

CABINET MEETING
June 1, 2016

	AGENDA ITEM	NOTES
1.	President	SWTJC Board of Trustees – June 1 st Meeting Agenda
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**

June 1, 2016

The Cabinet members of Southwest Texas Junior College met on June 1, 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. **SWTJC Board of Trustees – June 1st Meeting Agenda - Reviewed**
2. **VP Academic Affairs**
 - a. **HSI STEM Grant submitted Saturday**
 - b. **Brown Foundation Grant - \$10,000**
 - c. **Pre-cal / Physic for Summer Camp**
 - d. **Revised DC MOU to allow for UIL eligible absences**
 - e. **Patient Care Tech – CNA transition to credit hours**
 - f. **Diesel Lab (Former)**
 - g. **Pool up keep and summer hours for pool/gym**
3. **VP Student Services**
 - a. **Summer I enrollment at 1,514 and drop list has 289**
 - b. **Will drop on Thursday**
 - c. **Crystal City – Student Success 40% - teaching split**
 - d. **Progress on Pathway Projects**
4. **VP Administrative Services/CIO**
 - a. **Social Media Policy**
 - i. **1 FB / 1 Twitter / 1 Instagram – College wide**
 - b. **Update Document – going out to College Community /Strategic in nature**
 - c. **LMS discussion – encourage to make selection ASAP**
 - d. **2pm Friday meeting with Will Hurd regarding grant**
 - e. **Pearsall T1 upgrade complete**
 - f. **Dorms – will be ready end of July**
 - g. **Better utilization of School Dude**
 - h. **Will be out (Monday through Wednesday)**
5. **VP Finance**
 - a. **Purchasing scams – toner salesman – associates with Ricoh**
 - b. **Manual for Human Resources, etc.**
 - c. **Maggie Camstra presented at National Conference – design new library**
 - d. **FLSA – affect 150 people – training for Directors**
 - e. **No file of approved pictures (file of pictures)**
 - f. **Budget – visit with other VPs**
 - g. **New report – ID Staff dependents – add IDs for Full-Time employees that qualifies**

6. VP Eagle Pass

- a. New building has a leak by IT area**
- b. Library applicants - status**
- c. Door opener for ADA – status for Eagle Pass and Del Rio**
- d. Interview for Biology faculty upcoming**
- e. Interview for custodian for Tech Center**
- f. Old library – replace carpet – (Jesse) – extend office in library**
- g. Work order submittals**
- h. Diesel crane**

7. VP Del Rio

- a. ATD narrative near completion**
- b. Joseph Cortinas – Aviation – 4 planes for Laughlin AFB**
- c. Welcome here – hotdogs and recruitment – next Thursday**
- d. Evaluating classes / small classes / students paid**
- e. Back 10 acres need to be mowed**

CABINET MEETING
June 15, 2016

	AGENDA ITEM	NOTES
1.	President	
2.	VP Academic Affairs / Dean of Liberal Arts Dean of Applied Sciences	
3.	VP Student Services	
4.	VP Administrative Services/CIO	

5.	VP Finance	New Budgeting timeline Budgeting review and amendments Mail room Scholarship procedure Part-time payroll FLSA Training for other locations
6.	VP Eagle Pass	
7.	VP Del Rio	
8.		

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

June 15, 2016

The Cabinet members of Southwest Texas Junior College met on June 15, 2016 in the Administration Building - President's Office.

Cabinet members present were:

Dr. Hector Gonzales, President
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
Dr. Cheryl Sanchez, Dean of Liberal Arts

Cabinet member absent was:

Dr. Mark Underwood, Vice President Academic Affairs

1. **President - Nothing**
2. **VP Academic Affairs / Dean of Liberal Arts**
 - a. **Attendance Policy address high school student absences / addition to handbook**
 - b. **Updates to Webpage**
 - c. **Part-time dual credit faculty can work part-time for us and part-time with school districts**
 - d. **Fall Convocation – working on data summit, working 4DX**
 - e. **Vice President time allotment 9-10, prepare written documentation on information updates**
 - f. **Staff convocation – first week in August**
3. **VP Student Services**
 - a. **Summer I / 1415 vs 1540 sch?**
 - b. **Reconcile Estudios with colleague data**
 - c. **Investigate hours decrease – student decrease**
 - i. **Look at class schedule offerings**
 - d. **Refunds on tuition when classes are cancelled**
 - e. **Student Navigator webinar training**
 - f. **New student sessions – Freshman Orientation**
 - i. **Campus Tours – more structured with schedule**
 - g. **Awards for talent search and EOC – in last year**
 - h. **Pell for incarcerated students was approved**
 - i. **July 19th is DC meeting**
 - j. **Flipster – open access to periodicals**
 - k. **Message Board – invoice has been paid**
4. **VP Administrative Services/CIO**
 - a. **Maintenance crew online accounts for EOC training**
 - b. **Grounds schedule**
 - i. **Monday / Tuesday – Uvalde**
 - ii. **Wednesday – Daycare and Sul Ross**
 - iii. **Friday – Eagle Pass and Del Rio**
 - iv. **Issues for other times**
 - c. **July 15th target date for Hubbard Hall**

- d. Eagle Pass – welding / diesel equipment – crane end of June holding retainage on Frontera
- e. 3 – 4 bids for Uvalde welding exhaust - outsource
- f. Winn Exploration – additional property
- g. Hourly and employee tracking
- h. Working on Del Rio roof damage
- i. Automatic door installment upcoming
- j. Autoclave working on it for Eagle Pass
- k. ZogoTech discovery schedule
- l. Switches ordered core ordered
- m. 80% of fiber is done
- n. July 15th begin switch conversion
- o. Active directory – roaming profiles
- p. Stressing customer service on redirected employees
- q. Turned in grant
- r. Operator on phone system working on voice over
- s. Molly Ruiz's primary duties is to help Julio Castro – Transportation
- t. Crystal City Library – few changes (office)
- u. Parking at transportation outside the gate – will add lights with camera

5. VP Finance

- a. New Budgeting timeline – start process in February
 - i. Schedule budget meetings outside of Cabinet
- b. Budgeting review and amendments – quarterly budget revision
- c. Mail room – print center takes care of outgoing mail
 - i. Work-study for summer.
 - ii. Reject certified mail
- d. Scholarship procedure
- e. Part-time payroll – down 30% from last month
- f. FLSA training for other locations
 - i. Training done for Uvalde
 - ii. Del Rio, Eagle Pass, and outlying will be next
- g. Official letterhead on digital

6. VP Eagle Pass

- a. ATT needs to hook up I.T. data fiber to Tech Center. It should be done no later than Monday
- b. Security making rounds at the Tech Center, door left open
- c. Time clock for employee tracking
- d. Testing on weekends (TSI) – once a month / twice a month

7. VP Del Rio

- a. Maintenance custodian – job description
- b. Aviation class full
- c. Removed 4 televisions
- d. Assistant City Manager from Acuna
 - i. Regarding ESL
 - ii. Expanding economic growth through education, language barrier
 - 1. 30 – 60 kids – English language
- e. Travel reimbursement – denied because transportation was provided
- f. 120 students – Early College High School

CABINET MEETING
June 29, 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**

June 29, 2016

The Cabinet members of Southwest Texas Junior College met on June 29, 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

Cabinet members absent were:

Gilbert Bermea, Vice President Eagle Pass (On vacation)
Derek Sandoval, Vice President Del Rio (On vacation)

1. **President – Review Board meeting agenda for July**
2. **VP Academic Affairs**
 - a. **Application to Rice University for open stocks – did not receive**
 - b. **Open source classes all noted with section number**
 - i. **History sections for Fall**
 - c. **Speech position open – no applications**
 - d. **Eagle Pass Dual Credit – speech / PSYC**
 - e. **Eagle Pass Academy begins this fall with freshmen – 40 students**
 - f. **Recommend substantive-change for remainder of HS over 50%**
 - g. **Del Rio HVAC – Fall – requires new buildings to be completed in order to start**
 - i. **Recommend late start – flex entry**
 - h. **Pearsall ISD Welding not approved yet**
 - i. **CNA credit side HS and Community**
 - j. **Formulize Adm. Structure for other sites – other than campus**
3. **VP Student Services**
 - a. **Reviewed Summer Enrollment numbers**
 - b. **FA disbursements for 16 weeks /2 weeks**
 - i. **Presentation by Luis Fernandez and Yvette Hernandez**
 - c. **Move to create separate terms for 16 weeks / 12 weeks**
 - i. **Advised Financial Aid and Business Office to prepare for issues with disbursements**
 - d. **2nd chance Pell (Prison) approved by Department of Ed**
 - e. **Leadership Uvalde – SWTJC hosting movie night – July 23rd at 8:30pm at the Plaza**
 - f. **Phone Directory – change location for initial call to help desk**
 - i. **Operator for phone calls**
 - g. **Informer scheduler/Dashboard reports moved to Luis Fernandez issues with knowing when not working**
 - h. **Outreach with Dual Credit orientation**
 - i. **September 8th Fall kickoff party**

4. **VP Administrative Services/CIO**
 - a. **Uvalde – welding exhaust – awarded to Trevino Electric**
 - b. **Hubbard completion target for July 10th**
 - c. **Fiber almost complete**
 - d. **Construction camera for Crystal City**
 - e. **Eagle Pass automatic door opener being installed this week**
 - f. **Autoclave installed this week – Eagle Pass and timer for sprinkler**
 - g. **Tech Center – crane template through David Brown**
 - h. **Truck parking bid out**
 - i. **Meeting with Del Rio Insurance adjuster**

5. **VP Finance**
 - a. **Employee gifts, party, meals – IRS regulations**
 - b. **Overtime / comp-time information coming**
 - c. **Next year's revenue estimate projection – tuition flat – tax up, salary 2 – 3%**
 - d. **Grant procedures**
 - i. **Standardize application**
 - ii. **Need an office**
 - iii. **Establish a core committee – Anne Tarski, Lisa Ermis, Randa Schell, Johnny Guzman**
 - e. **Refunds when classes are canceled**
 - f. **Time clock – webinar – look at CBOARD**

6. **VP Eagle Pass – On Vacation**

7. **VP Del Rio – On Vacation**