

CABINET MEETING
August 5, 2020

	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 <i>"Hold yourself responsible for a higher standard than anyone else expects of you. Never excuse yourself."</i> Henry Ward Beecher	Marketing report CCAMPIS (Day Care) Grant Board Meeting on campus? Security contract renewal?
7.	VP Del Rio Campus	
8.		

CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE

August 5, 2020

The Cabinet members of Southwest Texas Junior College met August 5, 2020 via Zoom

Cabinet members present were:

Dr. Hector Gonzales, President
Dr. Mark Underwood, Vice President of Academic Affairs
Margot Mata, Vice President of Student Services
Anne Tarski, Vice President of Finance
Gilbert Bermea, Vice President of the Eagle Pass Campus
Derek Sandoval, Vice President of Administrative Services
Connie Buchanan, Vice President of the Del Rio Campus

1. President

- a. Discussion on enrollment number variance between Colleague and Zogo Tech
- b. Enrollment Status
- c. Discuss individual course enrollment patterns and possible adjustment to Fall Schedule
share watch list and wait list with advisor
- d. Need to revisit our distribution of duties, and make adjustments

2. Vice President – Academic Affairs

- a. Division Chairs/Deans – instructional vocabulary
- b. Will attend the Hondo Facility Open House – verify lease proposal
- c. Meeting with Sul Ross – agreed with Biology Pathway, work on Law Enforcement next
- d. CS – Adjusting Dual Credit courses to hybrid and online
- e. CS – Faculty request for meeting via ZOOM
- f. CS – Working on course schedules and faculty loads

3. Vice President – Student Services

- a. Call Centers – clean up hunt group – fewer extensions, added voicemail box to call center. Followed up on missed calls, increased the number of rings per line, removed desk phone. Will continue working on other hunt groups – Daycare staff with help with call center calls
- b. Testing Center – 300 test at the center
- c. FA Update – 700 more application than last year – issue with documents needing a physical signature - will print at library and they will print out and have students sign
- d. SM – working with Student Success on lists and contracting students to schedule appointments
- e. CM – Pearsall enrollment low – requested a list of potential students that attended last year and trying to contact students to drive up enrollment. Also, doing the same in Crystal City
- f. College Work-Study - \$174,720 available for next year
- g. Library coming in on a limited basis
- h. Title IX changes
- i. CM – Pearsall remains closed, Crystal City following protocols with temperature checks and screening
- j. Will meet Sul Ross to discuss how we move forward working together on initiatives

4. Vice President – Finance

- a. Tax rate calculation – no new revenue rate .1546
- b. Prepare projection for additional cuts due to enrollment 5%, 10% and identify additional areas to reduce budget if needed

5. Vice President – Eagle Pass

- a. Students continue to show up and enroll for classes
- b. Buildings are in great shape – lots of routine maintenance work occurring on campus
- c. Sul Ross procedure for up to work

6. Vice President – Administrative Services

“Hold yourself responsible for a higher standard than anyone else expects of you. Never excuse yourself.”

Henry Ward Beecher

- a. Marketing report – Chat Box
- b. CCAMPIS (Day Care) Grant – grant allows us to help students with daycare services at other daycare centers
- c. Board meeting on campus? Will visit with Board members
- d. Security contract renewal – will roll contract at same rate
- e. Re-open committee has plans for reopening – incorporate reinforcement idea for staff regarding safety
- f. COVID – 19 training video still outstanding

7. Vice President – Del Rio

- a. Campus is quiet – continue to clean and work on campus
- b. Sul Ross has no check in process
- c. Working with W. Carpenter on FAN monies available

8. Other

- a. Blaine Bennett
 - i. Best of Time and Worst of Times – we can be different
- b. Catarino Morales
 - i. Tomorrow's meeting with faculty – topics and concerns
 - ii. Possibility of having a virtual turkey trot

CABINET MEETING
August 12, 2020

	AGENDA ITEM	NOTES
1.	President	SWTJC Board of Trustees August Meeting Agenda
2.	VP Academic Affairs	
3.	VP Student Services	
4.	VP Finance	

5.	VP Eagle Pass Campus	
6	VP Administrative Services <i>“Act as if what you do makes a difference. It does.”</i> William James	Re Open Committee report Campus Police Report-Moss FT, Ibarra resignation, open position IT-Ballroom TV's Del Rio Roofs-Private Adjuster 6%
7.	VP Del Rio Campus	
8.		

CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE

August 12, 2020

The Cabinet members of Southwest Texas Junior College met August 12, 2020 via Zoom

Cabinet members present were:

Dr. Hector Gonzales, President
Dr. Mark Underwood, Vice President of Academic Affairs
Margot Mata, Vice President of Student Services
Anne Tarski, Vice President of Finance
Gilbert Bermea, Vice President of the Eagle Pass Campus
Derek Sandoval, Vice President of Administrative Services
Connie Buchanan, Vice President of the Del Rio Campus

1. President

- a. SWTJC Board of Trustees August Meeting Agenda – reviewed agenda
- b. Review fall enrollment
- c. Discuss Drop List – scheduled for August 14th
- d. Enrollment management report on student
- e. Strategic Plan – primer
- f. Work on list of key processes
- g. Chat Box function

2. Vice President – Academic Affairs

- a. Attendance solution
- b. CS – ATD report – not continuing
- c. CS – Syllabus template on Whipple-ware not working – Watermark is not working
- d. CS – Expand share waitlist / watchlist with advisors
- e. CS – Language in training video – acknowledge tort limitations/Videos on helping students how to navigate in remote learning environment
- f. JG – Working on staffing issues – aviation possible delay start date
- g. JG – Autobody cancelled for Fall, will schedule Spring restart – faculty will be reassigned to assist the other technical programs
- h. JG – PCT still have a faculty vacancy – interviews coming up
- i. JG – Organize health and safety protocols. Produce a binder and an electronic version on our faculty and staff home page
- j. JG – MET – their funding has ceased for their programs
- k. RZ – Wait list data on Estudios
- l. RZ – End of year Board Report – schedule for October Board meeting
- m. RZ – Look at FA awarded and enrolled part-time, contact students about adding a course- increase the credit hours per students
- n. MT – Dual Credit Registration – in process, most big schools have not registered
- o. MM – Carrizo was waiting for the college to contact them

3. Vice President – Student Services

- a. General update on FA – processing files and contacting students-working through the appeals process
- b. Admissions – staff member resigned
- c. Utilizing the call center and daycare staff to assist with calls to FA
- d. Reallocate staff to where needs are located
- e. Testing updates
- f. CARES Act update
- g. SSS – Trio was awarded for next 5 years
- h. Student Success Center staff – working on enrollment campaign – disability is challenge in remote learning environment
- i. Working on Canvas help videos
- j. FA – 4434 ISR rcd 2216 completed files
- k. Text aim to missing documents and Pell awarded not registered
- l. Library assisting other departments and developing videos for library resources
- m. SM – already discussed items – continuing to work on enrollment
- n. SM – send a text aim on upcoming non-payment drop date coming
- o. CM – Crystal City starting 9/8

4. Vice President – Finance

- a. N.R. – working with county election officer to determine what we need to provide for November election
- b. TPEG – calculation for distribution of funds - use the same amount as last Fall
- c. Drop list will come out

5. Vice President – Eagle Pass

- a. Continue to work with students
- b. Contact information listed on doors

6. Vice President – Administrative Services

“Act as if what you do makes a difference. It does.”

William James

- a. Re-open Committee report
- b. Campus Police report – Moss FT, Ibarra resignation, open position
- c. IT – Ballroom TVs
- d. Del Rio Roofs – Private Adjuster 6%

7. Vice President – Del Rio

- a. Contact information on every door
- b. FA and Custodian positions are still open – will review folders
- c. FAN amounts available
- d. Bids for cleaning up the 10 acres

CABINET MEETING
August 26, 2020

	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 <i>"You can take my factories, burn up my buildings, but give me my people, and I'll bring my business right back again."</i> Henry Ford	Re Open report Public Information-Sept. Student Services Transportation-DR SWART, CC need, EP need IT report-Help Desk, Canvas, Chat box-all busy Housing-Census submitted, Garner Hall completion soon Maintenance-DR roof Adjuster meeting, DR roof hatches, Jesse back! Campus Police-campus coverage Custodial Services-consistent and resilient Life Safety/Security-Fire alarms to be completed in 4 buildings, cameras needing to go up Cafeteria back to work, duties as assigned Admin. Services Evaluations in progress
7.	VP Del Rio Campus	Amistad Air installing mini-split system in Building L (Sul Ross) tech closet Thursday. Purchasing stock of A/C filters.
8.		

CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE

August 26, 2020

The Cabinet members of Southwest Texas Junior College met August 26, 2020 via Zoom

Cabinet members present were:

Dr. Hector Gonzales, President
Dr. Mark Underwood, Vice President of Academic Affairs
Margot Mata, Vice President of Student Services
Anne Tarski, Vice President of Finance
Gilbert Bermea, Vice President of the Eagle Pass Campus
Derek Sandoval, Vice President of Administrative Services
Connie Buchanan, Vice President of the Del Rio Campus

1. President

- a. Enrollment
- b. Strategic Plan – identify items and place within the following categories, include data points, retention, access
 - i. Academics – building on 4DX model – student engagement, online/remote learning, innovation tech programs
 - ii. Services – focused on processes and gaps discovered
 - iii. Efficiencies – focused on reorganize or responsibilities to better align processes and make sure, we all know who owns the processes
- c. ATD – Continue with engagement with full subsidy from ATD
- d. Health – Institution, employees, students
- e. Potential debate for CD 23, Texas Senate race

2. Vice President – Academic Affairs

- a. IREPO Grant Opportunity – expanding access to students in rural area, extra points for Title V participation – additional to Cares Act – Due October 20, 2020
- b. Canvas – weekly summary of attendance for ISD
- c. CS – Classes off to good start – minor issues with bookstore and e-book access, create a cheat sheet faculty and students
- d. CS – Faculty adjusting to fall start
- e. CS – Some academic faculty will teach from campus
- f. JG – Hondo Welding – 10 students
- g. JG – Transportation from Del Rio / Eagle Pass
- h. JG – Faculty taking responsibility for sanitizing their own labs and classroom in technical programs
- i. JG – Auditing procedures
- j. JG – DOL Grant – Professional Truck Driving School – schedule meeting with Dr. Bennett – October 8th deadline
- k. RZ – Watermark Syllabus manager begin in September
- l. RZ – Trellis FA survey
- m. HG – CCSSE survey advised we would elect online version

3. Vice President – Student Services

- a. Enrollment update
- b. Financial Aid – continues to process files – moving appeals along
- c. Library – Chromebook check out – videos to home page, Virtual tours
- d. Chat box – adapt to semester start to include Library, Student Success Center, Writing Center – Business Office needs to train staff
- e. RS – Enrollment Task Force – 400 students contacted enrolled, working with pending documents, appeals list
- f. RS - CARES Act – Spring/Summer awards last list awarded today, moving to Fall awards – review current and new students – funds available – about \$900,000
- g. RS – Testing Center Update
- h. RS – Canvas video released on Monday – faculty linked to their course – virtual coffee hour, virtual gaming, live PTK Induction Ceremony
- i. RS – Referral form for Canvas – early alert for student missing class, at risk
- j. CM – Update on Crystal City
- k. CM – Advising student from across the institution

4. Vice President – Finance

- a. Cares on GL – same for Institution and student
- b. Hotspots - \$38 per month with unlimited usage – contact M. Ruiz
- c. Title IX training – will coordinate with Ms. Mata on set up
- d. Year End – ordering equipment needs to be on campus by August 31st
- e. RCI – reschedule inventory until January
- f. No Cafeteria inventory

5. Vice President – Eagle Pass

- a. Kudos to crew in Eagle Pass, appreciate assistance from other campuses
- b. One faculty member teaching from office – open to additional faculty that request to teach from campus
- c. Encourage students to enroll in the 12-week course

6. Vice President – Administrative Services

“You can take my factories, burn up my buildings, but give me my people, and I’ll bring my business right Back again.”

Henry Ford

- a. Re-open report – will meet on Friday – program reviews
- b. Public Information – September – Student Services
- c. Transportation – DR SWART, Crystal City need, Eagle Pass need
- d. IT Report – Help Desk, Canvas, Chat Box all busy
- e. Housing – Census submitted, Garner Hall completion soon
- f. Maintenance – Del Rio roof adjuster meeting, Del Rio roof hatches, Mr. Martinez is back at work!
- g. Campus Police – campus coverage
- h. Custodial Services – consistent and resilient
- i. Life Safety/Security – Fire alarms to be completed in 4 buildings, cameras needing to go up
- j. Cafeteria back to work, duties as assigned – possible limited access for tech students
- k. Administrative Services evaluations in progress

7. Vice President – Del Rio

- a. Amistad Air is installing mini-split system in Building L (Sul Ross) tech closet on Thursday
- b. Purchasing stock of A/C filters
- c. Few faculty coming to teach from campus
- d. Nursing students coming to labs this week

8. Dr. Bennet

- a. How are we going to know how well our students are doing? Need to provide them with a robust system of support