

CABINET MEETING
September 2, 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>"No job has a future. Only people have futures."</i> John Maxwell	Re Open Report-Inventory, Audit, Website Website Minded DR Roof Private Adjuster
7.	VP Del Rio Campus	
8.		

CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE

September 2, 2020

The Cabinet members of Southwest Texas Junior College met September 2, 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. Leadership
- b. Chat Box/Call Center Reports
- c. Enrollment Status
 - i. Dual Credit – all registered
 - ii. Drop list – normal
 - iii. Pending Documents
 - iv. Partial balance – Pell
 - v. Appeals Committee – processing new appeals, current and still accepting new appeals, review committee appointments

2. Vice President – Academic Affairs

- a. Dual Credit – processes – improvements in coordinating with ISD Annual SACS~COC – virtual meeting
- b. We expect our 5th year report letter coming soon
- c. CS – 12-week schedules – registration looks strong, adding more courses, marketing meeting on advertising the 12 week – easier to identify those courses
- d. MT – Prison courses – 12 week – to include dual credit offerings
- e. CS – What are the text book arrangement with the ISDs
- f. CS – Phone calls, come in as spam risk, adjust voicemail to advise students to leave contact information
- g. CS – Warning for recording
- h. CS – Spring schedule – more 12 week and 8 week – more symmetrical across the institution
- i. JG – MET is back
- j. JG – Workforce Training is limited on the number of students we can train in CDL
- k. JG – Ms. Hammer's services – Mr. Suarez and Ms. Buchanan will attend
- l. JG – Faculty member with corona virus is still in hospital, working with HR on insurance coverage, second faculty member also still hospitalized
- m. JG – Business Department – going to focus on innovations, adding certificate level exit points, new faculty member for Spring start – partial teaching and working on new program
- n. MT – Make schools aware of decision to stay in remote for Spring
- o. MT – Will add a 12-week schedule at the prison
- p. MT – Check compliance report for Dual Credit – automated
- q. MT – TSI school testing need access from ISD to automate import

- r. RZ – List of students that need EDUC 1300 to be able to reach out and contact students
- s. RZ – Course scheduling dashboards
- t. RZ – Working with FA on streamlined processing files
- u. RZ – Work on better way to reach students – through Estudios
- v. RZ – Degree plan predictive course works – working with admissions
- w. RZ – CBM009
- x. RZ – Auto award graduation – reverse transfers

3. Vice President – Student Services

- a. Fall enrollment down 3% compared to last Fall
 - i. 52% college level – 48% dual credit (headcount)
- b. Appeals – accepted through September 9th and 12-week through September 21st
- c. Chat Box – schedule to make sure we have coverage throughout the day, primarily questions for admissions, financial aid, business office, information technology – be accessible via TEAMS to be able to answer questions – adding advising/counseling
- d. Spring schedule
- e. Chromebooks are being checked out – going to order more
- f. Looking at processes and identifying
- g. Cares Act – deadline for applying October 9th
- h. Texas GEER Emergency Aid working on eligibility and getting award
- i. RS – pursue every call until resolution – “Pursue every student until degreed, certified, transferred, employed”
- j. RS – Testing Center update
- k. RS – Trio new manual per new grant
 - l. RS – curbside checkout for calculators, hiring virtual tutors
- m. RS – academic referral to student success center, coaching, start plan, will be available on Canvas
- n. RS – student life – working on video content – virtual coffee hours. Mr. Franco, PTK to discuss college projects. TXDOT advised trash pickup can be resumed – will submit process to reopen committee
- o. CM – students not registered, found 7 students awarded but not registered
- p. CM – no math courses on 12-week schedule. Working on adding course to existing schedule
- q. CM – Faculty was having issues with internet access – opened up Crystal City Center for them to teach from
- r. CM – Student acceptance letter, can we incorporate instructions to activate their e-mail and web-advisor? Develop a video

4. Vice President – Finance

- a. Chat Box – Business Office trained and ready to go.
- b. Hammer’s scholarship fund – contributions coming in
- c. Cell phone stipends need to review
- d. Yearend procedures
- e. September 15th account payable cutoff date – let them know if you are waiting for invoice

5. Vice President – Eagle Pass

- a. Faculty issue – will follow up
- b. I.T. focused on resetting student passwords
- c. Highway 90 construction – to evaluate parking lot resurfacing
- d. Tech programs on campus – visited and all appears to be running well. Will visit periodically
- e. Start addressing exterior building issues – porches
- f. Call Center staff doing well – following up with students to make sure problems are resolved

6. Vice President – Administrative Services

“No job has a future. Only people have futures.”

John Maxwell

- a. Re-open report – Inventory, Audit, Website – continue to purchase mask and sanitizer, reviewed Wildlife program – addressing it well
- b. Bookstore following protocols
- c. Adding more check in stations where needed
- d. Website Minded – reviewing content and presentation, keep content current
- e. Uvalde PD – prohibit part-time work of their officers
- f. Rodeo – process and protocols
- g. Debates – meeting with Dr. Munoz
- h. AC in Witt building, new Rad-tech equipment generates more heat
- i. Transportation – will visit with tech programs on scheduling

7. Vice President – Del Rio

- a. AEL hours – adjusting custodial schedules
- b. Virtual Deans’ Forum – go ahead and schedule

8. Dr. Bennet

- a. Met with Mr. Ayala and Mr. Guzman – working on grant opportunities
- b. Develop an SWTJC phone app – opportunity for new programs, virtual multimedia course, virtual music, choir, arts program
- c. Virtual Palomino Fest

CABINET MEETING
September 9, 2020

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

5.	VP Eagle Pass Campus	
6	VP Administrative Services <i>"Saying nothing sometimes says the most."</i> Emily Dickinson	
7.	VP Del Rio Campus	
8.		

CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE

September 9, 2020

The Cabinet members of Southwest Texas Junior College met September 9, 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' Meeting agenda – reviewed agenda
- b. Strategic Plan – Review process, general perspective, and timeline
- c. Drop List – in good shape
- d. Enrollment – 12-week term – 133 students, 10672 ch, 615 sch, 16 sections, HIST/INRW still open
- e. Tech programs on campus no major issues

2. Vice President – Academic Affairs

- a. SACS~COC – Conference registration
- b. Dual Credit – choices – creativity of ISDs on how they provide college courses
- c. Brown Foundation – summer bridge unable to spend the entire amount, will seek approval to repurposed the funds
- d. MT – Outreach reviewing the compliance report
- e. MT – Prison will register for 12-week term
- f. CS – Uvalde Deans' Forum on September 15th
- g. CS – Faculty working out of office on Uvalde Campus
- h. CS – Spring schedule
- i. CS – Dual Credit – issues with how they handle the remote instruction with on campus instruction
- j. CS – Mission Statement – incorporate language of our responsibility to the overall health of our community
- k. JG – Close out Perkins grant
- l. JG – Making sure our Tech programs are running smoothly
- m. JG – Working with group on Department of Education grant as well as Department of Labor grant
- n. JG – Update on Aviation faculty still in hospital
- o. RZ – Need to update our National Clearinghouse Information

3. Vice President – Student Services

- a. 12-week term payment deadline September 11th – pay as you go through September 21st
- b. 16-week term – today is census date
- c. Working with IT to order more Chromebooks, 6 left in our inventory, ordering on back order until November, evaluating alternatives- laptops
- d. Financial Aid working with ISDs with scheduling FASFA night options – virtual options
- e. Additional funding available for CWS – roll excess into Emergency SEOG
- f. Current CWS monies available – where we should place these students, call center, chat box, tutoring, social media, etc.
- g. Financial Aid presentation for COLS courses
- h. Financial Aid working on financial literacy course
- i. Financial Aid – October 1st, FASFA app becomes available for 2021-2022 academic year
- j. Cares update on applications pending processing
- k. Title IX training on Friday
- l. Reviewing process and strategic planning, brainstorming
- m. RS – Contacting students with Pell award to register for 12/8-week terms
- n. RS – 621 reviewed Cares application previously awarded for a Fall award, will also submit to Financial Aid the new applications for them to review
- o. RS – 410 TSI test at testing center, additional GED, CLEPS, TCOLE – MU
- p. Question regarding changes to testing requirement
- q. RS – Academic Alert Form added to Canvas
- r. RS – PTK project – financial literacy webinar for other students
- s. RS – Reflection on mission statement – focus on wellness
- t. SM – 251 modified admission status – regarding students needing testing
- u. SM – TEAMS meeting with advising/admissions – on customer service, process, and areas for improvement

4. Vice President – Finance

- a. Maggie Camstra will train our new purchasing agent
- b. Ede and Company beginning the audit first of October
- c. LAR update on the instructions forthcoming
- d. LBB report
- e. Yearend report in progress
- f. Chat Box – working well within the Business Office – VP followed up on unresolved student issues

5. Vice President – Eagle Pass

- a. Two faculty members teaching from campus
- b. Made visit to tech programs to audit protocols usage
- c. Little traffic on campus
- d. No communication from students on issues so far
- e. Conversation with faculty – weary of present situation, stress related pressure on them with adapting with virtual teaching
- f. Physical plant – general maintenance on the facilities

6. Vice President – Administrative Services

“Saying nothing sometimes says the most”

Emily Dickinson

- a. Tested the Uvalde campus for sanitation and living organism living on surfaces, results indicate custodians are doing an amazing job in keeping the campus healthy and germ free
- b. Looking for an internal testing procedure
- c. Walk through for debates with Dr. Munoz

7. Vice President – Del Rio

- a. No faculty are teaching from campus, very few campus visits, mainly using scanners
- b. Nursing program students – not keeping the 6’ separation at the check-in. Have advised the Director and is addressed
- c. Work on grounds last week – contractor has been a no show for two months – will transition to in house grounds
- d. Working on facilities – general maintenance around campus
- e. Sul Ross working by appointments
- f. Reorganize the security hours on campus to coincide with the traffic

8. Dr. Bennet

- a. Idea of wellness, individuals, facilities, mission statement
- b. Our current Mission Statement – lacks passion or emotion – there is passion and emotion in our discussion – empathy for our students and their well being
- c. Growing up poor – COVID impact – stories – bringing those stories to life is what we do – will send a link to the video

CABINET MEETING
September 16, 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>"Conscience in the soul is the root of all true courage. If a man would be brave, let him learn to obey his conscience."</i> James F. Clarke	Re Open report Board meeting ready Marketing Political Forum IT-TV's in Ballroom up FortiSiem-security software implemented Emergency Alert Notification-results soon
7.	VP Del Rio Campus	
8.		

CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE

September 16, 2020

The Cabinet members of Southwest Texas Junior College met September 16, 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' Meeting agenda – reviewed report items
- b. Daily Work Logs – Kronos – employees will begin using daily work log in October – begin practice the rest of the month
- c. Spring 2021 – schedule, advisors to meet with students on student planning Spring courses, FA, and Admissions
- d. Admissions assigned new letter cuts for Fall, 15/30/45 milestones, modified admission student – schedule TSI testing
- e. FA – New year setup, begins October 1st, all home-school required to file FASFA
- f. Review data on enrollment – predict enrollment, expand 12/8-week offerings, Friday planning meeting for flexible entry
- g. Question on new application – self-service to replace Web-Advisor
- h. Need for a dashboard to track different initiatives similar to daily enrollment report
- i. Monitoring Desk Revenue – will investigate the details
- j. Committee restart – Developmental Education, Dual Credit, Adjunct Pay, Merit Pay, and Data Integrity
- k. Work-study positions – review how to best utilize work-study students in a remote environment, expand social media presence, refine our web page presence, etc.
- l. Reminder Strategic Planning Session – Thursday at 9:00 am.

2. Vice President – Academic Affairs

- a. Will make more virtual visits to High Schools
- b. Bring Canvas compliance up to date – some Dual Credit faculty not using it
- c. CS – Dean Forum - update
- d. CS – HB5 course – syllabus – College Prep Course – need for oversight
- e. JG – Nursing update – Will resume on campus for labs
- f. JG – Eagle Pass Development Office, will utilize Cares monies to sponsor training for students in the medical area
- g. JG – working with Dr. Bennett on DOL grant
- h. JG – Technical, Spring schedule in progress. Working with A. Ruiz. Spring start for Hondo HVAC & PCT, restart Autobody in Uvalde
- i. MT – Dual Credit – giving ISDs access to attendance via Canvas, prison registering students, going for a 12 week start on 9/21/2020, all Dual Credit students in compliance.

- j. RZ – nothing to report
- k. MU – Title V grant underspent by \$120K, propose spending those funds this year on technology to help students or approval to roll over to next year
- l. CM – 2-1 laptops? Specs, first business meeting for Faculty Association will be tomorrow the 17th at 11:00 am - Discussing the virtual Turkey Trot – early marketing

3. Vice President – Student Services

- a. Most items already covered
- b. Financial Aid reviewing TEOG and will start awarding within two weeks
- c. 50 new laptops have been ordered for students
- d. 6 Chrome Books still in our inventory and are available for check-out
- e. Library working with faculty, virtual tours, and presentations
- f. EOC received a slight increase in funding
- g. Working on Data collection
- h. Virtual Career Fair – scheduled for the first week of November
- i. RS – Enrollment Management Task Force – reaching out to students with Pell awarded to enroll in 12/8 week terms. Continuing to refer Care awards. Weekly download for future versus daily submittals – October 9th deadline to apply for aid, CoBoard HEB gift cards will go out this afternoon, verified mailing address
- j. RS – Testing Center 419 TSI plus TCOLE/GED – Looked at four test proctoring companies, sent results to Dr. Underwood to further evaluate
- k. RS – working on live seminar – will be posted on events calendar, held via Zoom once a week for the rest of September, October, and beginning of November – Canvas tutorial, Chrome Books tips & tricks, COVID-19 in College mental health awareness, Career exploration choices 360, student planning tutorial, adapting to remote learning, PTK financial literacy and wellness
- l. RS – online orientation on going
- m. CM – question – Voting registration push among students
- n. SM – Update enrollment 12 Week 151 students, CH 13,000, SCH 747 and for 8 Week term CH 1872 and SCH 117
- o. CM- Pearsall – will do the electrostatic spray on the area, student by appointment only, and only after e-mail, Zoom resolution exhausted
- p. CM – create more hotspots in the community, housing areas, working on 12-Week session on enrolling more students
- q. CM – Pick up wristband at front office

4. Vice President – Finance

- a. Working on audit
- b. Payroll presence at the office to run adjunct payroll
- c. Ethics training – will investigate college wide options
- d. LAR meeting this afternoon

5. Vice President – Eagle Pass

- a. Comparing Fall schedule – areas to modify for the Spring schedule
- b. AC unit failed in Building C - \$10,000.00 replacement cost
- c. Students traffic has slowed down, no student complaints

6. Vice President – Administrative Services

“Conscience in the soul is the root of all true courage. If a man would be brave, let him learn to obey his conscience”

James F. Clarke

- a. Re-open report – Pearsall facility opened, audits on going, pleased with the results, more documentation on COVID website, nursing program – no campus acquired infections
- b. Board meeting ready
- c. Marketing – team meets regularly, address items coming from Cabinet, collaborating with Student Engagement teams
- d. Political Forum – waiting on response form candidates
- e. IT – TVs in the Ballroom are up
- f. FortiSiem – security software implemented
- g. Emergency Alert Notification, results coming soon. App Armour, new application, instantaneous distribution.
- h. Chittam Center – Remodel needed

7. Vice President – Del Rio

- a. Faculty are not utilizing the door signs as needed, Door Hanger
- b. Air Conditioning in Building A – Student Success Center – in process on installing a new unit
- c. Reviewing Spring semester schedule from last year, looking for potential overlaps
- d. Custodial position interview scheduled for next week
- e. Financial Aid position, will coordinate with Ms. Hernandez to set up interview

8. Dr. Bennet

- a. Idea of wellness, individuals, facilities, mission statement
- b. Our current Mission Statement – lacks passion or emotion – there is passion and emotion in our discussion – empathy for our students and their well being
- c. Growing up poor – COVID impact – stories – bringing those stories to life is what we do – will send a link to the video

CABINET MEETING
September 23, 2020

	AGENDA ITEM	NOTES
1.	President	
2.	VP Academic Affairs	
3.	VP Student Services	
4.	VP Finance	Bond refinancing Cell phone stipends COVID sick leave

5.	VP Eagle Pass Campus	
6	<p>VP Administrative Services</p> <p><i>"I am a chemistry guy. I believe you've got to play together to have a chance to win."</i></p> <p>Tony Gwynn</p>	<p>Re Open report</p> <p>Zoom bomber-VP Buchanan</p> <p>Political forum update</p> <p>App Armor analysis</p> <p>Maintenance/Custodial Applications</p> <p>EP Tech Ctr.-Guzman</p> <p>Witt Building HVAC</p> <p>Rodeo team 1st weekend out</p> <p>Cafeteria/Print Center</p> <p>Marketing - Christmas at the College</p> <p>75th Anniversary</p>
7.	VP Del Rio Campus	

8.		
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CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE

September 23, 2020

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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. SNS lawsuit has been dismissed by the Court
- b. Reminder to submit Belief statements – SACS~COC survey

2. Vice President – Academic Affairs

- a. Update on meeting with Sul Ross regarding Exit exam for Teacher Prep program in the Math area
- b. CS – Question regarding Kronos request to submit time sheet by month – No must be submitted on a daily basis
- c. CS – Spring schedule development process
- d. JG – Economic Development (EP) funding for Workforce Training – will submit proposal to EP City Council
- e. JG – Dual Credit Technical program course coding
- f. MT – Medina Valley PTEC document
- g. MT – Prison change in Administration
- h. MT – Virtual College Day
- i. RZ – CIP Codes meeting to make modifications to changes

3. Vice President – Student Services

- a. Work-study report – e-mail responses to potential positions – we have 16 positions to redistribute, add to help Chat Box, Call Center, Public Information, Social Media
- b. Financial Aid has finished with the appeals process – Meet and look at current process, looking at new setup for 2021-2022 Financial Aid year, Text Aim, Public Information Campaign, FAFSA nights
- c. Daycare staff have done an amazing job with the Call Center
- d. RS – Update on Cares Act
- e. SM – Work on potential graduates – add another 100 plus graduates, also benefits ancillary from this work to identify those students that are short credits
- f. CM – Pearsall update - sanitized

4. Vice President – Finance

- a. Bond refinancing – provided update and will stand by waiting for guidance from the Board
- b. Cell phone stipends – discuss the need to continue, will provide a list of those on stipends to review next week
- c. COVID Sick Leave – employees not covered by additional 80 hours – handle on a case by case basis

5. Vice President – Eagle Pass

- a. Faculty – Students needed help signing on to Math Lab, Canvas, etc.
- b. Submitted list of leaks from recent rains to K. P.
- c. Repair/replace – pressure washer – replacing cedar/repainting. Using in house staff
- d. Nursing students only ones on campus

6. Vice President – Administrative Services

“I am a chemistry guy. I believe you’ve got to play together to have a chance to win”

Tony Gwynn

- a. Re-open report – Audits ongoing, will send e-mail on status, CPR class approved for this weekend
- b. Lineman Training – positive case – class under quarantine, still working virtually, individual is positive
- c. A.D.N. – Positive case in Eagle Pass, student – the Eagle Pass program in under quarantine until Oct. 5
- d. ZOOM Bomber – Vice President Buchanan
- e. Political forum update – Zoom discussion with Senator Flores on September 29th, October 1st – Roland Gutierrez, October 6th local candidates, October 8th Gonzales/Jones debate hosted by KSAT live from Tate Auditorium
- f. App Armor analysis – pleased with the results of test, 11,564 text messages in four seconds, 18,000 e-mails in 4 minutes – understand the methodology. For emergency alert notifications
- g. Maintenance / Custodial
 - i. Applications – reviews will begin
 - ii. Eagle Pass Tech Center – Mr. Guzman – staff headed to Eagle Pass today
 - iii. Witt Building HVAC
- h. Rodeo team 1st weekend out – to Panola
- i. Cafeteria / Print Center
- j. Marketing
 - i. Christmas at the College
 - ii. 75th Anniversary

7. Vice President – Del Rio

- a. Zoom Bomber update
- b. Custodial interviews scheduled
- c. Taking care of grounds internally

CABINET MEETING
September 30, 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>"Have a great day, full of productivity and good vibes."</i> Anonymous	Re Open- Safety Plan Clubs/Activities DR Roofs-Tremco Thursday, 2 pm. Maintenance-Hubbard Hall Tech Ctr.-EP parking lot-Dirksen Witt Option B IT-Cyber Security/Covid 19 training Friday's fiasco-Campus closure, protocol. Public Information-Political forums
7.	VP Del Rio Campus	
8.		

CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE

September 30, 2020

The Cabinet members of Southwest Texas Junior College met September 30, 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. Spring schedule status – using Estudios to inform the schedule, will be submitted to Aracely complete by October 16 – will expand offerings on 8 and 12 weeks, will verify if enough time to publish it
- b. Student Planner – Program inventory – all available as options

2. Vice President – Academic Affairs

- a. Update on collaboration with RGC on math courses
- b. Ran compliance list on Canvas utilization
- c. Update on dual credit committee meeting to include administration perspective from ISDs
- d. Pathway homework meeting at 2 pm.
- e. CS – attended w66ebinar on submitting Dev Ed survey – TSIA2 launch on January 11th – beta testing ongoing
- f. JG - Lineman start back up on Friday – no other exposure
- g. JG – Cosmetology Dual Credit will resume on Thursday
- h. JG – RN in Eagle Pass still quarantined, no further exposure. Classes will resume on October 5th
- i. JG – Advisory committee meetings have begun
- j. JG – PCT changes, new testing Prometric increase of \$20 per student; will change catalog fee for next year
- k. JG - EOC possible training in Crystal City area
- l. JG – Update on Medina Valley on positive report on CCMR
- m. MT – Meetings with dual credit
- n. MT – Wellness meeting with ISD
- o. CM – Update for Turkey Trot, T-shirt contest for event, student submit entries – registration open

3. Vice President – Student Services

- a. Expanding our 8-week term, drop list for 12-week term, 15 students dropped for non-payment
- b. FAFSA nights – request from an ISD for an in-person session. Will proceed in a virtual session
- c. AppArmor – issue with phone type designated as cell phone, has been corrected and develop process to update fields
- d. RS – Cares Act 225 new awards this week
- e. RS – Testing update 438 TSI
- f. RS – PTK letters going out soon, induction ceremony in November via virtual
- g. SM – Update on 12-week, 8-week enrollments

- h. CM – Pearsall opened on Monday
 - i. CM – Request a drop-box for Pearsall
 - j. CM – Request for advertisement in community on limited capacity and hours
4. Vice President – Finance
- a. Cell phone stipends – will work on list
 - b. Audit draft to Mr. Ede
 - c. Training for purchasing agent
5. Vice President – Eagle Pass
- a. Tech programs following protocols
 - b. AC unit has been ordered, not an emergency since in we are working in remote environment
 - c. Maintenance preparing to repaint exterior of buildings
6. Vice President – Administrative Services
- “Have a great day, full of productivity and good vibes”*
- Anonymous
- a. Re-open report – Safety Plan Clubs/Activities
 - b. Del Rio – Tremco, Thursday at 2pm
 - c. Maintenance
 - i. Hubbard Hall
 - ii. Tech Center – Eagle Pass parking lot – Dirksen
 - iii. Witt Option B
 - d. IT – Cyber Security / Covid 19 training
 - e. Friday’s Campus closure, protocol
 - f. Public Information – Political forums
7. Vice President – Del Rio
- a. Update on appeal committee
 - b. Update on position vacancies
8. Dr. Blaine Bennett
- a. Canvas dashboard
 - b. Student Planner (tool) – use for strategic planning
 - c. Move thinking from a semester based to program