

CABINET MEETING
August 4, 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>Service to others is the rent you pay for your room here on earth.</i> Muhammad Ali	Re Open report Smart Classroom report Architect/Engineer reviews Hires coming on board
7.	VP Del Rio Campus	
8.	Chief of Staff	

9.	Faculty Association	Classrooms currently on schedule for Fall with no Smartboards installed Policy on attendance in FTF/ZOOM classes Must students remain in mode of instruction they register for?
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**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

August 4, 2021

The Cabinet members of Southwest Texas Junior College met August 4, 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. SmartBoards – Shelves for cameras on Amazon, need to look at all available alternatives**
- b. Safety Protocols – Signs recommending masks, vaccine locations, also announcements on website as well**

2. VP Academic Affairs

- a. Memo going out to ISDs on COVID protocols for Fall**
- b. SB 25/HB 25 course sequence for degree plan online, which department is responsible for submitting the data**
- c. UCISD asking for Dual Credit Instructors to submit grades every 3 weeks**
- d. SACS~COC potential for virtual visit because of COVID**
- e. Fifth Year report in progress**
- f. Hondo Lease status – submit a proposed lease**

3. VP Student Services

- a. Vaccine Clinic discussion - 170 in Eagle Pass, 16 in Uvalde, 46 in Del Rio and 19 in Crystal City**
- b. Meningitis shots will be scheduled for our campuses**
- c. Enrollment update - Fall 2283 – Last year 2418, census 6669**
- d. Update o advising/career pathways page – looks great**
- e. STEM Bound – 21 participants**
- f. Library – smart devices for students’ utilization**
- g. Chat Box utilization 30-40 per week**
- h. Work Study position available**

4. VP Finance

- a. Begin issuing parking permits for Fall**
- b. Approve to sign 5-year Honor Lock**
- c. Agenda item for Board to vote on proposed tax rates**
- d. Need to brainstorm on getting students to apply for HEERF grant**
- e. Working on Lost Revenue for Summer**

5. VP Eagle Pass Campus

- a. Still have vacancies in English – working on plan B
- b. Advisor's last day August 10th – working on filling the gap temporary
- c. Building A – A/C unit still down the new A/C unit has not arrived
- d. Working on securing an additional bid for Chittim grounds clean up and custodians working on 18-acre property

6. VP Administrative Services

"Service to others is the rent you pay for your room here on earth."
Muhammad Ali

- a. Re-open report
 - i. 1 positive case and 10 exposures
 - ii. Exposures have been working remotely
 - iii. Dr. Reading attended committee meeting
 - iv. Some inventory ordered
- b. Smart Classroom report – Still waiting for camera brackets
- c. Architect/Engineer reviews, ongoing will have recommendation for August Board meeting
- d. Hiring ongoing – seems like there are many delays with getting people a solid date to start
- e. CCAMPIS Grant – need to decide a grant director/committee. Dr. Schell will receive a copy of the grant
- f. WITT HVAC
- g. WTG – installing catheter protecting on medina electric easement
- h. Staffing update
- i. Smart Class Room – monitors – plan for Fall
- j. Policy to SOC Committee
- k. Interviews for I.T. Networking Engineer, Custodial

7. VP Del Rio Campus

- a. Building A HVAC parts received
- b. 2 new employees started working on Monday
 - i. IT Tech and Nursing Administrative Assistant
- c. Have one open position at the Library
- d. Two open faculty positions
- d. Del Rio School District begins school on Monday, August 9th
 - i. Each student will receive a laptop in a case a transition to remote becomes necessary
- e. High School students will come in small groups to get IDs
- f. Advisors are booked solid for the next three weeks

8. Chief of Staff

- a. Data Dashboard
- b. Training for Watermark – digital measures
- c. Strategic Plan update with service units
- d. Status on drop list process improvement

9. Faculty Association

- a. Classrooms currently on schedule for Fall with no SmartBoards installed
- b. Policy on attendance in FTF/ZOOM classes
 - i. Must students remain in mode of instruction they register for?
 - a. Arrangements can be made between student and instructor in the case of a positive test/exposure

CABINET MEETING
August 11, 2021
Via ZOOM

	AGENDA ITEM	NOTES
1.	President	SWJC Board of Trustees' August Board meeting Agenda SWTJC Organizational Chart
2.	VP Academic Affairs	
3.	VP Student Services	
4.	VP Finance	

<p>5.</p>	<p>VP Eagle Pas Campus</p>	
<p>6.</p>	<p>VP Administrative Services <i>Treat a person as he is, and he will remain as he is...treat a person as if he was what he should be and could be and he will become what he could be and should be.</i> Jimmy Johnson Pro Football Hall of Famer</p>	<p>Re Open report</p> <p>Inventory-18K KN95, 1K N95-5K on order, surgical mask 10K on order,</p> <p>Air Scrubbers-100 small, 50 med., 15 Lg space units</p> <p>100 Wall mount thermometers on order</p> <p>Smart Classroom report vs. DL system/monitors/Master Schedule-Marco-monitors/Spring go/elevated conversation all classrooms have cameras, brackets zip tied, conf. rooms next,</p> <p>RFQ Architect/Engineer</p> <p>AEL/Chittham parking lot bids</p> <p>CCAMPIS grant-Director Steed</p> <p>SWART/Transportation-DR, CC pm?</p> <p>Dugas Law Firm Update-Written Notice</p> <p>Dir. Bld/Grnds interviews (2)</p> <p>ASR report completed</p>
<p>7.</p>	<p>VP Del Rio Campus</p>	

8.	Chief of Staff	
9.	Faculty Association	

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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. COVID – Semester start protocols discussion**
- b. SWTJC Board of Trustees’ August Board meeting Agenda – discussion**
- c. SWTJC Organizational Chart – discussion and changes**

2. VP Academic Affairs

- a. TDCJ will purchase storage unit for Torres – we will purchase the tools**
 - i. SWTJC will have a late start for the Construction Trade Program**
- b. Working on Faculty Convocation**
- c. Working on 5th year report and separate report for off-campus site visit**
- d. Finalizing Dual Credit course sections**
- e. Memo sent out to School Districts on procedure for class protocols**
- f. Monday, August 16th follow up call for Pathways Rollout**
- g. November 3-5, Pathways Institute on schedule**

3. VP Student Services

- a. Meet and greet with Sul Ross recruiters/advisors**
- b. Vaccine Drives gearing up for second round**
- c. Campus tours ongoing**
- d. Events calendar (tentative based on community spread level)**
- e. Fall Kickoff scheduled for September 1st – planned but pending development of COVID spread**
- f. Fall Enrollment update – 3248 excluding D/C 2503 – last year same time 2945 at Census 6669**
- g. Update on departments**
- h. Student Success questionnaire**
- i. Drop List**
- j. TPEG amounts**
- k. Exempt vs. Non-Exempt employee guidance**

4. VP Finance

- a. Additional HIS monies have arrived - \$700K
- b. IT Monitoring
- c. Hot Spots – limited utilization
- d. Hail damage at President’s home per TASB

5. VP Eagle Pass Campus

- a. Awarded bid to replace flooring at Sul Ross Small Business Development Center
- b. Bids for clearing back lot at Chittim Center
- c. A/C will not be in on time for start of classes, need to make arrangements for portable air units
- d. Need to replace student advisor
- e. No applicants for English or Math positions
- f. Waiting on container for additional storage on campus
- g. Taping off desk for appropriate physical distancing

6. VP Administrative Services

“Treat a person as he is, and he will remain as he is... treat a person as if he was what he should be and could be and he will become what he could be and should be.”

Jimmy Johnson – Pro Football Hall of Famer

- a. Re-open report
- b. Inventory
 - i. 18K KN95, 1K N95-5K on order, surgical mask – 10K on order
 - ii. Air Scrubbers – 100 small, 50 medium, 15 large space units
 - iii. 100 Wall mount thermometers on order
- c. Smart Classroom report
 - i. DL system/monitors/Master Schedule-Marco monitors/Spring go/elevated conversation – all classrooms have cameras, brackets zip tied, conference rooms are next
- d. RFQ Architect/Engineer
- e. AEL / Chittim parking lot bids
- f. CCAMPIS grant-Director Steed
- g. SWART/Transportation – Del Rio, Crystal City pm?
- h. Dugas Law Firm Update – Written Notice
- i. Director of Buildings/Grounds – Interviews (2)
- j. ASR report completed

7. VP Del Rio Campus

- a. Student Success coaches are busy
- b. Students requesting more ZOOM sections
- c. Update on roofs and Dugas firm

8. Chief of Staff

- a. Question on final deadline for summer HEERF awards
- b. Working on Drop List processes
- c. Digital Learning ATD

9. Faculty Association

- a. Perspective from faculty – request for mobile carts – have been ordered
- b. Flexibility of office hours – be available for students, do not want to hear complaints from students that faculty have not responded timely to them.

CABINET MEETING
August 18, 2021
Via ZOOM

	AGENDA ITEM	NOTES
1.	President	SWJC Board of Trustees' August Board meeting Agenda
2.	VP Academic Affairs	
3.	VP Student Services	
4.	VP Finance	

5.	VP Eagle Pas Campus	
6.	VP Administrative Services <i>Goals live on the other side of obstacles and challenges. Along the way, make no excuses and place no blame.</i> Ray Bourque NHL Hall of Famer	Re Open report Smart Classroom report Housing Custodial/Maintenance
7.	VP Del Rio Campus	
8.	Chief of Staff	

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

August 18, 2021

The Cabinet members of Southwest Texas Junior College met August 18, 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' August Board meeting Agenda**
- b. **Reminder to turn salary sheets/contracts into Nita Reed**
- c. **Masks – any issues**
- d. **Enrollment charts**
- e. **Faculty Convocation – monitor audio alerts on thermometers, process for high temperatures – retest, ask to join via zoom - wristbands**

2. VP Academic Affairs

- a. **Updating SACS~COC Registry**
- b. **Update on SACS~COC site visit**
- c. **Update on in person student percentages**
- d. **Update on Tech Programs – physical spacing in labs**
- e. **Transitioning Dual Credit Faculty to new syllabus manager**
- f. **Working with districts on changing policies**
- g. **Outreach efficiency**
- h. **Working on 5th year report**

3. VP Student Services

- a. **Mask usage on campus, additional**
- b. **Enrollment updates**
- c. **2nd round of vaccine drive starting**
- d. **Financial Aid Appeals Committee**
- e. **Departmental Updates**
- f. **Upcoming training opportunities for staff and students**

4. VP Finance

- a. **Cost analysis for Print Center – effective September 1st**
 - i. **Black and white copies – \$0.05per copy and for color copies – \$0.28 per copy**
- b. **Sul Ross rooms damaged with upgrades have been repaired**
- c. **Sul Ross request for meeting regarding shared police officers**
- d. **Hondo Lease update – criteria for program minimums**

5. VP Eagle Pass Campus

- a. **Building A – HVAC unit install in progress**
- b. **Installing additional air scrubbers in individual offices**

6. VP Administrative Services

“Goals live on the other side of obstacles and challenges. Along the way, make no excuses and place no blame.”
Ray Bourque – NHL Hall of Famer

- a. **Re-open report**
- b. **Status of mobile carts for Smart Classrooms**
- c. **Smart Classroom report**
- d. **Housing**
- e. **Custodial/Maintenance**
- f. **SWART Transportation for technical students**

7. VP Del Rio Campus

- a. **Anatomage tables have arrived, room has been rewired**
- b. **Registration on going**
- c. **Smart Classroom login – working on automation**
- d. **Procedure for remote turning on units**

8. Chief of Staff

- a. **working on SACS~COC 5th year report**
- b. **Drop List – work progressing nicely**

9. Faculty Association

- a. **Overload and Lab memo questions**
 - i. **What will the pay for online labs be – will define what will be a lab with prep**
 - ii. **By arrangement pay will be quarter size pay rate**
- b. **questions about cancelled classes**

CABINET MEETING
August 25, 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>We first make our habits, and then our habits make us.</i> John Dryden	Re Open report Smart Classroom report Architects/Engineers notified Dugas Law Firm IT-Texas Cybersecurity Framework Audit CCAMPIS submitted ASR submitted Housing update Gym update Witt Building HVAC contract
7.	VP Del Rio Campus	
8.	Chief of Staff	

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

August 25, 2021

The Cabinet members of Southwest Texas Junior College met August 25, 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
Derek Sandoval, VP Administrative Services
Connie Buchanan, Vice President Del Rio Campus
Dr. Randa Schell, Chief of Staff

Cabinet member absent was:

Gilbert Bermea, Vice President Eagle Pass Campus

Present from the Faculty Association was:

Xaviera Haynes

- 1. President – Discussion throughout meeting**
- 2. VP Academic Affairs**
 - a. Working on SACS~COC reports**
 - b. Full-time/Part-time ratios**
 - c. LVN Interviews on going**
 - d. Deans’ Forum - virtual**
 - e. Memo to students – advising of additional cost potential due to Honor-Lok – ie, camera, microphones, etc.**
 - f. Training and support of Adjunct Faculty**
 - g. Need to better incorporate Adjunct Faculty into Full-time Faculty, oversight**
 - h. Coming from the State**
 - i. SB 1277 – Dual Credit Advising – must be included in the MOU**
 - ii. HB 777 – Public School Accountability – regarding CTE completion**
 - i. Discussion in districts regarding requirement for financial aid application for high school seniors**
 - j. Outcome based measures for ECHS and PTEC**
- 3. VP Student Services**
 - a. Enrollment update**
 - b. College Work-studies list going out to supervisors – payrate - \$9.00 per hour**
 - c. Updates from Departments**
 - d. Library Tech vacancies in Del Rio – start interviewing**
 - e. Vaccine Clinics ongoing**
 - f. Student Success welcomed students, signed up student for tutoring**
 - g. Report on convocation sessions**
- 4. VP Finance**
 - a. Sul Ross joint police/security**
 - b. Title IX update**
 - c. Gym software for scheduling**
 - d. Dual Credit itemized invoices for past three years requested from ISD**

5. VP Eagle Pass Campus - Out**6. VP Administrative Services**

"We first make our habits, and then our habits make us." – John Dryden

- a. **Re-open report – 5 positive cases – 8 exposed, Discussed the need for a framework for COVID Sick Leave**
- b. **Smart Classroom report – good start, minor issues**
- c. **Architects/Engineers notified**
- d. **Dugas Law Firm – agenda item for September Board meeting**
- e. **IT – Texas Cybersecurity Framework Audit – scored 1.8 need to be around a 3. IT policies recently approved will help move us up**
- f. **CCAMPIS submitted**
- g. **ASR submitted**
- h. **Housing update – were able to accommodate 1 per room – 2 per suite. Hubbard Full and six beds available in Garner**
- i. **Gym update**
- j. **Witt Building HVAC contract**

7. VP Del Rio Campus

- a. **Exposures on campus**
- b. **Sul Ross requesting wipes for classrooms**
- c. **Early College Classroom sizing**

8. Chief of Staff

- a. **EOC awarded grant for the next five years**
- b. **Report on participants numbers from TRIO grants**
- c. **Update on Drop List improvements**
- d. **IE – received notice from State Auditor's Office to close out report – due for a State Funding audit**
- e. **Working End of Year Board Report**
- f. **CCSSEE focus group with students**

9. Faculty Association

- a. **Questions on Load Sheets – e-mailed to Dr. Underwood**