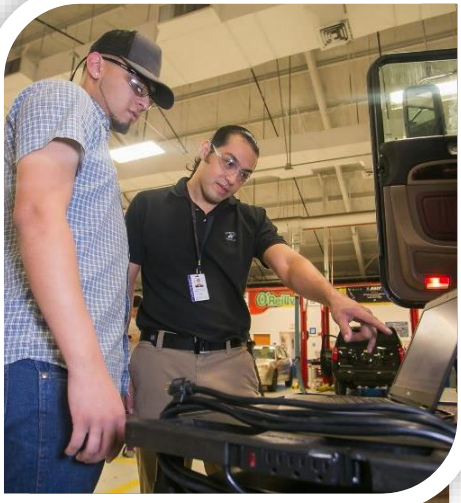


SOUTH TEXAS COLLEGE

# ACTIVITY REPORTS

*DECEMBER 2019*

Board Meeting
January 28, 2020

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: | JANUARY 28, 2020 |
| SUBJECT: | ACTIVITY REPORT FOR DECEMBER 1, 2019 THROUGH DECEMBER 31, 2019 |

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

### PARTICIPATED

- South Texas College Board Committee and Regular Board meetings
- South Texas College President's Cabinet meetings
- South Texas College Strategic Planning Committee meeting
- Conducted weekly Dean's meetings and a Division Leader's meeting to maintain communication within the Division.
- SACS Standards review meetings and workgroup sessions.
- Meeting with Coordinator of Title IX and Deputy Coordinators regarding pending student cases and student cases investigation process
- SACSCOC Non-Credit to Credit Questionnaire Review
- Talent Hub Grant Plan Reporting and Updates

### ATTENDED

- Leadership Team meetings with Dr. David Plummer and Dr. Anahid Petrosian
- RGV Focus Meeting on College Readiness Standards Best Practices – Learning/Sharing Session with Dallas County Promise
- Dr. Margaretha Bischoff Retirement Reception
- South Texas College/University of Texas Rio Grande Valley Leadership meeting
- Administrative Holiday Luncheon
- SACS Annual meeting in Houston, TX
- Meeting with Mr. Jeff Johnson, McAllen City Manager and Dr. David Plummer Executive Vice-President for Educational Programming and Student Achievement
- Student Ambassador Tour Guide Retreat

- STC/UTRGV Leadership Meeting Admissions and Connections Team Conference Call
- Student meetings with individual students needing assistance from Division services
- Conference Call with Jim Lanich, CEO, Educational Results Partnership on Multiple Measures Placement grant progress and update on Coordinating Board communication
- 2019 Fall Graduation Commencement Ceremonies at Payne Arena
- Supervised SAEM Division Extended Holiday Hours

## ENROLLMENT SERVICES AND REGISTRAR

- Opened the Enrollment Centers at Pecan, Mid-Valley and Starr County Campuses during Winter Break on December 16 – 18, 2019, 9:00 am – 4:00 pm, to assist students with admissions, registration and transcripts.
- **25,778** students have registered online for Spring 2020 semester to date, after the required documents were processed and they were cleared to register by OAR.
- Director of Student Records & Registrar ("Director/Registrar") attended regular meetings, such as President's Administrative Staff, SAEM Division Leaders, Directors Meeting and Board of Trustees.
- 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, commencement exercises, Degree Works update, enrollment appeals, grade appeals, RCPSE Web Page, SACS-COC standards, SACS-COC core writing team and search committees.
- Director/Registrar and specialists for international students and residency attended the Forum for International Education held in San Antonio, Texas on December 2, 2019.
- Planned, facilitated and worked at December 2019 Commencement Exercises held at Payne Arena, Hidalgo, Texas on December 14, 2019. A total of **1,494** potential graduates participated in one of the three ceremonies.
- Compliance Coordinator worked on CBM Reports required by the Texas Higher Education Coordinating Board (THECB), along with reporting specialist, who assists with related reports.
- Document Management Specialist downloaded, reviewed and verified **2,710** *Admission Applications* submitted online at ApplyTexas (dual credit high school students, entering freshmen, returning and transfer students) during December 2019.
- Specialists for international students and residency 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 **57** international students enrolled for Spring 2020 semester to date.
- Processed **827** course substitutions and exceptions in Degree Works during December 2019.
- Processed *Requests for Reinstatement* for **03** students during December 2019.
- Processed *Change of Grade Forms* for **38** students during December 2019.
- Processed **2,409** high school and **265** college/university transcripts during December 2019.
- Evaluated **294** transcripts from other colleges and universities during December 2019.
- Received requests via mail, Jagnet and National Student Clearinghouse, processed and distributed **3,208** STC transcripts during December 2019.
- Scanned and indexed **2,979** documents submitted by students during December 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.

## STUDENT FINANCIAL SERVICES AND VETERANS AFFAIRS

- SFS Director & Coordinators met weekly for updates on Federal regulations and deadlines
- SFS Director and staff (Yesenia Garcia, Blanca Camara, Elizabeth Salinas, Enrique Ortiz and Gustavo Garcia) attended the 2019 FSA Conference held in Reno, Nevada December 3rd through 6th
- SFS Staff Angie Moreno, Carolina Miranda, Elizabeth Salinas, Indira Salinas, Irene Rodriguez, Javier Guajardo and Yesenia Garcia assisted with the Fall 2019 graduation ceremonies.
- SFS worked December 16th through 18th from 9:00 a.m. to 4:00 p.m. for the extended hours.
- Student Financial Services FA Outreach Specialist and staff assisted with 10 events in the month of December

## ASSESSMENT CENTER

### WALK-INS AND TESTING REPORT

| Student Assessment Center<br>Monthly Activity Report<br>December 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, 2019** |
| **Pecan Campus** | **211** | | | **ACT** | |
| **Mid-Valley** | **90** | **276** | **193 (70%show)** | **TSI EXAM** | **534** |
| **Starr Campus** | **36** | **109** | **87 (80% show)** | **TSI EXAM** | **215** |
| **Pecan Plaza** | | **43** | **42 (98%show)** | **GED/ PEARSON** | **340** |
| **Pecan Plaza** | | **628** | **460 (73% show)** | **TSI EXAM** | **1,274** |
| **Pecan Plaza** | | **98** | **89 (91% show)** | **HESI** | **405** |
| **Pecan Plaza** | | **19** | **17 (89%show)** | **HiSET** | **49** |
| **TOTAL:** | **337** | **1,173** | **888 (76% show)** | | **2,817– All Campuses YTD** |

| TSI Scores: by placement score December 2019 | | | |
|---|---|---|---|
| **READING** | | **READING** | |
| **Monthly (12/01/19-12/18/19)** | | **Year To Date (09/01/19 – 12/18/19)** | |
| **College ready** (351+) | 58 | **College Ready** (351+) | 244 |
| Holistic Placement (349-350) | 11 | Holistic Placement (349-350) | 60 |
| Developmental Ed (342-348) | 47 | Developmental Ed (342-348) | 289 |
| ABE Level 6 (Developmental Ed) | 10 | ABE Level 6 (Developmental Ed) | 49 |
| ABE Level 5 (Developmental Ed) | 33 | ABE Level 5 (Developmental Ed) | 195 |
| ABE Level 4 | 8 | ABE Level 4 | 89 |
| ABE Level 3 | 3 | ABE Level 3 | 29 |
| ABE Level 2 | 1 | ABE Level 2 | 39 |
| ABE Level 1 | 2 | ABE Level 1 | 13 |
| **Total** | **173** | **Total** | **1007** |
| | | | |
| **MATH** | | **MATH** | |
| **Monthly (12/01/19-12/18/19)** | | **Year To Date (09/01/19 – 12/18/19)** | |
| **College Ready** (350+) | 56 | **College Ready** (350+) | 91 |
| Holistic Placement (348-349) | 48 | Holistic Placement (348-349) | 62 |
| Developmental Ed (336-347) | 260 | Developmental Ed (336-347) | 360 |
| ABE Level 6 (Developmental Ed) | 0 | ABE Level 6 (Developmental Ed) | 0 |
| ABE Level 5 (Developmental Ed) | 93 | ABE Level 5 (Developmental Ed) | 177 |
| ABE Level 4 | 109 | ABE Level 4 | 160 |
| ABE Level 3 | 56 | ABE Level 3 | 68 |
| ABE Level 2 | 28 | ABE Level 2 | 39 |
| ABE Level 1 | 7 | ABE Level 1 | 8 |
| **Total** | **657** | **Total** | **965** |
| | | | |
| **Writing** | | **Writing** | |
| **Monthly (12/01/19-12/18/19)** | | **Year To Date (09/01/19 – 12/18/19)** | |
| **College Ready** (340 & 4+ Essay or 5+) | 61 | **College Ready** (340 & 4+ Essay or 5+) | 444 |
| Developmental Ed (310-390 & 0-4 Essay) | 26 | Developmental Ed (350-362 & 0-4 Essay) | 106 |
| ABE Level 6 (Developmental Ed) | 0 | ABE Level 6 (Developmental Ed) | 3 |
| ABE Level 5 (Developmental Ed) | 1 | ABE Level 5 (Developmental Ed) | 9 |
| ABE Level 4 | 3 | ABE Level 4 | 15 |
| ABE Level 3 | 2 | ABE Level 3 | 20 |
| ABE Level 2 | 0 | ABE Level 2 | 9 |
| ABE Level 1 | 0 | ABE Level 1 | 10 |
| **Total** | **93** | **Total** | **616** |
| **Data retrieved from College Board Accuplacer** | | | |

# DUAL2DEGREE

## IMPORTANT HIGHLIGHTS

- RgVision Magazine published an article covering South Texas College's Dual Credit Fast Track Initiative. The story is meant to inform the community of the positive impact the initiative is having on the academic success of high school students enrolled in Dual Credit Programs, particularly for first-generation college students.
- Department staff held **20** events and served **884** students and parents during the month of December.
- Dual Credit enrollment stands at **12,229**, which is a **-1,256** decrease from this point last year. Dual2Degree Specialists will continue to support registration activities for dual credit students through the first class day and enrollment will continue to increase.
- A total of **28** Dual Credit Fast Tracks have been held at STC campuses for first-time dual credit students at early college high schools for the Spring semester and over **1,300** students have currently participated. Another 8 events have been scheduled through the week of January 13th.
- Registration holds have been placed for dual credit students not meeting the College's Academic Progress Standards. Dual2Degree staff is working with high school administrators and staff to assist students in completing the procedures to remove holds and provide intrusive advisement.

## ENROLLMENT SERVICES

| Event | High School Served | Date | Location | Total Served |
|---|---|---|---|---|
| **Fast Track** | Thelma Salinas ECHS | 12/2 | STC | 122 |
| **Fast Track** | La Joya ECHS | 12/3 | STC | 55 |
| **Fast Track** | Hidalgo ECHS | 12/4 | STC | 75 |
| **Fast Track** | Mercedes ECHS | 12/4 | STC | 63 |
| **Registration Drive** | Palmview HS | 12/5 | ISD | 74 |
| **Registration Drive** | Science Academy | 12/5 | ISD | 29 |
| **Registration Drive** | Roma HS | 12/6 | ISD | 14 |
| **Registration Drive** | Science Academy | 12/6 | ISD | 29 |
| **Registration Drive** | Mercedes Early College Academy | 12/9 | ISD | 112 |
| **Spring Application Drive** | Edcouch Elsa HS | 12/9 | ISD | 36 |
| **Fast Track** | Vanguard Beethoven | 12/10 | STC | 30 |
| **Fast Track** | Valley View ECC | 12/10 | STC | 35 |
| **Registration Drive** | Edcouch-Elsa ECHS | 12/11 | ISD | 8 |
| **Registration Drive** | Mercedes HS | 12/11 | ISD | 28 |
| **Fast Track** | Progreso ECHS | 12/12 | STC | 24 |
| **Fast Track** | Vanguard Mozart | 12/12 | STC | 31 |
| **Fast Track** | PSJA Memorial | 12/12 | STC | 65 |
| **Registration Drive** | Edcouch Elsa HS | 12/16 | ISD | 6 |
| | | | **Total** | **836** |

## STUDENT AND PARENT ENGAGEMENT

| Event | High School Served | D ate | Location | Total Served |
|---|---|---|---|---|
| **Dual Credit Information Session** | Health Professions | 12/3 | ISD | 42 |
| **Dual Credit Information Session** | McAllen Memorial HS | 12/5 | ISD | 6 |
| | | | **Total** | **48** |


## STUDENT AND PARENT ENGAGEMENT

| Event | High School Served | D ate | Location | Total Served |
|---|---|---|---|---|
| **Dual Credit Information Session** | Health Professions | 12/3 | ISD | 42 |
| **Dual Credit Information Session** | McAllen Memorial HS | 12/5 | ISD | 6 |
| | | | **Total** | **48** |

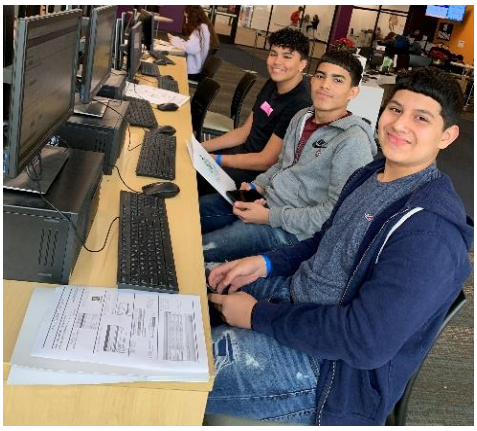

## MEETINGS WITH SCHOOL DISTRICTS (EXTERNAL)

- Spring 2020 Planning Meeting with Edcouch Elsa HS
- ECHS Fast Track and Spring Enrollment Meeting with PSJA Sotomayor ECHS

## MEETINGS WITH STC DEPARTMENTS (INTERNAL)

- Dual2Degree Supervisor Meeting
- Dual2Degree Weekly Meeting

## SNAPSHOTS



# COLLEGE CONNECTIONS

## DEPARTMENT MEETINGS AND EVENTS

- South Texas College Graduation
- City of McAllen Holiday Parade
- Student Ambassador Meeting
- 7th Annual Junior Jaguar Leadership Conference
- RGV Focus Talent Hub Meeting
- South Texas Area Recruiter Network Executive Board Meeting

## RECRUITMENT

- McAllen Christmas at the Park – Table Set up
- Meeting with Prospective Students – 1 student appointments
- PSJA Southwest Early College High School – College Presentation
- McAllen Border Patrol Station – College Presentation
- Donna High School Meeting with Counselor
- Women's Hospital Client Family Winter Celebration – Information Fair

## FINANCIAL AID

- Economedes High School – FASFA Night

## COMMUNITY EVENTS

- Mexican Consulate Ventanilla Educativa
- LUPE | La Unión Del Pueblo Entero

## APPLY TEXAS

- Progreso High School
- Premier High School of San Juan
- Valley View High School
- Mission Veterans High School

## CAMPUS TOURS

- Pecan Campus
  - Dual2Degre Fast Track – 136 visitors
  - DeLeon Middle School – 94 visitors
- Technology Campus
  - Sharyland High School – 36 visitors

| Campus | # Visitors |
|---|---|
| Pecan | 230 visitors |
| Mid-Valley | No Tours |
| Starr | No Tours |
| NAH | No Tours |
| Tech | 36 visitors |

## CALL CENTER

| Phone Calls | |
|---|---|
| Inbound Calls | 5597 calls |
| **JagChat** | |
| Chats | 116 chats |
| **Mongoose Texts** | |
| Spring 2020 - Returning Applied Not Registered | 1009 texts sent w/ 302 replies |
| 202020 - No FAFSA Application | 1647 texts sent w/ 238 replies |
| 202020 - FAFSA Suspension | 360 texts sent w/ 12 replies |
| 202020 - FAFSA Verification | 238 texts sent w/ 6 replies |
| 202020 - FAFSA High EFC | 414 texts sent w/ 9 replies |

## EVENT PHOTOS

**City Of McAllen Holiday Parade**

Student Ambassadors represent South Texas College at McAllen Christmas Parade. Outreach efforts included table set up in the park.

Student Ambassadors represent South Texas College at McAllen Christmas Parade. Outreach efforts included table set up in the park.

Student Ambassadors represent South Texas College at McAllen Christmas Parade. Outreach efforts included table set up in the park.

# DEAN OF STUDENT AFFAIRS, PAUL HERNANDEZ

## CAREER AND EMPLOYER SERVICES

### CURRENT/UPCOMING ACTIVITIES & EVENTS

| Weekly- Career & Employer Services Activity | |
|---|---|
| **Total Number** | |
| **114+** | Student walk-ins and visits |
| **185+** | CTE Student Contacts |
| **32** | Student & Alumni Registered on CCN |
| **18** | Student & Alumni Resumes Revised/Uploaded on CCN |
| **3** | New Employer Registered on CCN |
| **30** | Jobs posted to CCN |
| **6** | Workshops Presented |
| **2** | On Campus Recruitment |
| **1133** | Career Coach Total Visits |

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

## CURRENT/UPCOMING ACTIVITIES & EVENTS

**Workshop & Presentations / Activities**

- **Job Development**
  - GRA Engineering, 1 job post
  - Frost Bank, 1 job post
  - PMG, 2 job post
  - RE/MAX Agency, 1 job posting
  - CentillonZ, 2 job posting
  - Quinta Mazatlan, 1 job posting
  - Entravision Communications, 2 job postings
  - Frost Bank, 1 job posting
  - The Borgen Project, 8 job posts
  - TagleRock Technologies, LLC, 1 job posting
  - Bridgestone Operations LLC, 1 job posting
- **Presentations/Workshops**
  - CSHC MVC, Career Portfolio Presentation, # CTE = 9
  - CSHC NAH, 2 classes, Career Portfolio Presentations, # CTE = 24
  - NAH Open Workshop, Interview for Success Presentation, # CTE = 1
  - Finals Hot Cocoa & Cram NAH information table, # students, faculty, staff = 75+
  - CES Hot Cocoa & Cram info table - 12/3/19
  - CES Hot Cocoa & Cram info table - 12/4/19
  - CES Hot Cocoa & Cram info table - 12/5/19
  - 1 Hour Resume Open Workshop- Tech Campus (4 CTE attendees)
- **Employer Outreach**
  - U.S. Border Patrol
  - R Communications Group
  - Telemundo
  - Univision
  - City of Houston Police Department
  - Simon Properties
  - Ford Motor Company
  - Unalakeet
  - City of Big Spring
- **Employer Registrations**
  - Presidente Home Care, Inc.
  - Quinta Mazatlan
  - Synergy Elite, Inc.

**Coordination of Upcoming Events**

- Spring NAH Open Workshop schedule
- Respiratory Therapy Spring 2020 presentation schedule
- Scheduling upcoming Spring Open workshops calendar
- Construction Supervision in class presentations
- Spring NAH Open Workshop schedule
- Respiratory Therapy Spring 2020 presentation schedule
- Scheduling upcoming Spring Open workshops calendar
- CES welcome week informational tables
- Construction Supervision in class presentations

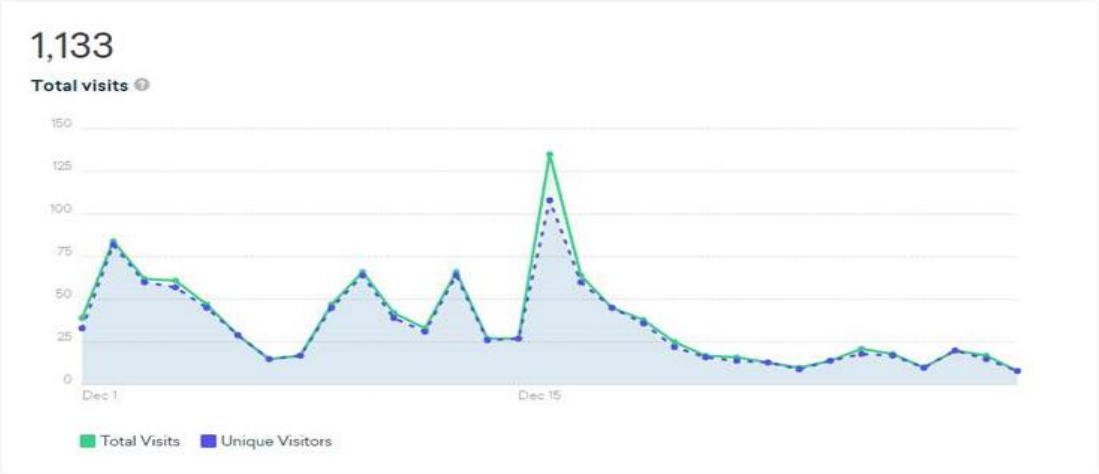
**Meetings & Miscellaneous information**

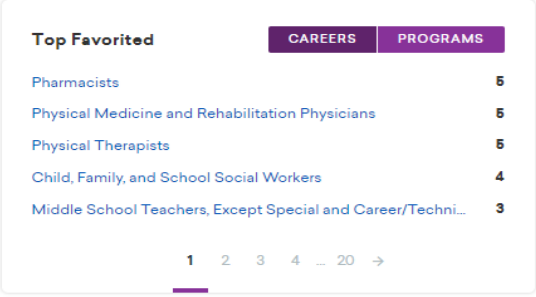
- Met with Respiratory Therapy program chair to map out Spring 2020 in class presentations.
- Updated Carl Perkins records.
- Submitted November NAH Carl Perkins report.
- 2 student/alumni appointments - NAH campus.
- 2 students walk in – Tech campus
- Hosted Hot Cocoa & Cram CES informational tables for students, faculty and staff at the Pecan, NAH and TECH campus.
- Reviewed 7 + 8 student/alumni resumes via CCN.
- 6 student/alumni appointments - NAH campus.
- 34 CCN Resume revisions
- 6 students walk in – Tech campus
- Meeting closing the Fall Semester and Calendaring upcoming Spring 2020 CES events

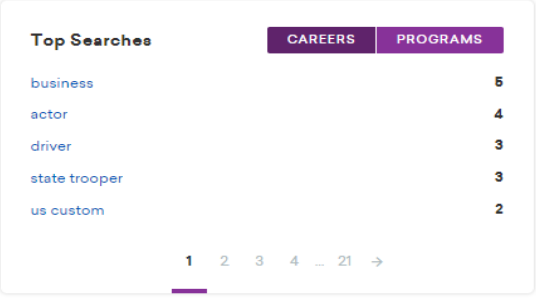
**Photos**

CES Hot Cocoa & Cram info table

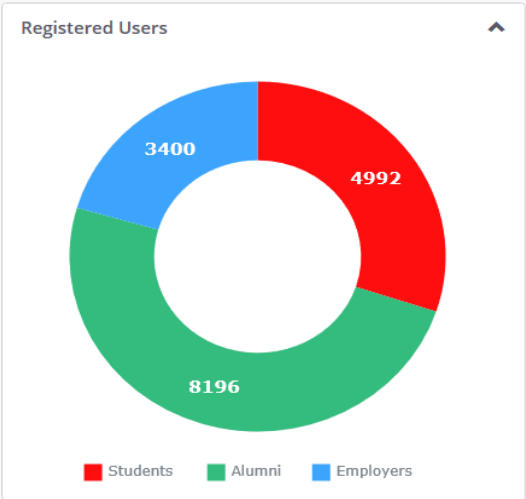
**Career Coach Logistics**

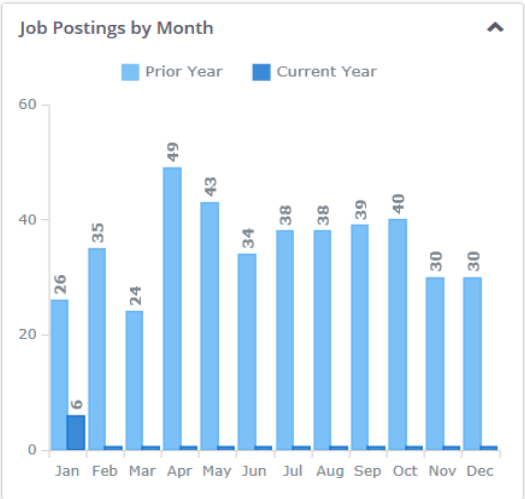


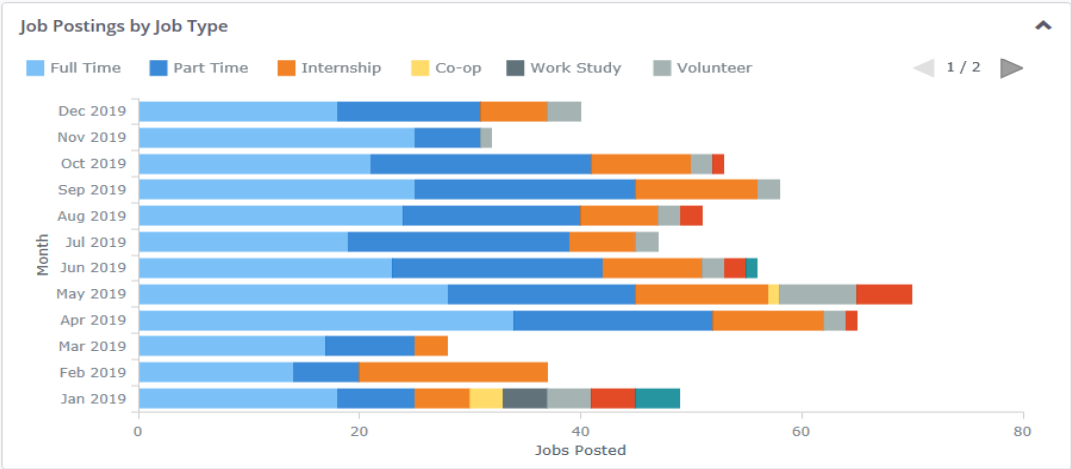


## College Central Logistics



# OFFICE OF STUDENT RIGHTS AND RESPONSIBILITIES

## OFFICE OF THE OMBUDS

**December 2 – 6, 2019**

- The Office of the Ombuds completed the Spring 2020 calendar of events.

**December 4, 2019**

- The Office of the Ombuds conducted an Ombuds Services Presentation for College Advising Training

**December 6, 2019**

- The Office of the Ombuds attended the Ally Safe Zone Training.

**December 6, 2019**

- The Office of the Student Rights and Responsibilities attended the Time Clock updates training.
- The Office of Student Rights & Responsibilities reviewed, updated, and/or closed case files in preparation for the beginning of Spring semester.
- The Office of Student Rights & Responsibilities cleaned and organized office areas in preparation for the beginning of Spring semester.

# STUDENT ACTIVITIES AND WELLNESS

- Ping Pong Tournaments (PCN, MV, STRC, TECH)
- Coed Softball League Playoffs & Championship (PCN)
- 5v5 Men's, Women's & Coed Basketball League (MV)
- Program v Program Competition Awards (NAH)
- Stress Free Week (All Campuses)
    - Photos with Santa (NAH)
    - Karaoke (PCN)
    - Snack Day (MV)
    - Games & Corn in a Cup (MV)
    - Christmas Stocking Decorating (STRC & NAH)
    - Christmas Photos with Jerry the Jaguar (PCN)
    - Hot Coffee/Chocolate & Canvas Painting with Jerry (PCN)
- Student Leadership Academy – Camp Rio (Brownsville)
- Finals Week (All Campuses)
- STC Commencement Ceremonies (Payne Arena)
- Student Activities & Wellness Department Presentation for Teaching & Learning Academy (PCN)
- Cashier's Department – Team Building Training (PCN)

For images or media files visit www.facebook.com/stcsaw

## COUNSELING AND STUDENT DISABILITY SERVICES

| Counselor Student Contacts | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Campus** | **Career/ Transfer Svcs.** | **Title IX Pregnant & Parenting Svcs.** | **Academic Counseling-Probation/ Suspension** | **Mental Health** | **Student Disability Svcs.** | **Other Services** | **Total** |
| **Mid-Valley** | **6** | **9** | **63** | **12** | **66** | **2** | **158** |
| **NAH** | **0** | **20** | **1** | **5** | **18** | **0** | **44** |
| **Pecan** | **10** | **36** | **300** | **102** | **189** | **37** | **674** |
| **Starr Co.** | **9** | **5** | **26** | **6** | **36** | **2** | **84** |
| **Technology** | **2** | **0** | **3** | **3** | **12** | **0** | **20** |
| **Total** | **27** | **70** | **393** | **128** | **321** | **41** | **980** |

### MEETINGS/CONSULTATIONS

- Pecan, Mid-valley, NAH, Tech and Starr Campus Case Staffings
- Student Disability Services Case Management Case Reviews
- Mental Health Counseling/Case Management Case Weekly Reviews
- CARE Team Meeting
- BIT Meeting
- Sign Language Interpreter's Student Schedules Updates
- Note Taker, Reader, Scribe Schedules Updates
- 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
- BIT Case Management, Referrals and Staffing
- CARE Team Case Management
- Title IX Pregnant and Parenting Student Case Management, Forms Committee, Referrals and Staffing
- Individual and Group Supervision Meetings with TAMUK Social Work Interns
- Individual Supervision Meetings with Grand Canyon University Intern
- Title IX Committee Meeting
- Dual Credit Pathway Specialist Search Committee Interviews
- Student Success Specialist for Student Disability Services Interviews
- Interviews by South Texas College Social Work Students
- Individual Meetings with CSDS Work-studies
- American Association for Women in Community Colleges Meeting
- UTRGV Master of Science in Social Work Intern Interviews
- Meeting with South Texas College Police Officer regarding Mental Health Workshops
- Student Accommodations at South Texas College Commencement Ceremonies
- Extended Hours at Pecan, Mid Valley and Starr Campuses
- Student Mentor Meeting
- Starr County Community Coalition of SCAN, Inc. Meeting

- South Texas College Police Department Appeal Committee Meeting
- Associate Degree in Nursing Pinning Ceremony

## WORKSHOPS/PRESENTATIONS

**NAH Campus**
Presentation at ADN Student Orientation
Workshops:
- Laughter Yoga to Reduce Stress
- Stress Free Zone

**Pecan Campus**
Workshops:
- Laughter Yoga to Reduce Stress
- The Great Balance: Parenthood, Work & School
- Overcoming Obstacles
- Suicide: Let's Talk About it
- How Important is your GPA?
- Improving College Success for Single Parents

Presentations:
- College Advisor Training Program – Dual Enrollment
- CSDS Presentation to Faculty at the Teaching and Learning Academy

**Starr Co. Campus**
- Toy Drive

**Technology Campus**
- World Aids Awareness Day

## PROFESSIONAL DEVELOPMENT

- Ally Safe Zone Training

| **Interpreting Services Report** | |
|---|---|
| **Type of Service** | **Number of Classes** |
| Number of Classes Interpreted Total | 96 |
| **Additional Services** | **Number of Students** |
| Interpreted Admissions/Enrollment | 3 |
| Interpreted General Advising | 1 |
| Interpreted Financial Services | 0 |
| Interpreted for Testing Services | 1 |
| Interpreted Counseling Services | 0 |
| Interpreted Student Disabilities Services | 1 |
| Interpreted orientation/outreach | 0 |
| Interpreted for TITLE IX | 0 |
| Interpreted Tutoring Services | 1 |
| Telephone Contacts with Students | 5 |
| Interpreter Hosted Workshops | 1 |
| Interpret student/instructor meeting | 7 |
| Other | 8 |

# COMPREHENSIVE ADVISING

**Advising Student Contacts**

| Advisor Student Contacts | |
|---|---|
| **Campus** | **# of Contacts** |
| Pecan | 2,103 |
| Mid-Valley | 571 |
| Starr | 200 |
| Technology | 346 |
| **Total** | **3,220** |

## PROGRAMS/ACTIVITIES/MEETINGS

- **Academic Advising**
  - Provided advisement sessions for STC students including extended hours during the Winter Break
- **Faculty Advising**
  - Met with faculty advisors individually and in group to train them on documenting advising sessions on Degree Works and building schedules
  - Coordinated with RAS to assess Faculty Advising Summer Initiative (Enrollment Center). Results will be presented on at the Spring Guided Pathways meeting
  - Worked on advising transition plan (i.e. recruited 63 faculty advisors and provided advising talking points etc.) so that they each advise 12 – 15 students they were assigned;
  - Provided training/presentation to the Open Labs Department
  - Presented to the College Advising Training Program
  - Presented to and provided tour of the Advising Department and Enrollment Center to the Teaching and Learning Academy
  - Worked on report provided by Research and Analytical Services for Hispanic Serving Institution (HSI) Grant
- **Mentoring Services**
  - **College Advising Training Program-** held training for High School Programs' staff from December 2nd – 6th; Over 32 presentations were provided to ensure staff are trained as advisors
  - **THECB Work Study Mentorship Grant** – Gathered data, contacted student mentors weekly; staff development training was provided on December 12th;
  - **Beacon Mentoring Program** – a total of 15 sections are participating in Beacon Mentoring this Fall 2019 semester;
- **PASS Program**
  - Staff provided academic advisement for PASS Program participants and CTE students
  - Staff provided program outreach for spring term, and conducted inventory review of obsolete books inventory and storage coordination
  - Staff completed purchase orders for student instructional supplements for Spring 2020 semester
- **Carl Perkins**
  - Director of Comprehensive Advisement serves as Student Affairs & Enrollment Management Liaison for Carl Perkins Grant

## PARTICIPATED IN THE FOLLOWING

- **Guided Pathways**- Director is serving as Co-Lead of Guided Pathways met with Co-Lead Dr. Cristopher Nelson; Completed homework for Institute I of Cadre 1+; worked on action plan with rest of the team and submitted to Texas Success Center
- **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 Enhancement Plan (QEP)** – Director is serving as QEP Director; Held meetings with Design and Implementation Team; assigned subcommittees (process mapping, Research & Assessment, Literature Review and Design, Marketing, Budget & Resources); Held conference call with Interact;
- **Southern Association of Colleges and Schools Commission on Colleges** – worked on 12.2 evidence; Attended SACSOC Conference in Houston, TX'
- **STC & UTRGV Leadership Workgroup Meeting** – Meeting is scheduled for January 10th;

**Preliminary Forms**

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

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: JANUARY 23, 2020

SUBJECT: ACTIVITY REPORT FOR DECEMBER 1, 2019 THROUGH DECEMBER 13, 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, and Finance and Administrative Services (FAS) Director's Meeting.
- Business Office:
  - Attended meeting with Comptroller and Director of Student Accounts and Bursar to review payment strategies.
- Human Resources:
  - Held meeting with the Interim Director of Human Resources to review policies.
- 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.
- Facilities Operations and Maintenance:
  - Held meeting with the Director of Facilities Operations and Maintenance and Interim Director of Human Resources to review policies.
- Accountability, Risk, and Compliance:
  - Held meeting with the Director of Accountability, Risk, and Compliance to discuss various assignments.
- Title IX:
  - Held meeting with Institutional Equity Manager to prepare for Title IX meeting.
  - Held meeting to review Title IX cases, Internal Audit for Title IX, Clery Act, and Violence Against Women Act (VAWA) with Institutional Equity Manager.
  - Held meeting to discuss Title IX and Clery Act Presentation for January Board with Institutional Equity Manager and Acting Chief of Police.
  - Held meeting to review Title IX cases, Clery Act, and Violence Against Women Act (VAWA) Internal Auditor response report with Institutional Equity Manager and Acting Chief of Police.
  - Held Title IX Committee Meeting.

- Held Title IX Procedures Meeting.
- Attended meeting on Title IX Student Case issues with Title IX Committee, Dean of Student Affairs, Director of Student Rights and Responsibilities, Interim Vice President for Educational Programming and Student Achievement, and Vice President for Student Affairs and Enrollment Management.

- Other Meetings:
  - Attended Talent and Learning Manager Interviews.
  - Held meeting with the Institutional Equity Manager, Police Lieutenant, and other Department of Public Safety (DPS) staff to review the Clery Act and Violence Against Women Act (VAWA) for the upcoming Audit.
  - Held meeting with the Institutional Equity Manager to discuss Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) accreditation.
  - Held meeting with Finance and Administrative Services (FAS) Project Manager to discuss cabinet items.
  - Held meeting with Finance and Administrative Services (FAS) Project Managers to review items on outstanding projects.
  - Attended Community and Technical Colleges (CTC) Formula Advisory Committee Meeting via conference call.
  - Held meeting with Finance and Administrative Services (FAS) Reporting Coordinator to discuss Board and Purchasing reports.
  - Held meeting with Human Resources Information Systems Manager to discuss Human Resources Information Technology (IT) systems.
  - Held meeting with the Institutional Equity Manager and Police Lieutenant to review the Clery Act and Violence Against Women Act (VAWA) Audit responses.
  - Conducted Staff Performance Appraisals.
  - Held conference call to discuss the Target Range Planning Grant with Comptroller, Associate Controller, Director of Facilities Planning and Construction, Finance and Administrative Services (FAS) Project Manager, and Director of Accountability, Risk, and Compliance.
  - Held conference call with Legal Counsel on pending issue.
  - Held meeting with Finance and Administrative Services (FAS) Project Managers to review Target Range Business Plan.
  - Attended Administrators Staff Luncheon and Finance and Administrative Services (FAS) Director's Luncheon.

## 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.
- Construction:
  - Worked on progress of Facilities Planning and Construction Projects.
  - Reviewed Facilities Planning and Constructions updates.
- Title IX:
  - Reviewed Title IX Weekly Report.
  - Worked on Title IX and Clery Act Presentation.
  - Worked on Title IX cases.
- Policies and Procedures:
  - Worked on the following policies:
    - Adopt Policy #4212: Employment and Supervisory Relationship of Close Relatives.
    - Revised Policy #4922: Separation of Employment and Re-Employment.
- Other:
  - Worked on Budget Guidelines and Budget Calendar.
  - Reviewed TimeClock Plus to Establish Controls for Supervisors.
  - Reviewed Building Responders List.
  - Reviewed Annual Department Risk Assessment Notice.
  - Reviewed Management Reponses to the Financial Audit Management Comments.

- Reviewed Request on use of Salary Savings, Operating, Travel, and Capital.
- Reviewed Director for Regional Center for Public Safety (RCPSE) position.
- Reviewed Incident Reporting Procedures for Non-Employee and Property Claims.
- Reviewed Facilities Video Outline.
- Reviewed Student Receivable Write-off.
- Reviewed Risk Assessment Training Agenda.
- Reviewed La Joya Signage.
- Reviewed Center for Public Safety Excellence Portable Buildings:
  - Power Service installation over the winter break.
  - Furniture installation.
- Reviewed Capital Improvement Projects.
- Reviewed Shah Eye Center information.
- Reports provided monthly to President's Cabinet members:
  - TimeClock Clock Plus Verification Reports by Employee and Supervisor for October.
  - Salary Savings Report for October.
  - Overtime Compliance Report for October.
  - Leave (Sick and Vacation) Reports for October.
  - Travel by Employee Reports for November.
  - Vacancy Reports for November.

## MYRIAM LOPEZ, COMPTROLLER, BUSINESS OFFICE

### ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended Banner 9 Self-Service meeting.
- Attended conference call with External Auditor to discuss comments from Management.
- Attended Faculty Load and Compensation (FLAC) meeting.
- Attended meeting with Vice President for Finance and Administrative Services to discuss student payment strategies.
- Attended President's Administrative Staff luncheon.
- Attended Quality Enhancement Plan (QEP) Budget Subcommittee meeting.
- Attended session two of the Self-Service Banner Upgrade testing.
- Attended Travel and Expense weekly status meeting.
- Business Office staff met to discuss payroll and benefit items with Human Resources staff.
- Met and discussed management comments with Business Office staff.
- Met with Associate Degree Nursing (ADN) Accounts Receivable to discuss new Assessment Technologies Institute (ATI) fee for Spring 2020.
- Met with Grant Development, Management and Compliance to discuss their management comments.
- <u>Trainings/Webinars:</u>
  - Attended Annual Federal Student Aid Training Conference.
  - Cashiers staff attended the Annual Bite-Size Training.
  - Participated on Ellucian WebEx.
  - Participated on Ellucian Webinar for year-end processing.

### PROJECTS IN PROGRESS:

- <u>Management Reports:</u>
  - The Business Office staff worked on the November board and management reports including summary of revenues and expenses, investments, property taxes, auxiliary fund, state appropriations, and grants reports.
- <u>Accounts Payable/Grants and Contracts:</u>
  - Participated on ChromeRiver Travel and Expense testing.

- Researched old Travel and Expense attachments in Xtender.

| Bank No. | 19-Sept | 19-Oct | 19-Nov | 19-Dec |
|---|---|---|---|---|
| 01 E&G | 342 | 580 | 544 | 366 |
| 01 Direct Deposit | 121 | 249 | 310 | 163 |
| 03 Student | 8,379 | 1,877 | 334 | 70 |
| 12 I&S Taxes | - | - | - | - |
| 16 I&S Bond | 1 | - | - | - |
| 17 Plant | 21 | 11 | 13 | 10 |
| 31 Virtual Card | 352 | 628 | 457 | 212 |
| 232 AP Card | 3 | 4 | 2 | 2 |
| 37 Unexp-LT Bond Series 2015 | - | - | - | - |
| 38 Unexp-LT Bond Series 2014 | - | - | - | - |

- Property Tax/Budget and Reporting:
  - Worked on the preparation of the Unrestricted Fund Balance and Options for Metric to Determine the Minimum Unrestricted Fund Balance Reserve Level motion.
  - Calculated the tuition rates similar to San Jacinto's simplified tuition model.
  - Completed and submitted FY 2019 Rider 22 Campus Report requested by Legislative Budget Board.
  - Prepared the FY 2021 Budget Guidelines for review by the Vice President for Finance and Administrative Services.
  - Provided budget information to the Dean for Dual Credit Programs and School District Partnerships for the Weslaco Independent School District 21st Century Southern Association of Colleges and Schools Commission on Colleges (SACSOC) Prospectus draft.
  - Worked on completing the FY 2019 Rider 22 Campus Report.
- Cash Management/Special Projects/Office Support:
  - Assisted with the information request from the External Auditor.
  - Attended audit status meeting conference call.
  - Prepared and reviewed audit and year end items.
  - Assisted with auditor questions for the Comprehensive Annual Financial Report (CAFR) adjustments.
  - Assisted with the unrestricted fund balance motion for December Finance, Audit, and Human Resources Committee meeting.
  - Reviewed and updated the Comprehensive Annual Financial Report (CAFR).
  - Closed out two Marketplace stores.
  - Completed beginning balance roll in production.
  - Worked on coordinating Duo Authentication Enrollment email.

| Bank No. | #of Checks/DD Cycles | # of Checks/Direct Deposit |
|---|---|---|
| 01 E&G | 9 | 374 |
| 01 Direct Deposit | 4 | 163 |
| 02 Payroll | 8 | 623 |
| 02 Direct Deposit | 3 | 2,716 |
| 03 Student | 2 | 70 |
| 12 I&S | 0 | 0 |
| 16 I&S | 0 | 0 |
| 17 Plant | 2 | 10 |
| 37 Bond Series 2015 | 0 | 0 |
| 38 Bond Series 2014 | 0 | 0 |
| Total | 28 | 3,956 |

| Description | Number of Transactions |
|---|---|
| ACH Direct Deposit-payments to vendors, students & employees | 12 |
| Bank Transfers between Bank Accounts | 16 |
| 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 84 monthly reports during December 2019.

| Duties | Total |
|---|---|
| Approval Queues - Requisitions Approved | 2 |
| Bank Reconciliations | 9 |
| Board and Management Reports Reviewed | 57 |
| Cafeteria daily sales report | 32 |
| Cancelled checks provided to AP / Payroll | 10 |
| Check verification for AP / Payroll | 9 |
| Checks printed and/ or send | 1 |
| Construction checks – Retrieve for Auditor | 16 |
| Construction budget transfers reviewed and approved | 1 |
| Copies of booklets/journal entries requested | 14 |
| Deposits prepared | 1 |
| Download bank info, convert bank statements to PDF and download excel information for reconciliation | 1 |
| Download bank info, prepare daily reports for bank 01, 02, 04, 12, 39 and Same Day Report and email to specified group contacts | 63 |
| Returned mailed checks - Logged and Filed | 10 |
| Returned Mailed checks - Disbursement | 19 |
| Emails - answered, prepared, initiated | 344 |
| FOAP created including activity codes | 4 |
| Food Quotes - IDTs Reviewed | 14 |
| Hours assisting other departments | 0.25 |
| Hours Filing and organizing of Journal Entries and boxing | 1.75 |
| Hours used for scanning - estimated | 2 |
| Hours used to prepare documents for scanning | 0.5 |
| Hours used to compile and scanning LRGVDC backup | 1 |
| Donations - telephone calls received | 5 |
| IDT's - telephone calls received | 3 |
| Interdepartmental Transactions reviewed | 31 |
| Invoices and encumbrances reviewed | 25 |
| Journal entries prepared | 31 |
| Journal entries processed including FUPLOAD | 479 |
| Journal entries- transactions processes | 2,887 |
| Journal entries/documents scanned | 791 |
| Journal Entries reviewed | 66 |

| Duties | Total |
|---|---|
| Positive Pay submitted / EFT Payment/Positive Pay Exemptions approved | 21 |
| Positive Pay Exemption-Number of checks researched/verification | 9 |
| Requisitions prepared | 3 |
| Stale dated list prepared | 5 |
| Stale dated letters mailed | 370 |
| Stale dated letters returned and logged | 7 |
| Stop payments processed (includes stale dated checks) | 168 |
| Transactions removed from bank reconciliation | 249 |
| Special project - Tax abatement | 4.5 |
| AGM/Departmental Meeting | 1 |
| Special Project - End of Year Banner Reports - Number of reports | 534 |
| Hours used to pull out journal entries for auditor | 1.25 |
| Number of motions Prepared and Submitted to VP Office | 2 |
| Training – check printing process | 2 |
| Overtime - Hours and Task worked | 1 |

| Description | |
|---|---|
| General Journal Entry (Intra-Fund) (JE15) | 93 |
| General Journal Entry (Inter-Fund) (JE16) | 82 |
| Cash Receipts (CR05) | 689 |
| Encumbrance Liquidation (E032) | 1 |
| Encumbrance Liquidation (E020) | 0 |
| General Ledger Beginning Balance (JE05) | 0 |
| General Journal Entry (JE17) | 5 |
| Misc. Receipt Payments (CA10) | 0 |
| General Journal Entry (STCJ) | 0 |

- Cashiers/Accounts Receivable:
  - Cashiers assisted students with Fall 2019 balances and Spring 2020 payment option information.
  - Tested Campus Receivable Collector and Customer Web Access.
  - Worked on presentations for upcoming Bite-Size training for cashiers.
- Payroll and Position Control Departments:

| Payroll Processes for month of November 30, 2019 | |
|---|---|
| Payroll Re-issue Processed | 8 |
| Payroll Cycles | 3 |
| Payroll Checks & DD | 3,716 |
| TimeClock Plus Access Forms Processed | 32 |
| Number of Employees with OT reviewed for OT Memos | 478 |
| NOE's Approved | 618 |
| Salary Budget Transfer Forms Processed | 6 with multiple transactions |

- Business Office Performance Indicators:

| Payroll Performance Indicators for December 2019 | | | |
|---|---|---|---|
| **Number of Employees** | | **Deposits Processed** | |
| Employees on Monthly Payroll | 2,211 | Internal Revenue Service | 3 |
| Employees on Semi-Monthly Payroll | 1,118 | Bank Transfers | 3 |
| **Timecards Processed** | | **Stop Payment Processed** | |
| (Waged 11/16 - 11/31) SR23 | 563 | Salaried | 2 |
| (Waged 12/01 - 12/15) SR24 | 563 | Waged | 5 |
| Regular (Salaried: December) MR12 | 4,628 | | |
| | | **Void Checks Processed** | |
| | | Salaried | 3 |
| **NOE's Approved** | | Waged | 5 |
| Approved NOE's | 618 | | |
| | | **Replacement Checks/DD Processed** | |
| **NOE's Processed** | | Salaried | 3 |
| (Additions, Deletions, Changes) | 21 | Waged | 5 |
| Salaried | 359 | | |
| FLAC (Additions, Deletions, Changes) | 1 | **Salary Budget Transfer Forms Processed** | 6 |
| FLAC | 1015 | | 0 |
| **NOE's Processed** | | **Voided Direct Deposits/Checks** | |
| (Additions, Deletions, Changes) | 4 | Salaried | 0 |
| Waged | 37 | Waged | 0 |
| **Payroll Adjustment Worksheets** | | **Hand Cut/PBK** | |
| (Additions, Deletions, Changes) | 3 | Salaried | 0 |
| Salaried: MR12 | 20 | Waged | 0 |
| (Salaried: ) | | | |
| (Salaried: ) | | **Checks Processed** | |
| (Additions, Deletions, Changes) | 0 | Salaried | 387 |
| Waged | 0 | Total Net | $476,999.80 |
| **Liabilities Processed** | | Waged | 230 |
| ORP | 11 | Total Net | $62,607.85 |
| Annuity | 12 | | |
| Student Loans | 2, SR-2 | **Direct Deposit Processed** | |
| United Way | 1 | Salaried | 2,159 |
| Child Support | 4 | Total Net | $5,953,221.84 |
| IRS Levy | 0 | | |
| Withholding & FICA | 3 | Waged | 940 |
| Met Life | 1 | Total Net | $255,050.89 |
| Legal Judgement | 1 | | |
| Social Security Administration | 0 | | |
| US Department of the Treasury | 1 | | |
| **Reports Processed** | | | |
| Compass Bank Direct Deposit File | 3 | | |
| Void and 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 Administrative Staff Luncheon.
- Conducted Christmas Staff Luncheon/Meeting.
- Attended Finance and Administrative Services Director's Meeting.

### PROJECTS IN PROGRESS:

- Finalized December Budget for Food Service Cafeterias district-wide.
- Finalized menu for Accreditation Commission for Education in Nursing (ACEN) Ceremony.
- Extended assignment for Temporary Agency and Direct Wage employees for Spring 2020.
- Held catering events for December 2019 as follows:
  - Health and Medical Administrative Services Pinning Ceremony.
  - International Museum of Art and Science Team Leadership Meeting.
  - Tobacco 101 Informational Event.
  - Academic Council Luncheon.
  - Dean Retirement Ceremony.
  - Division Chair Meeting Breakfast.
  - Valley Scholars Graduation Reception.
  - Accreditation Commission for Education in Nursing (ACEN) Ceremony.
  - Teaching and Learning Academy.
  - Adjunct/Dual Focus Academy Breakfast.

## RUBEN SUAREZ, ACTING CHIEF OF POLICE, DEPARTMENT OF PUBLIC SAFETY

### ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended a Higher Education Transit meeting with Department of Public Safety Transportation Manager and University of Texas Rio Grande Valley Transit personnel.
- Attended a McAllen Holiday Commander/Supervisor meeting with other South Texas Law Enforcement personnel.
- Attended a Maxient Reports meeting to discuss dispositions with Dean of Student Affairs.
- Attended Environmental, Health, and Safety meeting with other personnel.
- Held a Staff Meeting to discuss the Department of Public Safety 2019 Accomplishments.
- Attended Administrative Staff Luncheon.
- Attended a Clery Act and Violence Against Women Act (VAWA) meeting with Vice President for Finance and Administrative Services and other employees.
- Attended a Risk Assessment meeting with other Directors from the Finance and Administrative Services division.
- Attended a Director's Meeting with Vice President for Finance and Administrative Services.
- Attended the Police Academy Graduation ceremony.
- Attended the graduation commencement ceremony at the Payne Arena.

### PROJECTS IN PROGRESS:

- <u>Police Reports, Incident Reports, and Other Requests for Information:</u>
  - Worked on request for release of police information as it relates to the Public Information Act.
  - Reviewed Automated Records Management System (ARMS) police reports.
  - Worked on notification of incidents involving students with Office of Student Rights and Responsibilities.
  - Worked on referrals to different South Texas College departments.
  - Reviewed Office of Students Rights and Responsibilities Maxient reports assigned to South Texas College Department of Public Safety.

- Surveillance Cameras:
  - Worked on reviewing repairs for surveillance cameras.
  - Worked on camera replacements for each campus.
  - Worked on surveillance video/still pictures request.
- Training:
  - Worked on scheduling required firearms qualifications for police officers.
  - Worked on Campus Security Authority trainings.
  - Worked on Emergency Management Training for College departments.
  - Worked on training schedule for police dispatchers.
  - Worked on identifying additional training for College police officers.
  - Worked on travel approval training for Department of Public Safety staff.
- Staffing Requests, Assignment of Duties, and Other Personnel Issues:
  - Worked on new Security Guard hires.
  - Worked on selection of security personnel.
  - Worked on applicant recommendations with Human Resources department.
  - Worked on personnel assignments.
  - Worked on training equipment for Police Officer.
  - Worked on overtime authorization requests.
  - Worked on police assignments and schedules for proper coverage at various Campuses.
  - Worked on employee leave requests and verification of hours for the Department of Public Safety employees.
  - Worked on time adjustments, approvals, and verifications in Time Force proactively by employees and supervisors.
  - Worked on Employee Growth Development plans with Department of Public Safety Security and Transportation Managers.
- Purchases and Repairs:
  - Worked on equipment purchases for the department.
  - Worked on funding for repairs of department vehicles.
  - Worked on emergency equipment needed for operations.
  - Worked on open purchase orders and also on approving requisitions.
- Shuttle Buses and Parking:
  - Worked on shuttle bus maintenance.
  - Worked on shuttle bus inspection requirements.
  - Worked on Student Transportation Services operation.
  - Worked on a parking reservation request with Security Manager.
  - Worked on coordinating the use of Pecan Campus parking lots for the City of McAllen Holiday Parade.
- Other:
  - Reviewed Maxient Cases assigned to the Department of Public Safety by Office of Student Conduct and Responsibilities.
  - Reviewed December 2019 commencement ceremony plans.
  - Worked on weekly Cabinet Updates.
  - Worked on Clery and Violence Against Women Act (VAWA) audit report response for Internal Auditor.
  - Worked on monthly Finance and Administrative Services Activity Report.
  - Staff conducted Cardiopulmonary Resuscitation (CPR) Training.
  - Worked on City of McAllen Holiday Parade Incident Command.
  - Worked on Graduation Incident Command.

## BECKY CAVAZOS, DIRECTOR OF PURCHASING AND DISTRIBUTION SERVICES

### ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Reviewed and negotiated changes to various vendor agreements/contracts.

- Attended the following meetings: Finance and Administrative Services (FAS) Director's Meeting, Finance, Audit, and Human Resources Committee Meeting, and Board of Trustees Meeting.
- Conducted staff meeting to review and discuss encumbrance report, vacation balances, and external audit.
- Participated in Information Technology (IT) Banner 9 Self-Service testing for requisitions.
- Participated in two vendor webinars on purchasing processes.

## PROJECTS IN PROGRESS:

- Purchasing Department:
  - Processed five hundred thirteen (513) purchase orders.
  - Approved three hundred thirty-seven (337) requisitions.
  - Disapproved one hundred nine (109) requisitions.
  - Processed change orders for goods and services.
  - Completed twenty-six (26) travel authorizations.
  - Acknowledged seventeen (17) Form 1295 vendor forms.
  - Reviewed and updated Department procedures as needed.
  - Created or updated seventy-four (74) new/exiting vendor W-9 forms in Banner.
  - Prepared the following Request for Proposals/Quotes/Qualifications:
    - Request for Proposals: 19-20-1029 Rebid – Pecan Campus Building M Office and Workspace Renovation.
    - Request for Proposals: 19-20-1030 Mid Valley Campus Building F Student Services Renovation.
    - Request for Proposals: 19-20-1031 Mid Valley Campus Thermal Plant Demolition.
    - Request for Proposals: 19-20-1032 Mid Valley Campus Drainage Improvements Phase I.
    - Request for Proposals: 19-20-1033 Nursing and Allied Health Campus Student Services Renovation.
    - Request for Qualifications: 19-20-1034 Architectural Services – Pecan Campus Building G Physical Science Classroom Conversion.
  - Conducted Public Bid Openings for the following:
    - Request for Qualifications: 19-20-1028 Mechanical, Electrical, and Plumbing (MEP) Engineering Services – Pecan Campus Building M Generator Replacement.
- Fixed Assets Department:
  - Reviewed all assets purchased since November 1, 2019 as follows:
    - Approved four (4) assets through December 13, 2019.
    - Adjusted thirty-six (36) assets in Banner for the month of December.
    - Conducted monthly inventory spot checks for Library Books.
- Receiving Department:
  - Completed four hundred ninety-nine (499) deliveries (purchase orders and complimentary books) and three thousand six hundred and four (3,604) packages/boxes.
  - Received and posted two hundred twenty-six (226) purchase orders in Banner.
  - Transferred/relocated two thousand six hundred and six (2,606) assets and/or boxes as per move/set up request forms.
  - Completed thirteen (13) faculty/staff moves in December.
- Mail Services/Copy Center:
  - Processed the following mail and copy requests:
    - Business Office/ Cashiers - $90.54, Enrollment Services - $2,187.87, Financial Aid - $41.79, and Starr County Campus - $506.60.
  - Completed eighty-nine thousand one hundred eighty-two (89,182) copies at the copy center for the month of December.
  - Mailed out a total of twenty-six thousand one hundred eighty-two (26,182) letters and of those nineteen (19) letters were returned to South Texas College due to bad addresses.

## LAURA REQUENA, INTERIM DIRECTOR OF HUMAN RESOURCES

### ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended Presidents Administrative Staff Luncheon.
- Attended Benefits and Payroll Deadline Meeting.
- Attended Benefits Orientation Meeting with Benefits Specialists.
- Attended Departmental Meeting and Office Holiday Luncheon.
- Attended Ellucian Banner End-of-Year Webinar.
- Attended Faculty Load and Compensation Meeting to review final flow-chart and provide feedback on process.
- Attended Faculty Load and Compensation Meeting on Proposed Process Flow and also attended Training.
- Attended Title IX Committee Meeting.
- Attended Meeting with Business Office and Human Resources Payroll staff to coordinate efforts.
- Attended meeting with Staffing team to discuss Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) staff employee file audit.
- Attended Student Affairs Enrollment Management (SAEM) and Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) review with Human Resource Staffing personnel.
- Attended Self-Service Banner 9 testing.
- Attended Southern Association for Colleges and Schools Commission on Colleges Conference.
- Attended Ellucian Year End Reporting Meeting.
- Attended Faculty Salary and Compensation Training to test summer contract types and monthly payrolls.
- Attended Finance and Administrative Services Director's Meeting.
- Attended Human Resources/Business Office Payroll Processes Meeting.
- Attended Salary Planner and Faculty Load and Compensation (FLAC) training directed by Consultant.
- Attended Salary Planner Training to extract scenarios and reports.
- Attended Security Office and Parking Permit appeals committee meeting.
- Attended Southern Association for Colleges and Schools Commission on Colleges Credentials and Faculty and Staff Rosters Meeting.
- Attended Title IX Committee Meeting to discuss Title IX Student Cases.
- Conducted training for Human Resources Assistant on how to enter the Form I-9 into Banner.
- Conducted PeopleAdmin Banner integration testing.
- Attended meeting with Finance and Administrative Services Directors on Risk Assessment to prepare to complete the departmental Risk Assessment.
- Attended meeting with Information Technology Team to discuss the progress of the updates.
- Met several times with Staffing team to assist the Human Resources Faculty Staffing Specialist/Evaluator with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) staff employee file audit.
- Met with Dean of Institutional Research, Effectiveness and Strategic Planning, and Information Technology to review the credential database changes.
- Met with Information Technology staff on Faculty and Staff Directory updates.
- Met with PeopleAdmin Implementation team to review the requirements after the integration test was finalized.
- Conducted presentation on Benefits information for the Maintenance Managers, Custodial Managers, and Lead Custodians.

### PROJECTS IN PROGRESS:

- Assisted with Job Description Matrix.
- Completed employee termination process in Banner.
- Completed Leave Adjustment Request Form entries.

- Completed Teacher Retirement System (TRS) deduction worksheets for semi-monthly employees.
- Completed Teacher Retirement System (TRS) adjustments, including Employee Data 40's and TRS employee eligibility status, and activated TRS codes for new hires in PDADEN screen.
- Assisted Employee Relations Officer with Legal Log to submit to office of Vice President for Finance and Administrative Services.
- Assisted with recommendation memo for Faculty Load and Compensation Summer Payroll Testing.
- Worked on new Jag Student Employee positions using the new employee class and earning code.
- Conducted Job Description Review.
- Worked on Nepotism Reports.
- Prepared office space for new Human Resource Specialist - Employee Relations employee.
- Processed Overload and Adjunct Notice of Employee's report.
- Reviewed Legislative Budget Board Administrative Accountability Report.
- Reviewed Notice of Employment Forms.
- Reviewed Policy #4904: Employee Complaint Procedure for Finance, Audit, and Human Resources Committee Meeting.
- Reviewed and processed a total of three hundred sixty (360) Dual Credit Faculty Load and Compensation and paper Notice of Employees.
- Reviewed and uploaded assignments to NBAJOBS screen via Faculty Load and Compensation.
- Reviewed one thousand and eighteen (1,018) Dual Credit assignments entered via Faculty Load and Compensation for December payroll.
- Reviewed Human Resources Assistants' Weekly Report.
- Worked on adjustments for employees on TEAMS.
- Created file for Retiree Pension Surcharge and Teacher Retirement System Care-surcharge monthly amounts by fiscal year.
- Audited employee personnel files and updated the credential database accordingly.
- Conducted exit interviews for faculty and staff.
- Created medical/leave folders for new hires.
- Worked on December's monthly and semi-monthly payroll.
- Worked on detailed documentation for Worker's Compensation reports.
- Worked on Divisions Leave Report.
- Worked on draft edits for Distance Learning department handbook.
- Worked on Employee Relations cases and reviews.
- Entered New Hires on the Texas Employee Retirement System.
- Worked on several Policies throughout the month that needed changes.
- Worked on position control for the upcoming January grant assignments.
- Worked on Presentation and the supplemental information for the upcoming Supervisory Symposium.
- Worked on prior Teacher Retirement System Service verification from employees.
- Worked on Promissory Note log for FY 2018 - FY 2021.
- Worked on requests for Southern Association for Colleges and Schools Commission on Colleges (SACSCOC).
- Reviewed and audited employee benefits deductions.
- Worked on November Reconciliation Report.
- Updated employee's change of address on Texas Employee Retirement System.
- Updating qualifying events report on Texas Employee Retirement System.
- Worked on Vacation Settlement Worksheets for December.
- <u>Systems/Reporting:</u>
  - Visio charts:
    - Updated the Colleges' Organizational Chart.
    - Updated the Human Resources departmental chart.

- Information Services and Planning (IS&P) Issues:
  - Assigned: 10
  - Resolved: 10
  - Currently Open: 8
- Report Development:
  - Worked on the following Internal Reports:
    - SCRSCHD Test – A test to find accuracy of information on Database Table.
  - Worked on the following External Reports:
    - Lecture Service Years JCRE 10 – Report to find JCRE with code 10.
    - Lecture Service Years JCRE 11 or 3 – Report to find JCRE codes.
- Other:
  - Spoke with Evisions Representative on improving reports that department works on.

| **Faculty Staffing** | **Count** |
|---|---|
| Position requests w/job descriptions | 0 |
| Positions posted | 7 |
| Positions reposted | 0 |
| Positions extended | 0 |
| Positions canceled | 1 |
| Search committee forms requested | 0 |
| Search committees assigned | 0 |
| Hiring proposals reviewed (HR Staffing Review workflow) | 6 |
| Job offers | 0 |
| Review Adjunct/Dual Credit applications | 40 |
| New Hire Email Notifications | |
| Faculty | 0 |
| Lecturers | 7 |
| Adjuncts/Dual Credit | 10 |
| Positions filled | 0 |
| PeopleAdmin user updates | 2 |
| Advertisements placed (Monitor, Town Crier, etc.) | 0 |
| Resignations/Terminations | |
| Faculty | 0 |
| Lecturers | 0 |
| Adjuncts/Dual Credit | 0 |
| Transcript | |
| Requested from Admissions | 5 |
| Reviewed in PeopleAdmin | 6 |
| Notices (1st, 2nd & Final notice) | 13 |
| Extension requests | 15 |
| Credential entered in credential database Faculty/Staff | 70 |
| Vacancy Reports completed<br>Notice of Employment (NOE) course and Rate Review | 0/175 |
| Educational Supplements (Review, log, memo, send to payroll and faculty) | 1 |
| New hire/re-hire/transfer files (closing onboarding process) track transcripts | 18 |
| Purged Monthly Adjunct Applications | 0 |
| Purged Non-STC Employee Transcripts | 0 |
| SACSCOC Audit | 41 |

| Support | Count |
|---|---|
| E-Verify | |
| Cases submitted | 0 |
| TNC cases | 0 |
| Form I-9 | |
| Banner entry/updates (PEAEMPL) | 27 |
| Requests | 0 |
| Name changes | 0 |
| Revisions | 0 |
| Updated employment authorization documents | 3 |
| Emails for expiring documents | 0 |

| Records | Count |
|---|---|
| Records Filed (by page) | 276 |
| Files Scanned & Indexed | 0 |
| New Hire Folders Prepared | 26 |
| Termed Files Prepared | 1 |
| Boxes to Record Retention | 0 |
| Files Audited | 528 |
| Record Requests | 117 |
| Files moved back from storage room | |
| Special File Requests (HR Director, auditor, etc.) | 317 |

| Staffing/Staffing Support (Staff) | Count |
|---|---|
| Position requests w/job descriptions | 0 |
| Positions posted | 7 |
| Positions reposted | 0 |
| Positions extended | 0 |
| Positions canceled | 1 |
| Search committee forms requested | 0 |
| Search committees assigned | 0 |
| Hiring proposals reviewed (HR Staffing Review workflow) | 6 |
| Job offers | 0 |
| New Hire Email Notifications | |
| Full-time staff | 10 |
| Part-time staff | 6 |
| Trainers | 1 |
| Positions filled | 10 |
| PeopleAdmin user updates | 12 |
| Advertisements placed (Monitor, Town Crier, etc.) | 4 |
| Resignations/Terminations | |
| Full-time staff | 9 |
| Part-time staff | 6 |
| NOE's | |
| Full-time temporary staff | 2 |

| **Staffing/Staffing Support (Staff)** | **Count** |
|---|---|
| Part-time staff(DW) | 162 |
| Trainers | 69 |
| Temporary Agency Employees | |
| Request | 3 |
| Replacements | 1 |
| Assignment Extension | 19 |

| **Employee Relations** | **Count** | | | **Count** | |
|---|---|---|---|---|---|
| | FYTD | MTD | | FYTD | MTD |
| DPS CCH Background Checks | 315 | 36 | TWC Claims | 21 | 2 |
| Fingerprints | 83 | 16 | Open Records Requests | 3 | 0 |
| DPS Driver Eligibility Checks | 112 | 3 | | | |

| **Benefits & Payroll** | **Count** | | **Count** |
|---|---|---|---|
| Benefits | | Payroll | |
| New Hire Orientations Full-Time | 0 | PDR Notifications | 250 |
| New Hire Orientation Part-Time | 1 | | |
| Internal Transfers | 2 | Direct Deposit Transactions | 0 |
| Benefits Credits/Collections | 13 | *Full Time* | 31 |
| TRS ED Records reported | 104 | *Direct Wage/Work Study/Trainer* | 13 |
| TRS RR Records reported | 2 | Resignations | |
| TRS Prior Yrs. of Svc Verifications | 2 | *Full Time* | 2 |
| TexaSaver 457/403B Accounts | 75 | *Direct Wage/Work Studies* | 4 |
| *Faculty (Adjunct, Temporary)* | 3 | Garnishments | 62 |
| *Staff (Direct Wage, Part Time)* | | TXOAG Reporting | 28 |
| Exits | | Payroll DOC/ADJ/SLP Worksheets | 0 |
| *Full Time* | 8 | New Hires, Rehires, Transfers | 36 |
| *Retirees* | 1 | Name Changes | 1 |
| FMLA Requests | | Address Changes | 7 |
| New | 8 | Form W-4 Changes | 7 |
| On-Going Cases | 22 | Verification of Employment | |
| Closed | 5 | Forms processed | 15 |
| FMLA Intermittent Requests | | Letters sent | 1 |
| New | 0 | Phone Calls | 13 |
| On-Going | 11 | Cell Phone Stipends | 0 |
| Closed | 1 | Adjunct Leave Forms | 3 |
| Approved Leave of Absence | | NOE Staff Full Time Temp | 5 |
| New | 0 | Letters of Appt Verification and Matching | |
| Closed | 1 | Direct Wage | 24 |
| Workers Compensation Claims | | Work Study | 13 |
| New | 3 | Adjunct | 15 |
| On-Going Cases | 10 | Overload | 157 |
| Closed | 2 | | |

| Benefits & Payroll | Count | | Count |
|---|---|---|---|
| Tuition Reimbursement Applications Processed | 0 | FLAC CRNs | 1,018 |
| Tuition Reimbursement Applications ready for payment | 0 | Trainers | 120 |
| Tuition Grant Applications | | Dual Enrollment | 0 |
| Employee | 26 | Fac. Salary Retro-Pay Adj | 0 |
| Dependent | 610 | Fac. Base Salary Pay-Off | 4 |
| Promissory Notes | 0 | Substitute NOEs | 147 |
| | | Full-time Regular Faculty Pay-Off | 0 |
| Sick Leave Pool Enrollment | 0 | | |
| Sick Leave Pool Termed | 0 | *Special Assignments* | 0 |
| 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 | 3 |
| Letter/Appointment FT Regular Staff | 0 | Educational Increase | 0 |
| Medical Support Orders | 0 | Mini-mesters | 11 |
| ERS Changes | 4 | Certification Stipend | 0 |
| Vacation Settlement Worksheets | 1 | PeopleAdmin Transactions | |
| *Fac. Base Salary Three Month Ext.* | 2 | Approvals | 6 |
| | | Hiring Proposals | 10 |
| Staff Special Assignments | 47 | Payroll Worksheets | 6 |
| | | Move Request Updates | 16 |

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

### ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended meeting to discuss the Economic Development Administration (EDA) Disaster Recovery Grant with Executive Director for Resource Development, Management and Compliance, Dean of Business and Technology, and staff.
- Attended the December Facilities Committee meeting and the Board of Trustees Meeting.
- Attended the Administrative Staff Luncheon.
- Attended the Finance and Administrative Services (FAS) Facilities Planning meeting with Vice President for Finance and Administrative Services and Facilities Planning and Construction (FPC) Project Managers.
- Attended meeting to review status of projects with the Facilities Planning and Construction (FPC) Project Management staff.
- Attended conference call with Legal Counsel and Grant Department to discuss the Regional Center for Public Safety Excellence Target Range.
- <u>Pecan Campus:</u>
  - Building M Generator Replacement-attended the Pre-Qualifications Conference for Mechanical, Electrical, and Plumbing (MEP) consulting firms.
  - Sand Volleyball Court-attended a conference call to review the status of the replacement of sand with Legal Counsel and Facilities Planning and Construction (FPC) staff.
  - Athletic Field Fence Enclosure-attended a conference call to review the liquidated damages issues with Legal Counsel and Facilities Planning and Construction (FPC) staff.

### PROJECTS IN PROGRESS:

- Reviewed invoices and pay applications from various architects, engineers, and contractors.
- Reviewed Material Test Reports for various projects.

- Worked on Space Modification Requests, Move Requests, and Furniture Requests.
- Worked on updating narratives and evidence documents on facilities for the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Accreditation.
- Worked on updating the Facilities Planning and Construction (FPC) Handbook of Operating Procedures manual.
- Worked on January Facilities Committee meeting agenda and write-ups.
- Worked on review of outdoor furniture specifications.
- Worked on modifications to the American Institute of Architects (AIA) A201 Supplemental General Conditions.
- Worked on the December Legal Counsel log.
- Worked on conference report for the Texas Society of Architects Annual Conference.
- Worked on alternate language for the 2017 American Institute of Architects (AIA) 201 Supplemental General Conditions document.
- Worked on December Board of Trustees packet backups.
- <u>Pecan Campus:</u>
  - Sand Volleyball Courts-worked on response letter to Contractor regarding an email.
  - Pecan Campus Athletic Field Fence Enclosure-performed site visit to observe status of construction progress.
  - Pecan Campus Building M Generator Replacement-reviewed Request for Qualifications (RFQ) documents and PowerPoint presentation for the Pre-Proposal Conference.
  - Pecan Campus Building M Generator Replacement-conducted the Pre-Qualifications Conference for mechanical, electrical, and plumbing (MEP) consulting firms.
  - Pecan Campus Building M Office and Work Space Renovation-worked on a new Request for Proposal documents, newspaper ad, and PowerPoint presentation; worked with architect to update construction documents.
  - Pecan Campus Building H Renovation for Culinary Arts-coordinated and performed contract negotiations meeting with Architect, Contractor, and Facilities Planning and Construction (FPC) staff.
- <u>Pecan Plaza:</u>
  - Wayfinding Signage-worked on developing exterior wayfinding signage.
- <u>Mid Valley Campus:</u>
  - Drainage Phase I-reviewed 65% construction drawing set.
  - Building F Renovation Thermal Plant Demolition-reviewed design development drawings and sent to Architect with comments.
- <u>Starr County Campus:</u>
  - Cultural Arts Building F Partial Floor Replacement-performed the Pre-Construction meeting with Contractor, Operations and Maintenance, and Facilities Planning and Construction (FPC) staff; reviewed agreement between owner and Contractor.
- <u>Regional Center for Public Safety Excellence:</u>
  - Regional Center for Public Safety Excellence Drainage Study-provided executed professional services agreement to Engineers.
  - Regional Center for Public Safety Excellence Drainage Study-received comments from Legal Counsel and submitted professional services agreement for signatures.
  - Regional Center for Public Safety Excellence Portables-worked on coordinating with Vendor to install the transformer pad and transformer equipment; provided quote from Vendor to Operations and Maintenance Department.
  - Regional Center for Public Safety Excellence Cityscape-coordinated a site visit for December 10th to review the existing asphalt issues with the insurance carrier's forensic structural engineer.
- <u>District-Wide:</u>
  - District Wide Interior Signage-worked on drawings and PowerPoint presentation for locations of interior signage.

- District Wide Flooring Replacements-worked on finalized cost estimate and forwarded to Facilities Operations and Maintenance (FOM) for direction.
- District Wide Flooring Replacements-Pecan Campus Building D-worked on finalizing specifications.
- District Wide Flooring Replacements-Pecan Campus Building M-worked on finalizing specifications.
- District Wide Building Lettering-worked on Request for Proposals and newspaper ad.

## GEORGE McCALEB, DIRECTOR OF FACILITIES OPERATIONS AND MAINTENANCE

### ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Bond 2013 Construction:
  - Attended District-Wide Interior Wayfinding Signage Discussion Meeting.
  - Attended Nursing and Allied Health Campus Monument Sign - Tree Relocation Review Meeting.
- Other Meetings:
  - Attended Environmental Health and Safety Meeting with Director of Accountability, Risk, and Compliance.
  - Attended Facilities Operations and Maintenance Employee Recognition Luncheon.
  - Attended Finance and Administrative Services Directors' Meeting.
  - Attended Finance and Administrative Services Risk Assessment Meeting.
  - Attended Human Resources Meeting with Employee Relations Officer.
  - Attended Hummingbird Photo Meeting.
  - Attended President's Administrative Staff Luncheon.
  - Attended South Texas College Fall 2019 Commencement Ceremonies.
  - Attended Weslaco 100 Bus Service Meeting.
  - Held Facilities Operations and Maintenance Support Staff Meeting.
  - Participated in second Interviews for Talent and Learning Manager position.

### PROJECTS IN PROGRESS:

- Operations Contract Department:
  - District-Wide Campuses:
    - Awaiting sprinkler and fire alarm reports.
    - Completed and received annual backflow inspections.
    - Completed and received annual elevator inspections.
    - Completed fire extinguisher inspections.
    - Completed final preparations for winter break inspections.
    - Completed typical pest control issues and equipment rentals.
    - Received and installed poinsettia plants.
- Maintenance Department Work Orders and Expenditures:

| Classification | Work Orders Completed | Cost |
|---|---|---|
| Carpentry | 98 | $4,082.64 |
| Electrical | 115 | $1,170.45 |
| Energy Management | 87 | $337.52 |
| HVAC | 348 | $12,446.22 |
| Locksmith | 86 | $3,232.12 |
| Painting | 15 | $2,325.10 |
| Plumbing | 115 | $546.92 |
| Plant Services | | $10,512.57 |
| Total Cost | | **$ 34,653.54** |
| General Maintenance | 3 | |
| Total Work Orders | **867** | |

- Custodial Department:

| Duties | Number of Requests |
|---|---|
| Set-Ups | 187 |
| Moves/Relocations | 41 |

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

### ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Insurance:
  - Held several discussions on information requested for Property/Casualty Insurance Request for Proposal (RFP) with Directors.
  - Attended meeting/site visit at the Regional Center for Public Safety Excellence (RCPSE) on the Insurance Claim with Forensic Engineer and Associate Director of Facilities Planning and Construction.
- Office Staff:
  - Held weekly huddle meetings.
- Southern Association of Colleges and Schools Commission on Colleges (SACSCOC):
  - Held various discussions on Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) job descriptions and other items surrounding narratives and evidence with Interim Director of Human Resources.
  - Attended meeting to discuss various Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) standards with Dean of Institutional Research, Effectiveness and Strategic Planning, and Director of Institutional Research.
  - Attended Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Core Writing Team Meeting.
  - Held various discussions on Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) narratives and evidence items with Dean of Institutional Research, Effectiveness and Strategic Planning.
- Vice President for Finance and Administrative Services:
  - Held meeting to discuss various departmental projects with Vice President for Finance and Administrative Services.
- Other:
  - Attended Finance and Administrative Services Director's Meeting.
  - Attended Environmental, Health, and Safety Meeting.
  - Held discussion on Accountability, Risk, and Compliance SharePoint website with Finance and Administrative Services (FAS) Graphic Designer.
  - Held discussion on the 86th Texas Legislative Matrix with Finance and Administrative Services (FAS) Executive Administrative Assistant.
  - Held meeting to discuss Incident/Accident Procedures with Comptroller.
  - Held discussion on Cashier's data for the past five years with Accounting Group Supervisor.
  - Attended meeting to discuss the Comprehensive Operational Plan with Accountability, Risk, and Compliance staff.
  - Held and attended Risk Management Training on Risk Assessments.

### PROJECTS IN PROGRESS:

- Insurance:
  - Sent Fiscal Year 2019 - 2020 Insurance Policies to Risk Management Consultant for review.
  - Worked on Property/Casualty Insurance Request for Proposal and on Student Insurance Request for Proposal.
  - Worked on Fiscal Year 2019 - 2020 Insurance Policy review.
- Records Management:
  - Coordinated destruction of boxes of records with Records Management Vendor.

- Monitored Banner Workflow for Records Management related requests.
- Reconciled Records Retention account.
- Reviewed and approved requests for boxes and transfer of boxes to the Retention Center.

- Risk Assessment:
  - Refined Risk Assessment Training Module.
  - Coordinated site location for Risk Assessment Training and also presented on Risk Assessments.
  - Scheduled and presented Risk Assessments Training with Finance and Administrative Services Division Directors.
  - Reviewed Annual Departmental Risk Assessment Announcement.
- Southern Association of Colleges and Schools Commission on Colleges (SACSCOC):
  - Worked on Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) narratives and evidence.
  - Updated Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Administrator's Job Description Matrix and also followed-up on job descriptions.
  - Continued working on Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) narratives and inclusion of evidence items.
- Texas Legislative Session:
  - Worked on service ticket for the 86th Texas Legislative Matrix upload to JagNet.
  - Created 86th Texas Legislative Matrix Memo and also submitted to Vice President for Finance and Administrative Services for review.
  - Reviewed Texas Legislative Online Committee Minutes Alert and the Legislative Reference Library.
  - Followed-up on review of 86th Texas Legislative Matrix Memo with Finance and Administrative Services Project Manager.
- Other:
  - Followed-up on Move/Setup test link with Applications Analyst II and Facilities Planning and Construction staff.
  - Calculated average number of One-off Projects assigned during Fiscal Year 2018 – 2019.
  - Researched texting platform vendor and also created data table per information obtained.
  - Continued working on Environmental, Health, and Safety General Safety Procedures.
  - Modified the Incident/Accident Procedures.
  - Developed Accountability, Risk, and Compliance departmental SharePoint website.
  - Worked on minutes of the Environmental, Health, and Safety Meeting.
  - Worked on Banner requisition for office supplies order.
  - Reviewed the policy management software vendor agreement for renewal clause.
  - Followed-up on feedback for Faculty Cost Study Firms and Overloads Projects with Finance and Administrative Services (FAS) Executive Administrative Assistant.
  - Processed printer services invoice.
  - Worked on digital camera quote request with Information Technology staff.
  - Updated the Cashiers Operational Study Report.
  - Updated Risk Management section of Accountability, Risk, and Compliance SharePoint website.
  - Completed external data research for the Cashiers Operational Study.
  - Reached out to policy management software vendor on renewal agreement dates.
  - Worked on removal of items from the policy management software.
  - Worked on Accountability, Risk, and Compliance Account Reconciliation.
  - Worked on and submitted Legal Counsel Log for December 2019.

## JANETTE GARCIA, INSTITUTIONAL EQUITY MANAGER

### ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended meeting on Title IX cases, Internal Audit for Title IX, Clery Act, and Violence Against Women Act (VAWA) with Vice President for Finance and Administrative Services.

- Attended meeting to review Title IX cases, Clery Act, and Violence Against Women Act (VAWA) Internal Auditor response report with Vice President for Finance and Administrative Services and Acting Chief of Police.
- Attended meeting on Title IX and Clery Act with Vice President for Finance and Administrative Services and Acting Chief of Police for January Board Presentation.
- Attended Talent and Learning Manager interviews.
- Title IX:
  - Attended Title IX Committee Meeting.
  - Attended meeting to prepare for Title IX meeting with Vice President for Finance and Administrative Services.
  - Attended meeting on Title IX Student Case issues with Title IX Committee, Dean of Student Affairs, Director of Student Rights and Responsibilities, Interim Vice President for Educational Programming and Student Achievement, and Vice President for Student Affairs and Enrollment Management.
  - Held meeting on Title IX student case(s) with Director of Counseling.

## PROJECTS IN PROGRESS:

- Title IX:
  - Reviewed and worked on incoming case(s) and inquiries.
  - Worked on Title IX Committee Meeting packets.
  - Sent Ping Notifications to Title IX Committee.
  - Submitted Counseling Referral Forms to Office of Counseling and Student Disability Services as needed.
  - Prepared and submitted Title IX Weekly Reports for Cabinet meetings.
  - Updated cases in case management software, Maxient.
  - Worked on research for peer university/colleges Title IX framework.
  - Worked on research on other Colleges Title IX Pregnancy and Parenting Process.
  - Worked on Title IX Report, Senate Bill 212.
  - Worked on Title IX case report for College President.
  - Worked on and submitted 212 Quarterly Report for September through November.
  - Submitted request to Public Relations to update the Title IX website Contact Information, Grievance Procedures, Resource Guide, and the Pregnancy and Parenting Resource Guide.
- Office of Institutional Equity:
  - Worked on and submitted weekly Cabinet Reports and monthly Activity Reports for November 2019.
  - Worked on and submitted Legal Counsel Log Report for November 2019.
  - Worked on requisitions for department as needed.
  - Worked on travel logistics and submissions for Spring 2020 conferences.
  - Worked on updates for Board write-up on Policy #4216: Harassment, Discrimination, and Sexual Misconduct.
  - Worked on research of policies.
  - Worked on the Interview questions and coordinated and scheduled the Learning and Talent Manager interviews.
  - Submitted request to Graphic Designer to update the Notice of Non-Discrimination.
  - Submit request to Public Relations to update Notice of Non-Discrimination website to include new Title IX Deputy Coordinator designee.

SOUTH TEXAS COLLEGE

# ACADEMIC AFFAIRS

SOUTH TEXAS COLLEGE

# OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

TO: DR. SHIRLEY A. REED, PRESIDENT

FROM: DR. ANAHID PETROSIAN, INTERIM VICE PRESIDENT FOR ACADEMIC AFFAIRS

DATE: JANUARY 22, 2020

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

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

### IVPAA ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Held Academic Council Meeting, December 2
- Attended check signing ceremony for the MADISSAR awardees, December 2
- Participated in interviews of finalists for Dual Credit Programs Project Manager, December 3
- Attended EWDC meeting in support of new programs, December 3
    - Certificate and AAS – Automotive Collision Repair & Refinishing
    - Certificate and AAS – Cybersecurity Specialist
    - AA – Dance

- Attended President's Cabinet Meeting, December 4
- Hosted retirement reception for Dr. Bischoff, December 4
- Attended SACSCOC Conference in Houston, Texas, December 8-10
- Attended Board of Trustees Regular Meeting, December 10
- Attended President's Cabinet Meeting, December 11
- Participated in "Point of Contact for BPST Division" interviews with interested individuals, December 11
- Presented the Faculty Spotlight for the Board of Trustees, December 11, 2019
- Participated in the recognition ceremony honoring the first Chair Academy cohort, December 12
- Attended meeting to review the SACSCOC Non-Credit to Credit Questionnaire, December 12
- Met with Dr. Rebecca De Leon regarding Dual Credit Programs, December 12

### PROJECTS IN PROGRESS:

- Grade Distribution Reports for high enrolled courses
- NACEP Accreditation
- Chair Academy
- New Program Development Proposals
- Working on several Search Committees
- Considering Dual Credit Faculty Ambassador Institute
- Academic Affairs Risk Management Plan
- Updating Faculty Qualification Manual and Handbook of Credentials by Discipline
- Updating all manuals and reports for the division
- Developing guidelines and templates for the division

- Guided Pathways Project
- STC Competency-Based Program Development Manual
- Classroom Inventory Report and Classroom Usage Report
- Working on scheduling dashboard
- Developing the Handbook of Operating Procedures Template
- SACSCOC reaffirmation Write-ups

## MARIO REYNA
## DIVISION DEAN – BUSINESS, PUBLIC SAFETY, AND TECHNOLOGY

### DIVISION DEAN'S REPORT:

- Attended Academic Affairs Council Networking Luncheon at Pecan Campus, December 2
- Attended the AWS Consultant meeting at the Technology Campus, December 3
- Attended the USDE College Assistance for Migrant Students at Pecan Campus, December 3
- Attended the EWDC and Facilities Committee Meeting at Pecan Campus, December 3
- Visited Program Chair at RCPSE to receive updates on the programs, December 4
- Attended meeting with VPAA and AEDT Program Chair to discuss a personnel matter, December 4
- Attended the Review of Dean of Enrollment Services Applicants at Pecan Campus, December 5
- Held the Business, Public Safety & Technology December Program Chair Meeting at Pecan Campus, December 6
- Attended the Administrative Staff Luncheon, December 6
- Attended Board Meeting at Pecan Campus, December 10
- Participated in the Point of Contact search for BPST, December 11

### ASSISTANT DEAN'S REPORT – ADVANCED MANUFACTURING TECHNOLOGY:

- Continued planning for GIT 2020, continued working on agenda, welcome speaker confirmed, December 2
- Attended the Academic Affairs Council Networking Luncheon at Pecan Campus, December 2
- Continued working on Tech Week 2020, advertising and marketing with different programs, December 3
- Attended QEP marketing committee meeting at Pecan Campus to update budget request, December 3
- Met with IT Assistant Chair to discuss updates on Women in Technology (WIT) 2020 event, December 3
- Attended QEP Implementation Team committee meeting at Pecan Campus and provided the entire group with an update on marketing plan and budget, December 3
- Hosted our annual Fall meeting for NCSLI at the Technology Campus; approximately 45 students, business leaders and faculty attended, December 4

- Attended the retirement celebration for Dr. M. Bischoff at the Cooper Center, December 4
- Attended the RGV Lead 2019 conference and presented on our efforts to promote technology and STEM fields to young girls, December 5

- Continued working on Tech Week 2020, contacted some programs to ask if they would join, December 5
- Attended our Division wide Tech 4 Toys 2019. The event was a great success! It gathered more than all the attendees from previous years combined! Over 200 toys were donated, December 6

- Attended our Business, Public Safety and Technology Division December meeting and end of semester gathering at Pecan Campus, December 6

## DESIGN AND BUILDING TECHNOLOGIES:

- NCCER application approved. The DBT program will continue the process and will be sending instructors for professional development in order to complete the NCCER accreditation process, December 2
- Coordinated the awarding of 7 scholarships for Construction Supervision students, December 2-6
- Attended the retirement celebration for Dr. M. Bischoff, December 4
- Program Chair, Construction Supervision Program Coordinator, HVAC Program Coordinator and Electrician Assistant instructor attended and conducted College Advising Training Program presentation & tour, December 5
- Construction Supervision and Electrician Assistant instructors participated in the Tech 4 Toys, December 6
- Attended Business, Public Safety and Technology - December Meeting at Pecan Campus, December 6

## INFORMATION TECHNOLOGY:

- Assistant program chair held Women in Technology meeting, December 2
- Program Chair attended RGV IT Meeting, December 4
- IT faculty attended Tech 4 Toys held at the Technology Campus, December 6
- IT Program attended End of Year Department Meeting and Luncheon, December 6

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

## DIVISION DEAN'S REPORT:

- The Division Dean attended the UTRGV Symphony Orchestra under the leadership of William Buhidar. They performed a magnificent Brahms and Mozart symphony. It was a spectacular event well received by a packed student union.
- The Academic Affairs Council held a Networking meeting/luncheon where all Academic entities reported on their Achievements from last year. As always it was a productive event where we all were reminded of the hard work we each are doing and how it relates to our students' success.
- My retirement reception was well organized and well visited. It was heartwarming to see the slide show with pictures from past and present, the queue of retirement well-wishers, the impressive tokens of appreciation, and to hear the speeches of those who worked with the LASS division office. I cannot thank all involved enough for this most memorable send-off.
- The administrative staff luncheon was held in the Cimarron Country Club with members of the administrative staff present. As always it was a fantastic warm event with colleagues complimenting each other and the President's office surprising us with beautifully laid tables and Xmas ornaments designed under the leadership of Sarah Lozano of the Architectural and Engineering department.

## PSYCHOLOGICAL SCIENCE DEPARTMENT

- STC student and Starr County Campus Psychology Club Member was presented with a Certificate of Recognition for being the 10th Starr County Campus Psychology Club $1,000 Scholarship Recipient, December 3
- Starr County Campus Psychology Club volunteered at the Rio Grande City HEB Feast of Sharing, December 5

### EDUCATION/COLLEGE SUCCESS DEPARTMENT

- Department Chair attended the Texas Association of Community College Educators Program meeting to plan annual Conference, December 3
- Department Chair attended the Texas Community College Teachers Association Executive Board meeting, December 5
- The Education Department participated in the first Pinning Ceremony for students completing EDUC 2301; Education faculty participated in the ceremony along with over 100 students, parents, spouses, and children, December 5
- The Education Department met to discuss High Impact Practices in EDUC 1300 and to provide program updates and reminders, December 6

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

### DIVISION DEAN'S REPORT:

- Attended the weekly Assistant Dean meeting, December 2
- Attended the Academic Affairs Council – Networking Luncheon, December 2
- Visited TAMUK College of Agriculture in Kingsville, Texas to review and discuss Agriculture, and Veterinary Technology programs and articulation agreements Dec 3 Attended Facilities Committee Meeting, December 3
- Attended the Bachelor Graduation Celebration, December 3
- Conducted the MSB Division Chair meeting, December 4
- Attended the Retirement Reception for Dr. Bischoff, December 4
- Attended the Bachelor Programs Tamalada, December 5
- Attended the College-Wide Curriculum Committee meeting, December 5
- Attended Administrative Staff Luncheon, December 6
- Attended Mathematics and Biology Department Meetings, December 6
- Attended SACSCOC 2019 Annual Conference, December 8-11
- Attended CBE Process and Training Development, December 11
- Attended Chair Academy Session 7 Recognition and Presentation, December 12
- Participated in BASOL Academic Coach interviews, December 12
- Attended Culinary Arts Graduation Banquet, December 12
- We had a Skype conference call with Dr. Hamana, President of Kansai University of International Studies in Japan and his colleagues on December 9. They were referred to us by Dr. Rebecca Karoff, Associate Vice Chancellor for Academic Affairs. They were very interested in our Competency-Based program at STC.
- The Dean for our College of Business approached me with an idea to partner with STC to waive the GRE requirement for STC bachelor degree recipients who meet certain academic criteria and who wish to pursue an MBA with TAMUK.
- During the last C-BEN conference in California, couple of Administrators from Nichols College in Dudley, Massachusetts approached us and asked us if we agree to establish a collaborative agreement to teach the first two year of their Bachelor's Degree in Business Administration via our Associate Degree in Business Administration Transfer track utilizing Competency-Based strategy. Please review and feel free to provide guidance or questions.
- Dr. Esmaeili was nominated to the College of Agriculture & Natural Resources 'Hall of Honor' alumni. The Award Banquet will be held at Tio and Janelle Kleberg Wildlife Center at TAMUK in April.

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

- Attended the weekly Dean & Assistant Dean meeting, December 2

- Attended the Teleconference with Nichols College, December 2
- Attended the Academic Affairs Council – Networking Luncheon, December 2
- Conducted faculty evaluations, December 3
- Participated in the Bachelor Graduation Celebration, December 3
- Attended the MSB Division Chair meeting, December 4
- Participated in the FLAC meeting #5, December 4
- Attended the Retirement Reception for Dr. Bischoff, December 4
- Facilitated the Bachelor Programs Tamalada, December 5
- Attended the College-Wide Curriculum Committee meeting, December 5
- Attended SACSCOC 2019 Annual Conference, December 8-10
- Attended CBE Process and Training Development, December 11
- Attended Chair Academy Session 7 Recognition and Presentation, December 12
- Participated in BASOL Academic Coach interviews, December 12

## COMPUTER INFORMATION TECHNOLOGY:

- Attended the Bachelor's Program Graduation Celebration, December 3
- Participated in the MSB Division Chairs Meeting, December 4
- Attended the RGV Lead Conference at Hilton Garden Inn, South Padre Island, December 5
- STRC Computer Science Lab Assistant II went to Roma High School to promote the CITP program, December 5
- Attended the College-wide Curriculum Committee Meeting, December 6
- Attended SACSCOC 2019 Annual Conference, December 8-10

## MEDICAL AND HEALTH SERVICES MANAGEMENT:

- Attended the Bachelors Program Graduation Celebration, December 3
- Participated in the MSB Division Chairs Meeting, December 4
- Attended the RGV Lead Conference at Hilton Garden Inn, South Padre Island, December 5
- Attended the College-wide Curriculum Committee Meeting, December 6
- Participated in the Geology Faculty Search Committee, December 6
- Attended SACSCOC 2019 Annual Conference, December 8-10

## TECHNOLOGY MANAGEMENT:

- Attended the Bachelors Program Graduation Celebration, December 3
- Participated in the MSB Division Chairs Meeting, December 4
- Attended the RGV Lead Conference at Hilton Garden Inn, South Padre Island, December 5
- Attended the College-wide Curriculum Committee Meeting, December 6
- Attended SACSCOC 2019 Annual Conference, December 8-10

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

- Attended Academic Affairs Council meeting, December 2
- Attended Facilities Committee Board meeting, December 3
- Attended QEP Implementation Team meeting, December 3
- Attended and help lead MSB Division Chairs meeting, December 4
- Participated in Biology faculty Search Committee interview, December 2-7
- Participated in developing Texas Pathway Project action plan, December 5
- Attended McGraw Hill Chemistry textbook presentation, December 5

## BIOLOGY:

- Traveled with Division Dean, Director of University Relations, and MSB Student Success Specialist to Texas A&M Kingsville campus to review and discuss Agriculture, and Veterinary Technology programs and articulation agreements, December 3
- Attended MSB Division Chairs Meeting, December 4
- Held department meeting and holiday potluck, December 6

## COMPUTER SCIENCE:

- Attended the Fall 2019 Bachelor Programs Graduation Celebration, December 3
- Faculty member selected to be a Quality Assurance Reviewer Attended a special training hosted by the Competency-Based Education Network (C-BEN) in La Jolla, CA to review the programs' quality and determine if curriculum policies meet all standards., December 3-5
- Attended the MSB Division Chair Meeting, December 4
- Attended the RGV LEAD Conference, South Padre Island, December 5-6
- Presented on Computer Science, Computer Information Systems and BAT-CIT programs at Roma High School, December 5
- Attended College-Wide Curriculum Committee Meeting, December 5

## DEVELOPMENTAL MATH:

- Attended QEP Implementation Team Meeting, December 3
- Attended MSB Division Chairs Meeting, December 4
- Attended MSB Divisional Curriculum Meeting, December 4
- Attended College Wide Curriculum Meeting, December 5

## MATHEMATICS:

- Joined the Unidos Contra los Diabetes (UCD) Data Advisory Board. As a board member we will review data protocol for the UCD Collective Impact on such aspects as: data contracts with regional healthcare providers, data collection & presentation standards for standardized reporting, data analyses methodologies and data presentation options for the UCD web site, December 3
- Attended MSB Division Chairs Meeting, December 4
- Compiled and presented reporting for the Texas Affordable Baccalaureate (TAB) grant, December 6

## PHYSICAL SCIENCE:

- Met with the Interim Director of Admissions, Student Affairs, Irma Lerma Rangel College of Pharmacy, Texas A&M University and discussed TAMU-STC Pre-Pharmacy Cooperative Program admission procedures and outreach strategies, December 3
- Attended facilities committee board meeting, December 3
- Attended MSB Division Chair meeting, December 4
- Attended College-wide Curriculum Committee meeting, December 5
- Conducted interviews for Geology Instructor position, December 5

## UNIVERSITY RELATIONS:

- College Visits this Week:
- Master the Possibilities Graduate School Fair, Pecan Campus, December 3-4
- Attended the Academic Affairs Holiday Luncheon, December 2
- Participated in a Leadership McAllen planning meeting, December 2
- Travelled to Kingsville to visit the campus and meet with the College of Agriculture, December 3
- Participated in the Math, Science and Bachelor Programs Chair meeting, December 4
- Conducted a conference call with Luzelma Canales from UTRGV about the status of the projects that we are working on, December 4
- Attended the Bachelor's Program Tamalada, December 5
- Participated in the American Association of Women in Community Colleges monthly meeting, December 5
- Attended a webinar on the 2019 Survey of Faculty Attitudes on Technology sponsored by Inside Higher Ed, December 5
- Participated in the President's Administrative Staff Luncheon, December 6

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

## DIVISION DEAN'S REPORT:

- Dean attended the HMAS Pinning Ceremony; addressed the graduating class, December 2
- Worked on grant proposal for Educause
- Participated in collaboration session with Texas A&M, December 3
- Attended meeting to review AT&T grant items, December 4
- Attended meeting regarding the Dallas Foundation Grant, December 4
- Worked on the Under 70 Program Report to complete the receipt of a reward from the Coordinating Board
- Participated in academic classification meeting to evaluate portfolios for assistant professor candidates, December 6
- Dean attended Success at Scale webinar on strategies to improve outcomes for underserved students, December 9
- Worked on Carl Perkins Grant and Dallas Foundation Grant
- Reviewed the duties of program secretaries with Academic Affairs project manager, December 10
- Met with staff to work on the Bi-Annual Knapp Healthcare Project Report, December 10
- Participated in ADN and VN faculty interviews, December 10
- Worked on and submitted the Nursing Shortage Reduction Program report to THECB, December 11
- Attended the Chair Academy, December 12
- Participated in BSN academic coach interviews, December 12
- Attended the EMT Department Course Completion Ceremony, December 12
- Met with employees regarding the NCLEX mentorship role and responsibilities, December 13
- Attended STC December 2019 Commencement Exercises, December 14
- Attended VN Pinning Ceremony held at DHR Conference, December 15

## ASSOCIATE DEGREE NURSING:

- The ADN Program celebrated the ACEN accreditation with a party hosted by Dr. Shirley Reed. The ACEN accreditation certificate was presented to the ADN faculty and students who attended the party, December 5

## DIAGNOSTIC IMAGING DEPARTMENT:

- Department faculty proctored all DMS and RADT final examinations
- DMS and RADT faculty completed clinical clearance in preparation for Spring 2020
- Department chair contacted interested participants for the upcoming CT course to be offered in Spring 2020
- Department faculty completed all computer reservation requests for Spring 2020 testing sessions

## EMERGENCY MEDICAL TECHNOLOGY:

- Department attended meeting at RCPSE, December 4
- Employed the first instructional use of the Sweet Extrication Training System which was funded by the Carl Perkins Grant, December 5
- Department program chair/instructor attended the Collaboration Meeting, December 6
- Department attended the Course Completion Ceremony, December 12
- Department attended the commencement exercises, December 14

## MEDICAL ASSISTANT TECHNOLOGY:

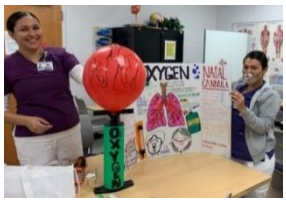
- Faculty members attended workshop on the Smoke/Tobacco Free policy at STC, December 4
- Held Fall Pinning Ceremony for 28 students, December 5

## OCCUPATIONAL THERAPY ASSISTANT:

- Hosted an event with guest speaker, Shawn Elliot Russell. Mr. Russell is a former OTA Program alumnus and author of the book, Be Still Little Tree, Be Still. He spoke to attendees on anxiety and how to break the chains, December 4
- Offered tours of the Alzheimer's-adapted apartment set up by students as part of their capstone project. Students were tasked to modify rooms of the simulation apartment to maximize the performance of an Alzheimer's individual and assist the caregiver in the performance of normal daily activities, December 5

## PATIENT CARE ASSISTANT:

- PTCA students attended OTA event on modifying living spaces for Alzheimer's patients, December 5
- PTCA alumni presented to current students regarding benefits of the program
- Students showed their skills presentations
- A post on social media was made for Janice Bradley, a World War II veteran from McAllen, to announce her wish to receive 100 cards for her 100th birthday. The PTCA program organized to make, collect, and deliver 101 cards
- Achieved 100% pass rate for all three national exams; Certified Phlebotomist, Certified ECG Technician, and Certified Patient Care Technician
- Clinical coordinator completed end of year report



## PHARMACY TECHNOLOGY:

- Faculty and staff held a senior luncheon for graduating students, December 9
- Texas Tech University Health Science Center held a web presentation for seniors regarding their BS in Healthcare Management, December 9
- Chair attended Leadership Academy Recognition Ceremony, December 12

## VOCATIONAL NURSING:

- Held VN orientation, December 6

# DANIEL MONTEZ
# ADMINISTRATOR – MID-VALLEY CAMPUS

## COMMUNITY ENGAGEMENT:

- MVC welcomed many outside organizations to promote their businesses, job opportunities and services to students:
  - Vector Marketing set up information table for student employment opportunities, December 2 & 4
  - UTRGV One Stop Shop was held to assist students with any/all aspects of transferring, December 5
  - Vitalant held a Mobile Blood Drive, December 5
  - RGV Flood Mitigation Public Hearing was held and open to the public, December 10
  - UT Arlington Online Nursing Program set up information table for nursing students, December 10
  - Access Esperanza set up information table to inform students of their products and services, December 10

## ENROLLMENT ACTIVITIES:

- STC Departments promote courses and answer questions regarding degree plans and upcoming classes:
  - University Relations hosted information table, December 3
  - High School Programs Department
    - Mercedes ECHS Fast Track, December 4
    - Veterans MS Campus Tour, December 5
    - Vanguard Mozart Fast Track, December 12

## CAMPUS EVENTS:

- Social Work Club hosted a Student Appreciation Day with free donuts and coffee for students, December 2
- Student Services and Wellness Department hosted activities for Stress Free Week for students, December 2-5
- Education Club hosted a fundraiser, December 3
- Mid-Valley Faculty Advisory Meeting was held and included a pot luck for Faculty and Staff, December 5
- Kinesiology Club hosted their 1st Annual Holly Ball Volleyball Tournament, December 7
- Office of Career and Employer Services hosted a career workshop, December 11

# DR. ARTURO MONTIEL
# ADMINISTRATOR – STARR COUNTY CAMPUS

## COMMUNITY ENGAGEMENT:

- Installed United Farm Workers monument on campus near Building F
- Coordinating with United Farm Workers to hold event for historic marker on campus
- Promoted Cultural Arts Center to Starr County Historical Committee Chairperson
- Participated in Rio Grande City Christmas Parade, entered parade float sponsored by the Welding Department
- Held Holiday Luncheon for faculty/staff/family/selected community members to mark holidays and end of 2019
- Attended meeting with community at Industrial Foundation to cover county mapping for future use to identify demographics of Starr County
- Held monthly meeting on campus for the Starr County Community Coalition to discuss the prevention of drug and alcohol abuse for young people
- Held quarterly meeting on campus with South Texas Prevention Navigation Program to discuss services offered to the Starr County Community

## ENROLLMENT ACTIVITIES:

- Television spot on Telemundo for Spring 2020 enrollment
- Radio spot on La Voz De Valle promoting technology programs on campus
- Newspaper spot in Town Crier for “Register Now” message
- Completed interview with Telemundo to promote NAH Programs on campus
- Completed interview with local radio station to promote the Starr County Campus as well as NAH and Technology Programs
- Sent out flyer to promote NAH and Technology programs
- Starr County Newsprint on Technology and NAH programs offered on campus
- Mailed out “Register Now” flyers to current students on campus

## CAMPUS EVENTS:

- Starr County Community Coalition, December 4
- CBP Career and Information Booth, December 5
- Starr County Conference Responding to Child, December 9
- Mayor’s Prayer Breakfast, December 10
- CDI Recruitment, December 10 & 12
- Department of Public Safety “Teaser Recert,” December 11
- Comprehensive of Advising & Mentoring Services, December 11

## 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.
- Developed and revised Distance Learning department operation handbook based on HR recommendations
- Distributed the Distance Learning department handbook within the department for acknowledgement, December 13
- Worked on documentation used for the SACSCOC Compliance Writing Team and revised the drafts for the sections assigned to Distance Learning
- Updated several job descriptions for the department
- Worked on budget and Blackboard contracts
- Developed software/LTI implementation plan for Blackboard
- Worked on Blackboard Ally Contract for accessibility within the learning management system
- Participated with BASOL Academic Coach interviews, December 12
- Presented at the College Advising Training Program-Dual Credit Pathways regarding Distance Learning department, December 6
- Developed promoting flyer with all Distance Learning trainings, December 6
- Created all Distance Learning trainings in the Professional Development system for faculty registration, December 5
- Developed the Spring 2020 Distance Learning Training schedule that included Blackboard Fundamentals, Blackboard Certification, and Online Teaching Certification for the semester, December 4
- Created new Starfish online course in Blackboard for Academic Grants & Project Officer to create a training certification for all faculty, December 4

### PROJECTS:

- Course Development
    - Updating DL Course Approval Form manual
    - Updated the Distance Learning Course approval form list by division and department, December 6
    - Reviewed 83 Distance Learning Course Approval Form submissions
    - Completed 64 Distance Learning Course Approval Forms
    - Developed an action plan to convert Law Enforcement, Paralegal and Public Administration courses fully online
        - Converted 5 Law Enforcement courses fully online to be ready for Spring 2020
    - Met with Instructional Designers to discuss assigned department, upcoming trainings, training manuals and course approval forms, December 4 & 13
- First Time Online Student Orientation
    - Distance Learning staff updated Blackboard Online Student Orientation course
    - Distance Learning staff removed all Fall 2019 enrollments from orientation
    - RAS provided the results for the Orientation survey
- Learning Management System (LMS) Implementation
    - Installed VidGrid building block on staging environment, December 11
- Multimedia Support
    - Distance Learning staff assisted with STEM recordings and videos
    - Distance Learning staff met with the Principal of Sharyland Advanced Academic Academy to schedule on-campus videotaping of STC/SA3 SEAPHAGE student, December 2
    - Distance Learning staff videotaped class session for SEAPHAGE students, December 3
    - Distance Learning staff videotaped STC/SA3 student at the Sharyland Advanced Academic Academy as part of the SEAPHAGE video project, December 5

## DISTANCE LEARNING TECHNOLOGIES:

- **Distance Learning Helpdesk**
  - Numbers for the month
    - Students/Faculty Chats: 28
    - Students/Faculty Tickets: 95
    - Helpdesk Phone Calls: 166
    - Afterhours Students/Faculty Chats: 14
    - Afterhours Helpdesk Calls: 72
    - **Total: 375**

- **Trainings/Workshops/Professional Development**
  - Trainings
    - Distance Learning staff certified 12 faculty/staff with Online Teaching Certification, December 6
  - Workshops
    - Distance Learning staff provided Blackboard support at NAH campus, December 4
    - Distance Learning staff hosted an Open Lab for Blackboard assistance and course approval forms, December 6
    -
  - Conference
    - Attended 2019 SACSCOC Annual Conference at Houston, Texas, December 7-10

- **Student Success Activities:**

| Type of Service | Number of Students |
|---|---|
| General Advising: | 306 |
| Distance Learning Walk-Ins: | 2 |
| Telephone Contacts: | 93 |
| Virtual Campus Advising Email: | 211 |
| Email Reminders: | 14,067 |
| ***Total:*** | ***14,373*** |

## DISTANCE LEARNING MEETINGS:

- Held department meeting to address all upcoming trainings, streamline training process, and course approval forms, December 2
- Participated at the Academic Affairs Council - Networking Luncheon, December 2
- Participated at the Retirement Reception Honoring Dr. Bischoff, December 4
- Participated with the Bachelor Programs Tamalada, December 5
- Met with Blackboard Analytics account executive to discuss issues and concerns with software, December 11
- Participated at the Administrative Staff Luncheon, December 6

# JESSICA S. GARCIA
# ACADEMIC EXCELLENCE PROGRAMS OFFICER

## VALLEY SCHOLARS PROGRAM:

- **Fundraising** – Mailed holiday cards to Valley Scholars Program supporters and sent invoices to all sponsors pending payment.
- **Recruitment** – Presented program information at the College Advising Training Program on Dec 4. Reviewed Valley Scholars applications for Cohort 24.
- **Retention** – Held Valley Scholars Holiday Social on Dec 6 to celebrate the end of the semester and gear up for finals.
- **Graduation** – Held a Graduation Reception for all Valley Scholars graduating Fall 2019. Dr. Eric Reittinger served as guest speaker and students received Valley Scholars Program regalia.

- **Administrative** – AE Officer attended Academic Affairs Council meeting on Dec 2. Welcomed new Valley Scholars Specialist to department.

### PHI THETA KAPPA:

- **Meetings** – Held a Holiday Social meeting for PTK members on Dec. 6th. Met with officers to discuss status of Hallmark Awards.
- **Recruitment** – Answered emails, phone calls, and met with students interested in joining Phi Theta Kappa.

### HONORS PROGRAM:

- **Recruitment** – Sent recruitment email to Valley Scholars and Phi Theta Kappa students inviting them to apply to the Honors Program. Answered emails, phone calls, and met with students interested in the Honors Program.
- **Retention** – Presented program information at the Teaching and Learning Academy on December 6. Reviewed status of current Honors students and sent email regarding Spring 2020 Honors course requests.
- **Graduation** – Held a Graduation Reception for Honors Program students graduating Fall 2019 who completed program requirements. Dr. Eric Reittinger served as guest speaker and students received Honors Program regalia.

## DR. MARICELA SILVA
## ACADEMIC INITIATIVES AND PROJECTS

### GRANTS:

- Perkins:
  - Ongoing – Attended meeting with NAH and RAS to discuss pre- and post-surveys
  - Compiled a list of the BPST Perkins funded equipment that will be ordered, and submitted it to RAS; this information will be used to develop pre- and post-surveys for both NAH and BPST
  - Emailed departments to ensure they have their quotes and have submitted the requisitions to order the equipment
  - Sent follow-up emails to departments requesting status of equipment orders
  - Will begin revising Perkins training presentations to encompass the upcoming changes for next year's application
- Starfish:
  - Ongoing – Updated training materials/tutorials for students and faculty; the Starfish webpage will be updated in January to include updated materials
  - Met with OPOD to schedule regular Starfish trainings, including evening trainings, for Spring 2020 semester
  - Worked with Distance Learning to upload Starfish video tutorials to Blackboard

- CAEL Adult Learner 360 Academy 2019:
  - Ongoing – Received email that the next check-in call will be in January
  - The annual CAEL meeting will be scheduled for late February; we will be submitting names of those who will be attending the event
- Perkins Leadership (ACE-IT) Grant:
  - Email reminders were sent to PI that the grant report is due on Dec 31; the Grants office strongly recommended an internal deadline of Dec 13 to ensure the report was submitted before we left on holiday break

### MEETINGS:

- Attended the Seal of Excelencia Institute in San Antonio

### ONGOING PROJECTS & ACTIVITIES:

- QEP Implementation Team
  - Ongoing –The Committee met to review status and plan for next steps as well as upcoming visit from Dr. Young scheduled for January 22; The committee:
    - Created and reviewed the Map
    - Chose the topic name

        - Discussed budget and marketing
        - Reviewed the literature review
    - The team will meet again on January 16

## YOLONDA JARAMILLO
## PROJECT DIRECTOR – TITLE V HSI AND DHSI GRANTS

### TITLE V GRANT & PROJECTS:

#### COMPONENT 1

##### ACTIVE LEARNING CLASSROOMS/TRAINING ROOMS

- Concluded efforts to schedule Fall 2019 events efficiently; continued scheduling Spring 2020 courses and events. Below is a list of ALCs and the number of classes planned for the Spring 2020 term:
    - Mid-Valley G121 (2)
    - Mid-Valley G169 (1)
    - Mid-Valley G174 (3)
    - NAH A3.422 (7)
    - NAH B2.504 (9)
    - Pecan G101 (8)
    - Pecan P2.112 (1)
    - Pecan P2.114 (3)
    - Pecan P3.131 (4)
    - Pecan T1.506 (5)
    - Pecan Y1.101 (6)
    - Pecan Y2.101 (5)
    - Starr E1.204 (4)
    - Starr E2.104 (3)
    - Tech A119 (3)

##### FOCUS ACADEMY

- Coordinated and facilitated the Teaching and Learning Academy Session #7, December 6
- Prepared and facilitated FOCUS Academy for Dual/Adjunct Faculty, December 4 & 7

#### COMPONENT 2 – REDESIGN AND EXPANSION OF FACULTY ADVISING

- Conducted a presentation for the Open Labs Department on the fundamentals of advising, discussing planning for future training on DegreeWorks and college advising policies for the upcoming spring semester
- Met with Coordinator of Faculty Advising to review the progress of 2018-2019 data for Annual Progress Report

#### COMPONENT 3 – ENHANCEMENT OF TECHNOLOGY INFRASTRUCTURE/REMOTE DELIVERY COURSES

- Continued monitoring Fall 2019 and Spring 2020 GZ course enrollment
- Coordinated efforts with ET and EMS to ensure the Spring 2020 GZ sections are adequately supported to proceed without issue

#### COMPONENT 4 – FINANCIAL LITERACY

- Provided 499 students financial literacy workshops during the Fall 2019 semester at four campuses:
    - Mid-Valley (71 students), Pecan Campus (232), Starr County Campus (128), and Tech Campus (68)
- Met with the IVPAA to review progress and a new direction for final semester efforts. Special assignments for faculty in the areas of Business Administration, College Success for Healthcare, Education, and Psychology will develop Blackboard modules to complement the curriculum of Learning Frameworks and College Success courses and provide accessibility to all South Texas College students. The student workshop will continue, but the focus of efforts will be on developing a sustainable curriculum. To date, 867 students have participated in interactive Financial Literacy workshops, surpassing the original goal of 450 students.

#### MANAGEMENT/COMPLIANCE

- Collaborated with external auditing agency, CRI, to verify the review process for the DOE's Annual Progress Report
- Partnered with RAS on qualitative studies scheduled to begin February 2020

## DR. CHRISTOPHER NELSON
## ASSOCIATE DEAN – CURRICULUM AND STUDENT LEARNING

### ASSOCIATE DEAN'S REPORT:

- Attended the Academic Affairs Council Networking Luncheon
- Assisted with the final revisions of three program development packets and the accompanying narratives for the EWDC
- Attended the SACSCOC Annual Meeting in Houston, Texas on December 7-10
- Attended the Seal of Excelencia Institute in San Antonio on December 6

## CURRICULUM & STUDENT LEARNING MANAGER'S REPORT:

- Attended the Substantive Change Committee meeting to review and revise substantive change reporting procedures and discuss the timeline of approval for new awards
- Attended EWDC Board Committee meeting where the program development packets for Automotive Collision Repair & Refinishing, Dance and Cybersecurity were presented
- Met with the Curriculum & Scheduling Coordinator to review the curriculum revisions and provided responses to questions
- Attended the College-Wide Curriculum Committee meeting for December; Curriculum revisions and deactivation of awards were listed on the agenda
- Conducted two Concourse Training workshops at the Mid-Valley Campus; 26 faculty attended
- Attended the SACSCOC Conference to attend workshops related to Substantive Change procedures and policies in order to develop internal review procedures at South Texas College regarding program development and substantive change reporting
- Attended the Faculty Load and Compensation (FLAC) training with the consultant to review dual credit mini-mesters and troubleshoot issues in preparation for Spring 2020
- Attended a meeting with IS&P staff to discuss the status and next steps for the Concourse college-wide implementation scheduled for Spring; staff discussed the date scheduled for the clone of the production environment and the testing in sandbox to load the feeds for all course offerings in Spring 2020

## CURRICULUM & SCHEDULING COORDINATOR'S REPORT:

- Assisted College-Wide Curriculum Committee agenda and packet preparation for curriculum meeting on December 5
- Met with the Schedule Technician to briefly review the Fall 2021 schedule roll, deadline, and error report to ensure course schedules are compiled in a timely manner
- Submitted a local needs course to the Coordinating Board for the new Unmanned Aircraft Occupational Skills Award as we continue to process curriculum revisions for the upcoming catalog year
- Attended a Curriculum meeting with the Curriculum & Student Learning Manager to discuss Concourse open lab and troubleshooting in preparation to going live in January 2020

## DIRECTOR OF ACADEMIC ASSESSMENT'S REPORT:

- Met with ETS to receive scaled scoring guides for Written Communication. Essay portions of scoring. Preliminary Scoring. Preliminary scoring indicated a 2.8 increase in Fall 2018 pre and post assessments on a 30-point scale for written Communication and a 3.4 increase for Critical Thinking.
- Met with IT and Director of RAS to investigate reporting options for PLO reporting. Currently the calculations are manual and weighting is not evident. A follow up meeting provided a more efficient and timely reporting process via Argos.
- Met with IE to review additional Standard 8.2a evidence requests. Submitted requested PLO items.
- Hosted JagPRIDE open lab training at the Pecan Campus.
- Attended the SACSCOC Annual Meeting in Houston, Texas on December 7-10.

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

## DEAN'S REPORT:

- Dual Credit Programs Staff from Dual Credit Pathways and Academies & High School Projects attended a five-day South Texas College Advisement Training Program; training consisted of departmental presentations, NACADA advisement scenarios, and campus tours of the Technology, Nursing & Allied Health, and Regional Center for Public Safety Excellence Campuses, December 2-6
- Dean attended the SACSCOC Annual Conference in Houston, December 8-10
- Dual Credit Programs hosted two Administrators from Lone Star College who were seeking insight on the overall program structure and operations, December 11
- Dean completed the SACSCOC Prospectus for Weslaco 21st Century CTE Campus, December 13
- Planning and Scheduling Department has processed 1,077 schedule changes for Spring 2020

- Upcoming Events & Activities for January 2020
    - Dual Credit Professional Development, January 18
    - School District Board of Trustee Breakfast, January 24

## ACADEMIES AND HIGH SCHOOL PROJECTS:

- Academy staff continued to coordinate the Spring 2020 Workshop Schedule for the Academy Programs for the Pecan, Mid-Valley, and Starr County Campuses; this consists of submitting facilities requests and scheduling departmental and career awareness presentations throughout the spring semester
- Academy staff continued coordinating the Senior Educational Trip, and DEMSA College Tours set for Spring 2020
- Academy staff continued to schedule recruitment presentations at partnering high schools, which consisted of application drives and evening parent informational presentations
- Academy Programs recruitment/follow-up presentations were held at the following campuses:

| Date | Location | Students Attended |
|---|---|---|
| **November 13** | Edcouch-Elsa HS | 100 |

- Parent evening information sessions were held at the following campuses:

| Date | Location | Attendance |
|---|---|---|
| **December 10** | La Joya-Academies of Health Science Professions STEM | 30 |

- Academy staff produced interest form data reports, from the Radius Online Portal, and provided them to high school contacts
- Academy staff prepared labels for two hundred ninety-five (295) TexPREP envelopes in preparation to stuff them with application packets in January
- **Upcoming Events & Activities for January 2020**
    - Preparation for Annual STEM Senior Trip and DEMSA College Tour
    - Final Grade Audits of Academy Program's Junior and Senior students in preparation to schedule student/parent meeting as needed
    - Preparation for TexPREP Application Packets and Scheduling of Recruitment Presentations in preparation for Summer 2020

## DUAL CREDIT PATHWAYS:

- The DCP Director and Dean attended SACSCOC conference in Houston, December 9-10
- The DCP Director and Dean hosted Lone Star College as well as provided a tour to Thelma Salinas ECHS to visit their administrative staff, students, and campus layout, December 11
- The DCP Director and Dean visited Weslaco 21st Century CTE ECHS campus as part of SACSCOC compliance review, December 13

## MANAGER'S REPORT:

- Relations Manager coordinating logistics for events in 2020:
    - Sharyland A3 Parent College Knowledge Night, January 8
    - ISD Board Breakfast, January 24
    - Dual Credit Pathways Symposium, February 6
    - ISD PIO Meeting, February 18
    - Vanguard Metrics Meeting, February 21
    - Summit on College & Career Readiness, April 6
    - Dual Credit Programs Preview Day "post conference," April 7
- Relations Manager working on Pathways Booklet

# JESSICA GALLOSO
# ASSOCIATE DEAN – PROFESSIONAL & ORGANIZATIONAL DEVELOPMENT

## MEETINGS:

- OPOD Team discussed events to prepare for upcoming meetings and events, December 2 & 4
- Instructional Coach met with Distance Learning to coordinate Spring 2020 Spark Online, December 2 & 5

- Instructional Coach met with Educational Technologies to receive training updates on Playposit, December 4
- OPOD met with Associate Dean of Curriculum and Dean of Institutional Research to coordinate CWPD Data Summit, December 4
- OPOD worked on updating SACS narrative for the department, December 5
- Instructional Coach participated in hiring committee for Library, December 5
- Associate Dean attended the President's Administrative Staff Meeting, December 6

### ACADEMIES AND TRAININGS:

- Participants graduated from the Fall 2019 Online DELTA course, December 2
- Instructional Coach coordinated logistics for January 22 Socratic Tutoring training by AVID, December 2 & 3
- Associate Dean facilitated "Creating a Culture of Positivity" for Grants Dept., December 3
- Instructional Coach coordinated and facilitated Teaching and Learning Academy Session #7, December 6
- Instructional Coach prepared and facilitated FOCUS Academy for Dual/Adjunct Faculty, December 7
- Specialist facilitated the Power UP training session for the Professional Development (PD) System, December 3
- Specialist prepared and facilitated "Mindfulness in the Workplace: Relieving Stress to Increase Productivity" workshop, December 6
- Associate Dean facilitated "Fostering Healthy Team Dynamics" for Cashiers Dept., December 6

### PROGRAMS IN DEVELOPMENT:

- Trainings and Meetings for Teaching and Learning Academy, DELTA, Spark, FOCUS Academy for Dual and Adjunct Faculty, College-Wide, and ACTA, January-April 2020
- IE Plan updates for OPOD, January 2020
- Contacting/contracting speakers for upcoming events, January-April 2020
- Academic Affairs 2020 award procedures, rubrics and links update, October-December 2019
- Request quotes from venues for 2020 events, December 2019 - January 2020
- Preparing for Faculty PD Week, January 2020
- Preparing for Adjunct/Dual Credit PD Day, January 2020
- Preparing for College-Wide Professional Development Day, February 2020

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

### ACADEMIC AFFAIRS HIGHLIGHTS:

- Creating a Culture of Positivity, December 3
- Education Majors Pinning Ceremony, December 5
- Mindfulness in the Workplace: Relieving Stress to Increase Productivity, December 6
- Retirement Reception Honoring Dr. Margaretha E. Bischoff, December 6
- 7th Annual Tech 4 Toys, December 6
- Community Presentation at Las Palmas Community Center, December 11

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

- Finalized arrangements for December Academic Council Meeting; prepared Academic Affairs 2019 Accomplishments booklet
- Coordinated retirement reception for Dean Bischoff
- Continued to coordinate Academic Affairs Highlights
- Continued to coordinate List of Upcoming Events for Academic Affairs
- Continued to review and edit booklets, documents, manuals, and presentations

### REPORTS – DATA COMPILATION AND PRESENTATIONS:

- Assisted OVPAA with compiling program data and information with the assistance of Research & Analytical Services and respective program administrators for requested reports, activities & presentations
- Worked with graphic designer regarding in progress & upcoming design projects/booklets/reports/fliers for Academic Affairs Division

- Assisted with final review of Academic Affairs 2019 Accomplishments presentation
- Assisted with development of course offerings flyer for Accounting CBE flyer for Business Administration Program in Spring 2020
- Updated select data sections of the 2018 Dual Credit annual report
- Continued to work on STC & UTRGV Collaborative Leadership meeting preparations
    - Worked on development of 2019 STC & UTRGV Collaborative Leadership wrap-up report
    - Requested workgroup updates
- Assisted with updates to the Spring 2020 course offerings flyer for Accounting Clerk Certificate Program for Business Administration Program
- Assisted with development of presentation regarding Faculty Spotlight publication

## DESIGN WORK – CONTENT AND/OR UPDATES:

- Assisted OVPAA with academic related design projects and requests
    - Finalize Dr. Bischoff retirement reception agenda
    - Design Spring 2020 Accounting course flyer background
    - Design Academic Affairs Policy Development and Revision Process chart
    - Design retirement recognition materials for Mario Reyna
    - STC to UTRGV wrap-up booklet artwork, updates, and corrections
- Assisted Curriculum and Student Learning with the Spring 2020 Concourse Open Lab flyer
- Assisted Office of Professional & Organizational Development with the College-Wide Professional & Organizational Development Day Booklet artwork

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

- Continued working on office space for Pecan Campus, includes existing buildings and portables
    - Working on identifying office space for Faculty and Staff
    - Space Modification and floor plans submitted for office for the Dean for SBS and staff
- Continued working with HR on Faculty Load and Compensation (FLAC) pilot implementation for upcoming trainings
    - Address technical issues regarding the process
- Continued working on the Light Board project pertaining to advanced educational technologies for classrooms
    - Pending final review of Statement of Work and Master Agreement
- Continued working with Maintenance and Facilities on office space/building renovations/moves across all campuses
    - Re-carpet of Building J- 1st floor; set for May 2020
    - HVAC and AMT- working with departments to collect information prior to Space Modification submission
- Continued working with the Grant Office and the NAH Division on the Knapp Community Care Foundation grant and the NSRP grant
- Continued working with DL Media Manager on video highlighting first cohort of SEA-PHAGE STC students
- Continued working with the Office of Student Rights & Responsibilities regarding student appeal process and procedures
- Continued working with the VITA Program on logistics for the upcoming free income tax preparation community event scheduled to begin on February 3, 2020
- Began working with the NAH Division on compiling major activities for NAH PM, Senior AA, department secretaries, and part-time secretaries

## MEETINGS:

- Attended Academic Affairs Council Meeting & Networking Luncheon, December 2
- Attended the Facilities Committee Meeting, December 3
- Met with Space Management Team and MSB Division to spec out potential lab chairs in STEM building, December 4
- Participated in the Faculty Load & Compensation (FLAC) meeting, December 4
- Facilitated retirement reception for Dean Bischoff, December 4
- Met with Dean for NAH and GDMC Office to discuss the NSRP Under 70 grant, December 5

- Met with Knapp Grant PI, NAH PM, Culinary Arts Program, and Kinesiology Instructor to finalize the Knapp Grant Spring 2020 workshop logistics, December 5
- Met with Director of Student Rights & Responsibilities to begin discuss appeal procedures, December 5
- Met with Facilities, Planning & Construction to discuss upcoming projects for Spring 2020, December 5
- Attended Bachelor Programs Tamalada, December 5
- Met with Knapp Grant PI and NAH PM to begin finalizing the Knapp Grant quarterly report, December 6
- Assisted DL Media Manager on recording group interview with HHMI students regarding SEA-PHAGE, December 9
- Met with OPOD regarding SACSCOC standard, December 9
- Met with PR regarding retirement reception for Dean Reyna, December 10
- Met with the Dean for NAH to discuss and review major activities for NAH PM, Senior AA, and department secretaries, December 10
- Met with Dean for NAH regarding the Bi-Annual Knapp Community Health Project report, December 10
- Attended Board of Trustees Regular Meeting, December 10
- Participated in the Faculty Load & Compensation training regarding the upcoming Spring semester, December 11
- Attended the Donna ISD SHAC (School Health Advisory Council) meeting to promote the Knapp Grant Community Health Project and workshops, December 12
- Met with BPST staff for logistics meeting regarding Dean Reyna's retirement reception, December 12
- Met with the Knapp Grant PI and NAH PM to discuss, review, and finalize the marketing materials and bi-annual project report, December 13

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: JANUARY 15, 2020

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

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

### APPLICATIONS DEVELOPMENT

#### BANNER SELF-SERVICE 9 MIGRATION

After reviewing the client office requests for enabling Banner 9 Self-Service features, the IT Team worked on setting up the test environment in preparation of going live on January 11, 2020. This project includes converting all the Self-Service Banner modules to version 9 including Student, Financial Aid, Cashiers, Finance, and Human Resources.

#### CONCOURSE (SYLLABUS)

This 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 information as students register for classes. The IT Team will upload the course and syllabus information for the spring 2020 to the production environment in preparation for go live in January.

#### JAGMOBILE

No update on this item due to other priorities. The IT Team began working on the JagMobile project second phase which includes conducting student surveys and focus groups to compile feedback. The decisions for what to include in the next version of the JagMobile application will be based on feedback from the students.

#### CHROME RIVER (TRAVEL)

The go live date for the Chrome River travel solution has been rescheduled per Business Office request. The new cloud-based travel software interfaces with Banner and allows faculty and staff to login with the same STC username and password.

#### TIME CLOCK PLUS PHASE II

No update

The new electronic time adjustment form and workflow process is now complete and will be launched using the Business Office staff as a pilot group. The IT Team will review the Power Apps governance and storage for the electronic adjustment forms.

# INFRASTRUCTURE

## DISASTER PREPAREDNESS/RECOVERY PLANNING – STARR DATA CENTER

The meeting to discuss details regarding the possibility of collaborating in a long-term plan with Tyler Junior College for storing and recovering data in the event of a disaster was delayed due to schedule conflicts. The STC CIO will reach out to the TJC CIO to reschedule the meeting and hopefully finalize the vision to install equipment at the TJC data center to backup STC Banner data and vice versa.

A new date is yet to be decided for testing the Banner and equipment functionality at STARR County. After the failed early summer attempt to test the new gas generator that powers the Data Center at STARR County, the Facilities team confirmed the generator is now functional.

The CIP process and budget associated with the generator replacement in building M has been included in the plans for this 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 IT Team decommissioned the local SharePoint server, which was at the end of its life cycle. The Office 365 implementation team continues to work at launching the "Teams" application, which plays an important part in the communication/collaboration among SharePoint users. Other 365 application implementations such as the Power App and Flow will follow.

## VIRTUALIZATION PHASE II

The IT Department received the report that was pending after the assessment. This report will be presented the week of 1/20/2020 and will help the IT Department determined what is needed to scale up this environment. The IT Department also continues to work on some of the issues that the assessment showed, these changes will help mitigate any issues with communication between computers and the servers.

## 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 7,690, this is 94% of the computers district wide. This number includes student labs in all STC campuses, as well as new faculty and staff computer acquisitions.

## OFFICE 365 EMAIL SECURITY

- Multi-factor authentication (MFA) integration with DUO Security has been expanded to include mobile devices connected to Office 365.
- Employees who are enrolled in Duo Security will receive a second prompt to verify their identity when accessing Office 365 Webmail from outside the college network.
- The next phase of the project includes enforcement of MFA on Office 365 Webmail for all IT, Business Office, and Human Resources staff.

## GOVERNANCE

- The National Cyber Security Review (NCSR) was finalized and will assist us in updating our organization's security maturity baseline.
- The NCSR can assist the college with grant funding from DHS since it is their approved process for cybersecurity self-assessment.
- The cybersecurity review report can also serve as a HIPAA security rule crosswalk for meeting compliance.

## RISK MANAGEMENT

- Library Services management has approved a targeted phishing assessment for the department that is scheduled prior to our division's professional development day.
- Prior to the assessment, an overview of the current internal processes of the Library for handling phishing emails will be discussed with their staff.
- The purpose of the targeted phishing assessment is to demonstrate the business impact and to identify gaps in awareness and training.

## COMPLIANCE

- We are currently evaluating Texas DIR certified cybersecurity awareness training platforms to comply with SB3834.
- Additionally, we are also coordinating with Human Resources management to determine if the college's current compliance training program can meet the requirements outlined by the senate bill.
- The bill does not require us to report completion of cybersecurity awareness training at this time, but the plan is to maintain records of cybersecurity in case reporting requirements change cybersecurity.

## 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.

## Monthly Activity Report for Dec 2019

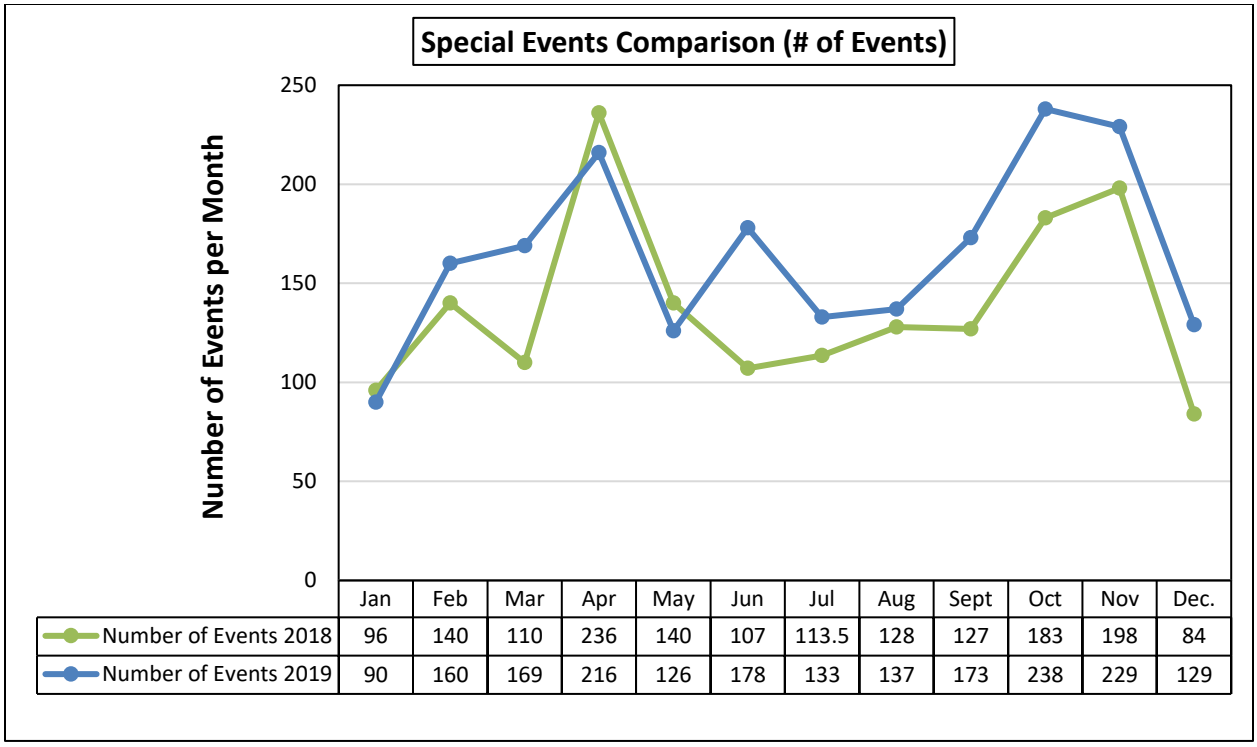
**Meetings:**

- 12/2/2019: ET Update Conference Call, Camera System, ISPP&SI Leadership Team
- 12/3/2019: CLE Digital Signage, Council of Chairs
- 12/5/2019: CCUMC Professional Development Committee Zoom Call
- 12/6/2019: Administrative Staff Luncheon
- 12/9/2019: ET Update Conference Call, Campus Visits, Pecan Campus Approval Process for Checkouts for Faculty/Staff
- 12/11/2019: ET Team Meeting
- 12/12/2019: South Texas Playposit Standing Meeting Zoom Call

**Monthly Special Events Comparison**

| 2018 | |
|---|---|
| Jan | 96 |
| Feb | 140 |
| Mar | 110 |
| Apr | 236 |
| May | 140 |
| Jun | 107 |
| Jul | 113.5 |
| Aug | 128 |
| Sept | 127 |
| Oct | 183 |
| Nov | 198 |
| Dec. | 84 |

| 2019 | |
|---|---|
| Jan | 90 |
| Feb | 160 |
| Mar | 169 |
| Apr | 216 |
| May | 126 |
| Jun | 178 |
| Jul | 133 |
| Aug | 137 |
| Sept | 173 |
| Oct | 238 |
| Nov | 229 |
| Dec. | 129 |
| **Total:** | **1978** |

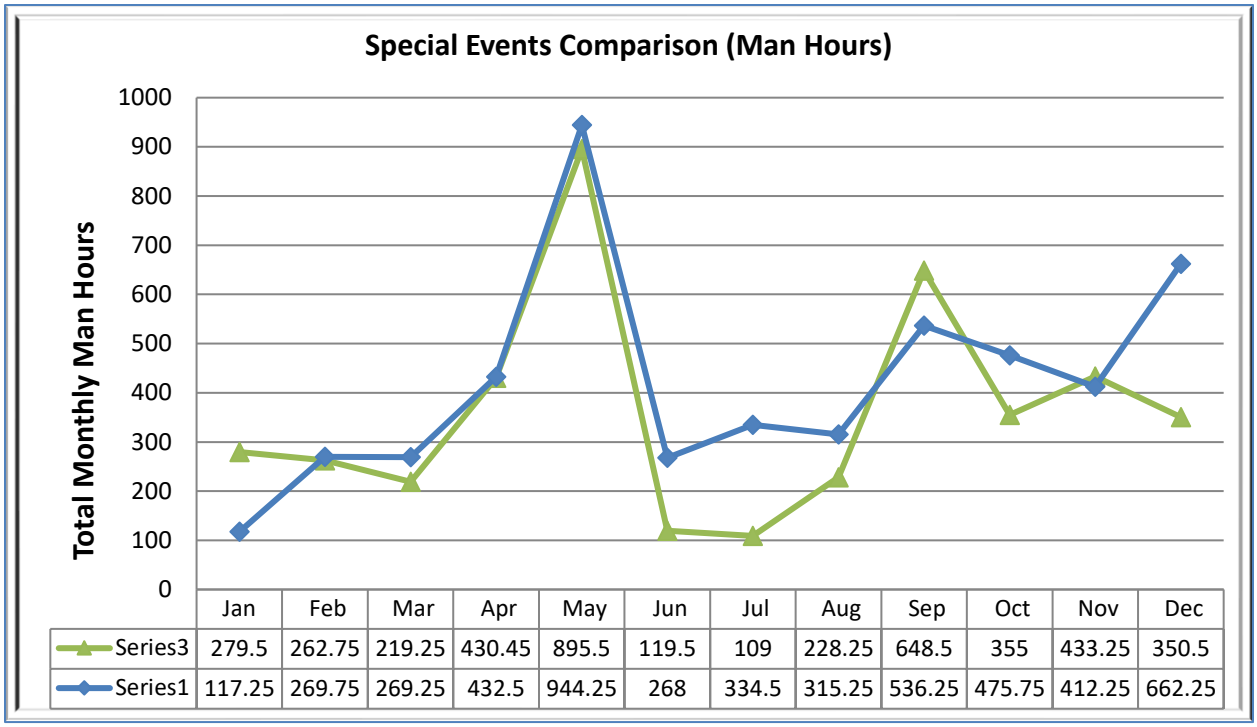



| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sept | Oct | Nov | Dec. |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Number of Events 2018 | 96 | 140 | 110 | 236 | 140 | 107 | 113.5 | 128 | 127 | 183 | 198 | 84 |
| Number of Events 2019 | 90 | 160 | 169 | 216 | 126 | 178 | 133 | 137 | 173 | 238 | 229 | 129 |

## Total Man Hours

| 2018 | |
|---|---|
| Jan | 279.5 |
| Feb | 262.75 |
| Mar | 219.25 |
| Apr | 430.45 |
| May | 895.5 |
| Jun | 119.5 |
| Jul | 109 |
| Aug | 228.25 |
| Sept | 648.5 |
| Oct | 355 |
| Nov | 433.25 |
| Dec | 350.5 |

| 2019 | |
|---|---|
| Jan | 117.25 |
| Feb | 269.75 |
| Mar | 269.25 |
| Apr | 432.5 |
| May | 944.25 |
| Jun | 268 |
| Jul | 334.5 |
| Aug | 315.25 |
| Sept | 536.25 |
| Oct | 475.75 |
| Nov | 412.25 |
| Dec | 662.25 |
| **Total:** | **5037.25** |




| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Series3 | 279.5 | 262.75 | 219.25 | 430.45 | 895.5 | 119.5 | 109 | 228.25 | 648.5 | 355 | 433.25 | 350.5 |
| Series1 | 117.25 | 269.75 | 269.25 | 432.5 | 944.25 | 268 | 334.5 | 315.25 | 536.25 | 475.75 | 412.25 | 662.25 |

| | Pecan | Starr | Mid-Valley | Tech | NAH |
|---|---|---|---|---|---|
| Projector/Laptop | 0 | 0 | 0 | 0 | 0 |
| Data Projector | 41 | 8 | 14 | 7 | 10 |
| Laptop | 12 | 8 | 15 | 12 | 6 |
| PA System | 1 | 2 | 0 | 2 | 2 |
| CD Player | 0 | 0 | 0 | 0 | 0 |
| VCR's Only | 0 | 0 | 0 | 0 | 0 |
| Smart Board | 0 | 0 | 0 | 0 | 0 |
| Video Camera | 3 | 0 | 0 | 0 | 0 |
| TV | 8 | 0 | 0 | 0 | 12 |
| Microphone | 114 | 6 | 13 | 8 | 7 |
| Direct Box | 5 | 0 | 0 | 0 | 0 |
| Digital Camera | 0 | 0 | 0 | 0 | 0 |
| Speakers | 14 | 0 | 0 | 1 | 5 |
| Overhead Projector | 0 | 0 | 0 | 0 | 0 |
| Remote | 0 | 0 | 0 | 0 | 0 |
| Headphones | 1 | 0 | 0 | 0 | 0 |
| HH Voice Recorder | 0 | 0 | 0 | 0 | 0 |
| Screen | 4 | 2 | 0 | 4 | 3 |
| Document Camera | 2 | 0 | 0 | 0 | 0 |
| DVD/VCR Player | 0 | 0 | 1 | 0 | 0 |
| Wireless Lab | 0 | 1 | 0 | 0 | 0 |
| Keyboard/Mouse | 10 | 1 | 2 | 0 | 1 |
| Sympodium | 1 | 0 | 0 | 0 | 1 |
| Hard Drive | 0 | 0 | 0 | 0 | 0 |
| USB Hub | 0 | 0 | 0 | 0 | 0 |
| CPS | 0 | 0 | 0 | 0 | 0 |
| Mixer | 11 | 0 | 0 | 4 | 4 |
| Tripod | 0 | 0 | 0 | 0 | 0 |
| WebCam | 2 | 0 | 0 | 0 | 1 |
| Computer | 57 | 5 | 14 | 4 | 7 |
| Portable Table | 12 | 4 | 0 | 11 | 3 |
| Microphone Stand | 5 | 0 | 0 | 0 | 1 |
| HD Video Streamer | 1 | 0 | 0 | 0 | 0 |
| Polycom Phone | 0 | 0 | 0 | 0 | 0 |
| Stooges (switcher) | 1 | 0 | 0 | 0 | 0 |
| LANC Controller | 0 | 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 | 3 | 0 | 0 | 0 | 0 |
| iPad | 5 | 0 | 0 | 4 | 1 |
| Interactive Display | 3 | 0 | 2 | 0 | 2 |
| PTZ Joystick | 0 | 0 | 0 | 0 | 0 |
| Gooseneck Mic | 3 | 0 | 0 | 2 | 0 |
| Blue-Ray Player | 0 | 0 | 0 | 0 | 0 |
| Remote Clickers | 39 | 0 | 3 | 0 | 1 |
| ***TOTAL*** | ***358*** | ***37*** | ***64*** | ***55*** | ***67*** |

# DR. BRADLEY W DAVIS, DIRECTOR
# INSTITUTIONAL EFFECTIVENESS & ASSESSMENT

## INSTITUTIONAL EFFECTIVENESS

- ✓ Xitracs
  - Finalizing IE Field Sets for 2019-2021 IE Cycles
  - Research Xitracs Capacity to Integrate/Link IE Plan Elements to Strategic Plan Structure
- ✓ 2017-2019 CQI Report
  - Reviewed Format and Extent of Content, Compared with Xitracs Template for 2019-2021 with Previous Version
  - Checking Status of Evidence Requested
  - CQI Evidence Review and Request from Plan Writers
  - Total of 123 IE Reports, Archive 18 of 55 Reports Received
- ✓ 2019-2021 IE Cycle
  - Updating Plan Writer Guide
  - Created IE Cycle as Goal-Based Plan and 2019-2025 Strategic Plan as Goal-Based in Xitracs, Linked Both Goal-Based Plans to Allow Xitracs to Produce a Strategic Plan Report Using Responses from 2019-2021 IE Plans
- ✓ IE Report Documentation for SACSCOC – 8.2.c – 2017-2019 IE Reports Uploaded to Xitracs, Currently Reviewing CQI Reports to Obtain Evidence of Seeking Improvement
- ✓ IE Calendar Updated

## ACCREDITATION

- ✓ QEP Implementation Team Logistics – Development Team Presented Draft Year One Services and Timelines and Narrowed the Choices for QEP Name
- ✓ Review of Policy
- ✓ Preparing Standards for External Consultant Review (Standards Within the 4.x, 9.x and 13.x Ranges)
- ✓ Working on Standards 2, 3, 8.1 and 9
- ✓ Identifying Standards Potentially Requiring Support and Their Compliant Counterparts in Previous Submissions
- ✓ Standard Review for Principles – Created Follow-Up and Summary Notes, Marked Up Copy for Comments on Xitracs for Standards in the 6.x Group and Transferred Guidance for 6.1 for the Core Writers' Meeting
- ✓ Standards for Review by On-Site Committee – Identified and Placed in a Chart to be Shared with the Reaffirmation Leadership Team

## PROJECTS

- ✓ Strategic Planning Directions – Schedule Meeting with VP and Dean for Next Steps
- ✓ IEA Websites – Clean Up and Update the Contents and Calendars of IEA Sties (WordPress and SharePoint Online Sites)
- ✓ Guidance of IEA Data Sources – Provide a Summary of the IEA Data Sources which Includes Fact Book/Data Portal Reports and Other Available Institutional Data Sources

## MEETINGS / TRAININGS

- ✓ SharePoint Governance Committee – Working with IRE&SP Active Sites in Preparation to the Migration
- ✓ Meeting with SACSCOC Reaffirmation Core Writing Team to Review Status and Make Real Time Updates to Standards in Xitracs
- ✓ Weekly Meeting:
  - With Dean of IRE&SP on Project Updates and Share of Information – Extended Discussion of the Data Summit for Academic Affairs During the College-Wide Professional Development Day
  - With IEA Staff to Recap Status of Current Projects Solutions to Challenges, and Prioritizing Initiatives. Focus on IE Plan Timeline and Field Design for Linking Goals to the Strategic Plan. Provided Specific Deliverables for Each Person.
  - SACSCOC CCR Submission Meeting with Dean of IRE&SP for Status Update on Standards and to Assign Activities Among the Team Members
- ✓ QEP Implementation Team – Reviewed One-Year Services Cycle and Potential QEP Names, as well as Ancillary Services and Integration/Cooperation Among Projects/Services
- ✓ Substantive Change Committee – Discussed Existing Description(s) of the Substantive Change Process at STC. Suggestions for Changes/Additions and Speaking to How Potential Changes Affect Timing of Program Start-Ups, Etc.
- ✓ Dual Enrollment Off-Campus Sites – Clarification Meeting to Discuss the Number of Off-Sites Campuses, Excluding the Duplication of Sites Created by Naming the Various Initiatives Happening at a Single Location
- ✓ Discussion of Use of FAS/EA Staff to Pull Data in Support of Two Potential Grant Applications – Support for a Federal Grant for Migrant Family Support and the TRIO Student Support Services Grant. With Constraints on the Division's Time Due to SACSCOC. Focus on the TRIO Proposal was Proposed
- ✓ Discussion of Data Requests and KPI Data Reporting – ST-2806 and CBM-009 Data/Degree Awards Reports
- ✓ 2019 Annual SACSCOC Conference in Houston, TX was attended by Dr. Chapa, Dr. Zarazua and Dr. Davis

## FACTBOOKS

- ✓ Fact Book Update
  - Student Enrollment Composition
  - Fact Book Site Navigation Update
  - Stakeholder Satisfaction and Finance

## DATA REQUESTS

- ✓ Program Review Data – Graduates: Pending CBM009 Data Verification
- ✓ ST-2806, Course Success Rates for Critical Courses by A.Y.

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

**Project Highlights**

| **Pecan Campus Library Renovation Plan** | **Progress:** 17% | **End Date:** March 2020 |
|---|---|---|
| Administration issued RFQ and 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 reviewed and a recommendation was made to the Facilities Committee, which approved making a recommendation to the Board. Discussed space requirements for continuing operations during renovation with Coordinated Operations Council and submitted details of requirements to Facilities Dept. Participated in workshop to brief proposed architect on work of previous consultants. Prepared briefing documentation for Board on work of previous consultants. Briefed Facilities Committee. Board approved selection of E.R.O as project architect. | | |

**Activity Highlights**

- Finalize and submitted session description for Society for College and University Planning Conference proposal.
- Participated in AMIGOS Library Services online conference on Open Educational Resources.
- Participated in SACSCOC Annual Meeting training sessions.
- Visited with Educational Technologies staff to review set up for December graduations.

**Meeting Highlights**

- Participated in Search Committee meeting for Dean of Enrollment.
- Attended College-Wide Curriculum Committee Meeting.
- Convened Library and Learning Support Group Administrator meeting.
- Met with Library and Learning Support Staff at Technology Campus to discuss findings of focus groups on facility requirements.
- Participated in Texas Library Association program planning meeting.
- Participated in Planning Meetings for the Texas Council of Academic Libraries.

## ASSOCIATE DEAN OF LIBRARY SERVICES

| **December Monthly Statistics** | **Fall Semester Statistics** |
|---|---|
| ▪ Visitors # 38,604<br>▪ Reference Questions # 13<br>▪ Active Community Users # 308 | • Instruction<br>• Classes # 161<br>• Attendance # 2,933<br>• Top 3 Subjects<br>• English<br>• Nursing & Allied Health<br>• History & Philosophy |

**Events and Library Art Gallery Highlights**

| ***FACETS: A Group Jewelry Show*** | | |
|---|---|---|
| **Metalworking Artist** | **Technology Library** | **Exhibition:** September 3–December 6, 2019 |

"Facets" is an exhibit featuring a group of artists who work in wearable art and petite sculpture. The artwork in this show is made from diverse materials and moves away from the idea of commercial jewelry and pushes towards an investigation of contemporary art. Held reception on November 7, 2019, for "Facets" exhibit at the Technology Campus Library, 35 in attendance.

| *STC Alumni* | | |
|---|---|---|
| **José Suarez** | **Starr Art Gallery** | **Exhibition:** September 10-December 6, 2019 |

José attended South Texas College after graduation from Abraham Lincoln High School in La Joya and is currently pursuing a Bachelor of Fine Arts degree. In a baroque style that is rich in realism and dramatic lighting, Suarez paints theatrical scenes inspired by his life in the Rio Grande Valley. Art talk and reception held for Starr Campus Library Art Gallery exhibit, "STC Alumni: Jose Suarez"

| ***Borderígena: Many Times, Over*** | | |
|---|---|---|
| **Jesus De La Rosa** | **Pecan Campus Library Art Gallery** | **Exhibition:** October 17, 2019 – December 12, 2019 |

South Texas College's Library Art Gallery proudly presents Borderígena, an exhibit with layered mixed-media paintings by Jesus De La Rosa. De La Rosa was raised in the Rio Grande Valley and Nuevo Progreso, Mexico. His borderland experience plays a pivotal role in his art practice. Held art talk by "Borderigena" exhibit artist Jesus de la Rosa, approximately 50 in attendance.

| ***Our Lady of Guadalupe*** | | |
|---|---|---|
| **Community Exhibit** | **Pecan Campus Library Art Gallery** | **Exhibition:** October 17, 2019 – December 12, 2019 |

Also running concurrently at Pecan is Our Lady of Guadalupe Community Exhibit. The group exhibit will feature 55 artwork depictions inspired by La Virgen de Guadalupe. The purpose of this exhibition is to allow the community to share their artistic vision of La Virgen de Guadalupe as a cultural icon for her day of apparition on December 12. Held art talk by Patricia Ballinger, faculty member and co-coordinator of the "Our Lady of Guadalupe" community exhibit, on "Christian Art Through the Ages" 55 in attendance.

**Project Highlights**

| **BLUEcloud Circ** | **Progress**: 96% | **End Date:** January 2020 |
|---|---|---|
| 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. SirsiDynix was able to get the new Symphony server to connect to the BLUEcloud servers, but the team is now working on several errors that were found during testing. | | |
| **Library Website Improvements** | **Progress:**<br>Phase I – 55%<br>Phase II – 0% | **End Date:** March 2020 |
| Update the library website to improve usability, accessibility, and mobile compatibility, as well as provide a more modern design that aligns with other college websites. Phase I includes updates to the style and navigation of pages, with minimal change to the actual content. Phase II involves the reorganization of pages and content that have expanded over time, such as the Open Labs subsite, in order to help users, find information more efficiently. The team is currently deciding layouts and designs, testing plug-ins and writing custom scripts for new functionality, and building pages in the test environment. | | |
| **Vinyl Signage** | **Progress**: 3% | **End Date:** August 2020 |
| Create vinyl signage for all campuses to replace an assortment of staff-created directional, procedural, marketing, and other informational signs. The goal of this project is to have professional, consistent signage at all locations. Currently, the team is planning and organizing the project and installing signage in the NAH library. | | |
| **Inventory of Furniture at MVC, NAH, & STRC** | **Progress:** 99% | **End Date:** January 2020 |
| Inventory of Bond and Non-Bond new furniture and equipment. Nursing & Allied Health Campus Library received grommets from Cultural Surroundings. Pending end panel and installation at Starr County Campus Library and the missing bottom shelf has arrived at the Nursing and Allied Health Campus Library. | | |

| **Technology Campus Library Renovation Planning** | **Progress:** 50% | **End Date:** August 2020 |
|---|---|---|
| Continuous planning of square footage for Library, Centers of Learning Excellence and Open Labs. | | |
| **Pecan Campus Library Renovation Planning** | **Progress:** 60% | **End Date:** July 2020 |
| Continue planning of essential services provided, equipment, furniture, square footage for Centers of Learning Excellence, Educational Technologies, Learning Commons & Open Labs, and Library Services. | | |
| **Annual Reporting (ACRL, iPEDS, STC)** | **Progress:** 10% | **End Date:** February 2020 |
| Phase I – Assign sections of survey to teams<br>Phase II – Compile and review data<br>Phase III – Write the annual report (STC Annual)<br>Phase IV – Format, edit and finalize a print tri-fold brochure (STC Annual)<br>Phase V – Complete the ACRL web survey (February date)<br>Phase VI – Complete the iPEDS web survey (February date) | Phase I – 100%<br>Phase II – 40%<br>Phase III – 0%<br>Phase IV – 0%<br><br>Phase V – 0%<br>Phase VI – 0% | |
| There are three annual reports / surveys to be prepared for submission 1) ACRL 2) iPEDS 3) FY19 Annual Library Report. The data collection team includes Library Services AAs, Systems & Automation, Technical Services, Open Labs staff, and Administration. Sections have been assigned to subgroups of the ACRL survey. When the ACRL survey is complete a file to upload into iPEDS will be available eliminating most of the work for iPEDS. The FY19 STC report will be completed after all the data is collected. | | |

**Activity Highlights**

- Participated with Interviews for Librarian II-Academic Outreach position.
- Laughter Yoga was offered at Pecan and NAH Campuses.
- Participated with Interviews for the ADN search committee.
- OTA Program Alumni speaker at NAH library.
- Attended SACSOC meeting at Weslaco CTE HS.
- Attended ACRL and budget meetings.
- Coordinating Library Art Gallery & Programming events for Spring 2020.
- NAH library staff participated at LVN and ADN Boot Camp at Pecan Campus.
- NAH library staff participated in the BSN Academic Coach Interview committee.
- Mid Valley library staff provided popcorn during finals for students.
- Mid Valley library staff participated in the MVC Lab Assistant Search committee.

**Meeting Highlights**

- Participated in the Budget Development meeting.
- Library staff member attended Mid Valley Campus Faculty Advisory Meeting.
- Met with Associate Dean of Library Services and Human Resources staff member.
- Met with Associate Dean of Library Services, Directors from Centers of Learning Excellence and Learning Commons and Open Labs for Outreach planning.
- Technology library staff attended the Review Focus Group meeting.
- Pecan library staff met with Director of Food Services.
- Pecan library staff participated in the ACRL meeting.
- Pecan library staff met with Alpha & Omega Cleaning Services for Pecan Library furniture.

**Training Highlights**

- Library staff members attended Amigos Library Services, "The Library's Role in Supporting Open Education Resources".
- Library staff members attended, "Ally Safe Zone Training".
- Library staff members attended penultimate FOCUS Academy session.

**Meeting Highlights**

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

- 12/02/2019 – The Director attended ISPP&SI Leadership Team Meeting.
- 12/04/2019 – The Director met with the Logistics Managers.
- 12/05/2019 – The Director reviewed applications with the Logistic Managers for the Mid Valley Specialist position.
- 12/06/2019 – The Director attended President's Administrative Staff Meeting.
- 12/10/2019 – The Director met with the Logistics Managers.
- 12/11/2019 – The Director held interviews for the Open Lab Specialist position.
- 12/11/2019 – The Director met with LCOL Leadership Team.
- 12/11/2019 – The Director met with HR.
- 12/12/2019 – The Director held the End of Semester Meeting and Training.

***District Total of Unduplicated Students Served: December 2019 Attendance Statistics: 9,091***

***District Grand Totals***

| | Number of Students | Number of Logins | Gate Counts (Where Available) |
|---|---|---|---|
| **District Totals:** | **13,554** | **26,194** | **24,026** |

***Open Labs***

| Campus | Number of Students | Number of Logins | Gate Counts |
|---|---|---|---|
| Pecan F-130 Open Lab | 1,159 | 2,336 | 6,325 |
| Pecan F-134 Internet Café | 480 | 932 | |
| Pecan P 3.102 Open Lab | 391 | 606 | 1,119 |
| Mid-Valley E 1.316 Open Lab | 958 | 2,197 | |
| Mid-Valley E 1.304 Vestibule | 197 | 322 | |
| Mid-Valley E 1.102 Ext. Hours | 139 | 277 | |
| Mid-Valley G-144 Lab | 700 | 1,244 | |
| Mid-Valley G-270 Open Lab | 520 | 970 | |
| Mid-Valley K 2.801 Open Lab | 170 | 335 | 661 |
| Technology B-141 Open Lab | 248 | 458 | |
| Technology B-160 Internet Café | 275 | 514 | |
| **District Total:** | **5,237** | **10,191** | **8,105** |

***Libraries***

| Campus | Number of Students | Number of Logins |
|---|---|---|
| Pecan F-122 Learning Commons | 1,800 | 3,326 |
| Pecan F-117 Community User Corner | 33 | 67 |
| Pecan F-222 | 145 | 275 |
| NAH B Library Open Lab | 402 | 652 |
| NAH B Library Cyber Café | 186 | 324 |
| Mid-Valley Quiet Study E 1.200 | 277 | 551 |
| Starr K 1.300 Library | 494 | 1,161 |
| Starr Library Extended Hours K 1.102 | 252 | 422 |
| Technology A-136 Library | 145 | 295 |
| **District Total:** | **3,734** | **7,073** |

***CLE Open Labs***

| Campus | Number of Students | Number of Logins |
|---|---|---|
| Pecan C-129 CLE Open Labs | 1,283 | 2,959 |
| Mid-Valley A101A Open Labs | 211 | 458 |
| NAH CLE Open Lab | 476 | 939 |
| NAH CLE Lab Lobby | 345 | 745 |
| Starr CLE Open Labs B 201 | 66 | 138 |
| Starr CLE Open Labs B 208 | 96 | 283 |
| Tech CLE Open Labs | 159 | 423 |
| **District Total:** | **2,636** | **5,945** |

***Group Stations***

| Campus | Number of Groups | Number of Logins |
|---|---|---|
| Pecan Library Group Stations | 47 | 49 |
| Pecan F-130 Group Stations | 2 | 2 |
| NAH CLE Lab Group Stations | 151 | 259 |
| **District Total:** | **200** | **310** |

***Study Rooms***

| Campus | Number of Groups | Number of Logins |
|---|---|---|
| NAH B-Library Study Rooms | 40 | 58 |
| Mid-Valley E-Library Study Rooms | 171 | 315 |
| Starr K-Library Study Rooms | 47 | 64 |
| **District Total:** | **258** | **437** |

***Veteran's Rooms***

| Campus | Number of Groups | Number of Logins |
|---|---|---|
| Pecan C-123 Veteran's Room | 26 | 63 |
| Mid-Valley E 1.222 Veteran's Room | 5 | 10 |
| Starr K 1.322 Veteran's Room | 0 | 0 |
| **District Total:** | **31** | **73** |

***Information Commons***

| Campus | Number of Students | Number of Logins | Gate Counts |
|---|---|---|---|
| Pecan T1.706 Info. Commons | 385 | 560 | 1,832 |
| Pecan P2.102 Info. Commons | 171 | 233 | 1,524 |
| Pecan V1.111 Info. Commons | 240 | 324 | 2,877 |
| Pecan Y1.107 Info. Commons | 229 | 304 | 1,873 |
| Mid-Valley K1.801 Info. Commons | 37 | 56 | 699 |
| Starr L2.102 Info. Commons. | 88 | 172 | 646 |
| Technology E 1.503 Info. Commons | 87 | 163 | 593 |
| La Joya Teaching Center | 63 | 130 | |
| **District Total:** | **1,300** | **1,942** | **10,044** |

**Monthly Statistics**14, 202014, 202014, 2020**December 2019**

- Visitors: 21,331
- Tutoring Sessions: 2,199
- Workshops: 8
- Workshops Attendance: 403
- JagTrax Totals: 4,190

**Project Highlights**

| | | |
|---|---|---|
| **Academic Resource Handouts** | **Progress: 27%** | **End Date: January 2020** |
| The Academic Coaches have begun to create academic resource handouts that outline a variety of study skills and strategies. The coaches will edit eight handouts to meet ADA requirements. | | |
| **TSI Workshop Videos** | **Progress: 93%** | **End Date: December 2020** |
| Currently the CLE staff is working on the highest requested workshop, "Probability" "Measurements" "Exponents". Workshops are expected to be completed by December | | |
| **CLE Tutor Training Day** | **Progress: 70%** | **End Date: January 2020** |
| The Centers for Learning Excellence will be working on district wide Tutor Training Day for all part-time and full-time staff. The CRLA trainings have been identified and delegated. Supervisors have developed the general session component and are currently working on their CRLA presentations. | | |
| **Floor Plan Redesign: Mid Valley Campus** | **Progress: 67%** | **End Date: December 2019** |
| Capital Improvement Proposal form submitted to redesign the MVC room. The architects have been approved by the Board of Trustees. | | |
| **Virtual tutoring** | **Progress: 93%** | **End Date: May 2020** |
| The CLE is piloting a two-semester Virtual Tutoring program for four Math 1414 courses. A reporting system has been developed to gauge the success of virtual tutoring. Three sessions will be recorded to analyze tutoring sessions. CLE will be expanding to 12 Math sections in Spring 2020. | | |
| **Marketing and Promotions Taskforce** | **Progress: 100%** | **End Date: December 2019** |
| The CLE will create a strategic marketing and promotions team and plan to promote CLE services district wide. CLEs has begun the Finals Countdown event, this event will continue through next week. | | |
| **NAH BSN Support** | **Progress: 8%** | **End Date: May 2020** |
| The NAH CLE participated and presented at the BSN orientation. | | |

**Events Highlights**

**Finals Countdown** **Event Dates: Nov. 26-Dec. 13**

In collaboration with the Student Activities department, the CLEs is hosting the Finals Countdown promotional event where students are provided with free study snacks two weeks before Finals Week. This event will help bring in students early for tutoring to prepare for their upcoming finals.

**ACTE Conference** **Event Dates: Dec 4-7, 2019**

The Centers for Learning Excellence participated in the Association for Career and Technical Education Conference. Coordinators were able partake in high-quality professional development, prime networking opportunities, and direct access to thousands of individuals and organizations representing all facets of career and technical education.

**Meeting Highlights**

- Met with ADN Project Manager to review the results of the dosage calculation exam.
- CLE Director met with MSB division program chairs.
- Director and Coordinator one to one meetings were held.
- Weekly CLE supervisory staff meeting occurred.
- Met to SLA to discuss Metacognition Training.
- Virtual, Intercampus, and Roaming Tutoring services were discussed and evaluated for the Fall 2019 Semester.
- Metacognition Meeting
- Attended STC Board of Trustees Meeting for approval on MVC project.
- Met at Tech Campus with Library to review focus group feedback with renovation project.
- PSJA meeting with school district to discuss Spring 2020.
- Meeting with part-time specialists and full-time specialists at Pecan.
- Tech CLE end-of-semester staff meeting.
- Met with ADN faculty about CLE attending monthly department meetings.
- Met with Pharmacy Tech Chair about doing a conference presentation.
- HEAL 2 Project Manager about concerns of bootcamp and cohort needs.

**Training Highlights**

- CLE Campus Coordinators attended the ACTE (Association for Career and Technical Education) Conference.
- Attended Mindfulness in the Workplace Training.

**Activity Highlights**

- CLE campuses continued to host the Finals Countdown event.
- Twilight tutoring hours were held at NAH.
- Hiring Committee for academic coach.
- CLE participated in ADN bootcamp and tabling.
- CLE present at ADN pinning.

# SERKAN CELTEK, DIRECTOR
# RESEARCH & ANALYTICAL SERVICES

## INSTITUTIONAL PROJECTS

- THE CB CBM116 Graduate Follow-up
- THE CB Accountability Institutional Input
- Campus Enrollment Report Spring 2020

## SURVEYS

- Blackboard orientation survey
- Prep for 2020 HEDS graduate survey
- Collision one has Calibri 10 new program employer survey
- Embedded tutoring evals for Fall 2019 (SmartEvals)
- CDC parent evals for Fall 2019 (SmartEvals)
- Perkins equipment Fall survey
- CDC field survey
- ADN fall simulation surveys x3
- OPOD faculty survey
- Fire chiefs survey

## QUALITATIVE STUDIES

- QEP student focus groups
- Welcome Center faculty perceptions study

## DATA REQUESTS

- Math HB2223 Co-requisite Data
- Student Profile Update
- Bachelor Program Data
- ESAP dissertation data
- Dual Taskforce data
- ECHS Table, Hours, Core, Certificate, Associates Degree attainment counts
- Program Review - Placement rate update for technical programs 16-17
- Enrollment and graduates for BA department 201510-202010

## MEETINGS

- RAS weekly
- Qual weekly
- ISPP&SI Leadership Team
- QEP Implementation Team
- Metrics Task Force
- JagPRIDE PLO Report Request for SACSCOC REAFFIRMATION

## MISCELLANEOUS

- ECHS Students AY 2018 - 2019
- IPEDS Student Financial Aid Fall 2018 notes review
- Requisition Dynata Survey

# ISAAC GARZA, PROJECT MANAGER
# OFFICE OF STRATEGIC INITIATIVES

***Current Project(s)***

| Project Name | Description | Owner | Project Notes |
|---|---|---|---|
| AWS | STC will pursue the development of one American Welding Society Testing site on Rio Grande City, Tech, and Mid Valley Campuses | Continuing Education | 1st On Site visit is scheduled for 1/31/2020 |
| FLAC | Business Process Mapping for the Faculty Load and Compensation (FLAC) | To Be Determined | Final edits of proposed workflow drawing are almost complete. Currently pending edits from Academic Affairs and Human Resources |
| QEP | Assist SACSCOC with Mapping of FTIC Advising Process. | Director of Advising | Initial Drawing of QEP Proposal is completed. QEP proposal is being drafted. |