

CABINET MEETING
August 7, 2014

	AGENDA ITEM	NOTES
1.	General Ed Assessment Report	
2.	Faculty Handbook & College Catalog Status	
3.	Budgets 2014-2015	
4.	Fall 2014 Enrollment Status Financial Aid Status Plan for non payments	
5.	Strategic Plan Operational Items And Roll out	
6.	Around the Table	

7.	Around the Table	
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**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

August 7, 2014

The Cabinet members of Southwest Texas Junior College met on August 7, 2014, 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 Outreach
Joe Barker, Vice-President Administrative Services
Anne Tarski, Vice-President Finance
Dr. Blaine Bennett, Vice-President Student Services
Gilbert Bermea, Associate Vice-President Eagle Pass
Derek Sandoval, Associate Vice-President Del Rio
Johnny Guzman, Dean College of Applied Sciences
Romelia Aranda, Dean College of Workforce
Cheryl Sanchez, Dean College of Liberal Arts
Carol LaRue, Director of Institutional Planning & Research

1. **General ED Assessment Report**
 - a) **Core Curriculum – need to post new core and update General Assessment**
2. **Faculty Handbook and College Catalog Status**
 - a) **Review catalog change process and archiving electronic version.**
3. **Budgets 2014 – 2015**
 - a) **Disseminate budget operating expense.**
 - a. **Available the web**
4. **Fall 2014 Enrollment Status**
Financial Aid Status
Plan for non-payments
 - a) **Fall 2014 enrollment slightly up from last year**
 - a. **Community registration – Aug 13th at the Civic Center**
 - b) **Financial Aid has been turned on**
 - c) **SAP – one year (hold out)?**
 - a. **Reinstatement eligibility timing**
 - d) **Explore 5th class discount promotion**
5. **Strategic Plan Operational Items and Roll out**
 - a) **Unit Plans – update language to strategic plan**
 - b) **By Sept identify strategic plan items and report to board**

6. Around the Table

- a) **Board agenda**
 - a. **Add program reports for September Board meeting**
- b) **Gilbert Bermea**
 - a. **Apprehension with Holistic Advising**
 - b. **Registration appears to be picking up**
 - c. **01 level testing**
- c) **Blaine Bennett**
 - a. **Comments on ZOGO Tech analytics utilization**
- d) **Margot Mata**
 - a. **Dual credit training / workshop – well received**
 - i. **40 faculty from high schools attended**
 - b. **Follow up meeting with improvement for future meetings**
 - c. **HB5 – College Prep – workshop – Monday/Tuesday**
 - i. **Facilitated by MATH/ENGL/Dev. Ed**
 - d. **Athletic Handbook**
 - i. **Resend – orientation for student athletes**
 - e. **Marketing Campaign**
 - f. **Orientation next week (students)**
- e) **Cheryl Sanchez**
 - a. **Division Chair – workshops (see attached)**
 - b. **Online finals – issues with e-mail confirmation**
 - c. **Faculty evaluation form**
- f) **Mark Underwood**
 - a. **Faculty staffing almost complete**
 - i. **Adjuncts with high school – college employees**
- g) **Derek Sandoval**
 - a. **Fall enrollment proceeding nicely**
- h) **Anne Tarski**
 - a. **Business Process Review**
 - i. **Consultant identified 3 topics to focus on improvements**
 - ii. **Check on Hondo rent**
- i) **Johnny Guzman**
 - a. **1 Welding position open**
 - b. **Daycare back to Texas Rising Star**
 - c. **Propose to increase rates at daycare – Cabinet approved**

- j) Joe Barker**
 - a. Office 365 – e-mail transition – streamlined log in process**
 - b. Training on 365 at convocation**
 - c. Eagle Pass – Blue Print**
 - d. Medina Valley – completion date of 9/15**
 - e. Dorm – Hubbard proceeding on schedule**
 - f. Crystal City conveyance documents in process**

- k) Romelia Aranda**
 - a. Meeting with school to add EMT / Nurse Aid**
 - b. Working with Cotulla on welding**
 - c. EP – Full year Nurse Aid (C N A)**
 - i. Uvalde, Crystal City, Cotulla – 1 semester**
 - d. Linemen / Energy Auditor Class – looking good**
 - e. Kickapoo**
 - i. Education Department**
 - ii. Asking for Truck Driving**
 - iii. Welding**

- l) Carol LaRue**
 - a. Research Associate and Assessment Coordinator – new vacancies**
 - b. Tools for planning and assessment – cumbersome**
 - c. Training for Division Chairs**
 - d. Simplified planning tools**
 - e. New Data**
 - i. CCSE – benchmark data**
 - ii. Tableau for CBM**
 - f. Designing Dashboards for Vice-Presidents**

CABINET MEETING
August 14, 2014

	AGENDA ITEM	NOTES
1.	Hiring Process (Job Description)	
2.	Faculty Handbook & College Catalog Status	
3.	Fall 2014 Enrollment Status Financial Aid Status Plan for non payments	
4.	August Board Meeting Agenda	
5.	Fall Convocation Schedule	
6.	Around the Table	

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**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

August 14, 2014

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Dr. Hector Gonzales, President
Dr. Mark Underwood, Vice-President Academic Affairs
Margot Mata, Vice-President Outreach
Joe Barker, Vice-President Administrative Services
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Carol LaRue, Director of Institutional Effectiveness

- 1. Hiring Process (Job Description)**
 - a) Anne Tarski presented documentation on hiring process**
 - b) Advised to post electronic to HR web page**
 - c) Discussion on updating interview forms – prescreening process**

- 2. Faculty Handbook and College Catalog Status**
 - a) Catalog online**
 - b) Faculty Handbook by Wednesday**

- 3. Fall 2014 Enrollment Status**

Financial Aid Status
Plan for non-payments

 - a) Margot Mata presented Fall Enrollment numbers**
 - b) Registered at the Civic Center Wednesday**
 - c) New TSI impacting dual credit**
 - d) Drop List 1700 – amount for TPEG Loans**
 - a. Import list to Estudias**
 - e) FA – pending files vs completed files**

- 4. August Board Meeting Agenda**
 - a) Discussed the agenda**

- 5. Fall Convocation Schedule**
 - a) Working on breakout sessions**

6. Around the Table

- a) **Carol LaRue**
 - a. **Assessment and unit action plan – document**
 - b. **General Education assessment training**
 - c. **Activity tracking documentation tracking form for strategic plan**
 - d. **Updates to Whippleware**

- b) **Romelia Aranda**
 - a. **Director position for Adult Education**
 - b. **Site supervisor for Del Rio / Eagle Pass**

- c) **Anne Tarski**
 - a. **Work with Zogo Tech on divisional custom report**

- d) **Johnny Guzman**
 - a. **Met with Laughlin AFB Officials – Certificate Program**
 - i. **Discussing faculty issues and courses required**
 - 1. **Course description and list of equipment**
 - b. **Law Enforcement Academy**
 - i. **34 students**
 - ii. **Began August 4th**
 - c. **Welding Faculty position**

- e) **Joe Barker**
 - a. **Met with Eagle Pass planning manager**
 - i. **Agreed to allow us to use parking at the Trade Center**
 - ii. **Will allow college to utilize storm drain pools**
 - 1. **Will formalize agreement**
 - b. **Update on Crystal City**
 - c. **Update on Truck Driving portable**

- f) **Derek Sandoval**
 - a. **Del Rio busy with enrollment**
 - i. **Added new TSI – 40 students**
 - b. **Scheduling**
 - c. **Spring Schedule due September 5th**

- g) **Mark Underwood**
 - a. **QEP – chairs**

- h) **Cheryl Sanchez**
 - a. **Campus Cruiser – Developed a flagged alert communicate**

- i) **Margot Mata**
 - a. **Partnership on degree pamphlet – discussion**
 - b. **HB5 training for schools**
 - c. **Working on communication between faculty / student services**
 - d. **FA appeals**

- j) Blaine Bennett**
 - a. Meet with Estudias**
 - b. Comments about utilization of Estudias**
 - c. Grant with Texas State – Ag grant**

- k) Gilbert Bermea**
 - a. Eagle Pass registration**
 - i. Testing additional 60 students, this weekend**
 - ii. Integrated reading / writing**
 - 1. Had a session with Mitchell Burchfield**
 - a. Duplicate with Developmental Math**
 - iii. Cross Country students – 4 EP / 3 UV**

CABINET MEETING
August 21, 2014

	AGENDA ITEM	NOTES
1.	Fall 2014 Registration	
2.	Around the Table	
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**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

August 21, 2014

The Cabinet members of Southwest Texas Junior College met on August 21, 2014, 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 Administrative Services
Anne Tarski, Vice-President Finance
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1. Fall 2014 Registration

- a) **5091 – Fall – 08/20/14 Main sites show**
 - a. **Still enrolling Dual Credits**
 - b. **Non-Payment at 1300**
 - c. **TPEG**
 - d. **If pending Federal Student Loan or VA – no need for TPEG Loan**
 - e. **Calls going out**
- b) **Biology – Math enrollment**
 - a. **High waitlist**
- c) **Developmental**
 - a. **Reading low and mid-level**
- d) **Load**

2. Around the Table

- a) **Anne Tarski**
 - a. **End of year – 8/31/14 – turn in paperwork timely**
 - b. **Laptop for new faculty**
 - c. **Connection for Del Rio pending completion**
- b) **Romelia Aranda**
 - a. **Nurse Aid Presentation**
 - b. **Medical Terminology – possibility in Uvalde**

- c) **Cheryl Sanchez**
 - a. **HEB Literacy Program**
 - i. **Read 3 expand to other cities, to Del Rio/Eagle Pass**
 - ii. **At risk 3 year old children**
 - b. **Contacts for A D A has changed**
 - i. **Need to update Master Syllabus**
 - c. **Create new department in GL for Division Chairs**
- d) **Johnny Guzman**
 - a. **Number of work-studies**
 - i. **Evaluate**
 - ii. **Where - placement**
 - iii. **40 faculty from high schools attended**
- e) **Joe Barker**
 - a. **Carpet in DL room in ESPN**
 - b. **Tate 10 – ESPN – change DL Room**
 - c. **Computer solution – Wi-Fi in Dorms**
 - d. **Wi-Fi in Law Enforcement Academy**
 - i. **Number of sites**
- f) **Derek Sandoval**
 - a. **Enrollment looking good**
 - b. **Adjunct positions**
 - c. **Grand Opening – 9-19-14**
 - d. **Activity**
 - i. **Personnel is the key – team communication**
- g) **Mark Underwood**
 - a. **Update on QEP**
 - b. **Engagement activities – define – (homework)**
 - c. **Broad based input from faculty**
- h) **Carol LaRue**
 - a. **Presented abbreviated UAP for Services**
 - b. **Due date 9/30 for Service Desk and Division Chairs**
 - i. **Must be approved by Vice-Presidents or Associate Vice-Presidents**
 - c. **Presented CCSSE with engagement data**
 - d. **Wants to help with QEP Process**
 - i. **With Data request -availability**
- i) **Margot Mata**
 - a. **Reminder Fall Kick Off**
- j) **Gilbert Bermea**
 - a. **Focus on Engagement for Campus Meeting**
 - b. **Registration – going good**
 - i. **Working on low enrollment courses**
 - c. **Payment issues with students**