

CABINET MEETING
September 7, 2016

	AGENDA ITEM	NOTES
1.	President	New Hire / Full-Time and Part-Time – paperwork
2.	VP Academic Affairs	
3.	VP Student Services	
4.	VP Administrative Services/CIO	

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

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

September 7, 2016

The Cabinet members of Southwest Texas Junior College met on September 7, 2016 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
Raul Reyes, VP Administrative Services, CIO
Anne Tarski, Vice President of Finance
Gilbert Bermea, Vice President Eagle Pass
Derek Sandoval, Vice President Del Rio

1. President

- a. New Hire/Full-Time and Part-Time – paperwork - checklist
- b. P-card reconciliation – emphasize with your staff
- c. Stay on top of Process
- d. 4DX – portal issues – views
 - i. Schedule a training with April Cole (4DX – Portal)
 - ii. Number of users and licenses
 - iii. Lead = Moving Lead

2. VP Academic Affairs

- a. Call from Estudios – share information on reports-predictive analyst
 - i. Free training – discussion about services – tracking demo
- b. A D A access to Garner Science – ramp and doors
- c. WiFi access in Garner Hall
- d. A D A door openers for Uvalde Campus and Del Rio Campus
- e. Access to buildings
- f. Online class midterm exams – update
- g. Substantive change visit – October 11th

3. VP Student Services

- a. Library Director - position
- b. Enrollment Fall 2016 – up 11% clock hours
- c. 12 weeks enrollment marketing (target 200 students)
 - i. Run a CSAR on 12 week courses
- d. Question on official roster – look at WebAdvisor
- e. Fall Kick Off – Thursday on all campuses
- f. AT & T phone issues (call out) – operator on the phone
- g. Help Desk issues 6,000 calls during first month

4. VP Administrative Services/CIO

- a. Custodian to “play team” 6:30am – 3:30pm and 11:00am – 7:00pm (2 shifts)
- b. A D A priority list
- c. Emphasize customer service to all staff
- d. Travel request still going to Molly Ruiz – looking for an online solution
- e. Need help with cameras (security) centralize cameras which are required by SSS
- f. Construction (David Brown) warranty issues with new building
 - i. Crystal City color scheme – looks like Eagle Pass and Del Rio

- ii. Library – outside color scheme – Cruz Mata will meet with April Cole
 - g. Will review selections with Margot Mata
 - h. Final punch list with Eagle Pass Tech Center (A D A inspection response)
 - i. Not receiving incoming calls and cannot make outgoing calls
 - j. A / C at Garner Hall
5. VP Finance
- a. San Juana Trevino – retiring in December
 - b. Out Thursday and Friday
 - c. Inventory done at year end
 - i. Warehouse – good
 - ii. Cafeteria – not good
 - d. Rollout a new credit card (Voyager) for fuel – exempt on Federal taxes
6. VP Eagle Pass
- a. Visiting classrooms about payment arrangements
 - i. Pending documents and partial payments
 - b. Bookstore closing as of Tuesday
 - c. Success Center floor coming into old library / should be done by Saturday
 - d. 12 week schedule – look at course enrollments
7. VP Del Rio
- a. Roofs and insurance – received \$70,000 from insurance
 - i. Will follow up on repairs
 - b. A T D will meet this Friday
 - c. A DA door openers to be installed
 - d. Fume hood installed and maintenance on two others
 - e. Nurses wall units – clinic lab
 - f. A/C units all up and running with the exception of Bookstore
 - g. Fascia was knocked down by a storm
 - h. Expired temporary permit
 - i. 3 compartment sink – outsource
 - i. Dean’s Forum – September 13 in Del Rio

CABINET MEETING
September 14, 2016

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

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

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

September 14, 2016

The Cabinet members of Southwest Texas Junior College met on September 14, 2016 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
Derek Sandoval, Vice President Del Rio

Cabinet member absent was Raul Reyes, VP Administrative Services, CIO

Also present was Herlinda Pena, Deputy CIT

1. President

- a. WIG Session – Discussed commitments and WIGs status
- b. Discussed cross campus Business Clubs (students)
 - i. Also encourage students Activities Boards to meet several times during the semester – across campus'
- c. Texas State Academic Vice Chancellor – DL/online curriculum
- d. RGC - Castroville

2. VP Academic Affairs

- a. Johnny Guzman and Connie Buchanan – Altus, OK to visit A & P program
- b. November 2nd – 4th – Texas Success Conference
- c. Briscoe teaching AA and Construction for Department of ED
- d. Issue with A D A Accommodations for students (Del Rio)
- e. Christine Badillo – new Walsh Attorney for us
- f. Meeting Reyes and DL staff – proposed for a trial run with Uvalde students for mid-term

3. VP Student Services

- a. Transcript follow up
- b. Enrollment update for Fall 2016
- c. College Day – September 27th – 658 students
- d. Women's Basketball
- e. Status HS Nursing CTE hours – are we compliant?

4. VP Administrative Services/CIO

- a. Leaks
- b. Met with David Brown on color selections for Crystal City
- c. Add Data drops
- d. Scheduled individual to visit with Eagle Pass on Warranty issue
- e. Work Order – School Dude
 - i. schooldude.com – campus cruiser set profile
- f. A T & T issues ongoing

5. **VP Finance**
 - a. **Check billing for Leakey Dual Credit Biology**
 - b. **San Juana retiring in December – looking at job duties**
 - c. **Furniture estimates for Crystal City Library – to high will revisit**

6. **VP Eagle Pass**
 - a. **New Librarian came by to visit**
 - b. **Numerous leaks on Eagle Pass Campus**
 - c. **Carpet in Success Center**
 - d. **Marque in Eagle Pass not functioning**
 - e. **Working on schedules**

7. **VP Del Rio**
 - a. **Dean's Forum – Club – student representation very informative**
 - i. **Good feed back**
 - b. **A T D received letter – Derek Sandoval will present report**
 - c. **Construction needs – work on J Building**
 - d. **Schedules**
 - e. **Adding FA pending files - students**
 - f. **New site for Early College HS**

CABINET MEETING
September 21, 2016

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

5.	VP Finance	
6.	VP Eagle Pass	
7.	VP Del Rio	
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**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

September 21, 2016

The Cabinet members of Southwest Texas Junior College met on September 21, 2016 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
Raul Reyes, VP Administrative Services, CIO
Anne Tarski, Vice President of Finance
Gilbert Bermea, Vice President Eagle Pass
Derek Sandoval, Vice President Del Rio

1. President

- a. WIG Session
- b. Campaign Meet and Greet
- c. Recap – Leader Training
- d. Board reports assigned

2. VP Academic Affairs

- a. A D A student – student will be liable for remaining balance after reduced hours.
 - i. Will verify purchased at the bookstore
- b. Signed Cruiser contract for 3 year
- c. HIB
- d. Briscoe Unit – status of second chance pell
- e. Mark Underwood will take care of CCSE report and the Accountability report
- f. Del Rio Early College High School – full sch by SWTJC
- g. Pearsall Career Tech

3. VP Student Services

- a. Fall enrollment numbers
- b. College day – Tuesday, rent chairs this time
- c. Attended Student Affairs Conference
 - i. Clery Act – Title IX
 - 1. Campus safety
 - 2. Timely warnings
 - 3. Template messages, practice, back up coverage
- d. Make sure we track statistics on all campuses
- e. Annual security report
- f. Title IX – Compliance Officer
- g. Drug free schools – update – need to conduct annual report
- h. Online / DL Mid-term/Final Exam schedule

4. VP Administrative Services/CIO

- a. Catch up on Clery Act and other security issues
- b. Switch over on Back-Bone within 2 to 3 weeks
- c. Computer refresh – finalizing virtualization lab
- d. Purchase 30 computers to complete labs
- e. Help desk – how to answer phone calls and priority customer service
- f. Wi-Fi continues to be installed around campus

- g. **Crystal City Library – switch and networking**
 - h. **Order Library Book collection before April Coles leaves**
 - i. **A T & T circuit at Eagle Pass Tech Center (4 months old work order)**
 - j. **Met with Time-Warner – looking at all A T & T fiber, with a recommendation**
 - k. **SWART – transportation - \$1.50 per mile – contract forthcoming**
 - l. **Addressing parking area between the Witt Building and the Maintenance Shop**
 - m. **Director of Maintenance description forth coming**
 - n. **Randy – call him**
 - o. **A/C issues with multi-purpose room**
 - p. **Reroof C Building – (Mr. Coward) Eagle Pass**
 - q. **Del Rio Leaks**
 - r. **Trane working with A/C**
- 5. VP Finance**
- a. **Audit preparation – cafeteria inventory - Needed**
 - b. **Old video bridge – payment from Key Finance?**
 - c. **Texting procedures development – (non-emergencies text to students)**
 - d. **Utilities – Vice Presidents to approve each campus bills**
- 6. VP Eagle Pass**
- a. **Moving into Success Center – should be in by Monday**
 - b. **12 week course – 1 course made**
 - c. **Tech Center issues – students and faculty – relocate dumpster**
 - d. **Installed mile per hour speed limit signs**
 - e. **Working on schedules**
- 7. VP Del Rio**
- a. **A T D – submitted presentation for conference**
 - i. **Service learning Impact**
 - ii. **Odessa / San Jacinto – Top 10 finalist – ASPEN**
 - b. **A D A issue**

CABINET MEETING
September 28, 2016

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

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

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

September 28, 2016

The Cabinet members of Southwest Texas Junior College met on September 28, 2016 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
Raul Reyes, VP Administrative Services, CIO
Anne Tarski, Vice President of Finance
Gilbert Bermea, Vice President Eagle Pass
Derek Sandoval, Vice President Del Rio

1. **President**
 - a. **WIG Session**
 - i. **Conference Call – coach session with Suzanne Hays**
 - ii. **Margot Mata will get Top Performing banner**
 - b. **Call in ticket to A T & T – callers get busy signals**
 - c. **ATD – Leah Meyer award – will pass**
 - d. **ESL – Spanish Instructors – Del Rio**
2. **VP Academic Affairs**
 - a. **Dual Credit regular high schools – at 3 locations**
3. **VP Student Services**
 - a. **Dropping 18 students for 12 weeks semester**
 - b. **College day was a success – 384 students / 34 sponsors / 12 schools**
 - i. **Next College Day will be February 21, 2016**
4. **VP Administrative Services/CIO**
 - a. **Lessons learned from power outage**
 - i. **Develop and formalize mechanism to address issues**
 - b. **Raul Reyes and Anne Tarski will be at the D.C. Conference for Hispanic Institutions**
 - c. **Image Now**
 - i. **IT is training**
 - ii. **Raul Reyes will have a timeline next Wednesday**
 - iii. **Del Rio and Eagle Pass will like to be included in training by Distance Learning**
 - d. **Working on A/C and roof issues**
5. **VP Finance - Nothing**
6. **VP Eagle Pass - Nothing**
7. **VP Del Rio**
 - a. **Distance Learning questions -**
 - i. **Who do they call?**
 - b. **Nursing lab computers not working**
 - c. **Additional training needed to input transcripts**