

**CABINET MEETING**  
**June 1, 2022**  
**Via ZOOM**

	<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>	

<p><b>5.</b></p>	<p><b>VP Eagle Pas Campus</b></p>	
<p><b>6.</b></p>	<p><b>VP Administrative Services</b>  <i>"You've got to think about the big things while you're doing small things, so that all the small things go in the right direction."</i>          Alvin Toffler</p>	<p>SWTJC Report          -Housing U          -Campus Police          -Custodial staff</p> <p>Facilities Report</p> <p>Maintenance Report</p> <p>IT Report</p> <p>Positions/Budgets</p>
<p><b>7.</b></p>	<p><b>VP Del Rio Campus</b></p>	
<p><b>8.</b></p>	<p><b>Chief of Staff</b></p>	

<b>9.</b>	<b>Faculty Association</b>	
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**CABINET MEETING OF  
SOUTHWEST TEXAS JUNIOR COLLEGE**

**June 1, 2022**

**The Cabinet members of Southwest Texas Junior College met June 1, 2022 via ZOOM**

**Cabinet members present were:**

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

**Cabinet members absent were:**

**Dr. Randa Schell, Chief of Staff**

**Also, Present were:**

**Juan Guzman, Dean of Applied Science and Workforce Education  
Xaviera Haynes, Faculty Association, President**

**1. President**

**a. Discussion – Events of the Robb School**

- i. Charged Team to come up with a Response plan to help the community, students and additional safety measures for the college**

**2. VP Academic Affairs**

**3. VP Student Services**

**4. VP Finance**

**5. VP Eagle Pass Campus**

**6. VP Administrative Services**

*“The truth is nearly anyone can steer the ship, but it takes a leader to chart the course.”*

21 Irrefutable Laws of Leadership – John Maxwell

**a. Facilities Report**

**b. Maintenance Report**

**c. Campus Police Report**

**7. VP Del Rio Campus**

**8. Chief of Staff - Out**

## 9. Faculty Association

**CABINET MEETING**  
**June 8, 2022**  
**Via ZOOM**

	<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>	

5.	<b>VP Eagle Pas Campus</b>	
6.	<b>VP Administrative Services</b> <i>Sometimes we just simply have to find a way. The moment we decide to fulfill something, we can do anything.</i> Greta Thunberg	Re Open Report  Facilities Report  Maintenance Report  Public Information Report
7.	<b>VP Del Rio Campus</b>	Approx. 125 ECHS students on campus  Sul Ross Buildings - new door hardware – current knobs, no locking from inside 13 \$217.81 ea. Approx. \$2,900  Changing DR Ram Security hours – M-Th 8am-6pm and Friday 8am-5pm  ESL Award Ceremony at 4pm today  Out of the office Friday
8.	<b>Chief of Staff</b>	

<b>9.</b>	<b>Faculty Association</b>	
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**CABINET MEETING OF  
SOUTHWEST TEXAS JUNIOR COLLEGE**

**June 8, 2022**

**The Cabinet members of Southwest Texas Junior College met June 8, 2022 via ZOOM**

**Cabinet members present were:**

**Dr. Hector Gonzales, President  
Dr. Mark Underwood, Vice President Academic Affairs  
Margot Mata, Vice President Student Services  
Derek Sandoval, VP Administrative Services  
Gilbert Bermea, Vice President Eagle Pass Campus  
Connie Buchanan, Vice President Del Rio Campus  
Dr. Randa Schell, Chief of Staff**

**Cabinet member absent was:**

**Anne Tarski, Vice President of Financial Services**

**Also, Present were:**

**Lisa Ermis, Controller  
Juan Guzman, Dean of Applied Science and Workforce Education  
Dr. Cheryl Sanchez, Dean of Liberal Arts and Adult Education and Literacy  
Charles Garabedian, Dean of Instructional Services and School District Partnerships  
Xaviera Haynes, Faculty Association, President**

- 1. President**
- 2. VP Academic Affairs**
  - a. Simple Syllabus – On hold until we are ready**
  - b. iDesign – Met with Marketing people on Monday, preliminary needs were discussed**
  - c. Resiliency Statement**
    - i. State our understanding of students’ stress and our ability to respond to those stresses**
    - ii. Maybe in the syllabus? Maybe in Canvas?**
  - d. Pathways with RGC**
    - i. 8 are worked out and will go on website as soon as possible**
    - ii. Still working on CJ and approximately 6 others**
  - e. Received Brown Foundation funds for Math Bootcamp, discussed how to change the use of that money**
  - f. TRUE Grant**
    - i. Activities will be done on time except for HEO**
    - ii. Have had some trouble with HEO, submitted an extension to August**
  - g. Microstar – stainless steel welding begins next week**
  - h. Program moves**
    - i. All are complete except for labs**
    - ii. 3 Surface Pros are missing for the simulation machines. Will file a police report with the Campus Police**
  - i. Outreach update**
  - j. Instructional Leadership update**
  - k. IREPO update**
  - l. Professional Development update**

- m. Completed workshops with ATD – updates
- n. Safety and security questions are surfacing – statement from Dr. Gonzales and training faculty who go to High School campuses

### 3. VP Student Services

- a. Enrollment Report
- b. Success Services update
- c. Safety and security questions – working on Wellness Fair (several proposals for booths)

### 4. VP Finance - Lisa Ermis reporting

- a. Budget questions / update
- b. Dress code discussion

### 5. VP Eagle Pass Campus

- a. Possible need a new HVAC unit
- b. Advising appointments are picking up
- c. TSIA2 appointments are picking up, looking to expand the number of testing seats

### 6. VP Administrative Services

*“Sometimes we just simply have to find a way. The moment we decide to fulfill something, we can do anything.”*

Greta Thunberg

- a. Re-Open Report
- b. Facilities Report
- c. Maintenance Report
- d. IT Report
- e. Public Information Report
- f. Rodeo Report
- g. NOVA is willing to do a session for all faculty and staff

### 7. VP Del Rio Campus

- a. Approximately 125 Early College High School students on campus
- b. Sul Ross Buildings update
- c. Changing Del Rio Ram Security hours. Monday – Thursday 8am-6pm and Fridays from 8am-5pm
- d. ESL Award Ceremony at 4pm today
- e. Ms. Buchanan will be out of the office on Friday

### 8. Chief of Staff

- a. Submitted two grants in the last two weeks
  - i. UBMS – Dilley and Pearsall
  - ii. DHSI – Mental Health and Equity
  - iii. We were notified that the college received another 5-year cycle of regular Upward Bound
- b. Uvalde Strong Wellness Fair on June 18<sup>th</sup>
- c. Kids’ College week of July 11<sup>th</sup> – 15<sup>th</sup>

### 9. Faculty Association

- a. Kids’ College – have received good ideas from faculty

**CABINET MEETING**  
**June 16, 2022**  
**Via ZOOM**

	<b>AGENDA ITEM</b>	<b>NOTES</b>
<b>1.</b>	<b>President</b>	SWTJC Board Agendas for Budget Workshop & Regular Meeting
<b>2.</b>	<b>VP Academic Affairs</b>	Simple Syllabus Update  iDesign Update  Bulldozer Therapy  Resiliency Statement  Pathways Coach visit
<b>3.</b>	<b>VP Student Services</b>	
<b>4.</b>	<b>VP Finance</b>	

5.	<b>VP Eagle Pas Campus</b>	Out - Vacation
6.	<b>VP Administrative Services</b> <i>A life isn't significant except for its impact on other lives.</i> Jackie Robinson	Facilities report Witt-transformer and master panels may be delayed Library Generator-slab in place Modular bldg.-arriving Monday Gym roof July 21-power disconnects-no HVAC  Maintenance report Saturday's Wellness Fair Edwards Aquifer Custodial interviews July 1, hire Aug. 1 Storage Unit discussions Surgical Tech, Hanger, Autobody, EP portable bldg.  IT report Witt decision on network Mini towers for cellular Upgrade of Sysco phone  Life Safety and Security report contractors/discussions ongoing
7.	<b>VP Del Rio Campus</b>	
8.	<b>Chief of Staff</b>	

<b>9.</b>	<b>Faculty Association</b>	
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**CABINET MEETING OF  
SOUTHWEST TEXAS JUNIOR COLLEGE**

**June 16, 2022**

**The Cabinet members of Southwest Texas Junior College met June 16, 2022 via ZOOM**

**Cabinet members present were:**

**Dr. Hector Gonzales, President  
Dr. Mark Underwood, Vice President Academic Affairs  
Margot Mata, Vice President Student Services  
Derek Sandoval, VP Administrative Services  
Connie Buchanan, Vice President Del Rio Campus  
Dr. Randa Schell, Chief of Staff**

**Cabinet members absent were:**

**Lisa Ermis, Vice President of Financial Services  
Gilbert Bermea, Vice President Eagle Pass Campus**

**Also, Present were:**

**Anne Tarski, Controller  
Juan Guzman, Dean of Applied Science and Workforce Education  
Charles Garabedian, Dean of Instructional Services and School District Partnerships**

**1. President**

- a. SWTJC Board Agendas for Budget Workshop and Regular meeting – Discussion**
- b. SACS~COC notification – 4 actions**
- c. Site-work is going well**

**2. VP Academic Affairs**

- a. Simple Syllabus update**
- b. iDesign update**
- c. Bulldozer Therapy**
- d. Resiliency Statement – discussed draft versions for Canvas**
- e. Pathways Coach visit – June 28<sup>th</sup> and 29<sup>th</sup>**
- f. Missing Surface Pros have not been found – the simulator company will replace them for free**
- g. Tech/workforce programs**
  - i. Need a covered carport with a pad near the diesel shop for inspections and testing**
  - ii. Need to replace our bus**
  - iii. Opportunity to purchase a plane for Uvalde aviation program - \$25K**
- h. Outreach update**
- i. Dual Credit data reports will be ready and going out to ISDs soon**
- j. Tech MOUs are coming in**
- k. IREPO update**
- l. Smart Board use agreements are coming in, slowly**
- m. Wi-Fi assessment is complete, being reviewed by MR before finalized**
- n. Professional Development**
- o. Working on Convocation**
- p. Attending a Quality Matters online training**

**3. VP Student Services**

- a. Enrollment Report
- b. Financial Aid update
- c. Student Success Services update
- d. Project Graduation will be held in the SWTJC gym on June 24<sup>th</sup>
- e. Passes for UHS seniors to use our facilities are ready
- f. Received Becas awards for DR (\$6,000.00) and EP (\$3,500.00). Also, AEL received another \$3,500.00 from Becas
- g. Working on Kids' Wellness activities for the summer

**4. VP Finance – Anne Tarski reporting**

- a. Working with Ricoh on final invoice – Still at \$41K
- b. IPAS report is ready to be submitted
- c. All Business Office employees have completed cyber security training

**5. VP Eagle Pass Campus – Out on Vacation****6. VP Administrative Services**

*“A life isn't significant except for its impact on other lives”.*  
Jackie Robinson

- a. Facilities Report
- b. Maintenance Report
- c. IT Report
- d. Life Safety and Security Report
- e. Vehicles for fleet

**7. VP Del Rio Campus**

- a. Several staff members coming to volunteer for Resource Fair
- b. Opening a Library position
- c. Visited with Safety Contractor yesterday

**8. Chief of Staff**

- a. Uvalde Strong Resource Fair update

**9. Faculty Association - Out**

**CABINET MEETING**  
**June 22, 2022**  
**Via ZOOM**

	<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>	GASB 87  Frankie Pannell - Ricoh

<p><b>5.</b></p>	<p><b>VP Eagle Pas Campus</b></p>	
<p><b>6.</b></p>	<p><b>VP Administrative Services</b>  <i>What you lack in talent can be made up with desire, hustle, and giving 110% all the time.</i>          Don Zimmer</p>	<p>Facilities report</p> <p>Maintenance report</p> <p>IT report</p> <p>Campus Police report</p> <p>Housing report</p> <p>Day Care report</p> <p>Vacation</p>
<p><b>7.</b></p>	<p><b>VP Del Rio Campus</b></p>	<p>Del Rio fire department verified building keys located in emergency box</p> <p>Consultant accessed and measured 6 exit doors of Bldg A - waiting on quote for push bars</p> <p>Personnel:          Librarian I position job posting approved, to be opened          Proposal for transfer into Recruitment and Engagement Specialist, to be submitted today          Proposal to replace DR Adm Asst, to be submitted today</p> <p>Del Rio Signs Now - working on getting signage quote</p> <p>Working to get quote for leveling modular Bldgs E, F, J and H</p>

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

**CABINET MEETING OF  
SOUTHWEST TEXAS JUNIOR COLLEGE**

**June 22, 2022**

**The Cabinet members of Southwest Texas Junior College met June 22, 2022 via ZOOM**

**Cabinet members present were:**

**Dr. Mark Underwood, Vice President Academic Affairs  
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 members absent were:**

**Dr. Hector Gonzales, President  
Margot Mata, Vice President Student Services  
Lisa Ermis, Vice President of Financial Services**

**Also, Present were:**

**Juan Guzman, Dean of Applied Science and Workforce Education  
Charles Garabedian, Dean of Instructional Services and School District Partnerships  
Yesenia Silva, Senior Director of Student Success Services  
Xaviera Haynes, Faculty Association President**

- 1. President - Out**
- 2. VP Academic Affairs**
  - a. Simple Syllabus update**
  - b. iDesign update**
  - c. Other – Processing academic suspension appeals and course overload requests**
  - d. Working with A.S. on remodeling on Garner Science for Surgical Tech**
  - e. Getting the Hangar situated for Aviation program – moving toward Fall 2022 start date**
  - f. Confusion on the two Level One Tech programs registration**
    - i. The programs haven't been converted in Colleague especially in the TSI requirements**
    - ii. YS will check, but ETA for changes was last Friday**
  - g. Outreach update**
  - h. Instructional Leadership update**
  - i. IREPO update**
  - j. Professional Development**

3. **VP Student Services - Yesenia Silva reported for Margot Mata**
  - a. **Planning a meeting with M.T. – assignment of Success Coaches, Senior Days, and College Days – working towards a plan to get commitments from Seniors**
  - b. **Enrollment report**
  - c. **Financial Aid update**
  - d. **Library update**
  - e. **Student Success Services update**
  - f. **STEMward Bound Days coming up in July**
  - g. **Mental Health Resourced updated/ Changed title to Student Wellness**
  - h. **Transfer events ongoing**
  - i. **Working on collecting data to close out UAPs**
  - j. **Planning Fall events**
  - k. **Working with MU on updated transfer plans**
  - l. **NASPA conference next week – KSB and TC attending**
  
4. **VP Finance – Out on vacation**
  - a. **GASB 87**
  - b. **F. P. - Ricoh**
  
5. **VP Eagle Pass Campus**
  - a. **Interviews for Student Engagement position on Thursday**
  - b. **Student traffic is picking up**
  
6. **VP Administrative Services**

*“What you lack in talent can be made up with desire, hustle, and giving 110% all the time”.*  
Don Zimmer

  - a. **Facilities report**
  - b. **Maintenance report**
  - c. **IT report**
  - d. **Housing report**
  - e. **Daycare report**
  - f. **Vacation – D.S. will be out next Monday-Wednesday**
  
7. **VP Del Rio Campus**
  - a. **Del Rio fire department verified building keys located in emergency box**
  - b. **Consultant accessed and measured 6 exit doors of Building A/waiting on quote for push doors**
  - c. **Personnel update**
  - d. **Del Rio signs -working on getting signage quote**
  - e. **Working to get quote for leveling modular buildings E, F, J, and H**
  
8. **Chief of Staff**
  - a. **Uvalde Strong Wellness and Resource Fair update**
  - b. **Kids’ College**
  - c. **Things are getting back into the normal swing of things after two weeks of resource fair planning**
  
9. **Faculty Association – No announcements**

**CABINET MEETING**  
**June 30, 2022**  
**Via ZOOM**

	<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>	Discussion of GASB 87

<b>5.</b>	<b>VP Eagle Pas Campus</b>	
<b>6.</b>	<b>VP Administrative Services</b>	
<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  
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**June 30, 2022**

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**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 Science and Workforce Education  
Charles Garabedian, Dean of Instructional Services and School District Partnerships  
Xaviera Haynes, Faculty Association President**

**1. President**

- A. Tonight is a Budget workshop before the Board of Trustee meeting
  - a. Good visit with the coach**
  - b. Key takeaway was that we need to increase our communication. Need to do a better job of getting stakeholder buy-in and a better job of getting data to faculty****
- B. Dr. Gonzales is participating in weekly resiliency meeting with HHS. A lot of discussion / interest in youth programs**
- C. Discussion about rising COVID positivity rate in Uvalde County**
- D. Contacted by A. Ortiz about a mural project on campus**

**2. VP Academic Affairs**

- A. Pathways visit – The coach appreciated the honesty and forthright communication of all involved.**
- B. iDesign update**
- C. TCCTA Summer Professional Development conference update**
- D. Simple Syllabus update**
- E. Credentials Manual – Dr. Underwood is developing a manual to be used for qualifying faculty to teach**
- F. Received Brown Foundation check and sent to the Business Office for deposit**
- G. Powerline Tech program just completed, new class will begin in August.**
- H. Working with Division Chairs for a smooth Fall start**
- I. Outreach update**
- J. Instructional Leadership update**
- K. School District Partnerships update**
- L. IREPO update**
- K. Professional Development update**

**3. VP Student Services -**

- A. Enrollment report**
- B. Pathways visit – had a good discussion with Dr. Harper-Marinick**
- C. Circle-In Kick-Off meeting update**
- D. STEMward Bound 1 spot left**
- E. Working toward getting Recruiting and Engagement positions filled**

**4. VP Finance**

- A. GASB 87 – lease agreements must be reported on our balance sheet**
- B. Safety question – Building managers are to identify lockdown spaces and conduct drills**

**5. VP Eagle Pass Campus**

- A. Facilities update**
- B. Conducted interviews for the Engagement Specialist position last week and submitted a Recommendation**
- C. Student traffic has picked up**

**6. VP Administrative Services**

- A. Dugas Law Firm information**

**7. VP Del Rio Campus**

- A. Looking into purchasing large landscape rocks**
- B. Sign in front of Building C needs repair**

**8. Chief of Staff**

- A. Kids' College update**
- B. Resource Fair Data update**

**9. Faculty Association**

- A. Pathways data is the big request from faculty**
- B. Looking for opportunities to share what is learned at TCCTA conference**