

CABINET MEETING
January 6, 2021

	AGENDA ITEM	NOTES
1.	President	SWTJC Board of Trustees' January Board Meeting Agenda Junior Livestock Shows Real – January 14 th & 15 th Uvalde – January 28th-30th Zavala – Canceled
2.	VP Academic Affairs	
3.	VP Student Services	
4.	VP Finance	

5.	VP Eagle Pass Campus	
6	VP Administrative Services "We make a living by what we get, but we make a life by what we give." Winston Churchill	Re Open report Public Info-Chat Box 8 wk semester schedules Christmas at the College takedown, Jan. 11 Dr. Sosa review of Public Info. Very Grateful! Maint/Custodians 5th Yr. Report work
7.	VP Del Rio Campus	
8.		

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

January 6, 2021

The Cabinet members of Southwest Texas Junior College met January 6, 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

1. President

- a. SWTJC Board of Trustees' January Board Meeting Agenda**
 - i. Add agenda item for Early College High School**
 - ii. Include in the President's report the Consolidated Appropriations Act 2021**
- b. Junior Livestock Shows**
 - i. Real County – January 14th and 15th**
 - ii. Uvalde County – January 28th – 30th**
 - iii. Zavala County – Canceled**

2. VP Academic Affairs

- a. Representative Gonzales visiting Hondo STRTC**
- b. Update on 5th year SACS-COC visit and proposed dates**
- c. JG – Update on RN staffing**
- d. JG – Nursing student not allowed in clinicals for the time being**
- e. JG – Update on Technical Programs**
- f. CS – Convocation next week**
- g. CS – Consider UIL one act play for District 31A**
- h. RZ – Update from CoBoard Desk Audit**

3. VP Student Services

- a. Pell awards pending to students who have not registered**
- b. Financial Aid applications received**
- c. Enrollment update**

4. VP Finance

- a. How long do we need to keep part-time employee paperwork**

5. VP Eagle Pass Campus

- a. Update on cases on campus**

6. VP Administrative Services

"We make a living by what we get, but we make a life by what we give."
Winston Churchill

- a. Re-open report
- b. Public Information – Chat Box
 - i. 8-week semester schedules
 - ii. Christmas at the College take-down, January 11th
 - iii. Dr. Sosa review of Public Information, very grateful
- c. Maintenance/Custodians
- d. 5th year report work

7. VP Del Rio Campus

- a. Update on cases on campus
- b. Wind roof damage

CABINET MEETING
January 13, 2021

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

5.	VP Eagle Pass Campus	
6	VP Administrative Services <i>"The signature of mediocrity is not an unwillingness to change, the signature of mediocrity is chronic inconsistency."</i> <u>Good to Great</u> Jim Collins	Re Open report 5 th Yr. Report work continues
7.	VP Del Rio Campus	
8.		

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

January 13, 2021

The Cabinet members of Southwest Texas Junior College met January 13, 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

1. President

- a. SWTJC Board of Trustees' January Board Meeting Agenda**
- b. Reviewed President's Report and Mission adoption statement**

2. VP Academic Affairs

- a. Results of meeting with Dilley – end EMT, expand AAT, Cyber Security**
- b. Working on transfer pathways with Sul Ross**
- c. Low enrollment for the Spring impact on teaching loads 19% down**
- d. Request to use nursing students to assist with mass vaccine distribution**
- e. Autobody – low enrollment**
- f. PCT & HVAC in Hondo – no students enrolled**
- g. Still enrolling dual credit**
- h. Spring Enrollment down – student issues with remote learning**
- i. Faculty concerns about weak loads**

3. VP Student Services

- a. Discuss strategic enrollment actions to address enrollment**
- b. Library has begun checking out Chromebooks**
- c. Financial Aid working on appeals**
- d. Adjustments to COVID staff**
- e. Consolidated Cares Act – Student Aid Application up on web page**
- f. PTK updates**
- g. Estudios numbers versus Colleague on course locations**

4. VP Finance

- a. Update on December's Financials**

5. VP Eagle Pass Campus

- a. Advisers helping students with schedules**
- b. Students in general taking less credits**
- c. Students shying away from remote learning Math/Labs**
- d. 3 Custodial staff, 1 library staff out with COVID – non-college acquired**
- e. Common protocol for COVID with Sul Ross**

6. VP Administrative Services

“The signature of mediocrity is not an unwillingness to change, the signature of mediocrity is chronic inconsistency”

Good to Great – Jim Collins

- a. Re-open report
- b. 5th year report work continues

7. VP Del Rio Campus

- a. Update on class enrollments for Del Rio Faculty

CABINET MEETING
January 20, 2021

	AGENDA ITEM	NOTES
1.	President	
2.	VP Academic Affairs	Years of Service May 2019 – watches for 25 years of service
3.	VP Student Services	
4.	VP Finance	

5.	VP Eagle Pass Campus	
6	VP Administrative Services <i>"Anyone who doesn't know what's important to the team not only fails to contribute to the team, but actually prevents the team from achieving success."</i> John Maxwell	Re Open report Transportation-Fuel Report Fall to Fall \$25K to \$8,500 Auction items-Public Surplus Architect RFQ
7.	VP Del Rio Campus	
8.		

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

January 20, 2021

The Cabinet members of Southwest Texas Junior College met January 20, 2021 via ZOOM

Cabinet members present were:

**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**

Cabinet member absent was:

Dr. Hector Gonzales, President

- 1. President (Attending a TACC meeting)**
- 2. VP Academic Affairs**
 - a. Years of Service May 2019 – watches for 25 years of service**
 - i. Think about how we want to handle this and the pins as well**
 - ii. JG – put them in the mail with a letter from Dr Gonzales**
 - iii. CS – Suggest some sort to ZOOM celebration – during Dean’s Forum or address from Dr. Gonzales**
 - b. The portal to change core changes is open. Look at what courses is approved at other schools and be ready to defend ours if we need to – open until 8/31**
 - c. Sul Ross – communicating about criminal justice plan.**
 - i. Will be meeting with Mr. Ayala and Mr. Suarez**
 - ii. Sul Ross wants a 3rd science class which would put us at 62-65 hours**
 - iii. Would need to communicate this to students who wish to transfer**
 - iv. Will get re-drafted and cleaned up and distribute (note – will FA cover this expense?)**
 - v. AS instead of AA?**
 - d. SACS~COC enrollment report has been submitted**
 - e. Working on last minute student over load requests**
 - f. CS – Honor Lock contract is here. There will be a need for policies and procedures for those using**
 - g. Zogo Tech workings on a report to monitor faculty loads.**
 - i. This report will reflect number of SCH as well as student load**
 - ii. Also looking at “prime time” assignments**
 - h. AR sent summer schedules from last year to Division Chairs this morning**
 - i. Possibility of having some classes on campuses**
 - ii. There should be a meeting with all campuses and which faculty will be assigned**
 - iii. Schedules are due back to AR by March 12th**
 - i. Still a concern regarding Spanish classes – maybe Sul Ross could take care of this for us**
 - j. JG – Tech programs up and running**

- k. Nursing departments moving along with students volunteering with the program
 - i. The vaccine will be offered to the students who will participate in all 3 communities
 - l. Re-open team is still monitoring Tech classes
 - m. MT – Prison is shut down so they could not start. Working around
 - n. All dual credit drops and adds should be done today
 - o. RZ – Additional information was required for the enrollment desk audit.
 - i. Workforce force rosters need to be included
 - p. Program review information will be presented in the March curriculum committee
 - q. Filter is now in place for the Zogo Tech report that delineates between 16 weeks, 12 weeks, and 8 weeks registration
3. VP Student Services
- a. Concentration on registration
 - i. Focusing on the 12-week term for those that don't have all their documentation in
 - b. Possible exposure at Crystal City – it has been reported to the re-open team
 - c. RS – Call Center and Live Chat
 - i. Everyone is keeping updated on the same information
 - ii. Enrollment management
 - iii. Working on the wait list, down from 60 something to 30 something. Will down more today and tomorrow
 - d. Testing Center – New TSIA 2 – just about full for this week
 - e. SM – Enrollment report
 - i. Down about 13%
 - ii. Carrizo Springs is at a stand still due to being locked out with COVID
 - f. Working on automation cycle for posting the new TSIA 2 scores
4. VP Finance
- a. Additions to the budget team for HEERF I and II spending
 - b. Committee is currently, DS, MM, CB, FP, DO, adding one student services staff, JG and CS for faculty
 - c. Additional funding
 - i. Students \$1.868M
 - ii. Institutional – not sure yet but feel like it will be more than the \$1.868M
5. VP Eagle Pass Campus – Nothing to report
6. VP Administrative Services
- “Anyone who doesn't know what's important to the team not only fails to contribute to the team, but actually prevents the team from achieving success”*
John Maxwell
- a. Re-open report
 - b. Girls HS basketball game will be on campus – there will not be any SWTJC employees there
 - c. Transportation – Fuel Report Fall to Fall \$25K to \$8,500
 - d. Auction items – Public Surplus, Flintstone van and old lift truck
 - e. Architect RFQ
 - f. New A/C employee - RF
7. VP Del Rio Campus – no report

CABINET MEETING
January 27, 2021

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	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>"Wisdom begins in wonder"</i> Socrates	Re Open Committee report IT report Public Info-Branding (VP Mata) Life Safety/Security report Maintenance-Garner Hall, Swimming Pool, Tech Ctr., Alamo Public Adjusters (VP Buchanan)
7.	VP Del Rio Campus	DR/EP Police Motorcycle Training in Progress DR Roof Hail Damage Claim: Alamo Adjusters Meeting Report from last Friday (1/22)
8.		

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

January 27, 2021

The Cabinet members of Southwest Texas Junior College met January 27, 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

1. President

- a. Discussed strategic plan and identified goals with the Board**
- b. Discussed variance between Estudios and informer on Spring 20 enrollment numbers**
- c. Request identification for office space utilization**

2. VP Academic Affairs

- a. Authorized drama and music positions for the Fall**
- b. Discussion on niche programs – multi media/video production/athletics**
- c. Gathering information for e-game league**
- d. Desk Audit – status update**
- e. Looking for assistance from state for evaluation of TSIA2**
- f. Report on Honorlock training**
- g. Summer schedule – planning for face to face section**
- h. Committee reports**
- i. Status on A D N faculty/positions**
- j. Nursing students assisting with mass vaccinations**
- k. Chittam Center parking discussion**
- l. Cyber Security Tech program / option**
- m. Update on data resource page**
- n. Carl Perkins reallocate funds \$34K additional**
- o. Prison should be opening up Tuesday/Wednesday**

3. VP Student Services

- a. Update on staff - COVID**
- b. EOC future/grant renewal**
- c. Documentation of collaboration with RGC**
- d. Marketing Strategies**
- e. Financial Aid updating documents**
- f. Library chrome-book update**
- g. Testing center update**
- h. Orientation Seminars**
- i. Student Support Services update**
- j. Virtual lip-sync battle, monthly self-defense/yoga**
- k. PTK – Hallmark entries submitted**
- l. Spring enrollment numbers – next week is census**

- m. Graduation plans – schedule as soon as possible after end of term
- n. Academic calendars - March 14-18, 2022
- o. Flex semester and need to add developmental courses
- p. Crystal City working on grounds

4. VP Finance

- a. Budget process begins next operating year
- b. Working on Care/Cares 2.0 budget updates
- c. Working on loss revenue calculations
- d. Status on RFQ on architects

5. VP Eagle Pass Campus

- a. COVID status update – staff reported back to work with no issues
- b. Facility issues
 - i. Plumbing issues at Tech Center
 - ii. Building F – automatic devices
 - iii. Building C – A/C repairs ongoing
 - iv. Installing additional camera in E, A, and Chittam
 - v. Parking Lot lights out – waiting on bids to replace
- c. Advisors meeting on Friday - virtual

6. VP Administrative Services

“Wisdom begins in wonder”
Socrates

- a. Re-open Committee report
 - i. COVID update
 - ii. Inventory - 20,000 mask n95. Electrostatic machine, purchasing additional misters
 - iii. Developing a sign-up campaign for vaccination
 - iv. Allocation of KN95 masks to departments
- b. IT Report – upgrading conference room technology for professional development
- c. Public Information – Branding (VP Mata)
- d. Life Safety / Security report – AppArmour and Informacast updates
- e. Maintenance – Garner Hall, Swimming Pool, and Tech Center
- f. Alamo Public Adjusters (VP Buchanan)

7. VP Del Rio Campus

- a. Del Rio / Eagle Pass Police Motorcycle Training in progress
- b. Del Rio Roof hail damage claim: Alamo Adjusters meeting report from last Friday (January 22, 2021)
- c. Custodial staff back at work after COVID exposures

8. Dr. Blaine Bennet

- a. Development Education Committee - updated