

**CABINET MEETING**  
**November 2, 2022**  
**Via ZOOM**

|           | <b>AGENDA ITEM</b>         | <b>NOTES</b>                                     |
|-----------|----------------------------|--|
| <b>1.</b> | <b>President</b>           | SWTJC Board of Trustees' November 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>          |  |

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|-----------|---|---|
| <b>5.</b> | <b>VP Eagle Pas Campus</b>  |   |
| <b>6.</b> | <b>VP Administrative Services</b><br><i>Deliberate with caution but act with decision: and yield with graciousness or oppose with firmness.</i><br>Charles Hole | Sage Integration<br><br>DH Pace<br><br>Electrician Interviews<br><br>Housing update<br><br>Cafeteria SPI<br><br>Budgeting |
| <b>7.</b> | <b>VP Del Rio Campus</b>  |   |
| <b>8.</b> | <b>Chief of Staff</b>   |   |

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| <b>9.</b> | <b>Faculty Association</b> |  |
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**CABINET MEETING OF  
SOUTHWEST TEXAS JUNIOR COLLEGE**

**November 2, 2022**

**The Cabinet members of Southwest Texas Junior College met November 2, 2022 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  
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. SWTJC Board of Trustees' November Meeting Agenda**
  - i. Meetings will now begin at 6:00pm**
    - 1. Dinner will remain after the meeting**
- b. Employee Evaluations**
  - i. Will begin reviewing them and get a list to Payroll early next week**
- c. Announcements**
  - i. Congressman Gonzales will be at the Julio's Restaurant today to give an update**
  - ii. O'Rourke will be campaigning at the Civic Center at 4:00pm**
  - iii. Senator Gutierrez will be holding a Press Conference at the Courthouse at 2:00pm**
    - 1. Introducing a bill to establish a victims' compensation fund for those affected by tragedies like what happened at Robb Elementary**
- d. Good meeting with Del Rio Students and Faculty last week**
  - i. Will send notes/summary later today**
    - 1. Ms. Haynes – It really helps to share the “why” around decision making**
  - ii. HonorLock has become an issue as its rigor has decreased over time, it seems**
    - 1. Need to look at strategies and or alternatives for multiple choice exams**
  - iii. Revisiting 80/20 in person with flexibility**
    - 1. Redefine In-Person as truly In-Person, not including ZOOM**
    - 2. ZOOM is included in online from here on out**
  - iv. Another comment was around small class pay (half-pay)**
    - 1. The problem is not small classes but it is the number of small classes**
    - 2. We need to continue to consolidate sections**
  - v. Questions about subjectivity of merit pay**
    - 1. The process is not perfect, we are going to improve the process**
  - vi. Discussed some issues around 8-week transition**
    - 1. No complaints around the adjustment in instruction**
    - 2. Some issues with other items such as financial aid disbursement dates, bookstore open/close, financial aid to buy books, and financial aid appeals process**

## 2. Vice President of Academic Affairs

- a. Procedural questions about 80/20 class schedule
  - i. Do we hold the line if students are not registering for in-person?
    - 1. Dr. Gonzales – Yes, we should remove the ZOOM option
    - 2. We can add ZOOM only sections if necessary
    - 3. Ms. Haynes, added that the 8-week format works better in an in-person delivery method
  - ii. Discussion around other considerations such as quarter hours, hybrid format, struggle to adjust to 8-week when no struggle exist with summer
- b. Texas Pathways
  - i. Pre-work focus groups will occur this Friday
  - ii. 4 SWTJC staff will go to Pathways conference next week
- c. Simple Syllabus
  - i. Found out that there are some quirks with getting syllabi loaded each semester
    - 1. Still planning for Spring 2023 launch
- d. iDesign
  - i. Work continues to move forward, speaking with nursing faculty about getting involved over the summer
  - ii. Showed us a grant regarding allied health micro-credentials
- e. Faculty situations – Several history faculty members have resigned or fallen ill this semester
- f. Outreach
  - i. Gearing up for the Spring registration
  - ii. Navigating issues with Uvalde High School
  - iii. Continuing with pre-registration meetings
  - iv. Question about changing STRTC to Hondo site
- g. School District Partnerships
  - i. Meeting with districts on “Models” – Del Rio and Uvalde
  - ii. Will be taking a closer look at “Tech-MOUs”
  - iii. There have been some questions around the safety of Dual Credit/Early High School students on our SWTJC campuses
- h. SAC~COC – working on prospectuses for 5 new sites
- i. IREPO – Spoke with FP about funding a SAN with grant funds
  - i. What is the status of the old Colleague servers? Same?
- j. Professional Development – Asked Dr. Zimmerman to reconsider the Convocation schedule
- k. The downtown cosmetology school is closing – will most likely impact our enrollment
- l. DEPS Survey submitted last Friday
  - i. We are in compliance with 100% linked courses on INRW and MATH
  - ii. There were some new questions regarding testing center and MOUs
- m. It is being requested to move the Christmas Luncheon to Friday, December 2<sup>nd</sup> so classes don’t have to be cancelled – Dr. Gonzales approved this request
- n. Assessment of General Education courses
  - i. Proposing a revision to the number of objectives assessed in each course – make it more equitable
  - ii. Discussing the process for rating artifacts
    - 1. Proposing going back to in-person review/rating
    - 2. Need another training since it’s been a long while – will coordinate with SIR
- o. Convocation – spoke to Dr. Zimmerman about incorporating work sessions in the schedule

### 3. Vice President of Student Services

- a. Enrollment report
  - i. 509 total head count for Spring
    - 1. 349 – 8-week 1 and 160 – 8-week2
  - ii. Conducting two early registration drawings
  - iii. Early registration text campaign ongoing
  - iv. Graduation application deadline is this Friday, November 4th
- b. Student Engagement Activities
  - i. P.B. and P.H. are working hard on events
    - 1. Pumpkin Carving contest – 72 students
    - 2. Email about Thanksgiving Luncheon on November 17<sup>th</sup> forthcoming
  - ii. Brackettville High School will be bringing a large group of students to campus next week
- c. Student Recruitment and Marketing
  - i. Redesigning ads for digital billboards and social media
  - ii. Developed a social media process with PR
  - iii. Working with various departments to develop video series
    - 1. Anatomage tables, Zen Room, Live Roundtables
- d. Success Services
  - i. Conducting interviews for Success Coach position tomorrow afternoon
  - ii. A group will attend the TACRAO conference next week – meeting is scheduled with NSC to discuss electronic transcripts
  - iii. Working on a loan default training

### 4. Vice President of Finance – No report

### 5. Vice President Eagle Pass Campus

- a. Yesterday was first day for the new police officer – getting his office set up
- b. Building D – Work has begun on HVAC unit installation
- c. Math faculty submitted resignation letter – there are a couple of applications received already
- d. Fire Marshal report received – meeting to discuss the remaining repairs noted in the report

### 6. Vice President of Administrative Services – *Deliberate with caution but act with decision: and yield with graciousness or oppose with firmness.* – Charles Hole

- a. Sage Integration – assessing server rooms/ports, etc. for access control
- b. DH Pace – door lock system
  - i. Physical review/assessment today in Uvalde with installation of self-locking doors
    - 1. Discussion around key system (masters, submasters, etc.)
- c. Electrician Interviews today
- d. Housing update
  - i. Met with students and resolved issues
  - ii. Movie night and hot dog supper last Sunday
  - iii. Cafeteria SPI – sit-down dinner tonight
- e. Budgeting – JS. And DS are monitoring
- f. Debating Cowboy Mascot suit at Christmas at the College

### 7. Vice President Del Rio Campus

- a. Success Coaches are solidly booked for registration – starting to see some of the benefits of JG being out in the community
- b. Trunk-or-Treat last Sunday – well attended and will continue
- c. Veterans' Luncheon tomorrow

### 8. Chief of Staff

- a. Update on title changes in SIR

**9. Faculty Association****a. Continuing with department visits**

- i. Spoke with Student Services staff and toured the Zen Room yesterday**
- ii. Visiting with Nursing next week to see what they do**

**CABINET MEETING**  
**November 9, 2022**  
**Via ZOOM**

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| <b>5.</b> | <b>VP Eagle Pas Campus</b>  |   |
| <b>6.</b> | <b>VP Administrative Services</b><br><i>Either you run the day or the day runs you!</i><br>Jim Rohn | Re Open report<br><br>Maintenance report<br>-Christmas at the College report<br><br>IT report<br><br>Public Information<br><br>Cafeteria report<br><br>Gym report |
| <b>7.</b> | <b>VP Del Rio Campus</b>  | DR PTK Induction Ceremony: Sunday, November 20<br>– 200+ qualify<br><br>Out of the office - Friday, Nov 11.   |
| <b>8.</b> | <b>Chief of Staff</b>   |   |

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**Cabinet members present were:**

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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 members absent were:**

**Dr. Hector Gonzales, President  
Margot Mata, Vice President Student 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 – Attending a meeting at Del Mar College**
  - a. SWTJC Board of Trustees’ November Meeting Agenda**
    - i. Radiology Technology staff will be there to make a presentation**
    - ii. Will hold off on iDesign presentation for the December or January meeting**
- 2. Vice President of Academic Affairs**
  - a. iDesign**
    - i. 4 classes should be ready by the end of Fall**
    - ii. Several new commitments for Spring**
  - b. Simple Syllabus**
    - i. Still having some trouble with activating files**
      - 1. D.O. is working with them to cleanup files**
    - ii. There has been some progress as of this morning**
    - iii. The approve box to get it into the syllabus library isn’t yet working**
  - c. 80/20 Class Schedule**
    - i. Necessitates going back to old distance learning delivery**
      - 1. Results in larger need for human monitors of those classrooms**
        - a. Discussion around job duties/description**
      - 2. Meeting with the DL Committee at 11:00 am today.**
        - a. M.M. was invited to attend (D.S. will make sure he does)**
        - b. Will revisit and revise the existing document that describes the job duties/description**
  - d. Spring Convocation**
    - i. Need to start QEP development process**
      - 1. Can work it into the Faculty Fridays**
      - 2. The goal will be to arrive on an idea by the end of the Spring Semester**

- e. **General Education Assessment**
    - i. **J.W. will take the lead on reviewing the entire process**
      - 1. **She will be reaching out to people for information**
  - f. **Found a training course through Faculty Hub about pairing down 16-week to 8-week**
  - g. **80/20 Class Schedule**
    - i. **Working with Student Services to contact students who will no longer have the Zoom sections**
  - h. **Discussion of Workforce Education payment process**
    - i. **Payments over the phone?**
    - ii. **Security issue**
  - i. **Outreach – registration is ongoing**
  - j. **School District Partnerships**
    - i. **Model and P-tech meetings ongoing**
    - ii. **Working on SACS~COC prospectuses for new sites**
  - k. **IREPO**
    - i. **Changes to program officer once again**
    - ii. **Purchasing furniture for Frontera Rooms**
    - iii. **Wi-fi upgrades begin next week**
  - l. **Instructional Leadership**
    - i. **Filling in for faculty spots that were vacated in history**
      - 1. **C.G. is teaching government at the Eagle Pass High School as a fill-in**
3. **Vice President of Student Services - Attending the TACRAO Conference**
4. **Vice President of Finance**
- a. **COVID money is dedicated so things that were being charged need to be moved back to the Departmental Budgets**
  - b. **Lights on the Flores Building aren't coming on early enough**
    - i. **D. S. will look into it and get it fixed**
5. **Vice President Eagle Pass Campus**
- a. **Working to get into compliance with the Fire Marshal inspection**
    - i. **Trimming oak trees away from the building**
    - ii. **Parking lot striping at Chittim Center**
  - b. **Installation of new HVAC in Building D is ongoing**
  - c. **Student traffic is sporadic**
  - d. **Cleared out a space for Frontera Room (the old ACE lab)**
    - i. **Workforce furniture? Will figure out a place for it**
6. **Vice President of Administrative Services – *Either you run the day or the day runs you!* – Jim Rohn**
- a. **Re-open report**
    - i. **Inventory is good, no concerns**
    - ii. **October – 1 positive case and no exposure cases**
    - iii. **RSV is on the rise**
  - b. **Maintenance report**
    - i. **Christmas at the College**
      - 1. **Ongoing and moving forward**
    - ii. **Witt building is nearing completion**
    - iii. **Concrete work is ongoing at modular building**
  - c. **IT Report**
    - i. **Help Desk is working diligently on their SPI**
    - ii. **Informacast and Redsky in Del Rio not working properly**
      - 1. **The issue is on the AT&T side, M.R. is working with them**

- d. **Public Information**
    - i. Working on Technical Program videos
    - ii. Working with P.H. and the Marketing Strategies committee
    - iii. 84 BBQ teams have signed up for Briscoe Cook-Off
    - iv. Adjunct photos on website are nearing completion – 15 left
    - v. Need information for Carpentry and Construction webpage
  - e. Cafeteria report – Committee working on plans
  - f. Gym report
    - i. Events and activities ongoing
    - ii. Looking into a Dodgeball tournament
  - g. Turkey Trot – need volunteers
7. **Vice President Del Rio Campus**
- a. **Del Rio PTK Induction Ceremony**
    - i. Sunday, November 20<sup>th</sup>
    - ii. 200+ qualify
  - b. **Christmas at the College – Del Rio**
    - i. How much money is available for the purchase of lights?
      - 1. L.E. will contact C.B. with an amount and which account number to use
  - c. Receiving a number of requests for evening classes
    - i. Perhaps Distance Learning from Uvalde is the solution
  - d. C. B. will be out of the Office – Friday, November 11th
8. **Chief of Staff**
- a. **PTK**
    - i. Induction will be on November 17<sup>th</sup>
      - 1. 186 invitations went out, 59 responded, and 43 will attend the ceremony
    - ii. College Project – Food Pantry
    - iii. Taking 3 students to San Antonio on Saturday for a District 5 meeting
  - b. M.G. has resigned – his last day is November 18th
9. **Faculty Association**
- a. Joined the CARE Team
  - b. Turkey Trot is November 19th
    - i. Dedicating Kids' Run to Layla Salazar (with family permission)
    - ii. Accepting donation of/for turkeys – need 38 (38<sup>th</sup> Annual)
    - iii. L.F. sent in a ticket to Public Information a while back

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**Via ZOOM**

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| <b>1.</b> | <b>President</b>           |              |
| <b>2.</b> | <b>VP Academic Affairs</b> |              |
| <b>3.</b> | <b>VP Student Services</b> |              |
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| <b>5.</b> | <b>VP Eagle Pas Campus</b>   |  |
| <b>6.</b> | <b>VP Administrative Services</b><br><i>If you want to succeed, you need to think about what's best, not what's popular.</i><br>John Maxwell | Maintenance<br><br>Witt<br><br>Modular Building<br><br>Christmas at the College<br><br>-Christmas time off?<br><br>Rollover vacation time IP, DS-21/22<br><br>Soaring Compt. Usage<br><br>IT report<br><br>Solar Eclipse reminder<br><br>Life Safety<br>-All Institution Evacuation<br><br>Turkey Trot |
| <b>7.</b> | <b>VP Del Rio Campus</b>   |  |

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**Cabinet member absent was:**

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**Also, Present were:**

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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 – Attending a meeting at Del Mar College**
  - a. Board meeting tomorrow evening – November 17, 2022**
  - b. On track for the audit at the December Board meeting**
  - c. Analysis on merit pay**
    - i. 356 Full time employees with 78 (22%) recommended for merit pay**
      - 1. Faculty were over 1/3 of those recommended**
      - 2. Professionals were approximately ¼**
      - 3. Clerical and maintenance were the remainder**
      - 4. Dr. Schell – visit with Ms. Garcia at UMH about metrics used for departmental goals**
        - a. Must meet departmental goal first**
        - b. Second is employee evaluations with thresholds for tiers of merit pay**
  - d. Will request monies form MacKenzie Scott to cover cost of new locking system**
  - e. Working on request to Representative Morales to file a bill for funds (\$10 million) to develop technical programs in Eagle Pass**
- 2. Vice President of Academic Affairs**
  - a. Lawsuit for truck accident – our instructor will sit for deposition on December 5th**
  - b. Mr. Guzman met with Union Pacific last week in Eagle Pass**
    - i. Information was shared about their plans for economic development and railway improvements in the Eagle Pass area – will be looking for skilled employees in many areas**
  - c. Powerline Tech graduation last Friday – It was a successful event and very well attended/planned**
  - d. Discussion about CDL training for regional county employees – Middle Rio will look at a state level Upskill grant to fund the training for these employees**

- e. **Mr. Guzman met with AEP representatives yesterday about a grant submitted – revised for \$35,0000 budget to expand in Eagle Pass and Del Rio**
  - f. **Need to sit down and look at facilities and how things can be moved around once the Witt and Modular buildings are complete**
    - i. **Mr. Sandoval will set up a meeting**
  - g. **Request to offer a Saturday class in math**
    - i. **It would be offered in Crystal City and video conferenced to other sites**
    - ii. **What is the possibility of offering 4 classes?**
      - 1. **Do the one class in Spring and look at pilot of classes in the Fall**
  - h. **Outreach – Registration is ongoing**
  - i. **ISD Partnerships – Notified districts that have students on our campuses**
  - j. **SACSCOC – Making progress on prospectuses**
  - k. **IREPO – Meeting with steering committee this Friday**
    - i. **Discuss progress and SAN purchase**
  - l. **Professional Development – working on Convocation schedule**
  - m. **Instructional Leadership**
    - i. **Resolved History/Government instructor resignation issues**
      - 1. **There is a person lining up for the Del Rio Early College High School position**
- 3. Vice President of Student Service**
- a. **TACRAO Conference – many sessions/presentations about connecting with students on social media**
  - b. **Outreach Facilities**
    - i. **Mr. Mata is working hard to get classes on the schedule**
    - ii. **Meeting with Cotulla about possibilities for Dual Credit and evening courses**
  - c. **Student Recruitment and Engagement**
    - i. **Attending many recruiting events**
    - ii. **There will be a TRiO Talent Search group on campus this Friday**
    - iii. **Thanksgiving Luncheon in Uvalde tomorrow in the cafeteria**
    - iv. **Mr. Hadley is working a tech program video series**
      - 1. **Aviation will be the first program highlighted**
      - 2. **Working on several other videos/campaigns – developed a content calendar for social media**
  - d. **Student Success Services**
    - i. **Early registration drawings ongoing**
    - ii. **Many ongoing student events**
  - e. **Financial Aid**
    - i. **Working on enrollment campaigns**
    - ii. **Packaging and preparing for awards for Spring**
  - f. **Testing Center – employee had resigned as of December 31st**
- 4. Vice President of Finance**
- a. **Pushing forward on the audit to get it in the December Board meeting**
- 5. Vice President Eagle Pass Campus**
- a. **Success Coaches have been busy with registration**
  - b. **DSS Success Coach at mental health conference**
  - c. **Hosted Thanksgiving Luncheon for students yesterday – approximately 100 students and 10 faculty/staff**
  - d. **Contacted Fire Marsal about Christmas at the College lights -will review the rules/guidelines before putting up lights**

6. Vice President of Administrative Services – *If you want to succeed, you need to think about what's best, not what's popular* – John Maxwell
- a. Maintenance
    - i. Witt Building – Noticeable progress on project
    - ii. Modular Building – transformer pad poured this morning and ramp and staircase are in progress
    - iii. Daycare – playground improvements with grant funds ongoing
  - b. Christmas at the College
    - i. About 10 days ahead of schedule
    - ii. Planning meeting last week was successful
    - iii. MM will check on Mrs. Claus
  - c. Holiday breaks and vacation rollover
    - i. Christmas break for maintenance staff
      1. Off on Friday, December 23<sup>rd</sup> and return January 2<sup>nd</sup> – approved by Dr. Gonzales
    - ii. Rollover vacation time IP, DS – 21/22
  - d. Soaring Competition Needs on campus
    - i. Daily meeting in the gym each morning
      1. Other rooms/spaces needed, but not specific as of yet
    - ii. Late July, early August
  - e. IT report
    - i. All Wi-Fi equipment has been received and is being installed, planning on completing just after the new year
  - f. Solar Eclipse reminder
    - i. March 2024 – UCLA professor has staked his claim on the softball field
    - ii. Meeting in Concan regarding the influx of people
  - g. Life Safety – All institution evacuation drill tomorrow
  - h. Turkey Trot on Saturday
7. Vice President Del Rio Campus
- a. Thanksgiving Luncheon tomorrow
  - b. Putting up Christmas trees on Friday for Christmas at the College
  - c. PTK Induction on Sunday afternoon
8. Chief of Staff
- a. Food Pantry
    - i. Reviewed ways to donate both food items and money and PTK's role
    - ii. Marketing campaign around donations is coming soon
9. Faculty Association
- a. Ms. Sanderlin is working on developing a CASA chapter in the Del Rio community
  - b. Ms. Haynes will attend the Del Rio Thanksgiving Luncheon tomorrow

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**1. President**

- a. Transformers blew at 8:30pm**
  - i. Welding shop transformer is still down**
    - 1. There is not a transformer available in Texas, so will be awhile for replacement. We are looking at generator options**
    - 2. Some internet and phones are still down across campuses**
- b. Christmas at the College was great last night**
  - i. We had a good turnout, it was a great event with lots of smiles**
  - ii. KSAT 12 covered the event**
- c. Board of Trustees' meeting will be next Thursday**
  - i. Same agenda as November with 3 additional items**
    - 1. MS money to fund equipment for Surgical Tech and Cyber Security**
    - 2. MS money to fund lock update and keycard system**
    - 3. Audit**

**2. Vice President of Academic Affairs**

- a. iDesign – two more classes have been sent to the online committee for review, also submitted a video for Cabinet, and possible for the Board of Trustees to review**
- b. Simple Syllabus – 50-60 master syllabi approved, but a glitch in their system caused Dr. Sanchez not to approve**
- c. Final exam schedule discussion**
- d. Discussion of drop date change**
- e. Outreach**
  - i. Focus on Spring registration**
  - ii. IREPO – met with new program officer last week. Purchases moving forward**
- f. Professional Development – Still working on Convocation schedule**

- g. **Instructional Leadership**
    - i. Working on the Eagle Pass ISD situation
    - ii. Disquieting report from Medina Valley ISD that they are speaking with one of the Alamo Colleges about dual credit
    - iii. Wrapped up last round of local articulation meetings
      - 1. We will not continue local articulation after this round
  - h. **Saturday class offerings – able to add 5 total Saturday classes to Spring 2023**
    - i. Will be Distance Learning and will hit all campuses
    - ii. There might be some challenges getting monitors – looking to hire part-time employees, but may need to rotate schedules among full time employees
  - i. **How do we handle KRONOS for hourly employees in light of college closing early yesterday”**
    - i. Ms. Verjan will update employees’ timesheets
  - j. **Generator for Welding Shop will be here this afternoon**
    - i. Seems that the Kincaid Building is also partially down
- 3. Vice President of Student Service**
- a. **Withdrawal deadline extension – Decision was made because drop date fell during the short Thanksgiving week**
  - b. **Enrollment Report – Headcount is 3,753 – looking good**
  - c. **Student Success Services**
    - i. Tutoring appointments increasing
    - ii. Enrollment campaigns are ongoing
  - d. **CARE Team – Coordinators have received new certifications**
  - e. **Library – many events ongoing and successful**
  - f. **Financial Aid**
    - i. Attending the FSA conference virtually this week
    - ii. Winter Social this evening
  - g. **Recruitment and Marketing**
    - i. Many upcoming and ongoing marketing campaigns
    - ii. Filming Tech Program Video Series
    - iii. Working on gathering contracts for targeted recruitment campaigns
  - h. **Outreach Facilities**
    - i. Discussion with Cotulla ISD about Distance Learning options/offerings
      - 1. Move forward with offering courses ASAP
- 4. Vice President of Finance**
- a. **Getting audit ready for the Board of Trustees’ meeting**
  - b. **4:00 pm closure on December 12<sup>th</sup> and 13<sup>th</sup>**
- 5. Vice President Eagle Pass Campus**
- a. **Christmas at the College event went well**
  - b. **Facilities – AC units at RGC are still not up and running as all parts have not been received**
  - c. **Humanities Club left for trip to Paris this morning**
  - d. **Have moved some classes around to cluster for ease of Distance Learning**
- 6. Vice President of Administrative**
- a. **Fiber cut between San Antonio and Eagle Pass – All internet and incoming calls are down**
  - b. **Christmas at the College – Shout Out to the entire crew who made it possible**
  - c. **Campus Safety and Security**
    - i. **Evacuation Drill**
      - 1. Debriefing will occur this Friday at 1:00pm
      - 2. Faculty has asked to run drills when more students are present
      - 3. We will be running drills regularly moving forward
    - ii. **Received a letter of retirement from Uvalde Campus Police Officer**



**d. Cafeteria – Prices will have to increase in order to get budget out of the red**

**7. Vice President Del Rio Campus**

- a. Christmas at the College Event went very well**
  - i. Estimated attendance was 400 people**
  - ii. Santa and the Grinch posed for pictures**
  - iii. Additional electrical outlets eliminated power issues**

**8. Chief of Staff**

- a. KSAT 12 covered the Food Pantry**
  - i. Showed video**
    - 1. <https://www.ksat.com/news/local/2022/11/21/southwest-texas-junior-college-food-pantry-supporting-students-during-giving-season/>**

**9. Faculty Association**

- a. Reminder about High School basketball tournament starting tomorrow and extending through Saturday**
- b. Made campus visits during the Thanksgiving Luncheon**