

**CABINET MEETING**  
**January 4, 2017**

	<b>AGENDA ITEM</b>	<b>NOTES</b>
1.	President	4DX
2.	VP Academic Affairs	
3.	VP Student Services	Enrollment
4.	VP Administrative Services/CIO	

5.	VP Finance	
6.	VP Eagle Pass	
7.	VP Del Rio  <i>“We cannot predict the future. But we can create it.” Jim Collins</i>	ATD Assessment Member  ATD Convocation  Possibility of Evening Law Enforcement  Custodial staff (2)  All PE classes on campus  Chilly 5K
8.		

**CABINET MEETING OF  
SOUTHWEST TEXAS JUNIOR COLLEGE**

**January 4, 2017**

The Cabinet members of Southwest Texas Junior College met on January 4, 2017 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**  
**Gilbert Bermea, Vice President Eagle Pass**  
**Derek Sandoval, Vice President Del Rio**

Cabinet member absent was:

**Raul Reyes, VP Administrative Services, CIO**

**1. President**

- a. 4DX
  - i. Summit date Spring – February 17, 2017
  - ii. August – Dr. Mark Underwood will give dates
  - iii. Restart – WIGS
  - iv. New WIGS Session
  - v. Next meeting – February 1, 2017
- b. Legislative Session begins January 10, 2017

**2. VP Academic Affairs**

- a. Substantive changes over the holiday
- b. March 5-7 – Texas Pathways (2) in Dallas
- c. Convocation Dr. Mark Underwood/Margot Mata will lead discussion
- d. Look at Physic/Engineering faculty
- e. ESL – vacancy – look at INRW – reassign?
- f. Textbook – holding textbook for 2 years

**3. VP Student Services**

- a. Spring 2017 enrollment numbers (5184)/SP2016 – (5477) at census
  - i. Dual 1893 (in already)
  - ii. Drop list 1170
- b. January 9, 2017 – nonpayment drop – pay as you go to January 18, 2017
- c. 1<sup>st</sup> day of class January 17, 2017
- d. Discussed wait list per campus
- e. Continue with 12 weeks
- f. Block schedule courses begin January 17, 2017

**4. VP Administrative Services/CIO – Was not present**

**5. VP Finance**

- a. New purchasing manager – has a lot of experience – Santos Diaz
- b. January 26-27, 2017 – TCCA meeting
- c. Meet with Directors - budgets
- d. Meet with Mr. Palermo and Scott Baker – getting up to speed with budgets

6. **VP Eagle Pass**
  - a. **Custodian – still out on medical leave**
    - i. **Need a part-time person in lieu**
  - b. **Plumbing work at Sul Ross – substandard**
    - i. **Will address this issue with Dr. Sorrells**
  - c. **ESL vacancy**
  
7. **VP Del Rio – “We cannot predict the future. But we can create it” Jim Collins**
  - a. **ATD Assessment Member – Presenting Breaking Down Barriers at ATD**
  - b. **ATD Convocation**
  - c. **Possibility of Evening Law Enforcement**
  - d. **Custodial staff (2) - okayed**
  - e. **All PE classes on campus**
  - f. **Cafeteria on board**
  - g. **Chilly 5K – January 28, 2017**

**CABINET MEETING**  
**January 18, 2017**

	<b>AGENDA ITEM</b>	<b>NOTES</b>
1.	President	4DX
2.	VP Academic Affairs	
3.	VP Student Services	
4.	VP Finance	

5.	VP Eagle Pass	
6.	VP Del Rio  <i>“A person cannot travel within and stand still without.” – James Allen</i>	Adj/Faculty Training/Meeting  ATD schedule and Cabinet  Gym open 2-5pm  ECHS PSYC classes on campus
7.		
8.		

**CABINET MEETING OF  
SOUTHWEST TEXAS JUNIOR COLLEGE**

**January 18, 2017**

The Cabinet members of Southwest Texas Junior College met on January 18, 2017 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**  
**Gilbert Bermea, Vice President Eagle Pass**  
**Derek Sandoval, Vice President Del Rio**

**1. President**

- a. 4DX
  - i. Discussed Summit
  - ii. Del Rio had a campus summit
  - iii. Reprive this week – full start next week
- b. Faculty/Service department visits to Del Rio and Eagle Pass campuses – will discuss among themselves

**2. VP Academic Affairs**

- a. Pathways – March 5-7
- b. Staff Pathways Updates for
  - i. Del Rio – January 24<sup>th</sup>
  - ii. Eagle Pass – January 26<sup>th</sup>
- c. Micro space in Eagle Pass – evening section
- d. Received our \$500k in grants for Tech EMT, Automotive, and Aviation
- e. SACS accepted substantive changes

**3. VP Student Services**

- a. Enrollment update
- b. Review Academic calendar for the next Cabinet meeting
- c. Dual Credit orientation ongoing
- d. Chamber banquet will be February 3, 2017
- e. Lego Robotics on campus
- f. February 16<sup>th</sup> – Career Day at Eagle Pass
- g. February 28<sup>th</sup> – Career Day at Uvalde
- h. 142 → 173 increases in core completed
- i. Whataburger interested in sponsoring a campus event
- j. ECH – Uvalde – Good meeting will have follow up meeting
- k. Orientation requirement

**4. VP Finance**

- a. Colleague back up – had issues but they have been resolved
- b. Work-study report

5. **VP Eagle Pass**
  - a. **New faculty – Welding and ESL**
  - b. **Library Café Bar – charges to the Business Office**
  - c. **Hired part-time custodian – the full-time in on medical leave for cancer**
  - d. **Issue with tile not matching in Eagle Pass**
  
6. **VP Del Rio – “A person cannot travel within and stand still without” James Allen**
  - a. **Adjunct/Faculty training / meeting – full-time faculty helped with training**
  - b. **ATD schedule and Cabinet – convocation went well, announced and introduced**
    - i. **April 10<sup>th</sup> – 11<sup>th</sup>**
    - ii. **Push up 4DX and Cabinet**
    - iii. **Ed Morante farewell party**
  - c. **Gym open 2-5pm**
  - d. **ECHS – PSYC classes on campus**
  - e. **Cafeteria snack bar – on board to go**
  - f. **Cafeteria on board**
  - g. **Chilly 5K – January 28, 2017**



**CABINET MEETING**  
**January 25, 2017**

	<b>AGENDA ITEM</b>	<b>NOTES</b>
1.	President	
2.	VP Academic Affairs	
3.	VP Student Services	
4.	VP Finance	Part-time workers  Warehouse  VP Travel

5.	VP Eagle Pass	
6.	VP Del Rio  <i>“What is the difference between an obstacle and an opportunity? Our attitude toward it.”</i> <b>John Maxwell</b>	4DX – Social Science Pass Rate?  Library Mag Locks installed  Summer sessions not showing up on ApplyTexas  E-Cashier wording misleading, “they have up until Feb.1 <sup>st</sup> to set up payment plan.”  Drop List
7.		
8.		

**CABINET MEETING OF  
SOUTHWEST TEXAS JUNIOR COLLEGE**

**January 25, 2017**

The Cabinet members of Southwest Texas Junior College met on January 25, 2017 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**  
**Derek Sandoval, Vice President Del Rio**

Cabinet member absent was: **Dr. Hector Gonzales, President (attending meetings in Austin, Texas)**

1. **President**
  - a. **In Austin: President's meeting and Finance Committee meeting**
2. **VP Academic Affairs**
  - a. **Dr. Kamat – 2 e-mails that everything has been received. The 15 day clock has started**
  - b. **Eagle Pass High School**
  - c. **February 16<sup>th</sup> – CTE (Career Technical Educational) facility will have a grand opening at 5:30pm**
3. **VP Student Services**
  - a. **Enrollment 6182 (non-dual 3884)**
  - b. **Enrolling in 12week classes now**
  - c. **Next Christmas break we will stay open with small crew. ½ on Monday and ½ on Tuesday**
  - d. **Calendar is approved**
  - e. **Emergency response – mock active shooter. Contact Rick Jones. Ned to let everyone know that CopSync doesn't work – call 911**
  - f. **Michelle Torres and Connie Silva reviewed Briscoe facility yesterday**
  - g. **FACTS payment plan for prisoners – do we need permission form Briscoe**
  - h. **Sabinal requested participation in the 12 week classes**
  - i. **Recruitment video is out dated – we need 3 videos (Del Rio, Eagle Pass, and Uvalde)**
4. **VP Finance**
  - a. **Part-time workers**
    - i. **Mae Rae Qeryana and Laura Armendarez – daycare hired another part-time person**
    - ii. **Kristen Castro – AEL**
    - iii. **2 Del Rio custodians 20 hours a week – Full-time temporary**
  - b. **Warehouse – will wait until Dr. Gonzales is present**
  - c. **VP Travel – e-mail required for travel**
  - d. **Enrollment increase last fall was dual credit not seeing a big increase in T & F**
  - e. **Library Coffee Bar – sales tax will be due**
  - f. **Youtube – The Netherlands – welcomes Trump in his own words**
5. **VP Eagle Pass**
  - a. **College Day – Michelle Torres is working on this with Romelia Aranda**

6. **VP Del Rio – “What is the difference between an obstacle and an opportunity? Our attitude toward it.” John Maxwell**
  - a. **4DX – Social Science Pass Rate?**
  - b. **Library Mag Locks installed**
  - c. **Summer sessions not showing up on ApplyTexas**
  - d. **E-Cashier wording misleading, “they have up until February 1<sup>st</sup> to set up payment plan.”**
  - e. **Drop List**
  - f. **February 1<sup>st</sup> – Welcome Back (evening)**
  - g. **February 2<sup>nd</sup> – for day students (hot dogs)**
  - h. **Issues with TSI prep and where it is held. Aide Escamilla should not be able to have TSI prep (charging students) and holding classes on SWTJC campus**