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
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 - día de los Niños
   iii. April 30 - Execlencia 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