

CABINET MEETING
August 7, 2024

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

5.	VP Eagle Pass Campus	
6.	VP Administrative Services <i>What we think shapes who we are.</i> Craig Groeschel	Tech Expansion Life Safety
7.	VP Del Rio Campus	
8.	Chief of Staff	

9.	Faculty Association	
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CABINET MEETING OF
SOUTHWEST TEXAS COLLEGE

August 7, 2024

The Cabinet members of Southwest Texas Junior College met August 7, 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 Finance
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

1. President

- a. SWTX Board of Trustees' August meeting agenda – Review and discussion of SWTX Board of Trustees' August meeting agenda

2. Vice President of Academic Affairs

- a. Handouts for Board reports will be handed out at the meeting
- b. MOUs
 - i. Lamar and Angelo are ready to be signed
 - ii. Sul Ross still needs some work
 - iii. Discussed supplemental funding opportunity through Title III
- c. Report from Marketing regarding rebrand work
- d. SACS~COC
 - i. Obtained the off-site from a school currently in the reaffirmation process – Dr. Underwood will share the report
 - ii. Remember when you are writing that you need to show there is a policy and that we **implement it**
- e. Report and discussion of Mental Health Tech program
 - i. 11 total students, 4 pending
 - ii. Sponsorship applications are being reviewed currently
- f. TRUE Consortium
 - i. Met with the SAC people yesterday
 - ii. They will come to campus in early November for signing event
- g. Reviewed the conference A. R. and C. M. attended last week
- h. Adjunct Faculty
 - i. Interviews and demos pending background checks
 - ii. Training today went well
- i. Dual Credit Registration
 - i. About 1500 are currently registered
 - ii. Discussion of Uvalde High School HVAC program and Eagle Pass Auto and Welding

- j. Presented a proposal for TSI exemptions under newly discovered TAC Exemptions (Title 19, Part 1, Chapter 4, Subchapter C, Rule 4.54) - approved
3. Vice President of Student Service
- a. Library report
 - b. Financial Aid
 - i. Financial Aid Appeals Committees met yesterday to review appeals
 - 1. FA will begin paying accounts on Monday, August 12th
 - ii. Bookstore charges can begin on August 14th
 - iii. Working the drop list
 - iv. Work study allocations are ready – C. M. will send to Cabinet
 - c. Student Success Services – NSO sessions are set for tomorrow
 - d. Admissions/Registrar – discussed drop list, wait list, and payment deadline, and pay as you go processes
 - e. Other
 - i. C. M. attended conference last week
 - 1. Presented review of Dual Credit Partnerships presentation by Dallas College
 - ii. Crystal City Elementary students will be here on Friday, September 13th
4. Vice President of Finance
- a. Discussion of wildlife scholarship donor
5. Vice President Eagle Pass Campus (Attended via ZOOM)
- a. Discussed moves made to accommodate EMT classroom
 - b. Discussed the Eagle Pass ISD Tech programs enrollment day on August 12th
 - i. A team from Eagle Pass is going to attend and help
6. Vice President of Administrative Services – *“What we think shapes who we are.”* Craig Groeschel
- a. Tech Expansion
 - i. Discussion of Tech programs in Eagle Pass – tentatively HVAC, Cosmetology, and Constructions
 - ii. Uvalde Expansion
 - 1. Fence is nearing completion
 - 2. Moving of items from warehouse has begun
 - 3. Portable buildings are being painted and prepared
 - 4. Powerline will move to their space on August 23rd
 - iii. Chittim Campus
 - 1. Modular building was delivered and put together
 - 2. Truck driving pad and powerline pad are both ready
 - 3. Waiting for electrician and city
 - b. Board Room
 - i. Granite arrived today and is being installed
 - ii. Carpet installed tomorrow
 - iii. AV equipment installed next week
 - c. Life Safety
 - i. Discussion of key cards and exterior bathroom doors
 - ii. Siren test planned for Wednesday, August 21st at 2:00 pm in Uvalde and on Friday, August 23rd in Del Rio at 11:30 am and Eagle Pass at 10:00 am
 - iii. Meeting about campus maps ongoing right now

7. Vice President Del Rio Campus

- a. Discussion of signs placed over the weekend
- b. AC is out in Building H – compressor gets here Monday and installed by Tuesday
- c. Sage is addressing install errors/punch list
- d. Discussion of newspaper ad in the Uvalde Leader News and getting it in Del Rio (830 Times)

8. Chief of Staff

- a. Grants
 - i. Discuss possible supplemental funding proposal
 - ii. Completed Basic Needs grant proposal and submitted on Monday afternoon
 1. Final Budget request was \$804,753 over three years
 - iii. Should receive the grant agreement for the Greater Texas Foundation grant tomorrow
- b. SIR
 - i. Dr. Garza and her staff participated in the adjunct training this morning
 1. She reports that her 20-minute session went well despite the power and internet situation
 - ii. In conjunction with D.C., R.A. and our Informer representative Dr. Garza will be diving into IPEDS
- c. PTK – One of our dual credit members has received a Coca Cola Scholarship for \$1,000.00
- d. One Shout Out
 - i. D. B. in EOC had set a goal of having 300 participants in his territory for this fiscal year.
 1. He reached the 300 back in June and reset his goal for 333 participants
 - a. That goal was surpassed yesterday with his 334th participant

9. Faculty Association

- a. Discussion of shared classrooms in the Briscoe Building
- b. Discussion of background checks
- c. Discussion of criteria for across the board one-time payment

CABINET MEETING
August 14, 2024

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2.	VP Academic Affairs	
3.	VP Student Services	
4.	VP Finance	

5.	VP Eagle Pass Campus	
6.	VP Administrative Services	
7.	VP Del Rio Campus	
8.	Chief of Staff	

9.	Faculty Association	
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SOUTHWEST TEXAS COLLEGE

August 14, 2024

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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 (via ZOOM)

1. President
 - a. Review and discussion of work to renew/extend airport lease
2. Vice President of Academic Affairs
 - a. SACS~COC
 - i. Keep writing, keep writing...
 1. Don't forget to look at the resource manual when stuck
 2. Need finished by Thanksgiving
 - ii. QEP Research Group
 1. Meeting today at 3:00 p.m.
 2. End of July 2025 completion date set
 - b. Discussion of STAAR exemptions
 - i. Old scores are still in the TASB update
 - ii. N.R. contacted TASB and they will include in next update
 - c. Dorm report
 - i. Hubbard Hall is nearly full
 - ii. Garner Hall is full
 - d. Re-Branding update
 - i. Front sign is up and looks good
 - ii. New Tex costumes are on order
 - e. AEL – tied for first place in the state for performance measures
 - f. Perkins – FIP grant for simulation equipment for ALEERT training
 - i. Notified of \$2000K award to purchase equipment
 - g. Division Chairs are writing THECB grant
 - i. R.F.S. – please have a plan for data collection
 - h. Kubota Regional meeting and Grand Opening is scheduled for October 15th
 - i. Met with P.H. to discuss waitlist and watchlist dashboards for marketing purposes
 - j. Surgical Tech Advisory Committee meeting tonight
 - k. Passed out Convocation Agenda for review and discussion

- I. School Districts Partnerships
 - i. Discussed teaching demos that were conducted recently
 - ii. Discussion of Crystal City and Carrizo Springs welding programs
 - iii. Discussion of the need for an onsite presence for onboarding and advising of dual credit students
 - 1. C. M. – spoke about his experiences working with school districts and how to get things to the finish line
 - iv. Notification of STAAR exemptions went out to school districts last week

- 3. Vice President of Student Service
 - a. Library report
 - b. Student Success Services
 - i. Working with IT on SAM update
 - ii. Working with R.D. on engineering pathway and MOU
 - iii. New Student Orientation sessions this week and next week
 - iv. Extended hours starting next week, every Wednesday
 - v. Working on IAPs and hiring tutors
 - c. Financial Aid
 - i. Library staff is making phone calls to students who have Financial Aid, but have not registered
 - ii. Certain colleges will be selected to open FAFSA on October 1st
 - iii. Working on drop list
 - d. Other (C. M.'s work)
 - i. Completed homework for AwardSpring implementation last week
 - ii. Hired a Library Acquisition Technician
 - iii. VPs meeting with Success Coaches on Friday
 - iv. Working on Financial Aid appeals process and follow up

- 4. Vice President of Finance
 - a. All hands on deck on Friday until 4:00 pm and Wednesday until 7:00 pm

- 5. Vice President Eagle Pass Campus (Attended via ZOOM)
 - a. Eagle Pass ISD ApplyTexas day for Tech Programs went well
 - i. 19 + a few from CC Winn
 - ii. 20-25 from Eagle Pass High School
 - b. Working with Mexican Consulate on career fairs at CC Winn and Eagle Pass High School next week
 - c. Working registration and drop list

- 6. Vice President of Administrative Services
 - a. Tech Expansion
 - i. Warehouse contents are moved
 - ii. CDL/Powerline building is nearing completion
 - 1. Address is 2830 Garner Field Road
 - iii. Diesel Tech lean-to is ready to go and equipment has been ordered
 - b. Eagle Pass Annex – site work for PLT and CDL pads is done
 - c. Board Room – working hard to get it done by Thursday night
 - d. Chittim Campus – Welding updates are very nearly complete
 - e. Life Safety/Campus Security
 - i. Parking permits are ready
 - ii. Uvalde First Response Team will be training on campus tonight at 5:00 pm

- iii. Palomino Fest Emergency Plan is in place and ready – working on a new vendor for gate/fence system
 - f. Daycare Report – losing some 3-year-olds to head start – adding spots for 0-18 months
 - g. Rodeo Scholarships – There are two scholarships to be awarded
 - h. Transportation – reviewed TRIP DIRECT process
7. Vice President Del Rio Campus
- a. Student Success Coaches have been really busy with student appointments
 - b. Regular campus enrollment numbers are improving
 - c. 38 future students received meningitis shots during last week's clinic
 - d. 42 registered for Thursday's NSO
 - e. Yesterday's Del Rio's TS12 testing was full
 - i. Added 8/21 will expand number of seats or add additional room if necessary
 - f. Interviewed two Cyber Security adjunct instructors on August 13th
 - i. Will submit as soon as I obtain paperwork from the committee members
 - g. New PCT Lab (D2) electrical upgrade (outlet for each bed) has been completed, will start moving beds and shelving
8. Chief of Staff
- a. Need to know what reports you all use in Estudios
 - i. H.G. - \$35k and a commitment
 - b. VIDA staff will be going to San Antonio Food Bank next week to go through their orientation
9. Faculty Association
- a. Coordinating a food drive for each campus food party during Convocation

CABINET MEETING
August 28, 2024

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

5.	VP Eagle Pass Campus	
6.	VP Administrative Services <i>Your life is an expression of all your thoughts.</i> Marcus Aurelius	Tech Expansion Life Safety 454B Freon Dugas Law Firm Transportation Dir. of LE and Security Palomino Fest
7.	VP Del Rio Campus	
8.	Chief of Staff	

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CABINET MEETING OF
SOUTHWEST TEXAS COLLEGE

August 28, 2024

The Cabinet members of Southwest Texas Junior College met August 28, 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 Finance
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:

April Ruhmann, Dean of Applied Sciences and Liberal Arts
Bonny Herndon, President of the Faculty Association (via ZOOM)

1. President

- a. SWTX Board of Trustees' September meeting agenda
 - i. Add a Review of the Mission Statement and Strategic Plan
 - ii. Add Texas State School Audit review
 - iii. Might need to add state thresholds for purchasing
- b. Discussed the Strategic Plan review and set for September 11th Cabinet meeting

2. Vice President of Academic Affairs

- a. Dorm Report
 - i. Garner Hall is full
 - ii. Hubbard Hall is nearly full
- b. SACS~COC
 - i. Writing is ongoing, but we all need to kick it up a notch
- c. Other
 - i. Have been working on appeals and class schedule overloads
 - ii. Diesel program is up and running
 - iii. Kick-Off will occur on September 12th
- d. Waitlist
 - i. A.G. and A.R. worked on the waitlist
 - ii. Lots of discussion about adjusting the process
- e. Fun facts
 - i. There is a Fort Worth area school that is offering a midnight to 5:00 a.m. welding class
 - ii. The rebrand presentation during Convocation was well received
- f. Kubota meeting and ribbon cutting
 - i. Regional meeting will be in October 2024
 - ii. Ribbon cutting will be in the Spring of 2024

3. Vice President of Student Service
 - a. Library report – Discussion of purchasing more laptops
 - b. Student Success Services
 - i. Success Coach meeting this Friday
 - ii. NSO dates will be on Fridays for the semester
 - c. Financial Aid
 - i. Appeals Committee still meeting
 - d. Enrollment Report
 - i. SCH total – 57,101
 1. Non-Dual Credit – 33,810, the goal was 33,843
 2. Dual Credit – 23,291, the goal was 24,193
 - ii. Can still use 2nd 8-week session to reach goal
 - e. Other
 - i. Met with TWU regarding MOU and 2+2
 - ii. Transcript request system was down, but is up and working again
 1. Discussed official transcript printing on other campuses
 - iii. Directors will begin rotating to all campuses regularly
 - iv. Stop 2nd 8-week registration. Regular registration will stop August 30th and restart on September 12th
4. Vice President of Finance
 - a. Nothing to report to the group
5. Vice President Eagle Pass Campus (Attended via ZOOM)
 - a. Meeting with Cumbres tomorrow
 - i. Working to get them into the 2nd 8-week session
6. Vice President of Administrative Services – Your life is an expression of all your thoughts – Marcus Aurelius
 - a. Tech Expansion
 - i. Cleanup of PLT building is happening today
 - ii. Pavecon is onsite today to start paving the Uvalde Tech expansion site
 - iii. Eagle Pass Annex work is ongoing
 1. Looks like Cosmo and HVAC
 - b. Life Safety
 - i. Safety Audit is out, being reviewed and data gathered
 - c. Maintenance
 - i. 454B Freon – need to start replacing units because 410 Freon cannot be ordered after October 2024
 - d. Dugas Law Firm
 - i. Working to find local attorneys to sit on the team
 - e. Transportation
 - i. Trip Direct approval process is going well
 - f. Director of L.E. and Security
 - i. Application window is closed
 1. Will start forming interview committee
 - g. Palomino Fest

7. Vice President Del Rio Campus

- a. Working on various maintenance issues
- b. Discussed Tech Expansion programs
 - i. Looks like Construction, Welding and PLT
 - ii. Labs will be built and existing portable buildings will be used for classrooms

8. Chief of Staff

- a. Need to discuss Core Team for Greater Texas Foundation grant
- b. Discussed Brown Foundation money
 - i. Dr. Schell will get a quote from DD for laptops to spend the money
- c. Shared LiveChat Summary
- d. Discussed SPI session in Convocation and sentiment shared by faculty about authority, stipends, and getting adjunct faculty involved

9. Faculty Association

- a. Proposal to meet Advisory Committee at the Kickapoo Casino and Resort
 - i. Also add some representatives from Kickapoo to Advisory Committee