

CABINET MEETING
March 3, 2021

	AGENDA ITEM	NOTES
1.	President	SWTJC Board of Trustees' March meeting agenda
2.	VP Academic Affairs	
3.	VP Student Services	
4.	VP Finance	Budgets are due to VP's HEERF Institutional Funds

5.	VP Eagle Pass Campus	
6	VP Administrative Services <i>"Winning is not everything, but wanting to win is."</i> Vince Lombardi	Re Open report Smart Classrooms Budgets In Alamo Public Adjusters-Greenberg? MEP-Hubbard Hall Parking Lots-Dirskan RFQ Architect Witt Bld. Deferred Maintenance Meeting-Deferred Garner Hall-plumbing fixtures, countertops, shower tile Grounds-Palm trees damaged Public Info-April Board meeting-Tate? Day Care opening Cafeteria-Safety Plans submitted
7.	VP Del Rio Campus	Feb 25 - DR ECHS Lottery Cohort 7 (class 2025) 251 Apps/Drew 125 and 100 alternates Water leaks continue to pop up. Repairing when found. Kim Shelly, TASB, sending additional inspectors: HVAC (March 8) and interior damage (March 10) (claim resulting from 4/11/20 hailstorm in DR)

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**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

March 3, 2021

The Cabinet members of Southwest Texas Junior College met March 3, 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

1. President

- a. Governor's rescind Mask Mandate
- b. SWTJC Board of Trustees' March meeting agenda
- c. Cares Budget
- d. Transfer Report
- e. Bill Filed HB 2085,2336,2491,1000
- f. OCI Tax abatement request
- g. 8-week courses – Fall 2021 – submit a plan by March 10th on how to transition to 8-week format

2. VP Academic Affairs

- a. Circle N - platform
- b. Move the end of the first 8-week term
- c. TEA – CCMR metrics and institutional growth parameters and goals
- d. Rumbling on wanting a live graduation ceremony
- e. Use of Ballroom for LEA in the Fall – plan on using classrooms

3. VP Student Services

- a. Commencement Ceremonies – June 12th – Contract with Live Tassel – explore a filter for graduation photos
- b. SWTJC/SRRGC – meet and greet staff – services staff
- c. FA-SOC meeting – SAP Policy, no change in policy just clarifying language
- d. March 12th – student communication for summer financial aid application – HEERF monies about to be awarded
- e. Marketing Strategies committee - moving forward with mascot development collecting history of mascot, why we are cowboys
- f. Finalizing Kronos submission
- g. Working on Catalog changes
- h. Call center hotline – staffing – student work-study
- i. COVID relief funds 1500 applications – 1,177 Pell eligible – approved \$1,000 award
- j. Develop additional application for WKFT, AEL, Dual Credit students on CARES awards
- k. Testing update
- l. Student activities update
- m. Update on 2nd 8-week enrollment numbers
- n. Vice Presidents' Commencement address recordings in Tate Auditorium

o. Crystal City – working on facilities

4. VP Finance

- a. Budgets are due to Vice Presidents March 1st
- b. Kronos approvals due today
- c. Still working on Del Rio Roofs, next steps
- d. HEERF Institutional Funds – reviewed proposed budget on technology improvements and go ahead to move forward

5. VP Eagle Pass Campus

- a. Plumbing repairs have been completed
- b. Still pending roof repairs in Building F – identified bats in the roof
- c. Landscape damage due to freezing and snow storm
- d. Still need more attention to the grounds around AEL facility – perhaps a sprinkler system
- e. Adjunct Music faculty not returning

6. VP Administrative Services

“Winning is not everything but wanting to win is.”

Vince Lombardi

a. Re-open Committee report:

- i. Zero positive cases and zero exposures across our campus
- ii. Following trend across the state and hospitalization
- iii. AppArmour alert to students that masking still required on campus
- iv. Cafeteria reopen plan in progress – will post plan on website
- v. Check-in stations – validity of continuing or shifting to app
- vi. Confident on April return to campus for daycare and staff – protocols place

b. Smart Classrooms – 82 location on Uvalde

c. Budgets turned into the Business Office

d. Alamo Public Adjusters – Greenberg? – TASB does not work on these types of cases, they gave us referrals for other attorneys

e. MEP – Hubbard Hall – pending report back in a couple of weeks

f. Parking Lots – Dirksen

g. RFQ Architect – Witt Building

h. Deferred Maintenance meeting – deferred

i. Garner Hall – plumbing fixtures, countertops, shower tile

j. Grounds – Palm trees damaged

k. Public Information – April Board meeting – Tate?

l. Day Care opening

m. Cafeteria – Safety Plans submitted

7. VP Del Rio Campus

a. February 25th – DR ECHS Lottery Cohort 7 (class 2025) 251 Applications, drew 125 and 100 alternates

b. Water leaks continue to pop up. Repairing when found

c. Kim Shelly, TASB, sending additional inspectors: HVAC (March 8th) and interior damage (March 10th) – [Claim resulting from April 11, 2020 hailstorm in Del Rio]

CABINET MEETING
March 10, 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>"Culture doesn't change when a coach tells a player he is wrong. It changes when players tell other players: no that's not how we do things here."</i> Jeremy Hawkins	Re Open DR Roofs Witt Building EP Tech Parking and Portable Life Safety/Security Coordinator
7.	VP Del Rio Campus	TASB HVAC inspection on Monday – TASB inspector late and uncooperative More leaks in Building J – turned off water until parts can be found Del Rio Youth Football League – use parking lot for fund raiser 4/17 – follow protocol
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**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

March 10, 2021

The Cabinet members of Southwest Texas Junior College met March 10, 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

- 1. President**
 - a. Chief of Staff - Reorganization**
 - b. Virtual Town Hall**
 - c. Board Meeting**
 - d. Summer/Fall Return to Campus**
 - e. Update on 8-week course format**

- 2. VP Academic Affairs**
 - a. Publish Return to campus and face to face plan and dates**
 - b. Color coding data reports trends**
 - c. Tech interviews for nursing positions**
 - d. COVID – potential impact on the young**
 - e. Update on Hondo Center**
 - f. Met with Del Rio school new students**
 - g. Conference on dual credit**

- 3. VP Student Services**
 - a. Marketing Committee update – mascot redesign**
 - b. Update on Financial Aid**
 - c. 8-week transition in services area**
 - d. Call Center staffed by Admin Support Staff during Spring Break**
 - e. Testing Center update**
 - f. April 22nd virtual Cook Off**
 - g. PTK awards**
 - h. Enrollment update on 2nd 8-week semester**
 - i. Update on Holistic Advising – improve communication with all advisors**
 - j. Classroom setup for summer return in Crystal City**

- 4. VP Finance**
 - a. Update on a meeting with ACCT – regarding EA from CARES**
 - b. Question on billing and invoice for Dual Credit**
 - c. Budget due to Controller on March 22nd**

- 5. VP Eagle Pass Campus**
 - a. Update on Bat abatement project**

6. VP Administrative Services

“Culture doesn’t change when a coach tells a player he wrong. It changes when players tell other players: no that’s not how we do things here”

Jeremy Hawkins

a. Re-open Committee report:

i. Working on cafeteria re-open plan

ii. Check in station in anticipation of Summer term

iii. Pure air-scrubber at every classroom and office area (purchasing 350 units

iv. April 26 return to campus, plexi-glass accommodation, Instructional plan update return to campus

b. Del Rio Roofs

c. WITT Building

d. Eagle Pass Tech Parking and Portable

e. Life Safety/Security Coordinator

7. VP Del Rio Campus

a. TASB HVAC inspection on Monday – TASB inspector late and uncooperative

b. More leaks in Building J – turned off water until parts can be found

c. Del Rio Youth Football League – use parking lot for fund raiser April 17th – follow protocol

CABINET MEETING
March 24, 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>"Life is about finding the balance between ability and inability, growing, and dying, bindings and freedoms"</i> James S. Saint	Re Open report DR Roofs Attorney? HVAC Inspections Smart Board classrooms update Deferred Maintenance Meeting report April Board meeting location? Personnel Board? Custodial Services-2 Life Safety/Security-1 Budget work finalizing Maintenance-RFQ EP AEL, Chittham Parking-Dirksken Scope of Work MEP progress report-Library, Witt, Hubbard Hall IT report Day Care enrollment
7.	VP Del Rio Campus	

8.	Chief of Staff	
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**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

March 24, 2021

The Cabinet members of Southwest Texas Junior College met March 24, 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. **HEERF Grant use update**
- b. **Technology updates**
- c. **Discussed Merit Pay**
- d. **Discussed Adjunct Pay**
- e. **Discussed faculty concerns on student impact of 8-week courses**

2. VP Academic Affairs

- a. **Travel Policy – not mandatory but open to faculty/staff wanting to attend conferences**
- b. **Approve travel to campus where normal would be to carpool to reimburse individual vehicle travel**
- c. **K12 CCMR Benchmarks**
- d. **TSTC correspondence**
- e. **ZOOM Community Training – Thursday March 25th**
- f. **Eagle Pass CARES Training for Med. Tech**
- g. **Powerline Tech program in Eagle Pass at AEL site**
- h. **Law Enforcement Academy – name change from MRG to SWTJC Law Academy**
- i. **Spring Break Vaccinations**
- j. **Carl Perkins books are being transferred to Library for distribution there**
- k. **Working on course description online**
- l. **Question on KINE activity course – RGC still require – will check if still required as part of degree requirement**
- m. **Faculty will have to maintain home campus office**
- n. **Issues with Watermark software – will review contract commitments**
- o. **Dashboard discussion for strategic plan**

3. VP Student Services

- a. **FA – SNAP benefits for students**
- b. **Developmental Education linking course application to financial aid – approved by our regional Department of Education Director**
- c. **Develop a Marketing calendar**
- d. **Social Media Guidelines**
- e. **Graduation Ceremony option**
- f. **Emails to student for graduation deadlines**

- g. Carrizo/Pearsall new counselor – graduation application and fee**
- h. Receiving call – summer registration and fall process**
- i. Registration discussion meeting – how to best advise - adjust set more appointments**

4. VP Finance

- a. Reopen the audit – new regulations all the CARES money needs to be part of the single audit**
- b. Budget numbers due to finance**
- c. Working on reopening office plans**

5. VP Eagle Pass Campus

- a. Retirement – P.K.**
- b. Fire alarm had to be replaced – system burned out**

6. VP Administrative Services

“Life is about finding the balance between ability and inability, growing, and dying, bindings and Freedoms”

James S. Saint

- a. Re-open Committee report:**
- b. Del Rio Roofs Attorney? HVAC inspections**
- c. Smart Board classrooms update**
- d. Deferred Maintenance meeting report**
- e. April Board meeting location?**
- d. Personnel Board?**
- f. Custodial Services – 2**
- g. Life Safety / Security – 1**
- h. Budget work finalizing**
- i. Maintenance – RFQ**
 - i. Eagle Pass AEL, Chittham Parking – Dirksken Scope of Work**
 - ii. MEP progress report – Library, Witt, Hubbard Hall**
- j. IT report**
- k. Day Care enrollment**

7. VP Del Rio Campus - Nothing to report

8. Chief of Staff

- a. Vaccine hotline up and running – still looking for two students**
- b. Testing Center testing in Eagle Pass and Del Rio**
- c. Grants working on participants numbers**
- d. Virtual Cook-off**
- e. Re-Open plans**

CABINET MEETING
March 31, 2021

	AGENDA ITEM	NOTES
1.	President	SWTJC Board of Trustees' April meeting agenda
2.	VP Academic Affairs	
3.	VP Student Services	
4.	VP Finance	

5.	VP Eagle Pass Campus	
6	VP Administrative Services <i>“Millions saw the apple fall, but Newton was the only one who asked why?”</i> Bernard Baruch	IT and Classroom Technology (Frankie Pannell-9:30am) Re-open report Smartboard Classrooms report
7.	VP Del Rio Campus	WC on campus marking electrical outlet needs in classes Confusion regarding “opening doors to public” date
8.	Chief of Staff	

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

March 31, 2021

The Cabinet members of Southwest Texas Junior College met March 31, 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' April meeting agenda – discussed items that needed to be added**
 - b. Budgets – remind VPs to scrutinize budget request and compare to current year expenditures**
 - c. Time Clock – should be submitted daily and not after the fact at the end of the month – review your employees times sheets daily**
- 2. VP Academic Affairs**
 - a. Group met to review course descriptions and course modality descriptions**
 - b. Designate a smart-room on each campus as a training room**
 - c. Interview for faculty openings**
 - d. Met with La Pryor about Welding program**
 - e. Summer session at Prison**
 - f. Eagle Pass in house ceremony for Allied Health sponsored students 5/11**
- 3. VP Student Services**
 - a. Need for internal audit of financial aid and business office procedures and compliance with State requirements**
 - b. Reviewed Mascot design**
 - c. Graduation deadlines coming up**
 - d. CARES Award update**
 - e. Need to open new fiscal year for registration**
 - f. Degree audits**
- 4. VP Finance**
 - a. Re-open business office side – do we need to keep daily logs**
 - b. Itemized billing for dual credit schools**
 - c. TWC fraud for unemployment compensation**
- 5. VP Eagle Pass Campus**
 - a. PTK virtual induction – April 23rd**
 - b. Working on AEL Center**

6. VP Administrative Services

"Millions saw the apple fall, but Newton was the only one who asked why"
Bernard Baruch

- a. IT and Classroom Technology update (FP – 9:30am)**
- b. Re-open report**
- c. Smart Board Classrooms report**

7. VP Del Rio Campus

- a. WC on campus marking electrical outlet needs in classes**
- b. Confusion regarding "opening doors to public" date**

8. Chief of Staff

- a. Vaccine hotline – Mass vaccines will end at the end of April**
- b. HEERF II / CARES II – Meeting Thursday, funding for Workforce and Dual Credit**
- c. Testing Center Update**
- d. TRiO Grants Update**
- e. SSC/DSS/Student Life Update**
- f. PTK**
 - i. Virtual International Convention next week**
 - ii. Virtual Induction Ceremony on April 15th**
- g. Strategic Plan presentation for Board Meeting**