

CABINET MEETING
June 7, 2023
Via ZOOM

	AGENDA ITEM	NOTES
1.	President	SWTXC Board of Trustees' June 15 th Meeting Agenda
2.	VP Academic Affairs	
3.	VP Student Services	
4.	VP Finance	

5.	VP Eagle Pass Campus	
6.	VP Administrative Services <i>All things be ready if our minds be so.</i> William Shakespeare	swtxc.edu domain Witt update Modular update Public Information report
7.	VP Del Rio Campus	
8.	Chief of Staff	

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

June 7, 2023

The Cabinet members of Southwest Texas Junior College met June 7, 2023 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
Dr. Randa Schell, Chief of Staff**

Also, Present were:

**Juan Guzman, Dean of Applied Sciences and Workforce Education
Charles Garabedian, Dean of Instructional Services and School District Partnerships
April Ruhmann, Dean of
Bonny Herndon, President of the Faculty Association**

1. President

- a. Reviewed SWTXC Board of Trustees' June 15th meeting agenda – need update from DS on Chittim Center Project**
- b. Bids for Eagle Pass Cafeteria are due on Friday**

2. Vice President of Academic Affairs – Dr. Underwood out on vacation

- a. Interviews for a couple of clerical positions are scheduled for June 19th**
- b. SACS-COC
 - i. Annual meeting is December 3-9 in Orlando, Florida.
 - 1. Sessions are for institutions that are two years out and getting ready for reaffirmation.**
 - 2. We need to send a group made up of the people for the pertinent areas****
 - ii. Summer Institute is in July – MU and CG are the only ones going, however will need more to attend next year**
 - iii. We are eligible for a differentiated report for the 10 year review – need to apply ahead of time. MU will get the form out for a review and move forward****
- c. Regional Council on Higher Education - MU is the Southern Region President – Manages service areas for community colleges**
- d. Outreach/Dual Credit update**
- e. Prison – the lay-in list is coming soon**
- f. IREPO update**
- g. Professional Development update**
- h. Instructional Leadership update**
- i. General Education Core Assessment update**
- j. Battling Artificial Intelligence – met with PackBack – and AI detection company. Looking at possibilities for piloting with a few faculty**
- k. UTSA Transfer plans update**
- l. Distance Education classes – interviewing Smart Classroom supervisor candidates soon**
- m. Class scheduling – working to use Frontera Rooms for small distance learning classes**
- n. Cyber Security will be housed at RGC building rather than the Wagner building**
- o. Class scheduling update**

- p. **New Ford Tech ACE program – Ford representative met with Auto Tech instructor yesterday for training**
 - q. **Meeting coming up with Kubota**
 - r. **ETP report due in July**
- 3. Vice President of Student Service**
- a. **Marketing Committee update**
 - b. **Enrollment report update**
 - c. **Taking a group to the TACCSAA meeting**
 - d. **Working on changing from Choices360 and Career Coach to Pathful**
 - e. **Working on incorporating SSQ with Perceptive Content**
 - f. **P.B. working with committee on Kids' College**
- 4. Vice President of Finance**
- a. **Reminder of purchasing rules**
- 5. Vice President Eagle Pass Campus**
- a. **Success Coaching update**
 - b. **Still waiting on HVAC unit for Building E**
 - c. **GB will be out for a few days starting next week**
- 6. Vice President of Administrative Services – All things be ready if our minds be so. William Shakespeare**
- a. **Swtxc.edu domain – was able to secure swtxc.edu domain name as well as alternatives**
 - i. **MU – need a letter to Dr. Wheelan (SACS~COC) to confirm the name change once we have secured with the THECB – Dr. Gonzales will reach out to the THECB to make sure of the process**
 - b. **Witt Building update**
 - c. **Modular Building update**
 - d. **Public Information report**
- 7. Vice President Del Rio Campus**
- a. **HVAC units at RGC are out, parts have been ordered**
 - b. **ECHS students will be touring the Del Rio campus next week**
 - c. **Working with A.S. to secure two storage containers – need to clear out Building J of storage items so it can be used as a snack bar again**
- 8. Chief of Staff**
- a. **HB 8 FAST Program Analysis ongoing**
 - b. **Several new Innovation Grants**
 - i. **AEL Summer Seminars**
 - ii. **EP Transfer & Career Center**
 - iii. **PTK Outdoor Recreational Engagement**
 - c. **Kids' College**
 - d. **July 11-13 with morning and afternoon sessions**
 - e. **Open to alumni from last year and faculty and staff families first**
- 9. Faculty Association**
- a. **Nothing to report**

CABINET MEETING

June 14, 2023

Via ZOOM

	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	
7.	VP Del Rio Campus	
8.	Chief of Staff	

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

June 14, 2023

The Cabinet members of Southwest Texas Junior College met June 14, 2023 via ZOOM

Cabinet members present were:

**Dr. Mark Underwood, Vice President Academic Affairs
Lisa Ermis, Vice President of Financial Services
Derek Sandoval, VP Administrative Services
Connie Buchanan, Vice President Del Rio Campus
Dr. Randa Schell, Chief of Staff**

Cabinet members absent were:

**Dr. Hector Gonzales, President
Margot Mata, Vice President Student Services
Gilbert Bermea, Vice President Eagle Pass Campus**

Also, Present were:

**Juan Guzman, Dean of Applied Sciences and Workforce Education
Charles Garabedian, Dean of Instructional Services and School District Partnerships
April Ruhmann, Dean of Applied Sciences and Liberal Arts
Bonny Herndon, President of the Faculty Association**

- 1. President – out of town – speaking at an event**
- 2. Vice President of Academic Affairs**
 - a. Interviews coming up for various positions this week and next week**
 - b. SACS-COC - drafting email to our VP regarding RGC rooms for Surgical Tech**
 - c. Curriculum Committee meeting – June 23rd for Allied Health fee changes**
 - d. Official notice to THECB on Thursday, June 8th regarding our name change**
 - i. Waiting on their official response; should come via hard copy letter**
 - e. Instructional Leadership update**
 - f. Dual Credit update**
 - g. Prison – students are completing the paper application – there should be a larger group coming to the Torres Unit later this month**
 - h. IREPO update**
 - i. Professional Development update**
 - j. 2 new Smartboards installed in Hondo**
 - k. ETPS report work ongoing**
 - l. Met with CV and YS regarding UTSA transfer plans**
 - m. iDesign update**
- 3. Vice President of Student Service – out but sent in notes**
 - a. Summer/Fall Enrollment update**
 - b. Crystal City update**
 - c. Library update**
 - d. Student Success - update**
 - e. Special Programs - update**
 - f. DSS/Mental Health – NABITA live webinar on June 21st; all CARE Team members invited**
 - g. Transfer and Career – update**
 - h. Financial Aid – update**
 - i. Marketing/Recruitment update**

4. **Vice President of Finance**
 - a. **New Payroll clerk began work this week – C. M.**
 - b. **Negotiating the new Sul Ross lease – B.A. sent back a revision – 12,599 square feet removed in Del Rio**
 - c. **L.E. will be out next week**
5. **Vice President Eagle Pass Campus - absent**
6. **Vice President of Administrative Services**
 - a. **Maintenance Report update**
 - b. **Key Access Control update**
 - c. **IT report**
 - d. **Daycare report**
 - e. **Campus Police report**
 - f. **Cafeteria Report**
 - g. **Public Information report – will start using the SWTXC on things such as parking decals, in announcements, ets**
7. **Vice President Del Rio Campus**
 - a. **Not informed of meeting with Dugas Law Firm until this morning**
 - b. **Last Thursday conducted 6 groups of tours for DRECHS – nursing department was integral in making it a success**
 - c. **HVAC pan leak has continued to be a problem**
 - i. **Ceiling tiles and insulation fell through**
 - d. **Toured the Sul Ross buildings regarding the proposed cuts of square footage from the lease**
8. **Chief of Staff**
 - a. **COS update**
 - b. **SIR update**
 - c. **Data Management/ERP update**
 - d. **TRIO Grant update**
9. **Faculty Association**
 - a. **What is the timeline for rebranding?**
 - i. **RFS will check with PH regarding timeline and proposed meeting with Branding/Marketing company CEO**

CABINET MEETING
June 21, 2023
Via ZOOM

	AGENDA ITEM	NOTES
1.	President	
2.	VP Academic Affairs	
3.	VP Student Services	Demos: Barlele - creative marketing consulting firm Hanover Research - branding/marketing research firm. Enrollment Updates Drop list campaign Student Success Updates
4.	VP Finance	

5.	VP Eagle Pass Campus	
6.	VP Administrative Services <i>When people respect you as a person, they admire you. When they respect you as a friend, they love you. When they respect you as a leader, they follow you.</i> John Maxwell	Slade Wood National Champion New Ulm, TX. HVAC issues everywhere Witt update Modular update IT update Day Care update Campus Police interviews
7.	VP Del Rio Campus	
8.	Chief of Staff	

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

June 21, 2023

The Cabinet members of Southwest Texas Junior College met June 21, 2023 via ZOOM

Cabinet members present were:

**Dr. Hector Gonzales, President
Dr. Mark Underwood, Vice President Academic Affairs
Margot Mata, Vice President Student Services
Derek Sandoval, VP Administrative Services
Connie Buchanan, Vice President Del Rio Campus
Dr. Randa Schell, Chief of Staff**

Cabinet members absent were:

**Lisa Ermis, Vice President of Financial Services
Gilbert Bermea, Vice President Eagle Pass Campus**

Also, Present were:

**Juan Guzman, Dean of Applied Sciences and Workforce Education
Charles Garabedian, Dean of Instructional Services and School District Partnerships
April Ruhmann, Dean of Applied Sciences and Liberal Arts
Bonny Herndon, President of the Faculty Association**

1. President

- a. June 18th was last day for the Governor to veto bills – Our Tech Expansion monies were approved
- b. Presentation in California at the Giffords Law Firm Anniversary Gala

2. Vice President of Academic Affairs

- a. Surprise meeting of Regional Council this morning
- b. SACS-COC - submitted a notice of Cotulla move; no substantive change required
- c. Meeting this afternoon regarding the moving puzzle
- d. QEP
 - i. Dr. Sanchez will make contact regarding QEP brainstorming with staff over the summer
 - ii. Need to also get input from the Board of Trustees
- e. iDesign – working on a reporting platform for HB8 – Dr. Underwood will arrange a demo
- f. Working on transition everything over to A.R.
- g. Union Pacific – Raquel Espinoza reached out -need to get A.R. and R.E. together for moving forward in our partnership and get a tour of the Chittim Center
- h. Met with Kubota yesterday
 - i. Need to do a little more research on the certifications
 - ii. Need to decide on embedded vs. stand alone
- i. OER Committee – working on an application for OER Institutional Partnership group
- j. HVAC issues in Eagle Pass are more widespread than thought
 - i. A.R. asked A. M. to try to move people and classes around as much as possible
 - ii. D.S. reports that K.K. in on the Eagle Pass campus today to try to mitigate and minimize
- k. Met with Y.S. and C.V. regarding structured drop times rather than dropping each day
- l. Instructional Leadership – Adjunct teaching demos ongoing

- m. Dual Credit Programs
 - i. Dual Credit program agreements going out and coming back signed
 - ii. TEA-ECHS Blueprint
 - 1. Changes that introduce more students to more classes sooner
 - iii. Registrations are ongoing
 - n. IREPO – remainder of furniture is coming in
3. Vice President of Student Service
- a. Marketing Consultant Demos
 - i. Barlele – creative marketing consulting firm
 - 1. Timeline is average 3-4 months from discovery to full delivery – there will be an accompanying discovery process in addition to Hanover’s research-qualitative/focus group style
 - 2. Doing an interim logo could be confusing for our strategy around the rollout
 - b. Hanover Research – branding/marketing research firm
 - i. Any recommendations will be backed by data only
 - ii. They will do the research piece and work with Barlele to use that data to inform the creative side of the re-branding
 - c. Enrollment update
 - d. Student Success update
 - e. DSS and Mental Health update
 - f. Special Programs update
 - g. Holistic Advising update
 - h. STEM update
 - i. Transfer and Career update
 - j. Financial Aid update
4. Vice President of Finance – out on vacation
5. Vice President Eagle Pass Campus - absent
6. Vice President of Administrative Services – *When people respect you as a person, they admire you. When they respect you as a friend, they love you. When they respect you as a leader, they follow you.*
John Maxwell
- a. Rodeo update
 - b. HVAC issues everywhere – K.P. is working on fixes both temporary and permanent
 - c. Witt update
 - d. Modular update
 - e. IT update
 - f. Access Control update
 - g. Day Care update
 - h. Campus Police interviews ongoing
7. Vice President Del Rio Campus
- a. NK.P. looking into HVAC issues / outages
 - b. People in the Business Office are calling students on the drop list
 - c. Met with Dugas Law Firm last week
 - d. Working on permit approval for storage containers
8. Chief of Staff
- a. Kids’ College update
9. Faculty Association
- a. No updates

CABINET MEETING

June 28, 2023

Via ZOOM

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

<p>5.</p>	<p>VP Eagle Pass Campus</p>	
<p>6.</p>	<p>VP Administrative Services <i>The secret of your success is determined by your daily agenda.</i> (Let me see your calendar.) John Maxwell</p>	<p>Chittim report</p> <p>Cyber Security training</p> <p>Campus Police interviews</p> <p>Vacations and Comp time</p> <p>Security contracts</p> <p>Safe App training</p> <p>CCAMPIS Grant</p> <p>Carl Perkins Grant</p> <p>EP Cafe</p>
<p>7.</p>	<p>VP Del Rio Campus</p>	<p>A/C issues continue – Local vendor scheduled for Thursday</p> <p>DR Rotary Independence Day Rodeo – July 1 and 2 –</p> <ul style="list-style-type: none"> - Hosting social media contests all week to give away tickets <p>Frontera Room furniture arrived and installed</p> <p>Nursing Lab refrigerator purchased</p> <p>Out of the office Friday and Next Week -available by phone, text or email if needed</p>

8.	Chief of Staff	
9.	Faculty Association	

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

June 28, 2023

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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
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:

**Juan Guzman, Dean of Applied Sciences and Workforce Education
Charles Garabedian, Dean of Instructional Services and School District Partnerships
April Ruhmann, Dean of Applied Sciences and Liberal Arts
Bonny Herndon, President of the Faculty Association**

1. President

- a. Email going out regarding name change update
- b. The college will be opened on Monday, July 3, 2023
- c. Tech expansion
 - i. Dr. Gonzales will meet with metal building manufacturer on the co-op who does complete installs
 1. Stipend Tech Faculty to help with physical planning, space requirements, equipment requirements

2. Vice President of Academic Affairs

- a. Finishing up contracts/salaries USB and will get back to NR soon
- b. SACS~COC
 - i. MU and CG are attending the SACS~COC QEP Institute this summer
 - ii. Working on credentials manual for SACS~COC
 1. Prep for new review begins in earnest Spring 2024
- c. Teaching Demos update
- d. Tech Agreements update
- e. Prison update
- f. IREPO update
- g. CG will be out next week
- h. Demand Occupations List changed
 - i. Will impact us regarding who can be sponsored by what sources
 1. The occupations added look to be lower skilled, lower paid workers
 2. Aviation, powerline, all health except RN, cyber-security, auto mechanics
 - ii. Lots of discussion on this topic, HB8, etc.
- i. Finishing up contracts/salaries today
- j. Met with A.S. regarding new building projects/tech expansion

3. **Vice President of Student Service**
 - a. **Marketing and Recruitment report**
 - b. **Enrollment report**
 - c. **Financial Aid update**
 - d. **Testing Center update**
 - e. **SPI leads will attend upcoming training**
 - f. **Meeting with UTSA staff regarding transfer plans/pathways**
 - g. **Reviewing applications for STEM Success Coach position**
 - h. **Working with Dr. Sanchez for QEP focus groups (July 17th in Uvalde)**
 - i. **Finishing up salary adjustments and will get to NR**
 - j. **Discussion about Kids' College and Pathful vs Choices 360**
 - k. **MM will be out July 5th – 11th**
4. **Vice President of Finance**
 - a. **Regular monthly activity in Business Office**
 - b. **Working on Sul Ross lease especially in Del Rio**
5. **Vice President Eagle Pass Campus - absent**
6. **Vice President of Administrative Services – *The secret of your success is determined by your daily agenda* (Let me see your calendar). John Maxwell**
 - a. **Chittim report**
 - b. **Modular building report**
 - c. **Cyber Security training – ongoing due July 21st**
 - d. **Campus Police interviews**
 - i. **Interview 6 candidates for overnight position**
 - ii. **Plan B working with RAM Security**
 - e. **Security contracts – not sure of the term of the contract, however recommend extending but need to check to make sure there is an option to extend**
 - f. **Safe App training update**
 - g. **Working on vacations and compensation time**
 - h. **CCAMPIS Grant – will continue to visit regarding how to move forward**
 - i. **Carl Perkins Grand – please keep DS in the loop regarding transportation**
 - j. **EP Café – looking at how to handle the 17% cost share in the contract**
 - i. **Need monthly sales report and sales tax report**
 - ii. **They use the Clover POS system**
7. **Vice President Del Rio Campus**
 - a. **Drop List work – every student has been contacted by the Del Rio staff**
 - b. **A/C issues continue**
 - c. **DR Rotary Independence Day Rodeo – July 1st – 2nd**
 - i. **Hosting social media contests all week to give away tickets**
 - d. **Frontera Room update**
 - e. **Nursing Lab refrigerator purchased**
 - f. **CB will be out of the office Friday and next week**
8. **Chief of Staff**
 - a. **DMI update**
 - b. **SIR update**
 - c. **RS will be out next Wednesday - Friday**

9. Faculty Association

- a. Heard on the news that the federal government has released \$42 billion for broadband internet expansion throughout the USA**