

CABINET MEETING
April 7, 2021

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

5.	VP Eagle Pass Campus	
6	VP Administrative Services <i>"It takes humility to seek feedback. It takes wisdom to understand it, analyze it and appropriately act on it.</i> Stephen Covey	Re Open Report Smartboard Report Life Safety/Security posting (internal) Day Care/Cafeteria Open
7.	VP Del Rio Campus	Starting over on backlot clearing bid process - Bid winner backed out. Albert Ybarra, Welding – - His class will be adding legs to benches found in back Advisors created in-person appointments set up in Setmore, begin 4/26
8.	Chief of Staff	

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

April 7, 2021

The Cabinet members of Southwest Texas Junior College met April 7, 2021 via ZOOM

Cabinet members present were:

Dr. Hector Gonzales, President
Dr. Mark Underwood, Vice President Academic Affairs
Margot Mata, Vice President Student Services
Anne Tarski, Vice President of Finance
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

1. President

- a. SWTJC Board of Trustees' April meeting agenda**
- b. Desk Audit response**
- c. CARES Act – HEERF awards / expenses**
- d. Cabinet review of current Strategic Plan and New Plan**
- e. Submit your budgets**

2. VP Academic Affairs

- a. CATCH the Next approved by Cabinet to move forward**
- b. Question from faculty on using ZOOM or TEAMS for courses going forward**
- c. Question regarding any changes to faculty contracts due to 8-week courses in Spring 2022**
- d. Accreditation Software**

3. VP Student Services

- a. Re-open plans have been submitted**
- b. Setmore appointments being scheduled for students beginning April 26th**
- c. Graduation update**
- d. Will submit Board scripts for Virtual Graduation ceremony**

4. VP Finance

- a. Kronos is closing for March tomorrow**
- b. One-time payment to employees on grant – re-class to institutional match department**

5. VP Eagle Pass Campus – Out

6. VP Administrative Services

"It takes humility to seek feedback. It takes wisdom to understand it, analyze it and appropriately act on it."
Stephen Covey

- a. Re-open Report – zero cases this week**
- b. Smartboard Report – electrical bid has been approved, pending purchase request on equipment, internet drops are being bid out as well**
- c. Life Safety/Security posting – Internal**
- d. Day Care/Cafeteria - Open**

7. VP Del Rio Campus

- a. Starting over on backlot clearing – Bid process**
 - i. Bid winner backed out**
- b. AY – Welding – his class will be adding legs to benches found in back**
- c. Advisors created in-person appointments set up in Setmore, begin April 26th**

8. Chief of Staff

- a. Vaccine hotline closes on April 23rd**
- b. AEL & Workforce students for CARES grant**
- c. Strategic Plan – Board Report**

9. Faculty Association

- a. Smart-room – can be set up for both TEAMS and ZOOM**

CABINET MEETING
April 14, 2021

	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>"Problems are everywhere and everyone has them. But it's our perspective of the problem, not the problem, that determines our success or failure."</i> John Maxwell	Frankie Pannell (9:30 am) Re Open Report Smart Classroom Report Maintenance Custodial Housing
7.	VP Del Rio Campus	Correction – Outreach ECHS Schedule New bid packet for lot clearing
8.	Chief of Staff	

**CABINET MEETING OF
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April 14, 2021

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Dr. Hector Gonzales, President
Dr. Mark Underwood, Vice President Academic Affairs
Margot Mata, Vice President Student Services
Anne Tarski, Vice President of Finance
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

1. President

- a. Bid on AEL parking lot – A.T. and D.S. more discussion on what is needed**
- b. Budgets**
 - i. Indicate if anything in next year’s request can be paid by CARES**
 - ii. Biology equipment – CARES or Title V**
- c. Dual Credit Billing – needs reviewing**
- d. Looking at salaries and vacant positions budgeted and not filled**

2. VP Academic Affairs

- a. Charter School relationships - Discussion**
- b. Hondo – working on getting money for the diesel mechanics program**
- c. Regional Council Meeting – Dr. Underwood is Chair for the South Region**
- d. CS – OER survey to THECB completed and submitted this week**
- e. CS – OER – meeting regularly, page on Library site, OER courses process**
- f. CS – Contract for Catch the Next**
 - i. Sent to A.T.**
 - ii. Okay to proceed with contract**
- g. CS - Academic Calendar for 8-week scheduling purposes**
- h. JG – Airframe Mechanics**
- i. JG – Authorized to test for C N A – Prometric**
- j. JG – Hondo**
 - i. Don’t have building space**
 - ii. Diesel in same building as Auto**
- k. MT – P-tech meetings**
- l. RZ – Do we need changes to Desk Audit response**
- m. RZ – Auto graduation**

3. VP Student Services

- a. Virtual Graduation plans very similar to last year**
- b. Updating Colleague for TSIA2 automations**
- c. Library – working with Faculty Committee for OER, Instructional seminars ongoing, student workshops ongoing, Chromebooks**
- d. Re-open plans have been submitted**
- e. COVID Relief Funds – issues with AEL students and Colleague IDs**
- f. Testing Center**

- i. CLEP and GED now, TSI remote is picking up
 - ii. Gearing up for MOS certification and TCOLE in May
 - iii. Saturday testing in Eagle Pass starting in mid-May
 - iv. 55 CLEPS, 8 TCOLEs, 45 GEDs, 117 TSIA2s (71 regular, 46 remote)
 - g. SSC
 - i. Athlete progress reports went out
 - ii. Student Planning appointments
 - iii. IAPs scheduling final meetings
 - h. DSS
 - i. AHEAD webinars have been beneficial
 - ii. Working At-Risk student list to tutors for e-mails
 - iii. Surveys created for tutoring sessions
 - i. Activities
 - i. No entries for virtual Cook-off
 - ii. Working on Palms' Fest
 - iii. Recording summer video stock
 - j. Advising
 - i. Resignation from L. Lopez
 - k. CM – Outreach
 - i. Plexi-glass shields delivered to Pearsall
 - ii. Installed hand sanitizers in CC classrooms
 - iii. Received 100 t-shirts
 - iv. Air purifiers are ready for CC and Pearsall
 - v. Registration
 - vi. DC students in Pearsall, CS, and CC – graduation applications
- 4. VP Finance
 - a. HEERF monies
 - i. \$861K in student funds, \$1.2 million in institutional
 - ii. Expecting more money with HEERF 3 for students and institutional
 - b. Issues with billing for all DC sites particularly in DR
 - c. Budgets
 - i. Comparing FY22 requests to FY19 budget
 - ii. Will bring salaries tab next week to the Cabinet meeting
 - iii. If you have things in your budget that you think could be recovered from lost revenue/CARES please indicate on budget
- 5. VP Eagle Pass Campus – Out
- 6. VP Administrative Services

"Problems are everywhere and everyone has them. But it's our perspective of the problem, not the problem, that determines our success or failure."
John Maxwell

 - a. IT – F.P.
 - i. DL Rooms with Polycoms
 - ii. Infrastructure is good for running ZOOM
 - b. Re-open Repot
 - i. No positive cases or exposure reports for the week
 - ii. Plans coming in and being reviewed by the committee
 - iii. Air Cleaners being installed
 - iv. PPE and cleaning inventory
 - v. Updating COVID website

- c. **Smart Classroom Report**
- d. **Maintenance Report**
- e. **Custodial – ready for re-open**
- f. **Housing**
 - i. **Hubbard Hall – 25% capacity – 1 suite per student**
 - ii. **In application students must indicate two places where they can be move in the event of a positive test**
 - iii. **Getting outside air in each room is an issue**
- g. **Other**
 - i. **J. C. is still battling COVID**
 - ii. **JG – Auto Tech students graduating could help**
 - iii. **TWC fraud still ongoing?**
 - a. **Still occurring**
 - b. **HG – other colleges are having same issues, FBI is involved in El Paso**

7. VP Del Rio Campus

- a. **Correction – Outreach**
 - i. **Outreach did request ECHS schedule, but ECHS hadn't sent it**
- b. **ECHS Schedule**
 - i. **Still some scheduling issues**
 - ii. **CB spoke with the principal and he is excited about Smart Rooms to bring in additional instructors**
- c. **New bid packet for lot clearing**
 - i. **2 bid options – smaller area and larger area**
 - ii. **Bid went out on Monday**
- d. **Reviewing budgets**
 - i. **Science departments – looking at purchasing one this year and one next year**
 - ii. **Making adjustments**
- e. **Phishing e-mails seem to be ramping up**
- f. **PTK Virtual Induction – May 2**

8. Chief of Staff

- a. **Tying up loose ends in Student Success Center**
- b. **Grants – working to increase participant numbers**
- c. **PTK Eta Beta Chapter Virtual Induction tomorrow at 6:00pm**

CABINET MEETING
April 21, 2021

	AGENDA ITEM	NOTES
1.	President	
2.	VP Academic Affairs	
3.	VP Student Services	
4.	VP Finance	<p>Chat?</p> <p>Property tax collections down 5%</p> <p>One-time stipend for Grant employee – what account?</p> <p>Work log when back in the office?</p> <p>Procedure for terminating employees</p> <p>Budget: Salaries/Positions Missing</p> <p>Simple Network Solutions – Our brief will be filed in the Appeals court this week.</p>

5.	VP Eagle Pass Campus	
6	<p>VP Administrative Services</p> <p><i>"The ultimate measure of a man is not where he stands in moments of comfort and convenience but where he stands at times of challenge and controversy."</i></p> <p>Dr. Martin Luther King, Jr.</p>	<p>Re Open Report</p> <p>Smart Classroom report/meeting</p> <p>Parking Lot in EP-Dirksen-location</p> <p>Def. Maintenance meeting Thursday</p> <p>DR Roof-Alamo Public Adjusters</p> <p>IT-Bit Defender virus/Generator for Library</p> <p>Key Control Audit</p> <p>Internet Privacy Statement-</p> <p>Strategic Planning-Administrative Services</p> <p>Tony Gonzales office</p> <p>Cafeteria-movement/sales</p> <p>Rodeo-3 Cowboys still working</p>
7.	VP Del Rio Campus	<p>Possible Food Truck - Summer and Fall sessions</p> <p>Will submit proper protocols to Re-Open if available.</p> <p>SFDRICISD – Start Date August 9, 2021</p>

8.	Chief of Staff	
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**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

April 21, 2021

The Cabinet members of Southwest Texas Junior College met April 21, 2021 via ZOOM

Cabinet members present were:

Dr. Hector Gonzales, President
Dr. Mark Underwood, Vice President Academic Affairs
Margot Mata, Vice President Student Services
Anne Tarski, Vice President of Finance
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

1. President

2. VP Academic Affairs

- a. UTSA – meeting scheduled for Thursday afternoon
- b. Pathways action plan – incorporated SP Goals and Objectives
- c. Update with Dual Credit Billing
- d. Our 5th year site visit is the week of October 18th
- e. Update with Texas Tech Articulation MOU
- f. Update with Smart-room/ZOOM/Polycom with Dual Credit
- g. Meeting with Odessa
- h. Fall update with school district
- i. A D N to B S N – articulation agreement & Sul Ross
- j. JET Grant for Diesel Program approximately \$300,000
- k. Powerline Tech for September in Eagle Pass
- l. CDL Simulator ordered
- m. TSTC sent draft crosswalk as OSA (Micro Credential)
- n. Surgical Tech – next step site visit on other campus to investigate space/equipment
- o. Management Program – evaluating changes for Micro Credential incorporated within – enhanced skills certificate International Business or something else – possibility of different tracks within program
- p. Letter of Support to Hondo for grant application
- q. Comstock wanting to come back for dual credit
- r. Possible Micro Credential for dual credit
- s. Del Rio applying for grant for online program
- t. Course descriptions and video to educate students on course delivery

3. VP Student Services

- a. Submitted budgets yesterday
- b. Working on April 26th return to campus – pending plexiglass installation – Setmore calendars booking up
- c. Working with Social Media to inform students
- d. Mascot deadline Friday – 8 participants with 22 submission
- e. Marketing team – revamp onboarding package – more appealing for students
- f. Sul Ross – transfer initiative – host transfer fairs – EP April 27-29, DR May 3-4, and Uvalde May 5-6

- g. Tutorial on disability service
- h. Tutors reminded students on available services
- i. Student Success – grade reports for student athletes, IAP ongoing
- j. Palm Fest May 7th at 12pm
- k. Library open for appointments April 26th
- l. Financial Aid has scheduled appeal dates
- m. Administrative Professional Day – Today
- n. Return to work training this week (Thursday – Friday)
- o. Reorganization of Student Services – Phrase 1 (student success)
- p. Graduation notice to students email and regular mail/text campaign
- q. Notice of Opportunity to take photos for graduation
- r. May 12 – deadline for students to submit photo for graduation
- s. Friday last day to drop with W
- t. Good traffic in Crystal
- u. Installing air purifiers
- v. Library supplies
- w. Crystal City High School – student graduates – small gift of appreciation, recruiting items, will attend the Pearsall senior college signing day

4. VP Finance

- a. Re-opening building meeting Thursday
- b. Chat will continue when we return to campus
- c. Time Logs will continue
- d. SACS~COC Offsite visit – Thursday – Friday
- e. Property tax collections down 5%, better than the 10% estimated
- f. One-time stipend for Grant employees – what account?
- g. Procedure for terminating employees
- h. Budget:
 - i. Salaries/Positions
 - ii. Missing
- i. Simple Network Solutions – Our brief will be filed in the Appeals court this week

5. VP Eagle Pass Campus

- a. PTK – Virtual Induction on Friday at 2pm
- b. Portable building finished
- c. Plexiglass update

6. VP Administrative Services

“The ultimate measure of a man is not where he stands in moments of comfort and convenience but where he stands at times of challenge and controversy.”
Dr. Martin Luther King, Jr.

- a. Re-open Report – 3 positive cases in Wildlife – remote until April 28th
- b. Safety Plan – still coming in, few still pending
- c. We have sufficient COVID supplies at this time
- d. Air scrubbers being installed
- e. Confident that we are ready for return to campus
- f. Training for reorientation on return to campus
- g. Documentation safety training – for students and staff/faculty
- h. Smart Classroom report/meeting
 - i. Electricians have completed 21 of 32 classes about 23% institutional wide
 - ii. Smartboards coming in for Crystal City, Pearsall, and Hondo
 - iii. Computer Solutions awarded grant for required drops

- i. Parking Lot in Eagle Pass – Dirksen – location**
- j. Deferred Maintenance meeting Thursday**
- k. Del Rio Roof – Alamo Public Adjusters**
- l. IT – Bit Defender virus/Generator for Library**
- m. Key Control Audit**
- n. Internet Privacy statement**
- o. Strategic Planning – Administrative Services**
- p. Tony Gonzales – office**
- q. Cafeteria – movement / sales**
- r. Rodeo – 3 Cowboys still working**

7. VP Del Rio Campus

- a. Possible Food Truck – Summer and Fall sessions**
 - i. Will submit proper protocols to Re-open if available**
- b. SFDRCIDSD – Start date August 9, 2021**
- c. PTK – May 2nd**

8. Chief of Staff

- a. HEERF – application sent to Workforce students and AEL working on list**
- b. Food cards being awarded**
- c. TRIO students count in good shape**
- d. Working to update Strategic Plan and Mission Statements update May 3rd**
- e. Dr. Zimmerman meeting with Watermark today about 5th year**
- f. Watermark AMS will be ready for UAPs on April 30th**
- g. Financial Wellness survey**

CABINET MEETING
April 28, 2021

	AGENDA ITEM	NOTES
1.	President	Return to campus status update and discussion Budget review status Update from VP's on projects and initiatives Strategic Plan - Roll out and action items
2.	VP Academic Affairs	
3.	VP Student Services	
4.	VP Finance	

5.	VP Eagle Pass Campus	
6	<p>VP Administrative Services</p> <p><i>"Luck is where preparation meets opportunity. Luck is the residue of design. The harder I work, the luckier I get. (phrases analyzed)</i></p> <p><i>"The evidence leads us to conclude that luck does not cause 10X success. People do."</i></p> <p>Jim Collins, <u>Great by Choice</u></p>	<p>Re Open report</p> <p>Smart Classroom report</p> <p>Engineering Project report</p> <p>IT-DIR Data Management Officer possible</p> <p>Day Care Job Posting soon (Velma G. retirement)</p> <p>Palomino Fest 2021</p> <p>Snakes seen on campus</p>
7.	VP Del Rio Campus	
8.	Chief of Staff	

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

April 28, 2021

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Dr. Mark Underwood, Vice President Academic Affairs
Margot Mata, Vice President Student Services
Anne Tarski, Vice President of Finance
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

1. President

- a. Return to campus status update and discussion – modify full return to campus for May 17th.
- b. Budget review status
- c. Update from VP's on projects and initiatives
- d. Strategic Plan – Roll out and action items
- e. Articles and Training AACC
- f. Faculty Association – C.M. question on air scrubber, smartboards – will be physically installed by May 14th full connectivity soon after. Strategic Plan roll out for faculty. General concerns around 8 week

2. VP Academic Affairs

- a. UTSA Cyber Grant – meeting with J. Mallen, grant participation, provide training for faculty, and access to cyber range to teach and real time lab
- b. ISD MOU – no revision to existing Dual Credit or Early College High School
- c. ISD Smartboard memo going out
- d. Updating website for EDUC 1100 references, correct version of our CORE
- e. Meeting with faculty on Catch the Next – to develop a team
- f. Process for student request for transcript or register with a hold on account
- g. Syllabus manager – working out difference between colleague, catalog, etc.
- h. Update on Micro credential expansion
- i. Powerline tech program moving forward to Eagle Pass
- j. Met with Comstock and Pleasanton – Dual Credit expansion
- k. Medina Valley – working on bond issue to build a new high school – closer to SA

3. VP Student Services

- a. Update on reorganization for student success
- b. RGC transfer initiatives
- c. Financial aid logging appointments on Set More Calendar
- d. Library update
- e. Graduation Photo update
- f. Summer Enrollment numbers looking good
- g. Crystal City campus update

4. **VP Finance**
 - a. Working on finalizing budget
 - b. Kronos bringing on Maintenance, Cafeteria, and Daycare

5. **VP Eagle Pass Campus**
 - a. Virtual PTK Induction – went smoothly
 - b. Graduation pictures went well
 - c. Smartboard delivery
 - d. Employees relieved to be back on campus
 - e. Air Scrubbers have been installed - prioritize offices then classrooms
 - f. Meeting with K.P. on AEL irrigation

6. **VP Administrative Services**

"Luck is where preparation meets opportunity. Luck is the residue of design. The harder I work, the luckier I get. (phrases Analyzed) The evidence leads us to conclude that luck does not cause 10X success. People do."
Jim Collins, [Great by Choice](#)

 - a. Re-open Report
 - b. Smart Classroom report
 - c. Engineering Project report
 - d. IT – Director Data Management Officer, possible
 - e. Day-care Job Posting soon (V.G. retirement)
 - f. Palomino Fest 2021
 - g. Snakes seen on campus

7. **VP Del Rio Campus**
 - a. Job posting for LVN Administrative Assistant vacancy
 - b. Library adjusted their staggered schedule
 - c. Ready for Graduation pictures tomorrow
 - d. Electricians added outlets for smartboards-installation scheduled May 3-4
 - e. Air scrubber being installed in common area
 - f. Picnic lunch

8. **Chief of Staff**
 - a. HEERF – 14 application from WFT students, waiting on list from AEL
 - b. Strategic Plan Press release to faculty/staff next week
 - c. Data Management Officer – Not applicable to non-state agencies
 - d. Wichita State Technical College – 8-week model, cohort style approach
 - e. Desk Audit – security audit finding
 - f. Course Description – Watermark Syllabus Manager – Colleague descriptions not matching ACGM descriptions
 - g. Auto award graduation students – no stipulation on years we can go back