

CABINET MEETING
March 4, 2015

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

7.	Assoc. VP Del Rio	
8.	Dean College of Applied Science	Garner Field Airport Advisory Committee Aviation update Welding faculty Daycare – facilities, enrollment projection, survey Paramedic meeting
9.	Dean College of Workforce Training	
10.	Dean College of Liberal Arts	Del Rio Dean’s Forum City pool/lessons request Fee for Sul Ross students to use SWTJC gym/swim center
11.	Director of Institutional Effectiveness	

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

March 4, 2015

The Cabinet members of Southwest Texas Junior College met on March 4, 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. President:

a. SACSCOC - Discussion

2. VP Academic Affairs

a. Achieving the Dream

3. VP Student Services

- a. March 31st – Service Operations Forum in Del Rio
- b. Student Success – more testing – GED throughout Region
- c. Seminars scheduled through semester
- d. Brown bag sessions
- e. Grilling with the President
- f. College Cross-Road
- g. Financial Aid Awareness Month
- h. Ed Burns Charter School / Classical Academy new
- i. Dual Credit sites – Substantive change
- j. Default Cohort Rate
- k. Summer / Fall Registration prep work
- l. Dev Ed placement – COLS /NCBs / EDUC 1100
- m. Palms Fest

4. VP Administrative Services

- a. Reminder on Budgets
 - i. Maintenance – budget for emergency repair
- b. March 10th – scheduled to pour the 1st section - EP

5. VP Finance

- a. **Evaluated about 30 bills for CBB**
- b. **Budget process is beginning for 2015 – 2016 (April 6th)**
- c. **Informer – replaces Query Builder**

6. VP Eagle Pass

- a. **Construction project moving along**
 - i. **Some issues with water lines**
- b. **Graduation Project**
- c. **Regular PT Librarian**

7. VP Del Rio

- a. **ATD Conference**
 - i. **Late April / Early May**
- b. **June 1st – ATD Leader College**
- c. **Schedule tour with Premier / Radiance schools**
- d. **Visit with Mayor Garza**

8. Dean College of Applied Science

- a. **Garner Field Airport Advisory Committee**
- b. **Aviation Update**
 - i. **Interview scheduled**
 - ii. **P4 meeting - Friday**
- c. **Welding faculty – Schedule interviews**
- d. **Daycare – facilities, enrollment projection, survey**
 - i. **For parents**
 - ii. **Second building – ready for Fall**
 - iii. **Classroom furniture might be provided by MRG**
 - iv. **Paramedic meeting**
 - 1. **Discuss with local entities to consider college program**

9. Dean College of Workforce Training

- a. **Adult Ed grant**
 - i. **Money down 33%**
 - ii. **Enrollment numbers up 30%**
- b. **Evaluators from Project Grow**
- c. **VAST desk review**
- d. **Dilley – ESL**

10. Dean College of Liberal Arts

- a. **Del Rio – Dean’s Forum – small turnout**
- b. **City pool / lessons request**
- c. **Fee for Sul Ross students to use SWTJC gym/swim center – Fee of \$25**
- d. **Division Chair – Social Behavior and Govt instructor**
- e. **Dr. Cottrill – Knippa – BIOL/GOVT/ENGL online**
- f. **Rodeo Team – (for kids) – March 25th**

11. Director of Institutional Effectiveness

- a. Accountability strength**
- b. CBM reporting**
 - i. Denise Oden and Steve Martinez are working through the issues**
 - 1. FTIC count**
 - ii. Certified Board reports for Spring? (Will check)**
 - iii. Distance Education – coding errors**

CABINET MEETING
March 11, 2015

	AGENDA ITEM	NOTES
1.	President	
2.	VP Academic Affairs	
3.	VP Student Services	Summer and Fall schedules Evening and summer classes Student Activities: Blood Drive today Grilling with the President – Thursday – 21 teams competing compared to 14 teams last year (1 from DR, 2 from EP, and 1 from CC) Carnival next Thursday, March 19 th – March 22 nd QEP Acronym is RISE (Resourceful, Interactive, Student Engagement) Retention Efforts Registration
4.	VP Administrative Services	
5.	VP Finance	Review VP budgets

6.	VP Eagle Pass	
7.	VP Del Rio	
8.	Dean College of Applied Science	Laughlin P4 meeting Aviation Maintenance scholarships Paramedic meeting
9.	Dean College of Workforce Training	
10.	Dean College of Liberal Arts	
11.	Director of Institutional Effectiveness	

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1. President:

- a. Schedule QEP update for next Cabinet meeting

2. VP Academic Affairs

- a. Teaching Assistant – job description – approved by Cabinet
- b. Report on SACS substantive change committee

3. VP Student Services

- a. Summer and Fall schedules – schedules not complete
 - i. Move to fully use Colleague vs Whippleware
 - 1. Dr. Sanchez, Mr. Guzman, Ms. Oden, Ms. Ruiz, Mr. Fernandez – work on schedule
- b. Student Activities:
 - i. Blood Drive today
 - ii. Grilling with the President – Thursday, 21 teams competing compared to 14 teams last year (1 from DR, 2 from EP, and 1 from CC)
 - iii. Carnival next Thursday, March 19th – March 22nd
- c. QEP
 - i. Acronym is RISE (Resourceful, Interactive, Student Engagement)
- d. Retention Efforts
 - i. 108 close to core
 - ii. 240 close to graduate
- e. Registration - Priority
- f. Commencement – Law Enforcement?

4. **VP Administrative Services**
 - a. **EP – concrete pour at RGC and 1/3 of new building**
 - b. **RGC – should be done in Summer**
 - c. **EP Technical center – value engineering**
 - d. **CC – Site Plan**
5. **VP Finance**
 - a. **Review VP budgets – due April 6th**
 - b. **SB20 - purchase**
6. **VP Eagle Pass**
 - a. **Update on campus**
7. **VP Del Rio**
 - a. **Update on Campus**
8. **Dean College of Applied Science**
 - a. **Laughlin P4 meeting**
 - i. **Review subcommittee information**
 - ii. **Pending agreement from LAFB**
 - b. **Aviation Maintenance scholarships**
 - i. **Chamber \$500 - \$20,000 for first cohort of students**
 - c. **Paramedic meeting**
 - i. **3/10/15 – first meeting – Local EMS units**
 1. **Consensus – support for program – Basic / ECA**
 - ii. **Aviation – faculty interview**
9. **Dean College of Workforce Training**
 - a. **Desk audit in VAST March 20th**
 - b. **Recruiting students for ABE**
 - c. **Dilley Family Health Center – expect 300 ABE**
 - d. **Allied Health Programs update for March board meeting**
10. **Dean College of Liberal Arts**
 - a. **Creative Arts contest**
 - b. **Division Chair Internal position**
 - c. **EDUC 1100 – covers all COLS objectives plus learning theory-use instead of Orientation**
 - d. **DC tech students – 1year certificate no orientation**
 - i. **Refer items c and d to curriculum committee**
 - e. **Evaluation Instrument – SOC approved last year – will send to Cabinet**
11. **Director of Institutional Effectiveness**
 - a. **AA/AAS considered a program for review – meet with Dr. Underwood**
 - b. **Strategic Plan – Annual report – Due dates on plans**
 - c. **Met with VP of Finance / Staff – IE overview**
 - d. **Compliance Assist**