

CABINET MEETING
January 8, 2020

	AGENDA ITEM	NOTES
1.	President	SWTJC Board of Trustees' Meeting Agenda for 1-16-2020
2.	VP Academic Affairs	
3.	VP Student Services	
4.	VP Finance	Legal and Procedural Update from SACSCOC meeting Maintenance payroll audit -- shift assignment problem only seems to affect 2 employees. Their checks will be audited for the entire year. Mid-year budget review

5.	VP Eagle Pass Campus	
6	VP Administrative Services <i>"I am a great believer in luck. The harder I work, the more luck I have."</i> Thomas Jefferson	Maintenance-Housing-Maintenance Christmas at the College DR Roof Matthews Student Ctr. Electrical upgrade IT DR project Chief of Police Interviews-Jan. 10 and 13 Public Information Report Platform Meeting Everfi Training
7.	VP Del Rio Campus	CRASE training set up for DR during Convocation (Friday) Blood Drive planned for February – involving City and Chamber Ramen Cook Off being planned for early March Pictures of campus posted online outdated -app does not have Building H -website has picture before construction Timeline for WhippleWare replacement?

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**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

January 8, 2020

The Cabinet members of Southwest Texas Junior College met January 8, 2020 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
Gilbert Bermea, Vice President Eagle Pass Campus
Derek Sandoval, VP Administrative Services
Connie Buchanan, Vice President Del Rio Campus

Cabinet member absent was:

Dr. Hector Gonzales, President

1. President

a. Board Agenda – add “Consider and act on Policy BBB (LOCAL)”

2. VP Academic Affairs

- a. Revisions to degree plans with Sul Ross. We have not heard back from them**
- b. Continuing visits to schools – Del Rio and Comstock this week**
- c. Enrollment numbers are due on the 16th. Outreach Department working on this**
- d. Opening position for Division Chair for Social & Behavioral Sciences**
- e. SACS-COC visit in April – Louisiana initial application visit**
- f. Software Platform committee – first meeting was yesterday. Will look at programs that affect the entire institution and how they help us achieve our mission and strategic plan while not duplicating effort**

3. VP Student Services

- a. Enrollment numbers 3,426.**
- b. Strategic enrollment – allowing students with balance to register if they sign document allowing us to use current FA to pay their debt**
- c. Deadline for payment is Friday**
- d. FA appeals met yesterday and will meet today at 1:30 and on January 22nd**
- e. Reviewing the student satisfaction survey especially transfer answers**
- f. Student orientations ongoing**
- g. Dr. Schell working on the TRIO and SSS grant**

4. VP Finance

- a. Mid-year budget review**
- b. Legal update from SACS-COC meeting.**
- c. Employee discount – for a DC student. In colleague a student can only be one type of student at a time. Decision: If you are a dual credit student and taking concurrent classes you will not get the employee dependent deduction**
- d. PRM as financial advisor fiduciary contract – on agenda for January Board of Trustees' meeting**

5. VP Eagle Pass Campus

- a. Enrollment steady
- b. DL equipment has been moved and works fine. Room will be repainted by Friday
- c. FA advisor resigned as of the end of this month. Posting should go out immediately
- d. Linked math courses are working well

6. VP Administrative Services

"I am a great believer in luck. The harder I work, the more luck I have"

Thomas Jefferson

- a. Maintenance – housing. Shutting down Garner Hall for Spring
- b. Christmas at the College – lights went out yesterday
- c. DR Roof – tiles are off and are fixing the structural problems. Putting the sirens in top hatches so that they can be heard all over campus. Metal roof ordered
- d. Matthews electrical upgrade – over run on cost
- e. IT DR project – internet has been upgraded. Working well
- f. Chief of Police – interviews on going
- g. Public Information reports continuing
- h. Branding needs to be put back on the table
- i. Informacast – immediate emergency alerts to select desk phones. Ready to go. Sirens outdoor/indoor also

7. VP Del Rio Campus

- a. CRAZE training during convocation afternoon will close down one hour for it
- b. Blood drive in February and April involving the city and the chamber
- c. Ramen noodle cookoff – February 25th
- d. Aviation article is ready for publication as soon as Dr. Gonzales approves it. Ms. Buchanan would like a heads up before publication
- e. Aviation class is full
- f. Requesting new pictures on line. Many of the pictures are before Building H was built

CABINET MEETING
January 15, 2020

	AGENDA ITEM	NOTES
1.	President	
2.	VP Academic Affairs	
3.	VP Student Services	
4.	VP Finance	

5.	VP Eagle Pass Campus	
6	VP Administrative Services <i>"If we are seeking success, we must think successful, inspiring, and motivational thoughts."</i> Anonymous	Maintenance-DR roof/Hanger Chief of Police Interviews IT-CBORD upgrade Library \$12K Branding Committee reps? Rodeo Arena work
7.	VP Del Rio Campus	CRASE training Friday for DR Campus 12 Week courses IRNW Adjunct found Watch list New snack bar vendor R Hinman moved to DR
8.		

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

January 15, 2020

The Cabinet members of Southwest Texas Junior College met January 15, 2020 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
Gilbert Bermea, Vice President Eagle Pass Campus
Derek Sandoval, VP Administrative Services
Connie Buchanan, Vice President Del Rio Campus

Cabinet member absent was:

Margot Mata, Vice President Student Services

1. President

- a. Enrollment numbers – review
- b. Review Convocation - discussion

2. VP Academic Affairs

- a. Hondo Welding – 4 / PCT 4 – try 12 weeks start date
- b. SACS enrollment report due
- c. Faculty loads
- d. Adjunct faculty training – Thursday – Video Conference
- e. Medina Valley to visit campus on January 30th

3. VP Student Services - out sick

4. VP Finance – Nothing to report

5. VP Eagle Pass Campus

- a. Registration slowed down in Eagle Pass
- b. Reviewing class counts – consolidating where appropriate

6. VP Administrative Services

“If we are seeking success, we must think successful, inspiring, and motivational thoughts”
Anonymous

- a. Maintenance – Del Rio roof / Hanger – finish up housing - dorms
- b. Chief of Police Interviews – last week
- c. IT – CBORD upgrade Library \$12K – issue with pictures incorporating to card
- d. Branding Committee reps – Notes from Brandy Committee – check with Ms. Mata
- e. Rodeo Arena work
- f. Infomacast ordered – alert notice software

7. VP Del Rio Campus

- a. CRAZE training Friday for Del Rio campus – active shooter training**
- b. 12 Week courses – open – classes fall**
- c. IRNW Adjunct found**
- d. Watch list**
- e. New snack bar vendor**
- f. R Hinman moved to Del Rio – Adjunct English**

CABINET MEETING
January 22, 2020

	AGENDA ITEM	NOTES
1.	President	
2.	VP Academic Affairs	
3.	VP Student Services	
4.	VP Finance	

5.	VP Eagle Pass Campus	
6	VP Administrative Services <i>"Energy and persistence alter all things."</i> Benjamin Franklin	Campus Police Chief of Police App Armor Life Safety Report IT Report ISO briefing next week? Transportation Day Care report Platforms-second meeting report TPS
7.	VP Del Rio Campus	
8.		

CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE

January 22, 2020

The Cabinet members of Southwest Texas Junior College met January 22, 2020 in the Administration Building – President’s Office.

Cabinet members present were:

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

Cabinet member absent was:

Dr. Hector Gonzales, President

1. President – Austin – TACC meetings
2. Vice President – Academic Affairs
 - a. Circle In – 1,000 student enrollments will work (duplicate headcount)
 - i. Cost per enrollment? – Dr. Underwood will get in touch with him
 - b. Medina Valley is ready to go with Automotive, PCT
 - i. Mr. Ayala talked with them about how the STEM program was designed with Uvalde HS and Angelo State – they are interested
 - ii. Eagle Pass has also reached out about this
 - c. 8 faculty members are not making their loads
 - i. There is a lot of talk going around particularly with the concerns around Adjunct and Merit pay
 - d. Policy change suggestion
 - i. We have a maximum amount of SCH that a student can take without special permission. But, consider a dual credit student who is already taking academic hours and wants to add on a tech program (e.g. PCT). This would add on only a few SCH but full time contact hours. Maybe we should consider stating the rule in both SCH and CH?
3. Vice President – Student Services
 - a. Enrollment report – We are down by 8.11% in SCH and 6.43% in CH. Outreach is still enrolling Dual Credit
 - b. January 31st – last day to register for 12-week semester

4. Vice President – Finance

- a. Carrizo Springs HS business office is coming to meet with us on January 30th at 2:30 pm
 - i. Discuss policies and communication. If this goes well we may expand the idea as a way to communicate with other high schools
- b. Workforce and AEL would like to participate in the TPEG Grant program
 - i. The TPEG award requires a proof of “need” This has been accomplished by having students fill out and file a FAFSA. The FAFSA process requires a HS diploma or GED.
 - 1) Should we allow them to fill out the FAFSA and not file it?
 - a) Yes, give it a try for a semester and see how it goes
- c. Cost Analysis – Ms. Ermis and Ms. Tarski are preparing a revenue v. cost analysis to arrive at a net per enrollments. We think this will assist both the merit pay and adjunct committees.
- d. There have been complaints regarding staff teaching (and getting paid additional amounts) during working hours. It was agreed that Ms. Tarski will submit policy and procedure which Cabinet will review and then there will be written procedures that will be followed across the Institution

5. Vice President – Eagle Pass

- a. Working on consolidating classes
- b. 2nd meeting of committee to recommend the new Vice President for Sul Ross – 37 applicants

6. Vice President – Administrative Services

“Energy and persistence alter all things” – Benjamin Franklin

- a. Campus Police
 - i. Chief of Police – Jimmy Calliham
 - ii. App – Armor (rather than Regroup) Looking into this new app
- b. Life Safety Report – Working at EP, kitchen inspected, DR fire inspection, UV and CC set for this month. January 31st CRAZE training in Uvalde, 2 afternoon shifts 1:00 and 2:30
- c. IT Report: ISO briefing next week? Information Security Officer – yes next week
- d. Transportation – Are we paying someone to take the DL box to Crystal City – No
- e. Day Care Report
- f. Platforms – second meeting report
- g. TPS (4DX) – still playing
- h. Garner dorm is closed again for remodeling – All students transfer to Hubbard

7. Vice President – Del Rio

- a. CRAZE training was fantastic and informative
- b. New vendor operating the snack bar

CABINET MEETING
January 29, 2020

	AGENDA ITEM	NOTES
1.	President	
2.	VP Academic Affairs	
3.	VP Student Services	
4.	VP Finance	Strategic Plan guidance for budget planning Opening -- Purchasing Manager Gun Inventory Position analysis

5.	VP Eagle Pass Campus	
6	VP Administrative Services <i>"Far more difficult than implementing change is figuring out what works, understanding why it works, grasping when to change, and knowing when not to.."</i> Jim Collins <u>Great By Choice</u>	Maintenance-DR Roof/Hanger/Witt Radiology Journeyman Plumber posting Grounds/Custodial report ASI Grants meeting TPS-Public Information Telecommunications (ISO briefing-10 am)
7.	VP Del Rio Campus	Requested breakdown of "internet" student's location Faculty member asked about a Coronavirus emergency plan – Rick Jones suggested sending out educational information SWTJC will be a sponsor for DR's Women's Seminar on March 27 NHE STEM Booster Club – Boxcar Race March 21 – SWTJC will be working with them to plan and hold event Del Rio Chamber of Commerce Banquet – Feb 27, 2020
8.		

CABINET MEETING OF
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January 29, 2020

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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
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 – review
- b. Dana Center Math Report – data
- c. MOU – Dual Credit – incorporate cohort plan of courses
- d. TEA – Website
- e. Hoar Construction – Intern / Meeting rooms / lunch

2. Vice President – Academic Affairs

- a. Catalog changes – Curriculum Committee will submit some changes
- b. Medina Valley High School will be on campus Thursday – Campus for plans to grow dual credit and technical programs
- c. Welding Hondo update – faculty interviewed – need to finalize lease agreement
- d. Online Associate degrees

3. Vice President – Student Services

- a. Enrollment update
- b. Commencement Ceremony update
- c. Workforce Training – move to Colleague
- d. Student Planning – process
- e. Bookstore not answering calls
- f. WIFI dorm issue – weak signal – due to construction design of dorms
- g. Cameras for Crystal
- h. FA position in Eagle Pass
- i. Library position open in Uvalde
- j. Testing update

4. Vice President – Finance
 - a. Strategic Plan guidance for budget planning
 - i. Formal document directing Vice Presidents for budget planning process
 - b. Opening – Purchasing Manager – change from Manager to clerk
 - c. Gun Inventory – no discussion
 - d. Position analysis – reviewed open positions and changes

5. Vice President – Eagle Pass
 - a. 4DX Team meetings
 - b. Tech Campus
 - c. Need for additional camera on outside of building

6. Vice President – Administrative Services

“Far more difficult than implementing change is figuring out what works, understanding why it works, grasping when to change, and knowing when not to..” – Jim Collins – Great By Choice

 - a. Maintenance – Del Rio Roof / Hanger / Witt Radiology, Journeyman Plumber posting
 - b. Grounds / Custodial report
 - c. ASI Grants meeting
 - d. TPS – Public Information - Telecommunications
 - e. ISO briefing – 10 am

7. Vice President – Del Rio
 - a. Requested breakdown of “internet” student’s location
 - b. Faculty member asked about a Coronavirus emergency plan – R. Jones suggested sending out educational information
 - c. SWTJC will be a sponsor for Del Rio’s Women’s Seminar on March 27th
 - d. NHE STEM Booster Club – Boxcar Race – March 21st – SWTJC will be working with them to plan and hold event
 - e. B. Thompson – Presentation – ISO Report – good progress on policy procedure for Risk Assessment and Internet Security for software, network and system