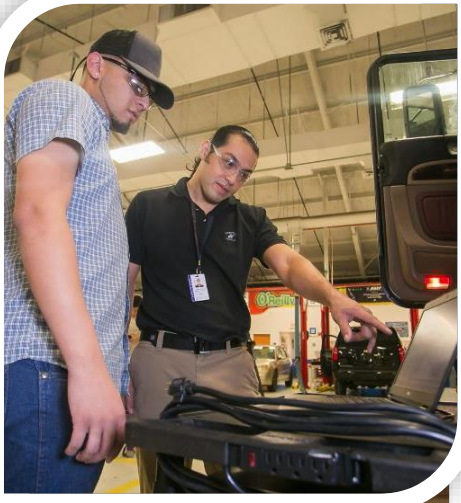


SOUTH TEXAS COLLEGE

# ACTIVITY REPORTS

*JULY 2019*

Board Meeting
August 27, 2019

SOUTH TEXAS COLLEGE

# STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT

SOUTH TEXAS COLLEGE

# OFFICE OF THE VICE PRESIDENT FOR STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT

| | |
|---|---|
| TO: | DR. SHIRLEY REED, PRESIDENT |
| FROM: | MATHEW HEBBARD, VICE PRESIDENT FOR STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT |
| DATE: | AUGUST 27, 2019 |
| SUBJECT: | ACTIVITY REPORT FOR JULY 1, 2019 THROUGH JULY 31, 2019 |

## VICE PRESIDENT FOR STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT, MATHEW HEBBARD

### PARTICIPATED

- South Texas College Board meeting
- South Texas College President's Cabinet meeting
- South Texas College Strategic Planning committee meeting
- South Texas College President's Administrative meeting
- South Texas College Planning and Development Council meeting
- Vice-President conducted weekly Dean's meetings and a Division Leaders meeting to maintain communication within the division. Division leaders provide status on the departments workflow activities.
- Dean of CE review and Hiring Proposal for Financial Aid
- IE Plan 2017-2019 Finalized
- Dual Cost Discussion
- Conference call with Alan – ERP
- Submitted Data request for ERP study
- Review of applications for Dean of Continuing Education
- Meet and Greet of the 2019 Summer Leadership Institute Interns
- Employee Handbook Revisions
- Summer Leadership Institute presentation

### ATTENDED

- Leadership Team meeting with Dr. David Plummer and Dr. Anahid Petrosian
- Meeting with Irma Chapa for Customs Border Patrol Outreach

- Grant Initiation Talent Hub Grant meeting
- Nursing and Allied Health campus- Student Services Renovation meeting – Starr County Student Services End Users Kick Off meeting
- PCPSE Website review with Dr. Plummer
- CSA training
- Lunch meeting with Dr. Narciso Garcia and Dr. David Plummer
- Summer Leadership Institute meeting
- South Texas College – Multiple
- 2019 SACSCOC Institute on Quality Enhancement and Accreditation

## ENROLLMENT SERVICES AND REGISTRAR

- Opened registration for Fall 2019 semester on March 4, 2019; **17,410** students have registered online, to date, after required documents were processed, and they were cleared by OAR.
- The official census date enrollment for Summer II 2019 is **6,242** students.
- Director of Student Records & Registrar ("Director/Registrar") attended regular meetings, such as President's Administrative Staff, SAEM Division Leaders, and Enrollment Management Team.
- Director/Registrar, Coordinator of Records and Coordinator of Enrollment Services worked together for the benefit of faculty, staff and students to provide guidance assist with duties and resolve issues, regarding all aspects of admissions, registration, transcript evaluations, graduation and records.
- Director/Registrar and/or Coordinators attended/held various meetings to work on special projects, such as BUGS, creation of manual for commencement exercises, DegreeWorks/SSR integration, dual credit enrollment planning, enrollment appeals, grade appeals, IE Report 2017-2019, internal auditor regarding National Student Clearinghouse, mathematics co-requisite changes, Oracle 12.2 testing, SACS core writing team, and search committees.
- Director/Registrar, Coordinator of Records and Compliance Coordinator attended TACRAO Summer Meetings held in Austin, Texas on July 17 – 19, 2019.
- Compliance Coordinator worked on CBM Reports required by the Texas Higher Education Coordinating Board (THECB), along with Admissions Specialist, who assists with related reports.
- Graduation Analysts began reviewing potential August 2019 graduates.
- Document Management Specialist downloaded, reviewed and verified **2,443** *Admission Applications* submitted online at ApplyTexas (dual credit high school students, entering freshmen, returning and transfer students) during July 2019.
- Residency Specialist and Admissions Specialist reviewed the residency status of all new students, including dual credit high school students and Senate Bill students submitting an *Affidavit*, and personally assisted international students with all aspects of admissions and registration.
- STC has **51** international students enrolled for Fall 2019 semester, to date.
- Processed **219** course substitutions and exceptions in Degree Works during July 2019.
- Processed *Change of Grade Forms* for **61** students during July 2019.
- Processed *Reinstatement after Census Date Forms* for **43** students during July 2019.
- Processed *Schedule Change Forms* for **530** students during July 2019.
- Processed **2,220** high school and **798** college/university transcripts during July 2019.
- Evaluated **747** transcripts from other colleges and universities during July 2019.
- Received requests via mail, Jagnet and National Student Clearinghouse, processed and distributed **4,189** STC transcripts during July 2019.
- Scanned and indexed **6,862** documents submitted by students during July 2019.
- Sent daily electronic *Acceptance Letters*, *Missing Information Letters* and *Jagnet Access Letters* to students' personal e-mail accounts, provided on their ApplyTexas *Admission Application*.

- Ran process in Banner and sent monthly electronic file to the National Student Clearinghouse for use with education/degree verifications and enrollment verifications.

## ASSESSMENT CENTER

### WALK-INS AND TESTING REPORT

| Student Assessment Center<br>Monthly Activity Report<br>July 2019 | | | | | |
|---|---|---|---|---|---|
| **Campus** | **Student Walk-Ins to Get Information** | **Market Place/ Pearson Vue/ACT Total Reservations Placed** | **Examinees That Tested** | **Type of Exam** | **Exams YTD as of September 1, 2018** |
| **Pecan Campus** | **376** | **294** | **230 (78%show)** | **ACT** | **1438** |
| **Mid-Valley** | **159** | **137** | **127 (93%show)** | **TSI EXAM** | **1603** |
| **Starr Campus** | **116** | **102** | **95 (93% show)** | **TSI EXAM** | **687** |
| **Pecan Plaza** | **77** | **110** | **105 (95%show)** | **GED/ PEARSON** | **777** |
| **Pecan Plaza** | | **523** | **448 (86% show)** | **TSI EXAM** | **4261** |
| **Pecan Plaza** | | **108** | **99 (91% show)** | **HESI** | **1389** |
| **Pecan Plaza** | | **9** | **5 (55%show)** | **HiSET** | **100** |
| **TOTAL:** | **728** | **1343** | **1109 (83% show)** | | **10,255– All Campuses YTD** |

### IMPORTANT DEPARMENT UPDATES

- The Student Assessment is continuously working on updating the TSI student files for Summer/Fall
- Student Assessment Center participated in several off site STC events during July 2019 such as attending PSJA ISD One Stop Shop Registration Event.

| TSI Scores: by placement score May 2019 | | | |
|---|---|---|---|
| **READING** | | **READING** | |
| **Monthly (07/01/19-07/31/19)** | | **Year To Date (09/01/18 – 07/31/19)** | |
| **College ready** (351+) | 122 | **College Ready** (351+) | 983 |
| Holistic Placement (349-350) | 32 | Holistic Placement (349-350) | 245 |
| Developmental Ed (342-348) | 111 | Developmental Ed (342-348) | 934 |
| ABE Level 6 (Developmental Ed) | 16 | ABE Level 6 (Developmental Ed) | 179 |
| ABE Level 5 (Developmental Ed) | 58 | ABE Level 5 (Developmental Ed) | 506 |
| ABE Level 4 | 29 | ABE Level 4 | 220 |
| ABE Level 3 | 4 | ABE Level 3 | 45 |
| ABE Level 2 | 10 | ABE Level 2 | 89 |
| ABE Level 1 | 2 | ABE Level 1 | 27 |
| **Total** | **384** | **Total** | **3228** |
| | | | |
| **MATH** | | **MATH** | |
| **Monthly (07/01/19-07/31/19)** | | **Year To Date (09/01/18 – 07/31/19)** | |
| **College Ready** (350+) | 69 | **College Ready** (350+) | 562 |
| Holistic Placement (348-349) | 26 | Holistic Placement (348-349) | 235 |
| Developmental Ed (336-347) | 173 | Developmental Ed (336-347) | 1466 |
| ABE Level 6 (Developmental Ed) | 0 | ABE Level 6 (Developmental Ed) | 1 |
| ABE Level 5 (Developmental Ed) | 91 | ABE Level 5 (Developmental Ed) | 671 |
| ABE Level 4 | 66 | ABE Level 4 | 515 |
| ABE Level 3 | 10 | ABE Level 3 | 134 |
| ABE Level 2 | 6 | ABE Level 2 | 105 |
| ABE Level 1 | 3 | ABE Level 1 | 27 |
| **Total** | **444** | **Total** | |
| | | | |
| **Writing** | | **Writing** | |
| **Monthly (07/01/19-07/31/19)** | | **Year To Date (09/01/18 – 07/31/19)** | |
| **College Ready** (363 & 4+ Essay or 5+) | 188 | **College Ready** (363 & 4+ Essay or 5+) | 1305 |
| Developmental Ed (350-362 & 0-4 Essay) | 54 | Developmental Ed (350-362 & 0-4 Essay) | 322 |
| ABE Level 6 (Developmental Ed) | 0 | ABE Level 6 (Developmental Ed) | 12 |
| ABE Level 5 (Developmental Ed) | 0 | ABE Level 5 (Developmental Ed) | 9 |
| ABE Level 4 | 9 | ABE Level 4 | 37 |
| ABE Level 3 | 3 | ABE Level 3 | 46 |
| ABE Level 2 | 1 | ABE Level 2 | 17 |
| ABE Level 1 | 2 | ABE Level 1 | 12 |
| **Total** | **257** | **Total** | **1760** |
| **Data retrieved from College Board Accuplacer** | | | |

## STUDENT FINANCIAL SERVICES AND VETERANS AFFAIRS

- SFS Director & Coordinators met weekly for updates on Federal regulations and deadlines
- Student Financial Services at Pecan Campus held a Financial Aid Fair from 8:00 a.m. to 5:00 p.m. with the intentions of having students come in and fill out their 2019-2020 FAFSA or complete their file
- SFS VA Coordinator Claire Forrester, VA Certifying Officials Melinda Garcia and Lauren Matthews attended the 2019 Western Association of Veterans Education Specialist (WAVES) Conference that took place July 6th – 10th in New Orleans, LA
- Pecan Staff rotated days for the month of July on covering the Starr County Campus, as we had Graciela Garcia on FMLA and the other position is still vacant
- SFS Staff were able to attend the Benefit Fair given by the HR department on July 17th in the Rainbow Room
- SFS Outreach Specialists Carolina Miranda and Gustavo Garcia assisted with 5 FAFSA/FA events in the month of July

## DUAL2DEGREE

### IMPORTANT HIGHLIGHTS

- Department staff held **7 events** and served **248 students** during the month of July.
- Department held its Annual Retreat at the Pharr Regional Center for Public Safety Excellence. Activities included a presentation on available programs of study, team-building exercises, and a presentation from the Director on major departmental goals and objectives for the 2019-2020 academic year.

### SNAPSHOTS

Alex Salas was recognized as Dual2Degree 2019 Exemplary Award at our Annual Dual2Degree Annual Retreat

Dual2Degree Specialists support Fall registration at Mercedes Early College Academy

Dual2Degree Specialists support Fall registration at Roma HS

.

## ENROLLMENT SERVICES

| Event | High School Served | Date | Location | Total Served |
|---|---|---|---|---|
| **Registration Drive** | Roma HS | 6/24 | ISD | 4 |
| **Application Drive** | Roma HS | 6/24 | ISD | 5 |
| **Registration Drive** | Roma HS | 6/25 | ISD | 8 |
| **Application Drive** | Roma HS | 6/25 | ISD | 3 |
| **Registration Drive** | Mercedes Early College Academy | 7/30 | ISD | 144 |
| **Registration Drive** | Mercedes Early College Academy | 7/31 | ISD | 63 |
| | | | **Total** | **227** |

## STUDENT AND PARENT ENGAGEMENT

| Event | High School Served | Date | Location | Total Served |
|---|---|---|---|---|
| **Dual Credit Presentation** | Boys & Girls Club | 7/31 | STC | 21 |
| | | | **Total** | |

## MEETINGS WITH SCHOOL DISTRICTS (INTERNAL)

- The following meetings with school district partners were held to plan for Fall Dual Credit Enrollment:
  - Sharyland HS
  - San Isidro HS
- Dual Credit Program Meeting: Triumph High School

## MEETINGS WITH STC DEPARTMENTS (EXTERNAL)

## PROFESSIONAL DEVELOPMENT

- Dual2Degree Supervisors Meeting
- Dual2Degree Weekly Staff Meeting
- Dual2Degree Advisory Group Meeting
- Dual2Degree Back on Track Planning Meeting
- Dual2Degree Finish @ STC Planning Meeting
- Dual2Degree Retreat Planning Meeting
- Review of HSI AL 360 Evaluation Plan Meeting
- SharePoint/PowerApp Training
- Dual2Degree Monthly Staff Meeting

## PROFESSIONAL DEVELOPMENT

- Dual2Degree Annual Staff Retreat
- Ruffalo Noel Levitz Conference on July 23-26 in Nashville, TN

## AWARDS

- Dual2Degree Specialist, Alex Salas, was recognized as the Dual2Degree 2019 Exemplary Award

# COLLEGE CONNECTIONS

## DEPARTMENT MEETINGS AND EVENTS

- Talent Hub Meeting
- Leadership Mid Valley Steering Committee Meeting
- South Texas Area Recruiter Network Executive Board Meeting
- PSJA "One-Stop-Shop" Registration Event
- Academic Impressions Conference

## RECRUITMENT

- Meeting with Prospective Students – 19 student appointments
- Weslaco Armory National Guard Outreach
- Border Patrol Educational Days
- Educational Pathways for Law Enforcement Professional - Information Session

## CAMPUS TOURS

- Pecan Campus
  - Future Jags Leadership Camp – 23 visitors
  - Personal Tour – 1 visitors
  - Edinburg's Boys and Girls Club – 21 visitors
- Mid-Valley Campus
  - Personal Tour – 4 visitors
- Starr Campus
  - Summer Leadership Institute – 25 visitors
- Nursing & Allied Health Campus
  - Future Jags Leadership Camp – 19 visitors
  - Summer Leadership Institute – 25 visitors
  - Personal Tour – 3 visitors
  - Edinburg's Boys and Girls Club – 21 visitors
- Technology Campus
  - Future Jags Leadership Camp – 19 visitors
  - Edinburg's Boys and Girls Club – 21 visitors

| Campus | # Visitors |
|---|---|
| Pecan | 45 visitors |
| Mid-Valley | 4 visitors |
| Starr | 25 visitor |
| NAH | 68 visitors |
| Tech | 40 visitors |

## CALL CENTER

| Phone Calls | |
|---|---|
| Inbound Calls | 11,147 calls |
| **JagChat** | |
| Chats | 409 chats |
| **Text Message** | |
| Campaign: Stop Out Registration Reminder – 202010 | 406 Text Messages Sent |
| Campaign: Registered Spring Not Fall 2019 – 2nd Message | 6,719 Text Messages Sent |
| **Emails** | |
| Campaign: Bachelors Recruitment | 2,399 emails sent |

## EVENT PHOTOS

The College Connections Recruiters attended the PSJA "One-Stop-Shop" Registration Event. Registration at PSJA Collegiate.

The College Connections Department attended Academic Impressions Conference in San Antonio, Texas. Strengthening Student Recruitment Events.

The College Connections attended an EXPO for Border Patrol agents an approximately 41 agents expressed interest in South Texas College.

The College Connections attended an EXPO for Border Patrol agents an approximately 41 agent expressed interest in South Texas College.

Prospective students requesting more information at Weslaco Armory National Guard Outreach

## CAREER AND EMPLOYER SERVICES

### CURRENT/UPCOMING ACTIVITIES & EVENTS

**Reports:**

| Weekly- Career & Employer Services Activity | |
|---|---|
| **Total Number** | |
| **243** | Student walk-ins and visits |
| **140** | CTE Student Contacts |
| **27** | Student & Alumni Registered on CCN |
| **6** | Student & Alumni Resumes Revised/Uploaded on CCN |
| **22** | New Employer Registered on CCN |
| **38** | Jobs posted to CCN |
| **14** | Workshops Presented |
| **0** | On Campus Recruitment |
| **1, 394** | Career Coach Total Visits |

** Indicates, No Change since previous reporting period.*

**CURRENT/UPCOMING ACTIVITIES & EVENTS**

**On Campus Recruitment**

**Workshop & Presentations / Activities**

- **Job Development**
  - Entravision Communications – 1 job post
  - Riverside EMS – 1 job post
  - South Texas Health System - 1 job post
  - City of San Juan - 2 job posts
  - Good Time Tobacco - 1 job post
  - Calving Group, Inc.- 1 job post
  - Kiewit - 1 job post
  - Borgen Project – 7 job posts
  - Bravo Pediatric & Adult Clinic – 1 job post
  - Bridgestone Retail Operations, LLC.- 4 job posts
  - PMG, Inc.- 2 job posts
  - International Culinary Institute Sugar - 1 job post
  - Fox Packaging – 1 job post
  - Savor/State Farm Arena – 3 job post
- **Presentations**
  - NAH in class presentation Resume & Cover Letters - 50 CTE attendees
  - Get to Know Career & Employer Services
  - SI Student Leadership - CES Overview
  - Police Academy Orientation - CES Overview
  - DCH Health- CES overview
  - NAH Workshops – Connecting to Employment, total # of students = 4
  - Tech Open Workshop- Dress for Success - 3 CTE attendees

    - Building your Success with Career Services
    - TEXPrep Governor's Merit Program - Dining Etiquette
    - SI Counselors Leadership Academy - Career Coach Overview
    - Tech Campus- Get to know CES Open Workshop- 11 CTE attendees
    - NAH Workshops – Get to Know Career & Employer Services, 4 students
    - NAH Workshop – Resumes & Cover Letters, 25 students
    - Tech Campus- Diesel in Class Presentation - 17 CTE attendees
    - Tech Campus- Interviewing Skills Open Workshop- 21 CTE attendees
- **Employer Outreach**
    - Atlas and Hall, Rodriquez Attorneys at Law
    - Riverside EMS
    - Mi Tierra Restaurant/Familia Cortez
    - Access Mini Storage Edinburg
    - Carbajal Agency
    - LaborOne Staffing
    - Dallas Area Rapid Transit (DART)
    - Gumak Import Export Freight Forwarders
    - U.S. Marine Corps
    - Office of Dr. A. Lopez
    - Mujeres Unidas
    - City of San Juan
    - Rioplex Safety Council
    - Vantage Bank
    - U.S. Coast Guard
    - Hospital Corporation of America – Houston Healthcare
    - Doctors Hospital at Renaissance Health Systems
    - Bexar County
    - Simon Properties
    - Bert Ogden Motors
    - Select Staff
    - Peace Corps
- **Employer Registration – 13**
    - Access Mini Storage. LP
    - Dallas Area Rapid Transit (DART)
    - McAllen Foreign Trade Zone, Inc.
    - Riverside EMS
    - Tecnoval, LLC
    - Women Together Foundation, Inc.
    - Kiewit
    - CMCG E-Solutions, LLC.
    - Twenhafel Law, PLLC
    - City of San Juan
    - Bravo Pediatric & Adult Clinic
    - JJ Innovative Construction
    - International Culinary Institute Sugar

**Coordination of Upcoming Events**

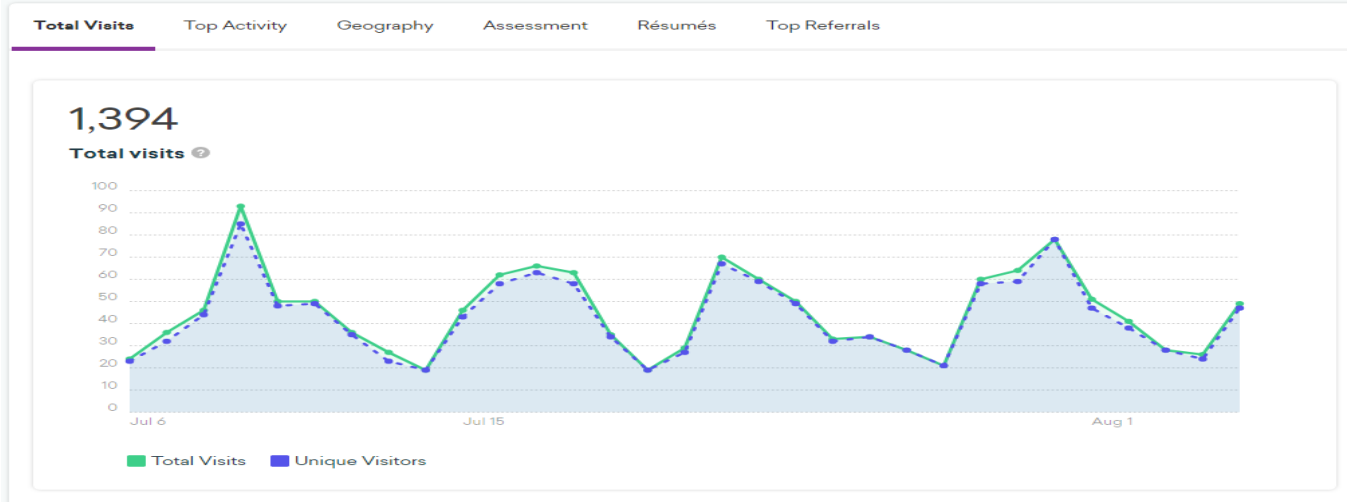
- NAH program graduate postcard
- Welcome Week at NAH
- Pre Expo-Workshop Week

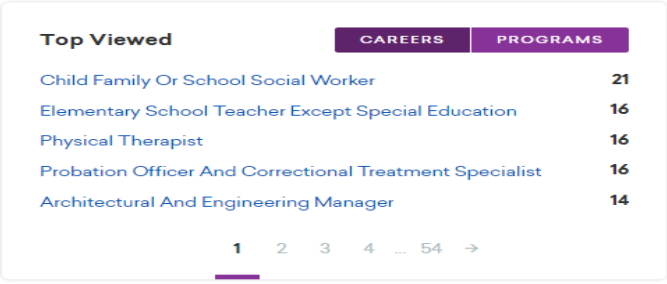
- Summer TECH open workshops for partnership with PASS Program
- Coordinating fall workshop schedule for TECH Campus
- Get to know career services
- Getting ideas together for Inclusion in the Work Place Event
- Researched employers that support the LGBTQ+ community
- Sent out mass email invite to employers via CCN
- CES Departmental meeting continuance of website updates
- Flyer for Career Exploration Day
- Vocational Nursing Career Readiness presentations
- Fall 2019 NAH Workshops
- Coordinated with Jose Salinas and PR regarding readjusting the registration web link, flyer and invite verbiage for the STC 2019 Career Expo
- Vocational Nursing Career Readiness presentations
- Fall 2019 NAH Workshops
- Flyer for Career Exploration Day

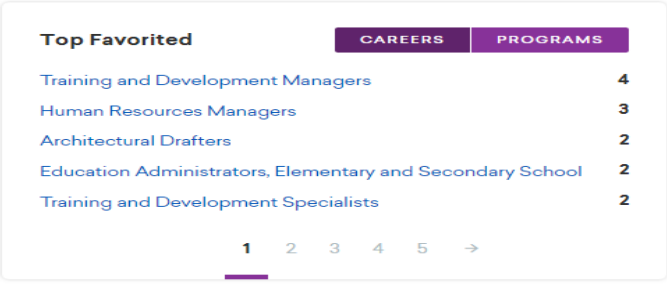
## MEETINGS AND MISCELLANEOUS INFORMATION

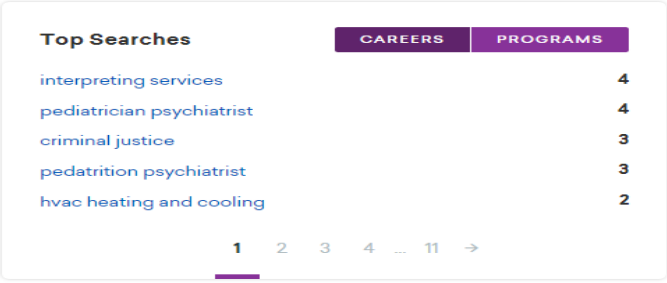
- Met with CMD Health, provided overview of employer services and provided guidance on College Central Network.
- CES Departmental meeting pertaining to website updates and initiatives
- Attended RGV Job Fair at the Pharr Events Center
- Working on adjusting information and links on the "Employer" tab on the CES web page.
- Worked on departmental website updates/ revisions and career competencies with CES staff and leadership.
- Met with Dr. Garza, Pharmacy Technology Program Chair, to discuss a collaborative project to showcase NAH program graduates to employers and community partners.
- Attended Portfolium Demo Webinar
- Attended CCN Live Event Manager Webinar
- Submitting CES Website revisions to PR
- Prepared handouts and updated presentation for Level 3 LVN presentation.
- Submitted NAH Carl Perkins activity report.
- CES tour with NY Life Insurance group

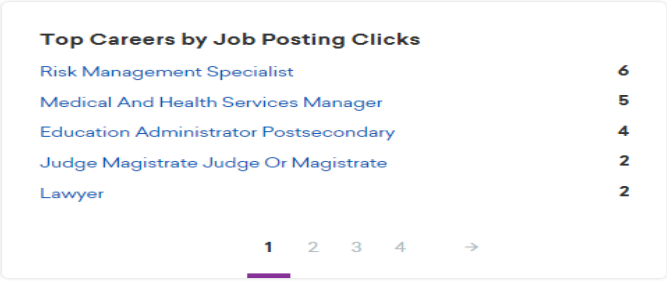
**EMSI Analytics**



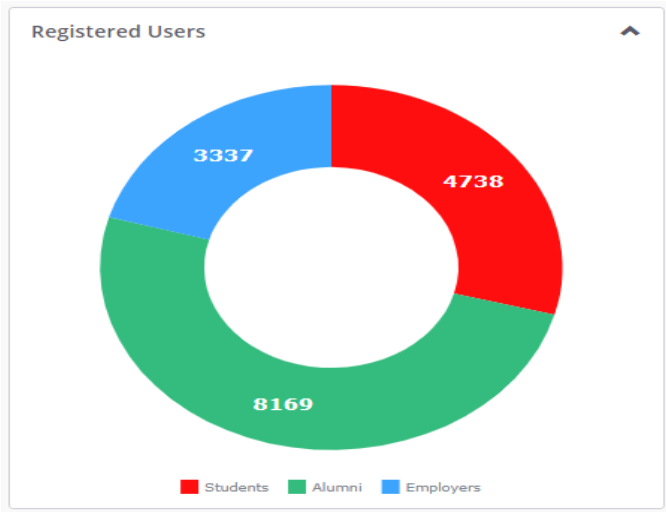


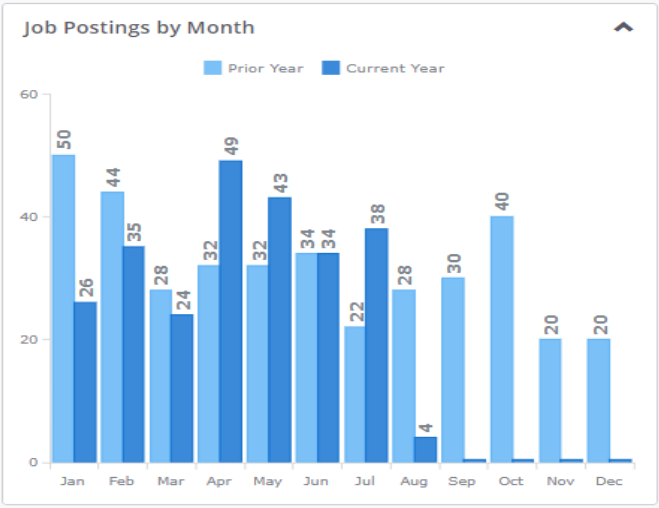



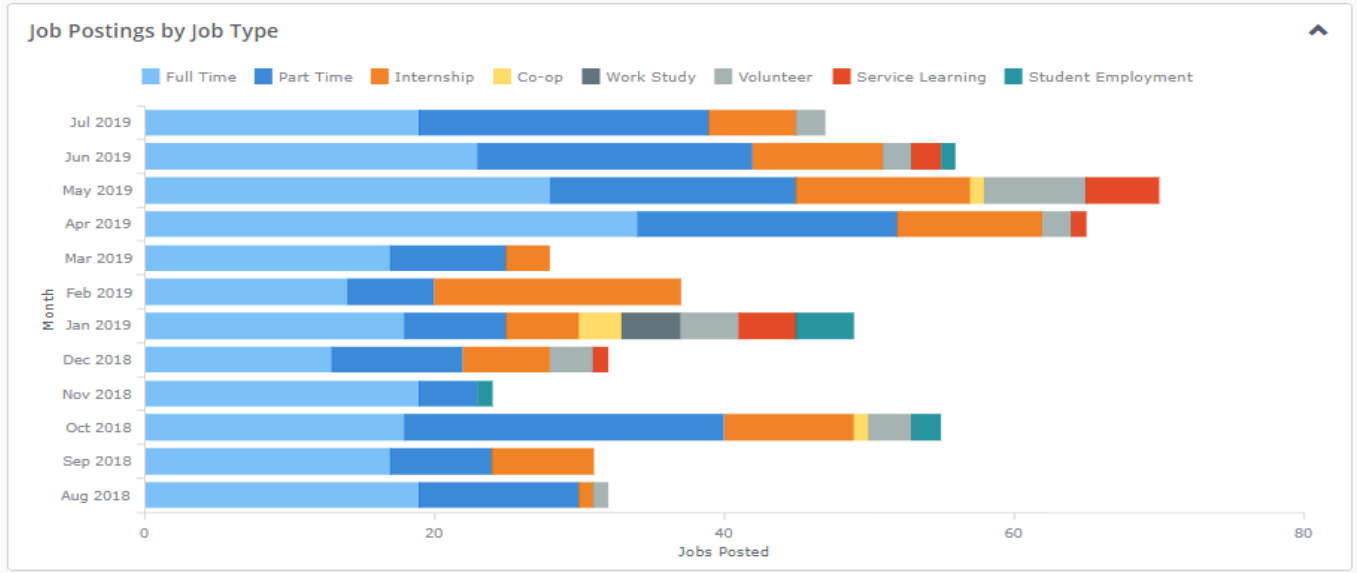




## College Central Network



| Ombuds Cases for the month of July 2019 | | | | |
|---|---|---|---|---|
| | | YTD Cases | Active Cases | Closed / Referred Cases |
| Consultations | | 77 | 7 | 70 |
| Mediation | | 0 | 0 | 0 |
| Conflict Coaching | | 0 | 0 | 0 |
| Title IX: Requesting Pregnancy Accommodation | | 242 | 0 | 242 |
| Title IX: Victim Advocacy Support | | 49 | 1 | 48 |
| Written Complaints/Maxient Referred to Human Resources Student to Employee | | 61 | N/A | N/A |
| **Total Cases** | | **429** | **8** | **360** |

| Ombuds Cases per Campus for the month of July 2019 | | |
|---|---|---|
| | | YTD Cases |
| Pecan | | 179 |
| Nursing & Allied Health | | 33 |
| Technology | | 16 |
| Mid Valley | | 35 |
| Starr County | | 7 |
| Internet | | 152 |
| La Joya Teaching Center | | 0 |
| Pharr College & Career Teaching Center | | 0 |
| High School | | 7 |
| **Total** | | **429** |

**July 1-5, 2019**

***The Office Student Rights & Responsibilities held office hours at the following campuses: Starr Co. Campus, Mid-Valley Campus, Pecan Campus, Technology Campus and Nursing and Allied Health Campus.***

**July 8-11, 2019**

***The Office Student Rights & Responsibilities held office hours at the following campuses: Starr Co. Campus, Mid-Valley Campus, Pecan Campus, Technology Campus and Nursing and Allied Health Campus.***

**July 12, 2019**

***The Office Student Rights & Responsibilities presented to the Summer Leadership Institute group.***

**July 15-19, 2019**

***The Office Student Rights & Responsibilities held office hours at the following campuses: Starr Co. Campus, Mid-Valley Campus, Pecan Campus, Technology Campus and Nursing and Allied Health Campus.***

**July 22-26, 2019**

***The Office Student Rights & Responsibilities held office hours at the following campuses: Starr Co. Campus, Mid-Valley Campus, Pecan Campus, Technology Campus and Nursing and Allied Health Campus.***

## OFFICE OF STUDENT CONDUCT

| Student Violating Student Code of Conduct for the month of July 2019 | | | |
|---|---|---|---|
| | **Active YTD Cases** | **Closed YTD Cases** | **YTD Cases** |
| | 25 | 249 | **274** |

| Student Conduct Cases per Campus for the month of July 2019 | | |
|---|---|---|
| | | **YTD Cases** |
| Pecan | | 160 |
| Nursing & Allied Health | | 23 |
| Technology | | 13 |
| Mid Valley | | 36 |
| Starr County | | 9 |
| Regional Center for Public Safety Excellence | | 2 |
| La Joya Teaching Center | | 0 |
| Pharr College & Career Teaching Center | | 1 |
| Internet | | 30 |
| **Total** | | **274** |

## BEHAVIORAL INTERVENTION TEAM

| Behavioral Intervention Team Institutional Report for the month of July 2019 | | |
|---|---|---|
| **Student Conduct** | | **YTD** |
| Cases Reviewed | | 31 |

***Student related complaints/concerns submitted by students and/or employee***

| **Human Resources** | | **YTD** |
|---|---|---|
| Cases Reviewed | | 3 |

| **Police Department** | | **YTD** |
|---|---|---|
| Cases Reviewed | | 0 |

| **Title IX** | | **YTD** |
|---|---|---|
| Cases Reviewed | | 9 |

| | MILD | | MODERATE | | ELEVATED | | SEVERE | | EXTREME | |
|---|---|---|---|---|---|---|---|---|---|---|
| | Current | YTD | Current | YTD | Current | YTD | Current | YTD | Current | YTD |
| **Student Conduct** | 0 | 4 | 0 | 12 | 0 | 13 | 0 | 2 | 0 | 0 |
| **Human Resources** | 0 | 1 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 |
| **Police & Security** | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **Title IX** | 0 | 1 | 0 | 6 | 0 | 1 | 0 | 1 | 0 | 0 |

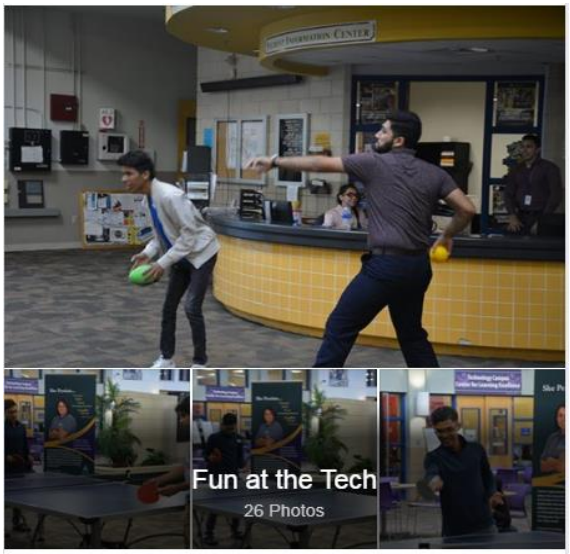
## STUDENT ACTIVITIES AND WELLNESS

- Future Jags Leadership Camp

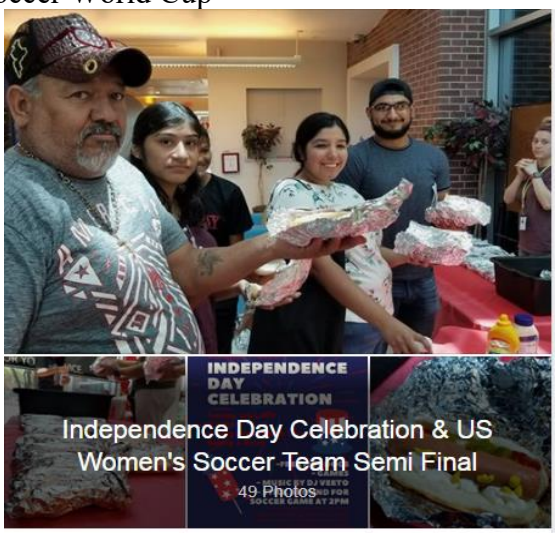
- Independence Day Celebration – District Wide
- Crazy Watermelon Day Event – Technology

- Presented to the Summer Leadership Institute sponsored by the Counseling Department

- Fun at the Technology




- Games at the Technology
- Showing of Women's Soccer World Cup



- Ping Pong Tournaments – District Wide
- FIFA Video Game Tournament – District Wide
- National Hot Dog Day – Pecan,  Nursing & Allied Health Campus & Technology

- Munchin' Monday's at Nursing & Allied Health Campus

- Ice Cream Dreaming Event – Technology

- Fun in the Sun

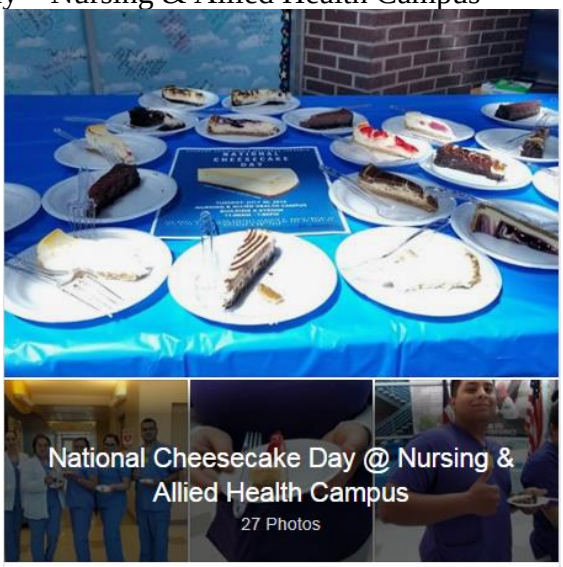
- Game Day – Nursing & Allied Health Campus

- Graduation Ceremony for the Future Jags Leadership Camp

- National Vanilla Ice Cream Day – Pecan, Technology and Nursing & Allied Health Campus

- National Pan Dulce Day – Tech
- Karaoke – Nursing & Allied Health Campus
- Cookie Stacking Competition- Starr

- Art Day – Nursing & Allied Health Campus
- National Cheesecake Day – Nursing & Allied Health Campus




## COMPREHENSIVE ADVISING

### PROGRAMS/ACTIVITIES/MEETINGS

| Advisor Student Contacts | |
|---|---|
| **Campus** | **# of Contacts** |
| Pecan | 3,842 |
| Mid-Valley | 1,171 |
| Starr | 399 |
| Technology | 358 |
| All Access | 16 |
| **Total** | **5,786** |

**A. Programs/Activities/Meetings:**

- **Academic Advising**
  - Provided advisement sessions for continuing students
  - Provided advisement for Summer/Fall 2019 FTIC students
  - Collaborated with Registrar and IS&P to review mandatory advisement Banner Registration Hold process and other Banner processes that affect its efficacy
  - Collaborated with Registrar and IS&P for new Banner integration and Degree Works Student Educational Plan registration process
- **Faculty Advising**
  - Ongoing communication with HSI Grant Leads to prepare and plan for summer/fall semesters activities, reports and documentation;
  - Met with South Texas College Hispanic Serving Institution key stake holders to review faculty advising activities for summer and fall semesters including advising cohorts and documentation for final report to U.S. Department of Education
  - Updated the New and Enhanced Faculty Advising (NEFA) Training materials to reflect updates and best practices and printed training manuals
  - Recruited faculty advisors and created schedule for advisement at the Enrollment Center for August 2019

- Developed and delivered NEFA certificate to summer training participants (faculty advisors)
- Provided the Faculty Advising Certification Training Parts I and II
- Updated master roster of NEFA certified faculty advisors
- Assisted with the Summer Leadership Institute – answered/clarified advisement questions and spoke about importance of faculty advisement in student success

- **Mentoring Services**
  - **College Advising Training Program-** next training scheduled for September 23rd for approximately 25 participants; the training focuses on providing holistic support and solid foundation of enrollment process including student support services that promote student access, persistence, completion, and job placement;
  - **THECB Work Study Mentorship Grant** – Gathered data, completed and submitted Work Study Mentorship Program Report to THECB via MOVEit system and completed and submitted required grant forms to STC Grants Office and THECB MOVEit system; contacted student mentors weekly; staff development training is scheduled for August at the Starr County Campus;
  - **Beacon Mentoring Program** – preparing and recruiting volunteers for the Fall 2019 semester; planning training for Beacon Mentors
- **PASS Program**
  - Program held several events to promote CTE services, connect students with services and recruit new students into the Program
  - Staff working on instructional supplements lists to develop Purchase Orders for Summer and Fall 2019 for PASS Program participants
  - Staff provided academic advisement for PASS Program participants and CTE students
- **Carl Perkins**
  - Director of Comprehensive Advisement serves as Student Affairs & Enrollment Management Liaison for Carl Perkins Grant
  - Met with Search Committee members to review candidates interview process of the Carl Perkins funded Career and Technical Education Coordinator and Coach positions
  - Held interviews for the Carl Perkins funded Career and Technical Education Coach position
  - Participated in the meeting for the new Carl Perkins FY2020 grant held by the grants office to plan for the submittal of the application and evaluation plan to THECB;
  - Collected data for completion of next Biannual Report for Student Affairs & Enrollment Management;
  - Compiled the narratives and strategies/activities submitted by Student Affairs & Enrollment Management Directors for Carl Perkins FY2020 Application and submitted final draft to the Grants Office for their review

## PARTICIPATED IN THE FOLLOWING

**B. Participated/Working on the Following:**

- **Summer Leadership Institute (SLI) –** hosted the SLI participants from multiple school districts for 12 days; presented on comprehensive advising and mentoring services at South Texas College; the program focused on providing an in-depth understanding of the admissions process, student support services, resources and student-centered approach culture at South Texas College and in fostering an ongoing relationship with the participants so that they can remain connected to South Texas College as they return to their high schools and work with our prospective students
- **Guided Pathways-** Director is serving as Co-Lead of Guided Pathways met with Co-Lead Dr. Cristopher Nelson;

- **UTRGV Collaboration**- participated in the Student Progression Team Check-in meeting to review transfer and articulation status including role of technical credits and smooth transition for STC students;
- **College Wide Committees** – Director of Comprehensive Advising & Mentoring Services, Coordinator of Advisement and Coordinator of Faculty Advisement are serving on Quality Enhancement Plan Committee, Director is serving in SACSCOC Committee and Starfish Committee, Director is also participating in Texas Pathways Project and Faculty Advising Steering Committee; Director of Comprehensive Advising & Mentoring Services and Coordinator of Advising serving on Online College Catalog Committee and TSI/Developmental Education Plan Committee; Coordinator of Special Advising participating in Traffic Appeals Committee
- **Quality Enhance Plan (QEP)** – Attended meetings for preparing for the selection of the topic for the Quality Enhance Plan; reviewed and finalized logic model in collaboration with Institutional Effectiveness and Research & Analytical Services
- **Southern Association of Colleges and Schools Commission on Colleges** – Attended meeting on SACSCOC and compliance writing for the standards assigned to Director of Advising; updated narrative with recommended changes and submitted on one drive

**C. Preliminary Forms**

- Reviewed/approved time cards, reports, invoices, activity reports, grant forms, and other department/grant related items

## COUNSELING AND STUDENT DISABILITY SERVICES

### MEETINGS/CONSULTATIONS

**Counselor Student Contacts**

| Campus | Advisement | Mental Health/ Academic Counseling | Stu. Dis. Svcs. | Title IX Svcs. | Career/ Transfer Svcs. | Academic Probation/ Suspension | Workshops/ Presentations Other | Total |
|---|---|---|---|---|---|---|---|---|
| Mid-Valley | 41 | 9 | 25 | 6 | 21 | 159 | 9 | 270 |
| NAH | 6 | 17 | 46 | 20 | 1 | 2 | 1 | 93 |
| Pecan | 193 | 142 | 358 | 56 | 28 | 629 | 40 | 1446 |
| Starr Co. | 31 | 3 | 36 | 1 | 7 | 57 | 0 | 135 |
| Tech | 0 | 11 | 36 | 0 | 0 | 4 | 0 | 51 |
| **Total** | **271** | **182** | **501** | **83** | **57** | **851** | **50** | **1995** |

- Academic progress case management, academic advising, review and completion of academic improvement plans, and scholastic appeals
- Coordination of semester events: academic & personal growth workshops, and counseling events
- Academic, Career, & Mental Health Counseling
- Student Disability Services case management: process intakes, update of student intake & records (medical/academic), coordinate classroom accommodations
- Sign Language Interpreting Services

- CSDS Workstudy Appreciation Luncheon
- BIT Case Management, Referrals and Staffing
- Title IX Pregnant and Parenting Student Case Management, Forms Committee, Referrals and Staffing
- Monthly CSDS Pecan Campus Case Staffings
- Student Disability Services Case Management Case Reviews
- Mental Health Counseling/Case Management Case Weekly Reviews
- CSDS Workstudy Appreciation Luncheon
- CARE Team Meeting
- BIT Meeting
- Sign Language Interpreter's Student Schedules Updates
- Note Taker, Reader, Scribe Schedules Updates
- CARE Team Case Management
- UNIDAD Coalition Meeting
- South Texas College Police Department Appeals Meeting
- Review cases and other Title IX Relates Items Meeting
- Carl Perkins Application Draft Review Meeting
- Fall 2019 Scholastic Appeals Committee Meetings
- Crisis Prevention Institute (CPI) Nonviolent Crisis Intervention Program Training for Police Officers and Security Guards
- CPI Training Preparation Meeting
- ASL Workshops
- The Deaf and Hard of Hearing Center workshop for Law Enforcement in Mission, TX
- Planning meeting for CSDS Summer Bridge Program and CSDS Fast Track
- Student Success Specialist Search Committee Interviews for Distance Learning Department
- Occupational Therapy Assistant Program Student Medical History Discussion Meeting
- 2017-2019 IE Report Discussion and Completion
- Meeting with South Texas College Instructor regarding services concern
- Summer Bridge Program Planning Meeting
- SCAN Coalition Meeting at Starr County
- Case Staffing with Assessment Center
- The Deaf and Hard of Hearing Center workshop for Law Enforcement in Mission, TX
- Planning meeting for CSDS Summer Bridge Program and CSDS Fast Track
- Meeting with Interpreters regarding duties
- Meeting with Counselor regarding HIPPA/FERPA Guidelines
- Mental Health and Cognitive Disabilities at Crisis Intervention Team (CIT) Training
- CSDS Presentation at South Texas College Police Academy Orientation
- Meeting to review Title IX Updates with Office of Student Rights and Responsibilities
- Mathematics Co-Requisite Updates Meeting
- Meeting with CSDS Workstudies
- Summer Enrollment Meeting
- CSDS Presentation with South Texas College Summer Leadership Institute Interns
- The Benefits of Incorporating Laughter in your Life with South Texas College Summer Leadership Institute Interns
- Mathematics Co-Requisite Updates Meeting
- Meeting with all Interpreters regarding Carl Perkins Grant changes
- Hidalgo County Family Violence Taskforce Meeting
- Meeting regarding Grand Canyon University Intern

- Meeting regarding Explore STEM Camp
- Review Carl Perkins Grant Activities
- Interview with UTRGV Rehabilitation Counseling Intern

## WORKSHOPS/PRESENTATIONS

- Workshop: Mental Health Wellness: Asking for a friend - MidValley Campus
- Workshop: Counseling & Student Disability Services - MidValley Campus
- Workshop: Diversity Awareness - MidValley Campus
- Workshop: Creative Visualization - MidValley Campus
- Workshop: Walking Does Wonders - NAH Campus
- Workshop: Appreciating Our Diverse World -NAH Campus
- Workshop: Stress and Anxiety- Pecan Campus
- Workshop: The Importance of Goal Setting - Pecan Campus
- Workshop: The Americans with Disabilities Act and How it Affects You - Pecan Campus
- Workshop: Communication Skills for the Title IX Student - Pecan Campus
- Workshop: College & Community Resources - Pecan Campus
- Workshop: Dangers of Distracting Driving - Pecan Campus
- Workshop: Anger Management - Pecan Campus
- Workshop: Memory Skills - Pecan Campus
- Workshop: Communication Skills - Pecan Campus
- Workshop: Managing Time Effectively-Pecan Campus
- Workshop: Take Charge of Your Mental, Physical & Emotional Health - Pecan Campus
- Workshop: Facts About Alcohol - Pecan Campus
- Workshop: Managing Grief and Trauma – Pecan Campus
- Workshop: The Value of GPA on Future Success - Starr Campus
- Workshop: Mindfulness Techniques for Stress Reduction - Starr Campus
- Workshop: The 5 Stages of Grief & Loss -Technology Campus
- Workshop: Exploring Forgiveness - Technology Campus
- CSDS Presentation to the Police Academy
- Cadets

## PROFESSIONAL DEVELOPMENT

- Association of Higher Education And Disability (AHEAD) Conference
- Texas Society of Interpreters for the Deaf Conference
- JAN Training "ADA Updates

| Sign Language Interpreting Services | |
|---|---|
| **Type of Service** | **Number of classes** |
| Number of Classes Interpreted | 61 |
| **Additional Services** | **Number of Students** |
| Interpreted for Admissions/Enrollment | 2 |
| Interpreted for General Advising | 0 |
| Interpreting for Financial Services | 6 |
| Interpreted for Testing/Exam Services | 0 |
| Interpreting for Counseling Services | 6 |
| Interpreting for Student Disability Services | 0 |
| Interpreted Orientation/Outreach | 0 |
| Interpreted for Title IX Preg. & Parenting | 0 |
| Interpreted for Tutoring Services | 0 |
| Telephone Contacts with students | 6 |
| Workshops | 0 |
| Interpret student/instructor meeting | 0 |
| Other | 44 |
| **Total** | **62** |

| Student Success Specialist Activity Report | |
|---|---|
| **Type of Service** | **Number of students** |
| Interpreter requests | 16 |
| Interpreter requests filled | 15 |
| Interpreter requests denied/canceled | 1 |
| Contacts with SDS Students | 52 |
| Meeting with SDS Students | 17 |
| **Additional Services** | **Number of services/interns/interpreters** |
| ITP Intern supervision | 0 |
| Observing part-time Interpreters | 0 |
| Interpreter Feedback Session | 0 |
| Professional development | 4 |
| Hosted Workshops/Presentations | 3 |
| Assigning assignments to Interpreters | 37 |
| General Interpreter/community Meetings | 5 |
| Conducted Interpreter/work-study Interviews | 1 |
| Appeals Meeting | 1 |
| Testing | 7 |
| **Total** | **159** |

Other Interpreting Services and Student Success Specialist (Disability Services) Activities:

| | |
|---|---|
| 7/2/19 | Summer Bridge Program planning meeting |
| 7/8/19 | Work-study meeting |
| 7/8/19 | Interpreter meeting regarding Summer Bridge Program and Accessibility Award |
| 7/9/19 | Summer Leadership Camp CSDS Presentation |
| 7/10/19 | Workshop: Learning the basics ASL workshop, ABC's and 123's |
| 7/10/19 | Police Academy Training/Presentation |
| 7/11-7/13 | Texas Society of Interpreters for the Deaf Conference, Corpus Christi, TX |
| 7/15/19 | Workshop: Introduce Yourself in ASL |
| 7/15/19 | SDS Presentation-SLI |
| 7/16/19 | Interpreter Meeting |
| 7/17/19 | ITP Intern Interview |
| 7/18/19 | Summer Bridge Planning Meeting |
| 7/19/2019 | How to work with deaf and interpreters |
| 7/19/19 | Carl Perkins Activity Meeting |
| 7/22/19 | ITP Intern Meeting |
| 7/24/19 | ITP Internship 1 Planning Meeting |
| 7/24/19 | Summer Bridge Planning Meeting |
| 7/26/19 | Appeals Meeting |

SOUTH TEXAS COLLEGE

# FINANCE AND ADMINISTRATIVE SERVICES

SOUTH TEXAS COLLEGE

# OFFICE OF THE VICE PRESIDENT FOR FINANCE AND ADMINISTRATIVE SERVICES

TO: DR. SHIRLEY A. REED, PRESIDENT

FROM: MARY G. ELIZONDO, VICE PRESIDENT FOR FINANCE AND ADMINISTRATIVE SERVICES

DATE: AUGUST 22, 2019

SUBJECT: ACTIVITY REPORT FOR JULY 1, 2019 THROUGH JULY 31, 2019

## MARY ELIZONDO, VICE PRESIDENT FOR FINANCE AND ADMINISTRATIVE SERVICES

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended the President's Cabinet Meetings, Facilities Committee Meeting, Finance, Audit, and Human Resources Committee Meeting, Board of Trustees Meeting, Planning and Development Council Meeting, Finance and Administrative Services (FAS) Director's Meeting, and Coordinated Operations Council Meeting.
- Business Office:
  - Held meeting with Comptroller and Director of Human Resources to discuss Higher Education Group Insurance (HEGI) Appropriation.
  - Held meeting with Comptroller and Director of Human Resources to review the Higher Education Group Insurance (HEGI) reporting.
  - Held meeting with Comptroller to review the Budget Transfer Workflow process.
  - Held meeting with Comptroller to review Higher Education Group Insurance (HEGI) reporting.
  - Held meeting with Comptroller to review Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) requirements concerning Governmental Accounting Standards Board (GASB).
  - Held several meetings with Comptroller to review the Guidelines for Use of Student Activity Fee and new Policy #5545: Student Activities Fee.
  - Held meeting with Comptroller and Director of Student Accounts and Bursar to review payment strategies.
- Human Resources:
  - Held meeting with Director of Human Resources to review the Professional Conferences Promissory Note.
  - Held meeting with Director of Human Resources and Director of Accountability, Risk, and Compliance to review the Faculty Credentials process and Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) requirements.
  - Held meetings with Director of Human Resources to review Policy #4322: Donation of Sick Leave. Also held conference call with Legal Counsel to review and discuss policy.

- Facilities Planning and Construction:
  - Held meetings every Tuesday with Director of Facilities Planning and Construction, Project Managers, and Director of Facilities Operations and Maintenance to discuss Facilities projects, Facilities Committee and Board packet items, and other outstanding items.
  - Held meeting with Director of Facilities Planning and Construction to discuss Regional Center for Public Safety Excellence (RCPSE) CityScape Drive Project, and also held meeting with Legal Counsel to discuss this issue, and had a conference call.
- Accountability, Risk, and Compliance:
  - Held several meetings with Director of Accountability, Risk, and Compliance and the Risk Manager to discuss the College Property/Casualty Insurance for Finance, Audit, and Human Resources Committee packet, Board packet, and various other related items.
  - Met with Director of Accountability, Risk, and Compliance on College Insurance proposals.
  - Held meeting with Director of Accountability, Risk, and Compliance to discuss Texas Parks and Wildlife Department (TPWD) Insurance Action Plan.
  - Held meeting with Director of Accountability, Risk, and Compliance and the Accounting Group Manager to discuss and review College Insurance.
  - Held meeting with Director of Accountability, Risk, and Compliance and the Risk Manager to discuss the Fraudulent Instruction Coverage Supplemental Questionnaire.
  - Held meeting with Director of Accountability, Risk, and Compliance and the Risk Manager to discuss the Continuity of Operations Plan, Records Management Training, Communicable & Infectious Diseases Procedures, and College Sanctioned Travel for Students.
- Institutional Equity:
  - Held meeting with Institutional Equity Manager to review Institutional Equity Support Specialist position resumes.
  - Conducted interviews for Institutional Equity Support Specialist position for the Office of Institutional Equity.
  - Held meeting with Institutional Equity Manager to discuss College Policies, Non-discrimination Notice, and other related items.
  - Held meeting with Institutional Equity Manager and Director of Human Resources to review and discuss changes to Policy# 4216: Harassment, Discrimination, and Sexual Misconduct.
  - Held meeting with Institutional Equity Manager on Title IX Audit pending items for the Internal Auditor.
  - Attended meeting with Institutional Equity Manager, Finance and Administrative Services (FAS) Graphic Designer, Digital Services Manager, and Application Development Manager on the training website for Finance and Administrative Services.
  - Attended lunch meeting with Institutional Equity Manager on Policy #4216: Harassment, Discrimination, and Sexual Misconduct, Policy #4205: Equal Education and Employment Opportunities, Notice of Non-Discrimination updates, and Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) pending items.
- Title IX Committee:
  - Held Title IX Committee Meeting.
- Other Meetings:
  - Held meeting with Acting Chief of Police to discuss the Regional Center for Public Safety Excellence (RCPSE) Transition Plan.
  - Held conference call with Legal Counsel and Energy Consultant to discuss the new Tax Abatement contract.
  - Attended Regional Center for Public Safety Excellence (RCPSE) President's Council Advisory Meeting.
  - Held meeting with College President to review Higher Education Group Insurance (HEGI) reporting.
  - Held meeting with Executive Officer for External Relations to discuss the Regional Center for Public Safety Excellence (RCPSE) Business Plan.
  - Held meeting with Director of Student Accounts and Bursar and Finance and Administrative Services (FAS) Reporting Coordinator to discuss Revenue and Expense items and Student Tuition and Fees Schedule for Finance, Audit, and Human Resources Committee packet.

- Attended Finance and Administrative Services (FAS) Training Site meeting.
- Held Finance and Administrative Services Office staff meeting.
- Held meeting with College President to discuss the FY 2020 Budget and College Insurance.
- Held meeting with Finance and Administrative Services (FAS) Project Manager to review the final report of the Institutional Effectiveness (IE) Plan.
- Attended training on Leadership Skills and Ethics for Certified Public Accountants.
- Held meeting with Investments Consultant and Comptroller to discuss the College Investments.
- Attended webinar on Gaining Objectivity into Capital Planning and Tracking.
- Attended meeting with Executive Officer for External Affairs, Chief Administrator for Department of Public Safety and Regional Center for Public Safety Excellence (RCPSE), and Director of Continuing, Professional, and Workforce Education to discuss the Continuing Education Adjunct Pool.

## PROJECTS IN PROGRESS:

- Prepared, reviewed, and revised agenda items and supporting documentation for the Board of Trustees, Finance, Audit, and Human Resources Committee, and Facilities Committee Meeting packets.
- Staffing, Budget, and Student Enrollment:
  - Worked on the FY 2019 Budget Amendment.
  - Worked on FY 2020 Budget.
  - Worked on Fall 2019 Enrollment Comparisons.
  - Worked on Headcount Term Percentages Report with Contact Hours.
  - Worked on Registration Report for Summer 2019 and for Summer Session II 2019 Mini-Mester.
  - Worked on Student Tuition and Fees Schedule and Revenue Report.
  - Worked on Pay Plan and Staffing Plan for FY 2019 – 2020.
  - Worked on Registration Report for Summer 2019.
  - Worked on South Texas College and Texas Southmost College (TSC) Tuition and Fees Comparison Report.
  - Worked on May 2019 Overtime Compliance Reports.
  - Worked on June 2019 Salary Savings Report.
- Construction:
  - Worked on progress of Facilities Planning and Construction Projects.
- Title IX:
  - Reviewed Title IX Weekly Report.
  - Worked on Notice of Non-Discrimination, Listings of Posted Notices by Campus.
- Policies and Procedures:
  - Worked on motion for Guidelines for Use of Student Activity Fee and Policy #5545: Student Activities Fee for the Finance, Audit, and Human Resources Committee packet.
  - Worked on Policy #4216: Harassment, Discrimination, and Sexual Misconduct.
  - Worked on motion to delete Policy #4322: Donation of Sick Leave.
  - Worked on Use of Fund Balance and proposed revised metrics to determine the minimum unrestricted fund financial Reserve level and reviewed Policy #5350: Unrestricted Fund Balance for Finance, Audit, and Human Resources Committee packet.
- Regional Center for Public Safety Excellence (RCPSE):
  - Worked on Regional Center for Public Safety Excellence (RCPSE) CityScape Drive Project.
- Other:
  - Worked on Strategic Goals for 2019 – 2025 Strategic Plan.
  - Reviewed college-wide list of Purchases and Requisitions submitted after the deadline.
  - Worked on Faculty Credentials Database.
  - Reviewed Bookstore Request for Proposal timeline.
  - Worked on final review of Food Services Video.
  - Worked on Travel Procedures for Reimbursement of Moving Expenses.
  - Worked on Jagnet Procedures for Record Retention Boxes.
  - Worked on timeline for Letter of Appointment for Administrators and Executive.

- Worked on FY 2019 - 2020 Capital Improvements Projects and Renewal & Replacement Projects Gantt Schedule.
- Worked on Pecan Campus Arbor Brick Columns Repair and Replacement Project.
- Worked on Valley Initiative for Development and Advancement (VIDA) Case Management Update.
- Worked on donations scholarship website.
- Reviewed Texas 86th Legislation, Senate Bill 212 - New Changes Effective September 1, 2019.
- Reviewed Ballet Folklorico Revenues and Expenditures report.
- Reviewed Continuing Education and Industry Training and Economic Development Revenue and Expenditure reports.
- Worked on Senate Bill 11 Gap Analysis.
- Worked on Ridership Report Comparison for FY 2018 and FY 2019.
- Worked on Pecan Campus Volleyball Courts Sand issue.
- Reviewed Technology Campus Water Line Break Presentation.
- Worked on TimeClock Plus Verification Reports by Employee and Supervisor for June.
- Worked on motions for August Finance, Audit, and Human Resources Committee packet for College Bookstore, Proposed 2019 Tax Rate, Order Adopting Tax Rate, and Proposed Budget for 2019.

## MYRIAM LOPEZ, COMPTROLLER, BUSINESS OFFICE

### ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended Banner User Group (BUGS) meeting.
- Attended ChromeRiver Travel and Expense System weekly status meeting.
- Attended Donation Project status meeting.
- Attended Finance and Administrative Services (FAS) Director's meeting.
- Attended meeting for Business Office projects with Public Relations staff.
- Attended President's Administrative Staff meeting.
- Attended Business Office Staff Expectations meeting.
- Attended Nursing and Allied Health Campus Student Services Renovation-Onsite meeting.
- Group Supervisors attended Business Office meeting to discuss required IRS forms 1042 and 1042-S for non-resident alien students.
- Met and discussed enrollment reporting finding with Financial Aid and Internal Audit staff.
- Met and discussed staff performance appraisal forms.
- Met and discussed transmittal letter with Public Relations staff.
- Met and discussed Dr. Reed's Regional Center for Public Safety Excellence (RCPSE) business plan recommendation with Vice President for Finance and Administrative Services.
- Met and discussed Lower Rio Grande Valley Development Council (LRGVDC) FY 2020 Budget and agreement.
- Met with Business Office staff to review donations for market place store.
- Met with Business Office and Student Services staff to discuss new withholding tax deduction process on Internal Revenue Service (IRS) Forms 1042 and 1042-S for non-resident alien students.
- Met with Business Office staff to discuss coordination of interim audit and new investments.
- Met with Human Resources and Academic Affairs staff on Faculty Load and Compensation (FLAC) Summer testing.
- Met with Human Resources staff on payroll testing for new year.
- Met with Information Technology team to discuss additional revisions to refund scripts in an effort to increase efficiency of disbursing part of term refunds.
- Met with Information Technology team on Gomer Migration testing and planning.
- Met with Business Office Systems Analyst to discuss new Gomer Migration.
- Met with Business Office staff to discuss Policy #5350: Unrestricted Fund Balance.
- Met with Business Office staff and Director of Food Services to discuss cafeteria revenue.

- Held conference call with the Tax Consultant.
- Participated in the Ellucian WebEx meeting.
- Trainings/Webinars:
  - Attended National Association of College and University Business Officers (NACUBO) 2019 Annual Meeting.
  - Attended webinar on Truth in Taxation.
  - Attended Professional Development – 2019 Microsoft training and Excel: Multiple Worksheets training.

## PROJECTS IN PROGRESS:

- Management Reports:
  - The Business Office staff worked on the June board and management reports, including summary of revenues and expenses, investments, property taxes, auxiliary fund, state appropriations, and grants reports.
- Accounts Payable/Grants and Contracts:
  - Participated in ChromeRiver weekly conference call.
  - Reviewed Accounting Specialist (AP/Travel) position candidates.

| Bank No. | 19-Jan | 19-Feb | 19-Mar | 19-Apr | 19-May | 19-June | 19-July |
|---|---|---|---|---|---|---|---|
| 01 E&G | 640 | 517 | 488 | 598 | 755 | 582 | 597 |
| 01 Direct Deposit | 222 | 139 | 211 | 195 | 233 | 204 | 275 |
| 03 Student | 16,719 | 2,471 | 3,162 | 475 | 2,409 | 3,146 | 2,527 |
| 12 I&S Taxes | 1 | - | - | - | - | - | - |
| 16 I&S Bond | 1 | - | - | - | - | - | - |
| 17 Plant | 6 | 11 | 21 | 17 | 16 | 9 | 27 |
| 31 Virtual Card | 501 | 469 | 522 | 539 | 567 | 474 | 441 |
| 32 AP Card | 2 | 4 | 4 | 5 | 4 | 3 | 4 |
| 37 Unexp-LT Bond Series 2015 | 2 | 3 | 3 | 2 | 2 | - | 1 |
| 38 Unexp-LT Bond Series 2014 | - | 1 | - | - | - | - | - |

- Property Tax/Budget and Reporting:
  - Prepared FY 2020 Information Technology Allocations.
  - Prepared FY 2020 Budget draft booklet.
  - Prepared Higher Education Employees Group Insurance shortage funding methodology report.
  - Prepared tuition and fees summary comparison between Summer 2018 and 2019 terms.
  - Provided Retirement of Indebtedness FY 2020 Budget draft.
  - Provided Ballet Folklorico Revenues and Expenditures report.
  - Provided draft motions on Tax items and Budget for the August Finance, Audit, and Human Resources Committee meeting.
  - Provided FY 2018 Budget information for the Business Office Fact Sheet.
  - Provided information needed for the FY 2019 Interim Audit for external audit.
  - Provided supporting documentation and additional information on Tax and Budget Items to Vice President for Finance and Administrative Services for the July Board meeting.
  - Provided the FY 2020 Budget Hearing Ad for review and approval by Vice President for Finance and Administrative Services.
  - Provided Truth in Taxation calendar for Levy 2019 for review by Vice President for Finance and Administrative Services.
  - Requested documents from Public Relations department for inclusion in the FY 2020 Budget.
  - Reviewed the preliminary Staffing Plan for FY 2019 – 2020.
  - Submitted Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Financial Profile and Indicators.

- Provided and updated motions and backups for Property Tax, Budget, Budget Amendment and Student Activities for Vice President for Finance and Administrative Services to review.
- Worked on Higher Education Employees Group Insurance action plan.
- Reviewed metrics for unrestricted fund reserve.

- Cash Management/Special Projects/Office Support:
  - Compiled information for Comprehensive Annual Financial Report (CAFR) Checklist.
  - Participated in ChromeRiver Travel and Expense System Sprint1Configuration review and walk-through.
  - Worked on interim audit items for external auditor.
  - Assisted with Department of Education information request.
  - Facilitated internal and external audit requests.
  - Researched and started draft on popular Annual Financial Report information.
  - Researched and drafted qualified sponsorship payments procedures.
  - Researched and provided unrelated business income tax information to Vice President for Finance and Administrative Services.
  - Updated two Argos reports for the Payroll Department.
  - Worked on 2019 Career Expo Marketplace store adjustments.
  - Worked on Marketplace store adjustments for summer camps.
  - Worked on AppWorx inventory.
  - Worked on fillable Adobe PDF forms.
  - Worked on Gomer migration.
  - Worked on Marketplace mockup site for donations.
  - Worked on overtime workflow.
  - Worked on testing budget transfer updates.
  - Worked on testing new banner patches.

| Bank No. | #of Checks/DD Cycles | # of Checks/Direct Deposit |
|---|---|---|
| 01 E&G | 17 | 600 |
| 01 Direct Deposit | 7 | 275 |
| 02 Payroll | 13 | 428 |
| 02 Direct Deposit | 4 | 2,769 |
| 03 Student | 5 | 2,527 |
| 12 I&S | 0 | 0 |
| 16 I&S | 0 | 0 |
| 17 Plant | 5 | 27 |
| 37 Bond Series 2015 | 1 | 1 |
| 38 Bond Series 2014 | 0 | 0 |
| Total | 52 | 6,627 |

| Description | Number of Transactions |
|---|---|
| ACH Direct Deposit-payments to vendors, students & employees | 18 |
| Bank Transfers between Bank Accounts | 29 |
| Wire Transfers for Benefits and International | 1 |

- General Accounting/Construction/Fixed Assets:
  - Monthly Reports – Prepared board management reports and staff continued to work on monthly reconciliations and monthly reports. Completed 41 monthly reports during the month of July 2019.

| Duties | Total |
|---|---|
| Bank Reconciliations | 10 |
| Board and Management Reports Prepared | 41 |
| Cafeteria daily sales report | 24 |
| Cancelled checks provided to AP / Payroll | 11 |
| Check verification for AP / Payroll | 20 |
| Construction budget transfers reviewed and approved | 9 |
| Copies of booklets/journal entries requested | 7 |
| checks provided for Arbitrage and Bank Statements | 33 |
| Deposits prepared | 20 |
| Download bank info, convert bank statements to PDF and download excel information for reconciliation | 2.75 |
| Download bank info, prepare daily reports for bank 01, 02, 04, 12, 39 and Same Day Report and email to specified group contacts | 64 |
| Errands to Inter-office deliveries | 2 |
| Returned mailed checks - Logged and Filed | 32 |
| Returned Mailed checks - Disbursement | 36 |
| Financial manager changes | 4 |
| FOAP created including activity codes | 11 |
| Hours Filing and organizing of Journal Entries and boxing | 9.5 |
| Hours used for scanning - estimated | 64 |
| Hours used to prepare documents for scanning | 4 |
| Hours used to compiling and scanning LRGVDC backup | 23 |
| IDT's - telephone calls received | 15 |
| Interdepartmental Transactions reviewed | 56 |
| Invoices and encumbrances reviewed | 69 |
| Journal entries prepared | 19 |
| Journal entries processed including FUPLOAD | 1,104 |
| Journal entries- transactions processes | 3,662 |
| Journal entries/documents scanned | 2,060 |
| Journal Entries Logged | 1,624 |
| Positive Pay submitted / EFT Payment/Positive Pay Exemptions approved | 36 |
| Positive Pay Exemption-Number of checks researched/verification | 14 |
| Requisitions Approved | 2 |
| Requisitions prepared | 8 |
| Stale dated list prepared | 3 |
| Stale dated letters mailed | 217 |
| Stop payments processed (includes stale dated checks) | 36 |
| Transactions removed from bank reconciliation | 24 |
| Special Project - scanned form 8510 Org, Purpose forms-hours used | 4 |
| Professional Development - Hours - What' new 2019 Microsoft Office | 4.5 |
| Professional Development - Hours - Excel Managing Multiple Worksheet | 3 |
| Banner Testing hours/training - Hours used-Gomer | 8.5 |
| Overtime - Hours and Task worked | 47.5 |

| Description | |
|---|---|
| General Journal Entry (Intra-Fund) (JE15) | 110 |
| General Journal Entry (Inter-Fund) (JE16) | 90 |
| Cash Receipts (CR05) | 858 |
| Encumbrance Liquidation (E032) | 0 |
| Encumbrance Liquidation (E020) | 0 |
| General Ledger Beginning Balance (JE05) | 0 |
| General Journal Entry (JE17) | 2 |
| Misc. Receipt Payments (CA10) | 2 |
| General Journal Entry (STCJ) | 0 |

- Cashiers/Accounts Receivable:
  - Assisted students with cashiering needs for Summer II 2019 census day of July 15, 2019.
  - Assisted students with cashiering needs for Summer II 2019 during first week of class.
  - Assisted students with cashiering needs for Summer and Fall 2019.
  - Tested PPRD8 upgrades scheduled for July 13, 2019 and on GWAP for downtime scheduled for July 20, 2019.
  - Tested PPRD8 upgrades scheduled for downtime on July 20, 2019.
  - Unpaid team researched 201930 Summer II term. Classes started July 10, 2019 and census day was Monday, July 15, 2019.
  - Reviewed Accounts Receivable reports and reconciliations.
- Payroll and Position Control Departments:
  - Provided interim audit items to external auditor.
  - Prepared and reviewed Governmental Accounting Standards Board (GASB) 68 schedules for year end.
  - Reviewed Employees Retirement System of Texas (ERS) Governmental Accounting Standards Board (GASB 75) information for FY 2019 Annual Financial Report.

| Payroll Processes for month ending July 31, 2019 | |
|---|---|
| Payroll Re-issue Processed | 9 |
| Payroll Cycles | 5 |
| Payroll Checks & DD | 3,618 |
| TimeClock Plus Access Forms Processed | 63 |
| Number of Employees with OT reviewed for OT Memos | 446 |
| NOE's Approved | 350 |
| Salary Budget Transfer Forms Processed | 12 with multiple transactions |

- Business Office Performance Indicators:

| Payroll July 2019 | | | |
|---|---|---|---|
| **Number of Employees** | | **Deposits Processed** | |
| Employees on Monthly Payroll | 2,281 | Internal Revenue Service | 4 |
| Employees on Semi-Monthly Payroll | 902 | Bank Transfers | 4 |
| **Timecards Processed** | | **Stop Payment Processed** | |
| (Waged 06/16 - 06/30) SR13 | 465 | Salaried | 2 |
| (Waged 07/01 - 07/15) SR14 | 442 | Waged | 6 |

| Payroll July 2019 | | | |
|---|---|---|---|
| (Salaried: July) MR07 | 2,353 | | |
| | | **Void Checks Processed** | |
| | | Salaried | 2 |
| **NOE's Approved** | | Waged | 7 |
| Approved NOE's | 350 | | |
| | | **Replacement Checks Processed** | |
| **NOE's Processed** | | Salaried | 2 |
| (Additions, Deletions, Changes) | 24 | Waged | 7 |
| Salaried | 462 | | |
| FLAC | 279 | **Salary Budget Transfer Forms Processed** | 12 |
| **NOE's Processed** | | **Voided Direct Deposits/Checks** | |
| (Additions, Deletions, Changes) | 10 | Salaried | 0 |
| Waged | 146 | Waged | 0 |
| **Payroll Adjustment Worksheets** | | **Hand Cut/PBK** | |
| (Additions, Deletions, Changes) | 17 | Salaried | 2 |
| Salaried | 42 | Waged | 0 |
| | | **Checks Processed** | |
| (Additions, Deletions, Changes) | 0 | Salaried | 195 |
| Waged | 2 | Total Net | $385,024.14 |
| **Liabilities Processed** | | Waged | 224 |
| ORP | 21 | Total Net | $62,691.47 |
| Annuity | 10 | | |
| Student Loans | 5 | **Direct Deposit Processed** | |
| United Way | 2 | Salaried | 2,480 |
| Child Support | 5 | Total Net | $6,257,036.03 |
| IRS Levy | 0 | | |
| Withholding & FICA | 4 | Waged | 719 |
| Met Life | 1 | Total Net | $202,712.35 |
| Legal Judgement | 1 | | |
| Social Security Administration | 0 | | |
| US Department of the Treasury | 1 | | |
| **Reports Processed** | | | |
| Compass Bank Direct Deposit File | 4 | | |
| Void & Replacement Check Cycle File | 1 | | |
| Overtime & Straight Time Mgmt. Report | 1 | | |

## LUIS R. GUZMAN II, DIRECTOR OF FOOD SERVICES

### ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended Catering Service Logistics Meeting.
- Conducted meeting with Nursing and Allied Health Cafeteria Staff Member.
- Conducted meeting with Pecan Campus Cafeteria Food Services Manager.
- Attended Nursing and Allied Health Campus Student Services Renovation Meeting.
- Attended Starr County Campus Student Services End-Users Kick Off Meeting.
- Attended President's Administrative Staff Meeting.
- Attended Cafeteria Banner Review Meeting with Budget Manager, Comptroller, and Auxiliary Accountant.

- Attended Microsoft Office SharePoint Site Meeting with Finance and Administrative Services (FAS) Graphics Designer and Digital Relations Manager.

### PROJECTS IN PROGRESS:

- Conducted taste testing at Mid Valley Campus Cafeteria on new menu.
- Worked on finalizing catering service logistics for dining etiquette presentation district-wide.
- Worked on and finalized Sam's Club orders for Mid Valley Campus cafeteria.
- Finalized and submitted FY 19 Performance Appraisal.
- Worked on and finalized July monthly budgets for all food service locations.
- Adjusted temporary employee working assignments for Mid Valley Campus cafeteria.
- Submitted request for repairs to pulley system door at Mid Valley Campus cafeteria.
- Attended final dinning etiquette catering walk-through.
- Prepared work order request for Mid Valley Campus cafeteria service door.
- Requested outsourced vendor to service Mid Valley Campus cafeteria walk-in cooler.
- Worked on catering quote for Public Relations department on Commercial Production Event.
- Worked on catering quote for Science, Technology, Engineering, and Mathematics (STEM) Camp Week.
- Worked on possible new menu items list for Fall 2019.
- Requested update from Business Office Staff on Sam's Card for Food Service Managers.
- Updated catering spreadsheet for July.
- Requested Marketplace Cafeteria On-line Ordering options to be updated with multiple dates for testing.
- Worked on possible food cost price increase for FY 2020.
- Finalized returning Work Study Staff list for FY 2020.
- Reviewed and submitted Food Service Cash Handling Procedures to auditor.
- Requested Food Service Staff to propose new items to expand delivery menu.
- Reviewed and edited the Food Service Employee Handbook.
- Reviewed and extended Direct Wage staff working assignments due to large August catering volume.
- Reviewed and finalized Catering Request Procedures.
- Reviewed and approved hood cleaning schedule for all food service locations for month of August.
- Reviewed and submitted photos for Food Services Department SharePoint website.
- Extended Temporary Agency employee working assignments for Mid Valley Campus Cafeteria due to catering volume.
- Worked on End of Year Meeting Agenda for Food Services Department.

## PAUL VARVILLE, CHIEF ADMINISTRATOR OF DEPARTMENT OF PUBLIC SAFETY AND REGIONAL CENTER FOR PUBLIC SAFETY EXCELLENCE

### ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Regional Center for Public Safety Excellence (RCPSE):
  - Attended meeting with College External Executive to review the RCPSE.
  - Attended meeting to assign staff members to RCPSE.
  - Attended meeting to realign office staff duties to accommodate RCPSE assignment.
  - Attended meeting to review RCPSE training courses.
  - Attended meeting to calculate operating expenses for RCPSE.
  - Attended meeting to determine Workforce Education Course Manual (WECM) contact hour credits for RCPSE training.
  - Attended conference call to discuss course development at RCPSE.
  - Attended conference call to discuss Channel 23 TV interview about the RCPSE.
  - Attended conference call for office setup at the RCPSE.
  - Attended conference call pertaining to a news article on the RCPSE.

- Attended meeting to review the RCPSE Business Plan course scheduling for Workforce Education Course Manual (WECM) contact hours.
- Attended training at the RCPSE for Cell Phone Investigative Techniques.
- Attended meeting to discuss hiring trainers to instruct courses at the RCPSE.
- Attended meeting to review continuing education contact hour requirements for the RCPSE courses.
- Attended meeting to finalize the RCPSE Advisory Council meeting minutes for June 27, 2019.
- Attended meeting to discuss trainers with Border Patrol for RCPSE courses.
- Attended meeting to discuss placement of portable buildings at the RCPSE.
- Attended meeting to schedule site visit to RCPSE by Border Patrol Division Chief.
- Attended meeting to review use of RCPSE by the City of Pharr for a census video.
- Attended meeting to discuss announcement of Director of RCPSE position.
- Attended meeting to discuss recruitment of Border Patrol agents at the RCPSE.
- Attended meeting to review request from Border Patrol for a RCPSE classroom.
- Attended meeting to review RCPSE Memorandums of Understanding (MOUs) with third parties.
- Attended meeting to identify expected revenue for RCPSE training in FY 2019 – 2020.
- Attended meeting to review procedure for locking outside and classroom doors at the RCPSE.

- Other Meetings:
  - Attended meeting to discuss target range requirements from the Texas Parks and Wildlife Department (TPWD).
  - Attended meeting to discuss hiring a new temporary shuttle bus driver.
  - Attended meeting to review surveillance camera recording requests.
  - Attended meeting to discuss equipment purchases.
  - Attended meeting to review police reports.
  - Attended meeting to review the Automated Records Management System (ARMS).
  - Attended meeting to review police training requests.
  - Attended meeting to discuss parking permit issuance.
  - Attended meeting to discuss process for notification of incidents to student conduct.
  - Attended meeting to discuss student parking spaces.
  - Attended meeting to discuss operation of Park and Ride.
  - Attended meeting to answer questions on release of information.
  - Attended meeting to discuss training for Customs and Border Protection and Border Patrol.
  - Attended meeting to discuss security guard staffing.
  - Attended meeting to review overtime authorization requests.
  - Attended meeting to review surveillance cameras replacement servers.
  - Attended meeting to discuss media release.
  - Attended meeting to discuss descriptions of job position.
  - Attended a meeting to discuss installation of surveillance cameras.
  - Attended Transportation Services meeting.
  - Attended meeting to replace malfunctioning surveillance cameras.
  - Attended Lost and Found items meeting.
  - Attended meeting to discuss equipment acquisition.
  - Attended meeting to discuss updating campus maps.
  - Attended meeting to discuss interview room recording system.
  - Attended meeting to discuss shuttle bus equipment.
  - Attended meeting to review employee assignment.
  - Attended meeting to review security vehicles.
  - Attended meeting to review Crisis Management Team operations.

## PROJECTS IN PROGRESS:

- Regional Center for Public Safety Excellence (RCPSE):
  - Worked on RCPSE Advisory Council meeting.

- Worked on Director of RCPSE position announcement.
- Worked on Governor's Border Grant availability for RCPSE.
- Worked on Texas Commission on Law Enforcement (TCOLE) Training Provider license for RCPSE.
- Worked on target range architectural plans.
- Worked on the RCPSE Business Plan.
- Worked on Governor's Office Border Grant for RCPSE.
- Worked on RCPSE firearms simulator warranty.
- Worked on course development at the RCPSE.
- Worked on police in-service training at the RCPSE.
- Worked on RCPSE target range training and course fees.
- Worked on continuing education contact hours for RCPSE courses.
- Worked on RCPSE request for portable buildings.
- Worked on firearm training equipment at the RCPSE.
- Worked on Border Patrol training recommendations.
- Worked on processing Texas Commission on Law Enforcement (TCOLE) training credit documentation.
- Worked on replacement of non-working TV monitors at the RCPSE.
- Worked on surveillance camera views at the RCPSE.

- Title IX:
  - Worked on Title IX cases.
  - Worked on Department of Public Safety Title IX Case Reports.
  - Worked on Title IX Internal Audit request.
  - Worked on Title IX case transmittals to the Office of Student Rights and Responsibilities.
  - Worked on case reviews with newly appointed Title IX Deputy Coordinator at the RCPSE.
- Police Reports, Incident Reports, and Other Requests for Information:
  - Worked on assistance request for Employee Relations Officer.
  - Worked on request for release of police information.
  - Worked on incident report requests.
  - Worked on review of police reports.
  - Worked on notification of incidents involving students.
  - Worked on Automated Records Management System (ARMS) police report narratives and police report for release to an agency.
  - Worked on Behavioral Intervention Team threat assessments.
  - Worked on investigation reviews.
- Surveillance Cameras:
  - Worked on repair schedule for surveillance cameras.
  - Worked on camera replacements for each campus.
  - Worked with the Surveillance Camera vendor on new camera price list.
  - Worked on repairing cameras at Pecan Campus Ann Richards Administration Building.
  - Worked on request for additional surveillance cameras network switches.
  - Worked on installation of updated software for surveillance cameras.
  - Worked with Information Technology staff to review needed network servers.
  - Worked on packet loss issues with surveillance cameras.
- Training:
  - Worked on required firearms qualifications for police officers.
  - Worked with United States Secret Service on cyber security training.
  - Worked on Campus Security Authority training.
  - Worked on Emergency Management Training for College departments.
  - Worked on leadership training course for department supervisors.
  - Worked on Hidalgo County District Attorney's Office training programs.
  - Worked on United States Customs and Border Protection training plan.
  - Worked on Unites States Border Patrol training plan.
  - Worked with Hidalgo County District Attorney to provide free training to Law Enforcement.

- Worked on training schedule for police dispatchers.
- Worked to identify additional training for College police officers.

- Staffing Requests, Assignment of Duties, and Other Personnel Issues:
  - Worked on new security guard hires.
  - Worked on field training for police officer.
  - Worked on selection of security personnel.
  - Worked on applicant recommendations with Human Resources department.
  - Worked on reviewing position job descriptions with Human Resources department.
  - Worked on the drug testing procedure for police officers and dispatchers.
  - Worked on People Admin system to process recommendation for hire of new employees.
  - Worked on leadership development of a new Transportation Services Manager.
  - Worked on personnel assignments.
  - Worked on police officer training equipment.
  - Worked on overtime authorization requests.
- Purchases and Repairs:
  - Worked on installation of necessary lights for new security all-terrain vehicles.
  - Worked on equipment purchases.
  - Worked on funding for repairs of department vehicles.
  - Worked on emergency equipment need for operations.
  - Worked on open purchase orders to determine funds leftover and transfers of funds.
  - Worked with Purchasing and Facilities Planning and Construction staff on acquisitions.
  - Worked on purchase order requests.
- Shuttle Buses and Parking:
  - Worked on shuttle bus maintenance.
  - Worked on wrapping funds for shuttle buses.
  - Worked on shuttle bus inspection requirements.
  - Worked on parking plans.
  - Worked on parking for prospective students.
  - Worked on Student Transportation Services operation.
  - Worked on parking permit issuances for new FY 2019 – 2020.
- Other:
  - Worked on the 86th Legislative Session Senate Bill 11 to determine the College's responsibilities under this bill.
  - Worked on procedures for other department requests.
  - Worked on new dispatch software for the filing of State criminal incident reports.
  - Worked on future grant possibilities.
  - Worked on identifying additional building responders.
  - Worked on distribution of campus maps for student orientations.
  - Worked on weekly Cabinet Updates.
  - Worked on Clery Act audit with Internal Auditor.
  - Worked on operations plan.
  - Worked on firearms qualification requirements.
  - Worked on budget transfers.
  - Worked on procedure updates.
  - Worked on assignment of security vehicles.
  - Worked on Memorandum of Understanding (MOU) with Weslaco Police Department.
  - Worked on internal and external event security planning.
  - Worked on time clock verifications for department employees.
  - Worked on Activity Report.

## BECKY CAVAZOS, DIRECTOR OF PURCHASING AND DISTRIBUTION SERVICES

### ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended the following meetings: Finance and Administrative Services (FAS) Director's Meeting, Coordinated Operations Council Meeting, Board of Trustees Meeting, and Finance, Audit, and Human Resources Committee Meeting.
- Conducted two (2) staff meetings to discuss year-end encumbrances, W9 forms, and department goals.
- Conducted New Employee Banner Requisition Training.
- Attended meeting with Business Office staff on ChromeRiver Online Travel.
- Attended meeting with Information Technology staff to review the Copy Job Request online process.

### PROJECTS IN PROGRESS:

- Purchasing Department:
  - Processed four hundred forty-five (445) purchase orders.
  - Approved two hundred seventy-three (273) requisitions.
  - Disapproved eighty-eight (88) requisitions.
  - Processed change orders for goods and services.
  - Completed nineteen (19) travel authorizations.
  - Created or updated one hundred five (105) new/exiting vendor W-9 forms, which were in Banner.
  - Reviewed and negotiated changes to twenty (20) vendor agreement/contracts.
  - Reviewed and updated department procedures.
  - Prepared the following Request for Proposals/Quotes/Qualifications:
    - Request for Proposals: 19-20-1003 Merchant Services.
    - Request for Proposals: 19-20-1011 Welding Services.
    - Request for Qualifications: 19-20-1012 Statement of Qualifications for Civil Engineering Services for Regional Center for Public Safety Excellence (RCPSE) – Evaluation of Site Drainage and Design Services for Drainage Improvements.
    - Request for Quotes: 19-026 District-Wide Bus Drop-Off Areas.
    - Request for Quotes: 20-001 Point to Point Data Transport Services.
    - Request for Quotes: 20-002 Direct Internet Access Service.
    - Request for Quotes: 20-003 Online Employee Training Services.
  - Conducted Public Bid Openings for the following:
    - Request for Proposals: 18-19-1076 Regional Center for Public Safety Excellence (RCPSE) - Portable Buildings – Site Infrastructure.
    - Request for Proposals: 18-19-1077 Regional Center for Public Safety Excellence (RCPSE) - Portable Buildings - Electrical Infrastructure.
    - Request for Quotes: 19-016 Text Messaging Services.
    - Request for Quotes: 19-022 Regional Center for Public Safety Excellence (RCPSE) - Landscaping and Irrigation.
    - Request for Quotes: 19-026 District-Wide Bus Drop-Off Areas.
- Fixed Assets Department:
  - Reviewed all assets purchased since July 1, 2019 as follows:
    - Approved one hundred eighty-four (184) assets through July 15, 2019.
    - Adjusted fifty (50) assets in Banner for the month of July.
    - Conducted monthly inventory spot check for Library Books.
- Receiving Department:
  - Completed five hundred forty-two (542) deliveries (purchase orders and complimentary books) and six thousand four hundred six (6,406) packages/boxes.
  - Received and posted four hundred thirty-five (435) purchase orders in Banner.
  - Transferred/relocated fifty eight thousand four hundred sixty-nine (58,469) assets and/or boxes as per move/set up request forms.

- Completed forty-two (42) faculty/staff moves in July.
- Mail Services/Copy Center:
  - Processed the following mail and copy request:
    - Academic Excellence - $457.92, Cashiers - $1,131.87, Financial Aid Office - $4,415.11, President's Office - $156.11, Public Relations and Marketing - $3,942.25, Starr County Campus - $162.50 and Vice President for Student Services - $761.52.
  - Completed one hundred twenty seven thousand five hundred sixty (127,560) copies at the copy center for the month of July.
  - Mailed out a total of fifty eight thousand seven hundred twelve (58,712) letters and eight hundred fifty-eight (858) letters were returned to South Texas College due to bad addresses.

## BRENDA BALDERAZ, DIRECTOR OF HUMAN RESOURCES

### ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended meeting with Vice President for Finance and Administrative Services and Institutional Equity Manager to review Policy #4216: Harassment, Discrimination, and Sexual Misconduct, Senate Bill 212, and Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) draft narrative of standard 12.4.
- Attended Administrative Letters of Appointment meeting.
- Attended annual FY 20 Roll Testing Meeting.
- Attended Auxiliary and Restricted Letter Comparison Meeting with Human Resources Staffing Specialist.
- Attended Parking Citations Committee Meeting.
- Attended Crisis Prevention Institute (CPI) training on Non-Violent Crisis Intervention Program.
- Attended Finance and Administrative Services (FAS) Director's Meeting.
- Attended Seminar on Equal Employment Opportunity Commission Technical Assistance.
- Attended Professional Development Microsoft Excel training.
- Attended Gomer share folder training.
- Attended webinar on Know What to Do & Stop Worrying.
- Attended Higher Education Group Insurance and Payroll meeting with Human Resources staff.
- Attended Search Committee Meeting for Human Resources Assistant Position.
- Attended Internal Payroll Meeting.
- Attended Search Committee Meeting for Talent and Learning Manager Position.
- Attended AppTrack Information Technology Team meeting.
- Attended meeting with Institutional Equity Manager and Vice President for Finance and Administrative Services on Policy #4322: Donation of Sick Leave.
- Met with Employee Relations Officer.
- Attended President's Administrative Staff Meeting.
- Attended retirement celebration for Information Technology Administrative Assistant.
- Attended Supervisory Symposium on benefits.
- Attended Texas Workforce Commission (TWC) Telephone Hearing.
- Attended accommodations meeting with Benefits and Payroll Manager.
- Attended City of Pharr/Workforce Solutions Job Fair.
- Attended webinar on Form I-9 Overview.
- Attended Title IX Committee Meeting.
- Conducted Direct Wage New Hire Orientation.
- Conducted Full-Time New Hire Orientation.
- Hosted and conducted Employee Retirement System (ERS) Summer Annual Enrollment Fairs at Mid Valley, Nursing and Allied Health, Pecan, Starr County, and Technology Campuses.
- Hosted Faculty Load and Compensation (FLAC) Summer Session II Payroll Testing.

- Hosted Summer 2019 Supervisory Symposium.
- Attended meeting to review and update Information Technology projects.
- Attended meeting to discuss Information Services and Planning Project List for Fiscal Year 2020.
- Met with Associate Dean of Library Services.
- Held meeting with Grant System Management and Compliance Officer I on work-study mentorship.
- Held meeting with Staffing group to discuss updates on Trainer Notice of Employment.
- Attended meeting to discuss faculty credentials review with Director of Accountability, Risk, and Compliance.
- Attended meeting with Internal Auditor.
- Met with AppTrack developers to review and test changes.
- Met with Continuing, Professional, and Workforce Education (CPWE) and Industry Training and Economic Development (ITED) to review the Trainer Hiring Recommendations/Topics.
- Met with Information Services, Planning, Performance and Strategic Initiatives staff to set up FY 20 staff salary notices on Jagnet.
- Met with Payroll and Compensation teams on end of fiscal year processes.
- Attended weekly meeting with PeopleAdmin re-engineering team.
- Met with Library representatives on presentation/training development.
- Met with Nursing and Allied Health (NAH) Campus representatives for presentation/training development.
- Attended and participated in the 2019 RGV Job Fair for recruitment of staff.
- Attended remote demonstration with NEOGOV on Learning Management System.
- Attended Faculty Load and Compensation (FLAC) Summer Session II Testing.
- Attended Teacher Retirement System (TRS) Team Enterprise Application Modernization Meeting and also Employer Advisory Group Meeting.

## PROJECTS IN PROGRESS:

- Worked on comparison of Administrative Letters to positions in Staffing Plan for FY 2019 - 2020.
- Worked on approval of participation at the McAllen Job Fair.
- Reviewed and uploaded Administrative Letters to Jagnet for approval by Administrators.
- Assisted on updates to the Staffing Plan for FY 2020 and the new-year job roll.
- Worked on motion drafts for Finance, Audit, and Human Resources Committee meeting packet on policy and changes to Staffing Plan.
- Prepared compensation analysis for Hiring Proposals.
- Reviewed compensation on special assignments/stipend requests.
- Completed employee termination process on Banner.
- Completed Leave Adjustment Request Form entries.
- Completed Teacher Retirement System (TRS) deduction worksheets for semi-monthly and monthly paid employees.
- Conducted internal audit on all Form I-9's on file.
- Completed data standards population of District/Division codes on system.
- Worked on detailed documentation for Worker's Compensation reports.
- Prepared, reviewed, and initiated DOCs for employees.
- Worked on Employee Relations case management.
- Worked on Faculty Compensation Letters.
- Assisted Accountability, Risk, and Compliance team on review of Faculty Credential files.
- Worked on set up of FY 2019 - 2020 Administrative/Executive Letters of Appointment on Jagnet.
- Worked on Pay Plan and Staffing Plan for FY 2019 - 2020.
- Assisted on Faculty Load and Compensation (FLAC) training, troubleshooting, and errors.
- Worked on submission of Information Technology (IT) work order ticket for preparation of electronic issuance of the Administrative Letter of Appointment project.

- Initiated audit on open cases for FY 2019 - 2020.
- Initiated audits of various Employee Relations staff responsibilities and functions.
- Initiated process to conduct Federal background checks on distance learning instructors living out-of-state.
- Updated Institutional Effectiveness Report for Vice President for Finance and Administrative Services on Performance Appraisals.
- Worked on Internal Faculty/Staff Notice for Dean of Continuing Education, Workforce Training, and Economic Development.
- Worked on issuance of FY 2019 - 2020 Administrative/Executive Letters of Appointment.
- Researched Jags@work for Vice President for Finance and Administrative Services.
- Prepared legal counsel log for July 2019.
- Worked on legal counsel review of Policy #4216: Harassment, Discrimination, and Sexual Misconduct.
- Moved old data from SharePoint to new SharePoint Office 2019.
- Worked on notice of new direct wage/work study minimum hourly rate.
- Worked on reminder for departments to submit Notice of Employment (NOE's).
- Reviewed proposed revisions to Policy #4322: Donation of Sick Leave.
- Posted Notice of Non-Discrimination at Pecan Plaza.
- Worked on prior Teacher Retirement Service (TRS) Service Verification from employees.
- Updated Promissory Note and Professional Development Plan procedures.
- Worked on Public Information Request for retirement information.
- Collaborated on the Summer Enrollment Fair Public Relations and Marketing Project.
- Worked on reminder for acknowledgment of current FY 2018 - 2019 Employee Handbook.
- Reposted vacant Human Resources Specialist and Employee Relations Officer positions.
- Worked on retention of part-time applications/advertisements.
- Reviewed Adjunct hours eligibility for Teacher Retirement System (TRS) Benefits.
- Review and continued testing the Everfi online training with Information Technology (IT) staff.
- Reviewed benefits report parameters for update to programming.
- Reviewed new Chief of Police job description.
- Reviewed data request for narrative of Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Standard 12.2.
- Reviewed Faculty Emeritus Designation and Benefits.
- Reviewed Leave Report for July 2019 for all divisions to provide to Vice President for Finance and Administrative Services.
- Reviewed FY 2019 - 2020 Employee Handbook draft.
- Reviewed Grant Assignments.
- Reviewed job description for Executive Vice President position.
- Reviewed Liberal Arts and Social Sciences Restructuring board motion.
- Reviewed Continuing Education requests for hire.
- Reviewed Request for Qualifications (RFQ) for online training services and learning management.
- Revised and expanded internal procedures for Employee Relations position.
- Worked on Schedule 3c Group Insurance report update.
- Reviewed applicants for Human Resources Assistant position and for Talent and Learning Manager position.
- Worked on Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) narrative on nepotism and conflict of interest.
- Tested AppTrack database revisions and updates.
- Tested PeopleAdmin re-engineering revisions and updates.
- Worked on Time Clock Plus-Summer Enrollment messages.
- Updated onboarding forms for launch of PeopleAdmin upgrade.

- Systems/Reporting:
  - Visio charts:
    - Updated FY 2019 – 2020 Administrative/Executive Organizational Chart.
  - Human Resources Website Updates:
    - HR-2030 - Institutional Grant Application for Employees.
    - HR-2035 - Institutional Tuition Grant Application for Dependents.
    - HR-6015 - Faculty Employment Reference Check.
  - Information Services and Planning (IS&P) Issues:
    - Assigned: 12
    - Resolved: 13
    - Currently Open: 5
- Report Development:
  - Worked on the following Internal reports:
    - Payroll Faculty Load and Compensation (FLAC) Compensation Extracted and Acknowledged (Before PEPFCAP).
    - Payroll Faculty Load and Compensation (FLAC) - Jobs Applied (After PEPFCAP).
    - Faculty Handbook Acknowledgment Report.
    - 2019 Active Employees with No Job Assignment Validation (VAE1).
    - 2019 New Hires Employees with no Job Assignment Validation (VAE2).
    - 2019 Active Employees with No Primary Assignment Validation (VAE3).
    - 2019 Active Employees Validation.
    - List of employees who changed/transferred to a new position (AR1).
    - List of employees who separated from College Report (AR2).
    - List of employees hired over the last two fiscal years (AR3).
    - 2019 Auditor Report.
    - Argos Faculty assignments.
    - Banner Faculty assignments.
    - Benefit Deductions.
    - Benefit Deductions (OLAP).
    - Benefits Deductions (Check for records here).
    - Benefits Deductions (PDRDEDN Record Check).
    - Audit of 2019 Certificate and License Expiration Date Audit.
    - Employee Degree and Credentials Audit 2019.
    - Academic Roster 2019 for Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).
    - Employee Handbook Acknowledgement.
    - Faculty Handbook PEAEMPL and SIRPDCL Codes.
    - TWGRROLE (Payroll Faculty Load and Compensation (FLAC) Web Tailor Administrators).
    - SPRTELE Telephone Directory.
  - Worked on the following External Reports:
    - Faculty Load and Compensation (FLAC) Assignments Report.
- Other:
  - Worked on the Department of Labor Employee Count June Report for Pecan Campus and the Total Employees June Report.
  - Worked on Faculty Handbook Acknowledgment Report.

| **Faculty Staffing** | **Count** |
|---|---|
| Position requests w/job descriptions | 13 |
| Positions posted | 12 |
| Positions reposted | 0 |
| Positions extended | 12 |

| Faculty Staffing | Count |
|---|---|
| Positions canceled | 4 |
| Search committees forms requested | 12 |
| Search committees assigned | 28 |
| Hiring proposals reviewed (HR Staffing Review workflow) | 14 |
| Job offers | 3 |
| Review Adjunct/Dual Credit applications | 13 |
| New Hire Email Notifications | |
| Faculty | 7 |
| Lecturers | 11 |
| Adjuncts/Dual Credit | 1 |
| Positions filled | 9 |
| PeopleAdmin user updates | 9 |
| Advertisements placed (Monitor, Town Crier, etc.) | 6 |
| Resignations/Terminations | |
| Faculty | 22 |
| Lecturers | 17 |
| Adjuncts/Dual Credit | 0 |
| Transcript | |
| Requested from Admissions | 5 |
| Reviewed in PeopleAdmin | 13 |
| Notices (1st, 2nd & Final notice) | 25 |
| Extension requests | 25 |
| Credential entered in credential database Faculty/Staff | 120 |
| Vacancy Reports completed | 0 |
| Educational Supplements (Review, log, memo, send to payroll and faculty) | 3 |
| New hire/re-hire/transfer files (closing onboarding process) track transcripts | 90 |
| Purged Monthly Adjunct Applications | 11 |
| Purged Non-STC Employee Transcripts | 30 |
| SACS Audit | 100 |

| Support | Count |
|---|---|
| E-Verify | |
| Cases submitted | 40 |
| TNC cases | 0 |
| Form I-9 | |
| Banner entry/updates (PEAEMPL) | 50 |
| Requests | 0 |
| Name changes | 0 |
| Revisions | 0 |
| Updated employment authorization documents | 2 |
| Emails for expiring documents | 7 |

| Records | Count |
|---|---|
| Records filed (by page) | 1,068 |
| Files scanned and indexed | 0 |
| New Hire folders prepared | 191 |
| Termed files prepared | 21 |
| Boxes to Record Retention | 0 |
| Files audited | 526 |
| Record Requests | 42 |
| Files moved back from storage room | 0 |
| Special file requests (HR Director, auditor, etc.) | 314 |

| Staffing/Staffing Support (Staff) | Count |
|---|---|
| Position requests w/job descriptions | 13 |
| Positions posted | 12 |
| Positions reposted | 0 |
| Positions extended | 12 |
| Positions canceled | 28 |
| Search committees forms requested | 14 |
| Search committees assigned | 3 |
| Hiring proposals reviewed (HR Staffing Review workflow) | 14 |
| Job offers | 3 |
| New Hire Email Notifications | |
| Full-time staff | 7 |
| Part-time staff | 11 |
| Trainers | 1 |
| Positions filled | 9 |
| PeopleAdmin user updates | 9 |
| Advertisements placed (Monitor, Town Crier, etc.) | 6 |
| Resignations/Terminations | |
| Full-time staff | 22 |
| Part-time staff | 17 |
| NOE's | |
| Full-time temporary staff | 42 |
| Part-time staff(DW) | 123 |
| Trainers | 73 |
| Temporary Agency Employees | |
| Request | 5 |
| Replacements | 2 |
| Assignment Extension | 10 |

| Employee Relations | Count | | | Count | |
|---|---|---|---|---|---|
| | FYTD | MTD | | FYTD | MTD |
| DPS CCH Background Checks | 857 | 41 | TWC Claims | 46 | 3 |
| Fingerprints | 260 | 29 | Open Records Requests | 12 | 1 |
| DPS Driver Eligibility Checks | 162 | 75 | | | |

| **Payroll - Faculty** | **Count** |
|---|---|
| Full-time Regular Faculty Pay-Off | 0 |
| New Temporary Lecturers | 0 |
| Course Based Compensation including Chair/Dean Stipends and approved Faculty Special Assignments | 28 |
| Special Assignments | 0 |
| One and one-half Extensions | 0 |
| Faculty Academic Classifications | 0 |
| Assistant Chairs/ Assistant Deans | 0 |
| Educational Increases | 0 |
| Chair Stipend | 34 |
| Faculty Salary Adjustments | 0 |
| Large Class Payment Educational Stipend | 2 |
| Faculty Salary Pay Off | 2 |

| **Benefits & Payroll** | **Count** | | **Count** |
|---|---|---|---|
| Benefits | | Payroll | |
| New Hire Orientations Full-Time | 3 | PDR Notifications | 244 |
| New Hire Orientation Part-Time | 6 | | |
| Internal Transfers | 4 | Direct Deposit Transactions | |
| Benefits Credits/Collections | 5 | *Full Time* | 71 |
| TRS ED Records reported | 762 | *Direct Wage/Work Study/Trainer* | 9 |
| TRS RR Records reported | 46 | Resignations | |
| TRS Prior Yrs of Svc Verifications | 0 | *Full Time* | 10 |
| TexaSaver 457/403B Accounts | | *Direct Wage/Work Studies* | 13 |
| *Faculty (Adjunct, Temporary)* | 0 | Garnishments | 79 |
| *Staff (Direct Wage, Part Time)* | 16 | TXOAG Reporting | 32 |
| Exits | | Payroll DOC/ADJ/SLP Worksheets | 7 |
| *Full Time* | 13 | New Hires, Rehires, Transfers | 67 |
| *Retirees* | 12 | Name Changes | 3 |
| FMLA Requests | | Address Changes | 35 |
| New | 15 | Form W-4 Changes | 12 |
| On-Going Cases | 15 | Verification of Employment | |
| Closed | 17 | Forms processed | 27 |
| FMLA Intermittent Requests | | Letters sent | 4 |
| New | 2 | Phone Calls | 30 |
| On-Going | 10 | Cell Phone Stipends | 1 |
| Closed | 3 | Adjunct Leave Forms | 0 |
| New | 3 | NOE Staff Full Time Temp | 0 |
| On-Going Cases | 3 | Letters of Appt Verification and Matching | 0 |
| Closed | 0 | Direct Wage | 148 |
| Workers Compensation Claims | 0 | Work Study | 0 |
| New | 5 | Adjunct | 23 |
| On-Going Cases | 8 | Overload | 63 |
| Closed | 3 | | |
| Tuition Reimbursement Applications Processed | 0 | FLAC CRNs | 0 |

| Benefits & Payroll | Count | | Count |
|---|---|---|---|
| Tuition Reimbursement Applications ready for payment | 0 | Trainers | 76 |
| Tuition Grant Applications | | Dual Enrollment | 1 |
| Employee | 12 | Fac. Salary Retro-Pay Adj | 0 |
| Dependent | 14 | Fac. Base Salary Pay-Off | 0 |
| Promissory Notes | 1 | Substitute NOEs | 26 |
| | | Full-time Regular Faculty Pay-Off | 0 |
| Sick Leave Pool Enrollment | 0 | | |
| Sick Leave Pool Termed | 0 | *Special Assignments* | 2 |
| Sick Leave Pool Donations | 0 | Course Based Compensation including Chair/Dean Stipends and approved Faculty Special Assignments | 0 |
| SECC-State Charitable Deductions | 0 | Large Class Payments | 0 |
| Letter/Appointment FT Regular Staff | 0 | Educational Increase | 0 |
| Medical Support Orders | 0 | Mini-mesters | 55 |
| ERS Changes | 3 | Certification Stipend | 0 |
| Vacation Settlement Worksheets | 6 | PeopleAdmin Transactions | |
| | | Approvals | 13 |
| | | Hiring Proposals | 9 |
| Staff Special Assignments | 21 | Payroll Worksheets | 52 |
| | | Move Request Updates | 58 |

## RICARDO DE LA GARZA, DIRECTOR OF FACILITIES PLANNING AND CONSTRUCTION

### ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended Facilities Planning and Construction (FPC) staff meetings.
- Attended Finance and Administrative Services (FAS) Facilities and Planning meetings.
- Attended Coordinated Operations Council Meeting.
- Attended July Facilities Committee Meeting and Board of Trustees Meeting.
- Attended Finance and Administrative Services (FAS) Director's Meeting.
- Attended Facilities Operations Council Meeting.
- Attended President's Administrative Staff Meeting.
- Pecan Campus:
  - Arbor Brick Columns Repair and Replace-attended the bid proposal opening.
  - Thermal Plant (Bond)-attended the Americans with Disabilities Act (ADA) building inspection with Registered Accessibility Specialist, Maintenance staff, and Facilities Planning and Construction (FPC) staff.
  - Renovation and Expansion of Existing Library-attended contract negotiations meeting with awarded architectural firm and College staff.
- Mid Valley Campus:
  - Health Professions and Sciences Building K-attended meeting with project team to discuss building pressure issues.
  - Drainage Improvements Phase I-attended negotiation and Kick-off Design meeting with engineer.
- Nursing and Allied Health (NAH) Campus:
  - Student Success Center Renovations-attended bi-weekly construction meeting with project team.
  - Resurface of Parking Lot #1-attended pre-construction meeting with college staff, general contractor, and engineer of record; issued notice to proceed.

- Nursing and Allied Health Campus-attended meeting with stakeholders to verify project scope.
- Resurface of Parking Lot #1-attended owner/architect/contractor construction update meeting.

- Starr County Campus:
  - Welding Lab Extension-attended preliminary meeting with College staff to review scope.
  - Student Services Renovation-attended meeting with stakeholders to verify project scope.
- Technology Campus:
  - Building E-met with sign vendor to review building signage and requested proposal.
- Regional Center for Public Safety Excellence (RCPSE):
  - Portable Buildings-attended bid openings for mechanical, electrical, and plumbing (MEP) engineer and civil infrastructure.
  - Parking and Site Improvements-worked on review of correspondence of alternate material proposed by contractor.
  - CityScape-met with Legal Counsel to review issues; attended conference call update meeting with Legal Counsel and Vice President for Finance and Administrative Services.
  - CityScape-met with Legal Counsel and testing lab representative to request proposal to provide elevations for a revised swale around the CityScape.
  - Target Range-attended meeting with College staff and Customs and Border Patrol representatives to discuss potential use of facility.
- District-Wide:
  - Library Interior Signage-attended meeting with the Library, Purchasing, and Operations and Maintenance departments to review proposed signage.
  - Deferred Maintenance for Roofs-attended conference call with architect to review contract fees.

## PROJECTS IN PROGRESS:

- Worked on Project Fact Sheets.
- Worked on updating the construction expenditure budgets for FY 2018 - 2019 Capital Improvement Proposals and Renewal & Replacement projects.
- Worked on July Facilities Committee draft agenda and packet.
- Worked on Coordinated Operations Council meeting agenda and backup information.
- Worked on updating the Master Schedule and Board Approval Timeline.
- Worked on August Facilities Committee draft agenda and write-ups.
- Worked on July Board meeting back up information.
- Assisted Operations and Maintenance department with interviews for the Maintenance Technician position.
- Reviewed invoices and pay applications from various architects, engineers, and contractors.
- Reviewed material test reports for various projects.
- Worked on Space Modification Requests and Move Requests.
- Worked on updating the construction budgets for FY 2019 - 2020 Capital Improvement Proposals projects and Renewal and Replacement projects.
- Worked on transferring content from old shared location to new SharePoint.
- Worked on vendor evaluations for audio visual projects.
- Worked with Operations and Maintenance staff on contacting the contractor for minor water infiltrations for the Bond Buildings at Pecan Campus; contractor has contacted subcontractor for repairs.
- Worked on Performance Appraisals for Facilities Planning and Construction (FPC) staff.
- Updated Direct Wage Staff job description.
- Reviewed invoices, proposals, agreements, pay applications, and additional services from various architects, engineers, consultants, and construction-manager-at-risk companies.
- Pecan Campus:
  - Dr. Casso Property-performed site visit to verify punch list progress; reviewed close out documents.
  - Arbor Brick Columns Repair and Replacement-worked on request for qualifications (RFQ) and drawings for re-bidding of project.

- Arbor Brick Columns Repair and Replacement-conducted pre-construction meeting with awarded contractor and College staff.
- Building D Renovation-performed site visit to verify punch list progress.
- Building H Renovation-reviewed 70% construction documents with staff, faculty, and Operations and Maintenance staff.
- Athletic Field Fence Enclosure II-performed site visits and coordinated concrete pour.
- Sand Volleyball Courts–performed site visit to observe status of construction.
- Sand Volleyball Courts-reviewed Installed Sand Material Report by materials testing lab.
- Sand Volleyball Courts-notified architect of status and issues with substantial completion.
- Building D Renovation-worked on receiving office furniture.
- Building D Renovation–performed site visits and coordinated installation of door hardware core and key ways.
- Building D Renovation-performed site visit to verify status of construction and installation of furniture; coordinated and performed final punch list walk-through with College staff, architect, and contractor.
- Building H Renovation-met with architect, engineer, and College staff to confirm sewer lines are connected to grease trap.
- Building U Student Union-performed site visit to observe replacement of stair treads and risers.
- Building M Office and Work Space Renovation-received 95% CD of drawings for review; shared with College staff for review and comments.

- <u>Mid Valley Campus:</u>
  - Active Learning Classroom-coordinated renovation requirements with Operations and Maintenance staff.
  - Building F Renovation and Thermal Plant Renovation-reviewed schematic design and estimated costs from architect.
- <u>Nursing and Allied Health Campus:</u>
  - Student Success Center Renovation-performed site visit to observe status of construction progress.
  - Resurface of Parking Lot #1-performed site visit to verify status of construction.
- <u>Starr County Campus:</u>
  - Welding Lab Extension-met with College staff to discuss the welding lab expansion scope.
  - Welding Lab-worked on preliminary design layout.
  - Electrical/HVAC Classroom and Labs-met with College staff to discuss Electrical/HVAC classroom and labs, worked on preliminary design layout.
- <u>Technology Campus:</u>
  - Buildings A and B Renovations Master Plan and Phase I-performed evaluations of request for qualifications (RFQ) proposals for architectural services.
  - Building D Renovation-performed site visits to verify status of construction progress.
- <u>Regional Center for Public Safety Excellence (RCPSE):</u>
  - Portable Buildings-conducted Pre-Proposal meetings for civil and mechanical, electrical, and plumbing (MEP) infrastructure projects.
  - Portable Buildings-worked on coordinating the additional infrastructure requirements required by the City of Pharr; reviewed preliminary drawings and cost estimates from civil engineer; worked with mechanical, electrical, and plumbing (MEP) engineer for the electrical service infrastructure requirements; worked on cost estimates with landscape architect; performed evaluations of construction proposals for civil and mechanical, electrical, and plumbing (MEP) engineer work.
  - Portable Buildings-worked on coordinating the additional infrastructure required by the City of Pharr for construction permit, performed site visit to coordinate and observe receiving of first two portable buildings.
  - Portable Buildings-performed site visit to observe status of portable building installation.
  - Parking and Site Improvements-worked on fact sheet.
  - CityScape-worked on documenting and compiling project timeline, researched drainage ditch with the Irrigation District and Drainage District, worked on requesting letter from engineer for recommendations to remediate CityScape asphalt paving.

- Target Range-worked on development of schematic plan and new budget for 24 lane range as requested by Director of Grant Development, Management, and Compliance.

- District-Wide:
  - Deferred Maintenance for Roofs-reviewed architect's fee proposal and provided feedback to re-evaluate design fee.
  - Portable Buildings-worked on presentation of existing and possible use of portable buildings.
  - Bus Drop Off Areas-worked on and received Request for Quotes package for construction.
  - Wayfinding Signage Installation-performed punch list walk-through with contractor and sub-contractor.
  - Wayfinding Signage Installation-performed site visit to verify status of construction.
  - Stucco Repainting-worked on providing information to project team on paint fading issues.
- Higher Education Center-La Joya:
  - Updated exterior building and vehicular wayfinding signage plans.

## GEORGE McCALEB, DIRECTOR OF FACILITIES OPERATIONS AND MAINTENANCE

### ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Bond 2013 Construction:
  - Attended District-Wide Proposal Evaluation Review for irrigation systems.
  - Attended District-Wide Request for Proposal Evaluation Meeting for Bookstore Services.
  - Attended Mid Valley Campus Drainage Project Meeting.
  - Attended Nursing and Allied Health Campus Resurface of Parking Lot #1 – Pre-construction Meeting.
  - Attended Pecan Campus Building D Renovation Final Punch List Walk-Through Meeting.
  - Attended Starr County Campus Generators Evaluation Meeting.
  - Attended Technology Campus Pipe Leak Damage Walk-Through Meeting.
- Other Meetings:
  - Attended Coordinated Operations Council Meeting.
  - Attended Environmental Health and Safety Meeting.
  - Attended Facilities Committee Meeting.
  - Attended Facilities Operations Council Meeting.
  - Attended Finance and Administrative Services (FAS) Director's Meeting.
  - Attended Finance and Administrative Services Facilities and Planning Meeting.
  - Attended Finance, Audit, and Human Resources Committee Meeting.
  - Attended Mid Valley Campus Administrator Meeting.
  - Attended Pecan Campus Sand Volleyball Courts Incident Report Verification Meeting.
  - Attended President's Administrative Staff Meeting.
  - Attended site visit by insurance vendor.
  - Held Facilities Operations and Maintenance Managers' Meeting.
  - Participated in conference call with Bookstore Consultant.
  - Participated in GoToWebinar on Energy Policy Innovation and It's Impact on Carbon Reduction East Coast versus West Coast.
  - Participated in GoToWebinar on Solving the Problem of Quantifying Efficiency.
  - Participated in application review for Talent and Learning Manager position.

### PROJECTS IN PROGRESS:

- Operations Contract Department:
  - Pecan Campus:
    - Completed fire department connections in Building K by vendor, passed pressure test, and approval by McAllen Fire Department.
    - Tested fire department connections in Building J by vendor and completed pending McAllen Fire department approval.
    - Completed installation of fire panel at Buildings A, X, and D by vendor and approval by McAllen Fire Department.

- Regional Center for Public Safety Excellence Campus (RCPSE):
  - Addressed issues noted by Pharr Fire Department.
- Mid Valley Campus:
  - Received quote from fire protection vendor and construction vendor to complete fire department connection repairs at Building G.
- Nursing and Allied Health Campus:
  - Issued purchase order to vendor for repairing fire department connection at Building A.
  - Met with vendor to replace elevator damaged button panels at Building A.
- District-Wide Campuses:
  - Addressed all issues noted by McAllen Fire Department on municipal fire inspections.
  - Began semi-annual kitchen hood inspections.
  - Outsourced vendor began working on fire panel issues.
  - Completed typical pest control issues.
  - Met with outsourced vendor to discuss ongoing irrigation issues.
  - Reported and repaired elevator issues.
  - Scheduled quarterly kitchen hood cleaning for first week of August.

- Maintenance Department Work Orders and Expenditures:

| Classification | Work Orders Completed | Cost |
|---|---|---|
| Carpentry | 240 | $ 5,519.00 |
| Electrical | 166 | $7,985.79 |
| Energy Management | 166 | $ 2,041.84 |
| HVAC | 581 | $ 50,881.21 |
| Locksmith | 149 | $ 4,223.95 |
| Painting | 36 | $ 12,118.42 |
| Plumbing | 162 | $ 6,411.56 |
| Plant Services | 2 | $26,997.15 |
| Total Cost | | **$ 116,178.92** |
| General Maintenance | 54 | |
| **Total Work Orders** | **1,556** | |

- Custodial Department:

| Duties | Number of Requests |
|---|---|
| **Set-Ups** | **210** |
| Moves/Relocations | 42 |

## JASON GUTIERREZ, DIRECTOR OF ACCOUNTABILITY, RISK, AND COMPLIANCE

### ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended Board of Trustees Meeting.
- Attended Webinar on Committee for Sponsoring Organizations Enterprise Risk Management Update.
- Attended Finance and Administrative Services (FAS) Director's Meeting.
- Attended Finance, Audit, and Human Resources Committee Meeting.
- Attended meeting with Accountability and Compliance Manager on faculty credentials.
- Attended Regional Center for Public Safety Excellence (RCPSE) Business Plan meeting with College staff.
- Attended meeting with Instructor to discuss scope and sample size.

- Attended meeting with Vice President for Finance and Administrative Services and the Director of Human Resources to discuss faculty credential report.
- Attended meeting with Vice President for Finance and Administrative Services to discuss Senate Bill 11.
- Attended meeting with Vice President for Finance and Administrative Services to discuss various risk management items.
- Attended President's Administrative Staff meeting.
- Attended risk management online training.
- Attended various meetings with Vice President for Finance and Administrative Services to discuss insurance items.
- Discussed automobile insurance coverage for shuttle busses with Business Office personnel.
- Held conference call with Associate Director of Purchasing to discuss a request for a quote.
- Held discussion with Associate Director of Purchasing on Insurance Award Letters.
- Held discussions with Insurance Adjusters regarding general liability claims.
- Held discussions with Insurance Agent on various insurance matters.
- Held discussions with insurance vendor on claims.
- Held discussions with Risk Management Consultant on various insurance matters.
- Held discussions with secure shredding vendor on bin placement date and issues.
- Held discussions with Texas School Safety Center staff and Chief Administrator of the Department of Public Safety to review Senate Bill 11 requirements.
- Held discussions with Texas School Safety Center staff on Senate Bill 11 requirements.
- Held meeting with Accountability Risk and Compliance Support Specialist on Instructional Efficiency scope of work.
- Held meeting with Director of Human Resources and Instructor to discuss scope and objectives of faculty credential report.
- Held meeting with Instructor, Finance and Administrative Services (FAS) Project Manager, and Accountability, Risk, and Compliance Support Specialist on Instructional Efficiency Consultant scope.
- Held meeting with Director of Purchasing to discuss Banner workflow box requests.
- Held meeting with Qualitative Researcher to discuss sample sizes methods.
- Held meeting with Risk Manager to discuss Records Management processes and various risk-related items.
- Held meeting with Finance and Administrative Services (FAS) Project Manager to discuss Instruction Costs, Productivity, and Efficiency Proposal.
- Held meeting with Finance and Administrative Services (FAS) Project Manager on process map for donation requests.
- Held various conversations with Director of Purchasing on the records retention center.
- Held various conversations with Project Manager for Academic Affairs on low enrollment.
- Held weekly department huddles with staff.
- Met with insurance adjuster to discuss insurance claim.

## PROJECTS IN PROGRESS:

- <u>Compliance:</u>
  - Completed 86th Texas Legislature Monthly Update.
  - Reviewed dates for the 86th Texas Legislature.
  - Reviewed House and Senate Bill Alerts received on the 86th Texas Legislature.
- <u>Faculty Credentials:</u>
  - Included required documents per faculty roster to the test work.
  - Researched and applied confidence interval level formula to Faculty Credentials.
  - Researched workforce courses.
  - Reviewed and revised Faculty Credentials Report.

- Reviewed Faculty Credential files for Bachelor, Dual Credit, Workforce/Non-Transferrable, and Academic programs.
- Worked on Faculty Credentials review process and data for sample selection and sample size per category.

- Instructional Cost, Productivity, and Efficiency Study:
  - Followed up on the scope for the Instruction Costs, Productivity, and Efficiency Proposal.
  - Worked on and updated the Instruction Costs, Productivity, and Efficiency Proposal scope section.
- Insurance:
  - Developed and worked on insurance questions for Risk Management Consultant.
  - Developed Regional Center for Public Safety Excellence (RCPSE) Target Range Insurance Action Plan.
  - Evaluated insurance recommendations provided by Risk Management Consultant.
  - Reviewed FY 2019 - 2020 Insurance Request for Proposal.
  - Prepared Insurance Management Report for Vice President for Finance and Administrative Services.
  - Provided a specimen pollution insurance policy for target ranges to Director of Grant Development, Management and Compliance.
  - Worked on the Cyber versus Crime Insurance Comparison.
  - Worked on the Property/Casualty motion and reviewed recommendation letters and spreadsheets provided by Risk Management Consultant.
  - Worked on the Student Insurance motion and reviewed recommendation letters and spreadsheets provided by Risk Management Consultant.
- Records Management:
  - Monitored Banner Workflow for Records Management related requests.
  - Reviewed and approved requests for boxes and transfer of boxes to the Retention Center.
  - Secured Shredding Bin inspections for Pecan Campus.
- Stipends and Special Assignments Compliance Assessment:
  - Calculated total overload lecture hour equivalents for Fall 2017 term.
  - Continued working on overload project.
  - Reviewed Notice of Employments for Spring 2018 for proper approvals and payment.
  - Reviewed Fall 2018 and Summer 2018 overloads report.
  - Summarized and reviewed overloads findings report for Fall 2018.
- Travel:
  - Followed-up with the Travel Office on three expense reports submitted.
  - Worked on Travel Request for Accountability and Compliance Manager.
  - Worked on Travel Expense Reports.
  - Worked on Travel Request for the Texas Association of School Boards (TASB) conference.

- Other:
  - Developed departmental Gantt chart to monitor and prioritize all projects, deadlines, and changes on project priority.
  - Drafted and sent out email to peer Colleges regarding feedback on the Texas Association of School Boards (TASB) policy management program.
  - Followed up with Director of Marketing on the marketing section of the Regional Center for Public Safety Excellence (RCPSE) business plan.
  - Processed department invoices.
  - Reviewed applications submitted for the Accountability Assistant vacant position.
  - Reviewed Senate Bill 11and created a Gap Analysis.
  - Revised the low enrollment summary to reflect a breakdown of traditional and dual credit courses with low enrollment.
  - Revised Regional Center for Public Safety Excellence (RCPSE) business plan.
  - Worked on account reconciliation for department of Accountability, Risk, and Compliance.
  - Worked on Requisitions for FY 2019 – 2020 and also renewal lease requisition for copier.
  - Worked on Risk Management Assistant job description.

- Worked on Social Engineering Supplemental Application and Questionnaire.
- Completed Accountability, Risk, and Compliance monthly Activity Report.

## JANETTE GARCIA, INSTITUTIONAL EQUITY MANAGER

### ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Held meeting with Director of Human Resources, Coordinator of Student Disability Services, and Instructor to review student questionnaire form.
- Held two meetings with Senior Coordinator of Counseling to review Title IX student cases.
- Attended meeting with Vice President for Finance and Administrative Services, Finance and Administrative Services (FAS) Graphic Designer, Digital Services Manager, and Application Development Manager on the training website for Finance and Administrative Services.
- Attended Title IX Committee Meeting.
- Attended meeting with Dean of Student Affairs, Director of Student Rights and Responsibilities, and Coordinator of Student Rights and Responsibilities to review Title IX Complaint Procedures.
- Held meeting with Dean of Student Affairs and Senior Coordinator of Counseling to review Title IX student case(s) and Title IX student process.
- Conducted Interviews for Institutional Equity Support Specialist temporary position.
- Held meeting with Digital Services Manager and Application Development Manager on Title IX SharePoint creation page.
- Attended Finance and Administrative Services (FAS) Director's Meeting.
- Attended meeting with Dean of Student Affairs on Title IX student case process.
- Attended lunch meeting with Vice President for Finance and Administrative Services on Policy #4216: Harassment, Discrimination, and Sexual Misconduct, Policy #4205: Equal Education and Employment Opportunities, Notice of Non-Discrimination updates, and Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) pending items.
- Held two meetings with Director of Human Resources to review Senate Bill 212 and updates to Policy #4216: Harassment, Discrimination, and Sexual Misconduct.
- Held meeting with Search Committee to review and select candidates to interview for Talent and Learning Manager position.
- Held meeting with Director of Human Resources to review the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Accreditation Section 12.4 draft.
- Attended meeting with Vice President for Finance and Administrative Services to discuss changes to Policy #4216: Harassment, Discrimination, and Sexual Misconduct.
- Held meeting with Distance Learning Assistive Technologies Specialist to discuss Accessibility Program.

### PROJECTS IN PROGRESS:

- <u>Title IX:</u>
  - Reviewed and worked on incoming case(s) and inquiries.
  - Worked on Title IX Committee Meeting packets.
  - Sent Ping Notifications to Title IX Committee members on cases.
  - Worked on Title IX Weekly Reports for Cabinet meetings.
  - Worked on Title IX Report for Title IX Audit.
  - Submitted request to Public Relations staff to update Title IX changes on the website for Title IX Deputies contact information and add language under Title IX Statement from Policy #4205: Equal Education and Employment Opportunities.
  - Emailed Counseling and Student Disability Services department on changes to the Title IX Pregnant and Parenting Brochure and online flyer.
  - Emailed Director of Student Rights and Responsibilities to review internal procedures previously submitted.
  - Emailed Dean of Student Affairs to review Title IX online grievance procedures previously submitted.

- Sent request to Director of Facilities Operations and Maintenance to place Title IX Banners at each campus.
- Requested changes to Staff Handbook to update Title IX Deputy Coordinator under Title IX sector.
- Emailed the updated Title IX procedures to Office of Student Rights and Responsibilities.
- Requested Maxient access for the new Title IX Deputy Coordinator designee.
- Emailed Dean of Student Affairs notes from meeting held July 9, 2019, outlining the student process and investigative reports.
- Requested for The National Center for Higher Education Risk Management (NCHERM) Group, LLC to provide remaining hours on the yearly agreement.
- Requested for The National Center for Higher Education Risk Management (NCHERM) Group, LLC to review sensor images language for Student Handbook.

- <u>Office of Institutional Equity:</u>
  - Worked on and submitted weekly Cabinet Reports.
  - Worked on and submitted Activity Report for June.
  - Worked on and submitted Legal Counsel Log Report for June.
  - Worked on and submitted Comprehensive Plan FY 2018 - 2019 accomplishments and FY 2019 - 2020 goals.
- <u>Other:</u>
  - Worked on Policy #4216: Harassment, Discrimination, and Sexual Misconduct.
  - Worked on Policy #4205: Equal Education and Employment Opportunities.
  - Non-Discrimination Notice:
    - Worked with Finance and Administrative Services (FAS) Graphic Designer to update notice.
    - Requested bulletin and lounge locations from Human Resources staff.
    - Sent emails requesting to post Notice at all locations.
    - Emailed Academic Affairs, Office of Human Resources, and Office of Student Rights and Responsibilities to include new information on Faculty Handbook, Staff Handbook, and Student Handbook.
    - Emailed Human Resources staff to update the Staffing Plan to include the notice.
    - Submitted request to Public Relations staff to update website notice and to update College Catalog notice.
    - Submitted request to Curriculum and Student Learning to update notice on Master Syllabi and Online College Catalog.
  - Talent and Learning Manager Position:
    - Reviewed Staffing Hiring Manual, since assigned as Committee Chair.
    - Requested Human Resources to provide PeopleAdmin access to two additional search committee members.
    - Requested search committee members to evaluate candidates and to provide dates and time available for interviewing.
    - Researched and forwarded interview questions to search committee member and Director of Human Resources for review.

SOUTH TEXAS COLLEGE

# ACADEMIC AFFAIRS

SOUTH TEXAS COLLEGE

# OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

| | |
|---|---|
| TO: | DR. SHIRLEY REED, PRESIDENT |
| FROM: | DR. ANAHID PETROSIAN, INTERIM VICE PRESIDENT FOR ACADEMIC AFFAIRS |
| DATE: | AUGUST 22, 2019 |
| SUBJECT: | ACTIVITY REPORT FOR JULY 1, 2019 THROUGH JULY 31, 2019 |

## DR. ANAHID PETROSIAN
## INTERIM VICE PRESIDENT FOR ACADEMIC AFFAIRS

### IVPAA ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended meeting with UTRGV Provost – Dr. McHatton, July 2
- Attended Coordinated Operations Council, July 2
- Held meeting to discuss the CITP degree plan, July 2
- Attended President's Cabinet Meeting, July 3
- Attended President's Administrative Staff meeting, July 5
- Held and Coordinated the ANWTS fundraising event activities, July 5
- Attended President's Cabinet Meeting, July 10
- Attended President's Administrative Staff Meeting, July 12
- Assisted in coordinating the NACEP Application submission
- Attended and Hosted a retreat for the Academic Affairs Comprehensive Plan, July 15
    - Review of RN to BSN Selection Criteria
    - Major Accomplishments and Major Goals
    - LASS Reorganization
    - Review of Major Goals by each area
- Met with VPISPP&SI and VPSAEM, July 16
- Attended President's Cabinet Meeting, July 17
- Attended meeting to discuss Academic Affairs Convocation and OPOD events, July 18
- Met with VPISPP&SI, July 19
- Attended Meeting with SLI Interns, Jul 19
- Attended President's Administrative Staff, July 19
- Attended signing ceremony at Coastal Bend College, July 22
- Met with Academic Affairs Project Manager to discuss the Dual Credit Summer 2019 Report
- Attended President's Cabinet Meeting, July 24
- Met with Dr. McHatton of UTRGV, July 24
- Met with VPISPP&SI and VPSAEM, July 25

- Attended Planning and Development Council Meeting, July 26
- Met with Dr. Mark A Hussy of Texas A&M-Kingsville, July 30
- Met with VPISPP&SI and VPSAEM, July 30
- Attended President's Cabinet Meeting, July 31

### PROJECTS IN PROGRESS:

- Academic Affairs Risk Management Plan
- BSN Guide for Prospective Students
- Classroom Inventory Report and Classroom Usage Report
- Dual Credit Program MOU
- Developing guidelines and templates for the division
- Developing a promotional information for CITP program showcasing cybersecurity courses
- Developing Chair Academy for new and interim program chairs
- DELTA Fall 2019 Recruitment
- Faculty Handbook revisions
- Guided Pathways Project
- Prior Learning Procedures Manual
- RN to BSN Prospective Student Guide
- STEM Connection Report/Newsletter
- STC Competency-Based Program Development Manual
- Dual Credit Portal for Course Development
- Updating all manuals and reports for the division
- Updating Faculty Qualification Manual and Handbook of Credentials by Discipline
- Updating Pay Plan sections
- Working on our IE plans
- Working on Fall 2019 beginning of semester activities
- Working on scheduling dashboard
- Working on College-wide Professional Development Program
- Working on Transfer Degree Map Template
- Working on LASS division reorganizational structure
- Request from OECD and Texas Higher Education Coordinating Board to host series of interviews at STC on September 20, 2019

## MARIO REYNA
## DIVISION DEAN – BUSINESS & TECHNOLOGY

### DIVISION DEAN'S REPORT:

- Attended the Signing Ceremony at Coastal Bend College, July 22
- Met with Fire Science Lecturer candidate for follow-up interviews, July 23
- Visited the Regional Center for Public Safety Excellence to get updates on the programs, July 23
- Met with Cybersecurity Lecturer candidate, July 23
- Met with HVACR and AEDT Lecturer candidates, July 24 & 25
- Met with Welding and Architectural & Engineering Drafting Design (AEDT) Lecturer candidates for follow-up interviews, July 29
- Met with Welding Lecturer candidates for follow-up interviews, July 30
- Attended the meeting at the Regional Center for Public Safety Excellence to discuss outreach for CBP, July 30
- Met with Welding Lecturer candidates for follow-up interviews, July 31

# DR. MARGARETHA BISCHOFF
# DIVISION DEAN – LIBERAL ARTS AND SOCIAL SCIENCES

## DIVISION DEAN'S REPORT:

- The Academic Affairs division held its annual comprehensive plan meeting with an interesting and informative power point by IVPAA and a summary by all sub divisions on their future goals and accomplishments of the past. The meeting included the Academic Affairs Council meeting with several new rules.
- The Dean finalized some appeals by students and staff and started the processing of new student appeals, which usually come in after a semester ends.
- The LASS support staff met for luncheon at the Olive Garden, which was hosted by the Dean personally to celebrate their fantastic teamwork and loyalty to the division and their departments. The Dean announced her gratitude and retirement. The LASS support staff is of outstanding quality and their devotion to "getting things" right makes them an example for all other division. With the increase of their responsibilities due to automation of processes, we should not forget what a tremendous load they carry.
- The Dean attended the funeral service for former STC instructor, who passed on unexpectedly and who had been an energetic and devoted Assistant Professor at the Mid Valley Campus. Many South Texas College colleagues attended and Music faculty member, retired Political Science faculty, and Political Science chair contributed with their musical and prose reading talents.
- The Dean worked on the Catch the Next contract. This time, RAS was included because of the increasing demands on them providing data for the University of Texas and we asked Tod Nelson at the Business Office to review the contract for legal consequences. The new version was then returned to Catch the Next for their approval. We are still awaiting their response.
- The Dean handled several student complaints and grade appeals on Faculty and included Human Resources for any write-ups and disciplinary actions.
- A comprehensive data set was created by the Dean on students who become College Ready through the ERP system, which was introduced by a CA company to accelerate students into college readiness by using their high school grades and GPAs rather than the TSI test. Unfortunately, the THECB does not allow for this without the use of co-requisites, which was made clear. Thus, students who are ERP labeled in Banner will now take a co-requisite rather than the academic class by itself.
- Kinesiology chair devoted precious free time to certify the LASS chairs in CPR on Friday. Five LASS chairs were certified. A great effort, all done voluntarily and with a potentially lifesaving results when their services will be needed.

## ASSISTANT DEAN'S REPORT – FINE AND PERFORMING ARTS:

- Contacted Distance Learning to discover how many faculty have completed BlackBoard Fundamentals, created table and sent to department chairs, encouraging them to meet LASS goals of 90% of all faculty completing, with the goal of 100% by 2020
- Evaluated LASS Comprehensive Plan and IE plan to evaluate if the IE plan adequately covers goals for the next two years, will submit report to Dr. Bischoff
- Began to develop a plan to create Friday activities for the Dual Credit students
- Attended Bookstore Services RFP meeting
- Attended Academic Affairs Comprehensive Plan meeting, attended PAS meeting, attended HR Supervisor training
- Recommended plan for chairs to send a personal invitation for majors to register for courses, sent to chairs for evaluation
- Reviewed current low enrollment sections and communicated need for chairs to begin actions on low-enrolled sections, identified some areas of concern, especially online sections
- Completed evaluation of LASS Comprehensive Plan and IE for Humanities, SBS, Fine Arts and LASS overall plan to evaluate if the IE plan adequately covers goals for the next two years, submitted recommendations to Dr. Bischoff
- Attended Red Cross CPR and AED certification training

## DR. ALI ESMAEILI
## DIVISION DEAN – MATH, SCIENCE, AND BACHELOR PROGRAMS

### DIVISION DEAN'S REPORT:

- Participated in interviews for MHSM Full-time Temporary Academic Coach position, Jul 1
- Worked on finalizing comprehensive plan for the division, Jul 1
- Arrived in Madrid, Spain to support and work with faculty and staff during the professional development with the Study Abroad program, Jul 6
- Attended professional development in Salamanca, Spain, Jul 8 – 14
- Returned from attending professional development in Salamanca, Spain with the Study Abroad program, Jul 22
- Attended State of the CBE Symposium in Irving, TX Jul 25-26
- Met with Assistant Dean for Bachelor Programs and Director of University Relations to finalize the MSB Division Risk Assessment Report, Jul 29
- Attended Meeting with Dr. Mark A. Hussey of Texas A&M Kingsville, to learn about their perceptions of TAMUK and learn how to strengthen the relationship between institutions., Jul 30
- Worked with Assistant Dean for Bachelor Programs to review and edit PowerPoint for Fall Convocation, Jul 31
- Attended STEM Connection meeting, Jul 31

### ASSISTANT DEAN'S REPORT - BACHELOR PROGRAMS:

- Participated in the MHSM Full-Time Temp Academic Coach Interviews, Jul 1
- Dean, Assistant Dean of Bachelor Programs met to finalize the MSB Comprehensive Plan, Jul 1
- Attended a webinar meeting with the company Portfolium, Jul 2
- Attended a webinar meeting with the company Inside Track, Jul 2
- Led the Bachelor Workshop meeting that included, Director of Distance Learning, Associate Dean of OPOD, Curriculum & Student Learning Manager, Librarian for Outreach & Instruction, Jul 10
- Attended the Customer Service Award at Kids Village, Jul 12
- Attended the Hacienda Collision Center Ribbon Cutting, Jul 12
- Attended the Comprehensive Plan – Review Meeting, Jul 15
- Attended the StraigherLine Presentation, Jul 16
- Met with the office staff to review the Bachelor programs Office Risk Assessment Plan, Jul 16
- Met with MHSM Program Chair, CITP Assistant Program Chair, Academic Coaches and Student Success Specialists for the weekly meeting, Jul 18
- Attended the Palenque Grill Grand Opening & Ribbon Cutting, Jul 19
- Attended the Coastal Bend College Articulation Signing Ceremony, Jul 22
- Attended the Comprehensive Learner Record webinar with Portfolium, Jul 23
- Participated in the CBE Review Committee for the MHSM CBE Course, Jul 24
- Attended the State of CBE Symposium, Irving, TX Jul 25-26
- Dean, Assistant Dean, & Director of University Relations collaborated on finalizing the MSB Division Risk Assessment Report, Jul 29
- Dean, Assistant Dean collaborated on the MSB Convocation agenda, Jul 31
- Presented at the MHSM Adjunct Department meeting on the topic of CBE & Artifacts, Jul 31

## COMPUTER INFORMATION TECHNOLOGY:

- Program Chair traveled to Edinburg North Early College High School for faculty observation, July 1
- Program Chair attended the CITP CBE Course Demo Meeting, July 1
- Program Chair traveled to Vanguard Academy for faculty observation, July 2
- Program Chair attended the S3A Grant Meeting, July 2
- Program Chair attended the BAT-CITP Degree Plan and Flyer Meeting, July 2
- Academic Coach presented information on the Bachelor programs at the Summer Leadership Institute, July 19
- Assistant Program Chair attended the Academic Coach and Department Chair Weekly Meeting, July 18
- Participated in the CBE Review Committee for the MHSM CBE Course, July 24

## MEDICAL & HEALTH SERVICES MANAGEMENT:

- Program Chair conducted interviews for the MHSM Full-Time Temp Academic Coach, July 1
- Program Chair attended the Academic Coach and Department Chair Weekly Meeting, July 18
- Attended the Coastal Bend College Articulation Signing Ceremony, July 22
- Attended the Comprehensive Learner Record webinar with Portfolium, July 23
- Conducted Mock Interviews for MHSM students, July 23
- Participated in the CONCOURSE training for Chairs, July 24
- Participated in the CBE Review Committee for the MHSM CBE Course, July 24
- Attended the State of CBE Symposium, Irving, TX July 25 – 26
- Held mock interviews, July 30

## ASSISTANT DEAN'S REPORT - MATH & SCIENCE:

- Attended Comprehensive Plan Review meeting and presented Math & Science Accomplishments and Goals, July 15
- Met with OPOD personnel to discuss and finalize agenda for Math & Science Staff Professional Development day scheduled for July 26, July 15
- Met with S3A team to review progress for identifying prospective participants and reviewed application process, July 18
- Met with S3A designated PI, Co-PI, and Math & Science Student Success Specialist to assist with letter to prospective participants and to discuss tentative agenda for orientation week, July 18
- Attended Math Departments Co-Requisite meeting, July 19
- Met with Dean and Bachelor Program Assistant Dean to finalize agenda for Division Chair Meeting, July 23
- Communicated with department chairs regarding Fall convocation, Comprehensive Plan, I.E. Plan and Risk Assessment deadlines and requirement; July 15 – 24

## BIOLOGY:

- Held monthly Lab Specialists meeting to discuss preparations for summer II and Fall semesters, July 8
- Attended the Chemical Hygiene update meeting with Environmental Health & Safety Manager, July 8
- Biology instructor attended the meeting for the S3A Grant meeting., July 30
- Met with the Dual Credit administrator to discuss the Chemistry and Biology items regarding PSJA, July 31
- Biology Faculty and chair met regarding the Stem connection., July 31
- Biology instructor attended the meeting for the NSF Classification Meeting to discuss the Memo needed for this grant, July 31

## COMPUTER SCIENCE:

- Program Chair traveled to Edinburg North Early College High School for faculty observation, July 1
- Program Chair attended the CITP CBE Course Demo Meeting, July 1
- Program Chair traveled to Vanguard Academy for faculty observation, July 2
- Program Chair attended the S3A Grant Meeting, July 2
- Program Chair attended the BAT-CITP Degree Plan and Flyer Meeting, July 2

## MATHEMATICS:

- Requested and attended a training on how to create and maintain a departmental SharePoint site on the new Microsoft 365 ecosystem. The Department of Mathematics is looking to use this potential site as a hub for the majority of resources for our large faculty team (which includes over 85 Dual Credit Faculty and 10+ Adjunct Faculty); July 3
- Department Chair organized and hosted a meeting with Advisors, Counseling, Testing, & Student Success Specialists to discuss recent changes to the Mathematics Co-Requisite TSI placement scores and enrollment processes to take immediate effect for Fall 2019, July 12
- Promoted enrollment in co-requisite mathematics sections by: advising students, creating/updating flyers to be distributed across campus, adjusting schedule of class availabilities, and meeting with various associates in different areas of the college to help address questions/concerns

## PHYSICAL SCIENCE:

- Department Chair and faculty secretary reviewed the designs of table top banners for the Physics, Chemistry, and Engineering programs, July 1
- Submitted the hiring proposal documents for Laboratory Coordinator position, July 1
- Met with full-time Regular Engineering faculty, Chemistry Lecturer, Physics Adjunct faculty, and Geology adjunct faculty individually and completed the Supervisor evaluation, July 5
- Corresponded with the Physics and Chemistry Program Chairs of Texas A&M Kingsville to setup a meeting to discuss 2+2 Road Maps and articulation agreements, July 5
- Department Chair and Chemistry Laboratory Specialist attended Chemical Hygiene Plan meeting, July 8
- Attended "Leading from the middle" conference organized by Texas Community College Teachers Association. The conference sessions centered around the topics such as Legislative Updates, Bridges to Success, Dual Credit: Lessons Learned in Far West Texas, and Guided Pathways, July 14 – 16
- Chemistry faculty participated in an American Chemical Society (ACS) sponsored event as a reviewer. The event was held in Washington DC, July 14 – 15
- Attended Summer 2019 Supervisory Symposium. The topics of the symposium discussed Benefits information (such as: FMLA, Worker's Comp, Vacation, Sick Leave, Insurance, Retirement, Tuition Reimbursements and Institutional Grants), Employee Relations information (such as: Performance Appraisals, Conduct & Performance Improvement Plans, Consultations, Investigations, Title IX Issues, Mediations/Facilitations), July 19
- Met with the Chair of Chemistry Department, Texas A&M Kingsville and the Director of STC Transfer Center and reviewed the Chemistry Program STC-TAMUK 2+2 Road map (Dual to Degree) proposal. Potential areas for future collaboration between the departments were deliberated, July 19
- Engineering faculty coordinated with the City of McAllen and organized Summer 2019 Waterbotics meet for middle-school and high-school students. The participants designed robots that executed various tasks. The Waterbotics meet is designed to teach the students about the basics of robotics such as programming and mechanical design, July 1-19
- Held interviews for vacant faculty positions, July 22
- Department Chair and the Director of STC Transfer Center visited the Physics and Geosciences department of Texas A&M Kingsville, met with the Department Chair and faculty. During the meeting the 2+2 Road map of Physics program was discussed. Potential areas for future collaboration between the departments were deliberated, July 23
- Attended Chemical Hygiene Plan review meeting, July 24
- Physical Science Support Staff Professional Development, July 26
- Department Chair, Assistant Chair, and Biology Chair met with the STC Dual Enrollment staff and PSJA representative and discussed fall schedule of DE classes., July 31

## UNIVERSITY RELATIONS:

- College Visits with various universities, July 1 – 31
- Met with the Associate Dean for Student Learning about the statewide Field of Study Curriculums and implications for the future, July 1
- Collaborated with the Vice President for Academic Affairs' office on the final template of the transfer maps and created several sample for UTRGV and TAMUK, July 2

- Worked on the new transfer maps to be presented at Academic Council for feedback, July 8 to July 11
- Presented to the Summer Leadership Institute about transfer and the functions of the University Relations Office, July 11
- Coordinated with Coastal Bend College regarding the upcoming signing ceremony, July 11
- Began preparing agreements with Lamar University, Stephen F. Austin State University, Bellevue University, Grand Canyon University and Texas A&M University College of Nursing for signatures, July 12
- Participated in the Student Progression Working Group meeting held at UTRGV, July 12
- Attended the Comprehensive Plan – Review Meeting, July15
- Participated in a follow-up meeting with representatives from StraighterLine, July 16
- Began work on transfer maps for CBC 2 STC to share at the signing ceremony on July 22, July 18
- Finalized and documents, procured the necessary items to take to the signing at Coastal Bend College, July 19
- Attended the What's New in Word 2019 Workshop, July 19
- Participated in an articulation meeting with TAMUK for the Chemistry program, July 19
- Participated in an articulation agreement signing ceremony at Coastal Bend College, July 22
- Attended and participated in an articulation agreement meeting with representatives from the physics and geosciences departments at TAMUK, July 23
- Attended the Math, Science and Bachelor Programs Division Chair meeting, July 24
- Complete the transfer maps for Coastal Bend College, July 26

- Attended the Math, Science and Bachelor Programs support staff retreat, July 26
- Worked with members of the MSB Division to complete the Division Risk Assessment and the University Relations Risk Assessment, July 29
- Participated in a meeting with the President of Texas A&M University – Kingsville on ways that South Texas College and TAMUK can partner together and increase the number of transfer students, July 30
- Complete the University Relations Workflow Risk Assessment, July 31

## DR. JAYSON VALERIO
## DIVISION DEAN – NURSING AND ALLIED HEALTH

### DIVISION DEAN'S REPORT:

- Reviewed Knapp Community Foundation Grant
- Reviewed submission of Carl Perkins Grant, July 1
- Attended meeting with MedCare EMS, July 2
- Met with Clinical Affairs Specialist regarding COMPLIO process concerns with Continuing Education students, July 1
- Attended NAH Staff meeting for July, July 2
- Pharm Tech chair met with program chair of DID to discuss program metrics questions and survey processes for the Radiology Technology program and the Diagnostic Medical Sonography program, July 3
- Pharm Tech chair attended pre-interview meeting as part of a search committee for vacant position, July 3
- Attended Summer Enrollment by HR at NAH Campus, July 8
- Reviewed and completed documents for Texas Board of Nursing, July 9
- Division staff attended meeting for Resurface of Parking Lot at NAH-A, July 10
- Attended Initial meeting for Dean of Continuing Education, Workforce Training, and Economic Development at Pecan Campus, July 11
- Completed Knapp Community Care Project Grant Bi-Annual Report, July 12
- Attended OPOD workshop What's New with Microsoft Office 2019, July 12
- Attended Radiology Pinning Ceremony, July 12
- Attended NAHC Student Services Renovation, Starr County Student Services End Users Kick Off Meeting, July 15
- Attended STC Comprehensive Plan Review Meeting, July 15
- Reviewed Licensure Report Information, July 16
- Conducted interviews for Full-Time Regular Faculty, July 16
- Attended 2019 ACEN Nursing Education Accreditation Conference in Atlanta, GA, July 18-20
- Met with students regarding readmissions processes, July 22
- NAH Special Assignment participated in Search Committee for CLE Director, July 22
- Attended "Closing the Gap" Grant Meeting, July 24
- Attended Starfish Taskforce Meeting, July 25
- Continued to review and provide feedback to program chairs regarding the student handbooks.
- Met with HR, July 31

### ASSOCIATE DEGREE NURSING:

- Level 1, 3, and 4 course leads are conducting their routine tutorials for all their respective assignments as well as doing additional office hours as stipulated in their special assignment NOE
- Level 1 and 3 clinical leads are conducting the routine jobs as well as their additional office hours as designated under their special assignment summer 2019 NOE
- Level 1 LVN-RN track and Level 3 Medical Surgical gave finals as their mini-mester came to an end on July 3, 2019
- Students unsuccessful in the Level 1 and Level 3 courses will be met and advised as to their options
- Assistant chair and clinical coordinator is finalizing clinical sites for Fall 2019
- Assistant chair and clinical coordinator and the ADN faculty search committee are working on reviewing applicants for the ADN faculty posting. Interviews will also be scheduled as soon as possible

- Assistant chair and clinical coordinator is beginning to track the graduates of spring 2019 for NCLEX pass rates. To date we have 105 open test dates from the potential 131. This cohort for the 2019 BON pass rate to be released in October 2019
- Level 5 capstone faculty have taken on the task of mentoring 22 graduates each and help ensure they are successful on NCLEX
- New student orientation was held at Rainbow Room where 145 students for the Level 1 Traditional and Paramedic track attended. They will now have 3 opportunities to pass 1 of 3 math exams to complete their acceptance process, July 15
- Level 2 LVN-RN Mental Health track and Level 3 OB-Pedi began their mini-mester, July 8
- New student math exam #1 was administered. We had 63 pass exam number 1. Math exam #2 is scheduled for July 22, 2019 for the remaining 89 students.

- Dean, Program Chair, and Faculty member represented the STC ADN program in Atlanta, GA at the 2019 ACEN Nursing Education Accreditation Conference, July 18 – 20
- New student math exam #2 was administered, July 22

## DIAGNOSTIC IMAGING DEPARTMENT:

- The RADT program accepted a total of 22 students to begin in the Fall 2019 semester. The department is in the process of enrolling students for classes and clinics.
- Department is enrolling students for the RADT and DMS Introduction to Radiology/Sonography courses for the Fall 2019 semester and will continue registration throughout the Summer II sessions.
- The RADT program had its annual Pinning Ceremony in recognition of the Graduating Class of 2019. The ceremony was held at the Student Union on Pecan Campus, July 12
- The Summer II session ended for the first year and second year RADT program students on July 12
- The department chair developed a flyer for a Sonography Vascular Technology Applications course that is anticipated to be held in the Fall 2019 semester. The DID Advisory Committee members have been informed of the course and flyers are being dispersed at our clinical locations and additional medical facilities within the region.

- The RADT Program graduates took their American Registry of Radiologic Technologists (ARRT) national certification examinations on July 15-16. The Department Chair, faculty, and staff are anxiously awaiting for the results to be released.
- The DMS program first-year students have been busy on campus in the Ultrasound Lab at NAH-B scanning model patients for thyroid, abdomen, and OB procedures.

## EMERGENCY MEDICAL TECHNOLOGY:

- Program chair held meeting with student on EMT program information, July 1
- Program chair attended performance appraisal meeting with Dean, July 3
- EMT Department met with Russell Smith to tour our Simulation Hospital, July 9
- Faculty attended 2019 Supervisory Symposium at HR, July 19
- EMT program held a meeting with representative Gaumard Manikin Company, July 23
- EMT Faculty/Staff meeting was held, July 24
- EMT faculty presented EMT program information to College Success Health Care students, July 24
- Department held a RAS meeting with Pharm Tech chair, July 24
- Department met with Sharyland ISD regarding a parent/teacher conference, July 25
- Continued to register students for Fall 2019 semester
- Updated Risk Assessment Plans for the EMT department
- EMT faculty continues to register students for Fall 2019 cohort as they become clinically compliant
- EMT faculty attended Program Chair Meeting, July 31

## HEALTH & MEDICAL ADMINISTRATIVE SERVICES:

- Advised 21 students for all programs in HMAS
- Updated website with CAHIIM information and student pictures
- Attended the AHIMA Assembly on Education (AOE) in Atlanta, Georgia.
- Attended the CAHIIM Peer Reviewer training at the AOE conference.

## MEDICAL ASSISTANT TECHNOLOGY:

- Faculty attended Office 2019 Training at Pecan Campus, July 12
- Program chair attended TCCTA "Leading from the Middle" Conference – The purpose was to attend a conference for chairs and deans to receive updates from SACSCOC, TCCTA, and legal issues in higher education. The conference also allowed us to network with others in leadership positions at other Texas community colleges.
- Met with Employee Relations Officer in regards to HR guidance, July 29-30
- CS4H presentation for MAT recruitment, July 30
- Introduction of Vital Signs Lab to CPWE students, July 31
- Program chair attended monthly program chair meeting, July 31

## PATIENT CARE DEPARTMENT:

- All students completed NURA 1401 and were awarded certificates of completion required by Texas Department of Health and Human Services. These certificates demonstrate completion of required curriculum to test with Nurse Aide Competency Evaluation Testing.
- Students are preparing for NACES CNA State Testing.
- Parent program meeting was held for first cohort of NAH PTCA Academy
- PTCA students tested for NACES CNA state exam
- PTCA students are preparing for Hospital Clinical
- Concepts for PTCA/LVN/AND pathway clarified
- PTCA students had their first week of clinical at South Texas Health Systems
- Students enjoyed vanilla ice cream day by student services
- PTCA students enjoyed Cheese Cake Day at NAH

## PHARMACY DEPARTMENT:

- PHRM faculty met with Continuing Education to continue viewing the ACPE Accreditation Standards webinars to prepare for ACPE accreditation to provide continuing education to pharmacists and pharmacy technicians, July 1
- Met with program students for mandatory mid-term advising, July 1-3
- Department continued to register students for fall 2019 cohort as they become clinically compliant.
- Met with Taylor Fogle, Career and Placement Specialist at NAH, to propose a mass mailing to NAH employers highlighting the skills our graduates attain by program completion, July 25
- Received notification from ASHP/ACPE that a Pharmacy Technology Program Progress Report is due September 6th. Notified all program faculty and administrators responsible for the report of the timeless, July 26

## VOCATIONAL NURSING PROGRAM:

- The VN program sent out 132 acceptance letters for Fall 2019, July 11
- VN faculty meeting was held for July, July 12
- Orientation was held for new Vocational Nursing students, July 25
- Information session was held for the Vocational Nursing group, July 25
- Pinning ceremony was held for July Graduates, July 28

## DANIEL MONTEZ
## ADMINISTRATOR – MID-VALLEY CAMPUS

### COMMUNITY ENGAGEMENT:

- MVC welcomed many outside organizations to promote their businesses, job opportunities and services to students.
  - UTRGV Admissions Outreach, July 3
  - TAMUK Summer Campus Visits, July 3, 5 & 10
  - First RGV hosted Lego Master Educator Workshop for Weslaco ISD Instructors, 9
  - Access Esperanza hosted information tables to provide students with information about their services, July 10
  - Vitalia hosted a Mobile Unit Blood Drive, July 16
  - UTSA Outreach, July 31

### ENROLLMENT ACTIVITIES:

- STC Departments promote courses and answer questions regarding degree plans and upcoming classes.
  - High School Programs Department hosted summer programs.
    - Dual Enrollment Academies Department hosted Tex Prep students (6th – 9th grades) for their annual Engineering Tex Prep Program. They held a guest speaker series every Monday for the students.
    - TEX Prep held their closing ceremony for students –July 18
    - Dual Enrollment Academies held a New Parent Orientation for new academies students, July 5

### CAMPUS EVENTS:

- Counseling & Disability Services Department hosted workshops for students
  - Counseling & Advising
    - Mental Health & Wellness: Asking for a Friend, July 2
    - Creative Visualization, July 11
    - Diversity Awareness, July 15
    - Meditation for Everyday Living, July 17
- Center for Learning Excellence Department
  - CLE Promo and Supplemental Instructor information tables were set up to inform students of their locations and services being offered, July various dates
  - TSI Workshops
    - Main Idea, July 10
    - Algebraic Equations, July 11
    - Sentence Structure, July 16
    - Geometry, July 17
    - Measurement, July 23
    - Essay Revision, July 24
    - Statistics, July 31

## DR. ARTURO MONTIEL
## ADMINISTRATOR – STARR CAMPUS

### COMMUNITY ENGAGEMENT:

- Reached out to businesses and general community to recruit traditional students for Fall 2019
- Worked with Local faith-based institutions to recruit traditional students for Fall 2019
- Met with local community groups to recruit traditional students for Fall 2019
- Reached out to promote Continuing Ed courses on campus for Fall 2019
- Attended next Rotary Club meeting to follow-up on recruiting opportunities
- Continued working with Starr County Community Coalition
- Met with Starr County officials to offer campus resources for 2020 census reporting
- Began distributing flyers and literature for Fall 2019 registration to local businesses
- Explored possibilities of offering scantrons at local retailers
- Proposed campus location for further meeting place for Starr County Community Coalition
- Began collaboration with RGCCISD Alternative Education administration/Staff for Fall 2019
- Moved Food pantry to second floor location and reached out to county Food Pantry for future collaboration
- Reached out to faith-based groups for volunteers to serve students fall 2019
- Reached out to public library and Developmental Studies Dept to donate books to community
- Continued work with Starr County Community Coalition for drug and alcohol abuse message on campus
- Continued outreach to community businesses to promote adult traditional population
- Faith-Based institutional outreach to provide volunteers to serve students on campus for Fall 2019
- Continued search for retailer to handle scantrons and blue books for students fall 2019
- Contacted with new contractor for food services to begin Fall 2019 menu items
- Reached out PR for support to advertise and promote new food contractor
- Worked with Agrilife from Texas A&M University to provide facilities for events
- Prepared for 9-11 Remembrance Ceremony contacting school districts for ROTC support
- Began work for Dual Credit students community engagement for August 16, 2019
- Continued work Starr County Food Pantry on campus for students in need
- Distributed flyers to local employers "register now" for Fall 2019

### ENROLLMENT ACTIVITIES:

- 1000 flyers stuffed and prepared for mail-out late Mid-July and late August "register now" message for May 2019 graduating seniors
- Three more Newspaper ads scheduled to appear in July and August editions "register now" message
- Reaching out to Continuing Ed department to build & promote schedule of courses for Fall 2019
- Completed signage distribution for "register now" message for Fall 2019 promotion
- 1000 register now mailouts to local school district graduated seniors
- Flyers delivered to local businesses register now
- 1000 flyers mailed out to promote technology programs on campus
- Space for electrician program being considered in F building
- Space being considered for HVAC program
- Attempt to enroll dual credit and traditional students in technology programs
- Prepared for minor renovation of space for Electrician Assistant Program for fall 2019
- Seeking space for HVAC Program for fall 2019
- Meeting with Planning & Construction to review expansion of welding facility
- Reached out to Roma ISD for future collaboration for NAH students
- Advertising on social media for "register now" message for fall 2019
- Scheduled advertising & promotion for Spring 2020
- Preparing classroom schedule to accommodate 2019 fall enrollment
- Continue search for lab assistant technology programs
- Working with Planning & Construction Department to prepare facilities for Electrician and HVAC programs

- Preparing for final mailout "register now" message for mid-august deadline
- Completed work with PR for Spring/Fall enrollment campaign targeting adult population
- Ordered 2000 "register now" flyers for Spring enrollment
- Ordered 1000 for technology program flyers to be used for mail outs
- Newsprint and social media targets booked for Fall/Spring 2019 – 2020
- Moving HVAC and Electrician Programs to new facilities
- Welding program expansion scheduled to be completed Fall 2020

## CAMPUS EVENTS:

- Student Activities and Wellness "Independence Day Celebration," Jul 1
- Student Activities and Wellness "Stress Free Zone," Jul 2
- Mayor's Prayer Breakfast, July 9
- College Connections Student Ambassador Program Orientation Dance Practice, July 10
- Advising & Mentoring Services "Student Mentor Staff Meeting," July 11
- Starr County State Planning Meeting, July 12
- College Connections Mentors Presentation, July 12
- District Attorney "Eye Witness Identification," July 15
- College Connections "Student Ambassador Program Orientation Dance Practice," July 16
- Dual Credit Programs "TexPrep Year IV Parent Meeting," July 16
- CDI Head Start, July 17 – 19
- Border Region "Aflac Meeting/ Open Enrollment," July 17
- Student Activities and Wellness "National Hotdog Day," July 17
- Student Activities and Wellness "National Lollipop Day," July 18
- College Connections "Student Ambassador Program Orientation Dance Practice," July 19
- CDI Head Start, July 22 – 24
- Student Activities and Wellness "Summer Splash Day," July 23
- Counseling and Student Disability Services "The Value of GPA on Future Success," July 24
- Student Activities and Wellness "Cookie Stacking Contest," July 25
- College connections "Mentors Presentation," July 26
- Texas A&M Agrilife Extension Services, July 27
- Student Activities and Wellness "Blood Drive," July 30 & 31
- OSRR Information Booth, July 30
- Counseling & Student Disability Services "Mindfulness Techniques for Stress Reduction," July 30
- Student Activities and Wellness "Summer Safety Event," July 31

## ANA PEÑA

## DIRECTOR – DISTANCE LEARNING DEPARTMENT

### DIRECTOR'S REPORT:

- Status Report for Division Deans
  - Continued working on developing status report for Division Deans as to number of online faculty who have completed their online certification. An updated list has been emailed to all division Deans for awareness of their pending online faculty who need to complete their certification.
- Developing Distance Learning department handbook.
  - The Department Handbook provides employees with guidance on general procedures and practices of the Distance Learning Department. It is the purpose of this manual to establish and maintain a uniform system for managing personnel matters. Employees are expected to familiarize themselves with the contents of this manual to maintain effective performance and proper personal conduct.
- Worked on documentation used for the SACSCOC Compliance Writing Team and started the draft for the sections assigned to Distance Learning.
- Updated several job descriptions for the department.
- Worked on budget and Blackboard contracts.
- Participated with the Texas Higher Education Coordinating Board Learning Technologies group meeting regarding the "Principles of Good Practice For Academic Degree and Certificate Programs and Credit Courses Offered at a Distance" document discussion, Jul 12
- Held a conference call with the Distance Learning Symposium keynote speaker Leslie Fisher to discuss possible keynote presentations and a breakout session, Jul 23

### PROJECTS:

- Course Development
  - Distance Learning Staff met with IS&P department to work on the Distance Learning Course Approval form to modify and change the current process into Sharepoint or workflow
  - Reviewed 6 Distance Learning Course Approval Form submissions
  - Completed Internal Quality Matters Review for 2 course and provided feedback
- Frist Time Online Student Orientation
  - Distance Learning Staff enrolled 2,295 students to the new mandatory student orientation which new first time online students will become familiarized with Blackboard prior to the first day of class and 986 took and passed orientation.
    - RAS provided the results for the pilot group
    - Update Blackboard online orientation shell
- Learning Management System (LMS) Implementation
  - Implemented Zoom LTI in Blackboard production environment.
  - Installed EesySoft building block to staging environment, Jul 11
- Symposium 2019
  - Distance Learning reviewed and evaluated possible keynote presenters for DL Symposium 2019, Jun 24.
  - Updated sponsorship form.
  - Created draft pins for online faculty recognition for 5,10 and 15 years of service teaching online.
  - Updated website and agenda for the event.
  - eFaculty of the Year 2019
    - Organize and facilitated the eFaculty of the year committee.
  - Distance Learning staff started working on the list 2019 Online Faculty recognition awards for 5, 10 and 15 years of service teaching online courses, Jul 5
- Multimedia Support
  - Distance Learning staff assisted with the Convocation videos
  - Distance Learning staff assisted with Starfish videos

## DISTANCE LEARNING TECHNOLOGIES:

- **Distance Learning Helpdesk**
  - Numbers for the month of June
    - Students/Faculty Chats: 45
    - Students/Faculty Tickets: 168
    - Helpdesk Phone Calls: 398
    - Afterhours Students/Faculty Chats: 18
    - Afterhours Helpdesk Calls: 85
    - **Total: 714**
- **Trainings/Workshops/Professional Development**
  - Trainings
    - Distance Learning staff certified 10 faculty/staff with Blackboard Certification, Jul 26.
    - Distance Learning staff certified 11 faculty/staff with Online Teaching Certification, Jul 18.
    - Distance Learning participated with the EesyReports and EesysMessaging training from EesySoft, Jul 11.
    - Distance Learning participated with the EesySupport training from EesySoft, Jul 17.
  - Workshops
    - Distance Learning staff provided Pronto – Instant Messenger training, Jul 19.
  - Conferences
    - Distance learning staff attended Blackboard World 2019 conference at Austin, TX, Jul 23 – Jul 26.
- **Student Success Activities:**

| Type of Service | Number of Students |
|---|---|
| General Advising: | 618 |
| Distance Learning Walk-Ins: | 5 |
| Telephone Contacts: | 316 |
| Virtual Campus Advising Email: | 296 |
| Friendly Email Reminders for Summer II Courses: | 2,857 |
| Summer Withdrawal Friendly Reminder Emails: | 2,663 |
| ***Total:*** | ***6,691*** |

## DISTANCE LEARNING MEETINGS:

- Met with Associate Dean of Curriculum & Student Learning to explain NC-SARA for Compliance Standard 3.1a, July 3
- Met with the hiring committee for vacant position to review and evaluate applicants, July 3
- Met with the implementation team of Eesysoft for the Kick-off Meeting with South Texas College, July 5
- Distance Learning staff showcase the Ethics in Criminal Justice model online course to the department chair of Law Enforcement, July 2
- Distance Learning staff met with chair of the English department to discuss the DL Course Approval Form requirements and best practices for master courses, July 3
- Participated at the Banner User's Group committee, July 9
- Met with Assistant Dean for Bachelor Programs to go over a Bachelor Programs Workshop training, July 10
- Held department meeting to address all Distance Learning Symposium agenda, keynote and breakout sessions, July 11
- Participated at the Comprehensive Plan - Review Meeting, July 15
- Met with Associate Dean Prof & Organizational Development to discuss adjunct PD day to certify faculty with Blackboard Fundamentals, July 16
- Participated at the Bookstore Services RFP Evaluation Committee, July 16
- Met with chair and faculty from the Paralegal Department to go over model courses and online procedures to get faculty certified and submit online course approvals, July 18
- Held department meeting to address all Distance Learning Symposium agenda, keynote and breakout sessions, July 17
- Met with Chief Information Officer to go over projects to replace Kayako chatting system and a web-based faculty credential for certifications and course approvals for all faculty, July 19

- Held conference call with the Distance Learning Symposium keynote speaker to address possible presentations, July 18
- Distance Learning staff assisted with convocation video, July 22 – July 25
- Met with the hiring committee for vacant position interviews, July 22
- Met with Associate Dean of Curriculum to review ExamSoft for learning outcomes, July 29
- Held department meeting to address all Distance Learning Symposium items such as agenda, keynote, breakout sessions, and DL training dates, July 30
- Met with Director of Client Success for Concourse to discuss merge sections in Blackboard and Concourse, July 31

## JESSICA SANDOVAL GARCIA

## ACADEMIC EXCELLENCE PROGRAM OFFICER

### VALLEY SCHOLARS PROGRAM:

- **Fundraising** – Held Check Presentation for $5,000 Diamond Sponsorship from BBVA to the 14th Annual ANWTS on July 23, 2019. Mailed Silent Auction Brochures to local businesses. Followed up with past sponsors through email to request a sponsorship renewal. Submitted Ads to SOCIALIFE and Texas Border Business to promote ANWTS. End of July donation totals for 14th Annual ANWTS: Cash/Pledged- $29,600; In-Kind - $8,500.
- **Recruitment** – Continued reviewing Valley Scholars applications and sent notification letters to all applicants regarding acceptance status and/or missing documents needed. Met with students accepted into the program to go over program procedures and advising for Fall 2019.
- **Retention** – Continued meeting with the students about Fall 2019 registration. Awarded Summer 2019 scholarships to eligible students.
- **Administrative** – Held interviews for Valley Scholars Assistant position. Attended Academic Council and Comprehensive Planning Meeting on July 15th. Attended Workshop on updates to Microsoft Office 2019.

### PHI THETA KAPPA:

- **Meetings** – Held General Meeting on July 22nd. Met with officers for the monthly officer meeting to continue planning activities for the semester and work toward meeting five star chapter goals.
- **Recruitment** – Presented PTK information at the Leadership Academy Fair on July 9th. Answered emails, phone calls, and met with students interested in joining Phi Theta Kappa.

### HONORS PROGRAM:

- Presented Honors information at the Leadership Academy Fair on July 9th
- Answered emails, phone calls, and met with students interested in the Honors Program
- Continued discussions on restructure of Honors Program for Fall 2019
- Followed up with Honors Faculty regarding submission of required paperwork

## DR. MARICELA SILVA
## ACADEMIC GRANTS AND PROJECTS OFFICER

### GRANTS:

- Newly Awarded Grant: THECB Perkins State Leadership Grant
    - Amount: $196,145
    - *Pending the following THECB required application revisions:
- Explanation of apprenticeships (i.e. DOL certifiable; credentials awarded post-apprenticeship; permanent employment after apprenticeship has ended);
- Develop activities/strategies and a timeline to show incremental steps/benchmarks;
- Need to adjust Budget Schedule E.
- Starfish (iPASS Grant):
    - Ongoing - preparations for fall 2019 progress surveys were done in July (i.e. Financial Aid Roster Verifications, Progress Surveys, etc.).
    - The Starfish Taskforce Committee met on July 25th. Highlights for the meeting are as follows:
        - Updates for Starr Campus were provided - two success specialists are using the Starfish flag report to contact students. The group created a template for Starr for data collection and evaluation. Some suggestions were to collect data on the following:
        - How many students created Starfish profiles;
        - How many go to case management after they have been flagged; and
        - What is the process when the second survey kicks in (i.e. are flags cleared, additional flags raised … we need a process that everyone can follow)?
        - Additionally, we need to create a definition for each of the flags raised.
        - Fall 2019 updates:
        - Financial Aid Roster Verification (FARV) will be launched on day three (3) of the semester to allow Starfish to retrieve updated information from Banner (i.e. late registrations - students who enrolled on the first day of the semester, etc.);
        - Dual Credit Academies will run Progress Surveys on same schedule as traditional.
        - A Tiered Flag System was presented to the committee for consideration and feedback (see attached). The committee raised concerns that this may become too confusing to the faculty.
- CAEL Adult Learner 360 Academy 2019
    - Ongoing – Met with SAEM and RAS representatives to review the evaluation plan;
    - A conference call is scheduled with CAEL to provide updates.
- Perkins:
    - Ongoing – Internship paperwork was processed. Received several calls and emails regarding faculty internships; working to develop a new process that facilitates the internship paperwork and approvals. Approximately 14 faculty are participating in the internship.
    - Followed up with NAH, BPST, and LASS to request quotes for equipment requests and job descriptions for salaried positions being requested for the new year
    - Revised draft application based on feedback from the grants office
    - Reviewed quotes provided and incorporated information into the application
    - Developed budget, based on salaried positions being requested and quotes provided
    - Met with Grants, Project Manager for NAH, and Project Manager for AA to review the final draft
    - Followed-up with Program Chairs regarding equipment being requested and suggested changes based on Grant's recommendations
    - A final draft was submitted to the Grants office on Tuesday, July 9
    - The application was submitted on approximately Monday, July 22nd, by the Grants office

### MEETINGS:

- UTRGV J-STEM Summer Symposium
    - Attended UTRGV's J-STEM Symposium, which is related to the storm drain water collection project.
    - Students demonstrated their projects and provided presentations to attendees.
- RGV Focus Leadership Team Retreat

- Attended the RGV Focus Leadership Team Retreat on July 17th and 18th.
- Some of the topics discussed:
  - Recognition and awards for Dr. Daniel King (PSJA) and Mr. Infante (Lyford Superintendent) in commemoration of their retirements;
  - Census challenges - recommendations were to have a website that is a repository for best practices;
  - Developing a state campaign coordination to recruit representatives to participate in monthly conference calls to discuss challenges and strategies (Census). Grants will be available to support the initiative. Check RGV Focus' webpage.
  - Lumina and Kresge Foundations provided funding to support the "Complete Your Degree RGV" initiation, which is a partnership between UTRGV, TSC, and STC). Next steps: 1) deploy subgrant strategies at each IHE; 2) target messaging to stop-out students; and 3) invite stop-out students to registration events in August.
  - UTRGV will be offering a Teacher Residency program in Harlingen. This is an Academy that starts enrolling students in the 9th grade.
  - During the Day-2 session, RGV Focus and UTRGV announced they had been awarded a P-16 Gates Grant for $2.44 million dollars.
  - Alan Goldstein, Gates Director for U.S. Education and Executive team will be visiting the Valley to learn about RGV's work;
  - Lumina visited some of the local high schools, and some students (including STC students) will be highlighted in RGV Magazine.
  - John Fitzpatrick urged all IHEs in attendance to focus on P-Tech Models (Pathways in Technology for ECHS programs). P-Tech models blends high school and college towards certificate completion and includes work-based learning.
  - Also highlighted was the "2036 Model for Texas";
  - Guest speaker, Sarita Brown (Excelencia in Education) talked about having a framework to allow colleges to play similar roles. She also highlighted our BASOL program and why it had been selected for the Excelencia Award. Per Ms. Brown, the BASOL model is now part of the "What Works" data base.

## ONGOING PROJECTS & ACTIVITIES:

- Excelencia in Education
  - Received request from Excelencia for an update (3-6 month) regarding practices we are implementing based on the February Data Institute we attended;
  - Sent response regarding the onboard process changes currently underway
- THECB Star Award
  - Reviewed applications for BASOL and Dual Credit Programs and provided feedback/edits
  - Final drafts with cover letter and letters of support were submitted to the President's office for review and approval
  - Applications were submitted by the deadline of Monday, July 15

## YOLONDA JARAMILLO
## PROJECT DIRECTOR – HSI GRANT

### TITLE V GRANT & PROJECTS:

***Component 1***

- **Active Learning Classrooms/Training Rooms**
  - Continued coordination efforts for the summer 2019 ALC projects in MVC G174 and NAH B2.504. MVC G174 should be functional before the fall 2019 term begins as it is only pending the installation of the document camera. NAH B2.504 should be functional by the second or third week of the fall 2019 term as it is pending the delivery of the tables and glass boards.
  - Continued efforts to efficiently schedule summer and fall 2019 as well as spring 2020 courses and events
- **FOCUS Academy**
  - Delivered "ACRL Framework and Active Learning" to library staff from five campuses at Starr Campus
  - Delivered "Delivering Active Learning with ACRL Framework" workshop at Mid-Valley campus
  - Developed and revised content for HSI Title V Year Summary Booklet
  - Attended Academic Affairs Division Comprehensive Plan Review Meeting and reported on status of HSI Title V Active Learning Classrooms and FOCUS Academy

***Component 2***

- **Redesign and Expansion of Faculty Advising**
  - Printed Certificates of Completion for participants that completed the summer NEFA training
  - Attended and assisted with the 2019 Summer Leadership Institute all week
    Duties assigned in the Summer Leadership Institute are: welcoming presenters; assisting participants with any questions they may have; assisting presenters passing out printed information to participants; filling in as host for the Coordinator of Advisement attend all tours of the campuses
  - Updated the Master List for the certified faculty spreadsheet

***Component 3***

- **Enhancement of Technology Infrastructure/ Remote Delivery Courses**
  - Continued monitoring summer and fall 2019 and spring 2020 GZ course enrollment

***Component 4***

- **Financial Literacy**
  - Emailed FOCUS Academy trained faculty to recruit as Financial Literacy Trainers for the upcoming school year
  - Emailed pre/posttest instrument to RAS for advice and refinement
  - Initiated NOEs and corresponding supporting documentation for the three Financial Literacy Trainers
  - Emailed the three Financial Literacy Trainers we have to date, the scheduled Financial Literacy Orientation date for August 23

***South Texas College/ Department of Education***

- Continued collaboration with the Business Office and Human Resources on the no-cost extension, 2019-2020, payroll budgets and staffing. NOEs and corresponding backup documentation has been submitted to the office of the IVPAA.
- Met with Program Officer to discuss one year no cost extension and budget reallocations. The reallocations were approved and shared with the Business Office and GDMC. As per the request of the Program Officer, the extension will be submitted mid-August. The proposal to extend the grant to restructure Faculty Advising has been approved and is the favored approach to improve the program.

## DR. CHRISTOPHER NELSON

## ASSOCIATE DEAN – CURRICULUM AND STUDENT LEARNING

### ASSOCIATE DEAN'S REPORT:

- Drafted Narratives for SACSCOC Compliance Standards 6.3, 6.4, 8.2b, and 9.1
- Met with representative from IS&P, The Art Department, and the Mid-Valley Site Coordinator to discuss options for art studio space(s) at the Mid-Valley Campus
- Met with the Academic Assessment staff to identify programs to sample for PLO assessment compliance reporting
- Met with the STC/UTRGV Student Progression Team to further align processes and procedures for program development, curriculum revision, and transfer
- Reviewed and finalized the Curriculum and Student Learning Department Handbook
- Met with the Director of Academic Assessment to begin compiling a comprehensive executive-level report of program learning outcomes data at STC
- Completed and submitted the College's Action Plan for the AACU "Strengthening Guided Pathways" project
- Participated in a follow up visit from representatives of StraighterLine to further explore the outsourcing of coursework
- Compiled preliminary draft of the College's application for round 2 of the Texas Pathways Project, as well as a prospective roster of the College's Core Team for same
- Attended the SACSCOC Summer Institute on Quality Enhancement and Accreditation
- Participated in the interviews for vacant position
- Participated in the July meeting of the Starfish System Committee
- Coordinated with the Office of Professional and Organizational Development on the agenda for the upcoming year's Teaching and Learning Academy for new faculty

### CURRICULUM & STUDENT LEARNING MANAGER'S REPORT – CHRISTINA CAVAZOS:

- Assisted OVPAA's Office with providing updates to Comprehensive Plan regarding current degrees and awards and proposed instruction programs for the next 2 years
- Conducted training for Curriculum & Scheduling Coordinator where we covered the preparation for schedule rolls by drafting the session dates for review by the Compliance Coordinator and Director of Student Financial Services Training also covered the program development process for new degrees
- Met with Associate Dean of CSL to discuss the Faculty Load and Compensation (FLAC) implementation and discussed responsibilities moving forward with the implementation
- Met with Cybersecurity program developer to review proposed curriculum and discuss the enrollment and management plan
- Met with HRIS manager to discuss Large Class Payments for FLAC and brainstorm on how to validate the data moving forward
- Met with program developer for proposed Engineering Technology degree to discuss proposed curriculum and instructional costs worksheet
- Completed 3 tutorials (adding/editing content, account profile, and importing content) for the new Concourse Syllabi Management application to assist instructors on basic functions of the application. This is part of the training plan scheduled for fall 2019 in preparation for go-live date spring 2020.
- Met with IS&P reporting staff to discuss data feeds for Competency-Based courses and review the script for testing. In addition, we discussed the maintenance of the data uploads moving forward when the application is fully implemented.
- Met with Automotive Program Chair and developer for the proposed Automotive Collison & Refinishing to discuss proposed instructional cost for development
- Attended a meeting held by the Assistant Dean for Bachelor Programs to discuss a possible workshop for faculty teaching CBE course to provide training on various functions, including Concourse and Faculty Load & Compensation (FLAC)
- Continued to work on reviewing and updating program development documentation for the proposed program scheduled for committee review this coming fall 2019; programs worked on included AAS Law Enforcement:

Specialization – Criminal Investigator, AAS – Automotive Collison Repair & Refinishing and AAS in Meeting & Event Planning

- Attended the Academic Comprehensive Plan Review Meeting to review goals, accomplishments and the comprehensive plans for each of the departments in the division
- Attended Banner/Oracle Database Upgrade testing to ensure all Banner forms and job submissions ere working accurately
- Met with Coordinator of Curriculum & Scheduling to discuss course attributes and the process of reporting workforce certificate revisions to Department of Education
- Met with Associate Dean of Curriculum & Student Learning to discuss the curriculum revision timeline and worked on document to compare timelines with UTRGV. This analysis is necessary to align procedures for changes to degree plans/course inventory to ensure a seamless transition for students when transferring.
- Attended the Curriculum & Scheduling Cross-Training Sessions on basic functions of their processes. This training was part of the Risk Assessment plan.
- Organized and conducted 3 Concourse Master Syllabi Training for the new members of the pilot team to provide them the steps in completing the Master Syllabi course templates for the courses that will be piloted for fall 2019
- Attended the Summer Session II FLAC Testing to assist the HR department in testing FLAC records to validate compensation and the payroll process

## YOLONDA JARAMILLO – ACADEMIC ASSESSMENT DIRECTOR:

### DIRECTOR'S REPORT:

- Followed up on the status of the following activities:
    - Completed and reviewed by Dr. Cleary – 119
    - Completed and pending review – 3
    - Pending chair completion - 3
  - Spring 2019 PLO action plan drafts
    - Chair completion – 100%
  - Spring 2019 PLO data entry – 96%
  - Spring 2019 Core Objective data entry – 93%
- Met with the Associate Dean and Student Learning Outcomes Specialist to review and identify PLO samples aligned to MetaMajors for the Standards 8.2 a narrative
- Reviewed applications for vacant position and scheduled interviews for August 7
- Met with Director of Academic Assessment and Curriculum and Scheduling Coordinator to review training progress and plan for fall 2019 projects
- Collaborating with IT to develop additional signature reports in Argos for Assistant Dean access to PLOs and Core Objectives
- Coordinating with OPOD for Adjunct and Dual Enrollment Faculty Development Day JagPRIDE training sessions
- Reviewed functionality of 2014 JagPRIDE application. Coordinating with IT to ensure accessibility to data before decommissioning older application
- Submitted an updated communication flyer to PR regarding requirements and deadlines for learning outcomes summer reporting sessions

## DR. REBECCA DE LEON
## DEAN – DUAL CREDIT PROGRAMS & HIGH SCHOOL DISTRICT PARTNERSHIPS

### DEAN'S REPORT:

- Dean presented the 2019-2020 Dual Credit Programs MOU to the EWD Committee, July 9
- Dual Credit Programs submitted the 2019 TX Higher Ed Star Award, July 15
- Dean, Scheduling Manager and Dual2Degree Coordinator met with the Interim Director of Triumph Public High Schools regarding partnership, registration of students and course offering for Spring 2020, July 22
- Dual Credit Programs submitted the NACEP Accreditation Application, July 25
- The Dean along with Relations Manager planned a Starr County Information Session for Friday, August 16th which will include current 11th and 12th grade students as well as dual credit students who graduated with credit hours, July 26
- Upcoming Events & Activities for August 2019
    - Host Starr County Information Session, August 16
    - Finalize agenda for the Dual Credit Professional Development Days
    - Update Dual Credit Programs Handbooks for FY 19-20

### LEONARDO CASTANEDA – DIRECTOR FOR ACADEMIES AND HIGH SCHOOL PROJECTS:

- Staff held TexPREP career awareness presentations for eighty-one Weslaco ISD student at the Mid Valley Campus. Senior Project Manager and engineer for Noble Texas Building provided an overview of his role and necessary educational requirements. He discussed his personal experiences in pursuit of his bachelor's and master's degrees in engineering, as we as his personal life experience and the processes behind the engineering aspects of developing a project and managing it to completion, July 1
- The TexPREP Summer Program held its Friday Field trip for twenty-four PSJA ISD students to Quinta Mazatlán. Students had the opportunity to learn STEM based lesson in groups, as they rotated through various activities. Students were introduced to Hydrology, where they learned about where water comes from and where it flows in the Lower Rio Grande Valley, as well as Water Treatment Chemistry and Engineering, July 5
- Staff held TexPREP career awareness presentations for ninety-eight Roma ISD student at the Starr County Campus. Roma ISD students were provided a career awareness presentation by a Mechanical Engineer. Additionally, he outlined the academic requirements needed in order to be a mechanical engineer, July 8
- Staff held TexPREP career awareness presentations for eighty-one Weslaco ISD student at the Mid Valley Campus. Texas Department of Transportation Engineer and former DEEA student provided an overview of his duties and provided pictures and 3D images of projects he has worked on, July
- The TexPREP Summer Program held its Friday Field trip for forty Hidalgo ISD students to Quinta Mazatlán. Students had the opportunity to learn STEM based lesson in groups, as they rotated through various activities. Students were introduced to Hydrology, where they learned about where water comes from and where it flows in the Lower Rio Grande Valley, as well as Water Treatment Chemistry and Engineering, July 12
- The TexPREP Governor's Summer Merit Program Year IV Banquet was held at the Pecan Campus for fifty-eight students from Weslaco, Hidalgo, PSJA, and Roma ISD. Students participated in a reception and a presentation from United Launch Alliance Tool Engineer, which focused on the educational requirements for careers associated with building rockets designed for space travel. Also, RGV Code Director spoke about his career and his educational pathway and encouraged students to pursue higher education to accomplish their goals. Students also were provided a lunch and dinning etiquette presentation by Employer and Career Service Coordinator on July 11

- On July 18, 2019, the Academies & High School Projects hosted the TexPREP Program Closing Ceremonies held at the Mid-Valley Campus, Pecan Campus, and Roma High School. A total of 353 students from Weslaco ISD, Hidalgo ISD, PSJA ISD, and Roma ISD completed the 2019 TexPREP Program. Student participants ranged from 6th grade – 10th grade. The agenda included a welcome from the Director of Academies & High School Projects, a motivation message a guest speaker, and distribution of certificate

Hidalgo ISD

PSJA ISD

Weslaco ISD

Roma ISD

- Academy Staff completed fall 2019 registration of three hundred sixty-three Academy Students:
  - Starr County Campus: 19 Students
  - Pecan Campus: 263 Students
  - Mid Valley: 81 Students
- Staff completed fall 2019 registration of 8 students for the New Dual Enrollment Cybersecurity Academy and 18 students for the SCADE Welding Academy
- The TexPREP Year IV Trip was held for fifty-eight students from Weslaco, PSJA, Hidalgo, and Roma ISD. On their first day, students had the opportunity to visit the Natural Bridge Caverns and the San Antonio Aquarium in San Antonio, TX. On their second day, students toured the University of Texas at San Antonio and had the opportunity to present their research, which they had been working on throughout the six-week program, to UTSA Faculty and community stakeholders. The TexPREP Year IV Trip was held on July 26-27, 2019.

- Staff held meeting with Social Work Department Chair to discuss possible Dual Enrollment Academy, July 24
- Staff held a meeting for six Sharyland ISD Parents and Students for the Emergency Medical Technology Initiative that will be held at the Nursing and Allied Health Campus, July 25
- Conducted Case Management/Academic Progress meetings with 25 Academy students to discuss academic concerns, refer them to campus resources, to determine whether withdrawal was necessary, scheduled adjustments, and completion of Non-S Enrollment Request Forms as needed.

## RELATIONS MANAGERS' REPORT: APRIL CASTANEDA

- Relations Manager continued to support the Dean of Dual Credit Programs in compiling and reviewing required evidence for NACEP accreditation. Application was submitted July 25, 2019
- Relations Manager continued to work on logistics with Career & Employer Services regarding Career Exploration Event to be held on November 9th
- Relations Manager continued to compile content for the Dual Credit Counselors Module
- Relations Manager continued to work on logistics for upcoming events in August and September 2019
- Relations Manager updated the Dual Credit Programs webpage and SAEM's Welcome Campaign webpage
- Relations Manager provided assistance during the TexPREP closing ceremonies held on July 18

- Relations Manager finalized the coordination of the TexPREP Year IV Ceremony, which includes two speakers within the STEM Field to increase career awareness and event logistics, that was held on July 11
- Relations Manager attended a 4 day Project Manager Bootcamp training, July 9 – 12
- Relations Manager is drafting a Dual Credit Pathways Guide for Fall 2019, in support of the Dual Credit Programs to be advertised to partnering school districts career pathways during August and September events

## DUAL CREDIT PROGRAM INSTRUCTIONAL PATHWAYS:

- Created a Mechatronic Dual Enrollment Course (CETT 1409) for Mission Veterans High School
- Coordinated with Accounting Program Chair to ensure new hires are assigned courses for Fall 2019
- Finalized Fall schedule for BETA, Science Academy, La Villa and Weslaco 21st Century ECHS
- Requested courses for the new Dual Enrollment Teaching Academy (DETA)
- Renewed dual credit web system access to 96 web operators
- Met with Biology Program Chair to finalize dual credit courses and faculty assignments, July 25
- Met with counselor from Triumph High School in regards to dual credit course offerings, July 22
- Met with Academies Director in regards to Fall 2019 courses
- Assisted English Program Chair in contacting DCF that are pending their evaluation action plan to avoid course cancellations
- Finalized fall schedules for Edinburg Collegiate, Weslaco East, La Joya ECHS, Mission HS, Mission CTE, Sharyland SA3, Hidalgo, and Jimmy Carter
- Submitted an IT request to rollover spring 2020 faculty assignments for all dual courses
- Met with PSJA ISD, Chemistry and Biology program chairs to discuss lab availability for Fall 2019. PSJA will bus biology major students to take Anatomy & Physiology and Organic Chemistry at the Pecan Campus
- Met with the Director of Dual 2 Degree to discuss status of dual schedules and registration events
- Finalized Sharyland Health Science Institute's Pharmacy, Medical Assistant and EMT Fall courses

## ANTONIO DE LA CRUZ – EARLY COLLEGE HIGH SCHOOL DIRECTOR:

- The Director held staff meeting to discuss Fall Non-S section expectations. Non-S Section document has been modified to reduce the number of returns and submitted to Dean for review and approval, July 31
- The Director attended several conference calls regarding Cyber Security – Lone Start STEM Grants: Vanguard, Weslaco, and Valley View. The Director has met with ECHS team to help manage information throughout the semester regarding Cyber Security interest or questions. July, 17, 23, 24
- The Director met with San Isidro Administration to discuss short and long term plans. As per the school administrator, they will continue to submit Non-S Section forms and not request S Sections. The school student body is too low to justify the costs associated with S Sections. The district does send students to UTRGV for core classes also. The Director offered STC services to improve relationship with district, July 3
- The Director and 2 ECHS staff members attended Fall DC Enrollment Planning meeting with Director of Enrollment to discuss enrollment/registration plan and assignments. The ECHS Director did provide staff to help support Enrollment Services efforts to allow enough support coverage, July 30
- The ECHS staff meet to re-evaluate all ECHS presentations and advising material. Purpose is to update and improve the content. The department will meet as a team to make final adjustments before launching in the Fall, July 28
- The director held a meeting with ECHS Coordinators only to discuss department improvement needs, share best practices, review of updated ECHS Blueprint, July 18

## JESSICA GALLOSO

## ASSOCIATE DEAN – PROFESSIONAL & ORGANIZATIONAL DEVELOPMENT

### MEETINGS:

- OPOD Booklet Review – OPOD Manager and Specialist reviewed and revised the yearly OPOD Booklet to reflect all projects, trainings held throughout the FY 18-19, July 1
- SACSCOC Feedback – OPOD Assoc. Dean to review feedback, suggestions and will incorporate those ideas within the narrative for the department's standard, July 9
- Educational Technologies CWPD Planning Meeting – Assoc. Dean and HSI Instructional Coach met with the Director of ET to coordinate technology trainings for Fall 2019, trainings to be provided in person and live-streaming, July 9
- OPOD Planning Session – dept. staff met to discuss, review and follow-up with events, trainings coming up in August for Faculty PD Week, Chair Leadership, Academic Affairs Convocation, Adjunct/Dual Credit PD and College Wide PD scheduled for Sept, July 11
- CWPD Planning Session – Assoc. Dean met with OIRE staff to plan for their departmental trainings during CWPD Fall 2019, July 11
- Dual Credit PD Days – Assoc. Dean and Manager met with Dean to review and plan agenda for the Adjunct/Dual Credit PD Day scheduled for Saturday, August 24, July 16
- 2020 TRACS Conference Event Meeting – Assoc. Dean and HIS Instructional Coach met with UTRGV staff to discuss participation of STC faculty and students for the March 2020 TRACS Conference– July 16
- Fall 2019 Instructional Technologies Meeting – HSI Instructional Coach met with Distance Learning and Educational Technologies staff to coordinate trainings for Instructional technologies for the Fall semester, July 16
- Library Staff Workshop Planning Session – HSI Instructional Coach met with Instructional Librarian to coordinate upcoming workshops for library staff, July 17
- Academic Affairs Convocation & OPOD Events Meeting – met with Interim VP to discuss agenda items for Academic Affairs Convocation scheduled for August 19 and review meetings scheduled for OPOD August events, July 18
- Planning Session with FAS – met with FAS Support Specialist to discuss Business Etiquette and Writing Skills training, July 18
- AVID Speakers Meeting – met with CLE to discuss booking AVID speakers for faculty and student-facing staff development, July 18
- AA Convocation Presenter Conference Call– OPOD Assoc. Dean and Manager spoke through conference call to AA Convocation Presenter to discuss his presentation and any additional technical requests, July 24
- Academic Affairs Video Project Review Meeting –met to discuss final details for the AA Video scheduled to be shown during AA Convocation on August 19 - July 25
- Kapi' Olani Community College Meeting – met with the Institutional Effectiveness Officer from Kapi' Olani Community College to explore Professional Development for faculty on High Impact Practices– July 24
- SPARK On-line Course Meeting – HIS Instructional Coach met with Distance Learning to coordinate promotion of fall SPARK online course, July 25
- AA Convocation Video Review– OPOD met with Distance Learning to review the opening video to be presented during Academic Affairs Convocation on Monday, August 19th, July 29
- SACSCOS Standard Review Meeting –met with Institutional Research, Effectiveness and Strategic Planning to review narrative and upload supporting evidence - July 29
- August Faculty PD Week Review Meeting – OPOD met with Educational Technologies Coordinator and the Custodial Logistics Supervisor to review and discuss room and equipment reservations for the upcoming August events ie: New Faculty Orientation, Chair Leadership Academy, Faculty PD Division/Dept. meetings, Adjunct/Dual Credit PD Day and the upcoming College Wide PD to be held in September, July 30
- Video Review for Convocation & CWPOD Meeting OPOD staff and Distance Learning met with Interim VP AA to review the opening video for AA Convocation, July 30
- Omni Track Meeting – OPOD staff met with Region Once ESC software support to review and discuss the new PD System updates and offerings, July 30

- Active Learning Support – HSI Instructional Coach met with Library staff and English faculty to plan active learning library instructions to support course objectives, July 30
- Adjunct/Dual Credit PD Meeting – HIS Instructional Coach met with Education/College Success dept. chair and Business dept. faculty to discuss and coordinate breakout sessions for Adjunct/Dual Credit PD Day scheduled Saturday, August 24, July 30
- NISOD Benefits Meeting – OPOD met through video conferencing with the NISOD Membership and Coordinator to discuss upcoming offerings such as 2020 Call for Presentations, Virtual Conferences, Workshop, and Innovation Abstracts, July 31

## EVENTS:

- DELTA #3 –"Reporting Expectations" – this week participants reviewed documentation that STC faculty are required to submit and how to submit this information. This includes a course syllabus, faculty vitae, rosters, learning outcomes, and final grades, July 1-5
- DELTA #4—- "College Knowledge for Faculty" – The purpose of Week 4 is to review policies and procedures regarding academic dishonesty, disclosure of student educational records related to FERPA, the impact of grades on future financial aid for students, degrees and pathways available at STC, and to discuss how these topics help maintain academic rigor and support student success, July 8 – 12
- PD Training –one-on-one training provided for the Library services staff on the PD system, July 9
- Experiencing Active Learning with the ACRL Framework - During part 2 of this three-part series, librarians will have the opportunity to experience the student perspective as they participate in instructional activities that incorporate active learning and ACRL Framework outcomes. Participants will also receive resources for active learning strategies and ACRL lesson plans, July 12
- DELTA #5 – "College Resources" – participants will become familiar with resources and support services for faculty and students at South Texas College and be able to discuss how these resources can support teaching effectiveness. These resources include library services, the Student Information Center, the Centers for Learning Excellence, Student Rights and Responsibilities, the Office of Disability Support Services, Distance Learning, OPOD, Instructional Technologies, the Faculty Handbook, and Degree Works, July 15 – 19
- Public Speaking & Understanding & Managing Customers' Behavior Styles for NAH Staff Training– participants explored constructive and active listening, strategic problem-solving, and effective communication both within the team and with their customers. Individuals will begin with skill building and use real-world experience to discover how to make a positive impression in the minds of current and future customers. Each participant will create a personalized action plan for improvement by discussing customer service attitudes and setting personal goals, July 17
- Supervisory Symposium Summer 2019 – symposium to provide updated and current information regarding the functions of HR Benefits & Employee Relations. Best practices will be discussed on a range of issues including HR benefits and leave procedures, FMLA, retirement, conduct and performance improvement plans, consultations, investigations, performance appraisals and much more, July 19
- DELTA #6 – participants need to have completed all modules and assessments and have an average score of 80% in the course to earn a DELTA course certificate, July 22 – 26
- Delivering Active Learning with the ACRL Framework – training was held at the Mid Valley Campus and librarians had the opportunity to reflect on the lessons and discuss how they can incorporate these strategies and information in the student instruction, July 26
- Staff Seminar for Division of Math, Science & BAT Program – *"Navigating the Jungle to Exceptional Communication and Team Work*" approximately 38 participants attended the seminar. Subjects covers were Methods of Communication, Conflict Resolution, Customer Focused Service, Team vs. Group, and Moving Forward, July 26
- DELTA Graduation – 18 participants graduated from the Summer 2019 cohort. Participants completed all modules and assessments with an average score of 80% in the course to earn a DELTA course certificate after completing their course evaluation. Continuing professional and workforce education certificate of completion for this course were emailed to the participants and program chair and originals were sent via inter campus mail, July 29

### PROGRAMS IN DEVELOPMENT:

- Trainings and Meetings for Chairs Leadership, Academic Affairs Convocation, New Faculty Orientation, New Faculty Tour, STC Dual Credit Faculty PD Training, Adjunct/Dual Credit PD Day - August 2019
- Preparing for College Wide Professional Development Day – September 2019
- Preparing for the Chair Leadership Academy – September thru December 2019

## YVETTE GONZALEZ, MONICA PEREZ, AND LISA ALEMAN PROJECT MANAGERS – ACADEMIC AFFAIRS

### PROJECTS – BOOKLETS, EVENTS, HIGHLIGHTS, AND REPORTS:

- Continued assisting Academic Excellence Programs
  - "A Night with the Stars" Gala
  - Honors Program – Proposal for Restructure
- Continued assisting Dual Credit Programs
  - Star Award Application
- Continued assisting Office of Professional & Organizational Development
  - Faculty Spotlight
  - 2019 Faculty of the Year and eFaculty of the Year
  - College-wide Professional Development Day
  - Fall 2019 Calendar of Events
    - Academic Affairs Convocation
    - College-wide Professional Development Day
    - Awards and Recognition including coordination of Faculty Spotlight
- Continued assisting with development of Prior Learning Assessment Manual
- Continued coordinating Comprehensive Plan Updates and Review Meeting
- Continued coordinating Academic Affairs Highlights
- Continued to review and edit booklets, documents, manuals, and presentations
- Continued assisting with Academic Classification
  - Acknowledgement Form for Professor Emeritus
  - Coordinate webpage updates
- Assisted Distance Learning with "Years of Service" Pins
- Continued editing RN-to-BSN Prospective Student Guide

### REPORTS – DATA COMPILATION AND PRESENTATIONS:

- Assisted Academic Affairs with compiling program data and information with the assistance of Research & Analytical Services and respective program administrators for requested reports, activities, & presentations in the following areas:
  - Worked with graphic designer regarding in progress & upcoming design projects/booklets/reports/fliers
  - Assisted Dual Credit Programs with data request submissions and data review to Research & Analytical Services, ISD metrics report, and student performance data for annual report updates
  - Met with Computer Science program Chair to review CITP degree options and flier redesign
  - Assisted with meeting preparation upcoming STC & UTRGV Leadership workgroup meeting, July 2md
  - Assisted Director of University Relations, Transfer and Articulation Center with design modifications for UTRGV and Kingsville Transfer Plan templates
  - Worked with RAS regarding Graduate-on-Time program cohort data requests
  - Assisted Executive Officer for External Affairs with compiling information and preparing Newsletter regarding the South Texas Governor's Local Border Security Training Partnership
  - Assisted with presentation review for Academic Affairs Comprehensive Plan retreat
  - Assisted Dual Credit Programs with data request submissions and data review to Research & Analytical Services to prepare Dual Credit Programs Summer 2019 report
  - Finalized updating accomplishments and initiatives for Academic Affairs for the academic year 2018-2019

- Continued to assist with DELTA area Registration Round-up event logistics with PR and MV Campus Administrator
- Reviewed presentation outlines for upcoming August 2019 presentations
- Assisted RAS with meeting location logistics for upcoming OECD Study Meeting in September 2019
- Assisted with packet preparation for Academic Affair Calendar approval process timeline

## DESIGN WORK – CONTENT AND/OR UPDATES:

- Assisted OPOD department with design updates
  - H.S.I. Grant Wrap-Up cover design
  - Annual booklet cover and break pages design
  - Convocation booklet artwork and PowerPoint design
  - Faculty Spotlight design updates
  - Adjunct and Dual Credit Professional Development Day
  - Fall 2019 Schedule of Events
  - Adjunct and Dual Credit Faculty Day Booklet artwork
  - Academic Affairs Convocation Booklet artwork
- Continued to assist with updating Academic Affairs – LASS Division organizational Chart
- Updated Distance Learning Organizational Chart
- Assisted Academic Excellence Programs
  - Valley Scholars Program Seal redesign
  - Silent auction booklet updates/corrections and gratitude letter background design
  - A Night with Stars letter artwork update
  - A Night with the Stars Social Life magazine designed art elements
  - A Night with the Stars Silent Auction booklet corrections
- Assisted with 2019 Convocation artwork design for PowerPoint template
- Updated STC Honors Program Faculty Recruitment Flyer
- Began changes on Dual Credit Programs profile
- Assisted Distance Learning with the following design projects:
  - Year of Service Pin
  - Blackboard Orientation Web Banner
  - Distance Learning Faculty Honoree Plaque design
  - Spark Logo design update
- Updated CBP Law Enforcement Brochure
- Worked on report design for Graduate on Time Program
- Worked on cover design for Guidelines for Processing Special Assignments, compensation and Payments – Instructional Program Development
- Worked on cover design updates Nursing Prospective Student Guide
- Updated cover designs for Handbook of Faculty Credentials Requirements and Faculty Credentials and Qualifications
- Updated RN to BSN Cover design
- Continued to update Office of the Vice President for Academic Affairs Divisional Organization Chart
- Designed Paralegal Program Online Course Offering – Action Plan Flyer

## PROJECTS – INSTRUCTIONAL EFFICIENCY REPORTS (BUDGETS AND FACILITIES):

- Continued working on office space for Pecan Campus, includes existing buildings and portables
- Continued working with HR on Faculty Load and Compensation (FLAC) pilot implementation for the summer courses
- Continued working on the Light Board project pertaining to advanced educational technologies for classrooms
- Continued working with Maintenance and Facilities on office space/building renovations/moves across all campuses
- Continued working with the Grant Office and the NAH Division on the Knapp Community Care Foundation grant
- Continued working on final revisions to Pay Plan for FY 19-20
- Continued working with Maintenance and Facilities on office space/building renovations/moves across all campuses.

    - A total of 9 staff members will be moving into the D renovation
    - With the D renovation nearing final completion, 20 staff members will be relocated between the Pecan Campus and the Technology Campus. Office relocations are scheduled for July 26th and August 2nd
- Continued working on revisions to the Faculty Handbook for FY 19-20

## MEETINGS:

- Attended photo session for Faculty Spotlight, July 2
- Attended Coordinated Operations Council meeting, July 2
- Met with HRIS and CSL Manager to review large class payments going through the FLAC module in Banner, July 2
- Attended SharePoint Training to move GOT Program content, July 3
- Met with Knapp Grant PI to work on the Summary Report, July 5
- Met with HR to finalize Pay Plan revisions, July 5
- Attended meeting regarding "A Night with the Stars," July 5
- Attended Microsoft Office 2019 Training to review updated features, July5
- Facilitated logistics meeting for Comprehensive Plan Review Meeting, July 9
- Attended EWDC Meeting, July 9
- Participated in the CAPM (Certified Associate in Project Management) Boot Camp, July 9-12
- Met with Grant Management & Compliance Officer II and the Academic Grants & Projects Office to discuss and review the Carl Perkins Application draft, July 11
- Met with College Connections Coordinator and PR to review Law Enforcement and FLETC website content, July 12
- Attended Comprehensive Plan Review Meeting, July 15
- Attended meeting to discuss Fall 2019 OPOD Events, July 18
- Met with MV Campus Administrator, Edcouch Elsa ISD Assistant Superintendent, and PR's Marketing Manager to discuss Delta Registration Round-up event logistics, event promotion, and course offerings, July 18
- Attended Photo Session #6 for Faculty Spotlight, July 19
- Attended Photo Session #7 for Faculty Spotlight, July 26
- Attended meeting with OPOD to discuss Fall Events, July 30
- Met with the Grant Development, Management and Compliance to discuss progress on the Knapp Grant, July 31

SOUTH TEXAS COLLEGE

# INFORMATION SERVICES, PLANNING, AND STRATEGIC INITIATIVES

# VICE PRESIDENT OF INFORMATION SERVICES, PLANNING, PERFORMANCE, & STRATEGIC INITIATIVES

| | |
|---|---|
| TO: | DR. SHIRLEY REED, PRESIDENT |
| FROM: | DR. PLUMMER, VP-ISPP & SI |
| DATE: | AUGUST 20, 2019 |
| SUBJECT: | ACTIVITY REPORT FOR JULY 1, 2019 THROUGH JULY 31, 2019 |

## ALICIA R. GOMEZ, CHIEF INFORMATION OFFICER
## INFORMATION TECHNOLOGY

### APPLICATIONS DEVELOPMENT

#### BANNER SELF-SERVICE 9 MIGRATION

In preparation for the Self-Service 9 Migration project, the Student Registration module was upgraded the third week of the month of July. The Team continues to work on the Oracle upgrade in the test environment; the production deployment has been delayed due to unexpected issues with the Financial Aid screens. The plan to upgrade the rest of the Self-Service Banner modules to version 9 including Student, Financial Aid, Cashiers, Finance, and the Human Resources modules has been finalized. The SSB 9 project will commence in the middle of September after fall census day and it will be complete by December 2019.

#### CONCOURSE (SYLLABUS)

The data load from Banner to the Concourse system went live for the summer term as a pilot for selected academic departments. The implementation team will include additional programs to participate in the project for the fall term until spring 2020 when all academic departments will be using Concourse. The concourse syllabus application is a cloud-based collaboration application that allows the Academic division administrative staff and Faculty to create and share standard course-related information and specific instructor syllabus info as students register for classes.

#### JAGMOBILE

No update. This project is on hold due to other higher priorities. The conversations for the second phase of the JagMobile project began. Before adding any additional modules or services to the mobile app, the IT team plans to create student focus groups to learn from the students and decide what the next version of JagMobile will look like.

#### CHROME RIVER (TRAVEL)

The Chrome River solution is a new cloud-based travel software that interfaces with Banner. The IT team is working on the single sign-on configuration that will allow faculty and staff to use the same username and password for the new travel module. The go-live date for this project has been delayed to the month of October due to consultant reassignment and multiple priorities.

### TIME CLOCK PLUS PHASE II

No update on this item. The Business Office team continues to pilot the new electronic time adjustment form and workflow process. Pending the documentation and communication plan completion, the BO team is expecting to launch the new form by the fall.

## INFRASTRUCTURE

### DISASTER PREPAREDNESS/RECOVERY PLANNING – STARR DATA CENTER

The IT team was able to test the Banner functionality and equipment in building J at STARR County Data Center on May 31, 2019; however, the new gas generator did not work. A new test date will be set when the Facilities team is able to resolve the issue with the generator.

The CIP process and budget associated for the generator replacement in building M has been included in the plans for next fiscal year. The current generator runs for only 16 consecutive hours and the fueling services are not reliable during weather contingencies; a gas generator will replace it.

### OFFICE 365 MIGRATION

The Office 365 implementation team continues to work on launching the "Teams" application, which plays an important piece in the communication/collaboration among SharePoint users. The SharePoint migration project will be complete by the end of August.

### VIRTUALIZATION PHASE II

The IT Department concluded the Virtual Desktop Infrastructure assessment and received an executive report on some of the recommendations for enhancing performance in this environment. The Team started working on some of the recommendations to mitigate issues before the beginning of the fall 2019 semester. The Desktop team will continue to virtualize 80 additional computers in the Student Services area at the Starr County, Mid-Valley and at a lab in the Pharr Teaching Center; they will also monitor virtual machine usage and performance.

### WINDOWS 10 UPGRADE

The IT Department continues to work on the institutional-wide Windows 10 operating system upgrade project. The amount of computer upgrades at this time totals 6,965. This number includes student labs in all STC campuses, as well as new faculty and staff computer acquisitions.

# JOSE LUIS GONZALEZ, CISO
# INFORMATION SECURITY

## OFFICE 365 EMAIL SECURITY

- We meet with IT Risk & Security to assign all of the tasks for the O365 MFA implementation project.
- Project implementation phases will prioritize email accounts with access to confidential data and/or information resources and prevent its inadvertent disclosure.
- The project focuses on managing the college's high-risk areas in a phased approach to mitigate email breaches and assure a low-risk tolerance.

## GOVERNANCE

- The annual Automated Clearing House audit requested by our merchant bank BBVA Compass has been completed in coordination with Business Office and Human Resources.
- The ACH audit requires that we provide documentation of the college's internal security processes for handling financial transactions and data.
- Additionally, the audit certifies that our security program is aligned with current best practices for securing all financial transactions.

## RISK MANAGEMENT

- We have created a weekly task for blacklisting known external malware IPs on our perimeter firewall.
- Alerts were also created to assist in determining if any internal systems are attempting to communicate with the known malicious external IPs.
- This new process will help bolster our current cyber kill chain model.

## PCI COMPLIANCE

- We have updated the digital certificates used by our payment gateway systems to secure credit card transactions.
- The update was done for the Cashiers Office's payment gateway systems located at each of the campuses.
- Verification of the update was provided by our credit card merchant (First Data) and payment gateway vendor (Touchnet).

## INFORMATION SECURITY PROGRAM METRICS

- We are creating information security metrics that will help us track the progress of our initiatives and the performance of our security controls.
- We will be leveraging an enterprise security log solution for analytics-driven security and advanced threat detection.
- A standard success plan is being coordinated with IT Risk & Security to expand our current use case.

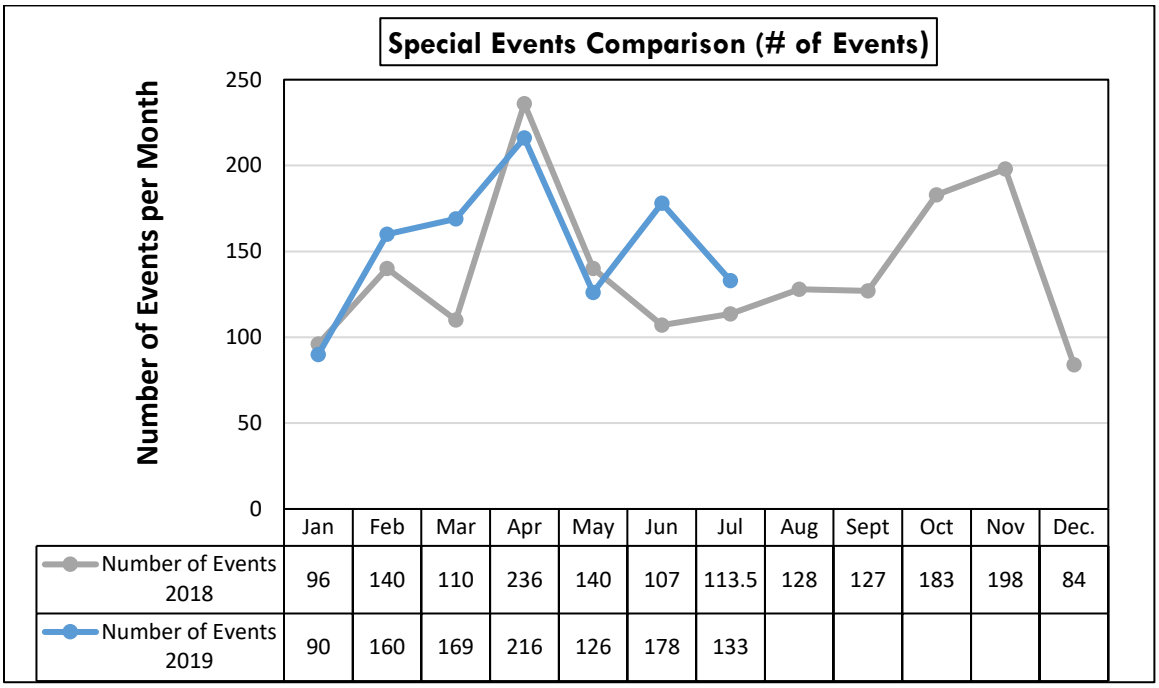
# DR. MARIE EVANS, DIRECTOR
# EDUCATIONAL TECHNOLOGIES DEPARTMENT

## MEETINGS:

- 7/2/2019: Coordinated Operations Council Meeting
- 7/8/2019: ET Leadership Conference Call, Mid Valley Meeting
- 7/9/2019: Technology Training for faculty meeting
- 7/15/2019 - ET Leadership Conference Call
- 7/16/2019: Staffing Plan HR
- 7/17/2019: Leadership Team Meeting
- 7/18/2019: Dr. Campos Meeting
- 7/19/2019: LLSS Administrator Meeting
- 7/22/2019 -7/23/2019: ET Update conference call, Academic Conference SA
- 7/25/2019: ADA Accessibility Conference
- 7/29/2019: ET Update conference call.

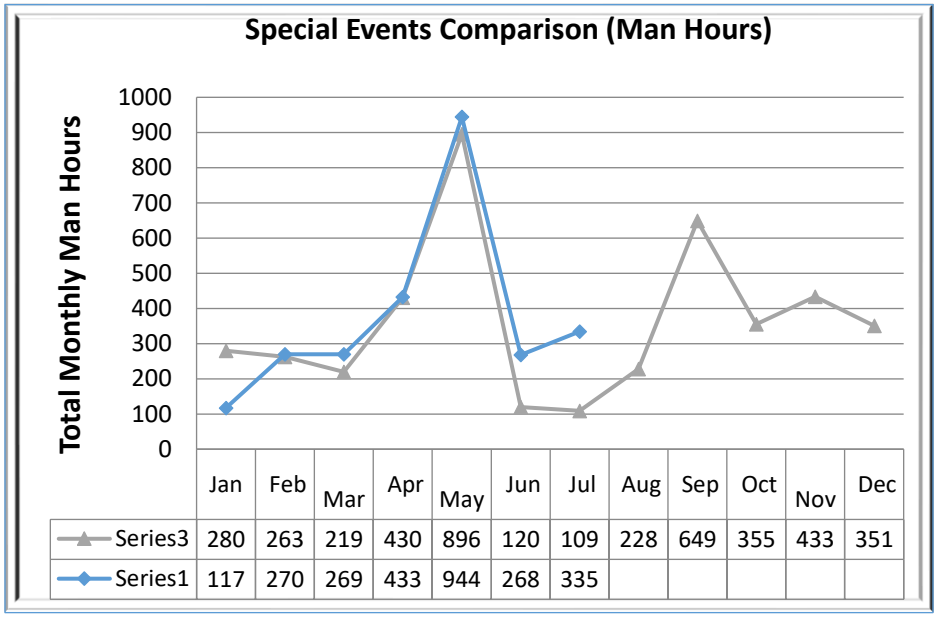
## Monthly Special Events Comparison

| 2018 | | 2019 | |
|---|---|---|---|
| **Jan** | 96 | **Jan** | 90 |
| **Feb** | 140 | **Feb** | 160 |
| **Mar** | 110 | **Mar** | 169 |
| **Apr** | 236 | **Apr** | 216 |
| **May** | 140 | **May** | 126 |
| **Jun** | 107 | **Jun** | 178 |
| **Jul** | 113.5 | **Jul** | 133 |
| **Aug** | 128 | **Aug** | |
| **Sept** | 127 | **Sept** | |
| **Oct** | 183 | **Oct** | |
| **Nov** | 198 | **Nov** | |
| **Dec.** | 84 | **Dec.** | |



# Total Man Hours

| 2018 | | 2019 | |
|---|---|---|---|
| **Jan** | 279.5 | **Jan** | 117.25 |
| **Feb** | 262.75 | **Feb** | 269.75 |
| **Mar** | 219.25 | **Mar** | 269.25 |
| **Apr** | 430.45 | **Apr** | 432.50 |
| **May** | 895.5 | **May** | 944.25 |
| **Jun** | 119.5 | **Jun** | 268.00 |
| **Jul** | 109 | **Jul** | 334.50 |
| **Aug** | 228.25 | **Aug** | |
| **Sept** | 648.5 | **Sept** | |
| **Oct** | 355 | **Oct** | |
| **Nov** | 433.25 | **Nov** | |
| **Dec** | 350.5 | **Dec** | |



## Equipment Checkout Chart

| Description | Pecan | Starr | Mid-Valley | Tech | NAH |
|---|---|---|---|---|---|
| Projector/Laptop | 0 | 0 | 0 | 0 | 0 |
| Data Projector | 50 | 6 | 26 | 2 | 3 |
| Laptop | 0 | 4 | 0 | 2 | 2 |
| PA System | 0 | 3 | 0 | 2 | 0 |
| CD Player | 0 | 0 | 0 | 0 | 0 |
| VCR's Only | 0 | 0 | 0 | 0 | 0 |
| Smart Board | 0 | 0 | 0 | 0 | 0 |
| Video Camera | 1 | 1 | 0 | 1 | 0 |
| TV | 0 | 0 | 0 | 0 | 2 |
| Microphone | 63 | 3 | 15 | 4 | 1 |
| Direct Box | 2 | 1 | 0 | 2 | 0 |
| Digital Camera | 0 | 0 | 0 | 0 | 0 |
| Speakers | 4 | 0 | 0 | 0 | 1 |
| Overhead Projector | 0 | 0 | 0 | 0 | 0 |
| Remote | 0 | 0 | 0 | 0 | 0 |
| Headphones | 0 | 0 | 0 | 0 | 0 |
| HH Voice Recorder | 0 | 0 | 0 | 0 | 0 |
| Screen | 0 | 1 | 0 | 2 | 0 |
| Document Camera | 1 | 2 | 0 | 0 | 0 |
| DVD/VCR Player | 0 | 0 | 0 | 0 | 0 |
| Wireless Lab | 0 | 0 | 0 | 0 | 0 |
| Keyboard/Mouse | 8 | 0 | 4 | 0 | 0 |
| Sympodium | 0 | 0 | 0 | 0 | 0 |
| Hard Drive | 0 | 0 | 0 | 0 | 0 |
| USB Hub | 0 | 0 | 0 | 0 | 0 |
| CPS | 0 | 0 | 0 | 0 | 0 |
| Mixer | 5 | 0 | 0 | 2 | 0 |
| Tripod | 1 | 0 | 0 | 1 | 0 |
| Webcam | 1 | 0 | 0 | 1 | 0 |
| Computer | 52 | 0 | 26 | 0 | 2 |
| Portable Table | 7 | 0 | 0 | 4 | 0 |
| Microphone Stand | 16 | 0 | 0 | 0 | 0 |
| HD Video Streamer | 1 | 0 | 0 | 0 | 0 |
| Polycom Phone | 0 | 0 | 0 | 0 | 0 |
| Stooges (switcher) | 0 | 0 | 0 | 0 | 0 |
| LANC Controller | 1 | 0 | 0 | 0 | 0 |
| Exposure Meter | 0 | 0 | 0 | 0 | 0 |
| Camera Stabilizer | 0 | 0 | 0 | 0 | 0 |
| Comm. Headset | 0 | 0 | 0 | 0 | 0 |
| PTZ Camera | 0 | 0 | 0 | 0 | 0 |
| Mac Adaptor | 0 | 0 | 0 | 0 | 0 |
| Tabletop Mic Stands | 0 | 0 | 0 | 0 | 0 |
| IPad | 0 | 0 | 0 | 2 | 0 |
| Interactive Display | 4 | 0 | 3 | 0 | 0 |
| PTZ Joystick | 0 | 0 | 0 | 0 | 0 |
| Gooseneck Mic | 0 | 0 | 0 | 2 | 0 |
| Blue-Ray Player | 0 | 0 | 0 | 0 | 0 |
| Remote Clickers | 25 | 0 | 0 | 2 | 1 |
| *TOTAL* | ***242*** | ***21*** | ***74*** | ***29*** | ***12*** |

# DR. FERNANDO CHAPA, DIRECTOR
# INSTITUTIONAL EFFECTIVENESS & ASSESSMENT

## INSITUTIONAL EFFECTIVENESS

- ✓ Division of ISPPSI -ET - 2017-2019 Mid-Bi IE Report – Second Round of Updates from Educational Technologies Plan Writers
- ✓ 2017-2019 Mid-Bi IE Report – PR&M - Second Round of Updates from Educational Technologies Plan Writers
- ✓ 2020 Budget Linkage to Tools (Tracking) - Review
- ✓ 2017-2019 Budget Linkage to Tools – Tracking -
- ✓ Evaluation Plan - Dual Credit Program Enrollment – Evaluating Metrics for the Early College Task Force
- ✓ 2017-2019 IE Report
  - SEAM Division – Standard 8.2
  - Office of the President Division
  - ISPPSI
  - Plan Writer's Assistance (AA)
  - Office of the President
  - Completion Tracking
- ✓ 2017-2019 IE Final Report Completion Tracking
- ✓ Review of 2009-2011 to 2011-2013 Cycles
- ✓ QEP First Year Experience, Evaluation for Distance Education, and Integrated Advising

## ACCREDITATION

- ✓ SACSCOC Standard Board Policy Audits/Development
- ✓ SACSCOC Standard 7.1 Completion
- ✓ Mozart & Achieve Prospectus
- ✓ NACEP Accreditation
- ✓ SACSCOC Standard Updates - Compliance Certification – Collecting Revised Narratives

## ASSESSMENT/EVALUATION

- ✓ CLE - Assessment Brief

## PROJECTS

- ✓ Strategic Planning – Review of Priorities with VP
- ✓ NAH Matrix of Accreditation
- ✓ Civitas Updates
- ✓ QEP Leadership Team – Discussion of Logic Model and Upload of Research Papers to QEP Website
- ✓ Closing the 2013-2018 Strategic Plan – Public Relations Dept is Working on Design
- ✓ IRE&SP Website – Pending of Review and Feedback
- ✓ IEA and IE Plans and Reports SharePoint Online Sites

## DATA REQUESTS

- ✓ FTIC Cohort Tracking – 6 Years
- ✓ ST#2603 – Ascender Persistence – New FTIC Cohort Tracking Report

## FACT BOOKS

- ✓ 2017 – 2019 Annual Licensure Exam Pass Rates
- ✓ STC FactBook Sites for SharePoint Upgrading and Migrating
- ✓ STC Internal FactBook SharePoint Online Site Develop
- ✓ Snapshot Web Pages - Archiving FactBook Sites

## MEETINGS / TRAININGS

- ✓ Strategic Plan Update – Updating Strategic Goals, Reframing Directions
- ✓ Strategic Plan at CWPD – Dialogue with OPOD and PR
- ✓ Strategic Planning Booklet – Discussing Final Changes with PR
- ✓ Core Writing Team – Review of Last Set of New Submissions
- ✓ SACSCOC Standard 6.5
- ✓ Reaffirmation Leadership Update – Executive Leadership with an Update of the Compliance Certification and QEP Process
- ✓ Planning and Development Council Meeting Notes
- ✓ Civitas – Working with IT to Solve Data Uploads
- ✓ SharePoint Governance Committee – Preparing to Migrate
- ✓ IRE, RAS and IEA Weekly Meeting w/ Dean of IRE & SP on Project Updates
- ✓ Pathways AACU Webinar
- ✓ QEP Logic Models – 2nd Draft of the Comprehensive Advising and First Year Experience QEP's
- ✓ Met with Plan Writers to Work on 2017-2019 IE Report
    - Office of Student Financial Services
    - Assoc. Dean of Enrollment Services and Associate Dean of Student Financial Services, Testing and Veteran Affairs
    - Student Affairs and Enrollment Management
    - Office of Strategic Initiatives
    - Chief Information Officer
    - Student Records and Registrar
    - Comprehensive Advising and Mentoring Services
    - College Connections and Admissions
- ✓ QEP First Year Experience Team – Met to Complete QEP Planning Portion of the Plan
- ✓ Administrative Effectiveness – Reviewed narrative of Sections 7.3
- ✓ Xitracs Webinar Presentation
- ✓ 2019 SACSCOC Institute of Quality Enhancement & Accreditation Conference in Dallas, TX
- ✓ MicroSoft Office 2019 – Training
- ✓ Society for College and University Planning (SCUP) Conference at Seattle, Washington – Planning Certification (3rd. Step Process)
- ✓ Project Management Boot Camp
- ✓ Excel Training from Lynda.com
- ✓ Early College Initiative – Discussing Metrics with Director of Dual2Degree
- ✓ IEA SharePoint Online Site Design Meeting

# DR. JESUS CAMPOS, DEAN
# LIBRARY AND LEARNING SUPPORT SERVICES

## DEAN OF LIBRARY AND LEARNING SUPPORT SERVICES

**Project Highlights**

| **Pecan Campus Library Renovation Plan** | **Progress:** 12% | **End Date:** December 2019 |
|---|---|---|
| Administration issued RFQ/RFP for architectural services to analyze options and develop a renovation plan. The RFQ was issued, a Pre-Proposal Conference was held to answer questions. Proposals were due May 24, 2019. Proposals were reviewed and a recommendation was made to the Facilities Committee, which approved making a recommendation to the Board. Board approved the recommendation. Consultation has begun with architectural firm, ERO. Met with LLSS leadership team to update them on status of Library renovation project. | | |
| **Library Interior Directional Signage – MV, NAH, & Starr Campuses** | **Progress:** 70% | **End Date:** December 2019 |
| Purchasing Office recommended an RFQ be prepared in consultation with Facilities Planning and Construction for the directional signage at Mid-Valley and NAH Campus libraries. Work on RFQ draft is proceeding. Presentation was made to Coordinated Operations Council. FPC, M&O, and Library Services staff met to finalize details of signage for RFQ to include Mid-Valley, NAH, and Starr Campus Libraries. RFQ has been issued. | | |

**Activity Highlights**

- Updated Library SACS-COC narrative.
- Presented at Board Education and Workforce Development Committee regarding Library Services activities.
- Addressed Summer Leadership Institute participants regarding Library Services and CLE Services support for STC students.
- Worked on search committee for Director of CLE position.
- Participated in Society for College and University Planning Conference.
- Worked on search committee for Director of CLE position.
- Met with Library and Learning Support Services administrators to finalize updates to Comprehensive Operational Plan.
- Assessed impact of water leakage on NAH CLE.

**Meeting Highlights**

- Convened Search Committee meeting for Director of Centers for Learning Excellence.
- Met with PSJA ISD administrators to go over plans for offering courses and learning support for dual credit and traditional students.
- Participated in IS, P, P, & SI Leadership Team meeting.
- Met with IT leadership and Library and Learning Support leadership to discuss pending and upcoming L&LSS projects involving IT issues.
- Met with L&LSS team to discuss research and analytical services support needs for upcoming academic year.
- Consulted with Library administration and EBSCO regarding book contract.
- Participated in product update meeting with representative from MarketLine database.

## ASSOCIATE DEAN OF LIBRARY SERVICES

**Activity Highlights**

- Presented to Summit for Counselors.

**Meetings Highlights**

- Met with Human Resources staff and colleagues.
- Met with Library and Learning Support Services Operations Coordination staff at Technology Campus.
- Attended District Wide Interior Signage meeting.
- Met with RAS for the Survey, Focus Groups, and Other Data Analysis Support.
- Met with individual staff members for their Performance Appraisals.
- Met with staff member regarding the Library Technician interviews at Starr County Campus Library.
- Attended the Programming Vision Discussion.

**Training Highlights**

- Staff members attended the Moderator Training from Research & Analytical Services.
- Attended the Amigos Library Services Collaborating with Faculty.
- Attended the Amigos Library Services Training – Generation Z: Libraries and the Post-Millennial Generation.

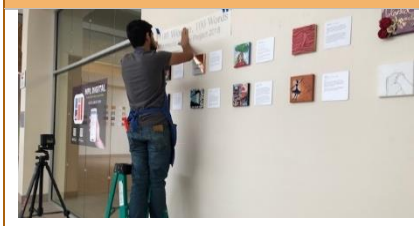
**Monthly Statistics**

- Visitors # 37,245
- Reference Questions # 17
- Art Gallery Events # 2
  - Attendance # 78
- Active Community Users # 221

**Events and Library Art Gallery Highlights**

**100 Women, 100 Words**

| **Women's History Project** | **McAllen Public Library** | **Exhibition:** June 3 – September 3, 2019 |
|---|---|---|



STC hosted a Women's History Project in 2018 celebrating the tremendous number of women who have made and continue to make a difference in our community through their generosity and dedication. This exhibition recently traveled to UTRGV Brownsville Library and this week was installed at McAllen Public Library.

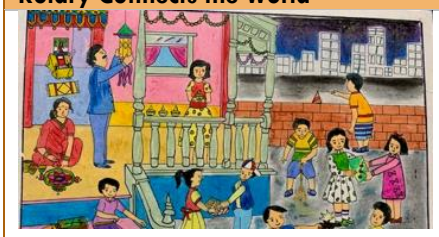
**Deceptively Delicious**

| **Alexis Ramos** | **Mid Valley Library** | **Exhibition:** June 4 – August 9, 2019 |
|---|---|---|

Alexis Ramos is a former STC Culinary Student who is currently working on her Master of Fine Arts degree at UTRGV. Ramos creates pastry clay and glass sculptures with traditional cake decorating techiniques to explore the relationship we develop with food as a coping mechanism.

**Rotary Art Olympiad Exhibit**

| **Rotary Connects the World** | **Pecan Rainbow Room** | **Exhibition:** June 10 – August 9, 2019 |
|---|---|---|



"Rotary International's theme for 2019-2020 is Rotary Connects the World and this exhibit provides an example of just how closely connected we all are. Students from Edinburg had their posters displayed in India in March 2019, and now we have student art from India reciprocated," said Dr. Elaine Hernandez, the Rotary District International Service Chair and Regional Director of the Texas Hunger Initiative."

| **Ceramic Showdown Exhibit** | | |
|---|---|---|
| **George McCauley & Melissa Mencini** | **Pecan Art Gallery** | **Exhibition:** June 12 – August 9, 2019 |

South Texas College Library Art Gallery and Art Department has hosted its 13th Annual Ceramics exhibition and conference, "Gesture, Surface, Expression." The exhibition included a full display of ceramic work by distinguished ceramicists George McCauley and Melissa Mencini and ceramic work from 13 universities and community colleges across the U.S. The exhibition opened with a three-day event that included clay demos and an artist lectures.

| **STC Permanent Art Collection:** | | |
|---|---|---|
| **New Works** | **Technology Library** | **Exhibition:** June 19 – August 9, 2019 |

**"Permanent Art Collection: New Works," displays the college's newest additions to its Permanent Art Collection. Over the years, STC has built its collection from the artists they have exhibited since 2006. The exhibition includes artwork by Tina Fuentes, Luis Corpus, Heaven Mendoza, and Mariela Gonzalez.**

**Project Highlights**

| **Serials Framework & Implementation** | **Progress:** | **End Date: August 2019** |
|---|---|---|
| Phase I - Analyze usage and format options<br>Phase II - Research and select titles and formats<br>Phase III - Develop journal management system<br>Phase IV - Improve access | Phase I – 100%<br>Phase II – 100%<br>Phase III – 100%<br>Phase IV – 40% | |
| Develop and implement a framework for serials selection, management, access, and reporting. Phase I involved analyzing usage and format options. Phase II involved a decrease in the number of print serials, the transition of titles from print to online, and the addition of several online leisure titles. The benefits reaped include expanded access to online users and a savings of over $50,000. Currently, the team is integrating Journal Locator and Enterprise and investigating multiple issues that have been identified. | | |
| **BLUEcloud Circ** | **Progress:** 94% | **End Date:** September 2019 |
| Configure and deploy a cloud-based SirsiDynix product that allows staff to perform user management and transaction tasks in Symphony through a web interface. This product is expected to provide new functionality that improves staff efficiency and reduces licensing costs. The server component issues have now been resolved and the team is working to configure the application in preparation for piloting with CLE and Open Labs staff. | | |
| **Symphony Server Migrations and Upgrades** | **Progress:**<br>Phase I – 100%<br>Phase II – 15% | **End Date:** August 2019 |
| Migrate test and production Symphony servers to Windows 2016 servers and upgrade Symphony Workflows. Phase I involves the test server and phase II involves the production server. The test server has been migrated and the database has been upgraded. The production server pre-migration meeting between IT and SirsiDynix has taken place and SirsiDynix is beginning preparations on the server. | | |
| **Inventory of Furniture at MVC, NAH, & STRC** | **Progress:** 98% | **End Date:** August 2019 |
| Inventory of Bond and Non-Bond new furniture and equipment. Nursing & Allied Health Campus Library received grommets from Cultural Surroundings. Pending for grommets installation by vendor. Pending end panel and installation at Starr County Campus Library. | | |

**Activity Highlights**

- The Team is processing and cataloging new books.
- The Team finished discarding items.
- Staff members are working on the Library Instruction Workshop Series assignments.
- The discarded items report has been completed and submitted to the President for approval.
- Staff members have de-installing the STC Permanent Collection Pecan Campus.

**Meeting Highlights**

- Participated in the New Student Orientation for the Dual Enrollment Medical Science Academy.
- Met with colleague and committee for creating Bachelor Program Workshop this fall.
- Met with Centers of Learning Excellence staff and Learning Commons and Open Labs staff at NAH.
- Reviewed applicants for ADN search committee reviewed applicants.
- Met with Library and Learning Support Services Operations Coordination staff at Technology Campus.
- Staff member attended Mid Valley Campus Operations Coordination meeting.
- Staff member participate in the ADN Faculty interviews.
- Met with colleague from OPOD and faculty member to discuss pilot partnership with delivering a series of lessons based on the ACRL Framework.
- Met with Dean, Associate Dean of Library Services, and Outreach & Instruction team for a Programming Vision planning discussion.
- Met with Associate Dean of Library Services to review Library Instruction assessment.
- Met with Dean, Associate Dean of Library Services, and colleagues from the CLE.
- Met with Librarian Ill's to review materials for upcoming interviews.
- Met with colleague regarding upcoming Liaison meeting.
- Staff members attended the Marketing Committee meeting.
- Performance Appraisal meeting.
- Attended Texas Workforce Commission Grant award presentation at NAH.
- Attended Business Public Safety & Technology Program Chair Meeting.

**Training Highlights**

- Attended workshop: "What's new with Office 2019."
- One Automation Team staff attended the Project Management Professional (PMP) Certification Exam Prep Boot Camp.
- Attended second Library Instruction workshop: "Experiencing Active Learning with the ACRL Framework."
- Staff members attended the Moderator Training from Research & Analytical Services.
- Staff members attended the Supervisor Symposium Training.
- Interlibrary Loan (ILL) Specialist has trained the Automation Team on ILL procedures.
- Staff members attended the Amigos Training - Collaborating with Faculty.
- Staff member attended a LibCal: Boost Outreach & Improve Patron Engagement from Springshare.
- Staff member attended Texas Library Association Tall Texans Conference.
- Staff members attended third Library Instruction Workshop # 118190: "Delivering Active Learning with the ACRL Framework."
- Staff members attended the Amigos Library Services Training – Generation Z: Libraries and the Post-Millennial Generation.
- Attend Lexi Comp Database Training.
- Staff attend Microsoft Office Suite Workshop at Pecan.

## DIRECTOR OF INFORMATION COMMONS AND OPEN LABS

**July 2019 Attendance Statistics:**

- Preparations are underway to convert Pecan V 2.107 into a new Information Commons location.

***District Total of Unduplicated Students Served: 5,869***

***District Grand Totals***

| | Number of Students | Number of Logins | Gate Counts (Where Available) |
|---|---|---|---|
| **District Totals:** | **9,422** | **27,319** | **31,120** |

***Open Labs***

| | | | |
|---|---|---|---|
| Mid-Valley E 1.102 Ext. Hours | 68 | 270 | |
| Mid-Valley G-144 Lab | 296 | 815 | |
| Mid-Valley G-270 Open Lab | 266 | 902 | |
| Mid-Valley K 2.801 Open Lab | 114 | 405 | 1,078 |
| Technology B-141 Open Lab | 78 | 404 | |
| Technology B-160 Internet Café | 100 | 274 | |
| **District Total:** | **1,816** | **5,606** | **2,432** |

***Libraries***

| Campus | Number of Students | Number of Logins |
|---|---|---|
| Pecan F-122 Learning Commons | 1,442 | 3,495 |
| Pecan F-117 Community User Corner | 69 | 233 |
| Pecan F-222 | 111 | 279 |
| NAH B Library Open Lab | 321 | 984 |
| NAH B Library Cyber Café | 236 | 555 |
| Mid-Valley Quiet Study E 1.200 | 141 | 306 |
| Starr K 1.300 Library | 402 | 1,590 |
| Starr Library Extended Hours K 1.102 | 196 | 478 |
| Technology A-136 Library | 33 | 187 |
| **District Total:** | **2,951** | **8,107** |

***CLE Open Labs***

| Campus | Number of Students | Number of Logins |
|---|---|---|
| Pecan C-129 CLE Open Labs | 703 | 2,843 |
| Mid-Valley A101A Open Labs | 102 | 335 |
| NAH CLE Open Lab | 543 | 1,521 |
| NAH CLE Lab Lobby | 457 | 943 |
| Starr CLE Open Labs B 201 | 44 | 311 |
| Starr CLE Open Labs B 208 | 65 | 387 |
| Tech CLE Open Labs | 45 | 155 |
| **District Total:** | **1,959** | **6,495** |

***Group Stations***

| Campus | Number of Groups | Number of Logins |
|---|---|---|
| Pecan Library Group Stations | 56 | 77 |
| Pecan F-130 Group Stations | 18 | 30 |
| NAH CLE Lab Group Stations | 71 | 152 |
| **District Total:** | **145** | **259** |

***Study Rooms***

| Campus | Number of Groups | Number of Logins |
|---|---|---|
| NAH B-Library Study Rooms | 48 | 123 |
| Mid-Valley E-Library Study Rooms | 77 | 173 |
| Starr K-Library Study Rooms | 39 | 64 |
| **District Total:** | **164** | **360** |

***Veteran's Rooms***

| Campus | Number of Groups | Number of Logins |
|---|---|---|
| Pecan C-123 Veteran's Room | 22 | 80 |
| Mid-Valley E 1.222 Veteran's Room | 3 | 4 |
| Starr K 1.322 Veteran's Room | 3 | 17 |
| **District Total:** | **28** | **101** |

***Information Commons***

| Campus | Number of Students | Number of Logins | Gate Counts |
|---|---|---|---|
| Pecan T1.706 Info. Commons | 290 | 687 | 2,182 |
| Pecan P2.102 Info. Commons | 95 | 180 | 1,306 |
| Pecan V1.111 Info. Commons | 275 | 744 | 5,233 |
| Pecan Y1.107 Info. Commons | 243 | 516 | 2,494 |
| Mid-Valley K1.801 Info. Commons | 37 | 77 | 1,138 |
| Starr L2.102 Info. Commons. | 62 | 175 | 548 |
| Technology E 1.503 Info. Commons | 42 | 96 | 658 |
| La Joya Teaching Center | 1 | 2 | |
| **District Total:** | **1,045** | **2,477** | **13,559** |

**All regularly scheduled departmental meetings were attended by the Director as well as the following:**

- 7/1/2019 – The Director met with the leadership team as well as with the Interim Executive Vice President for Educational Programming and Student Achievement, Vice-President for Information Services, Planning, Performance and Strategic Initiatives.
- 7/2/2019 – The Director met with an Open Labs Logistics Manager.
- 7/3/2019 – The Director met with the Open Labs Logistic Managers.
- 7/10/2019 – The Director met with the Open Labs Logistics Managers.
- 7/10/2019 – The Director met with the Administrative Assistant research committee.
- 7/11/2019 – The Director had a meeting with the Dean of Library and Learning Support Services.
- 7/11/2019 – The Director met with the leadership crew.
- 7/12/2019 – The Director attended the District Wide Library Interior Signage Meeting.
- 7/15/2019 – The Director held a managers coordination meeting.
- 7/17/2019 – The Director met with the Logistic managers.
- 7/19/2019- The Director attended IT and Library & Learning Support Service meeting.
- 7/19/2019- The Director attended L&LSS Administrators meeting.
- 7/19/2019- The Director attended President's Administrative staff meeting.
- 7/22/2019- The Director held a search committee meeting for open lab technician position.
- 7/23/2019- The Director held a search committee meeting for open lab technician position.
- 7/24/2019- The Director met with the Logistic managers.
- 7/25/2019 – The Director held interviews for Open Lab Technician position.
- 7/26/2019 – The Director met for the bi-weekly meeting with the Dean of Library and Learning Support Services.
- 7/29/2019 – The Director met with a Computer Services Analyst II.
- 7/30/2019 – The Director met with a Computer Services Analyst II.
- 7/31/2019 – The Director met with the logistics managers.

## DIRECTOR OF CENTERS FOR LEARNING EXCELLENCE

## CLE DATA:

| Monthly Statistics | July 2019 |
|---|---|
| ▪ Visitors: 23,010<br>▪ Tutoring Sessions: 1878<br>▪ Workshops: 28<br>▪ Workshops Attendance: 293<br>▪ JagTrax Totals: 3685 | |

**Event Highlights**

| Patriotic Bingo Pecan Campus | Event Dates: July 3, 2019 |
|---|---|

The Center for Learning Excellence Pecan campus hosted a Patriotic Themed bingo at the Writing Center to celebrate the birth of our nation.

| Health Care Student Success Series NAH | Event Dates: July /Aug 2019 |
|---|---|

The Center for Learning Excellence Nursing and Allied Health Campus presented a month long series of Health Care Student Success workshops, including but not limited to, Dosage Calculations, Critical Thinking, Note-Taking, Time Management and Presentation Skills.

**Project Highlights**

| One Stop Shop | Progress: 45% | End Date: October 2020 |
|---|---|---|
| The CLE is collaborating with advising, student outreach, and the testing department by offering TSI workshops and one to one tutoring and hosting testing and advising in the C building. The CLE will host the next one stop shop on August 12-20. | | |
| **TSI Boot Camps** | **Progress: 97%** | **End Date: August 2019** |
| The CLE has created a partnership with the Developmental Math department and is providing support for the TSI Camps this summer. | | |
| **TSI Workshop Videos** | **Progress: 78%** | **End Date: December 2020** |
| Currently the CLE staff is working on the highest requested workshop, "Statistics and Probability". Staff has been trained on Play posit to incorporate into TSI video workshops. | | |
| **NAH Writing Center** | **Progress: 90%** | **End Date: August 2019** |
| The CLE staff will train to present workshops specializing in HESI, APA, brainstorming strategies, etc. Workshops are currently being built with active components. | | |
| **Floor Plan Redesign: Mid Valley Campus** | **Progress: 30%** | **End Date: December 2019** |
| Capital Improvement Proposal Form Submitted to redesign the MVC room. | | |
| **Virtual tutoring** | **Progress: 37%** | **End Date: May 2020** |
| The CLE will pilot a two-semester Virtual Tutoring program for four Math 1414 courses. Virtual Tutoring scheduled to begin fall 2019 and spring 2020. The CLE will meet with IT to continue the discussion on what would be the best platform for this service. | | |
| **Marketing and Promotions Taskforce** | **Progress: 75%** | **End Date: December 2019** |
| The CLE will create a strategic marketing and promotions team and plan to promote CLE services district wide. | | |
| **Floor Plan Redesign: Pecan Campus** | **Progress: 85%** | **End Date: December 2019** |
| Transition into the new office space has commenced. | | |

**Meeting Highlights**

- Met to revise the Perkins application FY 2020.
- Met with Academic coaches to prepare for presentation at RECPSE.
- CLE managers met to prepare for Summer Leadership Institute presentation.
- Marketing team met to discuss checklist for the Fall Semester.
- The virtual tutoring team met to discuss the group tutoring process.
- NAH coordinator met with ADN program to collaborate with Level 1 boot camp.
- Met with OTA program chair to discuss collaboration with boot camp.
- TSI One Stop Shop meeting took place.
- Met to create the Perkins draft.
- Met with Math Department to support TSI math camps.
- Library, Open Labs and CLE meeting was conducted at NAH.
- A Share Drive Meeting was conducted.
- Library and Learning Support Operations meeting was held.
- Met with ADN on embedded tutoring.
- Met with Heal 2 project manager to discuss Healthcare Student Success Workshop.
- Met with Humanities tutors to organize the writing center shell.
- Met to develop NAH writing center shell.
- Met with College Success program to discuss LSI appointment-based tutoring.
- Technology Coordinator met with Library and Open Labs to develop focus groups.
- Academic coach team met to discuss development of student resources.
- MVC specialist attended Tidbits meeting.
- Learning Support Manager met with Supervisory Staff from MVC.
- Budget meeting took place to discuss allocations.
- Information Services, Planning, Performance & Strategic Initiatives meeting took place to discuss operational plans.
- The UpSwing Innovations Summit webinar was attended.
- LLSS focus group meeting took place.
- Pharmacy Technology chair met with NAH coordinator.
- Met with Writing Team to discuss organizational shell at NAH.
- Meeting to discuss the implementation of AVID for Tutor Training Pecan took place.
- Writing Center meeting took place at the Pecan CLE.
- Mid-Valley departmental meeting was held.
- Hiring Committee Meeting was conducted.
- Updates on Library renovation meeting took place.
- Pilot History meeting was held.
- Met with Student Activities Coordinator to discuss fall events.

**Training Highlights**

- Supervisory training was conducted.
- Mid-Valley staff were trained on math TSI workshops.
- Blackboard Collaborate training took place.
- CRLA training was conducted for SQ3R.
- CRLA Active Listening Paraphrasing was conducted.
- Starr Coordinator completed online teaching certification.
- Academic Coach training on Presentation Skills was held.
- Starr Coordinator completed Blackboard Certification.
- CRLA training for presentation skills was held.
- CRLA Group/Collaborative Learning Techniques Training occurred.
- CRLA Active Listening and Paraphrasing Training occurred.
- CRLA Communication Skills Training was held.
- CRLA Role Modeling Training was held.
- Lexicomp Database Training was conducted.

**Activity Highlights**

- Participated in the Summer Leadership Institute.
- Summer TSI Kickoff began.
- Roaming Tutoring at Open Labs began in July.
- Participated on search committee Interview for Assistant Lecture.
- Summer Healthcare Student Success workshops began July 15th at the NAH CLE.
- Tabling was held at the Mid-Valley campus.
- CLE Campus Wide Video Outtakes.
- TSI Workshops at MVC were held.

# SERKAN CELTEK, DIRECTOR
# RESEARCH & ANALYTICAL SERVICES

## INSTITUTIONAL PROJECTS

- Campus Enrollment Report
- National Student Loan Data System Corrections
- THECB Licensure Report
- THECB 60x30 review of targets and strategies

## SURVEYS

- CDC parent evals for Summer (SmartEvals)
- HEDS reporting
- Further ADN simulation survey reporting
- SLI Pre and Post Spring 2019
- Graduation event eval
- HEDS for BAT program

## QUALITATIVE STUDIES

- MVC-CDC
- Starfish
- Tech Library

## DATA REQUESTS

- AEDT Certificate
- Avg. Credits for HS Seniors, AY 2017 - 2018 (for Star Award)
- CCRC First-Generation Proposal - 201810 FTIC
- Class schedule for law enforcement academy and fire science program in FY 2019
- Contact Information for June Graduates
- Dual Indicators Fall 2018
- ECHS AY2017-2018 Graduate List
- Enrollment Count and Number of Sections for "S" Dual sections for Summer I, III and II 2018 and 2019.
- Entry GPA and NCLEX Outcome correlation
- Fall 2017 Matriculation and Persistence Rates for Prior Dual Spring Graduates
- Fall 2017 - Spring 2019 English, Math and History Dual Courses Grade Distribution Fall Leads, Update
- GOT data for final report
- GOT 2012 cohort 3-Year graduation rate
- Grades data (aggregate)
- Metrics for Early College High School Students, Fall 2014 - Fall 2017
- Online Student Profile
- Pell Eligible with EFC Score STEM FTIC First Generation
- STEM enrollment and awards data
- TSI Scores for MATH0100 and MATH0442
- Unduplicated count Fall 2018 and Spring 2019 non MSHS Dual Students and credit hours earned

## MEETINGS

- Dual Credit Fast Track - Early College High Schools
- IRESP Updates
- ISPP&SI Leadership Team
- PAS
- QEP - Comprehensive Advising (Logic Model) meeting
- QEP survey
- QEP logic models
- QEP - First Year Experience (Logic Model)
- Review of HSI AL 360 STC Evaluation Plan
- Starfish Committee
- Strategic Planning Book review
- SCUP 2019 Conference
- SLI survey data
- SLI 2019 OIRE&SP presentation
- Wendell's proposal review

## OTHER RESEARCH/SUPPORT

- CTN agreement review
- HEDS back-end tasks Operational plan updates 2019-2020
- HEDS back-end tasks
- IPEDS Comparison Group Review
- SLI survey data slides
- SLI 2019 presentation
- SPSS Statistics Essential Training
- Standard 8.1 writing
- Submitting non-inventory transfer form
- Teleform transition
- 60x30 THECB 60x30 STC Completion targets review

## MISCELLANEOUS

- CITI: Human Subjects Research Course
- Learning OneDrive
- Learning PowerPoint Desktop Office 365
- Lynda Training
- Operational plan updates 2019-2020
- Submitting non-inventory transfer form
- SPSS Statistics Essential Training
- Teleform transition
- Travel TAIR 2019 Summer Workshop at Round Rock
- Update duplicated numbers for ticket 2553 -Independent Dual Summer 18 and 19 I/III, II enrollment and section count

## ISAAC GARZA, PROJECT MANAGER
## OFFICE OF STRATEGIC INITIATIVES

***Current Project(s)***

| **Project Name** | **Description** | **Owner** | **Project Notes** |
|---|---|---|---|
| Regional Center for Public Safety Excellence | Scope: Redesign of RCPSE Website | Director of Regional Center for Public Safety Excellence | Project team has been formed and requirements gathering process has begun. Will be meeting every Thursday during the month of August. |
| On Line Faculty Certification Process | Business Process Mapping of the On Line Faculty Certification System | Distance Learning: Ana R. Pena | Kick Off meeting with stakeholders is scheduled for 08/14/2019 |