

**CABINET MEETING**  
**December 1, 2021**  
**Via ZOOM**

	<b>AGENDA ITEM</b>	<b>NOTES</b>
<b>1.</b>	<b>President</b>	SWTJC Board of Trustees' and Foundation December Agendas
<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 Pas Campus</b></p>	
<p><b>6.</b></p>	<p><b>VP Administrative Services</b></p> <p><i>" Good things come to people who wait, but better things come to those who go out and get them."</i></p> <p>Zig Ziglar</p>	<p>Re Open report</p> <p>Dugas Law Firm</p> <p>Maintenance</p> <p>IT report</p> <p>Modular Buildings update</p> <p>Housing</p> <p>Life Safety</p> <p>HS BB Invitational Tourney</p> <p>Christmas Open House</p> <p>Fela's Retirement</p>
<p><b>7.</b></p>	<p><b>VP Del Rio Campus</b></p>	<p>Learning Framework Instructor interviews yesterday</p> <p>Holiday Angel Program – DR campus adopted family</p> <p>Christmas at the College</p> <ul style="list-style-type: none"> <li>- DRHS mariachi band performed</li> <li>- Tables with bagged activities for kids to complete at home</li> <li>- Santa visited with about 40 kids</li> <li>- Approximately 200 attended</li> <li>- Electrical issues to be addressed in the spring</li> </ul> <p>Decorated drop box for Santa to receive letters</p>

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

**CABINET MEETING OF  
SOUTHWEST TEXAS JUNIOR COLLEGE**

**December 1, 2021**

**The Cabinet members of Southwest Texas Junior College met December 1, 2021 via ZOOM**

**Cabinet members present were:**

**Dr. Hector Gonzales, President  
Dr. Mark Underwood, Vice President Academic Affairs  
Margot Mata, Vice President Student Services  
Derek Sandoval, VP Administrative Services  
Connie Buchanan, Vice President Del Rio Campus  
Dr. Randa Schell, Chief of Staff**

**Cabinet members absent were:**

**Anne Tarski, Vice President of Finance  
Gilbert Bermea, Vice President Eagle Pass Campus**

**Also, Present were:**

**Juan Guzman, Dean of Applied Sciences and Workforce Education  
Dr. Cheryl Sanchez, Dean of Liberal Arts and Adult Education and Literacy  
Xaviera Haynes, Faculty Association, and  
Lisa Ermis, Controller**

**1. President**

- a. SWTJC Board of Trustees' and Foundation December meeting agendas – reviewed**
- b. Discussed commencement ceremony – two at Honey Bowl – have extended an invitation to Congressman Gonzales – Admissions will work on breakdown of of groups**
- c. Discussed the Christmas Luncheon and went over logistics**
- d. Discussed Christmas at the College – great event, lot of social media activity – excited about program**

**2. VP Academic Affairs**

- a. Working on Aspen**
- b. SACS-COC Offsite prospectus**
- c. Discussed the 3-click rule on syllabus**
- d. Recommendation on Simple Syllabus to replace Watermark Syllabus module during Summer 2022**
- e. Update on Good Job Challenge Grant**
- f. Update on Convocation for Spring**
- g. Questions on Self Service**
- h. Meeting on Class Coding Charge – goal to have changes done for Spring Semester**
- i. Task stream e-mail notification**
- j. Revised Instructional Plan**
- k. Instructional Service – end of term preparations**

3. **VP Student Services**
  - a. **Enrollment Update**
  - b. **MOU with Our Health**
  - c. **Tutor Me Update and utilization**
  - d. **Financial Aid ICER downloads and reviews**
  - e. **Outreach efforts**
  - f. **Departmental Updates**
  - g. **Request from Crystal City Police Department to use parking lot for helicopter landing site for Community Christmas event**

4. **VP Finance (Lisa Ermis)**
  - a. **Question on Watermark contract**

5. **VP Eagle Pass Campus - Out**

6. **VP Administrative Services**

*"Good things come to people who wait, but better things come to those who go out and get them."*

Zig Ziglar

- a. **Re-open report – no cases, some test occurring for rapid testing, few; reviewing Spring Instructional Plan; reviewing inventory**
- b. **Dugas Law firm**
- c. **Maintenance**
- d. **IT report**
- e. **Modular Building update**
- f. **Housing**
- g. **Life Safety**
- h. **High School Basketball Invitational Tournament**
- i. **Christmas Open House**
- j. **Fela's Retirement**

7. **VP Del Rio Campus**

- a. **Learning Framework Instructor interviews yesterday**
- b. **Holiday Angel Program – Del Rio campus adopted a family**
- c. **Christmas at the College**
  - i. **Del Rio High School Mariachi Band performed**
  - ii. **Tables with bagged activities for kids to complete at home**
  - iii. **Santa visited with about 40 kids**
  - iv. **Approximately 200 attended**
  - v. **Electrical issues to be addressed in the Spring**
- d. **Decorated drop box for Sant to receive letters**

8. **Chief of Staff**

- a. **Working on Aspen – narratives due this week, next week will review and edit to have one voice throughout. Goal is to submit by December 10th**
- b. **Working on Good Jobs Challenge – almost done with narrative, will incorporate the budge and letters of support. Finalize when we get back in January – due January 29, 2022**
- c. **Meeting with Margot Mata on Enrollment Management position**

9. **Faculty Association**

- a. **Question on changes to faculty handbook**

**CABINET MEETING**  
**December 8, 2021**  
**Via ZOOM**

	<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>	Use of College vehicles  Simply Syllabus – Institutional Projects  Planning for winter freeze and payroll  Election

<b>5.</b>	<b>VP Eagle Pas Campus</b>	
<b>6.</b>	<b>VP Administrative Services</b> Christmas gift suggestions: To your enemy, forgiveness. To an opponent, tolerance. To a friend, your heart. To a customer, service. Merry Christmas from Administrative Services.	Re Open report  Facilities report  Campus Police  Day Care  Life Safety  Housing
<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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**Cabinet member absent was:**

**Gilbert Bermea, Vice President Eagle Pass Campus**

**Also, Present were:**

**Juan Guzman, Dean of Applied Sciences and Workforce Education  
Dr. Cheryl Sanchez, Dean of Liberal Arts and Adult Education and Literacy  
Xaviera Haynes, Faculty Association, and Lisa Ermis, Controller**

- 1. President**
  - a. Faculty Load revision**
- 2. VP Academic Affairs**
  - a. SACS~COC meeting details – Not on list for 5<sup>th</sup> Year Report for response**
  - b. Simple Syllabus contract in progress for summer implementation**
  - c. Pathways – April 4-6 in Houston (In-person) planning document will be sent this afternoon**
  - d. March Conference on equity and diversity ACCU**
  - e. Aspen will be finished up this week**
  - f. Working on Convocation with collaboration with Sul Ross on PD**
  - g. Met with D.C. on Self Service – easy to use**
  - h. Convocation meals**
  - i. Law Academy graduation on December 17<sup>th</sup>, need to keep cafeteria open for those on meal plans**
  - j. Instructional Leadership – Adjunct/Dual Credit faculty working on PD**
  - k. Outreach – working on Dual registration**
  - l. Working on prospectus and TSI memo**
- 3. VP Student Services**
  - a. Enrollment update and initiatives to encourage students to register or set appointments**
  - b. Extended hours in January for two weeks**
  - c. Discussed reaching last year's high school graduates to welcome them to take SWTJC college courses**
  - d. Continue to work with Sul Ross on Transfer Initiatives**
  - e. Additional HEERF monies were distributed**

f. Facility requests to use Honey Bowl for commencement May 13<sup>th</sup> and 14<sup>th</sup>

**4. VP Finance**

- a. Use of College vehicles – procedure update – all vehicle request must be approved by Dean/VP
- b. Simply Syllabus – Institutional Projects or IREPO
- c. Planning for winter freeze and payroll
- d. Election – May 7<sup>th</sup> checking with Real and Zavala County Clerks
- e. Rider 21 – Split tuition revenue between campuses
- f. Print Center transition going well
- g. Look at simplifying Dual Credit billing
- h. Lost revenue for Fall and update the estimate set aside
- i. HEERF current status

**5. VP Eagle Pass Campus - Out**

**6. VP Administrative Services**

*Christmas gift suggestions: To your enemy, forgiveness. To an opponent, tolerance. To a friend, your heart. To a customer, service. Merry Christmas Administrative Services.*

- a. Re-open report – no exposures and no cases
- b. Spring Instructional Plan is on website
- c. Facilities report
  - i. Parking lots in Eagle Pass are in progress
  - ii. June 1<sup>st</sup> move in date for new portable – Chittim
  - iii. Richardz roof done – fixing the parking lot damage
  - iv. Witt project – mini split will be installed soon
  - v. Gym roof and A/C waiting bids
  - vi. Library waiting on generator to arrive 4 months delay
  - vii. Update on portable building locations
- d. Campus Police
- e. Day Care – moving toward 100% enrollment – pending a TWC check for \$54,000
- f. Life Safety – building managers new training and drills
- g. Housing

**7. VP Del Rio Campus**

- a. Student Success Coach vacancy – will interview in January
- b. Makerspace furniture will be sent to Del Rio for assembly
- c. Registration slow

**8. Chief of Staff**

- a. Working on Aspen
- b. Working on Good Jobs Challenge
- c. Identified potential student at Dilley as example
- d. Marketing Strategies meeting on Friday

**9. Faculty Association**

- a. Earned \$2,200 from Turkey Trot for scholarships