



SOUTHWEST
TEXAS★COLLEGE

SWTX **CABINET** **MEETINGS**

JUNE 2025



www.swtxc.edu

CABINET MEETING
June 4, 2025

	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>Don't be afraid to shine brighter than the room you walk into. Some people need your light just to see their own path.</i> Anonymous	Cowboy Health report Paving June 9 Tech Expansion-DR Welding June 13 pending permits Tech Expansion EP-HVAC waiting on contractor Garner Sci/Gym news Annex C of O, move and timing next Aviation Uv. 1:30 pm/DR. Monday 1 pm? Construction Science classroom Kids College Job Interviews-L of Rec. today/soon Campus Police Marketing/Recruiting/Engagement Housing
7.	VP Del Rio Campus	June 3, ECHS Cohort 11 Parents Meeting June 5, ECHS Cohort 11 campus tours June 6, Building B, Electrical down 12pm-3pm, connect intellipac wiring Building K: <ul style="list-style-type: none"> • Transfer Center moved in and open • EOC will move in June 10 • Inquiring about building signage "Coming Soon" signage regarding programs, getting quotes

8.	VP Special Projects	
9.	Chief of Staff	
10.	Faculty Association	

CABINET MEETING OF
SOUTHWEST TEXAS COLLEGE

June 4, 2025

The Cabinet members of Southwest Texas College met June 4, 2025 in the President's Office and via Zoom.

Cabinet members present were:

Dr. Hector Gonzales, President
April Ruhmann, Vice President of 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. Mark Underwood, Vice President Special Projects
Dr. Randa Schell, Chief of Staff

Also present were:

Charles Garabedian, Dean of Instructional Services and School District Partnerships
Armando Mondragon, Dean of Applied Sciences
Landra Fowler, Faculty Association

1. President

- a. Discussion of bills that were passed in the legislature before it closed on Monday.

2. Vice President of Academic Affairs

- a. Smart Classroom and IT are working on the Zoom issues
- b. TSIA grant work is ongoing
- c. Several universities have approached on updated transfer plans
- d. COAENSP accreditation for paramedic program
- e. Site visit will be June 19th in Eagle Pass
- f. Summer contracts for faculty and chairs have been submitted to A.R. and N.R. for review
 - i. Scheduling interviews for Welding and Patient Care Technology
- g. Working with C.G. on Crystal City evening Welding Program

3. Vice President of Student Services

- a. Library Report
- b. Financial Aid Report
 - i. Financial Aid Appeals Committee meet yesterday
 - ii. Working with Inceptia on loan repayment plans
- c. Student Success Services
 - i. NSO on June 11th – Pearsall Early College High School coming to Uvalde
 - ii. Watermark SS & E is nearing completion
 - iii. Online NSO for students who cannot attend in person is ready
 - iv. Advising video is ready and will be posted
 - 1. Shout-out to C. P. on his production/direction of the video

- d. AEL
 - i. TEAMS report due later in June – meeting with their program specialist for new goals
 - ii. Working on a survey for the needs of Outreach sites
 - iii. Meeting with C.G. about Hondo, Prison, etc.
 - e. Enrollment Report
 - i. Summer I – 1437/7078
 - ii. Summer II – 1114
 - iii. Fall – 1499
 - f. Other
 - i. C.M. working on scoring rubrics within Award Spring
 - ii. Attending TASB conference next week
 - iii. UTSA meeting last week went well
 - g. Working with Comstock on several on several potential programs
 - h. Met with SFDRCSID on p-tech (AAT in Teaching)
 - i. Dual Credit group working on NSO and school district meetings
 - j. Director of Professional Development will be on vacation for a few days
4. Vice President of Finance (Attending TACCBO)
5. Vice President of Eagle Pass
- a. Finishing up work on TAMIU transfer agreement
 - b. Various events and activities upcoming for the month of June
 - c. Getting buildings ready for roofing company to begin work
 - d. Working on staff evaluations
6. Vice President of Administrative Services – *Don't be afraid to shine brighter than the room you walk into. Some people need your light just to see their own path.* – Anonymous
- a. Cowboy Health report – no major concerns at this time
 - b. Paving June 9th on the big front parking lot
 - c. Tech Expansion
 - i. Del Rio Welding – June 13th pending permits
 - ii. Eagle Pass HVAC waiting on contractor
 - iii. Garner Science / Gymnasium – received timeline from MEP with June 2026 completion date
 - iv. Annex Certificate of Occupancy finally received – move and timing next
 - v. Aviation Uvalde meeting at 1:30pm today
 - vi. Del Rio Aviation tour on Monday, June 9th at 1:00 pm
 - vii. Construction Science classroom
 - d. Job Interviews last week
 - i. Recommendation memos are forthcoming today/soon
 - ii. Campus Police interviews will be conducted next week
 - e. Marketing/recruiting/Engagement Report
 - f. Housing Report

7. Vice President of Del Rio

- a. June 3rd - Early College Cohort 11 – Parents meeting
- b. June 5th – Early College Cohort 11 – Campus Tours
- c. June 6th – Building B, electrical down from 12:00 pm – 03:00 pm – connecting intellipac wiring
- d. Building K
 - i. Transfer Center moved in and opened
 - ii. EOC will move on June 10th
 - iii. Inquiring about building signage
- e. “Coming Soon” signage regarding programs, getting quotes

8. Vice President of Special Projects

- a. SACS~COC
 - i. Focused report is active in Watermark – Dr. Schell will demonstrate how to make sure links are working
 - ii. Substantive change prospectus for Del Rio Aviation site is in the works
 - iii. 9.4 – 25% rule needs a Board Policy
 - 1. Dr. Underwood will get with TASB on where to insert the policy

9. Chief of Staff

- a. Kids’ College
 - i. We have had about a 75% attendance each day
 - 1. No major problems and all the kids are having fun
 - ii. Carnival tomorrow
- b. FAST funding
 - i. THECB representative said that we should get the summer mini-mester report by the end of the week
 - ii. Certify the Fall?
 - iii. Upward Bound moved in on Sunday and having a great first week
 - iv. Cafeteria Committee met last week for SWOT Analysis

10. Faculty Association

- a. Kids’ College is going well
- b. Question about communication FOS
- c. Question about the waitlist

CABINET MEETING
June 11, 2025

	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 role of a leader is not to come up with all the great ideas. The role of a leader is to create an environment in which great ideas can happen.</i> Simon Sinek	Roofs Eagle Pass B, E, F pitch pan Uvalde Library Uvalde/Del Rio Hangers Paving-Eagle Pass/Uvalde Reseal coat IP Tate Auditorium Audio/Visual IP Safe Evac Life Safety rekey/retrieval Public Information -events calendar -Fall Enrollment campaign
7.	VP Del Rio Campus	Electrical work for Intellipac complete. Ready for next step New Aviation hanger visit June 11 Texas Ace Campus tour: 35-40 SFDRCSISD students Friday, June 13: DR Fire Marshall rescheduled campus inspection New "Coming Soon" signs receive. Will install on grounds Working on temporary signage for Building K, new program locations (building letter only one side of building) TRIO/EOC moved into Building K

8.	VP Special Projects	<p>I have first draft of QEP</p> <p>Opportunity to participate in the 2025 administration of the Trellis Student Financial Wellness Survey</p> <p>Opportunity to apply for OER Grant Program: Workforce Development Grants Adopt, modify, redesign or develop courses from WECM; priority for courses in Community College Finance Program FY26-FY27 High Demand Fields</p>
9.	Chief of Staff	
10.	Faculty Association	

CABINET MEETING OF
SOUTHWEST TEXAS COLLEGE

June 11, 2025

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Cabinet members present were:

Dr. Hector Gonzales, President
April Ruhmann, Vice President of 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. Mark Underwood, Vice President Special Projects
Dr. Randa Schell, Chief of Staff

Cabinet member absent was:

Lisa Ermis, Vice President of Finance (Vacation)

Also present were:

Charles Garabedian, Dean of Instructional Services and School District Partnerships
Armando Mondragon, Dean of Applied Sciences
Landra Fowler, Faculty Association

1. President

- a. Discussed Board of Trustees' meeting agenda for July meeting – need any additional items to get the agenda out two weeks before the meeting
- b. Discussed Fields of Study, Core, and BAAS
- c. Email V.V. along with N.R. as V.V. is cross training

2. Vice President of Academic Affairs

- a. Received notification that we were accepted to Cadre 4 of Texas Pathways – we also got a TRUE grant for Allied Health
- b. Many interviews are upcoming
- c. C.G. hosted Comstock administration on the Del Rio Campus
- d. Discussed night welding class in Crystal City
- e. Working on SACS~COC Focused Report Section 5
- f. Dual Credit Programs – In Eagle Pass and Del Rio for various meetings
- g. Received notification of TRUE Pathway (Allied Health) grant for \$155K
- h. Interviewed Construction Science potential faculty
- i. Met at the Del Rio Hanger on Monday
- j. Discussed Welding in Cotulla and Carrizo Springs
- k. A.M. will be out this afternoon and tomorrow for Leadership Academy

3. Vice President of Student Services

- a. Library Report
- b. Financial Aid Report
 - i. FAST funds for 2024 FA have been requested
 - ii. Sent out delinquent letters
 - iii. Requested TEOG funds for summer students
- c. Student Success Services
 - i. NSO tomorrow in Uvalde, Uvalde High School, Eagle Pass and Del Rio
 - 1. Next week NSO in Dilley
 - ii. IME Becas has been awarded
 - iii. DSS AIM software meeting next week to review issues
- d. Enrollment Report
 - i. Summer I – 1440/7064
 - ii. Summer II – 1167/5497
 - iii. Fall – 1662/17280
- e. AEL Report
- f. Testing Center Report
 - i. Installing new computers in both labs
 - ii. Working with Dr. Escamilla and Dr. Linan on testing grant
 - iii. Pearsall has reached out for testing
- g. Other
 - i. Site visit at Hondo STRC
 - ii. Also, setting up meetings with Torres Unit
 - iii. Completed SACS~COC Focused Report 12.6
 - iv. Crystal City bringing 3rd graders to campus on November 14th

4. Vice President of Finance (Vacation)

5. Vice President of Eagle Pass

- a. Lasso Your Future internship program with City of Eagle Pass Shuttle Service Survey went out on Social Media and will close on July 31st
- b. Continuing with building and ground improvements – Leak issues still present in Building C

6. Vice President of Administrative Services – *The role of a leader is not to come up with all the great ideas. The role of a leader is to create an environment in which great ideas can happen. Simon Sinek*

- a. Roofs
 - i. Eagle Pass – B, E. F pitch pan
 - ii. Uvalde Library
- b. Uvalde/Del Rio Hangars
- c. Paving
 - i. Eagle Pass / Uvalde Reseal coat IP
 - ii. Tate Auditorium Audio/Visual IP
- d. Safe Evac will be using Briscoe Building for testing site
- e. Life Safety rekey/retrieval
- f. Public Information
 - i. Events Calendar
 - ii. Fall enrollment campaign
- g. FFA Leadership visited on Monday and identified rooms/buildings they will need for November 20th
 - i. Will move Thanksgiving Luncheon to Tuesday

7. Vice President of Del Rio

- a. Electrical work for Intellipac complete; ready for next step
- b. New Aviation hangar visit
- c. June 11th – Texas ACE Campus tour – 35 to 40 SFDRICISD students
- d. Friday, June 13th – Del Rio Fire Marshall rescheduled campus inspection
- e. New “Coming Soon” signs received – will install on grounds
- f. Working on temporary signage for Building K with new program locations
 - i. Building letter only one side of building
 - ii. TRIO/EOC moved into Building K

8. Vice President of Special Projects

- a. I have the first draft of QEP
- b. Work continues on the Focused Report
 - i. July 31st is the due date for final draft
 - ii. Working
- c. Opportunity to participate in the 2025 administration of the Trellis Student Financial Wellness Survey
- d. Opportunity to apply for OER Grant Program: Workforce Development Grants
- e. Adopt, modify, redesign or develop coursed from WECM; priority for courses in Community College Finance Program FY 26 – FY 27 High Demand Fields

9. Chief of Staff

- a. Kate’s Cowboy Promise
 - i. Postcards to students who have shown interest in us are going out today
 - ii. Staff Development / Convocation Day – Possible dates – July 24th or 31st

10. Faculty Association

- a. Nothing for the group

CABINET MEETING
June 18, 2025

	AGENDA ITEM	NOTES
1.	President	
2.	VP Academic Affairs	
3.	VP Student Services	
4.	VP Finance	Discussion of Self Service for Faculty time off

5.	VP Eagle Pass Campus	
6.	VP Administrative Services <i>Be ambitious and believe in your team. Kobe Bryant</i> Go SWTX Cowboys	FFA Leadership Rooms identified Tate, Briscoe, Gym, Ballroom FFA is Thursday, November 20th
7.	VP Del Rio Campus	
8.	VP Special Projects	SWTX Board of Trustees' July meeting agenda SWTX Foundation July meeting agenda
9.	Chief of Staff	

10.	Faculty Association	

CABINET MEETING OF
SOUTHWEST TEXAS COLLEGE

June 18, 2025

The Cabinet members of Southwest Texas College met June 18, 2025 in the President's Office and via Zoom.

Cabinet members present were:

April Ruhmann, Vice President of Academic Affairs
Cruz Mata, Vice President of Student Services
Lisa Ermis, Vice President of Finance
Brenda Hoffman, Vice President Eagle Pass Campus (Via Zoom)
Connie Buchanan, Vice President Del Rio Campus
Dr. Mark Underwood, Vice President Special Projects

Cabinet member absent was:

Dr. Hector Gonzales, President
Derek Sandoval, VP Administrative Services
Dr. Randa Schell, Chief of Staff

Also present were:

Charles Garabedian, Dean of Instructional Services and School District Partnerships
Landra Fowler, Faculty Association

1. President – Out – College National Rodeo

2. Vice President of Academic Affairs

- a. TACAO Quarterly meeting – TACC updates
- b. SB 2615 – Telework updated as far as TACC
- c. SB 1191 – TEA weighted grades
- d. Ability to benefit
- e. Dilley High School – visit with the principal about adjunct faculty
- f. Finished MOU with Crystal City ISD adult welding offering
- g. La Pryor ISD – new interim superintendent
- h. STRIC meeting on Monday – Vice President Cruz Mata, Director Margot Mata, Charles Garabedian meeting on Monday
- i. SACS~COC response to the on-site focusing on Section 5, teaching demonstration for EDUC high school adjuncts/psychology
- j. Dual Credit 1/3 of MOUs are in and signed, 1/3 still out waiting on signatures with the other 1/3 pending
- k. Dual Credit Director meeting with the Del Rio new CTE Campus Director
- l. Del Rio meeting about new dual credit eligibility requirements

3. Vice President of Student Services

- a. Library updates
- b. Crystal City Typing Camp for elementary school students
- c. Financial Aid training hotline to detect fraud
- d. Student Success updates
 - i. Trainings for Student Success Module – July 9th
- e. Better Texas Foundation workshop- - June 26th
- f. Appeals for Summer II
- g. Registration ongoing
- h. NSO dates:
 - i. June 19th, 26th
 - ii. July 10th, 24th
 - iii. August 1st
- i. M.M. – TSIA II exam testing in Pearsall
- j. L. De La Cruz – Crystal City Campus – SPI work, high school potential for Construction Science, Dilley High School – Power Point presentation timeline of success coach work with students, QEP first draft submitted
- k. Hondo visit – need to increase the presence, potential job opening for a site person
- l. S. M. – FOS live, declaration page for FOS
- m. Meningitis vaccines July 10th and August 14th
- n. Undeclared major posting online for Dual Credit listed with Apply Texas
- o. DOD MOU submitted last week
- p. Guest speakers for convocation, example Mickey Smith TASB Summer Institute
- q. Professional Development Day – appreciation meals for employees: only offered occasionally – must be broad based only ex: Christmas luncheon, end of year breakfast. Can not pay for meals for employees

4. Vice President of Finance

- a. Discussion of Self Service for Faculty time off:
 - i. Training during Convocation, approver can be assigned
- b. P-cards (one logo polos charged for the new department: get that in before September 1st)
- c. Southwest Airlines – stick with the lowest fares possible “Wanna Get Away Option only”, one free bag still
- d. RFP added to the Board agenda for July
- e. Foundation leases

5. Vice President of Eagle Pass

- a. TAMIU transfer plans meeting today at 4:30 pm – EDUC 1300 question
- b. Shuttle Survey multiple responses
- c. UNAM representative – cultural enrichment initiatives, citizen classes at no price, Spanish classes at not price
- d. MC Vaccine – June 19th
- e. COAEMS Site visit – paramedic program – June 19th and 20th
- f. MRGC Student Workers – 1 student qualified

6. Vice President of Administrative Services - Out – *Be ambitious and believe in your team.* Kobe Bryant
Go SWTX Cowboys

- a. FFA Leadership Rooms identified
 - i. Tate, Briscoe, Gym and Ballroom
- b. FFA is Thursday, November 20th

7. Vice President of Del Rio

- a. MRG Workforce work study – 1 student qualified
- b. Building L – A/C unit repair
- c. Fire Marshal visit pending Friday June 20th

8. Vice President of Special Projects

- a. SWTX Board of Trustees' July meeting agenda
- b. SWTX Foundation July meeting agenda
- c. SACS~COC response work
 - i. Focused report work on-going
 - ii. Internal deadline – July 31st
- d. Del Rio Hangar substantive change prospectus working on submission by July 1st
- e. Pathways Survey due (email out and various responses due)
- f. QEP draft
 - i. Meeting with M. Mata and X. Haynes (reviewing and editing)
 - ii. Mentorship piece of QEP reviewed further
 - iii. QEP logo finalized and completed
- g. 4-year degree journey work on-going

9. Chief of Staff - Out

10. Faculty Association

- a. Nothing to report

CABINET MEETING
June 25, 2025

	AGENDA ITEM	NOTES
1.	President	SWTX Board of Trustees' July meeting agenda SWTJC Foundation July meeting agenda
2.	VP Academic Affairs	
3.	VP Student Services	
4.	VP Finance	Travel card reminder

5.	VP Eagle Pass Campus	
6.	VP Administrative Services <i>The last stroke of the hammer breaks a stone. This doesn't mean that the first stroke is useless.</i> <i>Success is the result of continuous effort.</i> Steve Bartlett	National Champion Rodeo program FFA Leadership Nov. 20/Nov. 5 th District 4 pm? Chittim HVAC color pattern same College Attorney Mihalick "passed" Indoor pool-Ruble/Fowler MEP-on campus Friday DR Welding Fire line change/storm water detention added DR HVAC unit Public Information update
7.	VP Del Rio Campus	
8.	VP Special Projects	

9.	Chief of Staff	
10.	Faculty Association	

CABINET MEETING OF
SOUTHWEST TEXAS COLLEGE

June 25, 2025

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April Ruhmann, Vice President of Academic Affairs
Lisa Ermis, Vice President of Finance
Brenda Hoffman, Vice President Eagle Pass Campus (Via Zoom)
Derek Sandoval, VP Administrative Services
Connie Buchanan, Vice President Del Rio Campus
Dr. Mark Underwood, Vice President Special Projects
Dr. Randa Schell, Chief of Staff

Cabinet member absent was:

Cruz Mata, Vice President of Student Services

Also present were:

Armando Mondragon, Dean of Applied Sciences
Charles Garabedian, Dean of Instructional Services and School District Partnerships
Landra Fowler, Faculty Association

1. President

- a. Discussed the SWTX Board of Trustees' July meeting agenda
- b. Southwest Texas Junior College Foundation – July meeting agenda – leases
- c. Rodeo Team – they did a wonderful job!
 - i. 3 National Championships
 - 1. Women's Team overall
 - 2. A. P. in Barrel Racing
 - 3. T. C. in Tie Down Roping
- d. SWTX will close at 2:00 p.m. on July 3rd in observance of Independence Day

2. Vice President of Academic Affairs

- a. A.R. is working on interviews and hiring faculty
- b. Hondo HVAC, Welding, and PCT headcount numbers are low
- c. Working on some UCISD numbers
- d. A.R. attended a meeting of Uvalde Stakeholders that shared some good information
- e. C.G. met with M.M. about STRC and Prison programs
- f. Working in the 5s on SACS~COC Focused Report
- g. Professional Development
 - i. Working on convocation schedules – Full Time and Adjunct
 - ii. Working with new Del Rio CTE staff and met on Early College High School
- h. COAEMSPS site visit went very well – Paramedic program
 - i. No potential violations, but made a couple of recommendations (sim-lab coordinator; more streamlined process for advanced placement)
- i. 10 Technical program coordinators attending Career Expo in Eagle Pass today
- j. NCLEX – 22 RNs have passed and 18 LVNs have passed

3. Vice President of Student Services – Out - Vacation
4. Vice President of Finance
 - a. Budgets are now uploaded into Self-Service
 - b. Travel card reminder to have a backup
5. Vice President of Eagle Pass
 - a. PTK Summer Camp went well – 15 attendees
 - b. Working on interviews for open positions
 - c. Sprinkler system reconstruction is done
 - d. Invited to be part of the Eagle Pass Civil Service Board
6. Vice President of Administrative Services – *“The last stroke of the hammer breaks a stone. This doesn’t mean that the first stroke is useless. Success is the result of continuous effort.”* – Steve Bartlett
 - a. National Champion Rodeo program
 - b. FFA Leadership Competition on November 20th
 - i. Uvalde District is asking to host their smaller event on campus on November 5th at 4:00 pm
 - c. Tech Expansion / Construction and Maintenance
 - i. Chittim HVAC color pattern – same
 - ii. Indoor pool – Ruble/Fowler
 - iii. MEP – on campus Friday
 - iv. Del Rio Welding Fire line change/storm water detention added
 - v. Del Rio HVAC unit
 - d. Public Information update – Making some organizational changes
7. Vice President of Del Rio
 - a. Microphones for Smart classrooms are being installed
 - b. Texas ACE program has been touring our facility
 - c. AC system is being hooked up
 - d. Del Rio 4th of July Rodeo is this weekend
 - e. December Graduation moving forward
 - f. AEL graduation on July 3rd at 10:00 a, om Auditorium
 - i. PTK painting the new logo on the wall of the Auditorium
 - g. C.B. out next Wednesday and Thursday
8. Vice President of Special Projects
 - a. Working on SACS~COC prospectus for Mitchell Hangar
 - b. iDesign has been working with cyber-security
 - c. We need to provide a statement/information to the Texas Higher Education Coordinating Board regarding our distance learning course offerings
 - d. R.F.S. will send the Strategic Plan benchmarks to M.U. for the Quality Enhancement Plan
 - e. Discussed the process for responding to faculty credentials
9. Chief of Staff
 - a. Kid’s College – Sweet thank you note from one attendee
 - b. Staff Convocation/Professional Development Day – July 24th
 - c. Title V grant – maybe not
 - d. SB 37 and 2615 were both signed by the Governor
10. Faculty Association
 - a. Question regarding microphones/speakers in Smart Classrooms in Hondo