

**CABINET MEETING**  
**November 1, 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 Campus	
6	VP Administrative Services <i>“Every man is a hero and an oracle to somebody, and to that person, whatever he says has an enhanced value.”</i> <b>Ralph Waldo Emerson</b>	Garner Science update  Life Safety Management update
7.	VP Del Rio Campus	Security cameras  Airport Hanger electricity / water applications submitted  Re-opening custodial position  Christmas at College
8.		

**CABINET MEETING OF  
SOUTHWEST TEXAS JUNIOR COLLEGE**

**November 1, 2017**

The Cabinet members of Southwest Texas Junior College met November 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**  
**Derek Sandoval, Vice President Administrative Services**  
**Gilbert Bermea, Vice President Eagle Pass Campus**  
**Connie Buchanan, Vice President Del Rio Campus**

1. **President**
  - a. **4DX**
  - b. **Discussed Dual Credit**
2. **VP Academic Affairs**
  - a. **Pathways (Monday – Wednesday) in San Antonio**
  - b. **Brown Foundation Grant – STEM summer boot camp**
  - c. **Curriculum Committee – Patient Care Tech for Board**
  - d. **Knippa ECH meeting here instead of at the Knippa school**
  - e. **Dilley ECH meeting, move to November 16th**
3. **VP Student Services**
  - a. **Early registration for Spring Semester**
  - b. **Official start date for Registrar**
  - c. **Meet with Pearsall Principal – Appointment by Dr. Rodriguez**
    - i. **Grow in house employee**
    - ii. **Asked to waive tuition for in house - denied**
  - d. **Crystal City - Fall Fiesta – November 9<sup>th</sup> comedian coming**
  - e. **Upward Bound Crystal City High School position still open**
  - f. **Facebook live for Registrar**
  - g. **Testing Center – online issues with midterm**
  - h. **Civitas ? – Denise Oden and Margot Mata taking lead**
4. **VP Finance**
  - a. **Look at uniform fee \$68.50 – 34K Welding buying**
  - b. **Audit numbers**
5. **VP Eagle Pass**
  - a. **Veterans luncheon**
  - b. **Registration slow but steady**
  - c. **SS/Arts – Bronze certificate**
  - d. **Marquee sign - graffiti**
  - e. **Custodian – working on Christmas College**
    - i. **Hot Chocolate and cookies**

**6. VP Administrative Services**

*Every man is a hero and an oracle to somebody, and to that person, whatever he says has an enhanced value.*” Ralph Waldo Emerson

- a. Garner Science update:**
  - i. Chemicals in process for removal**
  - ii. Vent hoods in process**
  - iii. ME – working on plan**
- b. Life Safety Management update**
  - i. Testing Sirens**
  - ii. Debate on Cameras**

**7. VP Del Rio**

- a. Security cameras**
- b. Airport Hanger electricity / water applications submitted**
- c. Re-opening custodial position**
- d. Christmas at College**

**CABINET MEETING**  
**November 15, 2017**

	<b>AGENDA ITEM</b>	<b>NOTES</b>
1.	President	4DX  Strategic Plan  Mass e-mail approval
2.	VP Academic Affairs	
3.	VP Student Services	
4.	VP Finance	

5.	VP Eagle Pass Campus	
6	VP Administrative Services <i>“Productive Paranoia: Zoom out then zoom in.”</i> <b>Jim Collins</b>	Garner Science update  Campus Police update  IT update – firewalls installed, UPS in Distant Learning rooms, UPS for closet, Computer Refresh  Life Safety update
7.	VP Del Rio Campus	Deans’ Forum 11/14  Maintenance - temps  Cameras Installed in J building  L3 connection complete – configuring issues remain
8.		

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**1. President**

- a. 4DX
- b. Strategic Plan – rescheduled for December
- c. Mass e-mail approval – Vice Presidents will designate mass e-mail authority
- d. Pathway work
- e. FTIC
  - i. Last year / this year – graduate progress
  - ii. Identify students

**2. VP Academic Affairs**

- a. THECB Liaison meeting
- b. Work study mentorship
- c. 25 field of study for next 2 years
- d. 60 x 30 targets 3 groups – Alamo / Rio Grande Valley / Corpus Christi / Laredo
- e. Canvass – received contract proposal – will review
- f. Nursing Grant – received \$101,830 in 2017
  - i. CFWD - \$184,133

**3. VP Student Services**

- a. Student planning
- b. Finals schedule and online testing
- c. Hondo registration today and Briscoe registration on Friday
- d. Monday – November 27 a 10:00am meeting with UCISD
- e. Behavioral team at conference
- f. Appeals committee
- g. FA hours for certificate program – letter – US Department of Education using sch versus contact hours
- h. Webpage for mental health
- i. Kick off meeting with CIVITAS – schedule planner – Denise Oden working with install
- j. FSB – Financial Literacy – Collaborate with Eagle Pass and Del Rio
- k. Schedule visit to receive check from Mexican Consulate for Scholarship
- l. Bookstore staff/faculty celebration on Thursday
- m. Thanksgiving luncheon for Uvalde

4. **VP Finance**
  - a. **December hours – 2 days after finals**
    - i. **8:00am – 4:00pm ( Monday and Tuesday**
  - b. **Drop List Committee to review procedures**
  - c. **Audit completed – increase in fund balance**
  - d. **Webinar – search engine for Foundation money \$5,000.00 per year – Foundation Research**
5. **VP Eagle Pass**
  - a. **Service Operations update**
  - b. **Lab ventilation in Eagle Pass Biology lab**
  - c. **Maintenance schedule for Christmas break**
  - d. **Registration picking up in Eagle Pass**
  - e. **November 21<sup>st</sup> – Thanksgiving Luncheon**
6. **VP Administrative Services**  
*Productive Paranoia: Zoom out then zoom in.” Jim Collins*
  - a. **Garner Science update:**
    - i. **TASB Risk management – chemicals storage, label issue**
    - ii. **System in place to be removed**
    - iii. **Exhaust needs to be updated / upgraded**
    - iv. **Late November / December – out for bid**
  - b. **Campus Police update – QR codes installed on campus – 50 per day**
  - c. **IT update – firewalls installed, UPS in Distant Learning rooms, UPS for closet, Computer Refresh – Nurses labs**
  - d. **Life Safety update – update on building letters**
  - e. **Day Care Fall Festive – Tuesday November 21<sup>st</sup> at 1:00pm**
7. **VP Del Rio**
  - a. **Deans’ Forum 11/14/17**
    - i. **Faculty gradebook conversion, training date, communication**
  - b. **Maintenance – temps – workforce center – 2 part time to fill in the gap until the full time person is hired**
  - c. **Cameras Installed in J building**
  - d. **L3 connection complete – configuring issues remain**
  - e. **Firewall issues**
  - f. **Advisory meeting in Del Rio Thursday night on the CTE campus**
  - g. **Student / instructor issues**
8. **Scott Baker – Campus Consortium – Mobile Apps Grant - \$227 K**



**CABINET MEETING**  
**November 29, 2017**

	<b>AGENDA ITEM</b>	<b>NOTES</b>
1.	President	4DX
2.	VP Academic Affairs	
3.	VP Student Services	
4.	VP Finance	Early cutoff date for payroll – December 11 <sup>th</sup> (Hourly/Web Entry) Must be turned into payroll by this date.

5.	VP Eagle Pass Campus	
6	VP Administrative Services <i>“Never measure the top of a mountain until you have reached the top.”</i> <b>Dag Hammerskjold</b>	Garner Science update  IT- Mobile Grant awarded  Foundation Search commitment  SWTJC Basketball Tourney  BBQ Cook Off – December 8 - 9
7.	VP Del Rio Campus	
8.		

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**Derek Sandoval, Vice President Administrative 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 (Ellucian Training)**

**1. President**

- a. 4DX
- b. Christmas at the College
- c. SB 968 – Sexual Assault reporting law

**2. VP Academic Affairs**

- a. Nursing Meeting – Review – Wednesday at 1:15pm and Thursday at 11:00am
- b. SACS – Monday – Tuesday
  - i. J J Suarez and Connie Buchanan leaving on Saturday
  - ii. Dr. Amy Garcia Dr. Renee Zimmerman, Dr. Mark Underwood leaving on Sunday
- c. Law Enforcement Graduation Ceremony – December 8th
- d. Knippa Science Lab
- e. AEL Quarterly Enrollment Target – additional funds
- f. AEL Hondo meeting - positive

**3. VP Student Services**

- a. 1932 Fall Enrollment
- b. CTE meeting in Pearsall
- c. December 9<sup>th</sup> – Briscoe Ranch – Cook Off
- d. December 9<sup>th</sup> – Hondo Parade
- e. Student Engagement – seminar study skills – testing skills
- f. Student planning in orientation
- g. Mental Health website – counseling page
- h. Look at C A N cost
- i. Update Pathway

4. **VP Finance**
  - a. **Early cutoff date for payroll – December 11<sup>th</sup> (Hourly/Web Entry) Must be turned into payroll by this date**
5. **VP Eagle Pass**
  - a. **Nerd Bowl on Friday – 60 entries**
6. **VP Administrative Services**

*Never measure the top of a mountain until you have reached the top.” Dag Hammerskjold*

  - a. **Garner Science update – MED plan**
  - b. **IT Mobil Grant awarded - Apps**
  - c. **Foundation Search commitment – Blaine Bennet – 3 years**
  - d. **SWTJC Basketball Tourney**
  - e. **BBQ Cook Off – December 8<sup>th</sup> – 9<sup>th</sup> at the Fairplex**
  - f. **Monday – Wednesday (next week) Basketball Team**
  - g. **Letter to Campus Cruizer**
7. **VP Del Rio**
  - a. **AEL Graduation in Del Rio – December 9th**
  - b. **Flag repairs**
  - c. **David Forbes / Cruze – swap campus**
  - d. **Severson may leave in March (Eagle Pass)**