



SOUTHWEST
TEXAS ★ COLLEGE

SWTX **CABINET** **MEETINGS**

JANUARY 2025



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CABINET MEETING

January 8, 2025

| | AGENDA ITEM | NOTES |
|-----------|----------------------------|---|
| 1. | President | SWTX Board of Trustees' January meeting agenda |
| 2. | VP Academic Affairs | HB 2504 Compliance sent to state government offices QEP Writing and/or implementation groups - recommendations for membership Possible Housing for Mission group coming to Uvalde in June Texas Public Policy Foundation reports on accreditation - September and October 2022; Wheelan's response |
| 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

January 8, 2025

The Cabinet members of Southwest Texas Junior College met January 8, 2025 in the President's Office and via Zoom

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 (via Zoom)
Dr. Randa Schell, Chief of Staff

Also, Present were:

Charles Garabedian, Dean of Instructional Services and School District Partnerships (via Zoom)
April Ruhmann, Dean of Applied Sciences and Liberal Arts
Bonny Herndon, President of the Faculty Association (via Zoom)

1. President

- a. Reviewed SWTX Board of Trustees' January meeting agenda
- b. Cowboy Promise
 - i. Disaggregate by high school graduation in May 2024 and not high school graduation
- c. Tech Expansion
 - i. Architects working on bid packages
 1. In Eagle Pass, Cosmetology is on hold
 2. Will begin with HVAC in Eagle Pass
 3. Del Rio will have Welding and Auto Tech
 - ii. Keeping a close eye on economies of scale with additional and / or expanded Tech Programs
 - iii. Looking at issuing a revenue bond to finish out Tech Expansion and deferred maintenance issues
- d. Del Rio Hangar Lease – Plan is to add the Power Plant component to the Del Rio Aviation program
- e. Dr. Gonzales will attend a Presidents' meeting where clarification on Governor Abbott's letter
- f. Legislative Priorities
 - i. Fund the supplemental appropriations bill
 - ii. Continue support for HB8
 - iii. Focus on upskill and reskill, short Tech programs, include private universities in transfer outcome, etc.

2. Vice President of Academic Affairs

- a. HB 2504 Compliance sent to state government offices
- b. SACS~COC
 - i. QEP writing and / or implementation groups – recommendations for membership
 - ii. Enrollment Report due on January 15th – R. A. is working on this.
 - iii. Evidence list at bottom of each section p RFS will check on this
 - iv. Discussion of Partial Compliance – Must be done writing no later than January 31st
 - v. 14.2 Compliance – presentation of list of sites and programs

- vi. Texas Public Policy Foundation reports on accreditation – September and October 2022; Wheelan’s response
 - c. Marketing
 - d. Tex costumes have been received – working on Apparel Guide for Tex
 - e. Other
 - i. Possible Housing for Mission group coming to Uvalde in July
 - ii. M. M. and the Public Information group possibly moving to the Briscoe building
 - iii. AEL won two awards
 - f. Discussion of Applied Sciences positions
 - g. Law Enforcement Academy
 - i. Interim Director is Emmanuel Zamora
 - ii. Uvalde 20 week began Monday – 35 students
 - h. PCT
 - i. Eagle Pass PCT began on Monday – 12 students
 - ii. Uvalde daytime PCT began on Monday – 7 students
 - i. Division Chairs got the grant they applied for
 - j. A.R. met with Crystal City Coalition – 102 possible participants offered 4 different programs
 - k. Discussion of participation in NC3 signing day on April 10th
 - l. Dual Credit Programs – working on adds and drops and a few smaller groups
 - m. IREPO – Final APR was submitted last Friday
 - n. School District Partnerships
 - i. Regional Convening of CCMR advisors will be held at SWTX on January 28th
 - ii. Discussion of PCT in Natalia – new MOU pending
 - iii. JET grant for Cotulla needs to be signed soon
 - iv. Discussion of SFDRCISD District of Innovation
3. Vice President of Student Service
- a. Library Report
 - b. Student Success Services
 - i. Staff working the drop list
 - 1. Success coaches are calling students on the drop list to setup payment plans
 - ii. All success coaches are working until 4:00 pm on Fridays until after late registration
 - c. Financial Aid
 - i. Bookstore charges started January 6th and will be able to charge until March 26th
 - ii. Pay as you go next week
 - d. Enrollment Report
 - i. 5636 head count
 - ii. 46067 credit hours
 - iii. 26496 credit hours non-high school
 - e. December Graduation
 - i. 150 students graduated
 - ii. 116 students attended the ceremony
 - f. Other
 - i. Working on Award Spring setup again
 - ii. Submitted his recertification for SEVIS
 - iii. Submitted domain change information to THECB
4. Vice President of Finance
- a. Nothing to report

5. Vice President Eagle Pass Campus
 - a. Review and judos for graduation ceremony success
 - b. All hands-on deck for preparation for the new semester
 - c. Discussion of power outage yesterday

6. Vice President of Administrative Services
 - a. Tech Expansion – waiting to hear back from architect
 - b. Eagle Pass Annex
 - i. RG Electric possibly ran the wrong wire
 1. Once the electric is done, need to do floor sealant, fire panel inspection, and furniture move in, so January 17th probably won't happen
 - c. Maintenance Report
 - i. Housing office is scheduled to be done before move-in
 - ii. Garner Hall remodel is next
 - iii. Christmas lights will be coming down

7. Vice President Del Rio Campus (via Zoom)
 - a. Discussion of how many leave hours faculty need to report if they missed the December graduation ceremony
 - b. Maintenance Report
 - i. Repairing ramps for building that have wood rot
 - ii. Building K remodel is going well
 - iii. Working on getting Building J
 - c. VIDA interviews on Monday, January 13th

8. Chief of Staff
 - a. Discussion of domain change and Watermark logins
 - b. Discussion of Amazon lockers

9. Faculty Association
 - a. Looking forward to the Spring semester

CABINET MEETING

January 15, 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 <i>Kobe's Rules</i> <ol style="list-style-type: none">1. <i>Believe in yourself.</i>2. <i>Get better every single day.</i> | SACS Master Plan Maintenance Transportation |
| 7. | VP Del Rio Campus | |
| 8. | Chief of Staff | |

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| 9. | Faculty Association | |

CABINET MEETING OF
SOUTHWEST TEXAS COLLEGE

January 15, 2025

The Cabinet members of Southwest Texas Junior College met January 15, 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
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 Applied Sciences and Liberal Arts

1. President

- a. Overview of Convocation
- b. Board meeting tomorrow
- c. Met with Kate Mormion Foundation representative about Cowboy Promise
- d. Hangar lease draft was shared yesterday – will continue to negotiate
- e. Discussion of possible bond issue
- f. Discussion of start dates for new programs
- g. Discussion of Speaker of the House election and first President's meeting

2. Vice President of Academic Affairs

- a. iDesign – Discussed slowing down development of cybersecurity program
- b. SACS~COC
- c. Discussion of a letter sent to school districts regarding TSIA qualifications
- d. Discussion of interview for Applied Sciences Division Chair position
- e. NC3 partnership event (Kubota) – Discussion of pushing it to the Fall semester – early October or after SACS
- f. Working on College Connect courses (co-req model)
- g. School District Partnerships
 - i. La Pryor Welding will begin in Fall 2025
 - ii. Natalia PCT changes are ongoing to have a full program in Fall 2025
 - iii. Discussion of Cotulla and Carrizo Springs – JET grants
 - iv. Rocksprings possible partnership talks are ongoing
- h. Other
 - i. Discussion of Hondo site changes
 - ii. Discussion of swag for School Boards
 - iii. Discussion of meetings and activities with several school districts

3. Vice President of Student Service
 - a. Library Report
 - i. Updating Tech equipment
 - ii. Helping with SACS~COC
 - b. Financial Aid
 - i. Any outstanding balances under \$200 are being worked
 - ii. Working on Gainful Employment report
 - iii. FAFSA event yesterday was poorly attended
 - c. Student Success Services
 - i. Will be presenting tutor.com for new tutoring platform
 - ii. Working on drop list
 - d. Enrollment Report
4. Vice President of Finance
 - a. Milstead Endowment scholarship will be announced ASAP
 - b. Budgets are due to the Business Office by March 14, 2025
5. Vice President Eagle Pass Campus
 - a. Events
 - i. Welcome Back event on January 21st and 22nd in the morning and afternoon
 - ii. Meet the Tutors on January 23rd
 - iii. Professor from TAMU will speak on AI use at the Eagle Pass faculty meeting
 - b. Other
 - i. Discussed roof issues and working toward a solution
 - ii. Staff working the drop list and missed appointments
 - iii. Discussed science class that appears to be in person, but was previously taught via DL
6. Vice President of Administrative Services – Kobe’s Rules – 1) Believe in yourself, 2) Get better every single day
 - a. SACS~COC
 - i. Finishing up drafting and evidence linking
 - ii. Also working on long range planning/master plan
 - b. Maintenance
 - i. Hubbard Hall office renovation complete
 - ii. Eagle Pass maintenance staff is becoming more self-sufficient, but still can lean on the Uvalde staff
 - iii. Briscoe Building discussion
 - c. Transportation
 - i. Working on SWART schedule finalization
 - ii. Trip Direct is working well
 - iii. Watching the weather next week
7. Vice President Del Rio Campus
 - a. Discussion of snack bar contract
 - b. TSIA testing today
 - c. New signs are installed and look great
 - d. Success Coaches working on appointments – other staff working on drop list
 - e. NSO on Friday morning
8. Chief of Staff
 - a. Discussion of Gainful Employment report
9. Faculty Association – out – attending Convocation

CABINET MEETING

January 22, 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

January 22, 2025

The Cabinet members of Southwest Texas Junior College met January 22, 2025 Via Zoom

Cabinet members present were:

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

Cabinet member absent was:

Dr. Hector Gonzales, President

Also, Present were:

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

1. President – Attending TACC President’s meeting
2. Vice President of Academic Affairs
 - a. Will share the Substantive Change update with SOC tomorrow
 - b. SACS~COC
 - i. Completed the training for SACS~COC committee chairs yesterday
 - ii. Keep working on SACS~COC report
 1. C.B., B.H., D.S., and M.U. are going to meet this afternoon to review 13.7 and 13.8
 - c. iDesign
 - i. Templates are complete and ready for use
 - ii. Help in Faculty Hub/Student Hub if needed
 - d. EMT/Paramedic CAAHEP meeting today to prepare for the site visit this summer
 - e. Convocation seems to have been successful
 - f. The Division Chairs are working on consolidating / cancelling small classes
 - g. Dual Credit Partnerships – No notification of problems with any classes so far
 - h. Instructional Services – Coordinating the key card access for the Hondo STRC site
3. Vice President of Student Service
 - a. Library – Filed ticket with Coordinating Board for ID machine problems
 - b. Financial Aid – working with appeals
 - c. Student Success Services
 - i. Extending registration to Thursday at 6:00p.m.
 - ii. Working on Watermark SS&E
 - iii. Working on progress initiatives, Spring Tutor schedules, and Tutor meet and greets
 - iv. TAMU Campus Tour coming up

- d. Enrollment Report
 - i. 6,015 - head count
 - ii. 49,627 - credit hours
 - iii. 29,150- non-credit hours non-high school
 - e. C.M. - Projects
 - i. Working on SACS~COC report
 - ii. Helping with walk-in registration
 - iii. Meeting with Award Spring on Friday to finalize
 - iv. SOC meeting tomorrow
4. Vice President of Finance
- a. Budget number – 30,845 non-dual credit hours
 - b. SACS~COC ready for a review
5. Vice President Eagle Pass Campus
- a. Working on putting together a Student Advisory Board for Eagle Pass activities and events
 - b. Partnering with the City of Eagle Pass to provide internship/externship/practicum experiences
 - c. Official announcement will come in February
 - d. Working on setting up the Cowboys in Action club that will assist with community service type functions
 - e. B.H. is assisting with registration as needed
6. Vice President of Administrative Services
- a. Inclement Weather
 - i. Safe App notification went out successfully
 - ii. All students transport arrived here safely this morning
 - iii. A few pipes burst, but feeling good about repairs
 - b. Daycare Report
 - i. Electrical panel and breakers have blown, but a temporary fix is in
 - 1. AEP will need to come out for full repair
 - c. Campus Safety – Drilling, preparing, and debriefing in light of recent threats
 - d. Tech Expansion – Nothing from the architect this week, but D.S. will reach out to him
 - e. Brief discussion of fentanyl awareness training
7. Vice President Del Rio Campus
- a. Sprinklers went off and froze a few sidewalks, but has been mitigated
 - i. ECHS students will not be on SWTXC campus today due to delayed start time
 - 1. Received a call from ECHS requesting information about a math exemption
8. Chief of Staff
- a. Working on SACS~COC report writing
9. Faculty Association
- a. Convocation went well
 - b. Prayers appreciated for her brother, Tony Vernor

CABINET MEETING

January 29, 2025

| | AGENDA ITEM | NOTES |
|----|----------------------------|--|
| 1. | President | SWTX Board of Trustees' February meeting agenda |
| 2. | VP Academic Affairs | |
| 3. | VP Student Services | |
| 4. | VP Finance | Large print jobs s/b sent to print center Business card formats s/b uniform |

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| 5. | VP Eagle Pass Campus | |
| 6. | VP Administrative Services <i>Kobe's Rules</i> <i>-Learn from your weaknesses</i> <i>-Practice mindfulness</i> | Tech Expansion Maintenance Life Safety Rodeo Budgets |
| 7. | VP Del Rio Campus | |
| 8. | Chief of Staff | |

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CABINET MEETING OF
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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
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 Applied Sciences and Liberal Arts
Bonny Herndon, President of the Faculty Association

1. President

- a. Reviewed Board of Trustees' February meeting agenda
- b. Discussed the pause on Federal grant programs
- c. City of Del Rio approved the hanger lease last night
 - i. The plan is to move in for the Fall 2025 semester
 1. Will repurpose storage room to classroom
 2. Will need to address parking moving forward

2. Vice President of Academic Affairs

- a. WISHES survey meeting this afternoon
- b. EAB webinar about what attracts students
 - i. Ended up being geared toward universities
- c. Sul Ross reached out about articulation agreement
- d. SACS~COC Report
 - i. End date for writing narrative is this Friday
 1. Down to mainly editing and cleaning up draft language
 2. Discussed evidence cleanup
- e. Dine with Deans schedule is ready
- f. JET grant development for Nursing and Rad Tech
- g. Discussed LEA driving tests/lessons at Continental
 - i. Will move all to Eagle Pass facility
- h. Discussed Powerline Tech program in light of instructor's injury
- i. School Districts Partnerships
 - i. There are several dual credit bills slated this legislative session
 - ii. Several JET grant applications are being pursued by school districts
 - iii. Rocksprings discussions for ECA are moving forward
 - iv. Southwest Regional Convening hosted in the Ballroom on Monday was successful

- j. Dual Credit Programs
 - i. Start work today on the Technical MOUs
 - ii. Working on FAST data report with SIR
 - iii. Hondo STRC site
 - 1. One DCP staff member will office there once per week
 - 2. Figured out access cards for faculty and students
 - iv. There has been contact made about welding in the evening in Crystal City
3. Vice President of Student Service
- a. Library Report
 - b. Financial Aid Report
 - i. February is Financial Aid Awareness month
 - ii. Staff will conduct a FAFSA event in Brackettville on Friday
 - iii. Will attend a TASFA regional training on February 26th
 - c. Student Success Services Report
 - i. Welcome email will go out next week
 - ii. Presentations in EDUC and COLS classes scheduled/upcoming
 - 1. Students will be required to make appointments with Success Coaches for their EDUC and COLS classes
 - iii. Success Coaches are conducting mock interviewing for the Rad Tech program
 - 1. This is a pilot that will be scaled up if successful
 - iv. TEXAAN Conference on February 28th in Houston
 - v. Working on NSO dates for the late Spring and Summer
 - vi. Transfer and Career Centers
 - 1. TAMIU campus tour on February 1st – 48 students signed up
 - 2. TAMUCC campus tour on February 28th
 - vii. DSS accommodation letters going out
 - viii. Cowboy Kick-Off tomorrow, January 30th
 - ix. Wellness Activity on February 12th
 - d. Admission and Registrar
 - i. Enrollment Report
 - 1. Headcount – 6,127
 - 2. Total Credit Hours – 50,660
 - 3. Non-Dual Credit Hours – 30,053
 - ii. Discussed/reviewed Academic Calendars through Fall 2028
 - iii. Commencement Ceremony
 - 1. Proposing to add 2 additional ceremonies
 - 2. Will put in email and send to Cabinet
 - e. Other
 - i. Nearing completion on Award Spring implementation – Ready for testing in mid-February
 - ii. C.M. assisted students with registration
 - iii. Working on SACS~COC report
4. Vice President of Finance
- a. Discussed large print jobs – should be sent to the Print Center not done on departmental printers
 - i. Business card formats must be uniform and come from the Print Center
 - b. Discussed access to student accounts being extended for the purpose of printing 1098Ts
 - c. Discussed parking in the Flores Building parking lot

5. Vice President Eagle Pass Campus
 - a. Updates
 - i. Staff will be visiting the Welding and Auto Dual Credit classes next Tuesday
 - ii. City of Eagle Pass Internship Program
 1. Met yesterday to discuss dates for official announcement
 2. Partnership between SOG club and Transfer & Career Center
 3. B.H. will continue to pursue possible partnership on the Auto Tech program with the City of Eagle Pass
 - iii. Invited to the Kickapoo college and career fair in March – hoping that we can get many spots so Tech Programs can attend/recruit
 - b. Events
 - i. TAMU transfer trip on February 1st
 - ii. Welcome Back next week
 - iii. FAFSA event has 100 students signed up
 - iv. Parent Advisory Night will be on February 5th
 - v. Community Loteria next week
 - vi. Getting ready for Dine with the Deans
 - c. Other
 - i. Universidad Tecnologica del Norte Coahuila reached out
 - ii. Humanities Club will be reaching out about funding for Washington DC trip

6. Vice President of Administrative Services – Kobe’s Rules – Learn from your weaknesses, practice mindfulness
 - a. Tech Expansion – met with architect on the Del Rio expansion yesterday
 - b. Maintenance
 - i. Eagle Pass water heater is being moved out of the IT closet
 1. Roof is leaking again in same closet
 - ii. Continuing to remove Christmas lights
 - iii. Dorm meeting on Friday
 - c. Life Safety
 - i. Building K in Del Rio remodel is ongoing
 - ii. Drills will be conducted in an ongoing fashion
 - d. Transportation
 - i. Looking at reorganization in light of upcoming retirements
 1. Need a work study to help the Transportation department
 - e. Rodeo
 - i. Texas A & M Commerce Rodeo this week
 - ii. Have a few hopefuls for CNFR
 - f. Budgets are coming in before the deadline

7. Vice President Del Rio Campus
 - a. Welcome Back tomorrow at the front covered walkway
 - b. Working on personnel issues within custodial staff
 - c. Freshman High School has reached out about having SWTX staff come in February

8. Chief of Staff
 - a. Community College Day at the Capitol
 - i. About 30 attendees
 - ii. Meetings have been scheduled with all but Zaffarini and Morales
 - iii. Hotel rooms at Hampton Inn for the Eagle Pass and Del Rio individuals

- iv. Leaving at approximately 5:00 a.m.
 - 1. Planning to be back on the bus at approximately 2:00 p.m.
 - 2. Will stop to eat somewhere outside of Austin
- v. Strategic Objective Targets will be ready to bring to the Cabinet next week
- vi. Gainful Employment report deadline was extended into February
- vii. IPEDS reports will be submitted before the February 5th deadline
 - 1. March IPEDS reports are already being worked on
- viii. Drop List
 - 1. For the first time ever (that Dr. Schell knows of), there were 0 people on the drop list on Friday
 - a. This is a huge accomplishment by the Drop List Team

9. Faculty Association

- a. Discussion of Faculty Development grants