

**CABINET MEETING**  
**June 6, 2018**

	<b>AGENDA ITEM</b>	<b>NOTES</b>
1.	President	Report Review
2.	VP Academic Affairs	Mark Underwood and Charles Garabedian presenting at SACS  Gym Facilitator
3.	VP Student Services	
4.	VP Finance	

5.	VP Eagle Pass Campus	
6	VP Administrative Services <i>"It's not the load that breaks you down, it's the way you carry it."</i> Lena Horne	Garner Science update  Safety and Security Audit-Business Continuity  Housing-Dorm prepared, Upward Bound, Cable TV  Cafeteria-Alfred, Upward Bound  Public Information-Marketing, Social Media, SSII campaign  IT-Canvas, CC DL mail  Maintenance-AC's,  Athletics-Rodeo Coach  Vacationing Staff in each area
7.	VP Del Rio Campus	

8.		
----	--	--

**CABINET MEETING OF  
SOUTHWEST TEXAS JUNIOR COLLEGE**

**June 6, 2018**

The Cabinet members of Southwest Texas Junior College met June 6, 2018 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**  
**Derek Sandoval, Vice President Administrative Services**  
**Connie Buchanan, Vice President Del Rio Campus**

Cabinet members absent were:

**Anne Tarski, Vice President of Finance**  
**Gilbert Bermea, Vice President Eagle Pass Campus**

Also present was Lisa Ermis, Controller / Interim Chief Financial Officer

**1. President**

- a. Report Review – on track**
- b. Reviewed Professional classification**
- c. Reviewed travel by departments**
- d. 2018 – 2019 – Operating Budget**
  - i. Submit additional \$190K in cuts by Friday**

**2. VP Academic Affairs**

- a. Mark Underwood and Charles Garabedian presenting at SACS**
  - i. How we manage Dual Credit – Presentation**
- b. Gym Facilitator – Summer hours**
- c. ATD – Coach visit, Pathways and 4DX**
- d. Regional Council meeting June 18<sup>th</sup> (attending DL)**
- e. RN Director**
- f. Music Faculty**

**3. VP Student Services**

- a. Summer I enrollment numbers**
- b. Procedure for notifying students when class is canceled or they are dropped**
  - i. More text vs e-mail**
- c. HB5 – high school based remediation**
- d. Briscoe Unit – expand certification – HVAC Program**
- e. Upward Bound – 56 students**
  - i. 9 concurred enrollment**
- f. Library – Interactive Lesson**
- g. Aviation books**

**4. VP Finance**

- a. EBAY – servers**

**5. VP Eagle Pass – Out**

**6. VP Administrative Services**

*"It's not the load that breaks you down, it's the way you carry it."* Lena Horne

- a. Garner Science update
- b. Safety and Security Audit-Business Continuity
- c. Cafeteria – Alfred, Upward Bound
- d. Public Information – Marketing, Social Media, SSII campaign
- e. IT – Canvas, CC DL mail
- f. Maintenance – AC's
- g. Athletics – Rodeo Coach
- h. Vacationing Staff in each area

**7. VP Del Rio**

- a. Alarm – false alarm – Sentry looking into the issue
- b. Parking lot almost done
- c. Building H – almost done
- d. Building E – need to fix the floor

**CABINET MEETING**  
**June 13, 2018**

	<b>AGENDA ITEM</b>	<b>NOTES</b>
1.	President	Review Board of Trustees' Meeting Agenda
2.	VP Academic Affairs	
3.	VP Student Services	
4.	VP Finance	

5.	VP Eagle Pass Campus	
6	VP Administrative Services <i>"If everything seems under control, you're not going fast enough."</i> Mario Andretti	Maintenance – CC, EP, Garner Science  RFP Pest Control?  Reporting  Transportation Vouchers  Custodial Position Ad
7.	VP Del Rio Campus	
8.		

**CABINET MEETING OF  
SOUTHWEST TEXAS JUNIOR COLLEGE**

**June 13, 2018**

The Cabinet members of Southwest Texas Junior College met June 13, 2018 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  
Gilbert Bermea, Vice President Eagle Pass Campus  
Derek Sandoval, Vice President Administrative Services  
Connie Buchanan, Vice President Del Rio Campus**

**Cabinet members absent were:**

**Anne Tarski, Vice President of Finance**

**Also present was Lisa Ermis, Controller / Interim Chief Financial Officer**

- 1. President**
  - a. Review Board of Trustees' Meeting Agenda**
- 2. VP Academic Affairs**
  - a. 40 A D N prospects**
  - b. A D N Interview**
  - c. Wildlife Interviews**
  - d. Regional Council meeting June 28<sup>th</sup>**
  - e. Achieving the Dream**
    - i. Derek Sandoval, Mark Underwood, Gilbert Bermea – out**
    - ii. Lisa Ermis – Abstain**
    - iii. Margot Mata, Connie Buchanan – out unless get to choose Figueroa**
- 3. VP Student Services**
  - a. Summer I enrollment numbers**
    - i. Contact Hours/Credit Hours**
  - b. Fall recruitment / recovery efforts: cards and emails**
    - i. Will use Text Aim message service**
  - c. Vacation rotations**
- 4. VP Finance**
  - a. Budget package for Board members – Workshop – June 21<sup>st</sup> at 6:00pm**
  - b. P-card management achieved- basic control goals**
  - c. Mr. Guzman needs to attend the Budget Workshop**
  - d. Budget cuts to Lisa Ermis – Tech**



**5. VP Eagle Pass**

- a. PTK – 2 week “Honors in Action” program; targets 4<sup>th</sup> and 5<sup>th</sup> graders
  - i. Camp on SWTJC – 2 weeks 8-4
  - ii. Literature the 1<sup>st</sup> week
  - iii. STEM the 2<sup>nd</sup> week
- b. It was mentioned there was a need for portable / temporary concealed carry signage
- c. Building A air conditioning temporarily fixed, also unit at Sul Ross

**6. VP Administrative Services**

*“If everything seems under control, you’re not going fast enough.” Mario Andretti*

- a. Maintenance – CC, EP, Garner Science
  - i. CC Libray – new contractor for A/C repair
  - ii. Uneven sidewalks under repair at Uvalde
- b. RFP Pest Control?
  - i. Which campuses covered? – Uvalde
    - 1. Del Rio and Eagle Pass continue to schedule their own quarterly service
- c. Reporting
  - i. Required State/Coordinating Board in the works
- d. Transportation Vouchers
  - i. Taking place of SWART
- e. Custodial Position Ad – Approved and online
- f. Derek Sandoval – representing SWTJC at College Rodeo in Wyoming

**7. VP Del Rio**

- a. 64 High School students coming on campus for classes
- b. Building E floor – whole floor rotted out and needs to be replaced

**CABINET MEETING**  
**June 27, 2018**

	<b>AGENDA ITEM</b>	<b>NOTES</b>
1.	President	
2.	VP Academic Affairs	
3.	VP Student Services	
4.	VP Finance	

5.	VP Eagle Pass Campus	
6	VP Administrative Services <i>"If everything seems under control, you're not going fast enough."</i> Mario Andretti	
7.	VP Del Rio Campus	
8.		

**CABINET MEETING OF  
SOUTHWEST TEXAS JUNIOR COLLEGE**

**June 27, 2018**

The Cabinet members of Southwest Texas Junior College met June 27, 2018 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  
Anne Tarski, Vice President of Finance  
Connie Buchanan, Vice President Del Rio Campus**

**Cabinet members absent were:**

**Gilbert Bermea, Vice President Eagle Pass Campus  
Derek Sandoval, Vice President Administrative Services**

**1. President**

- a. Discussed Professional Position Implementation**
- b. Discussed Legislative Priority**
- c. Discussed UT Dual Credit Study**
- d. Discussed planned power shut down**
  - i. AEP request to install new transformer – Garner Science Building**

**2. VP Academic Affairs**

- a. Career & Academic Pathways - video**
- b. Required report – letter sent out to high school principals and a copy to the superintendents**
- c. FAA – Aviation program**
- d. Hondo visit - update**

**3. VP Student Services**

- a. Summer II – Fall 19 – Enrollment Data Status**
- b. July 19 – Early College High School will be on campus about 80 students**
- c. Cotulla request for testing data onsite**
- d. CAPS video / web page**
- e. Eagle Pass Mental Health training**
- f. Pearsall TSI Testing (DL equipment)**
- g. Code for doors**
- h. New ECH staff – Uvalde**
- i. Hal Harrell Interim Superintendent for Uvalde**

**4. VP Finance**

- a. Meal payment / reimbursements**
- b. Financial aid reconcile report**

5. **VP Eagle Pass (Mr. Bermea on vacation)**
  
6. **VP Administrative Services (Mr. Sandoval on vacation)**  
*“If everything seems under control, you’re not going fast enough.” Mario Andretti*
  
7. **VP Del Rio**
  - a. **Water leak on Friday / Monday our staff fixed**
  - b. **Building E floor complete**
  - c. **Building 11 getting ready for aviation**
  - d. **Mock shooting drill – college was excluded**
  - e. **Txtprm – test**
  - f. **Fall Del Rio rooster coming in**
  - g. **Grounds (Uvalde) came to help trim palm tree**