

CABINET MEETING
July 17, 2014

	AGENDA ITEM	NOTES
1.	Summer II Enrollment Update	
2.	Review of the Strategic Operating Plan	
3.	Around the Table	
4.		
5.		
6.		

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**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

July 17, 2014

The Cabinet members of Southwest Texas Junior College met on July 17, 2014, in the Administration Building - President's Office.

Cabinet members present were:

Dr. Hector Gonzales, President
Dr. Mark Underwood, Vice-President Academic Affairs
Joe Barker, Vice-President Administrative Services
Anne Tarski, Vice-President Finance
Dick Whipple, Associate Vice-President Institutional Advancement
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

Absent were:

Dr. Blaine Bennett, Vice-President Student Services
Margot Mata, Vice-President Outreach

- 1. Summer II Enrollment Update**
 - a) Up 10%
 - b) Nonpayment about 100 students
 - c) Fall 14 – Increase in demand for BIOL

- 2. Review of the Strategic Operating Plan**
 - a) Workbook for Cabinet to record activity.

- 3. Around the Table:**
 - a) Review Board meeting agenda
 - b) Utilizing Starlink – VCT resources
 - c) Sample MOU – course template HB5
 - d) Need to expand WFT – Business Industry
 - a. Job center
 - b. Creation Center
 - e) Success Conference
 - a. Send leadership team
 - f) Consortium for ERP

 - g) Anne Tarski
 - i. Active Directory by August 1st
 - a. ES5 contract for campus license
 - ii. Business Process Audit

- h) Cheryl Sanchez
 - i. Amy Garcia working on PD for Convocation week
 - a. Estudios - training
 - ii. Maggie Camstra
 - a. Pcard – budgets, training
 - iii. August 1st – training for Division Chairs
- i) Joe Barker
 - i. Maintenance groundwork for new projects
 - a. ie: Ep/CC/Truck driving
 - b. Castroville, furniture delivered Aug 11
 - ii. Deferred maintenance – HVAC-dorms-revised est. per wing
 - iii. Preventive maintenance plan
 - iv. Custodial Check List
- j) Derek Sandoval
 - i. Del Rio Biology interview July 28th
 - ii. ABE on campus in portables need \$3000 to connect internet to portable room 9
 - iii. Reviewing fund list
 - iv. Set 5th for parking lot
 - v. Open House – September 19th for Del Rio
- k) Johnny Guzman
 - i. Laughlin AFB – proposed program
 - a. Certificate – general maintenance certificate
 - b. Letter of notification of intent to FAA
 - ii. Daycare – new classroom ready
 - iii. Additional building being remodeled
 - iv. Welding – faculty – 1 hired
 - v. Cotulla dual credit programs for welding
 - vi. Academy (LE) positions accepted begin Aug 4th
 - vii. CJ instructor / Perkins \$210,000 for 14-15
 - viii. Vacancy – 1 welding position, 1 auto tech, 1 LVN
 - a. 2 BIOL – EP/DR
 - b. 1 BIOL – Lab Uvalde
 - c. 1 Dist Ed Coord
 - d. 1 Lineman
- l) Dick Whipple
 - i. August 1st – active directory – Office 365
 - ii. Margot Mata – SOCS Committee Chair
 - iii. Steve Martinez – FA Appeals Committee Chair
- m) Mark Underwood
 - i. One online Platform – need to investigate the use of Publisher provided courses to be integrated with Campus Cruiser
 - ii. Co Board TSI Advising meeting – we are leading the charge

n) Romelia Aranda

- i. Adult \$ 769,592 for 2014-2015**
 - a. Performance based funding \$76,900 available**
- ii. Region 20 was selected additional \$83K for Medina/Frio**
- iii. UCISD – Nurses Aide – Medina Valley**
 - a. CC – all year**
 - b. UV – all year**
 - c. EP – 1 semester**
 - d. Dilley – 1 semester**
 - e. Medina Valley – 1 semester**
- iv. Bookstore – Continuing Ed**

o) Gilbert Bermea

- i. Opening for BIOL faculty**
- ii. Fire Marshall – Fire Extinguisher**