

CABINET MEETING
July 1, 2020

	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>"Great works are not performed by strength but by perseverance."</i> Samuel Johnson	Return to Campus Employee I-9 documents KnownB4 ??? Dr. Schelle Cyber Security Training David Walker Retirement SOC Meeting-Housing/Return to Campus plan Marketing strategy
7.	VP Del Rio Campus	SFDRICISD having parents choose: go to school each day (avg size 22), all online, or hybrid (report every other day, skipped dates require online presence, avg size 12) SFDRICISD purchasing Canvas LMS for 9th through 12th grade, all classes Interviews for Office Manager 6/30

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CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE

July 1, 2020

The Cabinet members of Southwest Texas Junior College met July 1, 2020 via Zoom

Cabinet members present were:

Dr. Hector Gonzales, President
Dr. Mark Underwood, Vice President of Academic Affairs
Margot Mata, Vice President of Student Services
Anne Tarski, Vice President of Finance
Gilbert Bermea, Vice President of the Eagle Pass Campus
Derek Sandoval, Vice President of Administrative Services
Connie Buchanan, Vice President of the Del Rio Campus

1. President

- a. Discuss the rising cases in our community and conversation with local leaders on a call to increase actions to mitigate drastic rise in COVID – 19 cases
- b. Enrollment Update
 - i. Summer I 2020 (Census)
 - a. Headcount: 1,574
 - b. Contact Hours: 144,576 (Census 2019: 124,960)
 - c. Semester Credit Hours: 7,548 (Census 2019: 6,796)
 - ii. Summer II (8:00am – 7/1/2020)
 - a. Headcount: 1,064 (7/01/2019 – N/A)
 - b. Contact Hours: 91,200 (Census 2019: 94,144)
 - c. Semester Credit Hours: 4,706 (Census 2019: 5,015)
 - iii. Fall 2020 (8:00am – 7/1/2020)
 - a. Headcount: 1,213 (7/1/2019 – N/A)
 - b. Contact Hours: 236,576 (Census 2019: 1,199,680)
 - c. Semester Credit Hours: 11,826 (Census 2019: 59,226)

2. Vice President – Academic Affairs

- a. TSI Update
- b. Texas College Bridge Program – CCMR standards – Rule 4.55 – non-degree seeking – don't have to require test during the semester – deemed that student exempt
- c. Meeting with Deans and Professional Development on opportunities for faculty in virtual and online teaching – forthcoming in July
- d. Interview Drama Faculty
- e. CS – Mental health support for employees
- f. CS – Communication with district regarding dual credit
- g. CS – Process for requesting grant funds for technology purchases
- h. JG – Working on process for Fall Re-Open in Tech programs
- i. JG – May need additional equipment to sustain social distancing measures
- j. MT – Schools are asking about Dual Credit Distance Learning and repurpose distance learning room
- k. RZ – Update on CBM002
- l. BB – Good meeting with Dual Credit and Developmental Education groups

3. Vice President – Student Services

- a. Cares Act student awards update
- b. Re-Open plans on Testing Center
- c. Testing Center tests update
- d. Comments on central check station
- e. Looking at an August 3rd return to campus for Student Services
- f. College Work-Study - \$174,720 available for next year
- g. Library coming in on a limited basis
- h. Title IX changes
- i. CM – Pearsall remains closed, Crystal City following protocols with temperature checks and screening
- j. Will meet Sul Ross to discuss how we move forward working together on initiatives

4. Vice President – Finance

- a. July have \$1.5 M CD on reserve
- b. E-mail about internet access capabilities among faculty – cloud subscription, what are our options?
- c. Still working on Budgets

5. Vice President – Eagle Pass - Nothing to Report

6. Vice President – Administrative Services

“Great works are not performed by strength but by perseverance.”

Samuel Johnson

- a. Return to Campus update
- b. Employee I-9 documents
- c. Known B4??? Dr. Schelle
- d. Cyber Security Training
- e. D.W. - Retirement
- f. SOC Meeting – Housing/Return to Campus plan
- g. Marketing Strategy

7. Vice President – Del Rio

- a. SFDR CISD having parents choose: go to school each day (average size 22), all online, or hybrid (report every other day, skipped dates require online presence, average size 12)
- b. SFDR CISD purchasing Canvas LMS for 9th through 12th grade, all classes
- c. Interviews for Office Manager June 30, 2020
- d. Plumbing leak
- e. Error messages on scanning messages to Admissions and Financial Aid

8. Faculty Association

- a. Internet issues, reliable internet from rural areas, need for upgrade for household usage, extension or internet router

CABINET MEETING
July 22, 2020

	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>"Change happens in an instant, the moment you decide to change."</i> Tony Robbins	
7.	VP Del Rio Campus	
8.		

CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE

July 22, 2020

The Cabinet members of Southwest Texas Junior College met July 22, 2020 via Zoom

Cabinet members present were:

Dr. Hector Gonzales, President
Dr. Mark Underwood, Vice President of Academic Affairs
Margot Mata, Vice President of Student Services
Anne Tarski, Vice President of Finance
Gilbert Bermea, Vice President of the Eagle Pass Campus
Derek Sandoval, Vice President of Administrative Services
Connie Buchanan, Vice President of the Del Rio Campus

1. President
 - a. Discussed Fall Enrollment and strategies to improve enrollment numbers
 - b. Assign priority lists to specific departments
 - c. Reopen for limited office use
 - d. Time and effort reports for staff

2. Vice President – Academic Affairs
 - a. Texas Success Center – EMSI Data – Risk management data set
 - b. CS – Course description graphic
 - c. CS – Professional training opportunity for faculty
 - d. CS – List of definitions
 - e. JG – Working on face to face procedures for labs
 - f. JG – Coordinating with Dual Credit technical
 - g. MT is on vacation

3. Vice President – Student Services
 - a. RS – Cares Acts
 - b. RS – Testing Center Update - 218 TSI, 112 remote, 3 GED, 33 CLEP, 55 TCOLE
 - c. RS – Student Support Services TRIO – not awarded
 - d. RS – Virtual Town Hall with Student Support Services
 - e. RS – Motivational Monday & Real-World Wednesday videos
 - f. SM – Modified admissions criteria – proceed with modifications
 - g. CB – Update Call Center manual for modified admissions
 - h. CM – Update on COVID – 19 personal experience

4. Vice President – Finance
 - a. Revise Budget – VP for review
 - b. Comp-time balance
 - c. Over Load pay document

5. Vice President – Eagle Pass - Nothing to Report

6. Vice President – Administrative Services

“Change happens in an instant, the moment you decide to change.”

Tony Robbins

- a. Reopen committee will meet Friday

7. Vice President – Del Rio

- a. Met with the new Early College High School Principal – Del Rio

- i. Are the statewide credit goals and district goals included in MOU?

- b. Sul Ross employees wearing face masks

CABINET MEETING
July 29, 2020

	AGENDA ITEM	NOTES
1.	President	
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5.	VP Eagle Pass Campus	
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7.	VP Del Rio Campus	
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CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE

July 29, 2020

The Cabinet members of Southwest Texas Junior College met July 29, 2020 via Zoom

Cabinet members present were:

Dr. Hector Gonzales, President
Dr. Mark Underwood, Vice President of Academic Affairs
Margot Mata, Vice President of Student Services
Anne Tarski, Vice President of Finance
Gilbert Bermea, Vice President of the Eagle Pass Campus
Derek Sandoval, Vice President of Administrative Services
Connie Buchanan, Vice President of the Del Rio Campus

1. President

- a. Update on Call Center – R.S. will take lead on revising Call Center process. Will designate Day Care staff to help follow up on missed calls and feedback on call resolution
- b. Enrollment update – continue to produce marketing videos – focus on and highlight what tech labs will look like in the Fall
- c. Feedback on decision to move online and no dorms. Agreed to develop an alternative housing listing for students – O. G.

2. Vice President – Academic Affairs

- a. Hold firm on start date of 8/24/2020 but allow flexibility for various ISD start dates for Dual Credit
- b. Update on La Pryor and PCT program
- c. Webinar for Developmental studies and Bridge Program
- d. CS – Faculty Duties and Responsibilities – add a COVID provisions
- e. CS – Dual Credit – High School requested hybrid class – coded as “W”
- f. CS – Sharing reports on Zogo Tech
- g. CS – Enrollment in online classes up versus synchronous learning options- all sections available not restricted to locations
- h. CS – ATD Self Reflection Report – forego the report – do not renew the contract
- i. JG – Division Chairs working with departments on Fall Labs and putting together kits for each lab includes thermometer, masks, signs and other supplies – deliver prior to faculty arrival to hit ground running with training – working with R. Jones
- j. JG – Aviation – internet connections at building – need to hard wire
- k. JG – Workforce – Truck Driving – issue with the bus weight as requirement for licensure. 17,000 lb versus 21,000 lb gvw – need to correct registration – A. Tarski will call Tax Assessor to inquire how to correct
- l. MT – Prison lockdown due to riot – will continue as correspondence – enrollment may decrease because inmates want the faculty interaction – Construction still a maybe with a plan to alternate days with current cohort
- m. MT – Dual Credit registration will begin next week
- n. RZ – Registered for Dev Ed Webinar with CoBoard
- o. RZ – Look at revising the coding scheme for courses for better identifications – working with Elusion
- p. RZ – Watermark update – working to have single sign in capability
- q. RZ – Zogo Tech contact for assistance

3. Vice President – Student Services

- a. RS – Update on reaching out to students that have not registered but have Pell Award
- b. RS – RS – 3,939 ISRS – updated on status of files
- c. RS – Testing Center Update
- d. RS – Cares Acts Awards
- e. SM – Already Discussed
- f. CM – Pearsall enrollment down – request open date – advised to run through re-open committee
- g. CM – Crystal City ISD going to postpone high school until September 27th
- h. CM – Request to move into a more visible position – on how students access student e-mail accounts and how to for Canvas

4. Vice President – Finance

- a. Advised County Election Administrators to include the college in the November General Election
- b. Working with appraisal districts and calculating our effective tax rate
- c. Staff Duties documents during COVID
- d. TWC – unemployment bill

5. Vice President – Eagle Pass

- a. Update on enrollment and faculty loads
- b. Assigned R. L. to follow up on student voice mailbox messages
- c. Will bring staggered schedule staff back on campus

6. Vice President – Administrative Services

“Change happens in an instant, the moment you decide to change.”
Tony Robbins

7. Vice President – Del Rio

- a. Update on phones at Del Rio

8. Other

- a. Blaine Bennett
 - i. Opportunity to change existing practices – more proactive
- b. Catarino Morales
 - i. Culture and importance of it
 - ii. Faculty Association’s perspective on salary freeze and adjustment to overload pay question on communication of decision
- c. Suggestion – maybe hold Deans’ Forum