

**CABINET MEETING**  
**February 7, 2018**

	<b>AGENDA ITEM</b>	<b>NOTES</b>
1.	President	4DX  SWTJC Board of Trustees' meeting agenda  PTK Project – Disc Golf
2.	VP Academic Affairs	
3.	VP Student Services	
4.	VP Finance	Purchasing  Gramm-Leach-Bliley Act  Projects: <ul style="list-style-type: none"><li>• Amend Budget</li><li>• Unclassified Staff</li><li>• Adjunct Salary Calculations</li><li>• 1095C</li></ul>

	VP Finance (continued)	<ul style="list-style-type: none"> <li>• Staff/Dependent Audit</li> <li>• Adjunct contract clause re TRS retirement</li> <li>• Agreement with the city re-elections</li> </ul> <p>SACSCOC thoughts</p>
5.	VP Eagle Pass Campus	
6	VP Administrative Services <i>Be passionate. Be courageous. Be your best.</i> – Gabrielle Giffords	Garner Science Blueprints revised  Faculty meeting  AEP/Marco Arredondo, Energy Consultant  IT Update – Student Planner Social Media in progress  Maintenance update – EP Nursing  Custodial update – Tuesday – President Gonzales  Strategic Planning – Dr. Zimmerman  Classroom availability assessments  Phi Theta Kappa – Frisbee Golf Course  Gala – April 7 <sup>th</sup> – “Fiesta” theme
7.	VP Del Rio Campus	

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**CABINET MEETING OF  
SOUTHWEST TEXAS JUNIOR COLLEGE**

**February 7, 2018**

The Cabinet members of Southwest Texas Junior College met February 7, 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**  
**Derek Sandoval, Vice President Administrative Services**  
**Gilbert Bermea, Vice President Eagle Pass Campus**  
**Connie Buchanan, Vice President Del Rio Campus**

Cabinet member absent was:

**Margot Mata, Vice President Student Services**

**President**

- a. 4DX – Need to update 4DX WIGS
- b. SWTJC Board of Trustees' meeting agenda – add Garner Science item
- c. PTK Project – Disc Golf – Cabinet approved the request

**2. VP Academic Affairs**

- a. IPeds - look at values
- b. Monday meeting at St. Phillips – SACS~COC new principles
- c. Pathways Homework
- d. May 15<sup>th</sup> – 4DX Summit at 10:00 a.m.
- e. Fort Duncan will not take LVN Clinical student
- f. Aviation Tech Coordinator – moving to Randolph Air Force Base
- g. Canvas staffing

**3. VP Student Services – out sick**

**4. VP Finance**

- a. Temple College – locked out from Department of Education – request Federal funds
- b. Purchasing
- c. Gramm-Leach-Bliley Act – Re: Federal Financial Aid – protecting Title IV
  - i. Public Funds Investment Act - Audit
- d. Projects:
  - i. Amend Budget – Review Budget status
  - ii. Unclassified Staff – In process
  - iii. Adjunct Salary Calculations
  - iv. 1095C
  - v. Staff/Dependent Audit
  - vi. Adjunct contract clause – TRS retirement
    1. Language on TRS Adjunct contract
  - vii. Agreement with the County re-elections
- e. Tremco bid for roof on Wagner Building
- f. End of February – PD on Kronos
- g. Budget – Instructions with priorities
- h. SACS~COC – thoughts

**5. VP Eagle Pass**

- a. **No Welcome Back because weather. Will incorporate with Spring Break activity**
- b. **Presentation MET enrollees**
- c. **Adding more automatic door openers**
- d. **Faculty led campus projects progressing**
  - i. **Research symposium, play for community**
- e. **A/C repair / replaced starts today. Nursing office, walk in cooler, AEL**

**6. VP Administrative Services**

*Be passionate. Be courageous. Be your best.” Gabrielle Giffords*

- a. **Garner Science Update**
  - i. **Blueprints revised**
  - ii. **Faculty meeting – start operation procedure for labs**
  - iii. **AEP / Marco Arredondo, Energy Consultant – 1% up in usage**
- b. **IT Update – Student Planner Social Media in progress – End of February for App**
- c. **Maintenance update – EP Nursing**
- d. **Custodial update – Tuesday – President Gonzales – Met with Team – classroom availability – reschedule classes**
- e. **Strategic Planning – Dr. Zimmerman**
- f. **Classroom availability assessments**
- g. **Phi Theta Kappa – Frisbee Golf Course**
- h. **Gala – April 7<sup>th</sup> – “Fiesta” theme – sponsor**
- i. **Sue Corey – ADA – Crystal City**
- j. **Campus police about stalking with picture online**
  - i. **Someone is following students and posting**
- k. **Civitas - Update**

**7. VP Del Rio**

- a. **Del Rio ISD – weather day recoup**
- b. **Permit for portable building remodel - approved**
- c. **Social Media post regarding VITA site in Uvalde not open**
- d. **Letter Chamber/City – support request for American Airlines**
- e. **Catalog update questions**
- f. **Cruiser archiving grade reports for prior semester**
- g. **Del Rio student needs SOCI to graduate will look for a solution**
- h. **February 22<sup>nd</sup> – Chamber Banquet in Del Rio**

**CABINET MEETING**  
**February 14, 2018**

	<b>AGENDA ITEM</b>	<b>NOTES</b>
1.	President	4DX  Strategic Planning
2.	VP Academic Affairs	Time line for Faculty/Student Handbook changes (usually goes to the Board in March)
3.	VP Student Services	
4.	VP Finance	

5.	VP Eagle Pass Campus	
6	VP Administrative Services <i>“10Xers understand that they cannot reliably and consistently predict future events, so they prepare obsessively-ahead of time, all the time-for what they cannot possibly predict.”</i> <u>Great by Choice</u> , Jim Collins	Garner Science update – Board meeting presentation  Transportation update – traveling numbers  Miscellaneous
7.	VP Del Rio Campus	
8.		

**CABINET MEETING OF  
SOUTHWEST TEXAS JUNIOR COLLEGE**

**February 14, 2018**

The Cabinet members of Southwest Texas Junior College met February 14, 2018 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, Vice President Administrative Services**  
**Gilbert Bermea, Vice President Eagle Pass Campus**  
**Connie Buchanan, Vice President Del Rio Campus**

**President**

- a. 4DX – Cleaning up the portal
- b. Strategic Planning – presented by Dr. Rene Zimmerman
  - i. Reviewed status – have worked with Dr. Underwood and Mr. Sandoval on plan for 5 years
  - ii. Site on Office 365
- c. Mr. Sandoval presented deferred Maintenance plan
- d. Budgets Focus

**2. VP Academic Affairs**

- a. Time line for Faculty/Student/Catalog Handbook changes (usually goes to the Board in March)
- b. Meeting with RGC today to finalize Pathways revision / updates
- c. Student input for Pathways Logo
- d. April 16-18 – Pathways Institute – Changes in team composition with emphasis on K-12 Pathways at Houston, begins after lunch on the 16<sup>th</sup>.
- e. Faculty vacancy - Aviation
- f. Visited St. Phillips Electrician Program – good ideas
- g. PCT – a test fee
- h. EMT / PCT – Allied Health surcharge
- i. Deans' Forum – Uvalde – went well – asked about Canvas

**3. VP Student Services**

- a. 12 weeks – 115 students at census
- b. Graduation site confirmation in progress
- c. TRIO Grants draw down
- d. College Day – February 21<sup>st</sup> – Uvalde Career Prep
- e. Dilley ECHS – Uvalde both on Campus
- f. Del Rio Tech – Outreach – regarding course offerings
- g. Uvalde ECH meeting – many uncertainties about program
  - i. College was excluded from program
- h. Financial Aid excess fund should be out by March 9<sup>th</sup>
- i. Cross Roads coming up (transfer fair)
- j. PTK Disc Golf proposal approved



- k. EOC many no longer be federally funded
- l. February 22 – Advising – Professional Development

#### 4. VP Finance

- a. Unclassified scale project – Ms. Tarski will visit with the Vice Presidents on grouping positions
- b. Parking tickets
- c. Financial Aid 2016-2017 closed out and reconciled
- d. Strategic Plan – Budget Instructions – link for Instructions

#### 5. VP Eagle Pass

- a. Alarms working better on cellular phones
- b. PTK – coffee with professors well attended
  - i. 1/3 faculty was there in attendance
    - 1. Fielded student questions
- c. Delivered asphalt in process of patching up pot holes at AEL
- d. Mr. Mondragon contacted by Eagle Pass High School to offer A/C and Biology
- e. Progress on nursing offices in old diesel building
- f. Biology Lab eye wash drain not connected to a drain
- g. Flu impacting employees

#### 6. VP Administrative Services

*“10Xers understand that they cannot reliably and consistently predict future events, so they prepare obsessively-ahead of time, all the time-for what they cannot possibly predict.” Great by Choice, Jim Collins*

- a. Garner Science Update – Board meeting presentation
  - i. Have a presentation for the Board
- b. Faculty policies and Standard Operating Procedures - assign to individuals
- c. Transportation update – traveling numbers
  - i. Crystal City and Eagle Pass – look at numbers and sustainability
- d. Miscellaneous
  - i. Gala
  - ii. Dorm contract revised

#### 7. VP Del Rio

- a. Camera not visible on computer
- b. RAMS Security going over hours
- c. Goody bags for Career Day – high school
- d. Water main break – in front of Building B
- e. ATD conference (February 20-23)
- f. Evaluations in process (Faculty)

**CABINET MEETING**  
**February 21, 2018**

	<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 Campus	
6	VP Administrative Services <i>“The price of greatness is responsibility.”</i> Winston Churchill	Garner Science update  Maintenance update  IT Update  Day Care update  Misc.
7.	VP Del Rio Campus	Attending Achieving the Dream Conference through Friday <ul style="list-style-type: none"> <li>• Scott Baker and Eliza Diaz will be delivering items to and from Del Rio</li> </ul> DR PTK Induction on Sunday, March 4 <sup>th</sup> <ul style="list-style-type: none"> <li>• Dr. Masterson working with Steve Martinez regarding the number of inductees</li> </ul> 4 DX – Spring number obtained and added to previous Portal numbers
8.		

**CABINET MEETING OF  
SOUTHWEST TEXAS JUNIOR COLLEGE**

**February 21, 2018**

The Cabinet members of Southwest Texas Junior College met February 21, 2018 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**  
**Derek Sandoval, Vice President Administrative Services**  
**Gilbert Bermea, Vice President Eagle Pass Campus**

Cabinet members absent were:

**Anne Tarski, Vice President of Finance (Sick)**  
**Connie Buchanan, Vice President Del Rio Campus (ATD Conference)**

**President**

- a. 4DX
  - b. Discussed Students' concerns
2. VP Academic Affairs
    - a. MET Construction Grant – issues with grant design
    - b. Pathways – April 16-18
    - c. Marketable Skills Conference
    - d. PCT – Substantive Change
    - e. Dual Credit classes not buying text books for courses
    - f. April 26<sup>th</sup> – Schedule Superintendents/Principals meeting – Education Committee - MRG
  3. VP Student Services
    - a. Update on upcoming meetings
    - b. Briscoe Unit wanting to expand Tech Program
    - c. Dual Software demo tomorrow
    - d. FA refunds by March 9th
    - e. Resource Room – in Library getting utilized
    - f. Issue with Marquee in Crystal City
    - g. Administrative Assistant Luncheon – April 25th
    - h. April 23-25 – SACS offsite Review – Margot Mata
  4. VP Finance (Ms. Tarski – out sick)
  5. VP Eagle Pass
    - a. PTK – March 2, 2018 at 2:00 pm
    - b. February 27<sup>th</sup> – March Madness / Cross Roads
    - c. PC that need to be recycled and donate some monitors to the Briscoe Unit
    - d. Routine maintenance on buildings

**6. VP Administrative Services**

*"The price of greatness is responsibility."* Winston Churchill

- a. **Garner Science update**
- b. **Maintenance update**
- c. **IT update**
- d. **Day Care update**
- e. **Miscellaneous**

**7. VP Del Rio**

- a. **Attending Achieving the Dream Conference through Friday**
  - i. **Scott Baker and Eliza Diaz will be delivering items to and from Del Rio**
- b. **Del Rio PTK Induction on Sunday, March 4<sup>th</sup>**
  - i. **Dr. Masterson working with Steve Martinez regarding the number of inductees**
- c. **4DX – Spring number obtained and added previous Portal numbers**

**CABINET MEETING**  
**February 28, 2018**

	<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 Campus	
6	VP Administrative Services <i>“All the significant battles are waged within the self.”</i> Psychologist Sheldon Kopp	Fund Raising Campaign  9-1-1 call update  Rental Fees IE. Civic Center
7.	VP Del Rio Campus	Schedule and Budgets in process  Building H <ul style="list-style-type: none"> <li>• Ramp construction passed inspection</li> <li>• Inside construction continues</li> <li>• Electrical and plumbing contractors next</li> </ul> Employees  3 Adjunct instructors will not be rehired  Smoking issues  Math Linked classes (size question)  CCRM/DR ECHS Site Visit Meeting 2/27/18
8.		

**CABINET MEETING OF  
SOUTHWEST TEXAS JUNIOR COLLEGE**

**February 28, 2018**

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Cabinet members present were:

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

Cabinet member absent was:

**Dr. Mark Underwood, Vice President Academic Affairs (out sick)**

**President**

- a. 4DX
  - b. Staff / vacancies - upcoming
2. VP Academic Affairs (Out Sick)
3. VP Student Services
    - a. CIVAS – meeting at 11:00 am
    - b. MET/AEL construction began in Crystal
    - c. Plan for transition between Outreach/Registrar
    - d. Process for improving D/C registration – On Boarding
      - i. Hold off on Dual Credit enrollment – look for efficiency within the college
    - e. Crystal City walkout
    - f. March 29<sup>th</sup> College Day – by City of Hondo / Chamber
    - g. Promotional /Recruiting item – request form
    - h. Del Rio lottery for ECH
    - i. 450 students participated in College Day
    - j. Web Adviser grades due March 9<sup>th</sup>
    - k. April 6<sup>th</sup> – graduation application deadline
    - l. Ask faculty to remind students on graduation deadline/message board
    - m. 856 midterm exams
    - n. EOC may be cut (Federal)
4. VP Finance
    - a. Colleague pooling issues in fund 11-40
    - b. Budgets due March 5<sup>th</sup> to the Vice Presidents and due to Vice President of Finance on March 26<sup>th</sup>
    - c. Direct loans – issues on March 7-9
    - d. Inquire about digital signature application (upcoming meeting)
    - e. HR – documenting new process – issue with part-time PAR form
    - f. Ms. Tarski will be out Thursday and Friday



**5. VP Eagle Pass**

- a. Held Career / March Madness – good turnout
- b. PTK – Friday at 2:00 pm
- c. Chamber – Friday at 7:00 pm
- d. Schedule almost final – pending Developmental Education / Mathematics
  - i. Link – need to take co-requisites
- e. Safe and Sober / Student Appreciation next week
- f. A/C pending repairs

**6. VP Administrative Services**

*“All the significant battles are waged within the self.”* Psychologist Sheldon Kopp

- a. Fund Raising Campaign – Month of April – On Web Page
- b. 9-1-1 call update – working on Eagle Pass and Del Rio
- c. Rental Fees IE. – Civic Center
- d. Ordered wrong A/C unit for Eagle Pass
- e. Daycare employee – disgruntled
- f. Gym – reorganize events money to Auxiliary
- g. Basketball games – 6:00 and 8:00 pm

**7. VP Del Rio**

- a. Schedule and Budgets in process
- b. Building H
  - i. Ramp construction passed inspection
  - ii. Inside construction continues
  - iii. Electrical and plumbing contractors next
- c. Employees
- d. 3 Adjunct instructors will not be rehired
- e. Smoking issues
- f. Math Linked classes (size question)
- g. CCRM/DR ECHS Site Visit meeting 2/27/2018
- h. PTK Induction – Sunday at 2:00 pm
- i. Parking ticket update
- j. Fire Alarms switched to new system
- k. April 22-28<sup>th</sup> National ECH week
- l. TSI pulling data by THECB
- m. Texas / Federal Government, Speech at Del Rio High School