

CABINET MEETING
July 6, 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>Every champion was once a contender that never gave up.</i> Rocky Balboa	Facilities report Maintenance report IT report
7.	VP Del Rio Campus	
8.	Chief of Staff	
9.	Faculty Association	

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

July 6, 2022

The Cabinet members of Southwest Texas Junior College met July 6, 2022 via ZOOM

Cabinet members present were:

**Dr. Hector Gonzales, President
Dr. Mark Underwood, Vice President Academic Affairs
Margot Mata, Vice President Student Services
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**

Cabinet member absent was:

Dr. Randa Schell, Chief of Staff

Also, Present were:

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

1. President

- a. Updates from the SWTJC Board of Trustees' Board meeting**
- b. Budget**
- c. Salaries**
- d. Safety**
- e. There will not be a SWTJC Board of Trustees' Board meeting in July**

2. VP Academic Affairs

- a. Update on SACS~COC reports**
- b. Need volunteers to Kids' College**
- c. IDesign update**
- d. Working on UAP**
- e. Second Chance Pell Conference upcoming**
- f. College Career Day scheduled for the middle of September in Eagle Pass**
- g. COVID Protocols**
- h. TEA safety requirements for all schools**
- i. IREPO update**
- j. Tech MOUs are coming in**
- k. IREPO update**

3. VP Student Services

- a. Summer II and Fall Enrollment updates**

4. VP Finance – Anne Tarski reporting

- a. Salary worksheets from Nita Reed**
- b. HEERF 2.7 available 611K**

5. VP Eagle Pass Campus

- a. Facilities update
- b. Tech Center Portable ready to occupy
- c. New partition for RR

6. VP Administrative Services

“Every champion was once a contender that never gave up”.
Rocky Balboa

- a. Facilities Report – transformer scheduled for November and December
- b. Yesterday’s incident – modify notification
- c. Maintenance report
- d. IT report

7. VP Del Rio Campus

- a. Uvalde ground keepers going to Del Rio to remove a palm and a tree
- b. Updates to floor plans to computer solutions
- c. Successful Rodeo event, lots of contacts

8. Chief of Staff – Out on vacation**9. Faculty Association**

- a. Kids’ College
- b. Master schedule for Fridays

CABINET MEETING
July 13, 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>"...in the long, the quality of our lives often depends on the quality of our habits."</i> <u>Atomic Habits</u> <i>James Clear</i>	Re Open Facilities report Maintenance report IT report STEM date? Families-Tate only?
7.	VP Del Rio Campus	Received 26 door knobs – Ck w/A-1 about calibrating them to current keys Water Restrictions in Del Rio – cut lawn watering/mow less Emailed Fac/Staff COVID increased number and guidelines Social media reminder to check O365 Bianca Garza, new DR Adm Asst started Monday Interview for PHIL instructor next Thursday, July 21 Out of the office: Rest of the week
8.	Chief of Staff	

9.	Faculty Association	
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Margot Mata, Vice President Student Services
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:

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

1. President

- a. State Comptroller has announced a good outlook**
- b. Looking at a cost-of-living stipend for those who reached top of pay scale**

2. VP Academic Affairs

- a. SACS~COC response is nearing completion/due tomorrow**
- b. Simple Syllabus is ready to conduct training, will hold in August so Chairs can attend**
- c. Attending SACS~COC Summer Conference next week**
- d. Outreach update**
- e. SACS~COC – Substantive Change work nearing completion**
- f. MOUs – have some Tech MOUs still pending, Rocksprings will have welding**
- g. IREPO Grant update**
- h. Professional Development update**
- i. Faculty resignations – Auto Tech in Uvalde and Health Occupations in Workforce**
- j. Meeting with City of Eagle Pass on continuation of grant funding for A D N stipend, also possible program for the LVN program as well**
- k. Catalog updates on the web page**
- l. Closing out Summer I and beginning Summer II**
- m. Discussion of number of hours that can be pending to graduate in May**
- n. Working with DC on course coding project and kinks of increased number of 8-week courses**
- o. Discussion of Sick Leave Bank**

3. VP Student Services

- a. Enrollment report**
- b. Assisting with Kids' College**
- c. STEMward Bound next week is full**
- d. Transfer Team – working with RGC on Registration Roundups**
- e. Student Success Services update**
- f. Financial Aid update**
- g. Open positions – made recommendations on EP and DR positions and setting up interviews for the Uvalde position**

4. VP Finance

- a. Need detailed receipts on P-cards

5. VP Eagle Pass Campus

- a. HR is meeting with new Recruiting/Engagement person today for intake
- b. Contacted by the National Guard about a special program
- c. Student traffic has picked up this week
- d. RGC HVAC is on the fritz again
- e. Student Lounge refresh is upcoming

6. VP Administrative Services

"...in the long, the quality of our lives often depends on the quality of our habits".
Atomic Habits – James Clear

- a. Re-Open report
- b. Facilities report
- c. Maintenance report
- d. IT report
- e. STEM date ? – next week
- f. Families – Tate only? – Yes
- g. Budgets – will be posted as soon as salary updates are in the balanced

7. VP Del Rio Campus

- a. Received 26 doorknobs
- b. Water restrictions in Del Rio
- c. Emailed Faculty/Staff COVID increased numbers and guidelines
- d. Social media reminder to check Office 365
- e. New Del Rio Administrative Assistant started Monday
- g. Interview for PHIL Instructor next Thursday, July 21st
- h. CB will be out of the office the rest of the week

8. Chief of Staff

- a. Kids' College report
- b. PTK Texas Honors Institute

9. Faculty Association

- a. Taking lead on Kids' College Carnival
- b. Meeting with iDesign
- c. Going to TCCTA conference

CABINET MEETING
July 20 2022
Via ZOOM

	AGENDA ITEM	NOTES
1.	President	
2.	VP Academic Affairs	
3.	VP Student Services	
4.	VP Finance	Proper I-9 documents Grant buying thresholds/procedures Print shop closing dates

5.	VP Eagle Pas Campus	
6.	VP Administrative Services <i>Where success is concerned, people are not measured in inches, or pounds, or college degrees, or family background; they are measured by the size of their thinking.</i> David Schwartz	Life Safety -Bomb Threat incident review -Future Safety Plans for campus programs IT report Public Information report
7.	VP Del Rio Campus	New door knobs – switching lock cylinders, no new keys necessary Broken ceiling rafter repaired – now repairing drop ceiling w/tiles. Dugas Law and TASB will be on campus Tuesday, July 26 – inspections
8.	Chief of Staff	
9.	Faculty Association	

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

July 20, 2022

The Cabinet members of Southwest Texas Junior College met July 20, 2022 via ZOOM

Cabinet members present were:

**Dr. Hector Gonzales, President
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**

Cabinet members absent were:

**Dr. Mark Underwood, Vice President Academic Affairs
Margot Mata, Vice President Student Services**

Also, Present were:

**Juan Guzman, Dean of Applied Sciences and Workforce Education
Charles Garabedian, Dean of Instructional Services and School District Partnerships
Xavier Haynes, President of the Faculty Association**

- 1. President**
 - a. Review of bomb threat incident**
 - b. Keying in course schedules – only 1 person**
 - a. Dr. Gonzales suggests cross-training of all individuals in the Administration Building**
 - c. Exit Interview form – discussion of 30 days after termination/resignation still have access to email? – Remove from form**
- 2. VP Academic Affairs**
 - a. Purchased a covered trailer for the Aviation program – may be used for other projects**
 - b. Professional Development update**
 - c. Outreach update**
 - d. Instructional Leadership update**
 - e. IREPO grant update**
- 3. VP Student Services - absent**
- 4. VP Finance**
 - a. Proper I-9 documents needed before people start working**
 - b. Grant buying thresholds/ procedures – Dr. Schell suggested a refresher training**
 - c. Printing Center will be closed July 19-29**
- 5. VP Eagle Pass Campus**
 - a. Notified that up to 100 National Guard troops are interested in getting trained/taking classes with us**
 - b. Making calls to students on the Drop List**
 - c. New Student Engagement specialist started work on Monday**
 - d. Still waiting on AC unit for RGC building**

6. VP Administrative Services

“Where success is concerned, people are not measured in inches, or pounds, or college Degrees, or family background; they are measured by the size of their thinking”.

David Schwartz

- a. Life Safety update
- b. Campus Police applications – zero for Del Rio and two for Eagle Pass
- c. IT report
- d. Public Information report

7. VP Del Rio Campus

- a. New doorknobs
- b. Broken ceiling rafter repaired
- c. Dugas Law and TASB will be on campus Tuesday, July 26th for inspections
- d. Will Convocation be Zoomed to campuses?
- e. Services Data Summit- When – August 5th on Uvalde Campus, presentations in Tate Auditorium and lunch in cafeteria

8. Chief of Staff

- a. STEM Literacy Conference with Noyce joint grant
- b. Kids’ College report

9. Faculty Association

- a. Called a special meeting with the Faculty Association to discuss pay (steps)
 - i. Dr. Gonzales reported that the Board of Trustees approved two steps and those who were at top of scale, grandfathered, etc. were adjusted with cost-of-living stipends
- b. TCCTA Conference update