

**CABINET MEETING**  
**October 4, 2023**

	<b>AGENDA ITEM</b>	<b>NOTES</b>
<b>1.</b>	<b>President</b>	SWTJC Board of Trustees' October 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>	Bibliu.com  New HR Coordinator

5.	<b>VP Eagle Pass Campus</b>	
6.	<b>VP Administrative Services</b> <i>When I let go of what I am, I become what I might be.</i> Lao Tzu	Re Open report  Maintenance report  Facilities report  Day Care report  Rodeo Oct. 6 and 7
7.	<b>VP Del Rio Campus</b>	
8.	<b>Chief of Staff</b>	

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

**October 4, 2023**

The Cabinet members of Southwest Texas Junior College met October 4, 2023 in the President's Office

Cabinet members present were:

**Dr. Hector Gonzales, President  
Dr. Mark Underwood, Vice President Academic Affairs  
Lisa Ermis, Vice President of Financial Services  
Brenda Hoffman, Vice President Eagle Pass Campus  
Connie Buchanan, Vice President Del Rio Campus  
Dr. Randa Schell, Chief of Staff**

Cabinet member absent was:

**Derek Sandoval, VP Administrative Services**

Also, Present were:

**Charles Garabedian, Dean of Instructional Services and School District Partnerships  
April Ruhmann, Dean of Applied Sciences and Liberal Arts  
Bonny Herndon, President of the Faculty Association**

**1. President**

- a. Discussion of SWTJC Board of Trustees' October meeting agenda
  - i. A Service Department will report**
  - ii. SIR Department – is the End of Year Board Report ready?**
  - iii. Check the Board of Trustees' Policy A for list of reports that must be done for the Board****
- b. Met with the architect on Tech Expansion plans**
- c. Strategic Plan
  - i. Need to get Dr. Gonzales the Strategic Plan summary for 2022-2023 with detail behind it****

**2. Vice President of Academic Affairs**

- a. SACS~COC
  - i. Conducting QEP focus groups this week
    - 1. Spring Convocation is the goal for narrowed down list of topics****
  - ii. December meeting
    - 1. Discussed travel and the SACS~COC Survey******
- b. FAST – Met yesterday to discuss and solidify plan for re-bill
  - i. Roster submission instructions and forward to AS and KSB again****
- c. Housing
  - i. Putting together a group to look at and revise the housing contract
    - 1. Will be ready to get to the Board in November******
- d. Hispanic Outlook magazine has named us on the list of Top Colleges for Hispanic students**
- e. AR attended webinar on TRUE Grants – looking at possibilities for writing a proposal**
- f. Carl D. Perkins report was submitted**
- g. Working with SIR on DEPS Survey this afternoon**
- h. Met with Statewide Transport last week**
- i. Law Enforcement Academy – Doing several fundraisers including Rodeo concession stand and BBQ pit drawing, etc.**
- j. Division Chairs – finishing up evaluations and working on Spring Class schedule**

- k. **School District Partnerships**
    - i. **Met with Sabinal ISD about P-Tech**
    - ii. **Met with SFDRCSID on construction/carpentry program – will be looking for a new adjunct instructor as soon as possible**
  - l. **Uvalde ECHS meeting today upstairs**
  - m. **Review and discussion of FAST process for re-bill**
  - n. **Professional Development – Faculty Fridays schedule is picking up**
- 3. Vice President of Student Service**
- a. **Financial Aid**
    - i. **Going out to schools to help with FSA IDs**
    - ii. **Refunds should be out by November 7<sup>th</sup>**
      - 1. **May need to accelerate the timeline in light of potential government shutdown**
  - b. **Admissions/Registrar**
    - i. **8 week-2 headcount – 1,1186**
      - 1. **TextAim reminder went out to students regarding drop this Friday, October 6<sup>th</sup> at 4:00pm**
    - ii. **Pay as you go begins October 9<sup>th</sup> and goes through October 20<sup>th</sup>**
      - 1. **Late, Late registration on October 23<sup>rd</sup> and 24<sup>th</sup>**
    - iii. **Finalizing vaccine clinic dates and times for Uvalde and Crystal City**
      - 1. **Vice President Hoffman has a contact for Eagle Pass and Del Rio**
  - c. **Student Success Services**
    - i. **Went to UT on September 28<sup>th</sup> – 27 students**
    - ii. **UTSA football game on October 14<sup>th</sup>**
    - iii. **Benefits applications with Paul Mata on October 11<sup>th</sup>**
    - iv. **Meeting with Division Chairs on October 9<sup>th</sup> at 9:30am**
- 4. Vice President of Finance**
- a. **Met with Texas Book Company**
    - i. **Bibliu.com has bought out Texas Book Company**
  - b. **The new Human Resource Coordinator – T.D. will start on November 1st**
  - c. **Spreadsheet going out with employees and their account**
    - i. **Review and make corrections – send to NR as soon as possible**
- 5. Vice President Eagle Pass Campus**
- a. **Transfer and Career Center**
    - i. **Parent Transfer seminars ongoing**
    - ii. **Table at community Breast Cancer Awareness event tonight**
  - b. **Career Expo plans are going well – bringing in a former student who is a motivational speaker now**
  - c. **Other events**
    - i. **Vaccine Clinic on October 17<sup>th</sup> in Eagle Pass**
    - ii. **Humanities Club is putting together a Campus Safety Week**
- 6. Vice President of Administrative Services**
- a. **Re-open report**
  - b. **Maintenance report**
    - i. **Christmas at the College tree trimming begins**
    - ii. **Student Center work continues**
    - iii. **Finishing employee office moves**
    - iv. **Pergola work continues**
    - v. **Dorm painting to begin soon**

- c. **Facilities report**
    - i. **Met with Architect on Tech Expansion, will get back with us in 3 to 4 weeks**
    - ii. **Dean Ruhmann has submitted detailed response from departments involved in Tech Expansion**
    - iii. **Chittim electrical issues with Welding, meeting on Thursday**
    - iv. **Flores A/C unit is up and going**
  - d. **Campus Police – new midnight shift officer has accepted the position**
  - e. **Life Safety**
    - i. **An All-Institution lockdown of electronic doors was tested yesterday and worked great**
    - ii. **Card distribution continues**
    - iii. **Fire Safety quotes for Del Rio and Eagle Pass Compliance approved. The work will begin soon**
    - iv. **Housing Appeal from student is being reviewed**
  - f. **Day Care report**
    - i. **Did not get CCAMPIS grant for students. Heartbreaking. Ideas to help those students in progress**
    - ii. **Childcare Relief Funds ending in November**
    - iii. **Trainings at MRG this past Friday**
  - g. **Rodeo – October 6<sup>th</sup> and 7<sup>th</sup>**
- 7. Vice President Del Rio Campus**
- a. **Transformer work was completed**
  - b. **Piece of roof fell off yesterday**
  - c. **Del Rio Bank and Trust customer service training last Friday**
- 8. Chief of Staff**
- a. **Information Technology – internet outage discussion**
  - b. **SIR – RA continues working with Tech Dashboards**
  - c. **Grants**
    - i. **VIDA**
      - 1. **Student Lounge/Food Pantry work ongoing and going well**
      - 2. **XH and VC will meet with program specialist next week**
- 9. Faculty Association**
- a. **Working on Turkey Trot**
  - b. **Report on Dorm Lunch**

**CABINET MEETING**  
**October 11, 2023**

	<b>AGENDA ITEM</b>	<b>NOTES</b>
<b>1.</b>	<b>President</b>	SWTJC Board of Trustees' October meeting agenda
<b>2.</b>	<b>VP Academic Affairs</b>	Pathways Graphics  Multiple Measures Assessment Update  QEP Input
<b>3.</b>	<b>VP Student Services</b>	
<b>4.</b>	<b>VP Finance</b>	

<p>5.</p>	<p><b>VP Eagle Pass Campus</b></p>	
<p>6.</p>	<p><b>VP Administrative Services</b>  <i>Here's the reality of leadership and success. Your success hand can never go higher than your leadership hand. It will always bump up against it.</i>  <u>The Law of the Lid</u>          John Maxwell</p>	<p>Maintenance report          -Tech Expansion          -Surgical Tech          -Uvalde campus          -EP Grounds work</p> <p>Campus Police          -Solar eclipse ready          -rodeo report</p> <p>Life Safety          -Locksmith Job Description          -access control</p> <p>Rodeo          Men's 7th          Slade Wood (2), Whit Gutierrez, Blaze Byler, Colby McDonald, Brady McDonald, Logan Moore,</p> <p>Women's 6th          Karley Garcia, Alissa Flores, Natalie Ramirez, Riley Jo Cheatham</p>
<p>7.</p>	<p><b>VP Del Rio Campus</b></p>	



<b>8.</b>	<b>Chief of Staff</b>	
<b>9.</b>	<b>Faculty Association</b>	

**CABINET MEETING OF  
SOUTHWEST TEXAS JUNIOR COLLEGE**

**October 11, 2023**

**The Cabinet members of Southwest Texas Junior College met October 11, 2023 in the President's Office**

**Cabinet members present were:**

**Dr. Hector Gonzales, President  
Dr. Mark Underwood, Vice President Academic Affairs  
Lisa Ermis, Vice President of Financial Services  
Brenda Hoffman, 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:**

**Charles Garabedian, Dean of Instructional Services and School District Partnerships  
April Ruhmann, Dean of Applied Sciences and Liberal Arts  
Bonny Herndon, President of the Faculty Association**

**1. President**

- a. SWTJC Board of Trustees' October meeting agenda
  - i. Moved EOY Board Report to the November Board meeting**
  - ii. Added Financial Aid as a Service Report**
  - iii. Remove Student Engagement contacts, analytics and communication software****
- b. Rodeo was great
  - i. Many of our members placed in the Top 10**
  - ii. S.W. won 2 events – Tie Down and Team Roping****

**2. Vice President of Academic Affairs**

- a. Pathways**
- b. Multiple Measures Assessment update**
- c. QEP Input – Group working on coding the qualitative data from focus groups**
- d. FAST update – still working, but making great progress**
- e. School District Partnerships – Sabinal is now officially a P-Tech**
- f. Professional Development
  - i. Faculty Friday schedule is ongoing**
  - ii. RZ is back in remote working environment****
- g. Meeting with MHDD on behavior health tech went well**

**3. Vice President of Student Service**

- a. Upcoming events – SWTJC Message email went out yesterday**
- b. Enrollment update
  - i. 8 week-2 headcount – 1,853**
  - ii. Late registration/pay as you go now through October 17th**
  - iii. Need to update enrollment report that compares 8 weeks****

**4. Vice President of Finance**

- a. Discussion of Eagle Pass Campus Café**

## 5. Vice President Eagle Pass Campus

- a. Attending many community events and meetings
  - i. Success Coaches visiting high school classrooms
  - ii. VP Hoffman presenting to CC Winn parents this week
  - iii. Career Expo on October 19<sup>th</sup> at 9:00 am – 700 plus students from both high schools attending
  - iv. Putting together a Student Ambassador group
- b. Christmas at the College planning
- c. Hosting weekly Team Lead meetings

## 6. Vice President of Administrative Services - *Here's the reality of leadership and success. Your success hand can never go higher than your leadership hand. It will always bump up against it – The Law of the Lid, John Maxwell*

- a. Maintenance report
  - i. Tech Expansion discussion
  - ii. Surgical Tech waiting on supplies and equipment to be delivered
  - iii. No word on electrical at the Chittim Center
  - iv. Uvalde Campus
    - 1. Student Lounge work ongoing and looking good
    - 2. Other projects include dorm apartment, pergola, outdoor sports court, Christmas at the College light hanging, etc.
- b. Campus Police – Solar eclipse ready
- c. Life Safety
  - i. Access control – 120 cards out so far
  - ii. 1 lockdown drill per semester
- d. Rodeo – many SWTJC winners

## 7. Vice President Del Rio Campus

- a. Working on vaccine clinic/drive
- b. Del Rio Chamber meetings – would like to have Barlele conduct a focus group
- c. Discussion of defunct club funds – RS – will get the spreadsheet to LE

## 8. Chief of Staff

- a. FAST
  - i. FAST Eligibility rosters received this morning
    - 1. 70% eligible
    - 2. 27% not eligible
    - 3. 3% not reported
      - a. RS will analyze to find out if concentrations exist at any school districts
  - ii. Meeting with DO after Cabinet meeting to plan next steps
  - iii. AG should have Canvas rebuilt
  - iv. AS check if a new column has been added to CBMC and / or CBM0CS for PEIMS ID
- b. Information Technology – MR meeting with ATT this morning on internet alternatives/backups
- c. Information Security
  - i. Annual Information Security Report is ready; will send to HG shortly
  - ii. Texas Cybersecurity Framework (TCF) Assessment through DIR – kickoff meeting tomorrow

**9. Faculty Association**

- a. HB 8 presentation was well received**
  - i. Occupational Skills Award**
    - 1. There are many checkboxes for high demand**
    - 2. 80 hours if high demand, 144 hours if not high demand**
    - 3. Need to identify a checklist and a point person to identify OSAs**
  - ii. Advisory committee meetings ongoing**

**CABINET MEETING**  
**October 18, 2023**

	<b>AGENDA ITEM</b>	<b>NOTES</b>
<b>1.</b>	<b>President</b>	
<b>2.</b>	<b>VP Academic Affairs</b>	Trellis Survey  Branding Survey - final draft  Pathways Institute  SACS~COC "Institutional Summary Form"  SWTJC Housing and April Eclipse Event
<b>3.</b>	<b>VP Student Services</b>	
<b>4.</b>	<b>VP Finance</b>	

5.	<b>VP Eagle Pass Campus</b>	
6.	<b>VP Administrative Services</b> <i>Nothing in life is to be feared, it is only to be understood. Now is the time to understand more, so that we may fear less.</i> Marie Curie	Day Care *NAEYC Award  Maintenance  Rodeo *NETXCC
7.	<b>VP Del Rio Campus</b>	DR Resident Alien, Ernie, on campus for Social Media postings.  BCFS Health and Human Services - Law Enforcement Training – Oct 23 - Auditorium  DR Transfer Fair, Oct. 25 <sup>th</sup> . 11:30am to 1:30pm. Requesting tables from UV. Inside Bldg B if necessary (12 departments, 14 other colleges, 18 org/employers)  DR Homecoming Parade, Oct 25. Closing campus just before Wildcat Drive is closed.  New banners “Go BLUE Go” (w/ Rams and Queens logo) on walk-way facing HS  No Trunk or Treat on campus – We will join community events

<b>8.</b>	<b>Chief of Staff</b>	
<b>9.</b>	<b>Faculty Association</b>	

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Dr. Mark Underwood, Vice President Academic Affairs  
Lisa Ermis, Vice President of Financial Services  
Derek Sandoval, VP Administrative Services  
Connie Buchanan, Vice President Del Rio Campus  
Dr. Randa Schell, Chief of Staff**

**Cabinet member absent was:**

**Brenda Hoffman, Vice President Eagle Pass Campus**

**Also, Present were:**

**Charles Garabedian, Dean of Instructional Services and School District Partnerships  
April Ruhmann, Dean of Applied Sciences and Liberal Arts  
Bonny Herndon, President of the Faculty Association**

**1. President**

- a. **SWTJC Board of Trustees' October meeting agenda – long agenda, but quick items**
- b. **Tech Expansion – Architects are working on plans**
- c. **Conversation with the President**
  - i. **A student brought up issues hearing the instructor**
  - ii. **Dr. Schell will follow up with IT regarding ZOOM Rooms quote and old DL microphones**
  - iii. **Asked for more variability and input on the Cafeteria menu – Ms. Ermis will look at some focus groups for suggestions**
- d. **Giffords Law Center will be here on Monday**
  - i. **Meet with community leaders – review and discuss their report and Martinez (UT) report**
  - ii. **Facilitate a discussion on broad community strategic plan for focusing energy and efforts on improvement in the wake of the Robb Tragedy**
- e. **Discussion of FAST data needs/points – Dr. Schell will continue analysis by school district and add credit hours**
- f. **No Cabinet meeting next Wednesday**

**2. Vice President of Academic Affairs**

- a. **Trellis Survey**
  - i. **Email to students coming out today**
  - ii. **Opens Monday and will run for two weeks**
- b. **Branding Survey – final draft**
- c. **Pathways Institute – Graphics were submitted last week**
- d. **SACS~COC “Institutional Summary Form”**
  - i. **Read the “Reviewer’s Manual”**
  - ii. **VPs will be on the Leadership Team – 10 people tops**
    1. **Fridays will be the writing day**



- e. **SWTJC Housing and April Eclipse Event**
  - f. **Dual Credit Programs**
    - i. **Submitted substantive changes**
    - ii. **No major issues from school districts with FAST**
    - iii. **Zoom scheduled with Educate Texas (model coaches)**
      - 1. **Recommended for P-Tech grant; contact Mr. Garabedian**
  - g. **Instructional Leadership**
    - i. **Replacement for construction instructor at DRHS identified**
    - ii. **Observations for adjuncts all around the region**
    - iii. **Meeting with Division Chairs regarding aviation program delineation**
  - h. **DEPS Survey is due on November 3<sup>rd</sup> – Trying to get done this week and submit early**
  - i. **TRUE Grant is due – need input from SIR/OGM**
  - j. **Continued meetings with Middle Rio Workforce – appointing MM to Workforce Board**
  - k. **UTSA signing event pending**
  - l. **Pending a meeting with SIR regarding core artifact retrieval**
- 3. Vice President of Student Service**
- a. **Enrollment Report**
    - i. **2<sup>nd</sup> 8-week headcount – 1845 compared to last year same day 1661 and census 1679**
      - 1. **Need a combined enrollment report next week**
    - ii. **Drops have been minimal**
  - b. **Other**
    - i. **Grades are due this Friday at noon**
    - ii. **Priority Registration begins October 23<sup>rd</sup>**
  - c. **Vaccine Drives**
    - i. **Eagle Pass - yesterday**
    - ii. **Crystal City on October 19<sup>th</sup>**
    - iii. **Del Rio on October 30<sup>th</sup>**
    - iv. **Uvalde on November 1<sup>st</sup>**
  - d. **IME Becas Scholarships recipients were selected – 7 from Del Rio, 6 from Eagle Pass, Uvalde, and Crystal City (combined)**
- 4. Vice President of Finance**
- a. **Discussion of Christmas at the College budget – Divide total among campuses**
- 5. Vice President Eagle Pass Campus – Absent – see email**
- 6. Vice President of Administrative Services – *Nothing in life is to be feared, it is only to be understood. Now is the time to understand more, so that we may fear less* – Marie Curie**
- a. **Day Care**
    - i. **NAEYC Certified**
    - ii. **Write up for newspaper/social media forthcoming**
    - iii. **Schedule for January Board of Trustees’ meeting to be recognized and give service report**
  - b. **Maintenance**
    - i. **Christmas at the College work ongoing – email going out regarding Christmas at the College light hanging – ASAP**
    - ii. **Chittim Community Event on October 26<sup>th</sup>**
    - iii. **Fall photo backdrop going up**
    - iv. **Hubbard Hall apartment renovation will begin ASAP**
    - v. **Surgical Tech renovation will begin ASAP**
  - c. **Rodeo - NETXCC**

## 7. Vice President Del Rio Campus

- a. Del Rio Resident Alien, Ernie on campus for social media postings
- b. BCFS – Law Enforcement Training – October 23<sup>rd</sup> in the Auditorium
- c. Del Rio Transfer Fair – October 25<sup>th</sup> at 11:30 am
  - i. Requesting tables from Uvalde – inside Building B if necessary
  - ii. 12 departments, 14 other colleges, and 18 organizations/employers
- d. Del Rio Homecoming Parade – October 25<sup>th</sup>
  - i. Closing campus just before – Wildcat Drive will be closed
  - ii. New Banners “Go BLUE Go” (w/Rams and Queens logo) on walkway facing high school
- e. No Trunk or Treat on campus – we will join community events
- f. TASB has until Friday to accept an offer on roof dispute

## 8. Chief of Staff

- a. Grants
  - i. VIDA Project
    - 1. Dorm Dinner is this Sunday at 5:00 pm / Catholic Women’s Club is the sponsor
    - 2. Student Lounge/Cowboy Pantry project moving along nicely
      - a. Looks like they will move furniture from existing student lounge on Thursday
    - 3. XH will be reaching out to Connie and Brenda for next steps regarding the Resource Center in Del Rio and the Community Building/Wellness Stations in Eagle Pass... projects will rotate each year
- b. SIR
  - i. Working on IPEDS. EOY Board Report, SP Annual Report
  - ii. TICAS Conference – KSB will host a quick focus group with anyone who can join tomorrow at 2:00 pm
  - iii. RJA continues to conduct meetings with the Tech Programs for dashboards and is working heavily with DC on everything Informer
- c. Phi Theta Kappa
  - i. Former Phi Theta Kappan – Ryan Hernandez
    - 1. Got his BS at TAMUCC
    - 2. Got into a dual masters/PH.D program at UT in their biology program
    - 3. Applying for an NSF Fellowship to study tree ecology in Costa Rica
  - ii. Induction on October 25<sup>th</sup> at 6:30 pm in the Tate Auditorium – 64 applications, 52 attendees and 232 guests
  - iii. Taking 8 students to College Station for District 5 meeting October 27<sup>th</sup> and 28<sup>th</sup>

## 9. Faculty Association

- a. Faculty working on grades
- b. Student Stories
  - i. BH has had a great experience with several rodeo students this semester
  - ii. A former student, A.B.R. – is the Creative Arts Director for Killers of the Flower Moon movie