

CABINET MEETING
April 5, 2023
Via ZOOM

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

5.	VP Eagle Pass Campus	
6.	VP Administrative Services <i>It's those who lie outside ordinary experience who have the most to teach us.</i> <i>Malcolm Gladwell</i>	Re Open Campus Police IT Project Graduation UHS
7.	VP Del Rio Campus	High School Events: DR CTE, Brackettville, Comstock Preparing for April 11 Registration event 1pm – 8pm C Cruz radio KTDR 96.3 – community upcoming events (adding SWTJC) Reserving Van for DR Fac/Staff - graduation ceremony travel Thanks to Chairs – searching for Fall Saturday instructors
8.	Chief of Staff	

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

April 5, 2023

The Cabinet members of Southwest Texas Junior College met April 5, 2023 via ZOOM

Cabinet members present were:

**Dr. Hector Gonzales, President
Dr. Mark Underwood, Vice President Academic Affairs
Margot Mata, Vice President Student Services
Lisa Ermis, Vice President of Financial Services
Gilbert Bermea, Vice President Eagle Pass Campus
Derek Sandoval, VP Administrative Services
Connie Buchanan, Vice President Del Rio Campus**

Cabinet member absent was:

Dr. Randa Schell, Chief of Staff

Also, Present were:

**Juan Guzman, Dean of Applied Sciences and Workforce Education
Dr. Cheryl Sanchez, Dean of Liberal Arts and Adult Education & Literacy
Charles Garabedian, Dean of Instructional Services and School District Partnerships
Xavier Haynes, President of the Faculty Association**

1. President

- a. Nothing to report**

2. Vice President of Academic Affairs

- a. SACS-COC Summer Conference Registration open**
- b. Move Faculty Handbook to August Board meeting**
- c. Continue working on acquiring Free and Reduced students from ISDs**
- d. Forthcoming meeting with Natalia**
- e. Various schools moving to a 4-day Instructional model**
- f. May 12th – Deans' Breakfast**
- g. Student Engagement Awards**
- h. Electrician – Summer start – MET/MRGW will fund students cost, Curriculum and equipment has been ordered.**
- i. DEAAG Grant opportunity to add Power Plant certification**
- j. Construction carpentry ready for Fall start date**
- k. Surgery Tech equipment on order**

3. Vice President of Student Service

- a. Commencement update**
 - i. 1075 graduate applications**
 - ii. 1021 participating, 526 Liberal Arts, 595 Technical Programs, Dual Credit 393 (Academic 248 and Technical 145),**
 - iii. Discussed format for graduation**
 - iv. Guadalupe dance performance**
 - v. Testing Center Specialist interviews Friday**

4. Vice President of Finance

- a. Spark cards reissued**

5. Vice President Eagle Pass Campus
 - a. Recruiting updates from Eagle Pass
6. Vice President of Administrative Services – *“It’s those who lie outside ordinary experience who have the most to teach us.* Malcolm Gladwell
 - a. Re Open update
 - b. Campus police update
 - c. Information Technology update
 - d. Project Graduation Uvalde High School
7. Vice President Del Rio Campus
 - a. High School Events: DR CTE, Brackettville, Comstock
 - b. Preparing for April 11th registration event 1pm – 8pm
 - c. C Cruz Radio KTDR 96.3 – community upcoming events (adding SWTJC)
 - d. Reserving van for DR Faculty/Staff – graduation ceremony travel
 - e. Thanks to the Chairs – searching for Fall Saturday instructors
8. Chief of Staff - Out
9. Faculty Association

CABINET MEETING
April 12, 2023
Via ZOOM

	AGENDA ITEM	NOTES
1.	President	SWTJC Board of Trustees April 20, 2023 meeting agenda
2.	VP Academic Affairs	<p>I received notice that a SACSCOC reviewer is nearly finished with our Cybersecurity Specialist program addition; awaiting Coordinating Board approval.</p> <p>I received notice from the Brown Foundation that they will give us another \$10,000.00 grant for our summer programs.</p>
3.	VP Student Services	
4.	VP Finance	

5.	VP Eagle Pass Campus	
6.	VP Administrative Services <i>People cannot change their habits without changing their way of thinking.</i> Marie Kondo	Maintenance IT Campus Police Public Information Rodeo Trinity Valley
7.	VP Del Rio Campus	Senior Registration Event 4/11: Total of 52 students came in <ul style="list-style-type: none"> • 29 students registered <ul style="list-style-type: none"> ○ 14 received FA help • 23 received Apply Texas help Burger w/President postponed to 27 th Out of office the rest of the afternoon
8.	Chief of Staff	

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

April 12, 2023

The Cabinet members of Southwest Texas Junior College met April 12, 2023 via ZOOM

Cabinet members present were:

**Dr. Hector Gonzales, President
Lisa Ermis, Vice President of Financial Services
Gilbert Bermea, Vice President Eagle Pass Campus
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
Margot Mata, Vice President Student Services**

Also, Present were:

**Juan Guzman, Dean of Applied Sciences and Workforce Education
Dr. Cheryl Sanchez, Dean of Liberal Arts and Adult Education & Literacy
Charles Garabedian, Dean of Instructional Services and School District Partnerships
Xavier Haynes, President of the Faculty Association**

1. President

- a. Review of SWTJC Board of Trustees April 20, 2023 meeting agenda**
- b. Update on House Higher Education committee hearing of HB 1960**

2. Vice President of Academic Affairs

- a. Cybersecurity program addition – received notice that a SACS~COC reviewer is nearly finished with the review. Awaiting Coordinating Board approval**
- b. Brown Foundation - \$10,000.00 grant for our summer programs**
- c. IREPO – finishing out stipends and Frontera Rooms**
- d. Professional Development**
 - i. Safety training for our staff that will be going to UHS**
 - ii. TASB evaluation training on April 28th**
- e. ISD Partnerships**
 - i. Met with Natalia ISD – seem ready to continue for at least another year**
 - ii. 4-day school week – Comstock, Utopia, Leakey, D’Hanis, and Cotulla**
 - iii. Foundational HS MOUs are coming in steadily, next focus will be the Technical MOUs**
- f. Long conversation with SFDRCISD and EPISD about FAST program**
- g. Pleasanton ISD is coming to us with PCT and a portion of academic dual credit courses**
- h. Fall course requests are coming in steadily -there are some summer dual credit schools/courses**
- i. SACS~COC – working on substantive changes. Program reviews were approved in Curriculum Committee meeting last week**
- j. OER Committee – Developing a web page to make more visible and transparent**
- k. Liberal Arts division will host a booth at Dia de los Ninos event on April 28th**
- l. Deans’ Forum in Del Rio is coming up on April 21st**
- m. AEL Director position is sill not posted on our webpage**
- n. Regency Independent Health Systems meeting regarding Nurse Aides – clarified our offerings in PCT and Continuing Ed**
- o. Del Rio Chamber – DEAG – Aviation program grant opportunity. J.G. told them that we would like to explore the grant opportunity**

3. Vice President of Student Service – Steve Martinez
 - a. Commencement update
 - i. Stage setup on the Field House side due to electricity and internet feed strength
 1. Stage at goal line and graduates on the 10-yard line
 2. Rows of 30 graduates with aisle in the middle – 2-3 rows for faculty and staff participants behind graduates
 - ii. Audio options – system has been upgraded
 1. Speakers are above the scoreboard and would be little to no delay
 - iii. Proposed LED screens on either side of state
 1. Cost would be \$6,000.00 for 2-day rental of screens only
 2. Add \$3,400.00 for audio package
 - iv. Metal detectors rental
 1. Several options ranging from \$8K to \$9K
 2. Security officers (14) will also participate
 - v. Try it without a speaker this year and see what happens
 - b. Graduation numbers
 - i. 1,102 applications and 1,030 participants
 - ii. 537 on Friday and 493 on Saturday
 - c. Enrollment update
 - i. 393 – Summer 1
 - ii. 258 – Summer 2
 - iii. 376 - Fall
4. Vice President of Finance
 - a. Spark cards need to be turned in ASAP
 - b. Business Office will be closed tomorrow for funeral service – A. Tarski
 - c. Comp-time list was distributed
 - d. Please remind employees that Birthday leave is limited to clerks, administrative assistants, food service, daycare, and maintenance
5. Vice President Eagle Pass Campus
 - a. Campus events and activities ongoing
 - i. BM has been going to high schools during lunch hour to recruit
 - ii. Rosita Valley Elementary Career Day
 - b. Hosting UT Austin on the Eagle Pass campus to visit with early admission students – 31 students
6. Vice President of Administrative Services – *“People cannot change their habits without changing their way of thinking.”* Marie Kondo
 - a. Maintenance
 - i. Pre-construction meeting on Chittim project upcoming
 - ii. Flores Building pergola project ongoing
 - iii. Modular building distribution panel delivery date is May 2nd
 - iv. Witt building painting is ongoing
 1. Furniture and equipment in Anderson 1 and 2 will be dumped, auctioned, or absorbed in other departments
 - v. KP will take vacation early so he can oversee the Chittim construction project
 - b. Day Care – Grant to install pour and play
 - c. Campus Police/Life Safety & Security – looking at changing 30.07 locations, Red Sky overview and updates, and Sirens are being updated
 - d. Public Information – Creative Arts Contest upcoming
 - e. Rodeo Trinity Valley – Looks like we will have one that will go to the National Finals

7. Vice President Del Rio Campus

- a. **Senior Registration Event April 11th – Total of 52 students came**
 - i. **29 students registered – 14 received FA help**
 - ii. **23 students received Apply Texas help**
- b. **Burger with the President postponed to April 27th**
- c. **Out of the office the rest of the afternoon**
- d. **Veteran’s Event today at Civic Center**
- e. **DH Pace came and made an inventory on locks that need to be changed out**

8. Chief of Staff

- a. **IPEDS went in last week**
- b. **Working on a ticketing system for data request**
- c. **Working on Faculty Success and Planning and Self-Study modules in Watermark**
- d. **PTK has begun work on writing up an Innovation Grant proposal for several outdoor activity spaces**
- e. **TRIO Grants**
 - i. **APRs finally opened up for all 3 grants**
 - 1. **SSS submitted, UB and EOC are in progress and will be submitted with no anticipated issues**
- f. **Title 3 and Title 5 are going well**
 - i. **APRs were submitted over Spring Break**
 - ii. **Starting process to close out Title 5 as we end September 30th**
- g. **Dr. Schell will be out next Wednesday**

9. Faculty Association

- a. **Updated Faculty Association about Austin trip**
 - i. **Received a number of nice messages in return**

CABINET MEETING
April 19, 2023
Via ZOOM

	AGENDA ITEM	NOTES
1.	President	
2.	VP Academic Affairs	<p>SWTJC can now offer the following credentials completely online:</p> <ul style="list-style-type: none">Core curriculumAA General StudiesAssociate of ScienceBusiness Field of StudyCriminal Justice Field of StudyChild Development Certificate (some fieldwork required)Child Development Associate of Applied Science (some fieldwork required) <p>Associate of Arts in Teaching is only lacking MATH 1350 and 1351. The development of these as online courses is in process.</p>
3.	VP Student Services	
4.	VP Finance	

5.	VP Eagle Pass Campus	
6.	VP Administrative Services <i>The decisions you make today will determine the stories you tell tomorrow.</i> Craig Groeschel	Maintenance -Diesel EP -Welding RP -Surgical Tech --drawings --network Graduation Safety meeting Key Control committee report Access Control-Thursday Cafeteria update Gym update
7.	VP Del Rio Campus	Today – I am attending TAASA Training in Bldg M – 8:30am-4:30pm Del Rio’s Deans’ Forum Friday Road construction delays on Hwy 90 west for travelers
8.	Chief of Staff	

9.	Faculty Association	
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April 19, 2023

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Cabinet members present were:

**Dr. Hector Gonzales, President
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Gilbert Bermea, Vice President Eagle Pass Campus
Derek Sandoval, VP Administrative Services
Connie Buchanan, Vice President Del Rio Campus**

Cabinet member absent was:

Dr. Randa Schell, Chief of Staff

Also, Present were:

**Juan Guzman, Dean of Applied Sciences and Workforce Education
Dr. Cheryl Sanchez, Dean of Liberal Arts and Adult Education & Literacy
Charles Garabedian, Dean of Instructional Services and School District Partnerships
Xavier Haynes, President of the Faculty Association**

1. President

- a. Update on appropriations**
- b. Update on House Select Committee**
- c. Back House Bill 692 and Senate Bill 429**
- d. SACS-COC – Summer – 1Design online course development**

2. Vice President of Academic Affairs

- a. Intranet**
- b. Maverick Health Nursing Home – C N A Training (Thursday) support service**
- c. Micro Credentials - will meet April 27**
- d. Mental Health – adding Behavioral Tech**
- e. Online Program offerings – complete online**
- f. Expand Field of Study**
- g. Colleague – ability to capture interim credentials**
- h. DEAG Powerplant Del Rio – submitted equipment list \$600K+ – advised about establishing in Uvalde**
- i. IREPO update training**
- j. C. Davison in charge in Del Rio – General Expansion of bosses**
 - i. Example: Major – Capital levels**
- k. Dual Credit – Fall schedule complete for the most part**
- l. Connex unit removed from Hondo at powerline**

3. Vice President of Student Service

- a. Mental Health**
- b. Department Updates**
 - i. High registration, Tours, Marketing Campaign**
 - ii. Graduation – metal detectors**

4. **Vice President of Finance**
 - a. **Reminder to submit Budget and position list**
5. **Vice President Eagle Pass Campus**
 - a. **UT on Campus – transferring 32 students**
6. **Vice President of Administrative Services – “*People cannot change their habits without changing their way of thinking.* Marie Kondo**
 - a. **Swap indoor handles to lock knobs, away from current handles**
 - b. **Bring faculty / staff into committees (Key). Ex: Department Office / Faculty Office Complex**
 - c. **Add faculty and staff representatives**
7. **Vice President Del Rio Campus**
 - a. **Today, I am attending TAASA Training in Building M – 8:30am – 4:30pm**
 - b. **Del Rio’s Deans’ Forum – Friday**
 - c. **Road construction delays on Highway 90 West for travelers**
8. **Chief of Staff – Out**
9. **Faculty Association**

CABINET MEETING
April 26, 2023
Via ZOOM

	AGENDA ITEM	NOTES
1.	President	
2.	VP Academic Affairs	<p>1) The following list of credentials can be added to our online offerings:</p> <p>Level one basic Business Office Technology Level one advanced Business Office Technology Associate of Applied Science Business Office Technology</p> <p>Level one basic Business Management Level one advanced Business Management Associate of Applied Science Business Management</p> <p>Associate of Applied Science Criminal Justice</p> <p>2) The following Fields of Study can now be added to our offerings:</p> <ul style="list-style-type: none">a. English Language & Literature FOSb. Biology FOSc. Sociology FOS <p>3) We are lacking one course, GOVT 2304, to be able to offer the Political Science FOS. It is on the agenda for the next Curriculum Committee to be added to our course inventory.</p>
3.	VP Student Services	

4.	VP Finance	
5.	VP Eagle Pass Campus	
6.	<p>VP Administrative Services <i>If you want a better life, you have to be incredibly intentional about how you think and what you do!</i> Anonymous</p>	<p>EP Diesel/Welding Surgical Tech</p> <p>College Name Change movement</p> <p>Graduation update</p> <p>Creative Arts Contest-Thurs.</p> <p>Key Control report Access Control-Friday meeting</p> <p>Tech Committee report</p> <p>Campus Police report</p> <p>Gym updates</p> <p>CNRF Casper, Wyo., Slade Wood Team Roper, All Around Cowboy Alternate</p> <p>Men's 8th Women's 7th overall finish</p> <p>Congrats to our SWTJC Top Finishers</p>

7.	VP Del Rio Campus	Last Wednesday – attended TAASA training regarding Sexual Assault Several issues with Bldg M – <ul style="list-style-type: none">• A/C's checked, found loose belts Monday• Electrician found two burnt scarred ballasts today Taking Adm Assistants out to eat this evening to celebrate them! Thursday – Burgers with the President – 11:45am-1:30pm
8.	Chief of Staff	
9.	Faculty Association	

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

April 26, 2023

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Cabinet members present were:

**Dr. Mark Underwood, Vice President Academic Affairs
Margot Mata, Vice President Student Services
Lisa Ermis, Vice President of Financial Services
Gilbert Bermea, Vice President Eagle Pass Campus
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Cabinet member absent was:

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Also, Present were:

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Charles Garabedian, Dean of Instructional Services and School District Partnerships
Xavier Haynes, President of the Faculty Association**

- 1. President – Attending TACC meeting in Austin**
- 2. Vice President of Academic Affairs**
 - a. The following list of credentials can be added to our online offerings**
 - i. Level one basic Business Office Technology**
 - ii. Level one advanced Business Office Technology**
 - iii. Associate of Applied Science Business Office Technology**
 - iv. Level one basic Business Management**
 - v. Associate of Applied Science Business Management**
 - vi. Associate of Applied Science Criminal Justice**
 - b. The following Fields of Study can now be added to our offerings**
 - i. English Language & Literature FOS**
 - ii. Biology FOA**
 - iii. Sociology FOS**
 - c. We are lacking one course, GOVT 2304, to be able to offer the Political Science FOS. It is on the agenda for the next Curriculum Committee meeting to be added to our course inventory**
 - d. SACS-COC**
 - i. Received 5 acceptance letters for 5 high school sited**
 - ii. Pleasanton will be next – PCT will start in the Fall**
 - iii. Cyber Security is in the queue to be approved this summer**
 - e. DWire – Workforce Development**
 - i. Can possibly sponsor some students in the PCT program**
 - ii. Help graduates get jobs in nursing homes**
 - f. Signed Brown Foundation agreement for summer STEM programs - \$10K**
 - g. IREPO**
 - i. Study pods being delivered this week – Collaboration tables coming soon**
 - ii. Working through iDesign stipends**

- h. Professional Development – TASB training on Friday at 8:30
 - i. Outreach
 - i. Foundational MOUs have been received for the most part
 - ii. Technical MOUs are shaping up
 - j. Laughlin AFB
 - i. There are a number of upcoming changes to community engagement/partnerships including online students, expecting an influx of captains and majors to Laughlin with kids already graduated or about to graduate
 - k. 4-day school week – No additional schools – Utopia, D’Hanis, Cotulla and Leakey
 - l. Interviews tomorrow for Dual Credit Coordinator’s open position
 - m. Discussion on Dual Credit students who don’t complete Associates degrees
 - i. MM explained the purpose of senior registration days is to target this group of students
 - ii. XH explained a survey that she released to her dual credit Texas Government students regarding their plans after high school.
- 3. Vice President of Student Service**
- a. Enrollment numbers, Fall 755, Summer I 707, Summer 2 508
 - b. Eagle Pass Senior Registration Days
 - i. Registered over 60 students at CC Winn
 - ii. Over 121 attended and 90 registered at the EPHS event
 - c. STEM – Activities and events upcoming
 - d. Transfer Tuesdays – TAMUSA, UTHSCHSA, Baptist University of Americas
 - e. Student Success Centers – Finals activities will start next week
 - f. IAPs – Student Athlete progress reported to Mr. Almand. 4th week progress reports incoming
 - g. Upcoming events and activities
 - i. Sexual Assault Awareness Month display will be put up in the cafeteria
 - ii. Graduation Celebration on May 4th at 11:00am to 1:00 pm
 - iii. Dia De Los Ninos is this Friday
 - h. Outreach Services
 - i. Keeping in contact with Dilley, Cotulla, Pearsall, Crystal City, and Carrizo Springs
 - ii. FAFSA Night, Decision Day, C. Mata and L. De La Cruz will be speakers at the Crystal City graduation
 - i. Testing Center – test dates scheduled through end of July
 - j. Financial Aid - \$200K summer TPEG award money – eligibility need and be at least half-time student
 - k. Wildlife Expo next Friday – Around 30 high school seniors participating
- 4. Vice President of Finance**
- a. Budget questions – coming soon to the ones that have not been contacted
 - b. News Media – as we near May 24th
- 5. Vice President Eagle Pass Campus**
- a. Events and activities
 - i. Senior registration events ongoing
 - ii. Group attending the Eagle Pass Heroes event
 - iii. Rock Painting on May 3rd from 12:00pm-4:00pm
 - iv. Graduation Celebration on May 4th
 - v. Grillin’ with the Vice President on May 5th
 - b. Physical Plant
 - i. Waiting on one HVAC unit, otherwise everything is good
 - ii. Frontera Room furniture received this morning

- 6. Vice President of Administrative Services – *If you want a better life, you have to be incredibly intentional about how you think and what you do!* Anonymous**
- a. Chittim Center Project – met with architect/engineer, work will begin on May 10th
 - b. College Name change movement – Board of Trustees must sign an official resolution, then it goes to the Texas Higher Education Coordinating Board
 - c. Graduation update
 - i. Questions and discussion around video stream and sound system
 - ii. Safety plan is forthcoming from D.A.S.
 - d. Creative Arts Contest – Thursday, April 27 at 6:00 pm
 - e. Key Control report
 - i. Working on General Access definitions
 - ii. Friday meeting with SAGE and Gallagher to iron out data needs for EDI or API
 - f. Tech Committee report
 - i. Info Security report will be coming to the Cabinet soon
 - 1. Looking at two-factor authentication
 - 2. Cyber-security training for students
 - ii. Gym software request – need to look at what Gallagher can do
 - iii. E-Sports presentation by JC
 - iv. Zoom contract will need to be renewed March of next year
 - g. Campus Police report
 - i. Discussion of week of May 22nd in anticipation of May 24th
 - 1. Courthouse and downtown businesses will be closed on May 24th
 - 2. News media will be stationed at the Civic Center
 - 3. All law enforcement commanders will be stationed at the new EOC command center on South Getty
 - h. Gym updates
 - i. Faculty/Staff/Students volleyball game was yesterday
 - ii. Hike and Swim event at Garner State Park will be next week
 - i. CNFR in Casper, Wyoming – S.W. Team Roper, All Around Cowboy Alternate
 - j. Men’s 8th and Women’s 7th overall finish – Congratulations to our SWTJC Top Finishers
- 7. Vice President Del Rio Campus**
- a. Last Wednesday – attended TAASA training regarding Sexual Assault
 - b. Several issues with Building M
 - i. A/Cs checked, found loose belts
 - ii. Electrician found two burnt scarred ballasts
 - c. Burgers with the President – Thursday, April 27th – 11:45pm – 1:30pm
- 8. Chief of Staff**
- a. Updates on bills and Capitol visit
 - b. Ordered volleyball net and it was installed yesterday between Anderson and Richarz
- 9. Faculty Association**
- a. Updates on HB 1960 visit to the Capitol yesterday
 - b. Faculty Association meeting next Friday