

**CABINET MEETING OF  
SOUTHWEST TEXAS JUNIOR COLLEGE**

**May 8, 2014**

The Cabinet members of Southwest Texas Junior College met on May 8, 2014, 2014 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**  
**Romelia Aranda, Dean College of Workforce**  
**Cheryl Sanchez, Dean College of Liberal Arts**

1. **Dean's Breakfast**
  - a) **Reviewed agenda**
  
2. **SWTJC Board of Trustees Board Agenda**
  - a) **Reviewed agenda**
  
3. **Graduation Update**
  - a) **Finalized program and plans**
  - b) **Practice will be at 3:00PM, Friday**
  - c) **Commencement Exercise will begin at 09:30AM**
  
4. **Around the Table:**
  - a) **Derek Sandoval**
    - i. **Project Grow - Discussion**
    - ii. **Maintenance help Monday and Tuesday – for move**
    - iii. **DR construction update – next week**
    - iv. **Building Insurance – effective 5/9/14**
    - v. **Landscaping update**
    - vi. **Job Knowledge review**

- b) **Johnny Guzman**
  - i. Meeting scheduled in Hondo with TWC- May 21 at 1:30pm
    - a) For Skills Development
    - b) Discuss Grant opportunities
  - ii. TWC – welding in Crystal City High School
  - iii. Shared use of facility in Crystal City
  - iv. Expanding welding program – 1 year certification
  - v. Need for Aligning Tech curriculum
- c) **Joe Barker**
  - i. Maintenance routine for time of year
  - ii. Next 3 weeks – Portable building moved
  - iii. Truck Driving building moved
  - iv. Software for online maintenance work orders expanding its use
  - v. Medina Valley – discuss set up of DL equipment and furniture for CR
  - vi. Proposed budget to Mark Underwood
- d) **Cheryl Sanchez**
  - i. Proposal from Faculty Association
    - a. Approved as presented with changes
- e) **Romelia Aranda**
  - i. TACE – Safety Training for Oil Gas
    - a) Have meeting to offer classes
  - ii. Allied Health Courses
    - a) Patient Care Tech
  - iii. NHA approved school – Test Site
  - iv. Del Rio – HS take over EMT Program
  - v. Lease Welding in Del Rio
  - vi. Carrizo Springs ISD – Moving forward from Nurse Aid Dilley / Crystal City / Eagle Pass
  - vii. NACES – testing for Nurse Aid Regional Test Site
    - a) In facility test site
  - viii. Energy Auditor Course in June
  - ix. Texas A & M Evaluated Project VAST
  - x. ABE moving in new building in Del Rio, by July 1<sup>st</sup>
  - xi. Cotulla Meeting
  - xii. Middle Rio Grande – changes in paperwork required due to audit
- f) **Anne Tarski**
  - i. Budget forecast for 2014
  - ii. Meet Wednesday to plan for financials

- g) **Gilbert Bermea**
  - i. **Open Speech position in Eagle Pass**
  - ii. **Add Science sections**
  - iii. **Today end of year BBQ for staff**
  
- h) **Blaine Bennett**
  - i. **Working with Margot Mata on transition**
  - ii. **Working with Rachel Hinman on Title V**
  - iii. **Summer I – up 28% headcount – credit hrs 40%-same as last year**
  - iv. **Summer II –up 70% headcount–74% credit hrs–same as last year**
  
- i) **Margot Mata**
  - i. **Drop list has not changed.**
  - ii. **FA turn on Monday**
  - iii. **Identify potential SAP students**
  - iv. **Registration campaign**
    - a) **Advertise and banner for EP/DR**
  - v. **FA literacy – reduce default rates on student loans required prior to student loan**
  - vi. **Cross-country implementing in FALL – Club**
  - vii. **Lone Star Safety training**
  - viii. **Outreach registration for Dual**
  
- j) **Mark Underwood**
  - i. **Regional Council meeting – TAMK**
  - ii. **Conference with University of Phoenix – access to referrals**
  - iii. **Friday – phone conference with TAM International**
    - a) **Transfer Agreement**
  - iv. **Non-profit Ed Committee**
    - a) **Online office hours**
    - b) **Online approval request form**
    - c) **Instructor approval forms**
    - d) **Carlos Diaz and Amy Garcia working on this**
  - v. **Division Chair announcement soon**
  
- k) **Dick Whipple**
  - i. **Title V Grant-Coop with Angelo State University**
    - a) **Submitted focus on**
      - i. **Pre-engineering**
      - ii. **Physics**
  - ii. **RGC reviewing career pathways**
  - iii. **Strategic Plan Metrics**
    - a) **Review Plan # 5 – 2 weeks schedule**