

CABINET MEETING
September 2, 2015

| | AGENDA ITEM | NOTES |
|----|--------------------------|--|
| 1. | President | |
| 2. | VP Academic Affairs | SACSCOC Focused Report |
| 3. | VP Student Services | Fall Enrollment Drop List FA Status ID card (Faculty / Staff Orientation) |
| 4. | VP Construction Projects | Grounds Improvement Update Card Locks (DL/Computer rooms) |

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|----|---------------|--|
| 5. | VP Finance | QEP Implementation (Amy Garcia) Insurance status on EP Building D |
| 6. | VP Eagle Pass | Food Service Bid Furniture Bid |
| 7. | VP Del Rio | Students not receiving emails on waitlist. Service Operations Forum-Del Rio-Date? |
| 8. | | |

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

September 2, 2015

The Cabinet members of Southwest Texas Junior College met on September 2, 2015 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
Joe Barker, Vice President Construction Projects
Anne Tarski, Vice-President Finance
Gilbert Bermea, Vice President Eagle Pass
Derek Sandoval, Vice President Del Rio

1. **President - Nothing**
2. **VP Academic Affairs**
 - a. **SACSCOC Focus Report**
 - i. **Reviewed report**
 - ii. **Will check on including 2.12 / 3.2.2 QEP**
 - b. **EDUC 1100 – (new course) – many sections**
 - c. **Great teaching at Santa Fe**
 - d. **DL Director / Interviews on going**
 - e. **Physic class – going well**
 - f. **Course work – free source**
 - i. **Investigate developing**
3. **VP Student Services**
 - a. **Fall Enrollment - 6028**
 - b. **Drop List**
 - i. **As of September 1st – 717 on the drop list**
 1. **Remove non attending**
 - c. **FA Status**
 - i. **Working on processing missing documents**
 - d. **ID Card (Faculty / Staff Orientation)**
 - e. **Advisors meeting September 16th**
 - f. **Faculty office / lounge in the library**
 - g. **Activity center for dorm students**
 - h. **Lumina 5 counselors to National Conference on advising**
 - i. **Leakey ISD on Campus**

4. VP Construction Projects

- a. **Grounds Improvement Update**
 - i. **Sprinklers adjusted**
- b. **Weekly meeting with committee**
- c. **Three Saturdays for work days**
- d. **Prep for Palomino Fest**
- e. **Tate handicap ramp – retaining wall**
- f. **Sign on Matthews Building**
- g. **Handicap door openers in Eagle Pass**
- h. **Card Locks (DL / Computer rooms)**
 - i. **Getting information**
- i. **Hubbard – Doors painted**
- j. **Still painting curbs / parking**
- k. **A/C Garner Hall – working**
- l. **A/C – Eagle Pass- network issue**

5. VP Finance

- a. **QEP Implementation (Amy Garcia)**
 - i. **Work with Amy on transition**
 - ii. **Schedule on Cabinet agenda interval weeks – updates**
- b. **Insurance status on Eagle Pass Building D – October 7**
- c. **Palomino Fest – ready**
- d. **Inventory on campus – done**
- e. **Begin Audit procedures**
- f. **Modify policy for E cigarettes and mother's that are nursing**
- g. **Modify strengthen Dorm contract / application**

6. VP Eagle Pass

- a. **Food Service Bid**
 - i. **Finalize and open up**
- b. **Furniture Bid**
 - i. **Prepare to order**
- c. **ATM**

7. VP Del Rio

- a. **Students not receiving emails on waitlist**
 - i. **Report from informer**
- b. **Service Operations Forum – Del Rio – Date?**
 - i. **Scheduled for Fall**

CABINET MEETING
September 9, 2015

| | AGENDA ITEM | NOTES |
|----|--------------------------|---|
| 1. | President | |
| 2. | VP Academic Affairs | |
| 3. | VP Student Services | Fall Enrollment Drop List FA Status |
| 4. | VP Construction Projects | |

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

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

September 9, 2015

The Cabinet members of Southwest Texas Junior College met on September 9, 2015 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
Joe Barker, Vice President Construction Projects
Anne Tarski, Vice-President Finance
Gilbert Bermea, Vice President Eagle Pass
Derek Sandoval, Vice President Del Rio

1. **President**
 - a. **Reviewed the SWTJC Board of Trustees' Agenda for 9-17-15**
2. **VP Academic Affairs**
 - a. **SACSCOC Focus Report were FedExed out last week**
 - b. **SACS**
 - i. **Training session on Friday – Dr. Amy Garcia**
 - ii. **Next need to finish up Prospectus for high school sites**
 - iii. **Getting ready for visit**
 - c. **Dual Credit Sites – start making rounds**
 - i. **Out Reach – Counselors**
 - ii. **VP Academic – Principals**
 - iii. **President – Superintends**
 - d. **Mitchel/Michelle – HB5 – Remedial courses**
3. **VP Student Services**
 - a. **Fall Enrollment – 5970 Unofficial, estimate 370 – 400 on drop list**
 - b. **Advisor who completes 15/30 sch**
 - c. **Document contacts**
 - d. **Core Completes**
 - e. **EP Library – Full Time Ana Saucedo**
 - f. **DR Library – Full Time Position offered**
 - g. **Advisers and Counselors – September 16th first meeting**
 - i. **Transfers and Career Pathways**
 - h. **Pearsall ISD – Not Happy**
 - i. **Need to utilize the space**
 - ii. **Better coordinate room with district**

4. VP Construction Projects

- a. EP projects**
 - i. Academic Library – 10 – 12 days ahead of schedule**
 - ii. Tech Building – crane set up okay**
 - iii. Furniture here December 1st**
- b. CC Library – 4 bidders**
- c. Chemistry Lab – duct work A/C**

5. VP Finance

- a. Letterhead – through Office Max**
- b. Vacation – Must take by end of August**
- c. Dorms**
 - i. Background checks**
 - ii. Rates**
 - iii. Look into committee to review backgrounds**
- d. Monitor charges on P-card**
- e. Password for wireless**
- f. Advertise for computer tech**

6. VP Eagle Pass

- a. Still calling students and ID non attending students**
- b. History textbooks**

7. VP Del Rio

- a. Early College High School update**
- b. Welcome Back**
 - i. Wednesday night and Thursday at noon**

CABINET MEETING
September 16, 2015

| | AGENDA ITEM | NOTES |
|----|--------------------------|--------------|
| 1. | President | |
| 2. | VP Academic Affairs | |
| 3. | VP Student Services | |
| 4. | VP Construction Projects | |

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|----|---------------|--|
| 5. | VP Finance | P-Card Reconciliation Crystal City communication WebAdvisor – 2 years open |
| 6. | VP Eagle Pass | |
| 7. | VP Del Rio | |
| 8. | | |

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

September 16, 2015

The Cabinet members of Southwest Texas Junior College met on September 16, 2015 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
Joe Barker, Vice President Construction Projects
Anne Tarski, Vice-President Finance
Gilbert Bermea, Vice President Eagle Pass
Derek Sandoval, Vice President Del Rio

1. **President - Nothing**
2. **VP Academic Affairs**
 - a. **Met with Pearsall Superintendent and staff**
 - i. **Discussed history of relationship and use of that building**
 - b. **Amy Garcia will present of QEP Implementation**
 - c. **SACS – waiting for 1 committee member's item**
 - d. **Del Rio Forum – Bookstore issues**
 - e. **Attending Texas Association of Business (60 x 30) Texas Goal**
 - f. **Fall Headcount up SCH up slightly**
 - g. **Meeting with counselors today**
3. **VP Student Services**
 - a. **Transfer Institution coded and usable for each student**
 - b. **April Cole leaving in the Spring**
 - c. **Crystal City welcome back**
 - d. **Application opens**
 - e. **PTK working on scholarship awareness**
4. **VP Construction Projects**
 - a. **Crystal City bids – still higher than projected**
 - i. **25% to 30% site work \$600,000**
 - b. **Tech building (Welding in the Spring)**
 - c. **Saturday – workday postponed**
 - d. **Building in Eagle Pass (new) need one way traffic plan**

5. VP Finance

- a. P-Card Reconciliation**
 - i. Issues with people not reconciling**
 - ii. Authorize Accounts Payable to turn off cards if not reconciled**
- b. Crystal City Communication – ask staff to help**
- c. WebAdvisor – 2 years open – last year still open**
- d. Andrew Humphrey resigned at the end of September**

6. VP Eagle Pass

- a. Schedule cannot enter electronic - question**
- b. Last week had a Welcome Back**
 - i. 400 hot dogs**
 - ii. Students received well**
- c. Meet with Service staff**

7. VP Del Rio

- a. Deans Forum went well**
 - i. Bookstore issues**
- b. Meeting with Dr. Forbes**
 - i. Looking to move MICRO to Sul Ross**
- c. Accommodate space need for Engineering**
- d. Issues with A.D.N. Lab (A/C)**
- e. Trees need trimming**
- f. Welcome Back was good**

CABINET MEETING
September 23, 2015

| | AGENDA ITEM | NOTES |
|----|--------------------------|--------------|
| 1. | President | |
| 2. | VP Academic Affairs | |
| 3. | VP Student Services | |
| 4. | VP Construction Projects | |

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|----|---------------|--------------------------------|
| 5. | VP Finance | Pell for incarcerated students |
| 6. | VP Eagle Pass | |
| 7. | VP Del Rio | Writing Center Part Timer |
| 8. | | |

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

September 23, 2015

The Cabinet members of Southwest Texas Junior College met on September 23, 2015 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
Joe Barker, Vice President Construction Projects
Anne Tarski, Vice-President Finance
Gilbert Bermea, Vice President Eagle Pass
Derek Sandoval, Vice President Del Rio

1. President

- a. Issues with Registration**
- b. Reinstatements**
- c. Dorm student request no meals**

2. VP Academic Affairs

- a. Texas Association of Business Conference**
 - i. Talked about 60 x 30 – 60% of Texans will have credentials by 2030**
 - ii. FA to Dual Credit Students**
 - iii. Competency based credit**
 - iv. 3rd / 4th grade – Outreach – AEL, OE / PASO, CC**
- b. Spring schedule in development**
- c. Working on SACSCOC Prospectus**
- d. Early College Steering Committee – 10/5/16**

3. VP Student Services

- a. Texas Association Student Affairs Conference**
- b. Behavioral Intervention Teams**
 - i. We are looking at setting up teams for us**
- c. Measure resiliency**
- d. DOE Compliance**
- e. Drug and alcohol abuse program – Cleary Act**
 - i. Intervention Program**
- f. ATD proposal**
- g. Service / IR meet Tuesday and Thursday to work on UAP/Reviews**
- h. October 6th College Career Day**
- i. Charlotte ISD (Meet with Principal) take class at Medina Valley – Coastal Bend**
- j. GeoForce – Matt Hoffer / Use dorms (Garner Hall) in summer**

4. **VP Construction Projects**
 - a. **Construction Projects moving along**
 - b. **Main classroom building S/B ready November 1st**
 - c. **T1 connection for Tech Campus (need to order)**
 - d. **Workday Saturday**
 - e. **Transportation – away from student transportation more to faculty**

5. **VP Finance**
 - a. **Pell for incarcerate students (application to pilot school)**
 - b. **Tuesday and Thursday working on UAP (Revised structure on process)**
 - c. **Working on Audit**
 - d. **Informer bringing some revenue estimate**

6. **VP Eagle Pass**
 - a. **Finishing up stucco and painting existing Building D**
 - b. **Paint bookstore in late October**
 - c. **Police started Monday – 7:30 – 11:30 in Eagle Pass**
 - d. **Issues with schedule building (Dr. Underwood, Gilbert Bermea, and Aracely Ruiz) will meet to discuss**
 - e. **Government faculty (meeting) – not filled – remain open until Fall 16, maybe English also**
 - f. **Status (follow up) with EPISD Early College Plan – expand DC**

7. **VP Del Rio**
 - a. **Writing Center Part-Timer**
 - b. **Sul Ross – Part Time – looking at adding help**
 - c. **P-4 Initiative @ LAFB – Carl Shank new boss**
 - i. **Update Aviation Certificate**
 - ii. **Asked about A & P – minimum 2 years away – met with Johnny Guzman**
 - d. **Talked about Scholarship**
 - e. **ATD – Mitchell Burchfield submitted proposal (2)**
 - i. **2/21-23**
 - f. **Meet with School District**
 - g. **Water leak (major)**
 - h. **HVAC program for Del Rio ISD / C.N.A.**