

CABINET MEETING
November 3, 2021
Via ZOOM

	AGENDA ITEM	NOTES
1.	President	Birthday Off SWTJC Board of Trustees' November Board Meeting Agenda
2.	VP Academic Affairs Out – Pathways	
3.	VP Student Services	
4.	VP Finance	

<p>5.</p>	<p>VP Eagle Pas Campus Out – Vacation</p>	
<p>6.</p>	<p>VP Administrative Services <i>“Inspiration and information without personal application will never amount to transformation.”</i> Lysa TerKuest</p>	<p>Re Open Report</p> <p>Covid testing-Uv., EP</p> <p>Microbe Care complete</p> <p>Smart Classroom Report</p> <p>Facilities Report</p> <p>Custodial-Christmas at the College-Thursday power washing.</p> <p>Nov. 12 tree lighting/decorating Campus Volunteers</p> <p>Gym updates</p> <p>Life Safety report</p>
<p>7.</p>	<p>VP Del Rio Campus</p>	<p>Approximately- 250 came to the Drive Thru Trick or Treat</p> <p>Heritage Academy – College Info Event</p> <p>Drive-Thru Flu Shot Event today – 1pm-3pm</p> <p>Storage Closet Issue – Sul Ross Building</p>

8.	Chief of Staff	
9.	Faculty Association	

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

November 3, 2021

The Cabinet members of Southwest Texas Junior College met November 3, 2021 via ZOOM

Cabinet members present were:

**Dr. Hector Gonzales, President
Anne Tarski, Vice President of Finance
Derek Sandoval, VP Administrative Services
Connie Buchanan, Vice President Del Rio Campus
Dr. Randa Schell, Chief of Staff**

Cabinet members absent were:

**Dr. Mark Underwood, Vice President Academic Affairs
Margot Mata, Vice President Student Services
Gilbert Bermea, Vice President Eagle Pass Campus**

Also, Present were:

**Juan Guzman, Dean of Applied Sciences and Workforce Education
Dr. Cheryl Sanchez, Dean of Liberal Arts and Adult Education and Literacy
Xaviera Haynes, Faculty Association**

- 1. President**
 - a. Birthday Off – update policy – keep listed departments and add non-exempt to policy – correct Dean to Vice President**
 - b. SWTJC Board of Trustees’ November Board meeting agenda**
 - c. Thanksgiving meal for students – Invite First Responders, will be held at the Courtyard on November 11th**
 - d. Aspen Top 150**
- 2. VP Academic Affairs (Dr. Underwood out, Dr. Sanchez and Mr. Guzman presented)**
 - a. Deans’ Forums completed on all campuses – questions about SACS~COC recommendations**
 - b. Professional Development Opportunities**
 - i. McGraw Hill – Inclusion in classrooms**
 - ii. Quality Matters using visual in course design**
 - c. Core Assessment Summit upcoming – 26 faculty rating core artifacts**
 - d. DEPS survey is due**
 - e. Working on UAP**
 - f. Union Pacific still is discussion**
 - g. Eagle Pass City – Old firehouse potential for new program**
- 3. VP Student Services - Out**
- 4. VP Finance**
 - a. Texas Higher Ed Law Conference – seminar, faculty contracts – is there anything in them that addresses the modality of teaching**
 - b. Finalizing the Audit**
- 5. VP Eagle Pass Campus - Out on vacation**

6. VP Administrative Services

“Inspiration and information without personal application will never amount to Transformation.”

Lysa TerKuest

- a. Re-open report
- b. COVID testing in Uvalde and Eagle Pass
- c. Microbe Care complete
- d. Smart Classroom update
- e. Facilities Report
- f. Custodial – Christmas at the College – Thursday power washing
- g. November 12th lighting/decorating – Campus Volunteers
- h. Gym updates
- i. Life Safety report

7. VP Del Rio Campus

- a. Approximately 250 came to the Drive Thru Trick or Treat
- b. Heritage Academy – College information event
- c. Drive Thru Flu Shot event today – 1pm – 3pm
- d. Storage Closet Issue – Sul Ross Building

8. Chief of Staff

- a. Aspen application – will use self-study to manage the process. Expect an email regarding a meeting on an outline. December 6th is the deadline to complete
- b. DEP survey data coming today
- c. SB 25 – Course sequence information emailed to academics group

9. Faculty Association

- a. Faculty association meeting tomorrow
- b. Spring scholarships forthcoming
- c. Turkey Trot logo selected
- d. Exhibit of the 75th anniversary

CABINET MEETING
November 10, 2021
Via ZOOM

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

<p>5.</p>	<p>VP Eagle Pas Campus</p>	
<p>6.</p>	<p>VP Administrative Services <i>"I can give you a six-word formula for success: Think things through-then follow through."</i> Eddie Rickenbacker</p>	<p>Re Open</p> <p>Christmas at the College</p> <p>IT</p> <p>Housing</p> <p>Campus Police</p>
<p>7.</p>	<p>VP Del Rio Campus</p>	<p>HEB Flu Clinic on Nov 3: 29 Flu, 24 Moderna and 16 Pfizer</p> <p>Positions: HIST/GOVT vacancy. Applicant for EDUC received</p> <p>National Guard, Nov 9: 18 Moderna, 5 Pfizer (23 total)</p> <p>Configuration issues with Anatomage Room – not complete</p> <p>Sul Ross – interviews for Provost & VP Academic and Student Affairs --- Nov 10 – Dr. Fernando Cantens --- Nov 16 – Dr. Alberto Ruiz</p>
<p>8.</p>	<p>Chief of Staff</p>	

9.	Faculty Association	
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Xaviera Haynes, Faculty Association**

- 1. President**
 - a. SWTJC Board of Trustees' November Board meeting Agenda**
 - b. Mask protocol**
 - c. Spring Semester**
- 2. VP Academic Affairs (Dr. Underwood out, Dr. Sanchez and Mr. Guzman presented)**
 - a. Pathways – focus on onboarding**
 - b. Update on Union Pacific**
 - c. Good Jobs Grant – working on letters of support from business and industry partners; working on equipment list; Hondo Construction class has started but currently in lock down -still searching for a replacement faculty**
 - d. Converting Level 2 certificates into an additional Level 1**
 - e. Aviation Hangar in Del Rio**
 - f. Update on statues with CCMR standards - transition**
 - g. Outreach to provide better connections to district goals**
 - h. Catch the Next luncheon**
 - i. Developmental Education Report**
 - j. Spring Convocation**
- 3. VP Student Services**
 - a. Vaccine Clinics – Uvalde 19 vaccines**
 - b. Spring registration – appointments filling up**
 - c. First Aid training**
- 4. VP Finance**
 - a. Cares student awards will go out as re-awards**
 - b. Institutional Cares – contacting staff about no cost**
 - c. Extension for Witt and LEA building**
 - d. Audit is just about complete working on finishing touches**
 - e. List of retiree address – request a list from ERS**

5. VP Eagle Pass Campus

- a. **New Success Coaches onboard**
- b. **Johnny C. will be installing an electrical distribution panel for Christmas at the College**
- c. **Low traffic on campus**
- d. **Mitigation supplies at sufficient levels**

6. VP Administrative Services

“I can give you a six-word formula for success: Think things through – then Follow through.”

Eddie Rickenbacker

- a. **Re-open report**
- b. **Christmas at the College – 5 choirs, parade, 3 options for pictures with Santa**
- c. **Information Technology report**
- d. **Housing report**
- e. **Campus Police report**

7. VP Del Rio Campus

- a. **HEB Flu Clinic on November 3rd: 29 Flu, 24 Moderna and 16 Pfizer**
- b. **Positions – History/Government vacancy, applicant for EDUC received**
- c. **National Guard, November 9th: 18 Moderna, 5 Pfizer (23 total)**
- d. **Configuration issues with Anatomage Room – not complete**
- e. **Sul Ross – interviews for Provost and Vice President Academic and Student Affairs**
 - i. **November 10th – Dr. Fernando Cantens**
 - ii. **November 16th – Dr. Alberto Ruiz**

8. Chief of Staff

- a. **Working on Aspen data**
- b. **Watermark workflow**
- c. **Reporting Modernization grant**

9. Faculty Association – Nothing to report

CABINET MEETING
November 17, 2021
Via ZOOM

	AGENDA ITEM	NOTES
1.	President	
2.	VP Academic Affairs	
3.	VP Student Services	
4.	VP Finance	

5.	VP Eagle Pas Campus	
6.	VP Administrative Services <i>"Success comes to those who have an entire mountain of gold that they continually mine, not those who find one nugget and try to live on it for fifty years."</i> John Maxwell	Re Open Christmas at the College dismissal time 4pm/classes remotely 6pm? Facilities Report Service Operations-DR IT Zoom cost \$76K on March 3, 2024. For a 3 Yr. Contract Gym report Turkey Trot Saturday
7.	VP Del Rio Campus	Smartboard Office moved, vacant room being cleaned for Bookstore Christmas at the College
8.	Chief of Staff	

9.	Faculty Association	Request update on how faculty overload contracts will be determined Faculty attendance at Christmas Open House
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November 17, 2021

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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 Sciences and Workforce Education
Dr. Cheryl Sanchez, Dean of Liberal Arts and Adult Education and Literacy
Xaviera Haynes, Faculty Association**

- 1. President – No items to report**
- 2. VP Academic Affairs**
 - a. Simple Syllabus Demo on Monday at 11:00 am**
 - b. Working on Aspen response**
 - c. Data on accountability website**
 - d. Discussion on faculty load and process on designation of which courses**
 - e. Discussion on Spring schedule**
 - f. Working on Aspen Equity section**
 - g. Meeting with Fort Duncan – update on Nursing Programs**
 - h. Vaccine requirement for Allied Health students as per clinical site requirements**
 - i. Criminal Justice Competition is going to move forward**
 - j. SB 1276 / 1277 how they impact Outreach and ISDs**
- 3. VP Student Services**
 - a. Enrollment Update - Spring**
 - b. Course codes**
 - c. Thanksgiving luncheon, today November 17th from 11:00am to 1:00pm**
 - d. Services updates**
 - e. Sul Ros transfer initiatives**
 - f. Working on Aspen application**
 - g. Spring Non-Dual enrollment target is 3,500**
- 4. VP Finance**
 - a. Notify the Controller of new grants**
 - b. Halloween candy for Daycare – charge to Community Engagement**
 - c. Turn in P-cards to Business Office for the Christmas Break**
 - d. Leases/Library agreement with Sul Ross – December Board meeting**

5. VP Eagle Pass Campus

- a. **Plumbing issues have been repaired in Administration Building**
- b. **EPISD combined FAFSA night – had a good turn out**

6. VP Administrative Services

"Success comes to those who have an entire mountain of gold that they continually mine, not those who find one nugget and try to live on it for fifty years."

John Maxwell

- a. **Re-open report**
- b. **Christmas at the College dismissal time 4 pm/classes remotely 6pm?**
- c. **Facilities Report**
- d. **Service Operations - DR**
- e. **Information Technology Report**
- f. **ZOOM cost \$ 76K on March 3, 2024. For a 3-year contract**
- g. **Gym Report**
- h. **Turkey Trot - Saturday**

7. VP Del Rio Campus

- a. **Smartboard Office moved, vacant room being cleaned for Bookstore**
- b. **Christmas at the College**

8. Chief of Staff

- a. **Strategic Plan committee is working on implementation**
 - i. **Developed a Matrix**
 - ii. **Canvas page set up**
- b. **Aspen site has additional evidence and narrative**
- c. **Link to accountability system**
- d. **Good Jobs Challenge Grant – 10 pages of narrative – drat before Christmas holidays**

9. Faculty Association – Nothing to report

- a. **Request update on how Faculty overload contracts will be determined**
- b. **Faculty attendance at the Christmas Open House**