

**CABINET MEETING**  
**November 6, 2019**

	<b>AGENDA ITEM</b>	<b>NOTES</b>
1.	President	
2.	VP Academic Affairs	
3.	VP Student Services	
4.	VP Finance	Merit based pay committee chairperson – Dennie Johnson  Purchase card information storage  Part time employee eligible for TRS

5.	VP Eagle Pass Campus	
6	VP Administrative Services <i>"It is impossible to live without failing at something, unless you live so cautiously that you might as well not have lived at all-in which case, you fail by default."</i>  J.K. Rowling	DR Roof-OT review  Christmas at the College  Life Safety/Security  CCAMPIS report  Day Care staff need  Merit Pay discussion
7.	VP Del Rio Campus	Attended the Ports-to-Plains Corridor Feasibility Study yesterday (DR Mayor "Chair" of Segment 3 Committee)  Large crowd at Veteran's Luncheon Mayor Lozano and 16 vets attended  Bldg A Roof: Tile removal moving quickly On rain days prep-work will take place (tree trimming)  Del Rio Bookstore Committee meeting this afternoon  Nov 12 attending the DR City Council Meeting at 6:30pm
8.		

**CABINET MEETING OF  
SOUTHWEST TEXAS JUNIOR COLLEGE**

**November 6, 2019**

The Cabinet members of Southwest Texas Junior College met November 6, 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**

**1. VP Academic Affairs**

- a. Adjunct Pay Committee – April Rhumann will be the Chair – Discussion on change**
- b. Working on Sul Ross degree plans**
- c. Aspen writing assignments**
- d. Law Enforcement Coordinator to be advertised**
- e. Unique need course – registration letter for Wildlife course**
  - i. Request a phone conference with the CoBoard**
- f. Pathways begins this afternoon**
- g. ASU Signing on transfer agreement**
- h. Sending logging information for Canvass access to the I.S.D.s**

**2. VP Student Services**

- a. Registrar at TACRO – Dual Enrollment Council**
- b. FA – submitted – 2<sup>nd</sup> chance Pell**
- c. Demo with Inceptia – student loan default**
- d. Spinach Festival this weekend**
- e. Veteran's Luncheon – Uvalde November 14th**
- f. Update on Fall Fiesta and Transfer Day**
- g. Mini Job Fair – November 12th**

**3. VP Finance**

- a. Merit based pay committee chairperson – Dennie Johnson**
- b. Purchase card information storage**
- c. Part time employee eligible for TRS**
- d. Dual Credit – student billing detail**
- e. Request for evaluations for Merit Committee**

**4. VP Eagle Pass Campus**

- a. Electric line repair scheduled for Thursday, \$2K**
- b. Custodians working on Christmas lights**
- c. No update from maintenance on roof leak in Building C**

**5. VP Administrative Services**

*“It is impossible to live without failing at something, unless you live so cautiously that you might as well not have lived at all – in which case, you fail by default.”*

J.K. Rowling

- a. DR roof report – over time review
- b. Christmas at the College – progress – parade
- c. Life Safety / Security – survey results will review  
Mass notification – Informa cast
- d. Public Information report – ready for the MOU signing on Friday
- e. CCAMPIS report
  - i. Met with students eligible for services – mainly RN - LVN
- f. Day Care staff need
- g. Merit Pay discussion

**6. VP Del Rio Campus**

- a. Attended the Ports-to Plains Corridor Feasibility Study yesterday
  - i. DR Mayor “Chair” of Segment 3 (Sonora to Laredo) committee
- b. Large crowd at Veteran’s Luncheon
  - i. Mayor Lozano and 16 veterans attended
- c. Building A Roof
  - i. Tile removal moving quickly
  - ii. On rain days, prep-work will take place (tree trimming)
- d. Del Rio Bookstore Committee meeting this afternoon
  - i. Seeking input on Bookstore selection
- e. November 12<sup>th</sup> attending the DR City Council meeting at 6:30pm for Aviation update
- f. November 14<sup>th</sup> – Lions Club – Diabetes Day – testing and a walk on campus
- g. Christmas lights going up

**CABINET MEETING**  
**November 13, 2019**

	<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	VP Administrative Services <i>"The only way to do great work is to <u>love</u> what you do."</i> Steve Jobs	MRG Workshop
7.	VP Del Rio Campus	Student Issue  Dean's Forum on DR campus 11/12 - well attended  City Council Meeting on 11/12  Outreach email/Jan 28, 2020 Apply Tx Assistance (DR High School Freshman)
8.		

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**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. Restructure Cabinet meeting to focus more time on strategic items**
- b. HB3 impacts e-mail to Cabinet**
- c. Ticket Amnesty – Food Pantry?**
- d. Nevarez is not running for re-election**

**1. VP Academic Affairs**

- a. Ellusion – self service versus web advisor**
  - i. Financial Aid / Student Planner have already transitioned to self service**
- b. Achieving the Dream – move to December 12th**
- c. Aviation update – FAA status of visit**

**2. VP Student Services**

- a. Enrollment – Spring update**
- b. Aspen data being submitted – November 19<sup>th</sup> is the deadline**
- c. Visit with Eagle Pass High Schools – excited about moving forward with automation self-registration, etc. – Dual Tech**

**3. VP Finance**

- a. Board meeting maybe moved to December 11th**
- b. \$100K to one million - \$25K per year for IT Ransomware coverage**
- c. Met with City Manager from Dilley – convert old hospital to classroom**

**4. VP Eagle Pass Campus**

- a. Registration slow**
- b. C 135 construction for Makerspace room**
- c. Biology labs asking for vent hoods – working on quotes**
- d. Moving forward with Christmas at the College set up**

**5. VP Administrative Services (MRG Workshop)**

*“It is impossible to live without failing at something, unless you live so cautiously that you might as well not have lived at all – in which case, you fail by default.”*

J.K. Rowling

**6. VP Del Rio Campus**

**a. Student Issue**

**b. Deans’ Forum on Del Rio campus November 12<sup>th</sup> – well attended**

**c. City Council meeting on November 12<sup>th</sup> – approval for equipment grant for aviation from Economic Development Foundation**

**d. Outreach email / January 28, 2020 Apply Texas Assistance (DR High School Freshman)**

**e. Roof progression**



**CABINET MEETING**  
**November 20, 2019**

	<b>AGENDA ITEM</b>	<b>NOTES</b>
1.	President	
2.	VP Academic Affairs	
3.	VP Student Services	
4.	VP Finance	<p>Discuss Dec. 16th and 17th hours etc.</p> <p>Public Information Act -- Please tell all your directors to forward the request to me.</p> <p>I will be out of the office on Thursday and Friday.</p> <p>Budget Reports -- please review.</p>

5.	VP Eagle Pass Campus	
6	VP Administrative Services <i>"Don't be afraid to give up the good for the great."</i> Steve Prefontaine	Roofing Loan Housing RA's Asi Grants Campus Police Christmas at the College Turkey Trot SWTJC Invitational BB Tournament Christmas Luncheon
7.	VP Del Rio Campus	
8.		

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**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. ASPEN Stem application in process - PCT**
- b. Emailed FAA for status update**
- c. Status on Summer schedule**

**1. VP Academic Affairs**

- a. Issue with EMT graduates**
- b. Student Planner issue with option 2 and elective classification**
- c. Adjunct Pay Committee update**
- d. PD Training last 2 years – list**
- e. Cyber Security – potential program – develop**
- f. 4DX – Renew access**

**2. VP Student Services**

- a. Enrollment update**
- b. Schools reaching out for student planner implementation – goal for April to be completed**
- c. Thanksgiving luncheon today November 20<sup>th</sup> from 11:00am – 1:00pm in the Ballroom**
- d. Blood Drive on Friday**

**3. VP Finance**

- a. Discuss December 16<sup>th</sup> and 17<sup>th</sup> hours, etc.- 8:00am – 4:00pm**
- b. Public Information Act – Please tell all your Directors to forward the request to Anne Tarski**
- c. Anne Tarski will be out of the office on Thursday and Friday (attending a conference in Austin)**
- d. Budget Reports – please review**

**4. VP Eagle Pass Campus**

- a. Campus update**
- b. Security upgrades needed at the Tech Center – fence bad**

**5. VP Administrative Services**

*"Don't be afraid to give up the good for the great."*

Steve Prefontaine

- a. Roofing Loan
- b. Housing RA's
- c. ASI Grant
- d. Campus Police
- e. Christmas at the College
- f. Turkey Trot
- g. SWTJC Invitational BB Tournament
- h. Christmas Luncheon
- i. CBoard

**6. VP Del Rio Campus**

- a. Lions Club – diabetes awareness on campus
- b. Phone issue - resolved
- c. Daycare – Grant meeting