

CABINET MEETING
April 01, 2015

	AGENDA ITEM	NOTES
1.	President	QEP presentation Organizational Chart Update Cabinet Structure Budget 2015 – 16 – Outlook Title V Grant Application
2.	VP Academic Affairs	Creative arts contest updates Professional & support staff annual awards Scheduling committee held March 27 th Sul Ross use of the gym? City is not done with the pool proposal Mini-memester Affordable Care Act
3.	VP Student Services	Administrative Luncheon Graduation
4.	VP Administrative Services	
5.	VP Finance	Budgets

6.	VP Eagle Pass	
7.	VP Del Rio	Student Success Center
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**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

April 1, 2015

The Cabinet members of Southwest Texas Junior College met on April 1, 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 Administrative Services
Anne Tarski, Vice-President Finance
Gilbert Bermea, Associate Vice-President Eagle Pass
Derek Sandoval, Associate Vice-President Del Rio

1. President:

- a. QEP presentation by Dr. Burchfield and Randa Schell
 - i. Update o status – see handouts
 - ii. RISE - (Resourceful, Interactive, Student Engagement)
- b. Organizational Chart Update – presented changes to Cabinet
- c. Cabinet Structure – reviewed changes
- d. Budget 2015 – 2016 – Outlook
 - i. State approved – down \$300 – 380 K
 - ii. Begin looking at major area
- e. Title V Grant Application – Due June 15th
 - i. Revised last year
 - ii. Application to include and modify for QEP Initiative

2. VP Academic Affairs

- a. Creative Arts Contest Updates
 - i. No Palms Leaf Publication
 - ii. Picture opportunity with backdrop and make available
- b. Professional and support staff annual awards
 - i. Evaluate the recommendations
- c. Scheduling committee held March 27th
 - i. Rethink how schedule gets built every year
 - 1. Using Informer through colleague
- d. Sul Ross use of the gym
- e. City is not done with the pool proposal
- f. Mini-Memester – NA
- g. Affordable Care Act – NA
- h. Review salary information sheet with attorney
 - i. Comply with policies
- i. Interview Tuesday – Engineer candidate in Ep
- j. Curriculum Committee proposed to replace ORIE 0100 with EDUC 1100

3. VP Student Services

- a. Administrative Luncheon – April 22nd – 12:00pm – 2:00pm**
- b. Graduation – Reviewed plan and changes for seating arrangement**
- c. Time Permits – for advising with application for online testing**
- d. Outreach – Preregistration with Seniors (HS)**
- e. Need to expand Summer course offerings**
- f. Thursday – April 2nd – early close at 4:00pm**

4. VP Administrative Services

- a. Building Projects updated at Board meeting**
- b. RICOH Contract - Fortis**
- c. Bandwidth at DR – switch fiber connection then expand**
- d. Identifies websites traffic - music**
- e. A T & T problems**

5. VP Finance

- a. Budgets due April 6th**
- b. DR Service Forum – WFTD for Electrician, Plumbing**
- c. Discussion on Pearson contract**

6. VP Eagle Pass

- a. Registration going well**
- b. Construction project minimal interruptions**
- c. Police can't get computer to work, need to provide training at site**

7. VP Del Rio

- a. Student Success Center – handouts – proposal on expanding duties and responsibilities**
- b. Registration going well**
- c. Pleased with Service Forum**

CABINET MEETING
April 8, 2015

	AGENDA ITEM	NOTES
1.	President	
2.	VP Academic Affairs	
3.	VP Student Services	
4.	VP Administrative Services	
5.	VP Finance	

6.	VP Eagle Pass	
7.	VP Del Rio	
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**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

April 8, 2015

The Cabinet members of Southwest Texas Junior College met on April 8, 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
Anne Tarski, Vice-President Finance
Gilbert Bermea, Associate Vice-President Eagle Pass
Derek Sandoval, Associate Vice-President Del Rio**

Cabinet member absent was:

Joe Barker, Vice-President Administrative Services

1. President:

- a. Hondo Update

 - i. Steering Committee****
- b. Mayor Cantu Speaker**

2. VP Academic Affairs

- a. Joan Garcia – retiring at the end of May – A D N program**
- b. A D N – better pool of candidates**
- c. IE working on CASS – review services**
- d. 11:00 AM – 1:00 PM on Thursday IE will be at the Library for help with UAPs**
- e. Need for additional reports**
- f. Child Development assistant – 50 students**
- g. Working on budgets**
- h. QEP subcommittee budgets**
- i. WFT / ABE – grant for immigrant assistance**
- j. Daycare – Expansion**
- k. MOU – Laughlin Aviation pending**

3. VP Student Services

- a. Summer I, Summer II, and Fall 2015 enrollment looking good**
- b. HECO needs for summer**
- c. Survey on reception**
- d. Criminal Justice competition – April 24th**
- e. Administrative Luncheon – May 1**

4. VP Administrative Services – Mr. Barker was not present

5. VP Finance

- a. Budgets due today**
- b. Presented Chief Information Officer job description**

6. VP Eagle Pass

- a. Welding – Fall 2015**
- b. Custodial / Utility allowance for new buildings**
- c. Classes on hold**
- d. Adjunct – printing coast at the Library**

7. VP Del Rio

- a. LVN Director – Yeldell update**
- b. LVN to RN – Lira**
- c. A D N – budgets**
- d. CIS replacement for Del Rio**
- e. Academic Success – crossroad results**
- f. Recruitment for Del Rio area schools**
- g. J Building – portable – workout room**
- h. Evaluations on going**
- i. TPEG**

CABINET MEETING
April 15, 2015

	AGENDA ITEM	NOTES
1.	President	
2.	VP Academic Affairs	
3.	VP Student Services	
4.	VP Administrative Services	
5.	VP Finance	

6.	VP Eagle Pass	
7.	VP Del Rio	DRSFISD Early College High School - Employment
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**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

April 15, 2015

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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 Administrative Services
Gilbert Bermea, Associate Vice-President Eagle Pass
Derek Sandoval, Associate Vice-President Del Rio

Cabinet member absent was:

Anne Tarski, Vice-President Finance

1. President:

- a. Graduation Update**
- b. Commencement Speaker**

2. VP Academic Affairs

- a. CAN Graduates**
- b. Creative Arts – Pre-K – lost by Willie Edwards**
- c. May 5 – 6, 2015 – ATD visit**
 - i. From Coach – report due**
- d. Interview Engineering Faculty - EP**
- e. Consolidate – Social Sciences Faculty**
- f. Nursing Update – refine and develop Allied Health Pipeline with high schools**
- g. WFD – Employment services**
- h. Budget development – per VP**
- i. Teks – mismatch with BIOL at Uvalde DC**
- j. UAP due end of April – issues with software**

3. VP Student Services

- a. Enrollment numbers looking positive**
- b. 503 Graduation applications**
- c. Work-Study appreciation week (132)**
- d. Finger printing – HS on April 20/2015**
- e. VCT request**
- f. Palms Fest – Tues at 6:00pm**
 - i. Wed – DR**
 - ii. Fri – EP**
- g. PTK Induction – include DC**

- h. QEP LOGO final 2
 - i. Counselor w/s 10 – 2
 - j. Title V Grant – Development
 - i. Activity I – Student Services
 - ii. Activity II - IT
4. VP Administrative Services
- a. 11 – 12 Helicopter hovering to drop pamphlets
 - b. Missing I-Pad
5. VP Finance – attending a conference
6. VP Eagle Pass
- a. Registration going well
 - b. Construction – phone issues cannot receive calls fixed
 - c. Water leaks in chemistry lab in A building
 - d. Poncho Coward to look at Library roof leak in Eagle Pass
 - e. 7 academic award to Eagle Pass students
7. VP Del Rio
- a. DRSFISD Early College High School - Employment
 - b. Passed – 4 sections of P.E.
 - c. Student fell and dislocated patella

CABINET MEETING
April 22, 2015

	AGENDA ITEM	NOTES
1.	President	
2.	VP Academic Affairs	
3.	VP Student Services	
4.	VP Administrative Services	
5.	VP Finance	2015 Expenditures 2016 Budgeting 2016 Salary Schedule

6.	VP Eagle Pass	
7.	VP Del Rio	ATD Update
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**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

April 22, 2015

The Cabinet members of Southwest Texas Junior College met on April 22, 2015 in the Administration Building - President's Office.

Cabinet members present were:

Dr. Hector Gonzales, President
Dr. Mark Underwood, Vice-President Academic Affairs

Joe Barker, Vice-President Administrative Services
Anne Tarski, Vice-President Finance
Gilbert Bermea, Associate Vice-President Eagle Pass
Derek Sandoval, Associate Vice-President Del Rio

Cabinet member absent was:

Margot Mata, Vice-President Student Services

1. President:

- a. Hondo Update**
 - i. Alamo Solutions**
 - ii. Goodwill Industries**
 - iii. Allied Health – Aviation – ST**
 - iv. Cosmetology / HVAC / Automotive or Welding – LT**
 - v. Heavy Equipment – Truck Driving**
- b. ASU – here today**

2. VP Academic Affairs

- a. Early College HS – Dilley – ready to go**
- b. Waiting on SACS response on Aviation**
- c. Received MOU from Laughlin on Aviation**
- d. Nursing shortage – Grant for \$94K**
- e. Faculty office relocated from Library**
- f. Job Placement with MRG**
- g. LVN bullying in Del Rio**
- h. Consulting fee in Special Projects**
- i. SoftDocs versus Fortis**
- j. Copier contract**
- k. Statics course – 1342 / 2342**
- l. DL Bridge**
- m. Improving online courses – training**
- n. Institution member of TCCTA**

3. VP Student Services – At a conference – SACS meeting

- 4. VP Administrative Services**
 - a. Building Projects coming together**
 - b. Appraisal on donated Crystal City property for title insurance**
 - c. Bids for May Board meeting**
 - i. Crystal City and Eagle Pass Technical finish out**
- 5. VP Finance**
 - a. 2015 Expenditures**
 - b. 2016 Budgeting – missing budgets**
 - c. 2016 Salary Schedule**
 - i. Reviewed list, will send out a hard copy**
 - d. CIO status**
 - e. RFP – Food Eagle Pass**
 - f. Ellucian Conference – Free source**
 - i. Kahn Academy – Free source Education**
 - ii. Modules self-serve**
 - iii. Opportunity to discuss centralized software**
 - iv. Informer / Synoptic – streamline**
 - v. Compliance with Affordable Care Act**
- 6. VP Eagle Pass**
 - a. Registration 500 students for Fall in Eagle Pass, 1/3 of students**
 - b. Palms Fest last Friday – conflict with PTK Convention**
- 7. VP Del Rio**
 - a. ATD Update**
 - i. Plan – same as last year**
 - ii. Agenda (May 5-6)**
 - b. Registration – Counselors are busy**
 - c. Spring Fling - tonight**