

CABINET MEETING
June 2, 2021

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

5.	VP Eagle Pass Campus	
6	VP Administrative Services <i>"Success...it's what you do with what you've got"</i> LeRoy Van Dyke	
7.	VP Del Rio Campus	
8.	Chief of Staff	

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

June 2, 2021

The Cabinet members of Southwest Texas Junior College met June 2, 2021 via ZOOM

Cabinet members present were:

Dr. Hector Gonzales, President
Dr. Mark Underwood, Vice President Academic Affairs
Margot Mata, Vice President Student Services
Anne Tarski, Vice President of Finance
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

1. President

- a. TRUE Initiative was passed and signed**
 - i. Tuition for micro-credentials**
 - ii. Looks like it will be a grant application**

2. VP Academic Affairs

- a. Regional Council – Southern Region tomorrow**
- b. Meeting this afternoon on stipend recommendation**
- c. Working on 5th year report for SACS~COC – in June we will know who the committee will be to visit high schools for dual credit**
- d. Memo to all ISDs regarding the switch to Smartboard vs Polycom**
- e. Smartboard training on going – Del Rio & Eagle Pass all imagined 60% of Uvalde have been imagined – cameras have been shipped – expecting delivery soon**
- f. Webinar with Gramthan University – online RN to BSN program**
- g. Question on Pre-Nursing tract – aligned with AA General Studies**
- h. Dual Credit Adjunct faculty coming on board**
- i. Visited with St. Phillips Surgery Tech facility**
 - i. Well equipped**
 - ii. Mock up of an OR room and accrediting agency required**
 - iii. Happy to help us out to move forward**
 - iv. Need to identify classrooms and labs (2)**
 - v. Two-year implementation – realistically Fall 2023**
- j. Question on pay-scale proposal**
- k. Open Education Resource Committee**
 - i. Continued to work during pandemic**
 - ii. Resources listed on Library**
 - iii. Developed a policy statement and procedure to vet future OER courses**
 - iv. OER courses are growing in numbers**
- l. Online Committee – looking at streamlining process for faculty course submittals**
- m. Honor Lock, testing monitor system – trainings upcoming**
- n. Scheduling meetings for strategic planning, smart-room trainings, simplify the adjunct and overload pay schedule**
- o. Monitor trend of face to face for Summer I**
- p. Prison registration**
- q. Meeting with Uvalde and Comstock to get courses on board**

r. **Faculty Association – survey for faculty**

3. VP Student Services

- a. **Continue working on registration**
- b. **Setmore calendars are busy – students still coming in to get registered**
- c. **Social media campaigns are working**
- d. **Identifying more dashboards**
- e. **Working drop list, list has decreased - drop date schedule for this Friday**
- f. **Financial Aid applied TPEG to those eligible**
- g. **Visit with Dr. Munoz – tour our facilities and reorganization of student services**
- h. **Strategic Planning directors meeting to guide breakout session on development of plans.**
- i. **Sill looking for work-study students for the summer**
- j. **Enrollment numbers**
 - i. **SI – 1185 Last Year 1552**
 - ii. **SII – 761 Last Year 780**
 - iii. **FA – 822 Last Year 845**
- k. **Crystal City experienced a major flood in building**
- l. **Art exhibition in progress**
- m. **New Interim Superintendent for Crystal City ISD – Eddie Ramirez**
- n. **Process for intake on new students and the process to get them onboard**

4. VP Finance

- a. **HEERF**
 - i. **\$8.7 million available**
 - ii. **\$4.7 left after identifying projects**
 - iii. **\$7.9 available for students awards**
- b. **Board approval for ORP contributions**
- c. **Remind staff to return equipment from remote learning operations (cameras/laptops)**
- d. **Cleary report – Sul Ross**
- e. **COVID One Drive notebook is updated**

5. VP Eagle Pass Campus

- a. **Registration continuing**
- b. **Low class counts – appear to be from less transient students**
- c. **Still experiencing some roof leaks**
- d. **Sprinkler project delayed because of rain**
- e. **Working on salary sheets**
- f. **Custodians working on classrooms for social distancing**

6. VP Administrative Services

“Success...it’s what you do with what you’ve got.”
LeRoy Van Dyke

- a. **Re-open Report – no cases and no exposures to report**
- b. **Cyber training report – still pending completion**
- c. **Problem with filling positions**
- d. **Will plan on just opening the pool**
- e. **Update on deferred maintenance plan**

7. VP Del Rio Campus

- a. Custodians continue to work on sprucing up the campus

8. Chief of Staff

- a. Title 3 Grant due June 14th, looking into new programs
- b. Met with Odessa regarding student services within 8-week terms

CABINET MEETING
June 9, 2021

	AGENDA ITEM	NOTES
1.	President	SWTJC Board of Trustees' Budget Workshop Agenda SWTJC Board of Trustees' Regular Monthly Meeting Agenda
2.	VP Academic Affairs	
3.	VP Student Services	
4.	VP Finance	

5.	VP Eagle Pass Campus	
6	VP Administrative Services <i>"If an egg is broken by an outside force, life ends. If it is broken by an inside force, life begins. Great things always begin from the inside."</i> Jim Kwik	Re Open report Smart Classroom report Cyber Security training Housing Website-Graduation mode Maintenance-Engineering/Architect/Roofing/Ventilation/Housing
7.	VP Del Rio Campus	
8.	Chief of Staff	

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

June 9, 2021

The Cabinet members of Southwest Texas Junior College met June 9, 2021 via ZOOM

Cabinet members present were:

Dr. Hector Gonzales, President
Dr. Mark Underwood, Vice President Academic Affairs
Margot Mata, Vice President Student Services
Anne Tarski, Vice President of Finance
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

1. President

- a. SWTJC Board of Trustees' Budget Workshop agenda**
- b. SWTJC Board of Trustees' Regular Monthly meeting agenda**
- c. Pay Scales, Stipends, Merit pay – Evaluation instruments**
- d. TASB Policy Update # 41**

2. VP Academic Affairs

- a. Autobody**
- b. SACS-COC update**
- c. Brown Foundation sending check for Summer camp**
- d. Regional Council update**
- e. Hope Center – appointment of staff to work on initiative**
- f. TACC Legislative update – June 17th**

3. VP Student Services

- a. Enrollment numbers**
 - i. SI 1287 – Last Year 1574**
 - ii. SCH – 6149 – Last Year 7548**
 - iii. SII 894 – Last Year 899**
 - iv. FA 988 – Last Year 971**
- b. Flex entry course at Eagle Pass High School – Speech/Psychology – adjust hours to comply**
- c. Hope Center – Y. Silva will take the lead**
- d. Financial Aid Appeals Committee**
- e. HEERF awarded to students**
- f. Working on Strategic Plan initiatives deadline of July 16th for presentation to group**
- g. Update on Smartboard training**
- h. Update on Strategic Planning meeting times**
- i. Success Coaches shadowing other advisors – July 6th additional training for all Success Coaches – working on job descriptions**
- j. Site visit to Eagle Pass and Del Rio – Reorganizing office space – include RGC**
- k. Working on providing Sul Ross tutors for Writing Center, office space for SR**
- l. Navigators to be housed on our campus**

4. **VP Finance**
 - a. **Report on HEERF expenditures**
 - b. **Finalizing May financials**
 - c. **Update on departmental work on strategic planning**
 - d. **Bookstore allowed to sale prepared sandwiches**
 - e. **TACCBO**

5. **VP Eagle Pass Campus**
 - a. **15 students taking courses on campus**
 - b. **Advising is slow**
 - c. **Update on facilities**
 - d. **Building C has leaks, Temco will send contractor to repair**

6. **VP Administrative Services**

"If an egg is broken by an outside force, life ends. If it is broken by an inside force, life begins Great things always begin from the inside."
Jim Kwik

 - a. **Re-open Report – zero cases or exposures**
 - b. **Student COVID training still in process**
 - c. **Smart Classroom report**
 - d. **Cyber Security training**
 - e. **Housing**
 - f. **Website – Graduation mode**
 - g. **Maintenance – Engineering /Architect/Roofing/Ventilation/Housing**

7. **VP Del Rio Campus**
 - a. **First week of school going smooth – 8 students on campus plus 22 nursing students**
 - b. **Major city water leak in from of Building D**

8. **Chief of Staff**
 - a. **OIE Liaison with offices**
 - b. **Online data request forms**
 - c. **Cataloging data reports**
 - d. **Short videos for instruction on using reports, Estudios, etc.**
 - e. **HEERF awarded to students**
 - f. **Table tops for strategic plan**
 - g. **Finalizing Title 3 Grant proposal**

CABINET MEETING
June 16, 2021

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

5.	VP Eagle Pass Campus	
6	VP Administrative Services <i>"If an egg is broken by an outside force, life ends. If it is broken by an inside force, life begins. Great things always begin from the inside."</i> Jim Kwik	
7.	VP Del Rio Campus	
8.	Chief of Staff	

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

June 16, 2021

The Cabinet members of Southwest Texas Junior College met June 16, 2021

Cabinet members present were:

**Dr. Hector Gonzales, President
Dr. Mark Underwood, Vice President Academic Affairs
Margot Mata, Vice President Student Services
Anne Tarski, Vice President of Finance
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**

1. President

- a. Mackenzie Scott and Dan Jewitt - \$5 million unsolicited gift**
- b. Fall awards ceremony at 501 Ranch**
- c. Board meeting update**

2. VP Academic Affairs

- a. TDCJ moving courses from Briscoe to Torres Unit**
- b. Cotulla new Cotulla ISD Superintendent looking to start Early High School Academy**
- c. SACS~COC financial report due**
- d. Brown Foundation \$17.5K received for summer STEM camp**
- e. College of Design at UT curriculum design program**
- f. Pathways meeting in summer to tie up our plan**
- g. Waiting to hear from SACS~COC on number of sites for Fall visit**

3. VP Student Services

- a. Summer Enrollment Update – down 16% - about what the state is experiencing**
- b. Students are misunderstanding what 20% open is, change marketing to lead with face to face**
- c. Struggling to get students to apply for work study position**
- d. Upgrades for apply Texas – easier for students to apply**
- e. Virtual Commencement Ceremony – 6,000 views for all ceremonies, positive comments, 904 participants – continue the practice of offering Grad back drops for the future**
- f. Success Coaching by CAPS and update on Student Success Services**
- g. Framework**
- h. CAPS – success coach designation, add to our webpage**
- i. Transcript evaluators on each campus – training for the future**
- j. Campus tours begin next week**
- k. Sul Ross – Summer student-workers**

4. VP Finance

- a. New cashier started today
- b. Set up new department – Deferred Projects
- c. Birthday Day off – For all that are not on professional or faculty contracts
- d. Custodial request for air to come on earlier at the Flores Building – 4:00 am
- e. Will work with Dr. Munoz on new Sul Ross Lease

5. VP Eagle Pass Campus

- a. Storage building has been delivered to AEL campus for the Power Line Tech
- b. Waiting on bid on Small Business Development area floor replacement
- c. Writing Centers on both Del Rio and Eagle Pass relocated from Sul Ross to our Success Center

6. VP Administrative Services

"If an egg is broken by an outside force, life ends. If it is broken by an inside force, life begins Great things always begin from the inside."

Jim Kwik

- a. Rodeo Update – from Wyoming
- b. Reopen Committee – Student COVID training – on website as a tool – not a requirement, microbe chair disinfectant
- c. Smart Classroom report – will be e-mailed
- d. Cyber Security training
- e. Director of building and grounds announcement forthcoming
- f. Cafeteria extra hours for afternoon

7. VP Del Rio Campus

- a. City has repaired the major city leak
- b. Speaking to Del Rio High School about COVID vaccination
- c. Campus tour for 250 students – groups of 20 each – Early College High School

8. Chief of Staff

- a. Title 3 STEM grant application has been sent off

9. Faculty Association

- a. Sent out faculty survey – 46 responses
- b. Honor Lock – question on academic dishonesty, what happens afterward

CABINET MEETING
June 23, 2021

	AGENDA ITEM	NOTES
1.	President	Back ground checks on Part-time employees
2.	VP Academic Affairs	
3.	VP Student Services	
4.	VP Finance	

5.	VP Eagle Pass Campus	
6	VP Administrative Services <i>"The reason why we struggle with insecurity is because we compare our behind the scenes with everyone else's highlight reel."</i> Jim Kwik	Re Open Report Smart Classroom report IT Operational Policies/Language-Tarski Cafeteria report-12 mo. Personnel Housing Handgun policy revised-Tarski conf. soon Job Interviews next week-Custodial/Grounds, Gym Facilitator Admin Services-Dir. Blds/Grnds, Office Mgr.-exempt WA expenditures Swimming Pool SSII opening Dugas Law Firm- July 2 conference call 5th Yr. Report on Fridays Strategic Planning Housing-TWC students Palomino Fest-Pesado, Massore, Michael Salgado, Elida Reyna, Jaime De Anda, Motley Crew tribute band, Carnival, Sea Lions Flash show, petting zoo back-25th Anniversary of Festival-Los Palomino's.

7.	VP Del Rio Campus	
8.	Chief of Staff	

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

June 23, 2021

The Cabinet members of Southwest Texas Junior College met June 23, 2021 in the President's Office

Cabinet members present were:

**Dr. Hector Gonzales, President
Dr. Mark Underwood, Vice President Academic Affairs
Margot Mata, Vice President Student Services
Anne Tarski, Vice President of Finance
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
Xaviera Haynes, Faculty Association President**

1. President

- a. Back ground checks on Part-time employees
 - i. Each Vice President will require based on access to sensitive information****
- b. Strategic Plan
 - i. Faculty – Planning**
 - ii. Services – July 16th****
- c. Employee Onboarding - Strategic Plan/Mission**
- d. Marketing – Social Media**
- e. ATD – Data Assessment/Digital Learning**
- f. Mackenzie Scott gift**

2. VP Academic Affairs

- a. ATD – No Reflection Report**
- b. Awards Lunch – will be held at 501 on August 13th**
- c. Smart Classroom for SII – charge to HEERF**
- d. WITT Building HVAC – potential to do during Christmas Break**
- e. Carpentry at the Briscoe Unit – moved to Torres**
- f. UCISD – Early College High School – MOU requested changes. MOU Committee back on regular meetings**
- g. SACS-COC 5th Year Report is in progress, draft by the end of July**
- h. Rad-Tech 21 students, A D N 40 students, LVN 150 applications, Power Line Tech Program full, Power Line Tech in Eagle Pass under construction. AEP are providing poles and a truck**
- i. Presentation to Judge DuBose on Tech Program – 1st Time Offenders**

3. VP Student Services

- a. Enrollment Update
 - i. SII – 961 last year 1115/SCH 4,440 last year 4,874 and contact hours 83,312 last year 93,856****
- b. Vaccine Drive
 - i. Travel Vaxs – not available until mid-August**
 - ii. State Vaccine on Campus – DR – July 6,13th and 20th. EP July 7th,14th,and 21st. Uvalde July 8th, 15th and 22nd****

- c. Sul Ross – Summer Workshops
- d. Contacting students for Financial Aid – approved but not enrolled
- e. Strategic Planning going well
- f. Campus Tours resume
- g. HEEFR Awards at 1000

4. VP Finance

- a. Fundable Reports
- b. HEERF Reports
- c. Anthropology ERP – Investigation
- d. Accounts Receivable COVID balances in process
- e. Brent Thompson – Security System Audit – Colleague Contract – protect student data

5. VP Eagle Pass Campus

- a. Building A – HVAC needs to be replaced
- b. Office Traffic – slow on Monday
- c. Installation of camera in progress

6. VP Administrative Services

“The reason why we struggle with insecurity is because we compare our behind the scenes with everyone else’s highlight Reel.

Jim Kwik

- a. Re-open Report – zero cases, campus tours/campus day
- b. Smart Classroom Report – waiting on cameras
- c. IT Operational Policies/Language – Ms. Tarski
- d. Cafeteria Report – 12-month personnel
- e. Housing Handgun policy revised – need a conference with Ms. Tarski
- f. Job Interviews next week – Custodial/Grounds, Gym Facilitator
- g. Administrative Services – Director Buildings/Grounds, Office Manager – exempt
- h. WA expenditures
- i. Swimming Pool – SII opening
- j. Dugas Law Firm – July 2nd conference call
- k. 5th Year Report on Fridays
- l. Strategic Panning Housing – TWC students
- m. Palomino Fest – Pesado, Massore, Michael Salgado, Elida Reyna, Jaime De Ande, Motley Crew tribute band, Carnival, Sea Lions Flash show, petting zoo back, 25th Anniversary of Festival – Los Palonino’s
- n. Light pole banners – 75th anniversary

7. VP Del Rio Campus

- a. Del Rio Tours – 75 students a day
- b. Vacation schedule
- c. Question regarding reusing UPS from SmartBoards

8. Chief of Staff

- a. Working with Financial Aid on Zogo Tech Dashboards
- b. HEERF updates
- c. Testing Center – July 1st – Data Management and Integration

9. Faculty Association

- a. Additional training – Smart Rooms
- b. salary schedule approved

CABINET MEETING
June 30, 2021

	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>"The greatest danger for most of us is not that our aim is too high and we miss it but that it is too low and we reach it."</i> Michelangelo	Re Open report Cafeteria, Housing, Day Care, Transportation UAP's/Strategic Planning Interviews-Custodial, Grounds, Gym Supervisor Dugas Law Firm-Questions
7.	VP Del Rio Campus	
8.	Chief of Staff	

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

June 30, 2021

The Cabinet members of Southwest Texas Junior College met June 30, 2021 in the President's Office

Cabinet members present were:

**Dr. Mark Underwood, Vice President Academic Affairs
Margot Mata, Vice President Student Services
Anne Tarski, Vice President of Finance
Derek Sandoval, VP Administrative Services
Connie Buchanan, Vice President Del Rio Campus, and
Dr. Randa Schell, Chief of Staff**

Cabinet members absent were:

**Dr. Hector Gonzales, President, and
Gilbert Bermea, Vice President Eagle Pass Campus**

Also present from the Faculty Association was:

Xaviera Haynes

1. President

- a. MRGDC meeting today – No one available to go**
- b. Christmas at the Crossroads meeting on Friday, July 9th – Sending Franco from Student Activities**

2. VP Academic Affairs

- a. Meeting with SACS~COC went well**
 - i. Completing form to decide which of the sites to visit October 18-20**
 - ii. Our Chair is Trina Botler**
 - iii. Other members of the committee haven't been selected**
 - iv. Hotel arrangements have been made**
 - v. CB told DRECHS and Tech Center about the upcoming visit**
- b. NR and others are working of faculty contracts**

3. VP Student Services

- a. Enrollment Numbers – Summer II**
 - i. Headcount – 996/1115**
 - ii. Credit Hours – 4,584/4,874**
 - iii. Contact Hours – 86,032/93,856**
 - iv. Working on Drop List**
- b. HEERF 3 – Nothing in the regulations that says students can't apply more than once.**
- c. New STEM Success Coach starts tomorrow – Jenna Carey**
- d. Visited with D.C. about Testing Center staff**
- e. Library**
 - i. Chromebooks are still slow**
 - ii. Instructional Seminars and tours ongoing**
 - iii. Inventory ongoing**

- f. **Student Success**
 - i. **Working on EMTF contacts**
 - ii. **CAPS launch pushed to August 2nd**
 - iii. **Advisor training on July 6th**
 - iv. **Customer service and FERPA training during month of July**
- g. **Crystal City**
 - i. **Hosting a Meet and Greet with musicians on July 3rd**
 - ii. **Handing out a QR code to gather information on potential students**

4. **VP Finance**

- a. **Awarding COVID Relief Funds**
- b. **Stipends**
 - i. **Department Coordinators – one level rather than multiple levels**
 - ii. **Seems there is a difference especially between Nursing and HVAC**
 - iii. **M.U. will visit with J.G.**
 - iv. **Electrician?**
 - v. **Need to look at all maintenance stipends**
 - vi. **Division Chair stipend?**
 - vii. **Look at making it salary rather than stipend**
- c. **AT will be out next week on vacation**
- d. **Need to look at Organizational Chart to update**
- e. **Brent Thompson – Security System Audit – Colleague Contract – protect student data**

5. **VP Eagle Pass Campus - Out**

6. **VP Administrative Services**

"The greatest danger for most of us is not that our aim is too high and we miss it but that it is too low and we reach it."
Michelangelo

- a. **Re-open Report**
 - i. **Cafeteria will open 100% for Fall (short order and lunch line); back to normal**
 - ii. **Discussion regarding temperature checks for Fall**
 - iii. **Housing – request is up C and D and Garner at 100%**
 - iv. **Assign two beds per suite until we get all the way around, then assign more as applications come in**
 - v. **What fees? \$1,100 unless a private room is requested, then \$1,500**
 - vi. **Daycare – request is open at 75% for Fall**
 - vii. **Zero cases and Zero exposures**
 - viii. **Monitoring Face to Face enrollment**
- b. **Transportation**
 - i. **A.R. is fully transitioned to Front Desk/Reception position**
 - ii. **Investing \$20K for fuel pump with a code system**
 - iii. **J.S. – talk to L.E. about spreadsheet format for upload to Colleague**
 - iv. **Retirement reception for A.R. coming soon**
- c. **UAP's/Strategic Planning – Moving forward**
- d. **Dugas Law Firm Questions – CB is organizing all documents/needs and emails between OG and TASB**
- e. **Getting questions about Merit Pay System**
 - i. **The version going to SOC next week is an overhead view of the system**
 - ii. **Does not include specifics**
- f. **Discussion about vehicle fleet**

7. VP Del Rio Campus

- a. Working on documentation to send to the Dugas Law Firm – meeting on Friday at 9:00 am

8. Chief of Staff

- a. Met with Carol Lincoln from ATD
- b. HEERF announcements
 - i. D.O. and A.F. updated Canvas and webpages

9. Faculty Association

- a. Office hours? – Still flexible according to how many F2F classes
- b. Recruitment? – Re-organization is addressing
- c. Will retirees be invited to August 13th event? – Yes, NR is sending out a RSVP