

CABINET MEETING

June 3, 2020

	AGENDA ITEM	NOTES
1.	President	Graduation Update/Status Enrollment Update Summer 1 current to census (headcount/SCH/CH) Summer 2 Current to census Fall Current to Same time last year Cares Act Student Institutional & HS! (budget for Re Open) Fall 2020 plan for courses & departmental offices – status of evaluation Dual Credit MOU to Superintendents - Status Financial Aid Status Drop List Status Status on ECashier and inactive student accounts Roof update (DR, Wagner, Garner Science) loan for Roof? Re Open Committee – reviews in process, supply inventory, budget requests Budget 2020-2021 status Report on all vacant position

2.	VP Academic Affairs	
3.	VP Student Services	
4.	VP Finance	
5.	VP Eagle Pass Campus	

6	VP Administrative Services <i>"Wherever smart people work, doors are unlocked."</i> Steve Wozniak	Re Open Committee Rodeo Men's Basketball
7.	VP Del Rio Campus	Building C, A/C issues. Continue to prep campus for future re-open DR peaceful protest June 2 – extra hours of security
8.		

CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE

June 3, 2020

The Cabinet members of Southwest Texas Junior College met June 3, 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. Graduation Update/Status – Processed 795 records for graduates
- b. Enrollment Update
 - i. Summer I 2020 (8:00am – 6/3/2020)
 - a. Headcount: 1,595
 - b. Contact Hours: 145,440 (Census 2019: 124,960)
 - c. Semester Credit Hours: 7,573 (Census 2019: 6,796)
 - ii. Summer II 2020 (8:00am – 6/3/2020)
 - a. Headcount: 882 last year same time 1007
 - b. Contact Hours: 75,488 (Census 2019: 94,144)
 - c. Semester Credit Hours: 3,848 (Census 2019: 5,015)
 - iii. Fall 2020 (8:00am – 6/3/2020)
 - a. Headcount: 950
 - b. Contact Hours: 188,432 (Census 2019: 1,199.680)
 - c. Semester Credit Hours: 9,379 (Census 2019: 59,5226)
- c. Drop List Status – 283 students – will send out a text aimed to reach these students
- d. Status on E-Cashier and inactive student accounts – all student accounts have been activated
- e. Financial Aid Status

Date	0511	0513	0520	0527	0603
2020 Summer					
Received	572	615	706	780	
Complete	313	399	461	525	
Incomplete	259	216	245	427	
No App-on droplist				-172	These are already included in numbers of incomplete

2020-2021					
Received	2754	2788	2912	2978	3079
7 or 8	1106	1120	1186	1223	1256
2 or 6	1640	1660	1724	1748	1819
5	8	8	2	6	4

- f. Cares Act - \$465,000 been awarded to students – reevaluated those previously ineligible.
Summer students eligible
 - i. Student
 - ii. Institutional & HIS (budget for Re-Open) \$290,000
 - g. Dual Credit MOU to Superintendents – will go out to the Superintendents tomorrow.
 - h. Fall 2020 plan for courses and Departmental Offices – Status of evaluation: Liberal Arts for evening sections – online will remain online, face to face and distance learning will transition to hybrid distance/remote learning with synchronous teaching
 - i. Roof update – (Del Rio, Wagner, Garner Science) loan for Roof? Wagner/Garner Science in progress and received the TASB check for damages
 - j. Re-Open Committee – reviews in process, supply inventory, budget requests – received face shield, misters, mask, mister supplies, signage, liquid sanitizer, cleaning disinfectant concentrate drum. 38% completion of video training, return to work standardize document, Thursday afternoon posting reopen plan. Safety plan format – available for standard use. SWART limited transportation capacity. Visitors and contractors, housing, cafeteria, dorms. still being evaluated.
 - k. Budget 2020 – 2021 status – still in flux – 10% decrease enrollment, 15% decrease appropriations, 15% decrease tax collections
 - l. Report on all vacant positions
2. Vice President – Academic Affairs
- a. Labster has been approved through Cares funding
 - b. Pathway Webinar – June 25 – groups of 4-6 – limited capacity for webinar
 - c. JG- Clarification on reopen campus hot spots versus know contact with positive cases
 - d. JG – Looking at grant opportunities – driving simulators for truck driving
 - e. JG – Microstar slowly ramping up training needs – skills development grant
 - f. CS – Committee Instructional Technology – focus on professional development to help with online and distance learning, emphasis on quality
 - g. RZ – Updated report on FTIC data by mode of instruction
 - h. MT – Nothing else to report
3. Vice President – Student Services
- a. Library Chromebook return update
 - b. SM – Virtual Graduation Ceremonies – editing videos – Friday conference with Live Tassels on sequence of ceremony. Master template – 456 submission
 - c. RS – 32 TSI exams virtual – 7 CLEPS today and 7 more tomorrow
 - d. CM – Traveling to Pearsall to train
4. Vice President – Finance
- a. Drop list – 228 on the list – do not drop for transcript hold
5. Vice President – Eagle Pass
- a. R. Jones delivered additional supplies
 - b. Office has been rearranged in accordance to social distancing guidelines
 - c. Will meet with Dr. Munoz – Vice President RGC

6. Vice President – Administrative Services

“Wherever smart people work, doors are unlocked.”

Steve Wozniak

- a. Re Open Committee
- b. Rodeo – Southern Rodeo Association will be meeting this morning – running slack
- c. Men’s Basketball – no season for 2020 - 2021
- d. Gym report – not open for Summer – leaning towards no access for Fall
- e. Still evaluating Fall plan for cafeteria and dorms

7. Vice President – Del Rio

- a. Building C, air conditioner issues – techs going out today
- b. Continue to prep campus for future re-open; removing chairs, turn off water fountains
- c. Del Rio – peaceful protest June 2 – extra hours of security
- d. Del Rio – C. Barerra will be the new Principal at the Early College High School.

**CABINET MEETING
June 10, 2020**

	AGENDA ITEM	NOTES
1.	President	<p>SWTJC Board Meeting Agenda</p> <p>Graduation Ceremony Update</p> <p><u>Enrollment Update</u></p> <p><u>Summer I 2020</u> Headcount: Contact Hours: (Census 2019: 124,960) Semester Credit Hours: (Census 2019: 6,796)</p> <p><u>Summer II 2020</u> Headcount: Contact Hours: (Census 2019: 94,144) Semester Credit Hours: (Census 2019: 5,015)</p> <p><u>Fall 2020 (</u> Headcount: Contact Hours: (Census 2019: 1,199,680) Semester Credit Hours: (Census 2019: 59,226)</p> <p>Financial Aid Status</p> <p>Cares Act -</p> <p>Dual Credit MOU</p> <p>Roof update (DR, Wagner, Garner Science)</p> <p>Re Open Committee –</p> <p>Fall 2020 plan for courses & departmental offices</p> <p>Budget 2020-2021 status –</p>
2.	VP Academic Affairs	

3.	VP Student Services	
4.	VP Finance	
5.	VP Eagle Pass Campus	
6	VP Administrative Services <i>"Live out your imagination, not your history."</i> Stephen Covey	Re Open Plans Fall 2020 Covid 19 expenditures FY 20-21 SWTJC 75th Anniversary Maintenance Schedule Everfy vs. KnowB4 (Tarski)

7.	VP Del Rio Campus	
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CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE

June 10, 2020

The Cabinet members of Southwest Texas Junior College met June 10, 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. SWTJC Board meeting agenda – reviewed agenda
- b. Graduation Ceremony Update – add final applause to video
- c. Enrollment Update:
 - i. Summer I 2020
 - 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 2020
 - a. Headcount: 913 last year same time 1051
 - b. Contact Hours: 78,432 (Census 2019: 94,144)
 - c. Semester Credit Hours: 4,004 (Census 2019: 5,015)
 - iii. Fall 2020
 - a. Headcount: 997 last year same time 1431
 - b. Contact Hours: 196,144 (Census 2019: 1,199.680)
 - c. Semester Credit Hours: 9,722 (Census 2019: 59,5226)
- d. Financial Aid Status:
 - i. 858 applications received - 189 pending documents for Summer
 - ii. 3,162 applications received for Fall
 - iii. Will get a proposal for Financial Aid staffing help
- e. Cares Act – request additional marketing push – Identified \$50,000 for students that did not qualify \$400,000 in Institutional side of Cares Act
- f. Dual Credit MOU
- g. Roof update – Del Rio Campus, Wagner Building, Garner Science Building
- h. Re-open committee
- i. Fall 2020 plan for courses and Departmental Offices
- j. Budget 2020-2021 status – No appropriation reductions, adjusted

2. Vice President – Academic Affairs

- a. CS – Working on Fall schedule and Dual Credit course requests. AEL is working on their plan, Keeping watch on Summer II enrollments
- b. JG – working on Fall schedule, Tech program enrollment is down, may be anticipating an announcement for the Fall plan. Workforce Training – increase interest in those programs. Potential grant for driving simulators
- c. MT – Meeting with Medina Valley for PCT for Fall semester – Work on MOU
- d. RZ – Help with reports on enrollment in Tech Program for last 3 years, pull Dual Credit data by high school classification. Students enrolled and lacking just a course or two from completing

3. Vice President – Student Services

- a. Dropped 26 students for Summer I for non-payment
- b. SM – 62% Summer II and 87% Fall – Student Planning Utilization
- c. RS – Tested CLEP – 20 students – today and tomorrow testing TSI
- d. CM – Request for Distance Learning courses from Crystal City to Pearsall

4. Vice President – Finance

- a. CARES for H.S.I. came in
- b. Bid for new Sexual Harassment training
- c. Make sure to notify when you are out of the office
- d. Question on purchasing additional virtual lab via Cares Acts and any relief from other operational expenditures as a result

5. Vice President – Eagle Pass

- a. Identify faculty that requested to teach Face to Face
- b. Academy will be using the multipurpose room in the evenings

6. Vice President – Administrative Services

“Live out your imagination, not your history.”

Stephen Covey

- a. Re Open Plans Fall 2020
- b. COVID 19 expenditures Fiscal Year 2020 - 2021
- c. SWTJC 75th Anniversary
- d. Maintenance Schedule
- e. Everfy vs KnowB4 (AT)

7. Vice President – Del Rio

- a. 6 Faculty requested to teach Face to Face

CABINET MEETING

June 17, 2020

	AGENDA ITEM	NOTES
1.	President	June Board Meeting Summer 2 and Fall Enrollment Update Marketing Enrollment strategy Emphasis on Training - faculty & staff FTIC - encourage registration in f2f Fall Re Open Executive Summary (press release) Re Open Plan Summary Details supporting Re Open Plan Cares Act Update
2.	VP Academic Affairs	Summer pay for Division Chairs and AEL Director
3.	VP Student Services	

4.	VP Finance	
5.	VP Eagle Pass Campus	
6	VP Administrative Services <i>"Today is your opportunity to build the tomorrow you want."</i> Ken Poirot	Fall Re Open Plan 2020 Housing Cafeteria Board Meeting prep Day Care-CCAMPIS Grant MRG Dr. Munoz 75 th Anniversary Donning Publishers
7.	VP Del Rio Campus	

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CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE

June 17, 2020

The Cabinet members of Southwest Texas Junior College met June 17, 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. June Board Trustees' Meeting – Reviewed Agenda – will table the Del Rio Roof item
- 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 2020 (8:00am – 6/17/2020)
 - a. Headcount: 957 (6/17/2019 – 1,078)
 - b. Contact Hours: 81,952 (Census 2019: 94,144)
 - c. Semester Credit Hours: 4,205 (Census 2019: 5,015)
 - iii. Fall 2020 (8:00am – 6/3/2020)
 - a. Headcount: 1,047 (6/17/2019 – 1,1550)
 - b. Contact Hours: 204,496 (Census 2019: 1,199.680)
 - c. Semester Credit Hours: 10,130 (Census 2019: 59,5226)
- c. Marketing Enrollment Strategy
 - i. Connected with Public Information and Social Media
 - ii. Connect Fall Enrollment targets to targeted marketing
 - iii. Advertise Cost saving online here versus University
- d. Dual Credit – in Fall – variability in schedules – reach out to Districts and develop plans to integrate technology and adjust to breaks in calendar
- e. Emphasis on Training – Faculty and Staff – Professional Development working on potential training
- f. FTIC – Encourage registration in Face to Face
- g. Fall Re-Open
 - i. Executive Summary (Press Release)
 - ii. Re-Open Plan Summary
 - iii. Details supporting Re-Open Plan
- h. Cared Act Update
 - i. Report on Student awards 1,067 awarded and additional \$300 for those attending Summer
 - ii. Institutional – have report available for Board Meeting

2. Vice President – Academic Affairs

- a. Summer pay for Division Chairs and AEL Director
- b. Pathways scheduling June 25th and July 28th for Webinars
- c. Regional Council Meeting last Thursday – Victoria EMT in Del Rio
- d. Will begin work on our SACSCOC 5th year report
- e. Begin update on Dual Credit MOU for next year
- f. CS – Evaluate the pay scale for remote/online for Fall/Spring – cannot continue with the existing model financially
- g. CS – Request to provide a course via a different format – courses will be delivered via our current platforms
- h. CS – Prison will remain in correspondence mode -looking at limited opportunities for face to face
- i. JG – Working on a virtual graduation ceremony for the Law Academy
- j. RZ – Provide a couple of reports
- k. MT – Working on Hondo facility to begin a re-open plan

3. Vice President – Student Services

- a. Fall Enrollment – strategies to focus and target marketing
- b. Commencement Ceremony – working to finish up preparations
 - i. SM – All information has been submitted, production is progressing, working on programs for each ceremony
- c. Financial Aid added a Full-time staff to help process files
- d. High School Transcript – fillable form complete – should assist Financial Aid with missing documents – if complete by end of month do not need to be notarized – being processed each day as they come in and communicating with Financial Aid
- e. Departments continue to review re-open plans
- f. RS – Eagle Pass Academy completed testing, Uvalde scheduled this week – 51 TSI, more scheduled July 6-18
- g. RS – Call Center – schedule to cover vacations – coordinating with Del Rio and Eagle Pass
- h. RS – Video for cooking with microwave and coffee pot for dorm students
- i. MM – Vacation – protocol for return to work afterwards
- j. CM – Crystal City operating smoothly – Pearsall on hold due to COVID – 19 positive test

4. Vice President – Finance

- a. Have covered all items already

5. Vice President – Eagle Pass

- a. PTSD via COVID
- b. Summer II enrollment numbers short 49 students compared to last year, 116 for Fall
- c. Advisors workload has decreased in last few days

6. Vice President – Administrative Services

“Today is your opportunity to build the tomorrow you want.”

Ken Poirot

- a. Fall Re Open Plan 2020
 - i. Housing
 - ii. Cafeteria

- b. Board meeting prep
 - c. Day Care – CCAMPIS Grant – budget due today for next Fall – roll over to the Fall \$50,000.00
 - i. 11 receiving Financial Aid / 2 graduated
 - d. MRG – Dr. Munoz – discussed challenges and have provide schedule of their classes – confident that we can accommodate
 - e. 75th Anniversary – Donning Publishers
 - f. Day Care working toward a July 1st open date
7. Vice President – Del Rio
- a. Financial Advisor position opened
 - b. Office Manager – two internal applications
 - c. Custodial still open
8. Dr. Blaine Bennet – will meet this afternoon with a small group regarding targeted marketing ideas. Is there a need to have a collective marketing campaign and strategy with a campaign slogan?

RS – Students waiting on announcement

CABINET MEETING
June 24, 2020

	AGENDA ITEM	NOTES
1.	President	July Board Meeting Enrollment Update S2 & Fall Financial Aid Update - pending-awarded-missing docs Fall Return to Campus Training faculty/staff Strategic Planning Budget
2.	VP Academic Affairs	
3.	VP Student Services	

4.	VP Finance	9- or 10-Month Faculty – Option how many months they want to be paid over - Workers' Comp. Issue
5.	VP Eagle Pass Campus	
6	VP Administrative Services <i>“Keep yourself well-oiled with life, laughter, new ideas, and action. Otherwise, you will rust out.”</i> Anonymous	Return to Campus plan Custodial staff/Campus Police IT-Incomplete Cyber Security Training Video
7.	VP Del Rio Campus	

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CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE

June 24, 2020

The Cabinet members of Southwest Texas Junior College met June 24, 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. Covid Update – Remain vigilant – do not get complacent
- b. July Board meeting
- c. Enrollment Update – SII and Fall
 - i. Summer II 2020 (8:00am – 6/24/2020)
 - a. Headcount: 1,013 (6/24/2019 – 1,133)
 - b. Contact Hours: 86,560 (Census 2019: 94,144)
 - c. Semester Credit Hours: 4,462 (Census 2019: 5,015)
 - ii. Fall 2020 (8:00am – 6/24/2020)
 - a. Headcount: 1,116 (6/24/2019 – 1,678)
 - b. Contact Hours: 218,272 (Census 2019: 1,199,680)
 - c. Semester Credit Hours: 10,836 (Census 2019: 59,226)
- d. Financial Aid Update – pending – awarded-missing documents
- e. Fall Return to Campus
- f. Training Faculty and Staff – Quality Matters / Canvas
- g. Strategic Planning – move toward an outcome-based plan, focus work on goals moving forward
- h. Budget

2. Vice President – Academic Affairs

- a. Pathways update – July 28 virtual conference
- b. Cares Act – technology request form
- c. Advertise for new faculty – EMT evening program, PCT Del Rio/Medina Valley
- d. Prioritize FTIC students in Face to Face courses – close them, contact students over next two weeks then open them back up
- e. Plexiglass barriers – some are not very stable
- f. CS – How to proceed with ISD with course delivery for their courses – meet with principals/counselors - share options and platform type
- g. CS – Work on adjunct pay and training
- h. CS – Request a legend on student planning – guide for sections
- i. MT – More post cards going out to all seniors

3. Vice President – Student Services

- a. RS – Cares Act report on student awards
- b. RS – Administered CLEP/TSI/TCOLE at testing center, submitted re-open request for Del Rio, Eagle Pass, and Crystal City coming soon
- c. SM – Virtual Commencement Ceremony – additional service option – Countdown for Graduation – proceed
- d. CM – Pearsall site wait until August 3rd for re-open
- e. CM – Request for additional print ads in Crystal City
- f. CM – request for disposable masks

4. Vice President – Finance

- a. 9- or 10-Month Faculty – Option how many months they want to be paid over – Workers’ Comp. Issue
- b. Budgets – need to review proposed cuts and revenue estimates
- c. Title IX – Thursdays in July for training
- d. Estudios – report tracks enrollment, assigns different residency a dollar value, will help model out revenue and enrollment
- e. Hondo Lease – need for additional small equipment for welding

5. Vice President – Eagle Pass

- a. Update on Eagle Pass activity
- b. Positive case on Sul Ross – Eagle Pass side

6. Vice President – Administrative Services

“Keep yourself well-oiled with live, laughter, new ideas, and action. Otherwise, you will rust out.”

Anonymous

- a. Fall to Campus Plan – available on website
- b. Day Care, testing center plans under review
- c. Working on coordination with Sul Ross for COVID communications
- d. Working on prescreening process for Fall
- e. Custodial Staff/Campus Police
- f. IT – Incomplete Cyber Security Training Video – need to complete employee training
- g. Marketing Plan – for enrollment campaign
- h. Public Information - BITS Town Hall

7. Vice President – Del Rio

- a. Sul Ross will open July 1, just one building
- b. 18 new cases in Del Rio, County Judge issued a video, will be policing area business.