

CABINET MEETING
May 5, 2021

	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 Happy Mother's Day 😊	<p>Re Open report</p> <p>Air scrubbers report</p> <p>Smart Classroom report</p> <p>RFQ Architect</p> <p>Campus Police report</p> <p>Website report</p> <p>Staffing</p> <p>Position postings</p>
7.	VP Del Rio Campus	<p>Snakes on campus – Dr. Dan and Christine Foley catching to relocate</p> <p>May 4 - Smartboard techs on campus assembling all framework -Wednesday, they will add TV's and roll to assigned classroom</p> <p>Received bids for clearing 7.5 acre back lot – Kirk proceeding -Ruiz, Eagle Pass lowest - \$15,500</p>
8.	Chief of Staff	

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

May 5, 2021

The Cabinet members of Southwest Texas Junior College met May 5, 2021 via ZOOM

Cabinet members present were:

Dr. Hector Gonzales, President
Dr. Mark Underwood, Vice President Academic Affairs
Margot Mata, Vice President Student Services
Anne Tarski, Vice President of Finance
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

1. President

- a. **SWTJC Board of Trustees' May Meeting Agenda – discussion**

2. VP Academic Affairs

- a. **Brown Foundation grant \$17,000.00**
- b. **Comstock ISD – Board Presentation next Tuesday**
- c. **Title V – repurpose grant funds from DL rooms to simulation for A & P**
- d. **Honor Lock – need to designate a person to oversee**
- e. **Math/English posting approved for advertisement**
- f. **Meeting with AEP to seek donations for Eagle Pass Powerline program**
- g. **Catch the Next – Quiroz, Uriegas, Santos – instructors – recruit 20 students needing INRW**
- h. **Will investigate with CDC on guidance for classrooms 3' vs 6' with masks and air scrubbers**
- i. **Update on 8-week courses – meeting with Odessa Administration, main points to make the move to 8-week model. Will set up an additional meeting to discuss business process – Business Office and Financial Aid**
- j. **Meeting with Pleasanton today on dual credit**
- k. **AEP may have some internships for out students and possible donations**
- l. **FAA Inspections went well, impressed with our progress, application to expand capacity to 8 students per cohort – approved – discussed the addition of a new instructor for the second cohort – any changes do not need prior approval from the FAA**
- m. **Cosmetology – students participated in virtual skills competition, several students received gold medals**
- n. **UMH reached out to LF, computer equipment donation**

3. VP Student Services

- a. **Registration on going, both virtual and face to face appointments**
- b. **Student Success Reorganization ongoing**
- c. **Financial aid following up with students on missing documents, work-study positions, summer awards, AVANCE looking for work-study opportunities, awarding CARES funds**
- d. **Student Engagement – Palms Fest this Friday at noon via FB and YT**
- e. **Reopen plan for student lounge for Summer session**

- f. **Writing Center Coordinators – re-open plan for tutoring, how to utilize Maxient for documenting student contacts**
- g. **MM has assumed role of Scholarship Committee chair**
- h. **Enrollment numbers – Summer I – 667 ly – 747
Summer II – 475 ly – 489**
- i. **Registration picking up in Crystal City and Pearsall**
- j. **Installing air scrubbers**
- k. **Carrizo Springs Senior Day May 16th**
- l. **Opportunity for LVN students for clinical at Centro de Salud**

4. VP Finance – No report

5. VP Eagle Pass Campus

- a. **Air scrubber installation in process**
- b. **Met with Security company to alter the schedule**
- c. **Send invoice to Sul Ross for repairing walls after removing equipment**
- d. **Food vendor is pulling out from Eagle Pass**

6. VP Administrative Services

Happy Mother's Day

- a. **Re-open Report – 1 exposure, student COVID training video in progress should be completed by end of the week**
- b. **Air scrubbers report – on going, will evaluate the need for additional scrubbers after all installed**
- c. **Smart Classroom report – installers finishing up in Eagle Pass and Del Rio. Will begin with Uvalde on Monday**
- d. **RFQ Architect**
- e. **Campus Police report**
- f. **Website Report**
- g. **Staffing**
- h. **Position postings**

7. VP Del Rio Campus

- a. **Snakes on campus – Dr. Dan and Christine Foley catching to relocate**
- b. **May 4 – Smartboard Techs on campus assembling all framework**
 - i. **Wednesday they will add TVs and roll to assigned classroom**
- c. **Received bids for clearing 7.5 acre back lot, KP proceeding**
 - i. **Ruiz, Eagle Pass lowest _ \$15,500.00**

8. Chief of Staff

- a. **Mascot final 8 submissions – will submit for survey responses**
- b. **Auto Grad meeting after commencement**
- c. **SB 25 course sequence mapping – webinar on Monday on document preparation**

CABINET MEETING
May 12, 2021

	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>"If anything goes bad, I did it. If anything goes semi-good, we did it. If anything goes real good, they did it."</i> Paul "Bear" Bryant	Re Open Report Smart Classroom Report Air Scrubber Report Maintenance Rodeo
7.	VP Del Rio Campus	
8.	Chief of Staff	

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

May 12, 2021

The Cabinet members of Southwest Texas Junior College met May 12, 2021 via ZOOM

Cabinet members present were:

**Dr. Hector Gonzales, President
Dr. Mark Underwood, Vice President Academic Affairs
Margot Mata, Vice President Student Services
Anne Tarski, Vice President of Finance
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**

1. President

- a. Brief review of COVID year and how we have adjusted**
- b. SWTJC Board of Trustees' May Meeting Agenda – discussion**
- c. Strategic Planning Discussion**
- d. Merit Pay Discussion**
- e. Micro Credentials Status**
- f. Brackett ISD decided to move to ASU for Dual Credit**
- g. State Appropriations Update**
- h. Legislative Bills Update**

2. VP Academic Affairs

- a. Comstock ISD will now be with us for their Dual Credit**
- b. Title III – H S I STEM grant application**
- c. Inactive sites update to SACS~COC – Laughlin and Medina Valley**
- d. Strategic Plan Update to Faculty on Monday from 10 am – 12 pm**
- e. Enrollment trends on mode of delivery for Summer and Fall**
- f. Need Estudios to add a field to capture the appropriate fields on mode of delivery**
- g. Grades due Thursday and Saturday is the deadline to meet extra hour lost during freeze week**
- h. Canvas does not automatically upload grades to Web Advisor**
- i. FAA approval to increase student enrollment to 8 students**
- j. Powerline Tech**
 - i. Moving forward with Eagle Pass site**
 - ii. Will add a storage facility – Conex container**
 - iii. Distribution supervisor from AEP in Eagle Pass will visit our site about potential equipment donation**
- k. Pleasanton ISD is coming with us for the Medical Assistant program**
- l. Delivering cords to Knippa ISD**
- m. Construction Carpentry possible expansion into college program**
- n. Faculty Association – input professional development hours and Unit Action Plan in software – question about how to log in and time line for when it will be ready, keep records until Fall – training for faculty on Watermark**
- o. Need deadline on when smartboard training rooms will be up and ready**
- p. Faculty Association – identify service projects for faculty in each community**
- q. Exit interviews for retiring faculty taken care of by respective Vice Presidents**

3. VP Student Services

- a. AVANCE meeting – Angels program – focused on early childhood education.
Placing work study students within the program
- b. Library Update – receiving chrome books back from students, training on instructional support for faculty, improve process of student ID with ISDs
- c. Financial Aid Update – Decline in missing document status for students, working on text aim campaign, SAP on May 17th, QR Code Flyer for advisors to facilitate student access to their information
- d. Student Success Services Reorganization moving forward, pleased with the progress thus far. Resource link at intake, refocus on goals and activities more data driven – creating dashboards for each of the departments to continually monitor progress
- e. Reopen plan submitted for Tutoring and Writing Centers
- f. QR Codes for Advisors to help direct students to their information
- g. Working on Scholarship Awards
- h. Strategic Plan roll out meeting – Mirror what instructional services is planning for their roll out – May 24th with breakout session during June and a final summit type event to formalize activities
- i. Enrollment numbers
 - i. Summer I – 819 Last Year 899
 - ii. Summer II – 559 Last Year 576
 - iii. Fall – 561 Last Year 658
- j. Graduation Update on photos taken
 - i. Eagle Pass – 34
 - ii. Del Rio – 155
 - iii. Crystal City – 14
 - iv. Uvalde – 160
- k. Video and audio files are recorded and ready to submit to Live Tassel
- l. KENS 5 reached out for a possible story on a nursing graduate store
- m. Crystal City advising sessions consistent
- n. Pearsall equipment was picked up
- o. Air Scrubbers install at Pearsall – met with superintendent at the site, quarterly update to the school Board on activities in community
- p. Crystal City High School – recognition for graduates
- q. October 29-30 request to use Library in Crystal City – Outreach Art and Culture, Art Exhibition, Poetry Reading, and a Designer presentation

4. VP Finance

- a. Pay Scales review – working on simplifying scales for faculty
- b. Dual Credit Invoicing issues
- c. Record Retention law according to State Library
- f. Email – depends on status of document
- g. Supplemental Agreement CCRSSA after December 22nd
- h. Institutional student balance that occurred during pandemic eligible to be covered by HEERF funds

5. VP Eagle Pass Campus

- a. Air scrubber have been installed at the main campus, requesting additional for AEL and Technical Center
- b. Carpeting going in for Sul Ross office where damaged and worn
- c. Café operator has elected to not continue with operations
- d. Custodian working on minor roof leaks
- e. Students began coming in for in person advising

6. VP Administrative Services

"If anything goes bad, I did it. If anything goes semi-good, we did it. If anything goes real good, they did it."
Paul "Bear" Bryant

- a. **Re-open Report – no positive cases or exposures this week, COVID training for students in progress**
- b. **Smart Classroom Report**
- c. **Air Scrubber Report – going well across the campuses, inventory holding steady, work-order request to resupply, custodial-warehouse working well and connected. Regular maintenance on air scrubber filters**
- d. **Maintenance – waiting on Civil to finish up drawing on Eagle Pass Parking**
- e. **Work-order review and addressing as soon as possible with installation of air scrubbers, smartboards, life safety issues**
- f. **Rodeo – 300 contestants in Southern Region, 13 colleges total – 6 colleges and 7 universities. Sending 6 to National College Rodeo – Huge accomplishments!**
- g. **DIR training still need to be completed**
- h. **Air quality in Hubbard Hall can be addressed**

7. VP Del Rio Campus

- a. **Air scrubbers completely installed – each unit will let you know when filters need to be changed**
- b. **Webinar – Building Your Next Generation Classroom – we purchase before the surge, University of Miami faculty buy in – training is better in small groups (3 to 4 faculty per group was found to more effective, grouped by discipline**
- c. **Clearing of the lot moving forward – pending Purchase Order, relocate boulders to block traffic**
- d. **Thoughts about partnership for pharmacy for vaccination opportunities for students – Travel VAX**

8. Chief of Staff

- a. **ZOGO Tech meeting – working on list of Key Performance Indicators already available as a menu option for strategic planning monitoring**
- b. **Syllabus Manager has not been taken down yet – the goal is having new Syllabus Manager up and running during the summer and training**
- c. **CBM reports due June 15th – will send out request for additional data**

CABINET MEETING
May 19, 2021

	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>"Don't be pushed around by the fears in your mind. Be led by the dreams in your heart."</i> Roy T. Bennett	Re Open report Air Scrubber report Smart Classroom report IT Restructuring report Maintenance report Public Information Projects Hubbard Hall P 3
7.	VP Del Rio Campus	Sandra Moreno out – maternity leave Exit interviews this week: Zapata(completed) and Koslowska P/T IT Tech working on moving drops for Smartboard Equip 3 FAN Scholarship Applications received

8.	Chief of Staff	
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**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

May 19, 2021

The Cabinet members of Southwest Texas Junior College met May 19, 2021 via ZOOM

Cabinet members present were:

**Dr. Hector Gonzales, President
Dr. Mark Underwood, Vice President Academic Affairs
Margot Mata, Vice President Student Services
Anne Tarski, Vice President of Finance
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**

1. President

- a. Governor's Executive Order**
- b. All Staff/Professionals should be working from campus**
- c. Make sure employees are coming in on time – adjustment from working at home**
- d. Hosting vaccines on campus opportunities – include a raffle or give away to encourage more vaccines**
- e. Aspen Prize recognitions**
- f. Budget – Appropriations**

2. VP Academic Affairs

- a. Strategic Plan Launch Party – perception is that it went well, brainstorming already going on – stipend available for faculty to work on Strategic Plan during June**
- b. Update on SACS~COC visit**
- c. Students interested in Face to Face courses in Summer/Fall**
- d. May 28th St. Phillips site visit for Surgery Tech Program**
- e. Dilley ISD – summer training programs with Workforce Training**
- f. Simulation Coordinator Position for A D N - 40-hour work week**
- g. Damage in Hondo – IT will check PC for any water damage**
- h. Meeting with School District Counselors**
- i. Faculty Association**
 - i. Survey of faculty to gauge their perspective on various issues**
 - ii. Summer contract**
 - iii. Pleased with Smart Board training starting 5-20-2021**
 - iv. Clear Touch Smart Board training online version**
 - v. Need to continue with Job Descriptions**

3. VP Student Services

- a. Student advising picking up both face to face and virtual**
- b. Update on reorganization of Student Services – advising by CAPS**
- c. Developing an Advisor manual**
- d. Working on list of students close to graduation**
- e. FA reconcile work study dollars – a lot available for the summer**
- f. Attending Virtual Conference AACC**
- g. Rethinking the term enrollment management**

- h. Enrollment numbers update
- i. Graduates over 1000 with 900 participating in virtual commencement
- j. Crystal City / Pearsall transitioned well into Back to Campus
- k. Registration on going – strong response
- l. Attending graduate ceremony at Carrizo Springs High School

4. VP Finance

- a. Records retention check list
- b. Retirement Plaques were delayed, will be delivered by end of month
- c. Request from payroll – not good idea to e-mail SS#s or direct deposit information
- d. Purchased laptops for employees during remote work – need to collect them back on campus
- e. HEERF funds include all students
- f. Attending conferences – permissible
- g. Struggling with payment plans for 8-week terms
- h. HEERF institutional funds to cover Student AR balances
- i. Financial Condition of Community Colleges Ratios are out – looking good
- j. Policy Update review for June Board meeting
- k. Service pin and retirement recognition scheduled for August Faculty Convocation

5. VP Eagle Pass Campus

- a. Registration picking up
- b. AEL sprinkler project bids have been received
- c. Waiting on bid for carpet replacement at Small Business Development Office
- d. Math and English positions

6. VP Administrative Services

"Don't be pushed around by the fears in your mind. Be led by the dreams in your heart."
Roy T. Bennett

- a. Re-open Report – zero cases, zero exposures – no issues on return to campus.
Safety Plan submitted for student activity area. Website continues to updated.
Inventory report still ordering N-95 masks
- b. Air Scrubber report – installed in all high priority areas, following up with secondary areas, air purifier usage and light indicators
- c. Smart Classroom report
- d. IT – cyber training still in progress
- e. Restructuring report
- f. Maintenance report – RFQ for engineer and architect
- g. Public Information – Live Chat is picking up, election page and handbook up on the website – virtual tour in progress
- h. Projects
- i. Hubbard Hall – cleaning restrooms and rooms getting ready for Summer, Garner Hall progressing nicely – all tile is installed
- j. Plumbing in progress for Eagle Pass
- k. Meeting with Pure Air on Hubbard Hall
- l. P3 – meeting with Blinn College – research is proceeding
- m. AEL installation of storage container permit submitted to City of Eagle Pass – will coordinate with Mr. Bermea and Kirk Palermo

7. VP Del Rio Campus

- a. S.M. out on maternity leave
- b. Exit interviews this week: A.Z. and E.K.
- c. Part-time IT Tech working on moving drops for Smartboard Equipment
- d. Three FAN Scholarship applications received
- e. AP Tables, found place for installation
- f. Looking at HVAC system in Building A
- g. Mr. Palermo will visit the Del Rio Campus on Thursday

8. Chief of Staff

- a. IE working with IT – Ethos implementation timeline – facilitate data accessibility
- b. Repot on Mascot finalist

CABINET MEETING
May 26, 2021

	AGENDA ITEM	NOTES
1.	President	SWTJC Board of Trustees' June meeting agenda 2021-2022 Compensation Flash Drives
2.	VP Academic Affairs	
3.	VP Student Services	
4.	VP Finance	

5.	VP Eagle Pass Campus	
6	VP Administrative Services <i>"Success...it's what you do with what you've got"</i> LeRoy Van Dyke	Re Open report Smart Classroom report Air Scrubber report Campus Police report Cyber Security Training Dugas Law Firm CARES Act budget meeting
7.	VP Del Rio Campus	
8.	Chief of Staff	

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

May 26, 2021

The Cabinet members of Southwest Texas Junior College met May 26, 2021 via ZOOM

Cabinet members present were:

**Dr. Hector Gonzales, President
Dr. Mark Underwood, Vice President Academic Affairs
Margot Mata, Vice President Student Services
Anne Tarski, Vice President of Finance
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**

1. President

- a. SWTJC Board of Trustees' June meeting agenda**
- b. 2021-2022 Compensation Flash Drives / Faculty Worksheets**

2. VP Academic Affairs

- a. OSHA 10 and Forklift Certification added to Power Line Tech**
- b. Pearsall ISD – Grant funds student training**
- c. CJ position at Uvalde CISD will be filled by ISD faculty**
- d. Allied Health Simulation Coordinator – will modify the job description**
- e. Economic Development EP – funding for Allied Health – training for students
 - i. Offer incentives for sustaining nursing faculty as a stipend in EP****
- f. Signed Brown Foundation Agreement - \$17,000.00 for Summer STEM program**
- g. AEL received extra funds from TWC for exceeding targets - \$20,000.00**
- h. Meeting RGC – monthly meeting to finalize transfer/pathway agreements**
- i. Pathways action plan submitted last week**
- j. Sabinal PTech Academy – focused on welding**
- k. Catch the Next conference – ongoing**
- l. Summer session – in person students not growing**
- m. Fall 442 students in person for UV, 116 for DR, 190 for EP**
- n. PD Office for Smart Board training – 3 sessions today, subject specific, Del Rio and Eagle Pass tomorrow, Turnitin software training, best practices for 8-week courses**
- o. Information session for coming out of COVID – request from a community member**
- p. Dilley ECH & DR PTech coaches meeting, Counselors meeting**

3. VP Student Services

- a. Marketing presentation from Zogo Tech provide good marketing strategies**
- b. Drop list review**
- c. Working on dashboards – for student success/coaching**
- d. Strategic Plan roll out to staff went well**
- e. Enrollment numbers
 - i. SI – 1097 – Last Year – 1345**
 - ii. SII – 761 Last Year – 780**
 - iii. FA – 822 LY 845****

- f. **Vaccination Drive – Travel Vax**
- g. **Assisting students with Drop List**
- h. **TSIA – mixed combination of scoring exams**
- i. **Offering Phlebotomy in Crystal City, utilizing Smart Board Technology**

4. VP Finance

- a. **TPEG available dollars will be sent out**
- b. **Proposed pay scales will be sent**
- c. **Current AR balances for students will be cleared against lost revenue from HEERF monies**
- d. **Helping students with registration issues**

5. VP Eagle Pass Campus

- a. **Multiple course section with low numbers**
- b. **Landscaping irrigation in progress at the AEL Site**

6. VP Administrative Services

“Success...it’s what you do with what you’ve got.”
LeRoy Van Dyke

- a. **Re-open Report – No cases to report, student required COVID training**
- b. **Smart Classroom Report – installation still in progress, imaging software pending, camera also pending, and training is ongoing.**
- c. **Air Scrubber Report – inventory due Friday, and more units will be ordered to continue with smaller areas**
- d. **Campus Police Report – travel on FM 481 is not safe with illegal immigrants**
- e. **Cyber Security Training – 212 employees have completed need 220 more employees to complete**
- f. **Dugas Law Firm – Preston Dugas meeting, opening conversation was discussing issue – first step to move forward**
- g. **CARES Act Budget meeting**
- h. **Palomino Fest is moving forward**

7. VP Del Rio Campus

- a. **Data Security training – what do we consider sensitive information**
- b. **Dr. Wilson will be retiring in December**
- c. **Smart Board training is scheduled for Thursday**
- d. **Back lots are looking nice**
- e. **Del Rio faculty will celebrate campus retirement**
- f. **Scheduled Fridays as vacation days**

8. Chief of Staff

- a. **Call Center will be placed on hold, however the Chat Box function will continue**
- b. **Meeting with Odessa College on Financial Aid and Payment plans**
- c. **Working on Title III HSI STEM grant – due June 14th**
- d. **IE – working on Data Request Form online, searchable data repository, post secondary data partnership is moving forward with public facing dash boards**