

CABINET MEETING
July 11, 2018

	AGENDA ITEM	NOTES
1.	President	
2.	VP Academic Affairs	
3.	VP Student Services	See print out
4.	VP Finance	CBord Telephone Stipends Preparing for yearly audit / Mock IRS Audit CC Approval Alternate check dates / SSN for contract labor Late time sheets/time sheets for prior periods and extra pay checks Professional Pay Scale

5.	VP Eagle Pass Campus	
6	VP Administrative Services <i>"If everything seems under control, you're not going fast enough."</i> Mario Andretti	
7.	VP Del Rio Campus	
8.		

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

July 11, 2018

The Cabinet members of Southwest Texas Junior College met July 11, 2018 in the Administration Building - President's Office.

Cabinet members present were:

**Dr. Mark Underwood, Vice President Academic Affairs
Anne Tarski, Vice President of Finance
Gilbert Bermea, Vice President Eagle Pass Campus
Connie Buchanan, Vice President Del Rio Campus**

Cabinet members absent were:

**Dr. Hector Gonzales, President
Margot Mata, Vice President Student Services
Derek Sandoval, Vice President Administrative Services**

- 1. President - Out on Vacation**
- 2. VP Academic Affairs**
 - a. Proposal for MOU with Texas Tech transfer**
 - i. Need to decide on signing the one from UTSA none of which transfer after AA – only CORE**
 - b. Monday and Tuesday – McAllen – Colorado Policy Summit**
 - i. With Legislators – Community College needs (Dual Credit & funding)**
 - c. How are we recording reverse transfer? Are we getting our success points for this?**
- 3. VP Student Services - Out**
- 4. VP Finance**
 - a. CBord – Smart Card renewal**
 - b. Telephone Stipends – moving to payroll for the new year**
 - i. Review and re-sign up**
 - c. Preparing for yearly audit / MOCK IRS Audit**
 - d. CC Approval – drill down and verify what and where**
 - e. Alternate check dates / SSN for contract labor**
 - i. If social security number is used for the employee then it will have to go through payroll and not accounts payable.**
 - f. Late time sheets/time sheets for prior periods and extra pay checks**
 - i. Reminder they will not be processed until the next payroll**
 - g. Professional Pay Scale – 1.5% other scales 1 step**
 - i. Maybe new scale for truck drivers**

5. **VP Eagle Pass**
 - a. **Still need Math teacher – not offering needed classes**
 - b. **Maintenance as scheduled**
 - c. **PTK – “Honor in Action” – well attended for two weeks. Introducing the college to younger students**

6. **VP Administrative Services - Out on Vacation**

“If everything seems under control, you’re not going fast enough.” Mario Andretti

 - a. **Basketball player looking for refund for dorm. Dr. Underwood will follow up with Mr. Sandoval**

7. **VP Del Rio**
 - a. **Del Rio High School scheduled approved**
 - b. **Use of Text Aim is working well for them – using when cancelling classes**
 - c. **Building H is ready for aviation**

CABINET MEETING
July 18, 2018

	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>“Every great dream begins with a dreamer. Always remember you have within you the strength, the patience, and the passion to reach for the stars to change the world.”</i> Harriet Tubman	Garner Science / Conference Call CC 1 year review Rodeo Coach/Scholarships/Book Rentals?
7.	VP Del Rio Campus	
8.		

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

July 18, 2018

The Cabinet members of Southwest Texas Junior College met July 18, 2018 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, Vice President Administrative Services
Connie Buchanan, Vice President Del Rio Campus**

Cabinet members absent were:

Margot Mata, Vice President Student Services

1. President

- a. Stipends**
- b. Salary worksheet to Nita Reed**
- c. New schedule and description**
- d. Reviewed SII enrollment numbers**
- e. Division Chairs on Faculty scale with stipend**

2. VP Academic Affairs

- a. SACS – Aviation Program changes approved**
- b. Welding at Cotulla approved**
- c. Summer Conference (Sunday – Wednesday) in Atlanta, GA**
- d. Pathways – working on website / proposed MOU with TAMSA**
- e. Pending MOU with TTECH**
- f. Policy Summit at South Texas College – legislative priority**
 - i. Funding**
 - ii. Workforce**
 - iii. Dual Credit**

3. VP Student Services - Out on Vacation

- a. Steve Martinez sent SII and Fall Enrollment numbers**

4. VP Finance

- a. IT/FA corrected SAP Report – Ran COD draw down \$120K**
- b. UCAD meeting – 95% collected**
- c. Quote for financial aid – financial institution – single audit requirement**
- d. Retiree's from ISD – come to teach for us – option on Health Insurance**
- e. GASB 75 implementation (4 times more than pension liability)**

5. **VP Eagle Pass Campus**
 - a. **Bob Rogers drive closed for infrastructure improvements**
 - b. **Math Faculty position still open**
 - c. **Facilities update (sprinklers / A/C)**

6. **VP Administrative Services -**

“Every great dream begins with a dreamer. Always remember you have within you the strength, the patience, and the passion to reach for the stars to change the world.” Harriet Tubman

 - a. **Garner Science / Conference Call**
 - b. **Fume hoods not shipped until 8/31/18 – delivered 8/15/18 – target completion date**
 - c. **CC 1 year review**
 - d. **Rodeo Coach/Scholarships (18)**

7. **VP Del Rio Campus**
 - a. **Roger at CTE needs Speech and High School as well**
 - b. **CTE leadership meeting in Del Rio**
 - c. **New Faculty not in Canvass**
 - d. **Warehouse packages**
 - e. **Underpinning for Building H**
 - f. **Battery Storage (Aviation)**

CABINET MEETING
July 25 2018

	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>"10Xers build buffers and shock absorbers far beyond the norm of what others do."</i> <u>Great By Choice</u> Jim Collins	Garner Science Update Maintenance Update Custodial Update Housing Update Safety and Security Update (CC 1yr review at 11:00am)
7.	VP Del Rio Campus	
8.		

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

July 25, 2018

The Cabinet members of Southwest Texas Junior College met July 25, 2018 in the Administration Building - President's Office.

Cabinet members present were:

Dr. Hector Gonzales, President
Margot Mata, Vice President Student Services
Anne Tarski, Vice President of Finance
Gilbert Bermea, Vice President Eagle Pass Campus
Derek Sandoval, Vice President Administrative Services

Cabinet members absent were:

Dr. Mark Underwood, Vice President Academic Affairs
Connie Buchanan, Vice President Del Rio Campus

1. President

- a. Stipends – Discuss next week**
- b. ATD Leah Meyer Austin Award – submission – Dr. Cheryl Sanchez and Connie Buchanan**

2. VP Academic Affairs - Out SACS~COC Summer Conference

3. VP Student Services

- a. Request for annual SCH / CH for 2017-2018**
- b. Summer I-II – begins base year contact hours**
- c. Target – Certificate I for Certificate II**
- d. Dual Credit Registration process**
- e. Medina Valley interested in Automotive/Autobody**

4. VP Finance

- a. Working on In-House audit on tax issue – cell stipends**
- b. Looking at various fields in Colleague to define Dual Credit**
- c. Staff dependent - application**

5. VP Eagle Pass Campus

- a. Math applicants for EP**
- b. Use social media for employment opportunities**
- c. Campus updates**

6. VP Administrative Services -

*“10Xers build buffers and shock absorbers for beyond the norm of what others do.” **Great By Choice – Jim Collins***

- a. Garner Science update – reorganize labs**
- b. Maintenance update – applicants for custodian**
- c. Custodial Update – strip and wax floors**
- d. Housing update – STEM – August 6-19**
- e. Safety and Security Update – Report submitted; received survey on Safety/Security – lock drills**
- f. (Crystal City 1 year review at 11:00am)**
- g. Signs /crosswalks in progress for Fall**

7. VP Del Rio Campus - out