



**SOUTHWEST**  
TEXAS ★ COLLEGE

# **SWTX** **CABINET** **MEETINGS**

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FEBRUARY 2025



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**CABINET MEETING**

**February 5, 2025**

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

<p>5.</p>	<p><b>VP Eagle Pass Campus</b></p>	
<p>6.</p>	<p><b>VP Administrative Services</b>  <i>Success is not achieved by winning all the time. Real success comes when we rise after we fall.</i>          Muhammad Ali</p>	<p>Re-Open</p> <p>Fentanyl Awareness</p> <p>Dugas Law Firm</p> <p>Davis Powell</p> <p>SACS/Catalogue/Budgets</p> <p>Truck Recall</p>
<p>7.</p>	<p><b>VP Del Rio Campus</b></p>	<p>Cowboy Kick-Off: Jan 30, approx. 400</p> <p>Maria Trevino, New DR VIDA Care Specialist</p> <p>Two City Water Meters replaced</p> <p>DR Law Enforcement BTAM training in Amistad through Thursday          (Behavioral Threat Assessment and Management)</p> <p>Transfer Fair, Feb 11</p> <p>Dugas: Client Mediation Prep, Feb 6          DR vs TASB Mediation on Feb 12</p> <p>Faculty</p>

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

CABINET MEETING OF  
SOUTHWEST TEXAS COLLEGE

February 5, 2025

The Cabinet members of Southwest Texas Junior College met February 5, 2025 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

Cabinet member absent was:

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. Reviewed Board of Trustees' February meeting agenda
- b. Kates's Cowboy Promise
  - i. Document distributed – see details – counties identified
  - ii. Discussion of eligibility, courses, and covered cost
  - iii. Application design/Committee/School presentations
  - iv. Ownership of Leadership declared
  - v. Questions of "traditional scholarship", stand alone
  - vi. Smooth rollout in the Fall - \$4.2 M
  - vii. HS vs County address – D.C. involved - Buchanan
- c. President will be in Austin tomorrow – State Legislation
  - i. Budget concerns of \$5M in the budget
  - ii. Money used to improve student curricula and increasing and improving Tech Programs

2. Vice President of Academic Affairs

- a. The Marketing team has moved to the Briscoe building
- b. Discussion of Business cards
- c. Signature email should be going out soon
- d. Powerline Tech graduation in the Briscoe Auditorium
- e. Pathways – April 2<sup>nd</sup> – 4<sup>th</sup>, registration sent out
- f. Math GPT
- g. TEA Math developmental opportunities
- h. SACS~COC writing
  - i. Do not let panic set in
  - ii. Everyone is responsible for their section – M.U. and C. G. are not responsible
  - iii. Take time to ask M.U. to read it, another set of eyes are great
  - iv. Everyone is welcome to sit with M.U.

- i. Fall Calendar and scheduling discussions
    - i. Tech programs 76 days discussion
    - ii. Early start approved
  - j. Discussed Powerline Tech program in light of instructor's injury
  - k. Issue/discussion of faculty teaching Tech program, Spring Break with ISD, how do we explain, what do we explain to them, research is being done
  - l. Field of Study movement – why it is important, how does it benefit you, Celebration completions of OSA's
  - m. Dining with the Deans – Eagle Pass on Friday
  - n. Rocksprings hopeful of a Tech program soon. Working through the “red tape”
  - o. Hondo site – STRIC site-access keys distributed, monitor availability
  - p. Tech MOUs – TSI – “when” and “when not”
  - q. Val Verde County meeting with SWTX
  - r. DC working on budgets, Models meeting with UHS, ECHS planning meeting. Waiting Board report opportunity
  - s. Professional Development
    - i. Evaluation going on “Let me see your SPI” and its process
    - ii. Is the evaluation sheet being used
    - iii. Adjunct Faculty – being involved in the process
    - iv. Eagle Pass and academic footprint
  - t. SACS 8.1 – Student Achievement – desegregation detail, Clean Up-read, if possible to help
3. Vice President of Student Service
- a. Library Updates
    - i. EPSCO migration minor issues
    - ii. Survey work
    - iii. Upcoming events identified/discussed i.e. Welcome Backs
  - b. Financial Aid Awareness month – February
    - i. Activities set
    - ii. High school events
  - c. Success Coaches – Welcome Back event
  - d. Nursing Interview
  - e. Staff Training from S. M.
  - f. Apply Texas
  - g. Enrollment Numbers
    - i. Headcount – 6,113
    - ii. SCH – 50,656
    - iii. Non-HS credit hours – 30,187
  - h. Census date was yesterday
  - i. SACS~COC work
  - j. Graduation Ceremonies
4. Vice President of Finance
- a. The Budgets are due soon
5. Vice President Eagle Pass Campus
- a. Financial Aid – Events, FAFSA, CC Winn High School visit, Eagle Pass High School visit
  - b. Success Coaches
    - i. Visits at CC Winn – registration date is April 30th
    - ii. Hopefully Eagle Pass High School before or the day after
    - iii. Visit with Auto and Welding High School students

- c. Community Engagement
    - i. Litter Pickup on Friday
    - ii. Elementary school visit
  - d. Welcome Back tomorrow
6. Vice President of Administrative Services – Success is not achieved by winning all the time. Real success comes when we rise after we fall. Muhammad Ali
- a. Re-Open – all good no issues
  - b. Fentanyl Awareness – Institution Wide Awareness program will begin
  - c. Dugas Law Firm – mediation, TASB prep, next week
  - d. Davis Powell
    - i. Equipment identified, cost up due to 2<sup>nd</sup> Year Class (from 20 to 35)
    - ii. Floor plan talks to add Lean To with booth options in rear, financial decision
  - e. SACS~COC/Catalogue/Budgets
  - f. Truck Recall – will send email to Dr. Underwood, Dean Ruhmann and Ms. Sanchez
  - g. Housing
    - i. Waiver for returning students will be up to Housing
    - ii. Exhaust fans replaced
    - iii. Concealed Carry
    - iv. No doggie park – purchase doggie clean-up stations
  - h. Campus Police – Eagle Pass and Del Rio 2<sup>nd</sup> Officer discussion
  - i. Transportation – Vice President Mata will look into it – Work-study
  - j. Rodeo – Success last weekend – Congratulations Coach Almand
7. Vice President Del Rio Campus
- a. Cowboy Kick-Off, January 30<sup>th</sup> approximately 400 attended
  - b. M.T. is the new Del Rio VIDA Care Specialist
  - c. Two City Water meters were replaced
  - d. Del Rio Law Enforcement BTAM training in the Amistad through Thursday
    - i. Behavioral Threat Assessment and Management
  - e. Transfer Fair – February 11<sup>th</sup>
  - f. Faculty – Issues and discussion
8. Chief of Staff - Absent
9. Faculty Association – Left early for class, No report

**CABINET MEETING**  
**February 12, 2025**

	<b>AGENDA ITEM</b>	<b>NOTES</b>
<b>1.</b>	<b>President</b>	SWTX 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 - Out</b>	

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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  
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:

Lisa Ermis, Vice President of Finance

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. Reviewed Board of Trustees' February meeting agenda
  - i. Added the Del Rio hangar lease
    - 1. Some equipment will be left in the building
- b. Discussed UCISD possible changes to schedule

2. Vice President of Academic Affairs

- a. Discussed Physical Fitness Hour counting as PD
- b. SACS~COC – QEP Writing Committee will be chaired by X.H. and M.M.
  - i. Have communicated with C.B. and B.H. regarding possible members
- c. Discussed possible simulation lab partnership with UMH
- d. Kate's Cowboy Promise PPT
- e. School Districts Partnerships
  - i. Working with a situation in Natalia
  - ii. Discussed MVISD partnership
- f. Pending legislation overview
  - i. If students do not declare a major, they don't have to take a placement test (SB 1887 – 88<sup>th</sup> legislature)

3. Vice President of Student Service

- a. Discussed Kates' Cowboy Promise in Award Spring
- b. Discussed Fields of Study

4. Vice President of Finance - Out

5. Vice President Eagle Pass Campus

- a. Meeting with EPISD regarding Dual Credit
- b. Attended the CTE fairs at EPHS and CC Winn

6. Vice President of Administrative Services – *Take the first step in faith. You don't need to see the whole staircase, just take the first step.* – Martin Luther King, Jr.
  - a. Tech Expansion – meeting with electrician on welding facility in Eagle Pass
  - b. Dugas Law Firm – meeting on Del Rio roofs
  - c. Discussed lost keys and handbook policies
  - d. “After Auction” donation?
    - i. D.S. will discuss with L.E. about what the policy is regarding what is left after auction
  
7. Vice President Del Rio Campus
  - a. February 11<sup>th</sup> – Transfer Fair
    - i. Thank You for your help, C.M. and Y.S.
    - ii. 153 scanned QR codes, 226 out of 250 table visit cards distributed
      1. Only Junior and Senior students from ECHS attended
  - b. February 12<sup>th</sup> - SWTJC vs TASB Mediation – 1:30pm to 5:30pm
  - c. New Del Rio Newspaper opening on March 2<sup>nd</sup>
    - i. Connect Del Rio
    - ii. Shared information with the Marketing Team
  - d. SPCH Dual Credit Instructor at the High School is interested in Summer I
    - i. ECHS class?
  
8. Chief of Staff
  - a. Kate’s Cowboy Promise meeting tomorrow
  - b. Strategic Plan baselines and targets
  
9. Faculty Association
  - a. Students that need housing are becoming more prevalent through CARE Team
    - i. Maybe consider dorm scholarships
  - b. Announced Faculty Association scholarship recipients

5.	<b>VP Eagle Pass Campus</b>	
6.	<b>VP Administrative Services</b> <i>Take the first step in faith. You don't need to see the whole staircase, just take the first step.</i> Martin Luther King Jr.	Tech Expansion  Dugas Law Firm  Lost Keys-Handbook  "After Auction" donation?
7.	<b>VP Del Rio Campus</b>	Feb 11 – Transfer Fair <ul style="list-style-type: none"> <li>• Thank You for Cruz and Yesenia’s help</li> <li>• 153 scanned QR code, 226 out of 250 table visit cards distributed</li> <li>• Only Junior and Senior students from ECHS attended</li> </ul> Feb 12 – <ul style="list-style-type: none"> <li>• SWTJC vs TASB Mediation – 1:30pm to 5:30pm</li> </ul> New DR Newspaper opening March 2 <sup>nd</sup> — <ul style="list-style-type: none"> <li>• Connect Del Rio</li> <li>• Shared info with Marketing Team</li> </ul> SPCH Dual Credit Instr. at HS interested in Summer I <ul style="list-style-type: none"> <li>• ECHS class?</li> </ul>
8.	<b>Chief of Staff</b>	

9.	<b>Faculty Association</b>	

**CABINET MEETING**  
**February 19, 2025**

	<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 - Out</b>	

<p>5.</p>	<p><b>VP Eagle Pass Campus</b></p>	
<p>6.</p>	<p><b>VP Administrative Services</b>  <i>"Starting strong is good.  Finishing strong is epic."</i>  Robin Sharma</p>	<p>Annex update-Rio Grande Electric</p> <p>Tech Expansion-Jan '26</p> <p>Dugas Law Firm-Mediation-Deposition training</p> <p>Auction-About-College Services-icon</p>
<p>7.</p>	<p><b>VP Del Rio Campus</b></p>	<p>Building K</p> <p>Building M</p> <ul style="list-style-type: none"> <li>• Requested Quotes <ul style="list-style-type: none"> <li>○ IT</li> <li>○ Access Points</li> <li>○ Cameras</li> </ul> </li> <li>• Emailed SR for furniture/fixture prices</li> </ul> <p>Attended HR Webinar (Focus K-12) Still very beneficial</p>
<p>8.</p>	<p><b>Chief of Staff</b></p>	

9.	<b>Faculty Association</b>	

CABINET MEETING OF  
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February 19, 2025

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Cabinet members present were:

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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. Bond pricing this afternoon
  - i. S & P reaffirmed our A Bond rating and will rate new Bonds A as well
- b. Board of Trustees' meeting tomorrow
- c. KCP is ready to go with a team working on the backend and procedures/processes
- d. Make sure to RSVP for Mardi Gras party
- e. Visited with A T & T external affairs representative about cell service issues on campus

2. Vice President of Academic Affairs

- a. SACS~COC
  - i. QEP Committee is coming together
  - ii. Compliance Certification
    1. Needs a technical support person – will list Dr. Schell
    2. Discussion of state system vs non-state system designation
    3. Look at 6.4, 6.2c, review faculty roster, 12.1, and 8s
    4. What about 14.3? Just a list? Need to reference the section in the list
    5. Clean up evidence folders for each section
    6. Offsite review process will be done by April 25<sup>th</sup>
      - a. Should get the assessment letter in mid-May with approximately 8 weeks to make any corrections
- b. Student and Community Outreach – Relay for Life is April 25th
- c. FAA presented an award to Mike Bridges, a former instructor and master aviation mechanic
- d. Drone certification curriculum development is nearing completion (will be non-credit to start)
- e. Sol Systems representative will be on campus next week to discuss possible field experience and internships they might be able to provide
- f. Discussion of nursing apprenticeship program and TWC health occupations grant opportunity
- g. Program Review – HVAC program review was approved by Curriculum Committee
- h. Professional Development
  - i. Conducting adjunct teaching evaluations at some of the smaller districts
  - ii. Reviewed Board presentation for tomorrow's Board meeting

- i. SACS~COC – working on 8.1 – still needs quite a bit of cleanup
  - j. Dual Credit Program
    - i. Attended a summit hosted by South Texas College
    - ii. Apply Texas workshops ongoing
    - iii. Work on getting the Hondo site promotional items/signs updated
    - iv. Working on cyber security cooperative education
    - v. Discussion on MVISD partnership
3. Vice President of Student Service
- a. Library Report
  - b. Financial Aid
    - i. Conducting FAFSA Nights throughout the region
    - ii. FA Appreciation Month activities ongoing
  - c. Campus Tours ongoing – discussion of waivers and conduct agreements – Dr. Schell will send to H.G., C.M., C.B. and B.H.
  - d. Student Success Services
    - i. Mock interview workshops have gone very well – able to also work with Rad Tech students on graduation applications
    - ii. Working on tutor.com contract – meeting on February 20<sup>th</sup>
    - iii. IAP and Rodeo 4-week grade check
    - iv. Wellness/Resources Fair on March 26<sup>th</sup>
    - v. Working on success point initiatives – continue registration for 2<sup>nd</sup> 8-week
    - vi. Success Coaches have been directed to make contact with assigned high schools at least once per month
    - vii. NSOs are on the webpage – next session is Friday, February 21<sup>st</sup>
    - viii. A group will attend the TEXANN conference
  - e. Enrollment Report
    - i. 1,202 headcount – 2<sup>nd</sup> 8-week
    - ii. 50,680 credit hours
    - iii. 30,302 non-dual credit hours
  - f. Discussed graduation ceremony tentative schedule
4. Vice President of Finance
- a. Budgets are due on March 14th
5. Vice President Eagle Pass Campus
- a. Events/Activities
    - i. Presentation with AEL/GED students
    - ii. Transfer and Career Day today
    - iii. Working with Mexican Consulate on Constitutional Rights workshop on February 25th
  - b. Meeting with EPISD regarding Early College Academy
    - i. Adding Carpentry for new school year and looking at Cyber Security, EMT and BOT in the future
6. Vice President of Administrative Services – “Starting strong is good. Finishing strong is epic.” – Robin Sharma
- a. Annex update – Rio Grande Electric – will start the A T & T work order since it expires this Friday
  - b. Tech Expansion – January 2026
    - i. Possibly get Power Line ready for Fall 2025
    - ii. Discussed Del Rio Hanger renovation and equipment purchase
      - 1. Need to make the March 15<sup>th</sup> substantive change deadline with SACS~COC
  - c. Dugas Law Firm – Mediation – Deposition training
  - d. Auction link on webpage – About>>College Services>>Auction

- 7. Vice President Del Rio Campus
  - a. Building K renovation making progress
  - b. Building M
    - i. Requested Quotes
      - 1. IT
      - 2. Access Points
      - 3. Cameras
    - ii. Emailed SR for furniture/fixture prices
  - c. Attended HR Webinar (Focus K-12) but was still very beneficial
- 8. Chief of Staff
  - a. Strategic Innovation and Research
    - i. IPEDS
      - 1. Winter collection (FA, Cost II, Graduation Rates, 200% Graduation rates, Admissions, Outcome measures) were submitted on February 4<sup>th</sup>
      - 2. Spring collection (Fall Enrollment, Finance, Human Resources, Libraries) are due on April 5<sup>th</sup>
      - 3. Finance is complete, Libraries is progress, HR and Fall Enrollment are in the first stages of data analysis
    - ii. Working on a list of prescribed SPIs for each SP objective
      - 1. Discussion of what to call the days after graduation
  - b. Data Management and Integration
    - i. Gainful employment report has been submitted even though the deadline was further extended
    - ii. D.C. is leading a subcommittee that is working on the KCP Colleague/backend process
  - c. VIDA
    - i. Farmers' Mercado yesterday went well, but the San Antonio Food Bank truck was very late so not as successful as it could have been
    - ii. VIDA Resource Center in Del Rio renovation is moving forward
    - iii. Cowboy Pantry
      - 1. 109 orders so far and 4 high school orders in Uvalde
      - 2. 50 orders in Eagle Pass
    - iv. Started polling students who live in Garner Hall about finishes for the Community Kitchen
- 9. Faculty Association
  - a. OSAs are in the catalog
  - b. Met with a group about strategies for recruiting non-traditional students

**CABINET MEETING**

**February 26, 2025**

	<b>AGENDA ITEM</b>	<b>NOTES</b>
<b>1.</b>	<b>President</b>	Deans' Breakfast – week before Graduation – May 9 <sup>th</sup> – so Maintenance Staff can stay till the end or have the Breakfast on the 16 <sup>th</sup> (Day of Graduation)
<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>The <b>Law of Victory</b> must become personal. Your commitment must be higher than that of your team members. Your passion should be inexhaustible. Your dedication must be unquestionable.</i> John Maxwell	Tech Expansion  Bond Project  Combs Integration -M. Bailey  Area VII FFA competition-Nov. 19, '25  Rodeo @ Tx. A&M  Moving
7.	<b>VP Del Rio Campus</b>	Electrical Issues – Bldg. C – old fuses in Building A – replaced  DR Expo at DR Civic Center Thursday, Feb 27  Dining with the Dean’s, Friday, Feb 28 at noon  Campus tour to Texas A&M Corpus, Friday. Evelio and Julio  Apply TX for ECHS (evening) and Freshman Campus (day), March 5

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

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Also, Present were:

Charles Garabedian, Dean of Instructional Services and School District Partnerships  
April Ruhmann, Dean of Liberal Arts  
Armando Mondragon, Dean of Applied Sciences  
Bonny Herndon, President of the Faculty Association

1. President
  - a. Deans' Breakfast – Discussed a date – May 9<sup>th</sup> was voted as the date of the event
2. Vice President of Academic Affairs
  - a. SACS~COC
    - i. Sections pending
      1. 12.1
      2. 14.3
      3. 10.8
      4. 8.1
    - ii. Discussed special characters, not embedded evidence, and manual scans in evidence
  - b. Discussion of Dual Credit students being non-degree seeking
    - i. Dual Credit students can take single classes up to 15 sch as non-degree seeking with no TSIA
      1. One possibility is to have students, parents, school district officials sign a waiver
    - ii. We need to discuss and decide how we are going to handle the questions we will get from the districts
  - c. Final Deans' Forum will be this Friday in Del Rio
  - d. Resiliency Center has been involved with a Trauma Informed Care training
    - i. There is funding from MHDD to partner to expand Trauma Informed Care training
  - e. Other/Meetings
    - i. Division Chairs are working on FOSCs
    - ii. National CTE Signing Day is April 10<sup>th</sup>
    - iii. Met with TWC Dual Credit Allied Health grant
    - iv. Met with FAA regarding Power Plant program in Del Rio
    - v. Meeting with Sol Systems today about solar farm
    - vi. Meeting about hospitality and culinary training

- f. Met with Natalia on student issue
  - g. Met with Sabinal ISD Superintendent regarding possible new Tech Programs
  - h. Cyber-security Co-Op education class – looking for placements
  - i. Crystal City ISD meeting regarding interest in adult age PCT and or Welding program(s) in the evening
  - j. Upcoming meetings with La Pryor, Dilley, Hondo, Carrizo Springs, Leakey, etc.
  - k. Teaching demo in Crystal City area upcoming
  - l. Dual Credit Programs
    - i. NSO at CC Winn yesterday went well
    - ii. Rocksprings ISD meeting for ECA
    - iii. Dilley Models meeting tomorrow and Pleasanton Parents' meeting
  - m. Possible advanced HVAC in Hondo
3. Vice President of Student Service
- a. Library Report
  - b. Financial Aid
    - i. Discussion of ACA funds and how they can be used
    - ii. TASFA training in San Antonio today
    - iii. Getting ready to download ISIRs
  - c. Student Success Services
    - i. Holistic Advising
      - 1. Coordinating meetings with all departments
      - 2. Eagle Pass Success Coaches hosting sessions at Eagle Pass High School next week
      - 3. Working on Watermark SS&E and Pathful implementations
      - 4. Processed graduation applications for diesel mechanics students; working with Law Enforcement Academy tomorrow
    - ii. Special Programs
      - 1. Tutoring services steady throughout campuses
        - a. 4-week follow ups for IAPs are done
        - b. Rodeo 4-week check-ins done
      - 2. Working with Tutor.com
      - 3. Success Coaches are attending TEXAAN Conference
  - d. Admissions/Registrar
    - i. 494 graduation applications submitted so far for May
    - ii. S.M. is attending Veterans' Conference this week
  - e. Enrollment Report
    - i. 6,145 head-count
    - ii. 50,739 total credit hours
    - iii. 30,367 non-dual credit hours
  - f. Other/Meetings
    - i. Award Spring is almost live
    - ii. Working on section 12.1; will complete by 2:00 pm tomorrow
    - iii. Will soon work on DOD request
4. Vice President of Finance
- a. Budgets are due to the Business Office on March 14th
5. Vice President Eagle Pass Campus
- a. Kickapoo Event on March 28<sup>th</sup> in the afternoon – Will include Tech Programs at Eagle Pass campus for sure and looking to include Uvalde programs as well
  - b. TAMIU Day in Eagle Pass is next Wednesday
  - c. Finalizing paperwork for Eagle Pass ISD superintendent
  - d. PTK Induction yesterday was well attended
  - e. Several other upcoming events and activities

6. Vice President of Administrative Services – *“The **Law of Victory** must become personal. Your commitment must be higher than that of your team members. Your passion should be inexhaustible. Your dedication must be unquestionable.* John Maxwell
- a. Tech Expansion
    - i. Eagle Pass Annex finally has power and moving forward
    - ii. Advertise RFP, March 15<sup>th</sup> and 22<sup>nd</sup> with deadline of April 15<sup>th</sup> for the April 17<sup>th</sup> Board of Trustees’ meeting
  - b. Bond Project
    - i. Working on deferred maintenance list in anticipation of bond
    - ii. Discussion of nursing lab addition – possible location at back of the Witt Building
      1. Will share with architect and move forward accordingly
    - iii. Parking lots – met with Ken Dirksen
    - iv. Preliminary discussion of Hubbard Hall renovations
    - v. Need to take a scope of work to the Board of Trustees’ in March
  - c. Combs Integration – Included Dr. Bailey and IT in the meeting yesterday
  - d. Other/Meetings
    - i. Discussed possibility of hosting the Area VII FFA competition on November 19, 2025
    - ii. Rodeo at TAMU this weekend
    - iii. Budgets are complete and forthcoming to the Business Office
    - iv. J.M. has submitted his intent to retire
    - v. Moving to the Briscoe Building and Division Chairs moving upstairs
7. Vice President Del Rio Campus
- a. Electrical Issues – Building C – old fuses in Building A - replaced
  - b. Del Rio Expo at the Del Rio Civic Center, Thursday February 27<sup>th</sup>
  - c. Dining with the Deans’, Friday February 28<sup>th</sup> at noon
  - d. Campus tour to Texas A & M Corpus this Friday, E.V. and J. G. will attend
  - e. Apply TX for Early College High School (evening) and Freshman Campus (day) will be on March 5th
8. Chief of Staff
- a. SACS~COC
    - i. Check special characters, check non-embedded evidence, check manual scans
    - ii. Discussed and decided on 2:00 p.m. tomorrow for everyone to be out of SACS~COC Report for download
  - b. Kate’s Cowboy Promise
  - c. Webpage which includes the application should be complete for review today
9. Faculty Association
- a. Working on plan for recruitment of adult learners