

CABINET MEETING
May 1, 2019

	AGENDA ITEM	NOTES
1.	President	Middle Rio Grande Regional Summit 2018 – 2019 – Compensation Outstanding Staff Nominations – Dr. Amy Garcia (9:30)
2.	VP Academic Affairs	
3.	VP Student Services	Presentation on graduation/advertising on homepage - Steve Martinez Enrollment updates/Important Deadlines Advising for DC New Hires Other
4.	VP Finance	

5.	VP Eagle Pass Campus	
6	VP Administrative Services <i>"Don't be run so much by what you lack as by what you already achieved."</i> Marcus Aurelius	Budget Report Day Care Report IT Report-Ellucian Modernization pricing and packages, AT&T billing-Bandwidth Housing Report Life Safety Report-key pad entry/identification project 90% EOY Survey Tate drills Athletics Report Maintenance May alignment EP/Uvalde-Garner Hall, Student Success Project Restroom Restoration/Sidewalk Restoration Custodial Report Public Information-Gala totals Graduation stream-hard wire Tyler West- Steer Wrestling National Rodeo Qualifier-9 am
7.	VP Del Rio Campus	PTK induction info to Mr. Martinez on March 20 Building B – two condenser unit down, condensers ordered <ul style="list-style-type: none"> ○ Should be installed – May 1st Building A roof repairs – numerous leaks continue to do more damage DL Issues: B106 and B111 rebooted twice during the RNSG and Accounting classes 4/30 AirEvac 134 landed on campus for LVN/AND students Who's Who and Leadership Awards Thursday 6-8pm Summer Hours for BO (June-July or June 3-Aug 16)

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**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

May 1, 2019

The Cabinet members of Southwest Texas Junior College met May 1, 2019 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
Gilbert Bermea, Vice President Eagle Pass Campus
Derek Sandoval, VP Administrative Services
Connie Buchanan, Vice President Del Rio Campus

President

- a. Middle Rio Grande Regional Summit
- b. 2019 – 2020 Compensation
 - i. Overall budget – Initial budgets need to be reduced by 3 million
- c. Legislative Update
- d. Rodeo presentation – Tyler West and Joey Almand
- e. ATD – Do not recommend renewing

2. VP Academic Affairs

- a. Program reviews – in progress
- b. Update SB 25 – Course sequence
- c. This summer – begin looking at 5th year report
- d. May 30th – Regional Council meeting
- e. Faculty List review
- f. Xltracks Software – grant monies from Title V available to fund portion of cost
- g. Discuss need for software – recurring software cost
- h. Aspen handout (Pathways) great teaching

3. VP Student Services

- a. Presentation on graduation / advertising on homepage – S. Martinez
 - i. May 13 – visit site
- b. Enrollment updates/Important Deadlines
- c. Advising for DC – part of Pathways initiatives
- d. New Hires
 - i. Student Engagement Specialist – D. F. – A & M International
 - ii. EOC – O. I.
 - iii. Testing Center – A.D.
 - iv. Other – FA appeals - May 28th deadline SI – June 28 SII, Fall August 12 and August 27
 - v. May 7th Palm's Fest

4. VP Finance

- a. Outstanding Staff – nominations – presented by Dr. A. Garcia
- b. Reviewed Comp Time
- c. Upward Bound – meals / dorms
- d. Renewal of hanger lease
- e. USDA funds have not been received – should be in by end of week
- f. Interviews for Teller/Accounts Payable position
- g. Portal for 4DX – no coaching occurring, awards stopped

5. VP Eagle Pass Campus

- a. Indira Lujuno – Jack Kent Carr Scholarship
 - i. 1 out of 5 in Texas and 1 out of 60 in the Nation
- b. Last Friday – Research Symposium – 49 entries – well attended
- c. This Friday – grilling up with the Vice President (weather permitting)
- d. Gas line bids still evaluating
- e. Installation of parking lot lights
- f. Fire Marshal – visit with AEL building – no panic bars in class rooms
 - i. Installed and complied with request
- g. Active shooting training on May 7th
- h. Building C – Coward has not come back to address leaks

6. VP Administrative Services

“Don’t be run so much by what you lack as by what you already achieved.”
Marcus Aurelius

- a. Budget Report – good report on budget balances
- b. Day Care Report – Food program - USDA audit
- c. IT Report – Ellucian Modernization pricing and packages, AT&T billing-Bandwith
- d. Housing Report – Rodeo on top of housing for their athletes
- e. Life Safety Report – key pad entry / identification project 90%
 - i. EOY Survey
 - ii. Tate drills – auditorium – how to lock down
- f. Athletics Report – Different idea /concept – random drug testing – letter of intent – formalized L awards
- g. Maintenance May alignment
 - i. EP/Uvalde – Garner Hall, Student Success Project
 - ii. Restroom Restoration (Tate, Library, Sub, and Wagner) / Sidewalk Restoration
 - iii. Fly – projects for markers space
- h. Custodial Report – OT due to Joann out for medical
- i. Public Information
 - i. Gala totals – 10% in \$ from Gala
- j. Graduation stream – hard wire
- k. Tyler West – Steer Wrestling National Rodeo Qualifier

7. VP Del Rio Campus

- a. PTK induction information to Mr. Martinez on March 20**
- b. Building B – two condenser unit down, condensers ordered**
 - i. Should be installed May 1st**
- c. Building A roof repairs (East side) – numerous leaks continue to do more damage**
- d. DL Issues: B106 and B111 rebooted twice during the RNSG and Accounting classes April 30th – DL equipment from Title V**
- e. Air-Evac 134 landed on campus for LVN/A D N students**
 - i. Learning experience on how to handle emergency evacuation**
- f. Who's Who and Leadership Awards – Thursday 6-8pm**
- g. Summer Hours for BO (June – July or June 3rd – August 16**
 - i. June 3 – July 26 summer hours**
- h. DR ECHS – needs history**
- i. Faculty – On ramps**
- j. Visit Sul Ross**
- k. Custodial**

CABINET MEETING
May 8, 2019

	AGENDA ITEM	NOTES
1.	President	SWTJC Board of Trustees' Meeting Agenda TASB Update 36
2.	VP Academic Affairs	
3.	VP Student Services	
4.	VP Finance	Budget RFP for Del Rio and Eagle Pass Department of Labor Outstanding BPO's for departments over budget

5.	VP Eagle Pass Campus	
6	VP Administrative Services <i>"Most great men and women are not perfectly rounded in their personalities, but are instead people whose one driving enthusiasm is so great it makes their faults seem insignificant."</i> Charles A. Cerami	Ellucian Modernization CBORD report-card readers Emergency Response-Witt Building Key Pad entrance request Graduation update-cameras remote CJ Grant/Resolution-Steed/Jones Rodeo Finals
7.	VP Del Rio Campus	
8.		

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Margot Mata, Vice President Student Services
Anne Tarski, Vice President of Finance
Derek Sandoval, VP Administrative Services
Connie Buchanan, Vice President Del Rio Campus**

Cabinet member absent was:

Gilbert Bermea, Vice President Eagle Pass Campus

President

- a. SWTJC Board of Trustees' Meeting Agenda - reviewed**
- b. TASB Update 36 - reviewed**
- c. Discussed Regional Higher Education Plan**
- d. Reviewed vacancy / new hire report**
- e. Discussed June Board meeting**

2. VP Academic Affairs

- a. TEA visit at Uvalde**
- b. Uvalde ISD – Aviation scheduled for Fall 2020 - tentative**
- c. Agreement with TDJC**
- d. CoBoard Survey**
- e. Approve stipends for Open Education Recourses – Course - develop**
- f. R. Ayala – Title V update**
- g. Nursing Grants – need to spend out funds**

3. VP Student Services

- a. Palms Fest – well attended**
- b. Sul Ross Transfer meeting – Dr. Mendez and Mr. Bermea**
 - i. Degree issue with transfers**
- c. Financial Aid – Workforce – TPEG awards**
- d. Financial Aid Administrative Assistant interviews today**
- e. Pell – summer eligibility – money available if exhausted the yearly Pell**
- f. Middle Rio – Partnership for Career Placement**

4. **VP Finance**
 - a. **Budget – Presented Budget Analysis**
 - i. **2020/2019 versus actual year to date/actual 2018**
 - b. **RFP for Del Rio and Eagle Pass – Dining Space**
 - c. **Department of Labor**
 - i. **FMLA –need for employer to start FMLA**
 - ii. **Need recap on exempt employee –New regulation - \$35,308**
 1. **Keep the same**
 - d. **Outstanding BPO’s for departments over budget**
5. **VP Eagle Pass Campus – Attending a meeting with Dr. Mendez from Sul Ross**
6. **VP Administrative Services**

“Most great men and women are not perfectly rounded in their personalities, but are instead people whose one driving enthusiasm is so great it makes their faults seem insignificant.”

Charles A. Cerami

 - a. **Ellucian Modernization**
 - b. **CBORD report – card readers**
 - c. **Emergency Response – Witt Building**
 - d. **Key Pad entrance request**
 - i. **Graduation update – cameras remote**
 - e. **CJ Grant / Resolution-Steed/Jones**
 - f. **Rodeo Finals**
7. **VP Del Rio Campus**
 - a. **Who’s Who – Leadership awards**

CABINET MEETING
May 15, 2019

	AGENDA ITEM	NOTES
1.	President	
2.	VP Academic Affairs	New UHS Principal Dilley Scholarship Night College Day Graduation Order of Worship
3.	VP Student Services	
4.	VP Finance	Budget

5.	VP Eagle Pass Campus	
6	VP Administrative Services <i>"Failure is simply the opportunity to begin again, this time more intelligently."</i> Henry Ford	Budget-20 EP/DR 4DX Summit Grants-cash % Committees-LRP/Tech. Graduation-Good all around, rain ready Cafeteria/Day Care employee Maintenance-Miller Bldg. Grounds-CC Storage-mower Custodial Services-time adjustments CIB Local/Legal-Property Disposal-Hanger Housing-Upward Bound preparations Fleet-payoff
7.	VP Del Rio Campus	DR Housing Authority MOU received ECHS Fall/Spring Schedule Returned – Conflicts Leon/Overfelt Rams Security – O Ramos/J Field on campus J Wilson in hospital – proctoring his finals 21 FAN Scholarships Awarded FA Advisor Interviews Thursday afternoon Thursday evening: Faculty Celebrate Graduates

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Gilbert Bermea, Vice President Eagle Pass Campus
Derek Sandoval, VP Administrative Services
Connie Buchanan, Vice President Del Rio Campus**

President

- a. **SWTJC Board of Trustees' Meeting**
- b. **Update on legislation**
 - i. **Funding – In conference committee**
 - ii. **Tax – In conference committee**
 - iii. **Dual Credit waiting for vote on calendar**
- c. **Cabinet will meet next Thursday, May 23rd**
 - i. **Wednesday – conflicts with 4DX Summit**
- d. **Cabinet to review TASB Update 36 – be prepared to answer questions**

2. VP Academic Affairs

- a. **New USH Principal – Miguel Castillo – from McAllen, had dual credit experience**
- b. **Dilley Scholarship Night – handed out cords**
- c. **College Day – went well**
- d. **Graduation Order of Worship**
- e. **E-mail draft to Del Rio ISD regarding – on ramps**
- f. **Graduation program - recognition**
- g. **Met to review systems that could replace Whippleware**
 - i. **Most likely Watermark with catalog option**
- h. **UCISD – Thursday at 5:30 – Steering Committee**

3. VP Student Services

- a. **Update on graduation by S. Martinez**
 - i. **Weather back up at High School Auditorium (Primary?)**
 1. **Gym is for over flow**
 - ii. **Will revisit plan at 1:30pm today**
 1. **Conference call with C. Buchanan and G. Bermea**

4. VP Finance

- a. Budget - Update
- b. USDA – pending Grant monies
- c. Hanger storage being organized
- d. Update on TASB workshop

5. VP Eagle Pass Campus

- a. Parking lot lights in progress
- b. Science Lab – gas installation bid awarded
- c. Leadership award ceremony well attended
- d. Attended a meeting with staff, students and Dr. Mendez in Eagle Pass
 - i. Students upset at changes to degree plan after the fact (at Sul Ross)
 - ii. Degree works not matching degree plans
- e. End of Year BBQ at 5:00pm
- f. CC Winn Scholarship Award

6. VP Administrative Services

“Failure is simply the opportunity to begin again, this time more intelligently.”

Henry Ford

- a. Budget – 20 EP/DR – coordinate all three campuses
- b. 4DX Summit – ready
- c. Grants – cash % - All Eyes on You
- d. Committees – LRP/Tech. – will start meeting
- e. Graduation – Good all around, rain ready
- f. Cafeteria / Day Care employee
- g. Maintenance – Miller Bldg. – 3 ACs
- h. Grounds – CC Storage – mover – eliminates travel
- i. Custodial Services – time adjustments
 - i. Day shift until summer starts
- j. CIB Local/Legal – Property Disposal – Hanger
- k. Housing – Upward Bound preparation
 - i. 38 females in Garner
 - ii. Hubbard
- l. Fleet - payoff

7. VP Del Rio Campus

- a. DR Housing Authority MOU received – regarding GED/English
- b. ECHS Fall/Spring schedule returned – conflicts Leon/Overfelt
- c. Rams Security – O Ramos / J Field on campus
- d. J Wilson in hospital – proctoring his finals
- e. 21 FAN Scholarships Awarded – graduation seniors
- f. FA Advisor Interviews Thursday afternoon
- g. Thursday evening: Faculty Celebrate Graduates
 - i. Cookies and Punch
- h. Flash drive on finish production – aviation
 - i. Will investigate the process

- i. Restroom at hanger completed**
- j. Public information – submit articles**
- k. Bids for snack bar building – RFQ**
- l. Will be painting inside snack bar in Del Rio**

CABINET MEETING
May 23, 2019

	AGENDA ITEM	NOTES
1.	President	
2.	VP Academic Affairs	
3.	VP Student Services	
4.	VP Finance	

5.	VP Eagle Pass Campus	
6	VP Administrative Services <i>"He who thinks he leads, but has no followers, is only taking a walk."</i> John Maxwell Leadership Proverb	Maintenance-Garner, Hubbard, Fly, Cosmo AC's-Miller awaiting arrival, Library upstairs Custodial Services-Hubbard, Garner (29th-31st) Day Care-gas leak-repaired, street dismantled, Campus Police-PT list-personnel, 'tazed' Public Info-HS Athletics App Life Safety-speed bumps IT-Intranet demo-9:30 am? CBORD and IT discussions on-going Staff Convocation-DocuSign/Image Now, One Drive/Service Desk Plus Personnel-JP CC-Nothing pending-all is good Sul Ross-Uv-water shut off Friday Technology Committee-met Monday-positive
7.	VP Del Rio Campus	Continue to update MOU from DR Housing Authority Snack bar bid (?) 57 in New Student Orientation today Child Care Grant (received from DS) Bailey Cooley accepted FA position Alyssa Gonzales getting grades for HS Getting her a list of auditing needs create user

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Anne Tarski, Vice President of Finance
Gilbert Bermea, Vice President Eagle Pass Campus
Derek Sandoval, VP Administrative Services
Connie Buchanan, Vice President Del Rio Campus**

Cabinet member absent was:

Dr. Mark Underwood, Vice President Academic Affairs

President

- a. Recap on Graduation**
- b. 4DX went well**

2. VP Academic Affairs - Absent

3. VP Student Services

- a. Summer I / II – Enrollment looks good**
- b. Team will meet in afternoon to discuss drop-list**
- c. FA will visit with ASU Consortium – Engineering**
- d. 769 on suspension**
- e. Bookstore voucher ready for students**
- f. FA Administrative Assistant begins June 3**
- g. PTK – Conference June 6-10**
- h. Library transition**
- i. Okayed Festival Committee to use Library parking lot in Crystal City**
- j. Graduation**
 - i. 295 Friday night**
 - ii. 345 Saturday night**
- k. Appreciation lunch for Law Academy and Maintenance**

4. VP Finance

- a. Discussed status of 2020 Operating Budget**
- b. USDA – RUS – monies arrives**
- c. A. Tarski will be out Wednesday-Friday next week attending a FA Conference**

5. **VP Eagle Pass Campus**
 - a. **Active shooter training on Eagle Pass Campus**
 - b. **AHEC seminar on campus**
 - c. **Parking lot lights have been replaced**
 - d. **Propane line install has been awarded**
 - e. **Building D – replace carpet – Suggest Habitat for Humanity for Title**

6. **VP Administrative Services**

“He who thinks he leads, but has no followers, is only taking a walk.”
John Maxwell – Leadership Proverb

 - a. **Maintenance – Garner, Hubbard, Fly, Cosmo**
 - b. **AC’s – Miller awaiting arrival, Library upstairs**
 - c. **Custodial Services – Hubbard, Garner (29th -31st)**
 - d. **Day Care – gas leak – repaired, street dismantled**
 - e. **Campus Police – PT list-personnel, ‘tazed’**
 - f. **Public Info-HS Athletics App**
 - g. **Life Safety –speed bumps**
 - h. **IT – Intranet demo – 9:30 am? – Moved to next week’s meeting**
 - i. **CBOARD and IT discussions on going**
 - j. **Staff Convocation-DocuSign/Image Now, One Drive/Service Desk Plus**
 - k. **Personnel – JP – need Help Desk – Part-time**
 - l. **CC – Nothing pending – all is good**
 - m. **Sul Ross – Uvalde water shut off Friday**
 - n. **Technology Committee met Monday - positive**

7. **VP Del Rio Campus**
 - a. **Continue to update MOU form DR Housing Authority**
 - i. **Mr. Barker is working on revision**
 - b. **Snack bar bid (?)**
 - c. **57 in New Student Orientation today**
 - d. **Child Care Grant (received from DS)**
 - e. **B.C. accepted FA position**
 - f. **A. G. getting grads for HS**
 - i. **Getting her a list of auditing needs – create user**

CABINET MEETING

May 29, 2019

	AGENDA ITEM	NOTES
1.	President	
2.	VP Academic Affairs	<p>Mark will offer a few thousand well-chosen words at the Charlotte High School graduation on Friday evening.</p> <p>SWTJC will host the South Texas Higher Education Regional Council annual meeting on May 30 from 11:30-1:00</p> <p>Summer class watch list being examined and managed.</p> <p>RN faculty interviews week of June 10.</p> <p>Mark out June 3 and 4 for Diane's knee replacement surgery in San Antonio.</p>
3.	VP Student Services	
4.	VP Finance	

5.	VP Eagle Pass Campus	
6	VP Administrative Services “A person with a clear purpose will make progress on even the roughest road. A person with no purpose will make no progress even on the smoothest road” Thomas Carlyle	Mobility account Watermark-contract 9-1-19 implementation, '20 budget Long Range Planning Committee Internship Intranet Demo 9:30
7.	VP Del Rio Campus	JBarker meeting with DR Housing Auth regarding MOU Grade in Canvas not matching letter grade for dual credit students Student Appeal Committee Mtg at 10am
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Gilbert Bermea, Vice President Eagle Pass Campus
Derek Sandoval, VP Administrative Services
Connie Buchanan, Vice President Del Rio Campus**

Cabinet members absent were:

**Dr. Mark Underwood, Vice President Academic Affairs
Anne Tarski, Vice President of Finance**

Also in attendance was:

Lisa Ermis, Controller

President

- a. Budget discussion**
- 2. VP Academic Affairs – Absent**
 - a. Dr. Underwood will speak at the Charlotte High School graduation on Friday evening**
 - b. SWTJC will host the South Texas Higher Education Regional Council annual meeting on May 30 from 11:30 – 1:00**
 - c. Summer class watch list being examined and managed**
 - d. RN faculty interviews week of June 10**
 - e. Dr. Underwood out June 3 and 4**
- 3. VP Student Services**
 - a. 175 students dropped – pay as you go**
 - b. Summer watch list**
- 4. VP Finance**
 - a. Summer contract**
 - b. Salary**
- 5. VP Eagle Pass Campus**
 - a. AHEC ending 2 week program this Friday**
 - i. Interview skills / resume**
 - b. First Responder Training in Building F (Active Shooter)**
 - c. Registration looks good**
 - d. Counselor Advisor position**

6. VP Administrative Services

“A person with a clear purpose will make progress on even the roughest road. A person with no purpose will make no progress even on the smoothest road.”

Thomas Carlyle

- a. Mobility account (First Net)**
- b. Watermark – contract 9-1-19 implementation, '20 budget**
- c. Long Range Planning Committee**
- d. Internship**
- e. Intranet Demo 9:30 (reschedule for next week)**

7. VP Del Rio Campus

- a. J. Barker meeting with DR Housing Authority regarding MOU**
- b. Grade in Canvas not matching letter grade for dual credit students**
- c. Student Appeal Committee Meeting at 10 am**
- d. Sul Ross Summer schedule – 9 classes in Del Rio**