

**CABINET MEETING**  
**December 7, 2022**  
**Via ZOOM**

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

<p><b>5.</b></p>	<p><b>VP Eagle Pas Campus</b></p>	
<p><b>6.</b></p>	<p><b>VP Administrative Services</b>  <i>Gifts of time and love are surely the basic ingredients of a truly merry Christmas.</i>  Peg Bracken</p>	<p>Re Open report</p> <p>Witt report</p> <p>Modular Building report</p> <p>Maintenance report</p> <p>Campus Police report  Sgt. Aviles retirement</p> <p>IT report  EP down time  Juli Alvarado resignation</p> <p>Public Information report</p> <p>Life Safety and Security report  ICS 100 course-Bermea, Buchanan, and Cruz Mata  Monitor Safety awareness</p> <p>Cafeteria  Louie surgery  Price increases</p> <p>Day Care  Closing on Tuesday next week 4pm</p> <p>Housing report</p> <p>Closing on Thursday, LEA graduation next Friday 19<sup>th</sup></p> <p>BBQ Cookoff  150 teams</p>

7.	<b>VP Del Rio Campus - OUT</b>	Attending a training – Introduction to the Incident Command System, ICS 100  <b>Merry Christmas and Happy New Year Everyone!</b>
8.	<b>Chief of Staff</b>	
9.	<b>Faculty Association</b>	

**CABINET MEETING OF  
SOUTHWEST TEXAS JUNIOR COLLEGE**

**December 7, 2022**

**The Cabinet members of Southwest Texas Junior College met December 7, 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  
Derek Sandoval, VP Administrative Services  
Dr. Randa Schell, Chief of Staff**

**Cabinet members absent were:**

**Gilbert Bermea, Vice President Eagle Pass Campus  
Connie Buchanan, Vice President Del Rio Campus**

**Also, Present were:**

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

**1. President**

- a. Board meeting tomorrow evening – December 8, 2022**
- b. Merit Pay – Strategic Plan / Goals**
  - i. Need to make sure each department have their goal(s) outlined and measurement(s) for those goals**

**2. Vice President of Academic Affairs**

- a. SACS~COC Conference**
  - i. Obtained approval of reports on fixes to faculty credentials and substantive change procedures – approval not obtained on student complaints procedures**
  - ii. Dr. Kirshman – ZOOM call to help us get a response together**
  - iii. M.U. attended a good session on “the definition of a credit hour” and one on Grayson College’s QEP**
- b. iDesign**
  - i. Work continues to move forward**
  - ii. Student Hub is nearing completion**
- c. CAPR – Multiple Measures Study**
  - i. Interview with them on Monday to wrap up the study**
  - ii. Working on a student group interview**
- d. Simple Syllabus – MU will e-mail our representative after this meeting with final questions**
- e. Working on Simply Syllabus issues**
- f. Working out a few minor issues with finals**
- g. Met on Friday and worked out issues with Science Labs**
- h. Online sections for Spring are filling up**
- i. Discussion of moving the Welding shop to the former Autobody shop**
  - i. There is a large piece of equipment that needs to be sold or actioned off**
- j. Forklift training on Monday, December 12<sup>th</sup>**

- k. **Chittim Center floors will be addressed on December 13<sup>th</sup>**
    - i. **Tables and benches for the Break Area have been received**
    - ii. **Working on building cover for the Break Area**
  - l. **Waiting on plane for the Aviation program to be delivered**
    - i. **The weather has been an issue**
  - m. **Outreach**
    - i. **Waiting on a few sections to be created/registered**
    - ii. **Majority of the Dual Credit students are registered**
  - n. **Professional Development – Still finalizing Convocation schedule**
  - o. **Instructional Leadership – Still working through several complaints/issues from Dual Credit schools/students**
3. **Vice President of Student Service**
- a. **Enrollment Report – 4,437 headcount as of today**
  - b. **Continuing with enrollment campaigns with focus on non-dual credit students**
  - c. **Student activities and events**
    - i. **The Winter Social was well attended – 61 students**
    - ii. **Snack breaks at each campus ongoing**
4. **Vice President of Finance**
- a. **Discussion around random drug testing policy – DHA**
  - b. **Needs some data from SIR, but hasn't been able to get it**
5. **Vice President Eagle Pass Campus – Absent - attending a training**
6. **Vice President of Administrative Services – *Gifts of time and love are surely the basic ingredients of a truly Merry Christmas* – Peg Bracken**
- a. **Re-open Report – COVID and Flu are on a seasonal rise**
  - b. **Witt Report – Need discussion about contingency for the project**
  - c. **Modular Building Report – Furniture delivery and placement is upcoming**
  - d. **Maintenance Report**
    - i. **Del Rio roof project can be picked up**
    - ii. **Will have something on Chittim Center for February Board meeting**
    - iii. **Davis Powell will be on Uvalde campus today at 10:30 am to look at surgical tech lab**
  - e. **Campus Police Report – Sergeant Aviles is retiring**
  - f. **IT Report**
    - i. **Eagle Pass down time was resolved**
    - ii. **Information Security training and updates ongoing**
    - iii. **J. A. has resigned effective January 2023**
  - g. **Public Information Report – Working with P.H. on program videos**
  - h. **Life Safety and Security Report**
    - i. **ICS 100 course – G.B., C.B., and C.M. will attend**
    - ii. **Discussion of Room Monitor Safety awareness training**
  - i. **Cafeteria**
    - i. **L.G. – surgery**
    - ii. **Price increases**
  - j. **Daycare – closing on Tuesday next week at 4:00pm**
  - k. **Housing Report**
    - i. **Some students will remain after final move out date due to their program end dates**
      - 1. **Example: LEA graduation in next Friday the 19<sup>th</sup>**
  - l. **BBQ Cookoff – 150 teams; need judges**

7. **Vice President Del Rio Campus – Absent – attending a training**
  - a. **Merry Christmas and Happy New Year Everyone!**
8. **Chief of Staff**
  - a. **Watermark**
    - i. **Final meeting with them today and they will turn us loose in Planning and Self-Study for Department/Division goals**
    - ii. **Need to have a quick conversation with MU about the Faculty Success module**
9. **Faculty Association**
  - a. **Faculty Association scholarship recipients have been selected**
  - b. **High School Basketball Tournament was a huge success**