

CABINET MEETING

April 6, 2022

Via ZOOM

	AGENDA ITEM	NOTES
1.	President	SWTJC Board of Trustees April 2022 meeting agenda
2.	VP Academic Affairs	<p>Cheryl and Johnny will gather a group of faculty/chairs to discuss going forward with iDesign and, assuming we do, to recommend a set of courses for the contract.</p> <p>Does Dr. Zimmerman remain as the (first) point of contact for the on-going Coordinating Board Audit of contact hour reporting? The Financial Aid audit is apparently still coming also.</p> <p>Simple Syllabus has returned a small list of data inconsistencies/errors, which Denise is responding to.</p>
3.	VP Student Services	
4.	VP Finance	

5.	VP Eagle Pas Campus	
6.	VP Administrative Services <i>A good head and a good heart are always a formidable combination.</i> Nelson Mandela	Facilities Report Modular Pre-Site meeting-May Board Housing/Cafeteria Summer program updates? Gym Iron Cowboy competition Sat. April 9 Rodeo Team Men's 7th Women's 4th Women's All-Around Taylor Lawson 1st.
7.	VP Del Rio Campus	
8.	Chief of Staff	

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

April 6, 2022

The Cabinet members of Southwest Texas Junior College met April 6, 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 & Literacy
Xaviera Haynes, Faculty Association, President**

- 1. President**
 - a. Review and discuss SWTJC Board of Trustees April 2022 meeting agenda**
- 2. VP Academic Affairs**
 - a. iDesign**
 - i. Price break at 31 courses**
 - ii. Dr. Sanchez and Mr. Guzman will check in with faculty on their opinion**
 - b. THECB Audits**
 - i. Does Dr. Zimmerman remain as point of contact?**
 - ii. Pending a financial aid audit and another contact hour follow up**
 - c. Simple Syllabus**
 - i. Returned a small list of data inconsistencies/errors**
 - ii. Ms. Oden is responding to the inconsistencies/errors**
 - d. Creative Arts Contest Ceremony – April 26th**
 - e. ATD Sessions ongoing**
 - i. Last one is April 29th**
 - ii. Meeting with ATD on April 14th**
 - f. Faculty Handbook won't be ready for the April Board meeting**
 - g. Catch the Next**
 - i. Rummage sale on Saturday was successful**
 - ii. Expanding recruitment and thinking about dorms moving forward**
 - h. Received a report from MA about online committee, ongoing submission of courses for approval**
 - i. Outreach**
 - i. Ongoing process of bringing DRHS back on board**
 - ii. Feedback and analysis on events ongoing**
 - iii. Meeting with Medina Valley ISD – April 14th**
 - j. MOUs – Good conversations are being had with several districts**

- k. **Instructional Leadership**
 - i. **Finishing up summative evaluations**
 - ii. **State level evaluation of history curriculum is possibly forthcoming**
 - l. **IREPO Grant:**
 - i. **Discussion on quote for WiFi assessment**
 - ii. **Sub-committee working on Frontera spaces**
- 3. **VP Student Services**
 - a. **Commencement**
 - i. - **Plans at the Honey Bowl ongoing for May 13th and 14th,
Alternative/bad weather dates are June 3rd and 4th**
 - ii. **Speakers will be Jenny Carnes for Friday, May 13th and Tracy King for
Saturday, May 14th**
 - iii. **Discussion of the layout and setup for ceremonies**
 - b. **Financial Aid update**
 - c. **Library update**
 - d. **Student Success Services - update**
- 4. **VP Finance**
 - a. **SACS~COC**
 - i. **Ms. Tarski attending a site visit**
 - ii. **We need to document emergency drills**
 - b. **Hondo Lease update**
 - c. **Meeting today with Bond Reviewer**
 - d. **Budgets are past due; submit to Ms. Ermis ASAP**
 - e. **Reviewed new cafeteria and dorm pricing structures**
- 5. **VP Eagle Pass Campus**
 - a. **Shelter in Place drill today, fire extinguisher training on April 13th and 14th**
 - b. **AEL sidewalk connecting building and portables is complete**
 - c. **Humanities Club will have a retreat in Concan on Saturday**
 - d. **Ordered large registration banner, placed on fence**
 - e. **Working on campus spruce up – painting and sprinkler repair**
- 6. **VP Administrative Services**

“A good head and a good heart are always a formidable combination.”
Nelson Mandela

 - a. **Facilities report**
 - i. **Modular Building – pre-site meeting yesterday**
 - ii. **Will be on the May Board meeting agenda**
 - b. **Housing/Cafeteria – Discussion on Summer programs**
 - c. **Gym – Iron Cowboy competition, Saturday April 9th**
 - d. **Rodeo Team - Men’s 7th, Women’s 4th, and Women’s All-Around 1st**
- 7. **VP Del Rio Campus**
 - a. **Financial Aid clerk interviews on April 14th**
 - b. **Advertising/Marketing update**
 - c. **Beto O’Rourke campaign using back parking lot for an event**
 - d. **Registration appointments are picking up**

8. Chief of Staff

- a. **IPEDS work on going, need a discussion of solutions with AT regarding HR portion of report**

9. Faculty Association

- a. **Working on pre-graduation reception for faculty**
- b. **Working with Dr. Zimmerman on faculty professional development needs**
- c. **Working with Ms. Silva on faculty attending Success Coach meeting**
- d. **Candidate Forum on April 19th, Ms. Haynes will be moderator and students will help with asking questions, keeping time, ushering, etc.**

CABINET MEETING
April 13, 2022
Via ZOOM

	AGENDA ITEM	NOTES
1.	President	SWTJC Board of Trustees April 2022 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>The will to win is worthless if you do not have the will to prepare.</i> Thane Yost</p>	<p>Facilities</p> <p>DR Roof Meetings</p> <p>Life Safety</p> <p>Cafeteria</p> <p>Housing contract-Board agenda</p> <p>Creative Arts prep done</p> <p>Palomino Fest</p> <p>Marketing Strategies-Guidelines</p>
<p>7.</p>	<p>VP Del Rio Campus</p>	<p>O'Rourke Townhall on Sunday – approx. 100 attendees</p> <p>TASB / Dugas Law – Roof discussion meeting Tuesday morning</p> <p>Dugas law firm team and large loss specialists on campus Tuesday/Wednesday for inspections</p> <p>Summer I and Summer II schedules.</p> <p>Chamber Banquet – Thursday evening</p> <p>No students/classes on campus Thursday evening – closing campus at 6pm</p> <p>DR PTK Induction - Sunday, May 1</p>

8.	Chief of Staff	
9.	Faculty Association	

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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, Faculty Association, President**

1. President

- a. Review and discuss SWTJC Board of Trustees April 2022 meeting agenda**
- b. SRSU Chancellor set up a community meeting tomorrow in Eagle Pass, to review needs, wants, etc. for new facility**
- c. Union Pacific event next week**
- d. Meeting next week with Representative Gonzales, to discuss plans, goals, and grant opportunities**
- e. Met with Financial Advisors on bond restructuring**

2. VP Academic Affairs

- a. Texas Pathways last week, Action plan due in May**
- b. Strategic Plan – need to make plans for a Summit**
- c. Tenure Committee scheduled for April 19th**
- d. Classroom Technologies – Zoom enhancements, Faculty have agreed to defer at this time**
- e. Cosmetology – Skills USA – 2 gold medals and 6 silver medals**
- f. Prep for the Wildlife Program to move to Kincaid, is almost done. AEL have moved into their new facilities**
- g. Power Line Tech started this week – 13 students**
- h. Heavy Equipment Operator training program – June 13th – July 16th in Uvalde**
- i. Deans' Breakfast – Host in Ballroom/Cafeteria as usual**
- j. Outreach – Updates**
- k. Instructional Leadership Update**
- l. IREPO Grant – Update**
- m. Discussion of SP implementation led to remembering we are changing to a Friday for meetings schedule**
- n. Shout out to Social and Behavioral Science group for getting involved in the campus and at-large community**

- o. Division Chairs are receiving and working on changes to schedule
- p. Catch the Next Update

3. VP Student Services

- a. Texas Pathways Institute last week
- b. Enrollment Campaigns – Registration began April 4th, getting involved in community events
- c. Graduation Applications update
- d. Events update
- e. Financial Aid update

4. VP Finance

- a. Some budgets are still outstanding
- b. P-card reconciliation discussion
- c. KRONOS work logs – taper off since we're back to more regular operations

5. VP Eagle Pass Campus

- a. Junior Jumpstart event at CC Winn
- b. Fire extinguisher training tomorrow
- c. PTK Induction Ceremony on April 22nd – drive thru
- d. Fence going up at AEL facility

6. VP Administrative Services

“The will to win is worthless if you do not have the will to prepare.”

Thane Yost

- a. Facilities report
- b. Life Safety update
- c. Cafeteria update
- d. Daycare update
- e. Creative Arts prep is done
- f. Palomino Fest update
- g. Marketing Strategies Committee

7. VP Del Rio Campus

- a. O'Rourke Townhall on Sunday – approximately 100 attendees
- b. TASB / Dugas Law Roof discussion meeting Tuesday morning, law firm team and loss specialist on campus Tuesday/Wednesday for inspections
- c. Summer I and Summer II schedules – need more in-person classes. Faculty willing to ZOOM out from Uvalde to Del Rio but will need monitors
- d. No students/classes on campus Thursday evening – closing campus at 6pm
- e. Del Rio PTK Induction will be Sunday, May 1st

8. Chief of Staff

- a. Office of Grant Management
 - i. Currently writing a grant proposal to SAMHSA for mental health services
 - ii. Considering two additional grants – DOL and developing HSI's
 - iii. Completed the application for SSARP
- b. Office of Intuitional Effectiveness update

9. Faculty Association

- a. Simple Syllabus update
- b. Sent out a faculty survey about a Social on May 13th
- c. Candidate Forum update
- d. Meeting yesterday with Student Success Leads and Faculty

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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>"Big shots are only little shots who keep shooting."</i> Christopher Morley	Re Open Facilities Maintenance Public Info Events Ram Security Contract Rodeo-Wharton, TX.
7.	VP Del Rio Campus	Possible Math/Econ Instructor – Masters in both/College teaching experience Reviewed PHIL applicant – not eligible Anatomage Room training in DR – Saturday, April 30 Mtg room for Del Rio Youth Football League – they will provide 4x8 field banner Del Rio Parks Foundation – sponsor, for printing
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Charles Garabedian, Dean of Instructional Services and School District Partnerships
Xavier Haynes, Faculty Association, President**

1. President

- a. Candidate Forum went well**
- b. Creative Arts Contest, Pk-6 and 7th and up, spread out the audience**
- c. Meeting with Congressman Gonzales' staff this afternoon**
- d. Heavy Equipment Operation, perhaps another project could be to blade out a parking lot**

2. VP Academic Affairs

- a. Ellucian – batch registration**
- b. SRSU Degree Plans, all education degrees will require specific math and science**
- c. Business Management, change one co-op class from 1382 to 1282 to get under the 60-hour threshold**
- d. Strategic Plan – Faculty Summit, Monday and Tuesday after graduation and will be held virtually**
- e. Adding Face 2 Face summer classes, \$500/class incentive for faculty, bring faculty and staff back to campuses**
- f. Regional Council meeting will be held in May**
- g. SACS~COC Vice President will visit soon, must be driven to each site**
- h. Dr. Sanchez attended an information session on Equity in Retention, it is a 6-week commitment with homework, etc., need a group of at least 5 staff to commit and will also need a data person. The cost is dependent on our number of graduates**
- i. Achieving the Dream – two more sessions on Friday, May 20th, 8-week scheduling and faculty compensation/overload calculations**
- j. iDesign – Focus on core curriculum and online courses in Tech Programs**
- k. Tenure Committee, recommendation should be to Dr. Gonzales by the end of the week**
- l. Faculty Handbook update**
- m. Discussion of Deans' Breakfast**
- n. Discussion on CTN Presidents' Meeting on May 12th**

- o. Instructional Leadership Update
- p. IREPO Grant, Wifi survey assessment - \$38K for 4 campuses
- q. Professional Development update

3. VP Student Services

- a. Enrollment Report
- b. Commencement / Graduation Update
- c. Events Update
- d. Student Success Services Update
- e. Administrative Professionals Day Update

4. VP Finance

- a. Letter from Edwards Aquifer Authority, follow up about compliance
- b. Met with Hondo City Manager about lease, the meeting went well, will have the lease ready for the May Board meeting
- c. Working on HEERF report
- d. Budget Update
- e. SAC~COC off-site committee – meeting tomorrow and Friday

5. VP Eagle Pass Campus

- a. A group at EPHS today from 9:00am – 4:00pm for senior registration
- b. PTK Inductions this Friday
- c. Fire extinguisher training last Friday and today
- d. AEL Construction Update
- e. Mr. Sanchez debriefed with staff about shelter in place drill

6. VP Administrative Services

“Big shots are only little shots who keep shooting.”

Christopher Morley

- a. Re-Open Update
- b. Facilities Update
- c. Maintenance Update
- d. Public Information Update
- e. Ram Security Contract
- f. Rodeo – Wharton, Texas
- g. Discussion about logistics for Board of Trustees’ meeting

7. VP Del Rio Campus

- a. Possible Math/Economics Instructor
- b. Reviewed Philosophy applicant – doesn’t have enough PHIL classes
- c. Anatomage Room training in Del Rio
- d. Del Rio Youth Football League
- e. Del Rio Parks Foundation, sponsor for printing

8. Chief of Staff

- a. Ellucian HR training coming up in May and June
- b. Possible STEM Literacy Conference in Uvalde

9. Faculty Association

- a. Candidate Forum went well
- b. Will host a reception between Deans’ Breakfast and Graduation on May 13th
- c. Questions/discussion about \$500 incentive for summer F2F classes