

**CABINET MEETING**  
**November 4, 2020**

	<b>AGENDA ITEM</b>	<b>NOTES</b>
1.	President	SWTJC Board of Trustees' November Meeting Agenda
2.	VP Academic Affairs	
3.	VP Student Services	
4.	VP Finance	

5.	VP Eagle Pass Campus	
6	VP Administrative Services <i>"The struggle we are in today is developing the strength we need for tomorrow"</i> Robert Tew	Re Open report  Holiday Schedule for Maintenance  Christmas at the College lighting begins  Marketing Chat Box student blocked Emails/Text message for Registration/retention? Sharpening the saw
7.	VP Del Rio Campus	35 Flu Shots at Drive by Event  Drive-by Trick or Treat was success: 500 bags distributed  Arranged TASB inspection of roofs for 11/9 at 9am. Alamo Adj, Mario Garza will be present
8.		

CABINET MEETING OF  
SOUTHWEST TEXAS JUNIOR COLLEGE

November 4, 2020

The Cabinet members of Southwest Texas Junior College met November 4, 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  
Derek Sandoval, Vice President of Administrative Services  
Gilbert Bermea, Vice President of the Eagle Pass Campus  
Connie Buchanan, Vice President of the Del Rio Campus

1. President

- a. SWTJC Board of Trustees' November Meeting Agenda
  - i. Add agenda item for Bookstore request – Ms. Tarski will draft agenda item
  - ii. Add Report item for Title IX report – Ms. Mata will draft report item language
  - iii. Add to President's report – SACS~COC year report due date, DR Roof update

2. Vice President – Academic Affairs

- a. Discussed the issue with dual credit faculty requesting online authorization
- b. Discussed the need for dual credit faculty to maintain course material on Canvas
- c. CS – request for pilot program using Honorlock- exam monitoring software – Cabinet approved request
- d. CS – Developmental Education Report
- e. JG – Expanding the lineman program and training area
- f. JG – Request for a full-time medical course training instructor

3. Vice President – Student Services

- a. Gear Grant application
- b. Updates
- c. Enrollment management plan
- d. Food cards
- e. Testing update
- f. Spring Enrollment update
- g. Coordination with Sul Ross on student data

4. Vice President – Finance

- a. Approval on Kronos

5. Vice President – Eagle Pass

- a. Update from maintenance repairs on campus
- b. Meeting with faculty

6. Vice President – Administrative Services

*“The struggle we are in today is developing the strength we need for tomorrow.”*

Robert Tew

- a. Re-open report
- b. Holiday schedule for Maintenance
- c. Christmas at the College lighting begins
- d. Marketing
  - i. Chat Box student blocked
  - ii. Emails/Text message for Registration/retention?
  - iii. Sharpening the saw

7. Vice President – Del Rio

- a. 35 Flu shots at drive by event
- b. Drive-by Trick or Treat was a success – 500 bags distributed
- c. Arranged TASB inspection of roofs for November 11<sup>th</sup> at 9:00a.m., Alamo Adjuster M.G. will be present

**CABINET MEETING**  
**November 11, 2020**

	<b>AGENDA ITEM</b>	<b>NOTES</b>
1.	President	
2.	VP Academic Affairs	
3.	VP Student Services	
4.	VP Finance	

5.	VP Eagle Pass Campus	
6	VP Administrative Services <i>"The greatest leader is not necessarily the one who does great things. He is the one that gets the people to do the greatest things."</i> Ronald Reagan	Re Open report  Del Rio Roof report  IT report
7.	VP Del Rio Campus	
8.		

CABINET MEETING OF  
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Derek Sandoval, Vice President of Administrative Services  
Gilbert Bermea, Vice President of the Eagle Pass Campus  
Connie Buchanan, Vice President of the Del Rio Campus

1. President

- a. Strategic Planning Discussion
- b. Board Meeting Review
- c. Video message to employee/students to remain vigilant – COVID - 19

2. Vice President – Academic Affairs

- a. SACS~COC 5<sup>th</sup> year report – writing group for Wednesday afternoons
- b. Dual Credit letter on Canvas compliance
- c. Pathway process
- d. TSI Beta test perspective
- e. JG – Deans’ Forum Del Rio – went well
- f. JG – COVID response within Technical/Workforce Development & Training departments
- g. CS – Update on mid-term grades – impact from remote learning evaluation
- h. CS – Question on 8-week course listing
- i. CS – Honorlock progressing forward
- j. CS – FERPA forms
- k. RZ – IE updates

3. Vice President – Student Services

- a. Title IX report sent to CoBoard
- b. Update on enrollment
- c. Update on Financial Aid
- d. Question on 5<sup>th</sup> year report process
- e. RS – Enrollment Management Task Force update – Zogo Tech report
- f. RS – Updates on Testing, Clubs, PTK, Videos
- g. CM – Ad for the Welding program, cases rising in the community, various administrators tested positive at the ISD
- h. SM – Current enrollment numbers report, data share with Medina Valley ISD Update

4. Vice President – Finance

- a. Year End Report – getting close to final numbers
- b. Bill Fiscal Impact Report
- c. SACS Offsite Committee – requested to be on – In April

5. Vice President – Eagle Pass
  - a. Reports all is well on the Eagle Pass Campus
  
6. Vice President – Administrative Services

*“The greatest leader is not necessarily the one who does great things. He is the one that gets people to do the greatest things.”*

Ronald Reagan

  - a. Re-open report – additional exposures on campus, inventory updates
  - b. Del Rio Roof report
  - c. IT report
  
7. Vice President – Del Rio
  - a. Already covered items throughout today’s discussion
  
8. Blaine Bennett
  - a. Committee Updates – Dual Credit moving forward, Developmental Education waiting on survey results



**CABINET MEETING**  
**November 18, 2020**

	<b>AGENDA ITEM</b>	<b>NOTES</b>
1.	President	
2.	VP Academic Affairs	
3.	VP Student Services	
4.	VP Finance	

5.	VP Eagle Pass Campus	
6	VP Administrative Services <i>"Courage is the ladder on which all the other virtues mount."</i> Clare Boothe Luce	Re Open report  Christmas at the College  5th Yr. Report  Marketing report-16/12/8/8 wks.  Foundation Search (03/21) individual seekers?  Rodeo Report-Equity in Athletics  Performances
7.	VP Del Rio Campus	
8.		

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1. President

- a. Update from Board meeting
- b. Strategic Plan for Thursday
- c. CARES Budget

2. Vice President – Academic Affairs

- a. Update from Canvas adjunct compliance
- b. Pathways work on Action Plan
- c. Reminder to check on staff & students – mental health, stress related to time of year, holidays, finals, and COVID
- d. Discuss drop policy
- e. Honorlock utilization
- f. Update on committee work – review of policies
- g. HVAC - Hondo

3. Vice President – Student Services

- a. Spring Enrollment status
- b. Acceptance Letters for new students
- c. Update on FERPA form, does not require witness
- d. Follow up on semester type on student planner

4. Vice President – Finance

- a. Audit Update
- b. Cares budget update

5. Vice President – Eagle Pass

- a. Eagle Pass Campus update

6. Vice President – Administrative Services

*“Courage is the ladder on which all the other virtues mount.”*

Clare Boothe Luce

- a. Re-open report – employee activities outside work hours
- b. Christmas at the College
- c. 5<sup>th</sup> Year Report
- d. Marketing report – 16/12/8 weeks
- e. Foundation Search (03/21) individual seekers?
- f. Rodeo Report
  - i. Equity in Athletics
  - ii. Performances

7. Vice President – Del Rio