

CABINET MEETING
May 01, 2024

	AGENDA ITEM	NOTES
1.	President	SWTJC Board of Trustees' May meeting agenda
2.	VP Academic Affairs	<p>Current vote on QEP Topic</p> <p>Hondo Lease Renewal/Possible Changes by Hondo City Administration</p> <p>Wellbeing Improvement Survey for Higher Education Settings (WISHES) - Introduced at Pathways</p> <p>Pathways-Related Opportunity: Minding College Minds Learning Community Application</p> <ul style="list-style-type: none">a. Texas Succes Center and Meadows Institute partnership intended to "provide a cohort of institutions with community-connected and implementation-focuses guidance on building campus-wide mental health 'systems' within the Talent Strong Texas Pathways student success framework." <p>Barlele Retainer Proposition - One month at \$2500.00; renewable monthly.....???? Received "argument packet" as I typed this sentence. I'll share.</p>

3.	VP Student Services	
4.	VP Finance	
5.	VP Eagle Pass Campus	
6.	VP Administrative Services <i>When we strive to become better than we are, everything around us becomes better too.</i> Paulo Coelho	Tech Expansion Maintenance -Graduation Name Change committee Day Care -survey-policy Life Safety Rodeo

7.	VP Del Rio Campus	Adm Prof Luncheon – April 26 Active Threat Training Drill Set <ul style="list-style-type: none">• Building K for the entire week of June 3rd through 7th.• The Amistad Room (A109) for the entire week of June 3rd through 7th.• Classroom A 108 for the entire week of June 3rd through 7th.• Building B on June 7th for the final exercise.• Separate Exercise Building K – May 10 Getting Ready for Graduation Celebration – May 6
8.	Chief of Staff	
9.	Faculty Association	

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

May 01, 2024

The Cabinet members of Southwest Texas Junior College met May 01, 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
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. SWTJC Board of Trustees' May meeting agenda
 - i. Add consider and act on changes to the catalog and both handbooks****
- b. Discussed HB8 funding point changes**
- c. Discussed budget requests
 - i. Submit operations budget separately from capital equipment budget and resubmit to L.E. and A.H.**
 - ii. Leave out what-ifs****

2. Vice President of Academic Affairs

- a. Current vote on QEP Topic
 - i. 48 – sense of belonging**
 - ii. 32 – student activities**
 - iii. 51 – mental health/wellness****
- b. Hondo Lease Renewal – possible changes by Hondo City Administration**
- c. Pathways
 - i. Wellbeing Improvement Survey for Higher Education Settings (WISHES)**
 - ii. Possible QEP Related Opportunity: Minding College Minds Learning Community Application
 - 1. Texas Success Center and Meadows Institute partnership intended to “provide a cohort of institutions with community-connected and implementation – focuses guidance on building campus-wide mental health ‘systems’ within the Talent Strong Texas Pathways student success framework”******
- d. Barlele Retainer Proposition
 - i. One month at \$2,500.00; renewable monthly ...????**
 - ii. Received “argument packet”- M. U. will share the information****
- e. SACS~COC – VP – Dr. Nuria Cuevas will be here May 29th**
- f. Texas Woman's University request for transfer MOU**
- g. Discussed lunch reception for between the two graduation ceremonies on Saturday**
- h. Nursing pinning ceremony is Saturday at UHS Auditorium**

- i. LEA recognition ceremony is May 6th at UHS Auditorium
 - j. Creative Arts contest went very well
 - k. Moving forward with Behavioral Tech workforce pathway
 - l. IREPO
 - i. Calculators have been ordered and should arrive soon
 - ii. Gearing up to purchase laptops and ZOOM Room equipment
 - m. SACS~COC
 - n. Met with Division Chairs on their writing assignments
 - o. School District Partnerships
 - i. Various meetings with school district administration
 - ii. Several leads on potential high-profile adjuncts
 - iii. Met with various people to discuss a reimagined P-Tech for teacher pathway
 - iv. MOUs for next year are starting to go out
 - p. Professional Development
 - i. Outstanding staff award work ongoing
 - ii. Conducted a handful of adjunct observations/evaluations
- 3. Vice President of Student Service**
- a. Library – various events and activities ongoing to finish out the year
 - b. Financial Aid
 - i. Met with Ellucian folks and got the issues with bringing down ISIRs worked out
 - 1. Waiting on the Department of Education to clear up some questions/changes
 - c. Enrollment Report
 - i. SI – 937
 - ii. SII – 644
 - iii. Fall – 965
 - d. Scholarships – met with Campus Logic for a preliminary demo, need to get more people involved for a more extensive demo
 - e. Other
 - i. Meeting with Carrizo Springs ISD administration on Friday
 - ii. Meeting with Michael Taft from Zogotech on Monday
 - f. Student Success Services – A group attended a UTSA baseball game earlier this week
- 4. Vice President of Finance**
- a. Reported on Cafeteria partnership on dorm family dinner last week
 - b. Need new budget requests ASAP
 - i. Discussion of open faculty positions and the impact on the budget
- 5. Vice President Eagle Pass Campus**
- a. Activities and Events
 - i. Food distribution last week went very well
 - ii. High school registrations were successful – approximately 120 at CC Winn and 90 at EPHS
 - iii. Graduation Celebration today
 - iv. Early College Academy Celebration next week
 - v. Grillin’ with the Vice President tomorrow
 - b. Meetings
 - i. Continued meetings with high school in Mexico – looking at after school possibilities

6. Vice President of Administrative Services – *“When we strive to become better than we are, everything around us becomes better too.”* – Paulo Coelho
- a. Tech Expansion – pouring the slab for the warehouse
 - b. Maintenance – finalizing all plans for Graduation
 - c. Name change committee – Keep SWTJC through graduation and do big push to launch during summer
 - d. Day Care – Discussion of pick-up and drop-off late fees and number of late fees allowed
 - e. Life Safety – met with Sage – locks are done minus repairs/troubleshooting
 - i. Access control will be installed in EP and finished in DR this summer
 - f. Rodeo Team
 - i. Sending 3 to the National Finals
 - ii. Also won Rodeo of the Year and Coach of the Year (Joey Almand)
7. Vice President Del Rio Campus
- a. Administrative Professionals Luncheon – April 26th
 - b. Active Threat Training Drill Set
 - i. Building K for the entire week of June 3rd through the 7th
 - ii. The Amistad Room (A109) for the entire week of June 3rd through the 7th
 - iii. Classroom A 108 for the entire week of June 3rd – the 7th
 - iv. Building B on June 7th for the final exercise
 1. Separate Exercise Building K – May 10th
 - c. Getting ready for Graduation Celebration – May 6th
8. Chief of Staff
- a. Student evaluations of faculty went out on Friday
 - b. SPIs
 - i. Don’t forget that the President, every Vice President and Deans need a SPI
 1. Start today on paper and we’ll setup software training week after graduation
9. Faculty Association
- a. There is business called College APP (Adult Prospect Pipeline) that offers data to colleges to recruit adult students

CABINET MEETING
May 8, 2024

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

5.	VP Eagle Pass Campus	
6.	VP Administrative Services <i>Discipline is the strongest form of self-love. It's ignoring current pleasure for a bigger reward to come. It's loving yourself enough to give yourself everything you ever wanted. - Anonymous</i>	Tech Expansion Graduation Rebranding Budgets
7.	VP Del Rio Campus	Pearsall Toured ECHS/SWTJC Campus Grad Celebration: 75 graduates and families Preparing for Lamar Elementary tour/day - May 13 88 – 5 th graders -- 9am to 1pm
8.	Chief of Staff	

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

May 08, 2024

The Cabinet members of Southwest Texas Junior College met May 08, 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
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. SWTJC Board of Trustees' May meeting agenda – Discussed agenda

2. Vice President of Academic Affairs

- a. General discussion items
 - i. Reviewed End of Year (Deans') Breakfast agenda
 - ii. Reviewed May work sessions calendar for next week
 - iii. Discussed the Hondo lease agreement
 - 1. Agreed to providing part-time workers and faculty office hours
 - 2. Cost will stay the same
- b. Marketing
 - i. Barlele proposal for graphic design work
 - 1. \$2,500.00 for 1-month work with additional month(s) possible; to be discussed
- c. Residence Life
 - i. Move out is occurring this week
 - 1. A few students have requested to stay through graduation
 - ii. Discussion of possible updates to meal plans
- d. AEL – Met with TWC representative on new grant proposal
- e. Smart Room enhancement update
 - i. Zoom Room will be available next week for faculty to try it out and give feedback
- f. Discussion of needed equipment for the Chittim Tech Center
- g. School District Partnerships
 - i. Discussion of Uvalde CISD P-Tech planning meeting – also trying to arrange a meeting between Uvalde and Del Rio
- h. Tech MOUS going out methodically
- i. Pearsall superintendent, staff and students visited Del Rio for tour to the Tech facilities
- j. Comstock ISD passed a bond that includes funding for a CTE facility
- k. MVISD will not continue with the PCT program
- l. Conducting various adjunct teaching demos

- m. Lots of discussion around Dual Credit tech programs start and end dates
 - n. Dual Credit Programs
 - i. S.M. and the Division Chair working with Del Rio on teaching pathway
 - ii. Staff is making various other school district visits
 - o. Professional Development
 - i. Summative evaluations for adjunct faculty
 - ii. Working on End of Year professional development with faculty
- 3. Vice President of Student Service**
- a. Financial Aid
 - i. Attending Gainful Employment reporting training
 - ii. Appeals committee is gearing up for meeting
 - iii. Summer ISIRs are in review
 - 1. 2024-2025 ISIRs will be reviewed after summer review
 - iv. Discussion of new LEA cohort that starts in Summer II
 - b. Library
 - i. Interim hours begin May 13th
 - 1. Summer hours begin June 2nd and go through August 2nd
 - ii. Announced various events and activities
 - c. Student Success Services
 - i. New Student Orientation starts tomorrow
 - ii. New Success Coach in Uvalde started this past Monday
 - 1. Crystal City Success Coach starts June 3
 - iii. UTSA baseball game attendance was 51 students – 3 students received UTSA scholarships
 - iv. Various other announcements, events and activities
 - d. Other
 - i. Discussion of meeting with Carrizo Springs interim superintendent
 - ii. Discussion of graduation stoles
 - e. Enrollment Report
 - i. Sumer I – 1058
 - ii. Summer II - 752
 - iii. Fall - 1102
- 4. Vice President of Finance**
- a. Discussion of needed budget reductions
 - b. Discussion of payroll issues
 - i. Change to non-exempt
 - ii. Announcement of Z-time
- 5. Vice President Eagle Pass Campus**
- a. Announcements, events and activities
 - i. Met with Cumbres (private school in PN)
 - ii. End of Year BBQ and celebration of Delia's retirement today
 - iii. ECA recognition ceremony tomorrow
 - iv. CC Winn Top 5% Recognition Ceremony tomorrow night
- 6. Vice President of Administrative Services – *“Discipline is the strongest form of self-love. It's ignoring current pleasure for a bigger reward to come. It's loving yourself enough to give yourself everything you ever wanted. Anonymous***
- a. Tech Expansion – Concrete has not yet been poured; hoping it will happen soon
 - b. Graduation – Team will be working at Fairplex starting Tuesday, May 14th

- c. Rebranding – will make changes to budget/memo
- d. Other
 - i. Budgets are being reviewed for adjustments
 - ii. We were awarded Yard of the Month this month

7. Vice President Del Rio Campus

- a. Pearsall toured ECHS/SWTJC Campus
- b. Grad Celebration – 75 graduates and families attended
- c. Preparing for Lamar Elementary tour day
 - i. May 13th – 9am – 1 pm
 - ii. 88 – 5th graders are expected to attend

8. Chief of Staff

- a. Discussion of domain change cost
- b. SIR Activities
 - i. Piloting LTI for core artifact submission this summer
 - ii. Piloting LTI for a better way to deploy student evaluations of faculty this summer
 - iii. Will be deploying a graduation student survey at the graduation ceremonies
- c. Discussion of Zogotech meeting
- d. Discussion of FAST funding numbers for Fall flex and Spring flex

9. Faculty Association

- a. Faculty are wrapping up for the semester and submitting grades
- b. Discussion of title changes, tenure, etc.
 - i. The request is to separate title changes from tenure
 - ii. Proposal coming soon to Dr. Underwood
 - iii. Must include meeting minutes and / or email discussion

CABINET MEETING
May 15, 2024

	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>"You are off to great places. Today is your day! Your mountain is waiting. So...get on your way."</i> <u>"Oh, the Place You'll Go!"</u> Dr. Suess</p>	<p>Tech Expansion -warehouse/Diesel/Carpentry -IT/furniture</p> <p>Maintenance -Graduation-Campus Police -Custodial Services</p>
<p>7.</p>	<p>VP Del Rio Campus</p>	<p>May 9 - Julio Gonzales – DR Chamber Leadership graduation</p> <p>May 13 - Lamar Elementary 5th grade – tour, games, pizza</p> <p>May 14 – DR ECHS Coaching Session</p> <p>May 14 and 15 – DR/Acuna Manufacturing Expo</p>
<p>8.</p>	<p>Chief of Staff</p>	

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

May 15, 2024

The Cabinet members of Southwest Texas Junior College met May 15, 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 (attended via Zoom)
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
Bonny Herndon, President of the Faculty Association (attended via ZOOM)

1. President

- a. Nothing to discuss at this time

2. Vice President of Academic Affairs

- a. SACS~COC
 - i. QEP
 - 1. Winner with 83 votes to improve students' sense of belonging/community/connection
 - a. Next step is to get the work group together
 - b. A.M., X.H., and others have volunteered
 - c. We can assign/appoint members and chairs
 - ii. Our SACS~COC Vice President will be here on May 29th to meet with us and tour the hotel and other facilities for the onsite visit
 - b. Surgical Tech – Interviewed a faculty/program coordinator candidate
 - c. IREPO – Making purchased ahead of the deadline
 - d. Professional Development – working on summative evaluations and summing up faculty work sessions
 - e. Dual Credit Programs – Staff are meeting with Comstock ISD staff for Apply Texas
 - f. Instructional Leadership
 - i. Approved Dr. Rodriguez to teach for us
 - ii. C.G. met with MVIDS administrators regarding PCT
 - 1. We will need to make adjustments to several items
 - 2. DRECHS models meeting yesterday
 - 3. Carrizo Springs named lone superintendent candidate
 - a. Discussed C.G.'s meeting with candidate
 - 4. MOUs are going out systematically – discussion of cost schedule for the Allied Health Programs

3. Vice President of Student Service

- a. Financial Aid
 - i. Appeals committee met yesterday
 - ii. Met with ERP people regarding Gainful Employment report that is due October 1st
 - iii. Working to complete 2024-2025 ISIRs by this Friday
- b. Library
 - i. Getting Chromebooks back
 - ii. M.A. announced his retirement and is working with TRS
- c. Enrollment Report
 - i. 1217 – Summer I
 - ii. 857 – Summer II
 - iii. 1218 - Fall
- d. Other
 - i. In-person demo by Campus Logic coming up
 - ii. Gave summary of school district visits by success coaches

4. Vice President of Finance

- a. Working on budget; should have it ready by Monday

5. Vice President Eagle Pass Campus

- a. Events and activities
 - i. Attending Chamber of Commerce Scholarship Luncheon today
 - 1. 2 of our students are receiving scholarships
 - ii. CC Winn National Honor Society Banquet – B.H. is the guest speaker
 - iii. Discussion of A & P instructor candidates

6. Vice President of Administrative Services – *“You are off to great places. Today is your day! Your mountain is waiting. So...get on your way.” “Oh the Place You’ll Go!” – Dr. Suess*

- a. Tech Expansion
 - i. Warehouse/Diesel/Carpentry waiting for soil tests
 - ii. IT/furniture requests / purchases for all expansion projects ongoing
 - 1. IT drops are scheduled for 18 acres in Eagle Pass by July 15th
- b. Maintenance – Graduation
 - i. HVAC units are going in today with unit being turned on tonight
 - ii. Carpet getting started today
 - iii. Chairs and chair covers will be set up Friday morning
 - iv. Campus Police and other security services are ready to go

7. Vice President Del Rio Campus

- a. May 9th – J. G. graduated from Del Rio Chamber Leadership program
- b. May 13th – Lamar Elementary, 5th grad – Tour, games and pizza
- c. May 14th – Del Rio ECHS Coaching Session
- d. May 14th and 15th – Del Rio/Acuna Manufacturing Expo

8. Chief of Staff

- a. A.S. certified FAST numbers this morning – we'll give Y.M. the go ahead to draw down as soon as we hear back from THECB
- b. Graduating student survey is ready to go – Help from success coaches to deploy the survey
- c. Discussion of possible auto-grad
 - i. Email Noor to verify that there will be a dynamic settle up in October between estimated and actual
 - ii. If not auto-grad those later
- d. Need to talk to C.B. about confusion over learning outcomes and SPIs especially with the Technical Faculty

9. Faculty Association

- a. Presented/discussed feedback from faculty workdays survey

CABINET MEETING
May 22, 2024

	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>Everything scarce increases in value. Your body and mind are no different. Take care of them, they are completely irreplaceable.</i> Steven Bartlett</p>	<p>Tech Expansion -PSI test passed -budget work-Diesel/Carpentry-furniture</p> <p>Graduation -debriefing concludes (less graduates, more time between ceremonies-recommendation)</p> <p>UCISD Food Distribution -Thursday's 8am-1pm-drive through scenario Location Gym Fac parking/needng electricity</p> <p>Maintenance -dorms for SS -EMT in EP preliminary concepts</p>
<p>7.</p>	<p>VP Del Rio Campus</p>	<p>DR High School Evac Drill</p> <p>P Hadley provided Company Info: Auditorium</p>
<p>8.</p>	<p>Chief of Staff</p>	

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

May 22, 2024

The Cabinet members of Southwest Texas Junior College met May 22, 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 (attended via ZOOM)
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. Graduation Debrief

- i. Cap each ceremony at x number participants**
- ii. Have more time between ceremonies**
- iii. Need more photo backdrops/opportunities**
 - 1. Move the reception (cookies and punch) out to the pavilion**
 - 2. Play music in the pavilion**
- iv. Need to make sure any employee presenting a diploma to a family member needs to be in regalia and we need information on the relationship ahead of time**
- v. Can't add another bleacher because of arena access**
- vi. We need to sell water**
- vii. Stream the ceremonies to the screens in the lobby**
- viii. We need to come up with guideline for stoles and cap decoration**

b. Budgets

- i. Looking at what departments spent this year, extrapolate to August and cut based on that**
- ii. Asking the Board to authorize funds to complete the Tech Expansion**
- iii. L.E. discussed estimated tuition and state appropriations**

2. Vice President of Academic Affairs

a. Marketing – Style Guide is ready to be utilized

- i. Includes recommendations for what to use on and for what**

b. SACS~COC – Vice President Advisory Visit starts next Wednesday

- i. Need to get narrative in P & SS as soon as possible**

c. QEP – 12 faculty and staff have volunteered to help with research

d. Residence Life – Clean-up and prep for summer sessions and Upward Bound is ongoing

e. Conducting various faculty interviews – Surgical Tech instructor begins work June 3

f. Faculty positions

- i. Gearing up to advertise for nursing instructors**
- ii. Looking for a Diesel instructor in Eagle Pass and a Welding instructor for Dual Credit**

- iii. Found Surgical Tech Instructor
 - g. Upcoming meeting with success coaches
 - i. Will discuss Surgical Tech application requirements/process
 - ii. Diesel in Uvalde will be ready for Fall 2024
 - h. Other
 - i. High TCOLE pass rate for the most recent classes
 - 1. High NCLEX pass rate for A D N and good for LVN
 - ii. Working on ETPS report with Dual Credit and Workforce
 - i. School District Partnerships
 - i. Meeting with Chief Instructional Officer for Uvalde Consolidated ISD
 - ii. Met with Hondo High School to discuss PCT
 - iii. Met with P. H. with TDCJ about restarting classes at the prison
 - iv. MOUs are coming back in signed – 12 received
 - 1. Another set is almost ready to be distributed
 - v. New Superintendent in Carrizo Springs will be approved soon
 - vi. Meeting with SFDRICISD about CTE contact hours
 - j. IREPO
 - i. Purchased 40 Dell laptops
 - 1. Distributed calculators
 - 2. Waiting on 6 Smart-boards to be delivered
 - 3. Waiting on camera for DL so it can be tested
 - k. Instructional Services – Teaching demos for various adjuncts for dual credit classes/programs
3. Vice President of Student Service
 - a. Library
 - i. All staff are working to get overdue materials back
 - ii. Discussion of EBSCO subscription
 - iii. Event in Crystal City yesterday with 2nd and 3rd graders
 - b. Financial Aid
 - i. All available ISIRs have been downloaded
 - 1. Reviewing the final 700 and will start packaging this afternoon
 - c. Student Success Services
 - i. New Student Orientation on May 23rd
 - ii. Changing up staff responsibilities
 - d. Other
 - i. Campus Logic demo next week
 - 1. C.M. working on scholarship applications manually – moved deadline to May, but will probably change it back to April
 - e. Enrollment Report
 - i. Sumer I – 1393 headcount / 6773 credit hours
 - ii. Summer II – 948 headcount / 4416 credit hours
 - iii. Fall – 1355 headcount / 14128 credit hours
4. Vice President of Finance
 - a. Presented Budget
5. Vice President Eagle Pass Campus
 - a. Events and activities
 - i. LEA pinning ceremony this past weekend was great
 - ii. Meningitis vaccine drive and NSO same day

iii. B.H. out on vacation next week

6. Vice President of Administrative Services – *“Everything scarce increases in value. Your body and mind are not different. Take care of them, they are completely irreplaceable.* Steven Bartlett

- a. Tech Expansion
 - i. PSI test passed
 - ii. Budget work – Diesel/Carpentry-furniture
- b. Graduation
 - i. Debriefing concludes
 - 1. Less graduates, more time between ceremonies - recommendation
- c. Uvalde Consolidated ISD Food Distribution
 - i. Thursday’s 8:00am – 1:00pm – drive through scenario
 - 1. Location Gym Faculty parking area – they need electricity
- d. Maintenance
 - i. Dorms for SS
 - ii. EMT in Eagle Pass preliminary concepts

7. Vice President Del Rio Campus

- a. Discussed Del Rio High School Evacuation Drill
- b. P.H. provided information for Auditorium sound and tech equipment
- c. Preparing campus for the active shooter training
- d. C.B. will be out on Fridays for the summer

8. Chief of Staff

- a. Discussed Graduating Student Survey results
- b. Completed narrative for Greater Texas Foundation Emergency Aid grant
 - i. Will submit once support letter is signed
- c. Moving on to Recommended Course Sequencing – due June 17th
 - i. Then will be writing the TRiO-SSS grant – due July 15th

9. Faculty Association

- a. Congratulations and thank you for the graduation ceremonies
- b. B.H. will attend SACS~COC meeting next week

CABINET MEETING
May 29, 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>Everyone has been made for some particular work, and the desire for that work has been put in every heart.</i> Rumi	Tech Expansion -warehouse -Diesel budget -site work -Truck Driving -furniture Maintenance -dorms -Garner Hall HVAC
7.	VP Del Rio Campus	Wednesday, 29 th – Student Success Coach’s Prof Development Title III Stem Mentor Meeting Thursday, 30 th – Interview for maintenance/custodial position Friday, 31 th – Active Threat Training for all staff, 1-4pm, office closed Next Week (June 3-7) – Active Threat Planning/training for LE by CBP Friday (June 7) Building B sweep of building to practice training
8.	Chief of Staff	

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

May 29, 2024

The Cabinet members of Southwest Texas Junior College met May 29, 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
Derek Sandoval, VP Administrative Services
Connie Buchanan, Vice President Del Rio Campus
Dr. Randa Schell, Chief of Staff

Cabinet member absent was:

Brenda Hoffman, Vice President Eagle Pass Campus (On vacation)

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 the Board of Trustees' meeting agenda
 - i. Budget workshop at 5:30 p.m.
 - ii. Discussed Tech Expansion needs

2. Vice President of Academic Affairs

- a. Reviewed agenda for current SACS~COC Vice President site visit
- b. Attended Charlotte High School graduation ceremony last Friday
- c. Made several hiring recommendations that were accepted and moving forward
- d. Surgical Tech
 - i. Instructor/director hired and can start June 3rd
 - ii. Discussed CAAHEP certification process
- e. Diesel Mechanics – Uvalde – discussed Kubota plans
- f. Working on SACS~COC writing
- g. Interviews and teaching demos ongoing
- h. MOUs steadily going out and coming back in signed
- i. Working on logistics for Uvalde CISD and Del Rio CISD meeting

3. Vice President of Student Service

- a. Library
 - i. Working on AI workshop for faculty
 - ii. Discussed EBSCO quote
 - iii. B.C. training Del Rio Library staff today
- b. Student Success Services
 - i. New Student Orientation sessions ongoing
 - ii. Working on drop list
 - iii. Wellness day for success coaches in Del Rio today

- c. Financial Aid
 - i. 3,200 FAFSAs reviewed
 - ii. Working on summer appeals
 - d. Enrollment numbers
 - i. Summer I – 1,273 head count, 116,816 contact hours, 6,221 credit hours
 - ii. Summer II – 993 head count, 89,120 contact hours, 4,612 credit hours
 - iii. Fall – 1,429 head count, 318,368 contact hours, 14,858 credit hours
 - e. Other
 - i. First drop for Summer I conducted yesterday
 - ii. VA rep conducting a compliance audit tomorrow
 - iii. Discussed December and May graduation plans – Fairplex is reserved for May 16th and 17th
4. Vice President of Finance
- a. Working on budget assumptions for June Board of Trustees meeting
 - b. Working on SACS~COC writing
5. Vice President Eagle Pass Campus – Out on Vacation
6. Vice President of Administrative Services – *“Everyone has been made for some particular work, and the desire for that work has been put in every heart. Rumi*
- a. Tech Expansion
 - i. Warehouse
 - ii. Diesel budget
 - iii. Site work
 - iv. Truck Driving – Furniture
 - b. Maintenance
 - i. Dorms
 - ii. Garner Hall HVAC
 - c. Rebranding
 - i. Working on metal letters for campus entry signs
7. Vice President Del Rio Campus
- a. Upcoming activities and events
 - i. Today
 - 1. Student Success Coaches Professional Development today
 - 2. Title III Stem Mentor meeting today
 - ii. Tomorrow
 - 1. Interview for maintenance/custodial position tomorrow
 - 2. Active Threat Planning/Training for all staff on Friday, 1-4pm
 - 3. Office closed
 - iii. Next week
 - 1. Active Threat Planning/Training for L.E. by CBP
 - 2. Friday (June 7) Building B sweep of building to practice training
8. Chief of Staff
- a. Had a good meeting yesterday with A.R. and Division Chairs regarding core assessment
 - i. Future meetings this summer will include discussion of program/learning outcomes and SPIs
 - b. Enrollment Dashboards
 - c. Meeting with A T & T on Friday
 - i. RFS – why did colleague keep Del Rio out yesterday

9. Faculty Association

- a. **Nothing to report**