

**CABINET MEETING**  
**March 1, 2017**

	<b>AGENDA ITEM</b>	<b>NOTES</b>
1.	President	4DX
2.	VP Academic Affairs	
3.	VP Student Services	
4.	VP Finance	Budgets are due to VP's Monday 3/6 - Due in Lisa's office Monday 3/27  Health care and investment vendors  InLighten bill  Certified numbers  Hiring freeze

5.	VP Eagle Pass	
6.	VP Del Rio  <i>"A life isn't significant except for its impact on other lives."</i> Jackie Robinson	SFDR Block scheduling  ECHS awaiting courses for instructors  P-4 Spanish 1411 Initiative, Waiving Fees?  US District Court Jury Duty  Steed Grant submitted and thanks everyone for the help  Dora Alcalá, Graduation date?
7.	VP Del Rio Continue	Math Instructor?  4DX – Questions  Is retention and contacts to redundant among SWTJC?  What did we learn?  What's next?  What behaviors are leading to results? How do we identify them?  How do we share the recognition of successful pockets of 4DX better, to improve our 4DX movement?
8.		

**CABINET MEETING OF  
SOUTHWEST TEXAS JUNIOR COLLEGE**

**March 1, 2017**

The Cabinet members of Southwest Texas Junior College met on March 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
- b. Concealed Carry Policy
- c. SWTJC Board of Trustees' Agenda
- d. Graduation
  - i. Dora Alcala – speaker
  - ii. 2 Graduation Ceremonies
    - 1. Applied Sciences – Friday night (7:30PM)
    - 2. Associates of Arts – Saturday morning (9:30AM)
    - 3. Honey Bowl/ Gym - allow

**2. VP Academic Affairs**

- a. Workforce Training – current list of contact on prospects
- b. A B E – Director vacancy
- c. Faculty needs
- d. Pathways work
- e. Extended evaluation for ASU – need Evaluation 1

**3. VP Student Services**

- a. NACEP – accreditation presentation by Michelle Torres
  - i. January 2018 – deadline to file location for accreditation
- b. Adjunct training
- c. Thursday PTK Inductions
- d. March 9<sup>th</sup> Grilling with the President
- e. Dilley asking for another trade
- f. Pathways presented at Del Rio
- g. UCISD – Culinary Arts – Johnny Guzman is going to visit with Dr. Ball
- h. Consideration for stop sign at the entrance

**4. VP Finance**

- a. Budgets are due to VP's Monday March 6<sup>th</sup> – Due in Lisa's office Monday March 27<sup>th</sup>
- b. Health care and investment vendors
- c. InLighten bill
- d. Certified numbers – SCH / CH / FT enrollment
- e. Hiring freeze
- f. Tuition

**5. VP Eagle Pass**

- a. **March – Major Madness events**
- b. **Taking care of the bat issues**
- c. **Keys in Tech Center not working, missing a control key**

**6. VP Del Rio**

**“A life isn’t significant except for its impact on other lives.” Jackie Robinson**

- a. **SFDR Block scheduling**
- b. **ATD – send out survey**
- c. **ECHS awaiting courses for instructors – Block**
- d. **P-4 Spanish 1411 Initiative Waiving Fees?**
  - i. **Laughlin – teach Spanish to spouses – SII**
- e. **US District Court Jury Duty**
- f. **Steed Grant submitted and thanks everyone for the help**
- g. **Dora Alcala, Graduation date?**
- h. **Technical Center – evening classes – Fall 2018**
- i. **Math Instructor?**
- j. **4DX questions**
  - i. **Is retention and contact to redundant among SWTJC?**
  - ii. **What did we learn?**
  - iii. **What’s next?**
  - iv. **What behaviors are leading to results? How do we identify them?**
  - v. **How do we share the recognition of successful pockets of 4DX better, to improve our 4DX movement?**

**CABINET MEETING**  
**March 8, 2017**

	<b>AGENDA ITEM</b>	<b>NOTES</b>
1.	President	4DX  SWTJC Board of Trustees' Agenda
2.	VP Academic Affairs	
3.	VP Student Services	
4.	VP Finance	Budgets are due to in Lisa's office March 27th  Weatherford RFP for ERP: Jenzbar \$1.5, annually \$430,000 Ellucian \$1.6, annually \$352,541 Unit 4 \$2.8, annually \$794,000 Oracle \$5.5, annually \$424,000  TACCBO is June 20 <sup>th</sup> – 23 <sup>rd</sup> (Dallas). PFIA is Tuesday the 20 <sup>th</sup> (Irma Garcia, Santos Diaz, Lisa Ermis, Anne Tarski)  Kudos to Yvette Hernandez and Denise Oden!!

5.	VP Eagle Pass	
6.	VP Del Rio <i>“Freely chosen, discipline is absolute freedom.”</i> Ron Serino	Career/Crossroads  Budgets/scheduling  Adj. BIO hours? 3+3+1  Dora Alcala Graduation  Grilling with VP  ICAT
7.		
8.		

**CABINET MEETING OF  
SOUTHWEST TEXAS JUNIOR COLLEGE**

**March 8, 2017**

The Cabinet members of Southwest Texas Junior College met on March 8, 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' Agenda
- c. Graduation Update
- d. Discussed Higher Education Regional meeting with Superintendents

**2. VP Academic Affairs**

- a. Pathways – Cache 1 schools
- b. Upcoming meeting for Mapping Team
- c. Zogo Tech – update – predictive analytics
- d. Need for faculty advising – promote engagement
- e. Mathways – cross discipline discussion
- f. Hard (Sul Ross requires College Algebra) 1340 – 1342
- g. Mathways curriculum was not ready

**3. VP Student Services**

- a. Pathways – next steps – Meta Major Formation
  - i. Awareness with ISD
  - ii. Technology – student planning
- b. Staff attended image now training – to develop workflow for documents (Fernie, Marco, Amanda, and Luis).
- c. Graduation ceremony reservation
- d. Midterm grades due Friday
- e. 20 teams for Grilling with the President

**4. VP Finance**

- a. Budgets are due in Lisa's office Monday March 27th
- b. Weatherford RFP for ERP:
  - i. Jenzbar \$1.5, annually \$430,000
  - ii. Ellucian \$1.6, annually \$352,541
  - iii. Unit 1 \$2.8, annually \$794,000
  - iv. Oracle \$5.5, annually \$424,000
- c. TACCBO is June 20<sup>th</sup> – 23<sup>rd</sup> (Dallas). PFIA is Tuesday the 20<sup>th</sup>
  - i. Irma Garcia, Santos Diaz, Lisa Ermis, Anne Tarski
- d. Kudos to Yvette Hernandez and Denise Oden!!
- e. Develop an enhanced reconciliation model /report with COD/Dept of Ed and Colleague
- f. CISCO - reg

**5. VP Eagle Pass**

- a. **First High School PTK Induction**
- b. **Bat issues in new building**
- c. **Tile replacement – contractors mix matched color**
- d. **Biology Faculty applications – open**
- e. **Psychology**

**6. VP Del Rio**

“Freely chosen, discipline is absolute freedom.” Ron Serino

- a. **Career/Crossroads – good article in newspaper**
- b. **Budgets/scheduling**
- c. **Adjunct Biology hours? 3+3+1?**
  - i. **Anne will follow up on number courses and lab that adjunct faculty can teach**
- d. **Dora Alcala Graduation**
- e. **Grilling with the Vice President**
- f. **ICAT**

**CABINET MEETING**  
**March 22, 2017**

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

5.	VP Eagle Pass	
6.	VP Del Rio  <i>“A team is a group of people who may not equal in experience, talent, or education, but in commitment.”</i> Patricia Fripp	Parking Permits – Students obtaining and allowed multiple permits, cost of \$20-50 for second permit?  Financial Aid for 12 week and 15 week approval for students (last year some confusion of decision)  Isolating all FE courses at end of schedule for easier read?
7.		
8.		

**CABINET MEETING OF  
SOUTHWEST TEXAS JUNIOR COLLEGE**

**March 22, 2017**

The Cabinet members of Southwest Texas Junior College met on March 22, 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 - update
  - b. Discussed Rand report
  - c. Discussed Del Rio I.S.D. – testing (TSI) request
  - d. Superintendent meeting in April - update
2. **VP Academic Affairs**
  - a. Pathways this afternoon – 60 confirmed
    - i. Focus on Meta majors
    - ii. Draft as a goal
  - b. Counselors' workshop
3. **VP Student Services**
  - a. Dual Credit Counselors' workshop – was well received
  - b. April 20<sup>th</sup> – last day to withdrawal
  - c. April 7<sup>th</sup> – last day to apply to graduation
  - d. Schedule interview for Garner Hall Supervisor
4. **VP Finance**
  - a. Tuition and Fees if approved – to Colleague – Friday – registration opens on Monday
  - b. Direct deposit for maintenance
  - c. Early Bird check-in on the P-Card
  - d. Budget being reviewed by the Vice Presidents
  - e. Hiring freeze
5. **VP Eagle Pass**
  - a. Service Operations and Deans' Forum held this week
  - b. Budget being reviewed
  - c. Building F – Men's and Women's restroom – need door openers
    - i. Handicap access – Library Entry
  - d. Conference room into office (2) for Financial Aid
  - e. Bat issue being addressed
6. **VP Del Rio**

“A team is a group of people who may not equal in experience, talent, or education, but in commitment.”  
 Patricia Fripp

  - a. Parking Permits – Students obtaining and allowed multiple permits, cost of \$20-50 for second permit? – High school students taking advantage of second permit
  - b. Financial Aid for 12 week and 16 week approval for students (last year some confusion of decision)
  - c. Isolating all FE courses at end of schedule for easier read?
    - i. Placement in schedule
  - d. Facebook page – per campus – will discuss with the new Vice President, Wade Carpenter, and Ismael Martinez

**CABINET MEETING**  
**March 29, 2017**

	<b>AGENDA ITEM</b>	<b>NOTES</b>
1.	President	Ellucian – Scott Baker
2.	VP Academic Affairs	
3.	VP Student Services	
4.	VP Finance	

5.	VP Eagle Pass	
6.	VP Del Rio  <i>“The only inheritance that a man will leave that has eternal value is his influence.”</i> Larry Dobbs	ECHS awaiting schedules  Who’s Who recommendations, when?  ATD, April 11-12
7.		
8.		

**CABINET MEETING OF  
SOUTHWEST TEXAS JUNIOR COLLEGE**

**March 29, 2017**

The Cabinet members of Southwest Texas Junior College met on March 29, 2017 in the Administration Building - President's Office.

Cabinet members present were:

**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:

**Dr. Hector Gonzales, President**

**1. President (Out of town)**

- a. **Ellucian – presented by Scott Baker**
  - i. **Recommending a 5 year renewal. All members agreed.**
- b. **WIG**
  - i. **Mark Underwood – new WIG for transfer side of house**
  - ii. **Margot Mata – Attend Diana's WIG session to change lead measure**
  - iii. **Gilbert Bermea – Met with 2 teams and introduced new coach**
  - iv. **Derek Sandoval – Met with Financial Aid and Social Sciences.**
    - 1. **What happens in the summer?**
  - v. **Anne Tarski – Thinking and discussing who is going to play next round**

**2. VP Academic Affairs**

- a. **Vanessa is the one to contact for WebX**
- b. **Graduation attendance is expected for the area you teach and encouraged for the other one**
- c. **On-line assessment to qualify for an on-line class (Margot Mata and Mark Underwood will look into this).**
- d. **Jet Grant spending is beginning**
- e. **Pathways meeting last Wednesday (90 people)**
  - i. **Went very well**
  - ii. **14-15 different renditions**
  - iii. **On Monday several met and did a tally sheet evaluations**
  - iv. **They will send out for more discussion**
  - v. **Suggesting the name CAPS rather than Meta Majors**

**3. VP Student Services**

- a. **April 6<sup>th</sup> – Dual Credit meeting**
  - i. **42 from school districts and 11 from Middle Rio Grande**
    - 1. **Reviewed information to be delivers and gave advice.**
    - 2. **Financial team meeting this afternoon**
    - 3. **Discussion regarding changes for Dual Credit – 5 sections**
    - 4. **Having discussions with superintendents**
    - 5. **Division Chairs, Deans, Cabinet?**
- b. **Del Rio testing 2 days in April – think testing rooms are full**
  - i. **Derek Sandoval will look at David Conde's rules and come up with a suggestion on changes**
- c. **Enrollment - handouts**
- d. **April 21<sup>st</sup> – Criminal Justice competition**

- e. **April 26<sup>th</sup> – Administrative Professionals luncheon (Uvalde only), Del Rio will go to dinner and Eagle Pas will go to lunch**
  - f. **April 27<sup>th</sup> – Wildlife Exhibition Day**
  - g. **April 22<sup>nd</sup> – Briscoe Graduation (25 inmates)**
  - h. **April 10<sup>th</sup> – Uvalde High School wants to bring 9<sup>th</sup> graders for career day**
  - i. **April 11<sup>th</sup> and 12<sup>th</sup> – ATD coaches here**
    - i. **Do we want to continue with ATD**
  - j. **Promoting early registration**
  - k. **Graduation – handouts**
    - i. **Who will be MC?**
    - ii. **6:30 pm Information sessions for graduation**
      - 1. **April 3<sup>rd</sup> – Uvalde, April 4<sup>th</sup> Eagle Pass, and April 15<sup>th</sup> Del Rio**
  - l. **April 20<sup>th</sup> – Palms Fest**
  - m. **April 10<sup>th</sup> – 13<sup>th</sup> – Student Work-study appreciation**
4. **VP Finance**
- a. **Donation by CVB to Wildlife**
  - b. **Fort Duncan hospital has offered to pay a portion of A D N salary**
5. **VP Eagle Pass**
- a. **Eating Disorder Seminar yesterday (90 students). Gilbert Bermea was surprised at the interaction**
  - b. **Proceeding with dividing conference room**
  - c. **Adjusting schedules**
6. **VP Del Rio**
- “The only inheritance that a man will leave that has eternal value is his influence.” Larry Dobbs**
- a. **ECHS awaiting schedules**
  - b. **Who Who recommendations, when? – Aracely Ruis**
  - c. **ATD – April 11<sup>th</sup> – 12<sup>th</sup>**
  - d. **Evaluations - March**