



SOUTHWEST
TEXAS ★ COLLEGE

www.swtjc.edu

Business Office

Southwest Texas College



SPI: Business Office

Increase customer service with service satisfaction rating from 10% to 80% by May 31st.

Welcome to the Business Office where we provide student information.

- Student history
- Refunds
- Payment Plans
- Dorm information/contracts
- Scholarships
- SmartCard ID
- Accounts Payable
- Purchasing



Irma Garcia

Business Office Director

Oversee 5 employees
Assist with Scholarships
ACH processes
Bank Financials
Sales Tax
Manage Credit Cards
Student History
Billing



Juanita Santos

Head Cashier/SmartCard Administrator

Refunds/BankMobile

Dorm Information

SmartCard ID

Student History



Cristina Morin

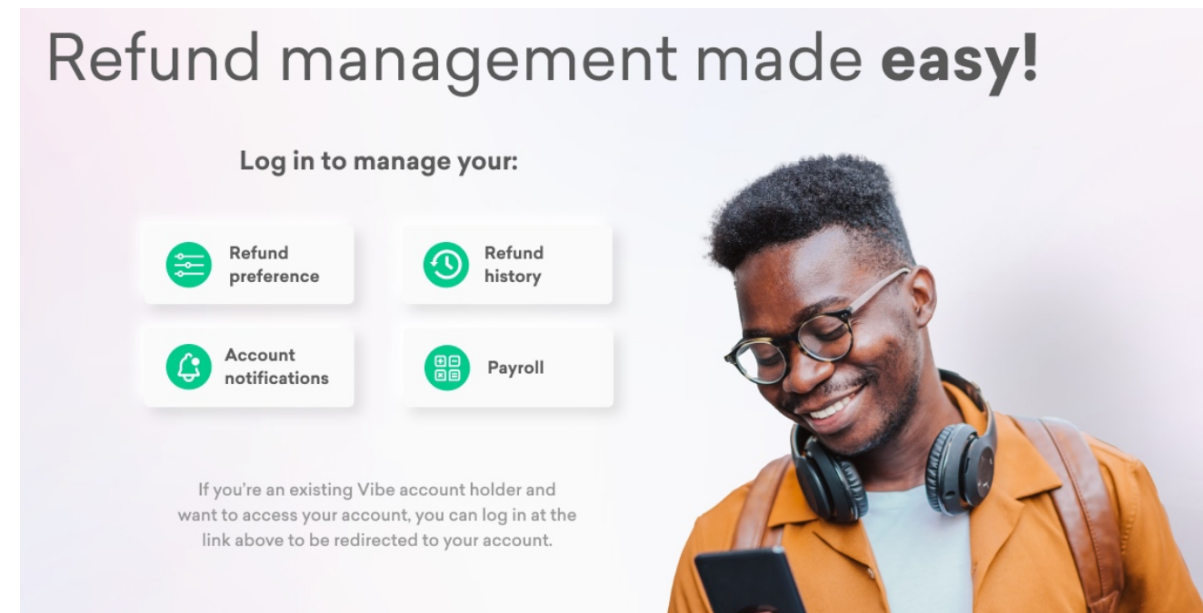
Accounts Receivable

Payment Plans

Refunds

Dual Credit

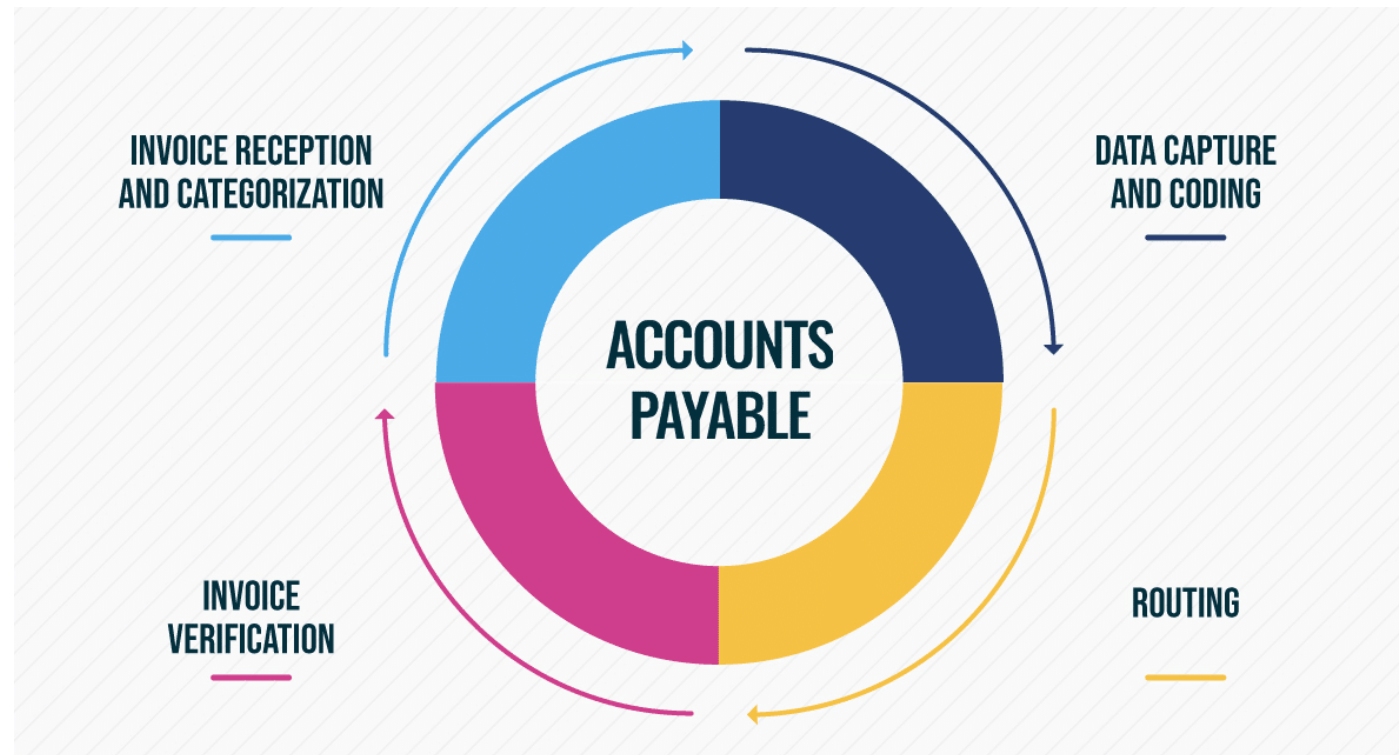
Student History



Rosa Casson

Accounts Payable/Cashier

Accounts Payable
Cashier
Student History



Blanca Martinez

Accounts Payable Specialist

Purchasing Cards

Travel Cards





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Purchasing

Southwest Texas College



SPI: Purchasing

Increase number of employees knowledgeable of the updated Purchasing Policy for purchase of goods and services by assisting at least 20 employees by May 31st.

Dana Garza

Purchasing Agent- **CTCD,CTCM (Certified Texas Contract Developer/Manager)**

Purchasing
Scholarships





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Printing Center

Southwest Texas College

Laura Contreras

Printing Center

Copying

Printing

Binding

Lamination

Maintains machines/Inventory supplies





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Human Resources/Payroll

Southwest Texas College



SPI: HR/Payroll

Communicate payroll process and benefits effectively. As a team, we will enhance our onboarding process and training by May 31st.

Human Resources & Payroll

Terrie Dube, Human Resources
Director

Abraham Contreras, Student Rights
and Responsibilities Administrator

Vanessa Verjan, Payroll Office
Melissa Lopez, Payroll/TRS Specialist
Crystal Montez, payroll Clerk



Human Resources

- Recruitment
- Background Checks
- Onboarding
- Training
- Newsletters
- Benefits
- HR and Payroll Reporting and Legal Compliance



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Controller/Food Services

Southwest Texas College

Aubrey P. Haynes

Controller

Maintain
General Ledger

Financial
Reporting

An individual who has responsibility for all accounting-related activities, including high-level accounting, managerial accounting, and finance activities, within a company."
(Investopedia)

Accounting

Budget
Preparation

Monitor
Internal
Controls



SPI: Food Services

Increase student's sense of connection to SWTX by hosting a weekly reoccurring event in the dining hall by May 31st.

Food Services

Steve Garner, Food Services Manager
Leopoldo Aviles, IV, Food Services Logistics
Facilitator

Diana Flores, Food Services Cook
Elisa Flores, Food Services Kitchen Aid
Eloina Garza, Food Services Cook
Alfredo Hernandez, Food Services Cashier

Food Services



Business Office, Purchasing, Human Resources, Payroll, & Controller



Thank You.