

CABINET MEETING
July 12, 2023
Via ZOOM

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

5.	VP Eagle Pass Campus	
6.	VP Administrative Services <i>We must discard the idea that past routine, past way of doing things, are probably the best ways. On the contrary, we must assume that there is probably a better way to do almost everything.</i> Donald M. Nelson	Re Open report Maintenance report HVAC report IT report
7.	VP Del Rio Campus	
8.	Chief of Staff	

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

July 12, 2023

The Cabinet members of Southwest Texas Junior College met July 12, 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:

**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
Phillip Hadley, Marketing Coordinator – Student Recruiting and Engagement**

1. President

- a. **SWTJC Board of Trustees' July Board meeting agenda**
 - i. **Faculty Handbook, Campus Police Manual, and Tex Pool Investment account will be considered**
- b. **Sul Ross State University has been approved by Eagle Pass ISD to offer courses at Eagle Pass High School and CC Winn High School**

2. Vice President of Academic Affairs

- a. **SACS~COC**
 - i. **MU and CG are attending the SACS~COC QEP Institute next week in Fort Worth**
 1. **Will meet with our new Vice President on Wednesday morning**
- b. **Sabinal ISD student – transcript issue/error – M.U. has a solution, so refer her to him if you or your staff hear from her**
- c. **Smartboard Supervisor has been hired – D. Valdez – housed in the Library for now**
- d. **THECB is offering a meeting December 12th-13th – check website if interested in attending**
- e. **Odessa College Data Conference is September 27th-28th, the day before is a Zogotech Data Day**
- f. **Workforce Education**
 - i. **Met with R. Lozano from MRGDC regarding the new demand occupations list**
 1. **There is a local list that is different from the state list and many of our programs**
 2. **Also met with P. Tapia from MET – MET no longer have funding for student stipends but they do have funding for sponsorships**
- g. **Surgical Tech instructor has been hired – B. Sechler – he is housed in the Briscoe building**
- h. **Cosmetology students were very successful at Skills USA in Atlanta, Georgia**
- i. **Dual Credit update, 1 teaching demo this week, 12 of 16 MOUS are signed, CG attending EPISD BOT meeting on Tuesday**

3. Vice President of Student Service
 - a. Marketing research firm presentation by Campos
 - i. The bid is under the \$50K threshold – PH has 3 bids
 - b. Enrollment report
 - i. Summer II headcount – 991 / Census last year was 888
 - ii. Fall headcount as of today – 2363(16weeks), 1258(8weeks1), and 1123 (8weeks2)
 - c. Marketing and Recruitment update
 - d. UTSA Transfer Plans meeting will be August 18th
4. Vice President of Finance
 - a. Salary Spreadsheets
 - i. Have been put in the overall budget
 1. The figure was more than expected
 2. Dr. Gonzales will review
 3. Then the new budget can be loaded in Self-Service and put on the website
5. Vice President Eagle Pass Campus - absent
6. Vice President of Administrative Services – *We must discard the idea that past routine, past way of doing things, are probably the best ways On the contrary, we must assume that there is probably a better way to do almost everything.* Donald M. Nelson
 - a. Re-Open report
 - b. Maintenance report
 - c. IT report
7. Vice President Del Rio Campus
 - a. Success Coaches are working on re-registering dropped students for Summer II and regular registration for Fall
 - b. JG is on standby for STEMward Bound next week
 - i. Will use his time to gather information from universities visited on the trip
8. Chief of Staff
 - a. Kid's College update
 - b. Received name change acknowledgement letter from the THECB
 - c. Phi Theta Kappa – R.S. and R.A. will take 6 students to Tyler Junior College this weekend for Texas Honors Institute
 - d. Vision for data, reporting, etc. will be a significant change and cannot happen without the help of those doing the jobs/those who know the business process/those who know what types of reports will be required or helpful for their departmental goals
 - e. SPI Institute – final summer session for staff next Thursday
 - f. Student Planning – approve button – MM will give SM a heads up
9. Faculty Association
 - a. Reported on possible Meet the Faculty/Open House before Fall semester begins
 - i. Will collaborate with Student Services to make it happen

CABINET MEETING
July 19, 2023
In Person and 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	ECHS - Tx College Bridge Certificates vs TS12 ECHS – CISD new hire for EDUC classes Interested -- HVAC p/t instructor for DR LVN instructor resigned/wants p/t SR – one class
8.	Chief of Staff	

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

July 19, 2023

The Cabinet members of Southwest Texas Junior College met July 19, 2023 In Person and via ZOOM

Cabinet members present were:

**Dr. Hector Gonzales, President
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:

**Dr. Mark Underwood, Vice President Academic Affairs
Gilbert Bermea, Vice President Eagle Pass Campus**

Also, Present were:

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

1. President

- a. SWTJC Board of Trustees' July Board meeting agenda discussion**
- b. HB 8 funding run estimates received last Friday**
 - i. Will request to allocate some of the contingency to tech expansion**
 - ii. Request to allocate some contingency funds to deferred maintenance**
 - iii. Discussion of FAST, tech programs, high demand fields**
 - 1. We are working on analysis of FAST programs**
 - 2. Need more analysis especially in tech programs**

2. Vice President of Academic Affairs

- a. Filling open faculty positions**
- b. Waitlist of 9 students in Diesel Technology – working on increasing capacity in one cohort by 5**
- c. Numbers look good across Tech programs**
- d. Reports**
 - i. TWC-ETPS report submitted**
 - ii. Licensure report due in August – AG is working on it**
- e. SACS-COC Summer Institute update**
- f. Discussion regarding EPISD**
- g. Discussion of meeting with DRCISD and Comstock ISD**
 - i. Focus on level 1 technical certificates and how that connects to ISD accountability system**
- h. Registration of Dual Credit courses on going**
- i. Working on getting Testing Center staff ready to test at the Torres Unit**

3. Vice President of Student Service

- a. Enrollment report
- b. Student Success Center update
- c. STEM Success Coach interviews – recommendation submitted
- d. Leads have attended SPI Institutes
- e. QEP focus group on Monday was well attended and productive
- f. Orientation Committee meeting tomorrow
- g. TSI – Multiple Measures meeting next week
- h. Transfer plans meeting with UTSA on August 18th
- i. SA Food Bank is seeking volunteers for distribution days every second Sunday of the month
- j. YS and CV working with Zogotech on Pathways dashboard and My Students filter

4. Vice President of Finance

- a. Working on salary adjustments to budget and rebalancing – goal is to get salary sheets out week after the Board meeting
- b. Timeline on reaffirmation report – Dr. Gonzales will ask Dr. Underwood

5. Vice President Eagle Pass Campus - absent

6. Vice President of Administrative Services – Out but sent in notes

The combination of trust and a common goal shared by people with the right characteristics can make for a powerful team.

Leading Change John P. Kotter

- a. Backflow inspection – water shut off – July 28th – 10am
- b. Network shut down – July 28th at 1:00pm
- c. Access Control meeting for Phase II
- d. Board meeting next Thursday, Campus Police Manual
- e. Landscape Survey completed
- f. Modular building update
- g. Chittim update
- h. Witt update
- i. HVAC Energy Management report
- j. Espinosa update
- k. Del Rio Campus update
- l. Public Information update

7. Vice President Del Rio Campus

- a. ECHS
 - i. TX College Bridge Certificates vs TSIA2
 - ii. CISD new hire for EDUC classes
 - 1. Will adjust SM's teaching schedule, but she is qualified in several subjects
- b. Instructors
 - i. Interested – HVAC PT instructor for Del Rio
 - ii. LVN instructor resigned, however would like to work part-time
- c. Discussion on Sul Ross lease

8. Chief of Staff

- a. Request made to Department of Education to name XH project director for new TitleV/DHSI grant
- b. Kids' College summation
- c. Faculty Success – still working on evaluation automation
 - RFS will call meeting to discuss staff evaluation changes similar to faculty evaluation changes

- d. DC and his group working on HB8 data
 - e. Phi Theta Kappa – Eta Beta
 - i. Texas Honors Institute summation
 - ii. Innovation grant awarded for outdoor engagement spaces
9. Faculty Association
- a. Nothing to report

CABINET MEETING
July 26, 2023

	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**

July 26, 2023

The Cabinet members of Southwest Texas Junior College met July 26, 2023

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
Derek Sandoval, VP Administrative Services
Connie Buchanan, Vice President Del Rio Campus
Dr. Randa Schell, Chief of Staff**

Cabinet member absent was:

Dr. Mark Underwood, Vice President Academic Affairs

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**

1. President

- a. Discussed notes from TACC Summer Conference**
- b. Board of Trustees' Meeting discussion**

2. Vice President of Academic Affairs (Out – April Ruhmann reported)

- a. Met with FAA last week for inspection – we passed however a couple of updates are needed**
- b. Met with BS from Middle Rio Workforce Solutions
 - i. KS is working with them to get programs on their local list for sponsorships**
 - ii. Youth Elements program – eligible students in high schools can be sponsored in workforce programs****
- c. Carl Perkins discussion**
- d. Met with AD from Hondo facility – she really wants to grow the Hondo student body**
- e. Open positions
 - i. Interviews for HS PCT programs**
 - ii. Interviewed and made recommendations for Division Chairs****
- f. Class Schedule – monitoring the waitlist, class load report, etc. Also communicating with Success Coaches to open classes**
- g. School District Partnerships update**
- h. Dual Credit – registration looks really good**
- i. IREPO update**
- j. Discussion about Dilley ECHS college algebra**

3. Vice President of Student Service

- a. Enrollment report**
- b. Marketing and Recruitment update**
- c. Testing Center – staff going to Huntsville for training to test at the Torres Unit**
- d. IME Becas Grant ongoing**

4. Vice President of Finance

- a. Working on property tax**
- b. Working on the Sul Ross lease**

5. **Vice President Eagle Pass Campus**
 - a. **Success coaches finishing up vacation leave this week**
 - b. **DBN moved her office to the Transfer Center**
 - c. **Registration traffic has been steady, but not overwhelming**
6. **Vice President of Administrative Services –**
 - a. **Needs help with ideas for how the Administrative Services can support the College operations**
 - b. **Network and water shutdowns this Friday**
 - c. **Witt Building update**
 - d. **Modular Building update**
 - e. **Chittim Center update**
 - f. **Access Control update**
 - g. **Cyber-security classrooms update**
 - h. **Life Safety and Security update**
 - i. **Public Information update**
 - j. **Ministerial Alliance – Prayer Walk on Uvalde Campus on August 13th at 6:00pm**
7. **Vice President Del Rio Campus**
 - a. **JG will sign up for Chamber Leadership Program**
 - b. **QEP session on Monday with email to MU following**
 - c. **Finally receive the permit for storage container**
 - d. **Radio and newspaper ads recorded going out**
 - e. **Doing walk through with Sul Ross employees this afternoon**
8. **Chief of Staff**
 - a. **Data Management and Integration update**
 - b. **Working on analysis of FAST program**
 - c. **Expecting information soon from NSC regarding the data breach**
9. **Faculty Association**
 - k. **Faculty are asking about ZOOM only courses**