

**CABINET MEETING**  
**February 5, 2020**

	<b>AGENDA ITEM</b>	<b>NOTES</b>
1.	President	
2.	VP Academic Affairs	<p>Curriculum Committee Recommendations</p> <ul style="list-style-type: none"><li>a. Revision of A.S. Degree – Remove “sophomore” from the additional science and math courses currently required; provide recommended list of courses for the additional 9 hours, the number of which would remain required.</li><li>b. Add language to Catalog in the “Transfer of Credit” rules/policy stating at least 25% of a credential awarded by SWTJC must be taken through SWTJC courses.</li><li>c. Amend Catalog CLEP table to reflect a Spanish score of 50-62 providing a student with 8 semester credit hours, instead of the currently noted 6. This is due to our first-year courses both carrying 4 semester credit hours, with no way to separate out 6.</li></ul> <p>Hondo Welding report.</p> <p>Concern over dual credit students taking unknown/unapproved overloads by taking courses at multiple institutions. Monitoring?</p> <p>Chamber Banquet table full.</p>
3.	VP Student Services	

4.	VP Finance	
5.	VP Eagle Pass Campus	
6	<p>VP Administrative Services</p> <p><i>"Life's greatest rewards come from your inner self, from the choices you make, from how you decide to live under whatever circumstances you find yourself in."</i></p> <p>John Maxwell</p>	<p>IT update</p> <p>Public Info</p> <p>Graduation?</p> <p>Athletics</p> <p>Mariachi</p> <p>Summer Programs?</p>
7.	VP Del Rio Campus	

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CABINET MEETING OF  
SOUTHWEST TEXAS JUNIOR COLLEGE

February 5, 2020

The Cabinet members of Southwest Texas Junior College met February 5, 2020 in the Administration Building – President’s Office.

Cabinet members present were:

Dr. Hector Gonzales, President  
Dr. Mark Underwood, Vice President of Academic Affairs  
Margot Mata, Vice President of Student Services  
Anne Tarski, Vice President of Finance  
Derek Sandoval, Vice President of Administrative Services  
Connie Buchanan, Vice President of the Del Rio Campus

Cabinet member absent was:

Gilbert Bermea, Vice President of the Eagle Pass Campus

1. President
  - a. Strategic Plan – review and discussion
2. Vice President – Academic Affairs
  - a. Curriculum Committee Recommendations
    - 1) Revision of A.S. Degree – Remove “sophomore” from the additional science and math courses currently required; provide recommended list of courses for the additional 9 hours, the number of which would remain required
    - 2) Add language to Catalog in the “Transfer of Credit” rules/policy stating at least 25% of a credential awarded by SWTJC must be taken through SWTJC courses.
    - 3) Amend Catalog CLEP table to reflect a Spanish score of 50-62 providing a student with 8 semester credit hours, instead of the currently noted 6. This is due to our first-year courses both carrying 4 semester credit hours, with no way to separate out 6.
  - b. Hondo Welding report
  - c. Concern over dual credit students taking unknown/unapproved overloads by taking courses multiple institutions. Monitoring?
  - d. Chamber Banquet table full
  - e. Digital Measures
    - 1) PD/Unit Action Plan
    - 2) Data Integration
  - f. IPED – due Friday
  - g. ATD – Coach visit – schedule visit

- h. Bucket Truck replacement – Look for options
- i. Chittim Center – Security – custodial hours to check if doors are locked
- j. April 15<sup>th</sup> – Administrative Professional’s Day

### 3. Vice President – Student Services

- a. Graduation Update
- b. Financial Aid Interviews
- c. 12 week enrollment – appeals in process (FA)
- d. Pell begins awarding for 2021
- e. Summer Application e-mails going out
- f. Student Support and TRIO Grant submitted
- g. March 17<sup>th</sup> – PTK Induction
- h. Jack Kente Cooke – semi finalist
- i. Disability presented at convocation – great feedback
- j. Summer schedule status
- k. Care Team being utilized – Hill County Crisis Hotline

### 4. Vice President – Finance

- a. Dual Credit Dash Board
- b. Policies – FFDA – Sexual Abuse Policy – Website has page on it
- c. Position Analysis - \$215K saving projected
- d. Foundation transfer – cash build up to reinvest in mutual funds

### 5. Vice President – Eagle Pass – Meeting in Eagle Pass

### 6. Vice President – Administrative Services

*“Life’s greatest rewards come from your inner self, from the choices you make, from how you Decide to live under whatever circumstances you find yourself in.” – John Maxwell*

- a. IT update
- b. Public Information – Begin investigation of Branding - Update
- c. Graduation
- d. Athletics
- e. Mariachi
- f. Summer Programs?
- g. Letterhead – Branding – Mascot – logo color

### 7. Vice President – Del Rio

- a. Summer teaching loads – do we have limit – not yet
- b. Video orientation for Dual Credit in lieu of a big orientation
- c. Texas Government online – Del Rio ECHS

**CABINET MEETING**  
**February 12, 2020**

	<b>AGENDA ITEM</b>	<b>NOTES</b>
1.	President	SWTJC Board of Trustees' Monthly Meeting Agenda
2.	VP Academic Affairs	Discussion of changes to President's List and Deans' List qualifications.  Proposed language to correct LOCAL Policy ECC  Brown Foundation Update: \$17,000.00  Pathways Web Site Questions
3.	VP Student Services	
4.	VP Finance	

5.	VP Eagle Pass Campus	
6	VP Administrative Services <i>"There has never been a ministry that moved the needle accidentally. There has never been a business that became wildly profitable on accident. Be intentional!"</i> Craig Groeschel	Maintenance-DR Roof-metal arrived Hanger movement  Platforms update  ASI Grants  Housing-SCH?  Public Info-Branding Presentation 10:30  AppArmor
7.	VP Del Rio Campus	Metal Roofing arrived Feb 11 – 24/7 security arranged until installed  2 Standing Desk Converters installed in Business Office  Ramen Cook-Off Invite sent out  DR Chamber & LAFB Banquet – Feb 27 – table full and sponsoring  DR PTK Induction – Sunday, March 1, 2020
8.		

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Derek Sandoval, Vice President of Administrative Services  
Connie Buchanan, Vice President of the Del Rio Campus

Cabinet members absent were:

Anne Tarski, Vice President of Finance  
Gilbert Bermea, Vice President of the Eagle Pass Campus

Also, in attendance was:

Lisa Ermis, Controller

1. President

- a. SWTJC Board of Trustees’ Monthly Meeting Agenda - reviewed
- b. Reviewed Strategic Plan – Mid Plan Review

2. Vice President – Academic Affairs

- a. Discussion of changes to President’s List and Deans’ List qualifications
  - a) Curriculum Committee – Technical Programs – support language from 12 sch to Full-Time
- b. Proposed language to correct LOCAL Policy ECC
- c. Brown Foundation Update: \$17,000.00 for Summer STEM Camp
- d. Pathways Web Site Questions – Look at overall design a functionality
- e. Open Ed Resources Committee for Faculty Handbook
- f. Modify attendance language in Faculty Handbook
- g. Graduate Student survey
- h. Language about students walking through a graduation ceremony without degree completed
- i. Develop student Government organization
- j. Dual Credit Orientation – video option
- k. Linked course – percentage -Math – need for all courses to be linked
- l. Summer schedule availability



### 3. Vice President – Student Services

- a. Graduation update
- b. Advisor training update – Advisor → Outreach → High School
- c. V A compliance visit upcoming
- d. Student Affairs conference upcoming
- e. Rural Alliance grant opportunity – webinar February 19<sup>th</sup> and 20<sup>th</sup> – focus on student advising
- f. Pearsall meeting – ask about Welding
- g. Update calendar with current events for informational items

### 4. Vice President – Finance – Out of the office

### 5. Vice President – Eagle Pass – Meeting in Eagle Pass

### 6. Vice President – Administrative Services

*“There has never been a ministry that moved the needle accidentally. There has never been a business that became wildly profitable on accident.”* Craig Greschel

- a. Maintenance – Del Rio – metal arrived, Hanger movement
- b. Platforms update – Starfish – replicates existing functionality – 2 others coming
- c. ASI Grants – Security grants
- d. Housing SCH? – Limit to on campus students? Use a priority system
- e. Public Information
  - i. Branding Presentation – Branding information approved – Official Logo
  - ii. Creative Arts upcoming
  - iii. Social media - growing
- f. AppArmor – drop regroup – new app has more functions
- g. Mariachi – calendar of events, Grilling with the President
- h. Summer programs

### 7. Vice President – Del Rio

- a. Metal roofing arrived February 11<sup>th</sup>. – 24/7 security arranged until installed
- b. 2 Standing desk converters installed in Business Office
- c. Ramen Cook-off – Invite has been sent out – February 25 from 11:00 am – 1:00 pm
- d. Del Rio Chamber and LAFB Banquet – February 27<sup>th</sup> – table full and sponsoring
- e. Del Rio PTK Induction – Sunday, March 1, 2020

**CABINET MEETING**  
**February 19, 2020**

	<b>AGENDA ITEM</b>	<b>NOTES</b>
1.	President	
2.	VP Academic Affairs	
3.	VP Student Services	
4.	VP Finance	<p>AEL Students in Colleague</p> <p>CFO survey shows that we are right about in the average spend amount of 5.11% to 9% of IT compared to total expenditures (we are 6.14% most are right about here)</p> <p>Girls STEM day is 3/1 -- public colleges have to celebrate.</p> <p>Election needs</p> <p>SWTJC ratios – 2015-2019</p> <p>Adjunct teaching by full time staff policy</p> <p>Simple network solutions</p> <p>Root Alliance Grant</p>

5.	VP Eagle Pass Campus	
6	VP Administrative Services <i>"A donkey has never won the Kentucky Derby."</i> Dave Ramsey	Public Information-Branding Gala IT-Website InformaCast CRASE Feb. 28-9 am and 10:30 am Tate Aud. Journeyman Plumber
7.	VP Del Rio Campus	Bookstore Issues Recruiting in Acuna to begin DR ECHS: -- Sarah Croft , Educate Texas 2/27, 9am -- Lottery drawing on 2/27, 6pm -- 8 <sup>th</sup> grade Apply Tx March 3rd and 5 <sup>th</sup> Summer Schedules Finished / Fall only minor adjustments needed
8.		

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

1. President

- a. Strategic Plan – changes sent to IE – will review and discuss next week
- b. Reviewed Board agenda
- c. Cabinet evaluation
- d. Discuss – MRG Higher Education Master plan draft – will review and provide feedback to Sul Ross
- e. Public information request

2. Vice President – Academic Affairs

- a. Early High School Leadership Committee of Uvalde
  - a) Change metrics for evaluation - acquire blue print to help them
- b. March 3<sup>rd</sup> – Achieving the Dream meeting via Zoom
- c. MOU – CTE – purchase books – language to change to school responsibility
- d. Uvalde High School – phase out Cosmetology – possible nail tech to replace
- e. Auto tech classroom damaged by termites
- f. Aviation project on hanger moving forward
- g. Repair bucket truck
- h. Hondo welding up and running
- i. Division Chair interviews began Friday
- j. PCT issue with student at High School – Nursing Home
- k. Comstock – presentation to Board

3. Vice President – Student Services
  - a. 12-week semester enrollment update
  - b. Summer schedule in final stages – goal for next year to have it ready before Christmas Break
  - c. TACSA Conference – emphasis on equity enriched culture
  - d. ACC on boarding strategy
  - e. Online advising – chat box
  - f. Title IX compliance issues – reporting
  - g. Care Team and Mental Health
  - h. Transfer and Career Awareness - February 27, 2020
  
4. Vice President – Finance
  - a. AEL Students in Colleague – will follow up
  - b. CFO survey shows that we are right about in the average spend amount of 5.11% to 9% of IT of IT compared to total expenditures (we are 6.14% most are right about here)
  - c. Girls STEM day is March 1<sup>st</sup> – Public Colleges have to celebrate
  - d. Election needs
  - e. SWTJC ratios – 2015-2019
  - f. Adjunct teaching by full time staff policy
  - g. Simple network solutions – update
  - h. Root Alliance Grant
  
5. Vice President – Eagle Pass
  - a. AEL facility update
  - b. Fall schedule – fine tuning - Math
  
6. Vice President – Administrative Services
 

*“A donkey has never won the Kentucky Derby.”* Dave Ramsey

  - a. Public Information – Branding - Update
  - b. President’s Gala – April 4, 2020
  - c. IT - Website
  - d. InformaCast
  - e. CRASE – February 28<sup>th</sup> – 9:00am and 10:30am – Tate Auditorium
  - f. Journeyman Plumber – starts March 1, 2020
  
7. Vice President – Del Rio
  - a. Bookstore issues – hours of operation
  - b. Recruiting in Acuna to begin. – J. G. part-time clerk
  - c. Del Rio Early College High School
    - i. S. Croft, Educate Texas February 27<sup>th</sup> at 9:00am
    - ii. Lottery drawing on February 27<sup>th</sup> at 6:00pm
    - iii. 8<sup>th</sup> grade Apply TX – March 3<sup>rd</sup> and 5<sup>th</sup>
  - d. Summer Schedules finished / Fall only minor adjustments needed
  - e. Career Day in Del Rio – February 27<sup>th</sup>

**CABINET MEETING**  
**February 26, 2020**

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

5.	VP Eagle Pass Campus	
6	VP Administrative Services <i>"We make our world significant by the courage of our questions and the depth of our answers."</i> Carl Sagan	Board Meeting- Resolution 'Cameras' Grant Roof bids-Garner and Wagner possibly (March 3)  SRSU Higher Ed Master Plan  Platforms report  Root Ed Alliance Grant  Rodeo-5 if ended today, plus one from last Rodeo  Basketball tonight 8pm  Campus Police-Interviews Security Payroll name DR? Citation Appeals  TPS report  Budget questions  Day Care concerns
7.	VP Del Rio Campus	Monday (2/24) – received the OK to proceed from the City  Tuesday (2/25) Ramen Cook-Off - will definitely have one annually. Meat Category: 1 <sup>st</sup> Chili Relleno, 2 <sup>nd</sup> Teriyaki Beef, 3 <sup>rd</sup> Chicken Alfredo Other Category: 1 <sup>st</sup> Crepes w/apples filling, 2 <sup>nd</sup> Korean Pancake with vegies, 3 <sup>rd</sup> French Onion Soup  Thursday (2/27) – TEA/ECHS Meeting 9am SEVIS Meeting (international student) 1pm ECHS Lottery 6-7pm Del Rio Chamber Banquet 7pm  Friday & Saturday (2/28 & 29) Online testing  Sunday (3/1) – PTK induction

8.		Zogo Tech
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Margot Mata, Vice President of Student Services  
Gilbert Bermea, Vice President of the Eagle Pass Campus  
Derek Sandoval, Vice President of Administrative Services  
Connie Buchanan, Vice President of the Del Rio Campus

Cabinet member absent was:

Anne Tarski, Vice President of Finance

Also, in attendance was:

Lisa Ermis, Business Office Controller

1. President
  - a. SWTJC Board of Trustees’ Agenda - reviewed
  - b. Discussed Sul Ross Master Plan
  - c. Discussed Strategic Plan Review
  - d. Updated items to specific goals
2. Vice President – Academic Affairs
  - a. Social Behavior Division Chair interviews
  - b. Update on Hondo Welding program
  - c. Request clarification on appropriate guidance on use of FMLA
  - d. Issue with Medina Valley Dual students’ registration was resolved
3. Vice President – Student Services
  - a. 12-week semester enrollment update
  - b. Graduation update
  - c. 730 students scheduled for online testing for mid-term
  - d. Root Alliance – share information on qualification for childcare assistance
  - e. Move forward with Chat Box
  - f. Transfer Career Day successful – more students than last two years
  - g. 22 teams confirmed and nine pending for BBQ cookoff
  - h. Women’s STEM Day
  - i. Disc Gulf tournament – February 27<sup>th</sup> at 3:00 pm
  - j. Spring Break Revolution – March 3<sup>rd</sup>
  - k. PTK Inductions March 17, 2020

## 4. Vice President – Finance – Out

## 5. Vice President – Eagle Pass

- a. Career Transfer Day – 250 plus students
- b. PTK Inductions – Friday
- c. Active shooter training for students (Thursday)
- d. Next week – student appreciation day – Thursday
- e. Advisor visit to both high school

## 6. Vice President – Administrative Services

*“We make our world significant by the courage of our questions and the depth of our answers.”*

Carl Sagan

- a. Board meeting
  - i. Resolution “Cameras” Grant
  - ii. Roof bids – Graner and Wagner possibly March 3rd
- b. SRSU Higher Ed Master Plan
- c. Platforms report - reviewing
- d. Root Ed Alliance Grant – Advisor grant – travel stipend / project manager
- e. Rodeo – 5 if ended today, plus one from last Rodeo
- f. Basketball tonight at 8:00 pm
- g. Campus Police – Interviews
  - i. Interviews
  - ii. Security Payroll name
  - iii. DR?
  - iv. Citation Appeals
- h. TPS Report – Reviewed – Emergency exit signs addressed
  - i. Budget questions
  - j. Day Care concerns

## 7. Vice President – Del Rio

- a. Monday, February 24<sup>th</sup> – received the okay to proceed from the City
- b. Tuesday, February 25<sup>th</sup> – Ramen Cook Off – will definitely have one annually.
  - i. Meat Category: 1<sup>st</sup> Chili Relleno, 2<sup>nd</sup> Teriyaki Beef, 3<sup>rd</sup> Chicken Alfredo
  - ii. Other Category: 1<sup>st</sup> Crepes with apple filling, 2<sup>nd</sup> Korean Pancake with vegies, 3<sup>rd</sup> French Onion soup
- c. Thursday, February 27<sup>th</sup>
  - i. Career Fair
  - ii. TEA/ECH Meeting – 9 am
  - iii. SEVIS Meeting (International student) 1 pm
  - iv. ECHS Lottery 6-7pm
  - v. Del Rio Chamber Banquet – 7:00 pm
- d. Friday and Saturday – February 28<sup>th</sup> and 29<sup>th</sup> online testing
- e. Sunday, March 1<sup>st</sup> – PTK Induction