

CABINET MEETING

May 4, 2016

	AGENDA ITEM	NOTES
1.	President	SWTJC Board of Trustees' Agenda for May 19th
2.	VP Academic Affairs	
3.	VP Student Services	
4.	VP Construction Projects	

5.	VP Finance	
6.	VP Eagle Pass	
7.	VP Del Rio	
8.	CIO	Commencement Speaker – Senator Carlos Uresti

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

May 4, 2016

The Cabinet members of Southwest Texas Junior College met on May 4, 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
Joe Barker, Vice President Construction Projects
Anne Tarski, Vice President of Finance
Gilbert Bermea, Vice President Eagle Pass
Derek Sandoval, Vice President Del Rio

Also in attendance were:

Raul Reyes, Chief Information Officer

1. President

- a. **SWTJC Board of Trustees' Agenda for May 19th - Reviewed**
- b. **Reviewed Room and Board rates and contract for 2016-2017**
- c. **4DX – status, role to coaches**
 - i. **Have VP discuss issues with coaches**
- d. **Deans' Breakfast – 4DX Pep Rally**
- e. **Check data on Estudios versus Colleague**
- f. **TACC update**

2. VP Academic Affairs (Was on a SACS conference call for part of the meeting)

- a. **Discuss the CE move to credit side**
- b. **June 25th Wildlife Habitat Contest**
- c. **A D N accreditation benefits**
 - i. **Student ease of transition to BSN**
 - ii. **Institution access to federal grants**
- d. **SACS – Substantive change letter – Carrizo Springs HS was approve**

3. VP Student Services

- a. **Graduation rain alternative**
 - i. **HS gym at 9:30 with stage**
 - ii. **3 tickets per graduate**
 - iii. **Overflow to auditorium**
- b. **Reviewed enrollment for Summer – Fall 2016**
- c. **Discuss student wait list for summer courses**
- d. **Dual Credit orientation - upcoming**
- e. **Career Fair – last week with some interviews occurring on the spot**
 - i. **Positive response for the Business' – excited about connecting with the college**
- f. **Renew upswing – online tutoring service**
- g. **Student Success Center extending hours on finals week**
- h. **FA working with Alvin on process for multiple disbursement**
- i. **Updating Career Pathways**
- j. **Educ. Aid Exemption – College Funds 10% - State Funds 90%**

4. **VP Construction Projects**
 - a. **Crystal City Project**
 - i. **Proposed to pour slab within 2 weeks**
 - ii. **Schedule ground breaking – May 18th or 20th**
 - b. **Access to Dimmitt**
 - c. **EP Tech Center**
 - i. **ATT fiber connection**
 - ii. **Order signs that we need**
5. **VP Finance**
 - a. **IRS – Logs on functions at President’s Home**
 - b. **Zero based budget training – not informative**
 - c. **Professional Development for cashiers / handles customers, club sponsor, Testing Center**
6. **VP Eagle Pass**
 - a. **Child Abuse Awareness Seminar – Good attendance**
 - b. **Advisory Committee meeting for Engineering**
 - i. **Focus on students and careers – very productive**
 - c. **Openings – Custodian and Biology Faculty**
7. **VP Del Rio**
 - a. **ECH – summer school EDUC – PHED**
 - b. **ECH Fall schedule and coordinated with Outreach**
 - c. **Back building – certificate of occupancy**
 - d. **A/C not 100% yet**
 - e. **Testing – process and logistics**
 - f. **Personnel – goal – opening gym in the Fall (4 hours per day)**
 - g. **ATD – visit went well, annual reflection report due June 1st**
 - h. **May 21st – Creative Arts hosting 5K run**
8. **CIO**
 - a. **Commencement Speaker – Senator Carlos Uresti**
 - i. **Add talking points focused on students**
 - b. **Position paper on Dual Credit**
 - i. **Who we serve , # of students**
 - ii. **Rigor / Faculty credentials**
 - iii. **Pay structure**
 - c. **COPSYNC – Emergency Response**
 - i. **2 computers on campus**
 - d. **Frankie Pannell – Systems Administrator, Scott Baker I.T. Director both start 5/16/2016**
 - e. **Wireless for Del Rio and Uvalde**
 - f. **ATT cable update**
 - g. **Uvalde fiber begins Saturday**
 - h. **Facebook – different accounts currently – combine**
 - i. **STEM Grant – Congressmen / Senators – copies**
 - j. **I.T. merging DL**
 - i. **Jason Perkins – Help Desk Coordinator**
 - ii. **Purchase Help Desk software**
 - iii. **Look for effectiveness at Part-time in both departments**
 - k. **DL staffing Part Time**
 - l. **Online Committee - LMS change – provide PD per campus cruiser tool links**
 - m. **Integrate 365 with Campus-Cruiser**
 - n. **Testing labs – Utilization to include DL testing proctor**

CABINET MEETING
May 11, 2016

	AGENDA ITEM	NOTES
1.	President	
2.	VP Academic Affairs	
3.	VP Student Services	
4.	VP Construction Projects	

5.	VP Finance	Budget Map of the campus Refinancing bonds Use of gym Rentals of tables
6.	VP Eagle Pass	
7.	VP Del Rio	
8.	CIO	

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

May 11, 2016

The Cabinet members of Southwest Texas Junior College met on May 11, 2016 in the Administration Building - President's Office.

Cabinet members present were:

Dr. Hector Gonzales, President
Margot Mata, Vice President Student Services
Joe Barker, Vice President Construction Projects
Anne Tarski, Vice President of Finance
Gilbert Bermea, Vice President Eagle Pass
Derek Sandoval, Vice President Del Rio

Cabinet member absent was:

Dr. Mark Underwood, Vice President Academic Affairs

Also in attendance were:

Raul Reyes, Chief Information Officer
Dr. Cheryl Sanchez, Dean of Liberal Arts
Juan Guzman, Dean of Applied Sciences

1. President

- a. Graduation**
 - i. Alternate location – UHS Gym allows for 3 persons**
 - ii. Diploma**
 - iii. Program status for Graduation**
 - iv. Tested live Stream – works good – you tube**
 - v. Practice – Friday at 3:00 pm**
 - vi. Reviewed ceremony logistics**
- b. Board Agenda**
- c. Organizational Chart**
- d. Part Time Employees**

2. VP Academic Affairs (Dr. Underwood was at a SACSCOC Review of an College on Substantive changes Dr. Sanchez and Mr. Guzman reported for him)

- a. Best Buddies – Higher Ed – last – start chapter – Community Service**
- b. Dual Credit Students – attendance policy – change in handbook**
- c. Turn It In – recycle paper**
- d. No 4DX meeting this week – status of score boards**
- e. Hosting Eagle Pass Nursing Pinning (A D N)**
- f. Dual Credit CE Programs – CAN 19 months Basic / Phlebotomy**
 - i. Convert to marketable skills achievement certificate – sch**
- g. Level 2 certificate for Welding and A.A.S.**
- h. Paramedic Coordinator position**
- i. Placement – Grad (ASI)/track student / \$4K**

3. **VP Student Services**
 - a. Reviewed Deans' / VPs' Breakfast agenda
 - b. Summer #s - / drop list
 - c. Look at DC students for summer
 - d. Pay for afterhours events
 - e. Women's Basketball coach – no one identified yet
 - f. Texas Pathways – Readiness assessment working with Mr. Whipple

4. **VP Construction Projects**
 - a. Wednesday, May 18th at 3:00pm will be the ground breaking in Crystal City
 - b. General contractor has begun working
 - c. Update – revamp signs
 - d. EP Tech Center plans – copy to Hondo
 - e. Travel with family in rental cars

5. **VP Finance**
 - a. Budget – list of employees / Part-time employees
 - i. Cut use of Part Time employees
 - b. Map of the campus
 - i. Add Flores building and replace cartoon maps
 - c. Use of gym – Dr. Sanchez, Ms. Tarski, and Ms. Mata
 - d. Rentals of tables
 - i. Buy tables and chairs
 - e. D L Bandy – final retainage

6. **VP Eagle Pass**
 - a. Eagle Pass – stripping floor at old library
 - b. End of year gatherings for faculty
 - c. Registration at level from last year
 - d. Eagle Pass Librarian position still open
 - e. Café doing well – well received by students

7. **VP Del Rio**
 - a. Meet with ATD to complete reflection report
 - b. Locks completed in Del Rio and Eagle Pass – Uvalde slow implement
 - c. Palm Fes and Graduation Ceremony in Del Rio
 - d. Clean up in Del Rio
 - e. Del Rio – 120 selected for Early College

8. **CIO**
 - a. Cisco Finance – for Board meeting
 - b. CopSync – IT / DL merger
 - c. Testing (DL)
 - d. Ricoh contract
 - i. Fortis
 1. Docaware
 - a. Imageware

CABINET MEETING
May 18, 2016

	AGENDA ITEM	NOTES
1.	President	Recap Graduation Budget Part-Time Employees
2.	VP Academic Affairs	
3.	VP Student Services	
4.	VP Construction Projects	

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

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

May 18, 2016

The Cabinet members of Southwest Texas Junior College met on May 18, 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
Anne Tarski, Vice President of Finance
Gilbert Bermea, Vice President Eagle Pass
Derek Sandoval, Vice President Del Rio**

Cabinet member absent was:

Joe Barker, Vice President Construction Projects

Also in attendance was:

Raul Reyes, Chief Information Officer

1. President

- a. Recap Graduation – No major issues from students complaint wise
 - i. Discuss plans for 2 graduation ceremonies****
- b. Budget
 - i. Discussed and reduced budget by \$1 million in expenditures**
 - ii. Directed VPs to further scrutinize budgets to identify additional areas to cut \$800,000.00****
- c. Part-Time Employees – All VPs agreed to cut all nonessential part-time employees until Summer I starts and look closely at adding new part-time employees**

CABINET MEETING
May 25, 2016

	AGENDA ITEM	NOTES
1.	President	Pathways Questionnaire SACSCOC Annual Meeting – Dec 3-6
2.	VP Academic Affairs	Attendance Process Data Summit Stipends for Assessment Summit
3.	VP Student Services	
4.	VP Construction Projects	

5.	VP Finance	
6.	VP Eagle Pass	
7.	VP Del Rio	
8.	VP Administrative Services/CIO	

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

May 25, 2016

The Cabinet members of Southwest Texas Junior College met on May 25, 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
Joe Barker, Vice President Construction Projects
Anne Tarski, Vice President of Finance
Gilbert Bermea, Vice President Eagle Pass
Derek Sandoval, Vice President Del Rio
Raul Reyes, VP Administrative Services, CIO

Cabinet member Joe Barker is now retired

1. President

- a. Pathways Questionnaire – Submit to Margot Mata by end of the day
- b. SACS-COC Annual Meeting – December 3-6, 2016 – Dr. Mark Underwood will review
- c. 4DX will be August 18-19, 2016
- d. Check on employee evaluations

2. VP Academic Affairs

- a. Attendance Process – No attendance reporting this semester
 - i. Look at process
 - 1. 2 things – Reporting pre-census and At-Risk students
- b. Data Summit – Data shared (Institutional) about 4 hours, incorporate into Fall/Spring Convocations
- c. Stipends for Assessment Summit – PD faculty artifact assessment for the CORE – part of office hours (I/E)
- d. Substantive Change – Visit – emphasize on documentation, give plenty of information to avoid questions
- e. Del Rio HS will finish CTE – begin offering classes in Fall
- f. Utopia I.S.D. – expand CTE ie - Welding
- g. Dilley Building Tech Center Fall 2017
- h. English proficiency for International Students

3. VP Student Services

- a. 1520 SI enrollment
 - i. Non-payment list under 500 students
 - ii. Robo called initiated – June 1 late registration – June 2 last day to drop, June 6 Census date
- b. E-mail to inform employees on I.T> process update and changes occurring
- c. Office for EOC – Faculty office in building A
- d. Online testing working with Randa Schell and Testing Center
 - i. Will meet with stakeholders
- e. Waitlist on History / Biology 2401
- f. Departments working on 4DX and Scoreboards
- g. Cruz Mata attending Crystal City's Award night

4. **VP Finance**
 - a. **Trip to Alvin – Research Colleague issue, discussed multiple disbursement for FA, setup parameters, reconcile between FA/GL (Luis Fernandez, Yvette Hernandez, and Anne Tarski**
 - b. **New Federal Labor Standards Act – Raised threshold to \$47,000.00**

5. **VP Eagle Pass**
 - a. **Scholarship night at EPISD High School, Thursday night**
 - b. **AHEC program will be completed on Friday**
 - i. **10 – 15 students – interested I Health courses at no cost to the college**
 - c. **Removing floor from old library**
 - i. **\$ 4 to \$ 5 K for carpet tile, extend office**
 - d. **Diesel lab moving equipment – identify location for crane**
 - e. **Sul Ross building modification request**

6. **VP Del Rio**
 - a. **Grad celebration in Amistad room**
 - i. **Faculty and staff – recognize award winners**
 - b. **Met with Early College High School**
 - c. **Cornerstone meeting – part time, positive meeting**
 - d. **TPEG**
 - e. **Completed employee evaluations in Del Rio**

7. **VP Administrative Services/CIO**
 - a. **Work has begun on Active Directory - move**
 - b. **Analyzing DL/IT staff in Eagle Pass and Del Rio**
 - c. **Began wiring upgrade on Uvalde Campus**
 - d. **Eagle Pass pending item at Tech Center**
 - e. **Dorms pending items to finish out (July 1st)**
 - f. **Transportation policy**
 - g. **Distance Learning – monitors hired for Summer I**
 - h. **Final check on CISCO purchases**
 - i. **Cabling to be finished by July 1st**
 - j. **Colleague not to Cloud – HP servers w/ Virtualize look at dollar investment**
 - k. **Image now – Fortis – Docuwear - \$75K to install either software**
 - l. **City of Del Rio – Economic Development – looking for additional training**
 - m. **Email filter limits volume of e-mail**
 - n. **Distance Learning – 10 rooms of equipment in Alpine**
 - o. **Automatic door openers**
 - p. **Campus Police visit**