

**CABINET MEETING**  
**July 3, 2019**

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

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	
7.	VP Del Rio Campus	
8.		

**CABINET MEETING OF  
SOUTHWEST TEXAS JUNIOR COLLEGE**

**July 3, 2019**

The Cabinet members of Southwest Texas Junior College met July 3, 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**  
**Gilbert Bermea, Vice President Eagle Pass Campus**  
**Derek Sandoval, VP Administrative Services**  
**Connie Buchanan, Vice President Del Rio Campus**

**President**

- a. Updates on Aviation
- b. Request from hospital for Microsoft training
- c. Request from La Salle for Fire Department training

**2. VP Academic Affairs**

- a. Zogo Tech to present to Cabinet at 10:00am
- b. Update on interviews – Truck Driving / Outreach Coordinator
- c. Brackett ISD Dual Credit update
- d. Dilley MOU sent out
- e. Data governance – core curriculum
- f. Conference call on Pathways – update and status

**3. VP Student Services**

- a. Automated TSI Import – programming quote presented by S. Martinez
- b. Student satisfaction survey update presented by S. Martinez
- c. Summer II / Fall 19 enrollment update
- d. Advising PCT – very popular on waitlist

**4. VP Finance**

- a. New CEO at Sul Ross – Chris Clifford
- b. Ransom issue at Sul Ross University – best practices
- c. RFP on Food Services
- d. Kronos – salary – vacation pay
- e. Comp-time review
- f. Pcards status review
- g. Record retention laws
- h. Passed Bills from 86th Legislation – liaison for former foster care youth
- i. Reserve \$30K out of Tech fund for future programming on Colleague

**5. VP Eagle Pass Campus**

- a. Building C – need updates from P. Coward Roofing – still leaking
- b. A/C issues being addressed
- c. Class counts look good
- d. Road construction progressing on Highway 277 on entrance to the College – tore up sprinkler system
- e. Interviews for Counseling

**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. Evaluations in progress
- b. Daycare – Part time staff
- c. New Daycare rates – approved by Cabinet
- d. Housing – deposits at other institutions
- e. IT – Job Descriptions for Testing - DL
- f. Completion at Success Center – July 3
- g. Crystal City Marque is out

**7. VP Del Rio Campus**

- a. Computer Lab – PC need updating in Del Rio
- b. A/C new unit 2 sensors not installed or connected
- c. Roof replacement individuals gone by for quotes
- d. Counselor Vacancy

**CABINET MEETING**  
**July 10, 2019**

	<b>AGENDA ITEM</b>	<b>NOTES</b>
1.	President	SWTJC – Christmas Open House Christmas at the College – December 3 <sup>rd</sup> SACSCOC annual meeting – December 7-10
2.	VP Academic Affairs	
3.	VP Student Services	
4.	VP Finance	

5.	VP Eagle Pass Campus	
6	VP Administrative Services <i>“The one thing you need to know about leadership is that there is more than one thing you need to know about leadership”</i> <u>21 Irrefutable Laws of Leadership</u> John Maxwell	College Rodeo Sponsorship Drive ASI Grants Meeting Hanger Report-TSLAC IT/DL Job Descriptions
7.	VP Del Rio Campus	
8.		

**CABINET MEETING OF  
SOUTHWEST TEXAS JUNIOR COLLEGE**

**July 10, 2019**

The Cabinet members of Southwest Texas Junior College met July 10, 2019 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**  
**Gilbert Bermea, Vice President Eagle Pass Campus**  
**Derek Sandoval, VP Administrative Services**  
**Connie Buchanan, Vice President Del Rio Campus**

Cabinet member absent was:

**Margot Mata, Vice President Student Services**

**President**

- a. **SWTJC**
    - i. **Christmas Open House – December 5**
    - ii. **Christmas at the College – December 3**
    - iii. **SACSCOC annual meeting – December 7-10**
  - b. **Update on Food Service – Del Rio and Eagle Pass**
  - c. **Moved matching dollars RUS Gran to Tech Fund**
- 2. VP Academic Affairs**
- a. **Brackett grade changes submitted – no questions from ISD / students**
  - b. **Sul Ross Grant - language**
  - c. **J. Guzman and M. Torres – met with UCISD regarding Aviation**
    - i. **Requesting PCT additional courses**
  - d. **Dual Credit MOU going out today**
  - e. **Workforce Training and Development has met with Uvalde Memorial Hospital and La Salle Fire Department**
  - f. **Review of Aviation curriculum and lab**
  - g. **Dr. Underwood out next week - vacation**
- 3. VP Student Services - Out**
- 4. VP Finance**
- a. **Rodeo Marketing**
  - b. **Summer II drop list**
  - c. **Plans for ransom wave attacks and response awareness**
- 5. VP Eagle Pass Campus**
- a. **Water bill high**
  - b. **Impact of drop list on courses**
  - c. **BIOL A & P full time for Fall**
  - d. **Library Tech position**
  - e. **Break in over the weekend – stole TV at AEL (Old Center)**

**6. VP Administrative Services**

*"The one thing you need to know about leadership is that there is more than one thing you need to know about leadership"* – 21 Irrefutable Laws of Leadership - John Maxwell

- a. College Rodeo Sponsorship Drive
- b. ASI Grants meeting – identified – 3 area – IT, Maintenance, Tech
- c. Hanger Report – TSLAC – 40% to go in Hanger
- d. IT/DL Job descriptions – different job descriptions for positions
- e. Sul Ross – Dr. Mendez – remodel in Eagle Pass

**7. VP Del Rio Campus**

- a. Del Rio – Distance Learning equipment – status update on upgrading equipment
- b. Summer watch list
- c. Replace water fountain
- d. Student Service Survey results
- e. Math/Advisor positions still out



**CABINET MEETING**  
**July 17, 2019**

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

5.	VP Eagle Pass Campus	
6	VP Administrative Services <i>"Don't count the days, make the days count"</i> Muhammad Ali	Technology Committee Report Security at EP/DR IT Titles/Positions
7.	VP Del Rio Campus	
8.		

**CABINET MEETING OF  
SOUTHWEST TEXAS JUNIOR COLLEGE**

**July 17, 2019**

The Cabinet members of Southwest Texas Junior College met July 17, 2019 in the Administration Building - President's Office.

**Cabinet members present were:**

**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 members absent were:**

**Dr. Hector Gonzales, President  
Dr. Mark Underwood, Vice President Academic Affairs**

**President - Out – TACC Presidents' meeting**

- 1. VP Academic Affairs – Out on Vacation**
- 2. VP Student Services**
  - a. Summer II Enrollment**
    - i. Total Enrollment down 1.71%**
    - ii. Contact hours up 0.47%**
    - iii. Credit hours up 6.34%**
  - b. Waving COLS and learning frame works for all Certificate I students starting Fall 2019**
  - c. ED 1100 no longer existing – catalog will be changed. Now it is just the ED 1300**
  - d. New TSI programing delayed because Colleague down. Will be ready by mid-August**
  - e. TRIO speaker “Canton Simons” tonight motivational speaker**
- 3. VP Finance**
  - a. Applied to be part of Department of Education – “Payment Vehicle Account” pilot program. Would issue debit cards in place of Bank Mobil – more information to come.**
  - b. Need notification for water shut off in Flores Building**
  - c. Working on new indirect cost rate**
- 4. VP Eagle Pass Campus**
  - a. Has identified a candidate for the advisor position**
  - b. Still trying to settle water bill**

**5. VP Administrative Services**

*"Don't count the days, make the days count"* – Muhammad Ali

- a. **Technology Committee Report – collecting software data – looking for overlaps**
- b. **Security at EP/DR – BPO's are over-budge. This is due to workforce night classes**
- c. **IT Titles/Positions**
  - i. **Technical Support Coordinator**
  - ii. **Technical Support Manager**
  - iii. **TS Tech – Level I – clerical**
  - iv. **TS Tech – Level II – Professional**

**6. VP Del Rio Campus**

- a. **Watch Gulf Coast orders – they will substitute what they have available**
- b. **Aviation – Dr. Gonzales called FAA on Monday but nothing has been done with the building. Ms. Buchanan is concerned that we will not be ready.**
- c. **Concern about the International Bridge being closed and students not having access. Will look into creating a fund to help students – FAN monies**
- d. **Vendor providing food service has left. Looking at options.**

**CABINET MEETING**  
**July 31, 2019**

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

5.	VP Eagle Pass Campus	
6	VP Administrative Services <i>To move the world, we must first move ourselves"</i> Socrates	Maintenance update-Garner Hall, SSC, Matthews Roof AEL EP  Utility Rates-M. Arredondo  Insurance Coverage-Plant Support Services account  Social Media Committee  Mariachi Team Recruitment
7.	VP Del Rio Campus	Vacation rotations are about over.  Online Testing Links for Instructors and Students not forwarded by Chair -testing center personnel stated they were not allowed to Link directly to the instructor  Having to turn Heritage Academy students trying to pay away. - Can't give them the amount due until census date  E. Trevino resigned without notice on Friday, 7/26  Hiring F/T-temporary Custodian – move to F/T Permanent in September  Noticed 75 <sup>th</sup> new banners on the UV campus: DR and EP getting any?  Building A – Metal roofing estimates Entire Building Roof: -MSL-Res Panel (bright copper) -- \$78,795.61 -RPN Panel (rustic brown) – 45,786.39

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**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. Hector Gonzales, President**

**President - Out – Vacation**

**1. VP Academic Affairs**

- a. SACSCOC – alternate review process? December meeting
- b. Pathways round 2 – see Dr. Zimmerman
- c. Circle – In demo at 10AM
- d. AEL Site Supervisor has resigned
- e. Aviation – FAA contact has some of the curriculum and will be in Del Rio on September 4<sup>th</sup> to determine where we are. Traham will be the permeant director 2020 SP is still the start date.
- f. TPEG for Continuing Education – Ms. Mata will follow up with Ms. Hernandez
- g. Eagle Pass welding program at night is now closed. There is still a day class
- h. PCT is huge (HS interest) J. Gonzales will be back to work
- i. Entire LVN faculty in Eagle Pass has resigned – Moving L. Gammill over there for the Fall. Dr. Underwood did the exist interviews.

**2. VP Student Services**

- a. S. Martinez at TACCRO last week. Field of Study changes
  - i. ADA difference between High Schools and Colleges
- b. TRIO – Campus tours
- c. Upward Bound exceeded goals
- d. Enrollment 2019 FA SCH 28,515, CH 601920
  - i. Behind where we were at this time last year
  - ii. Late hours – August 14<sup>th</sup> and 15<sup>th</sup> – till 7:00 PM

**3. VP Finance**

- a. August BOT Agenda
  - i. Nomination of UCAD member
  - ii. Approval of Sul Ross leases
- b. RCI – the week of August 5th
- c. TRS – percent of pension surcharge – 15.2 – 16.5 (\$45,000.00)
- d. Property Insurance – means 6,840 – 7,425
  - i. Wind/Hail \$3,465 – from 50,000.00 to 25,000.00 deductible



4. **VP Eagle Pass Campus**
  - a. Science lab gas line is up and approved
  - b. Recommended person for Advisor position is backing off. Might have to advertise again
  - c. Dr. Kamat is here for one more semester
  - d. Registration steady – not as busy
  
5. **VP Administrative Services**

*“To move the world, we must first move ourselves” – Socrates*

  - a. Maintenance update
    - i. Garner Hall – will finish Friday
    - ii. Matthews Roof – will start on Monday
    - iii. AEL – Eagle Pass – August 19<sup>th</sup> – composition roof patch – 3 or 4 days
  - b. Utility Rates – M. Arredondo – technical issues
  - c. Insurance Coverage – Plant Support Services account – buy down Wind/Hail deductible
  - d. Social Media Committee – meeting with all campuses to involve more people in posting
  - e. Mariachi Team Recruitment – looking into how many qualify for PELL
  
6. **VP Del Rio Campus**
  - a. Vacation rotations are about over
  - b. Online Testing Links for Instructors and students not forwarded by Chair
    - i. Testing center personnel stated they were not allowed to Link directly to the instructor
  - c. Having to turn Heritage Academy student trying to pay away
    - i. Can’t give them the amount due until census date
  - d. E. Trevino resigned July 26, 2019
  - e. Hiring Full-time temporary custodian – move to full time permanent in September
  - f. Noticed 75<sup>th</sup> new banners on the Uvalde campus: Are Del Rio and Eagle Pass getting any?
  - g. Building A – Metal roofing estimates
    - i. Entire Building Roof:
      1. MSL – Res Panel (bright cooper) - \$78,795.61
      2. RPN Panel (rustic brown) - \$45,786.39