

**CABINET MEETING**  
**February 1, 2023**  
**Via ZOOM**

	<b>AGENDA ITEM</b>	<b>NOTES</b>
<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>You are remembered for the rules you break.</i> Douglass MacArthur	Maintenance -Key distribution/door locks -EP Diesel-Thurs PM (Feb Board Agenda)  Life Safety -drill in February  Rodeo-Tx A&M Commerce
<b>7.</b>	<b>VP Del Rio Campus</b>	Del Rio IT Help Desk Tech interview held Tuesday: ■ recommendation to President this morning  Moved Feb 2 DR Wellness Fair to inside – Hallways of Building A
<b>8.</b>	<b>Chief of Staff</b>	

<b>9.</b>	<b>Faculty Association</b>	
-----------	----------------------------	--

**CABINET MEETING OF  
SOUTHWEST TEXAS JUNIOR COLLEGE**

**February 1, 2023**

**The Cabinet members of Southwest Texas Junior College met February 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:**

**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. Met with RGC people:**
  - i. The following classrooms/offices will be released back to us**
    - 1. B101, 102,108, 109, 116, 117, C104 and 106**
  - ii. Waiting for signatures to come back on the new lease agreement**
- b. Community College Day at the Capitol**
  - i. Went well; students did a great job presenting our case**
  - ii. Dr. Gonzales will be going back next week**
    - 1. Senate Committees have been assigned**
    - 2. Flores is on Finance and Education; Zaffirini on Education**
    - 3. No word yet on House committees, but anticipating next week**

**2. Vice President of Academic Affairs**

- a. Discussion of extending LEA to an academic year**
- b. Discussion of other Technical Program possibilities**
  - i. Drone Tech, Electrician pre-apprenticeship, etc.**
- c. iDesign**
  - i. Several new classes will begin soon**
  - ii. Student Hub will soon appear on the main student page**
- d. Dual Credit – MOUs – TEA blueprints are open for comment currently**
- e. Electrician pre-apprenticeship program is on Demand Occupations List – MRGDC can sponsor students**
- f. Appropriations request**
  - i. Working on letters of support**
  - ii. Anticipating March submission window**
- g. CDL Certification / Testing**
  - i. Looking to expand testing capabilities to Uvalde, would help with PLT students who need to test CDL.**
    - 1. Need to look at options for storage solutions for PLT**
- h. Criminal Justice Competition – postpone it as the date coincides with May 24<sup>th</sup>**

- i. IREPO – Study pods are rendered, just waiting to finalize
  - j. Professional Development
    - i. On-Course (Remote/online teaching organization)
      - 1. Workshops regarding AI/ChatGPT
    - ii. Getting more involved with adjunct faculty oversight
  - k. Outreach/Dual Credit
    - i. Met with Pleasanton about PCT program and possibly more
    - ii. Met with Medina Valley ISD
      - 1. Interested in additional/efficient/purposeful course offerings
      - 2. Want to meet regularly with Success Coach
  - l. DC/ECHS MOUs are ready to go to the Board of Trustees
    - i. Discussion around TEA requirements for program goals that must be in MOUs
      - 1. This will get us a step closer to a uniform MOU
    - ii. Discussion of language around graduation fee waiver – what are the extenuating circumstances allowed?
    - iii. Need to consider new funding model/outcomes
    - iv. Need to look at amounts charged for the Technical programs
- 3. Vice President of Student Service**
- a. Academic Calendar
    - i. Group met to discuss and draft new calendars around 8-week model
      - 1. Discussion of proposed calendar that was presented – approved
        - a. Includes a final exam window beginning on Friday
  - b. Financial Aid
    - i. EFC will change to Student Aid Index moving forward
    - ii. Last day for appeals was yesterday, January 31, 2023
    - iii. Continuing verification for 2023-2024 academic year
  - c. Outreach/Instructional Facilities
    - i. Cotulla is working to get 8<sup>th</sup> graders to complete ApplyTexas
  - d. Student Recruitment/Engagement
    - i. Criminal Justice competition will be postponed
    - ii. Analyzing ROI on current and future recruitment events
    - iii. Uvalde Activities Calendar was released/posted
      - 1. Wellness Fair moved to the gym tomorrow – February 2, 2023
  - e. Success Services
    - i. Finalized list of Success Coach assignments
    - ii. Circle-In student workshop on February 15<sup>th</sup>
    - iii. Wellness Wednesdays are planned throughout February
    - iv. Transfer Tour at UTSA upcoming
    - v. TutorMe and in-house numbers look good
- 4. Vice President of Finance**
- a. Budget Time
    - i. Meeting with Ellucian for next 3 weeks regarding budgeting in Colleague/Self-Service
      - 1. Get a list to L.E. of who will be authorized to enter budges – Deadline is next Friday
- 5. Vice President Eagle Pass Campus**
- a. Wellness Fair today moved into room F120
  - b. Thursday Success Coaches will begin working on PTK Induction – There is no advisor for the Chapter
  - c. February 8 – will visit the EPHS to assist with Apply Texas

6. Vice President of Administrative Services – *“You are remembered for the rules you break”* – Douglass MacArthur
- a. Maintenance
    - i. Key distribution/door locks
      1. Will building managers have exterior door keys?
      2. Moving forward building by building
    - ii. Eagle Pass Diesel expansion – Bids – Thursday – will have Board of Trustees’ February meeting
    - iii. Still working on getting Christmas lights down
  - b. Life Safety – drill in February – shelter in place drill coming soon
  - c. Rodeo Team
    - i. Texas A & M Commerce this weekend
    - ii. 3 hopefuls for National Finals
  - d. A meeting with Great Western Dining in Eagle Pass is upcoming
  - e. Border Patrol will conduct a live training on Friday in the gym
7. Vice President Del Rio Campus
- a. Del Rio IT Help Desk Tech interview yesterday – recommendation to President today
  - b. Wellness Fair tomorrow moved to Building A hallway
  - c. HVAC techs on campus to look at heaters
  - d. Discussion of random drug/alcohol testing procedures
  - e. J.G. will be attending all parent events at Del Rio CISD
8. Chief of Staff
- a. SIR
    - i. We have hired Amanda Santos as the Reporting Technician – her official first day is today, February 1, 2023 (position vacated by M.G.)
  - b. DMI
    - i. D.C. has distributed the watchlist dashboard to staff at all campuses
      1. Received some feedback, but no major changes were requested
  - c. TRiO Grants
    - i. All are working on IPRs – no APR yet and no insight as to why not
  - d. PTK – Induction planned for March 8<sup>th</sup> at 6:30 pm
  - e. Appropriations request
    - i. Re-working the narrative that Dr. Schell wrote back in early fall
    - ii. Contacted R.A., but have not heard back – will walk over there soon
  - f. Community College Day at the Capitol
    - i. Was a great experience for everyone
    - ii. Good meetings with 6 legislators/offices
    - iii. These types of events aren’t possible without the help of many people – shout out to P.B., B.M., J.G., X.H., J.R., and I.M. for their help/attendance
    - iv. Also, a shout out to others for their help with dorms and R.M. for driving.
9. Faculty Association
- a. Community College Day at the Capitol was a great event
  - b. SIR representative will attend the Faculty Association meeting this Friday
    - i. Will share goals for department and get feedback on what types of data the faculty would like to see moving forward
  - c. Shared iDesign work with Eagle Pass faculty on Friday

**CABINET MEETING**  
**February 8, 2023**  
**Via ZOOM**

	<b>AGENDA ITEM</b>	<b>NOTES</b>
<b>1.</b>	<b>President</b>	SWTJC Board of Trustees' February Board meeting agenda
<b>2.</b>	<b>VP Academic Affairs</b>	
<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>A great leader's courage to fulfill his vision comes from passion, not position.</i>          John C. Maxwell</p>	<p>Re Open          Pos. 7 for Jan.          Exp-9 for Jan.          Inventory-good          Hospitals-Status Quo-no protocol changes          Blood Drive-in Feb. Uv-8th, DR-9th, EP-17th</p> <p>IT          -ISO report          -Smart Classroom monitors report          -Help Desk report</p> <p>Facilities          -Welding-Frontera Construction negotiations-(Feb. Board)          -Key distribution continues          -WO system          -Openings/Closings-Custodial staff and (2pm)          Campus Police</p> <p>Maintenance          -CDL Pad IP          -Power Line Tech pad IP</p> <p>Eclipse Info.</p> <p>Gym          -Border Patrol use Friday 10am-2pm          -SPI engagement</p>



7.	<b>VP Del Rio Campus</b>	<p>Last Thursday Mari Gras Wellness Fair – 25 info booths, great turnout (98 students)</p> <p>J Gonzales and S Colombo – SWTJC Info booth at Teen Empowerment Summit (Sunday 2/5)</p> <p>Tomorrow touring civic center for career day expo set up</p> <p>Thursday – blood drive, campus pictures</p> <p>Saturday – Sul Ross Gear Up (grant) participants will tour SWTJC</p> <p>Suggestion: for Fall consider a full day mass tour/registration day on each campus</p>
8.	<b>Chief of Staff</b>	
9.	<b>Faculty Association</b>	

**CABINET MEETING OF  
SOUTHWEST TEXAS JUNIOR COLLEGE**

**February 8, 2023**

**The Cabinet members of Southwest Texas Junior College met February 8, 2023 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:**

**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' February Board meeting agenda
  - i. What is the proposal for change to tuition and fees?
    - 1. Maybe just approval for the catalog?****
  - ii. Perhaps something about the dorm and food contract - March****

**2. Vice President of Academic Affairs**

- a. SACS~COC
  - i. Spoke with the new Vice President
    - 1. Working on pulling an image out of Perceptive Content that depicts disciplinary procedures**
    - 2. Need to submit a mini log as well****
  - ii. Working on substantive change proposals – March 15<sup>th</sup>
    - 1. Cyber-security and faculty credentials (3)******
- b. Smartboard Tech position will be moved to Academic Affairs – new job description coming soon**
- c. Leakey ISD – Asked about offering math over two semesters – ACGM allows for up to 64 contact hours for College Algebra**
- d. IREPO Grant
  - i. Looking through iDesign work to pay stipends – creates consistency for pedagogy and learning**
  - ii. Finally received all information to order furniture for remote access rooms**
  - iii. Another round of funding for wi-fi access points to handle more internet activity****
- e. Professional Development – working with adjunct faculty and workforce faculty**
- f. Instructional Leadership/Partnerships
  - i. Meeting with Dilley ISD – Interest in BOT program and possibly PCT in the future**
  - ii. Meeting with Pearsall ISD – interested in BOT**
  - iii. Meeting with DRCISD and Laughlin AFB – interested in growing program offerings in CJ and BOT****

- g. **Outreach / Dual Credit – Payment agreements and census day rosters have been largely submitted with approximately 3 pending**
  - h. **MOU templates – discussion of minor students who are coming on our campuses for classes**
    - i. **Need to develop explicit protocol/practices for school districts – escorts/chaperones/oversight**
  - i. **Met with Trio Electric regarding pre-apprentice program**
    - i. **They have curriculum program that we can purchase**
      - 1. **We would be their first partner in this area**
      - 2. **They already have a pipeline of employer partnerships**
    - ii. **MRGDC can sponsor students because it's on Demand Occupations List**
  - j. **CDL Test sites**
    - i. **Have scouted potential pad sites at other campuses, but waiting to hear from state regarding more testing sites**
  - k. **PLT Graduation – February 23rd**
  - l. **MRGDC has reached out that they have funds to spend**
    - i. **Admission priority is given to students who are sponsored**
      - 1. **52 students in PLT this year (4 cohorts)**
        - a. **34 self-pay**
        - b. **16 – MET program**
        - c. **2 – MRGDC**
      - 2. **140 in CDL this year**
        - a. **24 - MRGDC**
    - ii. **They are going to try to help us with funding another PLT instructor**
- 3. Vice President of Student Service**
- a. **Enrollment Report**
    - i. **G5794/5578 – headcount**
    - ii. **Credit hours and contact hours are both up – report was emailed from MM**
  - b. **Academic Calendar proposed last week – approved with no more comments**
  - c. **Graduation Ceremonies**
    - i. **Academic on Friday, May 12 - Evening**
    - ii. **Technical on Saturday, May 13 – Evening**
      - 1. **Discussion about school requests for both academic and technical DC students to attend the Friday ceremony**
  - d. **Questions about safety and security email and lock/key changes**
  - e. **Outreach Facilities**
    - i. **CM is working on graduation applications in Cotulla, Dilley, Carrizo Springs, and Pearsall**
  - f. **Success Services**
    - i. **Coaches have been assigned to school districts**
    - ii. **Valentine's Dance tonight in Cafeteria**
    - iii. **Cowboy Mardi Gras Social on February 18<sup>th</sup>**
    - iv. **Mascot promotion campaign has begun**
    - v. **Resource Fairs last week went well**
      - 1. **103 in Uvalde, 95 in Del Rio, and 90 in Eagle Pass**
    - vi. **Transfer Tuesdays kick-off yesterday**
      - 1. **Transfer Fairs scheduled – February 14<sup>th</sup> in Uvalde, February 15<sup>th</sup> in Eagle Pass, February 16<sup>th</sup> in Del Rio**
    - vii. **TEAM Uvalde meeting on February 14<sup>th</sup>**
    - viii. **Promoting Circle-In with workshops**

4. Vice President of Finance
  - a. Budgets due to Vice Presidents on March 6<sup>th</sup>
    - i. Reminder for names of those imputing budgets in the new budget module
5. Vice President Eagle Pass Campus
  - a. Success Coaches
    - i. Team of two Success Coaches went to CC Winn yesterday
    - ii. Team of four are going to Eagle Pass High School for applytexas.org
    - iii. Circle-In and Test-Taking Skills Workshops upcoming
  - b. Financial Aid – working on promotion and communication around FAFSA paperwork
  - c. Phi Theta Kappa – Induction is March 3<sup>rd</sup>
  - d. Physical Plant
    - i. All bathroom stalls are being replaced in older restrooms
  - ii. HVAC replacement was completed last week
6. Vice President of Administrative Services – *“A great leader’s courage to fulfill his vision comes from passion, not position.”* – John C. Maxwell
  - a. Re-Open Committee
    - i. Positives – 7 for January
    - ii. Exposures – 9 for January
    - iii. Inventory – Good
    - iv. Hospitals – Status Quo-no protocol changes
    - v. Blood Drive – February 8<sup>th</sup> – Uvalde, 9<sup>th</sup> Del Rio, and the 17<sup>th</sup> – Eagle Pass
  - b. IT
    - i. ISO report regarding TikToc policy mandated by DIR
      1. Devices owned or paid for by SWTJC must have TikTok blocked
        - a. Includes those receiving stipends
        - b. Will also be blocked on all campus wi-fi
      2. Also, must designate rooms where personal devices containing TikTok cannot be taken
      3. Another email regarding these policies will go out soon
  - c. Smart Classroom monitors report
    - i. Will move this position to Academic Affairs
    - ii. Others may follow, but looking at all options
  - d. Help Desk report
    - i. Password reset calls are the biggest part of the volume
    - ii. Printer calls are the next biggest particularly after system upgrades
    - iii. Zoom microphones and keyboard calls are frequent as well
  - e. Facilities – Chittim Welding – Frontera Construction negotiations, February Board meeting
  - f. Key Distribution continues
    - i. Submit problems/issues through the workorder system
    - ii. Openings/closings
      1. Custodial staff until 2:00 pm
      2. Campus Police after 2:00 pm
    - iii. Maintenance
      1. CDL Pad in progress
      2. Power Line Tech pad in progress
      3. Electrical Panel for Will scheduled for March 24<sup>th</sup>
        - a. Modular building coming behind Will panel
    - iv. Life Safety – glass breaks and tourniquets will be distributed to proper parties soon
  - g. Eclipse Information
    - i. Sounds like Cal-State and Colorado Stare are bringing large numbers of people?
      1. Need to get involved in plans with the city and county?

- h. Gym**
    - i. Border Patrol will use the gym this Friday, 10:00 am – 2:00 pm for training**
    - ii. SPI engagement**
      - 1. Dodgeball tournament, faculty/staff vs. students**
      - 2. Softball game, faculty/staff vs. students**
      - 3. Students volleyball/basketball game**
  - i. Rodeo Team**
    - i. S.W. won team roping and in lead for all-around cowboy**
    - ii. J.G. and C.G. did well in team roping**
    - iii. Steer wrestler in 3<sup>rd</sup> place**
- 7. Vice President Del Rio Campus**
- a. Last Thursday, Mardi Gras Wellness Fair**
    - i. 25 information booths, great turnout (98 students)**
    - ii. Golden coin scavenger hunt**
  - b. Teen Empowerment Summit (Sunday, February 5<sup>th</sup>) J.G. and S.C. participated on behalf of SWTJC**
  - c. Tomorrow touring civic center for career day expo set up**
  - d. Thursday, blood drive, campus pictures**
  - e. Saturday – Sul Ross Gear Up (grant) participants will tour SWTJC**
  - f. Suggestion: for Fall consider a full day large-scale tour/registration day on each campus**
- 8. Chief of Staff**
- a. IPEDS and CBMs**
  - b. Waitlist added to dashboard**
- 9. Faculty Association**
- a. K.B. attended the Faculty Association meeting last Friday**
  - b. Submitted some questions/suggestions on Simply Syllabus**
  - c. Saw iDesign Federal Government class yesterday**

**CABINET MEETING**  
**February 15, 2023**  
**Via ZOOM**

	<b>AGENDA ITEM</b>	<b>NOTES</b>
<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 – Will be attending Ellucian Budget Training from 8am – 4pm</b>	

<p>5.</p>	<p><b>VP Eagle Pass Campus</b></p>	
<p>6.</p>	<p><b>VP Administrative Services</b>  <i>Almost every successful person begins with two beliefs: the future can be better than the present and I have the power to make it so.</i>          Anonymous</p>	<p>Maintenance          -Surgical Tech</p> <p>Facilities report          -Witt          -Modular          -Key distribution</p> <p>IT          -Prohibited software          -Classroom monitors          -Access Points</p> <p>Transportation          -Fuel by Dept.          -500-gal diesel tank          -Rentals \$18K vs \$6K today          -Shadow Tracker</p> <p>Campus Police          -Active Shooter Training          -FT position applicants (4)          -Policy Manual submitted          -SPI with Bld. Mgrs.</p> <p>Life Safety          -Lockdown/SIP locations</p> <p>Public Information          -Board Meeting</p> <p>Cafeteria          -Board Meeting          -SPI Diner tonight</p> <p>Personal Day on Friday</p>

<b>7.</b>	<b>VP Del Rio Campus</b>	Saturday, Feb 10: 65 HS students w/Gear Up toured DR Campus  DR STEM club bake sale – Thanks to UV students for sending goodies  Moved Thursday’s Transfer/Career Fair to inside Building A – 45 participants scheduled  Scheduled Tour for DR Cham of Com Leadership Class XII – Educational Day is this Thursday  Career Expo at DR Civic Center, Friday 3/10 – approx. 800 students expected  Out of office Monday, Feb 20 – Dental Appt in SA
<b>8.</b>	<b>Chief of Staff</b>	
<b>9.</b>	<b>Faculty Association</b>	



**CABINET MEETING OF  
SOUTHWEST TEXAS JUNIOR COLLEGE**

**February 15, 2023**

**The Cabinet members of Southwest Texas Junior College met February 15, 2023 via ZOOM**

**Cabinet members present were:**

**Dr. Hector Gonzales, President  
Dr. Mark Underwood, Vice President Academic Affairs  
Margot Mata, Vice President Student 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:**

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

**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. Senate Finance hearing last week on funding**
  - i. Kept the funding the same, but added \$650 million for new community college funding model – THECB is still working on details of Continuing Education/Workforce side**
- b. Review of enrollment and financials**
  - i. Looks like we will be about 7K credits shy of what we budgeted for the year**
    - 1. Please be cognizant of any large/out of the ordinary expenditures**
    - 2. Looks as if we can hold at \$1 million left over if spending stays the same**
    - 3. Need a critical review of small classes and better utilization of classes and sections overall**
      - a. Small classes are okay, however we can't have all small classes**
- c. Board of Trustee Meeting – requesting increase in tuition and fees for Fall**
- d. Growth for future is centered around two things:**
  - i. Technical Programs – Title 3 has 3 programs coming up (cyber-security, construction management/science, and surgical tech)**
  - ii. Short courses/micro credentials/stackable credentials**
    - 1. Need to take a hard look at Drone Tech including payload management in addition to FAA certification**
      - a. Applications for PLT, LEA and others we haven't even dreamed of**
      - b. Could all be enhancements to existing programs plus short certification on the Workforce side**
      - c. JG is looking to use reallocated Perkins funds for drones to start the FAA certification to be added to existing programs**
  - iii. Need to look at Business Management (BMGT) and Business Office Technology (BOT) programs for revision/transition to areas of high demand**

## 2. Vice President of Academic Affairs

- a. Working on Cyber-security substantive change
- b. E-mail out to D.O. about tech licensure tracing in Colleague – J.G. will bring up in Workforce meeting tomorrow
- c. Studying budgets particularly overloads/adjuncts
- d. Electrician pre-apprenticeship program
  - i. Received the green light to launch as soon as possible
    - 1. Will start a partnership with MET
    - 2. \$18K startup cost for curriculum and VR equipment
      - a. 190 hours of training / instruction with apprenticeship to follow
    - 3. Working to get regional companies signed on for apprenticeship placement
    - 4. Program will be hosted in Eagle Pass to start
- e. Reminder – PLT graduation is on February 23<sup>rd</sup> at 10:00 am in the Tate Auditorium
- f. Academic side feels comfortable with using Class Schedule dashboard – can the summary numbers be drilled down to student academic profiles?
- g. Need to work on a written process for class verification and student classroom discipline
  - i. Will meet with M.M. and others to get this ironed out
- h. Reviewing proposed Fall schedule and faculty handbook on Friday at noon
- i. First in-person Deans' Forum on Friday in Uvalde – will use as a time to brainstorm ideas for QEP
- j. IREPO
  - i. Processing iDesign work stipends for faculty
  - ii. Processing payments for furniture and equipment for Frontera Rooms
- k. Professional Development
  - i. Adjunct compliance
  - ii. Workforce professional development needs/request
- l. Instructional Leadership
  - i. Classroom observations in Medina Valley
  - ii. Requested a meeting with Del Rio High School around district policy vs SWTJC policy on Dual Credit courses
  - iii. Models meeting for Uvalde High School tomorrow
  - iv. Meeting request form Hondo to discuss future plans for the Hondo site
  - v. February 24<sup>th</sup> – meeting with Laughlin Air Force Base
- m. Outreach
  - i. Working on billing and payment agreements – 1 still pending
  - ii. Will be conducting formative evaluations and review of SPI progress
    - 1. Reorganization of the department is coming into focus

## 3. Vice President of Student Service

- a. Admissions/Registrar – Graduation applications are steadily coming in
- b. Financial Aid – EFC replaced with SAI – working hard on getting this ready in Colleague for the new award year
- c. Outreach Facilities
  - i. Academic on Friday, May 12 - Evening
  - ii. Technical on Saturday, May 13 – Evening
    - 1. Discussion about school requests for both academic and technical DC students to attend the Friday ceremony
- d. Questions about safety and security email and lock/key changes
- e. Outreach Facilities
  - i. Cotulla ISD – need to line up IT to go out and look at their infrastructure in anticipation of the new program requests

- f. **Student Success Services**
    - i. **TEAM Uvalde – meeting yesterday – continue to make connections for services/community resources**
    - ii. **Seminars**
      - 1. **Circle-In Seminar today – need to get more participation/promotion of incentives. Meet with faculty to form a plan**
      - 2. **Study and test taking skills seminar on February 22<sup>nd</sup>**
      - 3. **February 13th-16th is Random Acts of Kindness week**
    - iii. **Disability Services and CARE Team**
      - 1. **Group attending the SA CARE Coalition meeting**
      - 2. **Students are using disability services at higher numbers than previously**
    - iv. **Transfer and Career Services**
      - 1. **Transfer and Career Fair in Uvalde yesterday – was successful. Fair will be in Eagle Pass today and in Del Rio tomorrow**
    - v. **Other**
      - 1. **Working on catalog changes, handbook changes and budgets**
      - 2. **Academic Calendar has been forwarded to webmaster for update**
        - a. **Will send to X.H., Deans, and Division Chairs**
      - 3. **Waiting to hear from Uvalde CISD on Honey Bowl use request for our graduation ceremonies**
4. **Vice President of Finance – Attending Ellucian Budget Training from 8 am – 4 pm**
5. **Vice President Eagle Pass Campus**
- a. **Setting up for Transfer and career Fair today – Transfer Tuesday next week**
  - b. **PTK new member orientation next week – February 21<sup>st</sup> – room F120 at 5:00 pm**
  - c. **JROTC from CC Winn will be on campus February 23<sup>rd</sup> – Will be given a tour and complete ApplyTexas**
6. **Vice President of Administrative Services – “Almost every successful person begins with two beliefs: the future can be better than the present and I have the power to make it so.” – Anonymous**
- a. **Maintenances**
    - i. **Surgical Tech – Will begin work as soon as we get the okay to start.**
    - ii. **Request for Spring Break on Friday – will be for all maintenance and custodial staff**
  - b. **Facilities report**
    - i. **Witt building – no master distribution panel yet. Staff are working on other project in the building as they wait.**
    - ii. **Anticipating Nursing and Rad Tech back by Fall semester**
    - iii. **Modular – can move LEA as soon as we receive master distribution panel**
    - iv. **Key distribution continues**
      - 1. **Restrooms with exterior doors will remain the same**
      - 2. **Will have a more detailed report next week**
  - c. **Information Technology**
    - i. **Prohibited software**
      - 1. **TikTok accounts are being removed**
      - 2. **Will be blocked from Wi-Fi as well**
    - ii. **Classroom monitors – DD has stepped up to the plate to get monitor paperwork processed**
    - iii. **Access Points**
      - 1. **Replacement work is moving forward**

- d. **Transportation**
    - i. **Fuel by Department software has been excellent so far**
      - 1. **Increase in diesel fuel usage in CDL program - looking for 3 500-gallon diesel tanks**
    - ii. **Rentals - \$18K vs \$6K today**
    - iii. **Shadow Tracker – seems to be working well to keep speed down**
  - e. **Campus Police**
    - i. **Campus police have attended Active Shooter Training over last two days**
    - ii. **4 applicants for overnight Full-Time position on the Uvalde campus**
    - iii. **Chief has submitted Campus Police Policy Manual for review**
    - iv. **SPI is t visit with Building Managers to review safety procedures**
  - f. **Life Safety**
    - i. **Reviewing lockdown/shelter in place locations in light of new key distribution system**
    - ii. **Key Control Committee meeting this Friday**
      - 1. **Dr. Gonzales has asked to re-evaluate different key for each office**
  - g. **Public Information – getting ready for the Board of Trustees meeting tomorrow**
  - h. **Cafeteria**
    - i. **Preparing for the Board of Trustees’ meeting tomorrow**
    - ii. **SPI Dinner tonight – COS office will be serving**
  - i. **Personal Day on Friday**
- 7. Vice President Del Rio Campus**
- a. **65 high school students with Gear Up toured the Del Rio Campus**
    - i. **Saturday, February 10th**
    - ii. **Anatomage Tables were very popular**
  - b. **Scheduled tour for Del Rio Chamber of Commerce Leadership Class XII Educational Day is this Thursday**
  - c. **Del Rio STEM Club bake sale – thanks to Uvalde students for sending goodies**
  - d. **Moved Thursday’s Transfer/Career Fair to inside Building A**
    - i. **45 participants scheduled**
    - ii. **Food will be setup in the Writing Center**
  - e. **Career Expo at Del Rio Civic Center – Friday March 10<sup>th</sup> – approximately 800 students expected**
  - f. **C.B. will be out of the office on Monday, February 20<sup>th</sup> – Dental appointment**
- 8. Chief of Staff**
- a. **A.L. moving to the Title III grant as Office Manager – will begin March 1st**
  - b. **Working with A.F. on Innovation Grants webpage**
  - c. **Working on Watermark Faculty Success module and the three clicks rule**
  - d. **R.S. will be out next Wednesday – Friday.**
- 9. Faculty Association**
- a. **What is the status of student hub in Canvas?**
    - i. **R.S. will get an update**

**CABINET MEETING**  
**February 22, 2023**  
**Via ZOOM**

	<b>AGENDA ITEM</b>	<b>NOTES</b>
<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>High expectations are the key to everything.</i> Sam Walton	Maintenance  Facilities  Life Safety  Solar Eclipse Meeting
<b>7.</b>	<b>VP Del Rio Campus</b>	Transfer/Career Day on the 16 <sup>th</sup> – over 240 students  DR ECHS Lottery for Cohort #9 – Feb 22 at 6pm  New Teller/Receptionist recommendation to President after meeting  Edward Koslowska (Mr. K.) Funeral services Friday at 10am
<b>8.</b>	<b>Chief of Staff</b>	

<b>9.</b>	<b>Faculty Association</b>	
-----------	----------------------------	--

**CABINET MEETING OF  
SOUTHWEST TEXAS JUNIOR COLLEGE**

**February 22, 2023**

**The Cabinet members of Southwest Texas Junior College met February 22, 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**

**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. Update on Funding Bill**
- b. Concerns with TEOG – DACA potential implications**
- c. Field of Study – 10/16 updated will be vehicle utilized to guarantee transfer to universities**
- d. Workforce Conference 4/13**

**2. Vice President of Academic Affairs**

- a. Pathway next iteration application due this week**
- b. Score Update – critical measures**
- c. Dean Forum in Uvalde – QEP brainstorming session**
- d. Reached out to Leakey ISD about year-long college algebra**
- e. Update on Cotulla ISD meeting – concerns addressed**
- f. Virtual College of Texas – now called DigiTex**
- g. Active Shooting Range request – Communication with Congressman Gonzales’ staff**
- h. Workforce Education – working on capturing information on Colleague**
- i. Moving forward with Electrical Apprenticeship Program**
- j. Powerline Tech Graduation – Thursday and potential faculty applicant for Eagle Pass position**
- k. Carpentry program schedule for March 1 – in Uvalde former Body Shop Lab**
- l. Cyber Security Program moving forward**
- m. Curriculum committee approved – SACS**
- n. IPREP Update – study pods, faculty stipends for iDesign**
- o. Cotulla ISD requesting 2 additional SMART Boards**
- p. Del Rio and Uvalde ISD updates**



3. Vice President of Student Service
  - a. Recruitment visits
  - b. Working on Fall 2023 Pell
  - c. Activities updates
4. Vice President of Finance
  - a. Budget Module update
5. Vice President Eagle Pass Campus
  - a. Success Coaches meeting in Eagle Pass
  - b. CC Winn ROTC touring campus tomorrow
6. Vice President of Administrative Services – *“High expectations are the key to everything.”* – Sam Walton
  - a. Maintenance report
  - b. Facilities report
  - c. Life Safety report
  - d. Solar Eclipse meeting
7. Vice President Del Rio Campus
  - a. Transfer/Career Day on the 16<sup>th</sup> – over 240 students
  - b. Del Rio ECHS Lottery for Cohort # 9 – February 22<sup>nd</sup> at 6:00 pm
  - c. New Teller / Receptionist recommendation to the President after the Cabinet meeting
  - d. E. Koslowska (Mr. K.) funeral services will be Friday at 10 am
8. Chief of Staff – Out
9. Faculty Association
  - a. Course iDesign for Federal/State Government
  - b. Community College Funding