



**SOUTHWEST**  
TEXAS ★ COLLEGE

# **SWTX** **CABINET** **MEETINGS**

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MARCH 2025



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**CABINET MEETING**

**March 5, 2025**

	<b>AGENDA ITEM</b>	<b>NOTES</b>
1.	<b>President</b>	SWTX Board of Trustees' March meeting agenda
2.	<b>VP Academic Affairs</b>	
3.	<b>VP Student Services</b>	
4.	<b>VP Finance</b>	

<b>5.</b>	<b>VP Eagle Pass Campus</b>	
<b>6.</b>	<b>VP Administrative Services</b>	
<b>7.</b>	<b>VP Del Rio Campus</b>	
<b>8.</b>	<b>Chief of Staff</b>	

9.	<b>Faculty Association</b>	

CABINET MEETING OF  
SOUTHWEST TEXAS COLLEGE

March 5, 2025

The Cabinet members of Southwest Texas College met March 5, 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  
Derek Sandoval, VP Administrative Services  
Connie Buchanan, Vice President Del Rio Campus  
Dr. Randa Schell, Chief of Staff

Cabinet member absent was:

Brenda Hoffman, Vice President Eagle Pass Campus

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, President of the Faculty Association

1. President

- a. Discussed SWTX Board of Trustees' meeting agenda
  - i. Add an item to consider and act on bond projects
    1. HVAC, parking, elevators
  - ii. Add item to update Strategic Objectives 2.2 and 2.3

2. Vice President of Academic Affairs

- a. SACS~COC Report
  - i. Think about what we learned and about what can be improved
  - ii. Create a new P & SS for the 5<sup>th</sup> year report so we can start gathering evidence
- b. CDL instructor interviews were held yesterday with and will have one more interview still to be held
- c. School districts are starting to ask about non-degree seeking status up to 15 sch
  - i. Non-dual credit students can take up to 30 sch as non-degree seeking before they can be made to test
  - ii. Need to continue discussion and iron out details on how non-degree seeking, FOSC, and College Connect fit together
- d. Discussed smartboard connectivity issues
- e. Division Chairs and Success Coaches met yesterday
- f. Met with people about culinary/hospitality program
- g. Looking at possibilities for Trauma Informed Care training for faculty and staff
- h. Start looking at the Faculty Handbook and send changes to A.R.
  - i. R.F.S. will look at creating a Faculty Handbook repository in P & SS
- i. Instructional Leadership
  - i. Met with UCISD to resolve an issue
  - ii. Teaching demo for adjunct in CC area
- j. Professional Development – Conducting adjunct classroom observations
- k. Dual Credit Programs – Met with several school districts last week

- I. Other
    - i. Met with CCC representatives last week about PCT adult age night program
    - ii. Nearing completion of cyber security internships with several entities in the service area
    - iii. Met with Hondo and Utopia superintendents
  - m. Dual Credit Fall schedule requests are coming in and Division Chairs are working on them
    - i. Division Chairs had a training on calculating contact time
  - n. 20 Departments supported the Eagle Pass Career Expo
  - o. Working on Del Rio Hangar lease and getting utilities converted to our name
  - p. Dual Credit nursing grant work is ongoing
    - i. Will allow for test prep and licensure exam fees for PCT Program will be paid for by the grant
3. Vice President of Student Service
- a. Library Report – Last week they hosted a distinguished speaker
  - b. Financial Aid – Working on ISIRs
  - c. Student Success Services
    - i. Tutoring is ongoing and going well
    - ii. TAMIU is in Eagle Pass today
    - iii. Campus Tour to Texas State next week – 38 students
    - iv. Success Coaches meeting last week went very well
      - 1. Discussed color coded degree plans
  - d. Other/Meetings
    - i. Hosted Knippa Elementary students last week
    - ii. C.M. attended Advisory committee meeting for Child Development
    - iii. Presented about KCP to Success Coaches and other scholarships
      - 1. Proposing a new scholarship committee group
    - iv. Working with S.M. on DOD Veterans documentation
4. Vice President of Finance
- a. Payroll glitch is being corrected
  - b. Cafeteria menu is being posted
  - c. Continue working on budgets until March 14th
5. Vice President Eagle Pass Campus - Absent
6. Vice President of Administrative Services
- a. Fentanyl awareness program is getting started
    - i. Trainings begin on March 12<sup>th</sup> in Del Rio, Crystal City on March 26<sup>th</sup> and Uvalde and Eagle Pass dates are forthcoming
  - b. Tech Expansion
    - i. Eagle Pass Annex electrical issues are being addressed
    - ii. Bond project is gearing up
  - c. Rodeo Team
    - i. Women's Team won at Texas A & M
      - 1. Have won 3 of the last 5 college rodeos
    - ii. A couple of injuries on the Men's Team
  - d. D.S. will be out tomorrow
7. Vice President Del Rio Campus
- a. Career Expo was well attended
  - b. Freshman Campus Apply Texas tonight – ECHS parent/student event tomorrow night
  - c. NARCAN training on March 12th
  - d. Possible National Speleological Society coming to Del Rio in 2027

#### 8. Chief of Staff

- a. Internet outage originated west side of San Antonio – it is a major outage effecting internet and cell service coming west
- b. Kate's Cowboy Promise webpage
- c. PTK going to Houston tomorrow for Texas Regional Convention
- d. Working on posting the SACS~COC on our website
  - i. Killing links to any sensitive information
    - 1. Check Section 5 evaluations and transcripts

#### 9. Faculty Association

- a. Tech tip – sharing a file form

**CABINET MEETING**

**March 12, 2025**

	<b>AGENDA ITEM</b>	<b>NOTES</b>
1.	<b>President</b>	SWTX Board of Trustees' March meeting agenda
2.	<b>VP Academic Affairs</b>	
3.	<b>VP Student Services</b>	
4.	<b>VP Finance</b>	



<p>5.</p>	<p><b>VP Eagle Pass Campus</b></p>	
<p>6.</p>	<p><b>VP Administrative Services</b>  <i>I always say, "Hard work and dedication." That's not just a slogan; that's my lifestyle. If you want to be the best at anything, you have to be willing to outwork everyone.</i>  Floyd Mayweather</p>	<p>Bond Projects  -RFP's Board Meeting  -Advertisement  Garner Sci/Gym HVAC engineer Tues.</p> <p>Annex</p> <p>Maintenance  -Garner Hall kitchen</p> <p>Budgets</p>
<p>7.</p>	<p><b>VP Del Rio Campus</b></p>	<p>At the Regional Conf. Alpha Omega Iota, PTK, in Houston:</p> <ul style="list-style-type: none"> <li>○ Brought home 2<sup>nd</sup> place in the Membership Poster Competition</li> <li>○ SIX members received an award and pin for completing Edge</li> <li>○ Earned the Texas PTK Regional Milestone Award</li> <li>○ Earned the Texas PTK Distinguished Officer Team Award</li> </ul> <p>Narcan Training today at 1pm</p> <p>Resource Fair yesterday</p> <p>Aviation Advisory Mtg, March 11</p>

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

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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. Discussed SWTX Board of Trustees' March meeting agenda

2. Vice President of Academic Affairs

- a. SACS~COC Report
  - i. Off-site review is April 22<sup>nd</sup> – 25<sup>th</sup>
  - ii. Discussed substantive change for Uvalde Classical Academy to be a site
  - iii. Public pronouncement of the QEP title will be done tomorrow at 4:30 pm
- b. Electrical Pre-Apprenticeship graduation last Tuesday was successful
- c. Faculty / Staff vs Students softball game today and Grillin' with the President is tomorrow
- d. Interview for Economics Instructor tomorrow afternoon
- e. Preparation for the NC3 Signing Day is ongoing – Vice Presidents C. B. and B. H. will work with the Technology Instructors at their campuses
- f. Drone 107 course is ready
- g. Working toward resolution of UHS instructor changes
- h. Teaching demo for potential adjunct in Crystal City yesterday went well
- i. Professional Development – Tentative work on schedule for Spring contract days
- j. Dual Credit Programs
  - i. Attending various FAFSA and College Nights
  - ii. Counselors' Workshop is scheduled for March 26<sup>th</sup>
  - iii. Worked on MOU with CCISD for the adult age PCT program
    - 1. Monday – Friday, 5:00 pm – 9:00 pm starting in the 2<sup>nd</sup>-8week
- k. Various other superintendent/principal meetings
- l. Advisory Committee meeting for the Aviation program yesterday
  - i. Laughlin AFB is interested in offering some paid internships
- m. Dual Credit Nursing Grant – Letters of agreement coming in with deadline on Friday
- n. Division Chairs are meeting with instructors on needs lists for bond
- o. Perkins Grant
  - i. New lift for automotive program
  - ii. New electrical equipment for diesel program in Eagle Pass

3. Vice President of Student Service
  - a. Library Report
  - b. Financial Aid Report
    - i. Cowboy Breakfast tomorrow during Grillin' with the President
    - ii. Working to get all financial aid awards packaged together
  - c. Student Success Services Report
    - i. Disability Support Services staff participating in on and off campus events
    - ii. Transfer and Career Center staff conducting various campus tours
    - iii. Holistic Advising
      1. Registering for 2<sup>nd</sup> 8-weeks
      2. Emails to faculty and staff to remind students about registration
      3. Dates for Senior Registration Days are April 10<sup>th</sup>, 16<sup>th</sup>, 29<sup>th</sup> and 30<sup>th</sup>
        - a. Special orientation for high school students coming to SWTX
  - d. Admissions/Registrar
    - i. Enrollment Report
      1. 1,211 head count for 2<sup>nd</sup> 8-weeks
      2. 6,164 total head count
      3. 50,720 total credit hours
      4. 30,363 nondual credit hours
    - ii. Veterans' Affairs Review has been submitted
  - e. Other – Discussed Commencement Regalia Guidelines
4. Vice President of Finance
  - a. Budgets are due March 14<sup>th</sup>
  - b. Bookstore has hired a manager to replace C. M. who is retiring
5. Vice President Eagle Pass Campus
  - a. Submitted application to South Texas Food Bank
    - i. Cowboy Pantry staff is working with DSHS to provide a Battle Chef College Edition
  - b. Events/Activities
    - i. Yesterday had 50 ESL students touring campus
    - ii. Narcan/Fentanyl Awareness training on March 27<sup>th</sup>
    - iii. Ambassadors are putting together a Community College Awareness Month Walk
    - iv. Chamber of Commerce Banquet coming up
    - v. Met with EPISD CTE Director
    - vi. PTK attended the Texas Regional Convention
      1. Earned the Most Improved Chapter Award
6. Vice President of Administrative Services – *I always say, "Hard work and dedication." That's not just a slogan; that's my lifestyle. If you want to be the best at anything, you have to be willing to outwork everyone.* Floyd Mayweather
  - a. Bond Projects
    - i. RFPs will be considered in the March Board meeting
    - ii. RFP Advertisement is ready for review
    - iii. Garner Science / Gym HVAC engineers will be here to look next Tuesday
    - iv. Annex final punch list items are being addressed
    - v. Discussed outdoor sport courts for Eagle Pass and Del Rio
  - b. Maintenance – Garner Hall kitchen

## 7. Vice President Del Rio Campus

- a. At the Regional Conference Alpha Omega Iota, PTK in Houston
  - i. Brought home 2<sup>nd</sup> place in the Membership Poster Competition
  - ii. Six members received an award and pin for completing Edge
  - iii. Earned the Texas PTK Regional Milestone Award
  - iv. Earned the Texas PTK Distinguished Officer Team Award
- b. Events / Activities
  - i. Narcan Training today at 1 pm
  - ii. Resource Fair yesterday
  - iii. Aviation Advisory meeting, March 11th
- c. NARCAN training on March 12th
- d. Possible National Speleological Society coming to Del Rio in 2027

## 8. Chief of Staff

- a. Kate's Cowboy Promise
  - i. Webpage is up and running
  - ii. Meeting today to check-in with all subcommittees
- b. PTK Eta Beta Chapter
  - i. 5 Star Chapter Award – 51 years
  - ii. 3 members inducted in District V Hall of Honor
  - iii. Award of Merit for Honors in Action research project

## 9. Faculty Association - Absent

**CABINET MEETING**  
**March 26, 2025**

	<b>AGENDA ITEM</b>	<b>NOTES</b>
<b>1.</b>	<b>President</b>	
<b>2.</b>	<b>VP Academic Affairs</b>	
<b>3.</b>	<b>VP Student Services</b>	
<b>4.</b>	<b>VP Finance</b>	

<b>5.</b>	<b>VP Eagle Pass Campus</b>	
<b>6.</b>	<b>VP Administrative Services</b>	
<b>7.</b>	<b>VP Del Rio Campus</b>	
<b>8.</b>	<b>Chief of Staff</b>	

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

March 26, 2025

The Cabinet members of Southwest Texas College did not meet in person but submitted items via email on March 26, 2025.

Cabinet members are:

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

Deans are:

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

1. President – Nothing to report
2. Vice President of Academic Affairs
  - a. Dr. Underwood is nearly finished reserving hotel rooms and the hotel conference room for the SACS~COC Committee visit in October 2025
  - b. College Day and Wildlife EXPO – Dates are being set for both events, more information will be coming soon
  - c. Student Tours and New Student Orientation (NSO) – tours are picking up, along with (NSO)
  - d. End of Year Recruiting Events
    - i. Relay for Life Uvalde
      1. Friday, April 25, 2025, 6:00 PM at the Uvalde Honey Bowl Stadium
      - ii. Dia de Niños (Uvalde), Friday, April 25, 2025, 6:30 PM at the Uvalde County Fairplex
  - e. High School career Day Events
    - i. Uvalde Crossroads Academy Career Fair, Thursday, April 10, 2025
    - ii. Knippa 2025 career Fair – Monday, April 28, 2025
    - iii. Pearsall Career Fair – Thursday, May 1, 2025
    - iv. More high school and career fairs to come once dates have been set
  - f. Wednesday, March 26<sup>th</sup> – Distinguished author series at the library on the Uvalde campus featuring Dr. Robert Cochran at 11 am. Lunch provided
  - g. Wednesday, March 26<sup>th</sup> – Dual credit workshop; Margot Mata will be giving an overview of our QEP focus. Philip Hadley will also be distributing out college pennants to all high school representatives
  - h. Wednesday, March 26<sup>th</sup> – CC Winn High School Lunch Fair
  - i. Friday, March 28<sup>th</sup> – Kickapoo College / Career Fair
  - j. Cowboy update going out via email with other campus activities for the week
  - k. All campuses have their mascot and apparel guide; they have already featured “Tex in campus events
  - l. Gala planning and coordinating underway; event is set for April 12<sup>th</sup>

- m. AEL
    - i. MM TCALL webinar Engaging ELLS in IELCE – Monday, March 24<sup>th</sup>
    - ii. ACE Alliance monthly meeting – virtual, March 26<sup>th</sup>
    - iii. CASAS TOT – in Dallas, two people are attending – March 27<sup>th</sup>
  - n. ISD Program/Community Leadership
    - i. C.G. met with the La Pryor ISD Superintendent on Tuesday, March 25<sup>th</sup>
    - ii. C.G. met with the Carrizo Springs ISD Superintendent on Thursday, March 13<sup>th</sup>
    - iii. C.G. had a Zoom meeting with Crystal City coalition for Patient Care Technician, evening program status
    - iv. C.G. assisted the Program Coordinator with Cyber Security Cooperative Education Logistics
    - v. C.G. assisted the Dean of Applied Science with letters of support for Health Care Grant
  - o. Instructional Leadership
    - i. Coordinated replacement of Faculty Solution for the Uvalde High School Dual Credit History classes
    - ii. Completed Teaching Demonstration for Psychology Adjunct on Tuesday, March 11<sup>th</sup>
  - p. Academic Affairs and Accountability
    - i. Finishing the program review for the Criminal Justice Program
  - q. Dual Credit Department
    - i. Staff member is at STRTC on Wednesdays to improve the SWTX presence at the site
    - ii. School districts counselor – all day meeting on the Uvalde campus, Wednesday, March 26<sup>th</sup>
    - iii. C.G. completed Formative Evaluation of the Director and discussed department’s SPI progress
    - iv. Weekly meeting to develop 2025-2026 Technical MOUs with the Dual Credit Director and Division Chairs
    - v. Worked on standard MOU development and viewed related informational webinars
  - r. Professional Development
    - i. The director is completing the Summative Evaluations for (20) Adjunct Faculty
    - ii. C.G. completed formative evaluation of the Director and discussed department’s SPI progress
    - iii. The director is working on the End of Semester Panning Days for faculty
    - iv. The director is reviewing the AEL Professional Development Plan needs
  - s. Applied Sciences had over ten groups participate in Grilling with the President last week
  - t. Dual Credit Healthcare Grant Opportunity, seven districts have agreed to partner with the college
3. Vice President of Student Service
- a. Library Report
    - i. Assisted students in speech class with library assignments, including interviews and library tours
    - ii. The Painting with Salt session had no participants, will reschedule the session
    - iii. The day of Grilling with the President, the Library remained open to accommodate students taking the ATI exam (had seven students test that day). The students expressed their appreciation for the Library being opened.
    - iv. Ribbon order of for the ID machines is still pending
    - v. The scheduled Zoom session had 10 sign-ups but no participants joined
    - vi. Waiting delivery of McNaughton and Ingram book orders
    - vii. Reminded J.R. of library closures for Spring Break
    - viii. Uvalde Library staff sorted all art contest submissions into categories ranging from Pre-K to Community and finalized the sorting entries dropped off last night and this morning
    - ix. Dual Credit Workshop – B.C. will be presenting with Student Services from 10 – 12
    - x. B.C. will be going to the TLA conference in Dallas, March 31<sup>st</sup> – April 4<sup>th</sup>
    - xi. Del Rio - C. R. is at a Library conference this week, March 24<sup>th</sup> – 27<sup>th</sup>
    - xii. Eagle Pass
      - 1. Library Tour attendance – 48 students
      - 2. 1:1 Excel assistance provided

3. Event – Rock painting – 33 participants
  4. Proctored Exams – Library staff assisted six students from the Testing Center
- xiii. Crystal City
1. Grid Iron Speaker Event – 16 students attended
  2. New Student Orientation – 1 attendee
- b. Financial Aid Report
- i. State award guidelines are out
  - ii. Awarding additional TPEG grants to those eligible
  - iii. Mentorship Funding – additional \$20,854 was able to rollover for 2024-2025
  - iv. Nursing Scholarship for 2025-26 – allocated \$52,659
  - v. Cowboy Breakfast was a huge success. The Uvalde Financial Aid staff made and distributed 550 tacos
  - vi. Waiting on Ellucian to assist with TEOG rules in order to process during packaging
  - vii. Continuing to review the 2000 plus ISIRs and will be done by the end of the week, then will begin downloading on every other day download
- c. Student Success Services Report
- i. Success coaches have been busy with priority registration and wrapping up registration for the 2<sup>nd</sup> – 8 weeks, students notified by email
  - ii. Priority registration for SI, SII, and Fall – March 24<sup>th</sup> – 28<sup>th</sup>; DSS, veterans, close to graduation, TRiO, pregnant and parent students
  - iii. DSS/Mental Health – DSS Specialists are headed to El Paso, Texas for the TX-AHEAD conference March 31<sup>st</sup> – April 2<sup>nd</sup>. This year’s Spring 2025 Conference theme: Ahead in Texas – Building Bridges and Breaking Barriers
  - iv. Holistic Advising
    1. Senior Registration Day Dates
      - a. Del Rio High School – April 10, 2025
      - b. Uvalde High School – April 16, 2025
      - c. Eagle Pass High School – April 29, 2025
  - v. Setting up dates for New Student Orientation
    1. CC Winn High School – April 30<sup>th</sup>
    2. Uvalde – April 2<sup>nd</sup>
    3. Del Rio – April 8<sup>th</sup>
    4. Eagle Pass – April 24<sup>th</sup>
  - vi. Continued efforts to complete graduation applications by going to all the Technical Program classrooms
  - vii. Graduation applications in the high schools pending, this week going to Sabinal, Medina Valley and Leakey. Next Monday going to Hondo
  - viii. EDUC/COLS classroom presentations ongoing for 2<sup>nd</sup> 8 weeks
  - ix. Dual Credit workshop presentation Wednesday, March 26<sup>th</sup>
  - x. Special Programs – emailed study cycle and focused study session tips for students
  - xi. Ongoing tutor sessions
- d. Admissions/Registrar
- i. Current headcount for Spring 2025 2<sup>nd</sup> 8-week is 1,268. 1<sup>st</sup> class day was Monday, March 24<sup>th</sup>
  - ii. Priority/Success coach assisted registration for military veterans, students close to graduation, and those with disability, begins March 24<sup>th</sup> and runs through March 28<sup>th</sup> for Summer and Fall 2025.
  - iii. Early registration (Student Planning) begins on March 31<sup>st</sup> for Summer and Fall 2025
- e. Other – As of this morning the current number of Spring graduation applications received is 1.007. The deadline to submit is April 4<sup>th</sup> at 4:00 pm

4. Vice President of Finance – anyone who has not turned in budgets, please turn them in.
5. Vice President Eagle Pass Campus
  - a. Fentanyl/Narcan training – March 27, 2025 – 10:00 am – 12:00 pm and 1:00 pm – 3:00 pm
  - b. Recruitment and Outreach
    - i. Eagle Pass recruitment table – March 24, 2025
    - ii. CC Winn recruitment table – March 26, 2025
    - iii. Dia de los Ninos event at COEP Library on April 11, 2025
  - c. Student / Faculty Activities
    - i. Lasso Your Dreams 5K Run – April 5<sup>th</sup> at 7:00 am
    - ii. Easter Egg Hunt for faculty, students, and staff – April 16<sup>th</sup> at 11 am
  - d. KTT College and Career event – March 28, 2025; 3:00 – 5:00 pm (notice time change)
  - e. EPISD Early College Academy Ceremony – May 8, 2025, 10:30 am – 12:00 pm
  - f. Meeting with Colegio Mexico to discuss potential collaboration similar to Cumbres – waiting on COLMEX to confirm meeting date/time for next week
  - g. Meningitis Vaccine drives scheduled for May – August (waiting on confirmation for UMC)
6. Vice President of Administrative Services – Nothing to report
7. Vice President Del Rio Campus
  - a. Monday, two Del Rio High School students chose to fight between Buildings K, A and M
    - i. Students names turned into the High School Police and spoke to the parents
    - ii. Cameras not recording again, fourth time that we needed the footage, which was unavailable
    - iii. Mr. Sanchez stated he added camera system to next year's budget
  - b. Del Rio's Burgers with the President is scheduled for April 3<sup>rd</sup> (next Thursday)
  - c. Fire Marshal scheduled full-campus inspection on April 4<sup>th</sup>
  - d. Del Rio ECHS is wanting to share graduation information with their senior parents in required meetings. Dates given, informed times pending
8. Chief of Staff
  - a. All IPEDS – Spring Collection Reports were submitted today, a week before they were due.
    - i. Spring Collection comprises Fall Enrollment, Finance, Human Resources and Academic Libraries
    - ii. Huge thank you for all that worked very hard on this report
9. Faculty Association – Nothing reported