

**CABINET MEETING OF  
SOUTHWEST TEXAS JUNIOR COLLEGE**

**April 4, 2013**

The Cabinet members of Southwest Texas Junior College met on April 4, 2013 in the Administration Building - President's Office.

Cabinet members present were:

**Dr. Hector Gonzales, President-Elect**  
**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 Center**  
**Margot Mata, Associate Vice-President Outreach**  
**Johnny Guzman, Dean College of Applied Sciences**  
**Romelia Aranda, Dean College of Workforce Training**

Absent was Derek Sandoval, Associate Vice-President Del Rio Center

1. **Policy Manual Update**
  - a. **Local Policy changes**
    - i. **Titles**
    - ii. **Advised Vice-Presidents to review Update 28 for changes**
  - b. **Committee to address other policy changes**
  - c. **Review FY 2012 Performance Measure Report**
    - i. **Carol LaRue discussed definition on calculation**
2. **Exception Report**
  - a. **Reviewed Policy Form - made suggestions.**
3. **Mission Statement**
  - a. **August - Mission Statement for Board review**
4. **2010 - 2015 Strategic Plan**
  - a. **Review Action Plan that support each strategic objection**
  - b. **We will review - Discuss each strategic objective over the course of the next 4 months**
5. **SACS Reaffirmation Project**
  - a. **Discussed process**
6. **Items for President's Report**
  - a. **Due**
7. **Catalog Changes**
  - a. **Mark Underwood/Blaine Bennett working on language for suspension/probation/discipline for April board meeting.**
  - b. **ATI / Nursing**

8. **Board Agenda - April**
  - a. **Added item for General Liability Insurance**
9. **Status?**
  - a. **Dashboard Indicators**
  - b. **Academic Calendars**
  - c. **Student Feedback**
  - d. **Customer Service**
  - e. **Synopsis**
    - i. **Will review submitted document**
    - ii. **Look at manual for business purposes**
10. **Around the Table**
  - a. **Anne Tarski**
    - i. **Discussed budget, budget tree**
  - b. **Romelia Aranda**
    - i. **Nothing**
  - c. **Joe Barker**
    - i. **Nothing**
  - d. **Mark Underwood**
    - i. **Received e-mail from Loreda of the THECB - needs more time for trial on next test TSI**
    - ii. **4/12 - 2<sup>nd</sup> round of interviews for Liberal Arts Dean**
    - iii. **Graduation procedure - visit with Mr. Sosa**
    - iv. **Bound copies of SACS resource manual and guidebook**
  - e. **Dick Whipple**
    - i. **Business Pathways at SWTJC**
  - f. **Margot Mata**
    - i. **Suggestion box for students**
  - g. **Blaine Bennett**
    - i. **Administrative Professional Day - April 24<sup>th</sup>**
    - ii. **Fall / Summer registration**
    - iii. **6/1 due date**
    - iv. **Put banners - advertise registration**
    - v. **A & P summer offering**
      - A. **Need course in Uvalde**
    - vi. **Freshman Orientation**
      - A. **Revamp - online course**
    - vii. **Graduation**
    - viii. **Flow chart for student registering**
  - h. **Johnny Guzman**
    - i. **Met with RGC - Dr. Sorrels about 2 + 2 agreement BAS**
      - A. **Child Development or**
      - B. **Wildlife**
    - ii. **Perkins**
      - A. **Inventory**
  - i. **Gilbert Bermea**
    - i. **Spring Festival**
    - ii. **FA workshop 1 person**
    - iii. **DL classes - rent sheets**

**CABINET MEETING OF  
SOUTHWEST TEXAS JUNIOR COLLEGE**

**April 25, 2013**

The Cabinet members of Southwest Texas Junior College met on April 25, 2013 in the Administration Building - President's Office.

Cabinet members present were:

**Dr. Hector Gonzales, President-Elect**  
**Dr. Mark Underwood, Vice-President Academic Affairs**  
**Dr. Blaine Bennett, Vice-President Student Services**  
**Anne Tarski, Vice-President Finance**  
**Dick Whipple, Associate Vice-President Institutional Advancement**  
**Gilbert Bermea, Associate Vice-President Eagle Pass Center**  
**Derek Sandoval, Associate Vice-President Del Rio Campus**  
**Johnny Guzman, Dean College of Applied Sciences**  
**Romelia Aranda, Dean College of Workforce Training**

Absent were **Joe Barker, Vice-President Administrative Services**  
**Margot Mata, Associate Vice-President Outreach**  
**Cheryl Sanchez, Dean College of Liberal Arts**

1. **Service Pins**
  - a. **Went over list of service pin awards, deciding who would give out which pins.**
2. **Exception Report**
  - a. **E-mail notification of new exception form.**
3. **Discuss Pending Items**
  - a. **Academic Calendar**
    - i. **Hector Gonzales continued to Review Synopsis**
  - b. **Performance/Dashboard - Requested each Vice-President to bring data indicators for each Department.**
  - c. **SACS - Draft due May 16th**
4. **Around the Table**
  - a. **Faculty Handbook**
    - i. **To be presented at the August Board meeting**
  - b. **RGC Memo Of Understanding**
    - i. **Refine - Okay**
  - c. **Mission/Strategic Plan**
    - i. **Mr. Whipple preparing document to review**
  - d. **Emergency Drill**
    - i. **Reviewed a "Our" Response**
      - A. **Identified First Step - Call 911**
      - B. **Activate sirens - Shelter in place**
      - C. **Debrief Administrative Staff on our response**
      - D. **Identified areas of improvements**

- e. **Mental Health Policy**
  - i. **Revised Policy status**
    - A. **Explore the need of a Travel Counselor for Current Procedural Terminology**
- f. **Degree Requirement**
  - i. **Freshman Orientation for Diesel**
  - ii. **Pre-requisite for early registration**
  - iii. **1030 - Summer 1**
- g. **Mark Underwood**
  - i. **Webinar on new TSI exam - Friday**
  - ii. **Curriculum - May - Core Recommendation**
- h. **Derek Sandoval**
  - i. **Computers on Wheels**
  - ii. **Budget for remodeling building**
  - iii. **Student Success Coordinator**
  - iv. **Dr. Rosche - w/online study writing**
  - v. **Roof leaks**
- i. **Johnny Guzman**
  - i. **Faculty - Coordinator vs Director**
- j. **Romelia Aranda**
  - i. **Project Grow - 2 students (EMT)**
  - ii. **Accelerate Texas Colleges - Seattle**
  - iii. **May 8<sup>th</sup> - Cotulla**
- k. **Anne Tarski**
  - i. **Health Clinic - House EMT**

**CABINET MEETING OF  
SOUTHWEST TEXAS JUNIOR COLLEGE**

**May 2, 2013**

The Cabinet members of Southwest Texas Junior College met on May 2, 2013 in the Administration Building - President's Office.

**Cabinet members present were:**

**Dr. Hector Gonzales, President-Elect  
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 Center  
Margot Mata, Vice-President Outreach  
Derek Sandoval, Associate Vice-President Del Rio Campus  
Johnny Guzman, Dean College of Applied Sciences**

**Absent were:**

**Romelia Aranda, Dean College of Workforce  
Cheryl Sanchez, Dean College of Liberal Arts**

- 1. Dean's Breakfast / Service Pins**
  - a. Mark Underwood will run the Breakfast and come up with an Agenda**
  - b. Announce M/T - planning session after graduation**
  - c. Revise core assessment**
- 2. Review Graduation plans**
  - a. Blaine Bennett reviewing backup plan for Saturday**
  - b. Graduation meeting.**
- 3. RGC Tuition Employee Discount**
  - a. Employee discount 6h/term for RGC**
  - b. Develop a reciprocal discount for RGC from SWTJC**
- 4. Budget Status**
  - a. Missing a couple of budgets**
- 5. Around the Table**
  - a. Anne Tarski**
    - i. Revised Business Office Policies for May Board Meeting**
  - b. Blaine Bennett**
    - i. Parking tickets – revised policies**
    - ii. Orientation – Jessica Gonzalez – revising for Fall**
  - c. Johnny Guzman**
    - i. Working with Devine and Del Rio ISD dual credit welding**

- d. **Joe Barker**
  - i. **Accessing Web sites – new firewalls**
  - ii. **E-mail – outlook issues / portal**
  - iii. **Mental Health policy under review**
    - A. **Blaine Bennett has concerns about providing therapy and will review with Joe Barker.**
  - iv. **Wireless access in Eagle Pass – E-mail specific location to problems**
- e. **Derek Sandoval**
  - i. **Construction meeting**
  - ii. **Developing color scheme and floor plan for Board Approval**
- f. **Mark Underwood**
  - i. **Initial TSI scores are out**
  - ii. **Preliminary correlation between new score and current students 21% would be considered ABE**
  - iii. **Luis Fernandez and David Conde staying current on new test information regarding testing.**
  - iv. **Pre-assessment activities – need assistance from counselors at high schools.**
  - v. **August 26<sup>th</sup> start date for new test and new rules.**
- g. **Dick Whipple**
  - i. **SACS – mission statement**
  - ii. **June for curriculum / SOC committee then to cabinet then to Board to review mission statement.**
  - iii. **SOC meets Tuesday**
  - iv. **Review CBM report**
    - A. **Michelle Mattie will get report ready – e-mail to counselors for Tableau conversion**
    - B. **E-mail to Vice-Presidents for review**
- h. **Blaine Bennett**
  - i. **Meet with Emergency response committee**
    - A. **Need for training**
    - B. **Develop protocol to activate siren and text out**
- i. **Gilbert Bermea**
  - i. **A/C repairs started on library building**
  - ii. **Registration slowing down in Eagle Pass**
  - iii. **Interviewing for custodian**
  - iv. **Reviewing customer service issues**
  - v. **Cross training**

**CABINET MEETING OF  
SOUTHWEST TEXAS JUNIOR COLLEGE**

**August 8, 2013**

The Cabinet members of Southwest Texas Junior College met on August 8, 2013 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**  
**Dick Whipple, Associate Vice-President Institutional Advancement**  
**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**  
**Romelia Aranda, Dean College of Workforce**

1. **Fall Registration Status:**
  - a) As of today, 3717 enrolled, this is without Dual Credit (see report on headcount)
2. **Financial Aid Status:**
  - a) Working on drop list
  - b) Significant number of students with missing information
  - c) 108 appeals for Financial Aid to go to committee on August 15th
3. **Proposed Board Agenda:**
  - a) Discussion on proposed board agenda
  - b) Discussion on various items
4. **Mission Survey Report:**
  - a) **Carol LaRue:**
    - a. Survey results, 85% of responds agree with current mission statement.
    - b. Discussed comments made by respondents
    - c. Cabinet made suggestion to revised language for improved clarity based on the survey results.
  - b) **Julie Thomas:**
    - a. Reviewed Strategic Goal # 1 – Sub-Goal – Objectives
    - b. Made recommendations for further investigation
    - c. Discussed STEM – and expand to Eagle Pass

**5. Around the Table:**

- a) **Cheryl Sanchez**
  - a. **Convocation update and tentative itinerary for speakers**
- b) **Dick Whipple**
  - a. **General Education Report**
  - b. **Office 365 update – Share documents – birthdate exercise**
  - c. **Rework Professional Development Announcement**
- c) **Mark Underwood**
  - a. **TSI Pre-assessment, still working on it**
  - b. **Texas Community College Teachers Association (TCCTA) - membership, Are we members?**
- d) **Margo Mata**
  - a. **Dual Credit in process of registering except in Del Rio and Devine**
  - b. **33 dual credit instructors teaching dual credit classes to attend general session Adjunct training**
  - c. **Carrizo Springs and Cotulla – C N A expansion**
  - d. **Pearsall interested with Welding and Cosmetology**
  - e. **Medina Valley CTE**
  - f. **Marcel Valdez – SWTJC hosting 4H camp – 130 students, week long, sometime in June**
- e) **Gilbert Bermea**
  - a. **1300 students registered in Eagle Pass, busy registration**
  - b. **New Academic Advisors on board**
  - c. **Anatomy and Physiology enrollment appears to be down; prerequisite issues.**
- f) **Blaine Bennett**
  - a. **Dual Credit with Lunina**
  - b. **Allied Health Advising**
- g) **Romelia Aranda**
  - a. **Kristel Sanchez – new Workforce Coordinator**
  - b. **Law Enforcement Academy started Monday with 26 cadets**
  - c. **Adult Basic Education (ABE) Texas best – transition to TWC**
- h) **Johnny Guzman**
  - a. **SB 497 – Maximum 60 hours – A.A. or A.S.**



- i) Joe Barker**
  - a. Rebate check from AEP Energy Savings**
  - b. Quarterly comparisons of electricity expenditures**
  - c. Update on maintenance projects**
  - d. Project management software**
  
- j) Anne Tarski**
  - a. Budget for Christmas party – 3 thousand, food**
  
- k) Derek Sandoval**
  - a. Construction moving forward**
  - b. 1<sup>st</sup> Freshman orientation**

**CABINET MEETING OF  
SOUTHWEST TEXAS JUNIOR COLLEGE**

**June 19, 2014**

The Cabinet members of Southwest Texas Junior College met on June 19, 2014, in the Administration Building - President's Office.

**Cabinet members present were:**

**Dr. Hector Gonzales, President**  
**Dr. Mark Underwood, Vice-President Academic Affairs**  
**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**  
**Margot Mata, Vice-President Outreach**  
**Cheryl Sanchez, Dean College of Liberal Arts**

**Absent were:**

**Dr. Blaine Bennett, Vice-President Student Services**  
**Romelia Aranda, Dean College of Workforce**  
**Derek Sandoval, Associate Vice-President Del Rio**  
**Johnny Guzman, Dean College of Applied Sciences**

**1. Around the Table:**

- a) **General Discussion**
  - i. **Discussion on the use of recorded lecture as a delivery method for course instruction**
  - ii. **Summer I enrollment-head count down but credit hours up**
- b) **Anne Tarski**
  - i. **Presented & Demonstrated Web Advisor**
    - a) **Approval for requisition & Purchase Orders**
    - b) **Good response to training staff**
- c) **Cheryl Sanchez**
  - i. **Attended Learning Frameworks Conference**
    - a) **Require extensive Professional Development**
      - i. **EDUC 1300 – Part of CORE?**
  - ii. **Assessment Summit (Friday-Saturday)**
    - a) **Faculty and staff**

- d) **Joe Barker**
  - i. **Water status**
    - a) **Discussing options**
  - ii. **Upcoming training on School Dude**
    - a) **To help streamline Maintenance operations**
  - iii. **Dorm will be ready for 4H Leadership Conference**
    - a) **129 students and 25 adults**
- e) **Dick Whipple**
  - i. **Discussed Strategic Plan Recommendation**
  - ii. **Discussed the creation of yearly operational plan**
  - iii. **Reviewed Mission Statement Placement**
  - iv. **TAMIU – Articulation for CJ/BS**
  - v. **Major Coding plan**
  - vi. **Risk alert notification**
- f) **Mark Underwood**
  - i. **Compel I learning system for online**
  - ii. **Cruiser vs Moodle**
  - iii. **Johnny Guzman, Blaine Bennett, Derek Sandoval, Romelia Aranda are at LAFB discussing Aviation programs with Base and it's officials**
  - iv. **3 Division Directors recommended, 2 still open**
    - a) **Dev. Ed and Social Studies**
  - v. **Opening Science Labs Science**
  - vi. **HB5 Group Develop Math/English/Dev. Ed**
    - a. **Coming to campus for meeting to discuss MOU**
  - vii. **Request for BSN TAMIE for students**
  - viii. **Catalog / Handbook / Budget workshop**
- g) **Margot Mata**
  - i. **SI – 178 students up in contact / credit hours**
  - ii. **SII – 871 Students vs 833(Iy) – 480 on drop list**
    - a) **Managing wait list better**
  - iii. **8 outreach orientations – 950 students attended**
  - iv. **FA reminding suspension students on appeal process**
  - v. **Greeter in Flores Building**
    - a) **Staffed by rotation- orientation and training**
      - i. **Utilizing SBDC from Sul Ross**
      - ii. **Using FAQ List**
  - vi. **Dallas CC – Customer Service Team**
- h) **Gilbert Bermea**
  - i. **A/C issues in Eagle Pass**