

**CABINET MEETING**  
**June 3, 2015**

	<b>AGENDA ITEM</b>	<b>NOTES</b>
1.	President	SWTJC Board of Trustees' Agenda for 6-18-15
2.	VP Academic Affairs	
3.	VP Student Services	
4.	VP Administrative Services	

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

**CABINET MEETING OF  
SOUTHWEST TEXAS JUNIOR COLLEGE**

**June 3, 2015**

The Cabinet members of Southwest Texas Junior College met on June 3, 2015 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**  
**Joe Barker, Vice-President Administrative Services**  
**Anne Tarski, Vice-President Finance**  
**Gilbert Bermea, Associate Vice-President Eagle Pass**  
**Derek Sandoval, Associate Vice-President Del Rio**

**President**

- a. **SWTJC Board of Trustees' Agenda for 6-18-15**
    - i. **Reviewed agenda with changes**
  - b. **Transition status – IT**
  - c. **Public Information – Planning Calendar**
  - d. **Lumina Grant over at the end of September**
  - e. **SACS Compliance Focus Report (IE)**
  - f. **Campus Police Housing**
  - g. **Distance Education – monitor budgets – video bridge transition plan**
  - h. **Chief Information Officer interview Thursday**
  - i. **Discussed Testing Center transition**
- 2. VP Academic Affairs**
- a. **Prospectus on High School sites offering 100% of Program**
  - b. **Distance Education sites – cleared with VCT changes**
  - c. **Basic Information for committee visit**
  - d. **Need QEP budget**
  - e. **Team went to CISCO College for assessment conference**
  - f. **Budget changes – decrease in faculty requests and travel**
  - g. **FAN Scholarship**
  - h. **Suspension / Probation letters went out incorrectly**
- 3. VP Student Services**
- a. **Reviewed summer enrollment numbers compared to last year**
  - b. **Investigate growth in semester credit hours with reduced head count**
    - i. **Identify where growth occurred**
  - c. **Drop list has decreased significantly from last Friday**
  - d. **Concordia to Pearsall classes to employees of the district**
  - e. **Professional Development training – working on Professional Development for staff**
    - i. **Mission Statement on June 10<sup>th</sup> for staff – more training scheduled**
    - ii. **QEP training in July**
    - iii. **Staff Convocation – Early August**

- f. **Title IX – Workforce Solutions – to stay in Compliance**
  - g. **Tracks training – implementing with orientation and COLS**
- 4. VP Administrative Services**
- a. **Transition discussed**
  - b. **Construction meeting 1:30 pm and 3:00 pm Tech Building**
  - c. **Rio Grande College completion 7-20-15, Main Academic November 2015**
  - d. **Remolding restroom in Ballroom**
  - e. **Sidewalk repairs**
  - f. **Office suite / science labs / summer maintenance**
  - g. **School Dude demo – work order system**
    - i. **Preventive maintenance plan**
    - ii. **Documented properly**
  - h. **Crystal City project – rejected bid – rebid late summer / early fall**
  - i. **Out of Bond money for Hubbard**
  - j. **Auto door opener per building**
- 5. VP Finance**
- a. **Public information request**
  - b. **Budget**
- 6. VP Eagle Pass**
- a. **Cancelled some small classes**
  - b. **Building B (Sul Ross) office suite – roof leaking**
  - c. **Roof repair**
- 7. VP Del Rio**
- a. **Finishing up ATD Report – will be submitted today**
  - b. **ATD Report presented to the Board – General overview**
  - c. **Faculty position – reviewing application PSYC / BIOL**
  - d. **Math-Way Conference – 2 attending in July**
  - e. **Grounds / Maintenance – 4 units down – took care of issues**
  - f. **Lab 402 – Discussed and looked at option for video equipment – Title V Coop**

**CABINET MEETING**

**June 17, 2015**

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

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

**CABINET MEETING OF  
SOUTHWEST TEXAS JUNIOR COLLEGE**

**June 17, 2015**

The Cabinet members of Southwest Texas Junior College met on June 17, 2015 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**  
**Joe Barker, Vice-President Administrative Services**  
**Gilbert Bermea, Associate Vice-President Eagle Pass**  
**Derek Sandoval, Associate Vice-President Del Rio**

Cabinet member absent was:

**Anne Tarski, Vice-President of Finance**

**President**

- a. **Budget Workshop**
  - b. **Board Agenda**
  - c. **Discussed HB 505 / HB 18 – regarding Dual Credit**
2. **VP Academic Affairs**
    - a. **Substantive change**
    - b. **Eagle Pass Welding – January start date**
    - c. **A D N Faculty**
    - d. **Curriculum Committee – Program Reviews**
    - e. **Contracts**
3. **VP Student Services**
    - a. **Student Handbook Review, for July**
    - b. **4-H Leadership – begins Tuesday, July 23, 2015**
    - c. **Need to expand Uvalde Core offerings during Summer Semesters**
4. **VP Administrative Services**
    - a. **A/C issues – Last week in Eagle Pass**
      - i. **Issue with Network or software**
        1. **Schneider was contacted to investigate the problems**
    - b. **Garner Hall – emergency repair**
    - c. **Construction meeting with Eagle Pass**
    - d. **Hondo**
5. **VP Finance – At a conference**

**6. VP Eagle Pass**

- a. Registration still climbing for Summer II**
- b. Filled Math/Engineering/Government Faculty**
- c. Opened 2 English / Speech Faculty Positions**
  - i. Schedule interviews with in 2 weeks**
- d. Writing Center tutor specialist**
- e. Working on nonpayment list – 530 total**

**7. VP Del Rio**

- a. Dual Credit received different grades in HS vs College**
- b. Leader College status for A T D**
- c. Psychology interviews for Adjunct Faculty**
- d. No Biology 1308 for S II**
  - i. No Lab Instructor**
- e. Visit with Early College HS – Del Rio regarding scheduling**
- f. Redesigning Physic / Engineering lab class room**
- g. Campus tours**
- h. Hispanic Chamber of Commerce – Saturday night**



**CABINET MEETING**  
**June 24, 2015**

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

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

**CABINET MEETING OF  
SOUTHWEST TEXAS JUNIOR COLLEGE**

**June 24, 2015**

The Cabinet members of Southwest Texas Junior College met on June 24, 2015 in the Administration Building - President's Office.

**Cabinet members present were:**

**Dr. Hector Gonzales, President**  
**Dr. Mark Underwood, Vice-President Academic Affairs**  
**Anne Tarski, Vice-President Finance**  
**Derek Sandoval, Associate Vice-President Del Rio**

**Cabinet member absent was:**

**Margot Mata, Vice-President Student Services**  
**Joe Barker, Vice-President Administrative Services**  
**Gilbert Bermea, Associate Vice-President Eagle Pass**

**President**

- a. **Hondo Update**
    - i. **Allied Health Suite in existing lab**
      1. **C N A**
      2. **R N lab**
      3. **Cosmetology**
  - b. **New Building**
    - i. **Welding/HVAC/Diesel**
  - c. **Day Care – Infant/Toddler**
  - d. **QEP – Director**
  - e. **Advertise for Liberian in Del Rio / Eagle Pass**
  - f. **Accountability Report (July)**
  - g. **Schedule Policy Update for July**
2. **VP Academic Affairs**
    - a. **SACS financial profile update due**
    - b. **Visiting HS for prospectus preparation**
    - c. **Position notice for Truck Driving Instructor**
  3. **VP Student Services – On Vacation**
  4. **VP Administrative Services - Out**
  5. **VP Finance – At a conference**
    - a. **Salary Schedule**
    - b. **Trinity – staff attended Ellucian conference**
      - i. **Best Practices**
    - c. **Affordable Care Acts compliance**
    - d. **Issues with A T T bills**
      - i. **S/B corrected today**

- e. **Per DIR – T1 discounts still in place for Higher Ed**
- f. **Looking at salary schedules to accommodate Board approved 2.5%**

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**6. VP Eagle Pass - Vacation**

**7. VP Del Rio**

- a. **Jim Nelson ACES Team visiting**
- b. **BIOL Instructor position for lab**
- c. **Early College HS waiting on schedule**
- d. **45 High School Freshman students tour campus**
- e. **Attended Hispanic Chamber – Hispanic Coalition**