

CABINET MEETING
February 3, 2021

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

5.	VP Eagle Pass Campus	
6	VP Administrative Services <i>"Anyone who fights for the future lives in it today"</i> Ayn Rand	Re Open report Tech Committee report CCAMPIS
7.	VP Del Rio Campus	Building A – new electric box to be installed, - power outage about 4 hours - minimal communication disruption DR ECHS Leadership Coaching session w/Educate Texas - Website not updated since Patsy left - Leadership Mtg / leadership agenda mtg posted - CCRSM Resources – texascrrsm.mobilize Tomorrow - DR Faculty Zoom Meeting Conde – tour room for testing DR P-Tech Leadership Coaching session Feb 8 Alamo Adjusters/Lawyers meeting?
8.		

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

February 3, 2021

The Cabinet members of Southwest Texas Junior College met February 3, 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

- 1. President**
 - a. SWTJC Board of Trustees' February meeting agenda**
 - b. Forecast Summer/Fall**
 - c. Discuss office assignments**

- 2. VP Academic Affairs**
 - a. Working with RGC on Pathways**
 - b. Update on Dual Credit request**
 - c. Unfunded numbers rising – investigating problems, may be crosslink Dev. Ed**
 - d. Working on recruitment for new students**
 - e. Watermark – 5th year report template**

- 3. VP Student Services**
 - a. High school request – increased request for virtual presentations**
 - b. FA reviewing SAP and other processes to improve communications with students**
 - c. 12-week FA appeals are due by February 9th**
 - d. Dev. Ed Committee – holistic advising**
 - e. Call Center assisting hospital with mass vaccination calls**
 - f. Spring enrollment data**
 - g. Working on registration for 12-week semester**

- 4. VP Finance**
 - a. Identifying loss revenue – identify about \$2M**
 - b. HERF annual report due on February 8th**
 - c. Canvas PD to be funded by CARES 2.0**

- 5. VP Eagle Pass Campus**
 - a. 12-week registration not full – still room in sections**
 - b. Facilities – Building C – A/C completed, Chittam Building p**
 - i. Building C – A/C completed**
 - ii. Chittam Building – plumbing issues corrected**
 - c. Campus parking striping in progress**

6. VP Administrative Services

"Anyone who fights for the future lives in it today"

Ayn Rand

- a. Re-open Committee report
- b. Tech Committee report
- c. CCAMPIS

7. VP Del Rio Campus

- a. Building A – new electric box to be installed
 - i. Power outage about 4 hours
 - ii. Minimal communication disruption
- b. DR ECHS Leadership Coaching session with Educate Texas
 - i. Website not updated since Patsy left
 - ii. Leadership Mtg / leadership agenda Mtg posted
 - iii. CCRSM Resources – texasccrsm.mobilize
- c. Tomorrow – DR Faculty Zoom meeting
- d. Conde – tour room for testing
- e. DR P-Tech Leadership Coaching session February 8th
- f. Alamo Adjusters / Lawyers meeting?

8. C. Morales

- a. Faculty Association meeting Thursday

CABINET MEETING
February 10, 2021

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

5.	VP Eagle Pass Campus	
6	VP Administrative Services <i>“The function of leadership is not to gather more followers. It is to produce more leaders.”</i> John Maxwell	Re Open report Deferred Maintenance Budget committee meeting Alamo Public Adjusters 'Smart Classrooms' Tech Center parking/portable
7.	VP Del Rio Campus	
8.		

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

February 10, 2021

The Cabinet members of Southwest Texas Junior College met February 10, 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

- 1. President**
 - a. SWTJC Board of Trustees' February meeting agenda**
 - b. Cares Budget purchase plan – Plans for classroom zoom capable**
 - c. Update on Del Rio Roof Claim**

- 2. VP Academic Affairs**
 - a. RFP – Greater Texas Foundation**
 - b. Update on Academic transfer rules comment**
 - c. Update on desk review**
 - d. IPEDS finished**
 - e. Working with AEP in support for Lineman Program**
 - f. One Act Play UIL – will host for schools**
 - g. Prison courses**

- 3. VP Student Services**
 - a. Holistic Advising**
 - b. Database for library – Science faculty request**
 - c. Staffing for Call Center and Chat Box as we return to campus**
 - d. Chromebook check out have slowed down**
 - e. Meeting with RGC on transfer fairs and seamless transitions – strengthen connections with enrollment specialist and our advisors**
 - f. Concern as we return to campus impact on supporting community vaccine Call Center**
 - g. Request for approval of Upward Bound for summer**
 - h. Planning for virtual BBQ Cook-Off**
 - i. Establishing an EGames League participation**
 - j. EOC grant preparation**
 - k. Update on virtual graduation – scheduled for June 12th**
 - l. Upgrades on Crystal City network**

- 4. VP Finance**
 - a. Preliminary Financial Statement for Board meeting**
 - b. Update on tax collections**
 - c. Will be meeting with other CFOs on methods to quantify loss revenue**

- 5. VP Eagle Pass Campus**
 - a. Waiting on quotes for auto-flushers**
 - b. Continue working on grounds/facilities**

6. VP Administrative Services

“The function of leadership is not to gather more followers. It is to produce more leaders”
John Maxwell

- a. Re-open Committee report - COVID exposure and positive cases
- b. Deferred Maintenance Budget Committee meeting
- c. Alamo Public Adjusters
- d. “Smart Classrooms”
- e. Tech Center parking/portable

7. VP Del Rio Campus

- a. Meeting with Del Rio ECHS – issues with attendance

CABINET MEETING
February 24, 2021

	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>"It is not enough to get things done, they must get done right."</i> Arthur T. Hadley	Re Open Report 'Snow-pocolypse' Report Maintenance IT Public Info Campus Police
7.	VP Del Rio Campus	Water line repairs: Buildings A and F (ceilings and walls) Building A - A/C units being brought online Sul Ross – DL equipment installation continue/many electrical requests Johnny C on campus 2/23/2021
8.		

**CABINET MEETING OF
SOUTHWEST TEXAS JUNIOR COLLEGE**

February 24, 2021

The Cabinet members of Southwest Texas Junior College met February 24, 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

Cabinet member absent was:

Gilbert Bermea, Vice President Eagle Pass Campus

1. President

- a. Update on Del Rio Roof Claim**
- b. Update on plumbing leaks and water cleared safe to use**
- c. Notification of emergency alert – work on after action report on snow/electrical outage/water outage incident**

2. VP Academic Affairs

- a. SACS~COC approved Pearsall ISD substantive change**
- b. International student recruitment vendor / consultant**
- c. Cancelled classes for 2/15-19 as per TAC Chap 4 rule 4.6 – will not have to make up the 3 contact hours missed. Specific programs will make up clock hours during the remainder of the semester (nursing, radiology, cosmetology, LEA)**
- d. Streamline course canvas pages for consistency**
- e. Faculty Stipend to train on Canvas and page modification**
- f. Budgets on track and coming in**
- g. Vaccinations – PCT students assisting – looking to identify students to staff call center after Spring Break**
- h. Enrollment Audit – will meet Friday 10:00am – 19 issues resolved – 21 issues still need documentation; 2 additional items should be cleared today, 4 unresolved roster issues**

3. VP Student Services

- a. Need to strengthen documentation on policy decisions**
- b. Reschedule transfer meeting with Sul Ross**
- c. Service area reopen plan for April – schedule student visits by appointment (setmore)**
- d. Document last week as conference (weather closure) on Kronos**
- e. Cares Application closes on Friday, screen and forward to financial aid**
- f. Testing Center update**
- g. TRIO Grant update**
- h. EOC renewal applications**
- i. Progress reports and IEP for students in progress**
- j. April 15th – PTK Inductions**

- k. Enrollment numbers for 12 week and 8-week semesters
- l. Extended drop deadline for 1st 8-week term by one week – due to weather closures last week

4. VP Finance

- a. Budget are due to Vice Presidents March 1st and due to Finance by March 22nd
- b. One-time stipend move from grant to institutional match account-grant not authorized to cover
- c. Approve an emergency stipend for part-time worker for closed week
- d. March 10-12 Pell refunds to students go out
- e. Meeting on Friday to review Cares Budget
- f. TACC CFO meeting this afternoon to discuss spending options

5. VP Eagle Pass Campus - Out of office

6. VP Administrative Services

"It is not enough to get things done, they must get done right"

Arthur T. Hadley

- a. Re-open Committee report – Inventory, re-open plans, quarantine procedures
- b. 'Snow-pocolypse' report
- c. Maintenance
- d. IT – smart room demo
- e. Public Information
- f. Campus Police

7. VP Del Rio Campus

- a. Water line repairs: Building A and F (ceilings and walls)
- b. Building A – A/C units being brought online
- c. Sul Ross – DL equipment installation continue, many electrical requests – Johnny C. on campus February 23, 2021