

CABINET MEETING
June 5, 2024

	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	
7.	VP Del Rio Campus	
8.	Chief of Staff	

9.	Faculty Association	
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CABINET MEETING

SOUTHWEST TEXAS COLLEGE

June 5, 2024

The Cabinet members of Southwest Texas Junior College met June 5, 2024 in the President's Office

Cabinet members present:

Dr. Hector Gonzales, President

Dr. Mark Underwood, Vice President Academic Affairs

Cruz Mata, Vice President of Student Services

Lisa Ermis, Vice President of Financial Services

Brenda Hoffman, Vice President Eagle Pass Campus

Derek Sandoval, VP Administrative Services

Bonnie Henderson, Faculty Association President (via Zoom)

Minutes:

1. President

- a. Review of board agenda
- b. Discuss:
 - I. Tech expansion projects
 - II. Need memo for diesel
 - III. Budget recap on all expansion projects
- c. Discuss SACSCOC:
 - I. Review checklist
 - II. Deadlines
 - III. Timeline

2. VP Academic Affairs

- a. Review Rebranding (committee meeting on 6/18);
 - I. Web page changes and social media changes are to proceed till completed
 - II. Book store has new inventory with the new logo
 - III. Discuss need for a standard issue shirt for recruiting- college events

III. Discuss the sign at Uvalde campus entrance and other locations

- b. Upward bound in Garner Hall and regular college students in Hubbard Hall
- c. Gym open and staffed by part time at 6 pm and 4-8 pm
- d. AEL grant application
- e. Marketing going to marketing conference
- f. Marketing request ticket system
- g. SACSCOC- writing compliance
- h. Discuss shared use space for classroom at Briscoe
- i. Tech program #15
- j. Possible relocation of LEA from chittim to 18 acres
- k. PCT staffing at Pearsall
- l. Ongoing adjunct evaluation
- m. PD at watermark conference
- n. Room conflicts for convocation
- o. IREPO grants improved cameras
- p. UCISD-
 - I. Amy Grueber, Superintendent, and small group visit Del Rio on dual credit
- q. Backlog on Apply Texas for dual credit

3. VP Student Services

- a. A December Commencement (12/17) 7pm at Eagle Pass (trade center)
- b. Scholarship management system
 - I. Proceed with a contract with award spring
- c. 2nd chance Dell question
- d. Appeals committee struggling with attendance members
- e. Trellis foundation survey
- f. Enrollment updates:
 - I. SI -> 1358 students / 6594 SCH
 - II. SII-> 1057 students / 4916 SCH
 - II. Full -> 1528 students/ 15916 SCH
- g. Transcripts meeting- goal to automate through clearing house- ready by fall
- h. Board meeting 6/17 Crystal City

4. VP Eagle Pass

- a. TAMUCC- discuss on MOU
- b. Universidad Autonoma de University of Piedras Negras on collaboration
- c. Kickapoo- Tech collaboration for students
- d. Step into success camp- 28 middle school

5. VP Administrative Services

- a. Warehouse 7/13 estimated completion date

- b. Scheduling 1st week July moving powerline
- c. Surgery tech outlets
- d. Rebranding signs
- e. Dorm kitchen remodel
- f. Del Rio H building upgrade electrical for HVAC
- g. Garner Hall A/C condensation
- h. Stripping and waxing across campus
- i. Eagle Pass- locks in process to Eagle Pass- Access Control
- j. Gallagher- Difficult to streamline into one application

CABINET MEETING

June 12, 2024

	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	
7.	VP Del Rio Campus	
8.	Chief of Staff	

9.	Faculty Association	
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CABINET MEETING OF
SOUTHWEST TEXAS COLLEGE

June 12, 2024

The Cabinet members of Southwest Texas Junior College met June 12, 2024 in the President's Office

Cabinet members present were:

Dr. Hector Gonzales, President
Dr. Mark Underwood, Vice President Academic Affairs
Cruz Mata, Vice President of Student Services
Lisa Ermis, Vice President of Finance
Brenda Hoffman, 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:

Charles Garabedian, Dean of Instructional Services and School District Partnerships
April Ruhmann, Dean of Applied Sciences and Liberal Arts
Bonny Herndon, President of the Faculty Association (attended via ZOOM)

1. President

- a. Reviewed and discussed the Board of Trustees' meeting agenda
- b. Reviewed the President's Report for the Board of Trustees' meeting

2. Vice President of Academic Affairs

- a. Conducting faculty interviews – Biology in Eagle Pass and CDL
- b. Meeting with BibliU this Friday
- c. Barlele will be on campus Tuesday, June 18th to assess progress and give us mock-ups of promo items
- d. Prospectus for Eagle Pass 18 acres is moving along
- e. Dr. Underwood will be on vacation next Wednesday - Friday
- f. Discussed plans for updates to Smart Classrooms
- g. Discussed Chairs' vacation schedule
- h. School Districts Partnerships
 - i. Met with Pearsall ISD regarding new PCT instructor
 - ii. Working on Crystal City High School Welding
 - iii. Conducting additional adjunct instructors' interviews
 - iv. MOUs are nearing completion – waiting on final three
 - v. Uvalde CISD people will meet with Del Rio CISD next week
- i. Working on Admissions processes considering resignation/open position
- j. Discussed ongoing changes at the school districts considering budget deficits across the state

3. Vice President of Student Service

- a. Library
 - i. Submitted Board of Trustees' report packet
- b. Student Success Services
 - i. Orientation sessions ongoing at all campuses
 - ii. Coaches conducted ApplyTexas workshop at Uvalde High Schools

- c. Financial Aid
 - i. Working on packaging
 - ii. Issuing TPEG awards to students with balances for summer
 - d. Enrollment numbers
 - i. Summer I – 1,352 head count; 6,539 credit hours
 - ii. Summer II – 1,091 head count, 5,076 credit hours
 - iii. Fall – 1,663 head count, 17,400 credit hours
 - e. Scholarships
 - i. Discussed scholarship management software
 - ii. The Scholarship Committee reviewed scholarship applications last week
 - 1. Need to look closely at the Kirschner scholarship
 - f. Other
 - i. Front Desk Clerk position has been filled
 - ii. Admissions – Dual Credit position posting has been extended to this Friday
 - iii. Cruz Mata will be on vacation June 25 – July 3.
4. Vice President of Finance
- a. Nothing to report
5. Vice President Eagle Pass Campus
- a. Events and Activities
 - i. Met with some organizations in Piedras Negras regarding partnerships
 - ii. Meeting with TAMUCC this afternoon
6. Vice President of Administrative Services – *“Everyone has been made for some particular work, and the desire for that work has been put in every heart. Rumi*
- a. Tech Expansion
 - i. Waiting on TXDOT inspection and driveway pour
 - ii. June 24th – site work for modular building will be done in house – Modular building will arrive on July 12th
 - iii. Target date for the warehouse building is also July 12th
 - iv. Powerline Tech building will be moved to Tech Expansion site the week of June 24th
 - b. Maintenance
 - i. Remodel of the Bluebonnet room June 24th – August 14th – reservations will be moved to other rooms
 - ii. Basketball court fence/net is scheduled to be completed today
 - iii. Making the EMT program move in Eagle Pass
 - 1. Discussion of maintenance and custodial needs as Eagle Pass continues to expand
 - c. Campus Police / Life Safety
 - i. Completed drone training
 - ii. Waiting on UPD to sign and return MOU
 - iii. Discussion of keys and swipe cards in Eagle Pass and Del Rio
 - d. Other
 - i. Discussed three cars that need to be sent to auction
 - ii. Working with M.H. on Soaring Competition logistics
 - e. Rodeo – D. S. leaving tomorrow for the CNFR

7. Vice President Del Rio Campus
 - a. Events and Activities
 - i. Border Patrol used the campus for training exercises last week
 - ii. Laughlin AFB training on Thursday of this week
 - b. Other
 - i. Connie Buchanan will be on vacation every Friday for the summer
 - c. New custodian/maintenance person starts work on July 1st
8. Chief of Staff
 - a. IT needs to bring down the network again this week
 - i. Friday at noon again?
 - ii. Saturday morning?
 - b. Overview of marking self-study sections as ready for review, etc.
 - c. Submitted Recommended Course Sequencing on Friday, May 31st
 - i. Passed THECB's secondary validation on Monday, June 3rd
 - ii. Waiting for THECB to send instructions for official certification
9. Faculty Association
 - a. Nothing for the group

CABINET MEETING

June 19, 2024

	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	
7.	VP Del Rio Campus	
8.	Chief of Staff	

9.	Faculty Association	
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CABINET MEETING OF
SOUTHWEST TEXAS COLLEGE

June 19, 2024

The Cabinet members of Southwest Texas Junior College met June 19, 2024 in the President's Office

Cabinet members present were:

Dr. Hector Gonzales, President
Cruz Mata, Vice President of Student Services
Lisa Ermis, Vice President of Finance
Brenda Hoffman, 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. Mark Underwood, Vice President Academic Affairs

Also, Present were:

Charles Garabedian, Dean of Instructional Services and School District Partnerships
April Ruhmann, Dean of Applied Sciences and Liberal Arts

1. President

- a. Reviewed and discussed Mid-Plan Review of Strategic Plan
- b. Reminder to keep working on SACS~COC narrative writing

2. Vice President of Academic Affairs

- a. Discussion of PCT clinical site partners and upcoming site visit by TULIP
- b. Discussion of Kubota regional service managers meeting hosted here
 - i. Proposed date of Tuesday, October 15th
 - ii. Discussed designation as a NC3 Leadership College and attending the Leadership Summit in July – A.R. will submit as an Innovation Grant
- c. CAAHEP – Accrediting agency for Allied Health programs – EMT/Paramedic and Surgical Tech
- d. Conducting teaching demos
- e. Announcement of Pat Dugan's unexpected passing
- f. Professional Development – working on Convocation schedule and Adjunct training schedule
- g. IREPO – Camera setup heading to Del Rio this week for testing
- h. School Districts Partnerships
 - i. Discussion of STAAR eligibility / exemption criteria
 - ii. Discussion of Second Chance Pell in light of partnership with Texas Department of Criminal Justice
 - iii. Uvalde CISD and SFDECISD meeting was held Tuesday

3. Vice President of Student Service

- a. Library
 - i. Gate and Chromebook counts
 - ii. Seminars ongoing

- b. Financial Aid
 - i. Packaging and awarding
 - ii. Staff is changing offices to boost morale
 - iii. Need an official name change date
 - c. Student Success Services
 - i. Success Coaches finished ApplyTexas with UCISD – ApplyTexas changes are ongoing
 - ii. S.M. and Y.S. are attending the NASPA Conference
 - iii. Meeting with CVEP for International Students tomorrow – IME Becas grant was awarded for Del Rio and Eagle Pass
 - d. Enrollment numbers
 - i. Summer II – 1,1128 head count; 5,242 credit hours
 - ii. Fall – 1,778 head count, 18,585 credit hours
 - e. Library helped Admissions with transcript requests and data entry
 - f. Other
 - i. Scholarships are being awarded and letters sent out – working on Award Spring implementation
 - ii. Interviews for Admissions Specialist this week
 - iii. Discussion of Crystal City Coalition Retreat in July
 - iv. C.M. attended TASB meeting in San Antonio
 - 1. Discussed other areas that have put together technical centers for school district partnerships
 - 2. Also learned that school districts have partnered with colleges to employ dual credit counselors
 - 3. Learned about NWEA map – pre-test for TSI
4. Vice President of Finance
- a. Sent final calculations for Briscoe Building to J.G. at SRSU
 - b. O.G. has submitted intent to retire effective July 31st - reception on July 30th at 11:00 a.m. in the Flores Building
5. Vice President Eagle Pass Campus
- a. Events and Activities
 - i. TAMUCC meeting went very well – will start drafting MOU for 3 programs in health sciences
 - ii. PTK 2nd Summer Camp is next week
 - iii. Tomorrow meningitis vaccine clinic
6. Vice President of Administrative Services – *“Everyone has been made for some particular work, and the desire for that work has been put in every heart. Rumi*
- a. Tech Expansion
 - i. All projects look to be on schedule for updated target dates
 - ii. Dorm kitchen and rooms updates are ongoing
 - b. Rebranding report
 - i. Starting to roll out different items – H.G. – do not wait for it all to be done/release as each item is complete
 - c. Daycare – working on entrepreneurship unit – popcorn sale in the cafeteria on Mondays
 - d. Rodeo
 - i. Awarded Rodeo and Coach of the Year for Southern Region
 - ii. Working with M.H. on Soaring Competition logistics

7. Vice President Del Rio Campus
 - a. Discussion of issues with students talking and being disruptive during class
 - b. Laughlin AFB training went well
 - c. Student tours ongoing
 - d. Rotary Rodeo will hand out SWTX koozies with every drink sell
8. Chief of Staff
 - a. Interviews for SIR Director tomorrow
 - b. Please don't delete from Project Tracker in Planning and Self-Study
 - c. Kids' College – July 15-18
9. Faculty Association - absent

CABINET MEETING

June 26, 2024

	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	
7.	VP Del Rio Campus	
8.	Chief of Staff	

9.	Faculty Association	
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CABINET MEETING OF
SOUTHWEST TEXAS COLLEGE

June 26, 2024

The Cabinet members of Southwest Texas Junior College met June 26, 2024 in the President's Office

Cabinet members present were:

Dr. Hector Gonzales, President
Dr. Mark Underwood, Vice President Academic Affairs
Lisa Ermis, Vice President of Finance
Brenda Hoffman, 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:

Cruz Mata, Vice President of Student Services

Also, Present were:

Charles Garabedian, Dean of Instructional Services and School District Partnerships
Bonny Herndon, President of the Faculty Association

1. President

- a. We had a good Board of Trustees' meeting
 - i. The 2024-2025 Budget was approved and there will not be a July 2024 Board meeting
- b. Renovation of the Bluebonnet room will include better AV setup and fixed desks

2. Vice President of Academic Affairs

- a. Tech Expansion
 - i. Dr. Watkins is donating a backhoe to the Diesel Tech program
 - ii. Working on SACS~COC prospectus to get Eagle Pass Annex approved as a site
- b. Barlele – working on a timeline in Excel
- c. Trellis – Financial Wellness survey will be conducted again
 - i. Discussion of incentives for participation
- d. iDesign – signed a new contract to conduct an evaluation/assessment of Cyber-Security curriculum by SME
- e. SACS~COC
 - i. As evidence is gathered, put it in the P & SS repository
 - ii. Discussion of Mid-Plan review of SP and how it will fit into writing of accreditation study
- f. Conducting teaching demos
- g. IREPO – Enhanced camera system will be in Del Rio for demo today

3. Vice President of Student Service - absent

4. Vice President of Finance

- a. Discussion of Bibliu e-book platform
 - i. Will wait to pilot test in Spring 2025
 - ii. Will need to go to the Board since it's charged with tuition and fees
 - 1. Need to get a contract with prices locked in for at least a year

- b. HR email will go out regarding accidents on campus
 - c. L.E. will be on vacation next week
5. Vice President Eagle Pass Campus
- a. Events and Activities
 - i. Met with Kickapoo Tribe
 - 1. Very interested in Workforce programs
 - 2. Looking to expand medical certifications
 - 3. Meeting again in July to discuss academics
 - ii. PTK Camp has been going great
 - iii. Met with TAMIU Vice President – transfer plans will be ready in the next couple of weeks
6. Vice President of Administrative Services – *“Everyone has been made for some particular work, and the desire for that work has been put in every heart. Rumi*
- a. Tech Expansion
 - i. All projects look to be on schedule for updated target dates (July 12)
 - ii. Dorm kitchen work has stopped for the time being to work on the Bluebonnet room
 - b. Life Safety
 - i. Finishing up punch list on lock hardware in Del Rio and Eagle Pass
 - 1. Need to think about adding Briscoe building and K, L, M, and N in Del Rio
 - ii. Prepare an update on LEA trainings on our campuses for August Board of Trustees’ meeting
 - c. Soaring competition
 - i. Perhaps use the Briscoe building for meeting rooms
 - ii. Looking at Tate Auditorium or Gym for large group meetings
 - d. Rebranding report
 - i. Question about email signature – wait until domain is switched over
 - ii. Maintenance is working on main entrance signage at all campuses
 - iii. New logos and names are out on social media
 - iv. Other items are being ordered and received
 - v. The red color code has been shared with Sherwin Williams since it’s not a standard color
7. Vice President Del Rio Campus
- a. Announcements
 - i. Building J was leveled 6 months ago and work is being finished today
 - ii. Repairs on Building E due to termite damage – having all buildings treated for termites
 - iii. New uniforms for custodial and maintenance staff were ordered and received
 - 1. New custodian begins work next week
 - iv. FAA is coming for an inspection
8. Chief of Staff
- a. MFA email – Cabinet approved
 - b. Announcements
 - i. Verifying one number on HEERF report today then clicking submit
 - ii. Working on the SSS grant
 - iii. Recommendation was made for SIR Director
 - iv. ETPS report is getting closer
 - 1. Discussed need for changed business processes on the Workforce side
9. Faculty Association
- a. Question and discussion about letter that went out with the faculty contracts