

**CABINET MEETING**  
**March 6, 2024**

	<b>AGENDA ITEM</b>	<b>NOTES</b>
<b>1.</b>	<b>President</b>	SWTJC Board of Trustees' March Board Meeting Agenda
<b>2.</b>	<b>VP Academic Affairs</b>	
<b>3.</b>	<b>VP Student Services</b>	
<b>4.</b>	<b>VP Finance</b>	

<p>5.</p>	<p><b>VP Eagle Pass Campus</b></p>	
<p>6.</p>	<p><b>VP Administrative Services</b>  <i>We cannot hold a torch to light someone else's path, without brightening our own.</i>          Ben Sweetland</p>	<p>Re Open</p> <p>Tech Expansion</p> <p>HVAC Temps Spring Break?</p> <p>Campus Police</p> <p>Life Safety</p> <p>Transportation</p> <p>Solar Eclipse</p> <p>Rodeo</p>
<p>7.</p>	<p><b>VP Del Rio Campus</b></p>	<p>DR Chamber Banquet – Feb 28</p> <p>TASB – our DR ECHS and DR CTE students presented</p> <p>ASU Day at SWTJC – large crowd</p> <p>ECHS Apply Texas for New Cohort</p> <p>Spring Break Cowboy Send Off – March 6</p> <p>Custodial hours next week (spring break)</p> <p>Still no funds from MRG for Expo</p> <p>Policer Officer: memo – estimated costs</p>

<b>8.</b>	<b>Chief of Staff</b>	
<b>9.</b>	<b>Faculty Association</b>	

**CABINET MEETING OF  
SOUTHWEST TEXAS JUNIOR COLLEGE**

**March 6, 2024**

The Cabinet members of Southwest Texas Junior College met March 6, 2024 in the President's Office

Cabinet members present were:

Dr. Hector Gonzales, President  
Dr. Mark Underwood, Vice President Academic Affairs  
Cruz Mata, Vice President of Student Services  
Lisa Ermis, Vice President of Financial Services  
Brenda Hoffman, 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:

Charles Garabedian, Dean of Instructional Services and School District Partnerships  
April Ruhmann, Dean of Applied Sciences and Liberal Arts  
Bonny Herndon, President of the Faculty Association (attended via ZOOM)

**1. President**

- a. Reviewed and discussed the SWTJC Board of Trustees' March Board meeting agenda

**2. Vice President of Academic Affairs**

- a. Barlele presentation is rescheduled to March 20th
- b. Met with Texas Book Company representatives about e-materials ordering system
  - i. M.U. will poll faculty to find a pilot group
  - ii. Faculty need to put in their orders
- c. QEP discussion
- d. ISD Partnerships
  - i. DRECHS Apply Texas event last night and tonight
  - ii. Meeting with Howard College on education pathways
  - iii. Met with people from Cotulla ISD regarding course delivery for Cotulla community hosted at the high school
    - 1. L.DLC will host a recruiting meeting on March 22<sup>nd</sup>
  - iv. Working on coordinating a meeting between DRECHS and UVECHS
  - v. Discussion on La Pryor IST Board of the Month meeting on February 27<sup>th</sup>
- e. Instructional Leadership
  - i. Conducted teaching demos for Psychology and HVAC instructors
  - ii. Counselors' Workshop on March 20th
- f. Discussed ATD hours
- g. TEEX Meeting
  - i. Suggested building a peer support team – Start with identifying some advocates
- h. Discussion of Core Evaluation and SPIs
- i. Working with Kinney Count on Dispatcher and Jailer courses in the summer

**3. Vice President of Student Service**

- a. Discussion and announcements
  - i. Scholarship management software

4. Vice President of Finance
  - a. Keep pushing the cafeteria survey with students
  - b. Send budgets as they are ready
  
5. Vice President Eagle Pass Campus
  - a. Upcoming events and activities
    - i. TAMIU MOU signing event on March 19<sup>th</sup> at 11:30am
    - ii. PTK Induction will be on March 20<sup>th</sup>
    - iii. Other events and activities as listed on calendar
  - b. Other
    - i. Met with Colegio Mexico administrators and spoke with a group of students
  
6. Vice President of Administrative Services – *We cannot hold a torch to light someone else's path, without brightening our own.* Ben Sweetland
  - a. Re-open – continue with 5-day quarantine and 5-day masking after despite the change in the CDC guidance
  - b. Tech Expansion discussion
  - c. HVAC Temps set for Spring Break – Will adjust temperatures up unless receive request for staff who are working
  - d. Campus Police – approved for one officer to take vehicle home for time being
  - e. Life Safety – ongoing installation of access control hardware at each campus
  - f. Transportation
  - g. Solar Eclipse
  - h. Rodeo – competing at TAMU this weekend
  
7. Vice President Del Rio Campus
  - a. Del Rio Chamber Banquet – February 28<sup>th</sup>
  - b. TASB Conference – our Del Rio ECHS and Del Rio CTE students presented
  - c. ASU Day at SWTJC – large crowd
  - d. ECHS Apply Texas for New Cohort
  - e. Spring Break Cowboy Send Off – March 6<sup>th</sup>
  - f. Custodial hours next week (Spring Break)
  - g. Still no funds from MRG for Expo
    - i. J.G. is working with MRG to get them the documentation they are needing
  - h. Discussion of RAM Security/Police Officer – memo estimated costs
  
8. Chief of Staff
  - a. PTK – Induction Ceremony tonight at 6:30 pm in the Tate Auditorium
  
9. Faculty Association
  - a. Various announcements
  - b. Discussion of Microsoft's marketing strategies

**CABINET MEETING**  
**March 20, 2024**

	<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>	

<b>5.</b>	<b>VP Eagle Pass Campus</b>	
<b>6.</b>	<b>VP Administrative Services</b> "In God we trust, everyone else we audit." Anonymous	Tech Expansion -Diesel/auction  Maintenance -Surgical Tech -dorm court  HVAC -Tate -graduation  Life Safety -CC/DR/EP locks -access control -Knippa Reunification  Graduation  Eclipse meeting
<b>7.</b>	<b>VP Del Rio Campus</b>	

<b>8.</b>	<b>Chief of Staff</b>	
<b>9.</b>	<b>Faculty Association</b>	



**CABINET MEETING OF  
SOUTHWEST TEXAS JUNIOR COLLEGE**

**March 20, 2024**

The Cabinet members of Southwest Texas Junior College met March 20, 2024 in the President's Office

Cabinet members present were:

Dr. Hector Gonzales, President  
Dr. Mark Underwood, Vice President Academic Affairs  
Cruz Mata, Vice President of Student Services  
Lisa Ermis, Vice President of Financial Services  
Brenda Hoffman, 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:

Charles Garabedian, Dean of Instructional Services and School District Partnerships  
April Ruhmann, Dean of Applied Sciences and Liberal Arts  
Bonny Herndon, President of the Faculty Association (attended via ZOOM)

**1. President**

- a. Barlele presentation
- b. Board of Trustees' meeting tomorrow evening
- c. Met with the La Pryor Superintendent on Monday
- d. Met with the TAMIU President yesterday
- e. R.F.S. and D. C. will work with L.E. and A.H. on revenue projections
  - i. Wrap our minds around OSAs, ICLCs and all of HB8

**2. Vice President of Academic Affairs**

- a. Review and discussion of Trellis Financial Wellness Survey results
- b. Texas Tech articulation agreement is ready to be signed
- c. The Surgical Tech program is pending final approval from SACS~COC
- d. Discussion about the week after graduation work
- e. Program reviews are being completed
- f. Dual Credit programs
  - i. Holding a Counselors' Workshop today
  - ii. Met with Howard College regarding the model for their teacher education pathway and with ASU
    1. Dilley ISD has also approached us about the Teacher Aide Certification
  - iii. Discussion of school district accountability program, IBCs, CCMR, etc.

**3. Vice President of Student Service**

- a. Announcements of events and activities
- b. A group will be going to the TACCSAA conference next week

**4. Vice President of Finance**

- a. The Budgets are due next Thursday

5. Vice President Eagle Pass Campus
  - a. The TAMIU Signing Event went very well
  - b. Events and activities
    - i. PTK Induction today
    - ii. Meeting with a private high school in Piedras soon
    - iii. Community Easter Egg Hunt will be next week
  
6. Vice President of Administrative Services – *“In God we trust, everyone else we audit”* - Anonymous
  - a. Tech Expansion
    - i. Equipment auction went well – continuing to clean out the facility for the diesel program
    - ii. TXDOT has approved driveways on the tech expansion site – we will build culverts in house
    - iii. Eagle Pass Tech expansion footprint on 18 acres has been approved
  - b. Maintenance
    - i. Surgical Tech remodel is ongoing
    - ii. Outdoor sports court is nearing completion
  - c. HVAC
    - i. Tate Auditorium HVAC is being replaced March 20<sup>th</sup> – April 20<sup>th</sup>
    - ii. HVAC bids for graduation are coming in
  - d. Life Safety
    - i. Crystal City, Del Rio and Eagle Pass locks are very close to completion
    - ii. Access control
    - iii. Knippa Reunification Drill went well
  - e. Eclipse meeting today at 3:00 p.m.
  
7. Vice President Del Rio Campus
  - a. Working on budgets
  - b. Will be posting lead custodian position as soon as possible
  
8. Chief of Staff
  - a. IT
    - i. A T & T will be on campus this afternoon for meeting about redundant connections
    - ii. They will also be conducting a wireless connection survey on each campus/site over the next week
  - b. Will be posting TRIO-SSS advisor position as soon as possible after resignation this week
  
9. Faculty Association
  - a. Question about Eclipse Day

**CABINET MEETING**  
**March 27, 2024**

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<b>1.</b>	<b>President</b>	
<b>2.</b>	<b>VP Academic Affairs</b>	
<b>3.</b>	<b>VP Student Services</b>	
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<p>5.</p>	<p><b>VP Eagle Pass Campus</b></p>	
<p>6.</p>	<p><b>VP Administrative Services</b>  <i>Here is the reality of leadership, your success hand can never go higher than your leadership hand. It will always bump against it.</i>          John Maxwell</p>	<p>Maintenance          -Tech Expansion          -Surgical Tech          -HVAC-Tate</p> <p>Life Safety          -DR          -EP</p> <p>SPI meeting</p> <p>BMA</p>
<p>7.</p>	<p><b>VP Del Rio Campus</b></p>	<p>Building M (our half of building):</p> <ul style="list-style-type: none"> <li>• Access points installed             <ul style="list-style-type: none"> <li>○ One per classroom &amp; auditorium</li> </ul> </li> <li>• Removed polycom wiring</li> <li>• WiFi units installed in each classroom</li> </ul> <p>SR wish to install flag pole by N</p> <p>H Penny – Building J, has shifted. Working on Quote.</p> <p>Campus King/Queen</p> <p>April 8 hours?</p>

<b>8.</b>	<b>Chief of Staff</b>	
<b>9.</b>	<b>Faculty Association</b>	

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**1. President**

- a. Uvalde Memorial Hospital approved the construction of a new medical office building
  - i. Need to continue to develop Allied Health programs
- b. Discussion on HB8 and CBM reporting
- c. Rebranding/Name Change
  - i. Reveal at the President's Gala and then full launch in Fall
    1. Discussion of timeline for full launch
  - ii. Start compiling a list of all items that need to be changed
- d. Discussion of UCISD Board of Trustees' meeting

**2. Vice President of Academic Affairs**

- a. SACS~COC
  - i. QEP vote will be ready next week
  - ii. Discussion of our Vice President's visit to campus on May 29<sup>th</sup> and 30<sup>th</sup>
    1. Onsite visit will be October 20– 23, 2025
  - iii. Watermark – Planning & Self-Study overview next week
- b. Housing
  - i. Email going out to residents about parking
  - ii. Working on other issues around animals that live at the dorms
- c. Pathways Institute coming up
  - i. Advance work needs to be completed as soon as possible
- d. Meeting with UCISD
  - i. Working to get them numeric grades every three weeks
  - ii. Working toward more Face to Face instruction
- e. A group will be going to the TACTE conference next week
- f. Advisory Committees
  - i. Discussion of how to get information out about the work done
    1. Look into a weekly article in the Education Section of the Uvalde Leader News
- g. Discussion of our partnership with the Dwyer Group

- h. Met with Ochoa (CTE point person) at Dilley ISD
  - i. Discussion of report that D.C. and S. M. have been working on
  - j. Discussion of Wildlife Exhibition
  - k. School District Partnerships
  - l. Discussion on various meetings and news from the school districts
    - i. H.G. – when Del Rio CISD and Uvalde CISD meet please mention the process for separate GPA and Class ratings
3. Vice President of Student Service
- a. Vice President C. Mata and a group attended the TACCSAA conference
  - b. Pearsall – Received a phone call from the Pearsall Superintendent about potential Early College High School
  - c. Orientation – Welcome recordings for Orientation after Cabinet meeting today
  - d. Other announcements of activities and events
4. Vice President of Finance
- a. Budgets are due tomorrow
5. Vice President Eagle Pass Campus
- a. Events and Activities
    - i. PTK Induction last week
    - ii. Easter Egg Hunt today on the Eagle Pass Campus
    - iii. Lecture Series – Long COVID on April 4th
  - b. School District Partnerships
    - i. Met with private high school in Mexico regarding continued relationship
    - ii. Set dates with Eagle Pass High School and CC Winn High School for Apply Texas and Senior Registration days
6. Vice President of Administrative Services – *“Here is the reality of leadership, your success hand can never go higher than your leadership hand. It will always bump against it” – John Maxwell*
- a. Tech Expansion
    - i. Diesel floorplan being discussed
    - ii. Surgical Tech remodel is nearing completion (approximately May 1<sup>st</sup>)
  - b. Maintenance
    - i. HVAC – Tate moving along
    - ii. Finishing up sports court and will move on to fence
    - iii. Update of Facilities Master Plan and assessment will begin soon
  - c. Life Safety
    - i. Hardware replacement/update in Del Rio and Eagle Pass is ongoing
      - 1. Access control equipment for exterior doors is in transit
  - d. Transportation – purchasing Trip Direct software for vehicle requests
  - e. Other
    - i. SPI meeting with C.B. upcoming
    - ii. Will send out spreadsheet to add rebranding items
    - iii. Conduction a team building exercise tomorrow 1:00 pm – 3:30 pm

**7. Vice President Del Rio Campus**

- a. Building M (our half of building)
  - i. Access points installed – one per classroom and auditorium
  - ii. Removed polycom wiring
  - iii. WiFi units installed in each classroom
- b. SR wish to install a flagpole by Building N
- c. H. Penny – Building J, has shifted – working on a quote
- d. Campus King/Queen
- e. April 8<sup>th</sup> hours? – Normal hours (8-6) with shut down for eclipse time
- f. In discussion with high school for evacuation drill

**8. Chief of Staff**

- a. Lowe's Grant is nearing completion and will be submitted tomorrow
- b. PTK
  - i. Award of Merit for College Project
  - ii. 5-Star Chapter Award
  - iii. 3 officers inducted into District 5 Hall of Honor
  - iv. 9 members/officers received their Employment Edge badges
  - v. Thank you to Public Information employees for getting the announcement out about Jocelyn's scholarship
- c. BT's AI policy for Information Security Plan
  - i. Told him to reach out to the committee that presented at the Board of Trustees' meeting last week
- d. HB8 – Group working out the internal process for FAST
  - i. S.M. sent me the draft process document this morning
- e. R.F.S. – other time is being spent on figuring out the reporting of the OSAs and ICLCs as was discussed earlier

**9. Faculty Association**

- a. Discussion of College and Career Fairs at high schools
- b. Discussion of Food Pantry and food insecurity on campus