

CABINET MEETING
September 6, 2023

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

5.	VP Eagle Pass Campus	
6.	VP Administrative Services <i>Character is higher than intellect...A great soul will be strong to live, as well as strong to think.</i> Ralph Waldo Emerson	Re Open Maintenance Long Range Planning Committee Meeting (In Cabinet next week) Deferred Maintenance Meeting (Sept. 15, 1:30 via Teams)
7.	VP Del Rio Campus	A/C Schedule: Saturday and Sunday Staff/Faculty Pictures for Website Permit for storage cars – locks/vents ordered Fiesta de la Amistad Parade Oct 21 st – Del Rio
8.	Chief of Staff	

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

September 6, 2023

The Cabinet members of Southwest Texas Junior College met September 6, 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' September meeting agenda**
 - i. Add a service report starting in October**
 - ii. RS – will prepare the enrollment report**
 - iii. Will discuss the tech expansion**
- b. Review of HB8 dollar figures**

2. Vice President of Academic Affairs

- a. Pathways**
 - i. Institute is November 1st – 3rd in Houston**
 - 1. Will be required to provide at least on success pathway map as part of our pre-work**
 - ii. Conflict with NACADA, but need at least one person to attend the Pathways conference**
 - 1. KSB, YS or CV, DBN?, RLAE, AR**
- b. SACS-COC – Annual meeting is December 3rd – 5th in Orlando, Florida.**
 - i. We will attend with a large group (10 people)**
- c. Palomino Festival report**
- d. Carl D. Perkins Coordinator hired**
- e. SACS-COC – 4 program reviews occurring this year**
- f. Professional Development**
 - i. SPI trainings have been marked for Faculty Fridays**
 - ii. Turnitin session and QEP session will finish out the calendar through early October**
- g. Discussion of QEP topics**
- h. Discussion of IREPO meeting**
- i. Dual Credit Programs -wrapping up their SPI and getting new one on paper**
- j. Instructional Leadership**
 - i. Continued discussion about Del Rio High School aviation**
 - ii. Waiting on Uvalde to come in and talk about their welding program**
 - iii. Ongoing discussions with High School principals about FAST program**

3. Vice President of Student Service
 - a. Enrollment update
 - b. Scheduling meetings to discuss and plan for necessary changes in all Student Services departments
4. Vice President of Finance
 - a. P-card reconciliations need to be done ASAP
5. Vice President Eagle Pass Campus
 - a. Dementia presentation went well
 - b. Open House on Thursday, September 7th at 12 pm
 - i. 72 RSVPs including many from EPISD
 - c. Suicide Awareness Walk with City of Eagle Pass
 - d. Facilities
 - i. HVAC is back up and running in Building E
 - ii. The Café is up and running with a temporary permit
6. Vice President of Administrative Services

Character is higher than intellect...A great soul will be strong to live, as well as strong to think
Ralph Waldo Emerson

 - a. Re Open report
 - b. Maintenance report
 - i. Palomino Festival was successful, still working on getting everything back from the Fairplex
 - ii. Painting in the parking lots, streets, dorms and Miller building is on going
 - iii. Chittim Center – Electrical breakers are due in this week
 - c. Team Meeting – changing the culture of “it’s not my job”
 - d. Long Range Planning Committee meeting in Cabinet next week
 - e. Deferred Maintenance meeting – September 15th at 1:30 pm via Teams
7. Vice President Del Rio Campus
 - a. Working on A/C schedule for Saturday and Sunday
 - b. Staff/Faculty pictures for the website need to be updated
 - c. Finally got the permit for storage cars – locks and vents have been ordered
 - d. Fiesta de la Amistad Parade October 21st in Del Rio – requested the spaceship golf cart
8. Chief of Staff
 - a. DC – what is the status of the HB8 dashboard?
 - i. Need to identify the leading indicators
 - ii. Disaggregate by program similar to Tech program dashboards
 1. Example: moving a student from a level 2 Certificate to a A.A.S.
 - b. KB – need to document examples of good SPIs for the SACS~COC reaffirmation
 - c. NSC data breach has been resolved and reported closed to DIR
 - d. RS – Schedule Watermark to give quick SS&E module demo on September 20th in Cabinet
9. Faculty Association
 - a. Meeting last Friday
 - i. Scholarships – added two more college – 3 academic and 3 technical @500.00 each
 - b. Faculty Association will sponsor Dorm Dinner
 - c. Turkey Trot logo contest

CABINET MEETING
September 13, 2023

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

5.	VP Eagle Pass Campus	
6.	VP Administrative Services <i>There are no traffic jams along the extra mile.</i> Roger Staubach	Long Range Planning -Tech Expansion Presentation Maintenance Campus Police Life Safety Access Control report
7.	VP Del Rio Campus	
8.	Chief of Staff	

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

September 13, 2023

The Cabinet members of Southwest Texas Junior College met September 13, 2023 in the Matthews Student Center – Blue Bonnet Room

Cabinet members present were:

**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**

Cabinet member absent was:

Dr. Hector Gonzales, President

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' September meeting agenda**

2. Vice President of Academic Affairs

- a. WC will be in Del Rio tomorrow to update directory photos**
- b. Office moves to the Miller building are nearing completion**
- c. SACS-COC
 - i. Review Orientation Survey and send notes to Dr. Underwood
 - 1. Discussion of leadership team**
 - 2. Need to submit early October****
 - ii. Review of the timeline/process for the reaccreditation****
- d. Multiple Measures discussion**
- e. AR attended the CMA/Phlebotomy graduation ceremony**
- f. AR attended the Ribbon Cutting for the Transfer and Career Center**
- g. AR visited the Chittim Center and saw the CDL simulator**
- h. AR visited the new Diesel Tech instructor and classroom**
- i. AR met with the individuals who are working on the mental health hospital
 - i. Looking into the behavioral health tech certifications**
 - ii. Discussion of curriculum that BH is familiar with through AEHEC****
- j. City of Castroville meeting**
- k. Met with Dual Credit Program staff about scheduling yesterday**
- l. Division Chairs
 - i. Started classroom observations**
 - ii. Gathering data to revamp scheduling****
- m. KS attended Rural Roundup meeting in Sabinal
 - i. They are interested in building their tourism skills and how SWTJC can help
 - 1. Looking at culinary, lodging, business (Quickbook) courses******
- n. Discussion of keys for Smartboard and need a meeting to discuss the classroom doors, locks and keys**

- o. IREPO Grant
 - i. Sent status report to Cabinet
 - ii. Discussion of the final pieces of the project and ways to spend the remainder of the funds
 - p. Dual Credit Programs- working on SPI and how it fits with staff evaluations
 - q. TDCJ is on lockdown for the last 9 days
 - r. ISD Partnerships
 - i. Communicating with principals and counselors about FAST program – spoken with 14 so far
 - 1. Gathering PEIMS IDs with 2 schools already submitting
 - s. Met with Uvalde CISD last week
 - t. Met with SWTJC staff regarding communications with ISDs
 - u. Professional Development – Faculty Friday calendar is set through beginning of October
 - i. MU will check with CS on QEP sessions on September 29th
3. Vice President of Student Service
- a. Chromebooks and Calculators
 - b. Enrollment Report
 - c. Watermark Student Success and Engagement platform
 - i. Zoom into Cabinet meeting next week for a 30-minute high-level demo
4. Vice President of Finance
- a. Working on gathering items for the Board of Trustees’ meeting next week
 - b. S & P Global bond rating – we increased 3 steps from the BBB to A
 - c. Concerns about automatic locking of the Flores building
5. Vice President Eagle Pass Campus
- a. Success Coaches working with high schools
 - i. Presentations for migrant students and counselors
 - ii. Working to transition dual credit students as well as recruit/pickup non-dual credit students for enrollment after high school graduation
 - b. Events
 - i. Success Seminar schedule via Zoom
 - ii. Cowboy Round Up
 - iii. Career Expo
 - iv. Transfer & Career Center Ribbon Cutting was very well attended
 - 1. Parent Transfer Academy set for next week
 - 2. Advertised through the high school counselors
 - c. Facilities
 - i. Found spots for the Zen Den and STEM advisor
 - ii. Making visits to programs and facilities
6. Vice President of Administrative Services
- There are no traffic jams along the extra mile*
- Roger Staubach
- a. Long Range Planning – Tech Expansion presentation and discussion
 - b. Maintenance – helping with moves and filling work orders
 - c. Campus Police – 4 applicants for the night officer position
 - d. Life Safety
 - i. Meetings with certain building managers ongoing
 - ii. Replacing dorm cameras that were blown in the lightning strike
 - iii. Smartboard notification system updates ongoing

- e. **Access Control discussion**
 - i. Pilot study was “very successful” on the Uvalde campus – cleaning up issues that were noted during the pilot
 - ii. Next pilot will be in the Flores building, Garner Hall, the gym, Eagle Pass Campus and the Del Rio Campus
 - iii. Discussion of doors being propped open
 - 1. Need better communication and practices/processes/people in place for logistical concerns
 - f. **Rodeo**
 - i. 20 rodeo students living in the dorms
 - ii. Next rodeo is at Panola College
 - iii. Uvalde rodeo is October 5th – 7th
- 7. Vice President Del Rio Campus**
- a. Discussion of Sul Ross lease
 - b. Events – Cowboy Round next Tuesday, September 19th at 11:30 a.m.
 - c. Del Rio CISD working toward being added to the Del Rio CISD Rapture system
 - i. Our facility will be an evacuation site
 - d. Discussion of new club request
 - e. Discussion of AppArmor notifications
 - i. Is something like classes being cancelled an AppArmor notification?
 - ii. It’s not an emergency per se; do not want to overuse the notification system and cause the students to ignore; what rises to the level for AppArmor?
- 8. Chief of Staff**
- a. **October Solar Eclipse**
 - i. NSF, NSO are planning to bring their telescopes
 - ii. We need security, etc.
 - 1. DS will email CM and OGR to arrange a meeting with copy to AR and RS
 - b. **Internet Outage**
 - i. Fiber was cut near Lackland Air Force Base
 - ii. Once notified of their repair, MR came back to campus and reset our ATT equipment
 - 1. Service was restored at 11:11 p.m.
 - c. **Several Innovation grants**
 - i. Humanities Club
 - ii. Brandy Leon
 - iii. Uvalde Student Lounge
 - iv. New one last night – rebuild the Mariachi program
 - d. RS – check on SACS~COC standards in P & SS
- 9. Faculty Association**
- a. Turkey Trot logo contest was released to students yesterday
 - i. Saturday, November 18th

CABINET MEETING
September 20, 2023

	AGENDA ITEM	NOTES
1.	President	
2.	VP Academic Affairs	
3.	VP Student Services	
4.	VP Finance	Review payments to vendors

5.	VP Eagle Pass Campus	
6.	VP Administrative Services	Tech Expansion work Maintenance Work Orders Access control work Eclipse work Rodeo work
7.	VP Del Rio Campus	2 nd Annual Cowboy Round-Up 9/19 – 350 tickets to students, ran out (est. 500 students present) 70 pizzas (700 slices) 84 door prizes Started a 10-minute office Yoga – Each day at noon Pizza w/President – Monday, 9/25
8.	Chief of Staff	

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

September 20, 2023

The Cabinet members of Southwest Texas Junior College met September 20, 2023 via ZOOM

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. Reviewed Board of Trustees' meeting agenda – Discussed Tech expansion**
- b. Discussion of FAST program**
 - i. Two things to focus on: 1) eligible pay nothing and 2) non-eligible pay no more than \$55/credit hour**
- c. Finalized and signed the Sul Ross least last Friday**

2. Vice President of Academic Affairs

- a. FAST program**
 - i. Met with employees from the Business Office about understanding Dual Credit fees**
 - ii. Navarro has an idea about how to deal with the Canvas issues**
- b. QEP Data Group**
 - i. Analyzing data from CCSSE and SENSE**
 - ii. Some focus groups ongoing in the next couple of days**
- c. iDesign**
 - i. Working on an onboarding class**
 - ii. EDUC 1300 / COLS 0300 will be the next and final classes**
- d. Rebranding**
 - i. Concluded discovery and moving toward a student / staff survey**
 - ii. On track to finish Phase I by November 13th**
- e. Pathways and SACS~COC conference travel is set – Advance work for Pathways needs to start**
- f. Discussion of request for honorary degree**
- g. Division Chairs are working on the Spring schedule**
- h. Several events and activities are ongoing**
- i. Meeting with Hill Country MHDD – Behavioral Health Tech credentials**
- j. Working with a group on the accounting pipeline**
- k. Instructional Leadership**
 - i. Canvas compliance report**
 - ii. Still working through training for Division Chairs**

- l. School District Partnerships**
 - i. Eagle Pass ISD discussion on Early College High School/Early College Academy and Tech**
 - ii. Natalia ISD and Charlotte ISD discussions**
 - iii. Speaking with school district personnel on the FAST program**
 - m. Discussion of Hondo Instructional Facility staffing**
 - i. HG – can the Frontera Rooms be used to bring services to Hondo, Pearsall, Crystal City, etc.**
 - n. IREPO Grant – working on final budget request/drawdown**
- 3. Vice President of Student Service**
- a. Watermark SS&E presentation – gather additional information and make a decision in about two weeks**
 - b. Admissions/Registrar – Last day to drop with a “W” for 1st -8week is this Friday at 4:00pm**
 - c. Registration for 2nd-8-week is ongoing**
 - d. Success Coaching**
 - i. RS has met with all but four of the success coaches**
 - 1. Received a lot of feedback from their experience with the success coaching process/system**
- 4. Vice President of Finance**
- a. Interviews today and tomorrow for the Human Resource position**
 - b. Review payments to vendors**
 - i. HG – disaggregate purchasing video into smaller videos**
- 5. Vice President Eagle Pass Campus**
- a. Events**
 - i. Success Coaches doing presentations in COLS/EDUC classes**
 - ii. Advising seminar on September 26th**
 - iii. Workshops and events ongoing and upcoming**
 - iv. Conducting visits and presentations at Eagle Pass ISD**
 - 1. Eagle Pass ISD Migrant presentation coming up**
 - b. Facilities – HVAC in Building C is malfunctioning – working on it**
 - c. RFS – provide data regarding number of students from Eagle Pass who transfer to different institutions**
- 6. Vice President of Administrative Services**
- a. Tech Expansion work – gearing up for the Board of Trustees’ meeting tomorrow**
 - b. Maintenance Work Orders**
 - c. Access control work**
 - i. Met yesterday to discuss logistics around classroom locks**
 - ii. Distributing badges among staff**
 - d. Eclipse work**
 - i. Meeting yesterday was to mostly discuss security**
 - e. Rodeo work**
 - i. Panola College Rodeo is this weekend**
 - ii. SWTJC Rodeo is October 5th – 7th**

7. Vice President Del Rio Campus

- a. AEL Site Supervisor began work last week
- b. 2nd Annual Cowboy Round-up yesterday
 - i. 350 tickets to students, ran out
 - ii. Estimate that 500 students were present
 - 1. 70 pizzas (700 slices), 84 door prizes
- c. Started a 10-minute office Yoga – each day at noon
- d. Pizza with the President – Monday, September 25th

8. Chief of Staff

- a. SPI completions – will send the list out to the Vice Presidents to work toward completion with departments
- b. SENSE – encourage faculty to schedule
- c. PTK Induction scheduled
 - i. October 25th at 6:30 pm in the Tate Auditorium
 - ii. 248 letters going out today
- d. Fruit Cup Friday

9. Faculty Association

- a. Dorm Lunch – Saturday, September 23rd at noon
- b. C.C. is interested in developing a professional development advisory committee
- c. Attended the BIT training conference at UTSA – spoke about Fusion Centers and the model for CARE Team

CABINET MEETING
September 27, 2023

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

5.	VP Eagle Pass Campus	
6.	VP Administrative Services <i>Boundaries are basically about providing structure, and structure is essential in building anything that thrives.</i> Dr. Henry Cloud	Maintenance report Campus Police Life Safety Solar Eclipse
7.	VP Del Rio Campus	Monday, Pizza w/President – 93 students Workforce, vehicle issues Today, S Colombo at ECHS – Presentations of programs Friday, DR Bank and Trust – Customer Service Training Out of office
8.	Chief of Staff	

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

September 27, 2023

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Dr. Mark Underwood, Vice President Academic Affairs
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Bonny Herndon, President of the Faculty Association

1. President

- a. **Board of Trustees' meeting review**
 - i. **The Board approved the Tech expansion – now working on a budget for construction**
 - ii. **Will need to go back to the Board late spring and ask for additional funds for equipment – the goal is to take in students Fall 2024**
- b. **We may need to call a Special Board meeting to fill the Appraisal District seats**
- c. **Chat with the President – Del Rio Campus – Monday, September 25th**
 - i. **Locks on the doors**
 - ii. **What and when are the Tech programs coming to the Del Rio Campus**

2. Vice President of Academic Affairs

- a. **Leadership Uvalde will be on campus to tour LEA, PLT, and Nursing on Thursday**
- b. **Statewide meeting tomorrow – discussing CDL and Diesel Mechanics**
- c. **LEA students are being the 'test dummies' for PCT sticks and pokes**
- d. **Workforce – moving forward with the Youth Build Program from MET**
- e. **School District Partnerships**
 - i. **FAST Program**
 - 1. **Direct convos with principals and counselors**
 - a. **President's memo went out last Thursday**
 - 2. **TEA ID lists are coming in and contracts are being made for those who haven't submitted**
- f. **Dual Credit Partnerships**
 - i. **Working on FAST**
 - ii. **Working on SPI goal of building relationships**
- g. **Instructional Leadership – met with Division Chairs on several items**
- h. **IREPO – working with ED program manager on a NCE**
- i. **Professional Development**
 - i. **SPI series ends this week**
 - ii. **XH will be presenting an "Understanding HB8" seminar on October 13th**

3. Vice President of Student Service
 - a. Getting all Student Services Departments on the same page
 - i. Ongoing meetings with SM, YS, and YM
 - ii. Will begin working with the Library on re-imagining what the college library can be
 1. Can Academics use the two classrooms upstairs in Uvalde for Distance Learning course delivery?
 - b. Working on Vice President's job description/ad
4. Vice President of Finance
 - a. Setting up Tech Expansion accounts
 - b. Reviewing and updating purchasing and p-card policies
 - c. Will check on SAM.gov account
5. Vice President Eagle Pass Campus
 - a. Working with BM on strategies for community outreach
 - i. Thinking about having BM become PTK Advisor
 - ii. Focusing on working with Eagle Pass High School at current time
 - b. Getting organized with Career Expo
 - c. Starting regular meetings with Workforce and AEL
6. Vice President of Administrative Services
 - a. Maintenance report
 - i. Put in an auto open button on Library front door
 - ii. Lots of ongoing projects – Student Lounge, pergola, softball field, etc.
 - b. Campus Police
 - i. Put body cams in budget
 - ii. Getting ready for College Rodeo
 - iii. Working on Clery Report
 - c. Life Safety
 - i. Key cards are going out – 70 are out already on the Uvalde campus
 - ii. Conducting the re-keying in Del Rio and Eagle Pass soon
 - iii. Struggling with cameras because they aren't all grounded
 - d. Solar Eclipse
 - i. Plans have been made for security and logistics for both Friday and Saturday
7. Vice President Del Rio Campus
 - a. Pizza with the President – 93 students attended
 - b. Workforce – addressing vehicle issues
 - c. SC at Early College High School today – presentations of programs
 - d. Del Rio Bank and Trust – Customer Service Training – this Friday then will pass on if good
 - e. CB – out of the office
8. Chief of Staff
 - a. NSF Project Vision – looking at private foundations for funding sources
 - b. Working on FAST
 - c. SIR updates
 - i. Working with a QEP group to gather data through a survey
 - ii. Working with Trellis to get their Financial Wellness Survey out
 - iii. RA has been working on Tech Dashboards and meeting with faculty – so far so good
 - iv. Shout out from Dean Ruhmann on Ryan's work with Tech Programs' dashboards
 - d. Fruit Cup Friday – went well
 - i. Shared HB8 information
9. Faculty Association
 - a. Faculty Association sponsoring dorm lunch this Saturday at noon