

CABINET MEETING
January 5, 2022
Via ZOOM

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

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| 5. | VP Eagle Pas Campus | |
| 6. | VP Administrative Services <i>Don't worry about tomorrow. Just win today. Then win the next day and the day after that. That's how you win the future. Day by day.</i> Happy New Year 2022 | Re Open report Facilities briefing Public Information Campus Police Ram Security |
| 7. | VP Del Rio Campus | Internal Student Success Coach interviews this afternoon (4 individuals) Student Success Center/Makerspace move in today |
| 8. | Chief of Staff | |
| 9. | Faculty Association | |

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

January 5, 2022

The Cabinet members of Southwest Texas Junior College met January 5, 2022 via ZOOM

Cabinet members present were:

**Dr. Hector Gonzales, President
Dr. Mark Underwood, Vice President Academic Affairs
Anne Tarski, Vice President of Finance
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 member absent was:

Gilbert Bermea, Vice President Eagle Pass Campus

Also, Present were:

**Juan Guzman, Dean of Applied Sciences and Workforce Education
Dr. Cheryl Sanchez, Dean of Liberal Arts and Adult Education and Literacy
Charles Garabedian, Dean of Instructional Services and School District Partnerships**

1. President

- a. SWTJC Board of Trustees' January Meeting Agenda**
- b. Decision was made to move Faculty Convocation to remote**
- c. Decision was made to move to move instruction to remote for first two weeks**
- d. Decision was made to adopt CDC protocols for quarantine days and return to work**
- e. The College is now requiring a surgical mask at a minimum to be worn**

2. VP Academic Affairs

- a. Simple Syllabus agreement executed**
- b. Registration process for Dual Credit proceeding as expected**
- c. Criminal Justice Competition and College Days – continue planning on in person events**
- d. Dual Credit issues – PCT adherence to standards**
- e. Reactivate IREPO committee**
- f. On-going discussions with ISD on upcoming MOU**
- g. Convocation Schedule – January 11-12, 2022**
- h. Move forward with Creative Arts Contest and One Act Play**
- i. Union Pacific grant for \$380,000 for Diesel Program**
- j. Good Jobs Challenge move to Clean Up grant**

3. VP Student Services

- a. Reviewed Spring Enrollment numbers**
- b. Update on services for students and plans for the Spring**

4. **VP Finance**
 - a. **Working on updating Dual Credit pricing structure**
 - b. **Honor Lock and Simple Syllabus charge to recurring software department**
 - c. **Working on loss revenue estimates**
 - d. **Lease agreements with Sul Ross**
 - e. **Grant administrator for HEERF – guidance is to wait for 3 months before deadline**
 - f. **Down by 3 staff members**

5. **VP Eagle Pass Campus - Out**

6. **VP Administrative Services**

Don't worry about tomorrow. Just win today. Then win the next day and the day after that. That's how you win the future. Day by day.
Happy New Year 2022

 - a. **Re-open report**
 - b. **Facilities briefing**
 - c. **Public Information**
 - d. **Campus Police**
 - e. **Ram Security**

7. **VP Del Rio Campus**
 - a. **Internal Student Success Coach interview this afternoon (4 individuals)**
 - b. **Student Success Center / Makerspace move in today**

8. **Chief of Staff**
 - a. **Working on Good Jobs Challenge**

9. **Faculty Association - Out**

CABINET MEETING
January 14, 2022
Via ZOOM

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

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| 5. | VP Eagle Pas Campus | |
| 6. | VP Administrative Services <i>Almost every successful person begins with two beliefs: The future can be better than the present, and I have the power to make it so.</i> Zig Ziglar | Re Open report TIPS contract for Witt Construction Mtg. today IT Updates Campus Police Housing Report Gym report Day Care report Transportation report |
| 7. | VP Del Rio Campus | |

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| 8. | Chief of Staff | |
| 9. | Faculty Association | |

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

January 14, 2022

The Cabinet members of Southwest Texas Junior College met January 14, 2022 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:

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

1. President

- a. Enrollment discussion**
- b. Update on Commission for Community College finance**
- c. COVID impact to the college and partner ISDs**
- d. Issues with Spring Dual Credit registration process
 - i. Investigate ways to speed up the process****

2. VP Academic Affairs

- a. Semester Credit Hour overload discussion**
- b. PTEC Reapplication with Del Rio**
- c. Simple Syllabus moving forward with implementation**
- d. Texas Bridge – EduReady – Remedial courses in High School
 - i. Request from Uvalde – new funding available for them**
 - ii. 45 Colleges participate in the program**
 - iii. Will research and get the College authorized****
- e. Multiple measures study from THECB to study if TSI are reliable measures of college readiness**
- f. The bigger Independent School Districts are being keyed in by Success Coaches approximately 900 students. The Outreach department is working on cleaning up the other rosters**
- g. We have reached out to the Superintendents to investigate ways to improve the registration process**
- h. Adjunct/Dual Credit training was well received and attended**
- i. Restart IREPO committees**
- j. Moving forward with MOU revisions**
- k. COVID – testing delays**
- l. Report on convocation**

3. **VP Student Services**
 - a. Enrollment report by location
 - b. Drop list improvement has resulted in the lowest number of students being dropped for a Spring Semester
 - c. Yesterday (January 13th) was the last day with extended hours for registration
 - d. Efforts to reach out to Fall students not registered

4. **VP Finance**
 - a. Fall financials are done
 - b. Working on HEERF annual report – classify students that received awards by categories
 - c. Uvalde and Real County have agreed to help run our Board of Trustees' election, need to reach out to Zavala County

5. **VP Eagle Pass Campus**
 - a. Several employees out with COVID, some with exposures. They should be back by Tuesday/Wednesday
 - b. Campus traffic slow
 - c. Success Coach team turnover – experienced staff mentoring new members
 - d. Maintenance crews have sanitized the buildings
 - e. Working on EMT lab area in preparation for State visit

6. **VP Administrative Services**

Almost every successful person begins with two beliefs: The future can be better Than the present, and I have the power to make it so.
Zig Ziglar

 - a. Re-open report
 - b. TIPS contract for Witt
 - c. Construction meeting today
 - d. IT Updates
 - e. Campus Police
 - f. Housing report
 - g. Gym report
 - h. Day Care report
 - i. Transportation report

7. **VP Del Rio Campus**
 - a. Library staff contacted students not returning from the Fall semester
 - i. 28 students have committed to set up an appointment
 - b. Sul Ross discontinuing discount for SWTJC employees
 - c. Request to make public statement on maintaining the current section and not swap to/from remote

8. **Chief of Staff**
 - a. Good Jobs Challenge – working on grant along with a consortium grant with Texas Southmost
 - b. ATD – planning a workshop around 8-week course delivery scheduled for February 2nd. Will include IREPO committee to meeting
 - c. David Conde refining the drop list processes

9. **Faculty Association**
 - a. When will the Adjunct contracts go out?

CABINET MEETING
January 19, 2022
Via ZOOM

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

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|----|---|---|
| 5. | VP Eagle Pas Campus | |
| 6. | VP Administrative Services <i>Be passionate. Be courageous.</i> <i>Be your best.</i> Gabrielle Giffords | Re Open report Maintenance IT |
| 7. | VP Del Rio Campus | |
| 8. | Chief of Staff | |
| 9. | Faculty Association | |

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

January 19, 2022

The Cabinet members of Southwest Texas Junior College met January 19, 2022 via ZOOM

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:

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

1. President

a. SWTJC Board of Trustees' January Meeting - Consult with Board Members to move Board meeting to February due to inclement weather forecast for Thursday

2. VP Academic Affairs

- a. Review of SACS-COC Report – 2 items that will require a report back to them**
- b. Working on notification to all faculty and students about returning to “in person” setting when designated**
- c. Working with ISDs about starting Dual Credit courses on time – dealing with school closures**
- d. Class – company that improve ZOOM to be more practical for teaching – will follow up with a 2nd meeting on January 28th**
- e. ISDs in need of bus drivers, also have a request for USBP for bus driving training
 - i. Will investigate possibility training out of state license holders****
- f. Discussion on faculty load sheets**
- g. Moving forward with Fall 8-week course schedule**
- h. Still missing a little bit of Dual Credit enrollments – enrollment numbers might increase some**
- i. Meetings scheduled with a couple of superintendents on ways to improve the Dual Credit registration processes**

3. VP Student Services

- a. Spring Enrollment report**
- b. Departmental reports**

4. **VP Finance**
 - a. **Update on HEERF expenditures**
 - b. **Attending a Cash Management Course on NASFA**

5. **VP Eagle Pass Campus**
 - a. **Dealing with COVID employee absences**
 - b. **Working on EMT supply area**

6. **VP Administrative Services**

Be passionate. Be courageous. Be your best.
Gabrielle Giffords

 - a. **Re-open report - 18 positive cases and 11 exposures**
 - i. **Working on monitoring for on campus Dual Credit courses**
 - b. **Thursday picking up 60 COVID rapid tests**
 - c. **US Medical PPE – administer test on campus 2 times per week on all campuses**
 - d. **Maintenance report**
 - e. **Information Technology report**

7. **VP Del Rio Campus**
 - a. **COVID exposure for staff**
 - b. **Arrange Dual Credit classroom based on additional students**

8. **Chief of Staff**
 - a. **ATD - designing digital teaching learning and 8-week planning, meeting scheduled February**

9. **Faculty Association**
 - a. **Town Hall and Debate opportunities for upcoming elections**

CABINET MEETING
January 26, 2022
Via ZOOM

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

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| 5. | VP Eagle Pas Campus | |
| 6. | VP Administrative Services <i>Be ahead of your time----that's what you have to do.</i> Billie Jean King | Reopen report Tech Committee meeting Maintenance IT report |
| 7. | VP Del Rio Campus | |
| 8. | Chief of Staff | |
| 9. | Faculty Association | |

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

January 26, 2022

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Margot Mata, Vice President Student Services
Anne Tarski, Vice President of Finance
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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
Dr. Cheryl Sanchez, Dean of Liberal Arts and Adult Education and Literacy
Charles Garabedian, Dean of Instructional Services and School District Partnerships
Xaviera Haynes, Faculty Association President**

1. President

- a. Aspen Interview February 14-18**
- b. Sul Ross Announcement for Interim President**
- c. Self-evaluations, Evaluation schedules going forward**
 - i. Conduct evaluations of staff first**
 - ii. Change to evaluations in the Fall; Staff by November 1st, Deans/Directors in November and December, then to the Cabinet by the end of January**
- d. Need to start executing grants IREPO and Title III**
- e. Developing infrastructure plan for board; Welding, Portable, La Forge, scheduled roofs. Meet with long range planning committee**
- f. Begin to draft plan for Mackenzie Scott gift**

2. VP Academic Affairs

- a. Need equipment storage area for Witt HVAC work and Surgery Tech program**
- b. Software to assist with ZOOM integration into the classrooms**
- c. Need to continue with the QEP process**
- d. Preparation for the 10-year SACS~COC visit**
- e. Deadlines for budgets – Ms. Tarski will send out an email with details**
- f. Handbooks need to work for March/April Board meeting**
- g. Working on budget plan for IREPO implementation**
- h. OER committee**
- i. Hondo requesting information**
- j. Tech degree plans – investigating converting level 2 certificates to level 1 certificates (basis/advanced)**
- k. Carl Perkins reallocated additional \$57K for Tech programs – working on an equipment list**
- l. Carpentry program at Torres Unit is still in progress**
- m. Border Patrol requesting training for bus drivers – 24**
- n. Skills Development Grant - \$150K with Micro Star – in progress**

- o. Medina Valley ISD – HEB Excellence in Education- focused on PCT program**
- p. Dual Credit registration update – COVID interruptions; all should be registered**
- q. MOU review is almost done**
- r. Dual Credit graduate cords**
- s. IREPO grant, 4 subcommittees – each with deliverables (inventory or OER courses available to all faculty)**

3. VP Student Services

- a. Spring Enrollment report**
- b. Census date – February 2nd**
- c. Graduation application – last day to apply is April 1st**
- d. Commencement May 13th and 14th**
- e. Hope Center update**
- g. Success Coach training this Friday**
- h. Transfer meeting with RGC every week**
- i. Community Health MOU on behavioral health**
- j. Crystal City has a request from Texas Parks and Wildlife to use an office – request is approved**
- k. Interviews for the Senior Enrollment Management Director will be held on February 3rd**

4. VP Finance

- a. SACS~COC offsite team in April**
- b. \$120K left in student HEERF funds**
- c. Working on 1098T**
- d. NeoEd – Human Resource solutions**
- e. TACCA conference**
- f. Spring tuition forecast down**

5. VP Eagle Pass Campus

- a. Success coaches working with CC Winn on apply Texas**
- b. Transfer/Career outdoor activity**
- c. Completed installation of air scrubbers at the Tech Center**
- d. Shredding and brush clearing at the 18 acres**
- e. Ethics instructor not coming back after this semester**
- f. Facilities ready for next week – Return to Campus**

6. VP Administrative Services

Be ahead of your time ---- that's what you have to do.
Billie Jean King

- a. Re-open report - Return to in person with protocols**
- b. Tech Committee meeting**
- c. Maintenance report**
- d. Information Technology report**

7. VP Del Rio Campus

- a. 3 employees out for COVID quarantine – tested positive**
- b. Ready for return to campus on Monday**
- c. Question – Faculty request for student requesting accommodations**

8. Chief of Staff

- a. Office of Grants management – reorganization**
- b. Working on Upward Bound Proposal and Good Jobs Challenge**

9. Faculty Association

- a. Nothing to report**
- b. Faculty Association meeting next week**