



**SOUTHWEST**  
TEXAS ★ COLLEGE

# **SWTX** **CABINET** **MEETINGS**

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MARCH 2026



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**CABINET MEETING**

**March 4, 2026**

	<b>AGENDA ITEM</b>	<b>NOTES</b>
1.	<b>President</b>	
2.	<b>VP Academic Affairs</b>	
3.	<b>VP Student Services</b>	
4.	<b>VP Finance</b>	
5.	<b>VP Eagle Pass Campus</b>	

<p>6.</p>	<p><b>VP Administrative Services</b></p> <p><i>Wealth is the product of a man's capacity to think.</i> -Ayn Rand</p>	<ul style="list-style-type: none"> <li>• Full Scale Exercise</li> <li>• Grilling with the President</li> </ul>
<p>7.</p>	<p><b>VP Del Rio Campus</b></p>	<ul style="list-style-type: none"> <li>• Law Enforcement Training Feb 27 and Feb 28</li> <li>• Spring Break Send Off – March 3</li> <li>• Cotulla – told CHEM 40/50 Grad Hours to teach</li> <li>• ECHS -- Start Summer I before they are out (3 class days)</li> <li>• ECHS – New Cohort 12 – Apply TX Night – March 4 and 5</li> <li>• CB – Out of office 3/6</li> </ul>
<p>8.</p>	<p><b>VP Special Projects</b></p>	<ul style="list-style-type: none"> <li>• Update on SACSCOC report deadline</li> <li>• Draft of Teach-out MOU with Alvin Community College</li> <li>• Update (sorta) on Torres Prison Unit</li> </ul>
<p>9.</p>	<p><b>Chief of Staff</b></p>	
<p>10.</p>	<p><b>Faculty Association</b></p>	<ul style="list-style-type: none"> <li>• On behalf of the Faculty Association: We extend our appreciation to our Deans for organizing the recent <i>Dine with Deans</i> luncheons across all three campuses. We also want to express our appreciation for yesterday's uplifting message delivered by our guest speaker, Mr. Apolinar from Uvalde Memorial Hospital, at the Uvalde <i>Dine with Deans</i> luncheon.</li> </ul>

CABINET MEETING OF  
SOUTHWEST TEXAS COLLEGE

March 04, 2026

The Cabinet members of Southwest Texas College met March 04, 2026 in the President's Office

Cabinet members present were:

Dr. Hector Gonzales, President  
April Ruhmann, Vice President of Academic Affairs  
Lisa Ermis, Vice President of Finance  
Cruz Mata, Vice President of Student Services  
Brenda Hoffman, Vice President Eagle Pass Campus  
Derek Sandoval, VP Administrative Services  
Connie Buchanan, Vice President Del Rio Campus  
Dr. Mark Underwood, Vice President Special Projects  
Dr. Randa Schell, Chief of Staff

Also present were:

Dr. Michael Bailey, Dean of Liberal Arts

1. President

- a. President reviewed Board of Trustees' meeting agenda with Cabinet Members.
- b. Discussed and debriefed on the drill exercise.

2. Vice President of Academic Affairs

- a. A.R. discussed Ad Astra implementation.
- b. Discussed institutional access committee work.
- c. M.B. discussed AI use checklist

3. Vice President of Student Services

- a. C.M. presented the Enrollment Report: 8 week 2 – 1,370 head count; 5,950 total (overall) head count and 32,390 total non-dual credit hours.
- b. Grad applications received 833 with March 31 deadline; 284 dual credit applications.
- c. NCE Signing Day on April 16.
- d. Discussed working to get a list of students who will continue to advanced certificate.
- e. Discussed the meeting with Hondo City Manager.
- f. Discussed TEXAAN Conference.
- g. Discussed the meeting with Torres Unit administration today.

4. Vice President of Finance

- a. L.E. discussed the new P-Cards.

5. Vice President of Eagle Pass

- a. B.H. discussed recent and upcoming events and activities.
- b. Discussed attending various school district & community events.
- c. Discussed the Wellness Fair – 17 organizations and 80 students attended.
- d. Discussed the submission of a recommendation for a candidate and a memo to fill a recently vacated position.

6. Vice President of Administrative Services

- a. D.S discussed the Full-Scale Exercise.
- b. Discussed the upcoming SWTX Grilling with the President.

7. Vice President of Del Rio

- a. C.B. discussed recent and upcoming events and activities.
- b. Discussed the Law Enforcement Training on Feb 27 and Feb 28.
- c. Discussed the Spring Break Send Off on March 3.
- d. C.B. discussed Dual Credit.
- e. Cotulla – told CHEM 40/50 Grad Hours to teach
- f. ECHS -- Start Summer I before they are out (3 class days)
- g. ECHS – will host New Cohort 12 Apply TX Night on March 4 and 5.
- h. Discussed date that assigned grad ceremonies will be released to school districts.
- i. Discussed construction in Del Rio.
- j. C.B. will be out of the office on March 6.

8. Vice President of Special Projects

- a. M.U. discussed the B.A.A.S. approval process.
- b. Discussed the update on SACSCOC report deadline extended to March 25.
- c. Discussed and completed a draft of Teach-Out Memorandum of Understanding with Alvin Community College.
- d. Update on Torres Prison Unit.
- e. Discussed potential work with iDesign for B.A.A.S.

9. Chief of Staff

- a. R.S. discussed the Elevator network/phones.
- b. Blocked a couple of AI notetaking apps.
- c. R.F.S. will be out of her office on March 6.

10. Faculty Association

- a. On behalf of the Faculty Association:  
“We extend our appreciation to our Deans for organizing the recent *Dine with Deans* luncheons across all three campuses. We also want to express our appreciation for yesterday’s uplifting message delivered by our guest speaker, Mr. Apolinar from Uvalde Memorial Hospital, at the Uvalde *Dine with Deans* luncheon.”

**CABINET MEETING**

**March 18, 2026**

	<b>AGENDA ITEM</b>	<b>NOTES</b>
<b>1.</b>	<b>President</b>	<ul style="list-style-type: none"><li>• Board of Trustees' Meeting 03/26/2026<ul style="list-style-type: none"><li>○ Radiologic Technology</li><li>○ Buildings &amp; Grounds</li><li>○ Construction Update</li><li>○ Student Enrollment Report</li><li>○ Commencement Schedule Update</li></ul></li></ul>
<b>2.</b>	<b>VP Academic Affairs</b>	
<b>3.</b>	<b>VP Student Services</b>	<p>The Financial Aid Department will be awarding Summer and will begin with 2026 FA file completion and emailing award letters to students who qualified and also to students who do not qualify for Financial Aid</p> <p><b><u>Torres Unit:</u></b> Tuition and Fees report that is being requested from Wyndham; also working on ordering textbooks from this budget year to prepare for fall instruction.</p> <p>Spring 2nd 8 weeks: 1,410 (unduplicated)</p> <p>Spring graduation applications received: 1,116 *Dual Credit/Early College (481)</p> <p>Graduation application deadline: Tuesday, March 31st at 6:00pm</p> <p>Preliminary draft proposal for respective high schools attending commencement. The first high school commencement ceremony (Liberal Arts &amp; Applied Sciences) is proposed to be on May 8th at 4:00pm and the second ceremony (Liberal Arts &amp; Applied Sciences) on May 9th at 10:00am.</p>

**High School(s) Attendance Proposal (see attachment)**

The non-highlighted data at the top represents the same setup as May 2025 and as you can see there is a significant imbalance between the two ceremonies. I wanted to present the May 2025 data for reference to my May 2026 proposal which is the highlighted information.

The highlighted proposal will keep our audience within capacity of available seating when you factor in the general public.

**The entire commencement schedule is proposed as follows:**

**Friday:**

**May 8, 2026 – 4:00PM (High Schools: Group 1)  
Liberal Arts & Applied Sciences**

Limited amount of high schools will be assigned to this date and time.

**May 8, 2026 – 8:00PM Liberal Arts (Non-High School)**

**Saturday:**

**May 9, 2026 – 10:00AM (High Schools: Group 2)  
Liberal Arts & Applied Sciences**

Limited amount of high schools will be assigned to this date and time.

**May 9, 2026 – 2:00PM Applied Sciences: Non-High School  
(Group 1)**

**May 9, 2026 – 6:00PM Applied Sciences: Non-High School  
(Group 2)**

-Hondo Facility update: Possibility of renting the whole building.

-Stole Petition: Compromise with cords (\*sense of belonging/connection)

-Meeting with conservator Dr. Syliva R. Reyna.

-Dr. John Hinds is also at the district.

Head count Enrollment: 6,001 (Current)

Total Credit hours: 51,033

		Non-Dual Credit hours: 32,646 (33,609) Last year spring 30,691.
4.	<b>VP Finance</b>	
5.	<b>VP Eagle Pass Campus</b>	
6.	<b>VP Administrative Services</b>	<ul style="list-style-type: none"> <li>• HVAC-walk through, bids-April 2, Board recommendation April 16</li> <li>• Elevators-Friday 2 pm</li> <li>• CC Skills lab</li> <li>• Maintenance</li> <li>• Public Info</li> <li>• -Expo April 30, invites sent out</li> <li>• Campus Police</li> <li>• Life Safety</li> <li>• -building radio communication</li> <li>• Gym report</li> <li>• Campus Conservation Initiative</li> </ul>
7.	<b>VP Del Rio Campus</b>	<ul style="list-style-type: none"> <li>• Powerline Tech – Pad issues, Requested Printer for Building E</li> <li>• Construction on building</li> <li>• A/C issue – Building L – compressor replaced, charge up Thursday</li> <li>• March 10 - hail damage</li> </ul>

		<ul style="list-style-type: none"><li>• March 17 - SFDRICISD implementing metal detectors at high schools</li><li>• March 19 - Mini Expo: CDL, Powerline, Welding, Construction Science</li><li>• March 26 – Preparing for SWTX Expo at Civic Center</li><li>• March 31 – Burgers with the President</li></ul>
8.	<b>VP Special Projects</b>	
9.	<b>Chief of Staff</b>	
10.	<b>Faculty Association</b>	

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Cabinet members present were:

Dr. Hector Gonzales, President  
April Ruhmann, Vice President of Academic Affairs  
Lisa Ermis, Vice President of Finance  
Cruz Mata, Vice President of Student Services  
Brenda Hoffman, Vice President Eagle Pass Campus  
Derek Sandoval, VP Administrative Services  
Connie Buchanan, Vice President Del Rio Campus  
Dr. Mark Underwood, Vice President Special Projects  
Dr. Randa Schell, Chief of Staff

Also present were:

Armando Mondragon, Dean of Applied Sciences  
Dr. Michael Bailey, Dean of Liberal Arts  
Charles Garabedian, Dean of Instructional Services and School District Partnerships  
Landra Fowler, Faculty Association

1. President

- a. Discussed Reviewed Board of Trustees agenda.

2. Vice President of Academic Affairs

- a. A.R. discussed the Sol Systems Panel tomorrow at 10:00 AM in Tate Auditorium.
- b. Discussed the New Program Expo in Del Rio tomorrow.
- c. Discussed working on several student support situations.
- d. M.B. had nothing to report for the group.
- e. A.M. had nothing to report for the group.
- f. C.G. discussed various school district meetings.
- g. Discussed the Counselors' Workshop next Wednesday.

3. Vice President of Student Services

- a. C.M. presented the Financial Aid Report.
- b. Discussed the new campaign to notify non-qualifiers early.
- c. C.M. presented the Torres Unit report.
- d. Discussed the Unit has requested an estimate for textbook costs.
- e. Enrollment Report: Spring 8-week 2 headcount – 1,410.
- f. Spring credit hours: 51,033 total credit hours; 32,646 non-dual credit hours.
- g. Graduation Report: 1,116 applications received; 481 applications from Dual Credit.
- h. Discussed the Graduation Application Deadline is March 31.
- i. Discussed Graduation Ceremony proposal.
- j. Discussed stoles and cords again.
- k. C.M. presented the Hondo Facility Update.

4. Vice President of Finance

- a. L.E. is working on budgets.
5. Vice President of Eagle Pass
    - a. B.H. discussed upcoming and recent meetings and activities.
    - b. Discussed meeting with potential international partner.
    - c. Discussed the Kickapoo Fair scheduled on March 27.
6. Vice President of Administrative Services
    - a. D.S presented the Construction Update.
    - b. Discussed the HVAC-walk through, bids-April 2 with Board recommendation April 16.
    - c. Discussed the Elevators construction update - Friday 2 pm
    - d. Discussed CC skills lab.
    - e. D.S. presented the Maintenance report.
    - f. Maintenance is working on various maintenance requests and projects.
    - g. Discussed the aggregate sweeping will be addressed.
    - h. D.S. presented the Public Information Department report.
    - i. Discussed the Expo April 30, invites have been sent out.
    - j. D.S. presented the Campus Police Department Report.
    - k. D.S. presented the Life Safety Department Report.
    - l. Discussed the Building radio communication.
    - m. Discussed installing additional access control ports/equipment.
    - n. Discussed continued work on processes after drill.
    - o. D.S. presented the Gym Report.
    - p. Discussed Campus Conservation Initiative.
7. Vice President of Del Rio
    - a. C.B. discussed maintenance and construction activities.
    - b. Discussed the Powerline Tech equipment– Pad issues and requested Printer for Building E.
    - c. Discussed the construction on building. There are A/C issues in Building L and the compressor was replaced and will charge up Thursday.
    - d. Discussed the March 10 minor hail damage.
    - e. Discussed an update on March 17 – San Felipe Del Rio CISD implementing metal detectors at high schools.
    - f. Mini Expo on March 19: CDL, Powerline, Welding, Construction Science
    - g. Preparing for SWTX Expo at Civic Center on March 26
    - h. Burgers with the President on March 31
8. Vice President of Special Projects
    - a. M.U. submitted Bachelor’s Degree program to The Higher Education Coordinating Board.
    - b. Discussed nearing completion on the SACSCOC level change prospectus.
    - c. Discussed the support letters have been received and are great.
    - d. Discussed Trellis Student Financial Wellness Survey results should be here any day.
9. Chief of Staff
    - a. R.S. DOL/ED released Talent Search RFA yesterday.
    - b. Anticipating EOC release soon.
10. Faculty Association
    - a. Discussed idea for team building activities at Faculty Convocation.

**CABINET MEETING**

**March 25, 2026**

	<b>AGENDA ITEM</b>	<b>NOTES</b>
<b>1.</b>	<b>President</b>	
<b>2.</b>	<b>VP Academic Affairs</b>	
<b>3.</b>	<b>VP Student Services</b>	<ul style="list-style-type: none"><li>• Financial Aid:<ul style="list-style-type: none"><li>○ Borrower Defense Notification</li></ul></li> <li>• Registrars:<ul style="list-style-type: none"><li>○ Summer/Fall Enrollment<ul style="list-style-type: none"><li>▪ Summer I: 282</li><li>▪ Summer II: 174</li></ul></li><li>○ Fall 2026: 247</li></ul></li> <li>• Spring graduation applications received: 1,190<ul style="list-style-type: none"><li>○ Dual Credit/Early College (512)</li></ul></li> <li>• Graduation application deadline: Tuesday, March 31st at 6:00pm</li> <li>• Bacterial Meningitis Immunization Clinics (Hosted by Texas Department of State Health)<ul style="list-style-type: none"><li>○ June 4, 2026: 12:00 – 4:00pm (Minda Kone)</li><li>○ July 2, 2026: 12:00 – 4:00pm (Minda Kone)</li><li>○ August 6, 2026: 12:00pm – 4:00pm (Flores Conference Room 1)</li></ul></li> <li>• Windham Meeting (anticipated Fall start)</li></ul>

		<ul style="list-style-type: none"> <li>• Poster for KCP</li> <li>• Interviews for Admin Asst. Financial Aid</li> <li>• Final Spring numbers: Census for 2nd 8-week 03/23 Mon.</li> <li>• Head count 6,002; Total Credit hours: 50,897 (51,049 SP. 25)</li> <li>• Non-Dual Credit hours: 32,600 (30,691 SP.25); (33,609 Goal)</li> <li>• Dual Credit hours: 18,387 (20,358 SP.25)</li> </ul>
4.	<b>VP Finance</b>	
5.	<b>VP Eagle Pass Campus</b>	
6.	<p><b>VP Administrative Services</b></p> <p><i>They can...because they think they can.</i></p> <p><i>-Unknown</i></p>	<ul style="list-style-type: none"> <li>• Gym HVAC</li> <li>• -AEP/MEP/Arredondo-Fri AM</li> <li>• Elevator bids pending (4)</li> <li>• -April Board target</li> <li>• -CDL pad EP</li> <li>• -West Texas Gas-rectifier-Warehouse lighting</li> <li>• -DKM Fri AM</li> <li>• Matthew's leak bids coming in</li> <li>• Public Information</li> <li>• -Kate's Promise ad</li> <li>• -Gala</li> <li>• Campus Police</li> <li>• -hire Katie Perez process forward</li> <li>• -DR Expo (2 officers)</li> <li>• Rodeo</li> <li>• ETAMC Men's 1st/Women 2<sup>nd</sup></li> </ul>

7.	<b>VP Del Rio Campus</b>	
8.	<b>VP Special Projects</b>	
9.	<b>Chief of Staff</b>	
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Also present were:

Dr. Michael Bailey, Dean of Liberal Arts  
Charles Garabedian, Dean of Instructional Services and School District Partnerships  
Landra Fowler, Faculty Association

1. President

- a. Discussed meeting with CSCISD.
- b. Discussed several community requests.
- c. A couple of prayer requests.

2. Vice President of Academic Affairs

- a. A.R. discussed Counselors' Workshop today in Ballroom.
- b. Discussed the College & Career Expo on April 30.
- c. Discussed Nursing Pathways site visit May 28-29
- d. Discussed the Texas Pathways site visit coming up May/June.
- e. Discussed the Sol Systems workshop went very well.
- f. Discussed the monthly Smart Classroom newsletter.
- g. C.G. discussed LASO Cycle funding for school districts.
- h. Discussed meetings with UCISD.
- i. M.B. discussed work on College Connect courses.

3. Vice President of Student Services

- a. C.M. presented the Financial Aid Report.
- b. Discussed the Borrower Defense Notification.
- c. C.M. presented the Registrars Report.
- d. Discussed the Summer/Fall Enrollment: Summer I: 282; Summer II: 174; Fall 2026: 247
- e. Discussed the Final Spring numbers
- f. Discussed the Census for 2nd 8-week. The Census date was on Monday, March 23, 2026.
- g. Head count 6,002; Total Credit hours: 50,897 (51,049 SP. 25)
- h. Non-Dual Credit hours: 32,600 (30,691 SP.25); (33,609 Goal)
- i. Dual Credit hours: 18,387 (20,358 SP.25)
- j. Spring graduation applications received: 1,190

- k. Dual Credit/Early College (512)
  - l. Discussed Graduation application deadline: Tuesday, March 31st at 6:00pm
  - m. Discussed Bacterial Meningitis Immunization Clinics: June 4, 2026: 12:00 – 4:00pm (Minda Kone; July 2, 2026: 12:00 – 4:00pm (Minda Kone); August 6, 2026: 12:00pm – 4:00pm (Flores Conference Room 1)
  - n. Discussed the Windham Meeting, which is anticipated to start in the Fall.
  - o. Discussed poster for Kate's Cowboy Promise.
  - p. Discussed interviews for Financial Aid Administrative Assistant.
  - q. Discussed graduation.
4. Vice President of Finance
- a. L.E. discussed budgets.
  - b. Discussed the new P-Card approval process.
5. Vice President of Eagle Pass
- a. B.H. discussed recent and upcoming events and activities.
  - b. Discussed Friendship Parade on Saturday, March 28.
  - c. Discussed Community College Awareness Month Kick-Off, March 31.
  - d. Discussed Phi Theta Kappa hosting a College Awareness Alumni Panel on April 1
  - e. Lasso Your Dreams 5K on April 16
  - f. ECA Grad Celebration on April 23
  - g. Grillin' with the VP on April 30
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8. Vice President of Special Projects

- a. M.U. submitted Bachelor's Degree program to The Higher Education Coordinating Board.
- b. Discussed nearing completion on the SACSCOC level change prospectus.
- c. Discussed the support letters have been received and are great.
- d. Discussed Trellis Student Financial Wellness Survey results should be here any day.

9. Chief of Staff

- a. Nothing to report for the group.

10. Faculty Association

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