

CABINET MEETING
December 4, 2019

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

5.	VP Eagle Pass Campus	
6	VP Administrative Services <i>Dear Santa, I have been nice all year. Most of the time. Once in a while. Never mind, I'll buy my own stuff.</i> Merry Christmas	Roofing bid to Board? Roofing Loan to Board? Platform discussion Housing deposits Chief of Police Job Posting out Rodeo weekly payments No Electricity Uvalde campus Dec. 19-20
7.	VP Del Rio Campus	Christmas at the College Aviation - 12/2/2019 e-mail from L. Fernandez, items not completed Vent hood will be installed this week. Plumber is just needing to install the vent that goes with heater. It has been ordered and they will install as soon as they receive it. Electricians will be finishing up the hangar electrical tomorrow. Luis was to provide packets to Eva DeAnda for students since October. Still not received.
8.		

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

December 4, 2019

The Cabinet members of Southwest Texas Junior College met December 4, 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
Gilbert Bermea, Vice President Eagle Pass Campus
Derek Sandoval, VP Administrative Services
Connie Buchanan, Vice President Del Rio Campus**

Cabinet members absent were:

**Dr. Hector Gonzales, President
Anne Tarski, Vice President of Finance**

1. President - AEL Award Ceremony

a. SWTJC Board of Trustees' Meeting Agendas

1. VP Academic Affairs

- a. Mr. Barker and Dr. Gonzales in Grapevine accepting an AEL Performance Quality Award**
- b. Official SASCOC site approval granted for Crystal City High School**
- c. Application for Leakey and Pearsall site approval in process**
- d. ASPEN application review today. Submit application tomorrow**
- e. ASPEN STEM application focusing on PCT program will be submitted tomorrow**
- f. Pathways action plan due December 6. Dr. Zimmerman and Ms. Mata will take the lead**
- g. Circle N program (students share homework) wanting 1,000 to 1,300 students for Fall 2020**

2. VP Student Services

- a. Enrollment number to date will be forwarded by e-mail**
- b. VCT transitioning: \$3,000 annual fee to be a host institution. Pay now or wait for future semester. Used for Spanish and off semester science classes. Cabinet approved the \$3,000 with plans to re-evaluate needs of students in the future**
- c. Attending CCATT Leadership Seminar (Ms. Mata and Mr. Moreno)**
- d. L. Rodriguez retiring at the end of December 2019**

3. VP Finance - Attending a conference

4. VP Eagle Pass Campus

- a. Christmas at the College was well attended**
- b. Monday: a former international student that spent many hours in the Student Success Center anonymously donated \$100 to each tutor. The former student is now in a high position in the oil industry**
- c. Registration has slowed**
- d. Approval for full-time Writing Center tutor with Masters in English approved**

5. VP Administrative Services

"Dear Santa, I have been nice all year. Most of the time. Once in a while. Never mind, I'll buy my own stuff"

Merry Christmas

- a. Roofing bid to Board?**
- b. Roofing loan to Board?**
- c. Platform discussion – tracking information, will research while at SACS-COC Conference**
- d. Housing deposits – not collected for lineman program participants. MRG will not pay**
- e. Chief of Police posting out**
- f. Rodeo weekly payments – will confer with Ms. Tarski about issues**
- g. No electricity for Uvalde campus on December 19, 2019**

6. VP Del Rio Campus

- a. Christmas at the College – well attended**
- b. SWTJC participating in the Christmas Parade in Del Rio on Friday – theme Retro 80's**
- c. Aviation – December 2, 2019 – e-mail from L. Fernandez, items not completed**
 - i. Vent hood will be installed this week**
 - ii. Plumber is just needing to install the vent that goes with the heater. It has been ordered and they will install as soon as they receive it.**
 - iii. Electricians will be finishing up the hanger electrical tomorrow**

CABINET MEETING
December 11, 2019

	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>"Christmas is not as much about opening our presents as opening our hearts."</i> Janice Maeditere	SACS-COC report Platforms meeting BBQ Cook Off
7.	VP Del Rio Campus	Participated in Del Rio Retro 80 Themed Christmas Parade Friday, Dec 6 Door wreath contest winners: 1st DR Library, 2nd BO, and 3rd VP Buchanan Del Rio ARC (Animal Rescue Center) on campus Monday and Tuesday (12/9-10): DE-stressing for students Summer Schedules not available Installed "foil" on windows of Aviation lab in Bldg H
8.		

**CABINET MEETING OF
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Gilbert Bermea, Vice President Eagle Pass Campus
Derek Sandoval, VP Administrative Services
Connie Buchanan, Vice President Del Rio Campus

1. President

- a. Aspen**
- b. Disaggregate Data**
- c. Status of Summer Schedule**
- d. Aviation update**
- e. Honor's College - Brayson**

1. VP Academic Affairs

- a. Update on SACS~COC conference**
 - i. Information on 5 year report**
 - ii. Need additional disaggregate data**
- b. Hondo Welding – still pending; PCT is ready to go in the Spring**

2. VP Student Services

- a. Trustee Leadership Seminar (CCATT)**
 - i. Transfer and Pathways – Senator Mendez**
- b. Enrollment update – 2183 for Spring about same as this time last year**
- c. FA – running SAP on Monday – sending text messages to students that have an FA award but not registered.**
- d. Work study last day is Thursday**
- e. Appeal date January 6th, due January 8th, meet January 22nd**
- f. Theater Adjunct**
- g. VCT – cost going up**

3. VP Finance – nothing to report at this time

4. **VP Eagle Pass Campus**
 - a. **CIS move for Makerspace (in House)**
 - b. **Tech Center plumbing repair**
 - c. **Issue with extension cord on Christmas decoration by the Fire Marshall**

5. **VP Administrative Services**

“Christmas is not as much about opening our presents as opening our hearts”
Janice Maeditere

 - a. **SACS~COC report – predictive analytics - coming**
 - b. **Platforms meeting – January 7th**
 - c. **BBQ Cook Off – this weekend**
 - d. **December 18th – 19th power will be off**

6. **VP Del Rio Campus**
 - a. **Participated in Del Rio Retro 80 Themed Christmas Parade Friday, December 6th**
 - b. **Door wreath contest winners: 1st DR Library, 2nd BO, and 3rd VP Buchanan**
 - c. **Del Rio ARC (Animal Rescue Center) on campus Monday and Tuesday (12/9-10) – DE-stressing for students**
 - d. **Summer Schedules not available**
 - e. **Installed “foil” on windows of Aviation lab in Building H**
 - f. **I.T. installing equipment for fiber**