

CABINET MEETING
October 3, 2018

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

5.	VP Eagle Pass Campus	
6	VP Administrative Services <i>"One of the valid ways to test your attitude is to answer this question: "Do you feel your world is treating you well?"</i> John Maxwell	Garner Science update-Fume Hoods, SOP R-22 update Maintenance-AC's in EP, Nursing Offices-EP, 4DX Surveys IT Projects pending Campus Police Housing
7.	VP Del Rio Campus	Emergency light ballasts replaced in Sul Ross buildings P-Tech Meeting – October 2 Memo to Custodians – beginning Oct. 8, weekly checklists will be used as job performance evaluations <ul style="list-style-type: none"> ■ Continuous high number of substandard remarks will result in consequences Any computer tables stored?
8.		Robert Ayala – Tentative 10:00 am – The STEMward Bound Project

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

October 3, 2018

The Cabinet members of Southwest Texas Junior College met October 3, 2018 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 of Finance
Gilbert Bermea, Vice President Eagle Pass Campus
Derek Sandoval, Vice President Administrative Services
Connie Buchanan, Vice President Del Rio Campus**

- 1. President**
 - a. Rodeo this weekend**
 - b. Title I Grant \$2.7 million**
 - c. Kronos (any issues)**
 - d. Next week for Cabinet meeting – report on DC**
 - e. Dual Credit Action Report**
- 2. VP Academic Affairs**
 - a. Will present at SACS – on Dual Credit Operation**
 - b. October 18th Dilley Early College meeting**
- 3. VP Student Services**
 - a. SWTJC Fan raffle tickets – 500 printed**
 - b. 12 week census 135 students = 11 sections / 526 sch**
 - c. Future schedule issues with access to view curses not yet active**
 - d. Projecting 3% increase in Spring 2019 enrollment over last Spring**
 - e. Counselors at Advising Conference – working with Early College High schools**
 - f. Survey for proposed classes for students**
 - g. FA visiting schools – awareness and COLS classes**
 - h. TEOG \$54,0000 available to disburse**
 - i. FA files received for students not enrolled – status report**
 - j. RGC brought students to visit library – working with Alamo College Librarian**
 - k. Real World – Wednesday**
 - l. October 15th – E. Evans will speak**
 - m. Panty buckets will be distributed around campus**
 - n. Social media report by PTK, Instagram, snapchat, twitter**
 - o. October 6th PTK trash pick up**
- 4. VP Finance**
 - a. Overwhelmed with wrapping up financials for audit**
 - b. Kronos reports – good reports already established**
 - c. College – Capital One Venture Card – example**

5. VP Eagle Pass Campus

- a. **Commit to Success Rally – various Universities present**
- b. **Math interview scheduled for Friday**
- c. **AC appears to be fixed**
- d. **Building A – A/C repair in process – need new A/C unit**
- e. **Asphalt repair – many pot holes – area west of Administration building needs seal coat**
- f. **26 inducted to PTK last Friday**

6. VP Administrative Services -

“One of the valid ways to test your attitude is to answer this question: “Do you feel your world is treating you well?”” John Maxwell

- a. **Garner Science update – Fume Hoods, SOP**
- b. **R-22 update – inventory of A/C units**
 - i. **400 – Uvalde**
 - ii. **97 – Eagle Pass**
 - iii. **90 – Del Rio**
- c. **Maintenance – A/Cs in Eagle Pass, Nursing Offices-EP, 4DX surveys**
- d. **Info Cast – \$21,500**
- e. **Colleague in Cloud- \$131,000 - \$80,000 – subsequent years**
- f. **Virtual desktop - \$135,000 per year – for 5 years**
- g. **Gym PO on audio**
- h. **Estudias - \$71,000**
- i. **Campus Police – quiet – relatively – scanning across campus**
- j. **Housing**
 - i. **No major issues – other than trash**
 - ii. **Addressing cable need in the dorms – perhaps no need for cable**
 - iii. **Escalate move in for College**
- k. **Catholic Club meets in dorm lobby Wednesdays at 9:00pm – Great attendance**

7. VP Del Rio Campus

- a. **Emergency light ballasts replaced in Sul Ross buildings**
- b. **P-Tech meeting – October 2**
 - i. **Envision partnership between CTE/College/Hospitals**
 - ii. **Met with Coach, have not applied / L. Ne**
- c. **Leadership team / Advisory Board**
- d. **RadTech Clinical issue**
- e. **Memo to Custodians – beginning October 8, weekly checklists will be used as job performance evaluations**
 - i. **Continuous high number of substandard remarks will result in consequences**
- f. **Add in Del Rio Community TVs**
- g. **Any computer tables stored? - 9 needed in Del Rio**
- h. **Early College High School – counselors will visit, participate**
- i. **PTK at the end of October**
- j. **The STEMward Bound Project Grant**
 - i. **Update on Project description - Increase graduation rates in Stem areas**
 - ii. **Budget narrative**
 - iii. **Three personnel – one position is a fully funded position**
 - iv. **Equipment – Distance Learning / Marker Boards at each campus**
 - v. **Will touch the entire institution**
 - vi. **Provided handout**

CABINET MEETING
October 10, 2018

	AGENDA ITEM	NOTES
1.	President	SWTJC Board of Trustees' October Meeting Agenda
2.	VP Academic Affairs	
3.	VP Student Services	
4.	VP Finance	

5.	VP Eagle Pass Campus	
6	VP Administrative Services <i>"The future belongs to those who prepare for it today."</i> Malcolm X	Garner Sci. Fume Hoods-update Soph. Lab EP Lab Stem Grant tie in-Genetics Maintenance-projects Safety and Security-DR Cameras-RJ Housing-Christmas stay fee IT-canned messages, campus specific? miss travelers, Transportation-Random Drug Testing, Enterprise +\$2K Cafeteria-Sign In, Marta Saucedo Day Care-Homecoming Parade, new chairs Christmas at the College Rodeo Roundup-Tyler West-Steer Wrestling (1), Amanda Paige (3), Shaye Jesse (10)
7.	VP Del Rio Campus	ECHS student / possible training ECHS turned in Spring Schedule <ul style="list-style-type: none"> - only two PSYC classes requested - they have R Ortiz in BIOL 1307 (not qualified) - they have no instructor for HIST (Valdez leaving in April) Rain gutters going up on Bldgs H, E, J, and E – no drainage Pictures taken yesterday: aerial and website Service Operations lunch next Tuesday Friday 10/12 – CB Out of Office – Rollover Vaca Questions for DS <ul style="list-style-type: none"> - Find any computer tables? - Any info regarding roof inspection/repairs?

8.		
----	--	--

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

October 10, 2018

The Cabinet members of Southwest Texas Junior College met October 10, 2018 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 of Finance
Gilbert Bermea, Vice President Eagle Pass Campus
Derek Sandoval, Vice President Administrative Services
Connie Buchanan, Vice President Del Rio Campus

1. President

- a. SWTJC Board of Trustees' 10-18-18 Meeting Agenda – reviewed, additions with changes (December Board meeting date)**
- b. Tornado Alert**
 - i. Suggest utilization of group text**

2. VP Academic Affairs

- a. Career Fair in Eagle Pass went well**
- b. Dilley Early College High School – October 15th – IE to get data on students**
- c. Data Governance met**
 - i. Use fields to identify Dual Credit**
 - ii. Using multiple fields to identify course variability**
- d. Dual registration process – will use Dilley ISD to test**
- e. Reviewed Dual Credit Presentation**

3. VP Student Services

- a. Real World - Wednesday**
- b. Sessions on teaching students how to cook with microwave**
- c. Keep calendars updated**
- d. Orientation for Spring - set**
- e. Elijah Evans guest speaker – October 15th – how to prepare for midterm**
- f. Library sessions**
- g. FAFSA nights**
- h. Fall 2566 awarded – 323 awarded not enrolled**
 - i. Pending files?**
- i. Use Student Planning for graduation applications – Spring implementation**
- j. Academic Calendar – will develop a tentative 8 week schedule**
- k. Discussed student survey**
- l. EOC – K. Alvarado new EOC Specialist**
- m. TRIO – 4.25% increase in funding**

4. VP Finance

- a. Met with Texas Bookstore – issues with
 - i. Bookstore sales
 - ii. Commission
 - iii. Hours
 - iv. Access to used books
- b. Kronos update
- c. CBoard negotiation – IT working with Ms. Tarski
- d. Have bills/statements addressed to Accounts Payable
- e. \$30 K – Uvalde, \$41K - Real \$68K - Zavala
- f. Sul Ross rent

5. VP Eagle Pass Campus

- a. Mental Health training for staff
 - i. Counselors / Library staff
- b. Book signing - Friday
- c. Working on Parking lot lights
- d. Math interview
- e. Fall Festival Thursday 6:00pm – 9:00pm

6. VP Administrative Services -

“The future belongs to those who prepare for it today.” Malcom X

- a. Garner Science Fume Hoods – update – switch not working, motor not running
- b. Sophomore Lab – exhaust issues
- c. Eagle Pass Lab
- d. Stem Grant tie in - Genetics
- e. Housing – Christmas stay fee – currently \$50
- f. IT – can messages be campus specific? Miss travelers
- g. Transportation – Random Drug Testing, Enterprise +2K – savings
- h. Cafeteria – Sign In, Marta Saucedo
- i. Day Care – Homecoming Parade, new chairs
- j. Christmas at the College
- k. Rodeo Roundup – Tyler West – Steer Wrestling (1), Amanda Paige (3), Shaye Jesse (10)

7. VP Del Rio Campus

- a. ECHS student / possible training
- b. ECHS turned in Spring schedule
 - i. Only two PSYC classes requested
 - ii. They have an instructor (not qualified)
 - iii. They have no instructor for HIST
- c. Rain gutters going up on Buildings H, E, J, and E – no drainage
- d. Pictures taken yesterday: aerial and website
- e. Service Operations lunch next Tuesday
- f. Friday October 12 – CB out of office – rollover vacation
- g. Questions for DS
 - i. Find any computer tables?
 - ii. Any information regarding roof inspection / repairs?
- h. Fan tickets
- i. PTK October 21st

CABINET MEETING
October 17, 2018

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

5.	VP Eagle Pass Campus	
6	VP Administrative Services <i>"Creativity is contagious. Pass it on."</i> Albert Einstein	Garner Sci.-Fume Hoods in operation. Maintenance-Garner Hall Duct Work Ballroom Lighting system Schneider Electric Meeting on campus- Oct. 23, 2018
7.	VP Del Rio Campus	SOC communication meeting yesterday ECHS BIOL 1307/1107 evening class offered Psychology position internal posting Decorating Wildcat Drive for DR Homecoming Homecoming Parade Tonight – Close early?
8.		

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

October 17, 2018

The Cabinet members of Southwest Texas Junior College met October 17, 2018 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 of Finance
Gilbert Bermea, Vice President Eagle Pass Campus

Connie Buchanan, Vice President Del Rio Campus

Cabinet member absent was:

Derek Sandoval, Vice President Administrative Services (TACC Quarterly Meeting)

- 1. President**
 - a. SWTJC Board of Trustees' meeting - tomorrow**
- 2. VP Academic Affairs**
 - a. THECB Liaison meeting coming up**
 - b. November 1, 2018 SACS Liaison meeting at NW Vista**
 - c. Looking into rules for testing site for Health Occupation C N A / Phlebotomist**
 - d. Met with Microsoft in Hondo – looking for techs**
 - e. November 26th Truck Driving in Hondo – looking for local instructor in Hondo**
 - f. Airframe in Del Rio – revision on curriculum**
 - g. Class schedules for Spring in process**
 - h. I.T. working on DC test score issues**
- 3. VP Student Services**
 - a. Review Academic calendar for 2019 – 2020**
 - b. VA workshop at University of the Incarnate Word**
 - c. Student Planning workshop with Ellucian on Test Scores**
 - d. Priority Registration on Monday**
- 4. VP Finance**
 - a. CFO meeting – Alamo forming committee to accept D/C/ courses at UT/AM**
 - b. Ranger Pilot Pell for Dual Credit**
 - c. Talking point for upcoming Legislative session**
 - d. TRS request 2% increase in contribution (State or us)**
 - e. Gainful employment is being rescinded**
 - f. Ratios – looking at revisions**
 - g. Issues with certified enrollment numbers (IE)**
 - h. Kronos Questions (time and absences) attendance Board**
 - i. Managers Favorite**
 - j. WFT - \$37K from note payment, \$7K insurance and current lease amount**

5. **VP Eagle Pass Campus**
 - a. **Fall Festival – raised \$5K for student clubs**
 - b. **Book signing last Friday**
 - c. **Deans' Forum – Tuesday well attended – good discussion**
 - d. **Roof were repaired last week**
 - e. **Waiting on A/C repair**
 - f. **Linked Math courses in progress, otherwise Spring scheduled is done**

6. **VP Administrative Services - (attending TACC Meeting in Austin, Texas)**

“Creativity is contagious. Pass it on.” Albert Einstein

 - a. **Garner Science – Fume Hoods in operation**
 - b. **Maintenance**
 - i. **Garner Hall Duct Work**
 - ii. **Ballroom Lighting system**
 - c. **Schneider Electric Meeting on campus – October 23, 2018**

7. **VP Del Rio Campus**
 - a. **SOC communication meeting yesterday**
 - b. **ECHS BIOL 1307/1107 evening class offered**
 - c. **Psychology position internal posting**
 - d. **Decorating Wildcat Drive for Del Rio Homecoming – today**
 - e. **Homecoming Parade tonight – close early? – Close at 5pm**
 - f. **Flu shot – being coordinated**
 - g. **PTK Sunday at 3:30 pm – Sul Ross Auditorium**

CABINET MEETING
October 24, 2018

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

5.	VP Eagle Pass Campus	
6	VP Administrative Services <i>"Do what you do so well that they will want to see it again and bring their friends." Walt Disney</i>	
7.	VP Del Rio Campus	
8.		

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

October 24, 2018

The Cabinet members of Southwest Texas Junior College met October 24, 2018 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 of Finance
Gilbert Bermea, Vice President Eagle Pass Campus
Derek Sandoval, Vice President Administrative Services
Connie Buchanan, Vice President Del Rio Campus

1. President

- a. Shared USDA results – proposed grant agreement**
 - i. Local match cannot be from other Federal sources**
- b. 8 week – Fall 2020**

2. VP Academic Affairs

- a. Hondo High Schools approval from SACS~COC as official site**
- b. November 30th – will meet with staff at Hondo - opportunities**
- c. Curriculum Committee approved recommendation to modify Intermediate Algebra with an option for lab times – approved by the Cabinet**
- d. Policy on reckless driving and impact on travel reimbursement**
- e. AEL Director replacement announcement in progress**
- f. Sul Ross degree plan – unaligned with our Pathways – suggest Mark Underwood visit with Dr. Case (Provost at Sul Ross)**
- g. Conference call with Department of Education – HIS STEM Grant on Thursday**

3. VP Student Services

- a. Priority registration began on Monday – Early registration begins on next Monday**
- b. Fall Fiesta at Matthews Student Center on Thursday**
- c. Graduation / Last day to drop Headlines – announced, veterans luncheon**
- d. FA Coordinating with Library for FAFSA nights**
- e. Status on pending files for FA (see handout)**
- f. TRiO advisor hired**
- g. Library lock down drill - successful**
- h. EOC FAN tickets available – contact Diana Garcia**
- i. Advising**
 - i. Sent letters to grads**
 - ii. Mental Health training**
- j. TACRO – Eagle Pass / Del Rio / Outreach**
- k. November 1st Fall Fiesta in Crystal City**
- l. November 30th Disc Golf ribbon cutting**
- m. Survey – customer service survey – when administered – sent after census**
- n. See if TYPEFORM can be used for student evaluation of faculty? Combined with customer service survey**

4. VP Finance
 - a. Payroll vacancy – posting internal
 - b. Book Club - issues
 - c. Garner Science Project update
 - d. Appraisal District Board meeting – Reappraisal plan
 - e. Concerned about Resource Room deposits
 - f. Financial Aid success – able to reconcile

5. VP Eagle Pass Campus
 - a. English Department – Eagle Speaks – faculty and students different topics, personal, experience, current events, student / faculty interactions – New activity 10 minute plays
 - b. Security awareness training
 - c. LVN almost complete
 - d. Fine tuning of Spring schedule done
 - e. Building E – A/C unit arrived – pending installation

6. VP Administrative Services -
“Do what you do so well that they will want to see it again and bring their friends.” Walt Disney
 - a. Daycare update
 - b. USDA RUS – Telemedicine / Distance Learning \$1 million Grant to upgrade DL rooms
 - c. Increase numbers of followers on Social Media
 - d. Visited with Cruz at Crystal City Campus – campus in good shape
 - e. Christmas at the College
 - f. Schneider Electric - \$11,000 software update, \$10,000 LED Lamp
 - i. Will investigate further before moving forward
 - g. Plans for deferred maintenance
 - h. State Energy report - not required, verify with statutes
 - i. Basketball game –men / women’s

7. VP Del Rio Campus
 - a. Fall Fiesta went well – moved inside due to weather
 - b. Sunday PTK – 15 students inducted
 - c. Issue with scholarship in Del Rio
 - d. Safety awareness meeting - Thursday
 - e. Issues with maintenance cell phones

CABINET MEETING
October 31, 2018

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

5.	VP Eagle Pass Campus	
6	<p>VP Administrative Services</p> <p><i>"Each year, the Great Pumpkin rises out of the pumpkin patch that he thinks is the most sincere. He's gotta pick this one. He's got to. I don't see how a pumpkin patch can be more sincere than this one. You can look around and there's not a sign of hypocrisy. Nothing but sincerity as far as the eye can see." Linus</i></p>	<p>Maintenance-Budget allocations AC's/R-22/Projects/WO/%'s</p> <p>RUS Grant-Electrical by Dec. 13</p> <p>Custodial Report</p> <p>Housing Report-Dish Network</p> <p>Christmas at the College-Nov. 2 work day</p>
7.	VP Del Rio Campus	<p>58 attended the Safety Awareness Training on Thursday, Oct. 25</p> <ul style="list-style-type: none"> • Great presentation • 2 comments/questions from audience caused "little birdy" call to VP Sandoval <ul style="list-style-type: none"> ○ SWTJC App's locate me button ○ Can IT take over computers in classrooms to announce emergency? <p>I questioned one of R. Jones comment: Add emergency items into the work order system</p> <p>Plans to making improvements for DR security:</p> <ul style="list-style-type: none"> • Continue to work on written emergency plans by building managers • Reinforce out door sirens (Bldg. D and Back Buildings heard nothing for siren tests) • Continue installing cameras in buildings • Adjust door wedges to fit properly per door • Request information on working Mobil messaging app, if the current app will be functional or if Regroup App can be implemented • Obtain P25 Handheld Digital Scanner Radio for security (\$230 - will order) • Sentry Security still refers to "zones" - Need to convert to Building Letters (R. Jones to contact) • Security will reach out to SWTJC Police to run license plates and driver's license info • *Security access to Cop Sync report writing software or data terminals • *Security access to SWTJC student database for confirm enrollment • * = most likely will not happen

8.		
----	--	--

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

October 31, 2018

The Cabinet members of Southwest Texas Junior College met October 31, 2018 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 of Finance
Gilbert Bermea, Vice President Eagle Pass Campus
Derek Sandoval, Vice President Administrative Services
Connie Buchanan, Vice President Del Rio Campus

- 1. President**
- 2. VP Academic Affairs**
 - a. SACS Liaison meeting - Thursday**
 - b. Met with Hondo Economic Development Director**
 - i. Same information – Began construction for Annex – estimated April finish**
 - 1. HVDC / Welding – we will provide equipment list**
 - c. Biology Science Lab vacancy - covered**
 - d. Pathway homework – submitted Friday as due**
 - e. Dual Credit online registration meeting – discussed the preparation to get High School students to self-registration**
 - f. Dual Credit test sites – Rocksprings, Sabinal. Dilley, and Nueces Canyon**
- 3. VP Student Services**
 - a. Monday – Early Registration began – 2400 students enrolled**
 - b. Student Success – lock down drill yesterday**
 - c. FAN raffle tickets out – 4,000 tickets out**
 - d. VA luncheon set up on all campuses**
 - e. Food Pantry buckets out on campus**
 - f. Orange carving at 11:00am in the Library**
 - g. Makers Space plan in Student Success Center – Title V - HSI**
 - h. Fall Fiesta in Crystal City - Thursday**
- 4. VP Finance**
 - a. TRS – every change to employee must be reported – effective first of month if possible**
 - b. AEL employees former TRS**
 - c. Multiple issues with TRS reporting**
 - d. IRS non matching social security numbers**
- 5. VP Eagle Pass Campus**
 - a. Safety and Security training**
 - i. Fire scenario – shortest egress**
 - b. A/C replacement done**
 - c. Working with City on front area where utility work was conducted. Looks in disrepair**
 - d. Nurses' office is ready**

6. VP Administrative Services -

“Each year, the Great Pumpkin rises out of the pumpkin patch that he thinks is the most sincere. He’s gotta pick this one. He’s got to. I don’t see how a pumpkin patch can be more sincere than this one. You can look around and there’s not a sign of hypocrisy. Nothing but sincerity as far as the eye can see.” Linus

- a. **Maintenance – Budget allocations – meeting on Friday**
 - i. **AC’s / R-22 / Projects /WO / %’s**
 - ii. **125 K last year on A/C – 48K thus far**
- b. **RUS Grant-Electrical by December 13th**
- c. **Custodial Report**
- d. **Housing Report-Dish Network**
- e. **Christmas at the College – November 2nd work day**

7. VP Del Rio Campus

- a. **58 attended the Safety Awareness Training on Thursday, October 25th**
 - i. **Great presentation**
 - ii. **2 comments/questions from audience caused “little birdy” call to VP Sandoval**
 - 1. **SWTJC App’s locate me button**
 - 2. **Can IT take over computers in classrooms to announce emergency?**
 - iii. **I questioned one comment: Add emergency items into the work-order system**
- b. **Plans to making improvements for DR security**
 - i. **Continue to work on written emergency plans by building managers**
 - ii. **Reinforce out door sirens (Bldg. D and Back Buildings heard nothing for siren tests)**
 - iii. **Continue installing camera in buildings**
 - iv. **Adjust door wedges to fit properly per door**
 - v. **Request information on working Mobil messaging app, if the current app will be functional or if Regroup App can be implemented**
 - vi. **Obtain P25 Handheld Digital Scanner Radio for security (\$230 – will order)**
 - vii. **Sentry Security still refers to “zones” – need to convert to Building Letters**
 - viii. **Security will reach out to SWTJC Police to run license plates and driver’s license information**
 - ix. ***Security access to Cop Sync report writing software or data terminals**
 - x. ***Security access to SWTJC student database for confirm enrollment**
 - 1. ***=most likely will not happen**