

**CABINET MEETING**  
**October 7, 2015**

	<b>AGENDA ITEM</b>	<b>NOTES</b>
1.	President	SWTJC Board of Trustees' Agenda
2.	VP Academic Affairs	
3.	VP Student Services	
4.	VP Construction Projects	

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

**CABINET MEETING OF  
SOUTHWEST TEXAS JUNIOR COLLEGE**

**October 7, 2015**

The Cabinet members of Southwest Texas Junior College met on October 7, 2015 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 Finance**  
**Gilbert Bermea, Vice President Eagle Pass**  
**Derek Sandoval, Vice President Del Rio**

**1. President**

- a. **SWTJC Board of Trustees' Agenda**
  - i. **Add QEP Report**
  - ii. **Add FYI on College / Career Day for Board**
- b. **P-Card**
  - i. **Process (review)**
  - ii. **Timely reconcile**
- c. **October 23rd – Employee Halloween Party**
- d. **December 1<sup>st</sup> – Christmas Lighting**
- e. **Strategic Plan Review – Friday at 9:00AM**

**2. VP Academic Affairs**

- a. **SACS Committee travel all here**
- b. **Saturday campus workday – campus is looking real good**
- c. **2 prospectus sent into SACS for high school sites**
- d. **Early College Steering Committee at Knippa – 1<sup>st</sup>**
- e. **Administrative Assistant for QEP will be open internally**
- f. **UAP revision editing ongoing**
- g. **Eagle Pass A/C – Crystal City DL issues (Workforce)**

**3. VP Student Services**

- a. **Career College Day – successful event**
  - i. **18 schools**
  - ii. **41 sponsors**
- b. **Student complaint log on 365 in progress**
- c. **October 12, 2015 permits for Spring 2016 registration**
- d. **Camera to help monitor Dorm activities**
- e. **Mid-term grades due**
- f. **Non-attendance drop**
- g. **Visit with Charlotte ISD – for Employees / Community**
- h. **EOC – talent search workshop (proposal)**
- i. **Open House – December 1<sup>st</sup> – Open House and Lighting**
- j. **PTK Induction at 06:30PM**

4. **VP Construction Projects**
  - a. **Landscaping Projects on track**
    - i. 3 main areas
    - ii. Sign main entrance
    - iii. Butterfly Garden – Garner
    - iv. Welding shop – transformer work
  - b. **Lights on flags – add outlets**
  - c. **Roofing problems – status Eagle Pass / Del Rio**
  - d. **Sul Ross Building D – addition – walk through scheduled for next week**
  
5. **VP Finance**
  - a. **IT application**
  - b. **Using Estudios for recording contact**
    - i. **Do not use for student complaints**
  - c. **November 17<sup>th</sup> – 18<sup>th</sup> Success Center**
  - d. **Informer bringing some revenue estimate**
  
6. **VP Eagle Pass**
  - a. **Improving Campus aesthetics**
  - b. **Finishing up schedule for Spring**
  - c. **Construction project moving a long – end of November**
  - d. **MATH 1332 – not acceptable to RGC**
    - i. **New Mathways – Teacher Prep Program**
  
7. **VP Del Rio**
  - a. **Met with Early College Del Rio**
  - b. **Sign up for Peer Evaluator for SACS**
  - c. **Met with INRW – Pathways / Tracks**
    - i. **Supplemental Textbooks – requesting separate books**
  - d. **Met with LVN faculty about better recruitment**
  - e. **Facilities – water valve holding**
  - f. **Land slopping at portables**
  - g. **Snack bar area working**
    - i. **\$10K investment to full kitchen**

**CABINET MEETING**  
**October 14, 2015**

	<b>AGENDA ITEM</b>	<b>NOTES</b>
1.	President	Review SACS visit preparation  Emergency procedures and contact information
2.	VP Academic Affairs	
3.	VP Student Services	
4.	VP Construction Projects	

5.	VP Finance	Payroll
6.	VP Eagle Pass	
7.	VP Del Rio	Help Desk on location-Password resets  SACS-COC Schedule
8.		

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**1. President**

- a. Review SACS visit preparation**
  - i. Procedure reviewed**
  - ii. Assigned Welcome Committee**
  - iii. Unit Action Plan status**
  - iv. Institutional summary**
  - v. Clean up day this Saturday**
  - vi. Equipment for conference rooms**
  - vii. Checking drops**
- b. Emergency procedures and contact information**
  - i. Look at e-mail from Margot Mata**
  - ii. Made suggestions – updated list coming**

**2. VP Academic Affairs**

- a. QEP – Board Flyer /Video to be finished today**
- b. EDUC – requesting 2 hour class versus 1 hour class**
  - i. Instructors state not enough time**
    - 1. 60 hour limit**
  - ii. Send back to Curriculum Committee to evaluate further (Response Cabinet action)**
- c. DL Director position – declined still open**
- d. Steering Committee – Dilly on November 4th**

**3. VP Student Services**

- a. College Day and Career Day Flyer**
- b. Flags for light poles**
- c. Pull Compliance Federal files**
- d. Review Unit Action Plan with Directors**
- e. Review QEP**
- f. Welcome desk is in**

4. **VP Construction Projects**
  - a. **Landscaping ongoing**
  - b. **Auction Saturday**
  - c. **Mow, trim final touch ups**
  - d. **Sign locations (Memorial / Dorms / Matthews)**
  - e. **EDUC session – QEP for Maintenance**
  - f. **Tom will communicate with superintendent on project**
  
5. **VP Finance**
  - a. **Payroll**
    - i. **Overtime Rules**
      1. **Reviewed Federal Labor Standards Act**
    - ii. **Leaving at 4:00pm on Friday**
      1. **Make sure everyone is working 40 hours**
  - b. **Dorms**
    - i. **Documents – IT contracts**
    - ii. **Prices (Dorm/Meals)**
    - iii. **Recommendation renovated rooms**
  - c. **Audit – on going**
  
6. **VP Eagle Pass**
  - a. **Landscaping working**
  - b. **Working with unlevelled ground**
  - c. **Sul Ross and Small Business Center**
    - i. **Detached – need to be replaced with tile**
  - d. **Sul Ross assemble their furniture**
    - i. **Need to contract on their own**
  - e. **Fall Festival next week – October 22, 2015**
  
7. **VP Del Rio**
  - a. **On Site at Del Rio and Eagle Pass**
    - i. **Anne will investigate**
  - b. **WiFi coverage**
  - c. **Engage – mandated**
    - i. **Used as class material versus supplement**
  - d. **Early College High School**
    - i. **Courses set up for Spring 2016**
  - e. **Schneider Electric – actualizer for RN Lab**
  - f. **Waiting for invoice document on water leak from Templeton**
  - g. **Signs on Administration Building**
  - h. **Speed bumps and light on flags**
  - i. **Evening coverage for IT / Maintenance / Distance Learning**

**CABINET MEETING**  
**October 28, 2015**

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

5.	VP Finance	Purchase cards and the budget  Grainger inventory  Lactation rooms in Del Rio and Eagle Pass
6.	VP Eagle Pass	
7.	VP Del Rio	
8.		

**CABINET MEETING OF  
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**October 28, 2015**

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**Dr. Mark Underwood, Vice President Academic Affairs**  
**Joe Barker, Vice President Construction Projects**  
**Anne Tarski, Vice-President Finance**  
**Gilbert Bermea, Vice President Eagle Pass**  
**Derek Sandoval, Vice President Del Rio**

Cabinet member absence: Margot Mata

**Margot Mata, Vice President Student Services**

**1. President**

- a. **Strategic Plan - update**
- b. **Distance Learning Director – position offered**
- c. **Distance Learning Coordinator – vacancy**
- d. **Derek Sandoval and Margot Mata assigned to review Emergency Plan**
- e. **The Conversation with the President need to send e-mail out**

**2. VP Academic Affairs**

- a. **Steering Committee with Dilley next Wednesday**
- b. **Dev. Ed (HS Remediation Course) results from HS**
- c. **History Instructor interviews upcoming**
- d. **Workforce Development Expansion**

**3. VP Student Services**

- a. **Nurse**
- b. **Margot Mata sent update**

**4. VP Construction Projects**

- a. **Dorms – Laundry need work**
- b. **Sul Ross Bld D – done – few punch list items**
- c. **December 1 for Academic / Library**
- d. **Tech Centers – waiting for transformer**
- e. **Advise RGC to make own arrangements for assembling furniture**
- f. **ABE fence need repair**
- g. **Need shredder – Eagle Pass and Del Rio**

**5. VP Finance**

- a. Purchase cards and the budget**
  - i. Keep in mind – Pcard hit budget on the following month**
- b. Grainger Inventory System – Send David Walker**
- c. Lactation rooms in Del Rio and Eagle Pass**
- d. Eligibility of Adjunct Insurance benefits**
- e. New Title IV refund policies out – will be reviewing**
- f. Direct Loan – new policy**
- g. Surface Pro 3 \* to allocate to VP**
- h. Issues with IT in Eagle Pass**
- i. Audit coming along – should have final numbers by next week**

**6. VP Eagle Pass**

- a. College Cross Roads 10/27/15**
- b. Dean's Forum well attended**
- c. Friday – Fall PTK Induction**
- d. Fall Festival upcoming**
- e. Restripe Parking – One Way Sign**

**7. VP Del Rio**

- a. Panic buttons for Library/Administration/Student Success**
- b. Service Operations – Del Rio – Nov. 3rd**
- c. No recommendation Burgers on Thursday Event**
- d. RGC replace soffits**
- e. Emergency review**
- f. Fall Fiesta – good turnout**
- g. Christmas Community Event – Thursday night)**
- h. Painting D Building**