

CABINET MEETING
May 3, 2023
Via ZOOM

	AGENDA ITEM	NOTES
1.	President	SWTJC May Board meeting agenda
2.	VP Academic Affairs	
3.	VP Student Services	
4.	VP Finance	

5.	VP Eagle Pass Campus	
6.	VP Administrative Services <i>A superior who works on his own development sets an almost irresistible example.</i> Peter Drucker	Re Open April's Covid Numbers Pos-3, Expo-1 Inventory-good Campus reports-No issues anywhere Immunizations for Nursing students required Early projections of strong flu season Re Open meetings conducted every other month now. Modular Building-electrical panel has been shipped Surgical Tech-prints moving forward with Davis Powell Graduation plans all moving forward-Safety Plan submission soon Rodeo Joey Almand-Southern Region Coach of the Year SWTJC-Southern Region Rodeo of the Year
7.	VP Del Rio Campus	
8.	Chief of Staff	

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

May 3, 2023

The Cabinet members of Southwest Texas Junior College met May 3, 2023 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
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 & Literacy
Charles Garabedian, Dean of Instructional Services and School District Partnerships
Xavier Haynes, President of the Faculty Association**

1. President

- a. SWTJC Board meeting agenda – Remove # 9 – Consider and act on Title IX Coordinator – carry over from 2020**

2. Vice President of Academic Affairs

- a. Met with CAO group yesterday – Legislative update by R. Martinez**
- b. SACS-COC Monitoring Reports – email from VP that none of the supporting documents survived the electronic transmission – MU will be able to resubmit today.**
- c. Interest from a current faculty member to become the program coordinator for Cyber-Security program – waiting for program approval from the THECB to send to SACS-COC**
- d. Interviews ongoing for Administrative Assistant, Dual Credit Coordinator, etc.**
- e. Online degrees and certificates**
 - i. General announcement pushed on social media yesterday**
 - ii. Met with AF regarding website**
 - 1. Looked at San Jacinto and TJC as examples**
 - 2. Will place an ad on banner after graduation**
 - 3. When webpage is ready, it will come to the Cabinet for approval before launching**
 - iii. Met with YS and will join Monday meeting to review online degrees and certificates with success coaches**
 - 1. MM discussed with SM to setup a system for identifying/tracking students who are in fully online programs**
 - 2. Discussion regarding ‘Location’ and ‘Home Location’**
 - iv. Next step is to identify those programs that are fully OER**
- f. Video Conference Monitors – discussion of pay for monitors that need to stay passed their schedule hours**
- g. Outreach**
 - i. Registration for summer ongoing – receiving Fall schedule request from districts. Will follow up with high school counselors ongoing**
 - ii. Continue to work on Foundational and Tech MOUS**

- iii. Continued discussions with superintendents around dual credit FAST program under HB 8
- iv. Discussing with SFDRICISD a Performance Enhancement Distinction to graduating high school seniors with 12 academic credits and 3.0
- h. IREPO – Received official close date extension to September 30th
- i. Professional Development – working on agenda for faculty work days on May 15th – 17th
- j. Micro credentialing meeting with Info Based Learning
 - i. All online based micro credentials with large menu available
 - 1. \$4,800 per year; follow up meeting tomorrow
 - ii. Then will meet with Division Chairs to develop a plan
- k. Mental Health tech certificate program – meeting with HCMHDD tomorrow
- l. Maverick Health Care Facility meeting
 - i. Goal is to recruit and retain CNAs
 - 1. Provides financial assistance to students to enroll and complete a CAN program
 - 2. Our agreement would just include sharing information
 - a. The students would sign a release that their information can be shared.

3. Vice President of Student Service

- a. Enrollment Report – Summer 1 – 820, Summer 2 – 591, Fall – 907 total with 530 in 8-week and 495 in 8-week 2
- b. Graduation update
 - i. May 12th – 538 participants
 - ii. May 13th – 496 participants
 - 1. Ceremony information has been sent out in various formats
- c. Student Engagement
 - i. Good participation in Dia De Los Ninos
 - ii. Wildlife Expo was last Thursday – 16 students attended
 - iii. Garner Trip today
 - iv. Grad Celebration on May 4th at all three campuses
 - v. Campus tours continue to be requested/schedule
- d. Success Coaching/Advising
 - i. Senior Registration Days ongoing
 - ii. Leakey High School will be 8th
 - iii. CM and LDLC are attending events and meetings with Dilley, Cotulla, Pearsall, Crystal City, and Carrizo Springs
 - iv. Continue to promote summer and fall registration – enrollment campaigns are ongoing
- e. Transfer – working on a Transfer Center in Eagle Pass
- f. DSS and Mental Health – May is Mental Health Awareness Month, video has been released to promote
- g. Student Success Centers
 - i. Tutoring is up – looking for more tutors
 - ii. Finals activities ongoing this week and next week
- h. Marketing and Recruitment
 - i. Filming testimonials from graduating students
 - ii. Looking for marketing consultants to assist in name change transition
- i. Testing Center – test dates ongoing

4. Vice President of Finance

- a. Email went out with final request for employee lists
- b. Missing budgets – will contact each Vice President individually

5. Vice President Eagle Pass Campus
 - a. Grillin' with the Vice President this Friday
 - b. Library hosting events for Teacher Appreciation week
 - c. Banquet for EC Academy student on May 9th

6. Vice President of Administrative Services – *A superior who works on his own development sets an almost irresistible example.* Peter Drucker
 - a. Re-Open
 - i. April's COVID numbers – Positive 3, Exposures – 1\
 1. Inventory is good
 2. Campus reports – no issues anywhere
 - ii. Immunizations for Nursing students is required.
 1. Early projections of strong flu season
 - iii. Re-open meetings are being conducted every other month
 - b. Modular Building – Electrical panel has been shipped
 - c. Surgical Tech – prints moving forward with Davis Powell
 - d. Graduation plans all moving forward – Safety Plan submission coming soon
 - e. Rodeo
 - i. Joey Almand – Southern Region Coach of the Year
 - ii. SWTJC – Southern Region Rodeo of the Year

7. Vice President Del Rio Campus
 - a. Working on Innovation Grant request for outdoor study area
 - b. CB is picking up caps and gowns that have been ordered for Del Rio students
 - c. Electrician will be on campus next week

8. Chief of Staff
 - a. Still tracking HB 1960 and HB 8
 - b. Update on hierarchy for Faculty Success
 - c. Announcement of intention to apply for RPED grant
 - d. Update on meeting with lawyers regarding community partnership MOUs

9. Faculty Association
 - a. Faculty Association meeting will be Monday, May 15th at 9:00am

CABINET MEETING
May 10, 2023
Via ZOOM

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

<p>5.</p>	<p>VP Eagle Pass Campus</p>	
<p>6.</p>	<p>VP Administrative Services <i>10Xer behaviors...never wallow in despair when hit with bad luck. They keep pushing, driving for the overall goal and cause.</i> <u>Great by Choice</u> Jim Collins</p>	<p>Graduation -Admin Services update</p> <p>EP Chittim Center-May 10</p> <p>Access Control report</p> <p>EP Cafe-June Board</p> <p>Housing contract revisions-June Board</p>
<p>7.</p>	<p>VP Del Rio Campus</p>	<p>Low turnout for DR Grad Celebration – community events</p> <p>DR community group - DEAAG Grant</p> <p>Hardware for Building A doors: install today and tomorrow</p>
<p>8.</p>	<p>Chief of Staff</p>	

9.	Faculty Association	Officers for 2023-2025 President - Bonny Herndon Vice President - Carin Cruz Secretary - Lorie Compton Betty Treasurer - Bonnie Esquivel Parliamentian - Landra Fowler Last Cabinet meeting for Xaviera - May 17th Bonny will begin Cabinet meetings on May 31st
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**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

May 10, 2023

The Cabinet members of Southwest Texas Junior College met May 10, 2023 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
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 & Literacy
Charles Garabedian, Dean of Instructional Services and School District Partnerships
Xavier Haynes, President of the Faculty Association**

1. President

- a. Legislative session updates**
 - i. HB8/SB 2539 – moved out of Senate Higher Ed subcommittee to main Education committee**
 - b. HB 1960 – Passed the House yesterday, Amendment to delay downward expansion to 2026**
 - i. Dr. Gonzales going to Austin Thursday, May 11th**
 - c. Graduation discussion**
 - i. Penciled in at Fairplex for both May 19th and 20th**
 - ii. Proposed ceremonies:**
 - 1. Friday at 6:00pm – 264 Dual Credit Liberal Arts**
 - 2. Saturday at 10:00am – 279 Non-Dual Credit Liberal Arts**
 - 3. Saturday at 3:00pm – 112 Dual Credit Technical**
 - 4. Saturday at 6:00pm – 387 Non-Dual Credit Technical**
 - iii. Plans for making it less rodeo arena and more into a graduation venue**
 - 1. Purchase/rent green turf to roll out over arena floor**
 - 2. Black pipe and drapes to cover chutes**
 - 3. Bring in additional stands under press box**
 - 4. Find out about 50-100 BTU ACs units to try to cool**
 - iv. Dr. Gonzales will talk with the Board members**

2. Vice President of Academic Affairs

- a. THECB**
 - i. Received approval for Cyber-security for Level 1, 2, and AAS**
 - ii. Reviewed and discussed Spring Breakfast (Deans' Breakfast) agenda**
- b. Texas Pathways/Talent Strong Texas – Need to book end of year meeting**
- c. Multiple Measures Assessment – Will send out the data and work to get a meeting booked**
- d. Discussion of Zoom vs Teams – Need to look at Recurring Software account and budget accordingly**

- e. **Early College Academy Banquet in Eagle Pass** – event went very well, and a “shout out” to A. Mondragon for his work
- f. **Outreach**
 - i. **Summer Dual Credit registration is ongoing, still waiting for La Pryor and Dilley class request**
 - ii. **Discussion of community classes in Cotulla**
- g. **Instructional Leadership**
 - i. **Models meetings for Early College High Schools on going**
 - ii. **Teaching demos for new Dual Credit adjuncts**
 - iii. **Still working on Tech MOUs**
- h. **Completion Ceremonies**
 - i. **Powerline Tech Graduation tomorrow at 11:00am in the Tate Auditorium**
 - ii. **Medical Assistant ceremony on May 24th at 10:00 am in Eagle Pass**
- i. **Hiring**
 - i. **Finally hired a CDL instructor**
 - ii. **Recommendation for a Powerline Tech instructor to expand the program**
 - 1. **If it goes through, will start looking at starting the program in Del Rio**
 - iii. **Surgical Tech Coordinator applicant was received**
- j. **Mental Health/Behavioral Health Tech enhanced skills certificate**
 - i. **Met with LS from Hill Country MHDD – looking for entry level mental health techs**
 - ii. **Can incorporate in PCT and in Workforce programs like CMA or CAN**
 - 1. **Let’s discuss how we can incorporate in DHSI grant**
 - 2. **There is money in Article 2 for training tied to Mental Health facility**
- k. **Follow up meeting on May 17th with Dwyer Group**
- l. **Ford Motor Corporation reached out regarding possible partnership in Auto Tech**

3. Vice President of Student Service

- a. **Meet after the Cabinet meeting to discuss graduation plans**
- b. **Financial Aid**
 - i. **Re-applied for Second Chance Pell program**
 - ii. **Working on summer awarding**
- c. **Testing Center**
 - i. **TSIA has been scheduled through end of July**
 - 1. **Has been working with IM to get dates on social media**
 - ii. **Working with LEA for TCOLE testing on May 22nd**
- d. **Student Engagement / Activities**
 - i. **Finals Fuel Up ongoing this week**
 - ii. **Garner State Park trip – 21 students participated**
 - iii. **Campus tours ongoing and picking up**
 - iv. **PH looking at marketing consultants for name change transition**
- e. **Graduation Celebration**
 - i. **59 in Uvalde**
 - ii. **69 in Eagle Pass**
 - iii. **21 in Del Rio**
- f. **Success Coaching/Advising**
 - i. **Senior Registration Days**
 - 1. **Following up with students who attended Senior Registration Days**
 - 2. **Will conduct a debrief in the near future**
- g. **Enrollment Report**
 - i. **Summer I - 913/1245**
 - ii. **Summer II – 648/888**
 - iii. **Fall – 1042/619/566**
- h. **Scholarships – awarding 70 students’ various scholarships, this is up from the previous years**

4. Vice President of Finance
 - a. Hired a Controller – A. H., he will begin working on June 1st
 - b. Finishing out the budget – if LE contacts you, be prompt in your response
5. Vice President Eagle Pass Campus - Out
6. Vice President of Administrative Services – *10Xer behaviors...never wallow in despair when hit with bad luck. They keep pushing, driving for the overall goal and cause. Great by Choice – Jim Collins*
 - a. Graduation
 - b. Eagle Pass Chittim Center – May 10th
 - c. Access Control report
 - i. Met with CB on Monday
 - ii. Will meet with GB next Monday
 - d. Eagle Pass Café – RFA went out and will be ready for June Board meeting
 - e. Housing contract revisions – will be ready for June Board meeting
 - f. Maintenance/Custodial – down to 6 custodians, but looking
7. Vice President Del Rio Campus
 - a. Low turnout for Del Rio Graduation Celebration
 - i. There were several corresponding events in the community
 1. Need to look ahead for next year
 - b. Del Rio community group – DEAAG Grant – city would possibly purchase a hangar and lease it to us so both Aviation programs can be offered in Del Rio
 - c. Meeting with Laughlin AFB regarding tech program offerings
 - i. There will be an expansion at the base and with it comes needs for Aviation techs, HVAC techs, welders, etc.,
 - d. Hardware for Building A doors; install today and tomorrow
8. Chief of Staff
 - a. Sent out hierarchy spreadsheets Monday – please get back to RS no later than next Wednesday
 - b. Team working on RPED grant proposal
 - c. Team working on Dual Credit schools obtaining less than 15sch
 - d. Watched HB 1960 second reading on Monday
9. Faculty Association
 - a. Officers for 2023-2025
 - i. President – Bonny Herndon
 - ii. Vice President – Carin Cruz
 - iii. Secretary – Lori Compton Betty
 - iv. Treasurer – Bonnie Esquivel
 - v. Parliamentarian – Landra Fowler
 - b. Last Cabinet meeting for Xaviera Haynes will be May 17th
 - i. Bonny Herndon will begin attending Cabinet meetings on May 31st

CABINET MEETING
May 17, 2023
Via ZOOM

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

<p>5.</p>	<p>VP Eagle Pass Campus</p>	
<p>6.</p>	<p>VP Administrative Services <i>A leader with confidence is a leader who brings out positive changes in people.</i> John Maxwell</p>	<p>Graduation reports: -Maintenance -Public Info -Life Safety</p> <p>Texas Tribune event report -Tate -IT -Custodial staff -Public Info</p> <p>Board Meeting ready</p> <p>Modular Building -May 18 tracking</p> <p>Witt report -painting 90%</p> <p>Surgical Tech report -drawings -network-\$</p> <p>IT SWTXC domain -reviewed and "pending" status</p> <p>EP Chittim -next meeting Wed. May 24</p> <p>Gym renovation plans begins</p> <p>Housing -SSI ready-Custodial staff</p> <p>Day Care -National Certification work</p> <p>May 24-EOC update</p>

7.	VP Del Rio Campus	Monday afternoon – lighting caused switch damage (A) DH Pace completed Panic Bar install – Building A doors Planning May 24 – Lamar Elementary tours/games/lunch ---(bouncy house - liability?) Out Friday - Speaker at NCISD HS Graduation
8.	Chief of Staff	
9.	Faculty Association	

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

May 17, 2023

The Cabinet members of Southwest Texas Junior College met May 17, 2023 via ZOOM

Cabinet members present were:

**Dr. Mark Underwood, Vice President Academic Affairs
Margot Mata, Vice President Student Services
Lisa Ermis, Vice President of Financial Services
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:

Dr. Hector Gonzales, President

Also, Present were:

**Juan Guzman, Dean of Applied Sciences and Workforce Education
Charles Garabedian, Dean of Instructional Services and School District Partnerships
Xavier Haynes, President of the Faculty Association**

- 1. President – Out – In Austin – HB 1960**
- 2. Vice President of Academic Affairs**
 - a. ATD Reflection – discussed and decided that it is not necessary**
 - b. Brown Foundation check should be here today**
 - c. Trellis Survey – Will send letter of intent to participate today**
 - d. MMA – working toward a GPA threshold for our students**
 - e. Outreach**
 - i. Summer registrations are being finished up**
 - ii. STAAR was redesigned**
 - 1. Will only receive passing or failing grade rather than numerical score**
 - 2. Will be late summer before scores are received**
 - f. IREPO – ordered 2 smart boards for the Hondo site and last of study pod furniture was delivered last week**
 - g. Professional Development**
 - i. Quality Matters training upcoming**
 - ii. Started planning for Fall Convocation**
 - 1. Discussed PD for staff – handle per department and / or get together will all staff**
 - h. Instructional Services**
 - i. Gathering grade stragglers**
 - ii. SB 1887 – transfer bill to be signed by the governor soon**
 - iii. TECH MOUs are a priority right now**
 - i. School Partnerships**
 - i. Blended Academy called about students who completed the Texas College Bridge, but were told they have to take the TSI**
 - ii. C. Garabedian will look into the rules and follow up with the Success Coaches**
 - j. Meeting with Dwyer Group today at 11:00 am – this is the group that is providing funds for students to get various medical field certifications**

- k. Meeting with Laughlin AFB tomorrow at 1:00 pm
- l. Met with the Ford Corporation on their online certification program
 - i. There is no cost to us, but we would need to rely on students to print their transcripts and submit to us
- m. Discussion around internet network in the RGC building for Surgical Tech program

3. Vice President of Student Service

- a. Outreach Facilities
 - i. C.M. has attended multiple events in Crystal City, Pearsall, Dilley, Cotulla, etc.
 - ii. C.M. and L.D. will attend a FAFSA day at Pearsall High School
- b. Financial Aid
 - i. Running SAP
 - ii. Awarding remainder of TPEG money
- c. Transfer and Career – working on Transfer Corner on socials and web – will highlight students transferring to Universities
- d. MH and DSS
 - i. Working on Wellness Wednesday’s schedules
 - ii. SEAL program (TWC) will again place students in jobs on campus this summer
- e. Tutoring/Mentoring - working on tutoring schedules for the summer. Still have a balance of TutorMe hours left for summer
- f. STEM – CE has resigned to go to medical school (June 16th)
- g. Professional Development – June 25th in Del Rio regarding mental health and wellness
- h. Library – Chromebooks have come back in; now prepping to check them out this summer
- i. Activities and Events
 - i. Texas Tribune Event this Saturday in Tate Auditorium
 - ii. Working on an online program virtual panel discussion
 - iii. Lounge is open for PLT and LEA students
- j. Scholarships – awarded 71 scholarships – letters going out
- k. Graduation update
 - i. Logistics
 - 1. Turf is being laid, drapes are being hung, etc.
 - 2. Sound and LED screens will be set tomorrow and Friday
 - 3. HVAC unit will be placed behind the stage pointed up toward the large fans
 - a. Will start trying to cool it down with doors closed on Friday morning.
 - 4. Single line for graduate procession into the arena
 - 5. Gazebo will be setup for reception with step and repeat set behind for photos
 - 6. Dignitaries hospitality room in the conference space
 - 7. Faculty and staff hospitality room in the concession stand area
 - 8. Graduates will be directed to exit all the way to the Gazebo area
- l. Knippa and Nueces Canyon have requested to all come on Saturday – 1 student from Sabinal requested Friday.
- m. Safety (Incident Action Plan)
 - i. There will be 20 law enforcement agents monitoring the ceremony inside and outside – metal detector entrance has been advertised / communicated

4. Vice President of Finance

- a. Finishing up final budget numbers for June Board meeting – waiting for finalized custodian positions information
- b. Reminder – anything over \$1,000.00 in goods needs 3 quotes and anything over \$50k in services needs 3 quotes unless on co-op

5. Vice President Eagle Pass Campus
 - a. Staff has been visiting Preparatorias in Piedreas Negras to recruit students and build relationships
 - b. Chamber Scholarship Banquet – 2 SWTJC students getting scholarships
 - c. Still having a few issues with HVAC unit repairs

6. Vice President of Administrative Services – *A leader with confidence is a leader who brings out positive changes in people.* – John Maxwell
 - a. Texas Tribune event report – PR, IT, and Custodial staff are ready
 - b. Modular building – Electrical panel is supposed to be shipped May 18th
 - c. Witt Building Report – Painting is about 90% done, carpets will be shampooed and tile waxed next.
 - i. Move-in will commence soon after
 - d. IT – SWTXC domain request is being reviewed
 - e. EP Chittim – Next meeting will be May 24th to discuss remodeling/construction plans
 - f. Gym renovation plans begin
 - i. Looking to add HVAC, modular seating/stands, repairing floors, etc.
 - ii. Possible venue for hosting graduation ceremonies in the future
 - g. Housing – SSI ready for students and Upward Bound. Some requests for LEA to stay in dorms
 - h. Day Care – National Certification work
 - i. Access Control switch and cable work ongoing in Uvalde
 - j. EOC meeting regarding May 24th
 - i. Discussed safety and security around various events marking the anniversary
 - ii. There will be road and business closures
 - iii. Concerns about free-lance journalists and protesters
 - k. D.S. will be out on vacation May 30th – June 2nd

7. Vice President Del Rio Campus
 - a. Lightning on Monday caused switch damage in Building A – No Wifi and no HVAC in Building A until switches are replaced
 - b. DH Pace completed Panic Bar installation in Building A
 - c. On May 24th – Lamar Elementary tours/games/lunch
 - i. Bouncy house liability? – Need adult attendants to make sure no rough housing
 - ii. Will order extra security
 - d. C.B. will be out Friday – speaker at NCISD HS graduation

8. Chief of Staff
 - a. Working on data for THECB funding estimates
 - b. Plugging along on all other projects
 - c. Will be out next week through May 31st

9. Faculty Association
 - a. Last meeting for X. Haynes. B. Herndon is the new FA President and will begin attending meetings next week

CABINET MEETING
May 23, 2023
Via ZOOM

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

<p>5.</p>	<p>VP Eagle Pass Campus</p>	
<p>6.</p>	<p>VP Administrative Services <i>We first make our habits, then our habits make us.</i> English Poet</p>	<p>Graduation recap/comments -debriefing Thurs.</p> <p>Modular electrical panel</p> <p>Witt-Custodial staff entering soon</p> <p>Campus Police -2 applications for PM shift -June Board-Policy manual -EOC/LEA meeting HS Auditorium-3pm</p> <p>EP Cafe -due June 9, Board meeting</p> <p>Housing -Policy updates-June Board meeting</p>
<p>7.</p>	<p>VP Del Rio Campus</p>	<p>NCISD Graduation:</p> <ul style="list-style-type: none"> • Their SWTJC dual credit graduates wear SWTJC regalia during their HS ceremony <p>Lightning Issue/Building A:</p> <ul style="list-style-type: none"> • More extensive than first believed • WIFI, internet, a/c units, cameras still down • Ordering more switches, UPSs, cameras, control boxes <ul style="list-style-type: none"> ○ Some hardware to arrive tomorrow <p>Lamar Elementary May 24 campus visit re-organized:</p> <ul style="list-style-type: none"> • Staff going to Lamar campus to talk about college, have pizza and play games

8.	Chief of Staff	
9.	Faculty Association	

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SOUTHWEST TEXAS JUNIOR COLLEGE**

May 23, 2023

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Gilbert Bermea, Vice President Eagle Pass Campus
Derek Sandoval, VP Administrative Services
Connie Buchanan, Vice President Del Rio Campus**

Cabinet member absent was:

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 & Literacy
Charles Garabedian, Dean of Instructional Services and School District Partnerships
Xavier Haynes, President of the Faculty Association**

1. President

- a. Recap Graduation Ceremony**
- b. Update on HB 1960, HB 8 and HB 1**
- c. Update on Salary Schedules**
- d. Update on Budget Review**
- e. Discussed the technical program expansion possibility with additional dollars from the Legislature**

2. Vice President of Academic Affairs

- a. Thanked employees that put Commencement Ceremonies together – reminder to acknowledge the employees.**
- b. Update on Surgery Tech Director hire**
- c. I Design – course selection**
- d. Trellis Financial Wellness Survey**
- e. SACS-COC 10-year accreditation Review December 2-5 in Orlando must attend – President, Academic, Finance, Faculty, Liaison. Others may attend**
- f. Meeting with Laughlin AFB – update on our aviation program, encouraged us to move forward with Powerplant**
- g. Dwyer – support services for CNA's**
- h. PCT – growth in enrollment**
- i. Graduation Stoles questions**
- j. No issues with High School regarding grades**
- k. Online degree information sessions – questions on Developmental Education piece**
- l. OER – landscape survey**

3. Vice President of Student Service
 - a. Graduation – Goal to make a good first impression and lasting impression. May 17-18, 2024 reserved for commencement ceremonies
 - b. Summer enrollment numbers
 - c. Pathways interview – Friday - scaling
 - d. Drop List campaign
 - e. Facebook Live – Information sessions
 - f. Student Engagement – TACCM conference
4. Vice President of Finance
 - a. No update
5. Vice President Eagle Pass Campus
 - a. Success Coaches went to Chittim Center to get oriented on all the training available here
 - b. Building E – Condenser is out and has been ordered
6. Vice President of Administrative Services – *We first make our habits, then our habits make us.* English Poet
 - a. Graduation recap/comments – debriefing Thursday
 - b. Modular electrical panel – did not ship
 - c. Witt-Custodial staff entering soon
 - d. Campus Police
 - i. 2 applications for PM shift
 - ii. June Board – Policy manual
 - iii. EOC / LEA meeting HS auditorium – 3pm
 - e. Eagle Pass Café – due June 9th for Board meeting
 - f. Housing – Policy updates – June Board meeting
7. Vice President Del Rio Campus
 - a. NCISD Graduation – their SWTJC dual credit graduates wear SWTJC regalia during their HS ceremony
 - b. Lightning Issue – Building A
 - i. More extensive than first believed
 - ii. WIFI, internet, A/C units, cameras still down
 - iii. Ordering more switches, UPSs, cameras, control boxes
 1. Some of the hardware is schedule to arrive tomorrow
 - c. Lamar Elementary – May 24th campus visit re-organized
 - i. Staff going to Lamar campus to talk about college, have pizza and play games
8. Chief of Staff – out on vacation
9. Faculty Association
 - a. Balancing the interest of faculty with the interest of the institution
 - b. Let us know if you have an initiative you need the faculty association to support

CABINET MEETING
May 31, 2023
Via ZOOM

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

5.	VP Eagle Pass Campus	
6.	VP Administrative Services	
7.	VP Del Rio Campus	
8.	Chief of Staff	

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

May 31, 2023

The Cabinet members of Southwest Texas Junior College met May 31, 2023 via ZOOM

Cabinet members present were:

**Dr. Hector Gonzales, President
Margot Mata, Vice President Student Services
Lisa Ermis, Vice President of Financial Services
Gilbert Bermea, Vice President Eagle Pass Campus
Connie Buchanan, Vice President Del Rio Campus**

Cabinet members absent were:

**Dr. Mark Underwood, Vice President Academic Affairs
Derek Sandoval, VP Administrative Services
Dr. Randa Schell, Chief of Staff**

Also, Present were:

**Juan Guzman, Dean of Applied Sciences and Workforce Education
Charles Garabedian, Dean of Instructional Services and School District Partnerships
Bonny Herndon, President of the Faculty Association**

1. President

- a. Discussion on Operating Budget**
- b. Discussion on Salary Schedules**
- c. Reviewed Board agenda**
- d. Discussed Tech Program Expansion**

2. Vice President of Academic Affairs – Dr. Underwood out on vacation

- a. Surgery Tech Director agreed to position**
- b. Powerline Tech Instructor accepted position**
- c. AEP grant funds \$35,000.00 to be utilized for bucket truck**
- d. Discussion on space for the Truck Driving program**
- e. Dual Credit Summer schedule is in**
- f. IREPO update**
- g. Professional Development update**
- h. Working on enrollment/wait list/working on cancellations/consolidations**

3. Vice President of Student Service

- a. Enrollment numbers**
- b. Departmental updates**

4. Vice President of Finance

- a. Working on budgets**
- b. Final draw down on HERF monies**
- c. A.H. begins working tomorrow**

5. Vice President Eagle Pass Campus

- a. Campus updates**
- b. Success Coaches are busy**
- c. Waiting on AC parts**
- d. Working on landscaping**

- 6. Vice President of Administrative Services – Out on vacation**
- 7. Vice President Del Rio Campus**
 - a. Campus updates**
 - b. TSI testing dates**
 - c. Success Coaches booked**
 - d. Still discovering issues damage due to lighting strike**
 - e. Cohort # 9 for DR ECHS meeting on Thursday**
 - f. Will be off Fridays (June and July) for vacation**
- 8. Chief of Staff – Out on vacation**
- 9. Faculty Association**
 - a. Recommendation on Zoom classes from Faculty Association**