

CABINET MEETING
July 7, 2021

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

5.	VP Eagle Pas Campus	
6.	VP Administrative Services <i>"The true measure of a man is how he treats someone who can do him absolutely no good."</i> Samuel Johnson	Smart Board Classroom report Tech Center Parking-Engineer Thurs. Pure Air-Hubbard/Richardz July 12 IT Policies/Procedures July 14 Cabinet request
7.	VP Del Rio Campus	
8.	Chief of Staff	Out - Vacation

9.	Faculty Association	
-----------	----------------------------	--

CABINET MEETING
July 14, 2021

	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>"You got to dance like there's nobody watching, Love like you'll never hurt, Sing like there's nobody listening, And live like it's heaven on earth."</i> William W. Purkey</p>	<p>Re Open</p> <p>Smart Classroom report</p> <p>IT-Policies/Procedures</p> <p>Public Information</p> <p>SWTJC Security Audit</p> <p>Maintenance Tech Parking Lots MEP-Witt Hubbard/Garner Hall</p> <p>Dugas Law Firm</p>
<p>7.</p>	<p>VP Del Rio Campus</p>	<p>SWART: requesting estimated numbers for Fall</p> <p>Increase TSI testing?</p> <p>Sul Ross Buildings issues</p> <p>Renovations Currently Ongoing:</p> <ul style="list-style-type: none"> • Moving IT to Building D1 <ul style="list-style-type: none"> ○ ECHS classes moved to Building B • Building A – Anatomge Table Room <ul style="list-style-type: none"> ○ If possible, moving drops behind walls ○ Paint ○ Strip and Wax floors ○ Tables available for anyone who wants them • Building A <ul style="list-style-type: none"> ○ Office for TRIO/Sul Ross Enrollment Specialist • Building A <ul style="list-style-type: none"> ○ Student Success Center – organize, paint and get ready for Makerspace

8.	Chief of Staff	
9.	Faculty Association	

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

July 14, 2021

The Cabinet members of Southwest Texas Junior College met July 14, 2021 in the President's Office

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 from the Faculty Association was:

Xaviera Haynes

1. President

- a. Awards Luncheon - Details**
- b. Strategic Plan**
- c. Vaccine Drive – Must be enrolled for Fall – prior vaccine**
- d. Union Pacific/Eagle Pass Economic Development – possible collaboration on Regional Tech**
- e. Modular Building (Capacity)**

2. VP Academic Affairs

- a. Pathways – meeting with the coach over the Summer**
- b. Faculty Group Strategic Plan – Canvas site repository**
- c. STEM Ward Bound – Summer Camp – July 26 – 30, 2021**
- d. 5th Year Report in progress (Wednesday/Friday) meeting to complete**
- e. Site visit for Dual Credit – SACS~COC**
- f. STEM Grant with Sul Ross**
- g. Articulation with Sul Ross**

3. VP Student Services

- a. Enrollment Update**
 - i. SII – 942, 4349, 81, 376**
 - ii. Last year 1017, 4874, 93, 856**
- b. 1st Day of SII Classes – Thursday, July 15, 2021**
- c. STEM Coach starting Monday, July 19th, reporting to Advising Director**
- d. Hope Center kick-off, 17 colleges- Real College Texas, addressing students' basic needs**
- e. Marketing Committee – Reveal of Mascot Design, Revamp of new acceptance letter**
- f. Financial Aid Awards coming plus HEERF**
- g. Staff Summit – Friday 9am to Noon in the Ballroom**
- h. Team Leads – Strategic Plan**
- i. FERPA training – Customer Service**

4. VP Finance

- a. Interviews for Payroll Clerk, next week
- b. Financials for June - \$11 million excess
- c. Next week, CFO Sul Ross - Lease
- d. Meeting with FACTS (vendor) regarding 8-week classes, modifying payment plan for 8-week courses
- e. Stipends finalize for the August Board meeting

5. VP Eagle Pass Campus

- a. No applicants for Math/English Instructors for Eagle Pass
- b. Sul Ross re-carpeting, waiting on bids
- c. AHEC Program – 4 counties, High School students, to explain Health Careers -12 students
- d. Storage container for Man Campus – 40”

6. VP Administrative Services

“You got to dance like there’s nobody watching, Love like you’ll never hurt, Sing like there’s nobody listening, and live Like it’s heaven on earth.”

William W. Purkey

- a. Re-open Report – Micro Care has shipped, Academy students coming to Dorms, move 3’ spacing on hold
- b. Smart Classroom Report – Matthews open 8-5, 100 camera brackets coming
- c. IT Policies/Procedures – shared files
- d. Public Information – Back to School Ad in Hospital
- e. SWTJC Security Audit – due every three years
- f. Maintenance Update
 - i. Tech Parking Lots
 - ii. MEP-Witt
 - iii. Hubbard / Garner Hall
- g. Dugas Law Firm –
- h. Gym Supervisor position still open, Grounds/Custodial

7. VP Del Rio Campus

- a. SWART – requesting estimated numbers for Fall
- b. Increase TSI testing?
- c. Sul Ross Building issues – Installing new equipment
- d. Renovations Currently Ongoing
 - i. Moving IT to Building D1
 - a) ECHS classes moved to Building B
 - ii. Building A – Anatomge Table Room
 - a) If possible, moving drops behind walls
 - b) Paint
 - c) Strip and wax floors
 - d) Tables available for anyone who wants them
 - iii. Building A
 - a) Office for TRiO/Sul Ross Enrollment Specialist
 - iv. Building A
 - a) Student Success Center – organize, paint and get ready for Makerspace

8. Chief of Staff

- a. Carol Lincoln – ATD – new structure
- b. 1 ½ workshop with Coach at \$12,500, Digital Learning, authentic assessment, Holistic advising
- c. Semester long workshop with 6 college \$32K, team in teaching learning – Eligible HEERF. Enhance Zoom lecture
- d. Rework drop-list – more efficient
- e. Dr. Garcia – evaluation updated in progress

9. Faculty Association

- a. Evaluations for Faculty on an annual basis
- b. Self Service on grades works better than Web-Advisor
- c. Faculty checklist for onboarding – begin with Adjunct

CABINET MEETING
July 21, 2021

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

5.	VP Eagle Pas Campus	
6.	VP Administrative Services <i>"You got to dance like there's nobody watching, Love like you'll never hurt, Sing like there's nobody listening, And live like it's heaven on earth."</i> William W. Purkey	
7.	VP Del Rio Campus	
8.	Chief of Staff	

9.	Faculty Association	
-----------	----------------------------	--

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

July 21, 2021

The Cabinet members of Southwest Texas Junior College met July 21, 2021 via Zoom

Cabinet members present were:

Dr. Hector Gonzales, President
Margot Mata, Vice President Student Services
Anne Tarski, Vice President of Finance
Derek Sandoval, VP Administrative Services
Connie Buchanan, Vice President Del Rio Campus
Dr. Randa Schell, Chief of Staff

Cabinet members absent were:

Dr. Mark Underwood, Vice President Academic Affairs
Gilbert Bermea, Vice President Eagle Pass Campus

Absent from the Faculty Association was:

Xaviera Haynes

1. President

- a. COVID cases rising – Inventory, sanitizing**
- b. Hubbard – Pure Air Ventilation – HEERF funds**
- c. Architect evaluation – 5 on committee**
- d. High Impact Programs/Initiatives for M. Scott gift**
- e. Advice department of Innovation Grants in support of Strategic Plan**
- f. Any issues with pay sheets /faculty contracts**

2. VP Academic Affairs - Out on vacation

3. VP Student Services

- a. Vaccine Drive – All campuses**
- b. Sul Ross – meeting – working to move transfer forward**
- c. Testing Center – Schedule is out two weeks in advance, 6' separation**
- d. Strategic Plan Initiative – moving forward**
- e. Customer Service and FERPA training for staff**
- f. Enrollment**
 - i. S2 – 998 Last year – 1115**

4525	4874
84304	93,856
 - ii. Fall – 1732 Last year - 1580**
- g. Welcome Back for Fall - students**
- h. Marketing Committee**

4. VP Finance

- a. July 29th – TACC HEERF Guidance – send list of specific questions before hand
- b. CARES work group – on Anthology – Ellusion to Cloud
 - i. \$1 million to Cloud with Ellusion
- c. Summer Institute – disaggregate data
- d. Request 2019 Coordination - CMAP
- e. Print Center – Retirement
- f. SR – CFO – damage unacceptable - Working on new leases

5. VP Eagle Pass Campus - out

6. VP Administrative Services

"You got to dance like there's nobody watching, Love like you'll never hurt, Sing like there's nobody listening, and live Like it's heaven on earth."

William W. Purkey

- a. App – Armor – activate alerts – test notification went out
- b. Housing contract
 - i. Requires all students to purchase cafeteria meal plan
 - ii. Hand guns/rifles in dorms – generic language
- c. Interviews in process – IT/Daycare/Director of Building Grounds
- d. Pure Air working on dorms – Richarz building next
- e. BT – I.T. Policy
- f. Classroom scheduling – Speech 1311 to Crystal City and Eagle Pass
 - i. Facility – Crystal City – DL monitor – who is responsible? Process for Smart Boards

7. VP Del Rio Campus

- a. Del Rio - Accommodate
- b. Tables form Math Labs transferred to Del Rio
- c. IT interviews for Help Desk
- d. Working from home for the rest of the week
- e. Working on information for Dugas Law Firm

8. Chief of Staff

- a. Employee Evaluation - most are ready, updating job descriptions. VPs will review
- b. Watermark U
 - i. AP Module on gong (training)
 - ii. Workflow Module – house evaluations
 - iii. Digital measures – faculty credentials
- c. ATD – designing hybrid/online for 8-week format
- d. Strategic Plan Summit for services
 - i. First Friday – went well, continue working toward plans and measurements
- e. Working on drop list and suggestions to improve process

9. Faculty Association - out

CABINET MEETING
July 28, 2021

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

5.	VP Eagle Pas Campus	
6.	VP Administrative Services <i>“You got to dance like there's nobody watching, Love like you'll never hurt, Sing like there's nobody listening, And live like it's heaven on earth.”</i> William W. Purkey	
7.	VP Del Rio Campus	
8.	Chief of Staff	

9.	Faculty Association	
-----------	----------------------------	--

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

July 28, 2021

The Cabinet members of Southwest Texas Junior College met July 28, 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. COVID cases rising**
- b. Incentivize employees to take vaccine**
- c. Chamber Skyway – corporate challenge – Saturday, short notice**
- d. Representative Gonzales – will be on campus Monday**
- e. Amada Garcia resigning**
- f. Discussed the Fall Welcome Back**

2. VP Academic Affairs

- a. Dean High School Partnership**
- b. Convocation update**
- c. Watermark update**
- d. Requirement for Degree Pathway Online**
- e. Truck Driving Simulator delivered – training**
 - i. Expand with additional Instructor**
- f. JET - \$312K for Diesel**
- g. LEA – Wagner Building**
- h. SACS-COC – meeting in October, will visit Del Rio High School, Eagle Pass CC Winn, Chittim Tech Center, Hondo High School, Medina Valley High School, Natalia High School, Pearsall High School, and the Pearsall site**
- i. Meeting with La Pryor ISD on PCT**
- j. Honor Lock contract – need to evaluate and see how long we need to agree with – 5-year option**

3. VP Student Services

- a. Vaccine update – EP 170 vaccines, low registration at all other sites**
- b. Enrollment update**
- c. Financial Aid update**
- d. Student Services update**
- e. Advances for Success Coach – Letter Cuts**
- f. Call going out to students who have Financial Aid but are not registered for Fall**
- g. Meet and Greet with Sul Ross, banner up in Uvalde for Fall registration**
- h. C N A courses – students are eligible for Cares Grant**

4. **VP Finance**
 - a. **Ellucian to Cloud proposal**
 - b. **Summer I – low classes - \$94K from \$300K total**
 - c. **Attorney updates**
 - d. **COVID Expenditure - HEERF**

5. **VP Eagle Pass Campus**
 - a. **170 vaccines administered**
 - b. **Staff complementary of our process**
 - c. **No applications for Math/English positions**
 - d. **Losing Advisor to school district for salary**
 - e. **Working on clearing 18 acres and getting bids for back end of Chittim Center**

6. **VP Administrative Services**

"You got to dance like there's nobody watching, Love like you'll never hurt, Sing like there's nobody listening, and live Like it's heaven on earth."

William W. Purkey

- a. **Discuss architect reviews**
 - b. **Sidewalk touch ups**
 - c. **Matthews Hallway will begin**
 - d. **Garner Hall – done, custodial working**
 - e. **Hubbard Hall opening for LEA**
 - f. **WITT HVAC**
 - g. **WTG – installing catheter protecting on medina electric easement**
 - h. **Staffing update**
 - i. **Smart Class Room – monitors – plan for Fall**
 - j. **Policy to SOC Committee**
 - k. **Interviews for I.T. Networking Engineer, Custodial**
-
7. **VP Del Rio Campus**
 - a. **HVAV parts in to repair AC in Building A**
 - b. **Touchless toilets, sinks, water facet s, waiting to be installed**
 - c. **Registration – announcement on going**
 - d. **COVID cases up in Del Rio, hospital has restricted visitors**

 8. **Chief of Staff**
 - a. **CCAMPIS Grant**

 9. **Faculty Association**
 - a. **E-mailed Faculty on Welcome Back**
 - b. **Protocol for Fall**
 - c. **Will invite Dr. Reading to Reopen Committee**
 - d. **Faculty volunteer to help with Hope Center**