

**CABINET MEETING**  
**April 3, 2014**

	<b>AGENDA ITEM</b>	<b>NOTES</b>
1.	Service Pins	
2.	Strategic Plan Metric	
3.	Around the Table	
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**CABINET MEETING OF  
SOUTHWEST TEXAS JUNIOR COLLEGE**

**April 3, 2014**

The Cabinet members of Southwest Texas Junior College met on April 3, 2014 in the Administration Building - President's Office.

**Cabinet members present were:**

**Dr. Hector Gonzales, President**  
**Dr. Mark Underwood, Vice-President Academic Affairs**  
**Dr. Blaine Bennett, Vice-President Student Services**  
**Joe Barker, Vice-President Administrative Services**  
**Anne Tarski, Vice-President Finance**  
**Gilbert Bermea, Associate Vice-President Eagle Pass**  
**Margot Mata, Vice-President Outreach**  
**Derek Sandoval, Associate Vice-President Del Rio**  
**Johnny Guzman, Dean College of Applied Sciences**  
**Cheryl Sanchez, Dean College of Liberal Arts**

**Cabinet members absent were:**

**Dick Whipple, Associate Vice-President Institutional Advancement**  
**Romelia Aranda, Dean College of Workforce**

1. **Service Pins**
  - a) **Reviewed List and made modifications**
2. **Strategic Plan Metric**
  - a) **Develop Performance metrics for new plan recommendation**
3. **Around the Table:**
  - a) **Gilbert Bermea**
    - i. **Successful College Connections**
      - a. **8 colleges – lots of engagement**
    - ii. **Student Appreciation Day**
      - a. **Held Wednesday – well attended**
  - b) **Blaine Bennett**
    - i. **Summer I, II, and Fall enrollment beginning**
    - ii. **Need for A & P 2401**
    - iii. **Landra Fowler – request to begin new program for volleyball and cross country**
    - iv. **Palms Fest**
      - a. **Next Wednesday**
      - b. **Award ceremony at 7:30**
      - c. **Promote engagement**

- v. **Administrative Assistants Luncheon – April 23**
  - vi. **Dual Credit registration move to Registrar's**
- c) **Margot Mata**
- i. **Dual Credit Orientation - tracking**
  - ii. **CJ Competition**
    - a. **Next Friday**
    - b. **421 Students**
  - iii. **UCISD – Looking for Welding and CNA**
  - iv. **Medina Valley update**
- d) **Mark Underwood**
- i. **HB5 - Update**
  - ii. **Division Chair Update**
  - iii. **QEP – Move to retaining focus for QEP**
    - a. **Grounded in Research and Student Learning Outcomes**
  - iv. **April 15 – faculty vs students**
  - v. **Report to board on night schedule expansions**
  - vi. **Develop a Mini Mester course for GED Graduates**
- e) **Johnny Guzman**
- i. **Auto Tech transition**
  - ii. **Middle Rio Law Enforcement Academy**
    - a. **Transitioning to Academic program as level 1 Certificate**
  - iii. **Pending Curriculum changes for 60 hour program reductions**
  - iv. **Gallegos office to host Job Fair**
    - a. **April 29<sup>th</sup> from 11:00am – 01:00pm**
    - b. **Expect 20 – 25 employees**
  - v. **Exterran - Interviewed student for hiring Diesel Mechanics**
  - vi. **Aviation – TWC update**
  - vii. **Eagle Ford have a booth**
  - viii. **LVN Math requirement**
- f) **Joe Barker**
- i. **Random drug testing**
    - a. **Rolled out on Monday**
  - ii. **Pearsall – Furnished DL equipment and it is outdated**
    - a. **Split cost with I.S.D.**
  - iii. **Meeting with students**
    - a. **Addressing some of the issues**
- g) **Cheryl Sanchez**
- i. **Luis Fernandez and Cheryl Sanchez working with UCISD on Strategic Planning – representing college well.**
  - ii. **Validation Theory**
    - a. **Revisited**
      - 1. **Set of values we adopt to guide Faculty**

- h) Derek Sandoval**
  - i. Hosted College Crossroads on Wednesday**
  - ii. Customer Service – How to measure?**
  - iii. Construction update**
    - a. 2 weeks completion**
    - b. May 8<sup>th</sup>-9<sup>th</sup> moving day**
  - iv. Budget meeting and final budget consideration**
  - v. Discuss leaves/Faculty Evaluations**
  - vi. Grilling with the President – April 15<sup>th</sup>**
  
- i) Anne Tarski**
  - i. Experiment with purchasing**
  - ii. P card – e-mail from Maggie Camstra**
    - a. Designated person**
  - iii. Web requisition – will streamline the process**
  - iv. Reviewing A T & T services and cell phone usage**
  - v. Budgets due April 8<sup>th</sup> to VPs**
  - vi. Budgets due to President April 21st**

**CABINET MEETING**  
**April 10, 2014**

	<b>AGENDA ITEM</b>	<b>NOTES</b>
1.	Status on Professional Development	
2.	May Graduation	
3.	SWTJC Board of Trustees Meeting Agenda for 4-17-14	
4.	Around the Table	
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SOUTHWEST TEXAS JUNIOR COLLEGE**

**April 10, 2014**

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**Cabinet members present were:**

**Dr. Hector Gonzales, President**  
**Dr. Mark Underwood, Vice-President Academic Affairs**  
**Dr. Blaine Bennett, Vice-President Student Services**  
**Joe Barker, Vice-President Administrative Services**  
**Anne Tarski, Vice-President Finance**  
**Dick Whipple, Associate Vice-President Institutional Advancement**  
**Gilbert Bermea, Associate Vice-President Eagle Pass**  
**Derek Sandoval, Associate Vice-President Del Rio**  
**Romelia Aranda, Dean College of Workforce**  
**Cheryl Sanchez, Dean College of Liberal Arts**

**Cabinet members absent were:**

**Margot Mata, Vice-President Outreach**  
**Johnny Guzman, Dean College of Applied Sciences**

- 1. Status on Professional Development**
  - a) April 23<sup>rd</sup> – e-mail to all – Lunch only**
- 2. May Graduation**
  - a) May 10<sup>th</sup>**
  - b) Working budget for Honey Bowl Reception**
  - c) 600 Applicants for graduation**
  - d) Attach degree audit & encouragement to Certificate 1 & 2 graduates to continue education**
- 3. SWTJC Board of Trustees Meeting Agenda for 4-17-14**
  - a) Reviewed board agenda**
- 4. Around the Table:**
  - a) Anne Tarski**
    - i. Budget reductions**
    - ii. Technical Committee heard about Informer**
    - iii. Revised Budget**



- b) **Romelia Aranda**
  - i. **Adult Ed. Applications submitted & two Consortiums**
  - ii. **Visited Prairie View A & M for energy audit**
  - iii. **TACE – April 21<sup>st</sup> – expand Allied Health**
  - iv. **Need to move Skills Development program**
  - v. **Grant for Aviation**
- c) **Cheryl Sanchez**
  - i. **Community Service leave form**
  - ii. **Employee of the year nomination**
    - a. **Final decision by Cabinet 4/24/14**
- d) **Joe Barker**
  - i. **Many construction projects going on**
  - ii. **Remodel in the Dorm – proposed construction**
  - iii. **AEP on Infrastructure - underground**
  - iv. **Friday 4/11/14 – 3:00pm release Uvalde**
- e) **Derek Sandoval**
  - i. **Testing Center – for Del Rio**
    - a. **Old DROC 1 – 14 stations**
  - ii. **Move maintenance trailer**
- f) **Dick Whipple**
  - i. **Active Directory online**
    - a. **May 12<sup>th</sup> – Office 365 – similar**
  - ii. **ASU – DL equipment**
  - iii. **Working on Career Pathways with RGC**
    - a. **To be integrated with student planning**
  - iv. **Marketing slogan - Education doesn't end**
- g) **Mark Underwood**
  - i. **Regional Council**
    - a. **May 1<sup>st</sup> at Kingsville, TX**
  - ii. **HB5 Math English meeting – college/high school**
  - iii. **Graduation question - Logistics**
- h) **Blaine Bennett**
  - i. **Palms Fest was nice**
  - ii. **Retirement**
  - iii. **SACS – Engage conversation on how/why outlines**
    - a. **Bits line up w/document**
  - iv. **Time lines – Title V**
    - a. **2 applications – Coop & Stand Alone**
  - v. **GeoForce – here Saturday Initial orientation**
    - a. **Closing Ceremony**
    - b. **STEM Focus**

- vi. **Student Planning**
  - vii. **Dual Credit Registration process**
- i) **Gilbert Bermea**
- i. **Fire alarm repairs ongoing**
  - ii. **Registration going well**
    - a. **SI/II Fall classes**
  - iii. **Possibility of moving Palms Fest to other campus'**

**CABINET MEETING**  
**April 17, 2014**

	<b>AGENDA ITEM</b>	<b>NOTES</b>
1.	Pending Items	
2.	Around the Table	
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**April 17, 2014**

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**Dr. Mark Underwood, Vice-President Academic Affairs**  
**Dr. Blaine Bennett, Vice-President Student Services**  
**Anne Tarski, Vice-President Finance**  
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**Cabinet members absent were:**

**Joe Barker, Vice-President Administrative Services**  
**Derek Sandoval, Associate Vice-President Del Rio**

1. **Pending Items**
  - a) **Reviewed and updated pending items list**
  
2. **Around the Table:**
  - a) **Anne Tarski**
    - i. **Scholarship information**
      - a. **Need a web page**
  
  - b) **Mark Underwood**
    - i. **Dr. Sanchez – Propose Division Structure**
      - a. **10 Month Contracts**
      - b. **2 – class teaching load**
      - c. **No overload**
  
  - c) **Blaine Bennett**
    - i. **April 17<sup>th</sup> – 2 year comparison**
      - a. **Enrollment is better**
      - b. **Fall + 200**
      - c. **SI + 200**
      - d. **SII + 100**
    - ii. **Title V done by May 9<sup>th</sup>**

a. **Bonus points for efficiency**

d) **Margot Mata**

- i. **Working with RGC on a needs survey**
  - a. **Students/Faculty/Administration/ Community**
- ii. **Outreach – new initiative**
  - a. **Parent Orientation at all campuses**
    - a. **Information sessions**
- iii. **Sign / Furniture quote for Castroville**

**CABINET MEETING**  
**April 24, 2014**

	<b>AGENDA ITEM</b>	<b>NOTES</b>
1.	Outstanding Employee Award	
2.	Pending Items	
3.	2014 – 2015 Budget	
4.	Strategic Planning Update	
5.	Graduation Update	
6.	Around the Table	

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**Dr. Mark Underwood, Vice-President Academic Affairs**  
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**Cheryl Sanchez, Dean College of Liberal Arts**

**Cabinet member absent was:**

**Romelia Aranda, Dean College of Workforce**

- 1. Outstanding Employee Award**
  - a) Amy Garcia presented finalist for Professional and Staff awards**
- 2. Pending Items**
  - a) Dick Whipple presented update to pending items from previous cab. meeting**
- 3. 2014 – 2015 Budget**
  - a) Summarized by next week**
  - b) Look at part-time expenses - \$600,000**
- 4. Strategic Planning Update**
  - a) Metrics – good ideas**
  - b) Study of areas – times and motion studies**
  - c) Schedule strategic plan – 2015 – 2019**
    - a. Update and progress**
- 5. Graduation Update**
  - a) Alpha by degree**
  - b) Marshalls – Johnny Guzman and Dr. Cheryl Sanchez**

**6. Around the Table:**

- a) **Derek Sandoval**
  - i. **Status Aviation Mechanics Program**
  - ii. **Del Rio Project update**
  - iii. **May 2 – begin to move into new building**
  - iv. **Good success with students/faculty engagement BBQ & volleyball**
  
- b) **Dick Whipple**
  - i. **Grade Distribution**
  
- c) **Anne Tarski**
  - i. **Budget Access on Web Advisor**
  - ii. **Quarterly meeting – May 23<sup>rd</sup>**
    - a) **Coordinate with Margot Mata and Dr. Blaine Bennett**
  
- d) **Cheryl Sanchez**
  - i. **Ropes Course**
    - a) **Consent Forms**
  - ii. **Fee Meeting**
  
- e) **Johnny Guzman**
  - i. **Eagle Ford Consortium presented**