

**CABINET MEETING**  
**October 2, 2024**

	<b>AGENDA ITEM</b>	<b>NOTES</b>
<b>1.</b>	<b>President</b>	SWTX Board of Trustees' October Board 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>	

<p><b>5.</b></p>	<p><b>VP Eagle Pass Campus</b></p>	
<p><b>6.</b></p>	<p><b>VP Administrative Services</b>  <i>It's not about ideas. It's about making ideas happen.</i>          Scott Belsky</p>	<p>CDR Expansion          -meeting with Cosmetology (2)          -meeting with Architect/faculty</p> <p>Maintenance          -Diesel electric/paint          -Hubbard Hall Electric</p> <p>Day Care          -enrollment-65          15 fac/staff/students          -3 yrs. old down          Carl Perkins funding-big help-Students \$7/day</p> <p>DR Roofing (VP Buchanan)</p> <p>Dir. LE&amp;S-reopen position</p>
<p><b>7.</b></p>	<p><b>VP Del Rio Campus</b></p>	<p>Auditorium installation completed 10/1/24</p> <p>Reviewed Spring Schedule status w/Dr. Linan</p> <p>Roof inspections/repair by LBK:</p> <ul style="list-style-type: none"> <li>• Bldg B – 4 puncture holes found – patched</li> <li>• Bldg M – 2 holes in roof found – patched</li> </ul> <p>Access point locations, second door now locked          Air flow in Bldg B still issue – Units do not have circuit board</p> <p>Dugas Law Inspection:</p> <ul style="list-style-type: none"> <li>• Thorough inspection of all buildings.</li> </ul> <p>Placed order for AEL building New Logo Signage</p>

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

CABINET MEETING OF  
SOUTHWEST TEXAS COLLEGE

October 2, 2024

The Cabinet members of Southwest Texas Junior College met October 2, 2024 in the President's Office

Cabinet members present were:

Dr. Hector Gonzales, President  
Dr. Mark Underwood, Vice President Academic Affairs  
Cruz Mata, Vice President of Student Services  
Lisa Ermis, Vice President of Finance  
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 and discussed the SWTX Board of Trustees' October Board meeting agenda
- b. THECB needs our Perkins' contract
- c. Need to look at the Powerline Tech Program for possible move to a certificate
  - i. Tuition dollars vs Workforce dollars
  - ii. How does the CDL component factor in?

2. Vice President of Academic Affairs

- a. Nursing faculty member working on her DNP, she needs IRB approval for her study
- b. The Brown Foundation is changing the way they award funds
- c. Pathways Conference needs more participants
- d. Marketing Report
  - i. Rodeo upcoming this weekend
  - ii. New Mascot heads will be available in November
  - iii. Working on additional rebrand items
- e. AEL is meeting with Kickapoo about GED classes
- f. Discussed meeting with SIR about increased dashboard usage and needs
- g. Discussed Ad Astra – will work toward getting implementation started March 2025
- h. Remind about LEA starting January 3<sup>rd</sup> in Uvalde
- i. Discussed Fields of Study
- j. School District Partnerships
  - i. Met with Carrizo Springs
  - ii. Meeting with school districts officials and a parent soon
- k. Dual Credit Programs
  - i. Counselor Connection meetings ongoing
  - ii. Conducting orientation sessions at several high school sites
  - iii. Working on full implementation of Student Status report (last year's SPI) – working on 2024-2025 SPI
- l. Professional Development – working on 2024 – 2025 SPI

3. C.G. – Events and activities
  - a. Working on Section 8 of SACS~COC
  - b. Working on the TDCJ prison education program
  
4. Vice President of Student Service
  - a. Library report
  - b. Financial Aid Report
    - i. FISA report was submitted
    - ii. Staff attending conferences and working on a cross-training plan
  - c. Student Success Services
    - i. Transfer and Career Centers
      1. Took 27 students to TAMUSA last week
        - a. October 17<sup>th</sup> – 49 students set to go to TAMUK
      2. Transfer Roundup today at the Library
      3. University representatives are visiting all campuses
      4. Career Fairs – October 21<sup>st</sup> in Eagle Pass, October 22<sup>nd</sup> in Crystal City, October 23<sup>rd</sup> in Del Rio and on October 24<sup>th</sup> in Uvalde
    - ii. Advising
      1. Student Planning classroom visits begin October 7<sup>th</sup>
        - a. Student Planning and FASI training for Success Coaches on October 7<sup>th</sup> at 2:30 pm
        - b. Registration days and Success Coach meet and greets planned
        - c. Student Planning seminar on October 27<sup>th</sup>
      2. Updating push cards
      3. 90 high school students met with Success Coaches during the month of September
    - iii. Special Programs
      1. Tutoring contacts look good
      2. Tutor Appreciation week coming up
      3. Enrollment Report
        - a. 6,573 head count; 57,081 credit hours
        - b. 34,254 non-dual credit; 24,627 dual credit
      4. Payment deadline for 8-week 2 is October 11th
  - d. C.M. – Events and activities
    - i. Started attending a group hosted by TACC for Vice Presidents of Student Services
    - ii. The meeting with TRANE representative was postponed to next week
    - iii. Discussion of incentive for students who reach 15 sch
  
5. Vice President of Finance
  - a. Update on Purchasing Policy threshold increase
  
6. Vice President Eagle Pass Campus
  - a. Meeting with Cumbres tomorrow to finalize details
    - i. 9 students have submitted applications with 15-20 more pending
  - b. Other announcements

7. Vice President of Administrative Services – *“It’s not about ideas. It’s about making ideas happen.”* – Scott Belsky
  - a. CDR Expansion
    - i. Meeting with Cosmetology (2) – discussed plans for Eagle Pass Cosmetology program
    - ii. Meeting with Architect/Faculty
  - b. Maintenance
    - i. Diesel electric/paint
    - ii. Hubbard Hall Electric
  - c. Day Care
    - i. Enrollment – 65
      1. 15 Faculty/Staff/Students
      2. 3-year old’s down
  - d. Carl Perkins funding – Is a big help for the students - \$7/day
  - e. Del Rio Roofing (Vice President Connie Buchanan)
  - f. Director of Law Enforcement and Safety – reopen position – will widen the search
  - g. Rodeo
    - i. Men’s team is 7<sup>th</sup> currently
    - ii. Women’s team is 3<sup>rd</sup> currently
    - iii. SWTX Rodeo is this weekend at the Fairplex
  - h. Long Range Planning – will summarize for the President first and then bring back to the Cabinet
8. Vice President Del Rio Campus
  - a. Auditorium installation completed October 1, 2024
  - b. Reviewed the Spring Schedule status with Dr. Linan
  - c. Roof inspections / repair by LBK
    - i. Building B – 4 puncture holes found – have been patched
    - ii. Building M – 2 holes in roof found – have been patched
  - d. Access point locations, second door now locked
  - e. Air flow in Building B still has issues – units do not have circuit board
  - f. Dugas Law Inspection – thorough inspection of all buildings
  - g. Placed order for AEL building New Logo Signage
  - h. Drops going into Building K
  - i. Pizza with the President tomorrow
9. Chief of Staff
  - a. Questions
    - i. What account are we using for Briscoe Building drops and switches?
    - ii. How do we want to divide the laptops?
      1. 12 to Uvalde, Eagle Pass, and Del Rio - 4 to Crystal City?
  - b. CBORD training and final setup steps on Friday
  - c. Service Desk Supervisor help with IT
  - d. Strategic Plan suggestions – will move the Strategic Plan review to the November Board meeting
10. Faculty Association
  - a. Division Meetings are occurring
    - i. Discussed Faculty Evaluation language in sections 7 and 8
    - ii. Discussed tracking Program Outcomes
  - b. Setup a way to track in Watermark
  - c. Uvalde Regional Behavioral Health Clinic Groundbreaking Ceremony on October 17<sup>th</sup> at 2:00 p.m.
  - d. Turkey Trot is Saturday, November 23<sup>rd</sup> at 9:00 a.m.

**CABINET MEETING**  
**October 9, 2024**

	<b>AGENDA ITEM</b>	<b>NOTES</b>
<b>1.</b>	<b>President</b>	SWTX Board of Trustees' October Board 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>	

<p>5.</p>	<p><b>VP Eagle Pass Campus</b></p>	
<p>6.</p>	<p><b>VP Administrative Services</b>  <i>The future starts today, not tomorrow.</i>  Pope John Paul II</p>	<p>Re Open report</p> <p>Long Range Planning discussion</p>
<p>7.</p>	<p><b>VP Del Rio Campus</b></p> <p><b>I am out of the office on Wed-Friday (Oct 9-11). Available via email or text.</b></p>	<p>Pizza with the President – Oct 3</p> <ul style="list-style-type: none"> <li>• Only 238 students present. Band, drill and football team traveling</li> <li>• Fantastic questions for the President</li> <li>• Retired SWTJC flag</li> </ul> <p>Thank you, Dr. Garza and SIR team, for DR SPI help session last Friday.</p> <p>Community Forum for Val Verde Candidates at Auditorium, Oct 8 – Sponsored 830Times and SWTX</p> <p>Monday, October 14, DR will distribute cupcakes “Happy 78<sup>th</sup> Birthday SWTX”</p> <p>Second Flu Clinic Scheduled - October 17, Amistad Room, 10am – 2pm</p> <p>Working with Sheriff’s Dept: Training in Auditorium for local law enforcement (Oct 15-19)</p> <p>DR PTK Induction November 15 – to include 1<sup>st</sup> 8 Week students that qualify</p>



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

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Lisa Ermis, Vice President of Finance  
Brenda Hoffman, Vice President Eagle Pass Campus  
Derek Sandoval, VP Administrative Services  
Dr. Randa Schell, Chief of Staff

Cabinet member absent was:

Connie Buchanan, Vice President Del Rio 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. Reviewed and discussed the SWTX Board of Trustees' October Board meeting agenda

2. Vice President of Academic Affairs

- a. SACS~COC
  - i. Eagle Pass Annex site has been approved
  - ii. Report writing
    - 1. If working offline, put what you are working on in P&SS
    - 2. Font and formatting issues
- b. Fields of Study – 3 or 4 going through the Curriculum Committee meeting this Friday
- c. Testing Center – Pearson server upgrade work ongoing – reschedule tests
- d. A. R. discussed meeting the SACS~COC team she is accompanying
- e. Revision of programs for maximizing HB8 funding
  - i. ICLC and certificate in same term with no shared hours – yes
  - ii. ICLC and OSA in same term with no shared hours - yes
- f. Carl Perkins
  - i. Leadership grant – team will present at THECB event this summer
  - ii. Basic grant – pays for transportation, textbooks, and childcare
- g. Kubota meeting on October 15<sup>th</sup> – Dr. Underwood will do the Welcome
- h. Nursing Consortium meeting with SAC on October 28<sup>th</sup> – Dr. Gonzales will do the Welcome
- i. Pathways – Building a pathway for Behavioral Health Tech to AAS At-Risk Specialization
- j. Other
  - i. Submitted request in Tulip to add Eagle Pass for PCT
  - ii. Discussion of CB 116

- k. School District Partnerships
    - i. Met with Cotulla, Carrizo Springs and Uvalde administrators
    - ii. Attended an ECHS planning meeting with Pearsall
  - l. Dual Credit Programs
    - i. Conducted orientation and counselor connect meetings last week
    - ii. Upcoming at Dilley, Knippa, and Pearsall with Natalia coming to Uvalde Campus
  - m. Professional Development – Facilitating the rebrand in Canvas/iDesign
  - n. General discussions with C.G.'s staff about HB8 and tying their goals to HB8
3. Vice President of Student Service
- a. Library report - B.C. has been going to other campuses to meet with staff
  - b. Financial Aid Report
    - i. Staff attending TAFSA conference this week
    - ii. October 16<sup>th</sup> is Financial Aid Appreciation Day
    - iii. Staff assisting with Career Expo and HS financial aid in Eagle Pass
    - iv. Staff assisting with Mercado on October 21st
  - c. Student Success Services
    - i. Professional Development went well
    - ii. Many Student Planning activities/trainings ongoing and upcoming
    - iii. Success Coaches will begin attending Advisory Committee meetings
    - iv. Pathful Training on November 1<sup>st</sup>
    - v. Discussion of Priority Registration to begin October 21<sup>st</sup>
    - vi. Transfer and Career Fairs coming up
    - vii. TAMUK tour on October 16<sup>th</sup> – 48 students signed up
    - viii. Many events and activities coming up
  - d. Admission and Registrar Report
    - i. Graduation application deadline is November 1st
    - ii. Enrollment Report
      - 1. 1751 – 8 week-2 headcount
        - a. 6,572 total headcount
        - b. 57,229 total credit hours
        - c. 34,374 for non-dual credit hours
    - iii. Payment deadline is October 11<sup>th</sup> – Pay as you go is October 14<sup>th</sup> – 18<sup>th</sup>
    - iv. Working with AEL/ESL admission form
  - e. Other – Cruz's Work
    - i. Working with P. B. on dorm cook-out
    - ii. Award Spring work is ongoing
4. Vice President of Finance
- a. Working on LAR for the LBB
  - b. Shared services survey/report
  - c. L.E. will look into auto-renewal problem with Pear Deck
  - d. L.E. will be out Thursday and Friday
5. Vice President Eagle Pass Campus
- a. Cumbres
    - i. MOU signing and orientation will be October 21<sup>st</sup> on the Eagle Pass Campus
    - ii. R.F.S. will ask Conde to call a meeting
  - b. Working with Kickapoo on a grant opportunity
  - c. Discussion of adding a dementia training to the C N A certification
  - d. Many events and activities ongoing and upcoming – Clubs have been very active

6. Vice President of Administrative Services – *“The future starts today, not tomorrow.”* – Pope John Paul, II
  - a. Re-open report – Email went out regarding COVID leave
  - b. Long Range Planning discussion – deferred to next Cabinet meeting
  - c. Maintenance Report
  - d. Diesel lab/facility work nearing completion
  - e. Moving
  
7. Vice President Del Rio Campus
  - a. Pizza with the President – October 3<sup>rd</sup>
    - i. Only 238 students present – Band, Drill and Football team – traveling
    - ii. Fantastic questions for the President
    - iii. Retired SWTJC flag
  - b. Thank you, Dr. Garza and SIR team, for Del Rio SPI help session last Friday
  - c. Community Forum for Val Verde Candidates at Auditorium, October 8<sup>th</sup> – Sponsored 830Times and SWTX
  - d. Monday, October 14<sup>th</sup> – Del Rio will distribute cupcakes “Happy Birthday SWTX”
  - e. Second Flu Clinic scheduled – October 17<sup>th</sup>, Amistad Room, 10 AM – 2 PM
  - f. Working with Sheriff’s Department – Training in Auditorium for local law enforcement (October 15<sup>th</sup> – 19<sup>th</sup>)
  - g. Del Rio PTK Induction – November 15<sup>th</sup> to include 1<sup>st</sup> 8-week students that qualify
  
8. Chief of Staff
  - a. Phi Theta Kappa
    - i. Going to Tyler on Thursday – Sunday for Texas Leadership Conference
    - ii. Started the course scheduling survey yesterday
      1. 67 responses so far and will keep asking at every event for the month of October at least
    - iii. Induction Ceremony will be October 23<sup>rd</sup> at 6:30 PM
  - b. VIDA/DHSI
    - i. Mercado on Monday had 127 participants
    - ii. Thank you to Administrative Services for their help!
  
9. Faculty Association
  - a. Faculty Association meeting last Friday went well
  - b. Faculty title policy will go in front of Curriculum Committee this Friday
    - i. Tenure policy will come a little later

**CABINET MEETING**  
**October 16, 2024**

	<b>AGENDA ITEM</b>	<b>NOTES</b>
<b>1.</b>	<b>President</b>	St. Philip's Episcopal School Western Disco Gala-11-16-24
<b>2.</b>	<b>VP Academic Affairs</b>	
<b>3.</b>	<b>VP Student Services</b>	
<b>4.</b>	<b>VP Finance</b>	

<b>5.</b>	<b>VP Eagle Pass Campus</b>	
<b>6.</b>	<b>VP Administrative Services</b> <i>“Motivating employees to work at their full potential is the main premise of successful management.”</i> Eraldo Banovac	Tech Expansion I/II  Maintenance -Personnel  Tech Expansion  Trades Agreement PM
<b>7.</b>	<b>VP Del Rio Campus</b>	
<b>8.</b>	<b>Chief of Staff</b>	

<b>9.</b>	<b>Faculty Association</b>	
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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. Discussed Saint Philip's Episcopal School Western Disco Gala – November 16, 2024
- b. Met with Representative Morales yesterday in Eagle Pass
  - i. Discussed LAR, continued Tech Expansion, Dual Credit, HB8, etc.

2. Vice President of Academic Affairs

- a. SACS~COC
  - i. Reminder to look closely at standards that refer to policies being implemented
    - 1. Make sure the implement part is documented with evidence
  - ii. Discussed SACS~COC letter confirming name change that was submitted to the Department of Education
- b. Housing/Residence Life/Gym
  - i. Still have a waiting list – meeting on Friday with maintenance to discuss remodel of wing that is uninhabitable
  - ii. L.F. requested a new washer and dryer for the gym
  - iii. Maintenance is working on pool heater
  - iv. Hired 2 part-time people at the gym
- c. Fields of Study – Will amend the list to include a new one that was approved by the state very recently
- d. Law Enforcement Academy
  - i. All passed their firearms test last week
  - ii. Rescheduled ALERT training and communications training
- e. Kubota meeting yesterday went well
  - i. Signage was a hit – shout out to W.C. for sign design
  - ii. Shout out to A. I. and A. L. for their organization and hospitality
- f. Groundbreaking tomorrow for Mental Health Facility at 2:00 p.m. at the Fairplex
  - i. First Advisory Committee meeting for Mental Health Tech program on November 6<sup>th</sup>
    - 1. Recruiting members; J.G. will serve as chair
- g. Childcare training course on campus this weekend
- h. C. G. – SACS~COC working on Section 8



- i. School District Partnerships
    - i. Follow up with Del Rio and Carrizo Springs superintendents regarding a meeting
    - ii. Further meeting with Natalia on situation there and La Pryor on possible welding program
    - iii. DocuSign for Uvalde MOU is pending their board approval
  - j. Ongoing orientation sessions with various school districts
3. Vice President of Student Service
- a. Library report
  - b. Financial Aid Report
    - i. Staff attending and helping with Career Expo, Transfer Day and Mercado
  - c. Student Success Services
    - i. Success Coach (OR) met with Charlotte students
    - ii. Student Planning classroom presentations and lab sessions ongoing
    - iii. Working on mid-term check-ins for IAP students – Tutoring appointments have increased
  - d. Transfer and Career Center
    - i. Working lists of students who are close to completion/transfer
    - ii. University representatives have been opting to come in person to recruit
      - 1. Transfer and Career Fairs at all campuses upcoming
        - a. Many business representatives and transfer university representatives have signed up to attend/recruit
  - e. Admissions/Registrar
    - i. Discussed December commencement ceremony
    - ii. November 13<sup>th</sup> – Flu Shot Clinic
    - iii. Enrollment Report
      - 1. 6,572 overall headcount
      - 2. 1,759 headcount for 8 week-2
      - 3. 34,374 credit hours
    - iv. C. M. – Events and activities
      - 1. Met with representative from TRANE last week
      - 2. Working on SACS~COC writing and SPIs
      - 3. Will be the PLT graduation speaker next week
4. Vice President of Finance
- a. P-cards
    - i. Please approve p-card purchases
    - ii. Discussed p-card applications for part-timers
  - b. Cafeteria
    - i. Tabletop Tuesday was a success
    - ii. Hamburgers are back!
  - c. SACS~COC and audit work ongoing
5. Vice President Eagle Pass Campus
- a. Career Expo next week
  - b. Transfer and Career Day on Monday
  - c. Orientation with Instituto Cumbres on Monday, October 21<sup>st</sup>
    - i. Shout out to the team that pulled everything together to make this happen
    - ii. Discussed additional schools that may join

6. Vice President of Administrative Services – *“Motivating employees to work at their full potential is the main premise of successful management.”* – Eraldo Banovac
  - a. Long Range Planning discussion
  - b. Tech Expansion I/II
    - i. Discussed using what we learned in setup of Eagle Pass welding facility to setup Del Rio facility from the beginning
    - ii. Del Rio and Eagle Pass expansion will occur simultaneously
  - c. Maintenance Report
    - i. Hired 3 grounds personnel and 1 electrician
    - ii. Trades Agreement for preventative maintenance
      1. HVAC students helping with AC units
      2. Auto Tech and Diesel student helping with tune-ups, etc.
      3. Construction Science students for construction projects
        - a. Use \$20K of departmental aid funds to pay the interns
  - d. Rodeo Team – NE Texas College in Mt. Pleasant for Short Go rodeo this weekend
  - e. Discussion of transportation from Eagle Pass for Cosmetology students starting in January
  - f. Working on SACS~COC and SPIs
  
7. Vice President Del Rio Campus
  - a. Addressed all waitlist classes yesterday
  - b. Flu Shot Clinic this Thursday
  
8. Chief of Staff
  - a. IPEDS
    - i. Cost I, Completers, and 12-Month Enrollment were submitted yesterday ahead of the Wednesday deadline
      1. The Team that completed them was led by D. C. and S. G. and included R.A., A.S., S.M., Y.M., C. S., and I. G.
    - ii. The next group of reports includes Cost II, Grad Rates, 200% Grad Rates, Admissions, and Outcomes Measures and it is due in February
      1. A similar group will be working on it starting December 1<sup>st</sup>
  - b. ICLC reporting due November 15<sup>th</sup>
    - i. D.C. will work with K.S. and Workforce to complete the report
  - c. Information Technology
    - i. Website coding/update is ready, but waiting on videos from PR
      1. Flip the switch as soon as we get the videos
    - ii. X Building – all A side has at least one drop except for 2 rooms that are being used for storage
  - d. Spectrum bringing in fiber for our redundancy plan
    - i. This Friday after 4:00 pm new circuits will be flipped on
      1. Fat Pipe – main circuits have been ordered
  - e. Eagle Pass Annex
    - i. Waiting on electricity and conduit so A T & T can run the lines for internet into the building
  - f. Need 20 computers to test probably in November – can we use the Library lab
    - i. It will change those computers to the new domain, but we can make local logins
    - ii. Maybe the construction science classroom in Briscoe – check with C. L.
  
9. Faculty Association
  - a. Working on mid-terms and getting grades submitted
    - i. Discussed Alumni Highlight webpage or social media

**CABINET MEETING**  
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	<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>	
<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>"Action will delineate and define you."</i>          Thomas Jefferson</p>	<p>Long Range planning Q1-5</p> <p>Tech Expansion</p> <p>Maintenance</p> <p>EP Maintenance</p> <p>Locksmith report</p> <p>Rodeo-McNeese State</p>
<p>7.</p>	<p><b>VP Del Rio Campus</b></p>	<p>Last Week – Val Verde Sheriff Active Shooter training, 40 participants</p> <p>Oct 23 – DR Transfer/Career Fair</p> <ul style="list-style-type: none"> <li>- Expect approx. 350 students</li> <li>- 59 vendors (local hiring, LEF, College/Univ, and our Tech Prog)</li> </ul> <p>BORTAC group – Friday, October 25, using K</p> <p>Fiesta De Amistad Parade, Saturday morning</p> <p>Collaborating Day of Dead Alter – at Mall – with Mex. Consulate</p> <p>Del Rio Homecoming Parade, Oct 30, close campus at 5pm</p>

<b>8.</b>	<b>Chief of Staff</b>	
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Lisa Ermis, Vice President of Finance  
Brenda Hoffman, Vice President Eagle Pass Campus (via Zoom)  
Derek Sandoval, VP Administrative Services  
Connie Buchanan, Vice President Del Rio Campus (via Zoom)  
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  
Bonny Herndon, President of the Faculty Association

1. President - Out Sick
2. Vice President of Academic Affairs
  - a. SACS~COC
    - i. Working on writing in the 10s
      1. Rough draft deadline is before Thanksgiving
    - ii. Final deadline January 31<sup>st</sup>
    - iii. Discussion of gathering an ad-hoc group to review the faculty handbook
    - iv. Discussed strategies for 7.3
  - b. Housing
    - i. The dormitories are full
    - ii. Hubbard Hall Community kitchen is 99.5% finished
  - c. Powerline Tech Graduation on Thursday in the Tate Auditorium
  - d. M.U. will check with Public Relations about press release and Spring registration ads
  - e. SACS~COC
    - i. Discussion of work with the Division Chairs on reviewing processes
    - ii. Discussion of technical program outcomes
  - f. School District Partnerships
    - i. Working on a meeting between Cotulla and Del Rio
    - ii. P-Tech / Early College High School assurance letters are starting to come in for signatures
    - iii. Meeting with La Pryor tomorrow on possible Welding Program
    - iv. Uvalde CISD approved the MOUs Monday night
  - g. Dual Credit Programs
    - i. La Pryor ISD is coming for a campus tour tomorrow
    - ii. Spring 2005 schedule requests are coming in
    - iii. Uvalde Early College High School advisory meeting today and models meeting next week
      1. Dilley models meeting tomorrow

3. Vice President of Student Service
  - a. Library report
  - b. Financial Aid Report
    - i. Appreciation Day last week went well
      1. Financial Staff will be in Del Rio for training meeting on Friday
    - ii. SAIG report is done and has been submitted
    - iii. Gainful Employment report is down from 200 errors to 100 errors
  - c. Student Success Services
    - i. Transfer and Career events ongoing at all campuses
    - ii. TAMUK campus tour had 33 students
  - d. Enrollment report
    - i. 1,766 head count in 8 week 2
      1. 6,572 overall head count
    - ii. 107 graduation applications submitted with 85 who indicated attendance at the December graduation ceremony
  - e. C.M. events and activities
    - i. Working on SACS~COC writing
    - ii. Working with the Uvalde High School on an ApplyTexas workshop for 7<sup>th</sup> and 8<sup>th</sup> graders
    - iii. Working on Pathways pre-work
4. Vice President of Finance
  - a. Working on various reports
    - i. Shared Services Report
    - ii. Local Revenue Data Request from TACC
  - b. Discussed how to handle Business Office/Cafeteria Board report for the November Board meeting
  - c. PCAT (general liability insurance) is making campus visits this week and next week
  - d. TACBO update this afternoon
  - e. L.E. will be out Friday and Monday
5. Vice President Eagle Pass Campus
  - a. Career Expo yesterday was very well attended – 1200 students
  - b. Eagle Pass ISD bused their students over to attend
  - c. Cumbres signing ceremony on Monday went very well
  - d. First day of the 8 week 2 classes went well
  - e. B.H. and other Eagle Pass staff will judge Eagle Pass High School homecoming floats
6. Vice President of Administrative Services – “Action will delineate and define you.” – Thomas Jefferson
  - a. Long Range Planning
    - i. Reviewed questions 1 – 5
      1. The plan is to put long-range planning in Planning and Self-Study so we can work on it together
    - ii. Additional surveys will go out to faculty and staff in the near future
  - b. Tech Expansion
    - i. August 1, 2025 is the target date for completion of Del Rio and Eagle Pass expansion
    - ii. Received SACS~COC’s approval of the Eagle Pass Annex
  - c. Maintenance
    - i. New hires seem to be doing well
    - ii. Eagle Pass Maintenance
    - iii. Locksmith report
      1. Briscoe Building is in progress; should be completed by November 1<sup>st</sup>

2. Modular Building in Eagle Pass Annex should be completed by December 1st
  - d. Rodeo – McNeese State this weekend
  - e. D.S. will be out Friday
7. Vice President Del Rio Campus
- a. Last Week – Val Verde Sheriff Active Shooter training, 40 participants
  - b. October 23<sup>rd</sup> – Del Rio Transfer/Career Fair
    - i. Expect approximately 350 students
    - ii. 59 vendors (local hiring, LEF, College / University, and our Technical Programs)
  - c. BORTAC group – Friday, October 25<sup>th</sup> using Building K
  - d. Upcoming Events
    - i. Fiesta De Amistad Parade, Saturday morning
    - ii. Collaborating Day of the Dead Alter – will be at the Mall with the Mexico Consulate
    - iii. Del Rio Homecoming Parade, will be on October 30<sup>th</sup>. The Del Rio Campus will close at 5:00 pm
8. Chief of Staff
- a. PTK Inductions tonight at 6:30 at the Tate Auditorium
  - b. Professional Development / Teambuilding on Friday in the Ballroom
  - c. Monday's phishing campaign could have been avoided with MFA live for students
    - i. Can we think about moving forward with MFA for students earlier than we planned?
    - ii. Looking at November 4<sup>th</sup> to "flip the switch"
9. Faculty Association
- a. Eagle Pass Center Expo went very well
  - b. There was a miscommunication with faculty transportation to Eagle Pass for the Expo
  - c. Board Book on PDF for displays needs bookmarks so you don't have to just scroll



**CABINET MEETING**  
**October 30, 2024**

	<b>AGENDA ITEM</b>	<b>NOTES</b>
<b>1.</b>	<b>President</b>	SWTX Board of Trustees' November 21 <sup>st</sup> 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>	

<p>5.</p>	<p><b>VP Eagle Pass Campus</b></p>	
<p>6.</p>	<p><b>VP Administrative Services</b>  <i>Success is never permanent,  and failure is never final.</i>  Mike Ditka</p>	<p>Long-Range  -questions 6-10  -Faculty questionnaire out</p> <p>Tech Expansion meeting</p> <p>Maintenance report</p> <p>Day Care</p> <p>Rodeo report</p>
<p>7.</p>	<p><b>VP Del Rio Campus</b></p>	<p>DR Transfer/Career Day 10/23  - 65 vendor tables  - 258 students</p> <p>Joined Mexican Consulate with their “Dia De Los Muertos” Alter at Mall</p> <p>Veteran’s Luncheon – 33 attendees (25 veterans + guests)</p> <p>Closing Campus at 4:50-5:00pm later, 10/30, for SFDRCID Homecoming Parade</p> <p>Friday – Sponsor Supper for Queen City Bells before the game</p>

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

CABINET MEETING OF  
SOUTHWEST TEXAS COLLEGE

October 30, 2024

The Cabinet members of Southwest Texas Junior College met October 30, 2024 in the President's Office Cabinet and via Zoom, members present were:

Dr. Hector Gonzales, President  
Dr. Mark Underwood, Vice President Academic Affairs  
Cruz Mata, Vice President of Student Services  
Lisa Ermis, Vice President of Finance  
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:

April Ruhmann, Dean of Applied Sciences and Liberal Arts  
Bonny Herndon, President of the Faculty Association (via Zoom)

1. President

- a. Southwest Texas Board of Trustees' November 21<sup>st</sup> meeting agenda
  - i. Add Strategic Plan Update/Review
  - ii. Add Mental Health AAS
  - iii. Packet information to N.R. by November 13th

2. Vice President of Academic Affairs

- a. AEL
  - i. A group met with the Crystal City Coalition regarding GED classes offered in Crystal City
  - ii. Discusses possible partnership with powerline company out of Crystal City
- b. SACS~COC – working on section 10
- c. Other
  - i. San Antonio College consortium grant people were here on Monday
  - ii. Update on various rebranding items
  - iii. Briscoe Cook-Off has 39 teams signed up so far
- d. Review of SAC consortium event on Monday
  - i. Shout-out to A. I., V.G., and A. L. for setup and planning
- e. SACS~COC
  - i. A.R. gave an overview of her campus visit with onsite committee
  - ii. Discussed section 6 and how to write narrative about committees listed in the Faculty Handbook
- f. A. R. – Other – discussed Scouting America Texas Southwest Council

3. Vice President of Student Service

- a. Library report
- b. Financial Aid Report

- c. Student Success Services
    - i. Upcoming student Planning trainings
      - 1. November 6th – presenting in Eagle Pass about our programs
    - ii. Tracking advising interactions - 571 students
      - 1. Collaborated with Financial Aid Night on October 24<sup>th</sup>
      - 2. Attended Fall Festival at Chittim Campus yesterday
    - iii. Registration began on Monday, October 28<sup>th</sup>
    - iv. IME Becas scholarships have been awarded
      - 1. CIVAS visit on November 20<sup>th</sup>
    - v. ASU campus tour on November 20<sup>th</sup>
    - vi. Meeting with IAP students, doing classroom visits, etc.
  - d. Admission/Registrar
    - i. 142 graduation applications received with deadline on Friday, November 1st
      - 1. 123 will participate in the December graduation ceremony
    - ii. Enrollment Report
      - 1. 566 for Spring headcount
      - 2. 1,759 for Fall 8 week 2
        - a. 6,572 for Fall overall headcount
        - b. 57,229 for Fall overall credit hours
        - c. 34,374 for non-dual credit hours
    - iii. Veterans' Luncheon in Del Rio went well
    - iv. Continue to work wit AEL people on GED to Associates pipeline
      - 1. AEL students are receiving SWTX ID cards
  - e. Other
    - i. C.M. was guest speaker at PLT graduation ceremony last week
    - ii. Success Coach interviews this afternoon – 4 candidates
    - iii. Discussed FOS degree plans and how to handle on the Financial Aid side, setting up the infrastructure to maximize it for students, etc.
4. Vice President of Finance
- a. Risk Management representatives visiting our campuses this week
  - b. L.E. will provide enrollment target for the Spring as soon as possible
5. Vice President Eagle Pass Campus
- a. Events and Activities
    - i. Attended Dia De Los Muertos event in Eagle Pass
    - ii. Attended the Chittim Campus Fall Festival
    - iii. Dance Team has been developed and conducted their first performance
    - iv. PTK Induction on November 7<sup>th</sup>
    - v. Judging Homecoming Parade floats for CC Winn on November 7<sup>th</sup>
    - vi. Conducting various interviews
    - vii. Cumbres Partnership – meeting with Saltillo Mayor Elect soon
6. Vice President of Administrative Services – “Success is never permanent, and failure is never final.” – Mike Ditka
- a. Long Range Planning
    - i. Reviewed/discussed questions 6 - 10
    - ii. Faculty questionnaire was distributed
    - iii. Will put the long-range plan into Planning & Self-Study
  - b. Reviewed/discussed Tech Expansion meeting

- c. Maintenance report
  - i. 3 new grounds people
  - ii. Repairing Wagner fascia
  - iii. Christmas at the College setup is ongoing
  - iv. Making progress in the Briscoe Building
- d. Day Care – Named a 4 Star Texas Rising Star recipient (highest possible rating)
- e. Rodeo report – a few members are in contention for National Finals

#### 7. Vice President Del Rio Campus

- a. Del Rio Transfer/Career Day – October 23<sup>rd</sup>
  - i. 65 vendor tables
  - ii. 258 students
- b. Joined Mexican Consulate with their “Dia De Los Muertos” Alter at the Mall
- c. Veteran’s Luncheon – 33 attendees (25 veterans plus guests)
- d. Closing campus at 4:50-5:00 pm on October 30<sup>th</sup> for SFDRCOSD Homecoming Parade
- e. Friday – Sponsor supper for Queen City Bells before the game
- f. Students elected Mr. and Ms. SWTX and they rode on parade float last week
- g. Setmore calendar issues – C.B. will email Y.S.
- h. Class scheduling
  - i. Discussed class limits that have been adjusted
  - ii. Saturday classes had some issues with A/C
- i. Facilities – Extinguisher tags need to be updated

#### 8. Chief of Staff

- a. Website is ready to flip the switch tomorrow
- b. Reminder that MFA for students will roll out on Monday, November 4<sup>th</sup>
  - i. Emails have been going out
  - ii. Please encourage faculty to help make students aware
- c. Strategic Plan update – collect worksheets
- d. Administrative SPIs are looking good

#### 9. Faculty Association

- a. Faculty have expressed concern about testing in computer labs for video conference classes
  - i. Committee will survey faculty about the needs for testing
- b. Working on a plan to get Allied Health and Biology faculty together for discussion