

CABINET MEETING
October 7, 2020

	AGENDA ITEM	NOTES
1.	President	SWTJC Board of Trustees' October meeting agenda
2.	VP Academic Affairs	
3.	VP Student Services	
4.	VP Finance	

5.	VP Eagle Pass Campus	
6	VP Administrative Services “When you change the way you look at things, the things you look at change.” Rober Kellner	Re Open Committee Interviews Meet the Candidates
7.	VP Del Rio Campus	DR Advisor/BO staff TEAMS meeting: 1. FA appeals process problematic 2. IAP still being created because of appeal lag Downed internet wire raised. No longer hazard. Contrails Coffee Truck using our lot facing HS Will check with City & Chamber - Drive by trick or treat Out of the office Thursday and Friday (8 th , 9 th)
8.		

CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE

October 7, 2020

The Cabinet members of Southwest Texas Junior College met October 7, 2020 via Zoom

Cabinet members present were:

Dr. Hector Gonzales, President
Dr. Mark Underwood, Vice President of Academic Affairs
Margot Mata, Vice President of Student Services
Anne Tarski, Vice President of Finance
Gilbert Bermea, Vice President of the Eagle Pass Campus
Derek Sandoval, Vice President of Administrative Services
Connie Buchanan, Vice President of the Del Rio Campus

1. President

- a. SWTJC Board of Trustees' October meeting agenda
- b. Spring Schedule & SRSU
- c. Discuss the meet the candidates

2. Vice President – Academic Affairs

- a. Discuss grades – Z grade this term - no
- b. Dual Credit Committee – meeting what is good and what needs to be improved (on boarding, communication)
- c. Update on EMT program
- d. Social media advertisement for Spring Tech Programs
- e. Continue with wellness meetings
- f. CM – Turkey Trot t-shirt selection - student

3. Vice President – Student Services

- a. 8 week – pleased with working group on progress made, identifying terms, reached out to other colleges
- b. Positive case in Flores Building
- c. Better utilization of student planning including dual credit
- d. Virtual FAFSA night working well
- e. 12/8-week enrollment update
- f. Cared Update
- g. TSI Update
- h. Virtual seminar
- i. Discuss test monitoring software
- j. Update on Crystal City COVID cases
- k. Pearsall Update

4. Vice President – Finance

- a. Busy working on audit
- b. LBB report for LAR
- c. Request appraisal district nominations for Board action

5. Vice President – Eagle Pass
 - a. Inspected diesel/welding programs – following protocols
 - b. Painting on-going
 - c. Discovered rotted beam
 - d. Need to work on parking lot

6. Vice President – Administrative Services

“When you change the way you look at things, the things you look at change”

Rober Kellner

 - a. Re-open Committee
 - b. Interviews
 - c. Meet the Candidates

7. Vice President – Del Rio
 - a. DR Advisor / BO staff TEAMS meeting
 1. FA appeals process problematic
 2. IAP still being created because of appeal lag
 - b. Downed internet wire raised. No longer a hazard
 - c. Contrails Coffee Truck using our lot facing High School
 - d. Will check with City & Chamber – drive by trick or treat
 - e. Out of the office Thursday and Friday (8th & 9th)

CABINET MEETING
October 14, 2020

	AGENDA ITEM	NOTES
1.	President	
2.	VP Academic Affairs	<p>Inclusion of Instruction Design position in grant proposal; or consultant fees?</p> <p>Get ahead of realization that # of class sections will reduce for Spring 2021 – consolidation; enrollment management</p> <p>Start making actual lists of “things” (practices, processes) that need to come back “as before” after quarantine; things that need to stay gone; things that have been changed by circumstances and need to stay changed.</p> <p>Changing the way, a new faculty is contacted when being offered the position</p>
3.	VP Student Services	
4.	VP Finance	Adjunct pay agreements – TRS issues

5.	VP Eagle Pass Campus	
6	VP Administrative Services <i>"Consistency compounds."</i> John Maxwell	Re Open Maintenance-Tech Ctr. parking Welding Overhead doors installed Espinosa HVAC EP 15-ton C Bld. Next week Alamo Public Adjusters awaiting IT-Informa Cast testing beginning RGC in App Armor Day Care-CCAMPIS report Life Safety-Govt. Funding prior to end of Oct.? CARES/HEALS Act Cameras 40 installed Uvalde
7.	VP Del Rio Campus	
8.		

CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE

October 14, 2020

The Cabinet members of Southwest Texas Junior College met October 14, 2020 via Zoom

Cabinet members present were:

Dr. Hector Gonzales, President
Dr. Mark Underwood, Vice President of Academic Affairs
Margot Mata, Vice President of Student Services
Anne Tarski, Vice President of Finance
Gilbert Bermea, Vice President of the Eagle Pass Campus
Derek Sandoval, Vice President of Administrative Services
Connie Buchanan, Vice President of the Del Rio Campus

1. President

- a. Spring schedule – will be ready for pre-registration on October 26th – may have issues with 8-week terms
- b. 8-week semester discussion
- c. Review SWTJC Board of Trustees' meeting agenda

2. Vice President – Academic Affairs

- a. Inclusion of Instruction Design position in grant proposal; or consultant fees?
- b. Get ahead of realization that the number of class sections will reduce for Spring 2021 – consolidation; enrollment management
- c. Start making actual lists of “things’ (practices, processes) that need to come back “as before” after quarantine; things that need to stay gone; things that have been changed by circumstances and need to stay changed
- d. Changing the way, a new faculty is contacted when being offered the position
- e. Update on Deans’ forum, technical program updated, notification of positive dual-credit COVID cases taught at HS campus
- f. Committee – Online proctoring – demo next week
- g. National Student Clearinghouse – contract in progress

3. Vice President – Student Services

- a. Updates – FA meeting with Temple College regarding processing FA in 8-week terms, continuing with parent nights, adding members to appeals committee, FA literacy class
- b. Library traffic has picked up, laptop has been received and inventoried, making ready for check-out
- c. Enrollment management taskforce, CARES Act award list, Testing Center Update
- d. Update on Crystal City and Pearsall

4. Vice President – Finance

- a. Adjunct pay agreements – TRS issues
- b. Audit Update
- c. Cares funding Webinar
- d. TASB Insurance

5. Vice President – Eagle Pass

- a. maintenance crew looking at removing a fence at Tech Center for additional parking and portable building
- b. Update on Eagle Pass Campus

6. Vice President – Administrative Services

“Consistency Compounds”

John Maxwell

- a. Maintenance
 - i. Tech Center parking
 - ii. Welding Overhead doors installed
 - iii. Espinosa HVAC
 - iv. EP 15-ton C Building next week
 - v. Alamo Public Adjusters awaiting
- b. IT
 - i. Informa Cast testing beginning
 - ii. RGC in App Armor
- c. Day Care – CCAMPIS report
- d. Life Safety – Government Funding prior to end of October? CARES/Heals Act and 40 cameras installed in Uvalde

7. Vice President – Del Rio

- a. Update on Del Rio Campus

CABINET MEETING
October 21, 2020

	AGENDA ITEM	NOTES
1.	President	
2.	VP Academic Affairs	
3.	VP Student Services	
4.	VP Finance	Quarantine leave Registration with a balance Adjunct pay letter 1098T's with multiple semesters Coming into the office

5.	VP Eagle Pass Campus	
6	VP Administrative Services <i>"Discontent is the first necessity of progress."</i> Thomas A. Edison	Re Open report Maintenance/Custodial Interviews Alamo Public Adjusters
7.	VP Del Rio Campus	Oct 24, Del Rio Drive by Youth Fair by MRGDC Oct 28, Drive by Flu Shots on the DR Campus by HEB Oct 31, Drive by Trick or Treat on DR Campus (4-6pm) Social Media Blitzing: Nursing students, custodial staff, club info
8.		

CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE

October 21, 2020

The Cabinet members of Southwest Texas Junior College met October 21, 2020 via Zoom

Cabinet members present were:

Dr. Hector Gonzales, President
Dr. Mark Underwood, Vice President of Academic Affairs
Margot Mata, Vice President of Student Services
Anne Tarski, Vice President of Finance
Derek Sandoval, Vice President of Administrative Services
Connie Buchanan, Vice President of the Del Rio Campus

Cabinet member absent was:

Gilbert Bermea, Vice President of the Eagle Pass Campus

1. President

- a. Spring schedule – Will be ready to go by Monday, October 26, 2020
- b. Joint announcement with Sul Ross on Spring Schedule
- c. Public Information – Hispanic Outlook Magazine & New York Times articles

2. Vice President – Academic Affairs

- a. Pathways meeting – good ideas
- b. Math pathway meeting with RGC
- c. Meet with Hondo Rotary Club
- d. CS – Course descriptions for student planner and adding term descriptions
- e. CS – Issues with course/text book information to Bookstore
- f. CS – Honor Lock demo – test monitoring software, look into BioSig ID as vendor for proctoring
- g. JG – MRG additional source of funding – Lineman/CDL for 50 students, 1 year to spend additional funding
- h. JG – Restart Crystal City Welding in Spring Semester, waiting for confirmation from Crystal City High School
- i. MT – Meeting continuing with high schools, some students are not participating in courses or high school, may see a decrease in enrollment, trouble with connecting with students
- j. MT – Sul Ross wants to target ECHS graduates, will coordinate
- k. CM – Turkey Trot moving along

3. Vice President – Student Services

- a. Moving forward with 8-weejm working on video tutorial for student planning, training advisors for changes in terms and course code
- b. FA scheduling virtual presentation, awarding CARES grant, GEAR grants
- c. Ready for priority registration – begins October 26th
- d. Strategic Enrollment Management – moving forward
- e. Monday was mid-term, begin 2nd 8-week term
- f. SR coordinate a virtual transfer day – asked to join next staff meeting

- g. Laptops ready to be checked out by the Library
- h. RS – updated Call Center manual and chat box
- i. RS – Cares Act – took down the application, reviewing about 100 applications, should have award list by end of the week
- j. RS – Food cares working on getting correct addresses
- k. RS – Testing Center Update
- l. RS – IEP meeting with students, new video on tutors, awareness videos
- m. RS – More freshman seminars still coming
- n. RS – IREPO grant has been submitted
- o. SM – 8-week enrollment totals
- p. SM – Data sharing with Medina Valley to begin TSI automation

4. Vice President – Finance

- a. Quarantine Leave
- b. Registration with a balance – will proceed on a case basis
- c. Adjunct pay letter – will be paid on a monthly basis
- d. 1098Ts with multiple semesters
- e. Coming into the office
- f. Online Fee waiver – decision on Spring – CARES will not fund loss revenue
- g. TACCBO meeting this afternoon

5. Vice President – Eagle Pass - On vacation

6. Vice President – Administrative Services

“Discontent is the first necessity of progress”

Thomas A. Edison

- a. Re-open report
- b. Maintenance / Custodial Interviews
- c. Alamo Public Adjusters

7. Vice President – Del Rio

- a. October 24th – Del Rio Drive by Youth Fair by MRGDC
- b. October 28th – Drive by Flu Shots on the Del Rio Campus by HEB
- c. October 31st – Drive by Trick or Treat on the Del Rio Campus (4-6pm)
- d. Social Media Blitzing: Nursing students, custodial staff, club information

CABINET MEETING
October 28, 2020

	AGENDA ITEM	NOTES
1.	President	
2.	VP Academic Affairs	
3.	VP Student Services	
4.	VP Finance	Move salaries out of Covid account as of 8/31/2020 Move waivers out of Covid account Leaves – sick, quarantine, and COVID Bookstore meeting

5.	VP Eagle Pass Campus	
6	VP Administrative Services <i>"There are many ways of going forward, but only one way of standing still."</i> Franklin D. Roosevelt	<u>Water shut off Thursday after lunch.</u> Re Open report-forms, reporting on website Alamo Public Adjusters meeting Marketing-Chat staff for Workforce needed, additional Advisors for Registration? Tate Auditorium speaker system out-board ordered IT-Drop Down bar for Registration DR conversion working well.
7.	VP Del Rio Campus	
8.		

CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE

October 28, 2020

The Cabinet members of Southwest Texas Junior College met October 28, 2020 via Zoom

Cabinet members present were:

Dr. Hector Gonzales, President
Dr. Mark Underwood, Vice President of Academic Affairs
Margot Mata, Vice President of Student Services
Anne Tarski, Vice President of Finance
Derek Sandoval, Vice President of Administrative Services
Connie Buchanan, Vice President of the Del Rio Campus

Cabinet member absent was:

Gilbert Bermea, Vice President of the Eagle Pass Campus

1. President
2. Vice President – Academic Affairs
 - a. Issue with some Dual Credit faculty not fully utilizing Canvas
 - b. Transition from local articulation agreement to Dual Credit
 - c. SACS~COC upcoming 5th year report
 - d. Transition from Web Advisor to Self Service
3. Vice President – Student Services
 - a. Priority registration has begun
 - b. Modification to student planner search features
 - c. Anticipating higher volume chat and call center in coming weeks
 - d. Still have work study position available-inquire to continue paying if they cannot come into work because of COVID-19
 - e. SM – meeting with MV on data sharing
 - f. CM – working on graduation application and planning appointments with students
 - g. RS – testing in Eagle Pass begins next week, updated FAQ manual to chat/call center, Cares Act, HEB cards going out, testing update, SSS appointments
4. Vice President – Finance
 - a. Move salaries out of COVID account as of 8/31/2020
 - b. Move waivers out of COVID account
 - c. Leaves – sick, quarantine, and COVID
 - d. Bookstore meeting
5. Vice President – Eagle Pass - On vacation

6. Vice President – Administrative Services

“There are many ways of going forward, but only one way of standing still.”

Franklin D. Roosevelt

- a. Re-open report – forms, reporting on website
- b. Alamo Public Adjusters meeting
- c. Marketing – Chat staff for Workforce needed, additional Advisors for Registration?
- d. Tate Auditorium speaker system out-board ordered
- e. IT – Drop Down bar for Registration
- f. Del Rio conversion working well

7. Vice President – Del Rio

- a. Middle Rio Grande – drive thru event – Career Fair
- b. Flu shot drive thru event 11am – 1pm
- c. Trick or Treat drive thru event pending city approval
- d. Custodian & Financial Aid Advisor begins on Monday