

CABINET MEETING
May 6, 2015

	AGENDA ITEM	NOTES
1.	President	SACSCOC Off-site responses SWTJC Board of Trustees May 21, 2015 Agenda
2.	VP Academic Affairs	9 month salary worksheet General Salary Information Sheets Faculty contracts
3.	VP Student Services	
4.	VP Administrative Services	

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

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

May 6, 2015

The Cabinet members of Southwest Texas Junior College met on May 6, 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**

Cabinet member absent was:

Derek Sandoval, Associate Vice-President Del Rio (Excused by Dr. Gonzales)

1. President:

- a. SACSCOC Off-site responses**
- b. SWTJC Board of Trustees May 21, 2015 agenda**
- c. Reviewed years of service pins**
- d. Reviewed Professional and Support staff nominations and results**

2. VP Academic Affairs

- a. 9 month salary worksheet**
- b. General Salary Information sheets**
- c. Faculty contracts**
- d. Extend convocation to begin on Monday versus Tuesday**
 - i. Additional training will be needed for QEP**

3. VP Student Services

- a. SI – 1288 vs last year at 1874**
- b. Graduation plans**

4. VP Administrative Services - Nothing

5. VP Finance

- a. Budget almost all in, a few still outstanding**
- b. RICOH representative will be on campus Thursday to review contracts**
- c. Sul Ross lease renewal and add extra building**

6. VP Eagle Pass - Nothing

7. VP Del Rio – was not present at the meeting

CABINET MEETING
May 13, 2015

	AGENDA ITEM	NOTES
1.	President	Memorial Day – Closed ? Graduation logistics / weather SACSCOC December meeting
2.	VP Academic Affairs	Deans' Breakfast Agenda Speech Instructor – Uvalde Substantive Changes
3.	VP Student Services	
4.	VP Administrative Services	

5.	VP Finance	Budgeted Salaries Part-time Employees
6.	VP Eagle Pass	
7.	VP Del Rio	Graduation Recognition Transfer Dog Day – June 11
8.		

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

May 13, 2015

The Cabinet members of Southwest Texas Junior College met on May 13, 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
Gilbert Bermea, Associate Vice-President Eagle Pass
Derek Sandoval, Associate Vice-President Del Rio

Cabinet member absent was:

Margot Mata, Vice-President Student Services
Anne Tarski, Vice-President Finance

1. President:

- a. **Memorial Day – May 25, 2015 will be a Holiday**
- b. **June 1, 2015 – July 31, 2015 – Summer Hours**
 - i. **08:00AM-06:00PM – M-TH**
 - ii. **08:00AM-12:00PM - F**
- c. **Graduation logistics/weather**
 - i. **475**
- d. **SACSCOC December meeting**
 - i. **8 – 10 authorized to attend**

2. VP Academic Affairs

- a. **Deans' Breakfast Agenda**
 - i. **Rearrange retirees from least to longest**
- b. **Speech Instructor – Uvalde**
 - i. **Shift Del Rio Faculty to Uvalde**
 - ii. **Shift Eagle Pass faculty to Del Rio**
 - iii. **Open up a Speech position in Uvalde**
- c. **Substantive Changes**
- d. **Process Update**
- e. **Allied Health**
- f. **Natalia response**
- g. **Skills Developmental**
- h. **Robb – get fit program – All of the month of July**
- i. **One Day Camp**

3. VP Student Services - Mrs. Mata was out at a training, Luis Fernandez reported for her

- a. **Summer / Fall Enrollment numbers**

4. **VP Administrative Services**
 - a. **Transition between Joe Barker, Anne Tarski, and Margot Mata**
 - b. **Free up Carlos Diaz and Rich Jones offices in the Library**
 - c. **Delayed start on Tech. Campus due to weather**
 - d. **Eagle Pass Academic Sul Ross ahead of schedule**
 - e. **Continuing to work on EP Main building**

5. **VP Finance – Mrs. Tarski was out at a training, Lisa Ermis reported for her**
 - a. **Budgeted Salaries**
 - i. **Reviewed salary positions**
 - b. **Part-time Employees**
 - i. **In object coed 7106**
 - c. **Budget status**
 - i. **Looks like \$3 million to be cut**

6. **VP Eagle Pass**
 - a. **Leaks – continue in Eagle Pass**
 - b. **End of year BBQ**

7. **VP Del Rio**
 - a. **Graduation Recognition**
 - i. **Thursday – DR students with cake**
 - b. **Transfer Dog Day – June 11th**
 - i. **Summer transient students**
 1. **Amistad Room**
 - a. **Recruit opportunities**
 - c. **A T D – will meet this afternoon to finish the report**
 - d. **RGC graduation – Del Rio**

CABINET MEETING
May 20, 2015

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

5.	VP Finance	Budget 2015 – 2016 Terminated, resigned and retired e-mail accounts Title IV training
6.	VP Eagle Pass	
7.	VP Del Rio	Concurrent enrollment for DRHS
8.		

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

May 20, 2015

The Cabinet members of Southwest Texas Junior College met on May 20, 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
Derek Sandoval, Associate Vice-President Del Rio

Cabinet member absent was:

Gilbert Bermea, Associate Vice-President Eagle Pass

1. President:

- a. Review Graduation**
 - i. Look at possibility of 2 ceremonies**
 - 1. 1 – Academic and 1 – Technical (Indoors)**
 - ii. Uvalde High School Auditorium holds 1500**
 - iii. 6:00 PM – Graduation Ceremony**

2. VP Academic Affairs

- a. Review SACS outline for off-site response**
- b. QEP status and Budget for 2015-2016**
- c. Response & QEP due end of June**
- d. IE Commitment from Faculty**
- e. New Government Faculty – Eagle Pass – Non-Tenured**
- f. Del Rio DC**
- g. Schedule Builder (Ellucian) works great.**

3. VP Student Services

- a. Summer I & II, Fall 15 enrollment numbers**
 - i. Semester credit hours up**
- b. Testing Procedure with Knippa ISD**
- c. Changes to Dual Credit Rules**
 - i. Open to College Ready Freshmen**
 - ii. No limit on number of courses**
- d. LBB visit to Dilley**
- e. Financial Aid – SAP Run**
 - i. 243 GPA suspension**
 - ii. 571 Max Time Frame**
- f. DC Orientation done – scheduling a couple of more**

CABINET MEETING
May 27, 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	
8.		

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

May 27, 2015

The Cabinet members of Southwest Texas Junior College met on May 27, 2015 in the Administration Building - President's Office.

Cabinet members present were:

Dr. Hector Gonzales, President
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

Cabinet member absent was:

Dr. Mark Underwood, Vice-President Academic Affairs

1. **President: Nothing**
2. **VP Academic Affairs – On Vacation**
3. **VP Student Services**
 - a. **Summer I & II enrollment numbers**
 - b. **Drop List – 730 students**
 - c. **Uvalde's numbers are low**
 - d. **Del Rio D/C – Economics and Speech with us**
4. **VP Administrative Services**
 - a. **No major flood damage to any campus**
 - b. **Need to replace several roofs on campus**
 - i. **Richardz, Garner, EP Building C, Del Rio Sul Ross Academic**
 - c. **Routine summer work**
 - i. **A/C unit dorms**
 - ii. **Waxing floors**
 - d. **Request for summer events**
 - i. **There is a need for a point person of contact for events**
5. **VP Finance**
 - a. **Budgets**
 - i. **Reductions due in a week**
 - b. **RFP for Eagle Pass Food Service**
6. **VP Eagle Pass**
 - a. **AHEC**
 - i. **Program requirements to conduct similar programs in Uvalde and Del Rio**
 - b. **Construction ahead of schedule**

7. VP Del Rio

- a. ASU is visiting**
- b. Graduation speeches for Housing Authority Graduates**
- c. ATD report finalized this week**