



SOUTHWEST
TEXAS ★ COLLEGE

SWTX **CABINET** **MEETINGS**

APRIL 2025



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CABINET MEETING

April 02, 2025

| | AGENDA ITEM | NOTES |
|-----------|----------------------------|--------------|
| 1. | President | |
| 2. | VP Academic Affairs | |
| 3. | VP Student Services | |
| 4. | VP Finance | |

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| 5. | VP Eagle Pass Campus | |
| 6. | VP Administrative Services | |
| 7. | VP Del Rio Campus | |
| 8. | Chief of Staff | |

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| 9. | Faculty Association | |

CABINET MEETING OF
SOUTHWEST TEXAS COLLEGE

April 2, 2025

The Cabinet members of Southwest Texas College met April 2, 2025 via email

Cabinet members present were:

Dr. Hector Gonzales, President
Dr. Mark Underwood, Vice President Academic Affairs
Cruz Mata, Vice President of Student Services
Lisa Ermis, Vice President of Finance
Brenda Hoffman, 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:

Charles Garabedian, Dean of Instructional Services and School District Partnerships
April Ruhmann, Dean of Liberal Arts
Armando Mondragon, Dean of Applied Sciences

1. President

- a. Nothing to report

2. Vice President of Academic Affairs

- a. Dr. Underwood sent in two “requests for additional information” to SACS~COC for substantive change prospectuses sent in January
 - i. One is for site approval for the Uvalde Classical Academy
 - ii. One is for the AAS in Mental Health, as a new program
- b. Dr. Underwood and five others will be attending the Pathways Institute in Houston, Wednesday through Friday
- c. Looking into process at the Coordinating Board to request exception for 60 credit hour maximum for an Associate Degree
- d. UIL One-Act Play Bi-District event held in the Tate Auditorium Monday afternoon and all-day Tuesday
 - i. Over all it was a success, many thanks to J.S. and S.F. and various other tech and maintenance employees getting the space prepared
- e. We need to revisit the proposal to update the Tate Auditorium light array and the controller board
 - i. The schools were very limited in their lighting options for their performances
- f. End-of-Year Recruiting/Events
 - i. ACE Campus Tour-50 3rd – 5th grade students – Tuesday, April 1, 2025
 - ii. Uvalde Crossroads Academy Career Fair – Thursday, April 10, 2025
 - iii. Uvalde High School Registration Day – Wednesday, April 16, 2025
 - iv. SWTX College and Career Expo – Wednesday, April 23, 2025
 - v. Dia de los Niños – Friday, April 25, 2025
 - vi. Relay for Life Uvalde – Friday, April 25, 2025
 - vii. Knippa 2025 Career Fair – Monday, April 28, 2025
 - viii. Pearsall Career Fair – Thursday, May 1, 2025
 - ix. Wildlife Expedition Event, Thursday, May 1, 2025
- g. Marketing
 - i. Worked on a refreshed/updated registration marketing package
 - ii. Refined marketing package for Kate’s Cowboy Promise

CABINET MEETING

April 09, 2025

| | AGENDA ITEM | NOTES |
|-----------|----------------------------|--|
| 1. | President | SWTX Board of Trustees' Board meeting agenda Campus Carry policies – Dr. Bailey TAMIU Campus |
| 2. | VP Academic Affairs | Catalog Updates: Non-degree-seeking student language in section on TSIA requirements Learning/Beginning process to notify Coordinating Board of our intent to offer Bachelor's degrees Revise Student Housing Contract to account for 8-week semesters and students' leaving after 1st term or coming in only for second; also emphasize leash rules LEA testing arrangements for January Adding EDUC 1300 to Optional Area of General Education Core - General Education Committee will make recommendation to Curriculum |
| 3. | VP Student Services | |
| 4. | VP Finance | Discuss getting the 2026 Budget balanced by reducing operating budgets across all departments |

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| 5. | VP Eagle Pass Campus | |
| 6. | VP Administrative Services <i>Concentrate all your thoughts upon the work at hand. The sun's rays do not burn until brought to a focus.</i> Alexander Graham Bell | Re-Open report Tech Expansion RFP's Bonds Projects Annex update Dugas Law Firm Graduation update Rodeo Wharton College Gala |
| 7. | VP Del Rio Campus | Burgers w/President – served 339 burgers to students, 189 students completed QR NSO for DR High School students, April 8, 5pm DR High School Senior Registration, April 10, 5pm SFDRICISD Education Foundation Banquet, April 11 FAN Gala – 41 tables 330 people \$58,000+ PTK Induction – April 25 <ul style="list-style-type: none"> • Dr. Masterson to be presented with 30 year of svc PTK pin May 31, VVMRC using back parking lot for Kids Bike Safety Event Change of Course sections? Frontera Room Military want to use computer lab for monthly testing for recruits Change in Building K floor plan |

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| 8. | Chief of Staff | |
| 9. | Faculty Association | |

- iii. Will be pushing out another reminder on student QEP logo contest
 - iv. Gala video is being worked on and has a first round of feedback from President Gonzales
 - v. P.H. attended the Kickapoo career fair last Friday; 15 students showed interest in attending SWTXC and will be receiving a follow up email
- h. AEL
- i. COABE 2025 Conference (virtual) March 31st – April 2nd
 - ii. Begin WPL@SAS-Del Rio (Business Communication) April 1st
 - iii. Begin WPL with City of Del Rio registration (Safety Overview-Prequel to OSHA-10) – Saturdays
 - iv. TWC bi-monthly call – April 3rd
 - v. Hondo – Job Closet Presentation/R.R. – HT dress for a job interview
 - vi. Friday, April 4th - Submit HSE Voucher Tracker to ACE Alliance
- i. Testing
- i. Currently working on finalizing TSIA2 exam dates for Eagle Pass
 - ii. Last week Vice President Hoffman and M. G. reached out with TSIA2 dates for the months of April to August
 - iii. Leakey ISD reached out about their students testing on May 8th for Ms. Herndon's B.O.T. class
 - 1. All 10 students are registered for 9:00 am
 - iv. Working on finalizing Power Point presentation for the April Board meeting
- j. A.R. attended Uvalde Memorial Hospital Groundbreaking ceremony
- k. A.R. reviewing and editing TAMU transfer plans with V.P. Hoffman and Dr. Underwood, using Field of Study plans when applicable
- l. Transition Power – The Crystal City company wants to become an eligible training provider to train powerline and CDL in Crystal City
- i. We have met with the company several times
 - ii. For transparency purposes, they wanted to share their proposed plans and curriculum with the college
 - iii. They have been asked to not duplicate the college entry-level powerline program but to focus on the advanced skills and sequencing
- m. Sol Systems – have met with Mark Walters and Betsy Soehren Jones – interest in investing funds to support our cyber security program
- n. South Texas Regional Training Center
- i. Ongoing monitor shortage
 - ii. No regular SWTX present at the Hondo campus which hinders the videoconference classroom support and recruitment efforts
 - iii. Recommendation – Hire someone to support the center, possible a coordinator
- o. R. L and A. E met with departments and success coaches to review FOS degree plans
- i. Some plans cannot stay within the 60 sch when the college factors in required EDUC 1300 and Associate of Science (9 additional science sch required)
- p. R. L. and A. E. met with PD Director, Dr. Zimmerman on PACE (planning collaboratively and diligently) to meet the needs of the instructors for the 2 days in May
- q. Eleven districts signed and agreed to partner with us on the dual credit healthcare grant, which was completed through a team effort with the Dual Credit Office
- r. Eleven total programs attended the Kickapoo tribe career event
- s. A team was coordinated to attend the UMH groundbreaking ceremony
- t. Division Chairs are working with the PD office to organize the working day agenda
- u. ISD Program/Community Leadership
- i. Met with superintendents from Pearsall ISD and Leakey ISD
 - ii. Assisted the Dean of Applied Sciences with letters of support for Health Care Grant
 - iii. Lone finalist named to be Superintendent in Comstock ISD (Dr. Richard Cardin)
 - iv. Lone finalist named to be Superintendent in Pearsall ISD (Dr. Jody Spoor)
 - v. Utopia Interim Superintendent transitioned to Superintendent (Joshua Ham)

- v. Academic Affairs and Accountability
 - i. Met with the Program Coordinator for the Criminal Justice AAS Program/Program review
 - ii. Submitted Program Review Committee recommendations for the Criminal Justice AAS program
 - iii. Prepared for Patient Care Technician Program Review meeting
 - w. Professional Development
 - i. Met with Director/Division Chairs and SIR Director on March 27th to draft an agenda for PACE “Planning, Assessment, Collaboration, Engagement” days to be held in May
 - 1. Consists of two days In-person sessions on the Uvalde campus
 - 2. Information Email will go out to the Faculty on Friday
 - ii. Outstanding Staff nominations are underway. All Faculty and Staff will receive two email reminders between now and April 10th (the closing date)
 - iii. The Director is completing the Summative Evaluations for 20 Adjunct Faculty
 - iv. The Director is reviewing the AEL Professional Development Plan Needs
 - x. Instructional Leadership
 - i. Zoomed to be available to the Uvalde High School Dual Credit History class on March 27th
 - ii. Substituted for Adjunct Faculty member on April 1st
 - y. Dual Credit Department
 - i. School District Counselors meeting held on the Uvalde campus on March 26th; 35 attended
 - 1. Topics Covered – FOS, FAST, OSAs. Calculation of contact hours, Student Services
 - ii. Worked on Standard MOU development and viewed related informational webinars
 - iii. STRTC lease has been reviewed and appears sound
 - iv. Staff member is at STRTC on Wednesdays to improve the SWTX presence at the site
3. Vice President of Student Service
- a. Library Report
 - i. B.C. is at Texas Library Association (TLA) Conference in Dallas, March 31st – April 4th
 - b. Financial Aid Updates
 - i. Downloaded another 400 ISIRs for 2025-2026
 - ii. Attending E-Live
 - iii. FA Webinars
 - 1. FAFSA Batch Corrections
 - 2. FSA Consequences of Missed Federal Student Loan Payments
 - iv. Several employees attended TACCSAA
 - v. Met with Mr. Zamora, Dr. Bailey and T. Zamarripa in reference to start of Fall 2025 classes
 - vi. I.Y. Uvalde High School FAFSA night
 - c. Student Success Services Report
 - i. Transfer and Career
 - 1. Continuing working on the 2025-2026 timeline
 - 2. A representative from Texas A & M University Kingsville was on the Del Rio campus on March 12th and on the Eagle Pass campus on March 13th and 27th. Will be on the Uvalde campus on April 10th
 - 3. On March 25th representatives from Angelo State University hosted “ASU Day at SWTX” on the Del Rio campus.
 - 4. On March 5th representatives from Texas A & M International University hosted “TAMIU Day at SWTX” on the Eagle Pass campus
 - 5. The Transfer Center in Uvalde has been working on assisting students with their transfer admission applications, along with preparing Cosmetology students for their Skills competition

- ii. Special Programs
 - 1. March Tutoring Numbers update
 - 2. Midterm/final grade report has been submitted to Coach Almand for the rodeo students
 - 3. SSC/WC class visit requests have resumed for the 2nd 8-week courses.
 - 4. Students participating in the BIOL 2401 study session made the most of the smartboard and Fred the skeleton as a learning tool.
- iii. DSS/Wellness
 - 1. DSS initiatives: DSS Success Coaches continue to send reminder emails to students enrolled in the 2nd 8-week to request accommodation letters
 - 2. Several Success Coaches have attended conferences
- iv. CARE Report: March 25th – April 1st update
- v. Holistic Advising – The Holistic Advising Core Team will meet on April 14th
- vi. EDUC/COLS – Success Coaches are working with EDUC/COLS students from the 2nd 8-weeks to complete the Success Coach assignment and presentations
- vii. Registration/Admissions
 - 1. Success Coaches busy with priority registrations and started off week 1 of registration with a schedule full of appointments
 - 2. Holistic Advising collaborated with QEP and Marketing team for registration flyer which is now available for Summer and Fall 2025
 - 3. Senior Registration Day dates
 - a. Del Rio High School – April 10th
 - b. Uvalde High School – April 16th
 - c. Eagle Pass High School – April 29th
 - d. CC Winn High School – April 30th
 - 4. Graduation Report
- viii. Orientation
 - 1. New dates for New Student Orientation are now available online
 - 2. The next New Student Orientation is set for April 11th
 - a. Summer Orientation dates will be announced soon
 - 3. Orientation numbers Update
 - 4. Special Orientation – High School Senior Registration day (Tentative Dates)
 - a. Uvalde – April 2, 2025 (successful)
 - b. Eagle Pass – April 24, 2025 – Eagle Pass Campus F-120
 - c. Del Rio – April 8, 2025
- ix. Campus Activities
 - 1. Holistic Advising from most sites will be assisting with the CTE national Signing Day on April 10th. The event will be held on all sites
 - x. Holistic Advising Initiatives 2024 – 2025. What SWTX Campus do you attend?
- d. Admissions and Registrars
 - i. Current headcount for Spring 2025, 2nd 8-weeks is 1,263. Census day for the 2nd 8-week semester was March 31st
 - ii. Early registration (Student Planning) began on Monday, March 31st for Summer and Fall 2025
- e. The current number of Spring graduation applications received as of this morning is 1,109. The deadline to submit graduation applications April 4th at 4:00 pm
- f. May 2026 Commencement
 - i. As per the revised Academic Calendar for Spring 2026, the semester ends on May 8, 2026. We would like to reserve the Fairplex for the next year on May 15th and 16th which is the week after the semester closes

- g. May 2027 Commencement
 - i. As per the revised Academic Calendar for Spring 2027, the semester ends on May 7, 2027. We would like to reserve the Fairplex for May 14th and 15th which is the week after the semester closes
 - h. Dealing with different student disciplinary issues
 - i. C.M. will be traveling to Ellucian Conference next week
 - j. Working on Award Springs adding reviewers and getting familiar with the platform
 - k. Taking walk-ins for drops and registration
 - l. Commencement meeting yesterday, questions on stoles and chords by Dual Credit office
 - i. We need to provide a clear guidance to avoid further confusion or miscommunication among faculty, staff and students
 - ii. Some stoles have already been ordered for some of our programs
 - 1. # 5 guideline – the stole must be approved by SWTX design, available for purchase in the bookstore, recommended by one “remove for purchase in the bookstore, since some have already ordered from another place of business.
 - m. Greeted 3-5 grade students for a campus tour on April 1, 2025
 - n. Threat Assessment meeting on April 2, 2025
4. Vice President of Finance
- a. Will send all pending budgets to the Vice Presidents
 - b. Will send positions open to Vice Presidents for budget verification
5. Vice President of Eagle Pass
- a. Finalizing the final details for Saturday’s walk
 - b. Early College Academy ceremony working on details – All invited
 - c. NC3 event
 - d. Ambassadors will be hosting a “Just Dance” event on April 8th
 - e. DSS Success Coach will be hosting a “Building your Self-Care Kit” event on April 9th
 - f. Battle Chef College Edition event on April 15th
 - g. Working on TAMIU transfer plans (Dean Ruhmann and Vice President Underwood)
 - h. TAMIU is inviting SWTX Cabinet to their institution for a “luncheon”
 - i. City of Eagle Pass inquired about potentially partnering with SWTX to place a side walk along Bob Rogers – any thoughts? Mr. Sandoval?
 - j. South Texas Food Bank will be adding us to their agenda for the upcoming Board meeting (Board requested pictures of our pantry and the pictures have been sent)
6. Vice President of Administrative Services – *You can easily judge the character of a man by how he treats those who can do nothing for him.* Johann Wolfgang von Goethe
- a. Tech Expansion
 - i. RFP meeting with Purchasing
 - ii. MEP Engineering on campus yesterday, GYM-HVC, Garner-Ventilation
 - b. Eagle Pass Annex – work continues
 - c. Life Safety, Fire Marshall will be on the Del Rio campus Thursday
 - d. Graduation
 - i. Initial meeting went well
 - ii. Questions on bottled water sales
 - iii. Exit and Cords decision?
 - e. Administrative Services – Positions and Job postings coming soon
 - f. Dugas Law Firm

7. Vice President of Del Rio

- a. Del Rio student communication event “Burgers with the President” event tomorrow
- b. Uvalde maintenance has been on the Del Rio campus helping finish floors in Building K. Very thankful
- c. Fire Marshal inspection of all buildings taking place Friday. Mr. Palermo to do a preliminary walk-through today
- d. Main internet server port issues seem to be trending up. C.B. has asked the Del Rio IT personnel to visit with the personal in the Uvalde IT department about repair/replacement needs
- e. Two individuals tested positive for COVID
- f. Sul Ross moved some science items out of Building M (area they will be vacating)

CABINET MEETING OF
SOUTHWEST TEXAS COLLEGE

April 9, 2025

The Cabinet members of Southwest Texas College met April 9, 2025 in the President's Office

Cabinet members present were:

Dr. Hector Gonzales, President
Dr. Mark Underwood, Vice President Academic Affairs
Lisa Ermis, Vice President of Finance
Brenda Hoffman, 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:

Cruz Mata, Vice President of Student Services

Also present were:

Charles Garabedian, Dean of Instructional Services and School District Partnerships
April Ruhmann, Dean of Liberal Arts
Armando Mondragon, Dean of Applied Sciences
Bonny Herndon, Faculty Association

1. President

- a. SWTX Board of Trustees' Board meeting agenda
- b. TAMIU Campus
 - i. Extended an invitation to visit the campus – B.H. will coordinate the visit
- c. Campus Carry policies – Dr. Bailey's report

2. Vice President of Academic Affairs

- a. Catalog Updates
 - i. Non-degree-seeking student language in section on TSIA requirements
- b. Learning/ Beginning process to notify Coordinating Board of our intent to offer Bachelor's degrees
 - i. The College must submit a plan – target date – Fall of 2027
- c. Revise Student Housing Contract to account for 8-week semesters
 - i. Students' leaving after 1st term or coming in only for 2nd term
 - ii. Also, emphasize leash rules
- d. LEA testing arrangements for January
- e. Adding EDUC 1300 to Optional Area of General Education Core
 - i. General Education Committee will make recommendation to Curriculum
- f. AEL supplemental funding for meeting their objectives
 - i. It doesn't look like the money is coming this year
 - ii. A recommendation will be made and discussed with the Business Office
- g. NC3-CTE Signing is tomorrow
- h. Discussed equipment needs/repairs for the Tate Auditorium
- i. A. R. attended Pathways conference last week
 - i. Learned about Centers for Teaching and Learning and Regular and Substantive Interaction
 1. Consistent, meaningful interaction between online instructors and students)
 - ii. Discussion of Universal Program Outcomes
- j. Discussion of INRW 0301 and MATH 0309 possibly being moved to AEL

- k. A.M. attended TACTE conference
 - i. GIPWE has been changed to Career and Technical Education Guidelines
 - 1. No longer have to renew special topics courses every two years
 - l. Some of our faculty will attend state level meetings around course outcomes for various technical programs
 - m. Other
 - i. Virtual Reality equipment for law enforcement academy will be here on April 23rd with training on April 24th
 - ii. Nursing pinning ceremony is on May 10th
 - n. School District Partnerships
 - i. C.G. will be meeting with Hondo ISD tomorrow about PCT
 - ii. C.G. met with Heritage Academy yesterday regarding future/possible technical offerings
 - iii. There are new superintendents in Comstock, Pearsall, and Utopia
 - o. Professional Development
 - i. PACE Days plan/schedule just about ready
 - 1. 2 days of in-person on Uvalde campus
 - 2. Outstanding staff nominations ongoing
 - 3. NISOD faculty awards were already announced
 - p. Dual Credit Programs
 - i. Various meetings with school districts
 - ii. CTE Signing Day planning
 - iii. Working to get language in MOUs about new TSIA/non-degree seeking status for up to 15 sch
 - q. Other
 - i. Program review for CJ going to Curriculum Committee
 - ii. Still subbing for Uvalde Early College High School History class
 - iii. Summative evaluations of adjunct faculty ongoing
 - iv. April 14th – Interview for part-time instructor for Dual Credit Cyber Security
3. Vice President of Student Services – Attending a conference
4. Vice President of Finance – Discussion getting the 2026 Budget balanced y reducing operating budgets across all departments
5. Vice President of Eagle Pass
- a. Community College Awareness Month
 - i. 5K Run and Walk was a huge success
 - ii. B.H. attended a scholarship pageant – awarded 2 scholarships
 - iii. Additional activities are planned for the whole month
 - iv. Eagle Pass High School counselor has requested classroom presentations
 - b. Activities and Events
 - i. Easter Egg Hunt on April 16th – adding prizes to the eggs such as extra 30 minutes for lunch, parking space for a month, etc.
 - c. Eagle Pass High School senior registration on April 29th and CC Winn on April 30th
 - d. South Texas Food Bank application is pending Board approval
 - e. New Student Orientation for rising seniors on April 19th
6. Vice President of Administrative Services – *Concentrate all your thoughts upon the work at hand. The sun's rays do not burn until brought to a focus.* Alexander Graham Bell
- a. Re-Open report
 - i. COVID cases are low

- b. Tech Expansions RFPs – Extended deadline with goal to take to the Board in May
- c. Bonds Projects
 - i. HVAC Gym – engineers assessed last week
 - ii. Garner Science – engineers assessed last week
 - iii. Vehicle purchases going to the Board in May
- d. Annex update
 - i. IT is finishing this week and furniture moved tomorrow
 - ii. Fire alarm has been a long process and has delayed the certificate of occupancy
- e. Dugas Law Firm – the hearing was moved to July
- f. Graduation update
 - i. Emergency Aid group will be selling water
 - ii. Event Center will house photo-ops and reception
- g. Rodeo Wharton College
 - i. Women’s Team is currently in 3rd place and could go to CNFR as a whole team
 - ii. 4 male athletes have a chance to go to CNFR
- h. Other
 - i. Possible FFA competition on campus going to their Board
 - ii. E. N. has announced his retirement
- i. Gala

7. Vice President of Del Rio

- a. Burgers with the President
 - i. Served 339 burgers to students, 189 students completed the QR
- b. NSO for Del Rio High School students, April 8th at 5:00 pm
- c. Del Rio High School Senior Registration, April 10th at 5:00 pm
- d. SFDRICISD Education Foundation Banquet, April 11th
- e. FAN Gala – 41 tables; 330 people; \$58,000+
- f. PTK Induction – April 25th – Dr. Masterson to be presented with a 30 years of service PTK pin
- g. May 31st, VVMRC using back parking lot for Kids Bike Safety Event
- h. Other
 - i. Change of Course sections
 - ii. Frontera Room – group has been banned
 - iii. Military want to use computer lab for monthly testing for recruits
 - iv. Looking at locations for December graduation
 - v. Administrative Professionals Day is April 23rd
 - vi. Change in Building K floor plan

8. Chief of Staff

- a. Title 3 and Title 5 working on APRs
- b. A.R.I. found a micro-grant through NASPA that can be used as a portion of the match for the Greater Texas Foundation emergency aid grant
- c. Kate’s Cowboy Promise
 - i. 24 applications received so far
 - ii. Need to ramp up advertisement
- d. PTK Induction Ceremony – April 16th at 6:00 pm in the Ballroom
- e. Pregnant and Parenting Student report should be complete by the end of this week, ahead of the May 1st deadline

9. Faculty Association – Nothing to report

CABINET MEETING

April 16, 2025

| | AGENDA ITEM | NOTES |
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| 1. | President | |
| 2. | VP Academic Affairs | |
| 3. | VP Student Services | |
| 4. | VP Finance | |

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| 5. | VP Eagle Pass Campus | |
| 6. | <p>VP Administrative Services <i>"A boss has a title; a leader has the people."</i> Simon Sinek</p> | <p>Vehicle quotes-Board Meeting</p> <p>Bond Projects -Gym Concessions (*Farnsworth Group) -Elevators</p> <p>Gym floor renovation</p> <p>Annex -Wednesday, April 23, 2025</p> <p>Mass Notification -Combs Integration -Safety Meeting Monday past</p> <p>College Attorney -files sent</p> <p>Pool Chemical Injector system</p> <p>Area VII LDE contest -Thursday, November 20, 2025</p> <p>Rodeo-Hill College (last one this year)</p> |
| 7. | VP Del Rio Campus | |

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CABINET MEETING OF
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April 16, 2025

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Cabinet members present were:

Dr. Hector Gonzales, President
Dr. Mark Underwood, Vice President Academic Affairs
Cruz Mata, Vice President of Student Services
Lisa Ermis, Vice President of Finance
Brenda Hoffman, Vice President Eagle Pass Campus (Via ZOOM)
Derek Sandoval, VP Administrative Services
Connie Buchanan, Vice President Del Rio Campus
Dr. Randa Schell, Chief of Staff

Also present were:

Charles Garabedian, Dean of Instructional Services and School District Partnerships
April Ruhmann, Dean of Liberal Arts
Armando Mondragon, Dean of Applied Sciences
Bonny Herndon, Faculty Association

1. President – Discussed master of ceremonies for Saturday graduation ceremonies
2. Vice President of Academic Affairs
 - a. Discussed graduation ceremony logistics
 - b. Discussed several surveys that the state is asking for participation
 - c. Discussed the possibility of kinesiology activity classes and the Patient Care Technology program in Crystal City
 - d. Community College Research Center in Columbia has lost funding for about 80% of its research
 - e. AEL – Extra funding did not come through so the evening services are being cut back
 - f. Powerline Technology graduation ceremony is tomorrow the 17th at 11:00 am in the Briscoe Building Auditorium
 - g. Ad Astra implementation is picking up steam
 - h. School District Partnerships
 - i. MOUs are almost complete
 - ii. Hondo STRC lease is clearing up for renewal
 - i. Instructional Leadership
 - i. Teaching demo for cybersecurity applicant is pending final evaluation
 1. Various other adjunct/ducal credit applicants being reviewed
 - ii. Summative evaluations ongoing
 - iii. Met with Hondo ISD administration regarding PCT program
 - iv. Ongoing conversations with Comstock about Dual Credit offerings
 - v. Rocksprings is working toward ECA and some technical offerings
 - j. Discussion of non-degree seeking status
 - k. ASP certifications for the Law Enforcement Academy
 - i. Allows for better marketability for the cadets
 - ii. Several local agencies recruited last week
 - l. Dual Credit Nursing grant was submitted
 - m. Perkins Desk Review has been submitted

3. Vice President of Student Services
 - a. Library Report
 - b. Financial Aid
 - i. Several employees working on R2T4 training
 - ii. Assisting with Uvalde High School event today
 - c. Student Success Services
 - i. Team meeting on April 21st
 - ii. Working with EDUC and COLS classes
 - iii. Graduation Applications – 1224 have been processed
 - iv. Graduation Celebration coming together for day that caps and gowns are delivered
 - v. Orientation dates for remainder of Spring and Summer are available
 - vi. Campus Tours
 1. UTSA campus tour on Friday, April 25th
 2. TAMUK representative will be on campuses next week
 - vii. DSS is working on check-in appointments
 1. May is mental health awareness month
 - a. Door decoration contest April 14th – 18th
 - d. Admissions/Registrar's Office
 - i. Graduation Ceremonies discussion
 1. Carlos Lopez will be the MC on Saturday, May 17th
 2. Working to reserve the Fairplex facilities for 2026 and 2027 ceremonies
 3. December graduation is planned for Tuesday, December 9th in Del Rio
 - e. Enrollment Report
 - i. 6233 headcount totals
 1. Non-dual credit hours – 30,695
 2. Total credit hours – 51,053
 - f. Other
 - i. Looking into AI chatbot
 - ii. Award Spring training on Monday, April 21st
4. Vice President of Finance
 - a. Budget reductions were made to balance the budget
 - b. QEP logos are ready to be presented to the Cabinet
5. Vice President of Eagle Pass (ZOOM)
 - a. Events / Activities
 - i. Battle Chef College Edition was yesterday and it went very well
 - ii. Working on social media series about how SWTX has helped students and the community
 - iii. B.H. will attend the All-Texas Academic Honors ceremony at UTSA
 - iv. TAMIU visit for administration is set for June 5th in Laredo
 - v. Staff recruiting/holding orientation at CC Winn and Eagle Pass High School
6. Vice President of Administrative Services – *“A boss has a title; a leader has the people”* – Simon Sinek
 - a. Vehicle quotes – tabling this until the May Board of Trustees' meeting
 - b. Bond Projects
 - i. Adding Gym Concessions – those bids came in very high, but looking at state coop options
 1. Farnsworth Group will come and look and place a bid
 - ii. Elevators
 - iii. Gym floor renovation/restoration

- c. Annex
 - i. Waiting on certificate of occupancy – hoping to receive this next week
 - ii. A group will go to put together furniture on Wednesday, April 23, 2025
 - d. Mass Notification
 - i. Combs Integration will tie together all notification systems
 - e. Pool Chemical Injector system
 - f. SWTX Uvalde will host the Area VII FFA LDE contest on Thursday, November 20, 2025
 - g. Rodeo
 - i. The Women’s rodeo team will most likely go to CNFR
 - ii. Two from the Men’s team will go individually
 - iii. Hill College Rodeo is the last rodeo for this year
7. Vice President of Del Rio
- a. Got a quote back for Building M server - \$14,000.00
 - b. Building K work is almost complete
8. Chief of Staff
- a. PTK Induction Ceremony is tonight at 6:00 pm in the Ballroom
 - b. APRs for Title III and Title V were submitted on Monday
 - c. Kids’ College will be held June 2nd – 5th
 - d. EDUC 1300 research project
 - i. Look at sections with hard copy text vs OER text – because it is different
9. Faculty Association
- a. Thank you to Student Services for getting the graduation ceremonies schedule out early
 - b. Donated fishing trip and basket to the President’s Gala’s Silent Auction – garnered \$515

CABINET MEETING

April 23, 2025

| | AGENDA ITEM | NOTES |
|-----------|----------------------------|--------------|
| 1. | President | |
| 2. | VP Academic Affairs | |
| 3. | VP Student Services | |
| 4. | VP Finance | |

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| <p>5.</p> | <p>VP Eagle Pass Campus</p> | |
| <p>6.</p> | <p>VP Administrative Services <i>Successful people are not gifted; they just work hard then succeed on purpose.</i> Anonymous</p> | <p>In EP at Annex</p> <p>Creative Arts Contest-Thursday PM</p> <p>Rodeo at Hillsboro, Hill College</p> |
| <p>7.</p> | <p>VP Del Rio Campus</p> | <p>Building A – lifted metal on roof, reported to A Salinas</p> <p>Adm Asst Luncheon – 4/23 - 5pm</p> <p>Cybersecurity Advisory Mtg – 4/24 - 10am</p> <p>PTK induction – 4/25 - 5pm</p> <p>HS Instr. using Anatomage Room – 4/28 and 4/29 - 8am to 5pm</p> <p>Planning Graduation Celebration for May 8, 5pm-7pm, 164 Dual Credit and 143 Non-Dual Credit Graduates</p> |
| <p>8.</p> | <p>Chief of Staff</p> | |

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| 9. | Faculty Association | |

CABINET MEETING OF
SOUTHWEST TEXAS COLLEGE

April 23, 2025

The Cabinet members of Southwest Texas College met April 23, 2025 in the President's Office

Cabinet members present were:

Dr. Hector Gonzales, President
Dr. Mark Underwood, Vice President Academic Affairs
Cruz Mata, Vice President of Student Services
Brenda Hoffman, Vice President Eagle Pass Campus
Connie Buchanan, Vice President Del Rio Campus
Dr. Randa Schell, Chief of Staff

Cabinet members absent were:

Lisa Ermis, Vice President of Finance
Derek Sandoval, VP Administrative Services

Also present were:

Charles Garabedian, Dean of Instructional Services and School District Partnerships
April Ruhmann, Dean of Liberal Arts
Armando Mondragon, Dean of Applied Sciences
Bonny Herndon, Faculty Association

1. President

- a. Discussed the May Board of Trustees' meeting
 - i. Packets must go out on May 9th
 - ii. Will do a budget presentation instead of the regular reports
 - iii. Consider and act on the budget
 1. Salary increases – 2 steps for everyone
 - iv. Consider and act on expansion projects
 - v. Updates to Dual Credit policy
 - vi. Leases – Uvalde hangar
 - vii. Faculty Handbook update
- b. Plan to consolidate June and July Board meeting

2. Vice President of Academic Affairs

- a. Upcoming events
 - i. Administrative Professionals Luncheon at 11:00 am at the Oasis
 - ii. Friday is Relay for Life – SWTX Ballroom is the back up site in case it rains
- b. QEP Writing Group – Working on budget and writing narrative
- c. Pathways Conference Homework
 - i. Universal program outcomes
 - ii. Moving developmental out of credit side
- d. Program Review – HVAC – Approval on recommendations from committee
- e. Other
 - i. Sul Ross Transfer Affiliation Agreement is being reviewed
 - ii. 9 applications for title changes are being reviewed
- f. Discussed AD Astra implementation
- g. Smart Room Team is meeting to develop a plan to support nursing classes

- h. School District Partnerships
 - i. Master MOU template was approved by the Board of Trustees – adding two more districts for Technical programs – Charlotte and Comstock
 - ii. Instructors
 - 1. Working on hiring a Dual Credit cyber security adjunct instructor
 - 2. Several other Dual Credit adjunct instructors coming on board
 - iii. Fields of Study drafts are largely ready to be shared with school districts
 - iv. Meeting with Cotulla ISD administration regarding faculty credentials in anticipation of ECHS
- i. Program Reviews – Several are pending review by the Curriculum Committee
- j. Professional Development – Faculty Friday sessions for help with Professional Development data and a full day during PACE days
- k. Dual Credit Programs
 - i. Meeting with Cotulla about MOU
 - ii. Counselor Connection meetings upcoming with Pleasanton, Heritage, and Utopia
 - iii. C.G. met with superintendents in Pleasanton and Natalia
- l. Meeting with ACCE representative today to work toward getting our construction program accredited
- m. Met with Sol Systems – looking at cyber security specialty program in cyber defense
- n. Sent a list of technical and workforce programs to the City of Eagle Pass as they are interested in helping us promote our programs
- o. Virtual Reality equipment for LEA has arrived and is being installed

3. Vice President of Student Services

- a. Library Report
- b. Financial Aid Report
 - i. Celebrated Student Employment Week last week
 - ii. Reconciling SEOG
 - iii. Discussed tuition and fees for early start Law Enforcement Academy; will be ready for Financial Aid payment on August 4th
- c. Student Success Services
 - i. Holistic Advising meeting on April 28th at 3:00 p.m. – need a meeting regarding Multiple Measures GPA thresholds
 - ii. Registration is ongoing for Summer and Fall
 - 1. Uvalde High School registration – 72 students were registered for Fall
 - 2. April 29th and 30th in Eagle Pass
 - iii. Organizing a Graduation Celebration – Eagle Pass on May 1st, Del Rio on May 8th and Uvalde on May 5th
 - iv. Success Coaches are assisting with many events
 - v. Transfer Team has UTSA campus tour on April 25th
 - vi. CARE Team attended behavioral threat assessment meeting
 - vii. Tutor.com contract has been signed after meeting info security contracts
- d. Enrollment Report
 - i. Summer I – 765 head count/3897 credit hours
 - ii. Summer II – 560 head count/2686 credit hours
 - iii. Fall – 643 head count/6692 credit hours
- e. Schedule for Graduation Ceremonies has been finalized
 - i. Water will be sold on behalf of the Emergency Aid Program
 - ii. Hospitality Area will be managed by N.R. and A.R.
 - iii. Del Rio Civic Center has been reserved on December 9th for graduation ceremonies
 - iv. Reserved the Fariplex for 2026 and 2027
- f. C.M. will attend Student Ambassador Banquet tomorrow in Eagle Pass

4. Vice President of Finance – Out
5. Vice President of Eagle Pass
 - a. Announcements
 - i. Cowboy Pantry will be serviced by the South Texas Food Bank moving forward
 - ii. Staff is working to get sign-ups for senior orientation/registration
6. Vice President of Administrative Services – *Successful people are not gifted; they just work hard then succeed on purpose.* Anonymous
 - a. D.S. is in Eagle Pass at the Annex
 - b. Creative Arts Contest – Thursday evening
 - c. Rodeo at Hillsboro, Hill College
7. Vice President of Del Rio
 - a. Building A – lifted metal on roof, reported to A. Salinas
 - b. Administrative Professionals Luncheon – April 23rd at 5:00 pm
 - c. Cybersecurity Advisory meeting – April 24th at 10:00 am
 - d. PTK Induction – April 25th at 5:00 pm
 - e. High School Instructor using Anatomage Room on April 28th and 29th from 8:00 am to 5:00 pm
 - f. Planning Graduation Celebration for May 8th from 5:00 pm to 7:00 pm
 - g. 164 Dual Credit and 143 Non-Dual Credit Graduates
8. Chief of Staff
 - a. Resignation in VIDA
 - i. Working toward a contract with a local LPC and interns
9. Faculty Association
 - a. Faculty are busy with mid-terms for 8 week-2
 - b. Working on end of year reports

CABINET MEETING
April 30, 2025

| | AGENDA ITEM | NOTES |
|-----------|----------------------------|--|
| 1. | President | SWTX Board of Trustees' April Meeting Agenda |
| 2. | VP Academic Affairs | Inviting Retirees to the Deans' Breakfast |
| 3. | VP Student Services | |
| 4. | VP Finance | |

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| 5. | VP Eagle Pass Campus | |
| 6. | VP Administrative Services <i>Push yourself again and again. Don't give an inch until the final buzzer sounds.</i> Larry Bird | Tech Expansion/Paving Bids May 9 EP Annex-Permits Dept. Maintenance -Garner Hall office -Job Postings -employee letter Graduation update Dugas Law Firm-May 19-21, Ft. Worth Campus Police Day Care Rodeo |
| 7. | VP Del Rio Campus | |
| 8. | Chief of Staff | |

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| 9. | Faculty Association | |

CABINET MEETING OF
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Also present were:

Charles Garabedian, Dean of Instructional Services and School District Partnerships
April Ruhmann, Dean of Liberal Arts
Armando Mondragon, Dean of Applied Sciences
Bonny Herndon, Faculty Association

1. President

- a. Discussed the SWTX Board of Trustees' May meeting agenda
 - i. Looking at combining the June and July Board meetings – either early June or early July
 - ii. If anyone is requesting more than 2-steps for an employee, send a memo to Dr. Gonzales by May 14th
- b. Discussed FAST funding

2. Vice President of Academic Affairs

- a. SACS~COC
 - i. The new President is Steven Pruitt. He starts work in July; expecting changes to the Vice Presidents' duties, locations, etc.
 - ii. Uvalde Classical Academy approved as an off-campus instructional site
 - iii. Pending approval of AAS in Mental Health – working on a recommendation for Program Coordinator
 - iv. We should have a report from the off-site committee in the next 2 or 3 weeks and then we have 6 to 7 weeks to respond
 - v. QEP Writing Committee
 1. Logo contest yielded a winner that will work with the Marketing department to sharpen the design
- b. Marketing / Public Relations report
- c. Many events on campus and in the region
- d. Working on spreading the word on Kate's Cowboy Promise
- e. Inviting Retirees to the Deans' Breakfast – Yes
- f. TRUE Grant – Is due May 20th – If anyone would like to participate, get with A.R. or A.M.
- g. Met with Sol Systems group on Nightfall project
 - i. They have a scholarship, and they have a certain number of their workforce that must be apprentices

- h. School District partnerships
 - i. Working on Tech MOUs with various districts
 - ii. Working on adjunct summative evaluations
 - 1. Teaching demo for Eagle Pass Auto candidate and approval for Eagle Pass Cybersecurity is ready
 - iii. Ongoing discussions with Cotulla ISD and ECA faculty qualifications
 - iv. Meeting with the new interim La Pryor ISD Superintendent on Monday, May 5th
 - i. C. L. was selected as subject matter expert for THECB in CTE Course Maintenance Workshop for construction
 - j. Virtual reality equipment in LEA is installed and is awesome
 - k. Reviewing the technical programs against the 2026-2027 high demand list
 - i. We will have an opportunity to submit 5 programs to the list
 - ii. Meeting with South Texas Region consortium this afternoon
3. Vice President of Student Services
- a. Library Report
 - b. Financial Aid
 - i. 2025 – 2026 packaging is ongoing
 - ii. No federal work study for the summer
 - c. Student Success Services
 - i. In Eagle Pass for senior registration – 101 students registered yesterday
 - 1. Discussed non-degree seeking status procedure
 - ii. NSO summer dates are being added to the webpage
 - d. Special Programs
 - i. Meeting tomorrow with Tutor.com
 - ii. Rodeo student progress reports sent out on April 23rd
 - iii. Winners for Mental Health door decorating contest will be announced on May 5th
 - e. Transfer and Career Centers
 - i. Final campus tour at UTSA had 35 students attend
 - f. Admissions / Registrar Report
 - i. Enrollment Report
 - 1. Summer I – 865/4406
 - 2. Summer II – 644/3097
 - 3. Fall – 643/8296
 - ii. Commencement Planning is ongoing
 - iii. Other – C.M. attended the Student Ambassador Banquet last week – it was very nice and well attended
4. Vice President of Finance
- a. Budget is ready for the Board of Trustees' budget workshop
 - b. Cafeteria Steering Committee
 - c. Working on a list of information requests from TACC Legislative Committee
 - i. Send any unfunded mandates to L.E. by tomorrow
5. Vice President of Eagle Pass
- a. Cowboy Pantry will now be serviced through the South Texas Food Bank
 - b. Met with Colegio Mexico – looking at ways we can continue to improve the processes for partners like Colegio Mexico and Cumbres
 - c. Discussed TSIA2 scores being input into Colleague

6. Vice President of Administrative Services – *Push yourself again and again. Don't give an inch until the final buzzer sounds.* Larry Bird
- a. Tech Expansion
 - i. Paving Bids are due May 9th
 1. Meetings with architects, purchasing, RFPs, etc. ongoing
 - ii. Eagle Pass Annex – waiting on Certificate of Occupancy
 - b. Maintenance Report
 - i. 91 work orders in progress; trying to get to 50 in progress by May 12th
 - ii. Garner Hall office work ongoing
 - iii. Job Postings – grounds, custodian, assistant maintenance director and electrician
 - iv. Discussed employee letter
 - v. J. M. retirement after 30 years yesterday
 - c. Graduation update – Discussed security options for reception
 - d. Dugas Law Firm – deposition is May 19 – 21 in Fort Worth
 - e. Campus Police Report
 - i. A.G. was named the Chief of Police in Eagle Pass – working with her on any retired equipment that could be donated
 - ii. Gearing up for an additional campus police officer on both Del Rio and Eagle Pass campuses
 - iii. SFDRCISD has a mobile emergency unit that we can use if necessary
 - f. Day Care Report
 - g. Transportation Report
 - i. 3 vehicles will be purchased and delivered today
 - ii. Discussed Student Transportation Agreement
 - h. Rodeo – 7 students are going to the CNFR
7. Vice President of Del Rio
- a. IT mapped out Building M and working on HVAC unit that needs to be replaced
 - b. Meningitis clinics – 2 in July and 1 in August
8. Chief of Staff
- a. Kids' College registration today and tomorrow, 11-2 in the Flores building and online starting Monday
 - b. R.J.A. and S.A.P. in Del Rio today and Eagle Pass tomorrow to get CCSSE participants
 - i. CCSSE closes next Wednesday, May 7th – please encourage students to participate
 - ii. DESSE will have first administration in Spring 2026
 - c. Very preliminary work being done to plan a staff convocation/professional development one-day conference
 - d. 55 applications received so far for Kate's Cowboy Promise
 - i. R.F.S. will have A.F. replace priority deadline with June 1st extended deadline
 - e. VIDA
 - i. Our final Farmers Mercado is Monday, May 5th
 - ii. We plan on unloading pallets around 10:30 and the Mercado will be noon to 2 pm
 - f. IT needs in new hangar? R.F.S. will ask M.R. to reach out to A. M.
9. Faculty Association
- a. Everyone is busy closing out the academic year
 - b. 8 Title promotions went out yesterday – will be recognized at the Deans' Breakfast
 - c. Friday is Faculty Association Meeting – New officers will be elected