

CABINET MEETING
September 1, 2021
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>The most involved workers are the most invested workers. Find a way to make every worker feel self-employed.</i> <u>Positively Outrageous Service</u> T Scott Gross	Re Open report Smart Classroom report 5 th Year Report EP Parking Lots Library generator Rodeo program report Cafeteria report Chat Box 64
7.	VP Del Rio Campus	
8.	Chief of Staff	

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

September 1, 2021

The Cabinet members of Southwest Texas Junior College met September 1, 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**

Present from the Faculty Association was:

Xaviera Haynes

- 1. President**
 - a. 8-week for Spring?**
 - b. CARES/HEERF**
- 2. VP Academic Affairs**
 - a. Virtual Recruiting Tool**
 - b. Issues with Dual Credit and school closures**
 - c. Hondo Unit in process of setting up for construction classes**
 - d. Hondo Training Center – has new individual in charge**
 - e. Information Technology issues – connectivity at the Tate Building – low bandwidth via WIFI**
 - f. Pending quote for metal building to expand diesel building**
 - g. Update on Power Line Tech program in Eagle Pass**
 - h. Update on CDL program**
 - i. Update on Faculty Strategic Planning Committee**
 - j. Communication with ISDs in preparation for SACS-COC site visit on what to expect**
 - k. Communication with ISDs regarding quarantined students, consistent message on process and continuity of instruction**
- 3. VP Student Services**
 - a. Enrollment update**
 - b. Dealing with the turnover at districts**
 - c. Diplomas for summer graduates mailed out**
 - d. Vaccine drive – winners have been identified and will send out prizes, looking at additional dates or October for the next vaccine drive**
 - e. Financial Aid hosting College Work-study Students job fair from 11AM – 1PM**
 - f. Status of verification waiver for Financial Aid for next year status**
 - g. Testing Center update**
 - h. Sul Ross recruiters on schedule to be on campus**

4. **VP Finance**
 - a. **Phone stipend list**
 - b. **College Work-study Students and Departmental Aid will now be \$9 an hour**

5. **VP Eagle Pass Campus**
 - a. **Clean up at Chittim has been completed**
 - b. **HVAC on campus all online – some mini splits in IT closets are still down**
 - c. **Making rounds on buildings for mitigation items**

6. **VP Administrative Services**

“The most involved workers are the most invested workers. Find a way to make every worker feel self-employed. Positively Outrageous Service – T. Scott Gross

 - a. **Re-open report - 15+ cases and 10 exposures, new 15 exposures in LVN – Del Rio**
 - b. **Treat COVID + Exposures – quarantines as we did last year – cover hours missed for those that cannot work from home to not impact regular salary**
 - c. **Smart Classroom Report**
 - d. **5th Year SACS~COC Report**
 - e. **Eagle Pass Parking Lots – contracts with bonding company**
 - f. **Library generator will keep servers active during electrical outages**
 - g. **Rodeo Program report – 36 rodeo students, \$2,300 for all students, all students paying for dorms.**
 - h. **October 1-2 hosting college rodeo**
 - i. **Cafeteria report – First week went well. No salad bar, food shipments in short supply**
 - j. **Chat Box 64**

7. **VP Del Rio Campus**
 - a. **First year A.D.N. cohort in Del Rio in quarantine**
 - b. **Protocols are being followed overall – reminded the Dual Credit students about proper mask wearing**
 - c. **Cases in Del Rio jumping up**

8. **Chief of Staff**
 - a. **HEERF applications have been processed, over 900 awarded – majority were non dual credit applications and Pell eligible. 130 Dual Credit and 12 Power Line Tech students**
 - b. **CBM Modernization Grant**

9. **Faculty Association**
 - a. **No comments from faculty on first week of school**
 - b. **Next meeting will be next Tuesday for the Faculty Association**
 - c. **Intentional about keeping in contact with counselors regarding dual credit students in class.**
 - d. **UAP moving forward**

CABINET MEETING
September 8, 2021
Via ZOOM

	AGENDA ITEM	NOTES
1.	President	SWTJC Board of Trustees' September meeting agenda
2.	VP Academic Affairs	
3.	VP Student Services	
4.	VP Finance	Do Not Drop List Ellucian Cloud Payment Used Semis - \$30-80K each, JG wants two Faculty paid with HEERF for small classes, doing for FA? Needs to be on estimate

5.	VP Eagle Pas Campus	
6.	VP Administrative Services <i>A leader is one who sees more than others see, who sees farther than others see, and who sees before others do.</i> Leroy Eims	Re Open report CARES Act proposal Maintenance Life Safety and Security
7.	VP Del Rio Campus	
8.	Chief of Staff	

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

September 8, 2021

The Cabinet members of Southwest Texas Junior College met September 8, 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**

Present from the Faculty Association was:

Xaviera Haynes

- 1. President**
 - a. SWTJC Board of Trustees' September meeting agenda - discussion**
- 2. VP Academic Affairs**
 - a. SACS-COC Offsite committee report sent off**
 - b. Finishing off 5th year and Impact report**
 - c. Watermark software for self-study is working well**
 - d. Report for calculating overload**
 - e. Pathways meeting tomorrow**
 - f. WIFI connectivity in Tate improving but concerns about other areas on campus**
 - g. Concerns about Watermark Modules for**
 - i. Syllabus Manager**
 - ii. Strategic planning**
 - iii. Professional Development repository**
 - iv. Not working as described – small group will work together and discuss specific items that remain and will contact company**
 - h. Handling COVID quarantines without too much disruption**
 - i. Spring Semester schedule – plan on increasing percentage of face to face courses**
 - j. IREPO Grant – reallocation of tech equipment expenditures from SmartBoard to developing community and campus resource rooms, potential of SmartBoards at ISDs, and stipends to develop dual credit faculty capacity**
 - k. Report on dual credit processes**
- 3. VP Student Services**
 - a. Fall Enrollment report - 360 unduplicated students registered for both 8 weeks terms, look at Student Planner and plan on course offerings that will continue to support the 8-week semester**
 - b. Agreed to waive the graduation application fee**
 - c. College Work-study Job Fair – limited number of students attended**
 - d. Various reports from departments**

4. **VP Finance**
 - a. **Do Not Drop List – concerns about who makes the call about removing students from the list**
 - i. **Should be routed through the Business Office and Financial Aid Office**
 - ii. **Will meet to discuss criteria**
 - b. **Ellucian Cloud payment**
 - c. **Used Semis - \$30-80K each, JG wants to purchase two**
 - d. **Faculty paid with HEERF for small classes, are we doing this for Fall? Needs to be on estimate**

5. **VP Eagle Pass Campus**
 - a. **Campus Traffic has slowed down**
 - b. **Beginning to work with students on finalizing degree plans in student planning**
 - c. **HVAC all back to operations**
 - d. **More air scrubbers ordered**

6. **VP Administrative Services**

“A leader is one who sees more than others see, who sees farther than others see, and who sees before others do. Leroy Eims

 - a. **Re-open report**
 - b. **CARES Act proposal**
 - c. **Maintenance**
 - d. **Life Safety and Security**

7. **VP Del Rio Campus**
 - a. **Reports campus is quiet**
 - b. **Going through masks rapidly – for Early College High School**
 - c. **Meeting with ECHS on the schedule**

8. **Chief of Staff**
 - a. **QEP Impact report virtually done – pending some evidence link**
 - b. **Statement of work for ATD curriculum design project**
 - c. **CARES**
 - i. **230 Non-Dual Pell eligible**
 - ii. **109 Non-Dual no Pell**
 - iii. **251 Dual Credit**
 - iv. **\$590,000.00**

9. **Faculty Association**
 - a. **Faculty Association meeting has been rescheduled for next week**

CABINET MEETING
September 15, 2021
Via ZOOM

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

5.	VP Eagle Pas Campus	
6.	VP Administrative Services <i>"Have I not destroyed my enemy when I have made him into my friend?"</i> Abraham Lincoln	Re Open Public Information Campus Police Dir. of Building and Grounds-AI Salinas
7.	VP Del Rio Campus	
8.	Chief of Staff	

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

September 15, 2021

The Cabinet members of Southwest Texas Junior College met September 15, 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**

Present from the Faculty Association was:

Xaviera Haynes

- 1. President**
 - a. Brad Johnson – West Texas A & M – conversation regarding transfers**
 - b. SWTJC Board of Trustees' September meeting agenda - discussion**
- 2. VP Academic Affairs**
 - a. Update on 5th year - SACS-COC report**
 - b. TRUE Grant**
 - c. Reporting Grant**
 - d. Union Pacific**
 - e. Update on Powerline Tech**
 - f. Faculty – Adjunct Training Upcoming**
 - g. Dual Credit Issues**
 - h. Faculty Compliance**
 - i. Program oversight – MV – Alpha Order registration**
 - j. Uvalde Early College High School**
 - k. On Ramps – Accountability Rating from TEA**
- 3. VP Student Services**
 - a. Financial Aid – October FA Awareness Month**
 - b. Push Cards going out**
 - c. Working on Transfer Initiatives with Rio Grande College**
 - d. Student Activities**
 - e. Testing Center Schedule**
 - f. Resource Page**
- 4. VP Finance**
 - a. \$3.8 million left in Student CARES**
 - b. Comp-time Report**
 - c. Meeting with Hondo City Manager – will discuss lease**

5. VP Eagle Pass Campus

- a. Air Scrubbers being installed
- b. AC compressor will be installed today in the Sul Ross Building

6. VP Administrative Services

“Have I not destroyed my enemy when I have made him into my friend?”
Abraham Lincoln

- a. Re-open report
 - i. 12 exposures and 3 positive cases, numbers appear to be declining.
 - ii. Update on PPE inventory
 - iii. Events and protocol
 - iv. Banners – 75th
- b. Public Information – Marketing strategies – Bookstore logos – in depth style guide update for logo usages
- c. Campus Police – report in progress for online reporting. Clery – no citation for parking violations.
- d. Director of Building and Grounds – A. Salinas, start date October 1st.
- e. Updating stock photos
- f. Smartboard – additional units purchased, monitor Web Access usage
- g. Anticipating upcoming test monitors – mid-term/finals

7. VP Del Rio Campus

- a. Evaluation changes for Success enter – for Makerspace – electrical requirements
- b. Drive by Trick or Treat planning – scheduled for October 30, 2021
- c. Early College High School asking faculty to rotate between classrooms
- d. Decal costs – 2nd decal \$25.00

8. Chief of Staff

- a. 321 Cares Awards going out today, applications have dropped
- b. Drop List work continues
- c. Next project – evaluate course codes
- d. 8-week transition committee – Services and Faculty

9. Faculty Association

- a. 1st Faculty Association meeting
- b. Will help with the Turkey Trot
- c. Status on mobile carts – 200 arrived, 30 per campus and 10 for Crystal City
- d. Student transition to ZOOM from Face to Face
- e. Protocol for notifications of COVID positive or exposures
- f. OER – 24 faculty stipends to further develop OER courses

CABINET MEETING
September 22, 2021
Via ZOOM

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

<p>5.</p>	<p>VP Eagle Pas Campus</p>	
<p>6.</p>	<p>VP Administrative Services <i>The number one factor in whether or not a goal is reached: the belief that it can be done! Number two: the prioritization of the specific activities that make it come true!</i> Dr. Henry Cloud</p>	<p>Re Open report</p> <p>Smart Classroom report</p> <p>Deferred Maintenance Meeting report</p> <p>Transportation</p> <p>Dir. of Marketing and Communications</p> <p>Custodial Interviews</p> <p>Christmas at the College</p>
<p>7.</p>	<p>VP Del Rio Campus</p>	<p>Increased visibility of security on campus (outside)</p> <p>Locking buildings not in use</p> <p>AppArmor refresher training</p> <p>Custodian interviews yesterday – will drop off recommendation</p> <p>A116 possible location of Bookstore</p> <p>Travel time to DR increased – bridge/road construction</p> <p>Out of office this afternoon</p>

8.	Chief of Staff	
9.	Faculty Association	

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

September 22, 2021

The Cabinet members of Southwest Texas Junior College met September 22, 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**

Present from the Faculty Association was:

Xaviera Haynes

- 1. President**
 - a. Title 3 Grant**
 - b. Strategic Plan – Unit Action Plans**
- 2. VP Academic Affairs**
 - a. Spring Course schedules coming in**
 - b. Uvalde CISD requesting full year course schedule**
 - c. Pathways conferences**
 - d. SACS~COC Annual meeting is virtual**
 - e. Update on TRUE grant**
 - f. Powerline Tech startup in Eagle Pass**
 - g. Discussed new programs and locations**
 - h. Syllabus manager is working**
 - i. Will attend a webinar on different syllabus managers**
 - j. Faculty adopting HonorLock**
 - k. Flu shots for campus**
 - l. TEEKS requirement in dual credit courses – we should develop a TEEKS crosswalks**
 - m. Outreach Department Update**
- 3. VP Student Services**
 - a. 8-week term enrollment update**
 - b. Upcoming vaccine scheduled for October**
 - c. Various departmental updates**
 - d. COVID exposures/quarantine impacting staffing levels**
 - e. Library Update**
- 4. VP Finance**
 - a. Elections Decisions**
 - b. Christmas at the College – soft yes, but can be postponed due to COVID**
 - c. Working on audit**

5. VP Eagle Pass Campus

- a. Major water leak, impacted every building on campus. Was repaired last night and is functional this morning
- b. The Small Business Center recarpet is complete, evaluating an additional room that needs repair
- c. Storage container is in place – moving stored equipment to have office available for use
- d. Preconstruction meeting at AEL scheduled for tomorrow

6. VP Administrative Services

*“The number one factor in whether or not a goal is reached: the **belief** that it can be Done! Number two: the **prioritization** of the specific **activities** that make it come true!”*
Dr. Henry Cloud

- a. Re-open report
- b. Smart Classroom report
- c. Deferred Maintenance Meeting report
- d. Transportation
- e. Director of Marketing and Communications
- f. Custodial Interviews
- g. Christmas at the College

7. VP Del Rio Campus

- a. Increased visibility of security on campus (outside)
- b. Locking buildings not in use
- c. AppArmor refresher training
- d. Custodian interviews yesterday – will drop off recommendation
- e. A 116 possible location of Bookstore
- f. Travel time to Del Rio has increased – bridge/road construction
- g. C.B. will be out of the office this afternoon

8. Chief of Staff

- a. Modernization Reporting Grant draft – will be ready Friday
- b. HEERF student application – finalization review – 554 applications, steady flow
- c. Strategic Plan Implementation Committee has been approved – appointment letters going out soon – to integrate strategic plan at the college

9. Faculty Association

- a. Overload contracts are completed and will go out today
- b. Faculty are appreciative of the mobile carts
- c. OER share with other faculty

CABINET MEETING
September 29, 2021
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>I haven't got the slightest idea how to change people, but still I keep a list of prospective candidates just in case I should ever figure it out.</i> David Sedaris	Re Open Report Smart Classroom Report Long Range Planning Committee meeting
7.	VP Del Rio Campus	
8.	Chief of Staff	

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

September 29, 2021

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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**

Present from the Faculty Association was:

Xaviera Haynes

1. President

- a. UAPS- Follow up to make sure all departments that are struggling are getting the support they need to be able to complete them**
- b. Hospital Board meeting**
 - i. Discussion about Surgical Tech**
 - 1. Stackable opportunity for Sanitation Tech**
 - 2. Pathway for LVN to Surgical Tech**
 - 3. Retired Surgical Tech Director – was from Uvalde now lives in Boerne – might possible work with us in an advisory capacity**
 - ii. The hospital is installing a cellular repeater to boost cell signal**
 - 1. KayTech is the company (\$140K) – DS reach out**
 - 2. Look into paying out of IREPO or Title 3 as Tech Upgrades**

2. VP Academic Affairs

- a. Meeting about Pathways resources – A. R. registered everyone yesterday**
- b. Met with UCISD yesterday about Dual Credit class schedule**
 - i. Resulted in commitment to days and times and a class grid**
 - ii. Want to send their 9th and 10th grade ECHS students to the SWTJC Campus**
 - iii. 11th and 12th grade – still in question**
 - iv. The reason of the meeting was to develop the amount of time students are spending in each class**
- c. SACS~COC**
 - i. Working to update evidence of credentials**
 - ii. Interviews will be October 18th and 19th - working to get student groups to interview**
 - iii. Pictures are done and link received**
- d. Overload contract – Have had several discussions about the process**
- e. Merit Pay**
 - i. Need a framework sent out to faculty and staff**
 - ii. Board of Trustees approved the concept and left it to us to develop the process for administration and distribution**

- iii. Discussion on how evaluations will link to merit pay /pre-evaluation/goal setting conference
 - f. Professional Development
 - i. Focus on instruction/faculty development. Staff side will lead by department
 - ii. Placement and additional duties
 - iii. Dr. Underwood will take it and think about how it is placed within his structure.
 - g. TRUE grant application was updated, will be submitted today
 - h. Dimmit Regional Hospital – In great need of medical lab techs – processing specimens. Need to look at developing this program under the Good Jobs Challenge grant
 - i. Union Pacific proposal - \$499K – presented to the Board but the Board has requested several things are taken out of the request - \$300K. Leverage with the EP Economic Development conversation – equipment cost
 - j. CDL Truck purchase
 - k. Witt Building HVAC is broken – in need of a better temporary cooling solution
 - l. Review of Dual Credit/Adjunct Training yesterday. Focus on SACS-COC schools-bring them up to speed before our 5th year visit
 - m. Faculty change issues at a few sites – some questions arising about small class sizes at Dual Credit sites
- 3. VP Student Services
 - a. Financial Aid
 - i. Advertising campaign for the new FAFSA opening October 1st
 - ii. Verification waiver was not extended
 - iii. Working/testing 8-week awarding
 - b. Student Engagement
 - i. Working on events and activities
 - ii. Working on relationships with Walmart and HEB on food pantries
 - iii. 293 information requests processed and campus tour requests heating up
 - c. Library – Gate Counts are increasing
 - d. Seminars
 - i. Mental Health Awareness – 42 students attended
 - ii. LGBTQ Awareness – this week, advertised extensively
 - iii. Choosing Resources – this week
 - iv. Instruction Sessions ongoing
 - e. Instructional Facilities – conducting outreach visits with high schools
 - f. Registrar’s Office – Working on Academic Calendars through summer 2025
 - g. Flu vaccine drives
 - i. Secured October 21st for Uvalde, 8:00am – 12:00pm with HEB
 - ii. Working with HEBs in
 - h. Several incidents in the dorms
 - i. Cameras are needed especially with new Title IX reqs- working on a quote
- 4. VP Finance
 - a. Truck Accident lawsuit
 - i. TASB appointed a lawyer
 - ii. Has the student been served with the lawsuit? (Not that is known at this time)
 - b. Need a committee to update MOUs
 - i. Need a standard percent calculation for charges/costs
 - ii. Need to have representatives from Dual Credit and Early College High schools to be involved in the committee

5. VP Eagle Pass Campus

- a. Physical Plant reports on HVAC, Flooring, Parking Lot at AEL/Tech Center and Smart Carts have been assembled and distributed
- b. Success Coach interviews – 6 interviews -recommendation made and will need to fill another position in Student Success Center

6. VP Administrative Services

“I haven't got the slightest idea how to change people, but still I keep a list of prospective candidates just in case I should ever figure it out.”
David Sedaris

a. Re-open report

- i. Mask mandate and social distancing
- ii. Christmas at the College recommendation is to go with a lights only event however, plan on hosting a regular event, but contingent on COVID numbers going down
- iii. COVID report from Uvalde hospital it appears that we are at the end of this surge
- iv. Criteria for administration of test kits
- v. PCT graduated and some current students qualify for the training and certification to administer test

b. Long Range Planning Report

- i. Need for physical facilities as things move online and as we shift to more technical and workforce programs over academics which can/are delivered online

7. VP Del Rio Campus

- a. Smart Carts – received, assembled and distributed
- b. Received banners for 75th Anniversary marketing
- c. Border situation has settled down the Bridge is open however there are still many State Troopers and construction on HWY 90

8. Chief of Staff

- a. Proposed meeting with Watermark to discuss P & SS, week of October 11th or do we wait until after SACS~COC visit?
- b. HEERF
 - i. 334 awards last week
 - ii. 174 awards this week
 - iii. Extended application deadline to October 22nd
 - iv. Will meet after application deadline to decide on a second award to everyone who has applied
- c. Working on Course codes
- d. Working on Drop List
- e. In discussion about data and process ownership

9. Faculty Association

- a. Overload pay discussion
- b. Deans' Forums dates, Mr. Guzman and Dr. Sanchez will get information out