



**SOUTHWEST**  
TEXAS  COLLEGE

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

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**NOVEMBER 2025**



[www.swtxc.edu](http://www.swtxc.edu)

**CABINET MEETING**  
**November 05, 2025**

	<b>AGENDA ITEM</b>	<b>NOTES</b>
<b>1.</b>	<b>President</b>	<ul style="list-style-type: none"><li>• November Board of Trustees' Meeting 11.20.25<ul style="list-style-type: none"><li>◦ Departments Presenting:<ul style="list-style-type: none"><li>▪ Business Office Technology</li><li>▪ Commencement Schedule Update</li><li>▪ Construction Update</li><li>▪ Crystal City Coalition Update</li></ul></li></ul></li><li>• December Board Regular Meeting &amp; Foundation Meeting 12.04.25</li><li>• Board Elections May 02, 2026 Place 4 and Place 5</li></ul>
<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>Gratitude is happiness doubled by wonder.</i> <i>-G. K. Chesterton</i>	<ul style="list-style-type: none"> <li>• Health Posse report</li> <li>• FFA Leadership</li> <li>• Veterans Parade</li> <li>• Homecoming Parade</li> <li>• Uvalde Arts Event</li> <li>• Maintenance</li> <li>• Rodeo</li> </ul>
7.	<b>VP Del Rio Campus</b>	
8.	<b>VP Special Projects</b>	
9.	<b>Chief of Staff</b>	
10.	<b>Faculty Association</b>	

**CABINET MEETING OF  
SOUTHWEST TEXAS COLLEGE**

November 05, 2025

The Cabinet members of Southwest Texas College met November 05, 2025 in the President's Office

Cabinet members present were:

Dr. Hector Gonzales, President  
Cruz Mata, Vice President of Student Services  
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 members absent:

April Ruhmann, Vice President of Academic Affairs

Also present were:

Dr. Michael Bailey, Dean of Liberal Arts  
Charles Garabedian, Dean of Instructional Services and School District Partnerships  
Landra Fowler, Faculty Association

**1. President**

- a. Announcement of the November 20<sup>th</sup> Board of Trustees meeting details and the December 04 Regular meeting and Foundation Meeting.
- b. Notified Cabinet members of the upcoming Board of Trustee Election on May 02, 2026 for Place 4 and Place 5.

**2. Vice President of Academic Affairs**

- a. M.B. is finishing up institutional access talks with publisher(s).
- b. C.G. is working with advisory group on 4-year degree development.
- c. Discussed Dual Credit Partnerships.
- d. Cotulla will visit San Felipe Del Rio CISD tomorrow.
- e. Discussed various upcoming meetings.
- f. Discussed upcoming teaching demos and interviews.
- g. Discussed Professional Development is planning convocation.

**3. Vice President of Student Services**

- a. C.M. presented the Library Report.
- b. Libraries will be closed on November 30.
- c. Discussed November 23 last Sunday open for fall semester.
- d. All checked out materials due on December 04.
- e. C.M. presented the Student Success Services report.
- f. Discussed Outreach ongoing to fall students not yet registered for spring semester.
- g. Discussed NSO this Friday at all sites.
- h. Student Success Center; Student athlete progress reports are due November 7.

- i. Shout-out for reaching 100 in-person tutoring sessions this semester.
- j. Tutor.com spotlighted SWTX in their October newsletter.
- k. Discussed the CARE Reports are steady.
- l. Discussed the upcoming Campus tour to ASU on November 13.
- m. Discussed Financial Aid is finalizing setup for 26-27 FAFSA download.
- n. AEL and Instructional Facilities CC and Pearsall – PCT evening program ready.
- o. Discussed participation in various events over October.
- p. Admissions/Registrar Report
- q. Discussed enrollment Report: 1,854 headcounts.
- r. Discussed Veterans' Day parade this Saturday.
- s. Discussed December Graduation in Del Rio.
- t. Discussed December graduation application count: 238
- u. Discussed Summer grads who will participate: 37
- v. Discussed Graduation Ceremonies in Del Rio at 4:00 pm and 7:00 pm.
- w. Webpage has been updated.
- x. E-transcripts are live.
- y. Withdrawal deadline is November 10.
- z. C.M. will be at Pathways Conference next week.

4. Vice President of Finance

- a. L.E. discussed P-Cards need to be replaced with a different bank.

5. Vice President of Eagle Pass

- a. B.H. discussed the Veterans' Day Parade on Saturday.
- b. Veterans' Luncheon was very nice.
- c. SWTX sponsored pep rally at CC Winn this Friday.
- d. Various meetings upcoming.

6. Vice President of Administrative Services

- a. D.S discussed the upcoming Campus and Community Events.
- b. FFA Leadership Meeting (local) tonight.
- c. Discussed the Veteran's Parade Saturday
- d. Homecoming Parade today.
- e. Uvalde Arts Event is scheduled on March 28, 2026.
- f. Discussed plans for community center on Robb site.
- g. Discussed the vehicle wraps and logos being updated
- h. D.S. presented the Maintenance Report.
- i. Maintenance work is ongoing in Flores building, CATC lights, etc.
- j. Discussed architect meetings for tech expansion projects ongoing.
- k. Discussed the excess caliche will be moved and/or sold.
- l. Discussed the movement out of the old DR hangar.
- m. Discussed getting work orders completed steadily.
- n. Rodeo will be at Sam Houston this weekend.

7. Vice President of Del Rio

- a. C.B. discussed Del Rio Campus will be closing at 4:00 pm for Homecoming Parade.
- b. Discussed the December Graduation plans ongoing

8. Vice President of Special Projects

- a. M.U. Trellis Survey is at 8.2% return rate as of yesterday.
- b. Discussed turning focus to 4-year degree development.

c. Dr. Garza will transition into the SACSCOC Liaison role.

9. Chief of Staff

- a. R.S. discussed External Research Access Requests.
- b. DESSE? - no
- c. Discussed to clear up the \$60k gift information.
- d. Discussed details of the Sabinal meeting tomorrow.
- e. PTK District V meeting here on Saturday, November 8.

10. Faculty Association

- a. Faculty Association meeting this Friday.

**CABINET MEETING**  
**November 12, 2025**

	<b>AGENDA ITEM</b>	<b>NOTES</b>
<b>1.</b>	<b>President</b>	<ul style="list-style-type: none"><li>• November Board of Trustees' Meeting 11.20.25<ul style="list-style-type: none"><li>◦ Departments Presenting:<ul style="list-style-type: none"><li>▪ Business Office Technology</li><li>▪ Commencement Schedule Update</li><li>▪ Construction Update</li><li>▪ Crystal City Coalition Update</li></ul></li></ul></li><li>• December Board Regular Meeting &amp; Foundation Meeting 12.04.25</li></ul>
<b>2.</b>	<b>VP Academic Affairs</b>	
<b>3.</b>	<b>VP Student Services</b>	<ul style="list-style-type: none"><li>• Library updates:</li><li>• Financial Aid updates:</li><li>• Student Success updates:<ul style="list-style-type: none"><li>• Holistic Advising</li><li>• Transfer &amp; Career</li><li>• DSS</li><li>• Special Programs</li></ul></li><li>• AEL and Campus Services updates:<ul style="list-style-type: none"><li>• Hondo</li><li>• Crystal City</li><li>• Pearsall</li></ul></li><li>• Admissions and Registrars updates:</li><li>• VP Updates:</li></ul>

4.	<b>VP Finance</b>	
5.	<b>VP Eagle Pass Campus</b>	
6.	<b>VP Administrative Services</b>  <i>It's not happy people who are thankful, it is thankful people who are happy.</i> -Anonymous	<ul style="list-style-type: none"> <li>• Christmas at College</li> <li>• Public Information</li> <li>• Housing</li> <li>• Gymnasium</li> </ul>
7.	<b>VP Del Rio Campus</b>	
8.	<b>VP Special Projects</b>	

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

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SOUTHWEST TEXAS COLLEGE

November 12, 2025

The Cabinet members of Southwest Texas College met November 12, 2025 in the President's Office

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 (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

Also present were:

Armando Mondragon, Dean of Applied Sciences  
Dr. Michael Bailey, Dean of Liberal Arts  
Charles Garabedian, Dean of Instructional Services and School District Partnerships  
Landra Fowler, Faculty Association

1. President

- a. Discussed the November 20<sup>th</sup> Board of Trustees meeting details and the upcoming December 04 Board meeting and Foundation meeting.

2. Vice President of Academic Affairs

- a. A.R. Institutional access discussion. Discussed data storytelling training she and AM attended.
- b. Discussed the iDesign work with sociology and MDCA is closing out.
- c. Discussed purchasing additional hours.
- d. Discussed WeTeach CS program.
- e. C.G. Professional Development projects.
- f. Discussed draft of spring convocation schedule should be ready this week.
- g. Dual Credit department is working on spring registration.
- h. Discussed Dean's Report.
- i. Discussed meetings.
- j. M.B. Institutional access discussion. Currently working on Christmas Luncheon.
- k. A.M. Site visit for surgical tech coming up end of month.
- l. Discussed Federal Aviation Administration will inspect new hangar in December.
- m. Discussed Independent School District meetings.

3. Vice President of Student Services

- a. C.M. presented the Library Report.
- b. C.M. presented the Financial Aid Report.
- c. C.M. presented the Student Success Report.
- d. Angelo State University Campus Tour tomorrow, November 13.
- e. Discussed NSO this Friday.

- f. Discussed athlete progress reports.
- g. C.M. presented the Adult Education & Literacy and Campus Services Report.
- h. C.M. presented the Admissions and Registrars Report.
- i. Enrollment Report: 2,415 headcounts; 23,233 credit hours; 20,099 non-dual credit hours.
- j. Graduation Planning ongoing. 2 ceremonies - 4:00 pm Liberal Arts; 7:00 pm Applied Sciences

4. Vice President of Finance

- a. L.E. Discussed p-card system transition.
- b. L.E. discussed working on audit for December 4 Board Of Trustees meeting.

5. Vice President of Eagle Pass

- a. B.H. discussed community activities.
- b. Veterans' Day was successful.
- c. Tex and the Dance Team were popular.
- d. B.H. discussed campus activities.
- e. Walk-in Wednesdays has been a success.
- f. Discussed hosting some Independent School District administrators tomorrow.
- g. Christmas at the College on November 20.

6. Vice President of Administrative Services

- a. D.S discussed Christmas at College preparations and details.
- b. Discussed 9 working days to complete project.
- c. D.S. discussed the Public Information Report.
- d. Discussed 130 3rd Graders expected on November 21.
- e. Discussed FFA meeting & conference.
- f. Residence Life Report
- g. Discussed the Semester move-out meeting last night.
- h. Gymnasium Report
- i. Discussed the Turkey Trot on November 22 (41st Annual)
- j. Discussed Gym will be closed beginning December 1 for basketball tournament prep.
- k. Discussed running club
- l. Rodeo Report
- m. Everything going well with Rodeo.

7. Vice President of Del Rio

- a. C.B. discussed the Christmas at the College prep ongoing – December 4.
- b. Discussed the Thanksgiving Luncheon on November 21.
- c. Discussed the 92 students toured the campus last week.
- d. Campus operations/facilities report.

8. Vice President of Special Projects

- a. M.U. discussed SACSCOC.
- b. M.U. reviewed the remaining steps in the accreditation process.
- c. Submitted the prospectus for the SVISD site approval.
- d. Trellis survey closed at midnight.

9. Chief of Staff

- a. R.S. discussed Emergency Aid committee.
- b. Meetings with ISDs are going well.
- c. Attending the TASB Elections Conference November 30-December 3.
- d. Out using vacation rollover November 14, November 20 (half-day), November 21, 24, 25.

10. Faculty Association

- a. L.F. discussed preparing for Turkey Trot and the basketball tournament which are both heavily sponsored by the Faculty Association

**CABINET MEETING**  
**November 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</b>	<ul style="list-style-type: none"><li>• Faculty Leaves on Self-Service</li></ul>
<b>5.</b>	<b>VP Eagle Pass Campus</b>	

6.	<p><b>VP Administrative Services</b></p> <p><i>Cultivate the habit of being grateful for every good thing that comes to you.</i>  <i>-Ralph Waldo Emerson</i></p>	<ul style="list-style-type: none"> <li>• Christmas at the College</li> <li>• FFA Leadership</li> <li>• Turkey Trot Saturday 9 am</li> <li>• Uvalde Arts Festival</li> <li>• Uvalde Chevrolet meeting?</li> </ul>
7.	<p><b>VP Del Rio Campus</b></p>	<ul style="list-style-type: none"> <li>• AEL side of Building M - 95% complete</li> <li>• Parking Lot Light Timer issue corrected</li> <li>• Gideon's Bible Distribution: Nov 18</li> <li>• Del Rio HEB donated \$2,500 to DR Food Pantry</li> <li>• Notified Fac/Staff weather disruption would be through our Emergency Alerts</li> <li>• FASFA Day, Amistad Room, Nov 19</li> <li>• College Night, DRHS Cafeteria, Nov 20, 5-7pm</li> <li>• Faculty/Staff Potluck Thanksgiving Lunch, Nov 21, 11:30am-1pm</li> <li>• Julio sent Grayson College's "Adult Promise" playbook to AEL (TACRAO)</li> <li>• Requested list of classes with "Low Enrollment Number" – concentrate registration</li> </ul>
8.	<p><b>VP Special Projects</b></p>	
9.	<p><b>Chief of Staff</b></p>	

10.	<b>Faculty Association</b>	

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Cruz Mata, Vice President of Student Services  
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Connie Buchanan, Vice President Del Rio Campus  
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Cabinet members absent were:

Brenda Hoffman, Vice President Eagle Pass Campus

Also present were:

Armando Mondragon, Dean of Applied Sciences  
Dr. Michael Bailey, Dean of Liberal Arts  
Charles Garabedian, Dean of Instructional Services and School District Partnerships  
Landra Fowler, Faculty Association

1. President
  - a. President discussed the TM Partnership.
2. Vice President of Academic Affairs
  - a. A.R. reviewed Pathways Institute work.
  - b. C.G. discussed the meetings with several school districts.
  - c. A.M. discussed various activities and events.
3. Vice President of Student Services
  - a. C.M. presented the Library Report.
  - b. C.M. presented the Financial Aid Report.
  - c. C.M. presented the Student Success Report.
  - d. Student Success department is currently working on IAP appointments/reports.
  - e. Discussed Transfer Fairs scheduled for Feb 10, 11, and 17.
  - f. Discussed the Spring registration campaigns ongoing.
  - g. C.M. presented the AEL, Testing Center, Instructional Facilities report.
  - h. Fireman testing coming soon.
  - i. Discussed staffing for Torres Unit as planning moves forward.
  - j. Admissions/Registrar's Report.
  - k. Discussed Graduation Update: 126 grads at 4:00 pm; 113 grads at 7:00 pm.
  - l. Discussed the Tickets have been distributed for graduates.
  - m. E-transcripts are going very well – 400 orders fulfilled
4. Enrollment Report: 31,645 total credit hours; 22,415 non-dual credit hours;

5. Vice President of Finance

- a. L.E. discussed Faculty Leaves on Self-Service.
- b. Discussed OMB guidance is delayed.

6. Vice President of Eagle Pass

- a. B.H. was absent.

7. Vice President of Administrative Services

- a. D.S discussed the Christmas at the College update.
- b. Discussed the FFA Leadership Event.
- c. Discussed the Turkey Trot Saturday 9 am.
- d. Discussed the Uvalde Arts Festival postponed to September 2026.
- e. Discussed the Uvalde Chevrolet meeting.

8. Vice President of Del Rio

- a. C.B. discussed planning for graduation.
- b. C.B. presented the Maintenance Report.
- c. AEL side of Building M has reached 95% completion.
- d. Discussed the Parking Lot Light Timer issue corrected.
- e. C.B. discussed the upcoming Campus Activities & Events.
- f. Discussed the Gideon's Bible Distribution on Nov 18.
- g. Discussed the Del Rio H-E-B donation of \$2,500 to Del Rio Food Pantry.
- h. Notified Fac/Staff weather disruption would be through our Emergency Alerts.
- i. Discussed FASFA Day, Amistad Room, Nov 19
- j. Discussed College Night hosted at the Del Rio High School Cafeteria on Nov 20, 5-7pm.
- k. Discussed the Faculty/Staff Potluck Thanksgiving Lunch, Nov 21, 11:30am-1pm
- l. Julio sent Grayson College's "Adult Promise" playbook to AEL (TACRAO).
- m. Requested list of classes with "Low Enrollment Number" – concentrate registration.

9. Vice President of Special Projects

- a. M.U. discussed Trellis Survey.
- b. Response rate was good at 10%.
- c. Will draw 35 names to receive swag.
- d. Discussed process for submitting SACSCOC response report.
- e. Discussed ongoing work with approval for 4-year degrees.

10. Chief of Staff

- a. R.S. discussed FAST situation and process.

11. Faculty Association

- a. L.F. a process for handling emergency situations.