

CABINET MEETING
April 3, 2024

	AGENDA ITEM	NOTES
1.	President	SWTJC Board of Trustees' April meeting agenda
2.	VP Academic Affairs	
3.	VP Student Services	
4.	VP Finance	

5.	VP Eagle Pass Campus	
6.	VP Administrative Services <i>Challenges are what make life interesting and overcoming them is what makes life meaningful.</i> Joshua J. Marine	Advanced Law Enforcement Rapid Response Training (ALERRT Training) Wed and Thursday Eclipse Activities (SWTXC-Uvalde) Meeting-Wed. Ballroom 7pm Sat-Softball Field 2pm-5 pm Mon-Softball Field 10am-2 pm
7.	VP Del Rio Campus	March 28 – Burgers w/President <ul style="list-style-type: none"> - 201 completed the QR code, but approximately 350 students attended - Many ECHS faculty/staff came over April 1 – Wind damages, no rain: repaired inhouse April 2 – Bldg B Alarm at 5:15am, police dispatched, all clear <ul style="list-style-type: none"> - Moved swipe equipment auto-lock to 9:30pm - A/C tech to look at pressure put out by units Building J – Mr. Penny will need to bolt ends and relevel Approximately two weeks \$5,000 SFDR High School Evacuation Drill – April 30 <ul style="list-style-type: none"> - First meeting this afternoon - A Sanchez to join mtg Logo Inventory listing sent to group <ul style="list-style-type: none"> - Forgot bean bags for corn hole games - Forgot Table clothes for our dept: <ul style="list-style-type: none"> o FA, Adm, DR, Std Suc Coaches, AEL, Writing Center (2 each)

8.	Chief of Staff	
9.	Faculty Association	

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

April 3, 2024

The Cabinet members of Southwest Texas Junior College met April 3, 2024 in the President's Office

Cabinet members present were:

Dr. Hector Gonzales, President
Dr. Mark Underwood, Vice President Academic Affairs
Cruz Mata, Vice President of Student Services
Lisa Ermis, Vice President of Financial Services
Brenda Hoffman, Vice President Eagle Pass Campus
Connie Buchanan, Vice President Del Rio Campus
Dr. Randa Schell, Chief of Staff

Cabinet member absent was:

Derek Sandoval, VP Administrative Services

Also, Present were:

Charles Garabedian, Dean of Instructional Services and School District Partnerships
Bonny Herndon, President of the Faculty Association (attended via ZOOM)

1. President

- a. Reviewed SWTJC Board of Trustees' April meeting agenda
 - i. Budget presentation to the Board of Trustees at the June Board meeting
 - ii. Should receive salary / compensation sheets soon

2. Vice President of Academic Affairs

- a. Pathways Institute next week in Round Rock
 - i. Decided on developing the idea of summer TSI boot camp
- b. SACS~COC
 - i. Surgical Tech program received official approval
 - ii. Planning and Self Study tutorial/demo
 - 1. Dr. Schell will meet with A.F. on a timeline for website name change
- c. Law Enforcement Academy
 - i. Recommendation on the table is to go to two full-time classes and two part-time classes per year
- d. Eclipse Activities
 - i. Activity with scientist from ASU in the Ballroom at 11:00 am
- e. Dual Credit Partnerships
 - i. Meeting with EPISD about CTE program
 - ii. Working on graduation applications with high school staff
 - iii. Discussion of new course requirement for high schools (economics and personal financial literacy)
- f. School District Meetings
 - i. Meeting with EPISD about CTE programs
 - ii. Continued discussion with Dr. Rios about education pathway
 - iii. Just about finished with updating the HB2 classes in light of change to Texas College Bridge
 - iv. Discussion of fingerprinting and background checks of faculty teaching in the high schools
- g. Discussion of spring break dates next year

3. Vice President of Student Service

- a. Many staff will be out next week attending ELive and Pathways
- b. Graduation applications – 1021 high school applications – the deadline to apply is April 5th
- c. High School Visits
 - i. Started a log – have logged 73 visits so far this year
 - ii. Various Senior Registration Days are upcoming
- d. Commencement meeting tomorrow at 10:00am
- e. Summer and Fall Registration opened on Monday
 - i. 286 – Summer I
 - ii. 215 – Summer II
 - iii. 226 – Fall
- f. Ongoing work to locate and purchase scholarship management software

4. Vice President of Finance

- a. Discussion of budgets
- b. Discussion of exempt versus non-exempt employees

5. Vice President Eagle Pass Campus

- a. The Easter Egg Hunt was very well attended and successful
- b. Upcoming events
 - i. Implementing a seizure response training
 - ii. Bacterial Meningitis drives coming soon
- c. Discussion of a couple of potential faculty (Biology and Chemistry)

6. Vice President of Administrative Services – *“Challenges are what make life interesting and overcoming them is what makes life meaningful”* – Joshua J. Marine

- a. Advance Law Enforcement Rapid Response Training
 - i. ALERRT Training – Wednesday – April 3rd and Thursday – April 4th
- b. Eclipse Activities (SWTXC – Uvalde)
 - i. Meeting Wednesday April 3rd in the Ballroom at 7:00 pm
 - ii. Saturday – Softball Field 2:00 pm – 5:00 pm
 - iii. Monday – Softball Field 10:00 am – 2:00 pm

7. Vice President Del Rio Campus

- a. March 28th – Burgers with the President
 - i. 201 completed the QR code, but approximately 350 students attended
 - 1. Many Early College High School faculty/staff attended
- b. April 1st – There was some wind damages, no rain: repaired inhouse
- c. April 2nd – Building B – alarm went off at 5:15 am, police dispatched – all was clear
 - i. Moved swipe equipment auto-lock to 9:30 pm
 - ii. A/C tech to look at pressure put out by units
- d. Building J – Mr. Penny will need to bolt ends and relevel – approximately two weeks - \$5,000.00
- e. SFDR High School Evacuation Drill – April 30th
 - i. First meeting this afternoon – A. Sanchez will join the meeting
- f. Logo Inventory listings sent to group
 - i. Forgot bean bags for corn hole games
 - ii. Forgot table cloths for our departments: - FA, Adm, DR, Student Success Coaches, AEL, and Writing Center (2 each)

8. Chief of Staff

- a. ELive learning documentation
- b. Lowe's Grant is nearing completion and will be submitted tomorrow
- c. Pregnant and Parenting Students Survey
 - i. Name TC for now
 - ii. Was there a policy update in TASB
 - 1. FF (Legal)
 - 2. Write up a statement for Student Handbook and get it to S.M. ASAP

9. Faculty Association

- a. Further discussion of OSAs, ICLCs, etc.
- b. Faculty Association meeting on Friday at 9:00 am
- c. Pearsall High School event tomorrow evening at 5:00 pm

CABINET MEETING

April 10, 2024

	AGENDA ITEM	NOTES
1.	President	SWTJC Board of Trustees' April 18 th meeting agenda
2.	VP Academic Affairs	<p>I had initial meeting with Abby at Hondo Regional Training Center and the new Hondo City Manager, John Noran, on our lease renewal. They are asking that we consider placing an administrative assistant there. But given the number of faculty who count time there as office/advising, and the number of students and potential students who go to the Center, I don't think an assistant is justifiable.</p> <p>Thirty-three tables have been purchased for the President's Gala.</p> <p>Please block-out one or more slots of time in your day/week to review SACSCOC help documents and to begin writing narrative. Or, if you are getting help/assigning writers, have them do so. An Outlook Timeline is in the works.</p> <p>I'm at Pathways Institute today in Round Rock through Friday at noon; available via email, phone, and text.</p>
3.	VP Student Services	
4.	VP Finance	

5.	VP Eagle Pass Campus	
6.	VP Administrative Services <i>"Innovation distinguishes between a leader and a follower."</i> Steve Jobs	Tech Expansion Maintenance Transportation ALERRT Training Solar Eclipse
7.	VP Del Rio Campus	Mtg w/HS Police and IT – Evac Drill May 1 Border Patrol – R Robles <ul style="list-style-type: none"> • Asst Chf Patrol Agent • Office of Incident Management • First mtg next week re: drills on campus SFDRCCISD Ed Foundation Gala – Friday, April 12
8.	Chief of Staff	

9.	Faculty Association	
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**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

April 10, 2024

The Cabinet members of Southwest Texas Junior College met April 10, 2024 in the President's Office

Cabinet members present were:

Dr. Hector Gonzales, President
Lisa Ermis, Vice President of Financial Services
Derek Sandoval, VP Administrative Services
Connie Buchanan, Vice President Del Rio Campus
Dr. Randa Schell, Chief of Staff

Cabinet members absent were:

Dr. Mark Underwood, Vice President Academic Affairs
Cruz Mata, Vice President of Student Services
Brenda Hoffman, Vice President Eagle Pass Campus

Also, Present were:

Charles Garabedian, Dean of Instructional Services and School District Partnerships
April Ruhmann, Dean of Applied Sciences and Liberal Arts
Bonny Herndon, President of the Faculty Association (attended via ZOOM)

1. President

- a. Reviewed and discussed the SWTJC Board of Trustees' April 18th meeting agenda

2. Vice President of Academic Affairs (Out – attending Pathways conference)

- a. Dr. Underwood had initial meeting with personnel from the Hondo Regional Training Center and the Hondo City Manager regarding our lease agreement
 - i. They are asking that we consider placing an administrative assistant there, but at this time Dr. Underwood does not think an assistant is justifiable.
- b. Thirty-three tales have been purchased for the President's Gala
- c. Individuals working on our SACS~COC document need to block out one or more slots of time in their day/week schedules to review the SACS~COC help documents and to begin writing narrative
 - i. If anyone is getting help/assigning writers have them set the time slots into their schedules.
 - 1. An Outlook Timeline is being worked on
- d. Dr. Underwood is attending Pathways Institute through Friday but will be available via email, phone or text
- e. Discussion of TACTE conference
- f. Union Pacific ribbon cutting on April 23rd in Eagle Pass
- g. School District Partnerships
 - i. Meeting with Pearsall superintendent tomorrow
 - ii. Met with Crystal City ISD acting superintendent
 - 1. Lots of discussion of rumors swirling that SWTJC classes don't transfer
 - iii. MOU drafts almost ready
 - 1. CG will send to Dr. Gonzales and L.E. for final check
- h. Dual Credit Programs – Ready for the Board of Trustees' presentation
- i. Other
 - i. Discussion of SACS~COC writing
 - ii. Discussion of Hondo lease updates

3. Vice President of Student Service - Out – attending Ellucian Live
4. Vice President of Finance
 - a. Still working on exempt vs non-exempt
 - b. N.R. is working on salary spreadsheets
5. Vice President Eagle Pass Campus – Out - see email
6. Vice President of Administrative Services – *“Innovation distinguishes between a leader and a follower.”* – Steve Jobs
 - a. Tech Expansion
 - i. Starting slab for warehouse next week
 - ii. Waiting on architect and quotes for ‘lean-to’
 - iii. Still discussing fuel tank
 - b. Maintenance
 - i. Painting in surgical tech classrooms is ongoing
 - ii. Rodeo arena has gotten some upgrades recently
 - iii. Sage will be at Del Rio campus looking at phantom door
 - c. Transportation – discussion of SWART Transportation
 - d. Life Safety and Security – ALERRT training last week went well
 - e. Solar Eclipse activities went well – received many compliments from the schools and universities who used our campus
7. Vice President Del Rio Campus
 - a. Meeting with HS Police and IT – Evacuation Drill May 1st
 - b. Border Patrol – R. Robles
 - i. Assistant Chief Patrol Agent
 - ii. Office of Incident Management
 - iii. First meeting next week regarding drills on campus
 - c. SFDR CISD Ed Foundation Gala – Friday April 12th
 - i. Moved swipe equipment auto-lock to 9:30 pm
 - ii. A/C tech to look at pressure put out by units
 - d. Building J – Mr. Penny will need to bolt ends and relevel – approximately two weeks - \$5,000.00
 - e. SFDR High School Evacuation Drill – April 30th
 - i. First meeting this afternoon – A. Sanchez will join the meeting
 - f. Logo Inventory listings sent to group
 - i. Forgot bean bags for corn hole games
 - ii. Forgot table cloths for our departments: - FA, Adm, DR, Student Success Coaches, AEL, and Writing Center (2 each)
8. Chief of Staff
 - a. Network redundancy – waiting on fiber path maps from AT&T to make final decision
 - b. Lowe’s Grant was submitted Thursday before Easter – total was \$999,913 for pre-apprentice electrician to HVAC tech pathway
9. Faculty Association
 - a. Need to change college name for Cosmetology license
 - b. Suggestion for mascot skin color went to Dr. Underwood
 - c. Attended Pearsall College & Career Expo last week
 - d. Faculty Association meeting – discussed strategies for getting students to the 15sch threshold and preferences for 16-week courses
 - e. Discussed student who is in desperate need of advising

CABINET MEETING
April 17, 2024

	AGENDA ITEM	NOTES
1.	President	
2.	VP Academic Affairs	
3.	VP Student Services	
4.	VP Finance	Non-exempt to Exempt employee status

5.	VP Eagle Pass Campus	
6.	VP Administrative Services <i>There is no substitute for hard work.</i> Thomas Edison	Tech Expansion Maintenance Day Care Administrative work -name change/inventory list-pricing -Handbook changes -Master Plan-Facilities -Diesel presentation -SACS~CCO
7.	VP Del Rio Campus	SFDRICISD Education Foundation Gala, April 12 President's Gala, April 13 <ul style="list-style-type: none"> • Total of \$11,756 profit • \$4,736 on the silent auction • Copy of slides/status of college? CBP re: threat activity training, April 16 <ul style="list-style-type: none"> • Looking at first week of June • Buildings A, B, K, and ½ M will be used • Two days of class/practice time • Active threat drill on last day • Want maps for UV and EP also
8.	Chief of Staff	

9.	Faculty Association	
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SOUTHWEST TEXAS JUNIOR COLLEGE**

April 17, 2024

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Cabinet members present were:

Dr. Hector Gonzales, President
Dr. Mark Underwood, Vice President Academic Affairs
Cruz Mata, Vice President of Student Services
Lisa Ermis, Vice President of Financial Services
Brenda Hoffman, Vice President Eagle Pass Campus
Derek Sandoval, VP Administrative Services
Connie Buchanan, Vice President Del Rio Campus
Dr. Randa Schell, Chief of Staff

Also, Present were:

Charles Garabedian, Dean of Instructional Services and School District Partnerships
April Ruhmann, Dean of Applied Sciences and Liberal Arts
Bonny Herndon, President of the Faculty Association (attended via ZOOM)

1. President

- a. Discussion of President's Gala
- b. Board of Trustees' meeting on Thursday
 - i. If someone has something for the Board of Trustees' meeting agenda for this summer, try to get it ready for our June meeting
- c. Attending multiple School Board meetings around the region
 - i. Pearsall tonight
 - ii. Uvalde on Monday

2. Vice President of Academic Affairs

- a. Texas Pathways Institute Recap – will get information to the Cabinet on the goal the group set
- b. Hondo Lease agreement meeting – analyzing classroom usage
- c. Other announcements and discussion
 - i. Administrative Professionals Day is April 24th
 - ii. Relay for Life is this Friday
 - iii. Creative Arts Contest is April 25th
 - iv. End of Year (Deans') Breakfast is May 10th
 1. Outstanding Staff/Faculty Awards are in process
 - v. Graduation Lunch on Saturday is to be catered
 - vi. SACS~COC Summer Conference is July 21-24
- d. Discussion of many re-branding items
- e. ZOOM Room prototype room will be setup in Anderson 1
 - i. Expense will be approximately \$6,400 per room
 1. We can utilize about \$95K in IREPO funds; will buy 14 rooms
- f. Union Pacific ribbon cutting on April 23rd in Eagle Pass – the van will leave at 8:15 am
- g. IREPO – budget request for approximately \$360K was approved

h. School Districts Partnerships

i. JET Grants

- 1. Dilley ISD is pursuing a JET grant for welding program facility improvements**
- 2. Cotulla ISD is also pursuing a JET grant for PCT program**
- 3. Pearsall ISD is also pursuing a JET grant, but not sure for what program**

ii. Other meetings

- 1. Discussions continuing with Pearsall for creating an Early College High school**
- 2. Meeting with Uvalde CISD Chief Academic Officer today**
- 3. Meeting with EPISD CTE people this Friday**
- 4. MOU templates are nearing completion as soon as the Board of Trustees approve**
- 5. SRSU has partnered with SFDRCSID for principal training program**
- 6. Dual Credit Programs are ready for the Board of Trustees' presentation**

3. Vice President of Student Service

a. Financial Aid – Brought down 49 of 2000 ISIRs to review under new guidelines

b. Senior Registrations ongoing

- i. Uvalde last week**
- ii. Del Rio today**
- iii. CC Will on April 24th and EPHS on April 29th**

c. Other announcements

- i. TAMUK will be here to conduct a student commitment ceremony**
- ii. Graduation Celebration on April 29th for dual credit students**
- iii. Group attending UTSA baseball game on April 20th**
- iv. College and Career Expo in Uvalde tomorrow**
- v. Last day to drop is April 19th**

d. Graduation Ceremony

- i. Speaker will be Dr. Gonzales**
- ii. Need to purchase more turf to go in front of the bleachers**
- iii. Graduation Numbers**
 - 1. Ceremony 1 (Friday) - 382 graduates**
 - 2. Ceremony 2 (Saturday) – 402 graduates**
 - 3. Ceremony 3 (Saturday) – 449 graduates**

e. Enrollment Report

- i. Summer I – 640**
- ii. Summer 2 – 455**
- iii. Fall – 585**

f. SOC Report

- i. Two items passed last week**
 - 1. Student Handbook changes – approved**
 - 2. Support the purchase and implementation of AD Astra**

4. Vice President of Finance

a. Non-exempt to Exempt employee status

- i. Final list will be sent out after updates according to feedback are made**
- ii. Vice Presidents will need to visit with each employee who has a status change**

b. Sul Ross Lease agreement – they are asking to give back another 5300 square feet in the Briscoe Building

5. Vice President Eagle Pass Campus

a. Activities and Events

- i. Wellness Fair tomorrow at 9:00 am
- ii. Food distribution on April 24th at noon
- iii. Ramping up partnership with EPISD and getting more publicity
- iv. Early College Academy and Graduation Celebrations upcoming
- v. AHEC will take 10 of our students to TAMUCC to tour allied health programs
- vi. April is Community College Awareness Month – proclamation and video ad upcoming

b. Meetings

- i. Meeting with City of Eagle Pass regarding bike lanes leading to campus

6. Vice President of Administrative Services – “There is no substitute for hard work.” – Thomas Edison

a. Tech Expansion – Working on slab this week

b. Maintenance

- i. Surgical Tech classrooms will be finished by May 1st
- ii. Tate Auditorium HVAC is complete and working
- iii. AS is in process of ordering equipment for outdoor basketball court

c. Day Care

- i. Summer enrollment is looking strong
- ii. Took care of a hand, foot, and mouth outbreak
- iii. Celebrating Week of the Young Child next week

d. Administrative Work and Announcements

- i. Name change / inventory list-pricing
- ii. Handbook changes
- iii. Master Plan-Facilities
- iv. Diesel presentation
- v. Working on SACS~COC
- vi. World Soaring Competition will be in August

7. Vice President Del Rio Campus

a. Lion’s Club is meeting in our Auditorium for interest in a Women’s Chapter

b. SFDRCID Education Foundation Gala, April 12th

c. President’s Gala, April 13th

- i. Total of \$11,756 profit - \$4,736 on the silent auction
- ii. Copy of slides/status of college? – Dr. Gonzales will share

d. CBP re: threat activity training, April 16th

- i. Looking at first week of June
- ii. Building A, B, K, and ½ M will be used
- iii. Two days of class/practice time – active threat drill on last day
- iv. Want maps for Uvalde and Eagle Pass also

8. Chief of Staff – Campus Logic rep will reach out to CM as soon as possible

9. Faculty Association

a. Cosmetology and Child Development – SkillsUSA in Houston

b. Teaching Excellence Award – E. M. is coordinating as she is winner from last year

c. Active Minds campus organization is sponsoring Denim Day

CABINET MEETING
April 24, 2024

	AGENDA ITEM	NOTES
1.	President	
2.	VP Academic Affairs	
3.	VP Student Services	
4.	VP Finance	

5.	VP Eagle Pass Campus	
6.	VP Administrative Services <i>The only place where success comes before work is in the dictionary.</i> Vidal Sassoon	Tech Expansion Maintenance Graduation Creative Arts Campus Police
7.	VP Del Rio Campus	
8.	Chief of Staff	

9.	Faculty Association	
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Also, Present were:

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Bonny Herndon, President of the Faculty Association (attended via ZOOM)

1. President – Out – Attending TACC Quarterly Board meeting
2. Vice President of Academic Affairs
 - a. The Law Enforcement Academy and Nursing programs collaborated last week on a heat stroke training
 - b. SACS~COC
 - i. Hondo facility name change has been accepted by SACS~COC
 - ii. Notifications for OSAs will be submitted soon
 - iii. M.U. will ask our SACS~COC Vice President about how to handle the name change within our reaccreditation review
 - iv. QEP vote will go out tomorrow – Discussion of Summer Institute – third week of July
 - c. Commencement Ceremonies
 - i. A. Ruiz is making lunch arrangements for between ceremonies on Saturday
 - d. SWTJC – Union Pacific Ribbon Cutting went well yesterday – A. Ruhmann suggested that we continue to host open house events after ribbon cuttings, etc.
 - e. SACS~COC – Call for proposals for the December meeting is open
 - f. School District Partnerships
 - i. Dilley and Cotulla are both submitting partnership JET grants with SWTJC as partner
 - ii. Meeting with UCISD Chief Academic Officer about FAST and some curricular questions
 - iii. Meeting with SFDRCISD Superintendent about P-Tech
 - iv. EPISD CTE meeting last Friday went well – they are getting us possible teacher credentials to review
 - v. MOUs are nearing completion as Docusigns, but working against school district Board meeting schedules

6. Vice President of Administrative Services – *“The only place where success comes before work is the dictionary.”* – Vidal Sassoon
 - a. Tech Expansion is going well
 - b. Maintenance is getting ready for graduation
 - c. Name change committee has been expanded
 - d. Creative Arts Contest is tomorrow – Welcome by A. Ruhmann and MC is D. Sandoval
 - e. Campus Police – DR drill planning going well
 - f. Rodeo Team is at Hill College this weekend – This is the last qualifying rodeo
 - i. 2 cowboys already in the National Finals with 3 additional possible

7. Vice President Del Rio Campus
 - a. Announcements
 - i. Several drills planned for the near future
 - ii. Graduation Celebration on May 6 at 4:00 pm
 - iii. Faculty and staff will be traveling in college vans to the Deans’ Breakfast and Graduation Ceremonies
 - iv. Lamar Elementary will be on campus on May 13th

8. Chief of Staff
 - a. Pregnant and Parenting Student Survey 2 submitted last night – reviewed and discussed the numbers
 - b. President, Vice Presidents and Deans need SPIs
 - i. Learned about this at the SACS~COC conference in December and spoke briefly about it early this semester in Cabinet
 1. Need to do 3 short assessment cycles of 2 months each
 - a. June/July, August/September, October/November OR if we start immediately, we could maybe do April/May, June/July, August/September

9. Faculty Association
 - a. Discussion of nursing faculty concern of their contracts – changed from 10 month to 9-month
 - i. Requested for HR and or Payroll to meet with the nursing faculty to explain the contract changes
 - b. Discussion of creating an incentive program to get Dual Credit students to come to us after high school graduation