

CABINET MEETING
March 2, 2022
Via ZOOM

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

5.	VP Eagle Pas Campus	
6.	VP Administrative Services <i>"People perform consistently as they perceive you expect them to perform."</i> J. Sterling Livingston	Re Open report Facilities report Witt Pre-Bid April Board Maintenance report Day Care report Public Info report Rodeo-March 11/12 Tx. A&M
7.	VP Del Rio Campus	
8.	Chief of Staff	

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

March 2, 2022

The Cabinet members of Southwest Texas Junior College met March 2, 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:

**Johnny 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, President of the Faculty Association**

1. President

a. SWTJC Board of Trustees' March meeting agenda – Discussion

2. VP Academic Affairs

- a. Texas Pathways conference upcoming**
- b. Multiple Measures**
- c. iDesign – Might need to go out to bid**
- d. Zoom Add-On – Project stalled for now**
- e. SACS~COC
 - i. Prospectuses are due March 15th**
 - ii. Will meet next week to draft the responses on the 5th year recommendations that are due April 1st**
 - iii. Committee Chair will physically visit in the Fall****
- f. Section/Course codes – need to clean up definitions of all fields**
- g. One Act Play competition on campus this week**
- h. 8-week transition schedule**
- i. IREPO monies**
- j. Faculty handbook will go to the April Board meeting – Due to the President's Office April 4th**
- k. Wildlife Management program is moving to the Kincaid Building**
- l. Discussion of PCT classes**
- m. Outreach Update**
- n. Instructional Leadership**

3. VP Student Services

- a. 8-week update
- b. Commencement update
- c. STARS Plans ongoing
- d. EDUC/COLS class presentations
- e. Graduation, Registration initiatives ongoing
- g. Internal PD session on Friday, February 25th
 - i. Reminder about Level 2 certificates becoming Level 1 certificates
- h. Transfer
- i. Transfer Tuesdays ongoing
- j. Transfer and Career Fair in Uvalde yesterday – 73 students
- k. Del Rio Resource Fair this week
- l. UHS campus tour this Thursday
- m. TalkCampus seminar is scheduled for March 8th at 11:00am
- n. Cook-Off – 28 teams and 10 dessert entries
- o. Mr. Mata working with Pearsall ISD, CCISD, and CSCISD to get potential student lists
- p. Library hosing events
- q. Library staff positions in Del Rio are opening up due to resignations/retirements
- r. Student Lounge is open again
- s. New pool table was damaged during shipping
- t. Mr. Botello and Mr. Alldritt will rotate to oversee it
- u. Ash Wednesday service at 11:00am today

4. VP Finance

- a. Letter of non-compliance about water well on the Uvalde Campus
- b. Dorm Rates discussion
- c. Reminder to purchase office supplies at Office Depot not the Bookstore
- d. IPEDS Report work ongoing
- e. Meeting with attorney regarding options for replacing Mr. Flores on the Board of Trustees Board
- f. Meeting with SACS~COC committee
- g. Letters for HEERF extension requests
- h. TASB Local Policy Update by May
- i. Budgets due to VPs by March 7th

5. VP Eagle Pass Campus

- a. Grounds crew working on annual spring maintenance
- b. Paving project at AEL starting today
- c. Student traffic is slow
- d. Success Coaches are working on student appointments
- e. Processing graduation applications

6. VP Administrative Services

“People perform consistently as they perceive you expect them to perform”

J. Sterling Livingston

- a. Re-open report
- b. Facilities report
- c. Maintenance report
- d. Daycare report
- e. Public Information report
- f. Rodeo – March 11/12 – Texas A & M – 11 will graduate in May

7. VP Del Rio Campus

- a. **COVID positivity rate is down to 9%**
- b. **Aim to Success Fair - tomorrow**
- c. **Self-evaluations sent to staff last week**

8. Chief of Staff

- a. **Strategic Plan Activities Proposal**
- b. **PTK Conference next week**

9. Faculty Association

- a. **Will request training on Professional Development hours in Watermark**
- b. **Simple Syllabus – A demo may be available after Spring Break**
- c. **Faculty Association will donate \$300 to each campus for the Food Bank**

CABINET MEETING
March 9, 2022
Via ZOOM

	AGENDA ITEM	NOTES
1.	President	SWTJC Board of Trustees' March meeting agenda
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>"People perform consistently as they perceive you expect them to perform."</i> J. Sterling Livingston</p>	<p>Re Open report</p> <p>Facilities Report</p> <p>IT report -Richarz 1</p> <p>Campus Police</p> <p>Housing</p> <p>Cafeteria</p> <p>Storage -Conditioned Air storage</p> <p>UAP's</p> <p>Job Descriptions</p>
<p>7.</p>	<p>VP Del Rio Campus</p>	<p>Aim for Success Fair, last Thursday</p> <ul style="list-style-type: none"> • 136 students (under counted), • 10 university representatives, • 5 clubs/departments, • 23 employers/community entities, and • 15 volunteers <p>Del Rio High School Academic Instructors for fall</p> <ul style="list-style-type: none"> • Met yesterday, getting paper work started

8.	Chief of Staff	
9.	Faculty Association	Out

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SOUTHWEST TEXAS JUNIOR COLLEGE**

March 9, 2022

The Cabinet members of Southwest Texas Junior College met March 9, 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:

**Johnny Guzman, Dean of Applied Sciences and Workforce Education
Charles Garabedian, Dean of Instructional Services and School District Partnerships
Andrea Flores, Information Technology Website Administrator**

- 1. President**
 - a. SWTJC Board of Trustees' March meeting agenda – Discussion**
- 2. VP Academic Affairs**
 - a. I Design – as a contracted service for course redesign – they design the Quality Matters courses**
 - b. Multiple Measures data being finalized**
 - c. Room assignments for Fall have been accomplished**
 - d. Surgical Tech consultants coming on board for equipment list and curriculum design**
 - e. Scholarship in Memory of C. Routh – former Powerline Tech student**
 - f. Update on IREPO**
 - g. Dual Credit update**
 - h. Program Review going to curriculum committee**
- 3. VP Student Services**
 - a. 8-week enrollment update**
 - b. Commencement schedule in progress**
 - c. Enrollment management**
 - d. Departmental updates**
 - e. Marketing graphics update**
- 4. VP Finance**
 - a. Sul Ross ending discount for SWTJC employees**
 - b. Apply for additional CARES – eligible for additional monies**
 - c. Automatically extend HEERF to June 2023**
 - d. Travel forms – valet parking**
 - e. Self Service can go back to year 2017 to inquire**
 - f. Contract for Watermark – outcomes assessment**
 - g. 9-month pay scale**

5. VP Eagle Pass Campus

- a. **Facility Report**
- b. **AEL working on parking update**
- c. **Replacing bathroom partition and countertop for some restrooms in Building A**
- d. **Café on campus – idle – plan for a Fall 2022 ramp up**

6. VP Administrative Services

“People perform consistently as they perceive you expect them to perform”

J. Sterling Livingston

- a. **Re-open report - inventory in good shape, open dorms at 100%, air scrubbers – filters budget in maintenance**
- b. **Facilities report - Witt HVAC bids received, surgical lab location – Garner Science sophomore lab, Building C (EP) and La Forge Hall roofs to begin**
- c. **IT report – Richarz 1**
- d. **Campus Police**
- e. **Housing**
- f. **Cafeteria**
- g. **Storage – Conditioned Air Storage**
- h. **UAP’s**
- i. **Job Descriptions**

7. VP Del Rio Campus

- a. **Aim for Success Fair, last Thursday**
 - i. **136 students (under counted)**
 - ii. **10 university representatives**
 - iii. **5 clubs/departments**
 - iv. **23 employers/community entities**
 - v. **15 volunteers**
- b. **Del Rio High School Academic Instructors for Fall – met yesterday, getting paper work started**

8. Chief of Staff

- a. **IPEDS reporting (HR) – coordinating with Ellusion**

9. Faculty Association - Out

CABINET MEETING
March 23, 2022
Via ZOOM

	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>Everyone wins when the leader gets better.</i> Craig Groeschel	Re Open report Facilities report Budgets Maintenance report Housing-Tarski meeting Rodeo DR Roofs May 13?
7.	VP Del Rio Campus	ECHS Cohort #8 application dates: Wed and Thur (5:30pm-7pm) Renewed ad on Emergency Number Guide for Val Verde County <ul style="list-style-type: none"> • Magnets and small calendars
8.	Chief of Staff	

9.	Faculty Association	
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SOUTHWEST TEXAS JUNIOR COLLEGE**

March 23, 2022

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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:

**Johnny Guzman, Dean of Applied Sciences and Workforce Education
Dr. Cheryl Sanchez, Dean of Liberal Arts, Adult Education & Literacy
Xaviera Haynes, Faculty Association, President**

- 1. President**
- 2. VP Academic Affairs**
 - a. Working on SACS~COC response**
 - b. Simple Syllabus moving forward**
 - c. Update on Dual Credit**
 - d. 2nd 8-week semester started – good enrollment**
 - e. Achieving the Dream sessions on 8-week transition training**
 - f. Aviation applicant – FAA release interim rules on Part 147 training schools**
 - g. Transition for Wildlife / AEL**
 - h. Heavy equipment trainer for summer**
 - i. JET Grants out for next year**
- 3. VP Student Services**
 - a. 508 enrollment in 2nd 8-week term**
 - b. Enrollment dashboard in process**
 - c. Departmental updates**
- 4. VP Finance**
 - a. Draft on Hondo Lease**
 - b. \$173K available on HEERF student funds**
 - c. Working for new application for supplemental HEERF**
 - d. Need current drivers license for college vehicles**
 - e. Title IX complaint – interviews occurring**
 - f. Request to involve Purchasing in Hospital Equipment donation**
 - g. Budgets due March 28th**

5. VP Eagle Pass Campus

- a. Finalizing budgets
- b. AEL parking lot update
- c. Success Coaches are gearing up for registration

6. VP Administrative Services

“Everyone wins when the leader gets better”

Craig Groeschel

- a. Re-open report
- b. Facilities report
- c. Budgets
- d. Maintenance report
- e. Housing – had a meeting with Ms. Tarski
- f. Rodeo
- g. Del Rio roofs
- h. May 13th? – Deans’ Breakfast

7. VP Del Rio Campus

- a. Early College High School Cohort # 8 – application dates: Wednesday and Thursday (5:30pm – 7:00pm)
- b. Renewed ad on Emergency Number Guide for Val Verde County – magnets and small calendars

8. Chief of Staff

- a. PTK convention / awards update

9. Faculty Association

CABINET MEETING
March 30, 2022
Via ZOOM

	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 "Everything on the internet is true." Abraham Lincoln	Re Open Facilities Report La Forge roof meeting Maintenance Heavy Equipment location/date? Gym Events Iron Cowboy Fitness Challenge-April 9 Student vs. Faculty/Staff Softball April 14 Misc. Creative Arts date? Project Graduation-Uvalde HS May 27 4 H County Roping Clinic April 30 and May 1 Gideon's on campus
7.	VP Del Rio Campus	

8.	Chief of Staff	
9.	Faculty Association	

**CABINET MEETING OF
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March 30, 2022

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Cabinet members present were:

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Dr. Mark Underwood, Vice President Academic Affairs
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**

Cabinet member absent was:

Margot Mata, Vice President Student Services

Also, Present were:

**Johnny Guzman, Dean of Applied Sciences and Workforce Education
Xaviera Haynes, Faculty Association, President**

1. President

a. Discussion on Commencement Speakers – Both have been secured

2. VP Academic Affairs

a. SACS~COC

- i. 5th year responses have been submitted**
- ii. The three sites that needed review were received**
- iii. Summer Institute registration is open**

b. iDesign – Delivered their assessment of our course samples, \$12K - \$25K per course charge, depending on level of design needed

c. Texas College Bridge Program – HB5, participating colleges must agree to accept students' college bridge scores in lieu of TSIA. MOU signed last week

d. OpenStax – Rice University, meeting coming up about OER for nursing classes

e. Higher Education Regional Council – If we know of programs that we intend to go outside of our service area to promote, we must report

f. Union Pacific Diesel Expansion Partnership

- i. Public Announcement / Reception – April 29th in Eagle Pass**
- ii. Speakers will be Dr. Gonzales, Union Pacific representative, and Representative Morales**

g. LEA graduation ceremony will be May 21st at the Uvalde High School Auditorium

h. Surgical Tec meeting today, visiting proposed classroom spaces in Garner Science and the consultant will assess the classrooms for accrediting body guidelines

i. Workforce Education – Power Line Tech class starting in April on the Uvalde campus, another class will be starting in August on the Eagle Pass campus. Also, Pharmacy Tech program started Monday via ZOOM

j. Outreach

- i. Working on smooth transition for DRHS**
- ii. College Day is scheduled for tomorrow – RSVP is about 350**
- iii. Counselors' Workshop today via Zoom**

- iv. Pending meeting with MVISD regarding interest in new tech programs
 - k. Instructional Leadership – Ongoing summative evaluations and Program reviews are complete for this year
 - l. School District Partnerships:
 - i. Participated in Comstock career fair last week
 - ii. No formal communication from Rocksprings or Devine yet
 - iii. MOUs have started being returned by school districts
 - m. IREPO – making progress on several projects – CircleIn, SmartBoards, etc. Subcommittee working on Fronterra spaces/zones
 - n. Professional Development – Focusing on PD for 8-week transition
3. VP Student Services – Absent, however sent updates via email
- a. Commencement – Meeting on March 31st, Tent has been reserved, and working on a backup audio system
 - b. Registration – Priority registration for Summer/Fall, Early registration for Summer/Fall begins April 4th
 - c. Student Success Services
 - i. Registration and Graduation – Registration prep meeting was March 24th. Graduation initiatives on going, graduation applications due April 1st
 - d. Hope Center – Next meeting is on April 12, Final meeting will be June 7th
 - e. Transfer – R. Rodriguez presenting student planning and graduation application information at virtual counselors’ workshop today. Working with RGC on Welcome/Transfer fair that is set for April 13th
 - f. Miscellaneous
 - i. Employees attending TACCSAA Conference on March 9-30th
 - ii. DSS staff attending AHESD conference March 29-April 1st
 - iii. Cards including Academic Core, Career Pathways, and Welcome New Student have been updated
 - iv. Working with Outreach on Senior Days with high schools
 - v. Working with IE on adding transfer questions to graduation survey
4. VP Finance
- a. SSARP – ready to go as soon as we know what to do about the Certificate and Agreement and Program Profile
 - b. Hondo Lease – Meeting Friday – to work on counteroffer
 - c. Turkey Trot – Income goes to Faculty Association
 - d. Budgets
 - i. Copier Charges
 - ii. Met with Ellucian regarding budget module, no longer supported, using a module that is compatible with Self Service
 - e. Scholarships
 - i. Received \$10K donation from Dr. Winn, wants the money to go directly to scholarship
 - ii. Allocate \$15K from endowment to Flores scholarships
 - iii. Move - \$100K from MacKenzie Scott for scholarships as approved by the Board of Trustees.
5. VP Eagle Pass Campus
- a. Got a commitment from the City of Eagle Pass to put up registration banner
 - b. Success Coaches will visit high schools on April 20th and 27th, will work with seniors to complete ApplyTexas
 - c. PTK Induction Ceremony will be April 22nd

- d. Building Managers meeting yesterday
- e. CARE Team met Tuesday regarding Food Pantry

6. VP Administrative Services

“Everything on the internet is true”

Abraham Lincoln

- a. Re-open report - Final regular meeting of the committee this past Monday, Will meet first Monday of the month only, moving forward. PPE inventory is well stocked and check-in stations remain in place
- b. Facilities report
 - i. Modular Building, Delivery of Building will be in July
 - ii. Initial meeting on gym roof yesterday
 - iii. Heavy Equipment – recommendation is to move further back into the 60acres
- c. Dorm rates meeting
- d. Lock-down yesterday, received lots of good feedback
- e. Gym Events
 - i. Iron Cowboy Fitness Challenge – April 9th
 - ii. Student vs Faculty/Staff Softball – April 14th
 - iii. Project Graduation – Uvalde High School – May 27th
- f. Miscellaneous
 - i. Creative Arts date?
 - ii. 4H County Roping Clinic – April 30th and May 1st
 - iii. Gideon’s on campus
 - iv. Web Advisor?

7. VP Del Rio Campus

- a. Roof on Building H has been patched
- b. Evacuation drill yesterday – went well – RAM Security needs to be on App Armor
- c. Shelter in place drill scheduled for tomorrow

8. Chief of Staff

- a. Title V – successful workshop presentation at the ASHIE conference in New Mexico, invited to present again at the ASHIE Summer Institute
- b. PTK Induction Ceremony – April 28th at 6:30 pm in the Tate Auditorium

9. Faculty Association

- a. Faculty Association meeting next Tuesday
- b. Working on Candidate Forum on April 19th at 7:00pm
 - i. Uvalde School Board candidates
 - ii. Gathering students to ask the questions