

CABINET MEETING
October 5, 2022
Via ZOOM

	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 Pas Campus	
6.	VP Administrative Services <i>If opportunity doesn't knock, build a door.</i> Milton Berle	Re Open Facilities report Maintenance report Transportation -Vehicle request Rodeo
7.	VP Del Rio Campus	Frances Hernandez, official letter of intent to retire received SWTJC Del Rio Campus First Annual Trunk or Treat, Oct 30, 4-7pm 7 SWTJC departments 5 local vendors Dugas/TASB continue to try to compromise on expert to analyze roof core samples Del Rio Cares – October: Empathy being promoted PTK – students notified. Oct 6 at Noon - informational session: in-person with Zoom option
8.	Chief of Staff	
9.	Faculty Association	

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**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

October 5, 2022

The Cabinet members of Southwest Texas Junior College met October 5, 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. Review and discussion of SWTJC Board of Trustees' October meeting agenda**
- b. Discussion on Math Faculty in Eagle Pass, found a replacement that is flexible with start date**
- c. Department evaluation presentations**
 - i. Academic Affairs**
 - ii. Administrative Services**
 - iii. Student Services**
 - iv. Finance/Business Office**
 - v. Chief of Staff**
 - vi. Eagle Pass / Del Rio**

2. Vice President of Academic Affairs

- a. Simple Syllabus – Offices open again after Hurricane Ian, will arrange a meeting with iDesign**
- b. Personnel – Nursing administrative assistant accepted then declined**
- c. Torres Unit – no classes planned for Spring, C. G. is working with Torres administration to get back on track. Appears to be 30 inmates who might be eligible**
- d. Discussion of pay schedule in 8-week format**
- e. Discussion of transfer articulation agreement with DeVry University**
- f. Working on individual faculty evaluations – discussion of digital evaluations through Watermark**
- g. Carpentry program – found a possible instructor for the Uvalde program, look at former Auto Body space. Will require a substantive change to SACS~COC**
- h. Chittim Center**
 - i. No break area for students, looking at an area for outdoor covered space and picnic tables.**
 - ii. Looking to expand Powerline Tech due to high numbers of student applications for this program.**
 - 1. Need to order a dig test and advertise for an instructor**

- i. **School Districts Partnerships**
 - i. **State accountability system back up and running after COVID**
 - 1. **Triggered meetings about new technical programs**
 - a. **Using this as a way to prep districts for meeting deadlines for new program requests, rosters, etc.**
- j. **School-based law enforcement / school marshals**
 - i. **We will see more rigid safety standards and armed personnel**
- k. **IREPO**
 - i. **New program officer**
 - ii. **New purchases of smartboards and laptop carrying cases**
 - iii. **Frontera Rooms Committee**
 - 1. **Making progress on furniture purchases**
 - 2. **Wi-Fi upgrades should start November 1st when the equipment is received**
- l. **Professional Development**
 - i. **Working on Faculty Fridays training – mandatory/optional**
 - ii. **NISOD Virtual Conference coming up**
- m. **Outreach**
 - i. **More discussion of 30 possible inmates**
 - ii. **Updating local articulation forms**
 - iii. **Spring schedules coming in slowly**

3. Vice President of Student Services

- a. **Enrollment Report**
 - i. **8-week 2 – 1,707 head-count**
 - 1. **This Friday is payment deadline**
 - ii. **All enrollment / drop lit campaigns are ongoing**
 - 1. **There is about 150 on the drop list currently**
- b. **Library**
 - i. **Smart Card Reader in Eagle Pass is down and need one in Crystal City**
 - 1. **This coincides with access control, so avoids long-term contracts**
 - 2. **DS, MM and LE will meet to discuss this further**
- c. **Recruitment and Engagement**
 - i. **Participating in various community events**
 - ii. **TACRAO HS events coming**
 - iii. **Campus tours are ramping up**
 - iv. **Marketing Coordinator will begin on October 17th**
- d. **Financial Aid – October is FAFSA Awareness Month**
- e. **Student Success Services**
 - i. **Tutoring/Special Programs**
 - 1. **Making classroom visits**
 - 2. **Advertising TutorMe (SPI)**
 - 3. **Snacks and Snuggles on October 12th**
 - 4. **Circle-In training ongoing**
- f. **MH/DSS**
 - i. **Mental Health First Aid Training coming up tomorrow**
 - ii. **Wellness Wednesdays ongoing**
- g. **Success Coaching – NACADA Conference – October 24th – 26th**

4. Vice President of Finance

- a. **HEERV IV – Student Side is \$658,744 plus \$173K more from HEERF III**
 - i. **MM and LE need to meet to figure out how to distribute**

5. Vice President Eagle Pass Campus

- a. Events/Activities
 - i. Several staff are visiting the National Guard camp today to speak about enrolling at Southwest Texas Junior College
 - ii. Transfer Tuesday next Tuesday, October 11th
 - iii. FAFSA Workshop – 2 sessions today
 - iv. Staff attended an enrollment event at CC Winn High School
- b. Facilities
 - i. Fire alarm issues ongoing, seems there is a break in the electrical line

6. Vice President of Administrative Services – *If opportunity doesn't knock, build a door.* Milton Berle

- a. Re-Open
 - i. Meeting once per month, cases are low and now monitoring cold/flu season
- b. Facilities report – The work on C Building in Eagle Pass is ongoing
- c. Maintenance report
 - i. SPI: Fence lines
 - ii. Paving and sidewalks have begun at modular building
- d. Transportation – Discussion of vehicle requests for rental cars
- e. Rodeo
 - i. The Southwest Texas Junior College Rodeo is this weekend
 - ii. Looking for our Rodeo Team to be competitive again

7. Vice President Del Rio Campus

- a. Frances Hernandez – turned in her official letter of intent to retire
- b. Southwest Texas Junior College Del Rio Campus “First Annual Trunk or Treat”
 - i. October 30th – 4:00pm – 7:00pm
 - ii. 7 SWTJC departments and 5 local vendors
- c. Dugas/TASB continue to try to compromise on an expert to analyze roof core samples
- d. Del Rio Cares – October – Empathy being promoted
- e. PTK – students notified
 - i. October 6th at Noon
 - 1. Informational session: in-person with Zoom option
- f. Cheating scandal

8. Chief of Staff

- a. PTK – traveling to Houston this weekend, 6 students and 2 advisors
- b. Grants
 - i. Submitted Basic Needs grant on Monday
 - ii. Looking strongly at ReCAST grant through SAMHSA, due October 17th
- c. Digital Evaluations
 - i. We do have access to digital evaluations through Watermark
 - ii. Dr. Schell gained access on Monday, so will look at it and have more information soon

9. Faculty Association

- a. Monthly meeting today at noon
 - i. Will share information about October overload pay
 - ii. If Faculty need more information, will form a committee
 - iii. Dr. Underwood – the decision is made for October overloads to be paid on October 20th
 - iv. Will discuss HonorLock limitations with no room scan
- b. iDesign – will start State Government class work today
- c. Received one nomination for Minnie Stevens Piper Award – that person declined the nomination

CABINET MEETING
October 12, 2022
Via ZOOM

	AGENDA ITEM	NOTES
1.	President	SWTJC Board of Trustees' October Meeting Agenda
2.	VP Academic Affairs	Multiple Measures for Student Placement - Update Coordinating Board Response - ISDs' Early Start Date iDesign - Student Hub - Help Site for Students - Online Readiness - Course Navigation
3.	VP Student Services	
4.	VP Finance	

5.	VP Eagle Pas Campus	
6.	VP Administrative Services <i>In order to be proactive, we must focus on the Circle of Influence that lies within our Circle of Concern-we must work on the things we can do something about.</i> Stephen Covey <u>7 Habits of Highly Successful People</u>	Facilities report IT report Day Care report
7.	VP Del Rio Campus	Edwards Risk Mgmt., Inc – completing DR inspection today, 8am-10AM Del Rio High School Homecoming Parade/Bonfire – Today SWTJC and Sul Ross closing campus at 4:30pm (streets close at 5pm)
8.	Chief of Staff	
9.	Faculty Association	

**CABINET MEETING OF
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October 12, 2022

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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
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' October meeting agenda-short discussion of EOY Board Report**
- b. Discussion of Employee Evaluation Summary spreadsheet, need as much information that is available before the Board of Trustee meeting**

2. Vice President of Academic Affairs

- a. Multiple Measures for Student Placement
 - i. Discussion of the results of the analysis**
 - ii. Need to meet with Ms. Mata and others to discuss next steps****
- b. Coordinating Board Response – ISD's Early Start Date is good on all questioned fronts**
- c. iDesign – Student Hub
 - i. Help site for students**
 - ii. Online Readiness and Course Navigation****
- d. ISD Partnerships
 - i. Ongoing meetings with several districts on technical programs**
 - ii. Our staff are holding meetings with counselors at each ISD****
- e. SACS~COC
 - i. Working on program reviews – 5 programs**
 - ii. Working toward phasing out local articulation****
- f. IREPO
 - i. On track for Wi-Fi upgrades, expecting delivery of equipment on November 17th, prep work is ongoing and will be done before delivery of equipment**
 - ii. Looking into the purchasing of more laptops**
 - iii. Frontera Room in Del Rio is moving forward****
- g. Instructional Leadership – making campus visits**
- h. Professional Development
 - i. Investigating a follow up to the TASB evaluator training**
 - ii. Planning Spring Convocation****
- i. Announcement regarding grant through AEP**

- j. **Powerline Tech graduation in Eagle Pass is upcoming**
 - k. **Question about faculty office hours in the directory**
 - i. **Dr. Schell will look into how that information can be pulled from Watermark Faculty Success**
 - l. **Question about times for student events/activities**
 - i. **Ms. Mata will work with Mr. Botello and others to adjust times to fit the 8-week schedule**
 - m. **Questions about timing of student evaluations of faculty**
 - i. **Dr. Schell will make sure the evaluations are sent out in the 5th week**
 - n. **Question/request about adjusting the calendar to accommodate 8-week grading**
 - i. **Dr. Sanchez, Ms. Mata and others will meet to work this out**
- 3. Vice President of Student Services**
- a. **Enrollment Report**
 - i. **First drop occurred on Friday – 118 dropped**
 - 1. **Pay as you go until next Tuesday (2nd day of classes)**
 - ii. **1,643 students enrolled in 8-week 2**
 - iii. **Grading reminders went out yesterday**
 - b. **Financial Aid**
 - i. **Conducting FAFSA Nights at service region high schools**
 - c. **Outreach Facilities**
 - i. **Mr. Mata has been working with outreach sites – working with AEL students**
 - ii. **Mr. Mata will attend the ribbon cutting for Dilley High School Go Center**
 - d. **Student Recruitment and Engagement**
 - i. **Events are on the calendar**
 - 1. **Fielding requests for community presentations**
 - 2. **Working toward purchasing recruitment materials**
 - 3. **Seeing an uptick in campus tours**
 - 4. **Working on a plan for night and weekend activities**
 - ii. **Wellness Wednesdays on going – today is Snacks and Snuggles with the Humane Society**
 - e. **Transfer and Career Centers – Transfer Tuesdays ongoing**
 - f. **Working on employee evaluations**
 - i. **Mental Health First Aid Training coming up tomorrow**
- 4. Vice President of Finance**
- a. **Comp-time report – Ms. Verjan will create a live excel sheet through Self-Service to track comp-time**
 - b. **Business Office clerk has announced retirement**
 - i. **Will replace that position with a Staff Accountant – will post position announcement internal and external**
 - c. **Purchasing Clerk has submitted letter of resignation as of October 31, 2022**
- 5. Vice President Eagle Pass Campus**
- a. **Facilities**
 - i. **HVAC unit forthcoming**
 - ii. **Completing outdoor work on AEL building**
 - iii. **Improvements to Chittim Center ongoing**
 - b. **Activities/Events**
 - i. **Success Coaches are out and about doing presentations and working recruitment/engagement initiatives**
 - ii. **Financial Aid has been promoting FAFSA awareness**
 - 1. **Staff is very active in the community getting the word out about enrollment, financial aid, etc.**

- 6. Vice President of Administrative Services – *In order to be proactive, we must focus on the Circle of Influence that lies within our Circle of Concern – we must work on the things we can do something about.* Stephen Covey – 7 Habits of Highly Successful People**
- a. Facilities report**
 - i. Carport at Chittim Center is moving forward nicely**
 - ii. Working on a plan for student break space at the Chittim Center**
 - iii. Change orders at LEA and Witt Buildings**
 - iv. New fence going up at the Daycare**
 - v. Christmas at the College setup is beginning**
 - b. IT report**
 - i. Solar Winds detected an outage yesterday**
 - ii. Computer refresh plan is ongoing**
 - iii. Working on drops and Wi-Fi in LEA Building**
 - c. Day Care Report**
 - i. SPI is working on national certification**
 - ii. Student capacity is 100%**
 - d. Tobacco/Vaping Policy**
 - i. Discussed during SOC meeting**
 - 1. Will stay the course with current policy, but update language and include in all handbooks**
 - e. Short-handed in cafeteria and custodial staff**
 - i. Working on a plan for cafeteria staffing**
 - ii. Trash around dorms is an issue facing custodial staff**
- 7. Vice President Del Rio Campus**
- a. Edwards Risk Management, Inc**
 - i. Completing Del Rio inspection today, 8:00am – 10:00am**
 - b. Del Rio High School Homecoming Parade/Bonfire today**
 - i. SWTJC and Sul Ross closing campus at 4:30 pm (streets close at 5:00 pm)**
- 8. Chief of Staff**
- a. Employee Evaluations in Watermark Workflow – will have a recommendation next week**
 - b. Discussion with Ms. Flores about Faculty Office Hours**
 - i. Those were being pulled out of Whippleware until 2 weeks ago**
 - 1. Need a meeting to figure out how to pull out of Watermark Faculty Success**
 - c. Title V DHSI Grant**
 - i. We were not in the initial award pool**
 - 1. We have not received a denial letter as of yet, so we may be on the funding band because we have a current Title V**
- 9. Faculty Association – Nothing to report**

CABINET MEETING
October 19, 2022
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>A loving heart is the truest wisdom.</i> Charles Dickens	Facilities update Campus Police report Gym update Rodeo Mt. Pleasant
7.	VP Del Rio Campus	
8.	Chief of Staff	
9.	Faculty Association	

**CABINET MEETING OF
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October 19, 2022

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Cabinet members present were:

**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
Dr. Randa Schell, Chief of Staff**

Cabinet members absent were:

**Dr. Hector Gonzales, President
Connie Buchanan, Vice President Del Rio Campus**

Also, Present were:

**Juan Guzman, Dean of Applied Sciences and Workforce Education
Charles Garabedian, Dean of Instructional Services and School District Partnerships
Xavier Haynes, President of the Faculty Association**

- 1. President – Attending meetings in Austin, Texas**
- 2. Vice President of Academic Affairs**
 - a. iDesign**
 - i. 2 more courses are done and ready for approval through Online Education Committee**
 - ii. Working on the third group of courses**
 - b. NISOD Conference this week – free and virtual**
 - c. 8-week terms**
 - i. Not telling students that it is fast paced**
 - 1. Discussion about ATD and Odessa advising not to announce it**
 - d. Received a number of resignations in Allied Health programs**
 - i. Eagle Pass Nursing vacancy should be advertised today**
 - e. Working on evaluations**
 - i. Many still in progress and scheduled to be done this week**
 - f. AEP Grant**
 - i. Submitted yesterday for \$100K**
 - ii. Expansion of Powerline Tech program in Eagle Pass and Del Rio**
 - iii. Funds will be used to purchase bucket truck and digger truck**
 - g. 3 Dual Credit students not showing up on Auto Tech roster**
 - i. Need to inform school district in writing**
 - ii. Mr. Garabedian will talk to district officials about some type of local credit**
 - h. Discussion of equipment and portable building at Torres Unit**
 - i. Outreach**
 - i. Prepping for Spring registration**
 - ii. Discussion of dual credit rosters and how they are shared with school districts**
 - j. IREPO**
 - i. Purchases in progress**
 - k. Program Review Orientation meeting upcoming**

3. Vice President of Student Services - Out
4. Vice President of Finance
 - a. Meeting with Welcome Desk staff
 - i. Vendors are keeping visitor badges
 - ii. Mr. Sandoval will address with vendors
5. Vice President Eagle Pass Campus
 - a. Transfer and Career Fair today
 - b. Rain this week caused issues with re-roofing
 - i. Mr. Sandoval reported that the façade is leaking not the roof
6. Vice President of Administrative Services – *In order to be proactive, we must focus on the Circle of A loving heart is the truest wisdom* – Charles Dickens
 - a. Facilities update
 - i. Library generator installation is finally complete
 1. Running transfer tests at 6:30 am on Friday mornings for next couple of weeks
 - ii. Will Building staff working with painter on the paint
 - iii. No leaks on gym roof after recent rain
 - b. Campus Police report
 - i. Participating in a health assessment and conditioning program
 - ii. Issue with phones in Eagle Pass when sirens go off
 - iii. Looking at commissioned officer policy
 - iv. Drawing up guidelines for police vehicles being taken home
 - c. Gym update
 - i. Turkey Trot is moving forward in conjunction with Faculty Association
 - ii. Basketball Tournament planning in progress
 - iii. Court floors are being resurfaced
 - iv. 9 – 3v3 basketball teams – playing Tuesday nights at 6:00 pm
 - d. Rodeo Team – Mt. Pleasant
 - e. Deferred Maintenance meeting on October 27th
 - i. Working on a plan for cafeteria staffing
 - ii. Trash around dorms is an issue facing custodial staff
7. Vice President Del Rio Campus – in Del Rio working on set up of event on campus
8. Chief of Staff
 - a. Grants
 - i. Decided against the ReCast grant through SAMHSA
 1. Provision about processing payments through health insurance
 - b. USDA grant
 - i. Looking at the possibility of something around drone technology linked first to Wildlife
 - c. Appropriations Request
 - i. Meeting with Congressman Gonzales’ staff to get specifics for drafting the request
 1. Looking at an active shooter training facility
 - d. Zen Den – Wellness/Relaxation Space
 - i. Heads up that Title 3 staff will be reaching out to Eagle Pass and Del Rio regarding space for Zen Dens on those campuses
 - e. Watermark
 - i. Workflow
 1. Some of the build out has already been done
 2. Need hierarchy
 3. Meeting with Emily from Watermark tomorrow regarding cross-linking in PSS

- f. Shout-out to Daniel Tidwell and Wildlife students as well as Sam Zapata from maintenance for helping a student change a tire on her truck last week**
 - i. It was awesome to see the outpouring of help from the SWTJC community for one of our own**

9. Faculty Association

- a. Went to Carrizo Springs with Wildlife group yesterday and had so much fun**

CABINET MEETING
October 26, 2022
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>"I wish to have as my epitaph: Here lies a man who was wise enough to bring into his service men who knew more than me."</i> Andrew Carnegie	Maintenance report IT report Public Information report Life Safety report Gymnasium report Campus Police report Rodeo -McNeese State Uni., Lake Charles, La. #cowboysforlife
7.	VP Del Rio Campus	Today: ECHS CCRSM Session 1 Mtg Tomorrow (10/27): Pizza with the President Sunday afternoon: 1st Annual DR SWTJC Trunk or Treat - 21 college and community spots reserved
8.	Chief of Staff	
9.	Faculty Association	

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Dr. Randa Schell, Chief of Staff**

Cabinet member absent was:

Gilbert Bermea, Vice President Eagle Pass Campus

Also, Present were:

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1. President

- a. Reviewing merit pay recommendations**
 - i. Need complete list of recommendations by end of the week**
 - ii. Will share an entire summary of all employee evaluations with the Board of Trustees in executive session**
 - 1. The Board approved \$2,500.00 per employee (one-time payment)**
 - 2. Need to analyze and evaluate the process, but was a decent first run**
- b. Discussion of SRSU expansion in Eagle Pass**
 - i. Look at expanding SWTJC Tech programs in Eagle Pass through a state appropriations request**
- c. Discussion of Eagle Pass Conversation with the President and Uvalde PTK officers**
 - i. Evaluating the prospect of installing an outdoor basketball and volleyball court with picnic area**
 - ii. Looking at a space in Eagle Pass as well for an outdoor recreation space**
 - iii. Enhance / reconstruct / add to the outdoor volleyball court in Del Rio**

2. Vice President of Academic Affairs

- a. Employee Evaluations**
 - i. Should we start capturing comments and critiques from evaluators and employees?**
 - 1. Yes, and perhaps we can provide an after-action report to the Board of Trustees with the summary**
- b. Simple Syllabus**
 - i. Working through the issues with loading syllabi each semester**

- c. **iDesign**
 - i. **A representative will be in town next week**
 - d. **Texas Pathways**
 - i. **Holding a few focus groups with students and faculty**
 - e. **Dual Credit instructor in Del Rio resigned yesterday**
 - i. **Working to cover classes and seek a replacement**
 - f. **Planning to start up in-person Deans' Forums in the Spring**
 - i. **February 17th in Uvalde**
 - ii. **March 24th in Eagle Pass**
 - iii. **April 21st in Del Rio**
 - g. **Working on DEPS Survey**
 - i. **Dr. Schell will contact Mr. Gonzales about data**
 - h. **Working with Ms. Ballesteros on faculty focus group for Pathways**
 - i. **Temporary Math faculty in Eagle Pass will complete the semester**
 - j. **Submitted information to Desk Review**
 - k. **Evaluations complete today and will provide summary ASAP**
 - l. **Working on summary of new programs with budget and goals**
 - i. **Begin carpentry program here in Uvalde in former Auto Body facility**
 - ii. **Will include active shooter training facility**
 - iii. **Surgical Tech, Cyber-security, and other expansions**
 - m. **Texas First Diploma program**
 - i. **Provides a scholarship for one or two semesters to participating universities – will forward information to Success Services**
 - n. **SACS~COC – Program Review orientation last week**
 - o. **IREPO**
 - i. **Bids for 5 more smartboards**
 - 1. **Looking for 5 schools with similar bell schedules**
 - p. **Instructional Leadership – working through several issues**
 - q. **Professional Development – received a draft of the Spring Convocation schedule**
 - r. **Outreach – Conducting registration meetings with High School counselors**
- 3. Vice President of Student Services**
- a. **Enrollment / Registration**
 - i. **Priority registration for Spring 2023 is this week**
 - 1. **68 students registered since Monday**
 - ii. **Regular registration begins next Monday**
 - iii. **Working on enrollment campaigns**
 - b. **Graduation application for Fall 2022 deadline is next Friday**
 - c. **TSIA2 automation project is nearing completion**
 - i. **Working on a pilot with high schools to share their in-house TSIA2 scores**
 - d. **Financial Aid**
 - i. **Working on FADS report**
 - ii. **FAFSA Nights at area high schools ongoing**
 - iii. **Working on a loan default training**
 - e. **Crystal City and Pearsall – Mr. Mata is continuing connections with his assigned high schools**
 - f. **Student Success Services**
 - i. **Circle-in student workshop yesterday evening**
 - 1. **Not well attended, but looking at different ways to drive up participation**
 - ii. **Several conferences and webinars upcoming**
 - iii. **National transfer week last week was successful**

- g. Student Recruitment and Engagement – changing time on campus events in Uvalde to 11:45 am – 1:45 pm
 - h. Campus tours are picking up for all campuses
 - i. Will attend Knippa’s Fall Festival
 - j. Movie Night on Friday at Hubbard Hall
 - k. Costume Contest, Daycare Trick or Treat, Library Movie upcoming
 - l. P. Hadley began work last Monday (October 17th)
 - i. Ongoing meeting with several departments / staff members
 - ii. Working directly with Engagement Specialists
 - iii. Office is located in Financial Aid
4. Vice President of Finance
- a. Working on AFR schedules
 - b. Change for Charity can be added on CBoard Register to be donated to student food pantry
 - i. Working with bookstore to see if something similar can be done there
 - ii. Question regarding donations out of employees’ paychecks
 - 1. Burden on payroll, but possibly donate through the donation button on website
 - 2. There is a recurring feature on the Contribute/Donate button
 - c. Will be out Friday and Monday (vacation rollover)
5. Vice President Eagle Pass Campus - absent
6. Vice President of Administrative Services – *“I wish to have as my epitaph: Here lies a man who was wise enough to bring into his service men who knew more than me.”* – Andrew Carnegie
- a. Maintenance report
 - i. Analyzing work order process
 - ii. Christmas at the College light installation on Monday, November 7 at 8:00 am
 - iii. Discussion of future surgical tech lab in Garner
 - iv. Deferred Maintenance meeting tomorrow
 - v. Diesel and Welding RFP going out ASAP
 - 1. Union Pacific inquired about status
 - vi. Library generator will have an annual maintenance fee
 - b. IT report
 - i. Tech Committee meeting last week
 - c. Public Information report
 - i. Food Network will attend the Briscoe Cook-Off
 - 1. National BBQer of the world will attend
 - d. Life Safety report
 - i. Incident Command training ongoing
 - ii. Informacast updates ongoing
 - iii. Siren/Speaker systems will be tested soon
 - iv. Institutional evacuation drill needed/upcoming
 - e. Gymnasium report
 - i. Soaring Competition in August 2023
 - 1. Looking for classrooms and gym space
 - ii. Floors were redone last week
 - iii. Border Patrol will conduct training in gym on November 4th
 - iv. Hotdogs and movie night on Friday
 - f. Cafeteria report
 - i. Committee meeting to devise a plan for cafeteria moving forward
 - g. Campus Police report – Eagle Pass new hire will be on campus November 1st

- h. Rodeo**
 - i. McNeese State University in Lake Charles, LA**
 - 1. #cowboysforlife**
 - 2. 2 SWTJC Cowboys in number 1 spot**
- 7. Vice President Del Rio Campus**
 - a. Early College High School CCRSM Session 1 meeting today**
 - b. Pizza with the President tomorrow (October 27th)**
 - c. 1st Annual Del Rio SWTJC Trunk or Treat**
 - i. 21 college and community spots reserved**
 - ii. Sunday afternoon**
- 8. Chief of Staff**
 - a. Shared USDA grant application information**
 - i. Going to try for a planning grant first and then move on to a larger grant application for Drone Tech**
 - b. Met with Congressman Gonzales' staff regarding specifics for appropriations request**
 - c. New director and name OIE announced**
 - i. OIE will change to Strategic Innovation and Research (SIR)**
 - ii. Retirement of OIE staff announced**
- 9. Faculty Association**
 - a. Faculty Association meeting next Tuesday**