

CABINET MEETING
June 5, 2019

	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	
7.	VP Del Rio Campus	
8.		

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

June 5, 2019

The Cabinet members of Southwest Texas Junior College met June 5, 2019 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, VP Administrative Services
Connie Buchanan, Vice President Del Rio Campus**

Cabinet member absent was:

Dr. Mark Underwood, Vice President Academic Affairs

President

- a. **ATD – Dual Credit**
- b. **Students at Briscoe – Summer I**
- c. **Hondo – Mayor – add I.S.D.**
- d. **Orientation – Dual credit at site specific / Intro Welding**

2. VP Academic Affairs - Absent

3. VP Student Services

- a. **MOU – all departments work on MOU revision**
- b. **Bracket meeting**
- c. **Principal meeting**

4. VP Finance

- a. **Handout on Budget information**

5. VP Eagle Pass Campus

- a. **Cancel 4 classes – move students into other sections**
- b. **PTK sponsor a summer camp**
- c. **Status on Building C**

6. VP Administrative Services

“He who thinks he leads, but has no followers, is only taking a walk.”

John Maxwell – Leadership Proverb

- a. **Intranet presentation**
- b. **Update on power outage yesterday**
- c. **Physical plant projects**

7. VP Del Rio Campus

- a. Roof leaks**
- b. FA Advisor begins Tuesday**
- c. FA license for Image Now**
- d. CIVAS rep will be in Del Rio**
- e. Very productive staff development**

CABINET MEETING
June 12, 2019

	AGENDA ITEM	NOTES
1.	President	SWTJC Board of Trustees' Meeting Agenda 6-20-19
2.	VP Academic Affairs	
3.	VP Student Services	
4.	VP Finance	

5.	VP Eagle Pass Campus	
6	VP Administrative Services <i>Fortune does favor the bold, and you'll never know what you're capable of if you don't try.</i> Sheryl Sandberg	Monthly Budget Life Safety and Security Job Opening-IT Institution Science Dept.-documentation/inspections Asi Grant Writing IT-Tool Kit
7.	VP Del Rio Campus	Rain causing regular issues. B Cooley, FA, started yesterday A/C Server issues in Bldg A ECHS Dual Credit Orientation and Parents Mtg yesterday (June 11) Adj Non-Science teaching demo Dr Gaona. Out of office: Thursday bereavement leave and Friday vacation

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**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

June 12, 2019

The Cabinet members of Southwest Texas Junior College met June 12, 2019 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, VP Administrative Services
Connie Buchanan, Vice President Del Rio Campus

Cabinet member absent was:

Dr. Mark Underwood, Vice President Academic Affairs

President

- a. **SWTJC Board of Trustees' Meeting Agenda 6-20-19**
 - i. **Reviewed**
 - b. **Discussed MOU status**
2. **VP Academic Affairs - Absent**
3. **VP Student Services**
 - a. **Summer I and Summer II enrollment numbers**
4. **VP Finance**
 - a. **Budget**
 - b. **Appraisal District Budget meeting**
5. **VP Eagle Pass Campus**
 - a. **Construction on road – on going**
 - b. **Movement on gas lines**
 - c. **Exhaust fan in storage room in Eagle Pass**
6. **VP Administrative Services**

“Fortune does favor the bold, and you’ll never know what you’re capable of if you don’t try.”
Sheryl Sandberg

 - a. **Monthly Budget - reviewed**
 - b. **Life Safety and Security**
 - c. **Job Opening – IT**
 - d. **Institution Science Dept. – documentation/inspections**
 - i. **Chemicals/vent-hood documentation**
 - e. **ASI Grant Writing**
 - i. **Looking to write grant – 10% of grant funding**
 - f. **IT-Tool Kit**
 - i. **We have the tool kit**

7. VP Del Rio Campus

- a. Rain causing regular issues**
 - i. Use our crew to address issues – Building A**
- b. B. Cooley, FA, started yesterday**
- c. A/C Serve issues in Building A**
 - i. Schneider Server**
- d. ECHS Dual Credit Orientation and Parents meeting yesterday (June 11)**
 - i. Look at timing**
- e. Adj. Non-Science teaching demo**
 - i. Dr. Gaona**
- f. Out of office: Thursday bereavement leave and Friday vacation**

CABINET MEETING
June 19, 2019

	AGENDA ITEM	NOTES
1.	President	
2.	VP Academic Affairs	
3.	VP Student Services	
4.	VP Finance	<p>Budget Reports – please take note of departments that are over spending Also, please let us know if something looks wrong – the cherry picking of accounts and locations is proving difficult. E.g. Construction trades is budgeted in location 01 but all of its charges are going to location 23. I am attempting to correct these issues as I find them</p> <p>Credit cards – all departments have been asked to turn them in and we are seeing very few of them.</p>

5.	VP Eagle Pass Campus	
6	VP Administrative Services <i>"Make no small plans. They have no magic to stir humanity's blood and probably themselves will not be realized. Make big plans, aim high in hope and in work..."</i> Daniel Burnham	10 am Technology Meeting - (will need to be dismissed) Maintenance-DR A roof movement: bids Day Care Temp Service-Family Services Women's Basketball Coach Cafeteria Housing Transportation
7.	VP Del Rio Campus	Del Rio Housing Authority CB is a Member of the Program Coordinating Committee for their FSS Program MOU signed by Mr. Barker N Tarango resigned – to teach DC at Comstock <ul style="list-style-type: none"> • Recommended Jorge Martinez as Adj. for Summer II • Requested position posting from O. Garcia Dr. Manual Delgado Gaona teaching demo completed - OK T. Mitchell not moving aviation items in to Building H yet Getting Companies to look at Bldg. A roof, per K Palermo

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**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

June 19, 2019

The Cabinet members of Southwest Texas Junior College met June 19, 2019 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
Gilbert Bermea, Vice President Eagle Pass Campus
Derek Sandoval, VP Administrative Services
Connie Buchanan, Vice President Del Rio Campus

Cabinet member absent was:

Anne Tarski, Vice President of Finance

President

- a. Hondo meeting on STRTC new building
- b. Del Rio building roof – replacement
- c. Board Budget workshop this Thursday at 6:00 pm, regular Board meeting to follow at 7:00 pm

2. VP Academic Affairs

- a. Conducted Interviews (2) A D N, History. Interview for Outreach will be on Monday
- b. Ribbon cutting on Friday in Hondo
- c. Sul Ross meeting with Dr. J. Miller on NSF grant to build local capacity for STEM teachers
- d. April 27th Regional Council meeting – Victoria, CC doing EMT
- e. Dual Credit MOU and ECHS MOU
- f. Advertise for English Faculty

3. VP Student Services

- a. Summer I enrollment numbers
- b. Summer II enrollment looks good
- c. Discuss payment drop date, scheduled for July 3 – followed by holiday?
- d. UAP – remind directors to close out and renew
- e. Meet with Sul Ross regarding transfer plan

4. VP Finance

- a. Budget Reports
- b. Credit cards – all departments have been asked to turn them in, few have been turned in

5. VP Eagle Pass Campus

- a. General updates from campus
- b. Open advertisement for Biology Instructor – pending potential vacancy

6. VP Administrative Services

“Make no small plans. They have no magic to stir humanity’s blood and probably themselves will not be realized. Make big plans, aim high in hope and in work...”

Daniel Burnham

- a. **10 am Technology meeting**
 - i. **Software research data gather**
- b. **Maintenance – Del Rio roof movement: bids**
- c. **Day Care Temp Service – Family Services**
 - i. **Non-profit, at \$15 per hour – contact services**
- d. **Women’s Basketball Coach**
 - i. **No Women’s Basketball Team for 2019-2020**
 - 1. **No coach**
 - 2. **Redirect scholarships for Mariachi group**
- e. **Cafeteria**
- f. **Housing – Improvements to check in and out procedures**
- g. **Transportation – evaluating fuel usage and number of vehicles on campus**
- h. **CBoard – to provide quote**

7. VP Del Rio Campus

- a. **Del Rio Housing Authority**
 - i. **CB is a member of the Program coordinating Committee for their FSS Program**
 - ii. **MOU signed by Mr. Barker**
- b. **N Tarango resigned – to teach DC at Comstock**
 - i. **Recommended J. Martinez as Adjunct for Summer II**
 - ii. **Requested position posting from the HR department**
- c. **Dr. Gaona teaching demo completed - ok**
- d. **T. Mitchell not moving aviation items into Building H yet**
- e. **Getting Companies to look at Building A roof, per Mr. Palermo**

CABINET MEETING
June 26, 2019

	AGENDA ITEM	NOTES
1.	President	
2.	VP Academic Affairs	
3.	VP Student Services	
4.	VP Finance	Book store charges RFP – food service DR & EP RFP – collection agency Merit based raises – San Jac CC At will employees Use of the Office 365 and voice mail “out of office” notifications

5.	VP Eagle Pass Campus	
6	VP Administrative Services <i>“ The signature of mediocrity is not an unwillingness to change; the signature of mediocrity is chronic inconsistency ”</i> <u>Great By Choice</u> Jim Collins	Schneider Electric-Bus. Case Analysis Public Information-Social Media IT-Tool Kit/CBORD/Testing vs. DL Campus Police/Transportation/Enterprise Life Safety-Controlled Access 22 poles/\$650 ea. BPO Outlook Cafeteria-E. Garza Athletics-Cross Country
7.	VP Del Rio Campus	Roofing contractors working on bids Math - Summer II Science - Summer II Counseling position IRS Letter - VITA Site
8.		

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

June 26, 2019

The Cabinet members of Southwest Texas Junior College met June 26, 2019 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, VP Administrative Services
Connie Buchanan, Vice President Del Rio Campus

Cabinet member absent was:

Gilbert Bermea, Vice President Eagle Pass Campus (On Vacation)

President

- a. **Workforce Board Director Meeting**
 - i. **Black Mountain Sand**
 - ii. **Remove pipe line**
- b. **Questions on salary and budget**
- c. **Interview with Uvalde Leader News on SB 25 and Aviation Program**
- d. **Skill Development Grant from Microkeg**

2. VP Academic Affairs

- a. **SACS~COC registration is open**
 - i. **D. Sandoval, M. Underwood, A. Tarski, M. Mata, C. Buchanan, R. Zimmerman, and C. Garabedian**
- b. **Substantive change for Crystal City - PCT**
- c. **Meeting with school district – Alpine Sul Ross – applying for NSF STEM – Grow Your Own Science Teacher**
- d. **EDUC 1100 vs 1300 – will only offer EDUC 1300**
 - i. **Discussed how to adjust Core Curriculum**
- e. **Field of Study discussion**
- f. **Straight Liner (vendor) offer online courses should we accept transfer credit?**
- g. **Pathway conference call Thursday at 1:00 pm**
- h. **Tech Committee met last week – evaluating software needs**
- i. **TRS crosswalk for Adjunct**

3. VP Student Services

- a. **Crystal City vehicle request to be scheduled for campus**
- b. **CCISD Superintendent Mr. Churchill – from Mercedes**
- c. **Social Media recruitment via twitter@campus**
- d. **SII – enrollment status**
- e. **July 3 – drop for nonpayment**
- f. **858 May grads – Aug 2 is the summer grad deadline**
- g. **Met with programmer on TSI Import – will receive quote**
- h. **Service dogs – designation**

4. VP Finance

- a. Bookstore charges - review
- b. RFP – food service DR and EP
- c. RFP – collection agency
- d. Merit based raises – San Jacinto CC
- e. At will employees
- f. Use of the Office 365 voice mail “out of office” notifications
- g. CC turn in for summer
- h. Drop-list meeting next week
- i. Budget salary issue
- j. Insurance appropriation down \$35K
- k. TRS contribution
 - i. ORP – 6.8% - 7.5% Board authorization
- l. USAA – asset manager changes to Victory - Board

5. VP Eagle Pass Campus – Out on Vacation

6. VP Administrative Services

“The signature of mediocrity is not an unwillingness to change; the signature of mediocrity is chronic inconsistency.”

Great By Choice - Jim Collins

- a. Schneider Electric – Bus. Case Analysis – Report Summary
 - i. LED lighting – building automation
 - ii. Building Envelope / improvement – domestic water improvements
- b. Public Information – Social Media
- c. IT-Tool Kit / CBORD/Testing vs DL
 - i. Blackhawk – alternate for building access
- d. Campus Police/Transportation/Enterprise
 - i. Paid 32K in 2018/ 38K in 2019 to Enterprise – Need vehicles
- e. Life Safety – Controlled Access 22 poles / \$650 each
- f. BPO Outlook
- g. Cafeteria – E. Garza
- h. Athletics – Cross Country – no cross country for this year

7. VP Del Rio Campus

- a. Roofing contractors working on bids – Building A
- b. Math – Summer II
- c. Science – Summer II
- d. Counseling position
- e. IRS Letter – VITA Site