

**CABINET MEETING**  
**September 6, 2017**

	<b>AGENDA ITEM</b>	<b>NOTES</b>
1.	President	4 DX  Review Board Report assignments  Review Strategic Plan – dash board
2.	VP Academic Affairs	
3.	VP Student Services	
4.	VP Finance	

5.	VP Eagle Pass Campus	
6	VP Administrative Services <i>“Being heard is so close to being loved, that for the average person, they are almost indistinguishable.”</i> David W. Augsburger, Professor	
7.	VP Del Rio Campus	
8.		

**CABINET MEETING OF  
SOUTHWEST TEXAS JUNIOR COLLEGE**

**September 6, 2017**

The Cabinet members of Southwest Texas Junior College met on September 6, 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**  
**Johnny Guzman, Dean of Applied Sciences**  
**Dr. Cheryl Sanchez, Dean of Liberal Arts**

**1. President**

- a. 4DX – Reviewed WIGS – will meet after lunch to finalize WIGS**
- b. Review Board Report assignments**
  - i. 2 weeks AFA for additional report requirements**
- c. Review Strategic Plan – Dash Board – Dr. Zimmerman working with Vice President – will be populated by Friday**
- d. Concealed Carry reviewed by TASB – Mr. Sandoval and Ms. Tarski will discuss with College attorneys and report to the Board**
- e. Dual Credit – Rand study report – Webinar – September 13<sup>th</sup>**
  - i. Participate in Dual Credit**
- f. A A T – for teacher major**
- g. RGC – Degree Plans – Dr. Mendez – Dr. Underwood review current transfer plans**

**2. VP Academic Affairs**

- a. Mr. Ayala – SACS visit in October**
- b. Dilley ISD – adding Welding Career Tech by Spring**
- c. Friday – Pathways work group at 9:00 am – course sequences**
- d. Look at Del Rio ISD Science lab – equipment – Dr. Forbes**
- e. Issues with fuel – students at Crystal City maybe more coming**
- f. No budget line item for Developmental Math – Cabinet go through regular Math Departmental budget**

**3. VP Student Services**

- a. Enrollment Reports**
- b. Investigate free summer course for students taking more than 15 sch in the Fall/Spring semesters**

**4. VP Finance**

- a. One more check run for August – Accounts Payable**
- b. Budget for 17-18 not loaded into Colleague**
- c. Student with holds was allowed to register**
- d. Ms. Tarski – vacation – September 28 – October 2**

**5. VP Eagle Pass**

- a. Fire alarms in new building keep going off, same issue at the Sul Ross building
- b. Ready for sprinkler repairs – most valve repairs have been done in Del Rio
- c. Reinstated some students with payments
- d. Hurricane relief drive

**6. VP Administrative Services**

*“Being heard is so close to being loved, that for the average person, they are almost indistinguishable.”* David W. Augsburger, Professor

- a. Regroup messages – preselect list
  - i. Test the Text message
    - 1. By Campus
    - 2. Faculty
- b. Palomino Fest had a good turnout
- c. Public relations – Christmas at the College and Open House the same day
- d. Housing – no cable in new wing
- e. Thursday BBQ at the student gym
- f. Daycare contract – going well
- g. Cafeteria issues
  - i. Quality of food
  - ii. Long lines
  - iii. Hours of operation
  - iv. Selection of food
- h. IT – new website – finish up data center – Image Now going forward
- i. Maintenance – new WIG – reduce time to complete work orders
- j. IE office almost done – then to EP nurses’ office – Del Rio roof
- k. Custodial – no complaints over the 1<sup>st</sup> week
- l. Transportation – Handbook review by SOC
  - i. Charges for utilization
- m. Check on A/C at Flores building – still not fixed

**7. VP Del Rio**

- a. No password/login for ticket machines – QR codes need to be laminated / provided by the company
- b. Waiting on Trane for blower estimates (A/C)
- c. Water heater in building B – plumbing done incorrectly
- d. Internet provider survey was conducted yesterday
  - i. Band Width still an issue
- e. Welcome back on Wednesday night and Thursday
- f. High Schools taking dual credit and TSI compliance
- g. Outreach meeting with Del Rio ISD – regarding Dual Credit issues / process

**SPECIAL CALLED  
CABINET MEETING  
September 8, 2017**

	<b>AGENDA ITEM</b>	<b>NOTES</b>
1.	President	4 DX  Links on the SWTJC Homepage
2.	VP Academic Affairs	
3.	VP Student Services	
4.	VP Finance	

5.	VP Eagle Pass Campus	
6	VP Administrative Services	
7.	VP Del Rio Campus	
8.		

**CABINET MEETING OF  
SOUTHWEST TEXAS JUNIOR COLLEGE**

**September 8, 2017**

**The Cabinet members of Southwest Texas Junior College met on September 8, 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  
Johnny Guzman, Dean of Applied Sciences  
Dr. Cheryl Sanchez, Dean of Liberal Arts**

**1. President**

**a. 4DX**

- i. 54 users**
- ii. Graduates – still getting numbers**

**b. Links on the SWTJC Homepage**

- i. Dr. Cheryl Sanchez and Margot Mata to update links on webpage**
- ii. In long term – develop static address versus a PDF link for additional information**

**CABINET MEETING**  
**September 13, 2017**

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



5.	VP Eagle Pass Campus	
6	VP Administrative Services <i>"The quality of a person's life is in direct proportion to their commitment to excellence."</i> Bishop Gore	IT Del Rio issues  IT Del Rio project - Thursday  IT Maintenance time  Eagle Pass Maintenance/Parking lot  Crystal City Library  Security gates  Community Pep Rally
7.	VP Del Rio Campus	FAA Inspection of Hanger  Student's Welcome Back – Wednesday evening at 4:30pm and Thursday at 11:00am  Fortinet Firewall Installation  Del Rio Credit Stakeholder's Meeting – September 20 <sup>th</sup> at 2:30pm
8.		

**CABINET MEETING OF  
SOUTHWEST TEXAS JUNIOR COLLEGE**

**September 13, 2017**

The Cabinet members of Southwest Texas Junior College met on September 13, 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**  
**Johnny Guzman, Dean of Applied Sciences**  
**Dr. Cheryl Sanchez, Dean of Liberal Arts**

**1. President**

- a. 4DX – WIG session - video
- b. Strategic Plan – Discussed plan for monthly accountability report
- c. SWTJC Board of Trustees' Monthly Meeting Agenda
- d. CIVITAS – Discussed potential – move presentation to September 27<sup>th</sup> if possible

**2. VP Academic Affairs**

- a. Course Sections – better input to course building
- b. Report requirement – Reviewing and complying
- c. Online inventory for Distance Education – Co-Board
- d. September 20<sup>th</sup> meeting with Del Rio ISD regarding dual credit issues
- e. Staff going to Dilley to inspect Tech Center for possibility of technical programs, on Thursday
- f. Met with Dr. Mendez – better communication for agreements
  - i. Revised 10K Scholarships for different scenarios – ECH, DC, In/Out of District
  - ii. Writing center in Eagle Pass staffing issues – should be resolved
  - iii. Medina Valley
- g. Dr. Underwood and Ms. Mata will meet with the Medina Valley's principal on ECH
- h. Bookstore – High school not using text books approved

**3. VP Student Services**

- a. Fall Enrollment update
- b. Visit with Nueces Canyon, Leakey, Utopia about Tech programs
- c. Outreach local
- d. Education Foundation meeting – Michelle Torres asked to be a member for Uvalde I.S.D.
- e. Financial Aid completing pending documents – advisor covering for Del Rio
- f. Thursday – mandatory work-study training
- g. Fall Kick-Off on Thursday
- h. FAN – raffle tickets 1000 to each campus – still need donations

4. **VP Finance**
  - a. **5B1831 – NA to the College**
  - b. **A D N – consult not to exceed \$60K**
  - c. **Work on Energy Savings Report**
  - d. **Service Operations Forum for Uvalde**
  
5. **VP Eagle Pass**
  - a. **Research symposium by discipline – preset research**
  - b. **Writing Center has 2 tutors**
  - c. **Can the Library open until 9:30 pm**
    - i. **Okay to stagger Library Staff**
    - ii. **Eagle Pass Library had most users**
  - d. **Expand Library hours – open Saturday versus Sunday**
    - i. **Will survey students**
  - e. **Addressing parking lot lights and water leak**
  
6. **VP Administrative Services**

*“The quality of a person’s life is in direct proportion to their commitment to excellence.” Bishop Gore*

  - a. **IT Del Rio issues – install new firewall to prioritize bandwidth**
  - b. **IT Del Rio project - Thursday**
  - c. **IT Maintenance time – schedule down time – Thursdays 10:00pm – Fridays 6:00am**
  - d. **Eagle Pass Maintenance / Parking lot – addressing lights**
  - e. **Crystal City Library – A/C needs to be replaced - defective**
  - f. **Transportation – Bus changes**
  - g. **Security gates – in process**
  - h. **Community Pep Rally – Hold off for now**
  - i. **Marquee utilization and public information**
  - j. **Entrance wall**
  
7. **VP Del Rio**
  - a. **FAA Inspection of Hanger – SA FAA official inspection**
    - i. **Space okay with proper arrangement – Part 147 school**
  - b. **Student’s Welcome Back – Wednesday evening at 4:30pm and Thursday at 11:00am**
  - c. **Fortinet Firewall Installation**
  - d. **Del Rio Credit Stakeholder’s Meeting – September 20<sup>th</sup> at 2:30pm**

**CABINET MEETING**  
**September 20, 2017**

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

5.	VP Eagle Pass Campus	
6	VP Administrative Services <i>“Leaders are always on the way, they are heading toward objectives, aiming at targets, and reaching out for things that are ahead of them”</i> <u>Understanding Leadership,</u> Tom Marshall	Housing – Due process  Transportation 5,5,11  Garner Science Building  Espinosa / Flores AC’s  Gray Area IT-PI
7.	VP Del Rio Campus	
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**CABINET MEETING OF  
SOUTHWEST TEXAS JUNIOR COLLEGE**

**September 20, 2017**

The Cabinet members of Southwest Texas Junior College met on September 20, 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**  
**Dr. Renee Zimmerman, Director of IE**

**1. President**

- a. 4DX discussed links – will continue to enhance
- b. Core – establish a certificate completion in Colleague
- c. Medina Valley – Rio Grande College – exit Castroville
- d. Recommendation for tax adoption

**2. VP Academic Affairs**

- a. Visit Dilley High School –Tech Center – discussed welding
- b. Will visit Cotulla – Welding Program 2<sup>nd</sup> year
- c. Data Governance Committee – started back up, focus on course section numbers
  - i. Redesign – next meeting in October
- d. Coordinating Board - Distance Education Portal – needs to be updated
- e. Garner Science ventilation
- f. Research Associate position
- g. Friday, 11:30 am – Canvass

**3. VP Student Services**

- a. Fall Enrollment update – 6712 - 1.3% increase
- b. 12 week - Tuesday
- c. 194 still on drop list
- d. Upward Bound – Director Interviews Thursday
- e. Advisor Professional Development meeting in Uvalde
- f. Part time to fill gaps in Castroville
- g. Texas Association Student Services Conference - Monday (Margot Mata)
- h. Tuesday Counselor's workshops

4. **VP Finance**
  - a. **Fraud questions went out for audit**
  - b. **Working on audit**
  
5. **VP Eagle Pass**
  - a. **Last week – welcome back**
  - b. **September 29<sup>th</sup> – PTK Inductions**
  - c. **Leaks on sprinkler addressed**
  - d. **F Building – Porch leaks**
  
6. **VP Administrative Services**

*“Leaders are always on the way, they are heading toward objectives, aiming at targets, and reaching out for things that are ahead of them.” Understanding Leadership, Tom Marshall*

  - a. **Housing – Due process – working on process**
  - b. **Transportation 5,5,11 – look at combining Eagle Pass and Crystal City into one route**
  - c. **Garner Science Building – in process**
  - d. **Espinosa / Flores AC’s**
  - e. **Gray Area IT-PI – regarding work orders / e-mail contact list**
  
7. **VP Del Rio**
  - a. **Bandwidth issue**
  - b. **Tickets – Business Office cannot accept payments**
  - c. **Student transport for CLEP – contract SWART**
  - d. **PTK – October Inductions**
  - e. **Level 3 Internet – November 7<sup>th</sup>, Carousel November 11th**

**CABINET MEETING**  
**September 27, 2017**

	<b>AGENDA ITEM</b>	<b>NOTES</b>
1.	President	4DX
2.	VP Academic Affairs	Leakey Early College Academy  Update on Science Labs  Summary of Del Rio ECHS/Dual Credit/CTE meeting with SWTJC  Early College High School Steering Committee Meetings
3.	VP Student Services	
4.	VP Finance	Federal Work study  Departmental Aid  WorkSteps with the hospital  Over budget departments  Dorms for 12 week students



5.	VP Eagle Pass Campus	
6	VP Administrative Services <b><i>“ Without labor nothing prospers”, Sophocles</i></b>	Garner Science update  Day Care update-notice  Social Media Policy – Job Description  Campus Police-Clery Act  Faculty/Staff e-mail  Handbook assignments  Transportation – Eagle Pass 5:15am – M.A.  October Board  Journeyman Electrician  TASB-Kincaid / Protocol
7.	VP Del Rio Campus	

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**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. Aspen – Round 1 – advanced to Round 2 – Data request
- c. Crystal City
- d. Literacy Gala
- e. St. Phillips Gala

**2. VP Academic Affairs**

- a. Leakey Early College Academy – Gerald Lugaresi - DC Principal – visit with Dr. Underwood
- b. Update on Science Labs – Kincaid up to par, Mr. Sandoval working on multiple fronts
- c. Summary of Del Rio ECHS/Dual Credit/CTE meeting with SWTJC – positive meeting
- d. Early College High School Steering Committee Meetings
  - i. Required for Fall – will look at calendar for a meeting
  - ii. Need to do an evaluation of Early College High Schools at the end of Spring
- e. Canvass – demo – LMS, positive response from faculty – will look for opportunity to adopt for Fall 2018
- f. Pathways meeting on Friday – on item 4 of homework for next conference due October 23rd
- g. Need to get High Schools into discussion on Pathways

**3. VP Student Services**

- a. 12 week semester update
- b. Image Now – flow chart
- c. Upward Bound Director – Jaime Nevarez – start date October 9th
- d. Core Completers – list of awards
- e. Advice – module in Colleague - evaluating
- f. Pep Rally – N/HS
- g. Student Affairs Conference – Temporary signs for Concealed Carry (Special Events)

**4. VP Finance**

- a. **Federal Work study – let people know that work-study needs to be approved by Financial Aid**
- b. **Departmental Aid – has to be enrolled in at least 6 hours**
- c. **WorkSteps with the hospital – ready for work evaluation/\$160 per evaluation**
- d. **Over budget departments – review of 2016 -2017**
- e. **Dorms for 12 week students – different payment schedule for 12 weeks**
- f. **50 pell students declared major issues to award**

**5. VP Eagle Pass**

- a. **Building C – still leaks after repair**
- b. **Science Faculty – reviewing Lab equipment**
- c. **Installing door openers**
- d. **Finalize Spring schedule**
- e. **Research symposium – gaining momentum among faculty**
- f. **PTK Induction – Friday 2:00pm**

**6. VP Administrative Services**

*“Without labor nothing prospers.” Sophocles*

- a. **Garner Science update**
- b. **Day Care update – notice – due to utility outage**
- c. **Social Media Policy – Job Description – revise Media Job Description**
- d. **Campus Police – Clery Act – has been submitted**
- e. **Faculty/Staff e-mail – VPs have authority to authorize**
- f. **Handbook assignments – Student Handbook**
- g. **Transportation – Eagle Pass 5:15am – M.A.**
- h. **October Board**
- i. **Journeyman Electrician/Plumber – look at budgets**
- j. **TASB-Kincaid / Protocol**
- k. **Crystal City leaks – Kirk Palermo inspecting today**

**7. VP Del Rio**

- a. **PTK Inductions on Sunday**
- b. **By November 9<sup>th</sup> – internet should be improved**
- c. **New Firewall is helping**
- d. **Plumbers looking at water heater – Bid coming**
- e. **Inspection of placement of Concealed signs**