

CABINET MEETING
September 5, 2018

	AGENDA ITEM	NOTES
1.	President	Student Completion Indicators
2.	VP Academic Affairs	
3.	VP Student Services	
4.	VP Finance	

5.	VP Eagle Pass Campus	
6	VP Administrative Services <i>“Finish each day and be done with it...Tomorrow is a new day.”</i> Ralph Waldo Emerson	Palomino Fest IT Report
7.	VP Del Rio Campus	
8.		

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

September 5, 2018

The Cabinet members of Southwest Texas Junior College met September 5, 2018 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, Vice President Administrative Services
Connie Buchanan, Vice President Del Rio Campus**

- 1. President**
 - a. Student Completion Indicators – SACS~COC**
 - i. Select Indicator**
- 2. VP Academic Affairs**
 - a. Pathways e-mail – will advance work**
 - i. Emphasis on Student Services**
 - b. ESL program – requirement for CIVAS for International students**
 - i. Either institute or program / pathway**
 - ii. Will work on criteria for referrals and discuss mandatory**
- 3. VP Student Services**
 - a. Fall Enrollment Data versus last Fall**
- 4. VP Finance**
 - a. Budget Implication – annual based on estimates \$307,789**
 - b. Audit P-card purchases**
- 5. VP Eagle Pass Campus**
 - a. Math Instructor – credentials**
 - b. A/C Building E and A & P labs**
- 6. VP Administrative Services -**

“Finish each day and be done with it...Tomorrow is a new day!” Ralph Waldo Emerson

 - a. Palomino Fest**
 - b. IT Report**
 - c. Transportation from Del Rio**
- 7. VP Del Rio Campus**
 - a. National Advising Conference**
 - b. A/C issues – dirty filters**
 - c. R-22 upgrade**
 - d. Parking website at RGC directs students in Alpine versus SWTJC**
 - e. Portal – Student evaluation of faculty – attendance on Canvas**
 - f. No print advertising in Del Rio – need to increase**
 - i. No print advertising in Del Rio – need to increase**

CABINET MEETING
September 12, 2018

	AGENDA ITEM	NOTES
1.	President	SWTJC Board of Trustees' 9-20-18 Meeting Agenda December 17 th and 18 th – Opened – How are we staffing?
2.	VP Academic Affairs	
3.	VP Student Services	
4.	VP Finance	

5.	VP Eagle Pass Campus	
6	VP Administrative Services <i>“ Rain rain go away...”</i> <i>Bobby Vinton</i>	<p>Maintenance-Flooding-roof leaks, EP Nursing, Wagner indoors</p> <p>Day Care closings-TX Dot responds</p> <p>Campus Police-Cleary Report completed</p> <p>Safety and Security-Goals and objectives</p> <p>Public Information-Goals and objectives</p> <p>Turkey Trot</p>
7.	VP Del Rio Campus	<p>Building H – Passed inspection/received Commercial Cert. of Occupancy from the City of Del Rio</p> <ul style="list-style-type: none"> • Sentry Security bill entered for fire alarm connection. Need to pay asap. <p>Building C – Camera installation completed by Mr. Jones (professional)</p> <ul style="list-style-type: none"> • Working with Scott regarding IT issue <p>Del Rio Student Welcome Back – Sept 12th and 13th</p> <p>Social Media posts – Need to include campus involved in postings</p> <p>DRHS had “Lock In” September 11 at 8:30am (one hour)</p> <ul style="list-style-type: none"> • Need to work out plan with ECHS about notifications <p>Working with City regarding water bills for adjustment of charges</p> <ul style="list-style-type: none"> • Would like access to site to gauge water usage weekly

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**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

September 12, 2018

The Cabinet members of Southwest Texas Junior College met September 12, 2018 in the Administration Building - President's Office.

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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
Derek Sandoval, Vice President Administrative Services
Connie Buchanan, Vice President Del Rio Campus**

1. President

- a. SWTJC Board of Trustees' 9-20-18 Meeting Agenda – reviewed and discussed items**
- b. December 17th and 18th – Opened – How are we staffing**
 - i. Offices will be open – alternate days for staff**
- c. Under \$46K – Kronos or above \$46K with no supervision**
- d. Have all employees on Kronos in October**

2. VP Academic Affairs

- a. Pathways homework in process (Webinar today)**
- b. Outreach reporting to Academics**
- c. Del Rio time changes to Early College courses**
- d. 4DX session started yesterday Leads to allect**
- e. Developmental Ed Math for potential retirement at**
- f. Curriculum committee to consider requiring co-requisite (not optional)**

3. VP Student Services

- a. Census day for Fall 2018 – Head count up 4%, around 2% SCH**
- b. Focus on Financial Aide, Recruitment in the interim to help Spring enrollment**
- c. Federal TRIO increase 4.2% in funding (EOC, SSS, Upward Bound)**
 - i. Look at Del Rio and Eagle Pass to possible serve additional students**
- d. Advisors professional development day**
- e. Local articulation with High Schools – in process by department**
- f. Will be at SACS~COC site visit in SC – Monday – Wednesday next week**
- g. Fall Festival – Thursday**
- h. DSS services in Dual Credit**
- i. Testing Center – Faculty involved with online testing**
- j. Library activities**
- k. EOC interviews for Eagle Pass**
- l. FAN Raffle tickets – December 6th at open house - \$5.00 per ticket**

4. **VP Finance**
 - a. **Financials by Friday**
 - b. **Pell - COD - \$1.1 million should be ready**
 - c. **Questions on paying employees on College Shut down**
 - i. **Depends if scheduled to work – holiday**
 - ii. **If already on sick leave or vacation – will be sick leave or vacation days**
 - iii. **P-Card – review of approval process**
 1. **Look for receipt, membership, food, gift card, abnormal service**
 2. **Good training**
 - d. **Warranty on compressors in Crystal City**
 - e. **Hiring part-time and lab assistants**
 - f. **TPEG – waived students**
5. **VP Eagle Pass Campus**
 - a. **Fall Kick off - Thursday**
 - b. **Many leaks – major leaks on Building F (New)**
 - c. **A/C issues down due to humidity issues – Trane coming in today – classroom wiring**
 - d. **C Building – Going to address leaks**
 - e. **4DX – WIGS**
 - f. **PTK – Go to College – 5th graders – 3:30 – 5:00 on Monday – tutoring by PTK**
 - g. **Training for working with underage population**
6. **VP Administrative Services -**
“Rain rain go away...” Bobby Vinton
 - a. **Maintenance – flooring, roof leaks, EP Nursing, Wagner indoors**
 - b. **Day Care closings – TX Dot responds**
 - c. **Campus Police – Cleary Report completed**
 - d. **Safety and Security – Goals and objective**
 - i. **Discussed notification procedures and work on improving response time**
 - e. **Public Information – Goals and objectives**
 - f. **Turkey Trot – Saturday before Thanksgiving – November 17th**
7. **VP Del Rio Campus**
 - a. **Building H – Passed inspection/received Commercial Certification of Occupancy from the City of Del Rio**
 - i. **Sentry Security bill entered for fire alarm connection. Need to pay ASAP**
 - b. **Building C – Camera installation completed by Mr. Jones (professional)**
 - i. **Working with Scott Baker regarding IT issue**
 - c. **Del Rio Student Welcome Back – September 12th and 13th**
 - d. **Social Media posts – need to include campus involved in postings**
 - e. **DRHS had “Lock In” September 11 at 8:30am (one hour)**
 - i. **Need to work out plan with ECHS about notifications**
 - f. **Working with City regarding water bills for adjustment of charges**
 - i. **Would like access to site to gauge water usage weekly**

CABINET MEETING
September 19, 2018

	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>"Intel's founders believed that innovation without discipline leads to disaster."</i> <u>Great By Choice,</u> Jim Collins	Day Care Declined at Methodist, still looking R-22 Evaporate in motion Rental of facilities: service, prices, supervision October 15-19 vacations College Rodeo – October 5/6 IT-Emergency Alert Notifications – Mr. Baker – 10 am.
7.	VP Del Rio Campus	TREMCO roof inspection on Monday (9/17) ECHS Meeting: <ul style="list-style-type: none"> • Lock-in/out procedures to be worked out • Graduation questions <ul style="list-style-type: none"> ○ Told separate ceremony? ○ Dates ○ Cap & Gown cost inquiry • Program to help manage degree plan • TSI resources City of DR crediting \$3,581.13 – we supplied receipts for repair

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**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

September 19, 2018

The Cabinet members of Southwest Texas Junior College met September 19, 2018 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
Gilbert Bermea, Vice President Eagle Pass Campus
Derek Sandoval, Vice President Administrative Services
Connie Buchanan, Vice President Del Rio Campus**

Cabinet member absent was:

Margot Mata, Vice President Student Services (SACS~COC Site Visit)

1. President

- a. Recruiting
 - i. FA files not enrolled****
- b. Texas Senator – Pete Flores**
- c. Discussed Day Care drainage**

2. VP Academic Affairs

- a. Pathways Webinar and prep-work**
- b. Hondo and Medina Valley sites – potential consolidation**
- c. HB5 – High School remediate course – joint between high schools and community colleges**

3. VP Student Services (Out on SACS~COC on site visit – South Carolina)

- a. Enrollment updates**

4. VP Finance

- a. P-Card going back out**
- b. Audit in P-Card addressed issues**
- c. Blanca Martinez will take care of travel**
- d. CFO list – Dual Credit enrollment – some schools have surpassed 50% of head count**
- e. Ended year even**

5. VP Eagle Pass Campus

- a. Roofs were inspected and repairs pending**
- b. Coward working building C**
- c. Trane – worked on A/C – some still pending**
- d. LVN – work is in progress – A/C system to be installed, network drops, suspended ceiling**
- e. Good turnout for Welcome Back Event**

6. VP Administrative Services -

"Intel's founders believed that innovation without discipline leads to disaster." **Great By Choice, Jim Collins**

- a. Day Care declined at Methodist, still looking
- b. R-22 Evaporate in motion – look at Schneider report for A/C inventory
- c. Rental of facilities: Service, prices, supervision
 - i. Include cost of staff
- d. October 15-19 vacations
- e. College Rodeo – October 5/6
- f. IT- Emergency Alert Notifications – Mr. Baker

7. VP Del Rio Campus

- a. TREMCO roof inspection on Monday (9/17)
 - i. Good news – lining under tiles – one wing toward HS side
- b. ECHS Meeting
 - i. Lock-in/out procedures to be worked out
 - ii. Graduation questions
 - 1. Told separate ceremony? – No
 - 2. Dates – online Academic Calendar
 - 3. Cap and Gown cost inquiry
 - iii. Program to help manage degree plan – student planner
 - iv. TSI resources
- c. City of Del Rio crediting \$3,581.13 – we supplied receipts for repair

CABINET MEETING
September 26, 2018

	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>"Do what you do so well that they will want to see it again and bring their friends." Walt Disney</i>	Garner Sci. Fume Hoods, Test and balance Garner Sci. Phase II? Include new roof? 500K, Rodeo Oct. 5/6 Athletics Misc. Maintenance Vacation Roll Over?
7.	VP Del Rio Campus	New aerial photo of DR campus next week Delivering texts/codes to CTE and ECHS CTE Center CNA students will use our skills lab for testing R-22 inventory listing complete DR P-Tech ECHS Mtg - October 2 at CTE Center. 1pm Cable wires finally going up on Wildcat Drive Need access to Spring schedule to begin making changes COSC Saturday class in Spring – requesting others
8.		

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

September 26, 2018

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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, Vice President Administrative Services
Connie Buchanan, Vice President Del Rio Campus

- 1. President - Nothing to report**
- 2. VP Academic Affairs**
 - a. AEL Resignation – J. Barker Interim – Announcement going out tomorrow**
 - b. Workforce Board nomination**
 - c. Charging Dual Credit students graduation fee of \$13.00 for 2019 – 2020**
 - d. MOU – Master document with addendum for Early College High School –**
 - e. Angelo State University grant ends**
 - f. Review low producing programs – none for us**
- 3. VP Student Services**
 - a. Above enrollment for 12 week courses**
 - b. 743 letter to FTIC**
 - c. FISAP – complete new FAFSA – begins October 1st**
 - d. Increase Twitter usage**
 - e. 2015 Cohort rate 13.0 % default rate**
 - f. TECASA Conference – 15/30 milestone – faculty important component of student success – congratulation letters**
 - g. Safety Security requirements**
 - h. EOC pending**
- 4. VP Finance**
 - a. Monthly bill from the Bookstore \$400 for apparel**
 - b. Cell phones – 2 stipend contracts, need to be submitted to payroll with Vice Presidents' approval**
 - c. Book Published – set up a club account**
 - d. Alcohol use with student clubs**
- 5. VP Eagle Pass Campus**
 - a. Career Fair on going in Eagle Pass**
 - b. Friday PTK Induction**
 - c. Trane A/C – working on resolving issue**
 - d. City working on Bob Roger Drive – having to redo**
 - e. Math interviews in process**

6. **VP Administrative Services -**
“Do what you do so well that they will want to see it again and bring their friends.” Walt Disney
 - a. **Garner Science Fume Hoods, Test and balance – will install next week**
 - b. **Garner Science Phase II? Include new roof? 500K**
 - c. **Rodeo October 5/6**
 - i. **College Rodeo Facebook Page**
 - d. **Athletics**
 - e. **Misc.**
 - f. **Maintenance Vacation Roll Over?**
 - i. **Carry over one week, must use in the Fall**
 - g. **Crystal City Marque down – gutter needs work**
7. **VP Del Rio Campus**
 - a. **New aerial photo of Del Rio Campus next week – to include building H**
 - b. **Delivering texts / codes to CTE and ECHS**
 - i. **Why so late for books?**
 - c. **CTE Center C N A students will use our skills lab for testing**
 - d. **R-22 inventory listing complete**
 - e. **DR P-Tech ECHS Mtg – October 2 at CTE Center – 1pm**
 - i. **Begin Fall 2019**
 - f. **Cable wires finally going up on Wildcat Drive**
 - g. **Need access to Spring schedule to begin making changes**
 - h. **COSC Saturday class in Spring – requesting others**
 - i. **Try it out**
 - i. **Repair on A/C by Trane – for \$100 part - \$3,000 bill – came twice**
8. **Kronos Training – Denise Oden and Adan Alaniz**