

CABINET MEETING
November 5, 2014

	AGENDA ITEM	NOTES
1.	SACS Status	
2.	Christmas at College	
3.	Around the Table	
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**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

November 5, 2014

The Cabinet members of Southwest Texas Junior College met on November 5, 2014 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. SACS Status**
 - a. Assigned areas to subgroup – meet with them on Friday**
 - b. 2.5 has been reworded to link with 3.1.2**
 - c. November 21st narrative due**
- 2. Christmas at the College**
 - a. Scheduled lighting ceremony for December 2nd at dusk**
 - b. Will concentrate on Main Entrance and Flores building**
- 3. QEP**
 - a. Schedule meeting with Randa Schell and Hector Lopez**
- 4. Around the Table**
 - a. Gilbert Bermea**
 - i. Spring enrollment looking positive**
 - ii. Higher utilization of online registration and early advising**
 - b. Margot Mata**
 - i. Uvalde traffic steady**
 - ii. 792 – 938 head count**
 - iii. Veterans luncheon – Thursday**
 - iv. Transfer day – from 11 – 1 on Thursday in the Ballroom**
 - v. Financial Aid letters changed wording**
 - vi. Proposed a change in SAP policy**
 - 1. Recommend to re-visit reasons for change**

- c. **Carol LaRue**
 - i. **Rene Zimmerman, first week of work**
 - 1. **Training ongoing**
 - a. **SACSCOC – planning document**
 - ii. **Service Units reviewed by CASS**
 - iii. **Quick Facts**
 - iv. **Preparation for Assessment Summit**
 - v. **SACSCOC**
- d. **Derek Sandoval**
 - i. **Del Rio registration going strong**
 - ii. **Scheduled appointments with students**
 - iii. **Faculty staffing issues**
 - iv. **Service Operations Forum**
 - v. **10 acres – meet with Del Rio ISD staff to discuss potential Technical Program**
 - vi. **Electricity on board for portable**
- e. **Mark Underwood**
 - i. **Meet on Monday on video bridge – TAMCO lease**
 - ii. **Look at departmental brochures and remove outdated ones**
 - iii. **Catalog online - archived**
 - iv. **Faculty positions opened**
- f. **Joe Barker**
 - i. **Eagle Pass Technical Campus**
 - 1. **Prelim site work – already up**
 - 2. **Feb. start date for Welding**
 - 3. **Planning moving along**
 - ii. **Crystal deed transfer complete**
 - 1. **Plans to be restarted**
 - iii. **Eagle Pass Academic – bids out**
 - 1. **Working with City Council for use of parking and detention pond**
 - iv. **Working with 4H Summer camp – next summer**
 - v. **Vacant positions in maintenance**
 - vi. **Upgrade DL equipment in Pearsall (3T1 lines)**
 - 1. **Working with ISD on cost share**
 - vii. **Part-time staffing**
 - viii. **Install cameras at Hubbard Hall**
- g. **Johnny Guzman**
 - i. **Aviation Advisory Committee at 6PM – Del Rio Airport**
- h. **Cheryl Sanchez**
 - i. **Faculty evaluation is ongoing**
 - ii. **Travel policy**
 - iii. **Assessment review of core items**

- i. Romelia Aranda**
 - i. Co-Board visiting tomorrow – re: Project VAST**

- j. Anne Tarski**
 - i. Audit complete – reviewing**
 - ii. Printer issues**
 - 1. Charging copies done**

CABINET MEETING
November 19, 2014

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Carol LaRue, Director of Institutional Effectiveness

Cabinet members absent was:

Romelia Aranda, Dean College of Workforce

1. SACS Update

- a. 4 SACS substantive change policy**
- b. Review Monday 11-24-14 at 1:30 PM**
- c. Discussed format on links**

2. Around the Table

- a. Johnny Guzman**
 - i. Aviation status in Del Rio and lab on LAFB**
 - ii. December 2nd meeting on Grow Your Own and December 18th follow up meeting**
 - iii. Partnership for EMT training in Del Rio**
 - 1. Same equipment as nursing evening program**
- b. Joe Barker**
 - i. Basecamp on Technical Campus**
 - 1. Concern about timing of February completion**
 - ii. Fire Safety training**
 - 1. Rick Jones develop a training**
- c. Mark Underwood**
 - i. TSU – Safe Grant / Engineering certificate**
 - 1. Engineering Grant ASU - Scholarship**
 - ii. QEP – Input from Faculty and Staff**
 - iii. WFT – staffing issues – short positions**
 - iv. Good result from State Audit**

- d. **Derek Sandoval**
 - i. **FA Clerk position**
 - 1. **Closes on Friday**
 - ii. **Adding courses to Spring schedule**
 - iii. **Speech instructor needed for Spring, Summer I, and Summer II**
- e. **Carol LaRue**
 - i. **Student evaluation of faculty went out**
 - ii. **Prosper for final exams have gone out**
 - iii. **US Department of Ed application for Title V**
 - iv. **Peer evaluator training at SACS**
 - v. **Gainful employment rules**
 - vi. **Summit for Assessment Planning schedule for January**
 - vii. **Data to pull adjuncts from system**
 - viii. **Student satisfaction survey for Early Spring**
- f. **Margot Mata**
 - i. **Enrollment numbers**
 - 1. **Eagle Pass has positive enrollment at current time**
 - ii. **Looking at course schedules for closed classes**
 - iii. **Working on Non-payment list**
 - iv. **Registration November 20 for Medina Valley**
 - v. **Pearsall updating DL equipment**
 - 1. **Will share cost to upgrade 4 rooms**
 - vi. **College day was a success over 200 students**
 - vi. **Thanksgiving luncheon served over 230 students**
 - 1. **Future doing same for Eagle Pass and Del Rio as Uvalde**
 - vii. **HEB Read 3 graduation at 6:00 pm on November 20th in the Ballroom**
 - viii. **PTK Induction 39 new members – 20 dual credit students**
 - ix. **EPOCA scholarship applications**
 - x. **Advisor meeting – Thursday afternoon on INRW - NCBO – clarifications and additional training on student planning**
- g. **Gilbert Bermea**
 - i. **Registration looks good for Eagle Pass**
 - 1. **Looking for 1000 headcount by Christmas break**
 - ii. **PTK Induction – 26 new inductees, well attended**
 - iii. **Winter Ball planned on December 4th from 7:00PM – 12:00AM at KAOS**
- h. **Anne Tarski**
 - i. **Working on Budget reports for Cabinet**
 - ii. **Window for payroll area**
 - iii. **Tech committee looking at Web page**
 - 1. **Bandwidth issues**
 - 2. **Office 365 uses lots of band-with, you tube, Pandora**

- i. Cheryl Sanchez**
 - i. Met with outreach on scheduling**
 - 1. Working with Division Chair in reference to Faculty loads**
 - ii. UAP activity – issues with**
 - iii. Division Chair meeting last week**