

**CABINET MEETING**  
**October 4, 2017**

	<b>AGENDA ITEM</b>	<b>NOTES</b>
1.	President	4DX  Job applications – Can the Social Security number be taken off  Sick Leave Bank eligibility  May Commencement – 2 ceremonies – time?
2.	VP Academic Affairs	Canvas  Dilley ECHS Steering Committee  Science Lab Curriculum
3.	VP Student Services	Job Description Template – Payroll/HR
4.	VP Finance	

5.	VP Eagle Pass Campus	
6	VP Administrative Services <i>“The secret of change is to focus all of your energy, not on fighting the old, but on building the new.” Socrates</i>	Maintenance  Life Safety Management  Day Care – TXDot - waiting  Rodeo – Gates PM  Concealed Carry Events
7.	VP Del Rio Campus	Building E – 3 repairs to fiber technology wires in 14 days  Achieving the Dream: 1) Asking for student applications for Outstanding Student to submit to ATD a) Sending requests to faculty b) All received applications will be reviewed by committee on October 6th  2) Committee in the process for submitting Posters and 20/20 presentations by November 17th  Meeting with Deputy Mexican Consul Jose Manuel Briseno – IME-BECA Program grant application
8.		Civitas Learning, Inc. Presentation – Patrick Frasier (11:00am-12:00pm)

**CABINET MEETING OF  
SOUTHWEST TEXAS JUNIOR COLLEGE**

**October 4, 2017**

The Cabinet members of Southwest Texas Junior College met October 4, 2017 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**  
**Derek Sandoval, Vice President Administrative Services**  
**Gilbert Bermea, Vice President Eagle Pass Campus**  
**Connie Buchanan, Vice President Del Rio Campus**

**1. President**

- a. 4DX
- b. Job applications – Can the Social Security number be taken off – will remove off applications
- c. Sick Leave Bank eligibility – Add 12 month employee – to join
- d. May Commencement – 2 ceremonies – time? Friday Night and Saturday Night
- e. ASPEN – Discussed report assignment – identify a sole writer to compile narratives
- f. Starlink – availability to all

**2. VP Academic Affairs**

- a. Canvas– 9/22/17 – Full support from faculty – will investigate contract with Cruizer
- b. Dilley ECHS Steering Committee – Tentative for October 12<sup>th</sup> in the afternoon
- c. Science Lab Curriculum – Mr. Ayala, Mr. Garcia, Chemistry Lab – virtual solution at \$36 per student for lab
- d. Dr. Burchfield, Paul Kimble, and Dr. Underwood going to Co-requisite meeting - Mathways
- e. Aviation Lease Contract is being reviewed
- f. Did not get HIS Capacity Building Grant

**3. VP Student Services**

- a. Job Description Template – Payroll/HR – put the template form on HR page
- b. FA transmittal October 9<sup>th</sup> – refunds October 20th
- c. Library counts increasing
- d. PTK – Induction – last night
- e. Web calendar of events by location
- f. Fan raffle – tickets have been distributed – EOC office has them
- g. 850 new students – letters for advising
- h. RGC cleaning up transfer plans
- i. 5 applicant for Registrar Position – will review
- j. Core is designated on transcript
- k. NACEP Conference – Monday – Wednesday October 9<sup>th</sup> – 11th

4. **VP Finance**
  - a. **Unclassified - classification scale – after audit**
  - b. **Audit begins Monday**
  - c. **Tuition Budget projections with Fall numbers**
  - d. **Keep an eye on requested expenditures – needs vs wants**
  
5. **VP Eagle Pass**
  - a. **PTK Induction (last Friday)**
  - b. **List of chemicals to be removed**
  - c. **Attended meeting for Research Symposium Project**
    - i. **6 faculty on board, Engage more students**
  - d. **2 inch water line continues to leak – will have to call a plumber to address the problem**
  
6. **VP Administrative Services**

*“The secret of change is to focus all of your energy, not on fighting the old, but on building the new.” Socrates*

  - a. **Maintenance**
    - i. **MEP coming to evaluate Garner Science – perhaps ADA rest room**
    - ii. **Del Rio Roof**
    - iii. **Eagle Pass Office**
  - b. **Life Safety Management**
    - i. **Chemicals are being removed**
    - ii. **Vent hood issues to be addressed**
    - iii. **Plans – lock downs and fire drills (training will be provided)**
  - c. **Day Care – TXDot – waiting – culvert**
  - d. **Rodeo – Gates - PM**
  - e. **Concealed Carry Events – Formal process / forms to close campus for special events**
  
7. **VP Del Rio**
  - a. **Building E – 3 repairs to fiber technology wires in 14 days - AEL**
  - b. **Achieving the Dream – met Friday**
    - i. **Asking for student applications for Outstanding Student to submit to ATD – Dream Scholar**
      1. **Sending requests to faculty**
      2. **All received applications will be reviewed by committee on October 6<sup>th</sup>**
    - ii. **Committee in the process for submitting Posters and 20/20 presentations by November 17<sup>th</sup>**
      1. **Core team poster review – include Eagle Pass faculty**
  - c. **Meeting with Deputy Mexican Consul Jose Manuel Briseno – IME-BECA Program grant application**
    - i. **Dr. Burchfield and Eliza Diaz – wrote**
    - ii. **3 applications were accepted (copies coming)**
  - d. **Water heater replacement – Joe’s Plumbing one week out**
  - e. **PTK – Huge success**
  - f. **Scholarship issue**
  - g. **Maintenance meeting at 2:00pm, Office Manager out for about two months**
  - h. **Ms. Buchanan will be out October 11-13, 2017**

**CABINET MEETING**  
**October 11, 2017**

	<b>AGENDA ITEM</b>	<b>NOTES</b>
1.	President	4DX  Strategic Plan  SWTJC Board of Trustees' Meeting Agenda  Aspen Data Request
2.	VP Academic Affairs	
3.	VP Student Services	
4.	VP Finance	

5.	VP Eagle Pass Campus	
6	VP Administrative Services <i>“Behaviors that correlate with successful outcomes: hyper-vigilance, constant worry about changes that might signal danger, early recognition of threat.”</i> <b>Jim Collins</b>	Maintenance – Garner, cell, gates, entrance 20x15  TxDot – Day Care - Keeney  Garner Hall  IT Update  30.06 signage form  STEM – Lineman’s Building?
7.	VP Del Rio Campus	
8.		

**CABINET MEETING OF  
SOUTHWEST TEXAS JUNIOR COLLEGE**

**October 11, 2017**

The Cabinet members of Southwest Texas Junior College met October 11, 2017 in the Administration Building - President's Office.

Cabinet members present were:

**Dr. Hector Gonzales, President**  
**Dr. Mark Underwood, Vice President Academic Affairs**  
**Anne Tarski, Vice President of Finance**  
**Derek Sandoval, Vice President Administrative Services**  
**Gilbert Bermea, Vice President Eagle Pass Campus**

Cabinet members absent were:

**Margot Mata, Vice President Student Services**  
**Connie Buchanan, Vice President Del Rio Campus**

Also present was:

**Dr. Renee Zimmerman, Director of Institutional Effectiveness**

**1. President**

- a. 4DX – user group reach out to Alamo for contact for Alyssa Gonzales
- b. Strategic Plan – update from Dr. Renee Zimmerman on set up of Dashboard
  - i. Prepare for Board report in February 2018
- c. SWTJC Board of Trustees' Meeting Agenda - Reviewed
- d. ASPEN Data request – will submit data to Dr. Gonzales and Dr. Underwood with author report
- e. Aviation Lease – will work to resolve issue with lessor
- f. Testing – let's investigate into operations

**2. VP Academic Affairs**

- a. Dr. Renee Zimmerman appointed to Research Committee on CoBoard
- b. Validity study on TSI
- c. Liaison – CoBoard – perhaps Johnny Guzman
- d. RGC – faculty contacts to update degree plans
- e. Mathways meeting toed to HB2223 – Co-Requisite
  - i. Work with Advisors

**3. VP Student Services – out at a conference**

**4. VP Finance**

- a. Senate Financing
- b. Review tuition (estimates and targets)

**5. VP Eagle Pass**

- a. Commit to Success Rally – 6 Universities presented – well attended by students
- b. Building C still leaking around perimeter
- c. Parking lot lights up and working
- d. Custodial request for Workforce

**6. VP Administrative Services**

*“Behaviors that correlate with successful outcomes: hyper-vigilance, constant worry about changes that might signal danger, early recognition of threat.” Jim Collins*

- a. Maintenance – Garner, cell, gates, entrance 20x15 - \$4,700**
  - i. Asphalt repairs**
  - ii. Custodian / Services – till 9:00pm**
  - iii. Waiting on Mechanical Engineer – report back on cost**
- b. TxDot – Day Care - Keeney**
- c. Garner Hall**
- d. IT Update**
- e. 30.06 signage form**
- f. STEM – Lineman’s Building? – Okay as a research center**

**7. VP Del Rio - out**

**CABINET MEETING**  
**October 18, 2017**

	<b>AGENDA ITEM</b>	<b>NOTES</b>
1.	President	4DX  St. Phillips Gala – Table (November 18 <sup>th</sup> )  Del Rio ECHS – ribbon cutting / Reception – October 30 <sup>th</sup> 6:00pm-7:00pm
2.	VP Academic Affairs	
3.	VP Student Services	
4.	VP Finance	

5.	VP Eagle Pass Campus	
6	VP Administrative Services <i>“Out of the clutter of details, find simplicity and focus.”</i> Anonymous	Garner Science update  Maintenance WO/School Dude  Life Safety/Security  Housing WiFi  Christmas at College
7.	VP Del Rio Campus	Christmas \$  Cross Training  Weekend IT issues
8.		

**CABINET MEETING OF  
SOUTHWEST TEXAS JUNIOR COLLEGE**

**October 18, 2017**

The Cabinet members of Southwest Texas Junior College met October 18, 2017 in the Administration Building - President's Office.

Cabinet members present were:

**Dr. Hector Gonzales, President**  
**Dr. Mark Underwood, Vice President Academic Affairs**  
**Anne Tarski, Vice President of Finance**  
**Derek Sandoval, Vice President Administrative Services**  
**Gilbert Bermea, Vice President Eagle Pass Campus**  
**Connie Buchanan, Vice President Del Rio Campus**

Cabinet member absent was:

**Margot Mata, Vice President Student Services**

**1. President**

- a. 4DX – met with Suzanne Hays
- b. St. Philip's Gala – Table (November 18<sup>th</sup>)
- c. Del Rio ECHS – ribbon cutting / Reception – October 30<sup>th</sup> – 6:00pm-7:00pm
- d. ASPEN – Mark Underwood is leading the writing
- e. Aviation lease update

**2. VP Academic Affairs**

- a. Patient Care certificate – Curriculum Committee
- b. Canvass – need to evaluate Cruizer contract – implement Fall 2019 begin Spring 2019
- c. November 16<sup>th</sup> Del Rio ECH meeting
- d. Pathways homework due Monday – Pathways November 6 – 8, 2017 in San Antonio, TX
- e. Aspen – data request to Renee Zimmerman
- f. Matthews Room 1 and 2 - down

**3. VP Student Services – out – sent information via e-mail**

**4. VP Finance**

- a. Audit progressing well
- b. Review of the Drop process
- c. Looking at accounts receivable – as to students with no payments yet no drops
- d. Cop-Sync – Chapter 11 bankruptcy – will not probably refund us
- e. Informer training – need for data dictionary – Tuesday meetings helpful

**5. VP Eagle Pass**

- a. Deans' Forum – presentation of Top Performer – Developmental Education
- b. History faculty hospitalized – may be back by next week
- c. Student incident – (Mental issues) – counselors and mental health working on plan to address issue
- d. Roofing – Coward went out – surveyed the roof for a possible fix
- e. Visited with Richard Jones on chemicals

## 6. VP Administrative Services

*"Out of the clutter of details, find simplicity and focus."* Anonymous

- a. **Garner Science update:**
  - i. – MEP – contract awarded – for plan to fix.
  - ii. Working on removing chemicals
  - iii. Kincaid 1 and 2 labs were moved, moved back by Spring Break
- b. **Maintenance WO/School Dude – categorize work order – helpful**
  - i. Ms. Saucedo distributing work orders better
- c. **Life Safety / Security – Working on Emergency Plan**
  - i. Fire drills
  - ii. Lock down drills
  - iii. Working with Dr. Garcia
  - iv. Vinyl cutting system for signs
  - v. Check sirens
- d. **Housing WiFi is available**
- e. **Crime report – stolen property – changed lock at 9:00 am**
- f. **Christmas at College – progressing nicely**
- g. **Pink Out at 11:00 am**
- h. **Pavement entrance - \$5 cost**
- i. **Basketball game tonight**
- j. **Printers Removal**
  - i. No central copier in Building A – no alternative
  - ii. Copier is available in Building C

## 7. VP Del Rio

- a. **Christmas \$ - \$1,500.00**
- b. **Cross Training – need to implement on campus**
- c. **Weekend IT issues – power outage Sunday – no internet service at Library – weekend protocol for IT / Maintenance**
- d. **Vent Hood at science lab – need tech to come out and check filters**

**CABINET MEETING**  
**October 25, 2017**

	<b>AGENDA ITEM</b>	<b>NOTES</b>
1.	President	
2.	VP Academic Affairs	Patient Care Technician  Brown Foundation Grant  Aspen Application
3.	VP Student Services	
4.	VP Finance	

5.	VP Eagle Pass Campus	
6	VP Administrative Services <i>“Behaviors that correlate with successful outcomes: Deliberate, fact-driven decisions, highly disciplined thought.”</i> <b>Jim Collins</b>	Garner Science update  IT update  Basketball Team update  Campus Police update  Cafeteria update
7.	VP Del Rio Campus	Workforce and AEL no classroom info entered  Building L (Sul Ross tech bldg.) A/C unit  Christmas Luncheon in DR for Faculty/Staff  Interviews Wednesday for Student Life Coordinator  Campus Cruiser issues  Fiber wires cut again/Different building/Camera to be set up
8.		

**CABINET MEETING OF  
SOUTHWEST TEXAS JUNIOR COLLEGE**

**October 25, 2017**

The Cabinet members of Southwest Texas Junior College met October 25, 2017 in the Administration Building - President's Office.

Cabinet members present were:

**Dr. Mark Underwood, Vice President Academic Affairs**  
**Margot Mata, Vice President Student Services**  
**Anne Tarski, Vice President of Finance**  
**Derek Sandoval, Vice President Administrative Services**  
**Gilbert Bermea, Vice President Eagle Pass Campus**  
**Connie Buchanan, Vice President Del Rio Campus**

Cabinet member absent was:

**Dr. Hector Gonzales, President (At President's meeting in Austin)**

**1. President**

- a. WIG – discussion re; quality of commitments

**2. VP Academic Affairs**

- a. Patient Care Technician – Curriculum committee approved. Dr. Gonzales will need to sign off. This is a rung above C N A and below medical assistant
- b. Brown Foundation Grant – STEM summer boot camp
  - i. All the money was spent
  - ii. Nine children who increased their math levels
  - iii. The grant bought the children books and chrome books to keep using in the future
- c. Catarino Morales and Bobby Ayala are working on a grant to help with the repair of the Garner Science building with the Brown Foundation
- d. Aspen Application – We all have Dr. Underwood's notes. Need to look over. Advising will work on section 2. Dr. Underwood and Ms. Tarski will meet Friday at 1:00 pm to work on the writing
- e. Dilley steering committee is on Friday
- f. Natalia ISD wants to talk about ECHS
- g. Pathways homework is sent in

**3. VP Student Services**

- a. Early registration began on Monday – 76 students have registered
- b. Regular registration will begin on Monday
- c. Questions regarding registration at Medina Valley
- d. Live sessions will be going on in Facebook
- e. Outreach had a CTE meeting in Del Rio yesterday
- f. Prison meeting for second chance PELL this afternoon.
- g. Friday meeting with UISD regarding ECHS
- h. Financial Aid is going out to the high schools to start FASFA applications
- i. TEOG – drug statement is a problem. Going to include this information in orientation and get it signed then
- j. Library – maker space is being used regularly. Complaining about technology problems
- k. Waiting for signatures from Sul Ross for the resource room

- l. EOC – students in the tech programs are complaining that the grill is never open when they need to eat at 2 pm
  - m. Crystal City
    - i. No lights in the library
    - ii. Fall Fiesta – November 9<sup>th</sup>
      - 1. Question: can one of the clubs charge for parking?
  - n. Steve Martinez has accepted the position of Registrar
4. VP Finance
- a. Retention through work students. Look at giving free tuition instead of actually paying
5. VP Eagle Pass
- a. Roofer came and did some calking
  - b. Nerd Bowl December 1<sup>st</sup>
  - c. Mr. Ortiz is in the nursing home – probably for the rest of the semester. Working on re-assigning classes
  - d. Paint ball problem in Eagle Pass, is on the electric marquee. Will get with the vendor to see if it can be pressure washed
  - e. Christmas lunch on December 14th
  - f. Security – suggested that the officer come from 3:30 pm to 10:30 pm rather than 3:00 pm to 10:00 pm. This will allow them to visit both campuses
  - g. Priority registration was slow
6. VP Administrative Services
- “Behaviors that correlate with successful outcomes: Deliberate, fact-driven decisions, highly disciplined thought.” Jim Collins*
- a. Garner Science update:
    - i. Meeting regularly with the science professors
    - ii. Larger colleges have their own person in charge of disposal of chemicals
      - 1. Think we can get it done with Rick Jones and Kirk Palermo
    - iii. Meeting with the engineer this week – we are looking at about \$300,000.00
  - b. IT update – looking to buy more UPS to guard against sudden power outages
  - c. Basketball Team update
    - i. 2 want to be team members were kicked out of school
    - ii. Asking the coach to only have 25% of the players from outside of our area
    - iii. Players cannot have 2 deficiencies in their TSI score
  - d. Campus Police update
    - i. QR tags for the police on the Uvalde campus to make rounds
  - e. Cafeteria update – Steve Garner wants everyone back on the meal plan
7. VP Del Rio
- a. Workforce and AEL – no classroom information entered
    - i. Availability report shows the room is open when Workforce is using it
  - b. Need a way to block rooms for all week ECHS
  - c. Building L (Sul Ross tech building) A/C unit leaks in the coil? Jerry Garcia fixed it. Will be able to get through the winter with it
  - d. Christmas Luncheon in Del Rio for Faculty / Staff – will have their lunch in DR probably during dead week
  - e. Interviews Wednesday for Student Life Coordinator
  - f. Campus Cruiser issues: e-mail problem has been fixed/ Class for the Spring are still not showing up
  - g. George Sandoval has resigned
  - h. Fiber wires cut again / different building / camera to be set up – J building