

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

April 18, 2013

The Cabinet members of Southwest Texas Junior College met on April 18, 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
Derek Sandoval, Associate Vice-President Del Rio Campus
Johnny Guzman, Dean College of Applied Sciences

Absent was Romelia Aranda, Dean College of Workforce Training

Also in attendance was Connie Buchanan, Faculty Association Representative

1. **Policy Manual Update**
 - a. **Local Policy changes**
 - i. **Titles**
 - b. **Committee to address other policy changes**
2. **Exception Report**
3. **Assessment (Freshmen orientation and graduation?)**
4. **Mental Health Policy**
5. **Board Agenda**
6. **Around the Table**
 - a. **Job Placement / transfer**
 - i. **Form a group to study best practice for Job Placement (Career Opportunities) - Blaine Bennett, Johnny Guzman, Margot Mata, Dick Whipple.**
 - b. **Gilbert Bermea**
 - i. **Emergency Response Plan**
 - A. **Campus Map**
 - B. **Flip Chart**
 - C. **Locks undated in Uvalde next Eagle Pass, Del Rio, and Crystal City**
 - c. **Blaine Bennett**
 - i. **Graduation**
 - A. **Program - logistics**
 - B. **Mail Diploma (next)**
 - C. **Confirm number attending**
 - ii. **SACS**
 - iii. **Surveys**

- iv. **Administrative Professionals Day - next Wednesday**
- v. **Counselors**
 - A. **Working on Momentum points**
- vi. **Payment Deadline - May 31st**
 - A. **Flyers / Bulletin board advising students**
 - B. **Public Information**
 - a. **Ad Blitz for Fall Registration**
 - b. **Relaying information on payment plan facts**
- d. **Connie Buchanan**
 - i. **Relay for Life - Donation - tomorrow night (Friday)**
 - ii. **Attendance reporting**
 - A. **3/27 e-mail when student will be dropped**
 - B. **4/10 e-mail from Luis Fernandez that they were dropped**
 - C. **We need to check on why students were not dropped (registrar)**
- e. **Margot Mata**
 - i. **Ready for onsite visit**
 - ii. **Requisitions for off campus sites**
 - iii. **Digital View Book**
 - A. **Moving forward**
 - B. **Social Media Presence**
 - C. *** Recruitment**
- f. **Dick Whipple**
 - i. **Professional Development position notice - expanded**
 - ii. **Reviewed SACS Document 2.4**
 - iii. **UAP (Unit Action Plan) - coming in to include success objectives**
 - iv. **Presented CBM 001 - in Tableau form.**
- g. **Mark Underwood**
 - i. **Knippa Superintendent - Early College High School**
 - A. **Certification summer**
 - ii. **Recommendation to change ATI fee for nursing students**
 - A. **Fee tied to course**
 - a. **Re-visit issue with curriculum committee**
 - B. **Core Curriculum**
 - a. **Matrix Speech**
 - i. **Option 1**
 - ii. **Others Option 2**
- h. **Derek Sandoval**
 - i. **Meeting with departments**
 - A. **Focus on Customer Service**
 - ii. **Emergency Response Plan**
 - iii. **Construction - progressing**
- i. **Joe Barker**
 - i. **Punch locks almost done with Uvalde Campus**
 - ii. **Stronger Fire wall installed**
 - iii. **Credit card compliance - lengthy survey**
 - iv. **Schneider Meeting**
 - A. **Almost complete with project**
 - B. **Consolidating location of classes**
 - C. **Visit with RGC**

- j. Johnny Guzman**
 - i. Criminal Justice Competition went well**
 - A. 400 students**
 - ii. April 26 - dia de los Niños**
 - iii. April 30 - Exceclencia de Educacion**
- k. Anne Tarski**
 - i. Datatel – Online programs**
 - ii. Fedex between campuses – Distance Learning**
 - iii. Energy Report forthcoming monthly**
 - iv. May 17th – Flores building will close at noon for quarterly meeting**
 - v. A/C for Eagle Pass – next week**
 - vi. Rework BO policy – meals/travels – executive plan**
 - vii. Budget**
- l. Dean’s Breakfast – May 10th**