

CABINET MEETING
May 4, 2022
Via ZOOM

	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 Pas Campus	
6.	VP Administrative Services <i>Miracles happen to those who believe in them.</i> Bernhard Berenson	Re Open report Facilities Maintenance -Graduation Public Info Gym Housing Campus Police
7.	VP Del Rio Campus	May 1 - 24 inductees into PTK Faculty positions: ARTS, PHIL - contacting possible candidates Resignation: FA Advisor Interviews for Library Tech - week of May 16 - information to NR this week
8.	Chief of Staff	

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

May 4, 2022

The Cabinet members of Southwest Texas Junior College met May 4, 2022 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**

Also, Present were:

**Juan Guzman, Dean of Applied Science and Workforce Education
Dr. Cheryl Sanchez, Dean of Liberal Arts and Adult Education & Literacy
Charles Garabedian, Dean of Instructional Services and School District Partnerships
Xaviera Haynes, Faculty Association, President**

1. President

- a. SWTJC Board of Trustees' May Meeting agenda, add Hondo Lease Agreement**
- b. TACC – Interim President named – Martha Ellis. Sub-Committee on Community Finance has submitted recommendations to go to the legislature**
- c. Groundbreaking for Diesel Tech expansion was very successful**
- d. Board members toured facilities in Eagle Pass and Crystal City**

2. VP Academic Affairs

- a. Simple Syllabus report**
- b. SACS-COC – Torres Unit substantive change approved**
- c. SRSU – RGC Transfer Pathways – working with Dr. Nicosia and Dr. Garza. Interim President named – Carlos Hernandez**
- d. ASU Transfer Agreement in CJ – working on update and renewal**
- e. Texas Pathways Site visit – June 28th and 29th look best for most**
- f. Gardner Institute on Equity – need to know if we can commit people for the entire month of June. Registration due on Monday**
- g. iDesign – Met with Vice President – Jared Bruckner. Gave a list of 32 courses to review. Working toward a Professional Development for May 16th and 17th**
- h. Several faculty resignations – Art in Del Rio, Drama in Uvalde, Criminal Justice in Uvalde**
- i. President's Engagement Award**
- j. Dr. Sanchez observed the Anatomage training held on Friday**
- k. Dia De Los Ninos was well attended by SWTJC**
- l. 8-week transition**
- m. Pinning ceremonies next week**
- n. Programs moving facilities**
- o. Outreach update**
- p. IREPO Grant update**
- q. Professional Development update**

3. VP Student Services

- a. Enrollment report
- b. Final Exam schedule will go out shortly
- c. Graduation Ceremonies update
- d. Student Success Services update
- e. Admissions/Registrar update
- f. Student Satisfaction of Services Survey went out last week
- g. BECAS grant application due this Friday
- h. CircleIn update
- i. Scholarship Committee update

4. VP Finance

- a. Requests from staff to go to casual dress code for summer
- b. Reported college expenses to financial study by THECB
- c. Hondo Lease update
- d. Working on HEERF report
- e. Legal update from TASB
- f. Budget update
- g. Received a quote of \$7K to activate budget module in Self-Service

5. VP Eagle Pass Campus

- a. Phi Theta Kappa Induction report
- b. Both High Schools are having top 5% ceremonies this week
- c. Grilling with the Vice President tomorrow, 14 teams have signed up

6. VP Administrative Services

“Miracles happen to those who believe in them.”

Bernhard Berenson

- a. Smart Classroom report
- b. Re-open report
- c. Maintenance report
- d. Public Information update
- e. Gym update
- f. Housing update
- g. Campus Police report
- h. Rodeo Team update

7. VP Del Rio Campus

- a. Phi Theta Kappa Induction report
- b. Faculty positions open – ARTS and PHIL
- c. Resignation – FA Advisor
- d. Interviews for Library Tech
- e. Summer incentives for Face to Face teaching
- f. Air filters have been replaced
- g. Issues with High School students parking in College parking lot
- h. Ms. Buchanan will be out on Friday

8. Chief of Staff

- a. Phi Theta Kappa Induction report
- b. Colleague update – meeting tomorrow at 10:00 am, also working with IT for batch registration process
- c. STEM Literacy Conference

9. Faculty Association

- a. Still planning on fellowship between Deans' Breakfast and Graduation**
- b. Excited about 8-week training**

CABINET MEETING
May 11, 2022
Via ZOOM

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

5.	VP Eagle Pas Campus	
6.	VP Administrative Services <i>Good is the enemy of great. And that is one of the key reasons why we have so little that becomes great.</i> <i>Good to Great</i> Jim Collins	Facilities Report Maintenance Report Graduation Report Campus Police Report Cafeteria Report
7.	VP Del Rio Campus	
8.	Chief of Staff	

9.	Faculty Association	
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SOUTHWEST TEXAS JUNIOR COLLEGE**

May 11, 2022

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**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
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Also, Present were:

**Juan Guzman, Dean of Applied Science and Workforce Education
Dr. Cheryl Sanchez, Dean of Liberal Arts and Adult Education & Literacy
Charles Garabedian, Dean of Instructional Services and School District Partnerships
Xaviera Haynes, Faculty Association, President**

1. President

- a. SWTJC Board of Trustees' May Meeting agenda – Discussion**
- b. Discussion of 8-week reporting – THECB approved request to report on 8-week basis has submitted recommendations to go to the legislature**

2. VP Academic Affairs

- a. Texas Pathways Report**
- b. Simple Syllabus Report**
- c. iDesign Report**
- d. Discussion of open faculty positions – we have a lead on drama instructor**
- e. Work group with RGC – Finalized 8-10 pathways yesterday, still working on others**
- f. Brown Foundation monies received for summer program – need to contact about change from STEM to something else**
- g. TWC Re-Skilling / Up-Skilling (Microstor) Training will begin in June and will start with stainless steel welding**
- h. TRUE Grant – One of the last trainings is HEO and will occur in June, all activities should be complete by August**
- i. Finalizing job descriptions/salary schedule recommendations**
- j. Outreach Update**
- k. Instructional Partnerships**
- l. IREPO Grant Update**
- m. Professional Development – planning for convocation and 8-week training**
- n. Gardner Institute application has been submitted**
- o. Finalizing plans for faculty summit next week**
- p. Working with YS to get additional courses on summer schedule**
- q. ATD sessions upcoming – 8-week virtual information sessions**

3. VP Student Services

- a. 8-week Transition update**
- b. Enrollment Report**
- c. Commencement Report**
- d. RGC Workgroup Day report**
- e. Activities/Events update**
- f. Financial Aid update**
- g. IME / BECAS grant was submitted last Friday**

4. VP Finance

- a. Reviewing financials**
- b. HEERF Report submitted last Friday – Shout out to Carol LaRue for her work**
- c. Budget update**

5. VP Eagle Pass Campus

- a. Cook-off went well**
- b. Rooms have been booked for Faculty Summit**
- c. Working on Dress for Success Closet**

6. VP Administrative Services

“Good is the enemy of great. And that is one of the key reasons why we have so little that becomes great” Good to Great – Jim Collins

- a. Facilities Report**
- b. Maintenance Report**
- c. Graduation Report**
- d. Campus Police Report**
- e. Cafeteria Report**
- f. IT Security Report**

7. VP Del Rio Campus

- a. Campus safety/security**

8. Chief of Staff

- a. Quick update on possible grants**

9. Faculty Association

- a. Nothing to report**

CABINET MEETING
May 18, 2022
Via ZOOM

	AGENDA ITEM	NOTES
1.	President	
2.	VP Academic Affairs	Discuss possible changes to student semester credit hour load limits, given 8-week semester emphasis Reactions/output from Faculty PD of Monday and Tuesday Simple Syllabus Update Update on iDesign contract
3.	VP Student Services	
4.	VP Finance	

5.	VP Eagle Pas Campus - Out	
6.	VP Administrative Services <i>The truth is nearly anyone can steer the ship, but it takes a leader to chart the course.</i> <u>21 Irrefutable Laws of Leadership</u> John Maxwell	Facilities Report -Board request of Hiller Const. Maintenance Report -Witt-move -Dorms-readiness Campus Police -Border awareness
7.	VP Del Rio Campus - Out	Sul Ross Transfer Fair yesterday: 15 of the 18 appointments applied w/SR Student Traffic has picked up: SSCs, FA and BO busy this week Lib Resource Tech interviews tomorrow – adding questions for other possible campus openings
8.	Chief of Staff	
9.	Faculty Association	

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May 18, 2022

**The Cabinet members of Southwest Texas Junior College met May 18, 2022 via
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Cabinet members present were:

**Dr. Hector Gonzales, President
Dr. Mark Underwood, Vice President Academic Affairs
Margot Mata, Vice President Student Services
Derek Sandoval, VP Administrative Services
Dr. Randa Schell, Chief of Staff**

Cabinet members absent were:

**Anne Tarski, Vice President of Finance
Gilbert Bermea, Vice President Eagle Pass Campus
Connie Buchanan, Vice President Del Rio Campus**

Also, Present were:

**Juan Guzman, Dean of Applied Science and Workforce Education
Xaviera Haynes, Faculty Association, President**

1. President

- a. Discussion of graduation**
 - i. How many that walked were December graduates?**
 - ii. Board of Trustees' members expressed interest in checking into several ceremonies with possible December graduation**
 - iii. Maybe groups of 250-300**
 - iv. Discussion of venue - Honey Bowl vs Auditorium**
 - v. Perhaps 3 ceremonies – Thursday, Friday, and Saturday**
 - vi. Discussion of locked gates/exits**

2. VP Academic Affairs

- a. Discuss possible changes to student semester credit hour load limits, given 8-week semester emphasis. Current load limits are 17sch without permission in long semester and 7sch without permission in summer terms. Absolute limits are 21 sch in long semesters. Recommendation is to leave it for Fall and see how many students take max loads.**
- b. Reactions/output from Faculty PD on Monday and Tuesday, had good attendance on both days; iDesign PD was maybe more of a demo than a training; good work on SP activities – need clear tie backs.**
- c. Simple Syllabus update – meeting today at 2:30 pm for syllabus training. Templates will be ready shortly after meeting today.**
- d. Update on iDesign contract – will meet next week after Board of Trustees approval.**
- e. Pathways action plan is due ASAP!**
- f. Charlotte ISD has asked for someone to attend their graduation ceremony.**
- g. Program – moving update**
- h. Aviation Maintenance Instructor is on board and getting the hangar ready and meeting Del Rio instructors.**
- i. CDL program update – fuel and maintenance costs are going up, need to explore increase in tuition. Will look into similar programs in SA, Laredo, and Corpus Christi.**

3. VP Student Services

- a. Enrollment Report
- b. Senior registration days ongoing
- c. Summer graduation apps being accepted
- d. Student Success Services update
- e. Success Centers update
- f. DSS/CARE Team update
- g. Financial Aid update
- h. MacKenzie Scott scholarship applications update

4. VP Finance - Out**5. VP Eagle Pass Campus - Out****6. VP Administrative Services**

"The truth is nearly anyone can steer the ship, but it takes a leader to chart the course."
21 Irrefutable Laws of Leadership – John Maxwell

- a. Facilities Report
- b. Maintenance Report
- c. Campus Police Report

7. VP Del Rio Campus - Out

- a. Sul Ross Transfer Fair yesterday – 15 of the 18 appointments applied with Sul Ross
- b. Student traffic has picked up
- c. Library Resource Tech interviews tomorrow – adding questions for other possible campus openings.

8. Chief of Staff

- a. Still working on UBMX and SHSI grants

9. Faculty Association

- a. Innovation grants process?
- b. Achieving the Dream session this Friday, scheduling considerations and pay considerations.