

CABINET MEETING
February 2, 2022
Via ZOOM

	AGENDA ITEM	NOTES
1.	President	SWTJC Board of Trustees' February Meeting Agenda
2.	VP Academic Affairs	<p>Nursing Shortage Reduction Program Refund - \$9869.00 - Fell 2 graduates short of our stated target; students dropped program</p> <p>Class Technologies - Making Zoom a Teaching Tool - Second presentation Friday, Jan. 28 - Faculty Input still coming in</p> <p>I Design - Instructional Design Consulting/Production Company</p> <p>Multiple Measures Study - Data Request - Purposes of Research Project</p> <p>CircleIn - Student Study and Interaction Platform - Met with Co-founder on Jan. 27 - NSF Grant supported</p> <p>Credentials Tracking - Luis Fernandez and Perceptive Content - Demo on Jan. 28</p>
3.	VP Student Services	

4.	VP Finance	
5.	VP Eagle Pas Campus	
6.	VP Administrative Services <i>Be so good that the world has no choice but to notice you.</i> Unknown	Re Open Facilities Report Maintenance Report Public Information Tech Committee meeting Cafeteria report Key Control-re-keying/access control Budget notification-IT App Armor test
7.	VP Del Rio Campus	

8.	Chief of Staff	
9.	Faculty Association	

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

February 2, 2022

The Cabinet members of Southwest Texas Junior College met February 2, 2022 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**

Also, Present were:

**Juan Guzman, Dean of Applied Sciences and Workforce Education
Dr. Cheryl Sanchez, Dean of Liberal Arts and Adult Education and Literacy
Charles Garabedian, Dean of Instructional Services and School District Partnerships**

1. President

- a. SWTJC Board of Trustees' February Meeting Agenda**
- b. Reviewed Deferred maintenance projects list**

2. VP Academic Affairs

- a. E-Gaming opportunity**
- b. Reached out to SACS~COC about report on 5th year**
- c. Nursing Shortage Reduction Program Refund - \$9,869.00 unspent funds- fell 2 graduates short of our state target; students dropped program**
- d. Class Technologies – Making Zoom a Teaching Tool – Second presentation Friday, January 28th – Faculty input still coming in**
- e. I Design – Instructional Design consulting/Production company**
- f. Multiple Measures Study – data request – purposes of Research Project**
- g. CircleIn – Student Study and Interaction Platform – Met with Co-founder on January 27th – NSF Grant supported**
- h. Credential Tracking – Luis Fernandez and Perceptive Content – Demo on January 28th**
- i. Outreach – Charlotte ISD going to Palo Alto next year (outside our service area)**
- j. Dr. Rios interested in bringing Dual Credit back to the college (History, Government, and Speech)**
- k. Potential for software to gain efficiency on enrollment process for Dual Credit students**
- l. Prison construction science course is moving forward**
- m. ISD that had shut down have returned to live instruction without issues**
- n. MOU 2022-2023 review and updates**
- o. IREPO subcommittees will report back on Monday to move forward with action items**
- p. Instructional Reviews – will present 3 to curriculum committee**
- q. Working on Good Jobs Grant (ours and coop) reviewing budgets on Thursday – due next Thursday**

- r. Program revision on Certificate 2 to Certificate 1 will be submitted to curriculum committee at the next meeting
- p. Workforce – TRUE grant activity moving forward, students must be FA eligible – targeting an additional certification
- q. Skills Development Grant with Micro Star – paperwork has been submitted – waiting on approval then proceed with training
- r. Division Chair meeting on 8-week schedule for next Fall – permission to use the T – TH 11:00 – 12:30 period for classes
- s. Question on weather forecast for later this week – will continue to monitor forecast and adjust as deemed necessary
- t. 2nd 8-week session opens up today
- u. ATD professional development meeting with coaches today

3. VP Student Services

- a. Today is census date – 10% decrease in semester credit and contact hours
- b. Update on Drop List report
- c. Departmental updates
- d. IREPO updates
- e. Interviews for Senior Director of Enrollment Management on Thursday
- g. Reviewing 2022-2023 budgets
- h. Circle In – evaluate the cost benefit

4. VP Finance

- a. G5 – IREPO funds available
- b. Federal Appeals court ruled a 3rd party threat could be a Title IX situation
- c. Sul Ross Lease arrangements
- d. Request for printer for A. Ortiz – Interim Chair – no big printer available in his area

5. VP Eagle Pass Campus

- a. No issues reported on students return face-to-face sections
- b. Success coaches working on Career/Transfer Fair – later this month and Dual Credit graduation applications
- c. Care Team will be meeting every Tuesday to train new Success Coaches
- d. AEL curbing in last phase – next step is to come in with paving

6. VP Administrative Services

Be so good that the world has no choice but to notice you.

Unknown

- a. Re-open report – 15 positive & 8 exposed, 40 test kits received, inventory in good shape, receiving free supplies from STRAC
- b. Facilities report
- c. Maintenance report
- d. Public Information
- e. Tech Committee meeting
- f. Cafeteria report
- g. Key Control-rekeying / access control
- h. Budget notification – IT
- i. APP Armor test

7. VP Del Rio Campus

- a. Getting ready for cold weather – draining sprinkler lines and leaving lines open to keep pipes from freezing in buildings**
- b. Request from High School to partner on scoreboard**

8. Chief of Staff

- a. Trio Grant renewal was submitted**
- b. Submitted information on Good Jobs Challenge Coop grant – includes CDL bus driving, Drone training \$700,000. Draft forthcoming on our Good Jobs Challenge grant**

9. Faculty Association – Out

CABINET MEETING
February 9, 2022
Via ZOOM

	AGENDA ITEM	NOTES
1.	President	SWTJC Board of Trustees' February Meeting Agenda
2.	VP Academic Affairs	
3.	VP Student Services	
4.	VP Finance	

5.	VP Eagle Pas Campus	
6.	VP Administrative Services <i>Without passion, life is nothing.</i> Zig Ziglar	Re Open report Facilities report Smart Classroom report Maintenance report Hubbard Hall Day Care Dugas Law Firm Mr. Flores Luncheon
7.	VP Del Rio Campus	
8.	Chief of Staff	

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

February 9, 2022

The Cabinet members of Southwest Texas Junior College met February 9, 2022 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**

Also, Present were:

**Juan Guzman, Dean of Applied Sciences and Workforce Education
Dr. Cheryl Sanchez, Dean of Liberal Arts and Adult Education and Literacy
Charles Garabedian, Dean of Instructional Services and School District Partnerships
Xaviera Haynes, President of the Faculty Association**

- 1. President**
 - a. SWTJC Board of Trustees' February Meeting Agenda**

- 2. VP Academic Affairs**
 - a. Met with Hondo Staff yesterday regarding lease of facilities**
 - i. A more reasonable perception of the realities for the center**
 - ii. Focus on expanding Workforce Training Opportunities in Hondo**
 - b. Meeting tomorrow with Simple Syllabus**
 - c. Need to revise the Online Assessment Tool**
 - d. Honor Lock, move next year's budget to Recurring Software cost**
 - e. Meeting with ATD coaches – 8-week course transitions, how do they handle student activity**
 - f. Visit to new hospital – great facility**
 - g. Adjunct evaluations ongoing, Program evaluations being submitted to Curriculum committee**
 - h. IREPO – main committee has met and subcommittee reported actionable items**
 - i. Frontera rooms, suggestions for Quality Matters, boosting internet access on campus.**
 - ii. Committee will follow up with another meeting**
 - i. Outreach activities at Natalia, and similar activities at Del Rio and other districts. Helping the Business Office facilitate invoicing, working on template for Complying with Substantive Change policies. Potential for student advising**
 - j. Medics Soft – done custom programming to automate registration process**

3. VP Student Services

- a. 2nd 8-week enrollment update – 445 unduplicated students, as of Monday 164 enrolled in both 8-weeks
- b. Commencement confirmation of Honey Bowl for May 13th and 14th
- c. Resource Fair – great student turnout and community participation
- d. Next event is Grilling with the President - March 10th
- e. Departmental Updates
- g. Success Coaches visiting high schools
- h. Virtual Transfer session

4. VP Finance

- a. Memorial Scholarship is down – will redirect the community gym access fee to this scholarship
- b. Evaluating tuition and fee rates

5. VP Eagle Pass Campus

- a. Traffic increase for 8-week courses
- b. Reopening the student lounge
- c. Status of food pantry
- d. AEL paving update

6. VP Administrative Services

Without passion, life is nothing
Zig Ziglar

- a. Re-open report – update on positive cases and exposures, trending down. Our test sites are operational and new test kits have been received
- b. Facilities report
- c. Smart Classroom report
- d. Maintenance report
- e. Hubbard Hall
- f. Day Care
- g. Dugas Law Firm
- h. Mr. Flores - luncheon

7. VP Del Rio Campus

- a. Campus updates

8. Chief of Staff

- a. Finalizing Good Jobs Grant submittal – plan to submit today
- b. Sul Ross inquiry about the grant – Vice President Garza appears to really be trying to move the institution forward

9. Faculty Association

- a. Questions about timing on overload contracts
- b. Questions about students attending face to face and Zoom sections
- c. Request for formal calendar on 8-week terms

CABINET MEETING
February 16, 2022
Via ZOOM

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

<p>5.</p>	<p>VP Eagle Pas Campus</p>	<p>Out</p>
<p>6.</p>	<p>VP Administrative Services <i>"Look, if you had one shot, or one opportunity to seize everything you ever wanted in one moment, would you capture it? Or just let it slip away?"</i> Marshall Bruce Mathers III</p>	<p>Re Open report</p> <p>Facilities Report</p> <p>Maintenance Report</p> <p>Transportation</p> <p>Administrative Work Budget work in progress UAP's</p>
<p>7.</p>	<p>VP Del Rio Campus</p>	<p>DR Blended Academy Presentation – 67 students Feb 15</p> <p>DR Chamber Leadership Team - Education Tour – Feb 17</p> <p>Mtg ECHS: In-Person Lottery Drawing for Cohort #8 Feb 24 Help requested for Parents Nights (March 23 and 24) Complete Admission Documents – break up into small groups</p> <p>Will begin regular TSI2 Testing in DR – Fridays</p>
<p>8.</p>	<p>Chief of Staff</p>	

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

February 16, 2022

The Cabinet members of Southwest Texas Junior College met February 16, 2022 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
Derek Sandoval, VP Administrative Services
Connie Buchanan, Vice President Del Rio Campus
Dr. Randa Schell, Chief of Staff**

Cabinet member absent was:

Gilbert Bermea, Vice President Eagle Pass Campus

Also, Present were:

**Charles Garabedian, Dean of Instructional Services and School District Partnerships
Xaviera Haynes, President of the Faculty Association**

- 1. President**
 - a. SWTJC Board of Trustees' February Meeting**
- 2. VP Academic Affairs**
 - a. Kubota – meeting about Diesel Tech**
 - b. Pathways Institute**
 - c. RUS Grant and Polycoms**
 - d. Simply Syllabus - Implementation**
 - e. Outreach working on next year's schedule**
 - f. New cohort advising team**
 - g. IREPO – Courseware expenditures – 5 Smartboards to small districts**
- 3. VP Student Services**
 - a. 459 – 2nd 8-week enrollment – continue to explore additional coursed to make available**
 - b. Commencement May 13th – Academic at 7:00pm and May 14th – Technical at 10:00 AM**
 - c. Continue meeting with Sul Ross staff on Mondays**
 - d. Transfer Days continuing**
 - e. Campus tours being scheduled**
 - g. Departmental Updates**
- 4. VP Finance**
 - a. Met with Hondo on new lease agreements – and reality of expansion of programs at the STRTC**
 - b. Add National Suicide Prevention phone number on student ID's**
 - c. Budgets are due to the Vice Presidents on February 28th**

5. VP Eagle Pass Campus - Out**6. VP Administrative Services**

*“Look, if you had one shot, or one opportunity to seize everything you ever
Wanted in one moment, would you capture it? Or just let it slip by?”*

Marshall Bruce Mathers, III

- a. Re-open report**
- b. Facilities report**
- c. Maintenance report**
- d. Transportation**
- e. Administrative Work**
 - i. Budget work in progress**
 - ii. UAPs**

7. VP Del Rio Campus

- a. Del Rio Blended Academy Presentation – 67 students – February 15th**
- b. Del Rio Chamber Leadership Team – Education Tour – February 17th**
- c. Meeting with ECHS: In Person Lottery Drawing for Cohort # 8 – February 24th**
- d. Help requested for Parents Nights (March 23rd and 24th)**
- e. Complete Admission documents – break up into small groups**
- f. Will begin regular TSI2 Testing in Del Rio - Fridays**

8. Chief of Staff

- a. Nominations for workflow committee**
- b. Good Jobs Challenge submitted**
- c. UAP reimagined**
- d. Evaluations and Budgets**
- e. Data Request for Multiple Measures**
- f. Course Coding – in progress**

9. Faculty Association

- a. Questions about Evaluation Committee**
- b. Overload contracts received**

CABINET MEETING
February 23, 2022
Via ZOOM

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

5.	VP Eagle Pas Campus	
6.	VP Administrative Services <i>"He did each thing as if he did nothing else."</i> <i>-spoken of novelist Charles Dickens</i>	Re Open report Facilities report -Witt-Bid Evaluation/Rubric Instrument -Modular Building-site prep work bid out on 2-25-22, March Board recommendation Maintenance report -Friday power outage IT -Russ Grant equipment Gym report -traffic/reporting/softball field usage -youth basketball last weekend
7.	VP Del Rio Campus	
8.	Chief of Staff	

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

February 23, 2022

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Cabinet members present were:

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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
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Also, Present were:

**Johnny Guzman, Dean of Applied Sciences and Workforce Education
Dr. Cheryl Sanchez, Dean of Liberal Arts and Adult Education and Literacy
Charles Garabedian, Dean of Instructional Services and School District Partnerships
Xaviera Haynes, President of the Faculty Association**

- 1. President**
 - a. COVID positivity rate – mask recommended**
 - b. No Gala in April**
 - c. No Election – Unopposed**
 - d. Board vacancy**

- 2. VP Academic Affairs**
 - a. Simple Syllabus – implementation process**
 - b. Multiple Measures**
 - c. Kubota Tech – certification opportunities into the Diesel Program**
 - d. HVAC – Hondo restart**
 - e. Update on Aviation – Uvalde and Chittim Center training**
 - f. Drama / Theater collaborating with Uvalde Opera House. Also hosting the the One-Act-Play for District competition**
 - g. ATD coaches on 8-week transition**
 - h. Equity discussions**
 - i. Outreach updates**

- 3. VP Student Services**
 - a. Data Tracking webinar**
 - b. Graduation plans**
 - c. March 1st – Career Transfer Day**
 - d. March 2nd – Ash Wednesday**
 - e. March 10th – Grilling with the President**
 - g. Library Disaggregating data – better refined data analysis**
 - h. Services update**
 - i. Attending Dual Credit conference**
 - j. Pell refunds – March 8th – 10th**

4. **VP Finance**
 - a. **Texas Book Store**
 - b. **Sul Ross lease payments**

5. **VP Eagle Pass Campus**
 - a. **Paving update for AEL – still unfinished**
 - b. **Positive response from transfer day**
 - c. **Pleased with work on modular building deck**

6. **VP Administrative Services**

“He did each thing as if he did nothing else.”
-spoken of novelist Charles Dickens

 - a. **Re-open report**
 - b. **Facilities report**
 - i. **WITT bid Evaluation/Rubric Instrument**
 - ii. **Modular Building-site prep work bid on February 25, 2022**
 - iii. **March Board meeting – have a recommendation**
 - c. **Maintenance report – Friday power outage**
 - d. **Information Technology – Russ Grant equipment**
 - e. **Gym report**
 - i. **Traffic/reporting/softball field usage**
 - ii. **Youth basketball last weekend**

7. **VP Del Rio Campus**
 - a. **Praise to Franki Pannell for supporting a quick request for internet access**
 - b. **Del Rio lottery for ECHS positions**
 - c. **Aim to Success – combination for transfer/career and resource fairs into a single event – outdoor area**

8. **Chief of Staff – Nothing to report**

9. **Faculty Association – Nothing to report**