

**CABINET MEETING**  
**December 6, 2023**

	<b>AGENDA ITEM</b>	<b>NOTES</b>
<b>1.</b>	<b>President</b>	SWTJC Board of Trustees' December Meeting Agenda
<b>2.</b>	<b>VP Academic Affairs</b>	Campos Preparatory Deck – Phase One
<b>3.</b>	<b>VP Student Services</b>	
<b>4.</b>	<b>VP Finance</b>	

<p>5.</p>	<p><b>VP Eagle Pass Campus</b></p>	
<p>6.</p>	<p><b>VP Administrative Services</b>  <i>If you think you can't, you're right.</i> Carol Bartz</p>	<p>SACS report</p> <p>Maintenance</p> <p>DR roof- 2pm</p> <p>Tx Emergency Mgmt-10 am</p>
<p>7.</p>	<p><b>VP Del Rio Campus</b></p>	<p>Preliminary pre-construction mtg Dec 1.</p> <ul style="list-style-type: none"> <li>• Overall scope discussed. <ul style="list-style-type: none"> <li>○ A/C units will be repaired in fenced in area in parking lot</li> <li>○ Roof removed and placed in sections</li> <li>○ 8 day project, weather permitting</li> <li>○ Supplies expected soon</li> </ul> </li> </ul> <p>Building A: re-wrapping hatches and applying wooden barrier</p> <p>Pre-construction Mtg, On Site, for Bldg C roof – Dec 6, 2pm</p> <p>Our Christmas Luncheon Friday, December 8</p> <ul style="list-style-type: none"> <li>• Invited Ms. Dube. Meet and greet opportunity for DR personnel</li> </ul>

<b>8.</b>	<b>Chief of Staff</b>	
<b>9.</b>	<b>Faculty Association</b>	

**CABINET MEETING OF  
SOUTHWEST TEXAS JUNIOR COLLEGE**

**December 6, 2023**

**The Cabinet members of Southwest Texas Junior College met December 6, 2023 in the President's Office**

**Cabinet members present were:**

**Dr. Hector Gonzales, President  
Dr. Mark Underwood, Vice President Academic Affairs  
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**

**Cabinet member absent was:**

**Lisa Ermis, Vice President of Financial Services**

**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. Reviewed the SWTJC Board of Trustees' December meeting agenda**

**2. Vice President of Academic Affairs**

- a. Campos Rebranding Deck – Phase One**
- b. Discussion of SACS~COC Annual Meeting**
  - i. Advisory visit with Dr. Cuevas on May 29-30, 2024**
  - ii. Observer visit on October 21-24, 2024 (Alabama school)**
  - iii. Onsite reaffirmation visit on October 20-23, 2025**
- c. Discussion on some possibilities for workforce short courses – RV repair, AI utilization**
- d. Student and Community Outreach**
  - i. Briscoe Cook-Off has 168 registered teams**
  - ii. Dorm Christmas party coming up**
  - iii. Student Lounge open during finals with snacks and coffee**
- e. Review of C.G. experience at SACS~COC conference**
- f. Working on Aspen application**
- g. Instructional Leadership**
  - i. New person for Dilley criminal justice courses**
  - ii. Final resolution on CS PCT program**
  - iii. Nothing new from Cotulla**
- h. Dual Credit Programs**
  - i. Meeting tomorrow with Uvalde CISD**
  - ii. MV and Uvalde ECHS are the only two schools still in process**
- i. Review of SACS~COC conference by A.R.**

3. Vice President of Student Service
  - a. Enrollment Report
    - i. Headcount – 4226 (58% Dual Credit, 32% Non-Dual Credit)
    - ii. 33429 – credit hours
    - iii. 704608 – contact hours
  - b. Planning Vice President interviews for December 12<sup>th</sup>
4. Vice President of Finance - absent
5. Vice President Eagle Pass Campus
  - a. Events
    - i. Financial Literacy seminar with BFCU on January 24<sup>th</sup>
    - ii. Financial Aid night at EPHS was very successful
    - iii. Participating in the Candy Cane parade
  - b. Ambassadors
    - i. Placed suggestion boxes around campus
    - ii. Working on a registration video
    - iii. Collaborating with HEB on a toy drive
  - c. Other
    - i. TAMIU seeking to re-establish articulation agreement/MOU
    - ii. Christmas at the College was a great success
6. Vice President of Administrative Services – *If you think you can't you're right.* – Carol Bartz
  - a. SACS~COC report
  - b. Maintenance report
  - c. Del Rio roof – 2:00 pm
  - d. Tx Emergency Management – 10:00 am
7. Vice President Del Rio Campus
  - a. Preliminary pre-construction meeting December 1<sup>st</sup>
    - i. Overall scope discussed
    - ii. A/C units will be repaired in fenced in area in the parking lot
    - iii. Rood removed and placed in sections
    - iv. 8-day project, weather permitting
    - v. Supplies expected soon
  - b. Working on Building A
    - i. Re-wrapping hatches and applying wooden barrier
    - ii. Pre-construction meeting, On Site for Building C roof – December 6<sup>th</sup> at 2:00pm
      1. Expect to be finished by December 22<sup>nd</sup>
  - c. Our Christmas Luncheon will be Friday December 8<sup>th</sup>
    - i. Invited Ms. Dube; meet and greet opportunity for our Del Rio personnel
8. Chief of Staff
  - a. Phi Theta Kappa – PTK Community Game Day
  - b. Information Technology – Met with AT&T last Wednesday
    - i. They are going to come back to us next week with a plan and more solid cost figures
  - c. Watermark SS&E – HG will have the memo this afternoon

**9. Faculty Association**

- a. Discussion of an email regarding inter-campus travel**
- b. Discussion of Simple Syllabus open dates and master templates**
- c. Request from faculty to have several choices for lunch at Convocation**

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<b>1.</b>	<b>President</b>	
<b>2.</b>	<b>VP Academic Affairs</b>	
<b>3.</b>	<b>VP Student Services</b>	
<b>4.</b>	<b>VP Finance</b>	

<b>5.</b>	<b>VP Eagle Pass Campus</b>	
<b>6.</b>	<b>VP Administrative Services</b> <i>Merry Christmas</i>	Maintenance Tech Expansion Dorm Apartment LEA Accessibility report Surgical Tech EP Welding IP
<b>7.</b>	<b>VP Del Rio Campus</b>	Dec 6 – preconstruction mtg with LBK Roofing and Trane A/C <ul style="list-style-type: none"><li>• 11-day job expected</li><li>• No news regarding arrival of supplies for roof</li><li>• No start date at this point</li></ul> Dec 8 – DR Campus Christmas Luncheon Dec 15 – Community Action Safety Plan Mtg
<b>8.</b>	<b>Chief of Staff</b>	



<b>9.</b>	<b>Faculty Association</b>	
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**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. Discussion of Board of Trustees' meeting agenda**
- b. Discussion of Dual Credit relationship building**

**2. Vice President of Academic Affairs**

- a. Student and Community Outreach**
  - i. Briscoe BBQ Cook Off – 167 teams – this is a record**
  - ii. Residence Life**
    - 1. Discussion of revisions to the housing contract**
    - 2. Need to think about what we do in various situations with 8-week model**
  - iii. Public Information**
    - 1. Participating in Orientation Team meetings**
    - 2. Digital Billboards coming back on campus**
- b. SACS~COC**
  - i. Awaiting the official approval for Pleasanton High School**
  - ii. Working on Surgical Tech prospectus – should be submitted next week**
  - iii. Conference debrief next week – Dr. Underwood will send Zoom invite**
- c. Got the TRUE grant that we wrote on our own**
  - i. Pre-apprentice electrician to HVAC pathway**
  - ii. Waiting to hear about consortium with SAC and Wharton – Nursing equipment for PCT to RN pathways and adding pediatrics**
- d. School District Partnerships**
- e. Discussion of several meetings and discussions**
- f. Discussion of TSI exempt course list**

3. **Vice President of Student Service**
  - a. **Enrollment Report**
    - i. **5203 head count**
    - ii. **41,183 credit hours**
    - iii. **852,288 contact hours**
  - b. **Enrollment dashboard now has students divided by dual credit high schools**
  - c. **Orientation group meeting to revise and revitalize orientation**
    - i. **Group members: Y.S., S.M., S.M., P. B., P.H., S.C., J.G., B.M., C.M., O.R., A.C., and C.V.**
4. **Vice President of Finance**
  - a. **Ready for the Board of Trustees' meeting**
  - b. **P-cards that need review and approval**
5. **Vice President Eagle Pass Campus**
  - a. **Personnel**
    - i. **Made recommendation to hire two Library Technicians**
    - ii. **Will be down two custodial staff in January**
  - b. **Events**
    - i. **Ambassadors are done with video**
    - ii. **Christmas Luncheon went well**
    - iii. **Attending school district/high school events**
    - iv. **PTK collecting blankets and socks to donate**
    - v. **Getting ready for the City of Eagle Pass Festival de Luces parade on Friday**
6. **Vice President of Administrative Services – Merry Christmas**
  - a. **Maintenance**
  - b. **Tech Expansion**
  - c. **Dorm Apartment**
  - d. **LEA Accessibility report**
  - e. **Surgical Tech**
  - f. **Eagle Pass Welding IP**
7. **Vice President Del Rio Campus**
  - a. **December 6<sup>th</sup> – preconstruction meeting with LBK Roofing and Trane A/C**
    - i. **11-day job expected**
    - ii. **No news regarding arrival of supplies for roof**
    - iii. **No start date at this point**
  - b. **December 8<sup>th</sup> – Del Rio Campus Christmas Luncheon**
  - c. **December 15<sup>th</sup> – Community Action Safety Plan meeting**
8. **Chief of Staff**
  - a. **Aspen application was submitted last night at 6:45**
  - b. **We have a recommendation ready for the Vice President of Student Services position**
9. **Faculty Association**
  - a. **Attended N.M. retirement party and Christmas Luncheon in Del Rio**
  - b. **Worked with R.Z. and the Cafeteria staff on Convocation lunch options**