

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

June 7, 2017

The Cabinet members of Southwest Texas Junior College met on June 7, 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**
 - b. **SWTJC Board of Trustees' meeting agenda for 6-15-17**
 - i. **Discussed agenda – made modifications**
 - c. **Strategic Plan**
 - i. **Discussed strategic plan mid plan update**
 1. **Reviewed and suggested modifications**
 - d. **Discussed retirement of Dr. Paul Sorrels at Rio Grande College**
2. **VP Academic Affairs**
 - a. **Regional council meeting at Kingsville – Thursday**
 - b. **Reviewed Trustee Leadership agenda for Mrs. Shackelford**
 - c. **Interviewing various positions**
 - d. **Waiting on SACSCOC substantive changes**
3. **VP Student Services**
 - a. **Summer I – 1403 – 89 drop list – have until end of Thursday to pay**
 - b. **Received Upward Bound Grant – 60 students**
 - c. **Security Gate / A/C at Crystal City Library**
 - d. **FA – Department Ed asking for site approval for EMT**
 - e. **DL issues on 1st day of classes in Crystal City**
4. **VP Finance**
 - a. **Part-time list review**
 - b. **Review position job description**
 - c. **Effective September 1st – all employees will be on Direct Deposit**
 - d. **Anne Tarski – on vacation this afternoon and rest of week**
5. **VP Eagle Pass**
 - a. **Issues with sprinkler system**
 - b. **Front of Building E – perhaps terrace the grounds**
 - c. **Routine maintenance issues**

6. VP Del Rio

"It doesn't matter how big the rock is. If you keep pounding it, it's gonna bust." Anonymous

- a. Custodial Staff - resign
- b. Roofing continues – H Building - Building F next (90 – 95%)
- c. ECHS Philosophy position – will submit

7. VP Administrative Services

- a. Custodial Staff
- b. Network Engineer Recommendation
- c. CC Co#3
- d. Start working on new Brand/Mascot for next year

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

June 14, 2017

The Cabinet members of Southwest Texas Junior College met on June 14, 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 – Summer Games**
 - b. **Reviewed Board meeting agenda**
2. **VP Academic Affairs**
 - a. **Regional council meeting**
 - b. **University Interstate MOU**
 - c. **S.B. No. 1091 – to include Academy model**
 - d. **Dr. Sorrels' retirement 4-6pm**
 - e. **EMT interviews for faculty**
3. **VP Student Services**
 - a. **Summer I enrollment**
 - i. **+ 8.1% head count**
 - ii. **+ 16.8% SCH**
 - iii. **+ 5.3% CH**
 - b. **Outreach working on Tech MOU**
4. **VP Finance**
 - a. **Reviewed A/R – Adm. Asst.**
 - b. **Provided 2 more job descriptions for next week**
 - c. **Reviewed DEC Local – draft revision for vacation as per attorney**
5. **VP Eagle Pass**
 - a. **Building D – Coping fixed**
 - b. **Tech Building – A lot of humidity in the air**
 - c. **Landscape issue with sprinkler**
6. **VP Del Rio**

"Good leaders have factors: Values Factor: Are they grounded? Teamwork Factor: Do they work well with others?." John Maxwell

 - a. **2 roofs completed**
 - b. **H Building ready for August**

7. VP Administrative Services

- a. Wagner Roof-restoration only 6% wet – will get quotes**
- b. Auction – June 24th at the rodeo arena**
- c. Junk Computers – moving out Thursday from Hanger**
- d. Daycare – looking at new playground equipment**
- e. HR – Child Abuse updated every year – required**
- f. Resignation – custodial**
- g. CC Library**
 - i. A/C working**
 - ii. Security gates in process to fix**

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

June 21, 2017

The Cabinet members of Southwest Texas Junior College met on June 21, 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
Connie Buchanan, Vice President Del Rio Campus

Cabinet members absent were:

Anne Tarski, Vice President of Finance – At a conference
Gilbert Bermea, Vice President Eagle Pass Campus – On vacation
Derek Sandoval, Vice President Administrative Services – On vacation

1. **President**
 - a. **4DX**
 - b. **HB 2223**
 - c. **Hondo Open House**
 - i. **Allied Health Wing – June 23 at 10:00am**
2. **VP Academic Affairs**
 - a. **Co-Requisite Conference**
 - b. **Skills Development Grant – with Fort Duncan**
 - c. **Request a dedicated room in Eagle Pass for training; Director and Administrative Assistant for Skills Grant**
 - d. **BITS – Division Chair**
 - e. **IPEDS – SACS annual financial report**
 - f. **Dual Credit – logistics**
 - i. **Meeting with Margot Mata to streamline process**
 - g. **Knippa ISD – textbook change for Pre-calculus**
3. **VP Student Services**
 - a. **Discuss Summer II enrollment numbers**
 - b. **Concurrent student during Summer for ECHS**
 - i. **Visit with South Texas College on how to handle scenario**
 - c. **Outreach for prison at Huntsville - conference**
 - d. **Gainful Employment report – finalize report**
 - i. **Will meet with Mark Underwood and the IE department to complete**
 - e. **DL issues on 1st day of classes in Crystal City**
4. **VP Finance – attending a conference**
 - a. **Part-time list review**
5. **VP Eagle Pass – On vacation**

6. **VP Administrative Services – On vacation**
“To Infinity and Beyond.” Buzz Lightyear
 - a. **Vacation**
 - b. **Budget and BPOs to end year, email coming**
 - c. **Dorm Wing Renovation \$180K**

7. **VP Del Rio**

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

June 28, 2017

The Cabinet members of Southwest Texas Junior College met on June 28, 2017 in the Administration Building - President's Office.

Cabinet members present were:

Dr. Hector Gonzales, President
Dr. Mark Underwood, Vice President of Academic Affairs
Margot Mata, Vice President of Student Services
Gilbert Bermea, Vice President Eagle Pass Campus
Connie Buchanan, Vice President Del Rio Campus

Cabinet member absent was:

Anne Tarski, Vice President of Finance
Derek Sandoval, Vice President of Administrative Services

Also in attendance was Lisa Ermis, Controller

1. **President**
 - a. **4DX**
 - b. **Instruction to Vice Presidents on salary schedules**
2. **VP Academic Affairs**
 - a. **C N A – vacancies (3) – lead to Patient Care Tech certificate**
 - b. **Dual Credit – credentials review**
 - c. **Del Rio – 250 Eco students**
 - d. **Evaluate ECH and evaluate the faculty**
 - e. **Management of Dual Credit, ECH – Build share point site for Faculty transcripts**
 - i. **Manage enrollment for dual credit**
 - ii. **Look at dual credit process, map out and look for efficacy**
 - iii. **Core group meeting on dual credit**
 - f. **Pathways, CAPS populated**
 - i. **Marketable skill per course**
 - g. **Hondo Regional Training Center - remodel**
3. **VP Student Services**
 - a. **SII – 1102 vs 963 last year**
 - b. **July 6th – drop (682 on the drop list)**
 - c. **SII begins July 13th and Census date is July 19th**
 - d. **FA working on gainful employment**
 - e. **Looking at transfer work for University**
 - f. **Orientation is going well**
 - g. **Ramping up for Upward Bound Grant**
 - h. **Image Now – working on workflow**
 - i. **Administration, Financial Aid, Business Office and Payroll**
4. **VP Finance (Lisa Ermis)**
 - a. **Lisa Ermis attended for Ann Tarski**
 - b. **Nothing to report**

5. **VP Eagle Pass**
 - a. **Enrollment traffic has slowed down**
 - b. **A/C issues – resolved at the Tech Center**
 - c. **Waiting on sprinkler system bids**
 - d. **Shred 18 acres**
 - e. **AEL parking – look for patch work**

6. **VP Administrative Services (“*To Infinity and Beyond*”, *Buzz Lightyear*)**
 - a. **On vacation**

7. **VP Del Rio**
 - a. **Officer Castro – City of Del Rio – parking at Del Rio**