

CABINET MEETING
June 5, 2014

	AGENDA ITEM	NOTES
1.	Dereg List	
2.	Status on Faculty Handbook changes	
3.	Status on Catalog changes	
4.	SWTJC Board of Trustees Meeting Agenda	
5.	Around the Table	
6.		

7.		
8.		
9.		
10.		

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

June 5, 2014

The Cabinet members of Southwest Texas Junior College met on June 5, 2014, in the Administration Building - President's Office.

Cabinet members present were:

Dr. Hector Gonzales, President
Dr. Mark Underwood, Vice-President Academic Affairs
Dr. Blaine Bennett, Vice-President Student Services
Joe Barker, Vice-President Administrative Services
Anne Tarski, Vice-President Finance
Dick Whipple, Associate Vice-President Institutional Advancement
Margot Mata, Vice-President Outreach
Derek Sandoval, Associate Vice-President Del Rio
Johnny Guzman, Dean College of Applied Sciences

Absent were:

Gilbert Bermea, Associate Vice-President Eagle Pass
Romelia Aranda, Dean College of Workforce
Cheryl Sanchez, Dean College of Liberal Arts

- 1. Dereg List**
 - a) Margot Mata provided update on SI enrollment & Dereg List**
 - b) Better work on Wait List for courses**
- 2. Status on Faculty Handbook changes**
 - a) Will be ready for June Board meeting**
- 3. Status on Catalog changes**
 - a) Will be ready for June Board meeting**
 - b) Schedule meeting between VP Academics and Registrars**
- 4. SWTJC Board of Trustees Meeting Agenda**
 - a) Reviewed agenda**
- 5. Around the Table:**
 - a) Anne Tarski**
 - i. Print Center Charges**
 - a. Suggest codes for tracking Printer & Copy usage**
 - ii. Training P-cards for maintenance**
 - iii. Test 2 – no paper requisitions through Web Advisor**

- b) **Joe Barker**
 - i. **Part-Time**
 - a. **IT released all part-time for Summer**
 - a) **Kept 1 part-time person in Crystal City**
 - ii. **DL Monitors per class**
 - iii. **Meeting IR for metrics for IT/Maintenance**
 - iv. **Working w Casey to transfer sprinklers to well**
 - v. **A/C schedule**
- c) **Johnny Guzman**
 - i. **TACCT Grant working with Rachel Hinman**
 - a. **Met with Hondo going to DR on Wed. to meet with Base**
 - ii. **Crystal City ISD on welding**
 - a. **MOU Draft**
 - iii. **Diesel acquired 4 rigs to be donated to college**
 - iv. **Tech faculty position for Fall posted**
 - v. **Discussed future needs of welding**
- d) **Dick Whipple**
 - i. **ASCS – Engineering Pathways**
 - a. **Filed request to THECB-approved**
 - a) **Turning point**
 - ii. **Dr. Sorrels**
 - a. **Career Pathway plan almost done**
 - iii. **Strategic Plan**
 - a. **Final Rounds**
 - iv. **Physic Lab in EP**
- e) **Mark Underwood**
 - i. **MOU with University of Phoenix**
 - a. **10% discount to graduates**
 - b. **10% discount to employees**
 - ii. **Request to use facilities**
 - a. **TATE – all facilities rental through San Juana Trevino**
 - iii. **Faculty cooperating with limited Budget funds**
 - iv. **SACS – report status**
 - v. **ASU transfer scholarship status**
 - vi. **BON acceptance**
 - vii. **Workshop on Learning Framework**
- f) **Margot Mata**
 - i. **Working on Dereg List**
 - ii. **Dual Credit preregister on going- involving partents**
 - iii. **College Prep course**
 - a. **Math / English**
 - a) **Submitted the final course design**
 - b) **Next step is to develop MOU**

- g) Discussed the need for College Algebra versus quantitative reasoning and Statistics**
- h) Blaine Bennett**
 - i. Aspen numbers – where we stand**
 - a. Biggest issue – retention**
- i) Andrea Flores**
 - i. Webpage student resources**
 - a. Assigned to Lorena Lopez to develop**
- j) Derek Sandoval**
 - i. View book for campus**
 - ii. How to attract Business Partners**

CABINET MEETING
June 19, 2014

	AGENDA ITEM	NOTES
1.	Around the Table	
2.		
3.		
4.		
5.		
6.		

7.		
8.		
9.		
10.		

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

June 19, 2014

The Cabinet members of Southwest Texas Junior College met on June 19, 2014, in the Administration Building - President's Office.

Cabinet members present were:

Dr. Hector Gonzales, President
Dr. Mark Underwood, Vice-President Academic Affairs
Joe Barker, Vice-President Administrative Services
Anne Tarski, Vice-President Finance
Dick Whipple, Associate Vice-President Institutional Advancement
Gilbert Bermea, Associate Vice-President Eagle Pass
Margot Mata, Vice-President Outreach
Cheryl Sanchez, Dean College of Liberal Arts

Absent were:

Dr. Blaine Bennett, Vice-President Student Services
Romelia Aranda, Dean College of Workforce
Derek Sandoval, Associate Vice-President Del Rio
Johnny Guzman, Dean College of Applied Sciences

1. Around the Table:

- a) **General Discussion**
 - i. **Discussion on the use of recorded lecture as a delivery method for course instruction**
 - ii. **Summer I enrollment-head count down but credit hours up**
- b) **Anne Tarski**
 - i. **Presented & Demonstrated Web Advisor**
 - a) **Approval for requisition & Purchase Orders**
 - b) **Good response to training staff**
- c) **Cheryl Sanchez**
 - i. **Attended Learning Frameworks Conference**
 - a) **Require extensive Professional Development**
 - i. **EDUC 1300 – Part of CORE?**
 - ii. **Assessment Summit (Friday-Saturday)**
 - a) **Faculty and staff**

- d) **Joe Barker**
 - i. **Water status**
 - a) **Discussing options**
 - ii. **Upcoming training on School Dude**
 - a) **To help streamline Maintenance operations**
 - iii. **Dorm will be ready for 4H Leadership Conference**
 - a) **129 students and 25 adults**
- e) **Dick Whipple**
 - i. **Discussed Strategic Plan Recommendation**
 - ii. **Discussed the creation of yearly operational plan**
 - iii. **Reviewed Mission Statement Placement**
 - iv. **TAMIU – Articulation for CJ/BS**
 - v. **Major Coding plan**
 - vi. **Risk alert notification**
- f) **Mark Underwood**
 - i. **Compel I learning system for online**
 - ii. **Cruiser vs Moodle**
 - iii. **Johnny Guzman, Blaine Bennett, Derek Sandoval, Romelia Aranda are at LAFB discussing Aviation programs with Base and it's officials**
 - iv. **3 Division Directors recommended, 2 still open**
 - a) **Dev. Ed and Social Studies**
 - v. **Opening Science Labs Science**
 - vi. **HB5 Group Develop Math/English/Dev. Ed**
 - a. **Coming to campus for meeting to discuss MOU**
 - vii. **Request for BSN TAMIE for students**
 - viii. **Catalog / Handbook / Budget workshop**
- g) **Margot Mata**
 - i. **SI – 178 students up in contact / credit hours**
 - ii. **SII – 871 Students vs 833(Iy) – 480 on drop list**
 - a) **Managing wait list better**
 - iii. **8 outreach orientations – 950 students attended**
 - iv. **FA reminding suspension students on appeal process**
 - v. **Greeter in Flores Building**
 - a) **Staffed by rotation- orientation and training**
 - i. **Utilizing SBDC from Sul Ross**
 - ii. **Using FAQ List**
 - vi. **Dallas CC – Customer Service Team**
- h) **Gilbert Bermea**
 - i. **A/C issues in Eagle Pass**