

**CABINET MEETING**  
**April 3, 2019**

	<b>AGENDA ITEM</b>	<b>NOTES</b>
1.	President	SWTJC Board of Trustees' Meeting Agenda for 4-18-19
2.	VP Academic Affairs	
3.	VP Student Services	
4.	VP Finance	

	VP Eagle Pass Campus	
6	VP Administrative Services <i>"The time is always right to do what is right."</i> Martin Luther King Jr.	Budgets Electrical Infrastructure Gala
7.	VP Del Rio Campus	
8.		

**CABINET MEETING OF  
SOUTHWEST TEXAS JUNIOR COLLEGE**

**April 3, 2019**

**The Cabinet members of Southwest Texas Junior College met April 3, 2019 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, VP Administrative Services  
Connie Buchanan, Vice President Del Rio Campus**

**1. President**

- a. SWTJC Board of Trustees' Meeting Agenda for 4-18-19 – Reviewed**
- b. Discussed status of multi-year contracts
  - i. Security, Bookstore, Café, Depository****
- c. Standardize MOUs for ECHS – D/C – contracts**
- d. Will get update on Lawsuit**

**2. VP Academic Affairs**

- a. Meet with UCISD Assistant Superintendent Dr. Rodriguez
  - i. Stem Dual Credit and future ECHS****
- b. Pearsall - EMT**
- c. Carl Perkins Site Review – April 10<sup>th</sup> and 11<sup>th</sup>**
- d. Pathways Advanced work – course sequencing
  - i. Preparing for concurrent session at Pathways Presentation****
- e. Eagle Pass EDA workshop for Regional Tech – Mr. Bermea will attend**
- f. Catalog ready to be presented – will continue to update facility description**
- g. Fields of Study**

**3. VP Student Services**

- a. Registration – Fall / Summer enrollment numbers**
- b. Student Planner – require all ECHS to be on planner**
- c. Counselors meeting – live excel to capture roll data for dual credit**
- d. CWS has funds available**
- e. FA Administrative Assistant – position filled**
- f. FA Advisor – interviews Thursday and Friday**
- g. Debt letters going out later this month**
- h. Disability Conference – 2 attending**
- i. Tool Kit – question – cross tracking for IE & SACS compliance
  - i. Watermark for student evaluation of faculty**
  - ii. Studio (Colleague) - \$60K****
- j. Need to review recurring software cost at Cabinet**
- k. Administrative Professional Days – April 23<sup>rd</sup> (Tuesday) 11-1**

4. **VP Finance**
  - a. **Reviewed Comp-Time hours**
  - b. **Working on Budgets**
  - c. **E-mails going out – reminding budgets still out**
  
5. **VP Eagle Pass Campus**
  - a. **Parking lights in progress**
  - b. **Transient students allowed to register before native students in high demand courses**
  - c. **Waiting on propane line installation – bids pending**
  - d. **A/C unit out**
  
6. **VP Administrative Services**

*“The time is always right to do what is right.” Martin Luther King, Jr.*

  - a. **Budgets – submitted**
  - b. **Electrical Infrastructure**
  - c. **Gala**
  - d. **Daycare – child tested positive with meningitis**
    - i. **Suggestion from license department on procedures to sterilize baby room**
  - e. **Rodeo – number of scholarships**
  - f. **Tuesday – April 30<sup>th</sup> – Student / Faculty softball game**
  
7. **VP Del Rio Campus**
  - a. **Chamber meeting was good**
  - b. **Women’s Seminar – last Friday – was great**
    - i. **Will have a better table for next time**
  - c. **ECH classes – Schedule accepted by high school (125 seats)**
  - d. **We Community Network to disseminate information about college**
  - e. **Distance Learning issues with B-111**
    - i. **Polycom resetting every 5 minutes – issue with reading log**
  - f. **Grant (STEM) supposed to add Distance Learning room to Del Rio**

**CABINET MEETING**  
**April 10, 2019**

	<b>AGENDA ITEM</b>	<b>NOTES</b>
1.	President	SWTJC Board of Trustees' Meeting Agenda for 4-18-19
2.	VP Academic Affairs	
3.	VP Student Services	
4.	VP Finance	

	VP Eagle Pass Campus	
6	VP Administrative Services <i>"Once all struggle is grasped,  miracles are possible."</i> Mao Zedong	Maintenance-EP work IP, VP Bermea in conversations Custodial-J. Sanchez Grounds-Painting of crosswalks/handicap/cubs soon Athletics- Men's/Women's BB-good year-done Rodeo/Cross Country 1 competition left Day Care-Meningitis negative-Licensing proud of action taken Public Info-Gala results soon, positive
7.	VP Del Rio Campus	Pizza with President: Touch/fun math science lab requested Virtual models zSpace (Learning through AR/VR Experiences) 24/7 study area (Ramada Inn) Pole Signage in UV - DR ? Can Fac/Staff softball game be live streamed? Dean's Forum on Tuesday (April 16)

8.		
----	--	--

**CABINET MEETING OF  
SOUTHWEST TEXAS JUNIOR COLLEGE**

**April 10, 2019**

**The Cabinet members of Southwest Texas Junior College met April 10, 2019 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  
Connie Buchanan, Vice President Del Rio Campus**

**Cabinet members absent were:**

**Dr. Hector Gonzales, President  
Gilbert Bermea, Vice President Eagle Pass Campus  
Derek Sandoval, VP Administrative Services**

- 1. President (Out)**
  - a. SWTJC Board of Trustees' Regular and Foundation Meeting Agendas for 4-18-19 – Reviewed**
  - b. Discussed employee letter -**
- 2. VP Academic Affairs**
  - a. City of Dilley brought the old hospital. They would like for us to use it**
  - b. Pathways homework due today**
  - c. ECHS – there will be some summer school (Uvalde – Government and Music)**
- 3. VP Student Services**
- 4. VP Finance**
- 5. VP Eagle Pass Campus**
- 6. VP Administrative Services**

***“Once all struggle is grasped, miracles are possible.” Mao Zedong***

  - a. Maintenance – EP work, VP Bermea in conversations**
  - b. Custodial**
  - c. Grounds – Painting of crosswalks/handicap/curbs**
  - d. Athletics**
    - i. Men's / Women's BB – good year - done**
    - ii. Rodeo / Cross Country 1 competition left**
  - e. Day Care – Meningitis negative – Licensing proud of action taken**
  - f. Public Info – Gala results soon, positive**



7. **VP Del Rio Campus**
  - a. **Pizza with President**
    - i. **Touch / fun math science lab requested**
    - ii. **Virtual models - zSpace (Learning through AR/VR Experiences)**
  - b. **24/7 Study area (Ramada Inn)**
  - c. **Pole Signage in UV – DR?**
  - d. **Can Faculty / Staff softball game be live streamed?**
  - e. **Deans' Forum on Tuesday (April 16)**

**\*\*Meeting ended early due to the Carl Perkins Onsite Audit**

**CABINET MEETING**  
**April 17, 2019**

	<b>AGENDA ITEM</b>	<b>NOTES</b>
1.	President	Solar Eclipse Request  FA OT Request  Catholic Club Request  Work Studies/Departmental Aids – Part Time Employee
2.	VP Academic Affairs	EDUC 1100 and EDUC 1300  Joe Barker's continuing status
3.	VP Student Services	
4.	VP Finance	

5.	VP Eagle Pass Campus	
6	<p>VP Administrative Services  <i>"We pay a price when we deprive children of the exposure to the values, principles, and education they need to make them good citizens."</i>  <b>Sandra O'Connor</b>  Former Associate of Justice of the Supreme Court</p>	<p>MRG CJ Div Grant presentation-cameras  (Letter of Resoulution on May Board Mtng)  CBORD-No response-2 attempts  CC-cameras    Jury Duty-Day 2</p>
7.	VP Del Rio Campus	<p>All DR A/C units connected and visible by Schneider</p> <p>Some hours on some science labs inconsistent between DR &amp; UV</p> <p>Vent hoods inspected: previous filter installer did not reset fan speed. At this time, running too fast.  We "should" pass State Fire Marshal's inspection</p> <p>ECHS History instructor</p> <p>Advertising:</p> <ul style="list-style-type: none"> <li>○ Val Verde County Community Guides</li> <li>○ Laughlin AFB Golf game score cards</li> <li>○ Car door magnet signs</li> <li>○ Social media postings by: Del Rio Chamber of Commerce, Hispanic Chamber of Commerce, Del Rio Spotlight, Del Rio Premier High School, Heritage Academy, San Felipe Del Rio High School</li> </ul>

8.		
----	--	--

**CABINET MEETING OF  
SOUTHWEST TEXAS JUNIOR COLLEGE**

**April 17, 2019**

**The Cabinet members of Southwest Texas Junior College met April 17, 2019 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, VP Administrative Services**

- 1. President**
  - a. Solar Eclipse Request - approved**
  - b. FA OT Request – approved for one time scenario for overtime for financial aid**
  - c. Catholic Club Request – approved**
  - d. Work Studies/Departmental Aids – Part Time Employee**
  - e. FAN – Gala results - \$32,080 up 11% from last year**
  
- 2. VP Academic Affairs**
  - a. EDUC 1100 and EDUC 1300**
    - i. Curriculum committee will look and decide on what to change for orientation compliance**
  - b. AEL Director – continue as is – ¾ compensation**
  - c. Government announcement – vacant position**
  - d. Pathways – Wednesday – Friday**
  - e. Title V – Cabinet Presentation on May 1st**
  
- 3. VP Student Services**
  - a. Update on graduation letter**
  - b. Full / Summer enrollment update**
  - c. Student activities – interviews pending**
  
- 4. VP Finance**
  - a. Working on Budget – missing several departments**
  - b. Advise Cabinet on various Dual Credit billing issues**
  - c. Notification funds for Ag Grant on the way**
  - d. May 6, 2019 – niece will be on Jeopardy**
  - e. Out of the office next week for SACS**

5. **VP Eagle Pass Campus**
  - a. **Service Operation Forum**
  - b. **Drama Club – Steele Magnolia Play**
  - c. **A/C issue – in process of repair**
  
6. **VP Administrative Services (out Jury Duty – Day 2)**

*“We pay a price when we deprive children of the exposure to the values, principles, and education they need to make them good citizens.” Sandra O’Connor – former Associate of Justice of the Supreme Court*

  - a. **MRG CJ Division Grant presentation – cameras**
    - i. **Letter of Resolution on May Board Meeting**
  - b. **CBORD – no response – 2 attempts**
  - c. **CC - cameras**
  
7. **VP Del Rio Campus**
  - a. **All Del Rio A/C units connected and visible by Schneider**
  - b. **Some hours on some science labs inconsistent between DR & UV**
  - c. **Vent hoods inspected: previous filter installer did not reset fan speed. At this time, running too fast.**
    - i. **We “should” pass State Fire Marshal’s inspection**
  - d. **ECHS History Instructor**
  - e. **Advertising:**
    - i. **Val Verde County Community Guides**
    - ii. **Laughlin AFB Golf game score cards**
    - iii. **Car door magnet signs**
    - iv. **Social media postings by: Del Rio Chamber of Commerce, Hispanic Chamber of Commerce, Del Rio Spotlight, Del Rio Premier High School, Heritage Academy, San Felipe Del Rio High School**

**CABINET (Virtual) MEETING**  
**April 24, 2019**

	<b>AGENDA ITEM</b>	<b>NOTES</b>						
1.	President							
2.	VP Academic Affairs							
3.	VP Student Services	<p><b>Student Services</b></p> <p>Crystal City:            Cameras have been installed at the library (4 total)            A total of 8 cameras have been installed at the Crystal City campus as well.            Registration is steady            Having some issues with DL equipment in Pearsall. Equipment shuts down during lecture. A ticket has been submitted.</p> <p><b>Financial Aid:</b>            Connie Silva started working with FA on Monday and picking up quickly. She will be attending the New Aid Office training in May.            Barry Zimmerman will be traveling to Del Rio on Wednesdays to assist students and cover Loan Literacy.</p> <p>Tentative Funds for 2019/2020:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">SEOG - \$193,226</td> <td>Received in 2018/2019 - \$195,470</td> </tr> <tr> <td>Federal CWS - \$ 175,181</td> <td>Received in 2018/2019 - \$ 181,456</td> </tr> <tr> <td>Mentorship - \$ 19,335</td> <td>Received in 2018/2019 - \$ 19,284</td> </tr> </table> <p><b>Library:</b>            TLA conference went well overall. Lots of good information that will be able to implement into some of the daily tasks. Lots of upcoming events for all sites. See calendar of events.</p>	SEOG - \$193,226	Received in 2018/2019 - \$195,470	Federal CWS - \$ 175,181	Received in 2018/2019 - \$ 181,456	Mentorship - \$ 19,335	Received in 2018/2019 - \$ 19,284
SEOG - \$193,226	Received in 2018/2019 - \$195,470							
Federal CWS - \$ 175,181	Received in 2018/2019 - \$ 181,456							
Mentorship - \$ 19,335	Received in 2018/2019 - \$ 19,284							

		<p><b>Student Success:</b>  Palm's Fest is May 7th at 6:00 pm in the Fountain Courtyard  PTK Loteria Fundraiser is April 28th at 2 pm in the Cafeteria  ASU Recruiter on Campus April 25th in the Cafeteria  TRIO Cultural Trip to Enchanted Rock and Pacific War Museum in Frederickburg on May 4th  Angelica DeHoyos begins full time work in the Testing Center on May 1st  Orientation dates are scheduled for all sites.</p>
4.	VP Finance	
5.	VP Eagle Pass Campus	<p>Eagle Pass  Administrative Assistant Day-successful  Research Symposium-Friday, April 26, 8am-2pm  Active Shooter Training-postponed to May 7<sup>th</sup>.  Registration-on going  SWART (S. Cook) wishes to remind SWTJC of its services available.</p>
6	<p>VP Administrative Services  <i>"We pay a price when we deprive children of the exposure to the values, principles, and education they need to make them good citizens."</i>  Sandra O'Connor  Former Associate of Justice of the Supreme Court</p>	<p>Administrative Services  Day Care Report-Salary schedule discussion  Custodians-power washing, Creative Arts, CJ competition-set ups,  Garner Hall-Fall opening? Receiving quantity of applications  Life Safety-cameras  IT-Cameras vs Network-measuring usage  Campus Police-Graduation discussion of security for equipment  Public Information-Creative Arts, Graduation prep,</p>



7.	VP Del Rio Campus	<p>Last Thursday – Schneider Electric on campus for Earth Day</p> <ul style="list-style-type: none"><li>○ Article on front page of Del Rio News Herald attached</li></ul> <p>Registration is steady</p> <p>Receiving applications for job openings</p> <p>Skilled workers worked in EP yesterday (4/24)</p> <p>Del Rio High School Dual Credit Parents Meeting 4/24</p> <ul style="list-style-type: none"><li>○ Scheduled for 5:30-6:30</li><li>○ Zero parents showed up</li><li>○ Question for Outreach – Did high school notify parents?</li><li>○</li></ul> <p>I will be attending the next Chamber Mixer on Thursday 5-7pm</p> <p>Adm. Prof Week will be celebrated on Friday evening meal</p>
8.		

**CABINET MEETING OF  
SOUTHWEST TEXAS JUNIOR COLLEGE  
Virtual Meeting**

**April 24, 2019**

**Cabinet members:**

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

- 1. President**
- 2. VP Academic Affairs**
- 3. VP Student Services**
  - a. Student Service Department**
    - i. Crystal City**
      - 1. Cameras have been installed at the library (4 total)**
      - 2. 8 cameras have been installed at the Crystal City campus as well.**
    - ii. Registration is steady**
    - iii. Having some issues with DL equipment in Pearsall. Equipment shuts down during lecture. A ticket has been submitted**
  - b. Financial Aid**
    - i. C. Silva started working with FA on Monday and picking up quickly. She will be attending the New Aid Office training in May.**
    - ii. B. Zimmerman will be traveling to Del Rio on Wednesdays to assist students and cover Loan Literacy.**
    - iii. Tentative Funds for 2019/2020**
  - c. Library**
    - i. TLA conference went well overall. Lots of good information**
  - d. Student Success**
    - i. Palm's Fest is May 7<sup>th</sup> at 6:00pm in the Fountain Courtyard**
    - ii. PTK Loteria Fundraiser is April 28<sup>th</sup> at 2pm in the cafeteria**
    - iii. ASU recruiter on campus April 25<sup>th</sup> in the cafeteria**
    - iv. TRIO Cultural trip to Enchanted Rock and Pacific War Museum in Fredericksburg on May 4<sup>th</sup>**
    - v. A. DeHoyos begins full time work in the Testing Center on May 1<sup>st</sup>**
    - vi. Orientation dates are scheduled for all sites.**

**4. VP Finance**

**5. Eagle Pass Campus**

- a. **Administrative Assistant Day - successful**
- b. **Research Symposium – Friday, April 26, 8am-2pm**
- c. **Active Shooter Training – postponed to May 7<sup>th</sup>**
- d. **Registration on going**
- e. **SWART (S. Cook) wishes to remind SWTJC of its services available**

**6. VP Administrative Services** *“We pay a price when we deprive children of the exposure to the values, principles, and education they need to make them good citizens.”* Sandra O’Connor – former Associate of Justice of the Supreme Court

- a. **Administrative Services**
- b. **Day Care report – salary schedule discussion**
- c. **Custodian – power washing, Creative Arts, CJ competition – set ups**
- d. **Garner Hall – Fall opening? Receiving quantity of applications**
- e. **Life Safety – cameras**
- f. **IT – Cameras vs Network – measuring usage**
- g. **Campus Police – graduation discussion of security for equipment**
- h. **Public Information – Creative Arts, Graduation prep**

**7. VP Del Rio Campus**

- a. **Last Thursday**
  - i. **Schneider Electric on campus for Earth Day**
    - 1. **Article on front page of Del Rio News Herald**
- b. **Registration is steady**
- c. **Receiving applications for job openings**
- d. **Skilled workers worked in EP yesterday (4/24)**
- e. **Del Rio High School Dual Credit Parents Meeting 4/24**
  - i. **Scheduled for 5:30-6:30**
  - ii. **Zero parents showed up**
  - iii. **Question for Outreach – Did high school notify parents?**
- f. **C. Buchanan will be attending the next Chamber Mixer on Thursday 5-7pm**
- g. **Administrative Professionals Week will be celebrated on Friday evening meal**