

**CABINET MEETING**  
**March 6, 2014**

	<b>AGENDA ITEM</b>	<b>NOTES</b>
1.	Pending Items	
2.	Performance Measures - Develop a consensus on performance measure estimates for next year	
3.	Staff Evaluations – All employees should be evaluated and if necessary and improvement plan development by end of April –  ? location of record – personnel file?	
4.	Required Policy Changes - Identify needed policy changes, provide a markup copy of those changes – submit to my office as they get developed	
5.	Develop Organizational Chart for VP/Associate VP area of responsibility – make sure each department is listed somewhere – identify position and person in that position Modify/update/create job descriptions for each position	
6.	Around the Table	

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**CABINET MEETING OF  
SOUTHWEST TEXAS JUNIOR COLLEGE**

**March 6, 2014**

The Cabinet members of Southwest Texas Junior College met on March 6, 2014 in the Administration Building - President's Office.

**Cabinet members present were:**

**Dr. Hector Gonzales, President  
Dr. Mark Underwood, Vice-President Academic Affairs  
Dr. Blaine Bennett, Vice-President Student Services  
Joe Barker, Vice-President Administrative Services  
Anne Tarski, Vice-President Finance  
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**

**Cabinet members absent were:**

**Dick Whipple, Associate Vice-President Institutional Advancement  
Margot Mata, Vice-President Outreach**

- 1. Pending Items**
  - a) Outstanding Professional / Staff Awards – approved by cabinet**
  - b) Reviewed March Board Meeting Agenda**
- 2. Performance Measures – Develop a consensus on performance measure estimates for next year**
  - a) Reviewed performance measures – going to review and set estimate Friday March 7<sup>th</sup>.**
- 3. Staff Evaluations – All employees should be evaluated and if necessary and improvement Plan development by end of April - ? Location of record – personnel file?**
  - a) Have a conversation with employees**
  - b) Approved that employee evaluations be filed in personnel file**
- 4. Required Policy Changes – Identify needed policy changes, provide a markup copy of those changes – submit to my office as they get developed**
  - a) Reviewed proposed policy changes**

**5. Develop Organizational Chart for VP/Associate VP area of responsibility – make sure each Department is listed somewhere – identify position and person in that position. Modify/update/create job descriptions for each position**

- a) **Discussed the need to expand our organizational chart to include all College Positions / Departments**

**6. Around the Table**

a) **Gilbert Bermea**

- i. **E-mail advising – limited responses**
- ii. **Advisor to staff the Library Hallway to make contacts**
- iii. **Online registration open for 1 week only**

b) **Blaine Bennett**

- i. **Student Planning – up and running**
- ii. **Datatel appears to be slowing down – check with IT to identify the problem**
- iii. **All students – AA track where they will transfer – default RGC**
- iv. **Career advising – process discussed**
- v. **Freshmen Orientation – online portion almost done**
- vi. **COLS management discussed**
- vii. **Financial Aid refunds transition to a multiple disbursements**
- viii. **Scholarships – better advise**
  - a. **Priority considerations in March**
  - b. **Second considerations in August**

c) **Mark Underwood**

- i. **Regional meeting on TSI**
  - a. **Manual appears to be more complicated than originally thought**
- ii. **Looking at AAS programs to 60 hour program limits**
- iii. **Process for curriculum and SOC committees proposed changes**
  - a. **Submit agenda to cabinet**
- iv. **Meeting with Devine ISD – regarding Dual Credit program**

d) **Johnny Guzman**

- i. **Romelia Aranda – Law Enforcement Academy -> to Cert I**
  - a. **Logistics of change to credit side**
- ii. **Aviation – Hondo – progress, still working on it**
- iii. **Daycare – 5 star facility – on the move to improve**

- e) **Joe Barker**
  - i. **AEP underground infrastructure – disruption**
  - ii. **Process restructuring IT Department to certification basis**
  
- f) **Derek Sandoval**
  - i. **Move from old to new administration building**
  - ii. **Portables moving 8-9 – portables for sale**
  - iii. **Making rounds with community leaders, engaging them in the conversation**
  
- g) **Romelia Aranda**
  - i. **Adult Ed – RFP out April 7**
  - ii. **Ready to move forward with Middle Rio Region**
  - iii. **Women’s leadership workshop in Del Rio**
    - a. **Issues women experience in gaining higher ed**
  - iv. **Welding – setting up in Cotulla**
  - v. **Looking at Crystal as potential next site**
  - vi. **New owner of Salem property – remove septic tank**
  
- h) **Anne Tarski**
  - i. **No one looks up by social security number**
  - ii. **Outreach registration – long term**

**CABINET MEETING**  
**March 20, 2014**

	<b>AGENDA ITEM</b>	<b>NOTES</b>
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**Johnny Guzman, Dean College of Applied Sciences**  
**Romelia Aranda, Dean College of Workforce**  
**Cheryl Sanchez, Dean College of Liberal Arts**

**1. Around the Table**

**a) Dick Whipple**

- i. ASU visiting Del Rio and Eagle Pass**
  - a. Working to develop AA – Pre-engineering**
  - b. Sign articulation agreement in EP– STEM Focus**
- ii. Organizational Chart – Structure**
- iii. Active Directory**
- iv. Virtualization Architecture design**
  - a. Need to have outside consultant**

**b) Mark Underwood**

- i. Working on Faculty Handbook**
- ii. Lowest 10% of HS college going rates**
- iii. Carol LaRue – Institute for Best Practices in San Antonio**
- iv. RN Program is set to be approved by Board of Nursing**

**c) Margot Mata**

- i. Proposed policy revision addressing social media**
- ii. Hosting Region 20 meeting- discussing**
  - a. College readiness**
    - i. Dev. Math, English, Language**
      - 1. 11 – 3 in Ballroom**
- iii. Schedule pre-registering – Carrizo next Wed**



- a. Targeting seniors
    - iv. Criminal Justice competition – April 11<sup>th</sup> – 17 schools
  - d) Blaine Bennett
    - i. Letters to students with failing grades at midterm with request to see counselor
    - ii. Identified those on financial aid with jeopardy of losing FA
    - iii. About 90% complete of Student Handbook
    - iv. Monday (March 24) 75% OR core complete eligible to register  
Also VA and TRIO students
    - v. Set up their E-advising plan – plan is still a bit slow
    - vi. New user interface needs to be adapted as soon as possible for E-Advising
    - vii. Reading / English / Math Developmental Education success  
Numbers are up for Fall 2013
    - viii. Retention Spring 2013-Fall 2013
      - a. 62% with 3 or more contacts
      - b. 42% less than 3 contacts
    - ix. Student Activity
      - a. Palm Fest in Court Yard
      - b. Connect Student Activity to Essay Project
    - x. Return on investment
      - a. Less expensive to retain thanks to recruitment and new students
  - e) Gilbert Bermea
    - i. Gearing up for registration
    - ii. April 17 – Spring Fest – students comments
      - a. Fundraiser for different clubs
    - iii. Graduation – reception at the Honey Bowl
  - f) Anne Tarski
    - i. Budget reductions due March 27<sup>th</sup> to Anne Tarski
    - ii. Reminder that hourly employees must report actual hours worked
    - iii. Maggie Camstra – P-cards authorization
    - iv. 2/3 through catalog revision
    - v. Why Office Max to purchase office supplies
    - vi. Spend Analysis – how money is spent
  - g) Romelia Aranda
    - i. Working on ABE due 4/7 – to be ready by 4/2
    - ii. Met with Region 20 regarding FRIO / Medina
      - a. Joined Consortium with Region 20 to serve those Counties – has to speak to Zaragoza
    - iii. Cotulla welding class

- h) Cheryl Sanchez**
  - i. Outstanding Staff award**
  - ii. Next week is Texas Public School Week**
  - iii. March 27<sup>th</sup> – Young Kiddos Rodeo**
  
- i) Derek Sandoval**
  - i. Speech Del Rio**
  - ii. ASU visit on board**
  - iii. Staff evaluations completed – faculty in progress**
  - iv. Construction**
    - a. Furniture pricing S/B**
    - b. Looking at portable building location**
  - v. Chamber Banquet tonight**
  
- j) Joe Barker**
  - i. Working with portables – relocation for truck driving**
  
- k) Johnny Guzman**
  - i. Parents / Students conference**
  - ii. Daycare getting better**
  - iii. Crystal City welding**
  - iv. Aviation**

**CABINET MEETING**  
**March 27, 2014**

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CABINET MEETING OF  
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Begin 8:30 AM

Pending Items – Dick Whipple presented the new Excel worksheet version of the “Pending Items”. One hour was spent reviewing and documenting follow-ups for Aranda, Barker, Bennett, Bermea, and Guzman. To be continued next week.

Round the Table

**Derek Sandoval:**

1. What criteria should be used to request a second full-time financial aid person? With only one, there are gaps when work studies are the only ones there.  
Discussion: A well-received suggestion made by Bermea was that staff receives cross-training.

**Johnny Guzman:**

1. Johnny presented a brief report on our daycare facility. Only 25% are children of students (13); the remainder is from the community. This does not seem to warrant opening evening care.  
Discussion: General consensus (led by Cheryl) was that more information was needed before drawing a conclusion. A survey was suggested. Anne questioned the reasonableness of a \$150,000 annual loss for the benefit of 13 students. Use as a training facility was offered as one justification.
2. Resignation of Joe Garcia announced. Raul Cano stepping in to take classes. Johnny is assuming role of Division Chair.

**Cheryl Sanchez:**

1. Connie Buchanan reported that the Vita Program had processed 145 income tax returns worth \$273,280. This was a 25% decrease from last year, but still a worthwhile activity.
2. Question raised on the need for liability/health insurance for certain programs like welding and rodeo. Currently, COOP students have fee to cover liability insurance. Anne suggested that the college’s legal immunity should negate the need so long as gross negligence was avoided.
3. Carlos Diaz and Chuck Garadebian are taking Jim Williamson’s classes in his absence due to illness.

**Joe Barker:**

1. Random drug testing for drivers on college business to begin soon. E-mail Monday (Mar 31) to all employees will provide necessary information.
2. The travel requisition form is being revised to include information concerning drug testing.
3. Cabinet members were asked to provide names of employees in safety sensitive jobs that should also be tested.

**Romelia Aranda:**

No items.

**Anne Tarski:**

1. Suggested that \$400 faculty PD be transferred to PD Officer's budget and dispensed/documentated there. Cabinet concurred.
2. 10% budget reduction to commence tomorrow (Mar 28). Those not responding with suggestion will be cut at Anne's discretion.
3. Everyone should begin working on budget for next year.

**Blaine Bennett:**

1. Due to small number of responses, staff award nominations extended to Apr 24.
2. Early enrollment for special groups has begun for summer and fall.

**Mark Underwood:**

1. Catalog revision in final stage.

**Gilbert Bermea** (had to leave early)**Dick Whipple:**

1. Reported on successful ASU president's visit and signing of STEM articulation agreement.
2. Reminder to review RGC/SWTJC cooperative agreement if requested by HG.
3. Informed that Whipple has been elected as a board member for the LEAP Texas Organization that will direct state-wide general education development for the co-board.
4. Two more feral cats were trapped, neutered, and released back on campus this week thanks to the efforts of Laura Whipple at her time and expense (\$80 per cat). This humane and intelligent approach to deal with the feral cat population on campus should be better supported by Cabinet members.
5. The Strategic Plan Review has been completed and final documentation is being prepared for the April Board meeting.
6. Julie Thomas resigned last Friday (Mar 21).
7. Whipple plans to retire the end of July, 2014. Plans are to begin search for an AVP of IE/IR.

Adjourned 11:00 AM