

CABINET MEETING
August 02, 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	
7.	VP Del Rio Campus	
8.	Chief of Staff	

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

August 2, 2023

The Cabinet members of Southwest Texas Junior College met August 2, 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
Gilbert Bermea, Vice President Eagle Pass Campus
Derek Sandoval, VP Administrative Services
Connie Buchanan, Vice President Del Rio Campus
Dr. Randa Schell, Chief of Staff

Also, Present were:

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. Discussion of reorganization
- b. Discussion of leading and lagging indicators implicated in HB8

2. Vice President of Academic Affairs

- a. QEP Brainstorming sessions are ongoing
 - i. Several themes are coming out – sense of belonging/connection, mentoring, and mental health
 - ii. AF has created a form to collect ideas from the community
- b. iDesign update
- c. Instructor's Visa was approved
- d. Spending the week onboarding the Division Chairs
- e. Will attend/support adjunct training on August 7-8
- f. Instructional Leadership – 2-day adjunct training next week
- g. Dual Credit/School District Partnerships - update

3. Vice President of Student Service

- a. Met yesterday with the Directors
 - i. Got acquainted with their existing projects
 - ii. Explained that we're leaving room for additional changes as necessary
 - iii. Reviewed the HB8 with them
- b. Enrollment report
- c. Last day to drop Summer II coursed or apply for Summer graduation is Friday, August 4th at 4:00pm
- d. RFS will check on plan for drop for non-payment date

4. Vice President of Finance

- a. RCI will be in next week for inventory
- b. Working on month end and year-end processes
- c. Meeting with Cafeteria group today
- d. SRSU lease in Del Rio
 - i. Give back K by December 31st, keeping L & N, and giving back M
 - ii. Take K and M our of SRSU wireless network and get on our wireless network

5. **Vice President Eagle Pass Campus**
 - a. **Success Coaches are working registration campaigns**
 - i. **Student traffic has been good the last couple of days**
 - b. **Facilities**
 - i. **Building E HVAC installed, but two units aren't communicating properly**
 - c. **BH will begin work on August 21st**
 - i. **Will attend Cabinet meeting possibly starting next week**
6. **Vice President of Administrative Services**
 - a. **Modular building update**
 - b. **Building moves**
 - i. **Need a more detailed plan/discussion**
 - ii. **If painting is not necessary, need to put off until a later date. Need to get people moved before the Fall classes begin**
 - c. **Rodeo update**
 - d. **Daycare**
 - i. **NAEYC – national accrediting agency – A visit is imminent between now and August 15th**
7. **Vice President Del Rio Campus**
 - a. **Division Chair has moved into the office down from CB**
 - b. **Sent a request for another vehicle**
 - c. **1 custodian will be out for about 4 weeks**
 - d. **UTSA and UTA are hosting events with several universities**
 - i. **Several open houses scheduled at various areas**
 - ii. **RFS will check into travel monies available for a group to attend these functions**
8. **Chief of Staff**
 - a. **Had a great QEP brainstorming session with staff, including our new addition - IT**
 - b. **CCAMPIS grant was submitted Monday**
 - c. **PTK Innovation grant works has begun**
9. **Faculty Association**
 - a. **Nothing to report**

CABINET MEETING
August 09, 2023

	AGENDA ITEM	NOTES
1.	President	SWTJC Board of Trustees August 17, 2023 Board meeting Agenda
2.	VP Academic Affairs	
3.	VP Student Services	
4.	VP Finance	

5.	VP Eagle Pass Campus	
6.	VP Administrative Services <i>You must learn to be still in the midst of activity and to be vibrantly alive in repose.</i> Indira Gandhi	Maintenance report Moves -98% Witt -Modular-Aug. 11 -Espinosa Aug. 11 SIR-90% Div. Chairs-100% -pending... -DR Conex Back to School prep Transportation -DR/EP/CC/Hondo arrangements/SWART -3 cars and 2 vans -Carpentry times vs. welding, HVAC, Cosmo. -Updated Ins. cards/Notification cards -Shadow Tracker -500 gal. tank purchase-diesel -reducing fuel usage-goal -electronic request form-pending Day Care -Child Care Relief Fund -NAEYC before Aug. 18th NASA
7.	VP Del Rio Campus	City of Del Rio – Stage 2 Water Restrictions Chamber leadership program UV maint. completed placement pad for railroad cars for storage. Rydin Permit Express (parking decal site) Open House on Thursday (Aug 10) Out of the office Monday (14 th)

8.	Chief of Staff	
9.	Faculty Association	

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

August 9, 2023

The Cabinet members of Southwest Texas Junior College met August 9, 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
Gilbert Bermea, Vice President Eagle Pass Campus
Derek Sandoval, VP Administrative Services
Connie Buchanan, Vice President Del Rio Campus
Dr. Randa Schell, Chief of Staff

Also, Present were:

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. Discussion the SWTJC Board of Trustees' meeting agenda
- b. Discussion of reorganization
- c. Discussion of HB8 state appropriations
 - i. Focus on the Dual Credit pathways
 - 1. Need to be intentional in planning and working with school districts

2. Vice President of Academic Affairs

- a. COBI Bike donated to the Chamber of Commerce – lets see if we can use it
- b. SACS-COC – need to make sure we have historical copies of administrative, president and Board evaluations
 - i. Can we put them in Planning and Self-Study from separate folders/repositories
- c. HB8 – FAST Analysis – MU was able to get analysis information from Navarro College
- d. THECB - College Connect courses are being promoted
 - i. They appear to be developmental education courses for High School Students
- e. Faculty positions – Diesel Tech position is in process
- f. Pathways Fall Institute – November 1st
- g. Adjunct training on Monday and Tuesday
 - i. 103 attended over the two days (about 5 were non-dual credit adjuncts)
- h. Dual Credit Partnerships – update
- i. Discussion of FAST Analysis
- j. Discussion of Prison program
- k. Professional Development update
- l. Discussion of Division Chairs and their work so far
- m. A D N has reported 94% pass rates

3. Vice President of Student Service

- a. Enrollment report
- b. UTSA/UTA Transfer trip update
- c. Overview of FAFSA Simplification and SAI
- d. Food pantry accounts

4. **Vice President of Finance**
 - a. **Discussion of changes to KRONOS authentication**
 - i. **RFS – check on time clock abilities in Self-Service**
5. **Vice President Eagle Pass Campus**
 - a. **Success Coaches report**
 - b. **Facilities – HVAC issues are being resolved**
 - c. **BH is handling presentation to a community organization in Eagle Pass**
6. **Vice President of Administrative Services**
You must learn to be still in the midst of activity and to be vibrantly alive in repose.
Indira Gandhi
 - a. **Maintenance report**
 - b. **Transportation update**
 - c. **Day Care update**
 - d. **Rodeo update**
 - e. **Meeting with NASA regarding plans for the eclipse**
 - f. **Soaring competition is August 14-25**
 - i. **Meeting daily in Briscoe Auditorium**
7. **Vice President Del Rio Campus**
 - a. **City of Del Rio – Stage 2 Water Restrictions – campus has cut back on watering according to the guidelines**
 - b. **JG was accepted into the Chamber Leadership program**
 - c. **Uvalde maintenance crew completed placement pad for railroad cars for storage**
 - d. **Rydin Permit Express (parking decal site) is down**
 - i. **Need up and running ASAP for Dual Credit students before Monday**
 - e. **Dugas law firm meetings**
 - f. **CB will be out of the office Monday (14th)**
8. **Chief of Staff**
 - a. **Vector Solutions Trainings – will look at the coterminous option on the contract**
 - b. **Received email from NSC this morning**
 - i. **No SSNs, DOBs, or Student IDs were involved in our part of the data breach**
 - c. **Check on Cybersecurity furniture in Del Rio**
 - d. **Estudias and Watermark**
 - e. **DHSI change request approved**
 - f. **HB8 FAST analysis is complete to the point possible**
 - i. **LE and AH - Working on an analysis of the larger impact**
 - ii. **CG - Going to start arranging meetings with superintendents/documents MU obtained will be helpful in those conversations**
9. **Faculty Association**
 - a. **Nothing to report**

CABINET MEETING
August 16, 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>"Take the first step in faith. You don't have to see the whole staircase, just take the first step."</i> Martin Luther King Jr.	Maintenance Back to School loose ends grounds/paint/dorms/Espinosa/ Chittim update 2 nd St. sewer/electrical Flores HVAC Life Safety Access Control/mtg. badge enforcement Palomino Fest Safety Plan IP entrance
7.	VP Del Rio Campus	Del Rio Open House – Aug 10 DR Librarian-I interview – Aug 10 Fire Code Officer Termite Treatment – Buildings N (all) and L (one spot treatment) – Aug 19 Aug 14 - Incident on campus – suspension issued Transportation – additional vehicle? (3 Cosmo, 2 WLDG - yr. 2) afternoons Possible color code of swipe cards?
8.	Chief of Staff	

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

August 16, 2023

The Cabinet members of Southwest Texas Junior College met August 16, 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
Gilbert Bermea, Vice President Eagle Pass Campus
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. Discussion the FAST webinar and implications**
- b. Discussion of FA Appeals**

2. Vice President of Academic Affairs

- a. Contacted by documentarian about coming on campus**
- b. Marketing and Engagement**
 - i. Kickoff with Barlele yesterday**
 - ii. September 5th – kickoff with research firm and H.G.**
- c. Offices**
 - i. M.M., Public Relations and Recruitment & Engagement moving to the Miller Building next week**
- d. Discussion of nursing curriculum changes**
- e. Smartboard staff checking on condition of all boards**
 - i. Working on diagnostic/troubleshooting manual**
 - ii. Working on scheduling all Zoom connections**
- f. Law Enforcement Academy**
 - i. Moved into the new building and started classes**
 - ii. Working on shifting smartboards around campus**
- g. Workforce update**
- h. Liberal Arts - update**
- i. Applied Sciences update**
- j. Office Hours – Move back to 100% on campus office hours**
- k. Professional Development update**
- l. School District Partnerships - update**

3. Vice President of Student Service

- a. Enrollment report**
- b. Working on drop list – texts went out yesterday and this morning**
- c. Payment deadline is Friday at 4:00pm, pay as you go begins Monday, August 21, 2023**

4. Vice President of Finance
 - a. Will begin working on drop list – not FA
 - b. Working on getting budgets posted by next week
5. Vice President Eagle Pass Campus
 - a. BM is reaching out to students with no FA
 - b. Transfer Center is done and ready for Ribbon Cutting
 - c. Facilities update
 - d. Instructors
 - i. Need to shore up the math department
 1. Down 2 instructors that weren't replaced previously
 2. Need some fact to face math course options
 - e. Had presentation with Mexican Consulate
 - i. Partnering with Consulate and UTHSC to offer a workshop
6. Vice President of Administrative Services

Take the first step in faith. You don't have to see the whole staircase, just take the first step
Martin Luther King, Jr.

 - a. Maintenance report
 - b. Life Safety update
 - c. Uvalde Campus Entrance
 - i. Discussion of moving signs
 1. Discussion of stop sign and speed bumps
 - ii. Discussion of Flores Building entry and exit
7. Vice President Del Rio Campus
 - a. Del Rio Open House – August 10th – very successful and will be done again
 - b. Del Rio Librarian – I – Interviewed on August 10th, recommendation made and sent to HG
 - c. Fire Code Officer – yellow tag means the systems still work, but need attention
 - i. Backflow not working
 - d. Termite Treatment
 - i. Buildings N (all) and L (one spot treatment) on August 19th
 - e. Incident on campus – August 14th – suspension issued
 - f. Transportation – need additional vehicle or another transport option
 - i. 3 potential Cosmo students, 2 Advanced Welding students that need transportation
 - g. Possible color code of swipe cards
 - i. Can we issue different colors to different groups?
 - h. Meeting with Dugas Law Firm on Friday
8. Chief of Staff
 - a. Nothing to discuss that has not already been discussed
9. Faculty Association
 - a. Convocation schedule?

CABINET MEETING
August 30, 2023

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

<p>5.</p>	<p>VP Eagle Pass Campus</p>	
<p>6.</p>	<p>VP Administrative Services <i>Lead with a vision so clear, fear becomes irrelevant.</i> Craig Groeschel</p>	<p>Tech Expansion report</p> <p>Maintenance report -Welding breakers</p> <p>HVAC report</p> <p>Palomino Fest</p> <p>Friday 8am Team meeting</p> <p>Campus Police/Life Safety</p> <p>Safety Solutions team</p> <p>Palomino Fest -Safety Plan -radios -applications</p> <p>Transportation -SWART -fleet</p> <p>PD</p>
<p>7.</p>	<p>VP Del Rio Campus</p>	<p>Cyber Security: No PCs yet, no desks yet, laptops lack Network Interface Cards (NICs)</p> <p>Bldg J: waiting on city permit for storage containers – Snack bar delay</p> <p>Roof replacement for Bldgs A and C, September ■ Recreation area delay</p> <p>New Librarian, Carmen Rojas, start date Sept 5</p>

		Attending Mexican Consulate in Del Rio CCXIII Anniversary of Independence, Sept 7 Consistency/Communication – Parking, Bus Office, Adm, Registrars DRHS: Bomb Threat (8/23), Shooter Threat (8/24), Bomb Threat (8/28)
8.	Chief of Staff	
9.	Faculty Association	

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

August 30, 2023

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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. So glad that students are back and there is life on campus again

2. Vice President of Academic Affairs

- a. Dorms – 71 in Hubbard and 47 in Garner – there are a few spaces left in each dorm.
- b. Pathways
 - i. We have been asked to participate in the Trellis Financial Wellness Survey
 - 1. Will offer gift card drawing as in incentive to participate
- c. Contact Hours
 - i. Working with AM to clean up contact hours for several programs
- d. IREPO – discussion of email from IREPO program manager
- e. Dual Credit Partnerships – working on a plan to educate/train school district staff on processes and procedures. Meeting with EPISD this afternoon
- f. Helpful legislation
 - i. HB 1391 in 88th – approved course sequence to sit for electrical wireman exam without 4000 apprentice hours
 - ii. HB 636 in 87th - same as above but for plumbers
- g. Professional Development
 - i. Faculty Fridays schedule coming
 - 1. CB – please offer PD on Customer Service
 - ii. RZ has spoken to iDesign about onboarding course
- h. Workforce
 - i. Student interview project
 - ii. Moving forward with conversations with Vulcan
- i. Law Enforcement Academy
 - i. Helped with move-in
 - ii. Will help with Palomino Fest and participate in the parade
- j. Discussion of Convocation sessions – Perkins funds have been fully allotted/awarded
- k. Discussion of new way of looking at intake, advising, mentoring, etc.
 - i. Analyze where we are gatekeeping and change
 - ii. RFA -need some way to educate students on how to maximize their financial aid award; onboarding, orientation, etc.
- l. Faculty Office Hours discussion
 - i. We need to commit to and be focused on college-wide engagement with students

3. **Vice President of Student Service**
 - a. **Enrollment update**
4. **Vice President of Finance**
 - a. **Department Aid is 7107**
 - b. **Discussion of defunct club funds**
5. **Vice President Eagle Pass Campus**
 - a. **Hosting dementia presentation on the Eagle Pass Campus this Saturday**
 - b. **Transfer and Career Center grand opening next week**
 - c. **Participating in community events**
 - i. **Partnering with Workforce to provide opportunities for their students as they complete**
 - d. **BH has been meeting with the Eagle Pass employees to build/strengthen relationships**
6. **Vice President of Administrative Services**

Lead with a vision so clear, fear becomes irrelevant – Craig Groeschel

 - a. **Tech Expansion report**
 - b. **Maintenance report – welding lab breakers are 3 weeks out for delivery**
 - c. **HVAC report – Eagle Pass A/C motor is out, but made arrangements for classes**
 - i. **Should be received today or tomorrow**
 - d. **Palomino Fest – Safety plan and radios are ready**
 - e. **Friday 8am Leadership Team meeting**
 - i. **Questions about PD – HR will take a more active role on staff side as we reorganize HR**
 - f. **Campus Police / Life Safety**
 - i. **Safety Solutions team (formerly Building Managers)**
 1. **Test of notification systems will occur this week**
 2. **HG – our front-line defense is “See Something – Say Something”**
 - g. **Transportation**
 - i. **SWART bus from Del Rio is full**
 1. **Working on trying to get a larger bus**
7. **Vice President Del Rio Campus**
 - a. **Cyber Security – As of yet, do not have PCs and desk. The laptops lack Network Interface Cards (NICs)**
 - i. **Need a meeting between Instructor, Title 3, and IT to figure this out**
 - b. **Consistency/Communication – Parking, Bus Office, Administration, Registrars**
 - i. **The parking permit site continues to be an issue – where does it stand?**
 - c. **Facilities**
 - i. **Building J – waiting on city permit for storage containers. This has caused a Snack Bar delay**
 - ii. **Roof replacement for buildings A and C – September recreation area delay**
 - d. **New Librarian, C.R. will start September 5th**
 - e. **Attending Mexican Consulate in Del Rio CCXIII**
 - f. **Anniversary of Independence, September 7th**
 - g. **Del Rio High School – Bomb Threat (8/23), Shooter Threat (8/24), Bomb Threat (8/28)**

8. Chief of Staff

- a. PEIMS ID – can be collected in Colleague
 - i. Let's organize a process for collection so we can make sure each PEIMS ID has a corresponding Colleague ID
- b. New DHSI grant
 - i. XH has a plan for starting one part of the project at each campus and then rotating each year
 - 1. Del Rio
 - a. VIDA Resource Center – Building K
 - b. Stock existing Food Pantry
 - 2. Eagle Pass
 - a. Belong/Community Wellness Station(s)
 - b. Stock existing Food Pantry
 - 3. Uvalde
 - a. Make Food Pantry fully functioning similar to AC
 - b. Renovate dorm kitchens (start with Hubbard Hall)
- c. IPEDS training for HR

9. Faculty Association

- a. A little more discussion of Faculty hours
- b. Sent out a short video explaining how to enable closed captioning on ZOOM