

CABINET MEETING
September 4, 2024

	AGENDA ITEM	NOTES
1.	President	SWTX Board of Trustees' September meeting agenda
2.	VP Academic Affairs	Update Curriculum Committee Roster and reflect changes in Faculty Handbook Cyber Security/iDesign update Rebrand and iDesign course templates and \$\$\$\$ SACSCOC Registrations - Travel Preferences I will be out September 15-19 for an On-Site SACSCOC committee visit to Surry Community College in North Carolina. But I'll then be out September 20-25 ; back in the office on Thursday, September 26. (I'll explain)
3.	VP Student Services	

4.	VP Finance	
5.	VP Eagle Pass Campus	
6.	VP Administrative Services <i>With drive and a bit of talent, you can move mountains.</i> Dwayne Johnson	Tech Expansion Chittim/DR Expansion
7.	VP Del Rio Campus	DR Library Meet/Greet Gaming Event - Aug 29, well attended 9/3 Heavy Rain – K Palermo checked leaks (one area, hail damage related) LAFB Close Quarter Training Sept 3 and 10, Bldg. K Auditorium equipment installation Sept 4-11 SSC Social, Sept 4

		Welcome Back Fiesta, Sept 5 – moved to front covered walkway and cul-de-sac
8.	Chief of Staff	
9.	Faculty Association	

CABINET MEETING OF
SOUTHWEST TEXAS COLLEGE

September 4, 2024

The Cabinet members of Southwest Texas Junior College met September 4, 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

1. President

- a. SWTX Board of Trustees' September meeting agenda
- b. Reviewed and discussed formula funding data

2. Vice President of Academic Affairs

- a. Update Curriculum Committee Roster and reflect changes in Faculty Handbook
- b. iDesign
 - i. Cyber Security – iDesign Review
 - ii. Working on program outcomes with core skills in mind
 - iii. Rebrand course templates; need monies to finish it up
- c. SACS~COC Registrations – Travel Preferences
- d. Planning departmental meetings during Faculty Fridays
 - i. Working on more robust collaboration on scheduling
 - ii. Working on Advisory Committee meetings
- e. Working on review of SP with the Division Chairs
- f. Discussed Dual Credit student passwords
- g. Working on Program Review
- h. Working on SACS~COC report
- i. Dual Credit Programs
 - i. Increase in technical program student enrollments
 - ii. Got welding shop in Crystal City figured out
- iii. Working with UCISD course equivalencies and MOU verbiage

3. Vice President of Student Service

- a. Library report – Many workshops and information sessions ongoing
- b. Financial Aid
 - i. Trainings with NASFA
 - ii. Looking to add Financial Aid Appeals Committee members
- c. Student Success Services
 - i. Several events and workshops upcoming and ongoing

- d. Enrollment Report
 - i. Headcount – 6552 with 3314 Dual Credit and 3238 Non-dual Credit
 - ii. Contact hours – 24627 Dual Credit and 33849 Non-dual credit
- 4. Vice President of Finance
 - a. Nothing to report to the group
- 5. Vice President Eagle Pass Campus
 - a. Discussion about Cumbres SPCH class starting in October
 - b. Meeting with Eagle Pass ISD on technical program offerings
 - c. Cowboy Round-Up on September 19th
- 6. Vice President of Administrative Services – *With drive and a bit of talent, you can move mountains* – Dwayne Johnson
 - a. Tech Expansion
 - i. Finishing up in Uvalde and moving on to planning Chittim/Del Rio Expansion
 - b. Discussed roof leaks and drainage issues on all campuses
- 7. Vice President Del Rio Campus
 - a. Del Rio Library Meet/Greet Gaming Event – August 29th was well attended
 - b. September 3rd - Heavy rain
 - i. K.P. checked leaks (one area, hail damage related)
 - c. LAFB Close Quarter Training September 3rd and 10th, Building K
 - d. Auditorium equipment installation September 4th – 11th
 - e. Upcoming events
 - i. SSC Social, September 4th
 - ii. Welcome Back Fiesta, September 5th – moved to front covered walkway and cul-de-sac
- 8. Chief of Staff
 - a. Discussed information received about student passwords
 - b. Discussed information received about residency status reported on CBMs
 - c. Waiting on quote from Dell for 40 laptops out of Brown Foundation and institutional funds
- 9. Faculty Association – Out – attending a training with the CARE Team

CABINET MEETING
September 11, 2024

	AGENDA ITEM	NOTES
1.	President	SWTX Board of Trustees' September meeting agenda
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

September 11, 2024

The Cabinet members of Southwest Texas Junior College met September 11, 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

1. President

- a. SWTX Board of Trustees' September meeting agenda
 - i. Move Mid-Plan Review and new Strategic Plan to the October Board meeting
 - ii. Add Board Self-evaluations
 - iii. R.F-S – have S.G. send SIR report to N.R.
- b. Discussed Uvalde Hangar lease

2. Vice President of Academic Affairs

- a. SACS~COC
 - i. QEP lit review is just about ready
 - ii. Working on writing and expecting to get some notes from a colleague regarding the IR/IE section
- b. Pathways – there are two registered so far with 5 more spots available
- c. Working with ERP and FA on Gainful Employment report
- d. Discussed thoughts on strategic plan updates so far
- e. Meeting with various groups and Vice Presidents regarding class scheduling
- f. School District Partnerships
 - i. Uvalde CISD
 1. Working out some faculty assignments
 2. Discussions of course crosswalk are moving forward
 - ii. Texas Department of Criminal Justice
 1. Prison Education Program is in review
 2. Received communication regarding possibilities at Briscoe Unit
- g. Professional Development
 - i. Working on Canvas audit
 - ii. Faculty Friday calendar is filling up
 1. Discussed adding monthly SPI work to department/division meetings

3. Vice President of Student Service
 - a. Library report
 - b. Student Success Services
 - i. Classroom visits, IAPs, Rodeo Progress Reports on going
 - ii. Training success coaches are being trained on the FASI screen so they can help work out FA issues
 1. Discussion of advising/success coaching efforts
 2. Thursday, September 26th will be a professional development training for all success coaches
 - c. Enrollment Report
 - i. 6,535 headcount and 56,824 credit hours – total
 1. 33,679 credit hours on the non-dual credit side
 2. 23,145 credit hours on the dual credit side
 - d. Other
 - i. Job placement initiative
 1. A representative from MRGDC will be here each Tuesday, 9:00am – 12:00pm
4. Vice President of Finance
 - a. Nothing to report to the group
5. Vice President Eagle Pass Campus
 - a. Lots of good feedback from the Cumbres meeting
 - b. Discussed creating a Dance Team (club or class)
 - c. Discussed the possibility of a co-op class/unit for the academic side offered as an elective
 - i. Maybe in the COLS/EDUC class or in certain academic classes
 - ii. Maybe work it in as we move into FOS degree plans
 - d. Cowboy Round-Up next Thursday
6. Vice President of Administrative Services
 - a. Re-Open Report – 2 exposures and 11 positive cases
 - i. Supply inventory is good
 - ii. Flu shot clinics at all campuses are upcoming
 - iii. Will re-evaluate COVID protocol
 - b. Tech Expansion
 - i. Paving will occur on September 23rd in Uvalde
 - ii. Waiting for a permit for the Eagle Pass expansion
 - iii. Chittim – Del Rio Expansion (CDR) work has begun
 - c. Maintenance
 - i. Working on Hubbard Hall kitchen
 - ii. Working on HVAC issues in Garner Hall
 - iii. Grounds staff in Uvalde is short-staffed
 - d. Campus Police Report
 - i. Safety/Security Audit will be presented at the Board of Trustees’ meeting
 - ii. Installing additional scan points in Eagle Pass and Del Rio
 - iii. Clery Act report
 - iv. Parking will be limited in the Administrative Parking lot tomorrow
 - e. Daycare interviews next week
 - f. Director of LEA/S position – working on interview questions and rubric
 - g. Long Range Planning will begin soon

- h. Rodeo
 - i. BBQ pit drawing is going well
 - ii. Equity in Athletics – working on it
 - iii. Had a couple of injuries recently
7. Vice President Del Rio Campus
- a. Discussed new welding section, but need to figure out SWART schedule to get students here
 - i. SWART won't work because night class, but we do have dorms available
 - b. TAMUSA campus tour is getting very large – C.M. will look into getting a charter bus
 - c. Sponsoring the Veterans' Rodeo in November
 - d. Ordering signs from SignsNow in Del Rio
 - e. Auditorium update is nearing completion
 - f. Getting Building K ready for VIDA
 - g. Met with Division Chairs about class schedules
 - i. C.B. suggested scrapping the copying over and start from scratch
 - ii. Additional discussion regarding scheduling – 8-week vs 16 week; zoom, online, face to face options, possible moving away from global scheduling, etc.
 - h. Need to discuss and re-align success coach caseloads – can we pre-filter courses for certain groups within Student Planning?
8. Chief of Staff
- a. VIDA
 - i. September 23rd after delivery of San Antonio Food Bank perishables will host a Farmers' Market in the MSC Atrium
 - 1. There will be produce, eggs, and bread/bakery items
 - b. Information Technology
 - i. Computer Solutions recommends that we do the domain change during Christmas Break
 - 1. This is the part when email addressed and other services that use the domain will change
 - 2. When staff and faculty come back from the break, we will have two weeks to make sure all accounts are working, and files were transitioned
 - ii. 40 laptops were ordered on Monday
 - iii. Looking at increasing the time period for temporary passwords
9. Faculty Association
- a. Behavioral Threat Assessment Training was excellent – B. H. shared her experience
 - b. Faculty Association meeting last Friday
 - i. Discussed the ability of faculty to evaluate supervisors
 - 1. Sub-committee formed that will make recommendations

CABINET MEETING
September 18, 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 <i>The way to get started is to quit talking and start doing.</i> Walt Disney	Expansion Maintenance Life Safety Day Care Meetings
7.	VP Del Rio Campus	
8.	Chief of Staff	

9.	Faculty Association	
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CABINET MEETING OF
SOUTHWEST TEXAS COLLEGE

September 18, 2024

The Cabinet members of Southwest Texas Junior College met September 18, 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
Bonny Herndon, President of the Faculty Association

1. President

- a. SWTX Board of Trustees' September meeting tomorrow
- b. Add SPI report to each departmental/unit
- c. Keep working on SP objectives
 - i. Remember leading and lagging indicators
 - ii. Tie back to HB8 funding model/outcomes
- d. The Tax Hearing last week was very quick

2. Vice President of Academic Affairs - (Out – he is on a SACS~COC visit)

- a. Discussed running PCT in Eagle Pass starting in January
- b. Chairs are busy with Full-time faculty classroom observations
- c. Wildlife Management Advisory Committee meeting this Thursday
- d. Discussed hosting a Stop the Bleed training for faculty
- e. Discussed issues at UCISD with students completing their assignments
- f. Instructional Leadership
 - i. Meetings with city and school leadership in Pearsall
 - ii. Met with La Pryor principal about Dual Credit Welding and future CTE center (part of the bond they passed recently)
- g. Dual Credit Programs
 - i. Working on the TDCJ Prison Education agreement
 - ii. TSIA2 ELAR testing protocols update from THECB
- h. Professional Development
 - i. ACUE recruiting is ongoing
 - ii. Working on Faculty Directory and Canvas compliance audit

3. Vice President of Student Service
 - a. Library report
 - b. Financial Aid
 - i. Still some work-study positions open
 - ii. Starting work on the FADS report
 - c. Student Success Services
 - i. Working on the charter bus for campus tours – will submit Innovation Grant app
 - ii. Met with MRGDC about further collaboration
 - iii. Various success coaches visiting high schools
 - iv. NSOs coming up this month both on campus and at high schools
 - d. Registrar's Report
 - i. Registration for 8-week 2 is open
 1. 6,551 head count, 34,001 non-dual credit hours, 22,884 dual credit hours
 - ii. Admissions staff meeting on Friday, September 20th
 - e. Other
 - i. Scheduled a meeting with Trane (HVAC) representative regarding their education program
 - ii. Crystal City 2nd graders tour went very well
 1. Carrizo Springs has contacted C.M. for the same for their 3rd graders in November
 - iii. SPI session with SIR went well
 1. Team is gaining an understanding of why we do SPIs
 - iv. C.M. will be out next Thursday for school board conference
4. Vice President of Finance
 - a. Discussion of classroom accident/injury report form
5. Vice President Eagle Pass Campus
 - a. Met with City of Eagle Pass regarding trainings and certifications that we can offer through Workforce
 - b. Continued meetings / discussions with Cumbres
 - c. Attended the 16 de Septiembre at the Mexican Consulate
6. Vice President of Administrative Services – *The way to get started is to quit talking and start doing*
– Walt Disney
 - a. Expansion Projects
 - i. Paving and concrete work at warehouse is ongoing
 - ii. Electrical drops in construction science classroom are installed
 - iii. Diesel tech classroom and lab/shop work will be complete by October 15th
 - iv. Chittim expansion planning is ongoing
 - b. Maintenance – Hubbard Hall kitchen remodel nearing completion
 - c. Life Safety – Rodeo EAP is being developed
 - d. Day Care – Interviews with recommendation coming soon
 - e. Meetings
 - i. Interviews for Director coming soon – used a rubric to select applicants for interviews
 - ii. Met with maintenance staff last week
 - iii. SPIs training went very well
 - iv. Developing a meeting with all stakeholders about housing collaboration

7. Vice President Del Rio Campus

- a. Can there be a banner placed in Canvas when there are outages? Dr. Schell will check on this
- b. ID printers – They will be here September 27th and setup by October 1st
- c. Need to have regular Library meetings
- d. Signage going in with new logos
- e. Working on location water pipes on front side of campus

8. Chief of Staff

a. Reporting / Data Management / ERP

- i. Gainful Employment Report deadline was moved to January 15th, but we are keeping an internal deadline of November 1st
- ii. Dr. Schell got the Student Planning test account from D.O. and she played a little bit with it on Friday
 - 1. The rules seem to be working properly to provide guardrails for students
 - 2. Still would like to get some specific examples of the problems that students encountered in Eagle Pass to try to recreate them and try to mitigate

b. Information Technology

- i. AT&T and Spectrum redundancy with fat pipe work will be complete by the end of the month
 - 1. We were able to go a route that came in at nearly the same cost per month that we were paying previously by going back to a DIR contact price
 - 2. Planning to roll out MFA to students next week unless there are objections here?
 - a. Roll out emails starting right after mid-term with full roll out before Spring semester (early January)
 - b. Look into the time periods for authentication
- ii. Grants – all are gearing up for APRs
- iii. Strategic Innovation and Research
 - 1. Planning to come back to Cabinet next week with a new draft of the Mid-Plan Review
 - 2. Core Assessment is still ongoing – 63% complete as of yesterday
 - 3. Meeting with Service Units on SPIs – deadline for submission of 2024-2025 SPIs is October 15th
- iv. Dr. Schell's calendar is blocked all week to work on SACS~COC 7.1 and 7.3 – she is making good progress

9. Faculty Association

- a. Discussion about the degree level needed for teaching junior and senior level courses

CABINET MEETING
September 25, 2024

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

5.	<p>VP Eagle Pass Campus</p>	
6.	<p>VP Administrative Services <i>Business Lessons</i> <i>The process will always be more valuable than the outcome.</i> <i>The lesson will repeat itself until you learn it.</i> Anonymous</p>	<p>Tech Expansion</p> <p>Warehouse/Diesel Oct. 17</p> <p>Maintenance -Uv. -EP</p> <p>Interviews-Friday Director of LEA & Security Life Safety and Security</p> <p>Interviews-Wellness-Gym-Thursday</p> <p>Rodeo-Panola College</p> <p>Uvalde Rodeo Oct. 3-5, 2024</p>
7.	<p>VP Del Rio Campus</p>	<p>9/20 - Adm/Regr Training, very beneficial for all –</p> <p>BO – Credit card machines?</p> <p>Monday’s Secure Drill, access points did not secure doors</p> <ul style="list-style-type: none"> ■ Sanchez and Rangel came yesterday to correct “groupings” ■ Building D still does not have a swipe unit ■ Speakers not clear. Installation not complete <p>Gideons, Bible distribution & Ladies Voters League, voters registration</p> <p>ECHS tardy issues</p> <p>Pizza w/President, Next Thursday, Oct 3</p>

8.	Chief of Staff	
9.	Faculty Association	

CABINET MEETING OF
SOUTHWEST TEXAS COLLEGE

September 25, 2024

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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 SWTX Board of Trustees' October Board meeting agenda
 - i. Move the December Board of Trustees' December meeting to December 12th
- b. Discussed travel plans for the October 1st TACC Summit in San Antonio

2. Vice President of Academic Affairs - (Out)

- a. Discussed Dwyer Workforce Development partnership relaunch
 - i. Program is exclusively for C N A students
 - ii. Will also further investigate a program like Dwyer has with Houston Community College
- b. Auto Tech received a truck donation last week
- c. LEA is working with Uvalde Memorial Hospital on possible training
- d. Discussed an email sent by UCISD
- e. School District Partnerships
 - i. UCISD
 1. Course Crosswalk with UCISD is nearing completion
 2. Orientation has been scheduled for October 8th
 - ii. Met with Comstock about possibility of welding program
 - iii. Continued discussion with La Pryor about welding program
- f. Dual Credit Programs
 - i. Hosting Counselor Connection meetings with all school district partnerships
- g. Professional Development
 - i. Working on ACUE rollout
 - ii. Discussion of professionalism training and business continuity planning
- h. SACS~COC – Section 5 is just about complete

3. Vice President of Student Service
 - a. Library report
 - b. Student Success Services Report
 - i. Special Programs
 1. DSS is switching to AIM software
 2. Working on IAP appts and Rodeo progress reports
 - ii. Advising
 1. Pathful software training on November 1st
 2. Success Coach training tomorrow
 3. Student Planning training sessions and 15/30 initiatives
 - iii. Transfer and Career Activities
 1. Transfer Round-Up on October 3rd
 2. TAMUK transfer trip on October 17th
 - iv. Admissions/Registrar's Report
 1. Payment deadline for 8-week 2 is October 11th at 4:00pm
 2. S.M. toured the commencement facility in Eagle Pass
 3. C.M. and campus VPs attended Admissions/Registrar training last Friday
 - a. Monthly campus training visits will occur moving forward
 - v. 6,558 overall headcount; 56,940 credit hours total – 2nd 8-week 1683 headcount
 - c. Financial Aid Report
 - i. Continued work on Gainful Employment
 - ii. Working on getting limited FASI information to success coaches
 - d. C.M.'s Work
 - i. Working on Award Spring, but having some technical issues
 - ii. Conduct issues
 - iii. Meeting with the TRANE representative next week
 - iv. Interviews for Enrollment Specialist on Monday
 - v. Posted Pearsall Success Coach position
4. Vice President of Finance
 - a. Working on the audit
5. Vice President Eagle Pass Campus
 - a. Kick-Off event went very well
 - b. Working on MOU with Cumbres – setting up a signing event
 - c. Campus Safety Week was last week and it went very well
 - d. Various upcoming activities and events
 - i. Found a sponsor for the dance team
 - ii. Starting planning on the Career Expo with MRGDC
 - e. B.H. is helping with development of class schedule
 - f. Working on some maintenance issues
6. Vice President of Administrative Services – *Business Lessons - The process will always be more valuable than the outcome. The lesson will repeat itself until you learn it.* - Anonymous
 - a. Expansion Projects
 - i. Warehouse/Diesel – October 17th
 - ii. Eagle Pass Annex still waiting for permit
 - iii. Next year tech expansion planning begins tomorrow
 - b. Maintenance – Uvalde – Hubbard Hall kitchen work is picking back up

- c. Life Safety and Security
 - i. Interviews – Friday for Director of LEA and Security
 - ii. Discussed / feedback from drill on Monday
- d. Interviews – Wellness-Gym, Thursday
- e. Rodeo
 - i. Panola College
 - ii. Uvalde Rodeo – October 3-5, 2024
- f. Long Range Planning survey should be completed by Monday

7. Vice President Del Rio Campus

- a. Cowboy Roundup
 - i. 246 students completed the QR codes
 - ii. 60 ECHS students who weren't allowed to have their phones
- b. 9/20 – Admissions/Registrar Training, very beneficial for all
- c. Business Office – Credit card machines?
- d. Monday's Secure Drill, access points did not secure doors
 - i. D. S. and J. R. came yesterday to correct "groupings"
 - ii. Building D still does not have a swipe unit
 - iii. Speakers not clear. Installation not complete
- e. Events
 - i. Gideons, Bible distribution
 - ii. Ladies Voters League, voter's registration
- f. ECHS tardy issues
- g. Pizza with the President, next Thursday, October 3rd

8. Chief of Staff

- a. Information Technology
 - i. Friday after 4:00 pm, IT needs to bring down the network to replace several end-of-life firewalls
 - 1. Discussed and would prefer to wait until 6:00 p.m.
 - ii. VIDA
 - 1. Farmers' Mercado went very well
 - a. 121 students attended and filled up their bags with free produce, bread, nuts, Starbucks Triple Shots, and dog treats
 - i. We are currently discussing the timing of future Farmers' Mercado
- b. Phi Theta Kappa
 - i. Partnering with Dr. Escamilla to deploy a survey to students regarding preferred course deliver and block scheduling
 - ii. Several PTK officers helped with the Farmers' Mercado
 - iii. Strategic Plan Initiatives
 - 1. Making progress with Service units – a few Academic and Technical have also submitted
 - 2. The deadline to submit is October 15th – submissions should come through the form on the SIR webpage only
 - 3. Questions on development should go to SIR staff

9. Faculty Association - Absent