

CABINET MEETING
August 10, 2022
Via ZOOM

	AGENDA ITEM	NOTES
1.	President	SWTJC Board of Trustees' August Board meeting agenda
2.	VP Academic Affairs	WF Ed. proposed tuition increase - Powerline Tech & Professional Truck Driving Printer for new Professional Truck Driving portable building
3.	VP Student Services	
4.	VP Finance	

5.	VP Eagle Pas Campus	
6.	VP Administrative Services <i>Be stronger than your strongest excuse.</i> Alan Maiccon	Facilities Maintenance Campus Police Housing IT
7.	VP Del Rio Campus	
8.	Chief of Staff	
9.	Faculty Association	

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

August 10, 2022

The Cabinet members of Southwest Texas Junior College met August 10, 2022 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
Charles Garabedian, Dean of Instructional Services and School District Partnerships
Xavier Haynes, President of the Faculty Association**

- 1. President**
 - a. SWTJC Board of Trustees' August Board meeting agenda – reviewed and discussed agenda items**
- 2. VP Academic Affairs**
 - a. Workforce Education proposed tuition increase / Powerline Tech & Professional Truck Driving – added to Board Agenda**
 - b. Printer for new Professional Truck Driving portable building**
 - c. Simple Syllabus status update**
 - d. SACS Site visit – follow up**
 - e. Child Care online degree**
- 3. VP Student Services**
 - a. Enrollment update – target of 3,200 students**
 - b. Drop List – first drop this Friday**
 - c. Issues with Wait List**
 - d. Challenge in finding available classrooms**
 - e. Dorm Move in date and services provided to students during move in**
 - f. Report on Data Summit – good summit**
- 4. VP Finance**
 - a. Property Tax reporting**
 - b. Budget 2023 loaded to Self Service**

5. VP Eagle Pass Campus

- a. More traffic on the Eagle Pass Campus**
- b. Success Coaches reaching out to students enrolled in Spring and not yet enrolled for the Fall**

6. VP Administrative Services

"Be stronger than your strongest excuse".

Alan Maiccon

- a. Facilities report**
- b. Maintenance report**
- c. Campus Police report**
- d. Housing report**
- e. IT report**

7. VP Del Rio Campus

- a. Company coming out to level portable buildings**
- b. Dugus Law Firm continues to make progress on hail damage to roofs**

8. Chief of Staff – Out Sick**9. Faculty Association**

- a. Nothing to report**

CABINET MEETING
August 17, 2022
Via ZOOM

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

5.	VP Eagle Pas Campus	
6.	VP Administrative Services <i>The common denominator for success is work.</i> John D. Rockefeller	Mr. Sandoval is at the Dorms
7.	VP Del Rio Campus	
8.	Chief of Staff	
9.	Faculty Association	

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

August 17, 2022

The Cabinet members of Southwest Texas Junior College met August 17, 2022 via ZOOM

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
Derek Sandoval, VP Administrative Services
Connie Buchanan, Vice President Del Rio Campus
Dr. Randa Schell, Chief of Staff**

Cabinet member absent was:

Dr. Hector Gonzales, President

Also, Present were:

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

- 1. President - Absent**
- 2. VP Academic Affairs**
 - a. Finishing up Simple Syllabus prep**
 - b. IDesign – is continually going well with 7 faculty members**
 - c. Convocation – Schedule is out / face to face with some hybrid**
 - d. The TDCJ renewal agreement has been signed**
 - e. Need to visit about the custodial situation at the Chittim Center**
 - f. Purchased a “new to us” bus for the CDL program**
 - g. Professional Development update**
 - h. Outreach update**
 - i. Instructional Leadership update**
 - j. IREPO Grant update**
- 3. VP Student Services**
 - a. Enrollment update**
 - b. Facebook Live information session conducted yesterday – received lots of positive feedback**
 - c. Library chromebook checkout are ongoing**
 - d. Participating in Convocation**
 - e. Restocking food pantry**
 - f. Preparing for first two-days visibility and welcome**
 - g. Recruitment and Engagement Specialist position for Uvalde will be Phillip Botello**
- 4. VP Finance**
 - a. Colleague Cloud transition will occur September 22-25, proposing to close on Friday afternoon so there won't be overtime issues with Saturday testing**
 - b. Will check on CircleIn invoice**

5. **VP Eagle Pass Campus**
 - a. **Working on drop list with appointments picking up this week**
 - b. **Financial Aid sent out a Text Aim**
 - c. **Facilities are ready except for the AC units on the RGC side**

6. **VP Administrative Services - Mr. Sandoval was at the Dorms, students move day**

"The common denominator for success is work".

John D. Rockefeller

7. **VP Del Rio Campus**
 - a. **Preparing for next week**
 - b. **Parking signs going up**
 - c. **Testing dates are full**

8. **Chief of Staff**
 - a. **Grants – Updates**
 - b. **Kids' College goody bad distribution on Saturday at 2:00pm**

9. **Faculty Association**
 - a. **Meeting tomorrow**
 - b. **Working on Turkey Trot prep**
 - c. **Ad hoc committee on faculty compensation**

CABINET MEETING
August 24, 2022
Via ZOOM

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

<p>5.</p>	<p>VP Eagle Pas Campus</p>	
<p>6.</p>	<p>VP Administrative Services <i>Creative Thinking is being able to see what everybody else has seen and think what nobody else has thought so that you can do what nobody else has done.</i></p> <p>John Maxwell</p>	<p>Maintenance: Fleet and vehicle usage Gym – hopeful for next week Asbestos certification Carpet shampoo – Day Care</p> <p>IT: Smartboard mass email Copiers purchased Keyboards DIR trainings</p> <p>Life Safety and Security: Threat Assessment review today Friday training-"recap" of productivity</p> <p>Vacation Rollovers: Employees</p> <p>Day Care: Staff employment Vacation times</p> <p>Campus Police: Hired for EP and DR, pending background check Chief Calliham</p> <p>Palomino Fest: Work begins Team meeting done</p>

7.	VP Del Rio Campus	
8.	Chief of Staff	
9.	Faculty Association	

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

August 24, 2022

The Cabinet members of Southwest Texas Junior College met August 24, 2022 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
Dr. Randa Schell, Chief of Staff

Also, Present were:

Juan Guzman, Dean of Applied Sciences and Workforce Education
Charles Garabedian, Dean of Instructional Services and School District Partnerships
Xavier Haynes, President of the Faculty Association

1. President

- a. Only one person has filed for the Board of Trustees' Election – Rogelio Munoz
- b. Insurance – TASB did not renew with the College for the coming year. Looking at other companies
- c. Enrollment is down, but it did level out – will use institutional HEERF funds to balance the shortfall
- d. Modular building work is going well

2. VP Academic Affairs

- a. Meeting with Simple Syllabus this afternoon
- b. SACS-COC – Substantive change request on La Pryor will be ready to submit by end of the week.
- c. TDCJ – Torres Unit – agreement was received and will be signed and submitted
- d. The TDCJ renewal agreement has been signed
- e. Question about mileage reimbursement – Put it in the contract/need to consider many factors
- f. Worked out the transportation situation for PCT instructor
- g. There are some UHS Tech students not yet registered
- h. Hondo enrollment is looking better
- i. Professional Development update
- j. Outreach update
- k. Instructional Leadership update
- l. IREPO update

3. VP Student Services

- a. Enrollment update
- b. Student Success Services Report

4. VP Finance

- a. Friday, September 23, Business Office will close at noon, work on the 24th to test cloud migration
- b. Received a message from a reporter regarding a government class

5. VP Eagle Pass Campus

- a. Welcome event Monday and Tuesday went well
- b. Student Lounge is open to students
- c. Resource Fair will be September 14th

6. VP Administrative Services - Mr. Sandoval was at the Dorms, students move day

*“Creative Thinking is being able to see what everybody else has seen and think what nobody else has thought
So that you can do what nobody else has done.”*

John Maxwell

- a. **Maintenance update**
- b. **IT Report**
- c. **Life Safety and Security update**
- d. **Vacation rollovers – with a busy summer, employees not able to take vacation so some are taking vacation now.**
- e. **Day Care update**
- f. **Campus Police update**
- g. **Palomino Fest update**

7. VP Del Rio Campus

- a. **Modular buildings are being leveled**
- b. **Getting pushback on Faculty Friday training that cannot be Zoomed**
- c. **Question regarding open librarian position – Is a credentialed librarian required?**
- d. **Discussion of ZOOM/Teams class monitors – use allocated departmental aid funds**

8. Chief of Staff

- a. **Will be calling Deans to discuss units as we build P & SS**

9. Faculty Association

- a. **Faculty Friday – TCCTA training is for everyone (faculty and staff) – lots of questions / discussions from faculty about Faculty Fridays**
- b. **Request to bring back Dr. Gonzales meeting with faculty regularly**
- c. **Not a lot of questions on faculty evaluation document**

CABINET MEETING
August 31, 2022
Via ZOOM

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

5.	VP Eagle Pas Campus	
6.	VP Administrative Services	<p>Maintenance/Facilities Building updates Metal storage bld.</p> <p>Gym Pool/court Hvac next week</p> <p>Public Information Social Media process Dorm video</p> <p>Palomino Fest</p> <p>Risk Assessment</p>
7.	VP Del Rio Campus	<p>Sul Ross RGC students first parking decal free - - Cabinet discussion result of 11/4/21 email to Dr. Munoz from VP A Tarski</p> <p>All 4 modular buildings have been leveled</p> <p>Bldg D interior mirrored windows have been reversed</p> <p>Delayed start yesterday - send Alerts to all campus locations</p>
8.	Chief of Staff	

9.	Faculty Association	
-----------	----------------------------	--

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

August 31, 2022

The Cabinet members of Southwest Texas Junior College met August 31, 2022 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
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:

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

1. President

- a. Property Insurance**
 - i. Signed paperwork yesterday for new contract starting September 1, 2022**
 - ii. The cost is significantly more than previous years**

2. VP Academic Affairs

- a. Texas Pathways**
 - i. Received information about the final Institute in November**
 - ii. Webinar about 8-week courses on September 9th**
- b. Texas Workforce Commission**
 - i. Monitoring review of AEL will occur the week of November 7th**
 - 1. Should be a simple review of demographics of students**
- c. Simple Syllabus**
 - i. Administrative team met last week with technicians**
 - 1. Last training will be tomorrow and then will be ready for implementation**
- d. IDesign**
 - i. Met last week regarding some mechanics of course design**
 - ii. Need to be ready for hard discussions around course content**
- e. SACS~COC**
 - i. September 12-14**
 - ii. Our VP will be in town this semester to physically “inspect” each site including high schools**
 - iii. Will need a meeting with Dr. Gonzales**
 - iv. Request for changes to our substantive change process will be heard at the December SACS~COC Board meeting**
- f. Multiple Measures Research**
 - i. Convening coming up, Mark Underwood and Randa Schell are designated as those who will speak about MMA at Southwest Texas Junior College**

- g. Honor Lock
 - i. Court case that prohibits room scan function
 - ii. Cheryl Sanchez will tell faculty to stop using the room scan function
 - h. Requests to add courses to 8 weeks
 - i. Most faculty have reached or exceed their max loads
 - i. We can now offer several of our degrees completely online
 - i. LF suggested something called “curriculum tracks” in College
 - ii. We are close to OER degree as well
 - j. Arts and Sciences Division Chair has been selected – the Division Chair will be Armando Mondragon. He will begin the transition this semester and will make a full transition in SP 2023
 - k. THECB/TEA Announcements
 - i. On-Course Network Texas First Diploma – Provides accelerated path to HS diploma and potential for scholarships to certain college/university partners
 - ii. Senate Bill 788 set up a model data sharing agreement
 - iii. Updated a list of industry – based certifications (IBCs) – we can probably expect school districts to start asking us to help with getting some of these IBCs to students
 - l. Instructional Leadership
 - i. Sabinal ISD substantive change is due soon
 - ii. Need to get several more up to date
 - m. IREPO Grant
 - i. Completed 6 course conversions to online
 - ii. Tracked down missing laptop carts in Del Rio
 - n. Professional Development
 - i. Web page including Faculty Fridays calendar is updated
 - o. Outreach
 - i. Enrollment numbers look good/17 schools up but 9 are down, however overall enrollment is up
 - ii. Meeting this afternoon with MVISD regarding several students
3. VP Student Services
- a. Enrollment Report
 - i. 6280 headcount – 4% increase over last fall
 - ii. Credit hours – 7% decrease from last fall
 - iii. Working to get students enrolled in 8-week 2
 - 1. Another virtual roundtable on September 7th to promote 8-week-2
 - b. Safety and Security – working to identify building managers
 - c. Circle In – Company got a little ahead of us and sent an email to all students through Canvas
 - i. Switched off in Canvas until training is done
 - d. Cowboy Roundup/Resource Fair
 - i. Uvalde – September 14th at 11:00 AM
 - ii. Eagle Pass – September 15th at 11:00 AM
 - iii. Del Rio – September 22nd at 11:00 am
 - e. Interviews for Recruiting/Marketing Coordinator – next week – September 8th and 9th
 - f. Interviews for Testing Center Assistant – this Friday – September 2nd
 - g. Vaccine Clinic tomorrow in Uvalde
4. VP Finance
- a. Colleague Cloud transition – will close the Business Office and certain Student Services Offices on September 23rd
 - b. Questions about students enrolled in multiple semester types
 - i. Randa Schell will arrange for sessions with ATD coaches
 - ii. David Conde is working with Irma Garcia to identify those early

5. VP Eagle Pass Campus

- a. Rain has subsided this morning
- b. Cowboy Roundup/Resource Fair on September 15th
- c. Success Coaches working with COLS/EDUC students

6. VP Administrative Services - Mr. Sandoval was attending a meeting in Eagle Pass

...the ultimate hedge against danger and uncertainty is whom you have on the mountain with you.

(leading by developing relationships with people)

Great By Choice

Jim Collins

- a. **Maintenance/Facilities**
 - i. Building updates
 - ii. Metal storage building
- b. **Gym**
 - i. Pool / court
 - ii. HVAC next week
- c. **Public Information**
 - i. Social Media process
 - ii. Dorm Video
 - iii. Palomino Fest
 - iv. Risk Assessment

7. VP Del Rio Campus

- a. Sul Ross RGC students first parking decal is free
 - i. Cabinet discussion result of November 4, 2021 – email to Dr. Munoz from Vice President Anne Tarski
- b. **Facilities**
 - i. All 4 modular buildings have been leveled
 - ii. Building D interior mirrored windows have been reversed
- c. **Delayed start yesterday**
 - i. Need capability to send alerts to all campus locations
- d. **Cowboy Roundup/Resource Fair**
 - i. September 15th – no bull riding machine
- e. **Dugas Law Firm – Roofs are a major issue with this rain**
- f. **Vaccine Clinic are hard to schedule because of minimum threshold needed**
- g. **Ms. Buchanan will be out Friday, September 2nd – dentist appointment**

8. Chief of Staff

- a. **Still working on Aspen Unlocking Opportunity project application – anticipating being finished by the end of next week**
- b. **Grants**
 - i. We did not get UBMS – missed getting it by .67 of a point
 - ii. Still waiting to hear about Title V – DHSI
 - iii. 2 additional in the queue (due by the end of September / early October)
 - 1. Post-Secondary completion/success
 - 2. Basic needs
- c. **Applied for and received the Reporting Modernization Grant II**
 - i. Will use for custom programming to make Zogotech and Colleague in the Cloud talk to each other
 - ii. Tableau training and a couple of other custom programming projects

d. Data Management and Integration

i. Working diligently on the switch to Colleague in the Cloud starting September 22nd

ii. Also working diligently on course/section codes – it is a “beast”

e. TRIO-SSS

i. Met our participant threshold for last year - 270

ii. Texas State Campus Tour coming up on September 15th

9. Faculty Association

a. Faculty Association meeting next Friday, September 9th – need to make decisions on the Turkey Trot

b. Working on some ways to get faculty together more often