

CABINET MEETING
January 04, 2023
Via ZOOM

	AGENDA ITEM	NOTES
1.	President	
2.	VP Academic Affairs	H1B Status Simple Syllabus Update SACS~COC Substantive Change Update QEP Start-up - Spring Convocation Anyone need to go to ATD Conference – February 14-17
3.	VP Student Services	
4.	VP Finance	

5.	VP Eagle Pas Campus	
6.	VP Administrative Services <i>Just don't give up on trying to do what you really want to do. Where there is love and inspiration, I don't think you can go wrong.</i> Ella Fitzgerald	Re Open report Maintenance report Facilities report IT report Life Safety report
7.	VP Del Rio Campus	Sul Ross "Gear Up" grant/program tour of SWTJC campus – 50 students from DR school district Sentry cleared trouble code – Building A – Informed building not up to code, requested quote Interviews for Smart Classroom Aide Jan. 3. Turning in recommendation later today Picking up DR WIFI access points purchased by IREPO after meeting today
8.	Chief of Staff	
9.	Faculty Association – Attending Convocation Meetings	

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

January 4, 2023

The Cabinet members of Southwest Texas Junior College met January 4, 2023 via ZOOM

Cabinet members present were:

**Dr. Hector Gonzales, President
Dr. Mark Underwood, Vice President Academic Affairs
Margot Mata, Vice President Student Services
Lisa Ermis, Vice President of Financial Services
Derek Sandoval, VP Administrative Services
Connie Buchanan, Vice President Del Rio Campus
Dr. Randa Schell, Chief of Staff**

Cabinet member absent was:

Gilbert Bermea, Vice President Eagle Pass Campus

Also, Present were:

**Juan Guzman, Dean of Applied Sciences and Workforce Education
Dr. Cheryl Sanchez, Dean of Liberal Arts and Adult Education & Literacy
Charles Garabedian, Dean of Instructional Services and School District Partnerships**

1. President

- a. Welcome back to a new semester
- b. Tracy King and Dade Phelan are on campus today to meet with Robb families
- c. We still do not have a transformer for the modular building, however as of yesterday it was reported that one is on the way

2. Vice President of Academic Affairs

- a. H1B Status
- b. Simple Syllabus Update
 - i. Seems that JG has different access than others do
 - ii. Need to have meetings rather than using their ticket system to work out the final kinks
- c. iDesign – Dr. Underwood worked with faculty during the holiday break and will meet Monday for an update
- d. SACS~COC Substantive Change Update
- e. QEP Start Up – will conduct a session at Spring Convocation
- f. Is there anyone needing to go to the Achieving the Dream Conference February 14-17? We have 2 complimentary registrations
- g. Outreach – Most registration is complete, looks like 57% of overall enrollment as of now
- h. IREPO – WiFi upgrade is ongoing
- i. Professional Development – Convocation schedule is still being finalized, should be posted by tomorrow at the latest
- j. Instructional Leadership
 - i. Still working on a few summative evaluations
 - ii. Working through an issue with a student – formal process will begin shortly
 - iii. Met with MVISD just before Christmas
 1. No indication that they are pursuing another Dual Credit partner
 2. Requested more information about STEM Mentors

- k. Discussion of space for the Surgical Tech program in the RGC building. Mr. Guzman will go back to RGC after the Cabinet meeting today
 - l. Shout-out to SIR for getting Core Assessment results to her early
 - m. Received the waitlist – 10 pages long
 - i. Need to look at classes that can be condensed
 - 1. Dr. Sanchez will get the faculty load report and speak with the Division Chairs
 - ii. Get the list to Success Coaches to focus on those classes
 - n. Will continue to work on Simple Syllabus issues
3. Vice President of Student Service
- a. Enrollment Report
 - i. 5173/5578 (census 2022SP)
 - ii. A number of promotions were sent during the holiday break
 - 1. Extend hours next week 8 am – 7 pm, Monday – Thursday
 - 2. Working on the drop list
 - b. Financial Aid
 - i. Working FAFSA file downloads
 - ii. Financial Aid Appeals meetings coming up during January
 - iii. Sending out push cards to students who have awards, but have not registered
 - c. Testing Center
 - i. LEA tested on December 19th – 32 cadets
 - ii. TSIA seats are being filled
 - d. Student Engagement
 - i. Working on activities/event calendars
 - 1. Dorm move-in event next week
 - 2. Resource Fairs – Uvalde on February 2nd and Eagle Pass and Del Rio will follow
 - 3. Welcome and Donuts on January 17th
 - e. Academic Calendar and Final Exam schedule
 - i. Meeting tomorrow to discuss
 - 1. The need to start making decision about graduation ceremonies
 - a. Possibly a week later than usual
 - b. Look at the Honey Bowl versus Uvalde High School Auditorium
 - c. Also look at the possibility of having December and August ceremonies
 - f. Discussion about increased efforts to drive up enrollment in Del Rio (they are down 200) and Eagle Pass (they are down 500)
 - g. Discussion about Tik Tok ban
4. Vice President of Finance
- a. Working on drop list
 - b. Closing out the year and getting financials together for the Board meeting
 - c. There are 2 open positions – Staff Accountant and Office Clerk/Accounts Payable
5. Vice President Eagle Pass Campus – Absent
6. Vice President of Administrative Services – *Just don't give up on trying to do what you really want to do. Where there is love and inspiration, I don't think you can go wrong.* – Ella Fitzgerald
- a. Re-open Report
 - i. Reopening supplies to open testing sites if needed
 - ii. December – 10 cases and 5 exposures
 - iii. 5 COVID sick days still in effect

- b. **Maintenance Report**
 - i. **The budgets look good**
 - ii. **Staffing continues to be a struggle**
 - iii. **Minor repairs to the dorm rooms are ongoing and just about finished**
 - c. **Facilities Report – transformer for the modular building is on the way and need to get the status for the furniture order**
 - d. **IT Report**
 - i. **Information security reports an issue with the Live Chat software**
 - ii. **Looking to switch from HubSpot to a DIR approved software**
 - iii. **DS will give approval to take down WhippleWare**
 - iv. **WiFi upgrade should be complete by the end of January**
 - e. **Life Safety Report**
 - i. **CB and GB both attended an Incident Command training session**
 - f. **Cafeteria report**
 - i. **Staffing continues to be an issue**
 - ii. **Looking at some questions / issues with 9-month staff**
- 7. Vice President Del Rio Campus**
- a. **Sul Ross “Gear Up” grant/program tour of SWTJC campus – 50 students from Del Rio school district**
 - b. **Sentry Security cleared trouble code in Building A, we were informed that the building is not up to code; requested a quote**
 - c. **Interviews for Smart Classroom Aide – January 3rd. Will be turning in a recommendation today**
 - d. **Picking up Del Rio WIFI access points purchased by IREPO after the Cabinet meeting this morning**
 - e. **Success Coaches are extremely busy – Utilizing Library personnel and other to work enrollment promotions**
- 8. Chief of Staff**
- a. **Community College Day in Austin**
 - b. **Meadows Policy Institute grant proposal**
 - c. **Interviews for Reporting Tech next week**
- 9. Faculty Association – out**

CABINET MEETING
January 11, 2023
Via ZOOM

	AGENDA ITEM	NOTES
1.	President	SWTJC January Board Meeting Agenda
2.	VP Academic Affairs	
3.	VP Student Services	
4.	VP Finance	Discuss budgets for 2024

5.	VP Eagle Pas Campus	
6.	VP Administrative Services (Will not be at the meeting)	Dorm Move In
7.	VP Del Rio Campus	
8.	Chief of Staff	
9.	Faculty Association – Attending Convocation Meetings	

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

January 11, 2023

The Cabinet members of Southwest Texas Junior College met January 11, 2023 via ZOOM

Cabinet members present were:

**Dr. Hector Gonzales, President
Dr. Mark Underwood, Vice President Academic Affairs
Margot Mata, Vice President Student Services
Lisa Ermis, Vice President of Financial Services
Gilbert Bermea, Vice President Eagle Pass Campus
Connie Buchanan, Vice President Del Rio Campus
Dr. Randa Schell, Chief of Staff**

Cabinet member absent was:

Derek Sandoval, VP Administrative Services (Attending Dorm Move In)

Also, Present were:

**Juan Guzman, Dean of Applied Sciences and Workforce Education
Dr. Cheryl Sanchez, Dean of Liberal Arts and Adult Education & Literacy
Charles Garabedian, Dean of Instructional Services and School District Partnerships**

1. President

- a. SWTJC January Board Meeting Agenda – Discussion of agenda items**
- b. 88th Legislative Session opened yesterday**
 - i. Community College funding bill still being drafted**
 - ii. Discussion and announcements around legislative issues**
- c. Discussion of grant proposal sent to Meadows Policy Institute**

2. Vice President of Academic Affairs

- a. Have received a QEP idea from X. H.**
- b. Discussion around overload requests coming out of Del Rio**
- c. Requests from Del Mar to place a physical therapy assistant student at UMH for clinical rotation**
- d. CC is interested in getting labs setup with iDesign**
- e. There is an OER grant available from THECB**
- f. Convocation is in full swing**
- g. Focus on enrollment and faculty loads right now**
 - i. Significant watchlist**
 - ii. Can we keep some of the smaller Face to Face classes?**
 - iii. Do we increase capacity in classes on waitlist? Yes, proceed**
- h. iDesign – meeting with Cam next week on core classes and core assessment process**
- i. Division Chairs met with departments yesterday**
- j. PLT program is ongoing and going well**
 - i. Middle Rio has some funds to sponsor students**
 - ii. We can only expand with another instructor**

- k. **Outreach**
 - i. **Dual Credit enrollment is almost done with the exception of a few changes/additions**
 - ii. **Gearing up to lead the planning for the CJ competition**
 - iii. **Prison**
 - 1. **Need to get faculty training/clearance updated in Huntsville**
 - iv. **Dilley ECHS is interested in bringing students to Uvalde for a Face to Face class – good move forward**
 - l. **IREPO**
 - i. **Wi-Fi upgrades are ongoing**
 - ii. **Waiting on PO for furniture - LE will check with AT**
 - m. **Professional Development**
 - i. **Convocation is up and going – there is a plan in place to have faculty evaluate Convocation activities/sessions**
 - ii. **Faculty Fridays – will include another session on employee evaluation**
- 3. Vice President of Student Service**
- a. **Enrollment Report**
 - i. **Late registration extends to next Wednesday**
 - ii. **Slowly closing the gap in comparison to census last year**
 - 1. **5368/5578, closer in contact and credit hours**
 - 2. **Enrollment campaigns continue**
 - b. **Admissions/Registrar**
 - i. **Major discussion around better identifying students by location and major**
 - ii. **Will schedule SM for next week to speak with us about Graduation options**
 - c. **Financial Aid**
 - i. **Appeals Committee met yesterday, reviewed 40 appeals**
 - ii. **Already processing awards for next year**
 - iii. **Work-study list will be available soon**
 - d. **Student Engagement /Activities**
 - i. **Donuts and Directions on January 17th**
 - ii. **Community College Day at the Capitol on January 26th**
 - iii. **Resource Fair on February 2nd**
 - iv. **Planning Transfer Fairs**
 - v. **Planning Grillin' with the President and Conversations with the President**
 - vi. **Finalizing seminar schedules**
 - vii. **Need tutors in Del Rio**
 - e. **Other – received an appeal from one of two Dual Credit students**
- 4. Vice President of Finance**
- a. **Need to move the March Board of Trustees' meeting from Spring Break to the week after**
 - b. **Discuss budgets for 2024 – Budgets requests are due to Vice Presidents on Monday, March 6th**
- 5. Vice President Eagle Pass Campus**
- a. **Success Coaches are working enrollment campaigns – hosting welcome events next week**
 - b. **HVAC repairs were completed over the break**
- 6. Vice President of Administrative Services – Attending Dorm Move In**
- 7. Vice President Del Rio Campus**
- a. **Working with Business Office on internet fees that were added**
 - i. **Need to revisit drop procedures in Business Office**
 - b. **Meeting with a number of students who have been suspended**

8. Chief of Staff

- a. Planning for Community College Day at the Capitol**
- b. At Dr. Gonzales' request, D. Conde is working on a dashboard that will help with watchlist/enrollment/class schedule management/faculty loads**
 - i. Discussion around this dashboard and its intent/purpose**
- c. PTK Induction on March 8th**

9. Faculty Association – Attending Convocation Meetings

CABINET MEETING
January 18, 2023
Via ZOOM

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

<p>5.</p>	<p>VP Eagle Pas Campus</p>	
<p>6.</p>	<p>VP Administrative Services <i>Values not only help people to live better, they help people stay true to themselves.</i> John C. Maxwell</p>	<p>Maintenance</p> <p>Facilities</p> <p>IT -Smart Classroom</p> <p>Life Safety -key issuance door hardware</p> <p>Campus Police</p> <p>Public Information Housing</p> <p>Cafeteria</p>
<p>7.</p>	<p>VP Del Rio Campus</p>	<p>Smart Classroom work-study positions?</p> <p>Core Committee announcement</p>
<p>8.</p>	<p>Chief of Staff</p>	

9.	Faculty Association	
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**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

January 18, 2023

The Cabinet members of Southwest Texas Junior College met January 18, 2023 via ZOOM

Cabinet members present were:

**Dr. Hector Gonzales, President
Dr. Mark Underwood, Vice President Academic Affairs
Margot Mata, Vice President Student Services
Lisa Ermis, Vice President of Financial Services
Gilbert Bermea, 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:

**Juan Guzman, Dean of Applied Sciences and Workforce Education
Dr. Cheryl Sanchez, Dean of Liberal Arts and Adult Education & Literacy
Charles Garabedian, Dean of Instructional Services and School District Partnerships
Xavier Haynes, President of the Faculty Association**

1. President

- a. SWTJC Board of Trustees' meeting on Thursday
 - i. Short agenda – will discuss changing to a consent agenda****
- b. Discussion of enrollment and on-campus attendance – Need to resolve issues with ZOOM links**
- c. Dr. Gonzales will be in Austin next week
 - i. TACC meetings on Wednesday**
 - ii. Community College Day at the Capitol on Thursday****

2. Vice President of Academic Affairs

- a. MMA meeting on Monday**
- b. UCISD student appeal is ongoing**
- c. SACS~COC Enrollment Report was submitted yesterday (January 17th)**
- d. Outreach – are caught up with adds/drops and holds**
- e. IREPO – Working on a response to program officer budget inquiry**
- f. Professional Development – Convocation evaluation forthcoming by early next week**
- g. Instructional Leadership – Model meetings and program reviews are ongoing**
- h. Have received our airplane for the Aviation Program**
- i. Modular Building – Furniture is beginning to come in and be received**
- j. Auto Body Equipment/Shop
 - i. Body straightening machine and paint mixing machine are ready to go to auction**
 - ii. Keep paint booth****
- k. Eagle Pass Welding Instructor is ill, however classes are covered by the lab assistant**
- l. Eagle Pass Welding – Maintenance is laying out and starting work on covered area**
- m. Faculty interviews
 - i. Conducted EP A D N interviews and made an offer, however offer wasn't accepted**
 - ii. Carpentry interviews are scheduled for January 24th****

- n. **Website Updates**
 - i. Discussion of roster verification form/process
 - ii. Discussion of disruptive student behavior incident report
 - o. **Simple Syllabus**
 - i. Has been launched, it is not perfect but it is up and running
 - ii. If issues do accrue or questions come up redirect the students to their instructors for clarification
 - p. Will have an academic enrollment report ready next week
- 3. Vice President of Student Service**
- a. **Enrollment Report**
 - i. 5720 / 5578 – 2.5% increase
 - ii. 6.8 % increase in contact hours
 - iii. 5% increase in credit hours
 - 1. Non-Dual Credit enrollment is down from last Spring
 - b. **Marketing / Recruitment**
 - i. Looking at purchasing Constant Contact
 - ii. Announcement of mascot name this week
 - c. **Campus events / activities**
 - i. Resource Fair next week
 - ii. Looking at Dorm student activities
 - iii. Planning for Valentine’s Day dance in Uvalde
 - d. **Financial Aid**
 - i. Work Study students can start working again
 - 1. Dorm move-in event next week
 - 2. Financial Aid Appeals meeting yesterday
 - e. **Success Services**
 - i. Training for new Success Coaches – January 19th
 - ii. Professional Development meeting for all Success Coaches – January 20th
 - f. **Outreach Facilities – Issues yesterday with DL class Zoom links**
 - g. **Commencement Discussion**
 - i. S. M. proposal – return to the Honey Bowl with two evening ceremonies and forego the guest speaker to cut down on the time
 - ii. Options
 - 1. If indoors, we would need 5 ceremonies – would need a minimum of 6 ceremonies now
 - 2. Dr. Gonzales – continue with the two outdoor ceremonies this year
 - a. Look at options for hosting May, August, and December ceremonies
 - b. Past year’s graduate numbers
 - i. December 2022 – 179
 - ii. December 2021 – 261
 - iii. December 2020 – 258
 - iv. August average – approximately 120-150
- 4. Vice President of Finance**
- a. Reminder that the Business Office is understaffed by two people – please be patient
- 5. Vice President Eagle Pass Campus**
- a. Faculty member’s Dad/Adjunct Instructor passed away
 - b. Parking lots were filled up with lots of students on campus yesterday
 - i. Seems a number of students were dropped when they shouldn’t have been
 - ii. The IT department spent a lot of time resetting passwords

6. Vice President of Administrative Services – *Values not only help people to live better, they help people stay true to themselves.* – John C. Maxwell
- a. Maintenance
 - i. Getting Christmas decorations put away steadily
 - ii. Ongoing work in Modular Building
 - iii. Witt Building nearing completion
 - iv. On standby regarding Surgical Tech Program remodel work
 - b. Facilities – Recently hired two new custodial staff to begin working February 1st
 - c. IT – A TikTok notice went out yesterday – January 17th
 - d. Life Safety – Key audit/distribution ongoing
 - e. Campus Police – new officers beginning work
 - f. Public Information
 - i. President’s Gala
 - 1. The Catholic Church scheduled their gala on the same day we were planning
 - 2. Looking at new dates, possible during the summer
 - ii. Banner that stretches across the highway will be replaced
 - g. Cafeteria
 - i. Meeting with Great Western Dining tomorrow – January 19th
 - ii. Working out the kinks otherwise
7. Vice President Del Rio Campus
- a. Parking lots were busy and lots of student traffic yesterday – January 17th
 - b. Smart Classroom work-study positions?
 - i. M.M. will follow up with the Financial Aid department and get back with C.B.
 - c. General Education Core Committee announcement – confusion around core assignments
 - d. Work has started on the roof repair
8. Chief of Staff
- a. Planning for Community College Day at the Capitol
 - b. D. Conde’s work on dashboard continues
 - i. Will have something soon for the Deans and Division Chairs to test
9. Faculty Association
- a. A few questions from Convocation meetings
 - i. Faculty Load Sheets go to A.R., however Division Chairs can also request the load sheets be sent to them
 - ii. May the Safety drills be on days other than Tuesdays and Thursdays
 - b. iDesign / Canvas
 - i. Working on a resources class that will be made available to faculty
 - 1. Need a Building Manager list
 - c. Looking forward to Community College Day next week

CABINET MEETING
January 25, 2023
Via ZOOM

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

5.	VP Eagle Pas Campus	
6.	VP Administrative Services <i>"Can do, will do, consider it done!"</i> <u>Positively Outrageous Service</u>	Maintenance Facilities -keys IT -Smart Classroom -IREPO Campus Police -Push Notification Transportation -SWART Gym Housing -resident report
7.	VP Del Rio Campus	

8.	Chief of Staff	
9.	Faculty Association	

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

January 25, 2023

The Cabinet members of Southwest Texas Junior College met January 25, 2023 via ZOOM

Cabinet members present were:

**Dr. Mark Underwood, Vice President Academic Affairs
Margot Mata, Vice President Student Services
Lisa Ermis, Vice President of Financial Services
Gilbert Bermea, 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:

**Juan Guzman, Dean of Applied Sciences and Workforce Education
Dr. Cheryl Sanchez, Dean of Liberal Arts and Adult Education & Literacy
Charles Garabedian, Dean of Instructional Services and School District Partnerships
Xavier Haynes, President of the Faculty Association**

- 1. President – Attending meetings in Austin**
- 2. Vice President of Academic Affairs**
 - a. SACS~COC**
 - i. Received a retirement letter from our assigned Vice President**
 - 1. They college has been assigned a new Vice President – Dr. Cuevas**
 - 2. The new assignment begins on February 1, 2023**
 - b. Building a Talent Strong Texas – Will meet Friday to start the application**
 - c. iDesign – Pulling in more core classes for summer start**
 - d. Simple Syllabus – still having some issues**
 - e. DS reports that bids for Eagle Pass work will be reviewed ASAP for presentation to the Board of Trustees in February**
 - f. IREPO**
 - i. Funds being used for iDesign**
 - ii. Study pod furniture is being discussed – Hondo, Pearsall, Eagle Pass, Del Rio and possibly Cotulla**
 - iii. More Wi-Fi upgrades being discussed**
 - g. Professional Development – Convocation survey going out soon; videos up on the webpage**
 - h. Instructional Leadership**
 - i. List coming together for legislative packet**
 - ii. Ongoing conversations with Hondo ISD and City of Hondo for additional programs at STRTC**
 - iii. MVIDS meeting tomorrow to discuss options for new tech programs and core complete access**
 - iv. Pleasanton ISD has requested a meeting to discuss possible PCT program**

- i. **Outreach**
 - i. Processing adds and drops
 - ii. Billing and payment agreements will ramp up soon
 - iii. Criminal Justice Competition planning ongoing
 - iv. Working on getting prison clearance for those who are interested in teaching there
 - v. Dr. Underwood will check into specifics of our contract with TDCJ
 - j. **Good meeting with surgical tech consultant**
 - i. Identified facility at RGC is very good
 - ii. Consultant might even be interested in applying for the Director position
 - k. **AEP awarded a grant for \$35K for PLT – check presentation on Friday at 1:30 pm**
 - l. **Looking at a pre-apprentice electrician type program**
 - i. K.S. has been in contact with a company that has curriculum
 - ii. 198 hours on short-term Workforce side
 - m. **Meeting next week with iDesign on core assessment work**
 - n. **Test driving the watch list dashboard**
- 3. Vice President of Student Service**
- a. **Enrollment Report**
 - i. Headcount – 3.6 % increase
 - ii. Contact hours – 7.4 % increase
 - iii. Credit hours – 5.7 % increase
 - iv. Closed the gap on non-Dual Credit students, but still under last spring
 - b. **Financial Aid**
 - i. Working on 2,300 FAFSAs for next year
 - ii. Helping sponsor Valentine’s Dance on February 8th
 - c. **Success Services**
 - i. Looking at High School assignments/presence
 - ii. C. M. working with Dilley, Cotulla, Crystal City, and Carrizo Springs
 - iii. Dilley is asking for more online courses
 - iv. Ongoing retention initiatives
 - v. Wellness Wednesdays begin in February
 - d. **Testing Center – working on offering more GED testing**
 - e. **Marketing and Recruitment**
 - i. Auditing events and activities through the Marketing Committee
 - ii. Upcoming events
 - 1. Working on CJ Competition
 - 2. Mascot has been named – Tex
 - 3. PH will attend Coffee with Seniors at Uvalde High School
 - 4. Moved to Sprout Social for recruitment e-mail
 - 5. Wellness Fair – February 2nd
 - 6. Transfer and Career Day – February 14th
- 4. Vice President of Finance – 1098 Ts will be printed tomorrow – approximately 2000**
- 5. Vice President Eagle Pass Campus**
- a. **Events**
 - i. Success Coaches went to CC Winn for ApplyTexas Workshop
 - ii. Wellness fair – February 1st
 - iii. Enrollment Campaign for 8-week 2 begins January 30th

6. Vice President of Administrative Services – *“Can do, will do, consider it done!”* – Positively Outrageous Service
- a. Campus Police
 - i. Push Notification during highspeed chases and other situations/instances that aren’t direct threats
 - ii. Example – High-speed chase down 117
 - 1. Discussion resulted in reserving the right for emergencies directly affecting one of our campuses
 - b. Maintenance
 - i. Furniture is assembled and in modular building
 - ii. AS is working on electronic portal for Edward’s Aquifer Authority
 - iii. Working on Witt Building ceiling
 - c. Facilities
 - i. Keys discussion – result – start with minimal number of keys for each person and dial in exceptions/requests as needed
 - d. IT
 - i. Smart Classroom
 - ii. IREPO
 - e. Transportation – SWART – 8 from Del Rio and 3 from Eagle Pass
 - f. Gym
 - i. Moved L.A. to Cafeteria, but still covering gym
 - 1. The goal is to get front grill fixed ASAP
 - g. Housing – Resident report
 - i. 57 in Hubbard
 - ii. 21 in Garner
7. Vice President Del Rio Campus
- a. Events
 - i. J.G. tabled at Del Rio High School yesterday
 - ii. Planning to schedule regular events
 - b. Physical Plant
 - i. Everything looks good right now
 - ii. Still watching emails going back and forth on roof work
8. Chief of Staff
- a. Community College Day at the Capitol – New Quick Facts
9. Faculty Association
- a. iDesign
 - i. Texas Government class will be done next week
 - ii. C.G. asked question about the process for iDesign work
 - 1. Discussion regarding the high/medium/low need designation
 - 2. Content load and basic content are evaluated as well