

CABINET MEETING
May 6, 2020

	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>"You only live once, but if you do it right, once is enough."</i> Mae West	Re Open SWTJC Zoom license for SSI? DR Roof/Vehicle Ins.
7.	VP Del Rio Campus	All broken roof tiles in engineer's inspection have been replaced with tiles removed from Building A Bookstore will be extending their buy back sessions by one week
8.		

CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE

May 6, 2020

The Cabinet members of Southwest Texas Junior College met May 6, 2020 via Zoom

Cabinet members present were:

Dr. Hector Gonzales, President
Dr. Mark Underwood, Vice President of Academic Affairs
Margot Mata, Vice President of Student Services
Anne Tarski, Vice President of Finance
Gilbert Bermea, Vice President of the Eagle Pass Campus
Derek Sandoval, Vice President of Administrative Services
Connie Buchanan, Vice President of the Del Rio Campus

1. President

a. Graduation Update

- i. Live Tassel – link to students – access to form submission
- ii. Ceremonies on July 11 – 5 ceremonies, 1) 11:00am DC/ECHS, 2)1:30pm Health Sciences, 3)3:30pm BITS, 4)5:30pm Public Safety, 5)7:30pm Arts, Humanities, Comm., Stem

b. Student Planning Update – 30% utilization for summer, still resolving the issue for planning

c. Financial Aid Update – request for report weekly – pending approved

d. Registration Update – Need for Marketing – SI 777 last year 1033, S2 503 ly 715, FA 582 last year 868 – targeting the non-dual credit students and DC HS seniors

e. Cares Act Student/Institutional – review the list of students and determine ineligible, will be distributing daily

f. Re-open Plans – Process – Cabinet Evaluation

g. Supplies & Inventory required to sustain Re-open environment

h. State Appropriations & Tuition Levels for next year

i. Virtual Townhall – have employees attend to be available to respond to questions

2. Vice President – Academic Affairs

a. TSIA Alternative guidelines – Briscoe Contract

b. Dr. Sanchez – questions about Summer 1 pay online

c. Mr. Guzman - List of 12 CTE programs pending to finish up during the summer

d. Faculty vacancy notices

3. Vice President – Student Services

a. Already covered items – President’s section

b. Request for a hotspot for financial aid clerk for Eagle Pass

c. Texas WKFC & MRGDC for retraining displaced individuals

d. Examity and Proctor U – will require an institutional contract

4. Vice President – Finance
 - a. Vacations
 - b. Dorm supervisor stipend
 - c. Fourth of July Holiday
 - d. Plaques and years of service
 - e. Working on budgets
5. Vice President – Eagle Pass
 - a. Working on installing plexi glass guards at counters and individual offices
6. Vice President – Administrative Services

“You only live once, but if you do it right, once is enough.”

Mae West

 - a. Re Open SWTJC
 - b. Zoom license for SSI
 - c. DR Roof / Vehicle Insurance
7. Vice President – Del Rio
 - a. All broken roof tiles in engineer’s inspection have been replaced with tiles removed from Building A
 - b. Bookstore will be extending their buy back sessions by one week
 - c. Open up a custodial position
8. Faculty Association President
 - a. Per Faculty Association – reopen, half agree with opening with safety protocols in place, the other half do not
 - b. Clarification on Summer 2 – online/remote learning – keep scheduled time change to distance learning section to be taught via Zoom or Teams. All A sections need to be converted to B sections
 - c. Online training – quality matters – for faculty
 - d. Proctoring software
 - e. Fall Contracts

CABINET MEETING
May13, 2020

	AGENDA ITEM	NOTES
1.	President	
2.	VP Academic Affairs	
3.	VP Student Services	
4.	VP Finance	Budget Title IX – new regulations CARES – website postings Phone stipends Roof loan Return to work documentation

5.	VP Eagle Pass Campus	
6	VP Administrative Services <i>"Intuition is what we know for sure without knowing for certain."</i> Weston H. Agor	Re Open SWTJC Public Information update
7.	VP Del Rio Campus	Drop Box needed for campus. Taking to reopen committee. Linda Juarez retiring as of May 31, 2020
8.		

CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE

May 13, 2020

The Cabinet members of Southwest Texas Junior College met May 13, 2020 via Zoom

Cabinet members present were:

Dr. Hector Gonzales, President
Dr. Mark Underwood, Vice President of Academic Affairs
Margot Mata, Vice President of Student Services
Anne Tarski, Vice President of Finance
Gilbert Bermea, Vice President of the Eagle Pass Campus
Derek Sandoval, Vice President of Administrative Services
Connie Buchanan, Vice President of the Del Rio Campus

1. President

- a. Graduation Update – All students received e-mail with information to Live Tassel, develop a program electronic and download pdf.
- b. Enrollment – SI 927/1120, SII 590/784, and Fall 673/978
- c. SWTJC will sponsor the platform for graduation for Uvalde/offered to Del Rio/Eagle Pass/and Crystal City. 7 reasons for attending SWTJC to all seniors
- d. Cares Act - \$200,000.00 – 380 students awarded – additional guidance for website disclosure. No funds on G5 yet
- e. Re-Open Plan – adjusting and finalizing the plans – working on MRG Law Enforcement Academy – coordinating with Del Mar and Texas State, trainings and protocol for student/Faculty, signage, NOT all of the supplies have been received. A D N would be the next Program to come back then Radiology and then CDL. Mr. Lira is now on the Re-Open Plan Committee
- f. Board Meeting – no major items that require Board action, Faculty are okay with contract extensions waiting until the June 2020 Board meeting as per the Faculty Association
- g. Strategic Planning

2. Vice President – Academic Affairs

- a. Testing proctors and more testing opportunities
- b. Dr. Sanchez
 - i. Working on Professional Development for staff and faculty
 - ii. Contact with faculty teaching SII about teaching schedule
- c. Mr. Guzman
 - i. Finishing up Spring programs and Fall scenarios with modifications
 - ii. Registration question – Can we give faculty authorization to register students for those that are cleared to register.
 - iii. Status on extra work to finish programs not completed during the Spring

- d. Dr. Zimmerman
 - i. Update on IPEDS, transfer information
 - ii. Update on Watermark
 - a. 5 years of data on UAP being uploaded
 - b. Training staff on using Watermark in August
 - e. Ms. Torres
 - i. High Schools are ready to start testing on limited basis
3. Vice President – Student Services
- a. Financial Aid processing totals
 - i. Contacting students with missing information and utilizing self-service feature
 - ii. Online appeals
 - b. Library drop box needs work
 - c. Chrome books return on May 20th
 - d. Additional staff available for virtual proctoring
 - e. Dr. Schell
 - i. 7 Virtual TSI Exams
 - ii. May 25th potential return for June for June 1st limited testing at the Center
 - iii. Cares Update on awards, virtual Palm-fest, Virtual PTK Induction
 - iv. Plexi glass is being installed for testing center
4. Vice President – Finance
- a. Budget
 - b. Title IX – new regulations
 - c. CARES – website postings
 - d. Phone stipends
 - e. Roof loan
 - f. Return to work documentation
5. Vice President – Eagle Pass
- a. Food pantry utilization by students
 - b. Working on plexiglass shields
 - c. Facilities working well
6. Vice President – Administrative Services
- “Intuition is what we know for sure without knowing for certain.”*
- Weston H. Agor
- a. Re Open SWTJC
 - b. Public Information update – FAQ updates continue
 - c. Vacation
 - d. 75th anniversary coming up next year – branding opportunity
 - e. Uvalde campus – trees trimmed, sidewalk – power washing

7. Vice President – Del Rio
 - a. Drop Box needed for campus – taking to Re-open committee
 - b. Ms. Juarez retiring as of May 31, 2020

8. Instructional Facility Coordinator - Crystal City Campus
 - a. Concerns about W from adjunct faculty
 - b. Pearsall having a graduation parade

CABINET MEETING
May20, 2020

	AGENDA ITEM	NOTES
1.	President	See attachment
2.	VP Academic Affairs	
3.	VP Student Services	
4.	VP Finance	Tax collections Hazard pay suspension Staff who cannot work from home CARES update

5.	VP Eagle Pass Campus	
6	VP Administrative Services <i>“Go to the edge of the cliff and jump off. Build your wings on the way down.”</i> Ray Bradbury	Re Open SWTJC ISO Plan Report
7.	VP Del Rio Campus	
8.		

CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE

May 20, 2020

The Cabinet members of Southwest Texas Junior College met May 20, 2020 via Zoom

Cabinet members present were:

Dr. Hector Gonzales, President
Dr. Mark Underwood, Vice President of Academic Affairs
Margot Mata, Vice President of Student Services
Anne Tarski, Vice President of Finance
Gilbert Bermea, Vice President of the Eagle Pass Campus
Derek Sandoval, Vice President of Administrative Services
Connie Buchanan, Vice President of the Del Rio Campus

1. President

a. Graduation

- i. Develop a schedule to bring in Board members to record video on stage mock-up in the Ballroom
- ii. Develop a script/flow chart of how the ceremony will proceed with ques for the subsequent video segment

b. Enrollment

- i. Summer I – sch per Estudios at 67% of last year census at 5/18
- ii. Numbers at 5/20
- iii. 1246 – 1421
- iv. 117,152 – 5976 / 124,960 – 6,796
- v. Summer II – 715/906 ch 61,872 / 3,075 – last year 1,152 / 94,144, 5,015
- vi. Fall 785 – 1,177

c. Re-Open Plan

- i. CTE Certification submitted for Academy, Rad Tech and Nursing
- ii. Update on Academy in Re-Open Status
- iii. Status on future program submissions – Truck Driving and EMT online video training for faculty as part of re-open protocols
- iv. Limited re-entry for staff post June 1st
- v. Upward Bound Program
- vi. Fall Plan – by June 8th
 - a. Focus on CTE programs and Workforce Training
 - b. Lab based components of academic courses
 - c. Library, computer labs, support services
 - d. Cafeteria and Dorms
 - e. Flex schedules for academics

- d. Cares Act – Current level of student Awards
 - i. Develop a plan/budget for Institutional side of Cares Act funds that have been received via G5
 - ii. Budget for H.S.I. portion of Cares Act
 - e. Strategic Plan
 - i. Modifications to current strategic goals
 - ii. Small group discussions specific items of strategic plan
 - iii. Strengthen ties between UAP and Strategic Plan
 - iv. Strategic Plan Goals > Unit Action Plans > Employee Evaluation = Performance Compensation
2. Vice President – Academic Affairs
 - a. MOU – dual credit - revision
 - b. Substantive Change
 - c. Update on request for Medina ISD
 3. Vice President – Student Services
 - a. Financial Aid Updates
 - b. Call Center Update – high volume of calls
 4. Vice President – Finance
 - a. Retirement from Grants – do split funded employees qualify for State Health Insurance
 - b. Tax collections
 - c. Hazard pay suspension
 - d. Staff who cannot work from home
 - e. CARES update
 5. Vice President – Eagle Pass
 - a. Cases in Eagle Pass going up steadily – Large increase in testing by the National Guard
 - b. Stores are packed in Eagle Pass no evidence of concern about the rise in cases
 - c. Custodial staff on a flex basis on campus
 6. Vice President – Administrative Services

“Go to the edge of the cliff and jump off. Build your wings on the way down.”

Ray Bradbury

 - a. Re Open SWTJC
 - b. ISO Plan Report – The Director request for a plan for security measures and risk mitigation
 - c. Jabber – caller ID app for phone and computer
 - d. IT request to shut down our system on May 29th for a firewall upgrade – May 29th not a good day
 - e. TASB Roof update

7. Vice President – Del Rio

- a. Custodial staff working 100%
- b. Food Pantry – several request from students
- c. PTK donated gift cards for food pantry
- d. Del Rio calls
- f. Testing Center using Distance Learning to proctor exams and not answering call center
- g. Evaluated locations of plexiglass placements
- h. AEL has continued operations and have plexiglass in place

8. Faculty Association President

- a. Still requesting weekly meetings throughout the summer
- b. Name outstanding faculty
- c. Increase scholarship amounts for Fall and Spring
- d. Placement of where scholarships are listed

CABINET MEETING
May 28, 2020

	AGENDA ITEM	NOTES
1.	President	
2.	VP Academic Affairs	
3.	VP Student Services	
4.	VP Finance	CARES amount update: Students Institution Institutional CARES report New guidance from ED regarding the CARES Students awards 2020S1 drop list TPEG Loans Zoom/Teams Science Labs: Virtual Unlinking from class – tuition and fees

5.	VP Eagle Pass Campus	
6	VP Administrative Services <i>“Anyone can lead when the plan is working. The best lead when the plan falls apart.”</i> Robin Sharma	Re Open Committee Roofs Public Information-Graduation Custodial Staff-Meetings 6-1-20 return
7.	VP Del Rio Campus	
8.		

CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE

May 28, 2020

The Cabinet members of Southwest Texas Junior College met May 28, 2020 via Zoom

Cabinet members present were:

Dr. Hector Gonzales, President
Dr. Mark Underwood, Vice President of Academic Affairs
Margot Mata, Vice President of Student Services
Anne Tarski, Vice President of Finance
Gilbert Bermea, Vice President of the Eagle Pass Campus
Derek Sandoval, Vice President of Administrative Services
Connie Buchanan, Vice President of the Del Rio Campus

1. President

- a. Graduation – Update – in process of recording videos and students uploading photos (SM)
- b. Enrollment
 - i. S1 – 1414 last year 1215; SMC 6798 last year 6796
 - ii. S2 – 825 last year 948; SMC 3593 last year 5015
 - iii. Fall 878 last year 1250; SMC (SM)
- c. Cares Act – 1428 application duplicated, reviewed 1146, continued on VP of Finance section.
- d. Online – Labster for lab sciences – 3-year license \$142,000.00 (MU)
- e. DL Classrooms – transition to technology access rooms (AT)
- f. Additional Grant potential – Union Pacific & US Department of Commerce – US Economic Development Administration

2. Vice President – Academic Affairs

- a. Approve Curriculum request to remove reading requirement from 5 courses
- b. Approved Correction to Fees chart to carpentry
- c. Finalizing edits to MOU, will send out to Superintendents for review in the next several days
- d. Proctor Exam request – evaluating alternatives
- e. Working on faculty vacancies list (MU)
- f. CTE – Academy in progress, RN scheduled to come back Friday; June 1st – CDL, Rad Tech; EMT and PCT upcoming (JG)
- g. Been in contact with academic departments – thoughts about Fall – face to face instruction better for students, the majority of Arts and Sciences are worried about a face to face return. Questions from faculty – required to come back, travel, low enrollments (CS)
- h. Prison enrollment was moved back a week – June 8 to July 15 (MT)
- i. Sent 3600 post cards to current dual credit students (MT)

3. Vice President – Student Services

- a. Financial Aid application being processed and awarded for Fall, working on Drop List and trying to award as much as possible. Chrome book returns and availability to re-check for Summer session. June 2nd last day to register for Summer 1
- b. Testing Center staff at work this week to prepare for student testing next week; will begin with the Academy, GED and CLEPS as well as Virtual TSI exams – trained staff from Eagle Pass, Del Rio and Uvalde (RS)
- c. 168 on drop list eligible for CARES (RS)
- d. Student Support Services looking to award 25 grant aid scholarships (RS)
- e. D. Franco – pushing out videos for Student Engagement – released on Student Life Facebook page (RS)
- f. Academic Suspension appeal process – shift to fillable form
- g. Crystal City signage has gone up – Pearsall will follow up a week later (CM)
- h. ECashier – issues with inactive accounts – reactivate accounts via a query to identify students with a gap over a year (CM)
- i. Will check with Pearsall on helping with supplies and materials (CM)

4. Vice President – Finance

- a. CARES amount update
 - i. Students
 - ii. Institution - \$385K
 - iii. Institutional CARES report
 - iv. New guidance from ED regarding the CARES Students awards
 - v. Nobody on list has seen the H.S.I. funds on G5 as of yet
- b. 2020 S1 drop list – do not drop students
- c. TPEG Loans – fillable form where printing is not necessary
- d. Zoom / Teams
- e. Science Labs:
 - i. Virtual
 - ii. Unlinking from class – tuition and fees

5. Vice President – Eagle Pass

- a. Eagle Pass has not received the drop box yet
- b. Review low enrollment courses
- c. Are we required to post signage for Sul Ross – No, but required to clean

6. Vice President – Administrative Services

“Anyone can lead when the plan is working. The best lead when the plan falls apart.”

Robin Sharma

- a. Re Open Committee – standard document for re-open
- b. Roofs – TASB report received damages - \$505,000 less \$50,000 deductible
- c. Garner Science and Wagner Building in progress
- d. Public Information - Graduation
- e. Custodial Staff – Meetings – June 1, 2020 return

7. Vice President – Del Rio

- a. Drop box will be installed next week
- b. Installing signage for COVID 19 spacing and replacing air filters
- c. Update on roofs
- d. Air conditioning issues

8. Dr. Blaine Bennett

- a. Met with Developmental Education group – state of Developmental Education, Developmental Education needs structure, formal Developmental Education committee, Role of advisement/holistic/NCO – current strategic plan is front and center
 - i. Will have similar meeting with Dual Credit this afternoon

9. Faculty Association President

- a. High Flex webinar submitted via TEAMS
- b. Faculty Association meeting at 1pm