

**CABINET MEETING**  
**January 7, 2015**

	<b>AGENDA ITEM</b>	<b>NOTES</b>
1.	Spring 2015 Enrollment Status Non Payment List	
2.	Castroville Chamber (1/15/15)  Uvalde Chamber (2/6/15)  Eagle Pass Chamber (2/6/15)	
3.	SACS Status	
4.	Around the Table	
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6.		

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10.		

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SOUTHWEST TEXAS JUNIOR COLLEGE**

**January 7, 2015**

The Cabinet members of Southwest Texas Junior College met on January 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 Administrative Services**  
**Anne Tarski, Vice-President Finance**  
**Gilbert Bermea, Associate Vice-President Eagle Pass**  
**Derek Sandoval, Associate Vice-President Del Rio**  
**Johnny Guzman, Dean College of Applied Sciences**  
**Romelia Aranda, Dean College of Workforce**  
**Cheryl Sanchez, Dean College of Liberal Arts**  
**Carol LaRue, Director of Institutional Effectiveness**

1. **Spring 2015 Enrollment Status/Non Payment List**
  - a. **4116 vs 5133 – This year to last year**
  - b. **Sending notice to students awarded FA but not registered for Spring**
  - c. **Send notice to students that attended Fall but not registered for Spring**
  - d. **Invoice sent for O/S balance for Spring**
2. **Castroville / Uvalde / Eagle Pass Chamber**
  - a. **Castroville – 1/15/15 – Outreach**
  - b. **Uvalde – 2/6/15 – Anne, Joe (2), Margot (2), Derek (2), Hector (2) – 2 tables**
  - c. **Eagle Pass – Gilbert, EP staff, Romelia (2)**
3. **SACS Status**
  - a. **Sent draft to SACS VP**
    - i. **Received response back, not bad**
  - b. **Links active through 3.2**
  - c. **Suggested a pre-visit and review QEP – committee will stay**
  - d. **Need to appoint new QEP chair**
4. **Around the Table**
  - a. **Hector Gonzales**
    - i. **Send items by Tuesday afternoon for Cabinet**
    - ii. **College Day 2/3/15 in Austin**
    - iii. **Faculty Convocation 1/13/15**
    - iv. **Next Cabinet Meeting will be Thursday morning at 8:30am for SP2015 enrollment update**

- b. Gilbert Bermea**
  - i. Christmas Ball in December**
    - 1. Attended well**
    - 2. Semi-formal**
  - ii. Registration continues – numbers look promising**
  - iii. Looking for Adjunct English instructors – evening**
- c. Derek Sandoval**
  - i. Registration – Campus is busy**
  - ii. Facilities – Testing Center in progress**
  - iii. Classes – adjusting enrollment and courses, balancing numbers and sections**
  - iv. Pie Chart of budget balance, available**
  - v. Adjunct training in Del Rio this term**
  - vi. Truck for Del Rio Campus**
  - vii. Letters identifying building are up**
- d. Margot Mata**
  - i. Registration steady in Uvalde**
    - 1. Counselors busy**
    - 2. Student Success assisting**
  - ii. Mock SAP for FA**
  - iii. FA 1/12/15 appeals deadline**
  - iv. TPEG dollars sent out**
  - v. College work-study – department request to be reviewed by Cabinet**
  - vi. Testing deadline 1/15/15**
  - vii. Drop list out**
    - 1. Calls/Invoices out to students**
  - viii. EPOCA scholarships – 10 awarded**
  - ix. Sul Ross – 3.2 PTK transfer taking 9 hours at RGC will receive \$500 scholarship**
  - x. 2<sup>nd</sup> registration schedule for Medina Valley**
  - xi. Staffing for Hondo / Pearsall**
  - xii. Senior Texas Employment Program**
  - xiii. Spring Break – Off**
    - 1. Carrizo Springs, Crystal City, D’Hanis, Eagle Pass, Hondo, Knippa, Medina Valley, Natalia, and Sabinal all have Spring Break a week earlier**
- e. Carol LaRue**
  - i. Survey student evaluation of Faculty**
    - 1. 48% response rate**
    - 2. Will be loaded to web**
  - ii. Student survey of service satisfaction**
    - 1. 17% response rate**
  - iii. Examine use of prosper**
    - 1. Cost and use**
    - 2. Focus group to evaluate its effectiveness toward assessment**
  - iv. Working on SACS IE documentation**
    - 1. Sample to show evidence of systematic improvements**
  - v. Evaluator training modules available on SACSCOC website**

- f. Mark Underwood**
  - i. SACSCOC- Requirement – on website**
    - 1. Statement of expected outcomes for students**
    - 2. How well are students doing from Strategic Plan Goals**
  - ii. Del Rio sent in initial application for Early College High School**
  - iii. Dilley – Early College High School**
  - iv. Texas State scholarship awarded to 6 students transfer dollars**
  - v. Schedule of Proctor Exams for DL Assistance in Operations**
  - vi. Status of ASU Title V Coop**
- g. Johnny Guzman**
  - i. Working on prospects for Aviation certificate**
    - 1. Awarded Texas Grant \$205,000**
  - ii. Interviewing for Auto Tech – Dual Credit**
  - iii. Welding is advertised for vacancy**
  - iv. Eagle Pass equipment request**
  - v. Level 2 complaint from Del Rio**
- h. Joe Barker**
  - i. Interlocal Agreement with Eagle Pass was approved this morning**
  - ii. Construction meeting 1:30pm – Adm. building**
  - iii. Construction will be in by end of week with fencing**
  - iv. Medina Valley working on fiber optic to building**
    - 1. Need to configure system to work with RGC/SWTJC**
  - v. Ground breaking for Eagle Pass – week of January 19<sup>th</sup>**
  - vi. Maintenance restructuring effective 01/05/15**
  - vii. Goal to bring Crystal City Library online soon**
  - viii. Drug testing update – nobody failed**
- i. Romelia Aranda**
  - i. 3 vacancies – 2 filled waiting on ABE Director**
  - ii. Project VAST dollars reduced**
  - iii. Bank issue (IBC) cashing checks for students**
- j. Cheryl Sanchez**
  - i. Assessment summit – Friday 11 faculty and division chairs**
  - ii. Prosper – issue with captured artifacts for assessment**
  - iii. Next assessment in June for Spring courses**
  - iv. Recognition O/S employees**
    - 1. Professional and support services**
  - v. Read 3 Graduation in Del Rio was a success**
- k. Anne Tarski**
  - i. Purchasing – e-mail**
    - 1. Obligation limits bids procedures**
  - ii. Budget was reviewed and discussed**

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**Cabinet members absent were:**

**Romelia Aranda, Dean College of Workforce  
Carol LaRue, Director of Institutional Effectiveness**

**1. Discussion:**

- a. Spring 2015 Enrollment numbers**
- b. Classes with low enrollment**
- c. Non-payment list**
- d. Feedback from Faculty Convocation**

**CABINET MEETING**  
**January 28, 2015**

	<b>AGENDA ITEM</b>	<b>NOTES</b>
1.	President	
2.	VP Academic Affairs	1. MOU Knippa ISD
3.	VP Student Services	1. Library Strategic Plan presentation by Karen Baen 2. Spring Enrollment 3. VA Initiatives 4. Financial Aid Awareness Month (Feb.) 5. Student Planning 6. Transfer/Career Center
4.	VP Administrative Services	
5.	VP Finance	
6.	Assoc. VP Eagle Pass	

7.	Assoc. VP Del Rio	<ol style="list-style-type: none"> <li>1. P-4 Initiative – Laughlin AFB</li> <li>2. Office 365 to all students-time frame?</li> <li>3. Testing Center p questions</li> <li>4. Texas Success-Overfelt</li> <li>5. PTK/Comm. Health Improvement-5K run, Saturday.</li> <li>6. Cancelled classes-email from Aracely access</li> <li>7. ESL recruitment-update</li> <li>8. Lynn Masterson</li> </ol>
8.	Dean College of Applied Science	
9.	Dean College of Workforce Training	** Mrs. Aranda will be in Austin at the TACE Board meeting.
10.	Dean College of Liberal Arts	
11.	Director of Institutional Effectiveness	



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Cabinet member absent was:

**Romelia Aranda, Dean College of Workforce**

**1. President:**

- a. HB – Base bill (500,000)
- b. SB – Base bill (500,000)
- c. H Committee - unassigned
- d. S Committee – Uresti on finance

**2. VP Academic Affairs**

- a. MOU Knippa ISD
  - i. Renewal and support letter
    - 1. Give suggestions for changes to Dr. Underwood by the end of the day
- b. SACS update

**3. VP Student Services**

- a. Library Strategic Plan presentation by Karen Baen (handout)
- b. Spring Enrollment (handout)
  - i. Drop list down to 295
- c. VA Initiatives – Steve Martinez doing a good job on promoting VA Benefits
  - i. Applying for VA work-study grants
- d. Financial Aid Awareness Month (Feb.)
  - i. Set up meeting with high schools to promote FA to seniors
- e. Student Planning
  - i. Training on going, both staff and students
- f. Transfer / Career Center
  - i. Old Recruitment Office /make changes from Administration to faculty and staff

4. **VP Administrative Services**
  - a. **DL growing and understaffed**
    - i. **Recommend staffing transfer to augment staff**
    - ii. **More cross training at other sites**
5. **VP Finance**
  - a. **P Card reviews – usage**
    - i. **Review what expenses**
    - ii. **Recommend an biweekly audit of P Card purchases**
6. **Assoc. VP Eagle Pass – Nothing**
7. **Assoc. VP Del Rio**
  - a. **Economic impact study – press release**
  - b. **Del Rio Chamber 3/12/15**
  - c. **P-4 Initiative – Laughlin AFB**
  - d. **Office 365 to all students – time frame?**
  - e. **Testing Center questions**
    - i. **Staffing issues and planning for next year**
  - f. **Texas Success-Overfelt**
  - g. **PTK / Comm. Health Improvement-5K run, Saturday**
  - h. **Cancelled classes-email from Aracely access**
  - i. **ESL recruitment – update**
  - j. **Lynn Masterson – not teaching in Fall (retiring)**
8. **Dean College of Applied Science**
  - a. **Prospectus going out for Aviation**
  - b. **Daycare Director out on sick leave, have Part-time Director stepping in**
  - c. **Resolved the EP room rental with Law Enforcement Academy**
9. **Dean College of Workforce Training – out of town**
10. **Dean College of Liberal Arts**
  - a. **Approved request from Dr. Culver – research request**
  - b. **Chair for core assessment committee**
    - i. **Jamie Watts**
    - ii. **Artifacts coming in for review of assessment**
11. **Director of Institutional Effectiveness**
  - a. **Remind departments under CASS & Planning (Unit Plan)**
    - i. **Ask question regarding status progress**
  - b. **SACS request for data**
  - c. **Student Service Survey**
  - d. **FTIC not collected correctly**
    - i. **CBM reported as dual – never in a dual credit course**