

CABINET MEETING
March 2, 2016

	AGENDA ITEM	NOTES
1.	President	
2.	VP Academic Affairs	ASU/SWTJC Mathways MOU Public Comment on Proposed Dual Credit Rule Change
3.	VP Student Services	
4.	VP Construction Projects	

5.	VP Finance	
6.	VP Eagle Pass	
7.	VP Del Rio	
8.		

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

March 2, 2016

The Cabinet members of Southwest Texas Junior College met on March 2, 2016 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 Construction Projects

Gilbert Bermea, Vice President Eagle Pass

Absent were Anne Tarski, Vice-President Finance, and
 Derek Sandoval, Vice President Del Rio

Also present was Lisa Ermis - Controller

1. President

- a. Graduation Speaker – Margot Mata will follow up
- b. 4DX Coaches – will e-mail Dr. Gonzales list

2. VP Academic Affairs

- a. ASU/SWTJC Mathways MOU
 - i. Majors that will be accepted – Specific math
 - ii. Dr. Underwood will follow up on RGC Education Majors – MATH 1332/1414
- b. Public Comment on Proposal Dual Credit Rule Change
 - i. Friday March 4th last day to receive comments on Dual Credit
- c. Remove STAR score – remove PLAN/PSAT
- d. No College objections to purposed rules
- e. Proposed calendars (forward to Dr. Gonzales)
- f. ATD conference – opportunity to apply/open Education Degree-use free resources
 - i. Pilot series of cohorts (3 different areas) General Educations/Applied Science
- g. Full Time position for Basic EMS – Coordinator / Instructor
- h. April 12th – THECB marketable skills, workshop, goal #3-every program needs one
- i. April 17th – Early CHC – form a consortium between Knippa/Dilley/Del Rio

3. VP Student Services -

- a. List of Superintendent's with contact information
- b. Brackett ISD – 1 at welding – Union Pacific sponsor equipment
- c. Brackett ISD is stacking Biology and A & P (first school to combined the courses)
- d. March 10th – Grilling with the President – Hondo/Medina Valley teams
- e. Counselor workshop March 23rd
- f. Criminal Justice Competition April 22nd
- g. April 28th – Wildlife Management Day – (2 students from each district)
- h. April 27th – Professionals Administrative Day (Wednesday)

- i. **Financial Aid Cohort default rate 16.7% to 12.1% - Good Job**
 - j. **Moving forward with Behavioral Intervention Team (Team for Uvalde selected)**
 - k. **Orientation Committee meeting in April**
 - l. **PTK – Regional conference received a number of awards**
 - m. **March 8th - Self Defense seminar**
 - n. **College Crossroads – March 31st**
 - o. **PTK Inductions**
 - i. **Uvalde – Thursday, March 3rd at 6:30pm**
 - ii. **Eagle Pass - Friday**
- 4. VP Construction Projects**
- a. **Today meeting scheduled for Crystal City – construction and city employees**
 - b. **Meet at Technical Center**
 - i. **Keys turned over / sidewalk and curb done**
 - ii. **Paving next – scheduled to be completed by week after Spring Break**
 - iii. **Need a sign – will work with Mr. Reyes and Mr. Carpenter to design sign**
 - c. **Status on A T & T on Tech Center**
- 5. VP Finance**
- a. **Mrs. Tarski is out on vacation, Lisa Ermis filled in for her.**
 - b. **Budgets in Colleague – revised numbers**
 - c. **Close financial early**
- 6. VP Eagle Pass**
- a. **A/C finishing the new unit, installation in “C” building and rebalance the airflow**
 - b. **Open House – well attended and people were impressed with facility**
 - c. **March Madness – 3 day event**
 - d. **Café is full / student lounge**
 - e. **EOC office**
- 7. VP Del Rio – Mr. Sandoval out at a funeral**

CABINET MEETING
March 9, 2016

	AGENDA ITEM	NOTES
1.	President	SWTJC Board of Trustees' March agenda
2.	VP Academic Affairs	IE/IR role in 4DX Higher Ed. Assistance Plan Report Dual Credit – CTE Discussion
3.	VP Student Services	Fall Registration deadlines – presentation by Luis Fernandez
4.	VP Construction Projects	

5.	VP Finance	
6.	VP Eagle Pass	
7.	VP Del Rio	4DX Emergency Response Plan Del Rio Activities for week Gala questions Mr./s SWTJC Spring Honors Ceremony & Dance
8.	CIO	

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

March 9, 2016

The Cabinet members of Southwest Texas Junior College met on March 9, 2016 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 Construction Projects
Gilbert Bermea, Vice President Eagle Pass
Derek Sandoval, Vice President Del Rio

Absent were Anne Tarski, Vice-President of Finance

Also present was Lisa Ermis – Controller, and Raul Reyes - CIO

1. President

- a. **SWTJC Board of Trustees' March agenda**
 - i. **Add Budget Amendment**
- b. **Open Source – text book**
- c. **Identify Portal Expert**
- d. **Reviewed 4DX coaches and owners**

2. VP Academic Affairs

- a. **IE/IR role in 4DX**
 - i. **Selected Alyssa Gonzales as Portal Expert – 4DX**
- b. **Higher Ed. Assistance Plan Report**
 - i. **Report on low performing school – how we assist them**
- c. **Dual Credit – CTE Discussion**
 - i. **VP Academic working with VP of Student Services**
- d. **STEM Challenge**

3. VP Student Services -

- a. **Fall Registration deadlines – presentation by Luis Fernandez**
 - i. **Move deadlines up for Fall**
 - ii. **Add 12 week term**
- b. **Add notice on online and face to face registration**
 - i. **Emphasize classes will be dropped**
- c. **Will present Academic calendar next week**
- d. **Pop-up notification on portal**
- e. **Retention Alert on Ellusion**
 - i. **See what is available through it**
- f. **Question – E-Cashier**
 - i. **Number of payments/4 payments/25% down regardless**
- g. **Rescheduled BBQ Cook off for April 14th**
- h. **Medina Valley H.S. meeting on building, they want to use it for D.C.**

4. **VP Construction Projects**
 - a. **Meeting with Eagle Pass and Crystal City on projects**
5. **VP Finance**
 - a. **FACTS**
6. **VP Eagle Pass**
 - a. **March Major Madness – huge success**
 - b. **PTK filled the multi-purpose room**
7. **VP Del Rio**
 - a. **4DX**
 - b. **Emergency Response Plan**
 - i. **Locks on door**
 - ii. **Done off campus – Uvalde next**
 - iii. **Maps of buildings with exits**
 - c. **Del Rio Activities for week**
 - d. **Gala questions – Derek Sandoval will be M/C**
 - e. **Mr./s SWTJ – update**
 - f. **Spring Honors Ceremony and Dance**
 - i. **Street dance end of April – April 28th**
 1. **E-mail to only Del Rio Students**
 - g. **Father Jason for Gala Blessing**
8. **CIO**
 - a. **Copsync onboard and uploading system**
 - b. **Cyber security courses**
 - c. **Weather – stay alert this week**
 - d. **Data Vox Summit – physical security and group of colleges**
 - e. **Need for safety officer**
 - f. **Toured and visited with Texas Colleges – ASU/Odesa etc. to see how they handle IT issues with data integrity**
 - g. **Keep working toward driving cost down with Ellusion**
 - h. **This weekend survey/assessment of system networks operations**
 - i. **Colleague – patch upload**
 - j. **LMS – survey going out – issues with campus cruiser**
 - i. **To single LMS**
 - k. **Virtual machines coming**
 - i. **Adrian/Luis very helpful with this decision**
 - l. **Pearsall Lab fixed**
 - m. **DL will move to IT April 15**
 - n. **Looking at IT policy**

CABINET MEETING
March 23, 2016

	AGENDA ITEM	NOTES
1.	President	4DX SACS Summer Conference
2.	VP Academic Affairs	
3.	VP Student Services	
4.	VP Construction Projects	

5.	VP Finance	
6.	VP Eagle Pass	
7.	VP Del Rio	
8.	CIO	

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

March 23, 2016

The Cabinet members of Southwest Texas Junior College met on March 23, 2016 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 Construction Projects
Anne Tarski, Vice President of Finance
Derek Sandoval, Vice President Del Rio

Absent was Gilbert Bermea, Vice President Eagle Pass

Also present was Raul Reyes - CIO

1. President

- a. **4DX**
 - i. Discussed conference next week
- b. **SACS Summer Conference**
 - i. Dr. Mark Underwood, Raul Reyes, and Dr. Amy Garcia will attend
 - ii. Register for conference and book hotel rooms
- c. **H S I STEM**
 - i. Discussed Grant Writer for grant – Cabinet approved Paul Bucci

2. VP Academic Affairs

- a. Knippa MOU is ready for Board meeting
- b. April 13th – Early College HS Consortium
 - i. Hosting Del Rio/Knippa/Dilley and TEA representative
- c. EMS Program – Full Time position in the Fall
- d. Eagle Pass Tech Center
 - i. Day welding
 - ii. DL installing/ DL in Tech Center
- e. Informer – Fall Schedule – who is lead
- f. AT&T – Fiber at Eagle Pass Tech Center
- g. Open Access material grant Achieving the Dream
- h. Gym
 - i. Upstairs floor \$3-5K to replace floor
 - 1. Scheduled for summer
- i. Faculty Association – mid-term grades
- j. Look at Faculty Contract language update
- k. Sexual Harassment
 - i. Training – web page notice (Dr. Mark Underwood/Margot Mata)

3. **VP Student Services -**
 - a. **16 – 17 Academic Calendar**
 - i. **Approved by Cabinet**
 - b. **Library Director – retirement and Eagle Pass Library relocation**
 - i. **Authorize advertising**
 - ii. **Emphasize classes will be dropped**
 - c. **Graduation Committee**
 - d. **College Cross Roads – Thursday from 11:00am-1:00pm**
 - e. **Pearsall ISD – new fiber**
 - i. **Work with IT to develop a diagram of work required**
4. **VP Construction Projects**
 - a. **Insurance adjuster for Del Rio**
 - b. **Issue with Academic Library building**
 - i. **Ceiling sagging related to A/C duct**
 - c. **Eagle Pass Tech building**
 - i. **New culvert in**
 - ii. **10 days out on paving completion**
 - d. **Crystal City – Library**
 - i. **Crystal City still in limbo**
 - ii. **Utility work to start within 10 days**
5. **VP Finance**
 - a. **Budgets due April 4th**
6. **VP Eagle Pass – Mr. Bermea was out**
7. **VP Del Rio**
 - a. **New gym set up at Del Rio**
 - b. **Campus specific e-mails**
 - c. **Emergency response**
 - d. **Uvalde door locks - spreadsheet**
 - e. **Walk ways – buildings – name ID**
8. **CIO**
 - a. **Security Assessors**
 - b. **Colleague server**
 - c. **LMS**
 - d. **Simple network solutions**
 - i. **Here at Spring Break to do an assessment**
 1. **\$ cost for new fiber**
 - e. **Printer contract in final mode**
 - f. **DL review Cisco Distance Learning**
 - i. **Switch DL – 5 year plan \$40-50 K per year**
 - ii. **Refresh plan – Colleague – DL - Switch**
 - g. **Gala update**
 - h. **IT Director and System Administrator positions**
 - i. **DL and IT merger**
 - i. **Employees streamline between the two departments**
 - ii. **April 15 to make public – DL and IT merge**
 - iii. **Address Help Desk staffing**
 - j. **Docuware to Fortis – RICHO – workflow management process – document**

CABINET MEETING
March 31, 2016

	AGENDA ITEM	NOTES
1.	President	Performance Measures Sitting of Honorary Graduate's family (wife and kid(s) at Commencement
2.	VP Academic Affairs	General Education Core Curriculum Program Reviews
3.	VP Student Services	
4.	VP Construction Projects	

5.	VP Finance	
6.	VP Eagle Pass	
7.	VP Del Rio	
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Dr. Mark Underwood, Vice President Academic Affairs
Margot Mata, Vice President Student Services
Joe Barker, Vice President Construction Projects
Anne Tarski, Vice President of Finance
Gilbert Bermea, Vice President Eagle Pass
Derek Sandoval, Vice President Del Rio

Also present was Raul Reyes - CIO

- 1. President**
 - a. Performance Measures**
 - i. Vice Presidents will review**
 - ii. Submit by end of day to Carol LaRue**
 - iii. Carol LaRue will submit to LBB by Monday**
 - b. Seating of Honorary Graduate's family (wife and kid(s) at Commencement**
 - i. Eagle Pass student**
 - c. Review 4DX training**
 - d. Discussed Early High School Graduation**
 - e. Discussed handing out diploma at walk through**
- 2. VP Academic Affairs**
 - a. General Education Core Curriculum**
 - i. Approved with changes**
 - b. Program Reviews**
 - i. Approved as presented**
 - c. Regional Council April 14th**
 - d. Testing requirement for GED**
 - i. Payment direct to Pearson not SWTJC**
- 3. VP Student Services -**
 - a. Early registration**
 - b. Met with advisors on new deadlines for registration/payment**
 - c. Marketing Plan for Summer/Evening/12 weeks/May Mester courses**
 - d. EOC submitted grant today**
 - i. \$200K plus for 5 years**
- 4. VP Construction Projects**
 - a. Crystal City – green light for utility work**
 - i. Start planning ground breaking ceremony - Library changes**
 - b. Tech Center – working on parking lot – paving next week**

5. **VP Finance**
 - a. **Budgets**
 - b. **Remind Directors of PC refresh plan**
 - c. **Financial Aid training (Yvette Hernandez, Margot Mata, and Anne Tarski)**
6. **VP Eagle Pass**
 - a. **Priority registration on going**
 - b. **Budget on going**
 - c. **Working on schedule**
 - d. **Working on landscaping**
 - i. **Post construction areas**
7. **VP Del Rio**
 - a. **A/C units (Big)**
 - i. **Submit to insurance – hail damage**
 - b. **List of buildings on Uvalde Campus**
 - i. **Naming scheme**
 - c. **A T D coming at end of month**
 - d. **Closing GAP on Tuesday**
8. **CIO**
 - a. **Met with Sul Ross**
 - i. **Survey on security practices**
 - ii. **Share cost**
 - b. **Security budget**
 - c. **Gala update**
 - d. **2060 Tech – meeting / users**
 - e. **Workflow piece going**
 - f. **Grant - STEM**
 - i. **Move to May 31st vs May 3rd deadline**
 - g. **Pearsall going**
 - h. **LMS survey**
 - i. **End of May solution for single LMS**
 - i. **Distance Learning moving to IT**
 - i. **Seamless transition**
 - ii. **Zero impact to faculty**
 - iii. **Relocate office space**
 - j. **IT Director interviews next week**
 - k. **Prepare slides and presentation for Board meeting**