

DIRECTORS & DEAN MEETING SUMMARY

Friday, June 16, 2017

Room C113, Uvalde, 10:00 AM

In attendance: Dr. Jimmy Case, Dr. Veronica Mendez, Greg Freidline, Dr. Monica Gutierrez (absent), Laura Nelson, Liz Peña, Delia Ramirez (absent), Monica Sandoval, Dr. Joel Vela, Dr. Claudia Wright, Tara Sealey (recording)

1. Summary from April 12, 2017 meeting approved
2. New changes:
 - Commencements will now be headed by Dr. Veronica Mendez
 - The Chief Academic Officer will have a more prominent role in facilitating commencements
 - A commencement committee will be put together that will represent the greatest components of each area of the commencement ceremonies
 - SACS visit is coming up – Dr. Veronica Mendez will be getting together with everybody to discuss how we will maximize the limited time we have with SACS during their visit
3. RGC publicity – discussion on ways to raise RGC publicity and visibility took place and will be looked into further; ways to get a message to the communities that there are really good things going on at RGC; Castroville campus needs to be looked into for possible development strategies
4. Reports from Directors
 - a. Director of Technology Services - Greg Freidline
 1. Telephone upgrades roll into effect in July; training availability will be schedule for people who would want to see how to use the visual voice mail, how to use call queues, or how to use email to fax and fax to email
 3. Room upgrades – pending the 3rd quote; hoping to have the money encumbered before July for the HEAF upgrade
 4. RGC OIT manager position will continue to be frozen during this next upcoming budget year
 - b. PPOHA Grant update – Dr. Joel Vela
 1. In year 4 beginning in September English will be coming online, a faculty member has accepted the position to start in the beginning of the fall semester in August. During the fall 2017 semester 4 courses are to be developed.
 2. Enrollment is going well for History and Counseling; Biology and Math are a little problematic
 3. Kevin Young has accepted taking the lead role for the grant in Biology and will be attending the Quality Matters conference in Fort Worth in September
 4. Working on having our programs in Biology, History, and to some degree, some of them in Counseling, to be developed to be online courses and then eventually to meet the Quality Matters specifications
 - c. Financial Aid – Monica Sandoval
 1. Awarding summer; still working on 17-18
 2. Financial Literacy course was addressed, wondering if we need to have that course or not; recommends changing the wording to “preferred” for taking the Financial Literacy course
 - d. Business Services – Delia Ramirez (absent)

- e. Admissions and Records / Student Services – Dr. Claudia Wright
 - 1. Degree Works consultant will be at RGC next week training in Eagle Pass
 - 2. An audit is scheduled in Del Rio next week and Del Rio is audit ready and will speak with the Auditor by the end of the day to know results
 - 3. Coordinating Board audit is coming up in July
 - 4. Applications, transcripts, and the processing of everything is all going well and the numbers are looking okay; always concerned about the numbers of non-payment on drop list
 - 5. Cashiers in Del Rio and Uvalde have been granted access to holds to enable students to register
- f. Director of Small Business Development Center – Liz Peña
 - 1. All ready for Accreditation next Tuesday
 - 3. Goals are on track and doing very well
- g. Media/Public Relations/Outreach – Laura Nelson
 - 1. Financial Literacy's online marketing and Facebook marketing are about to go into effect
 - 2. Working on a direct mail piece for the Castroville area because that has been the most effective strategy for that location and will be happening soon
 - 3. Picture directories are being re-done
 - 4. Website is being worked on and updated