

CABINET MEETING
September 7, 2022
Via ZOOM

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

<p>5.</p>	<p>VP Eagle Pas Campus</p>	
<p>6.</p>	<p>VP Administrative Services <i>A leader takes people where they would never go on their own.</i> Hans Finzel</p>	<p>Facilities update</p> <p>Maintenance update</p> <p>IT</p> <ul style="list-style-type: none"> -Help Desk interviews Thurs. -Sat. 9 am shutdown reminder <p>Life Safety</p> <ul style="list-style-type: none"> -Mutal Aid Agreement-Knippla ISD -Threat Assessment Committee report -software/Safe App/ -DH Pace hardware evaluation/recommendation -budget analysis <p>Campus Police</p> <ul style="list-style-type: none"> -new hires pending paperwork/background check -Texas United Security Sept. 12 DR (Ram currently) -Ram in EP until new hire on board -equipment, awaiting arrival <p>Palomino Fest</p>
<p>7.</p>	<p>VP Del Rio Campus</p>	

8.	Chief of Staff	
9.	Faculty Association	

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

September 7, 2022

The Cabinet members of Southwest Texas Junior College met September 7, 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
Charles Garabedian, Dean of Instructional Services and School District Partnerships
Xavier Haynes, President of the Faculty Association

1. President

- a. Reviewed SWTJC Board of Trustees' September Regular Meeting Agenda
 - i. Add motion to increase ORP match to same level as TRS
 - ii. Might add EOY BOT Report if we can figure out the institutional support category
- b. Move Cabinet meeting to 10:00 am next week due to SACS~COC VP site visit
- c. Review Community College Finance Committee draft and get questions/concerns to Dr. Gonzales

2. VP Academic Affairs

- a. Simple Syllabus
 - i. A team is working on updating the master syllabi, once done then faculty will be able build their course syllabi
- b. iDesign
 - i. Entire CDEC program should be complete by end of Spring – next instructor – Cruz – Biology
 - ii. Will do a presentation/report to the Cabinet in the near future
- c. SAC~COC
 - iii. Monitoring reports due tomorrow, will go out today
 - iv. Site visit
 1. Vice President will be here on Monday to visit 4 sites on Monday and Eagle Pass and Del Rio on Tuesday. The school districts have been notified
 2. Will meet with Dr. Gonzales and a group including Outreach, Dr. Underwood and Margot Mata on Wednesday
- d. Discussion of situation with student and policies that need to follow
- e. ISD Partnerships update
- f. SACS~COC – finishing up Sabinal substantive change, working on Program Review process
- g. Professional Development update
- h. Outreach update
- i. Palomino Fest update
- j. Working to fill faculty gaps in PCT and Nursing

- k. **Powerline Tech interest continues to increase next class for Uvalde will be in October, Eagle Pass Pilot program will move to the Chittim Center – need to advertise for an instructor since the program has grown beyond one instructor. Del Rio will be the next expansion**

3. VP Student Services

- a. **Enrollment Report – planning another live virtual information session next week**
- b. **Financial Aid – Receiving appeals for 8 week 2, reviewing as they are submitted**
- c. **Library update**
 - i. **Gate Counts/activity increased**
 - ii. **Discussion about Chromebooks/laptops**
 - iii. **Discussion about students wearing ids while on our campuses**
- d. **Transfer and Career**
 - i. **Transfer Tuesdays began yesterday**
 - ii. **RGC hours at SWTJC are advertised**
- e. **Student Success Services**
 - i. **Circle IN trainings coming up**
 - ii. **Cowboy Roundups coming up**
 - iii. **Resources email going out September 12th**
 - iv. **Mental and behavioral health trainings coming up**
 - v. **Vaccine clinic – 85 on first day and 14 on second day**
- f. **Testing Center – interviewed for open position last Friday, recommendation forthcoming**
- g. **Recruitment and Engagement – Marketing Coordinator interviews today and tomorrow**

4. VP Finance

- a. **Working on soft close for Board meeting**
- b. **Gym passes – question, still selling even though the gym is closed. Gym will be opened starting next Monday**

5. VP Eagle Pass Campus

- a. **Registration for 8 week 2 continues**
- b. **Events ongoing and upcoming – working to schedule a vaccine drive**
- c. **Facilities, leaks were exposed last week during rains, still waiting on HVAC units for RGC building**

6. VP Administrative Services

A leader takes people where they would never go on their own.

Hans Finzel

- a. **Facilities update**
 - i. **Still in progress with modular building and Witt building**
 - ii. **Gym is scheduled to reopen next Monday**
- b. **Maintenance update**
 - i. **Shorthanded on custodians**
 - ii. **Grounds team is very busy after the much-needed rain last week**
- c. **IT**
 - i. **Help Desk interviews Thursday**
 - ii. **Saturday at 9:00 am shutdown reminder**
- d. **Life Safety**
 - i. **Mutal Aid Agreement – Knippa ISD**
 - ii. **Threat Assessment Committee report**
 - 1. **Software – Sage App and access control for doors**

CABINET MEETING
September 14, 2022
Via ZOOM

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

<p>5.</p>	<p>VP Eagle Pas Campus</p>	
<p>6.</p>	<p>VP Administrative Services <i>Habit 2:</i> <i>Begin with the end in mind.</i> Franklin Covey</p>	<p>Facilities</p> <p>Maintenance</p> <p>Campus Police</p> <p>Life Safety and Security - Threat Assessment update</p> <p>Smart Classroom</p> <p>Public Information</p>
<p>7.</p>	<p>VP Del Rio Campus</p>	<p>Dugas Law postponed the flat-roof inspection, again. No new date set.</p> <p>Blood Drive on the Sept 7th – More donations were collected than anticipated</p> <p>Sul Ross Noyce Scholar presentations on Friday (Sept 9th) - well attended</p> <p>DR Frontera Room Furnishing Committee created (fac/staff/student reps)</p> <p>Del Rio Police started enforcing “no parking” on Wildcat Drive on Monday</p> <p>Smart Classroom Aide position posting approved. On website soon.</p> <p>Still trying to organize Flu/COVID clinic</p> <p>Out of the office the rest of the week. Available by text or email.</p>

8.	Chief of Staff	
9.	Faculty Association	

**CABINET MEETING OF
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Cabinet members present were:

**Dr. Hector Gonzales, President
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**

Cabinet member absent was:

Dr. Mark Underwood, Vice President Academic Affairs

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

- a. SWTJC Board of Trustees' Board meeting tomorrow – 9-15-2022
 - i. Will review security assessment with the Trustees' in executive session**
 - ii. Will also review emergency response plan****
- b. Dr. Underwood has been asked for an assessment of Face-2-Face classes on each campus**
- c. SACS~COC site visit went very well**

2. VP Academic Affairs

- a. ISD Partnerships update**
- b. SACS~COC – off-site campus visits went well**
- c. Professional Development – Began work on adjunct faculty evaluations and reviewing professional development policies**
- d. Outreach**
- e.
 - i. Working through the transition process in light of staff resignation**
 - ii. Looking into anomalies with batch registration process and met with Ms. Oden****
- f. MET has requested a two-year lease of office space at Chittim Center in Eagle Pass
 - i. Can we lend it to them in lieu of charge/lease agreement?**
 - ii. Dr. Gonzales with discuss this issue with the Trustees tomorrow****
- g. iDesign – ready for their second course group**
- h. Catch the Next – ready to go. Received invoice and the amount is more than anticipated. Might need to move forward with a modified version instead**
- i. Pathways Institute – November 14-16 in Dallas**
- j. Dr. Underwood will be out next week – serving on a SACS~COC on-site committee in GA**
- k. Received resignation from math faculty effective October – looking for someone to finish out 16 credits that he is teaching**
- l. Spring schedules – Division Chairs are working toward the October 1st deadline. Continuing to convert more coursed to 8-week model**
- m. Mr. Mondragon has eagerly stepped into his role as Division Chair and is working on the Spring schedule**

3. VP Student Services

a. Enrollment Report

- i. 3.2% increase in headcount
- ii. 5.6% increase in contact hours
- iii. 4.7% increase in credit hours
- iv. Received 8-week 2 drop list dashboard – working on contacts now

b. Student Engagement

- i. Cowboy Roundup in Uvalde today, Eagle Pass tomorrow, and in Del Rio next week
- ii. Mr. Mata is scheduling high school visits and Carrizo Springs, Crystal City, and Pearsall
- iii. Mr. Botello has transitioned and has re-opened the student lounge
- iv. Preparing for Workforce Career Expo in Eagle Pass on September 22nd

c. Working on Safety and Security protocols in all departments

4. VP Finance - Nothing to report

5. VP Eagle Pass Campus

a. Upcoming events

- i. Several Success Coaches and other staff going to C C Winn this week, Success Coaches presenting at Migrant Education event
- ii. Cowboy Roundup tomorrow
- iii. Participating in Workforce Career Expo on September 22nd

b. Financial Aid is advertising about new FAFSA

c. Working on roof and leak repairs

6. VP Administrative Services

Habit 2: Begin with the end in mind

Franklin Covey

a. Facilities update

- i. Fire Marshal will be on the Eagle Pass campus tomorrow
- ii. Working on Daycare fence line
- iii. Witt building is moving along nicely

b. Maintenance update

c. Campus Police

- i. New officers will begin work soon – one need some updated trainings
- ii. Clery Report is due October 17th
- iii. Texas United Security is working in Uvalde and Del Rio

d. Life Safety and Security

i. Threat Assessment update

- 1. Meeting later today
- 2. A little behind on timeline
- 3. Purchased RedSky program for phones

ii. Working on camera requests on Fridays

e. Smart Classroom - need to add Mr. Marquez to several committee meetings

f. Public Information

- i. Photo scheduled for Ismael Sosa Memorial Scholarship recipient
- ii. Working on ads for SWTJC Rodeo
- iii. SPI – Mascot appearance at Cowboy Roundup
- iv. 49 days away from Christmas at the College – Cowboy Christmas theme

7. VP Del Rio Campus

- a. Dugas Law postponed the flat-roof inspection, again – no new date set**
- b. Blood Drive on September 7th – more donations were collected than anticipated**
- c. Sul Ross Noyce Scholar presentations on Friday (September 9th) – well attended**
- d. DR Frontera Room Committee created – it includes faculty, staff, and student representatives**
- e. Del Rio Police started enforcing “no parking” on Wildcat Drive on Monday**
- f. Smart Classroom Aide position posting approved – on website soon**
- g. Still trying to organize Flu/COVID clinic**
- h. Ms. Buchanan will be out of the office the rest of the week – available by text or email**

8. Chief of Staff

- a. Need a meeting with BO to develop a list of topics for the ATD coaches, also need a few dates that will work for the coaching hours**

9. Faculty Association

- a. Faculty Association Scholarship application is out**
- b. Turkey Trot t-shirt contest form is forthcoming**
- c. Del Rio faculty meets one Friday per month for lunch, Uvalde faculty are planning a similar Pop-Up Picnic**
- d. Upcoming activities**
 - i. Presenting Constitution Day program for DAR**
 - ii. Hosting a table at the Cowboy Roundup**

CABINET MEETING
September 21, 2022
Via ZOOM

	AGENDA ITEM	NOTES
1.	President	
2.	VP Academic Affairs	SACS~COC December Conference
3.	VP Student Services	
4.	VP Finance	

<p>5.</p>	<p>VP Eagle Pas Campus</p>	
<p>6.</p>	<p>VP Administrative Services <i>Awesome is not a casual affair. There is always some degree of scuffle. Some degree of opposition. And as long as you're pursuing your true awesome, you won't shrink from a fight.</i> <u>Start</u> Jon Acuff</p>	<p>IT</p> <p>Campus Police</p> <p>Life Safety</p> <p>Gym</p> <p>Rodeo</p>
<p>7.</p>	<p>VP Del Rio Campus</p>	<p>DR Frontera Room Furnishing Committee – started researching</p> <p>DR Resource Fair/Welcome Back – Sept 22, 11am-1pm</p> <p>Dugas Law/TASB - flat roof inspection – Sept 26, 1:30pm</p> <p>Flu Shot/COVID Booster Drive – Sept 27, 11am-1pm – Amistad Room</p>
<p>8.</p>	<p>Chief of Staff</p>	

9.	Faculty Association	
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**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

September 21, 2022

The Cabinet members of Southwest Texas Junior College met September 21, 2022 via ZOOM

Cabinet members present were:

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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**

Cabinet member absent was:

Dr. Mark Underwood, Vice President Academic Affairs

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

- a. SACS~COC December Conference – If anyone else wants to attend register ASAP**
- b. Department Evaluations**
 - i. Each Vice President will present localized contribution ratings to the Cabinet on October 5th**
 - ii. Evaluations should end up in a bell curve, remind evaluators that they are to be honest and objective**
- c. Upcoming events**
 - i. Conversations with the President meetings have been scheduled for October**
 - ii. 60th Annual College Rodeo**
 - 1. Free admission**
 - 2. The families from Robb Elementary will be honored on Saturday**
- d. Discussion of new plan for Community College state funding that will be considered by Legislature in the 2023 session**
 - i. Flipping to majority performance based – this will eliminate the push to continuously grow Dual Credit but it makes the quality of Dual Credit more important**
 - ii. Need to work in a way for the school districts to visualize success points**
 - iii. There will be a transition period of 1 to 2 years**
 - iv. A push to standardize Dual Credit tuition with mechanism for financial aid**
 - v. Need to take a deep look into reporting for Workforce Education – what are the options with Colleague**
 - vi. Many more details need to be ironed out**

2. VP Academic Affairs

- a. MET lease agreement will be forthcoming**
- b. Working on the purchase of a plane for the Uvalde aviation program. It will come disassembled at a discounted rate**
- c. Powerline Tech graduation will be on November 11th**

- d. **SACS~COC presented spreadsheet used to show coursed offered at each Dual Credit high school – will help with alert before substantive change is required**
 - e. **Outreach**
 - i. **Career Expo in Eagle Pass – staff are helping**
 - ii. **Holding pattern on Hondo site since MT resigned – clearing people with prison in anticipation of March start of classes**
 - iii. **Payment agreements have been submitted to the Business Office**
 - 1. **School districts are submitting class schedule request**
- 3. VP Student Services**
- a. **Enrollment Report**
 - i. **1,674 head count for 8W2 and 16W**
 - ii. **Continuing to promote 8W2 – will host a live information session soon**
 - b. **Student Success Services**
 - i. **Mental Health – Suicide Prevention Month activities ongoing**
 - ii. **Transfer/Career**
 - 1. **Transfer Tuesday – went well, more scheduled throughout the semester**
 - 2. **Career Expo tomorrow in Eagle Pass will include both high schools, all Eagle Pass Success Staff and some from Uvalde and Del Rio will help**
 - iii. **Academic Support**
 - 1. **CircleIn Training for students yesterday and another scheduled in October**
 - 2. **Promoting TutorMe and local tutoring in class visits**
 - c. **Library – what is the status of the Fonterra Rooms?**
 - i. **Local committee meeting in Del Rio and met with Gilbert Bermea in Eagle Pass**
 - ii. **Uvalde and Crystal City are pending**
 - d. **Question – where do staff document professional development?**
 - i. **Faculty Success module in Watermark is for staff as well – cannot change the name**
- 4. VP Finance**
- a. **Random drug testing locations are being gathered**
 - b. **PICO aviation lease needs to be added to the October Board of Trustees' meeting**
- 5. VP Eagle Pass Campus**
- a. **Cowboy Roundup last week – 162 students attended**
 - b. **Student Engagement/Recruitment activities are ramping back up**
 - i. **Food Drive is scheduled for October 3rd to restock food pantry**
 - ii. **Staff is meeting with Migrant Education Program**
 - iii. **Success Coaches meeting with CC Winn and High School seniors**
 - c. **Facilities – work continues on Building C roof, will move to night schedule due to the heat**
 - d. **Career Expo tomorrow at ITC**
- 6. VP Administrative Services**
- Awesome is not a casual affair. There is always some degree of scuffle. Some degree of opposition. And as long as you're pursuing your true awesome, you won't shrink from a fight.*
- Start
Jon Acuff
- a. **IT**
 - i. **Colleague migration is important**
 - ii. **WiFi upgrade ongoing**
 - b. **Campus Police**
 - i. **Open positions – Eagle Pass position still open, Del Rio has a sub-contractor that will serve as security guard**

- ii. Rifle qualifying last week was successful
- iii. SPI – review of SRP and door locks with 3 departments per month
- c. Life Safety and Security
 - i. Meeting with Gallagher tomorrow about access control locks
 - 1. Discussion of Buy Board vendors for access control locks
 - 2. Interior room tags are going out
- d. Gym
 - i. Still working on getting the HVAC reconnected, but will still open
 - ii. SPI – weekend activities for dorm students
 - iii. Turkey Trot on November 19th
 - iv. High School Invitation Basketball Tournament begins December 1st
- e. Rodeo
 - i. Pep-rally for rodeo team yesterday
 - ii. SWTJC Rodeo is October 7th and 8th
- f. Housing – BBQ on Sunday at 6:00pm at Hubbard Hall
- g. Cafeteria – SPI hosting 3 sit down dinners for dorm students during the semester

7. VP Del Rio Campus

- a. Del Rio Frontera Room Furnishing Committee – started research
- b. Cowboy Roundup – September 22nd, 11:00am-1:00pm, Middle courtyard, hot dogs, etc.
- c. Dugas Law / TASB
 - i. Flat roof inspection – September 26th at 1:30pm
 - ii. Last step
- d. Flu Shot / COVID Booster Drive, September 27th 11:00am-1:00pm – Amistad Room

8. Chief of Staff

- a. Colleague Cloud migration
 - i. Link for live production Colleague Cloud going out Friday
 - ii. Verification form to be used Saturday will go out Friday as well
- b. Innovation Grants application is up on Faculty/Staff webpage

9. Faculty Association

- a. No new business

CABINET MEETING
September 28, 2022
Via ZOOM

	AGENDA ITEM	NOTES
1.	President	
2.	VP Academic Affairs	Lessons from SACSCOC visit to Georgia SACSCOC Registration Pathways Institute Registration iDesign Update Simple Syllabus Update H-1B Status Faculty Needs: Biology, Math
3.	VP Student Services	
4.	VP Finance	

<p>5.</p>	<p>VP Eagle Pas Campus</p>	
<p>6.</p>	<p>VP Administrative Services <i>You do not rise to the level of your goals. You fall to the level of your systems.</i> <u>Atomic Habits</u> <i>James Clear</i></p>	<p>Facilities report</p> <p>Maintenance report</p> <p>Life Safety-Risk Assessment Committee</p> <p>Campus Police report</p> <p>e-cigarettes policy?</p> <p>IT report</p> <p>Housing report</p> <p>Rodeo report</p>
<p>7.</p>	<p>VP Del Rio Campus</p>	<p>Welcome Back/Resource Fair 9/22 – huge success, 191 student in attendance</p> <p>Dugas/TASB flat roof inspection, Sept 26:</p> <ul style="list-style-type: none"> - Core samples taken – must agree on expert to analyze <ul style="list-style-type: none"> o Dugas does not agree on TASB choice - Dugas reviewing regulations (R22) for A/C <p>HEB Flu shot/COVID booster Clinic – Sept 27:</p> <ul style="list-style-type: none"> - 27 flu shots - 17 COVID boosters <p>Students coming in wanting in person classes for Spring. Will email Chairs</p>

8.	Chief of Staff	
9.	Faculty Association	

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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. Discussion of evaluation of departments
 - i. Due October 5th to the Cabinet**
 - ii. Discussion of how it works into individual employee evaluations
 - 1. Discussion of the way this connects to UAPs, teamwork, ownership of department activities****
 - iii. Need an electronic evaluation tool – check Watermark****
- b. Discussion of security assessment
 - i. One item is door locks/keying system – too many keys
 - 1. Tackle this for Uvalde campus as Del Rio and Eagle Pass are in better state with fewer master keys****
 - ii. Discussion of exterior doors in preparation for access control
 - 1. Meeting with Gallagher (access control) with Gilbert Bermea and Connie Buchanan tomorrow******

2. VP Academic Affairs

- a. Lessons from SACS~COC visit in Georgia
 - i. Several SACS~COC Vice Presidents are retiring, hoping the College gets to keep the one we have.**
 - ii. Dr. Underwood learned a few things regarding QEP and how to involve the college community and regional community including High Schools**
 - iii. Local articulation of coursed needs to end as SACS~COC prohibits the practice SACS~COC registration – Dr. Schell will check on an IE representative****
- b. Pathways Institute Registration
 - i. Group of Division Chairs and faculty are going**
 - ii. Dr. Schell will check on an IE representative****
- c. iDesign update
 - i. Ms. Compton has a class that is almost ready**
 - ii. Will start the next group of classes soon – includes math, science, and government****

- d. **Simple Syllabus Update**
 - i. iDesign has requested a meeting with Simple Syllabus to coordinate efforts
 - ii. Goal is to have master syllabi done by end of fall so it can be fully functional for Fall
 - e. **H-1B Status – Submitted paperwork for extension**
 - f. **Faculty Needs – Biology and Math**
 - i. Put out an announcement for these positions soon
 - 1. College Algebra and Microbiology are the most needed
 - g. **Reminder to document numbers for events for SAC~COC**
 - h. **Working on Spring class schedules – Uvalde is a challenge around classrooms due to remodeling being done**
 - i. **Received the wait list and watch list for 8-week 2**
 - j. **Discussion of professional development/student engagement activities for faculty**
 - i. Need to coordinate Division Chair meetings with Faculty Fridays and other committee meetings
 - ii. Discussion around the 8-hour minimum requirement -will propose some changes in a future meeting
 - k. **Airframe Maintenance discussion**
 - i. The plane discussed last week is off the table, found alternatives that are \$55K - \$65K
 - 1. Broaden the search and see if we can find a used /less expensive option
 - ii. Enrollment numbers aren't capped by the FAA any longer, we can make a determination about our cap moving forward
 - l. **School District Partnerships**
 - i. Dilley and Comstock meetings to discuss tech programs
 - 1. Anticipating more of these meetings request by districts, most likely because HB3 and its provisions for industry-based certifications
 - m. **Looking closely at local articulation MOUs and process**
 - n. **Program review – began the process for 5 programs last week**
 - o. **IREPO – Fronterra Room committees are moving forward, working with Del Rio and Crystal City outfitted by late Fall**
 - p. **Instructional Leadership – conducting class observations**
 - q. **Professional Development**
 - i. Smartboard training coming up this Friday
 - ii. NISOD virtual conference coming up in the next couple of weeks
- 3. VP Student Services**
- a. **Enrollment – Admissions/Registrar**
 - i. Colleague Cloud transition went well, submitting tickets regarding Informer reports that need to be transitioned
 - b. **Financial Aid**
 - i. October is Financial Aid Awareness Month
 - ii. Will start FAFSA Nights with the High Schools also working to assign FA Advisors to High Schools
 - iii. TASFA Conference in November
 - c. **Outreach Activities – working with Dilley, Cotulla, Crystal City, Carrizo Springs, and Pearsall**
 - d. **Recruitment and Engagement**
 - i. Cowboy Kick-Off events were successful at each campus
 - ii. Career Expo – 928 attendees
 - iii. Student Marketing Coordinator will start on October 3, 2022. He understands using data for marketing segmentation
 - e. **Student Success Services**
 - i. **Mental Health and DSS**
 - 1. **Suicide Prevention Awareness Month**

2. Seminar – Recognizing Red Flags – today
 3. Will continue with Wellness Wednesday activities
 4. Domestic Violence Seminar coming up – October 5, 2022
 5. Working with VRC on internships for students with disabilities
 - ii. Special Programs
 1. Another CircleIn Training coming up
 2. Snacks and Snuggles with the Humane Society – October 12, 2022
 3. IAP progress report went out last week
 4. Tutor Appreciation Week – October 3-7, 2022
 - iii. Success Coaching – working on Zogotech Dashboards
 - iv. Other
 1. Working with DS, MU, and RFS regarding collaboration of efforts Restructuring, etc.
 2. Can we do Daycare Trick or Treating in the Fountain Courtyard as last year?
4. VP Finance
- a. Remember end of year deadlines – last minute purchases make things difficult for the Business Office
 - b. Colleague Cloud validation on Saturday went well
5. VP Eagle Pass Campus
- a. Announcements of various activities
 - b. Building C was flooded last week after a pop-up thunderstorm
6. VP Administrative Services
- You do not rise to the level of your goals. You fall to the level of your systems.*
Atomic Habits
 James Clear
- a. Facilities Report
 - i. LEA Building – working on canopy, Electrical and fire alarm
 - ii. Witt Building – Transformer pad is scheduled for next week, indoor electrical has begun
 - iii. Still waiting for parts to get the Gym HVAC running again
 - b. Christmas at the College meeting forthcoming
 - c. Life Safety-Risk Assessment Committee
 - i. See above for notes about access control and door lock systems
 - d. Campus Police Report
 - i. New recommendation submitted
 - ii. Hiring of a new officer in Del Rio is process
 - iii. E-cigarettes/vaping policy?
 - e. IT Report
 - i. Colleague Cloud transition went well
 - ii. Smartboard training on Friday
 - f. Housing Report
 - i. BBQ on Sunday at Hubbard Hall went well
 - ii. Sit down dinner tonight in cafeteria
 - g. Rodeo Report
 - i. S. W. won All-Around Cowboy
 - ii. Many other winners
 - iii. SWTJC Rodeo is next weekend

7. VP Del Rio Campus

- a. Cowboy Roundup 9/22 – huge success, 191 students in attendance. The ECHS students were a big part**
- b. Dugas/TASB flat roof inspection, September 26th**
 - i. Core samples taken – must agree on expert to analyze and Dugas does not agree on TASB's choice**
 - ii. Dugas reviewing regulations (R22) for A/C**
- c. HEB Flu Shot / COVID Booster Clinic – September 27, 2022**
 - i. 27 flu shots**
 - ii. 17 COVID Boosters**
- d. Students coming in wanting in person classes for Spring**
 - i. CB will e-mail Division Chairs**
 - ii. Discussion about getting the right classes in person vs. just putting classes on**

8. Chief of Staff

- a. Invitation to visit the Zen Den in the Fly Building before it opens, contact Amanda Ibarra if you want a tour**
- b. Grants, etc.**
 - i. Aspen Unlocking Opportunity application submitted last week**
 - ii. Working on a Basic Needs grant due on Monday**
- c. Colleague Cloud migration went well overall – there is going to be work moving forward**

9. Faculty Association

- a. Monthly Faculty Association meeting next Friday**
- b. Student logo submissions for Turkey Trot due this Friday**
- c. iDesign helped draft a Student Resources statement around CircleIn and other resources.**