

**CABINET MEETING**  
**July 5, 2017**

	<b>AGENDA ITEM</b>	<b>NOTES</b>
1.	President	4DX
2.	VP Academic Affairs	
3.	VP Student Services	
4.	VP Finance	

5.	VP Eagle Pass Campus	
6.	VP Administrative Services <i><b>“To Infinity and Beyond”</b></i> <b>Buzz Lightyear</b>	
7.	VP Del Rio Campus	
8.		

**CABINET MEETING OF  
SOUTHWEST TEXAS JUNIOR COLLEGE**

**July 5, 2017**

The Cabinet members of Southwest Texas Junior College met on July 5, 2017 in the Administration Building - President's Office.

Cabinet members present were:

**Dr. Hector Gonzales, President**  
**Dr. Mark Underwood, Vice President Academic Affairs**  
**Anne Tarski, Vice President of Finance**  
**Derek Sandoval, Vice President Administrative Services**  
**Gilbert Bermea, Vice President Eagle Pass Campus**  
**Connie Buchanan, Vice President Del Rio Campus**

Cabinet member absent was:

**Margot Mata, Vice President Student Services (vacation)**

**1. President**

- a. **4DX - Fall games – ready for Fall**
  - i. **Ramp up by August 1st**
- b. **Salary worksheet due to Nita Reed by Monday**
- c. **Status on Speech position**

**2. VP Academic Affairs**

- a. **Del Rio Dual Credit – Del Rio Economics**
- b. **SACS – Vice President – Stephanie Kirshann - reassignment**
- c. **Aviation meeting – hanger will be provided in Del Rio**
- d. **Dual Credit workflow process – site on 365 with structure on going and a new demo forthcoming**
- e. **Increase in Dual Credit adjunct**
- f. **C N A hired (2) and EMT hired (1)**

**3. VP Student Services – on vacation**

**4. VP Finance**

- a. **Questions on hours – July 4<sup>th</sup> counts as a 9 hour holiday**
- b. **Cash crunch**
- c. **Comfort Dog/Service Dog – meet with Anne Tarski, Derek Sandoval, Oscar Garcia and Krystal Ballesteros**

**5. VP Eagle Pass**

- a. **Nothing to report**

**6. VP Administrative Services**

*"To Infinity and Beyond."* Buzz Lightyear

- a. **Eagle Pass renovation**
- b. **Network Engineer Recommendation**
- c. **CC Co#3**
- d. **Start working on new Brand/Mascot for next year**

**7. VP Del Rio**

- a. **Nothing to report**

**CABINET MEETING**  
**July 12, 2017**

	<b>AGENDA ITEM</b>	<b>NOTES</b>
1.	President	4DX
2.	VP Academic Affairs	
3.	VP Student Services	
4.	VP Finance	

5.	VP Eagle Pass Campus	
6.	VP Administrative Services  <i>“Well done is better than well said”</i> <b>Benjamin Franklin</b>	CC update  Swimming pool leak and bottom  EP RR flow and wall  EP IT position?  EMT/LVN offices soon  DR AC’s? H building? Roofing D building  Daycare update  Social Media (2)
7.	VP Del Rio Campus	
8.		

**CABINET MEETING OF  
SOUTHWEST TEXAS JUNIOR COLLEGE**

**July 12, 2017**

The Cabinet members of Southwest Texas Junior College met on July 12, 2017 in the Administration Building - President's Office.

Cabinet members present were:

**Dr. Mark Underwood, Vice President Academic Affairs**  
**Margot Mata, Vice President Student Services**  
**Anne Tarski, Vice President of Finance**  
**Derek Sandoval, Vice President Administrative Services**  
**Gilbert Bermea, Vice President Eagle Pass Campus**  
**Connie Buchanan, Vice President Del Rio Campus**

Cabinet member absent was:

**Dr. Hector Gonzales, President, attending a conference**

**1. President**

- a. 4DX

**2. VP Academic Affairs**

- a. Speech announcement is being published
- b. Working on Physics and Theater job publications
- c. Suggestions from Mr. Sandoval to utilize Ismael Martinez and all his social media to job offering out there.
- d. SACCOG – financials are in. Dilley, Eagle Pass, and welding AAS have been approved by substantive chance office and should go through in 3 weeks or so.
- e. Dr. Zimmerman will be interviewing this week for the Research Associate position.
- f. There have been no applicants for the Business, Industrial, and Technical Studies Division Chair
- g. Dr. Underwood will be out Friday and the following week, entirely

**3. VP Student Services**

- a. Enrollment 2017 S2 – 971 (2016 S2 – 962). Reinstatement until July 18<sup>th</sup>
- b. Upward Bound Grant – working on getting Coordinator and Director for Grant. Working with Dr. Ball. Have not been able to get in touch with Crystal City Superintendent.
- c. FA will be disbursed on July 31<sup>st</sup>)
- d. DEMO – Conusha – dual credit management. New to Texas, does work with Colleague (3-4 months lead time). Initial fee 16K and maintenance \$3,500.00
- e. Orientations are happening
- f. Read from the Middle – Sunday through Tuesday
- g. TACCRO Thursday and Friday morning

**4. VP Finance**

- a. Foundation Loan – August agenda?
- b. Reviewed Inter-Local with UCAD - OK
- c. UVAD special meeting – RFP atty.
- d. Davala billed for the last of Crystal City Library. Holding retainage
- e. Need another Kronos training
- f. Local DEX on August agenda
- g. RFP for Security Service in Sunday papers

**5. VP Eagle Pass**

- a. IT position – Oscar has it
- b. About to bill Biology Faculty position
- c. Sprinkler system – will replace valves themselves
- d. Orientations going well. A hold is put on the students if they have not attended.
- e. Bee swarm – Luis Perez took care of it
- f. Palomino Fest right around the corner

**6. VP Administrative Services**

*"Well done is better than well said."* Benjamin Franklin

- a. CC update – gates hold retainage
- b. Swimming pool leak and bottom - \$14,000 insp and \$14,000 process – needs plaster
- c. EP RR flow and wall – last week
- d. EP IT position? – Oscar has it
- e. Dr. Zimmerman's project
- f. EMT / LVN offices soon
- g. DR AC's – H Building? Roofing D building – next week
- h. Daycare update :
  - i. Want to close for 2 weeks
  - ii. Labor day parade
  - iii. Fund raiser – pop corn
- i. Social Media (2)

**7. VP Del Rio**

- a. Fall – Deaf students - \$44,000 for interpreter
- b. Real Time Transcription Service?
- c. Taking a tour of ELHS this afternoon

**CABINET MEETING**  
**July 26, 2017**

	<b>AGENDA ITEM</b>	<b>NOTES</b>
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><b><i>“Great leader characteristics: Support Factor – Do they add value to me (and our Team)? Creative Factor – Can they find possibilities in impossibilities?”</i></b></p> <p><b>John Maxwell</b></p>	<p>EP IT Interviews</p> <p>EP Nursing</p> <p>IE Office Space</p> <p>CC DL Rm/Espinosa 14</p> <p>DR AC’s</p> <p>Dorm/Housing prepared</p> <p>Campus Police OT</p> <p>Low Water Pressure / Power Outage</p> <p>IT Roof - \$50K Board Mtg. – Agenda August</p>
7.	VP Del Rio Campus	<p>External Defibrillators Batteries (told on hold)</p> <p>Sul Ross Parking lot – need yellow stripes in “no parking zone” – SR has blacked out lines as a fix, causing bigger issue</p> <p>Permit for Building H has been received</p> <p>Need 8 to 10 speed bumps installed</p> <p>Biology lab prep-room vent hood needs new sensor installed (we have filter)</p> <p>Fac/Staff: concerned that no safety/violent situation training has taken place in DR yet</p> <p>DC/ECHS instructor issues</p> <ol style="list-style-type: none"> <li>a. Hiring faculty retention period</li> <li>b. Stmt. In advertising: contingent upon the HS District</li> <li>c. Evaluations – must be performed by “content expert” (out of compliance with NACEP means out of compliance for SACSCOC)</li> </ol>

8.		

**CABINET MEETING OF  
SOUTHWEST TEXAS JUNIOR COLLEGE**

**July 26, 2017**

The Cabinet members of Southwest Texas Junior College met on July 26, 2017 in the Administration Building - President's Office.

Cabinet members present were:

**Dr. Mark Underwood, Vice President Academic Affairs**  
**Anne Tarski, Vice President of Finance**  
**Derek Sandoval, Vice President Administrative Services**  
**Gilbert Bermea, Vice President Eagle Pass Campus**  
**Connie Buchanan, Vice President Del Rio Campus**

Cabinet member absent was:

**Dr. Hector Gonzales, President**  
**Margot Mata, Vice President Student Services**

**1. President**

- a. Out

**2. VP Academic Affairs**

- a. Pathways Regional – August 16<sup>th</sup> in Corpus Christi
- b. Numerous Faculty Positions
- c. IE Research Associate Positions, Dual Credit Instructors
- d. ECHS leaders at Uvalde High School have resigned
- e. Sabinal out of C N A – OK

**3. VP Student Services**

- a. Johnny Guzman at Del Rio – Aviation program
- b. Johnny Guzman, Dr. Cheryl Sanchez, and Dr. Hector Gonzales at 4DX meeting in Salt Lake City next week
- c. Margot Mata in Denver

**4. VP Finance**

- a. 2<sup>nd</sup> Summer drop done – enrollment looks good
- b. Fall Enrollment appears solid
- c. Falco rep seen just going around with keys; Derek Sandoval will look into having escort
- d. Gun signs ordered
- e. A T D invoice held - \$10K for 2017-2018 dues
- f. Mention of a Texas based organization that promotes same sort of agenda as A T D

**5. VP Eagle Pass**

- a. Biology faculty position offered to Vielma; on vacation so we have not heard whether he has accepted
- b. Oscar Gaytan moving to Uvalde
- c. Sprinkler work ongoing
- d. Parking lot light bulbs need replacing; lift truck needs to go to Eagle Pass – Derek Sandoval will arrange it

## 6. VP Administrative Services

*“Great leader characteristics: Support Factor – Do they add value to me (and our Team)? Creative Factor – Can they find possibilities in impossibilities?” John Maxwell*

- a. Eagle Pass IT interviews – applications close Friday; Interview committee established
- b. Eagle Pass Nursing
- c. IE Office Space - next
- d. Crystal City DL room /Espinosa 14 – In the queue to be completed
- e. Del Rio ACs
- f. Dorm/Housing prepared
- g. Campus Police over time
- h. Low water Pressure / Power Outage
  - i. Some loss of A/C equipment
- i. IT Roof - \$50K Board meeting
- j. Bid packet submitted to Anne Tarski – describing needs
- k. Dr. Goosen has asked for another DL room in Eagle Pass
  - i. Mark Underwood will ask Jesus Suarez
- l. 5 Bid packages sent out for Security at Del Rio and Eagle Pass
- m. Swimming Pool drained and leak will be fixed, has been resurfaced.

## 7. VP Del Rio

- a. External Defibrillators Batteries (told on hold) – Derek Sandoval checking on options
- b. Sul Ross Parking lot – need yellow strips in “no parking zone” – SR has blacked out lines as a fix, causing bigger issue – Connie Buchanan will have Del Rio maintenance complete
- c. Permit for Building H has been received
- d. Need 8 to 10 speed bumps installed
- e. Biology lab prep-room vent hood needs new sensor installed (we have filter)
  - i. Connie Buchanan will contact Robert Ayala about company sending technical support
- f. Faculty/Staff: concerned that no safety/violent situation training has taken place in DR yet
  - i. Connie Buchanan will contact Amy Garcia about training
- g. DC/ECHS instructor issues
  - i. Hiring faculty retention period
  - ii. Statement in advertising: contingent upon the HS District
  - iii. Evaluations – must be performed by “content expert” (out of compliance with NACEP means out of compliance for SACSCOC)
- h. Mark Underwood will call Amy Garcia about “Concealed Carry” presentation at the Faculty Convocation.