

**CABINET MEETING**  
**February 7, 2024**

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

5.	<b>VP Eagle Pass Campus</b>	
6.	<b>VP Administrative Services</b> <i>We can't plan life. All we can do is be available for it.</i> Lauryn Hill	Re Open report -13 Pos. 2 Exp. -Supplies, Campus good  Welding EP  EMT EP  Diesel Uvalde  Maintenance -dorms paint, Christmas lights, Tate lights  HVAC-Student Lounge  Life Safety -fire ext., fire inspect.,  Budget discussion  NASA Feb. 8 on campus
7.	<b>VP Del Rio Campus</b>	Auditorium: 2024 Primary Forums (Feb 6 and 7)  Water Leak: Front of K, pipe feeds Building A  CTE Aviation students-- moved students to 2018 catalog, substituted incorrect classes  Extra Security Hired:  2024 Primary Forum – Auditorium Uses by community  Expo Friday – Security at Civic Center and Campus (some buildings locked up)  AEL Graduation: Feb 22, 10am  SWTJC FAN Gala – April 13, Fairplex ---Boots and Bling: Dinner, Casino, Live Music

<b>8.</b>	<b>Chief of Staff</b>	
<b>9.</b>	<b>Faculty Association</b>	

**CABINET MEETING OF  
SOUTHWEST TEXAS JUNIOR COLLEGE**

**February 7, 2024**

The Cabinet members of Southwest Texas Junior College met February 7, 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 Financial Services  
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. **SWTJC Board of Trustees' February meeting agenda**
  - i. **Packets will go out this week**
    - 1. **In the future, need department reports to go in packet**
    - 2. **Asking to move the Name on the ballot draw up to February 19th**

**2. Vice President of Academic Affairs**

- a. **Student Housing/Life**
  - i. **Superbowl party/tailgate at Hubbard Hall on Sunday**
  - ii. **Student Ambassadors group up and running in Del Rio, Eagle Pass, and Uvalde**
  - iii. **Grillin' with the President – Deadline to sign up is February 28th**
- b. **Student and Community Outreach**
  - i. **Candidate Forum on February 12<sup>th</sup> in the Tate Auditorium**
- c. **Pathways – Need to know who is going by tomorrow**
- d. **End of Year Breakfast – May 10th**
- e. **Discussion of resources listed in the DOJ review report**
- f. **Rodeo – 21 team members graduating in May**
- g. **A.R. working with D.C. on building reports in Informer**
- h. **Workforce – working on a grant from TWC to provide training for local businesses with fewer than 100 employees**
- i. **MHDD meeting – they approved of the course map presented with a few suggestions**
- j. **Dual Credit Partnerships**
  - i. **Models Meetings with Sabinal, Pleasanton and Dilley**
  - ii. **Directive to staff to be engaged with at least 2 school districts per week**
    - 1. **Divided school districts into communication zones**
  - iii. **Conducting evaluations with SPI reviews**

- iv. Reviewing and meeting with districts on Technical Memorandum of Understandings
  - v. Lackland ISD has contacted us about Dual Credit information
  - vi. C.G. is making the rounds for school district meetings
  - k. Program Review – Second meeting with CIS group
  - l. Instructional Leadership
    - i. Aviation instructor at DRHS met with division chairs for onboarding
    - ii. The HVAC instructor at DRHS fell through
  - m. HB 5 classes – working on a plan as Texas College Bridge is no longer an option
3. Vice President of Student Service
- a. Orientation planning report
  - b. Success Services – Lots of activities from all departments
  - c. Library report – lots of events and activities
  - d. Scholarship management software demo on Friday – L.E. will get C.M. a solid list of active scholarships
  - e. Discussion of eclipse activities
  - f. Enrollment Report
    - i. 3.7% increase in headcount
    - ii. 4.7% increase in contact hours
    - iii. 5% increase in credit hours
4. Vice President of Finance
- a. Discussion of budget projections
5. Vice President Eagle Pass Campus
- a. Report/discussion of events and activities
  - b. Planning and emergency preparedness training for faculty and staff
  - c. Looking at putting together a dance team
  - d. Looking at putting together a student advisory board
6. Vice President of Administrative Services – *We can't plan life. All we can do is be available for it.* – Lauryn Hill
- a. Re-open report
    - i. COVID – 13 positive cases and 2 exposures in January
    - ii. Supplies inventory is good
  - b. Facilities/Construction
    - i. Welding in Eagle Pass – certificate of occupancy forthcoming
    - ii. EMT in Eagle Pass – needs a door
    - iii. Diesel in Uvalde
  - c. Maintenance
    - i. Dorms exterior painting ongoing
    - ii. Christmas lights coming down
    - iii. Tate Auditorium lights being replaced/repaired
    - iv. Discussion on tables purchased for Del Rio and Eagle Pass
  - d. HVAC – Student Lounge
  - e. Life Safety – fire extinguisher inspections ongoing
  - f. Budget discussion
  - g. NASA meeting on February 8<sup>th</sup> in Uvalde
  - h. Rodeo – 4 students still in the running for National Finals

## 7. Vice President Del Rio Campus

- a. Auditorium was repaired in time for 2024 Primary Forums on February 6<sup>th</sup> and 7<sup>th</sup>
- b. Water leak at the front of building K, pipe feeds Building A
- c. CTE Aviation students – moved students to 2018 catalog, substituted incorrect classes
- d. Extra Security hired for the week's activities
  - i. 2024 Primary Forum – Auditorium used by community
  - ii. Expo Friday – Security at Civic Center and campus – some building locked up
- e. Events and Activities
  - i. AEL Graduation Ceremony will be on February 22<sup>nd</sup> at 10:00am
  - ii. Transfer Fair will be on February 13<sup>th</sup>
- f. SWTJC Fan Gala
  - i. April 13<sup>th</sup> at the Fairplex
  - ii. Boots and Bling: Dinner, Casino, and Live Music

## 8. Chief of Staff

- a. FAST roster was finally verified this morning
- b. Phi Theta Kappa
  - i. Officer (M.V.) was awarded the UTSA Distinguished Transfer Scholarship and accepted to their Honors' College
  - ii. Induction Ceremony will be on March 6<sup>th</sup>
  - iii. Will travel to CC on March 7<sup>th</sup> – 10<sup>th</sup> for PTK Texas Region Convention
    - 1. 6 students and 2 advisors
- c. Going to Del Rio today with VIDA staff to look at building for Resource Center
- d. R.F.S. – need HB 8 dashboard - NOW

## 9. Faculty Association

- a. Worked to dispel a rumor about help desk tickets being counted on evaluations
- b. Working with A.R. and Division Chairs on Faculty Handbook changes/updates
- c. Can Faculty Friday calendar be distributed so that it can integrate into Outlook calendar?
  - i. B.H. willing to help make this happen
- d. Discussion of 8-week vs. 16-week course scheduling

**CABINET MEETING**  
**February 14, 2024**

	<b>AGENDA ITEM</b>	<b>NOTES</b>
<b>1.</b>	<b>President</b>	
<b>2.</b>	<b>VP Academic Affairs</b>	
<b>3.</b>	<b>VP Student Services</b>	
<b>4.</b>	<b>VP Finance</b>	

5.	VP Eagle Pass Campus	
6.	<b>VP Administrative Services</b> <i>Valentine's quote:</i> <i>Here's to being my emergency contact someday.</i>	Tech Expansion  Board/CIR report  Graduation HVAC
7.	VP Del Rio Campus	Feb 9 - DR Career and College Expo -Over 750 attendees - ran out of 750 bags prepared for attendees) (Estimate 800) -QR Code registration not working - works great for SWTJC students - does not work for those not in our system (which is info we need to collect) -Sandy going to UTSA this weekend, will inquire their methods  Feb 13 – Transfer Fair ■ 42 tables (15 colleges) ■ 200+ attended (testing across street lowered numbers)  Today / Feb 15 – Attending DR Chamber Luncheon - Guest speaker, Dr. Garza on “the future of Sul Ross in Del Rio, Tx”  Working on FAN Gala announcements – will share soon  Dine with the Deans in Del Rio on February 19 (Monday): 11:30am-1pm  ApplyTexas days (Feb 20 - 21) at DR Freshman Campus  DR ECHS Cohort 10 Lottery drawing, Feb 22  Preparing for “Teen Empowerment Summit and Resource Fair” DR Civic Center, Feb 22



<b>8.</b>	<b>Chief of Staff</b>	
<b>9.</b>	<b>Faculty Association</b>	

**CABINET MEETING OF  
SOUTHWEST TEXAS JUNIOR COLLEGE**

**February 14, 2024**

The Cabinet members of Southwest Texas Junior College met February 14, 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 Financial Services  
Brenda Hoffman, Vice President Eagle Pass Campus  
Derek Sandoval, VP Administrative Services  
Dr. Randa Schell, Chief of Staff**

Cabinet member absent was:

**Connie Buchanan, Vice President Del Rio Campus**

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. **SWTJC Board of Trustees' meeting tomorrow**
- b. **Discussion of Department of Justice report**

**2. Vice President of Academic Affairs**

- a. **Aviation and Student and Community Outreach are ready to report at the Board meeting**
- b. **UCISD Board met on Monday – discussed dual credit partnership(s)**
- c. **Union Pacific ribbon cutting for diesel expansion on February 29<sup>th</sup> at 2:00 pm at the Chittim Center**
- d. **Student and Community Outreach – Barlele proposes to come to campus for their next visit**
- e. **Division Chairs working on Fall schedules**
  - i. **Continuing to bring classes face to face**
  - ii. **Adjusting 8-week and 16-week scheduling**
  - iii. **Graduation - There is a scheduling conflict with Uvalde High School Graduation**
- f. **Curriculum Committee**
  - i. **Program Reviews will be ready for meeting on Friday**
  - ii. **C.G. will also bring an item regarding Texas College Bridge**
- g. **Dual Credit Programs**
  - i. **Natalia has inquired about PCT**
  - ii. **UCA has inquired about technical programs**
  - iii. **Comstock has inquired about the ECA model**
  - iv. **Pleasanton has inquired about EMT**

- v. One staff member will be attending the Hondo site one day per week
- vi. Lackland-Stacy High School has inquired about our offerings
- h. School District Partnerships
  - i. There is a grow your own teachers grant program that many high schools are interested in – Need to explore an education pathway
  - ii. La Pryor has indicated they are taking their academic Dual Credit to Sul Ross starting in Fall 2024
  - iii. Discussing with Eagle Pass Independent School District about technical programs are ongoing
  - iv. Del Rio aviation instructor is good to go
    - 1. There is a potential HVAC instructor in the works
- 3. Vice President of Student Service
  - a. Met with Pearsall Superintendent last week – Interested in forklift training and other workforce type training
  - b. Other
    - i. Scholarship software system demo today
    - ii. Attending the TASFA conference
    - iii. Orientation planning is ongoing
    - iv. Lots of activities ongoing with Financial Aid and the Library
    - v. Discussion of graduation plans and academic calendar
- 4. Vice President of Finance – Nothing to report
- 5. Vice President Eagle Pass Campus
  - a. Meningitis vaccine drive during orientation sessions
  - b. Lots of upcoming and ongoing activities and events
  - c. Scheduling meeting with private school coalition in Mexico
    - i. Need further discussion on any Ducal Credit offerings we could offer
- 6. Vice President of Administrative Services – *Valentine's quote: Here's to being my emergency contact someday*
  - a. Tech Expansion
    - i. Work is continuing
    - ii. Working with a company to move the PLT equipment
    - iii. Need further discussion regarding the Diesel Tech facility/classroom/lab
    - iv. Finishing up the Eagle Pass welding work in anticipation of the February 29<sup>th</sup> ribbon cutting
  - b. Graduation ceremony HVAC has been ordered
- 7. Vice President Del Rio Campus – out attending the Del Rio Chamber Luncheon (sent notes)
  - a. February 9<sup>th</sup> – Del Rio Career and College Expo
    - i. Prepared 750 bags for attendees, ran out of the bags; estimate of attendees 800
      - 1. QR Code registration not working
        - a. Works great for SWTJC students but not for anyone not in our system
        - b. Going to inquire on what method UTSA uses
  - b. February 13<sup>th</sup> – Transfer Fair
    - i. 42 tables – 15 colleges
    - ii. 200 + attended – Testing across the street lowered the numbers

- c. February 15<sup>th</sup> – attending Del Rio Chamber Luncheon – Guest Speaker will be Dr. Garza on “the future of Sul Ross in Del Rio, Texas
- d. Upcoming events/Other
  - i. Working on FAN Gala announcements – will share soon
  - ii. Dine with the Deans in Del Rio on February 19<sup>th</sup> at 11:30 am
  - iii. ApplyTexas days will be February 20<sup>th</sup> and 21<sup>st</sup> at Del Rio Freshman Campus
  - iv. Del Rio Early College High School Cohort 10 Lottery drawing, February 22<sup>nd</sup>
  - v. Preparing for “Teen Empowerment Summit and Resource Fair” Del Rio Civic Center on February 22<sup>nd</sup>

#### 8. Chief of Staff

- a. IT needs to patch our firewall
  - i. The plan is to take down our network to apply the patch this Friday at 4:00 pm to minimize the business impact; should only be a few hours
    - 1. Does this work for everyone? – An email will be sent out ahead of time
- b. R.S. – Clear on the data requested by Uvalde Consolidated Independent School District
  - i. Dual Credit students and Early College High School students
    - 1. Where are they transferring?
    - 2. Have they graduated and what degrees are they getting?
    - 3. Go on to take additional classes at SWTJC
  - ii. How many years back? 3-years

#### 9. Faculty Association

- a. Attended Del Rio College and Career Expo – it was very well attended – handed out 200 push cards
- b. Can we explore a community training cooperative regarding conflict resolution, long term trauma effects, etc.?
  - i. M.U. – the Department of Justice report indicated similar needs post-tragedy

**CABINET MEETING**  
**February 21, 2024**

	<b>AGENDA ITEM</b>	<b>NOTES</b>
<b>1.</b>	<b>President</b>	
<b>2.</b>	<b>VP Academic Affairs</b>	
<b>3.</b>	<b>VP Student Services</b>	
<b>4.</b>	<b>VP Finance</b>	

5.	<b>VP Eagle Pass Campus</b>	
6.	<b>VP Administrative Services</b> <i>Failure is not the opposite of success: it's part of success.</i> Arianna Huffington	Eagle Pass; Diesel/Welding/Truck Driving/Powerline Tech-18 Acres  Uvalde: Diesel  Campus Police  Transportation -gas tank -School Dude  Solar Eclipse events
7.	<b>VP Del Rio Campus</b>	Del Rio Chamber Luncheon, Feb 14  SSCs (Sandy and Eva) met with DR HS Councilors FA (Jesse) – helping with numerous FASFA events at HS ApplyTexas Events at Freshmen campus, Feb 20 and 21  Dine w/Dean’s Monday – speaker Jenna Garcia  AEL Graduation on Feb 22  ECHS Lottery Feb 22 for Cohort #10  Svc Comm Mtg for staff, Feb 26  FASFA Parent Night on campus, Feb 28

<b>8.</b>	<b>Chief of Staff</b>	
<b>9.</b>	<b>Faculty Association</b>	

**CABINET MEETING OF  
SOUTHWEST TEXAS JUNIOR COLLEGE**

**February 21, 2024**

The Cabinet members of Southwest Texas Junior College met February 21, 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 Financial Services  
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. Discussion of prep for the March Board meeting
  - i. Need packet information by March 7<sup>th</sup> for packets to go out March 8th

**2. Vice President of Academic Affairs**

- a. Barlele – Presentation on Tuesday, February 27<sup>th</sup> at 2:30 pm in the President's Office
- b. Curriculum Committee recommendations
  - i. Need to get a group together to make sure existing and future OSAs are set up properly to be reported on the OOM
  - ii. Discussion of Child Development vs. Educational (Teacher) Aid – discussion of Fields of Study
  - iii. Program review for Board of Trustees
- c. Need to decide on QEP short list next week
- d. Discussion of Dine with the Deans in Del Rio
  - i. Smart Board notifications – A.R. will check with D.V.
  - ii. Discussion of Tech Programs being 4 days vs 5 days
- e. Announcements
  - i. Union Pacific Ribbon Cutting on February 29<sup>th</sup> at 2:00 pm
  - ii. Workforce staff visiting high schools by request
  - iii. Cadets got several certifications including CPR, First Aid and Narcan Administration
  - iv. Division Chairs are busy, working on many projects and with many people
- f. Dual Credit Programs – staff meeting with school district staff regularly
- g. School District Partnerships – DRHS new Tech instructors are in the pipeline



3. Vice President of Student Service
  - a. Discussion of building partnerships/relationships with school districts and community organizations
  - b. Announcements of activities and events
  
4. Vice President of Finance
  - a. T.D. has new title of Human Resources Director
    - i. Discussion of retirement plaques
  
5. Vice President Eagle Pass Campus
  - a. Discussion of meetings with high schools in Mexico
  - b. Announcements of activities and events
  
6. Vice President of Administrative Services – *Failure is not the opposite of success: it's part of success* – Arianna Huffington
  - a. Maintenance / Construction Projects
    - i. Eagle Pass – Diesel/Welding/Truck Driving/ Powerline Tech – 18 acres
    - ii. Uvalde
      1. Diesel
      2. Surgical Tech work ongoing
      3. Sports court installation ongoing
  - b. Campus Police/Safety
    - i. Access Control Phase 2 being requested
    - ii. Discussion of Spring Break schedules
  - c. Transportation
    - i. Gas Tank
    - ii. School Dude
  - d. Meeting with Soaring Competition people
  - e. Solar Eclipse events
  
7. Vice President Del Rio Campus
  - a. Del Rio Chamber Luncheon, February 14th
  - b. Upcoming / Ongoing Activities
    - i. Student Success Coaches met with Del Rio High School Counselors
    - ii. Financial Aid Department is helping with numerous FASFA events at the high school
    - iii. ApplyTexas Events at Freshmen campus, February 20<sup>th</sup> and 21<sup>st</sup>
    - iv. Dine with the Deans Monday – speaker Jenna Garcia
    - v. AEL Graduation on February 22<sup>nd</sup>
    - vi. Early College High School Lottery is February 22<sup>nd</sup> for Cohort # 10
    - vii. Service Community Mtg for staff on February 26<sup>th</sup>
    - viii. FASFA Parent Night on campus, February 28<sup>th</sup>
  
8. Chief of Staff
  - a. UCISD Data ready
  - b. R.F.S. – send link to C.G., M.U., and H.G.
  
9. Faculty Association
  - a. Discussion of email encryption
  - b. Working on a review of tenure and title promotions
  - c. Working on faculty attendance at graduation
    - i. One idea is to host some fun activities between ceremonies

**CABINET MEETING**  
**February 28, 2024**

	<b>AGENDA ITEM</b>	<b>NOTES</b>
<b>1.</b>	<b>President</b>	SWTJC Board of Trustees' March Board Meeting Agenda
<b>2.</b>	<b>VP Academic Affairs</b>	QEP Topic(s) for vote  Follow-up with Scott McCollum at TEEX
<b>3.</b>	<b>VP Student Services</b>	
<b>4.</b>	<b>VP Finance</b>	

5.	<b>VP Eagle Pass Campus</b>	
6.	<b>VP Administrative Services</b> Embracing those who are creative. <i>"Weed out the dullards-          nurture the nuts."</i> Tom Peters	Welding Meeting  Solar Eclipse Meeting  Graduation HVAC-Trane/Sunbelt Rentals
7.	<b>VP Del Rio Campus</b>	Feb 22: ECHS Lottery -- 125 cohort #10 and 83 alternates  Feb 23: Library Tech Interviews  Feb 26: Svc Operations Communication for Staff  This week: Several FA initiatives (Socials, parents meeting, DRHS Fafsa Night)  Feb 28 – Chamber Banquet  Recruiting TV's for tables
8.	<b>Chief of Staff</b>	

<b>9.</b>	<b>Faculty Association</b>	
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**CABINET MEETING OF  
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**February 28, 2024**

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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 Financial Services  
Brenda Hoffman, Vice President Eagle Pass Campus  
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Also, Present were:

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Bonny Herndon, President of the Faculty Association (attended via ZOOM)

**1. President**

- a. Discussion of SWTJC Board of Trustees' March Board meeting agenda
- b. Met with Dilley ISD Board of Trustees' on Monday – shared information about the CDL program that they offer

**2. Vice President of Academic Affairs**

- a. Follow-up with Scott McCollum at TEEEX
  - i. Suggestion is to start with a mental health/mental wellness plan
  - ii. They can help with a gap analysis and searching for a director
    - 1. R.F.S. – add training monies to appropriations/grant proposal to allow L.E. entities to send staff
- b. Barlele meeting rescheduled to March 5th
- c. SACS~COC
  - i. Discussion of Compliance Certification Report
  - ii. Discussion of QEP Topic(s) for vote
- d. Dine with the Deans in Eagle Pass recap
- e. Discussion of TEA Educational Aide pathway
- f. Compliance
  - i. CIS program review to Curriculum Committee, will be coming soon
  - ii. Aviation course list to Curriculum Committee, will be coming soon
- g. Instructional Leadership
  - i. HVAC instructor for Del Rio High School nearing approval
  - ii. Teaching demo for psychology adjunct at Uvalde Consolidated ISD
    - 1. Data was received by Uvalde Consolidated ISD
  - iii. Meetings
    - 1. Met with Medina Valley superintendent and assistant superintendent
      - a. Interest in additional technical programs
    - 2. Met with Pleasanton superintendent
      - a. Discussion of adding EMT certificate program

### 3. Vice President of Student Service

- a. Financial Aid
  - i. FAFSA Priority deadline moved to April 15<sup>th</sup> – working on technical changes resulting from the new FAFSA
  - ii. Hamburger event tomorrow on Uvalde campus
- b. Enrollment report – Admissions/Registrar
  - i. 2<sup>nd</sup> 8-week – 1682 headcount
  - ii. Working on Academic Calendar through 2031
- c. Library
  - i. Events and activities announced
    - 1. Lupita De La Paz – author to present at the Del Rio Library
- d. Student Success
  - i. Attended the TEXAAN Conference
  - ii. Making high school visits and documenting their efforts
    - 1. Working on a query to find all of the students approaching 15 sch
- e. Other
  - i. Met with Dilley and Cotulla principals
    - 1. Discussion of community classes, smartboards/Frontera Rooms, hybrid course offerings, etc.
      - a. Perhaps set up dedicated office hours
  - ii. Scholarship management software
    - 1. Coordinating meeting with out IT and their IT
  - iii. C.M. will be out on Friday

### 4. Vice President of Finance

- a. Please continue working on budgets
- b. Please complete the Cafeteria survey
- c. Any suggestions for HR newsletter please send to Ms. Dube

### 5. Vice President Eagle Pass Campus

- a. Discussion of many events and activities in the community
  - i. B.H. did an interview with the Eagle Pass Business Journal
  - ii. Increasing presence in both high schools
  - iii. Setting up a table at the mall and considering a banner at each flea market
- b. Chamber Banquet tomorrow
- c. Two new clubs – Chess Club and the R N Club

### 6. Vice President of Administrative Services – Embracing those who are creative. *“Weed out the dullards-nurture the nuts.”* Tom Peters

- a. Received certificate of occupancy for Eagle Pass welding building – Will have a welding meeting tomorrow
- b. Solar Eclipse Meeting
- c. Graduation HVAC -Trane/Sunbelt Rentals – gathering proposals
- d. Del Rio Service Forum
  - i. C. C. asked about lab gas line inspection
  - ii. Also, in process of getting Stericycle out to Del Rio and Eagle Pass labs
- e. Campus Police report

## 7. Vice President Del Rio Campus

- a. Events and activities
  - i. February 22<sup>nd</sup> Early College High School Lottery
    - 1. 125 cohort # 10 and 83 alternates
    - 2. All Early College High School new students will be coming in to complete Apply Texas
    - 3. February 23<sup>rd</sup> - Library Tech Interviews
    - 4. February 26<sup>th</sup> - Service Operations Communication Forum for Staff
    - 5. A E L graduation this week
- b. This week
  - i. Several Financial Aid initiatives – Socials, parents meeting, DRHS FAFSA Night
  - ii. February 28<sup>th</sup> – Chamber Banquet
- c. Discussion of TVs for recruitment tables
- d. Working on IT equipment for Building M

## 8. Chief of Staff

- a. PTK
  - i. Induction next Wednesday at 6:30pm – 74 applications
  - ii. Traveling to C.C. on Thursday, March 6<sup>th</sup> for the Texas Region Convention
  - iii. Notified yesterday that one of our members was selected for the Guistwhite Scholarship
    - 1. \$5,000.00 to purse her Bachelor's degree
- b. Grants
  - i. X.H. found a grant through the Lowe's Home Improvement Foundation
    - 1. Opens Friday and closes March 31<sup>st</sup>
      - a. Up to \$ 1 million
      - b. Focused on rural underserved populations
      - c. Technical and community colleges with programs: appliance repair, carpentry/construction, electrical, HVAC and plumbing
      - d. Funds can be spent on instructors, program materials, new or remodeled training spaces, equipment, etc. in the designated program(s)

## 9. Faculty Association

- a. Worked on Faculty Handbook
- b. Faculty are preparing for 1<sup>st</sup> 8-week finals
- c. Faculty Association meeting this Friday
- d. Technical programs sports competition March 4<sup>th</sup> – 6<sup>th</sup>
  - i. Dodgeball and softball