

CABINET MEETING

January 3, 2024

	AGENDA ITEM	NOTES
1.	President	SWTJ Board of Trustees' January Board Meeting Agenda Junior County Livestock Shows Zavala County – January 3-6 Real County – January 11-12 Uvalde County – January 25-27
2.	VP Academic Affairs	
3.	VP Student Services	Financial Aid Suspension Committee (process)
4.	VP Finance	

<p>5.</p>	<p>VP Eagle Pass Campus</p>	
<p>6.</p>	<p>VP Administrative Services <i>Everything begins at the beginning, and quite often the beginning begins when you shift your mind in a new direction.</i> Louie Herron</p>	<p>Maintenance</p> <p>Campus Police</p>
<p>7.</p>	<p>VP Del Rio Campus</p>	<p>Roof replacement – Building C: Materials delivered Monday Trane removed refrigerant for a/c removal Work begins today, Jan 3</p> <p>Library position posting (Padilla replacement)</p> <p>Del Rio Expo – February 9th -</p> <ul style="list-style-type: none"> • Tech program tables wanted <ul style="list-style-type: none"> ○ Especially WLDG, HVAC and Lineman ○ Start building campus programs in Fall 2025
<p>8.</p>	<p>Chief of Staff</p>	

9.	Faculty Association	
-----------	----------------------------	--

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

January 3, 2024

The Cabinet members of Southwest Texas Junior College met January 3, 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' January Board meeting agenda
 - i. Add appointment of Nursing Program Director/Coordinator**
 - ii. Discussion of Title IX Coordinator/Student Conduct position – M.U., C.M., and R.F.S. will meet to develop a plan****
- b. Junior County Livestock Shows
 - i. Zavala County – January 3-6 (C.M.)**
 - ii. Real County – January 11-12 (C.B.)**
 - iii. Uvalde County – January 25-27 (H.G.)****

2. Vice President of Academic Affairs

- a. Announcements
 - i. Working on several student complaints and grade appeals**
 - ii. Dr. Masterson is officially retired, but will continue as adjunct instructor****
- b. SACS~COC – Surgical Tech program prospectus is ongoing**
- c. Legislation/THECB – need to appoint a Pregnant and Parenting Students liaison officer**
- d. Zoom rooms?**
- e. A.M. working on CLNA report and may be reaching out**
- f. Working on IREPO APR**
- g. Discussion and announcements regarding various Dual Credit Schools**

3. Vice President of Student Service

- a. Financial Aid
 - i. Discussion of Financial Aid Suspension Committee (process)**
 - ii. Discussion of TEOG and TPEG award process****
- b. Enrollment Report – presented S.M. numbers, but reminded about dashboard**
- c. Drop List – First drop will be Friday, January 5th at 4:00 pm**

4. Vice President of Finance
 - a. Nothing to report

5. Vice President Eagle Pass Campus
 - a. Financial Aid staff training on appeals process
 - b. MOU with TAMU ongoing and similar to UTSA
 - c. Met with X.H. regarding Belong Stations and Food Pantry
 - d. Student Ambassadors – suggestion boxes discussion
 - e. Working on scheduling a ribbon cutting for Diesel and Welding

6. Vice President of Administrative Services – *Everything begins at the beginning, and quite often the beginning begins when you shift your mind in a new direction.* Louie Herron
 - a. Maintenance
 - i. Work at CDL/Warehouse site is ongoing – timeline for completion is Fall 2024
 - ii. Renovation on Dorm Supervisor apartment should be done by end of next week
 1. Will start working on basketball court as soon as abandoned vehicle is moved.
 - iii. Christmas at the College lights will start coming down on Monday
 - iv. HVAC techs are keeping up with preventative maintenance of units on all campuses
 - b. Campus Police – things have been quiet, but busy with Christmas at the College pics
 - c. Transportation – 3 new Malibu vehicles have been received
 - i. Looking at additional vehicle needs to reduce rental car expenses

7. Vice President Del Rio Campus
 - a. Roof replacement – Building C
 - i. Materials delivered Monday
 - ii. Trane removed refrigerant for A/C removal – working begins today, January 3rd
 - b. Library position posting (D. P.'s replacement)
 - c. Del Rio Expo – February 9th
 - i. Tech program tables wanted – Especially Wildlife, A/C and Refrigeration, and Lineman
 - d. Start building campus programs in Fall 2025
 - e. Schedule a day to meet and look at campus wide placement of centers (look globally and strategically)

8. Chief of Staff
 - a. Information Technology
 - i. Replace fiber to Garner Hall and Matthew Student Center during Christmas Break
 - ii. DIR cyber security report – December 2023
 1. 317 malware, high risk apps, malicious website visits, etc.
 2. 43,459 social engineering attempts like spooking, phishing attempts, etc.
 - a. Both down from November, but expected because fewer people using the internet
 - iii. DIR Cybersecurity Framework Assessment Report will be delivered next week
 1. We expect a good report for our maturity level
 - iv. Website Chat Summary
 1. Average 40 chats per month – most are Admissions/Registrar questions
 - b. Data Management and Integration (ERP)
 - i. Gearing up for Watermark SS&E implementation
 - ii. Working with SIR on IPEDS

- c. **SIR**
 - i. **Working on IPEDS**
 - ii. **Working on data request from IREPO personnel**
 - iii. **Monitoring a situation with the 3 Peat Rule and how it is reported for students retaking courses previously taken as Dual Credit**
 - iv. **Monitoring FAST reporting/payment timeline**
 - 1. **0CS for Spring is certified April 15th**
 - 2. **0CS for Fall has already been certified**
 - 3. **Response from THECB says to wait instructional email regarding how and when rosters will be available to verify and request funds**
 - v. **Functional leads proposal forthcoming**
- d. **R.S.**
 - i. **Inputting SACS~COC Reaffirmation Standards in P & SS**
 - ii. **Working on Maxient for conduct and student complaints**
 - iii. **Working on DFSCA Biennial Review**
 - iv. **Working on review for DEI language in response to SB17**

9. Faculty Association

- a. **Simple Syllabus is not working**
- b. **First Faculty Association meeting is at lunch on the first day of Convocation**

CABINET MEETING
January 12, 2024

	AGENDA ITEM	NOTES
1.	President	SWTJ Board of Trustees' January Board Meeting Agenda
2.	VP Academic Affairs	
3.	VP Student Services	
4.	VP Finance	

5.	VP Eagle Pass Campus	
6.	VP Administrative Services <i>If you aren't going all the way, why go at all?</i> Joe Namath	Maintenance Transportation
7.	VP Del Rio Campus	
8.	Chief of Staff	

9.	Faculty Association	
-----------	----------------------------	--

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

January 12, 2024

The Cabinet members of Southwest Texas Junior College met January 12, 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**

1. President

- a. Discussed SWTJC Board of Trustees' January Board meeting agenda**
- b. Discussed readiness for start of Spring Semester**

2. Vice President of Academic Affairs

- a. Discussion of naming an interim Nursing Program Director**
- b. SACS~COC
 - i. QEP presentation at Convocation went well
 - 1. Will present same for staff at 11:00 am today**
 - 2. Vote will occur later this month******
- c. Rebranding Process – Barlele will present their findings next week in Cabinet**
- d. Student and Community Engagement
 - i. Welcome Back activities occurring over the next couple of weeks**
 - ii. Dorm move-in is ongoing****
- e. AEL
 - i. New grant parameters require changes to several positions and pay/work percentages**
 - ii. Applied for a consortium on eastern/southern counties****
- f. Convocation went well
 - i. Division meetings were well received in the new format**
 - ii. Faculty Handbook session was very productive**
 - iii. Working on pipeline visualization/graphics with Applied Sciences****
- g. Dual Credit Partnerships
 - i. Registration is complete**
 - ii. If weather becomes an issue next week, will adjust last registration day**
 - iii. Several meetings with various school districts**
 - iv. Working with Division Chairs to develop model for technical programs**
 - v. P-Tech assurances have been received****

- h. **FAST Program**
 - i. **FAST roster verification process ongoing**
 - ii. **Overall positive feedback on invoices**
 - iii. **TEA webinar on FAST program upcoming**
 - i. **Instructional Leadership**
 - i. **Del Rio construction/carpentry program issues are being worked out**
 - ii. **Figuring out Medina Valley PCT instructor pay**
- 3. Vice President of Student Service**
- a. **Enrollment Report**
 - i. **5908 head-count as of this morning**
 - 1. **55% DC and 45% College**
 - b. **Other – changes, ideas, projects, etc.**
 - i. **Discussion of duties being shared across the entire institution**
 - ii. **New vendor for diploma printing**
 - iii. **Discussion of transcript automation through NSC**
 - 1. **Questions/discussion of student agreement to communicate electronically**
 - iv. **Discussion of commencement ceremony changes**
 - c. **Success Services**
 - i. **Discussion of filling DSS position considering TC moving to a different position**
- 4. Vice President of Finance**
- a. **Financials for first 4 months of fiscal year**
 - b. **Increase of \$734,000 after FAST updates**
- 5. Vice President Eagle Pass Campus**
- a. **Information**
 - i. **Meeting with people from TAMU – 32 students from Eagle Pass and Del Rio signed up to attend**
 - ii. **Meeting with superintendent next week**
 - 1. **135 of 150 on drop list were contacted**
 - 2. **Only 75 actually dropped**
 - iii. **More discussion of sharing duties and leaning on technology**
 - b. **Events**
 - i. **Attending various community events**
 - ii. **Welcome Back week next week**
 - iii. **New Club – Active minds**
 - c. **Faculty meeting yesterday went well**
- 6. Vice President of Administrative Services – *If you aren't going all the way, why go at all?* Joe Namath**
- a. **Life Safety**
 - i. **Working on getting training, equipment, etc. to install doors with our people**
 - ii. **COVID 19 Committee report**
 - b. **Construction projects**
 - i. **18 acres in Eagle Pass plans being developed**
 - ii. **Pencil drawing of warehouse/welding/diesel/construction remodel**
 - c. **Maintenance**
 - i. **Christmas decorations are being put away slowly**
 - ii. **Deferred Maintenance meeting in next few weeks**

- d. Transportation**
 - i. All Mali bus will be received by next week and added to the fleet**
 - 1. Pickup truck for the warehouse will be here next week**
 - ii. SWART pickups scheduled Tuesday morning**
- 7. Vice President Del Rio Campus**
 - a. HVAC units going back on the roof today**
 - i. Final roof inspection on Tuesday**
 - b. Donuts for Directions on Tuesday morning**
 - c. DRCISD will have a late start on Tuesday**
- 8. Chief of Staff**
 - a. FAST Roster Verification**
 - i. THECB received so many requests for corrections that they have corrected a completely new file from u**
 - b. A T & T will have a proposal with several options ready for us next week**
- 9. Faculty Association**
 - a. Faculty Association meeting**
 - i. Request for classed to be cancelled for the Eclipse**
 - b. Faculty Association Scholarships**
 - i. Scholarships have been awarded, at \$500.00 each**

CABINET MEETING
January 17, 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>Growth is the only evidence of life.</i> John Henry Newman</p>	<p>Tech Expansion 2 vs. 4 classrooms</p> <p>Maintenance -personnel</p> <p>Day Care -Board ready</p> <p>Vacation</p>
<p>7.</p>	<p>VP Del Rio Campus</p>	<p>Building C Roof:</p> <ul style="list-style-type: none"> - Trane now on premises, reconnecting units - Electrical completed yesterday - Process expected to be completed on Thursday <p>Enrollment up across the board</p> <p>City/County Meet the Candidates: Feb 6 and Feb 7 tentative dates</p> <ul style="list-style-type: none"> - Will use SWTJC Building M Auditorium <p>6 Scholarships needed for EXPO. \$200 each. Process?</p> <ul style="list-style-type: none"> - 3 for seniors - 3 for community members <p>SRSU requesting Banner installation – 7’ x 5 ‘on median at their old entrance</p> <ul style="list-style-type: none"> - I am requesting supplies from them (plywood) <p>Keep asking us to do something, with no supplies</p>

8.	Chief of Staff	
9.	Faculty Association	

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

January 17, 2024

The Cabinet members of Southwest Texas Junior College met January 17, 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

1. President

- a. **SWTJC Board of Trustees' meeting is tomorrow, January 18th**
- b. **Working with the Business Office on a timeline for FAST billing**
- c. **The work at the Tech expansion site is going well**

2. Vice President of Academic Affairs

- a. **Surgical Tech application has been submitted to the THECB – we should hear from them in the next month**
- b. **Hondo site is now called Hondo-STRTC**
- c. **ACC is piloting a free Dual Credit tuition for High School seniors**
- d. **We got the nursing TRUE grant**
- e. **Scholl Districts Partnerships**
 - i. **Interviews at DRHS aviation instructor will be this week**
 - ii. **Dilley ECHS has had some personnel changes**
 - iii. **Mr. Garabedian made a trip to Pleasanton**
 - iv. **Will meet with Medina Valley people next week**

3. Vice President of Student Service

- a. **Enrollment Report – 6,026 as of this morning (January 17th)**
- b. **Drop list technical issues caused no drops last night**
- c. **Discussion of possible Tech programs at Crystal City**
- d. **Discussion of Hondo campus**

4. Vice President of Finance

- a. **Review of polices**

5. Vice President Eagle Pass Campus
 - a. Lots of students back on campus
 - b. FAFSA workshop tomorrow
 - c. Migrant parent event coming up
 - d. Discussion of Student Ambassadors and responsibilities of certain staff members
 - e. Met with EPISD Administration - Questions about local articulation

6. Vice President of Administrative Services – *Growth is the only evidence of life.* John Henry Newman
 - a. Tech Expansion – 2 vs 4 classrooms
 - b. Maintenance
 - i. Head custodian on the Uvalde campus is out
 - ii. Other employees out or retired – short staffed as a result
 - c. Day Care is ready for the Board of Trustees’ report
 - d. Mr. Sandoval is out on vacation for a few days

7. Vice President Del Rio Campus
 - a. Building C Roof
 - i. Trane now on premises, reconnecting units
 - ii. Electrical completed yesterday – process expected to be completed on Thursday
 - b. Enrollment is up across the board
 - c. City/County hosting Meet the Candidates event – February 6th and 7th are tentative dates
 - i. Will use SWTJC Building M Auditorium
 - d. 6 Scholarships needed for EXPO at \$200 each
 - i. 3 for seniors
 - ii. 3 for community members
 - e. SRSU requesting Banner installation – 7’ x 5’ on median at their old entrance
 - i. Ms. Buchanan is requesting supplies from them (the plywood)
 - ii. SRSU people keep asking SWTJC to do something with no supplies

8. Chief of Staff
 - a. VIDA
 - i. Uvalde Campus Cowboy Pantry will be open for business on Monday, January 22nd
 1. Flyers are being made
 2. Snacks and information at the Pantry next week 11:00am – 3:30pm
 3. If you want a sneak peek, this Thursday is the day
 - b. TRIO-SSS
 - i. Served 170 of 270 as of yesterday
 - ii. Grant Aid
 1. Awarded \$32,500 in grant aid to 26 students Fall 20234
 2. Another \$32,500 will be awarded at the end of the Spring
 - a. Due date is April 26th at 11:00 pm

9. Faculty Association - Absent

CABINET MEETING
January 24, 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>Character is like a tree and reputation like its shadow. The shadow is what we think of it; the tree is the real thing.</i> Abraham Lincoln</p>	<p>Maintenance</p> <p>Day Care</p> <p>Life Safety</p>
<p>7.</p>	<p>VP Del Rio Campus</p>	<p>Alpha Omega Iota – Del Rio PTK – notified 5 Star Chapter award</p> <p>Auditorium repairs under way</p> <p>Building N: Both units down (2003 R22)</p> <ul style="list-style-type: none"> - Office area - Compressor - Hallway - Heating Valve - Will try to order parts <p>DRHS FAFSA Night this Thursday, Jan. 25th</p> <p>DR Welcome Back Event - Feb 1</p> <p>HS visits to promote Expo on Feb 9</p> <p>DR ECHS Cohort 10 – Lottery Feb 22 (March 5&6 ApplyTexas)</p>

8.	Chief of Staff	
9.	Faculty Association	

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

January 24, 2024

The Cabinet members of Southwest Texas Junior College met January 24, 2024 in the President's Office

Cabinet members present were:

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

Cabinet member absent was:

Dr. Hector Gonzales, President

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 – Out – Attending TACC Quarterly Board Meeting
2. Vice President of Academic Affairs
 - a. Smartboard – wireless mics for smart rooms have been received
 - b. Law Enforcement Academy – several agencies have come to recruit cadets
 - c. Other
 - i. PLT Advisory Committee meeting
 1. Gave good feedback regarding our graduates
 2. Suggested some training in software and a change in the CDL training
 - ii. Met with a representative from MHDD regarding behavioral health tech certificate, AAS at-risk, etc.
 1. This would provide multiple points of entry including nurses and / or PCT tracks
 - iii. There is an entity out of the valley offering CDL training
 1. Will be meeting with several school districts as a result
 - iv. AHEC – community health worker as a professional development – AR will take to SOC for approval
 - d. Curriculum Committee approved 6 courses without TSI
 - i. Students must still take the TSI. Completion of these courses does not provide exemption from testing
 - ii. Will continue to track success of these cohorts
 - e. Uvalde CISD administrators will be on campus tomorrow
 - f. Discussion of the DOJ report on the Robb Elementary tragedy and our next steps – there are many resources at the end of the report

- g. Housing / Residence Life – 1 room available in Garner and 14 available in Hubbard
 - h. Instructional Leadership
 - i. Discussion of airframe instructor at SFDRCSID approval
 - ii. Discussed abrupt HVAC instructor vacancy
 - i. School District Partnerships
 - i. Met with Natalia about expanding technical partnership
 - ii. Check-in meetings with Knippa and Pearsall
 - j. Discussion of bringing back College & Career Day
- 3. Vice President of Student Service**
- a. Received a request from Dilley for a SWTJC representative (hopefully President Gonzales) to attend their School Board meeting in February
 - b. Financial Aid
 - i. Discussion of Hondo campus name change
 - ii. Hosting FAFSA night on January 31st
 - c. Enrollment Report
 - i. 6006 head-count
 - ii. Census date for 16-week is January 31st
 - iii. Resume registration for 8-week 2 on Monday, January 29th
 - d. Meet the Success Coach on February 6th at all campuses
 - e. Library – Classroom visits and activities ongoing
- 4. Vice President of Finance**
- a. 1098 Ts are going out this week
 - b. Budgets are coming up soon
 - i. A schedule/calendar is forthcoming
- 5. Vice President Eagle Pass Campus**
- a. Announcements
 - i. Ambassadors are hosting several upcoming events
 - ii. Shelves are installed in the new food pantry room
 - iii. Planning a Wellness Fair
 - iv. Planning weeklong open house sessions
 - v. Success Coaches conducting high school classroom visits
- 6. Vice President of Administrative Services – *Character is like a tree and reputation like its shadow. The shadow is what we think of it; the tree is the real think.* Abraham Lincoln**
- a. Tech Expansion
 - i. Working on plans for classroom building on 18 acres
 - 1. Site work will be done in-house
 - ii. Briscoe Building
 - 1. Light was installed in Surgical Tech classroom
 - 2. Still another month of remodel work
 - iii. Working with V.C. and L.L. on Diesel Tech classroom planning
 - b. Day Care – COVID protocol in one infant classroom right now
 - c. Life Safety
 - i. Fire alarm inspections ongoing
 - ii. Access control hardware in Del Rio and Eagle Pass has been received

7. Vice President Del Rio Campus

- a. Alpha Omega Iota – Del Rio PTK – Notified 5 Star Chapter Award
- b. Auditorium repairs under way
- c. Building N
 - i. Both HVAC units are down (2003 R22)
 - 1. Office area – Compressor
 - 2. Hallway – Heating Valve – will try to order parts
- d. Events and Activities
 - i. DRHS FAFSA Night this Thursday, January 25th
 - ii. DR Welcome Back Event – February 1st
 - iii. HS visits to promote Expo on February 9th
 - iv. DR ECHS Cohort 10 – Lottery February 22nd
 - 1. All will do ApplyTexas on March 5th and 6th
 - v. S.C. has scheduled dates for CTE campus visit

8. Chief of Staff

- a. SACS~COC Question
 - i. Do we need a link to the 5th year report on the accreditation and compliance webpage?
 - 1. M.U. – No, it is not required
- b. Information Technology
 - i. Moving J.C. to Software Developer position
 - ii. A T & T meeting update – 2 options being explored
- c. VIDA
 - i. Cowboy Pantry opened on Monday
 - ii. 22 orders in the first 2 days
- d. Other
 - i. Watermark Contract will hopefully be signed today
 - ii. Shot Out to D. C. and to the team working the drop list

9. Faculty Association

- a. Request for Tech Program Coordinators to have Watermark SS&E accounts
 - i. R.F.S. – yes, that can happen

CABINET MEETING
January 31, 2024

	AGENDA ITEM	NOTES
1.	President	SWTJC Board of Trustees' February meeting agenda
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	
-----------	----------------------------	--

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

January 31, 2024

The Cabinet members of Southwest Texas Junior College met January 31, 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
Connie Buchanan, Vice President Del Rio Campus, and
Dr. Randa Schell, Chief of Staff

Cabinet member absent was:

Derek Sandoval, VP Administrative 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 (attended via ZOOM)

1. President

- a. SWTJC Board of Trustees' February meeting agenda
- b. President's Gala is scheduled for April 13th

2. Vice President of Academic Affairs

- a. Powerline Technician Graduation Ceremony will be tomorrow at 10:30 am in the Tate Auditorium
- b. Pathways Institute is April 10th – 12th in Round Rock
- c. Working on several transfer agreements
- d. Workforce is meeting with school districts on CDL and other workforce programs
 - i. Are students still FAST eligible summer after high school graduation
- e. Barlele community focus group met last week
- f. Explore an app/website called Appily
- g. Large group attending CCMR fair in Carrizo Springs tomorrow
 - i. Working with Student & Community Outreach on participation in fairs and other recruitment events
 - ii. Discussion of developing a structure around who attends, how many, etc.
- h. Professional Development – Faculty Fridays calendar is nearly complete
- i. IREPO
 - i. Had a meeting with Program Specialist – will submit prior approval request and can still spend money under the No Cost Extension
- j. School District Partnerships
 - i. Met with Medina Valley and Uvalde last week
 - ii. DCP staff drafting a document about TSI waiver courses

- k. **Instructional Leadership**
 - i. SFDRCID Board of Trustees approved aviation instructor and a HVAC instructor
 - ii. Other meetings include Sabinal, D'Hanis, Rocksprings, etc.
 - l. **Other**
 - i. Working on a plan to support the Hondo site
 - ii. Presentation to Del Rio Rotary Club
 - iii. Will begin working on Tech MOUs next week with the Division Chairs
- 3. Vice President of Student Service**
- a. **School District Partnerships**
 - i. Meeting with Uvalde CISD and La Pryor ISD to develop a structure for test score submission and other compliance notes
 - ii. Discussion of adding appendix to MOUs regarding the above
 - b. **Financial Aid**
 - i. February is FAFSA Awareness month
 - 1. Activities each week; if the student attends all events, will be entered in a drawing for prizes
 - c. **Enrollment Report**
 - i. 6011 headcount – better than the prior two years
 - ii. S.M. is working on TSIA and Student Planning
 - d. **Student Success Services**
 - i. Y.S. developed a calendar for high school visits
 - ii. TAMU campus visit on February 3rd
 - iii. Working with Inside Track on advisor training
 - e. **Other**
 - i. C.M. working on scholarship application and process
 - ii. Discussion of Fall course schedule, 16-week /8-week success rates
- 4. Vice President of Finance**
- a. 1098 Ts went out last week
 - b. Thursday, March 21st is the deadline for budgets to be submitted to the Business Office
 - i. Submit to A.H. and copy L.E.
- 5. Vice President Eagle Pass Campus**
- a. **Announcements**
 - i. Welcome Back event yesterday went well
 - ii. Discussion of high school campus visits
 - iii. In person orientation sessions will begin in April
 - iv. ApplyTexas workshops every Friday starting in March
- 6. Vice President of Administrative Services – Out – sent e-mail to Cabinet members**
- a. **Maintenance**
 - i. Site work continues for warehouse/powerline tech
 - ii. Welding and Diesel
 - 1. Discussion and planning with V.C., L.L., A.Y., and A. M.
 - a. Concrete, roof, fencing, hoist, demolition paint booth/mix room, and welding supplies

- iii. **Surgical Tech**
 - 1. **Lamp installed**
 - 2. **Measurements for sterilizer and sinks ongoing**
- iv. **Eagle Pass 18 Acres**
 - 1. **Truck Driving/Lineman Tech**
 - a. **6 classrooms/6 offices**
 - i. **Dimension to Architect**
 - ii. **Footprint options soon**
 - v. **Chittim – Walk through today (reason for email and being absent from meeting)**
 - vi. **EMT expansion – meeting with Frontera for pricing**
 - vii. **Del Rio Roof – No information from Dugas Law Firm yet**
 - viii. **Del Rio Day Care information pending Board approval**
- b. **Custodial Services – J.A. S. is still out – the Custodial team is holding on**
- c. **Grounds**
 - i. **Front Entrance being addressed**
 - ii. **Pergola is 95% complete**
- d. **Life Safety/Campus Police**
 - i. **DOJ report reading/recommendations/discussions continue with Life Safety and Campus Police**

7. Vice President Del Rio Campus

- a. **Announcements**
 - i. **Club Fair last week was successful**
 - ii. **Welcome Back event tomorrow**
 - iii. **Prepping for Community College and Career Expo next week**

8. Chief of Staff

- a. **Greater Texas Foundation Emergency Aid Grant**
 - i. **Completed the Intent to Apply document yesterday**
 - ii. **Will submit later today**
- b. **Second QEP presentation on Friday at 10:00am**
- c. **Looked at tuition if we cap at 12sch**
 - i. **Check how many are taking 12 sch only and add to spreadsheet**

9. Faculty Association

- a. **Nothing new for the group**