



**SOUTHWEST**  
TEXAS ★ COLLEGE

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

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NOVEMBER 2024



[www.swtxc.edu](http://www.swtxc.edu)

**CABINET MEETING**  
**November 6, 2024**

	<b>AGENDA ITEM</b>	<b>NOTES</b>
1.	<b>President</b>	SWTX Board of Trustees' Nov. 21 <sup>st</sup> meeting agenda
2.	<b>VP Academic Affairs</b>	Suggested evidence format for ACGM and WECM in SACS~COC report  Two SWTX (LOCAL) policies needing revision; Board of Trustees' action required  I'll be at Pathways Institute next week in Fort Worth
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>Growth can happen accidentally, but transformational growth must happen intentionally.</i>          John Maxwell</p>	<p>Re Open report</p> <p>Tech Expansion          Annex update          Advisory Mtg</p> <p>Maintenance          Campus Police          Knife Policy          EP Graduation          Christmas at the College</p> <p>Day Care          Interview/Recommendation</p> <p>Rodeo          Sam Houston-Huntsville, TX.</p>
<p>7.</p>	<p><b>VP Del Rio Campus</b></p>	<p>Authenticator Help Table set up for students</p> <p>Section 9 – Associate Degree document to be uploaded/linked</p> <p>Alpha Omega Iota PTK Induction, November 15</p> <p>YS – Orientation, not holding for registration, thoughts?</p>

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

CABINET MEETING OF  
SOUTHWEST TEXAS COLLEGE

November 6, 2024

The Cabinet members of Southwest Texas Junior College met November 6, 2024 in the President's Office

Cabinet and via Zoom, 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 out was:

Cruz Mata, Vice President of Student Services

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

1. President
  - a. Southwest Texas Board of Trustees' November 21<sup>st</sup> meeting agenda
2. Vice President of Academic Affairs
  - a. SACS~COC
    - i. Suggested evidence format for ACGM and WECM in SACS~COC report
    - ii. Make sure we refer to SWTX not SWTXC in all narrative
  - b. Discussion of two SWTX (LOCAL) policies needing revision – Board of Trustees' action is required
  - c. SACS~COC (A.R.) – make sure we are using the newest organizational chart
  - d. B.C.E. has been appointed Area Counselor for the Texas Society of Radiologic Technologists in the South Texas Border Region
  - e. There was a nice article about SWTX's partnership with the Hill Country MHDD
  - f. School District Partnerships
    - i. Carrizo Springs admins will meet with Del Rio admin regarding ECHS model, etc.
    - ii. October 24<sup>th</sup> presented to La Pryor Board of Trustees about possibility of a welding program
    - iii. Still working with TDCJ on a prison contract
    - iv. Staff attending Models meetings at various schools
  - g. Dual Credit Programs – no red flags so far regarding rosters and schedule requests for Spring 2025
3. Vice President of Student Service - Out
  - a. December Graduation Ceremony
    - i. 182 graduation applications submitted
    - ii. 154 students will attend ceremony
      1. Will need to limit to 6 tickets per graduate
  - b. Library Report

- c. Student Success Services
    - i. Many upcoming events and activities
    - ii. Pear Deck tutoring contract will expire on November 26th
      - 1. Working with other potential vendors that are TX-RAMP certified
4. Vice President of Finance
- a. Christmas at the College?
  - b. V.V. is moving to the Workforce Coordinator position
    - i. Exploring the options for filling the position vs outsourcing to a payroll processing company
  - c. Received a call regarding another endowment to be set up at \$20,000.00
  - d. We will not be moving forward with BibliU
    - i. Receive a reference call from NCTCC that made the decision
  - e. La Pryor apparently received a state training grant for nursing
5. Vice President Eagle Pass Campus
- a. Events and Activities
    - i. Staff attended a Parental Involvement meeting last week at CC Winn
    - ii. PTK Induction tomorrow – 45 inductees
    - iii. Veterans' Parade this Saturday
    - iv. Staff will attend two elementary school career days
    - v. Flu vaccine drive on November 14th
    - vi. Other – would like to start discussions about carpentry program with dual credit track
6. Vice President of Administrative Services – “Growth can happen accidentally, but transformational growth must happen intentionally.” – John Maxwell
- a. Re-open report – no concerns with supplies or cases
  - b. Tech Expansion
    - i. Annex update – Got the permits – A. S. is there today
    - ii. Advisory meetings – D. S. will present the 10K foot view of the Tech Expansion
  - c. Maintenance report – Christmas at the College
  - d. Campus Police
    - i. Knife Policy review
    - ii. Eagle Pass Graduation planning seems to be moving forward
      - 1. Green Rooms for Cabinet and Faculty/Staff will be available
  - e. Daycare – Interview – recommendation was made
  - f. Long Range Planning – Faculty survey went out, but received very few responses so far
  - g. Rodeo – Sam Houston – Huntsville, Texas
7. Vice President Del Rio Campus
- a. Authenticator Help Table set up for students
  - b. Section 9 – Associate Degree document to be uploaded / linked
  - c. Alpha Omega Iota PTK Induction on November 15<sup>th</sup>
  - d. Y.S. – Orientation, not holding for registration – thoughts?
8. Chief of Staff
- a. Strategic Plan Update – need operational goals (#s) by January 2025 Board of Trustees' meeting
  - b. Farmers' Mercado on Monday had 112 participants
  - c. Discuss Amazon lockers

## 9. Faculty Association

- a. Faculty Association meeting last Friday
  - i. Turkey Trot – November 23<sup>rd</sup>
  - ii. Scholarship applications must include transcripts, so they must be sent hard copy to Dr. D. Forbes
- b. Faculty Evaluation of Supervisors – there is a subcommittee working on a recommendation for the process
- c. C.C. created an MFA quiz to help students understand how to use it
- d. H.G. will be happy to visit with Faculty Association anytime they want a discussion

**CABINET MEETING**  
**November 20, 2024**

	<b>AGENDA ITEM</b>	<b>NOTES</b>
<b>1.</b>	<b>President</b>	Skeleton Crew – December 16 <sup>th</sup> and 17 <sup>th</sup>
<b>2.</b>	<b>VP Academic Affairs</b>	
<b>3.</b>	<b>VP Student Services</b>	
<b>4.</b>	<b>VP Finance</b>	



5.	<b>VP Eagle Pass Campus</b>	
6.	<b>VP Administrative Services</b> <i>Running up a hill is hard until you adopt to the hill. Then it's not. The hill is the same but you are different and as a result, so is your experience. Easy or hard is about you, not the hill. Don't wait for your hill to change.</i> Craig Harper	Long Range Planning -Faculty responses -Staff questionnaire  Tech Expansion II  Christmas at the College  EP Graduation
7.	<b>VP Del Rio Campus</b>	Narcan distribution – nasal spray product delivered Training/information session in January  Carrizo CISD Tour/Q&A  PTK Induction, Nov 15  2nd Flu Clinic, Nov 19  TASB Inspectors on site  Skeleton Crew at Thanksgiving??  Dec 16 & 17 – 8-4??
8.	<b>Chief of Staff</b>	

9.	<b>Faculty Association</b>	

CABINET MEETING OF  
SOUTHWEST TEXAS COLLEGE

November 20, 2024

The Cabinet members of Southwest Texas Junior College met November 20, 2024 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 (via Zoom)  
April Ruhmann, Dean of Applied Sciences and Liberal Arts  
Bonny Herndon, President of the Faculty Association

1. President

- a. Discussed Skeleton Crew for December 16<sup>th</sup> and 17<sup>th</sup> – No skeleton crew, full workdays, hours 8:00 am – 4:00 pm
- b. Downward expansion bill has been re-filled with start date of January 1, 2028

2. Vice President of Academic Affairs

- a. SACS~COC Report – RFS showed group how to link between sections
- b. Dr. Underwood discussed highlights from the Texas Pathways Conference
- c. A. Ruhmann also discussed highlights from the Texas Pathways Conference
- d. School District Partnerships
  - i. Facilitated a meeting between Carrizo Springs and Del Rio
  - ii. Met with La Pryor for continued discussion on Welding Program
- e. Dual Credit Programs
  - i. Discussed enrollment for Spring 2025
  - ii. Counselor Connection meetings ongoing
- f. SACS~COC Report – discussion of faculty evaluation frequency and coordinating faculty handbook with local policy

3. Vice President of Student Service

- a. Library Report
  - i. Uvalde ECHS will visit the Library to get IDs
  - ii. Del Rio Library staff resigned; replacement has already been located
- b. Financial Aid Report
  - i. Awarded 116 nursing scholarships out of Texas Grant funds
  - ii. Requested Spring Flex and Summer FAST funds

- c. Student Success Services
    - i. NSO on December 8th
    - ii. Student Planning labs ongoing at all sites
    - iii. CIVAS visit today at 2:30 pm
  - d. Transfer and Career Centers
    - i. Campus Tour to Angelo State today
    - ii. Resume Building session went very well
  - e. Special Programs – Tutoring, IAP management, and activities ongoing
  - f. Admissions/Registrar’s Report
    - i. Enrollment Report
      - 1. 3,685 head count
      - 2. 14,445 nondual credit hours
      - 3. 14,028 dual credit hours
  - g. Graduation – 164 students will attend the ceremony
    - i. 6 tickets per student
  - h. C. M.’s Activities
    - i. Attended Crystal City Coalition meeting
    - ii. Attended TACRAO conference – discussed Graduation Alliance – Enrollment Optimization Services
4. Vice President of Finance
- a. Discussed public information request
  - b. Discussed payroll transition
  - c. Working on the audit
5. Vice President Eagle Pass Campus
- a. Events and Activities
    - i. Met with Saltillo people regarding possible partnership with 5 private high schools
    - ii. Participating in a lot of community outreach events
    - iii. Meeting with South Texas Food Bank people – B.H. will include X.H. and C.B.
6. Vice President of Administrative Services – *“Running up a hill is hard until you adopt to the hill. Then it’s not. The hill is the same, but you are different and as a result, so is your experience. Easy or hard is about you, not the hill. Don’t wait for the hill to change”* – Craig Harper
- a. Long Range Planning
    - i. Faculty responses
    - ii. Staff questionnaire
  - b. Tech Expansion I – target date for Annex completion is December 15<sup>th</sup> with January move-in
  - c. Tech Expansion II – reviewing options to bring budget to \$4 million threshold
  - d. Christmas at the College – Planning is ongoing and going well
  - e. Eagle Pass Graduation – trying to get in the building earlier than Monday at 3:00 pm
7. Vice President Del Rio Campus
- a. Narcan distribution – nasal spray product delivered – training/information session in January
  - b. Carrizo Springs CISD Tour / Q/A
  - c. PTK Induction, November 15<sup>th</sup>
  - d. 2<sup>nd</sup> Flu Clinic, November 19<sup>th</sup>
  - e. TASB Inspectors on site
  - f. Skeleton Crew at Thanksgiving? – regular work hours
  - g. Skeleton Crew Dec. 16<sup>th</sup> & 17<sup>th</sup> – No skeleton crew, work hours will be 8:00am – 4:00pm – approved

## 8. Chief of Staff

- a. Community College Day at the Capital – February 3<sup>rd</sup>
  - i. Dr. Schell submitted the preliminary RSVP for 40 people
- b. SIR – Watermark P&SS link between sections
- c. ERP/IT
  - i. Course section codes
  - ii. Website re-skin
  - iii. Data feeds for the Watermark SS&E product are 95% complete
    - 1. Moving into training phase of implementation
- d. VIDA
  - i. Farmer’s Mercado on Monday – 132 served – December 2<sup>nd</sup> will be final Mercado for the Fall semester
  - ii. Angel Tree for dorm students and students who have received emergency aid
- e. TRIO Programs
  - i. All working on their APRs – SSS due December 6<sup>th</sup> but already done
  - ii. Upward Bound and EOC are possible due in late December or early January

## 9. Faculty Association

- a. Turkey Trot is this Saturday, November 23<sup>rd</sup>
  - i. Received more turkeys than needed