

CABINET MEETING
September 4, 2014

	AGENDA ITEM	NOTES
1.	Drop List	
2.	SACS	
3.	Around The Table	
4.		
5.		
6.		

7.		
8.		
9.		
10.		

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

September 4, 2014

The Cabinet members of Southwest Texas Junior College met on September 4, 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
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
Dr. Cheryl Sanchez, Dean College of Liberal Arts
Carol LaRue, Director of Institutional Effectiveness

1. Drop List

- a) Discussed drop list
 - a. 541 non-payments
 - b. Census date next Wednesday

2. SACS

- a) Base Camp – log in and e-mail - resend

3. Around the Table

- a) Tax Hearing
- b) EP Project Status
- c) ASU – 9/9 at 1:00PM – Title V Coop
- d) Contracts with ISD
- e) Anne Tarski
 - a. Business Process Review- Survey completed
 - b. Feedback – Communication, consistency, not good stops at senior management
 - c. Retention – What is it? Where to find information? Letter cut process
 - d. Schedule Planning – address – student needs first
 - e. Training – perception that customer service not working more focus on tech
 - f. Benchmark – where to begin – consistent capture
 - g. Level of need
 - i. Communication

- ii. Retention
 - iii. Training
 - iv. Benchmark
 - h. Suggestion to form a continuous improvement team
 - i. AGILE – SCRUM – learn methodology
- f) Romelia Aranda
 - a. Establishing Nurses Aid Programs with High Schools
 - b. Lineman Training begins on September 8th
 - c. Adult Education – Budget cuts
 - i. Operating Monday – Friday 8:00AM-12:00PM
 - ii. MTW (6:00PM-9:00PM) – working Pearsall, Cotulla, Medina Valley
 - iii. Convocation on Friday for ABE
- g) Joe Barker
 - a. Dorms are Full and ½ of wing shut down for remodeling, should be completed by end of semester
 - b. Cafeteria is packed, two times the business compared to last year
 - c. Maintenance – 5 people short, 2 positions open
 - i. 3 custodians out on medical leave
 - d. Office 365/Active Directory – working through the issues.
 - i. Prioritize the needs
- h) Johnny Guzman
 - a. Contacted by Ana Darko
 - i. Set up a meeting on training needs – high turnover with outsider
 - b. Welding – growing pains
 - i. Electrical issues, need more power
 - c. Palomino Fest – Great success
- i) Derek Sandoval
 - a. Complaints on Bookstore
 - i. Issues with refunds
 - ii. Level of customer service at bookstore is poor
 - b. Working on Spring Schedule
 - c. Adjunct faculty adds for Del Rio
 - d. Construction – finishing up punch list
 - e. David Brown unhappy with parking lot modifications
 - f. ATM on Campus
 - g. Roof at Sul Ross still leaks
 - h. Sul Ross President – next Friday
 - i. Welcome back – Sept 9th – Morning / Afternoon
- j) Mark Underwood
 - a. Statistics on TSI attempts
 - b. New SACSCOC VP – Mary Kirk
 - c. QEP – Deadline – Definition of Engagement
 - d. New CCSSE – Data out
 - e. Biology staffing issue – need more faculty for lab or faculty
 - f. DL Adm. Position still open

- g. Completion Summit in Dallas – Sept 21-23**
- k) Cheryl Sanchez**
 - a. New gym hours during game week**
 - b. Division Chairs working on Spring Schedules**
 - c. Schedule meeting with Division Chairs and Associate Vice-Presidents, and Registrar**
 - d. Cafeteria – more sections in the afternoon**
 - e. Uvalde High School students on campus for Biology having a good response**
 - f. Log in issues with students – about 30 online students**
- l) Carol LaRue**
 - a. First week attendance report**
 - b. General Education assessment – ETS proficiency profile score**
 - c. UAP in process**
- m) Margot Mata**
 - a. Presented Federal work-study position allocation**
 - b. List of Department Aid**
 - c. Spring applications open for October**
 - d. Sept 10th last day to pay – open till 7pm**
 - e. Set up meeting next week with Division Chairs and Associate Vice-Presidents about schedules and student needs**
 - f. Counselor workshop for Fall – today**
 - g. Dual Credit compliance report**
 - h. College Day – October 14th**
 - i. Transfer Day – November 6th**
 - j. Fall Fiesta – October 23rd**
 - k. Fan Scholarship ticket drive**
- n) Gilbert Bermea**
 - a. Welcome back – Tuesday, September 09, 2014**
 - b. How many are not attending classes**
 - c. INRW – schedule for Spring**

CABINET MEETING
September 11, 2014

	AGENDA ITEM	NOTES
1.	SACS	
2.	SWTJC Board of Trustee Agenda	
3.	Around the Table	
4.		
5.		
6.		

7.		
8.		
9.		
10.		

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

September 11, 2014

The Cabinet members of Southwest Texas Junior College met on September 11, 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
Gilbert Bermea, Associate Vice-President Eagle Pass
Johnny Guzman, Dean College of Applied Sciences
Romelia Aranda, Dean College of Workforce
Dr. Cheryl Sanchez, Dean College of Liberal Arts
Carol LaRue, Director of Institutional Effectiveness

Cabinet member absent was:

Derek Sandoval, Associate Vice-President Del Rio

1. SACS

- a) **3rd week of October**
 - a. **October 17th SACS report due**
 - b. **Review Document the 17th-22nd**
 - c. **October 23-24 – Compliance retreat**
- b) **QEP status – use of data**

2. SWTJC Board of Trustees Agenda

- a) **Review Board Agenda made suggestion for changes**

3. Around the Table

- a) **Gilbert Bermea**
 - a. **Welcome back on Tuesday, good turnout/great student engagement**
 - b. **Issues with Financial Aid – students wait to the last minute to file**
- b) **Margot Mata**
 - a. **Hard campaign to reduce the non-payment list – currently 275 (5826)**
 - b. **Have some dual credit students not classified as dual**
 - c. **Financial Aid has seen significant improvement**
 - d. **Spring application open**
 - e. **Working with High Schools – early registration**
 - f. **9 – 11 Remembrance at fountain area**
 - g. **Advisor meeting today at 9:00 am, will have one every semester**

- h. **Success center / writing center – active with students**
 - i. **SWTJC FAN – 1000 tickets for each campus**
 - j. **Alignment meeting for High School – College Dual Credit Tech Program**
 - k. **Career Pathways for Degree Plan**
 - c) **Carol La Rue**
 - a. **Updating reports**
 - b. **NCC Benchmark Project**
 - c. **Core Course Success Rate**
 - d. **Interview for IE position/Reporting-Assessment Coordinator**
 - d) **Mark Underwood**
 - a. **Met with ASU – Tuesday initial startup – Title V Coop**
 - b. **Met with Texas State – US Dept Ag Grant**
 - c. **2 new grant via Coops**
 - e) **Joe Barker**
 - a. **Conference call with AEP Engineer Laredo**
 - i. **Contractors out here next week 9:00AM Monday**
 - b. **Conveyance documents for Crystal City @underwriting**
 - c. **Meeting with Prism – Proposal on ongoing support and training**
 - f) **Johnny Guzman**
 - a. **Advisory Committee meeting on Schedule for Fall**
 - b. **Budgets – request for furniture**
 - g) **Cheryl Sanchez**
 - a. **Meet with Division Chair and Registrar**
 - i. **Schedule**
 - ii. **Wait List**
 - iii. **Caps on courses**
 - iv. **Room capacity**
 - b. **Yearlong schedule**
 - c. **Usage of WhippleWare versus Colleague for scheduling**
 - d. **Enrollment in at bookstore**
 - h) **Romelia Aranda**
 - a. **Project Grow – welding focus**
 - i. **Meet with Eagle Pass Superintendent – Oil and Gas**
 - ii. **Laredo United curriculum**
 - iii. **Implement in Fall 2015 – Dual Credit**
 - i) **Anne Tarski**
 - a. **Met with Bookstore – Pearson/Wiley – backlogs**
 - i. **Agreed to change book order est.**

CABINET MEETING
September 18, 2014

	AGENDA ITEM	NOTES
1.	Del Rio Open House	
2.	Fall Registration Recap	
3.	Around the Table	
4.		
5.		
6.		

7.		
8.		
9.		
10.		

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

September 18, 2014

The Cabinet members of Southwest Texas Junior College met on September 18, 2014, in the Administration Building - President's Office.

Cabinet members present were:

Dr. Hector Gonzales, President
Margot Mata, Vice-President Student Services
Joe Barker, Vice-President Administrative Services
Anne Tarski, Vice-President Finance
Derek Sandoval, Associate Vice-President Del Rio
Johnny Guzman, Dean College of Applied Sciences
Romelia Aranda, Dean College of Workforce
Dr. Cheryl Sanchez, Dean College of Liberal Arts
Carol LaRue, Director of Institutional Effectiveness

Cabinet member absent was:

Dr. Mark Underwood, Vice-President Academic Affairs
Gilbert Bermea, Associate Vice-President Eagle Pass

1. Del Rio Open House

- a) Program starts at 10:00a.m.
- b) Campus Tours
- c) Administration visitors leave by 8:30a.m.

2. Fall Registration Recap

- a) Drop 230 students
- b) Handouts
- c) Work on Green Cards

3. Around the Table

- a) Anne Tarski
 - a. Web requisitions are working
- b) Romelia Aranda
 - a. Coal mining to happen in Maverick County
 - i. October 3rd vendor event at the International Trade Center
 - ii. Training need (Welding, Diesel, and Heavy Equipment)
 - iii. Mario Resendez – Operation Supervisor
 - b. Met with Project Grow – the numbers are low
 - i. Tentative 1 year extension
 - c. Network connection – Del Rio Portable

- c) **Cheryl Sanchez**
 - a. **Online Video Committee corrections**
 - b. **Program Review Committee - corrections**
 - c. **Instructional Assessment Committee corrections**
 - d. **Faculty Evaluations to be done by Division Chairs**
 - e. **New format for Dean's Forum**
 - f. **Division Chairs meeting by department**

- d) **Johnny Guzman**
 - a. **Career Tech – EMT / Physical Therapy Aid**
 - i. **Will research WFT option**
 - b. **Closing out C. Perkins Grant / TWC Grant Oil and Gas**
 - c. **Aviation Program in process**
 - i. **Working with John Jasper with LAFB – FWD into Hondo Aerospace and Hondo ISD**
 - d. **Oil and Gas High School Program**
 - e. **JET – State Comptroller**
 - f. **Need to find German Instructor for short course**

- e) **Joe Barker**
 - a. **11 Building / Remolding projects going on**
 - i. **Issues with coordination**
 - b. **Next week AEP phase 1 (A) will close 2nd entrance to upgrade transformer to welding lab**
 - c. **Crystal doc ready for conveyance**
 - d. **Eagle Pass finalizing prints**
 - i. **Formal documents for parking easements / drainage easement**
 - e. **Castroville**
 - i. **Working with A T & T and fiber location**
 - ii. **Furniture arriving October 7 – 8.**
 - iii. **Open House on October 30th**
 - f. **Del Rio – spoke to appraiser**
 - g. **Proposal from Prism to continue work with office 365**

- f) **Derek Sandoval**
 - a. **Will meet to discuss improvements to registration process**
 - b. **Dean Forum was a success**
 - c. **Pathways to Progress next week – Dallas**
 - d. **Update on aviation**

- g) **Carol La Rue**
 - a. **Gearing up for student evaluations of Faculty**
 - b. **Technical Program Dashboards**
 - i. **Child Development issues with local wages – use state Aug**
 - c. **Estudias – define program to bring Rubric together**
 - d. **ATD Webinar – Drop rate reduction program**
 - i. **Develop a high engagement piece for Faculty**
 - 1. **Carried over to retention rates**
 - e. **SACSCOC – IE – Program/Service Review Committee**

- h) Margot Mata**
 - a. Finish up Fall Semester**
 - b. Open up Spring Semester – applications**
 - c. Use of three class rooms – assign room #s for MV/ISD addition**
 - d. Service forums – very receptive from staff**
 - e. Unit action plans – bring unit together by communication and input into the development**
 - f. SACSCOC – meeting on a regular basis to meet dead lines**
 - i. Mondays and Fridays**

CABINET MEETING
September 25, 2014

	AGENDA ITEM	NOTES
1.	SACS Status	
2.	Around the Table	
3.		
4.		
5.		
6.		

7.		
8.		
9.		
10.		

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

September 25, 2014

The Cabinet members of Southwest Texas Junior College met on September 25, 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
Gilbert Bermea, Associate Vice-President Eagle Pass
Derek Sandoval, Associate Vice-President Del Rio
Johnny Guzman, Dean College of Applied Sciences
Dr. Cheryl Sanchez, Dean College of Liberal Arts
Carol LaRue, Director of Institutional Effectiveness

Cabinet member absent was:

Romelia Aranda, Dean College of Workforce

1. SACS Status

- a) 4 VPs working on Mondays and Fridays
 - a. Clean up language
 - b. Finish our compliance document
- b) Office 365 – SACS sites
- c) Send document to Andrea Flores
- d) SACS compliance document in good shape
 - a. Deadline Oct 17th

2. Around the Table

- a) **Paul Sorrells – Associate Provost at RGC**
 - a. Awarded PPOH - Title V Part B (- for 3 years)
 - b. Promoting Post Baccalaureate opportunity for Hispanic students
 - c. Provide defer equipment in Castroville/Eagle Pass Expansion
 - d. 6 new faculty – positions
 - e. Special certification – College Teaching
 - f. Scholarship Opportunity for students
 - g. Castroville open house – 3 entities
 - i. Brief remarks by RGC, SWTJC, and MV
 - 1. October 30 (4:00pm-6:00pm)
 - 2. 3:30pm – open to the high school

- b) **Gilbert Bermea - Nothing**
- c) **Margot Mata**
 - a. **Cross Country Team – UTSA meet**
 - i. **Placed 7th**
 - ii. **Men’s – 8 members**
 - iii. **Women’s – 4 member**
 - b. **October 11th is the first basketball game at SA**
 - c. **October 15th is the first basketball home game**
 - d. **Landra Fowler monitoring athletes**
 - i. **Keeping them current in classes**
 - e. **College Day – November 12th**
 - f. **Fall Fiesta – October 23rd from 11:00am-01:00pm (UV)**
 - i. **Promote STEM**
 - g. **LGBT – Sonia Flores conducting seminar today (UV)**
 - h. **Transfer Day – TBA by Registrar**
 - i. **Fall/Summer – October 1st – applications open**
 - j. **Financial Aid Fall meeting held in Del Rio yesterday**
 - i. **Discuss updates, concerns, issues, case load by location**
 - k. **Attended workshop at Lee College**
 - i. **Disabilities with Dual Credit students among other useful topics**
 - l. **Upswing – online tutoring service / Smart Thinking**
- d) **Carol LaRue**
 - a. **Working Fall IPEDS Data**
 - b. **Unit Action Planning – Information**
 - i. **End of Month (Sept – due)**
 - c. **Set up a good practice to communicate the planning process**
 - d. **Redesigned form**
 - e. **Schedule for next week Cabinet**
 - i. **A section on “Benchmark” College Data**
- e) **Mark Underwood**
 - a. **Del Rio Early College High School**
 - b. **October 8th – TX State – USDA transfer student**
 - i. **Biology/Nutrition/Agricultural/Conservation scholarships**
 - c. **Met with AFB and City of Del Rio**
 - d. **Chronicle article on students at risk**
- f) **Derek Sandoval**
 - a. **Update on conversation with President from Del Rio students**
 - b. **Creating success for students**
 - c. **Ideas for redesign**
 - i. **Best Practices**
 - ii. **Program of studies (structured advising)**
 - d. **E-advising / student planning**

- g) Joe Barker**
 - a. IT Meeting – will attend major committees**
 - i. Develop 3 yr long range plan, more proactive**
- h) Johnny Guzman**
 - a. Allied Health meet with counselors**
 - i. Come together evaluate prerequisites.**
 - b. Biology – recommended course covered by FA**
 - c. Alignment meeting with welding**
- i) Cheryl Sanchez**
 - a. 1st curriculum committee**
 - b. Move Cabinet meetings to Wednesday mornings**
 - c. Andrea Flores working on Curriculum Committee Web page**
- j) Anne Tarski**
 - a. Working on Audit**