

CABINET MEETING
October 6, 2021
Via ZOOM

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

5.	VP Eagle Pas Campus	
6.	VP Administrative Services <i>Mediocrity knows nothing higher than itself, but talent instantly recognizes genius.</i> Sir Arthur Conan Doyle	Re Open Report Facilities Report Maintenance Report IT report Life Safety Report
7.	VP Del Rio Campus	
8.	Chief of Staff	

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

October 6, 2021

The Cabinet members of Southwest Texas Junior College met October 6, 2021 via ZOOM

Cabinet members present were:

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

Present from the Faculty Association was:

Xaviera Haynes

1. President

- a. SWTJC Board of Trustees' Meeting agenda - discussion**
- b. Shared COVID trend data for our counties**

2. VP Academic Affairs

- a. Discussion of Syllabus manager demo**
- b. Pathways webinar**
- c. Faculty Overloads – alternate ways to define standard load**
- d. Review the upcoming SACS~COC site visit logistics**
- e. 2nd – 8week begins October 13, 2021**
- f. Developmental Education Survey is due on November 9, 2021**
- g. Catch the Next – cohort update**
- h. Quality Matters renewal upcoming**
- i. Discussion on UAP**
- k. 8-week committee composition and structure**
- l. Union Pacific proposal update**
- m. Good Jobs Grant update**
- n. Title III Grant – needs for surgery tech program schedule, another site visit for St. Phillips**
- o. COVID rapid test ramping up**
- p. Powerline Tech up and running in Eagle Pass**
- q. CDL refresher / renewal course**
- r. Construction Carpentry at Hondo Unit in preparation for an October 11th start date**
- s. Deans' Forum schedule is out- October 26th Uvalde, October 28th Eagle Pass, and November 2nd for Del Rio**
- t. Adjunct faculty training well received**
- u. Need a formal process for faculty FT Adjunct evaluation scheduling**
- v. Discussion on CCMR goals at high school and sample per student arrangement that Palo Alto offers**

3. **VP Student Services**
 - a. **Enrollment update – 2nd 8week semester**
 - b. **Financial Aid update**
 - c. **Departmental initiatives update**
 - d. **Sul Ross update**
 - e. **Virtual presentation for prospective students**

4. **VP Finance**
 - a. **Ellusion asking about promoting the move to the Cloud**
 - b. **Issues with 2nd 8-week course drop list**
 - c. **Dual Credit billing**

5. **VP Eagle Pass Campus**
 - a. **Advising staffing changes**
 - b. **Humanities Research Project Proposal – conditional approval from Cabinet**

6. **VP Administrative Services**

“Mediocrity knows nothing higher than itself, but talent instantly recognizes genius.”
Sir Arthur Conan Doyle

 - a. **Re-open report – inventory report**
 - b. **Facilities Report – AEL construction report**
 - c. **Modular Building report – moving forward**
 - d. **Witt building H/VAC progressing**
 - e. **Generator boring to begin**
 - f. **Maintenance report – new director on board**
 - g. **Maintenance Training on Monday – introduce reorganization of physical plant**
 - h. **Work order review meeting**
 - i. **IT report – doubled our bandwidth with spending savings**
 - j. **Life Safety report**

7. **VP Del Rio Campus**
 - a. **Update on Pizza with President**
 - b. **AppArmor update**

8. **Chief of Staff**
 - a. **OIE survey on student decision to switch to ZOOM mid-term**
 - b. **Employee evaluations data warehouse**
 - c. **Update on linking employees to UAP**
 - d. **Early alert for drop list potential students**
 - e. **Working on course code procedure**

9. **Faculty Association**
 - a. **Turkey Trot by Faculty Association**
 - b. **Asking for logo designs**
 - c. **Scholarship committee meeting to award scholarships**
 - d. **Student confused about course codes**
 - e. **Questions on 8-week**

CABINET MEETING
October 13, 2021
Via ZOOM

	AGENDA ITEM	NOTES
1.	President	SWTJC Board of Trustees' Meeting Agenda
2.	VP Academic Affairs	Update on Pathways Institute Update on SACSCOC Virtual Visit Oct 18-20
3.	VP Student Services	Out – Vacation
4.	VP Finance	

5.	VP Eagle Pas Campus	
6.	<i>"It is never too late to be what you might have been."</i> George Eliot	Out - Vacation
7.	VP Del Rio Campus	<p>Val Verde COVID #s continues to drop: 235 active, 7-day positive rate 9.8%</p> <p>Transfer Day – October 28, moved to an outside event</p> <p>Del Rio CARES Days, one day a month – recognize fac, staff, students</p> <p>Mtg with Sul Ross, engagement activities in DR</p> <p>TSI Testing Sessions Friday's: Oct 22 – Nov 19</p> <p>Out of the office Thursday and Friday</p>
8.	Chief of Staff	

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

October 13, 2021

The Cabinet members of Southwest Texas Junior College met October 13, 2021 via ZOOM

Cabinet members present were:

**Dr. Hector Gonzales, President
Dr. Mark Underwood, Vice President Academic Affairs
Anne Tarski, Vice President of Finance
Gilbert Bermea, Vice President Eagle Pass Campus
Connie Buchanan, Vice President Del Rio Campus
Dr. Randa Schell, Chief of Staff**

Cabinet members absent were:

**Margot Mata, Vice President Student Services
Derek Sandoval, VP Administrative Services**

Also, Present were:

**Johnny Guzman, Dean of Applied Sciences
Chuck Garabedian, Dean of Instructional Services and School District Partnerships
Yesenia Silva, Senior Director of Student Success Services
Xaviera Haynes, Faculty Association**

- 1. President**
 - a. SWTJC Board of Trustees' Meeting agenda - reviewed**
- 2. VP Academic Affairs**
 - a. Update on Pathways Institute**
 - b. Update on SACS-COC Virtual Visit October 18-20, 2021**
 - c. Grant application updates**
 - d. Rapid test ramping up to start Monday**
 - e. Update on adjunct faculty evaluation and cooperation with SACS-COC site visit**
 - f. Update on dual credit parent communication via email-college updates**
 - g. COVID Slide - TEA**
- 3. VP Student Services (M.M. out on vacation - Yesenia Silva reported)**
 - a. FA update – FAFSA nights – new ICRS download**
 - b. Testing Center Updates**
 - c. Vaccine Clinic Update**
 - d. Student Activities Update**
 - e. Webinar information**
 - f. Library Updates**
 - g. Success Coach new hires**
 - h. MOU with Our Health Clinic for Counseling Services**
 - i. Midterms distress week in prep for midterm exams**
 - j. Update on transfer week activities**
 - k. HonorLock approved sites on campus**

4. **VP Finance**
 - a. **Moving away from Ricoh for copiers**
 - b. **Moving from DIR to ATT for phone service**
 - c. **HEERF available after potential expenses - \$240,000 and \$3 million in student funds**
 - d. **Payroll – working on Comp Time Report**
 - e. **Print Center applications**
 - f. **TACBO meeting today**

5. **VP Eagle Pass Campus**
 - a. **New Success Coach**
 - b. **Facilities working on sewer lift station**
 - c. **Update on AEL parking and Chittim Center**

6. **VP Administrative Services (Out on vacation)**

“It is never too late to be what you might have been.”
George Eliot

7. **VP Del Rio Campus**
 - a. **Val Verde COVID numbers continue to drop, 235 active, 7 day positive rate 9.8%**
 - b. **Transfer Day – October 28th, moved to an outside event**
 - c. **Del Rio CARES Days, one day a month – recognize faculty, staff, and students**
 - d. **Meeting with Sul Ross, engagement activities in Del Rio**
 - e. **TSI Testing Sessions, Fridays – October 22 – November 19, 2021**
 - f. **Ms. Buchanan will be out of the office Thursday and Friday**

8. **Chief of Staff**
 - a. **Switch to ZOOM Survey**
 - b. **Strategic Plan Implementation Committee, first meeting**
 - c. **Evaluations were found**

9. **Faculty Association**
 - a. **Overload Contracts Survey**

CABINET MEETING
October 20, 2021
Via ZOOM

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

<p>5.</p>	<p>VP Eagle Pas Campus</p>	
<p>6.</p>	<p>VP Administrative Services <i>"The chief condition on which, life, health and vigor depend on, is action. It is by action that an organism develops its faculties, increases its energy, and attains the fulfillment of its destiny."</i> <i>"Always focus on the front windshield and not the rearview mirror."</i> Collin Powell</p>	<p>Re Open Report</p> <p>Board Meeting</p> <p>Facilities Report to President (email)</p> <p>Bldgs. /Grounds Report</p> <p>Maintenance Christmas?</p> <p>Christmas at the College Report</p> <p>SACS-COC-Registration</p>
<p>7.</p>	<p>VP Del Rio Campus</p>	<p>Painting on SSC has begun. Storing furniture</p> <p>Combining IT and DL personnel into one area: electrical and drop additions</p> <p>First TSI2 testing in DR is Friday</p> <p>Closing campus offices at 5pm. DRHS Homecoming Parade and Bonfire</p>
<p>8.</p>	<p>Chief of Staff</p>	

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

October 20, 2021

The Cabinet members of Southwest Texas Junior College met October 20, 2021 via ZOOM

Cabinet members present were:

**Dr. Hector Gonzales, President
Dr. Mark Underwood, Vice President Academic Affairs
Margot Mata, Vice President Student Services
Anne Tarski, Vice President of Finance
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:

**Johnny Guzman, Dean of Applied Sciences and Workforce Education
Dr. Cheryl Sanchez, Dean of Liberal Arts and Adult Education and Literacy
Chuck Garabedian, Dean of Instructional Services and School District Partnerships
Xavier Haynes, Faculty Association**

- 1. President**
 - a. SACS~COC Review of Committee findings, two recommendations (Faculty Credentials 6.2A and Student Learning Outcomes 8.2A)**
 - b. Update on upcoming Board retreat hosted by Workforce Solutions**

- 2. VP Academic Affairs**
 - a. Thanked all who worked on the SACS~COC 5th year report**
 - b. Pathways update**
 - c. 8-week report calendar is close to being acceptable to all – working on faculty compensation**
 - d. Working on DEPS report**
 - e. Catch the Next – linked courses November 5th luncheon**
 - f. Deans' Forum – Virtual next week**
 - g. Update on Union Pacific grant proposal**
 - h. Update on True Initiative Grant**
 - i. Utilize Zoom for faculty feedback, especially adjunct faculty**
 - j. Academic Dishonesty issues with a couple of dual credit sites**
 - k. TEA study of dual credit MOU**

- 3. VP Student Services (M.M. out on vacation - Yesenia Silva reported)**
 - a. 8-week enrollment – 382 unduplicated head count**
 - b. Flu Vaccine Drive scheduled for Thursday from 8:00am – 12:00pm**
 - c. COVID vaccine drive – Eagle Pass - November 2nd, Uvalde - November 4th,
Del Rio – November 9th and Crystal City – October 28th via National Guard**
 - d. Transfer week update**

4. **VP Finance**
 - a. Working with Sul Ross Leases
 - b. SACS~COC Offsite visit
 - c. TPEG report
 - d. Attending seminar webinar on NACCUBO grant
 - e. HEERF \$2 million in student portion, Institutional encumbered and pending expenditures

5. **VP Eagle Pass Campus**
 - a. Issues with roof leaks in Building D
 - b. Lift station pumps on order, 4 to 6 weeks out
 - c. Success Coach resignation

6. **VP Administrative Services (Out on vacation)**

“The chief condition on which, [life](#), health and vigor depend on, is action. It is by action that an organism develops its faculties, increases its energy, and attains the fulfillment of its destiny.”

“Always focus on the front windshield and not the rearview mirror.”

Collin Powell

- a. Re-open report
- b. Board meeting
- c. Facilities report to President (e-mail)
- d. Buildings / Grounds report
- e. Maintenance – Christmas?
- f. Christmas at the College report
- g. SACS~COC registration

7. **VP Del Rio Campus**

- a. Painting on SSC has begun. Storing furniture
- b. Combining IT and DL personnel into one area: electrical and drop additions
- c. First TSI2 testing in Del Rio is Friday
- d. Closing campus offices at 5pm, DRHS Homecoming Parade and Bonfire
- e. TSI Testing Sessions, Fridays – October 22 – November 19, 2021
- f. Ms. Buchanan will be out of the office Thursday and Friday

8. **Chief of Staff**

- a. Strategic Plan Implementation Committee – Meeting on chairs and format for subcommittee. The next meeting will be November 4th
- b. Outcome measures and UAP design

9. **Faculty Association**

- a. Feedback from Faculty
- b. Check to see if bulk e-mail to students went out

CABINET MEETING
October 27, 2021
Via ZOOM

	AGENDA ITEM	NOTES
1.	President	
2.	VP Academic Affairs	SWTJC faculty at ISDs - Safety Protocols Re-looking at definitions of faculty load and overload 8-week work group report
3.	VP Student Services	
4.	VP Finance	

<p>5.</p>	<p>VP Eagle Pas Campus</p>	
<p>6.</p>	<p>VP Administrative Services <i>“Everyone wants to live on top of the mountain but all the happiness and growth occurs while you are climbing it.”</i> Andy Rooney</p>	<p>Re Open report</p> <p>Christmas at the College</p> <p>Smart Classroom report</p> <p>IT</p> <p>Director of Marketing applications</p> <p>Public Information report</p> <p>Life Safety report</p> <p>Custodial/Grounds resignation (2) Uniforms</p> <p>Maintenance Christmas time schedule?</p> <p>Cats/Skunks email</p>
<p>7.</p>	<p>VP Del Rio Campus</p>	

8.	Chief of Staff	
9.	Faculty Association	

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Cabinet members present were:

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Dr. Mark Underwood, Vice President Academic Affairs
Margot Mata, Vice President Student Services
Anne Tarski, Vice President of Finance
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:

**Dr. Cheryl Sanchez, Dean of Liberal Arts and Adult Education and Literacy
Chuck Garabedian, Dean of Instructional Services and School District Partnerships
Xavier Haynes, Faculty Association**

- 1. President – (attended part of the Cabinet meeting, was presenting at Middle Rio Retreat)**
 - a. Attended Middle Rio Retreat to share vision and updates**
 - b. Conversation with Pete Gallegos**

- 2. VP Academic Affairs**
 - a. 8-week work group report**
 - b. SACS-COC recommendations announcement going out today or tomorrow**
 - c. Simply Syllabus demo upcoming**
 - d. Circle N – Student share platform**
 - e. Uvalde Deans' Forum - yesterday**
 - f. Assessment Summit upcoming**
 - g. Faculty Load Sheets - Whippleware**
 - h. Meeting with Dr. Munoz**
 - i. Instructional Leadership**
 - j. COVID protocols for SWTJC full-time faculty at ISDs**
 - k. UCISD has asked for a letter of support for a grant**
 - l. Pearsall ISD has inquired about a dual credit construction program**
 - m. Proposed a meeting to draft MOUs next month**
 - n. Program Reviews – 5 programs**
 - o. Ms. Haynes – question about UECHS not coming to the SWTJC campus in the Spring.**

- 3. VP Student Services (M.M. out on vacation - Yesenia Silva reported)**
 - a. Academic Calendar changes**
 - b. Flu Vaccine Drive last week**
 - c. COVID Vaccine Clinics – CC will be November 11th, EP will be November 2nd, Uvalde will be November 4th, and Del Rio will be November 9th**
 - d. DEPS Survey – working on gathering information**
 - e. Spring Registration – Priority registration this week, regular registration starts on Monday.**

- f. Financial Aid – had to return unused work study funds from 2020-2021 - \$18K
- g. Outreach Sites – Visiting Carrizo Springs and Crystal City High Schools
- h. Student Success Services – meeting with IAP students on mid-term grads, TutorMe – 153 sessions and Peer tutoring is steady
- i. SSQ and processing graduation applications
- j. Seminar yesterday cancelled due to family emergency. October 29th seminar on Mental Health First Aid training
- k. New Success Coach in Eagle Pass
- l. Graduation application deadline is November 5th
- m. Some out next week for Pathways Institute
- n. Transfer Day – Uvalde had approximately 50 students to participate. Del Rio's is scheduled for November 2nd
- o. SRSU – RGC enrollment specialist holding office hours twice per month

4. VP Finance

- a. Need to add Real County and Zavala County Appraisal District ballot to Board agenda
- b. Request from IT to add computer refresh to lost revenue budget
- c. Real County is asking to increase their budget
- d. Audit is coming along nicely – should be done in next two weeks

5. VP Eagle Pass Campus

- a. Success Coach has been training with predecessor for 1.5 weeks
- b. Water still turned off for Administration Building
- c. Working on replacing more flooring at the SRSU building

6. VP Administrative Services (Out on vacation)

“Always focus on the front windshield and not the rearview mirror.”

Collin Powell

- a. Re-open report
- b. Christmas at the College – Discussion – Dr. Underwood made a motion and Ms. Tarski seconded the motion to move forward with protocols strongly recommended, all Cabinet members agreed.
- c. Turkey Trot, Basketball Tournament, Thanksgiving Luncheon and Christmas Open House- Dr. Underwood made a motion and Dr. Schell seconded the motion to move forward with as much outdoor as possible, meals with grab and go option and protocols strongly recommended. All Cabinet members agreed
- d. Smart Classroom Report
- e. Trenching for Library generator will begin on Friday
- f. Director of Marketing & Communications – 3 internal and 3 or 4 external so far. Also, recently posted on higeredjobs.com. Waiting for more external applications
- g. Public Information is updating push cards
- h. Part-time PARForm in now on the web
- i. Building Managers – Evacuation Drill by November 12th
- j. Cafeteria – Ben E. Keith main supplier – products/pricing going up
- k. Custodial/Grounds resignations – had two recently
- l. Maintenance Christmas time schedule – Last day December 23rd and return on January 3rd.

7. VP Del Rio Campus

- a. **Painting SSC and converting to Makerspace**
- b. **Saturday will be drive-through Trick or Treat event**

8. Chief of Staff

- a. **Discussion on when designated retreat week for UAP work**
- b. **Completed a dry run on the Audit Logs for THECB follow up.**
- c. **Open position in TRiO – Upward Bound program – Interview next week**
- d. **Working on Good Jobs Challenge/EDA grant**

9. Faculty Association

- a. **Turkey Trot – working with Public Information for additional advertisement and 4 logos entered on logo contest**
- b. **Excited about prospect of using IREPO grant to convert more classes to OER**
 - i. **Discussion about encouraging departments to adopt OER**
 - ii. **School districts have a directive from TEA that is OER is available they must go with courses using OER**