

**CABINET MEETING**  
**November 4, 2015**

	<b>AGENDA ITEM</b>	<b>NOTES</b>
1.	President	Studer Group  Grant Opportunities
2.	VP Academic Affairs	
3.	VP Student Services	
4.	VP Construction Projects	

5.	VP Finance	
6.	VP Eagle Pass	
7.	VP Del Rio	Security proposals for DR  Van transportation for Tech. students
8.		

**CABINET MEETING OF  
SOUTHWEST TEXAS JUNIOR COLLEGE**

**November 4, 2015**

The Cabinet members of Southwest Texas Junior College met on November 4, 2015 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**  
**Joe Barker, Vice President Construction Projects**  
**Anne Tarski, Vice-President Finance**  
**Gilbert Bermea, Vice President Eagle Pass**  
**Derek Sandoval, Vice President Del Rio**

**1. President**

- a. Studer Group – Update, will have a visit on December 9<sup>th</sup> Cabinet meeting
- b. Grant Opportunities – Discussed hiring Grant Writing Service
- c. Christmas at the College
  - i. Putting up lights/decoration November 6<sup>th</sup> and 18<sup>th</sup>
  - ii. 4H books – give away 1000 books
- d. SACSCOC – Draft Report – Submit editorial comment by noon today

**2. VP Academic Affairs**

- a. Pathway update – Austin CoBoard meeting
  - i. Field of studies
  - ii. Engineering FOS
- b. Lt. Governor – later in charges
- c. IE/Deans/Division Chairs
  - i. UAP Reporting output in good condition
  - ii. Look at alternative to software
- d. Program review cycle – will revise the committee structure
- e. Revisit EDUC 1100 – 1200
- f. Contract Language for Faculty – Vo-tech / description / loads
- g. Pushing acceleration of Dev Ed – non-course base
  - i. Options – looking at single exit point in Dev. Ed
- h. Dilley Early College – committee meeting
- i. Distance Learning position
  - i. Revisit the needs for Instructional support – tech support

**3. VP Student Services**

- a. NACEP – Early College and Pathways
- b. Stacking AP / DC courses
- c. Need for state wide support for DC/Early College
- d. Chrome books
  - i. Check out at the library
  - ii. SOC policy recommendation

1. Approved with modifications
    - a. Hold grades
    - b. Hold registration
  - e. Platform for mobile app – Cabinet found very expensive
  - f. Involvio – security based mobile app
  - g. Outreach going to all schools (HS) recruiting
4. VP Construction Projects
- a. Meeting with construction project managers today
  - b. Sul Ross Building D - complete
  - c. Furniture ordered – will be in by end of November
  - d. Final bids for Crystal City are here
    - i. Bid opening at 2:00pm on November 19th
  - e. Fire lane – all the way around new building
    - i. Order “One Way” sign
5. VP Finance
- a. Security cameras for the dorms / maintenance
  - b. Edward Jones – Bond holding
    - i. Plan to invest excess cash
      1. Balance return / risk
  - c. Riley Barnes – TACC President
    - i. Sharing position notice
  - d. State Comptroller
    - i. Transparency initiative / website disclosure
  - e. Public Information
    - i. Adv. Dollars – better use of resources
      1. Use social media
  - f. Surfaces – use Office 365
6. VP Eagle Pass
- a. Registration going well
    - i. MICRO had wait list on it
  - b. PTK trying to get to 5 star status
    - i. Studying – Type II diabetes – faculty / staff / students
    - ii. Talked to 300 children at elementary schools
    - iii. Positive impact – Principals asked them to come back to repeat the training to other grade levels
    - iv. Excellent Community Engagement
  - c. Eagle Pass campus engaged and excited about Christmas at the College
7. VP Del Rio
- a. Security proposals for Del Rio
    - i. Reviewed alarms proposal for Del Rio
      1. Will identify number of locks needed and budget area where we can fund the expenditures
  - b. Van transportation for tech students
    - i. Will discuss in more detail with Joe Barker on number of students using vans/cars

**CABINET MEETING**  
**November 11, 2015**

	<b>AGENDA ITEM</b>	<b>NOTES</b>
1.	President	
2.	VP Academic Affairs	Mid-term degree status change?
3.	VP Student Services	
4.	VP Construction Projects	

5.	VP Finance	
6.	VP Eagle Pass	
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Anne Tarski, Vice-President Finance  
Gilbert Bermea, Vice President Eagle Pass  
Derek Sandoval, Vice President Del Rio**

**Cabinet member absent was:**

**Margot Mata, Vice President Student Services**

**1. President**

- a. ATD – 4DX – Coming on December 2<sup>nd</sup>
  - i. 4 disciplines of execution****
- b. Studer is coming on December 9th**
- c. Strategic Plan - review**
- d. Goal / areas for future grants**
- e. Need to strategize with Deans/Directors on Grant possibilities**
- f. Talk with Robert Doucet about radios for campus security
  - i. 2 for Eagle Pass, 2 for Del Rio, and 2 for Uvalde****

**2. VP Academic Affairs**

- a. Mid-term degree status change?
  - i. Faculty advanced degrees – during year****
- b. Update on Dilley Early College meeting**
- c. Del Rio meeting up coming**
- d. Status on DL Tech position**
- e. Status on Bridge connected to high schools via Region 20**
- f. Visit with SACS at Houston**
- g. STEM – strategic plan**
- h. Amy Garcia asking for Convocation topics for Spring 2016**
- i. Request to follow up for SACS Compliance**

**3. VP Student Services - at TACRO Conference**

- a. Technical program counselor position plans going forward**

**4. VP Construction Projects**

- a. Updating deferred maintenance plan
- b. Plan to upgrade door locks in Del Rio and Eagle Pass
  - i. Estimated cost of \$8,000 for all
- c. # HVAC units - Working on updating data cabinet with small units
- d. Roofs - Richardz complete, Del Rio next  
Security camera – priority by campus
- e. Short term staffing issues – custodian stung by bees
- f. Checking on drivers

**5. VP Finance**

- a. Working on Audit/Reports

**6. VP Eagle Pass**

- a. Paving on going at Eagle Pass

**7. VP Del Rio**

- a. Look into expanding security coverage at Eagle Pass and Del Rio campus'
- b. Weight room – transfer equipment to Del Rio
- c. Ping Pong table (extra one in Uvalde)
- d. Tree trimming for Del Rio
- e. Christmas at College on schedule