

CABINET MEETING
March 1, 2023
Via ZOOM

	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>Life is one grand, sweet song, so start the music.</i> <i>Ronald Regan</i>	Maintenance/Facilities -Witt Test and Balances -EAA report received IT -Admin Asst. Interviews -Esports games? Life Safety -Lockdown locations -door locks 95% complete -door wedges, inconvenience, -Access Control mid-May Job Fair -Call Center Operators (3-2-23/3-9-23) -room rental pricing?
7.	VP Del Rio Campus	
8.	Chief of Staff	

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

March 1, 2023

The Cabinet members of Southwest Texas Junior College met March 1, 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
Dr. Randa Schell, Chief of Staff

Also, Present were:

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

2. Vice President of Academic Affairs

- a. SACS~COC**
 - i. Working on substantive change reports**
 - ii. Completing faculty monitoring reports**
 - iii. Need to finalize the disciplinary process response before Spring Break**
- b. A nursing instructor was in an vehicle accident – she will be okay**
- c. Talent Strong Texas (Pathways)**
 - i. Approved for Cadre 2 participation**
 - ii. Institute is April 12-14 in Dallas**
 - 1. Registration is open, we need to register our team**
 - a. MU, MM, YS, KSB, AR, AM need at least one from JG’s group**
 - b. There are some suggested readings for institute pre-work**
- d. Budget Questions**
 - i. Can we bring travel into the regular approval process?**
 - ii. The Print Center is another one that has some issues**
 - 1. Seems like there aren’t enough signature lines on travel forms**
 - a. LE will form a group to study the process**
- e. Enrollment in 8-week 2**
 - i. In conversations with faculty to take reduced pay for small classes**
 - ii. Drops will occur this Friday, March 3rd**
 - 1. 93 students on drop list currently**
 - 2. Tracking students who are in danger of not passing 1301 so will not be able to take 1302**
- f. Faculty Handbook**
 - i. Disruptive Student report form will be removed with online CARE Team Report replacing it**
 - ii. Class Roster Verification form will be used again**
- g. Mr. Mondragon has an office on the Uvalde Campus – he will be in Uvalde on Mondays and Wednesdays**

- h. **IREPO – Frontera Rooms are moving forward**
 - i. Furniture delivery will occur in late March or early April
 - i. **Professional Development**
 - i. Out for a few days
 - ii. Working with Part-time faculty and Faculty Fridays - AI webinar upcoming
 - j. **ISD Partnerships – meeting with Laughlin AFB to discuss options**
 - i. They are also tasked with recruiting, mentoring, etc.
 - 1. Perhaps a possibility for some partnerships as we move forward
 - k. **Outreach/Dual Credit**
 - i. MOUs – continuing to be updated, all billing has been routed to the Business Office as of now
 - l. **Program Review – reviewed Rad Tech last week**
 - m. **Other – working on budgets, also struggling with Local Articulation anomalies**
 - n. **Counselor Workshop coming up on March 22**
 - i. Designed a training style agenda rather than just informational
 - o. **Attended the Del Rio Early College High School (DR ECHS) lottery last week**
 - i. Staff will be attending/helping with Apply Texas and Career Fairs at DR ECHS
- 3. Vice President of Student Service**
- a. **Enrollment Report – 1,611 headcount for 8-week 2. Deadline for payment is this Friday, March 3rd.**
 - b. **Promoting Graduation Application deadline and helping students get them submitted. 300 applications already submitted**
 - c. **Graduation – Honey Bowl finally confirmed for May 12th and 13th.**
 - i. Discussion of how we are going to handle participation by Dual Credit school districts – Limit to 4 administrative representatives per school district
 - d. **Financial Aid**
 - i. FADS Report training with THECB
 - ii. Attending Ellucian Live March 26-29
 - e. **Outreach Facilities**
 - i. Working with school districts
 - ii. Will be at Carrizo Springs High School on Friday to help students with FAFSAs
 - f. **CARE Team**
 - i. BIT Coalition next week at UTSA Downtown – a group from all campuses will attend
 - ii. Suicide Prevention training on March 10th for Allied Health Students and staff
 - g. **Student Success Services**
 - i. SWTJC/Texas Workforce Career Expo on March 10th in Del Rio
 - ii. Wellness Wednesdays – many activities coming up
 - h. **Transfer Tuesdays**
 - i. UIW, TWU, TAMUSA on March 7th
 - ii. UTSA and TAMUSA on March 10th
 - i. **Student Seminars**
 - i. Test Anxiety tomorrow – March 2nd
 - ii. Time management on March 22nd
 - 1. Same in Eagle Pass on Tuesday, March 7th
 - j. **STEM Club – Alumni Spotlight on March 7th at noon**
 - k. **Tutoring Report**
 - i. All staying steady or increasing
 - ii. Circle-In marketing group working to promote

- i. Softball game and BBQ Cookoff coming up – 29 teams registered for the Cookoff
 - ii. Marketing Committee meeting today at 3:00 pm – finalizing goals

- 4. Vice President of Finance
 - a. New Accounts Payable Clerk will begin work on March 20th – D. Degroat
 - b. For Audit in August new GASG – need to look at software contracts

- 5. Vice President Eagle Pass Campus
 - a. Success Coaches meeting with CC Winn and Eagle Pass High School today
 - b. Success Coaches and Engagement Specialist attending UTSA Transfer Trip tomorrow, March 2nd
 - c. PTK Induction on Friday, March 3rd
 - d. Next week Safe and Sober activities
 - e. Physical Plant
 - i. Working on irrigation project at the AEL Center
 - ii. Fine tuning an HVAC system in Building E

- 6. Vice President of Administrative Services – *“Life is one grand, sweet song, so start the music.”* – Ronald Regan
 - a. Maintenance / Facilities
 - i. Witt Building HVAC testing and balancing this week
 - 1. Waiting on IT switch, but ready to go otherwise
 - 2. Last step is paint, clean, and move in. Anticipation of Fall semester
 - ii. LEA Modular Building
 - 1. Still waiting on master distribution panels
 - 2. Finishing up other small projects
 - iii. Edward’s Aquifer Authority report received
 - b. IT
 - i. Administrative Assistant interviews, no good applicants as of yet
 - ii. E-Sports Team? MU and MM will follow up with various people
 - c. Life Safety report
 - i. Lockdown locations need to be at the discretion of the individual
 - ii. Door locks 95% complete
 - 1. Matthews Building is pending as knobs and locks are on order
 - 2. Door wedges, inconvenience
 - iii. Access control will begin mid- May
 - d. Job Fair – hosted on campus
 - i. Call Center will be opened in Uvalde, Del Rio, and Eagle Pass – need Call Center Operators
 - ii. Room rental pricing?

- 7. Vice President Del Rio Campus
 - a. Several new employees begin working today
 - i. C. O. is a new IT person
 - ii. L. A. in the new front desk person/generalist
 - iii. K.F. is new EOC Education Specialist
 - b. Many activities next week
 - i. March 8th and 9th will participate in Apply Texas workshops at DRHS
 - ii. ECHS and HS will be on SWTJC campus on March 7th and 8th to work with Anatomage rooms

- c. **Career Expo on March 10th**
 - i. **Expecting about 400 school district participants in the morning session**
 - ii. **Another 400 plus community members in the afternoon session**
- d. **PTK Induction will be held on March 26th**
- e. **Ms. Buchanan will be out today in the afternoon**

8. Chief of Staff

- a. **Phi Theta Kappa**
 - i. **Inductions will be next Wednesday, March 8th at 6:30pm**
 - ii. **Texas Region Convention – March 9th – 12th**
 - 1. **Taking 6 students**
 - 2. **Hoping to get back on track with awards**
- b. **Working on various other projects**
- c. **SIR staff attending TAIR Conference this week**

9. Faculty Association

- a. **Faculty Association meeting on Friday**
- b. **Student Hub is live now**
- c. **Working on a list of Faculty Association President duties for the new President**
- d. **Shout-out to CARE Team and especially Teresa for their work**
- e. **Still making the rounds to different programs**

CABINET MEETING
March 8, 2023
Via ZOOM

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

<p>5.</p>	<p>VP Eagle Pass Campus</p>	
<p>6.</p>	<p>VP Administrative Services <i>Positive things happen to positive people.</i> Sarah Beeny</p>	<p>Re Open -Pos 6 -Exp-1 -Inventory</p> <p>Maintenance/Facilities EP Diesel/Welding pending Frontera signatures -Witt preliminary dates --3-27/5-1/6-1/7-15/8-15-23 Modular-March 22 EDP -DR roofs -Chittim campus -Spring Break schedule assigned</p> <p>Future Meetings -Tech Committee -Long Range Planning -Deferred Maintenance</p> <p>Campus Police -Spring Break --Mon-Thurs. FT -Cervantes-commissioned and on duty -FT time frame? May 14? -DR Tahoe ready soon/Traverse to fleet -Temp. Parking permits-dashboard</p> <p>Public Info -Grilling with the President -One Act Plays-IP -Creative Arts contest-April 21 -outdoor signage-direction -Eclipse meetings -Ellucian in the Cloud work -"Tex" enrollment/outfit -Call Center Job Fair today</p> <p>Rodeo -Tx A&M-College Station</p>

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

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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. SWTJC Board of Trustees' March meeting agenda - discussion

2. Vice President of Academic Affairs

a. SACS~COC – Finishing up prospectus to get in the mail by the end of this week

b. Dual Credit

i. 2 MOU templates ready to put on the Board of Trustees' March 2023 meeting agenda

ii. Additions / changes to the MOUs include safety statement and a deadline for asking to waive graduation fee

c. Pathways Institute – Today is the last day to register

d. Wrapping up first 8-week term – working with small classes and loads for 8-week 2

e. Faculty Handbook, making progress on updates; keys and campus security plan will be added

f. Met with MM and SM last week about the Class Roster Verification

g. Budgets have been submitted to MU

h. Looking for personnel

i. Surgical Tech Coordinator

ii. Cyber-Security Coordinator

iii. CDL Instructor

iv. Workforce Assistant at the Chittim Center

3. Vice President of Student Service

- a. **Activities**
 - i. Lots of activities leading to the close of Spring Break
 - ii. Today we have a faculty/staff/student softball game
 - iii. Tomorrow we have Grilling with the President – 39 teams registered
 - iv. Friday we have the career expo hosted in Del Rio, 700-800 participants expected to attend
 - v. Wellnes Wednesday – Our Health is on campus today from 11:00am – 1:00pm
 - vi. Suicide prevention training for all health science students on Friday
- b. **Admissions Report**
 - i. Last Friday was payment deadline for 2nd 8-week
 - 1. We dropped 53 students
 - 2. We are now on pay as you go mode and late registration until March 21st
 - ii. We continue to focus on registration
 - iii. We will be hitting the high schools when we get back from Spring Break to schedule senior registration dates
 - iv. Marketing scholarship deadline through social media, web site and emails to students

4. Vice President of Finance

- a. New clerk starts March 20th – D. Degrou, D.G. has moved to purchasing
- b. Bookstore charges – try to purchase from Office Depot as much as possible
- c. Budgets – sent an email to CG about Circle In on IREPO, lots of discussion on CircleIn

5. Vice President Eagle Pass Campus

- a. 5 CARE Team members in SA today for BIT Coalition
- b. Sage and Sober week activities this week
- c. FA has been working at Chittim Center and other class presentations

6. Vice President of Administrative Services – *“Positive things happen to positive people.”* – Sarah Beeny

- a. **Re-open**
 - i. Positive - 6
 - ii. Exposures - 1
 - iii. Inventory
- b. **Maintenance/Facilities**
 - i. Eagle Pass Diesel/Welding pending Frontera signatures
 - ii. Witt preliminary dates 3-27/5-6-1/7-15/8-15-23
 - iii. Modular – March 22 EDP
 - iv. Del Rio roofs
 - v. Chittim campus
 - vi. Spring Break schedule assigned
- c. **Future meetings**
 - i. Tech committee
 - ii. Long Range planning
 - iii. Deferred Maintenance
- d. **Campus Police**
 - i. Spring Break
 - ii. Monday – Thursday – Full Time
 - iii. Cervantes – commissioned and on duty
 - iv. Full time frame? May 14th ?
 - v. Del Rio Tahoe ready soon/Traverse to fleet
 - vi. Temporary parking permits – dashboard

- e. **Public Information**
 - i. **Grilling with the President**
 - ii. **One Act Plays - IP**
 - iii. **Creative Arts contest – April 21st**
 - iv. **Outdoor signage - direction**
 - v. **Eclipse meetings**
 - vi. **Ellucian in the Cloud work**
 - vii. **“Tex” enrollment / outfit**
 - viii. **Call Center Job Fair today**
 - f. **Rodeo – Texas A & M – College Station**
7. **Vice President Del Rio Campus - No notes – had to attend meeting about Appropriations Request**
8. **Chief of Staff**
 - a. **Phi Theta Kappa**
 - i. **Induction Ceremony tonight at 6:30 pm in the Tate Auditorium**
 - 1. **Dr. Schell leaving tomorrow for PTK Texas Region Convention in Irving, Texas**
 - b. **Working on appropriations request**
9. **Faculty Association – No notes – had to attend meeting about Appropriations Request**

CABINET MEETING
March 22, 2023
Via ZOOM

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

<p>5.</p>	<p>VP Eagle Pass Campus</p>	
<p>6.</p>	<p>VP Administrative Services <i>Leadership is not how far we advance ourselves, but how far we advance others.</i> John Maxwell</p>	<p>Facilities/Maintenance -Witt -Modular building panel ship date</p> <p>Access Control meeting</p> <p>IT -Witt -SAN project went well, generator tested -Data Security/Privacy training</p> <p>Life Safety/Security -Lockdown/Shelter</p> <p>Rodeo-Wharton JC</p>
<p>7.</p>	<p>VP Del Rio Campus</p>	<p>Frontera Room wall paint ordered – room ready next couple weeks</p> <p>This Friday’s Svc Communication Mtg/Lunch for Staff – 11am in Amistad</p> <p>DRISD Adult Learning – 3/29 Presentation and tour – 30 expected — Gonzalez and TRIO</p>
<p>8.</p>	<p>Chief of Staff</p>	

9.	Faculty Association	
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Dr. Mark Underwood, Vice President Academic Affairs
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Also, Present were:

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1. President

- a. HB 8/ SB 2539 – Community College Funding Bill
 - i. HB 8 passed committee last week and will be heard on house floor next week**
 - ii. SB 2539 goes to committee tomorrow****

2. Vice President of Academic Affairs

- a. GeoForce planning grant – will submit a letter of support**
- b. P. J. called about possible camp counselors – will put the information out for students**
- c. Leakey ISD wants a year-long math class (MATH 1314 or MATH 1342)
 - i. Looks like we can work that out, but need an instructor who is willing to teach a year-long class****
- d. SACS~COC
 - i. Cyber-security prospectus went out last week via mail**
 - ii. 2 monitoring reports due April 1st and will be submitted
 - 1. Faculty credentials**
 - 2. Student complaint procedures******
- e. Deans' Forum this Friday in Eagle Pass
 - i. Getting input for QEP**
 - ii. Need to get input from the staff side****
- f. Review of JD's transcript and qualifications to teach A & P**
- g. Question about budget and open positions
 - i. HG has spreadsheet for review before it is sent out to the VPs/Deans****
- h. Contacted by a consultant in Castroville about Aviation program**
- i. 2 Saturday classes made for 8-week – 2
 - i. Lots of discussion around tapping into this group of students with more class opportunities**
 - ii. Discussion of physical needs for Saturday classes****
- j. Deans' Forum in Eagle Pass Friday, in Del Rio on April 21st**
- k. Question as to due date for President's Student Engagement Award**
- l. Counselors' Workshop today in Uvalde**

- m. IREPO Grant – working on stipends and final furniture orders for Frontera Room
- n. Professional Development – TASB workshop on evaluation process on Friday, April 28th
- o. Instructional Leadership – working on summative evaluations
- p. ISD Partnerships
 - i. Scheduling meetings with ISD officials to work out details on TECH MOUs
 - ii. Letter of support for Dilley and Utopia to apply for JET grants
 - iii. MOU templates will go to the Board tomorrow
 - iv. Continue the phase out of local articulation

3. Vice President of Student Service

- a. Many successful events just before Spring Break
 - i. Career Expo in Del Rio
 - ii. Grillin' with the President
 - iii. Faculty/Staff vs Students softball game was tied – Students have requested a re-match
 - iv. Suicide Prevention Training – 124 allied health students were certified
 - v. Planning for Career Expo in Uvalde – 18 high schools invited
- b. Planning for registration to open
 - i. Priority registration opens next week
 - ii. Regular registration opens April 3rd
- c. Making visits to high schools for recruiting, senior registration, etc.
- d. Receiving requests for in-person orientation
- e. Closed out 8-week 1 and adjusted schedules for students who did not meet prerequisites for 8-week 2
- f. Recruitment and Engagement
 - i. PH is working campaigns
 - ii. Reviewing digital advertising
 - iii. Campus tour schedules filling up quickly
- g. Completing budgets
- h. Graduation Planning
 - i. Looking at numbers around High School requests for a particular graduation day
- i. SOC committee meeting on April 6th

4. Vice President of Finance

- a. D. L. Accounts Payable Clerk has begun working
- b. Send Lisa a list of staff or new budget year and any new positions that will be requested – Need by March 31st

5. Vice President Eagle Pass Campus

- a. Events and activities
 - i. Bookstore taking orders for graduation regalia
 - ii. CARE Team met to provide training and understanding around mental health services
 - iii. Transfer Tuesday yesterday
 - iv. Participating in Counselors' Workshop
 - v. Suicide Prevention seminar today
 - vi. Visiting CC Winn for senior recruitment event
 - 1. Visiting EPHS on March 28th for recruitment event
- b. Chat with the President on March 30th

6. Vice President of Administrative Services – *“Leadership is not how far we advance ourselves, but how far we advance others.”* – John Maxwell
- a. Facilities / Maintenance
 - i. Witt Building moving closer and closer to completion
 - ii. Modular building
 1. Electrical panel ship date missed, working to find out when it will be shipped
 2. Getting autobody facility cleaned up and ready for carpentry program
 - b. Access Control meeting - Starting in April and May for now
 - i. No API exists so need to confirm technological compatibility before we move forward
 - c. IT Report
 - i. Witt Building – Phased to move back into the building over the summer
 - ii. SAN project went well over Spring Break – Generator tested during power outage
 - iii. Data Security/Privacy training email went out
 - d. Life Safety/Security
 - i. Lockdown drill and Shelter in Place drill need to be conducted
 - e. Rodeo – Wharton JC – down to two hopefuls after injury of steer roper
7. Vice President Del Rio Campus
- a. Career Expo went very well – estimated 475 students attended
 - b. Frontera Room wall paint ordered – room will be ready for furniture over the couple of weeks
 - c. This Friday’s Service Communication meeting / lunch for staff – 11 am in the Amistad Room
 - d. DRISD Adult Learning
 - i. March 29th Presentation and tour
 - ii. 30 expected prospective students
 - iii. Gonzalez and TRiO-EOC are hosting
8. Chief of Staff
- a. Appropriations request
 - i. Submitted Sunday morning for \$3,508,508
 - ii. Split between 2 accounts – Transportation / HUD and DOJ
 - b. DHSI grant
 - i. Pending award down the slated for \$2.6 million – begins October 1, 2023
 - ii. Mental health and basic needs
 - c. Phi Theta Kappa
 - i. Eta Beta Chapter is five star for the 19th year
 - ii. RA and RFS received the Horizon Award for advisors
 - iii. 5 members / officers inducted in the Hall of Honor
9. Faculty Association
- a. Working on a Faculty Association resolution in opposition of RGD down
 - b. Will distribute \$500 gift cards for food pantries this week

CABINET MEETING
March 29, 2023
Via ZOOM

	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>It's not about ideas. It's about making ideas happen.</i> Scott Belsky	Modular update Dugas Law Firm Life Safety Day Care Cafeteria Public Information
7.	VP Del Rio Campus	
8.	Chief of Staff	

9.	Faculty Association	
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Dr. Mark Underwood, Vice President Academic Affairs
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Charles Garabedian, Dean of Instructional Services and School District Partnerships
Xavier Haynes, President of the Faculty Association**

1. President

- a. Discussion of meetings in Austin regarding both Community College funding bill and RGC downward expansion
 - i. Possible upcoming meeting with J. Barrera from Eagle Pass**
 - ii. Funding bill should go to the House for a vote next week
 - 1. Senate looks to be holding until the House votes it out to adopt the House version******
- b. Discussion on bill for Bachelor of Education expansion**

2. Vice President of Academic Affairs

- a. Sent Cotulla a basic list of HVAC equipment and dimensions**
- b. Discussion of letter of support for new GeoForce planning grant**
- c. SACS~COC
 - i. Institutional Portal now allows electronic submission of reports, etc.**
 - ii. MU has visited with our SACS~COC Vice President, Dr. Cuevas, a couple of times**
 - iii. Need to clean up language of the processes including student complaints, etc.****
- d. Discussion of Meadows MH Policy Institute**
- e. Discussion of school districts looking at leaving TASB**
- f. IREPO Webinar
 - i. Extended end date to September 30, 2023**
 - ii. Finishing out iDesign stipends and Frontera Rooms****
- g. Professional Development – TASB evaluations training workshop on April 28th**
- h. Instructional Leadership
 - i. Working on substantive change for Carrizo Springs**
 - ii. Natalia ISD is asking about leaving partnership as they are looking at their options**
 - iii. Hondo ISD has announced lone finalist for new superintendent**
 - iv. Cotulla is looking at offering community classes at their HS**
 - v. Also looking at expanding their Dual Credit technical offerings**
 - vi. Meeting with Pleasanton this afternoon to move their partnership forward**
 - vii. Hand delivering 5 MOSs to certain district****

- viii. **Program Reviews – Finishing up several to present to Curriculum Committee next week**
- ix. **Outreach – Counselor’s Workshop went well**
- x. **Mr. Guzman had nothing to report to the group this morning**
- xi. **Deans’ Forum – Spent time brainstorming QEP ideas**
- xii. **Weekend classes**
 - 1. **Attendance in first meeting last week was great**
 - a. **Instructors informally surveyed students about their choosing Saturday classes**
 - 2. **Will add Saturday offerings as more data from students becomes available**
- xiii. **Faculty Handbook – working on matching with Student Handbook and will be ready**
- xiv. **Faculty Evaluations**
 - 1. **AR and AM are tweaking the faculty evaluation**
 - 2. **Discussion of evaluation process and tools**

3. Vice President of Student Service

- a. **Registration**
 - i. **Priority registration is ongoing this week**
 - ii. **Regular registration begins next week**
 - iii. **PH and his group have designed a marketing campaign**
 - iv. **Senior registration dates upcoming**
- b. **Graduation**
 - i. **907 graduation applications have been received**
 - 1. **Working with technical students for graduation applications ahead of deadline**
 - ii. **Discussion of requests from school districts regarding graduation attendance**
- c. **Summer Class Schedule – looking for instructor for Summer CRIJ courses**
- d. **DSS and Mental Health**
 - i. **Attending Texas AHEAD this week**
 - ii. **MHDD is scheduled to be on campus next week**
 - iii. **Foster Care Liaison conference upcoming – TC attending**
 - iv. **Food Pantry webpage is up - \$500 HEB gift cards donated by Faculty Association**
 - v. **CircleIn webpage is up**
- e. **Upcoming Interviews**
 - i. **Admissions Specialist interviews tomorrow**
 - ii. **Testing Center Specialist interviews Friday**
- f. **Summary of Success Coaches visits to MVHS – scholarships, car giveaway, etc.**

4. Vice President of Finance

- a. **Please submit budgets as soon as possible**

5. Vice President Eagle Pass Campus

- a. **Chat with the President in F120 at noon**
- b. **CARE Team meeting on April 21st**
- c. **Transfer Tuesday with TAMUSA and UTHSCSA on April 4th**
- d. **Making high school visits**
- e. **Library Scavenger Hunt upcoming**
- f. **Priority registration has begun and success coaches are contacting case loads**
- g. **FA staff are calling those missing documents**
- h. **Replacing a compressor in Building D, no other reports of facilities issues**

6. Vice President of Administrative Services – *“It’s not about ideas. It’s about making ideas happen. Scott Belsky*
- a. Modular update
 - b. Dugas Law Firm
 - c. Life Safety
 - d. Day Care
 - e. Cafeteria
 - f. Public Information
 - g. *Was unable to rejoin meeting due to debrief after lockdown drill
7. Vice President Del Rio Campus
- a. Encountered some issues with accounts not being open
 - b. Working on room usage for summer – A computer lab is open so can host TSI testing
 - c. SFDRICISD Adult Learning Group on campus today – They were there during lockdown, but did well
 - d. Veteran’s Event today at Civic Center
 - i. Need a handout regarding SWTJC Veteran contacts
 - ii. VFW hosting community egg hunt – SWTJC is participating
 - e. Autism Awareness Day – Light it up Blue
 - f. Thanks to Faculty Association for HEB gift card for food pantry!
8. Chief of Staff
- a. Attended Webinar yesterday regarding NSF grants – Health Sciences?
 - b. Faculty Success/Workflow for Evaluations – will be hierarchy to each Vice President and Dean soon
 - c. Shooting Pool with the President – Shared summary of notes with group
 - d. CCSSE is currently being administered
 - e. Cyber Security
 - i. Would an interest survey be helpful?
 1. Need to include a disclaimer that says “pending approval by SACS~COC”
 2. Should get approval in June
9. Faculty Association
- a. Meeting this Friday
 - b. Looking at trying to get SGA started again on the Uvalde Campus
 - c. Can we provide transportation for faculty and staff that want to attend graduation?
 - d. Spent most of the day yesterday at the range with LEA
 - i. Very impressed with the way instructors complement each other
10. Observations from lockdown
- a. LE – Flores Building BO side
 - i. Locked down quickly after bringing student into the BO area
 - ii. Someone in restroom who went back in the restroom and locked door/turned out lights
 - b. MM – Flores Building SS side
 - i. Students were brought in and locked down quickly
 - ii. Notice on desk phones was very helpful in addition to the app and email
 - c. Dr. Underwood and Dean Guzman – Administration Building
 - i. Dr. Underwood and NR went into the vault
 - ii. JG realized an off-campus group was in the conference room, so he instructed them to stay in the conference room and lock the door
 - d. CB – Del Rio
 - i. Custodians locked doors as quickly as possible, but took a while to lock all six doors
 - ii. Off-campus group in Amistad Room did keep going with conversation, but locked doors.