 16th – Community Meeting in Community**
 - c. **Summer Bridge Grant – CJ through MRG – Project Coordinator**
 - i. **Host TSI Reading – Freshman class 40 kids**
 - d. **ATD – Tuesday – Friday – Scott Baker will take care of mail to Del Rio**
 - e. **Schedules/Budgets – in progress**

CABINET MEETING
February 22, 2017

	AGENDA ITEM	NOTES
1.	President	4DX Commencement 1) Location 2) Logistics 3) Speaker
2.	VP Academic Affairs	
3.	VP Student Services	
4.	VP Finance	

5.	VP Eagle Pass	
6.	VP Del Rio <i>“Quality questions create a quality life. Successful people ask better questions, and as a result, they get better answers.”</i> Anthony Robbins	
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Dr. Mark Underwood, Vice President Academic Affairs
Anne Tarski, Vice President of Finance
Gilbert Bermea, Vice President Eagle Pass

Cabinet members absent were:

Margot Mata, Vice President Student Services
Derek Sandoval, Vice President Del Rio

1. President

- a. 4DX
- b. Commencement
 - i. Location - Pending
 - ii. Logistics - Pending
 - iii. Speaker – Dora Alcalá (Associate of Arts)
- c. Concealed Carry Policy – discussed
- d. Building C – Old Success Center

2. VP Academic Affairs

- a. Website – coordination with Andrea Flores – SACS material
- b. Job Announcement – Nurse Aid position
- c. Expand courses for Continuing Ed - Safety
- d. Pathways – explanation – discussion at Eagle Pass went well
- e. TCCTA meeting this weekend
- f. Travel arrangements made for Pathways (Sunday)

3. VP Student Services - Out family illness

4. VP Finance

- a. Budgets due to Vice Presidents by March 6th and to the Financial office by March 27th
- b. Government looking to adopt a version without 3 year (refer to Cheryl)
- c. \$2K – scholarship/gifts to bookstore purchase
- d. Anne Tarski will be out for the March Board meeting

5. VP Eagle Pass

- a. Working on Budget – sent reminder to staff
- b. Kronos reporting (Library, IT, LVN) – Eagle Pass / Del Rio
- c. Friday – Chamber banquet and PTK Inductions
- d. Counselor – pre-work on schedule, advising on extended absence

6. VP Del Rio – Out family illness

“Quality questions create a quality life. Successful people ask better questions, and as a result, they get better answers.”
 Anthony Robbins