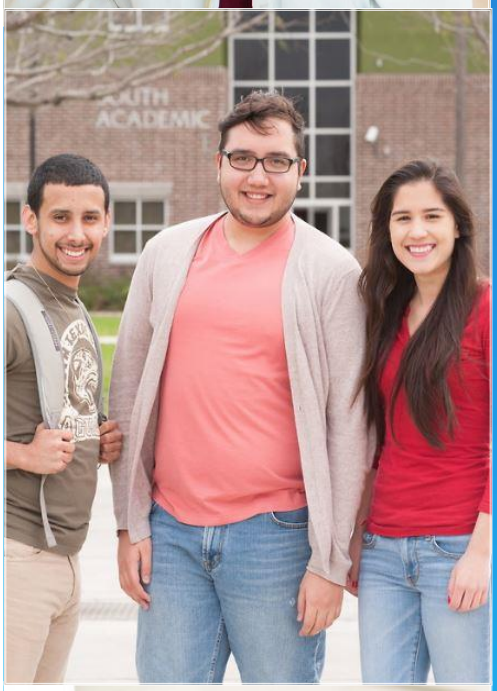


SOUTH TEXAS COLLEGE

ACTIVITY REPORTS

June 2020

Board Meeting
July 28, 2020

SOUTH TEXAS COLLEGE

STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT

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:	JULY 28, 2020
SUBJECT:	ACTIVITY REPORT FOR JUNE 1, 2020 THROUGH JUNE 30, 2020

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
- Budget and Policy review for SAEM Division FY20-21 with Dr. David Plummer
- Active Military Students Zoom meeting with Dr. David Plummer
- South Texas College Multiple Measures Placement Check-in Call with ERP and STC Leadership Team
- Pell for Non-Credit Programs Discussion with Juan Carlos Aguirre
- Review of SACS Compliance Report Changes and Updates
- CMT Executive Meeting for COVID-19 issues
- IE Plan Process Discussion via TEAMS meeting with Ashley Gonzalez
- Employee Evaluations
- TxDOT Process Discussion
- Military Recruiting Process Review Discussion with Dr. David Plummer
- Military Landing Page Meeting
- Crisis Management Training - COVID 19 and Hazardous Materials
- CSA Training

ATTENDED

- Review and Discussion of Summer Melt Initiative with Katherine Diaz, RGV Focus
- Continued Review and Discussion of Free Speech Policy Review and Discussion

- Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Off-Site report review
- Communicable Disease Policy Review
- OPE CARES Act Emergency Student Funding Technical Assistance Webinar – US Department of Education
- Cares Act Emergency Student Funds and MSI Funds Grant Initiation Meeting
- Workforce Force Solutions/South Texas College Stop Out Discussion

ENROLLMENT SERVICES AND REGISTRAR

- Official census date enrollment for Summer I & III 2020 is **7,623** students; the sessions began on June 1.
- To date, **6,438** students have registered online for Summer II 2020 and **8,644** students have registered online for Fall 2020 after OAR processed required documents and cleared the students to register.
- Assisted students by responding to hundreds of emails sent to the "admissions" address and "registration" address, as well as on the phone and in person, if necessary.
- Continued using QLess software for OAR to allow students to schedule in-person appointments, and OAR employees were stationed at the entrance booth one day per week to monitor traffic.
- Director of Student Records & Registrar ("Director/Registrar") attended bi-weekly Directors meeting.
- Director/Registrar and/or Coordinators attended/held various meetings to work on special projects, such as Academic Council, ApplyTexas virtual workshop, Banner User Group (BUGS), DegreeWorks (testing upgrade), dual credit students, enrollment appeals committee, Fall 2020 classes (safety measures & scheduling for in-person students), military recruiting, San Antonio International Educators Forum via Zoom, TAMUK articulation, and virtual commencement exercise via Marching Order.
- Director/Registrar and Coordinators 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.
- Compliance Coordinator worked on CBM Reports required by the Texas Higher Education Coordinating Board (THECB), along with the reporting specialist, who assists with related reports.
- Graduation Analysts completed certification of May 2020 graduates, including **939** Certificates, **2,513** Associate Degrees and **134** Bachelor Degrees, for a total of **3,526** graduates.
- May 2020 graduates received an invitation via Marching Order to participate in the virtual commencement exercise, which can be watched online July 20, 2020.
- Document Management Specialist downloaded, reviewed and verified **3,521** *Admission Applications* submitted online at ApplyTexas (dual credit high school students, entering freshmen, returning and transfer students) during June 2020.
- 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 assisted international students with all aspects of admissions and registration.
- STC has **19** international students enrolled for Summer 2020 semester and **28** international students enrolled for Fall 2020 semester, to date.
- Processed **449** course substitutions and exceptions in Degree Works during June 2020.
- Processed requests for reinstatement for **153** students during June 2020.
- Processed grade changes for **967** students during June 2020.
- Processed schedule changes for **1,861** students during June 2020.
- Processed **8,184** high school and **783** college/university transcripts during June 2020.
- Evaluated **647** transcripts from other colleges and universities during June 2020.
- Received requests via mail, Jagnet and National Student Clearinghouse, processed and distributed **5,167** STC transcripts during June 2020.
- Scanned and indexed **4,548** documents submitted by students during June 2020.

- 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, deadlines and College Updates in regards to COVID-19 and Summer Enrollment
- VA staff continue serving our VA students, staff has been completing and awarding VA benefits for summer sessions.
- FY 20 inventory was submitted
- New signage has been ordered for Pecan and Mid-Valley Student Financial Services through Sign Depot, all signage will be up before August 31st.
- Preparations were made to reduce staff at the Pecan Campus we have requested 3 computer lab rooms and each will have 4 staff members. Effective July 6th they will be reporting to the assigned location.
- Student files are being completed and awarded for the Summer and Fall sessions, files are coming in via email, fax and mail.

DUAL2DEGREE

IMPORTANT HIGHLIGHTS

- Staff continues to assist ISDs in prescreening the enrollment eligibility of dual credit students for Fall.
- At present there are **2,199** prospective dual credit students who have not submitted an admission application to STC and **3,164** who do not quality (do not meet TSI/course pre-requisites).
- Director and coordinators are in frequent communication with ISD administrators and updating them on status of students who are not cleared for Fall enrollment.
- Department has sent targeted communications to over **6,200** dual credit stop-outs as part of its matriculation efforts. Staff are currently assisting students who have RSVP'd for a virtual appointment and assisting them with the enrollment processes.
- As part of the CAEL/Excelencia HSI LASS grant, STC received approval to repurpose grant funds towards scholarships for Latino adult learners. Director is working with Student Financial Services, Public Relations & Marketing and Grants Office to develop internal processes for marketing, enrollment, and scholarship award.
- Department worked with Counseling and Distance Learning to place holds on students not meeting the College's academic progress standards and to grant them access to the Blackboard Student Success Module. Department staff will clear holds for students who complete module.

ENROLLMENT SERVICES

Event	High School Served	Date	Location	**Total Served**
Registration Drive	Juan Diego Academy	6/24/2020	Zoom	21
			Total	**21**

STUDENT ENGAGEMENT

Event	**High School Served**	**Date**	**Location**	**Total Served**
Dual Credit Student Information Session	Mercedes STEM	6/11/20	Zoom	15
Gear-Up Middle School Presentation	Rio Grande Valley	6/16/20	Zoom	30
			Total	**45**

MEETINGS WITH SCHOOL DISTRICTS (EXTERNAL)

- <u>The following meetings were held with partnering ISDs to plan for Summer/Fall enrollment:</u>

- World Scholars
- La Joya ISD
- Roma ISD
- PSJA T-STEM
- Palmview HS
- PSJA Southwest
- Rio Grande ISD
- Rio Grande City HS
- Juan Diego Academy
- Edinburg CISD
- Edinburg Economdes HS/ECHS
- Edinburg North HS/ECHS
- Robert Vela HS/ECHS
- Edcouch Elsa HS
- Health Professions
- Sharyland A3
- Mercedes HS
- Mercedes Early College Academy

MEETINGS WITH STC DEPARTMENTS (INTERNAL)

- Dual2Degree Weekly Department Meetings
- Dual2Degree Weekly Supervisor Meetings
- Dual2Degree Weekly Coordinator Meetings
- Dual2Degree Advisory Group Meeting
- Dual2Degree Enrollment Services Meeting
- Dual2Degree Student Success Meeting
- Dual2Degree Personnel Meeting
- Dual2Degree Fall Enrollment Update
- Carl Perkin Planning Meeting
- Prior Stop Outs Planning Meeting
- SAEM Division Leaders Meeting
- CRM Radius Training
- Fall 2020 CTE Institute Meeting
- LASS Micro Grant Meeting
- Carl Perkins Planning Meeting with Dean of Public Safety and Technology
- Review of ISD Orientation/TSI Meeting

PROFESSIONAL DEVELOPMENT

- Master Excel 2019 Pivot Table & Pivot Chart Training
- Responsive Customer Service in Times of Change Training
- Microsoft OneDrive
- Using Zoom for Staff
- Exchanging Personal Information in American Sign Language
- Introduce yourself in ASL

ASSESSMENT CENTER

WALK-INS AND TESTING REPORT

Student Assessment Center					
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	**139**	**177**	**129**	**ACT**	**129**
Mid- Valley	**40**	**61**	**50 (82%show)**	**TSI EXAM**	**718**
Starr Campus	**38**	**36**	**32 (89% show)**	**TSI EXAM**	**324**
Pecan Plaza				**GED/ PEARSON**	**498**
Pecan Plaza		**173**	**155 (90% show)**	**TSI EXAM/ includes TSI Online**	**1,958**
Pecan Plaza		**112**	**105 (94% show)**	**HESI**	**792**
Pecan Plaza				**HiSET**	**85**
TOTAL:	**217**	**559**	**471 (84% show)**		**4,504– All Campuses YTD**

- Please note that we only allow a few students into our office, since most testing questions and inquiries can be resolved by phone or email. Only students needing official documentation are allowed to make an appointment to see our staff thru Q-Less.
- Please note that the majority of student inquiries are thru email or phone. A total of 1,045 students were assisted by phone or by email by STC Testing Center Staff.

TSI Scores: by placement score June 2020			
READING		**READING**	
Monthly (06/01/-06/30/20)		**Year To Date (09/01/19 – 06/30/20)**	
College ready (351+)	68	**College Ready** (351+)	491
Holistic Placement (349-350)	15	Holistic Placement (349-350)	111
Developmental Ed (342-348)	54	Developmental Ed (342-348)	462
ABE Level 6 (Developmental Ed)	16	ABE Level 6 (Developmental Ed)	94
ABE Level 5 (Developmental Ed)	28	ABE Level 5 (Developmental Ed)	287
ABE Level 4	10	ABE Level 4	121
ABE Level 3	2	ABE Level 3	36
ABE Level 2	0	ABE Level 2	47
ABE Level 1	2	ABE Level 1	18
Total	**195**	**Total**	**1,667**
MATH		**MATH**	
Monthly (06/01/20-06/30/20)		**Year To Date (09/01/19 – 06/30/20)**	
College Ready (350+)	31	**College Ready** (350+)	200
Holistic Placement (348-349)	16	Holistic Placement (348-349)	104
Developmental Ed (336-347)	66	Developmental Ed (336-347)	598
ABE Level 6 (Developmental Ed)	0	ABE Level 6 (Developmental Ed)	0
ABE Level 5 (Developmental Ed)	49	ABE Level 5 (Developmental Ed)	360
ABE Level 4	29	ABE Level 4	285
ABE Level 3	9	ABE Level 3	98
ABE Level 2	7	ABE Level 2	52
ABE Level 1	1	ABE Level 1	9
Total	**208**	**Total**	**1706**
Writing		**Writing**	
Monthly (06/01/20-06/30/20)		**Year To Date (09/01/19 – 06/30/20)**	
College Ready (340 & 4+ Essay or 5+)	98	**College Ready** (340 & 4+ Essay or 5+)	789
Developmental Ed (310-390 & 0-4 Essay)	27	Developmental Ed (350-362 & 0-4 Essay)	207
ABE Level 6 (Developmental Ed)	3	ABE Level 6 (Developmental Ed)	8
ABE Level 5 (Developmental Ed)	0	ABE Level 5 (Developmental Ed)	13
ABE Level 4	2	ABE Level 4	26
ABE Level 3	2	ABE Level 3	30
ABE Level 2	1	ABE Level 2	13
ABE Level 1	0	ABE Level 1	12
Total	**133**	**Total**	**1098**
Data retrieved from College Board Accuplacer			

COLLEGE CONNECTIONS

DEPARTMENT MEETINGS AND EVENTS

- Zoom meeting with Colegio Americano de Tabasco
- GEAR UP & South Texas College Summer Camp 2020
- Student Mentor Trainings

RECRUITMENT

- Meeting with Prospective Student – 21 Students
- Alton Police Department – Law Enforcement Outreach Efforts
- Roma Port of Entry – CBP Outreach Efforts
- Rio Grande City Port of Entry – CBP Outreach Efforts
- Pharr Police Department – Law Enforcement Outreach Efforts

FAST TRACK

School	Campus	Attended	Registered
IDEA Quest	Pecan	Pending	Pending
IDEA Weslaco	MidValley	Pending	Pending
IDEA San Juan	Pecan	Pending	Pending
IDEA Toros	Pecan	Pending	Pending
PSJA ISD	Pecan	Pending	Pending
Mission CISD	Pecan	Pending	Pending
La Joya ISD	Pecan	Pending	Pending
Vanguard	Pecan	Pending	Pending
Sharyland ISD	Pecan	Pending	Pending
Edinburg CISD	Pecan	Pending	Pending
Premier Schools	Pecan	Pending	Pending
McAllen ISD	Pecan	Pending	Pending
Hidalgo ISD	Pecan	Pending	Pending

CALL CENTER

Phone Calls	15,013 calls
JagChat	
Chats	660 chats
Mongoose Texts	
Summer II Unpaid List	273 texts sent w/ 22 replies (8%)
Fall 2020 Instructional Method Preferred Survey	6818 texts sent w/ 2225 replies (33%)
Fall 2020 Enrollment	5975 texts sent w/ 1437 replies (24%)
Summer 2020 Unpaid	788 texts sent w/ 63 replies (8%)

Campaign	Date	Emails Sent	Emails Viewed	Total Students
Fast Track mailout round 2	06/09/2020	621	307	637
Invite To Event - La Joya ISD Virtual Fast Track 6/17/20 - 6/19/20 - 06/17/2020	06/11/2020	152	76	153
Invite To Event - Mid-Valley Schools Virtual Fast Track 6/17/20 - 6/19/20 - 06/17/2020	06/15/2020	156	90	171
Invite To Event - Pecan Campus Virtual Fast Track 6/24/20 - 6/26/20 - 06/24/2020	06/19/2020	1065	435	1129
Invite To Event - Mid-Valley Virtual Fast Track 6/24/20 - 6/26/20 - 06/24/2020	06/19/2020	368	194	408
TSC Grads Fall 2020	06/25/2020	413	3	413

DEAN OF STUDENT AFFAIRS, PAUL HERNANDEZ

CAREER AND EMPLOYER SERVICES

Reports:

Weekly- Career & Employer Services Activity	
Total Number	
466	Student walk-ins and visits
1448	CTE Student Contacts
36	Student & Alumni Registered on CCN
19	Student & Alumni Resumes Revised/Uploaded on CCN
9 5	New Employer Registered on CCN
16 26	Jobs posted to CCN
0	Workshops Presented
0	On Campus Recruitment
1813	Career Coach Total Visits

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

CURRENT/UPCOMING ACTIVITIES & EVENTS

Workshop & Presentations / Activities

- Job Development
  - 5 Star Embroidery. – 2 job posting
  - Aguirre Family LP. – 1 job posting
  - Aircool Tech - ACT. Corporation. – 1 job posting
  - Contract Service & Supply, Inc. – 1 job posting
  - Cytech Heating & Cooling. – 1 job posting
  - Entravision Communication. – 1 job posting
  - Forged Technology Solutions. – 1 job posting
  - PMG, Inc. – 4 job posting
  - Promise Opens Doors. – 1 job posting
  - Synergy Elite, Inc. – 1 job posting

- Presentations/Workshops
    - Diagnostic Imaging, virtual Career Readiness in class presentation, total CTE 18
- Employer Outreach
    - Toshiba
    - U.S. Environmental Protection Agency
    - Select Staff
    - Texas Wood Supply
    - Lone Star Citrus Growers
    - Aguirre Family LLP.
- Employer Registrations
    - 5 Star Embroidery
    - Aguirre Family LP
    - Forged Technology Solutions
    - Golden Years Health Services, Inc.
    - Lone Star Citrus Growers
    - PEG Foods LLC.
    - Promise Opens Doors
    - Select Staff
    - Texas Wood Supply

Coordination of Upcoming Events

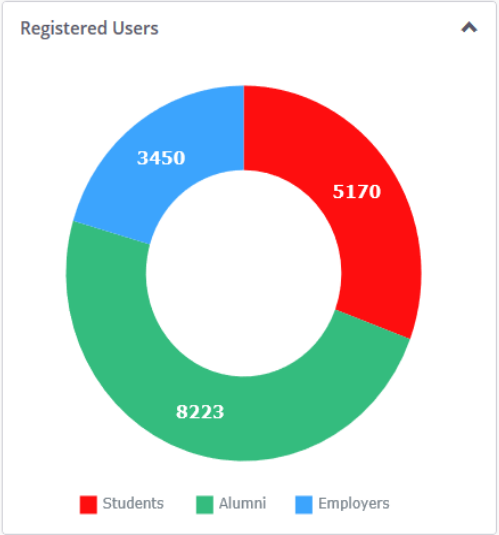
- CES is coordinating with Dr. Conje for the upcoming mock interviews for the TMGT Capstone practicum cohort.
- CES is coordinating with the U.S. Customs Service to provide two resume writing workshops for officers in July 2020.
- Meeting with Medical Assistant program chair, Abigail Rodriguez, to coordinate career readiness workshops, student appointment schedules, and mock interviews for summer capstone students.
- Creating Virtual on Demand CES Career Readiness Presentations
- Preparing workshops of Diagnostic Imaging students
- CES is preparing Medical Assistant Workshops and Mock Interviews
- CES staff met with area Toshiba representative to discuss the prospect of creating future internship positions for STC students enrolled in an IT and CS course of study.

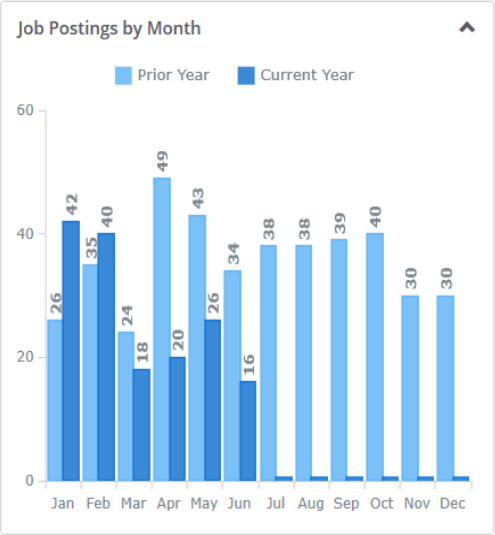
MEETINGS AND MISCELLANEOUS INFORMATION

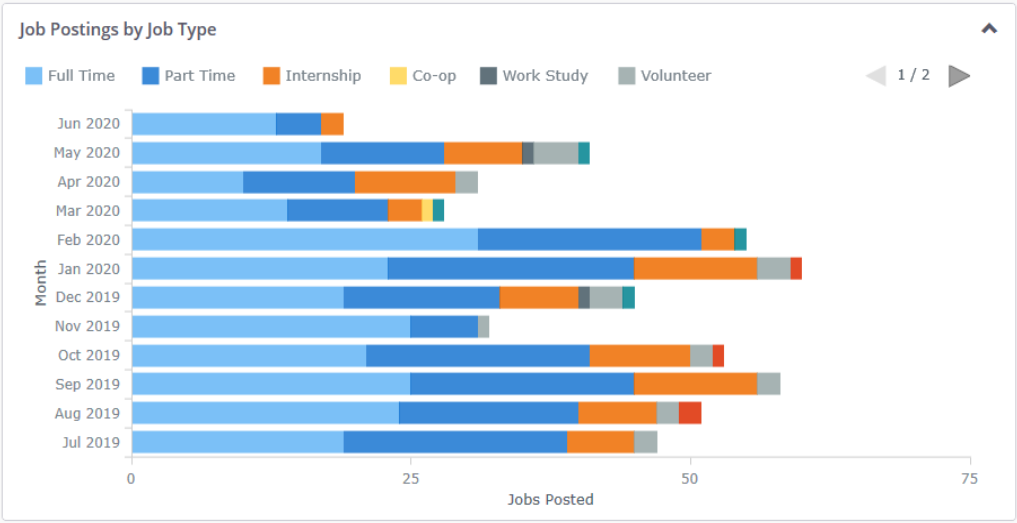
- CES is creating and contributing updated slides for the CES portion of the "First Year Connections" presentation that is being exhibited by Student Activities to first year students.
- CES staff actively participating as part of a panel for the Advising department's ongoing QEP My Advising Plan forum initiative.
- CES is producing graphics and a voice over script for an On-Demand resume writing career readiness virtual workshop presentation to be included in the CES website in a remote platform setting for STC student and alumni reference and support availability.
- Conducted a CES staff meeting to discuss innovative virtual on-demand workshops, website updates, Career Coach and advising QEP projects, and Resume Writer Certification process.
- Finalized targeted resume guidelines for BAT Capstone students.
- CES posted a Customs and Border Protection/Border Patrol webinar employment opportunity on social media platforms and followed up by informing 136 student/alumni via CCN targeting Criminal Justice and First Responder Majors
- CES staff attended EMSI Skills Match Demo Webinar/Presentation
- CES staff attended Higher Ed - *Access for All: Provide Remote Access for Students and Faculty* Webinar
- CES updated its website to include a "Featured Articles" section which would contain news reports regarding career and employment issues for student and alumni reference.

- CES staff provided requested assistance to NAH faculty by conducting numerous virtual mock interviews and providing feedback to NAH CTE students.
- CES staff provided requested assistance to BASOL faculty by conducting numerous virtual mock interviews and providing feedback to BASOL capstone students.
- CES staff attended EMSI Skills Match Demo Webinar/Presentation
- CES staff provided requested assistance to BAT faculty by conducting numerous virtual mock interviews and providing feedback to BAT capstone students.
- Finalized targeted resume guidelines for BAT Capstone students.
- Preparing outline for *Professional Etiquette: Office life after COVID19* presentation for staff/faculty to offer virtual workshop through OPOD.
- CES conducted a 2nd virtual departmental meeting and discussed summer initiatives, projects, student/alumni appointment guidelines, and staff updates.
- CES staff provided assistance to Dr. Emma Miller and Dr. Saint Pierre of the BASOL program by conducting numerous virtual mock interviews and providing feedback to BASOL capstone students.
- CES staff attended InsideHigherEd - *Producing Job Ready Graduates in a Pandemic* Webinar
- CES staff viewed *Foster Your School Community* webinar, InsideHigherEd.
- Conducted CES outreach to Patient Care 8 students, 58 alumni and Phlebotomy 6 students, 23 alumni. Messaging reintroduced Career & Employer Services and the extension of virtual/online services available.
- Contacted 405 Tech CTE students via College Central Network reintroducing CES virtual career center and online resources available (Targeted majors included; Diesel, Welding, Construction Supervision, Automotive, PMT, Electrical)
- Conducted CES outreach to Pharmacy 32 students, 90 alumni and EMT 8 students, 27 alumni. Messaging reintroduced Career & Employer Services and the extension of virtual/online services available.
- Contacted 136 student/alumni via College Central Network for CBP/BP webinar targeting Criminal Justice and First Responder Majors.
- Conducted CES outreach to Health Management 77 students, 154 alumni, Respiratory Therapy 18 students, 24 alumni, and Radiologic Technology 61 students, 88 alumni. Messaging reintroduced Career & Employer Services and the extension of virtual/online services available.
- Conducted CES outreach to Physical Therapy assistant 88 students, 93 alumni and Occupational Therapy Assistant 43 students, 72 alumni. Messaging reintroduced Career & Employer Services and the extension of virtual/online services available.
- 19 student/alumni virtual appointments (NAH).
- 73 CCN Resume revisions
- 29,3 student email outreach

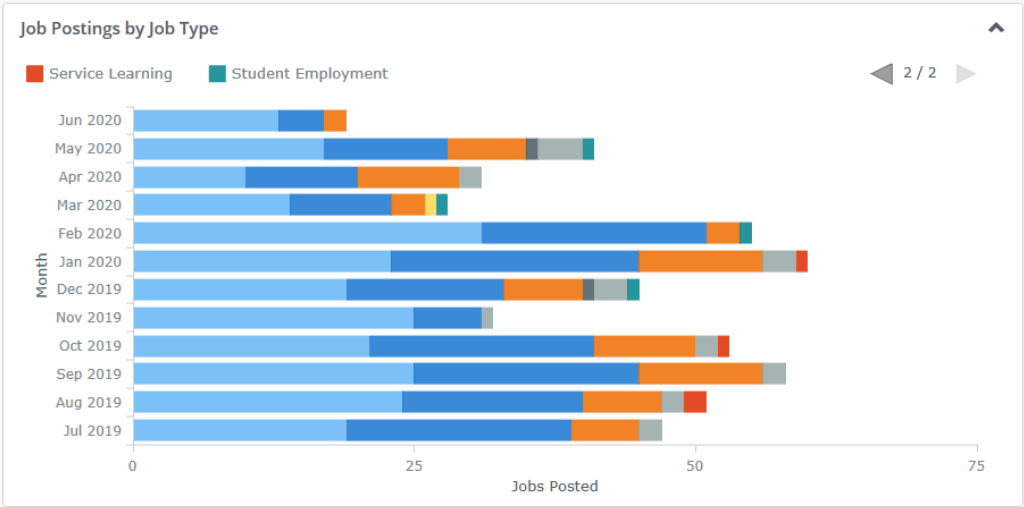
College Central Network Logistics



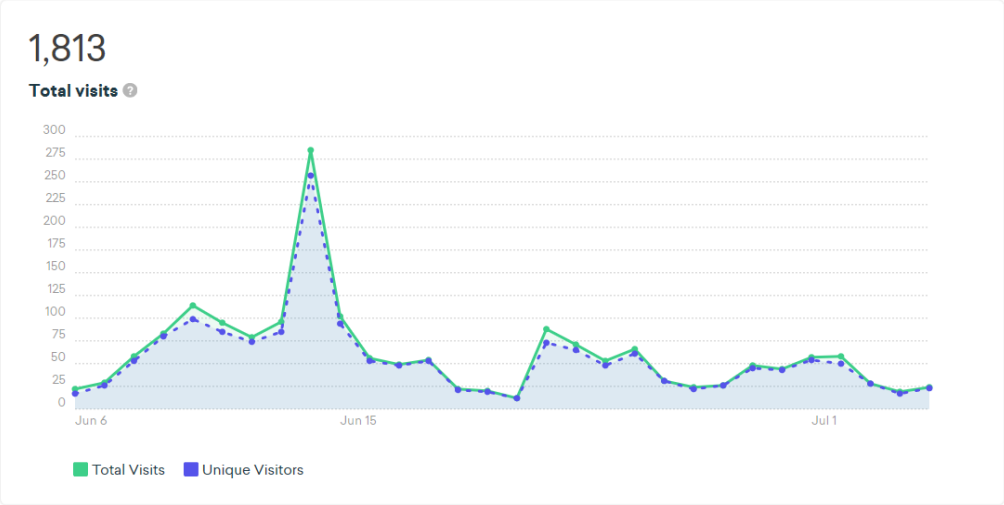




College Central Network Logistics



Career Coach



OFFICE OF STUDENT RIGHTS AND RESPONSIBILITIES

OFFICE OF THE OMBUDS

June 2020

- The Office of Student Rights & Responsibilities participated on the American Sign Language Interpreting in the time of COVID-19 sessions.
- The Office of the Ombuds researched online forums for Dispute Resolution Academy.
- Ms. Olga Moran participated on Flipgrid with the Office of Professional Development.
- The Office of Student Rights & Responsibilities participated on the American Sign Language Interpreting in the time of COVID-19 sessions.
- The Office of the Ombuds researched online forums for Dispute Resolution Academy.
- Ms. Olga Moran participated on Flip grid with the Office of Professional Development.
- The Office of Student Rights & Responsibilities participated on the American Sign Language Interpreting in the time of COVID-19 sessions.
- The Office of the Ombuds is updating the Student Code of Conduct.
- The Office of Student Rights & Responsibilities completed employee evaluations.
- The Office of Student Rights & Responsibilities participated on the Implementing Restorative Justice for Campus Sexual Harm Webinar.

OFFICE OF STUDENT CONDUCT

June 2020

- The Office of Student Rights & Responsibilities participated on the American Sign Language Interpreting in the time of COVID-19 sessions.
- The Office of Student Conduct welcomed Ms. Michelle Chapa as the new Student Conduct Specialist.
- The Office of Student Conduct is updating the Student Code of Conduct.
- The Office of Student Rights & Responsibilities participated on the American Sign Language Interpreting in the time of COVID-19 sessions.
- The Office of Student Conduct welcomed Ms. Michelle Chapa as the new Student Conduct Specialist.
- The Office of Student Conduct is updating the Student Code of Conduct.
- The Office of the Ombuds is updating the Student Code of Conduct.

- The Office of Student Rights & Responsibilities participated on the American Sign Language Interpreting in the time of COVID-19 sessions.
- The Office of Student Rights & Responsibilities completed employee evaluations.
- The Office of Student Rights & Responsibilities participated on the Implementing Restorative Justice for Campus Sexual Harm Webinar.

BEHAVIORAL INTERVENTION TEAM

June 2020

- The Behavioral Intervention Team had a bi-weekly meeting.
- The Behavioral Intervention Team had a bi-weekly meeting.
- The Behavioral Intervention Team had a bi-weekly meeting.

STUDENT ACTIVITIES AND WELLNESS

- Cap and Gown Distribution (PCN, MID & STR)
- Food Pantry Operations (PCN, MID & STR)
- First Year Connection-New Student Orientations (PCN, MID, STR & Online)
- Social Media Postings

Summer
370 students reached
190 students did the online orientation
39 students attended in person
229 total students have completed orientation
Fall (Still Going)
400 students reached
103 students did the online orientation
40 students attended in person

143 total students have completed orientation

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	**4**	**39**	**106**	**53**	**88**	**0**	**290**
NAH	**1**	**38**	**40**	**59**	**27**	**2**	**167**
Pecan	**5**	**56**	**305**	**267**	**378**	**3**	**1014**
Starr Co.	**3**	**11**	**93**	**19**	**49**	**0**	**175**
Technology	**2**	**3**	**71**	**12**	**146**	**1**	**235**
Total	**15**	**147**	**615**	**410**	**688**	**6**	**1881**

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
- Sign Language Interpreter's Student Schedules Updates
- Academic progress case management, academic advising, review and completion of academic improvement plans, and scholastic appeals
- Coordination and creation of documents for semester mental health & personal growth workshops
- 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
- Title IX Pregnant and Parenting Student Case Management, Forms Committee, Referrals and Staffing
- Individual Supervision Meetings with UTRGV Intern
- Title IX Committee Meeting
- IE Plan Meeting
- Student Affairs Division Leaders Meeting
- QEP Discussion Forum
- Perkins Basic Grant: CLNA Review Meeting
- Weekly Meetings with Counselors and Student Success Specialist
- Review, refer and respond to Counseling Department Emails
- CSDS Coordinators Meeting
- UNIDAD Coalition Planning Committee
- Hidalgo County Family Violence Taskforce Meeting
- Hidalgo County Mental Health Coalition Meeting
- Servicing the Foster Youth Meeting
- Orientation with UTRGV BSW Intern
- STC/UTRGV Collaboration Updates Meeting
- Carl Perkins Meeting
- CSDS Accommodation Memos Meeting with CLE Coordinator
- Individual Supervision Meetings with UTRGV BSW Intern
- Summer Bridge Planning Meeting
- Meeting with Continuing Education Department on MOU
- National Association of Social Workers, Texas Chapter, LRGV Branch Steering Committee Meeting
- Meeting with Public Relations about CSDS website
- Weekly Interpreter Meetings
- BIT Meetings
- SDS Student Accommodations Memo Review/Update Meetings
- SDS and Distance Education Meeting

WORKSHOPS/PRESENTATIONS

Virtual Workshops, Microsoft Teams Live Events:

- An Apple a Day
- Stress Management Tips
- Understanding the ADA
- Toxic Relationships

- How to Handle Cyberbullying
- It's More Than the Blues
- Build Resilience During Difficult Times
- Transferring to a University
- Adjusting to College Life
- Take Charge of Your Health
- Parent's Guide: How to talk to my child
- COVID-19 Support Group, Jaguars United from Home
- Interpreting in the time of COVID-19
- Start building a vocabulary foundation in ASL
- Exchanging Personal Information in ASL
- Interpreters and Current Events
- ASL Conceptual Accuracy
- What is the role of the interpreter and is the interpreter the clarifier?
- Introduce Yourself in ASL

PROFESSIONAL DEVELOPMENT

- Serving LGBTQIA+ Children and Families in the Multidisciplinary Team Process
- AIM Webinar-Content Accessibility in the Online Era: Integrating AIM Features to Provide Accessible Online Class Content for Deaf and Hard of Hearing Students
- AIM Webinar-Content Accessibility in the Online Era: Integrating AIM features to provide Accessible Online Content
- AIM Webinar-Using an Interactive Process During Conflict Resolution
- AHEAD SPRING 2020 WEBINAR SERIES: Identifying and Removing Barriers to Access: Using a Framework to Guide Considerations of Complex Requests
- AIM Webinar-Using AIM for Reporting and Improving Program Outcomes
- AIM Webinar-Adapting to Sudden Changes: How AIM is Supporting Online Instruction
- NDC (National Deaf Center) Disability Services Professionals Panel
- AIM Webinar-Accommodations for Clinical Programs
- AIM Webinar-Taming the Beast: Using AIM to Manage Accommodations of Flexible Attendance and Deadlines
- Obsessive-Compulsive Disorder Webinar
- Generalized Anxiety Disorder Webinar
- Eating Disorders Webinar
- Phobias Webinar
- Your Teen and Trauma During COVID-19 Webinar
- Identifying and Removing Barriers to Access: Using a Framework to Guide Considerations of Complex Requests
- CLE Virtual Tour on Services
- School Reentry: Promoting Social and Emotional Wellness for Students Webinar
- Clinical Depression and COVID-19: Expanding on Mental Health Promotion Webinar
- Phobias: Anxiety Related Disorders During COVID-19 Series Part 6 Webinar
- Understanding the Black Experience in America: Be the Change You Want to See in the World
- National Association of Social Workers 2020 Virtual Conference
- Stories from the Front Line: Innovations in Mental Health Care During COVID-19 Webinar
- Flipping Student Services: Using StudentLingo To Provide Hybrid & Online Service Delivery Webinar

- School Re-entry After Covid-19: A Trauma Informed Approach to Managing Anxiety and Promoting Social and Emotional Wellness Webinar
- "Strategies for Healthy Emotion Regulation During Uncertain Times" Webinar
- What the Numbers Show Us About COVID-19's Impact on Mental Health Webinar
- COVID-19 Office Hours - Conducting Groups via Telehealth Webinar
- A.C.T.A Zoom Meeting
- Mental Health and Coping During COVID-19 by Dr. Mery Cortes Bergoderi
- Building Resilience During Crisis for Youth Webinar
- Clinical Applications of Cultural Elements: Engaging and Treating the Hispanic and Latino Client Webinar
- Connecting during COVID-19. Can you relate? with Dr. Pepper Schwartz Webinar
- The #RealCollege Survey: How Institutions Can Better Understand and Meet Students' Needs Webinar

Interpreting Services Report	
Type of Service	**Total**
Live Classes Interpreted (Synchronous)	**32**
Post-Production ASL Interpreted Lectures (Asynchronous)	41
Post-Production ASL Interpreted Videos (Asynchronous)	124
Interpreted for Admissions/Enrollment	5
Interpreted for Advising/PASS	1
Interpreted for Financial Services	0
Interpreted for Testing Services	0
Interpreted for Counseling Services and Student Disability Services	24
Interpreted orientation/outreach	0
Interpreted Tutoring Services	0
Telephone/Email Contacts with Students	396
Interpreter Hosted Workshops	7
Interpret student and/or instructor meeting	3
Other	385
Total number of services provided	**986**
Total interpreted hours for the month	**222.75**
Student Success Specialist Activity Report	
Type of Service	**Total**
Interpreter requests filled	11
Contacts/Meetings with SDS Students	16
Assist SDS students in Registration Process	17
Mass Emails to CSDS Students	2
Additional Services	**Total**
Professional development	11
General Interpreter/community Meetings	2
Total	**59**

COMPREHENSIVE ADVISING

PROGRAMS/ACTIVITIES/MEETINGS

A. Programs/Activities/Meetings:

- **Academic Advisor Contacts** – total of 3,626 contacts with students were conducted by Academic Advisors and PASS Program Advisors in June 2020
- **Faculty Advising**
  - Completed and submitted report for students advised by faculty advisors during Fall 2019 and Spring 2020 semesters; report detailed the percentage of students assigned to and advised by department
  - Updated Master List of Faculty Advisors
  - Developed an inventory equipment list provided by the HIS Grant for use by faculty advisors
  - Communicated virtually with Faculty Advisors and assisted them on advising related issues
  - Researched on the topics of Faculty Advising, NACADA clearinghouse website for material to use as a standalone workshop or to be added to the Faculty Advising Certification Training
  - Began developing new material and PowerPoint presentations to be using the Faculty Advising Certification Training
  - Met with Ms. Yolonda Jaramillo on HSI grant and Ms. Crista Hirmas on Professional Development on an ongoing basis to inform faculty advising training and scheduling
  - Participated in ongoing professional development to improve faculty advising training and services
- **Mentoring Services**
  - **College Advising Training Program-** developing a plan to offer training remotely during the Fall Semester
  - **THECB Work Study Mentorship Grant** – maintained contact with mentors; held meeting via Teams; provided training schedules for mentors
  - **Beacon Mentoring Program** – will return this Fall semester; will begin recruiting volunteer mentors in August and will assign to 12 gatekeeper courses
- **PASS Program**
  - Staff provided academic advisement for PASS Program participants virtually
  - Staff maintained ongoing contacts with students on their caseloads;
  - Created purchase orders for instructional supplements for students attending summer sessions; received, tagged and distributed purchased instructional supplements to students
- **Carl Perkins**
  - Director of Comprehensive Advisement serves as Student Affairs & Enrollment Management Liaison for Carl Perkins Grant;
  - Met with PASS Program staff to review activities and evaluation for Perkins
  - Met with Grants Office several times for Perkins Basic Grant CLNA Review including the planning, gathering, data conducting CLNA analysis, and process for developing the narrative for the upcoming Perkins V application
  - Gathered data for upcoming Biannual Report and collaborated with SAEM Directors on Carl Perkins related activities
  - Advising Staff completed Carl Perkins webinars on serving nontraditional students in Career and Technical Education fields
  - Participated in Perkins Basic Grant Orientation held by The Higher Education Coordinating Board (THECB) in regards to Perkins Basic Grant application and compliance for FY2020-2021

PARTICIPATED IN THE FOLLOWING

- **Guided Pathways**- Director is serving as Co-Lead of Guided Pathways met with Co-Lead Dr. Cristopher Nelson; participated in webinar with team work sessions with Kristi Short, Davis Jenkins and others from Texas Success Center
- **Quality Enhancement Plan (QEP)** – Director serves as QEP Director; subcommittees held multiple meetings with STC SACSCOC Liaison; met weekly with QEP Writing Team; finalized Fall/Spring My Advising Plan (MAP) Roadmaps; final QEP document has been finalized as well
- **Banner User Group (BUGs)** – participated in BUGs meetings to review technical upgrade to Degree Works and schedule testing before it is implemented in production
- **SACSCOC On Site Review** – participated in meeting to review Principles that must be reviewed during the SACSCOC on site visit; met with SACSCOC Liaison on Standard 12.2 response

B. 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: JULY 23, 2020

SUBJECT: ACTIVITY REPORT FOR JUNE 1, 2020 THROUGH JUNE 30, 2020

MARY ELIZONDO, VICE PRESIDENT FOR FINANCE AND ADMINISTRATIVE SERVICES

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended the President's Cabinet Meetings, Finance, Audit, and Human Resources Committee Meeting, Facilities Committee Meeting, Board of Trustees Meeting, and Finance and Administrative Services Director's Meeting.
- Business Office:
  - Held conference call on Fiscal Year 2020 Budget and 2021 Budget Amendment with Comptroller and Budget Manager.
  - Held several conference calls to discuss Bank Depository Services item that will be presented to the Board for approval with Comptroller, Assistant Comptroller, Director of Purchasing, and College's Investment Advisor.
  - Held several meetings to prepare information for the Credit Rating conference calls with Comptroller and Budget Manager.
  - Held meeting on Lower Rio Grande Valley Development Council (LRGVDC) Interlocal Agreements with Comptroller, Accounting Group Manager, and Transportation Services Manager.
  - Held several meetings on Fiscal Year 2020 - 2021 Budget and Budget Amendments with Comptroller and Budget Manager.
  - Held meeting on Staffing Plan with Associate Comptroller.
  - Held meeting to discuss Fund Balance write-up and presentation for Board meeting with Comptroller and Budget Manager.
- Department of Public Safety:
  - Attended meeting to discuss Clery Act Reports and Structure at other institutions with Acting Chief of Police, Institutional Equity Officer, and Police Compliance Coordinator, and Coordinator Emergency Preparedness and Training.
  - Held meeting on Clery Act Internal Audit Management Responses with Institutional Equity Officer, Institutional Equity Manager, and Internal Auditor.
  - Held Teams meeting to discuss transportation Coronavirus Aid, Relief, and Economic Security (CARES) Act funding and Spring 2020 purple/green line payment for the Lower Rio Grande Valley Development

Council (LRGVDC) Interlocal Agreements with Acting Chief of Police, Transportation Services Manager, and representatives from Lower Rio Grande Development Council/Valley Metro.
  - Attended meeting on Clery Act and Violence Against Women Act (VAWA) responses with Acting Chief of Police, Institutional Equity Manager, and Police Compliance Coordinator, and Coordinator Emergency Preparedness and Training.
  - Attended meeting to discuss Clery Act Internal Audit Report response with Acting Chief of Police and Director of Accountability, Risk, and Compliance.
  - Attended meeting to discuss Concealed handgun report for Texas Legislature describing rules, regulations, or other provisions on the implementation and continuation of Senate Bill 11 with Acting Chief of Police.
- Accountability, Risk, and Compliance:
  - Held several meetings to discuss Policy #4400: Contagious/Communicable Diseases with Director of Accountability, Risk, and Compliance and Interim Director of Human Resources.
  - Held meeting to discuss Property Casualty Insurance Request for Proposals (RFP) responses and outstanding concerns/questions with Director of Accountability, Risk, and Compliance and the Risk Manager.
  - Held conference call on COVID-19 Risk Assessment with Director of Accountability, Risk, and Compliance.
  - Attended meeting on restructuring of departmental position concerning records management with Director of Accountability, Risk, and Compliance.
  - Attended meeting on COVID-19 related matters with Director of Accountability, Risk, and Compliance and Interim Director of Human Resources.
  - Attended meeting on Work from Home Procedures with Director of Accountability, Risk, and Compliance, Interim Director of Human Resources, and Legal Counsel.
  - Attended meeting to discuss various safety matters related to communicable disease and Policy #4400: Contagious/Communicable Diseases with Director of Accountability, Risk, and Compliance.
- Facilities Operations and Maintenance:
  - Held meeting on Federal Emergency Management Agency (FEMA)/COVID-19 Cat B Document Request Checklist and Streamlined Project Application with Director of Facilities Operations and Maintenance.
  - Attended Safety Measures meeting on face-to-face Fall 2020 classes with Director of Facilities Operations and Maintenance.
- Human Resources:
  - Held discussions on Staffing Plan and Employee Pay Plan with Interim Director of Human Resources.
  - Held meeting on Human Resources Information Systems function and Human Resources department concerns with the Human Resources Information Systems Manager and the Institutional Equity Manager.
  - Held bi-weekly Human Resources meeting with Interim Director of Human Resources, Employee Relations Officers, Human Resources Information Systems Manager, and Staffing and Compensation Manager.
  - Held conference calls on personnel cases and personnel matters with Interim Director of Human Resources and legal counsel.
- Title IX:
  - Attended Title IX Committee Meeting.
  - Participated in Teams call on Title IX issues with Institutional Equity Officer, Institutional Equity Manager, Interim Director of Human Resources, and Director of Counseling.
  - Participated in conference call to discuss implementation of new regulations with representative from The National Center for Higher Education Risk Management (NCHERM) Group, LLC.
- Institutional Equity:
  - Attended meeting to review Presentation for Title IX, Clery Act, and Clery and Violence Against Women Act (VAWA) with Institutional Equity Officer, Interim Chief of Police, Police Compliance Coordinator, and Coordinator Emergency Preparedness and Training.
  - Attended meeting on Title IX Reforms and office of Institutional Equity items with Institutional Equity Officer.
  - Held discussion on changes to Policy #4212: Employment and Supervisory Relationship of Relatives with Institutional Equity Officer.

- Held meeting on Clery Act Internal Audit Management Responses with Institutional Equity Officer, Institutional Equity Manager, and Internal Auditor.
- Held meeting on office of Institutional Equity matters with Institutional Equity Officer and Interim Director of Human Resources.
- Participated on Teams call to discuss Title IX inquiry for the Title IX meeting with Institutional Equity Officer and Institutional Equity Manager.
- Participated on Teams call to discuss House Bill 1750 with Institutional Equity Officer.
- Held meeting on the finalization of the Clery Act and Violence Against Women (VAWA) Internal Audit with Institutional Equity Officer, Internal Auditor, Acting Chief of Police, Compliance Coordinator, and Coordinator for Emergency Preparedness and Training.
- Attended meeting on new Title IX regulations, corresponding Title IX Reforms, Office of Institutional Equity responsibilities, budget, and office operations with Institutional Equity Officer.
- Attended meeting on Student Notifications, September Professional Development, House Bill 449, House Bill 1735, and Senate Bill 212 Report with Institutional Equity Officer.

- Other Meetings:
  - Held meeting on Personnel Need Analysis with each Director from the Finance and Administrative Services division and the Institutional Equity Officer.
  - Participated in conference call with the Texas Association of Community Colleges (TACC) Board COVID-19 Planning Meeting.
  - Conducted weekly Teams call with Safety Team to discuss Safety Measures dealing with COVID-19 and different processes dealing with communicable and infectious diseases.
  - Attended several meetings on COVID-19 Executive Updates with Crisis Management Team.
  - Held meeting on Board agenda items with Finance and Administrative Services Reporting Coordinator.
  - Held meetings to discuss current and upcoming projects with Finance and Administrative Services (FAS) Project Managers.
  - Held conference call to discuss Rating Agency with Reginal Managing Director from Hilltop Securities.
  - Held conference call on Bond Refunding and Rating Agency Process with Reginal Managing Director from Hilltop Securities.
  - Participated in conference calls with Rating Agency Companies and Regional Managing Director from Hilltop Securities.
  - Held meeting on Board items and changes to the Chief of Police job description with Finance and Administrative Services Reporting Coordinator.
  - Participated on Underwriter's Diligence conference call for South Texas College District Limited Tax Refunding Bonds, Taxable Series 2020.
  - Participated in Market Update call for South Texas College District Limited Tax Refunding Bonds, Taxable Series 2020.
  - Participated in Association of Certified Fraud Examiners (ACFE) Global Fraud Virtual Conference.
  - Attended meeting to discuss Budget item from the Board packet with Board Member and College President.
  - Conducted employee Performance Appraisals.
  - Held Teams conference call on Facilities Planning and Construction Project updates.
  - Held meeting to discuss Fiscal Year 2021 Budget with Director of Facilities Planning and Construction and Finance and Administrative Services Project Manager.
  - Held conference call to review Texas Administrative Code Chapter 9 interpretation on Workforce Continuing Education Courses with Assistant to President for Continuing Education.
    Held conference call on Bond issuance with legal counsel.

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.
- Business Office:
  - Continued working on Budget Decisions for FY 2020 and FY 2021.

- Continued working on FY 2021 Budget Reductions.
- Continued reviewing Fall Enrollment.
- Reviewed Unrestricted Fund Budget Summary Fiscal Year 2020 - 2021.
- Reviewed Auxiliary Fund Budget Summary Fiscal Year 2020 - 2021.
- Reviewed Budget Amendment for Fiscal Year 2019 – 2020.
- Reviewed the Coronavirus Aid, Relief, and Economic Security (CARES) Act Institutional Funds.
- Reviewed the Coronavirus Aid, Relief, and Economic Security (CARES) Act allowable expenditures.
- Reviewed the Coronavirus Aid, Relief, and Economic Security (CARES) Act Funds information for President's Cabinet.
- Reviewed Active Military Flat-Tuition.
- Reviewed Texas Association of Community Colleges Business Officers (TACCBO) Annual Budget Survey.
- Reviewed Summary of Capital Budget Item Requests for Fiscal Year 2020 -2021.
- Reviewed Board write-up and presentation for the Unrestricted Budget for Fiscal Year 2020 - 2021.

- Human Resources:
  - Reviewed FY 2021 Staffing Plan.
  - Reviewed Vacancy Report.
  - Reviewed Employees Working from Home Report.
  - Reviewed the Communicable and Infectious Disease Procedures for Employees and Students.
  - Reviewed Fiscal Year 2020 - 2021 Pay Plan.
  - Reviewed updates on status of COVID-19.
  - Reviewed Work from Home Time and Effort Report.
  - Reviewed Policy #4400: Contagious/Communicable Diseases.
- Facilities Planning and Construction
  - Reviewed progress of Facilities Planning and Construction projects.
  - Reviewed Facilities Planning and Construction updates.
  - Reviewed Fiscal Year 2020 - 2021 Capital Improvement Projects (CIP) and Renewal & Replacement Project Budget.
- Facilities Operations and Maintenance
  - Reviewed information on Potential Sand Bag Distribution with the City of McAllen.
- Department of Public Safety:
  - Reviewed Campus Security Authorities Report.
  - Reviewed 2019 Crime Reporting Form for Campus Security Authorities.
  - Reviewed information on Clery Act Committee.
- Accountability, Risk, and Compliance:
  - Reviewed the Telecommuting Policy (Work from Home Procedures) with the Director of Accountability, Risk, and Compliance.
- Institutional Equity:
  - Reviewed new Policies for August 1st on the following:
    - Senate Bill 212 – Subchapter E-2: Reporting incidents of Sexual Harassment, Sexual Assault, Dating Violence, and Stalking.
    - House Bill 449 – Section 51.9364: Required Transcript Notations.
    - House Bill 1735 – Subchapter E-3: Sexual Harassment, Sexual Assault, Dating Violence, and Stalking.
- Title IX:
  - Worked on Title IX procedures and cases.
  - Reviewed Title IX Weekly Reports.
- Other:
  - Reviewed Docking Station Request for the Finance and Administrative Services division.
  - Reviewed Information Request from Higher Education Research Programs.
  - Reviewed Administrators Benchmark Report.
  - Reviewed Bond Refunding Update.

- Reviewed new Title IX Regulations for Boards of Trustees and Cabinet-Level Administrators Webinar.
- Provided monthly Reports to President's Cabinet members as follows:
  - Leave (Sick and Vacation) Reports- April 2020
  - Overtime Reports (Hours Worked by Employee)- As of April 2020
  - Travel by Employee Reports- April 2020
  - Vacancy Report- May 2020 and June 2020
  - TimeClock Plus Verification Reports- April 2020 and May 2020
  - Salary Savings Report- May
  - Overtime Reports (Hours Worked by Employee)- As of May 2020
  - Leave (Sick and Vacation) Reports- May 2020
  - Travel by Employee Reports- May 2020

- <u>Project Managers:</u>
  - Finalized Staffing Plan for Fiscal Year 2020 - 2021 and completed Board agenda item for approval.
  - Reviewed and assisted in the development of the Facilities Committee and Finance Committee packet.
  - Worked on Board Agenda items related to the transportation services and food services write-up for the July Board meetings.
  - Worked on legal counsel log and confirmed activities stated on invoices sent by legal counsel.
  - Coordinated to conduct weekly cafeteria inspections during the furloughed period with Facilities Operation and Maintenance staff and Auxiliary Accountant.
  - Created and tracked personnel entering all campus cafeterias for control access during the furloughed period.
  - Coordinated to post COVID-19 signs on Slow the Spread and Elevator Etiquette across all campuses with Facilities Operation and Maintenance staff.
  - Coordinated to order plexiglass at selected areas for the Finance and Administrative Services Division with Facilities Operation and Maintenance staff.
  - Worked on Food Services cost analysis report with a fifty (50%) percent reduction for food services and personnel.
  - Worked on poster signs for the requirements on facial coverings when exiting the vehicle and entering buildings with Graphic Designer and Department of Public Safety staff.
  - Updated Project Action Plan (PAPs) for better accessibility in tracking all tasks and projects.
  - Worked on action plan to finalize all records pertaining to the 2013 Bond Construction Program with the Business Office Accounting Group Manager.
  - Reviewed and made recommendations for the office staff employee handbook to the Executive Administrative Assistant.
  - Worked on Work from Home (WFH) alert notice with Director of Accountability, Risk, and Compliance and the Finance and Administrative Services Reporting Coordinator.
  - Worked on Fiscal Year 2021 Staffing Plan.
  - Worked on weekly President Cabinet updates.
  - Assisted on COVID-19 Legislative Budget Board (LBB) Survey Report with Comptroller.
  - Worked on Activity Report for the month of June 2020.
  - Worked on Finance and Administrative Services Annual Reporting with Directors.
  - Worked on preparing a Generic Meeting Agenda for the assigned Finance and Administrative Services Directors.
  - Worked on Email Management Report for Vice President for Finance and Administrative Services.
  - Worked on matrix for the Enrollment Fiscal Year 2021 for Vice President for Finance and Administrative Services.
  - Followed up on Fiscal Year 2019 Performance Measures with Business Office department.
  - Worked on Nursing and Allied Health Campus Thermal Plant with Comptroller, Director of Facilities Planning and Construction and Director of Facilities Maintenance and Operations.
  - Worked reminding Directors to submit their 2018-2019 Performance Appraisals for Finance and Administrative Services Division and also the Vice Presidents.
  - Worked on New Policies for August 2020 with the Institutional Equity Manager.

- Worked on collecting information for the survey with Higher Education Research Programs on costs related to COVID-19 with Comptroller.
- Worked on Laptop request with Director of Purchasing.
- Provided information on College Deliverable Senate Bill 18 to Director of Accountability, Risk and Compliance.
- Worked on Title IX- Rochester Institute of Technology (RIT) video language for Vice President for Finance and Administrative Services.
- Worked on Cash Procedures with Comptroller and Accounting Group Manager.
- Worked on University of Texas Rio Grande Valley (UTRGV) and proprietary school rates with the Assistant Comptroller.
- Worked on Director's Outstanding Issues Log with Purchasing Department.
- Assisted on Completion of Work from Home Report Assessment with Accountability and Compliance Manager.
- Worked on project updates assigned by Vice President for Finance and Administrative Services.
- Followed up on Coronavirus Aid, Relief, and Economic Security (CARES) Act Fund information for President's Cabinet with Comptroller.
- Provided information on COVID-19 procedures updates to Interim Director of Human Resources and Director of Accountability.
- Worked on Active Military Flat Tuition with Comptroller.
- Worked on Temporary Agency employee's vs regular employees with Comptroller and Financial Analyst.
- Worked on Bond Refunding information with Administrative Specialist for Board Relations.
- Worked on Title IX poster for Non-Discrimination with Institutional Equity Manager.
- Worked on Project Action Plan (PAPs) updates with Finance and Administrative Services Directors.
- Worked on Communication Email for Direct Deposit and Accounts Payable self-service with Interim Director of Human Resources and Comptroller.
- Worked on 2020 Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Financial Profile and Indicators with Comptroller.
- Worked on Pending Hiring Proposals with Interim Director of Human Resources.
- Worked on Updates on Status of COVID-19 Cases with Interim Director of Human Resources.
- Worked on June Adjustment Payroll with Comptroller.
- Worked on Vice President Approval for Travel Authorizations with Comptroller.
- Worked on Fee proposals with Comptroller.
- Followed up on Budget Presentation to Program Chairs with Comptroller and Director of Purchasing.
- Assisted on Mid Valley Campus Child Care Services Revenues for review with Budget Manager.
- Worked on Agenda for Finance and Administrative Services Directors Meeting.
- Worked on Non-Exempt Employees Working from Home with Accounting Group Manager.

BUSINESS OFFICE - MYRIAM LOPEZ, COMPTROLLER, AND STAFF

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended conference call for DocuSign pricing.
- Attended conference calls regarding the revised criteria for the Depository Bank with legal counsel, Vice President for Finance and Administrative Services, and Comptroller.
- Attended Flow Process Narrative meeting in response to audit recommendation.
- Attended conference call on Integrated Postsecondary Education Data System (IPEDS) Data Review.
- Attended interviews for Dean of Business, Public Safety, and Technology position.
- Attended interviews for the Cashier Business System Analyst position.
- Attended meeting to discuss the Texas Association of Community Colleges (TACC) Board COVID-19 Planning.
- Attended South Texas College Faculty Load and Compensation (FLAC) Banner training.
- Attended Higher Education Emergency Relief Fund initiation briefing meeting with Accounts Receivable staff, Grant Compliance, Student Affairs, and Enrollment Management division staff.

- Attended Recurring Manager meeting with the Comptroller and Associate Comptroller.
- Attended Travel and Expense by Chrome River SPRINT3 sign off meeting.
- Joined Banner User Group (BUGs) TEAMS meeting.
- Joined phone conference call to discuss lessons learned during the implementation of Summer 2020 online emergency loan request process with Accounts Receivable and Information Technology groups.
- Met to discuss and prepare the Fund Balance motion and presentation for the June Board meeting with the Vice President for Finance and Administrative Services and the Budget Manager.
- Met to discuss COVID-19 Pay and Leave with Associate Comptroller and the Human Resources Benefits Department staff.
- Met to discuss criteria modifications to the Summer headcount reports with Business Office staff, Student Financial Services (SFS) staff, and Research and Analytical Services (RAS) staff.
- Met to discuss grant initiation for three new grants.
- Met to discuss issues with Accounts Receivable reconciliation variances and Financial Aid.
- Met to discuss miscellaneous tuition table revisions for Summer and Fall 2020 with Business Office staff.
- Met to discuss new armor car service contract that is effective June 1, 2020, with armor car service provider.
- Met to discuss personnel items with Business Office staff.
- Met to discuss Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) on site visit preparation response with Business Office staff.
- Met to discuss staffing needs for FY 2020 - 2021 with Vice President for Finance and Administrative Services and various division directors.
- Met to discuss Affordable Care Act submission to the Internal Revenue Service with Associate Comptroller, Systems Analyst, and Business Office staff.
- Met to discuss Business Office record retention plan with Cash Management Accounting Assistant.
- Met to discuss Carl Perkins Supplementing vs. Supplanting ratios with the Grants Department and Associate Comptroller.
- Met to discuss Cashier role in the Active Military flat tuition assessment process with Student Services project manager.
- Met to discuss June Finance, Audit, and Human Resources Committee items with Vice President for Finance and Administrative Services.
- Met to discuss microwave that needed its own surge protector with Fire inspector and Facilities Operations and Maintenance Manager.
- Met to discuss new "active military" flat rate effective Fall 2020 with Enrollment Center staff.
- Met to discuss parking permit physical inventory with Cash Management Accounting Specialist.
- Met to discuss recovery of cost Banner student charge procedure with Continuing Education management staff and Accounts Receivable staff.
- Met to discuss South Texas College Pell disbursement to Common Origination and Disbursement System (COD) reconciliation with Business Office staff.
- Met to evaluate Collection Agencies with Business Office staff and Purchasing Department staff.
- Met to prepare for College's credit rating evaluation with Vice President for Finance and Administrative Services.
- Met to review final draft of Bank Depository Request for Proposal with Associate Comptroller.
- Met to review Law Enforcement Agency Contract agreement with Accounts Receivable staff, Cashiers staff, Regional Center for Public Safety Excellence staff, and Continuing Education management staff.
- Participated in conference call in regards to a Marketplace site for a national conference.
- Participated in conference call on fraudulent check calls and e-mails received by various college departments with Chief Information Security Officer.
- Participated in conference call to discuss Payee Positive Pay with bank personnel.
- Participated in Forecast5 software status call with the vendor account representative.
- Participated in Travel and Expense status call with vendor.

- Trainings/Webinars:
  - Attended an Inside Higher Ed webinar covering the Protection of Vulnerable Students During the Pandemic.
  - Attended webinar on US Department of Education - Principles that Must Be Reviewed During the On-Site Visit.
  - Attended Virtual Training/Testing with Ellucian Consultant regarding Faculty Load and Compensation Adjustments, Deferred Wages, and Labor Redistributions.
  - Attended virtually the 31st Annual ACFE Global Fraud Conference.
  - Attended Workshop: "Responsive Customer Service in Time Change".

PROJECTS IN PROGRESS:

- Management Reports:
  - Management Reports – The Business Office staff worked on the May board and management reports including summary of revenues and expenses, investments, property taxes, auxiliary fund, state appropriations and grants reports.
- Accounts Payable/Grants and Contracts:
  - Worked on testing Chrome River SPRINT3 changes.
  - Prepared grant compliance responses.
  - Participated on Travel and Expense Training.
  - Participated in Grant Initiation meeting for BBVA award.
  - Worked on clearing virtual card adjustments.
  - Worked on Gomer Drive migration with System Analyst.
  - Worked on outstanding virtual card balances.
  - Worked on final Economic Development Administration (EDA) grant reporting.
  - Worked on Gomer Drive migration testing.
  - Worked on legal services information project for Vice President for Finance and Administrative Services.

Bank No.	20-Jan	20-Feb	20-Mar	20-Apr	20-May	20-Jun
01 E&G	590	493	326	267	404	276
01 Direct Deposit	248	186	134	96	170	73
03 Student	12467	1658	1245	370	5793	3367
12 I&S Taxes	1	-	-	-	-	-
16 I&S Bond	-	-	-	-	-	-
17 Plant	11	17	9	10	8	8
31 Virtual Card	400	441	264	157	227	262
232 AP Card	5	4	2	1	3	5
37 Unexp-LT Bond Series 2015	-	-	-	-	-	-
38 Unexp-LT Bond Series 2014	-	-	-	-	-	-

- Budget and Reporting:
  - Created Coronavirus Aid, Relief, and Economic Security (CARES Act) expenditure funding summary.
  - Helped Property Tax Department on the tax abatement and the Retirement of Indebtedness budget process.
  - Prepared and revised Fund Balance motion and presentation for the June Board meeting.
  - Prepared new Fiscal Year 2021 revenue and expenditure scenarios for the June Finance, Audit, and Human Resources Committee meeting and also for President's Cabinet Meeting.
  - Provided enrollment reports to the Transportation Services Manager.
  - Provided financial information for the Child Care Center to Interim Vice President for Academic Affairs.
  - Provided Food Services financial information to Vice President for Finance and Administrative Services.
  - Provided Fiscal Year 2020 and Fiscal Year 2021 staffing plan information to Vice President for Student Affairs and Enrollment Management.

- Provided information for June Board meeting requested by Vice President for Finance and Administrative Services.
- Provided items needed by Vice President for Finance and Administrative Services for the College's credit rating calls.
- Provided restricted Fiscal Year 2021 budgets to Human Resources staff.
- Revised Fiscal Year 2020 Budget Amendment auxiliary year-to-date amounts.
- Updated Budget Development Application with changes needed for the Fiscal Year 2021 budget.
- Updated Fiscal Year 2021 budget division reductions needed to balance the Fiscal Year 2021 budget.
- Updated Interest and Sinking cash balance analysis worksheet for Fiscal Year 2019 and Fiscal Year 2020.
- Updated motion, summary, and presentation for the preliminary Fiscal Year 2021 unrestricted budget, Fiscal Year 20 auxiliary budget amendment, and Fiscal Year 2021 auxiliary budget.
- Worked on the Coronavirus Aid, Relief, and Economic Security (CARES) Act allowable expenditures with Comptroller.
- Completed and submitted Fiscal Year 2020 Texas State Performance Measures Report.
- Completed and resubmitted Fiscal Year 2019 Integrated Postsecondary Education Data System Survey.
- Worked on interim audit items for external auditor.
- Completed creation of the revenue accounts and detail codes for the Fiscal Year 2019 - 2020 Regional Center Board Approved Fees.
- Completed testing the Installment late fee Campus Receivable Collector delinquent balance transfer script changes.
- Submitted request for Information Technology to identify student IDs with the same social security numbers in order to mitigate rejected Financial Aid files and improve cash flow.
- Completed 2020 Southern Association of Colleges and School Commission on Colleges (SACSCOC) Financial Profile and Indicator pending review.

- <u>Cash Management/Special Projects/Office Support:</u>
  - Revised Depository Bank Request for proposal document.
  - Conducted reference check and finalized documentation for Accounting Assistant vacant position.
  - Prepared staffing justification for Vice President for Finance and Administrative Services.
  - Prepared vacancy information for President's Cabinet Meeting.
  - Provided comparison tuition and fees for South Texas College and University of Texas-Rio Grande Valley for Vice President for Finance and Administrative Services.
  - Reviewed interview packet for Dean position.
  - Revised Endowment Fiscal Year 20 estimate.
  - Updated budget scenarios.
  - Worked on updating multiple South Texas College websites.
  - Completed Business Office annual physical inventory and submitted to the Comptroller for verification.
  - Continued Chrome River testing and process review.
  - Reviewed Business Office record retention documents (labeled "permanent") stored at the storage location.
  - Reviewed parking permit inventory procedures with Cash Management Accounting Specialist.
  - Reviewed parking permit physical inventory with Cash Management Accounting Specialist.
  - Submitted draft procedures pertaining to Sponsorship of External Non-Profit Organizations to the Comptroller for review.
  - Submitted memo requesting transfer of funds approval for certificates of deposit maturing in 7/1/20 and 7/19/20 to Vice President for Finance and Administrative Services.
  - Updated Master Training Log and submitted to Associate Comptroller.
  - Worked and completed the Alert Notice pertaining to fraudulent checks.
  - Worked on updates to the Financial Audit Preparation Checklist Fiscal Year 20.

Bank No.	#of Checks/DD Cycles	# of Checks/ Direct Deposit
01 E&G	6	283
01 Direct Deposit	4	74
02 Payroll	9	178
02 Direct Deposit	3	1,903
03 Student	6	3,367
12 I&S	0	0
16 I&S	0	0
17 Plant	4	8
37 Bond Series 2015	0	0
38 Bond Series 2014	0	0
Total	**32**	**5,813**

Description	Number of Transactions
ACH Direct Deposit-payments to vendors, students & employees	16
Bank Transfers between Bank Accounts	48
Wire Transfers for Benefits and International	1

- General Accounting/Construction/Fixed Assets/Property Tax:
  - Prepared board management reports and staff continued to work on month reconciliations and monthly reports. Completed 153 monthly reports during the month of June 2020.
  - Prepared projections to the Fiscal Year 20 and Fiscal Year 21 Lower Rio Grande Valley Development Center (LRGVDC) budgets as discussed with Comptroller and Transportation staff.
  - Prepared the Fiscal Year 20 Lower Rio Grande Valley Development Center (LRGVDC) motion to amend the interlocal agreement due to the spring 2020 payment and the Coronavirus Aid, Relief, and Economic Security (CARES) Act funds to be awarded.
  - Prepared the Fiscal Year 21 Lower Rio Grande Valley Development Center (LRGVDC) motion for the new fiscal year interlocal agreement.

Duties	Total
Approval Queues - Requisitions Approved	3
Bank Reconciliations	7
Board and Management Reports Reviewed	79
Cancelled checks provided to AP / Payroll	13
Check verification for AP / Payroll	22
Construction budget transfers reviewed and approved	4
Copies of booklets/journal entries requested	24
Deposits prepared	25
Download bank info, convert bank statements to PDF and download excel information for reconciliation	2
Download bank info, prepare daily reports for bank 01, 02, 04, 12, 39 and Same Day Report and email to specified group contacts	101
Returned mailed checks - Logged and Filed	36
Returned Mailed checks - Disbursement	55

Duties	Total
Emails - answered, prepared, initiated	817
Financial manager changes	9
FOAP created including activity codes	169
Food Quotes - IDTs Reviewed	2
Hours Filing and organizing of Journal Entries and boxing	5
Hours used for scanning - estimated	90
Hours used to prepare documents for scanning	3.05
Hours used converting BOR and Management reports PDF	1
Donations - telephone calls received	5
Interdepartmental Transactions reviewed	50
Invoices and encumbrances reviewed	34
Journal entries prepared	94
Journal entries processed including FUPLOAD	679
Journal entries- transactions processes	3,038
Journal entries/documents scanned	4,128
Journal Entries Logged	2,665
Journal Entries reviewed	90
Positive Pay submitted / EFT Payment/Positive Pay Exemptions approved	25
Positive Pay Exemption-Number of checks researched/verification	63
Stale dated list prepared	5
Stale dated letters mailed	216
Stale dated letters returned and logged	14
Stop payments processed (includes stale dated checks)	141
Telephone calls other departments/counties	20.75
Transactions removed from bank reconciliation	19
Special project - Tax abatement	9.25
AGM/Departmental Meeting	1
Special Project -hours -meetings, LRGVDC meeting	6
General Accounting Review meeting - hours	2
Special project - Hours to prepare performance appraisal	1.25
Preparation of budgets	9.25
Overtime - Hours and Task worked	10.5

Description	Total
General Journal Entry (Intra-Fund) (JE15)	102
General Journal Entry (Inter-Fund) (JE16)	95
Cash Receipts (CR05)	901
Encumbrance Liquidation (E032)	2
Encumbrance Liquidation (E020)	1
General Ledger Beginning Balance (JE05)	-
General Journal Entry (JE17)	2

Description	Total
Misc. Receipt Payments (CA10)	-
General Journal Entry (STCJ)	-

- Cashiers/Accounts Receivable:
  - Assisted students with questions for Summer 2020 via scheduled appointments, walk-ins, the Cashier call center, and the Cashier email.
  - Assisted students with questions on Summer I census, June 4, 2020.
  - Completed department physical inventory due June 1, 2020.
  - Implemented new census day automation process for Summer 1 drops on June 4, 2020.
  - Reviewed and updated catalog changes to the Cashier department.
  - Tested Fall 2020 tuition tables tentatively scheduled for activation on June 30, 2020.
  - Tested Summer 2020 tuition table rules to determine COVID-19 loss of revenue.
  - Tested Banner Accounts Receivable patches scheduled for production update on downtime of June 27, 2020.
  - Testing Fall 2020 tuition tables tentatively scheduled for activation on July 6, 2020.
  - Worked on the Internal Control Memo for Cash Receipts Tuition and Fees for the external auditor.
- Payroll and Position Control Departments:
  - Completed Time Clock Plus upgrade testing and approved for Friday, June 5, 2020.
  - Reviewed Fiscal Year 2020 Governmental Accounting Standards Board (GASB) 68 Texas Retirement System (TRS) Pension information.
  - Reviewed Texas Retirement System (TRS) payment and reconciliation.
  - Prepared budget information excluding Governmental Accounting Standards Board (GASB) 68 and 75.

Payroll Processes for the month ending June 30, 2020	
Payroll Re-issue Processed	5
Payroll Cycles	7
Payroll Checks & DD	2,354
TimeClock Plus Access Forms Processed	78
Number of Employees with OT reviewed for OT Memos	157
NOE's Approved	413
Salary Budget Transfer Forms Processed	5 with multiple transactions

- Business Office Performance Indicators:

Payroll Processes for the month ending June 2020			
Number of Employees		**Deposits Processed**	
Employees on Monthly Payroll	1,782	Internal Revenue Service	3
Employees on Semi-Monthly Payroll	312	Bank Transfers	3
Timecards Processed		**Stop Payment Processed**	
(Waged 05/16 - 05/31) SR11	95	Salaried	3
(Waged 06/01 - 06/15) SR12	217	Waged	1
Regular (Salaried: June) MR06	2,748		
		Void Checks Processed	
		Salaried	3
NOE's Approved		Waged	2
Approved NOE's	413		

Payroll Processes for the month ending June 2020			
		Replacement Checks/DD Processed	
NOE's Processed		Salaried	3
(Additions, Deletions, Changes)	47	Waged	2
Salaried	572		
FLAC (Additions, Deletions, Changes)	0	**Salary Budget Transfer Forms Processed**	5
FLAC	255		
NOE's Processed		**Voided Direct Deposits/Checks**	
(Additions, Deletions, Changes)	42	Salaried	0
Waged	195	Waged	0
Payroll Adjustment Worksheets		**Hand Cut/PBK**	
(Additions, Deletions, Changes)	21	Salaried	0
Salaried: MR06	100	Waged	0
(Salaried: MR05ADJ01, MR05ADJ02)	5		
(Salaried:MR03ADJ02, MR04ADJ02)	20	**Checks Processed**	
(Additions, Deletions, Changes)	1	Salaried	92
Waged	6	Total Net	$156,466.09
Liabilities Processed		Waged	65
ORP	11	Total Net	$16,827.71
Annuity	11		
Student Loans	1, SR-0	**Direct Deposits Processed**	
United Way	1	Salaried	1,930
Child Support	2	Total Net	$5,382,758.45
IRS Levy	0		
Withholding & FICA	3	Waged	267
Met Life	1	Total Net	$70,584.20
Legal Judgement	1		
Social Security Administration	0		
US Department of the Treasury	0		
Reports Processed			
Compass Bank Direct Deposit File	3		
Void and Replacement Check Cycle File	1		
Overtime & Straight Time Mgmt. Report	1		

DEPARTMENT OF PUBLIC SAFETY - RUBEN SUAREZ, INTERIM CHIEF OF POLICE, AND STAFF

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended meeting to discuss Personnel Need Analysis with Vice President for Finance and Administrative Services.
- Attended meeting to discuss national and state current protest events with other Hidalgo County Law Enforcement Police Leaders.
- Held meeting to discuss the 2020 Clery Annual Security Report and Crime Statistics with Police Compliance Coordinator and Coordinator for Emergency Preparedness and Training.
- Held meeting to discuss Personnel Needs Analysis with Parking and Security Services Manager and also with Public Safety and Transportation Services Manager.
- Held meeting to discuss Personnel Needs Analysis and COVID-19 transportation Cares Act funds with Department of Public Safety and Transportation Services Manager.

- Held conference call to discuss the issuance of parking permit processes and accountabilities with Parking and Security Services Manager.
- Held meeting to discuss police officer's driving protocols while driving college vehicles with police sergeants.
- Attended meeting to discuss management responses for Clery Act Internal Audit with Vice President for Finance and Administrative Services and Internal Auditor.
- Attended Webinar on Demystifying COVID-19 Cost Recovery and also the Safety Committee meeting with Vice President for Finance and Administrative Services.
- Attended TEAMS meeting to discuss transportation Cares Act funding and Spring 2020 purple/green line payment with Vice President for Finance and Administrative Services and representatives from the Lower Rio Grande Development Council/Valley Metro.
- Held meeting to discuss the Clery Act Internal Audit report responses with Police Compliance Coordinators.
- Attended meeting to discuss Clery Act Internal Audit Report response with Vice President for Finance and Administrative Services and Director to Risk Management.
- Attended meeting to discuss Concealed handgun report for Texas Legislature describing rules, regulations, or other provisions on the implementation and continuation of Senate Bill 11 with Vice President for Finance and Administrative Services.
- Attended Safety Team's meeting to discuss COVID-19 safety measures and processes with Vice President for Finance and Administrative Services and other division directors.
- Attended meeting to discuss confirmed COVID-19 cases and the methods to inform students and employees with the Crises Executive Management Team.
- Attended meeting to discuss COVID-19 safety measures and Fall 2020 face-to-face classes with Executives and others personnel.
- Attended meeting to discuss details on new location for voting places in Building B, as it relates to the COVID-19 safety measures in place with nursing personnel.
- Held meeting to discuss the importance of stressing the college's safety measures during the police in-services training with police sergeants.

PROJECTS IN PROGRESS:

- <u>Police Reports, Incident Reports, and Other Requests for Information:</u>
  - Worked on sending referrals to the office of Human Resources dealing with non-compliance of COVID-19 Safety Measures.
- <u>Training:</u>
  - Completed the "Fundamentals of Process Improvement training and also made sure that all Department of Public Safety employees complete the training as well.
  - Camera Team staff worked on camera footage requested.
  - Camera Team staff worked on cleaning camera lenses.
  - Camera Team staff worked on repairing cameras that are not recording.
- <u>Staffing Requests, Assignment of Duties, and Other Personnel Issues:</u>
  - Worked on verifying times entered on time clock by employees that punch in/out.
  - Worked on approving leave on time clock as needed.
  - Worked on the Personnel Needs Analysis for the Department of Public Safety.
  - Worked on Personnel Needs Analysis with Vice President for Finance and Administrative Services.
  - Worked on write-up for the Transportation Services Plan for FY 2020 – 2021 to be presented at July Committee Meeting.
- <u>Purchases and Repairs:</u>
  - Worked on obtaining quotes for replacing the Police Officer's body cameras.
  - Worked on obtaining quotes for a specialized printer to use for temporary signs needed at the different college campuses.
  - Worked on approving estimates and requisitions dealing with COVID-19 safety measures signage.
  - Worked on requisitions needed to replace body cameras.

- Shuttle Buses and Parking:
  - No Activity for this month, but the buses were turned on once a week.
- Other:
  - Worked on reviewing Clery Handbook to prepare for Board Meeting presentation.
  - Worked with Security Parking staff along with Business Office staff to balance the issuance of parking permits.
  - Worked on reviewing the Clery and Violence Against Women Act (VAWA) Department of Public Safety Internal Audit responses.
  - Worked on the Concealed Carry mandated report to be submitted by September 1st of each even numbered year to the Texas legislature.
  - Reviewed internal auditor's Clery and Violence Against Women Act (VAWA) report.
  - Worked on obtaining approval of the Transportation Alcohol and Drug Procedures.
  - Worked on COVID-19 safety measures for upcoming run-off election sites at Pecan Campus Cooper Center and at the Nursing and Allied Health Center.
  - Worked on COVID-19 safety measures for police officer's 2019 - 2020 Texas Commission on Law Enforcement (TCOLE) mandated training.
  - Worked on suspected/confirmed COVID-19 Emergency Notification matrix.
  - Worked on having the Department of Public Safety building cleaned/sanitized.
  - Provided Independent School District personnel a tour of the Department of Public Safety communication center, to show cameras, radios, recording software, etc.
  - Worked on employee and student Clery Reporting Emergency Notification Matrix, as it relates to COVID-19.
  - Worked on preparing for the Clery Audit response discussion.

FACILITIES PLANNING & CONSTRUCTION - RICARDO DE LA GARZA, DIRECTOR, AND STAFF

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended meeting to review fiscal year 2020 - 2021 budgets for Capital Improvement and Renewals & Replacements projects with Facilities Planning & Construction staff.
- Attended June Facilities Committee Meeting and the Board of Trustees Meeting.
- Attended meeting to review Personnel Needs Analysis for the Facilities Planning & Construction department with Vice President for Finance and Administrative and staff.
- Attended meeting with civil engineering vendor to review their services.
- Attended conference call to discuss Section 179D Energy Policy Act of 2005 with legal counsel and the Director of Facilities Operations and Maintenance.
- Pecan Campus:
  - Pecan Campus Athletic Fields-worked on drawings for the backstop installation request from Student Activities staff.
  - Pecan Campus Library Renovation-attended meeting to review feasibility study presentation with Facilities Planning & Construction staff.
  - Pecan Campus Building H Renovation for Culinary Arts-attended fire inspection with contractor, fire marshal, and Facilities Operations and Maintenance staff.
  - Pecan Campus Volleyball Court Sand Replacement-attended conference call with legal counsel and Purchasing staff to discuss bid proposal process.
  - Pecan Campus Volleyball Courts Sand Replacement-attended contract negotiations meeting with awarded contractor and architect.
  - Pecan Campus Building G Physical Science Classrooms Conversion-attended the kick-off meeting to discuss project scope with architect, Geology Department, and Facilities Planning & Construction staff.
- Mid Valley Campus:
  - Mid Valley Campus Existing Thermal Plant Demolition-attended a pre-construction meeting with contractor.

- Mid Valley Campus Drainage Improvements Phase I and Asphalt Resurfacing-attended a pre-construction meeting with contractor, engineer, and Facilities Planning & Construction staff.
- Mid Valley Campus Building F Student Services Renovation-attended a Pre-Construction meeting with contractor, architect, and Facilities Planning & Construction staff.

- Regional Center for Public Safety Excellence:
  - Regional Center for Public Safety Excellence Cityscape Issue-attended meeting to review the engineer's plans for the Cityscape and existing drive remediation with engineer and Facilities Planning & Construction staff; attended conference call to discuss objectives for owner/contractor meeting with legal counsel and Facilities Planning & Construction staff.
  - Regional Center for Public Safety Excellence Cityscape Issue-attended meeting with consulting engineers to review the scope of work for the remediation and improvements with contractor, legal counsel, engineer, and Facilities Planning & Construction staff.
  - Regional Center for Public Safety Excellence Cityscape Issue-attended meeting to review the preliminary cost proposal for the remediation and additional improvements with engineer, legal counsel, and Facilities Planning & Construction staff.
  - Regional Center for Public Safety Excellence Cityscape Issues-attended conference call with Facilities Planning & Construction staff; attended conference call to review costs for additional construction improvements with contractor and engineer.
  - Regional Center for Public Safety Excellence Target Range Planning Phase I-attended conference call to discuss design schedule requirements with architect representative.
- District Wide:
  - District Wide Deferred Maintenance of District Wide Roofs-attended meeting to review the Roof Assessment Report with Facilities Operations and Maintenance, Facilities Planning & Construction, and design professional.
  - District Wide Exterior Building Lettering-attended meetings to discuss stucco repair at Pecan Campus Building L with contractor and Facilities Operations and Maintenance staff, and at the Technology Campus to discuss wall repair with contractor and Facilities Operations and Maintenance staff.
  - District Wide Pecan Campus and Starr County Campus Building Exterior Painting-attended meeting with general contractor to discuss on going paint issues.

PROJECTS IN PROGRESS:

- Reviewed invoices, change orders, and pay applications from various Architects, Engineers, and Contractors.
- Reviewed various agreements and proposals for various projects.
- Worked on June Facilities Committee agenda and write ups.
- Worked on June Board meeting items.
- Worked on providing back up information for June Board meeting items.
- Worked on the July Facilities Committee agenda and write-ups.
- Worked on Annual Physical Inventory Verifications.
- Worked on District Wide Move Requests.
- Worked on updating the Facilities Planning & Construction Handbook of Operating Procedures.
- Worked on review of the proposed electrical equipment needed for the desk modifications.
- Worked on updating the Facilities Planning & Construction departments Institutional Effectiveness plan.
- Worked on reclassifying classroom numbers at Technology Campus due to renaming of facilities.
- Worked on updating District Wide 2013 Bond and Pre-bond building square footage spreadsheet.
- Worked on updating the Facilities Planning & Construction staffing plan needs.
- Worked on updating the fiscal year 2020 - 2021 Capital Improvement and Renewal & Replacement projects budgets.
- Worked on letter to McAllen Independent School District for status on removal of existing portable buildings.
- Worked on lease agreement renewal documents for the School District College, Career & Technology Academy facility and forwarded to Independent School District Administration for review.

- Worked on proposal request for electrical design from mechanical engineer for connecting chiller at Regional Center for Public Safety Excellence.
- Worked with legal counsel to finalize the 2017 American Institute of Architects Agreement between owner and contractor to utilize for future projects.
- Worked on finalizing the American Institute of Architects B201 – 2017 Agreement between Owner and Contractor for Supplemental General Conditions for future projects.
- Worked on providing information needed by Facilities Maintenance and Operations in response to Fire Marshall site inspections.
- Worked on providing information requested by Facilities Maintenance and Operations.
- Worked on and completed the Fundamentals of Process Improvement Training.
- Worked on the Frequently Asked Questions list for the Move/Set-up process.
- Worked on response for the Southern Association of Colleges and Schools Commission on Colleges Standards for On-Site Review.
- Worked on developing spreadsheets for classroom space occupancies due to COVID-19.
- <u>Pecan Campus:</u>
  - Pecan Campus Arbor Brick Columns Repair and Replacement-worked on review of project Close-Out documents.
  - Pecan Campus Building G Physical Science Classroom Conversion-worked on review of owner/architect agreement.
  - Pecan Campus Building H Renovation for Culinary Arts-performed site visits to observe status of construction; reviewed daily reports provided by contractor; worked on grease trap issue with the City of McAllen and architect.
  - Pecan Campus Building H Renovation for Culinary Arts-performed site visits to observe installation status of the grease trap; worked on letter to City of McAllen Pretreatment Department regarding grease trap.
  - Pecan Campus Building M Office and Work Space Modification-worked on flooring replacement specifications for Facilities Operations and Maintenance; scheduled pre-construction meeting with contractor, architect, and Facilities Planning & Construction; worked on review of submittals.
  - Pecan Campus Library Building F Renovation-worked on issuing feasibility study presentation comments to architect of record.
  - Pecan Campus Information Technology Building M Carpet Replacement-worked on the specifications and quantities for the Request for Quotes documents.
- <u>Mid Valley Campus:</u>
  - Mid Valley Campus Building F Student Services Renovation-worked on review of construction submittals.
  - Mid Valley Campus Building F Student Services Renovation-performed site visit to verify status of construction; worked on review of contractor's Requests for Information and field reports.
  - Mid Valley Campus Thermal Plant Demolition-performed site visit to verify status of construction.
  - Mid Valley Campus Thermal Plant Demolition-coordinated electrical shutdown for connection of site lighting.
  - Mid Valley Campus Drainage Improvements and Asphalt Resurfacing Phase I-performed site visit to verify status of construction.
- <u>Nursing and Allied Health Campus:</u>
  - Nursing and Allied Health Campus East Building A-worked on review of original plans to determine code requirements for the existing exterior stair and corridor fire-rated doors.
  - Nursing Allied Health Campus West Entrance Sign-worked on review of construction material submittals.
- <u>Starr County Campus:</u>
  - Starr County Student Services Storefront Addition-worked on review of construction proposals and issued agreement to vendor.
  - Starr County Student Services Storefront Addition-worked on finalizing and issuing construction services agreement to vendor.
  - Starr County Campus Student Services Storefront Addition-attended Pre-Construction meeting and issued Notice to Proceed.

- Regional Center for Public Safety Excellence:
  - Regional Center for Public Safety Excellence Target Range-worked on project schedule and worked on grant status report.
  - Regional Center for Public Safety Excellence Target Range-worked on updating budget estimates additional scope.
  - Regional Center for Public Safety Excellence Target Range-worked on proposal fee for design services from Architect.
  - Regional Center for Public Safety Excellence Drainage Study-worked on reviewing legal agreement, testing and supervision agreement, and consulting engineer estimates.
  - Regional Center for Public Safety Excellence Drainage Study-worked on reviewing the engineer's plans for the Cityscape and existing drive remediation, and coordinated meeting with contractor to discuss reconstruction.
  - Regional Center for Public Safety Excellence Drainage Improvements-worked on review of the county's outfall discharge requirements.
  - Regional Center for Public Safety Excellence Cityscape-worked with legal counsel; reviewed contractor's updated proposal and consulting engineer's estimates.
  - Regional Center for Public Safety Excellence Cityscape-worked with legal counsel and Purchasing department staff; received final proposal from contractor for additional construction scope.
- District Wide:
  - District Wide Pecan Campus and Starr County Campus Building Exterior Painting-worked on providing contractor requested documents; developed timeline of events spreadsheet.
  - District Wide Interior Wayfinding Signage-worked on drawings for request for quotes.
  - District Wide Exterior Building Lettering-worked with contractor to verify letter removal; worked with Facilities Operations and Maintenance staff to attain construction services proposals to repair and paint the stucco.
  - District Wide Pecan Campus and Starr County Campus Building Exterior Painting-coordinated meeting request with general contractor.

FACILITIES OPERATIONS AND MAINTENANCE - GEORGE McCALEB, DIRECTOR, AND STAFF

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended Crisis Management Team meeting to discuss COVID-19 updates with the Administrative Specialist for Board Relations.
- Attended meeting to discuss personnel needs analysis with Vice President for Finance and Administrative Services.
- Attended meeting to evaluate proposals for grounds maintenance with the Director of Purchasing.
- Attended meeting to review COVID-19 Cat B Document Checklist and Streamlined Project Application with the Vice President for Finance and Administrative Services.
- Attended meeting on Pecan Campus Building G classroom conversion with the Project Manager for Facilities Planning & Construction.
- Attended meeting on sandbag partnership with the City of McAllen.
- Attended pre-construction meeting to discuss drainage improvements and asphalt resurfacing with the Project Manager for Facilities Planning & Construction.
- Attended pre-construction meeting to discuss the renovation of the Mid Valley Campus Building F Student Services with the Project Manager for Facilities Planning & Construction.
- Attended Safety Measures meeting on the face-to-face Fall 2020 classes with Vice President for Finance and Administrative Services.
- Attended several Safety Team meetings throughout the month to provide department updates regarding COVID-19 with Vice President for Finance and Administrative Services.
- Attended Facilities Committee Meeting to provide department updates/input.
- Attended June Board of Trustees Meeting.

- Attended Finance, Audit, and Human Resources Committee Meeting to provide department updates/input.
- Conducted campus/landscaping inspections of the Mid Valley Campus and the Regional Center for Public Safety Excellence Campus.
- Conducted an inspection of the renovation at Pecan Campus Building H.
- Participated in two (2) TEAMS Behavioral Intervention Team meetings with the Director of Student Rights and Responsibilities.
- Participated in inspection walk-through of the Chiller Plant demolition at the Mid Valley Campus with the Campus Facility Manager.
- Participated in Finance and Administrative Services Director's Meeting with Vice President for Finance and Administrative Services and division directors.
- Participated in webinar for Demystifying COVID-19 Cost Recovery to discuss the most common questions related to COVID-19 cost recovery.

PROJECTS IN PROGRESS:

- Operations Contract Department:
  - Pecan Campus
    - Addressed leaks at Building F with Roofing Company.
  - Regional Center for Public Safety Excellence Campus
    - Completed and passed the fire panel system mid-year inspection.
  - Nursing and Allied Health Campus
    - Obtained quote for magnetic door releases for Building A from outsourced vendor.
    - Sent elevator modernization contract for Building A to elevator outsourced vendor for review.
  - District Wide Campuses
    - Assisted with municipal fire inspection exceptions alongside the Environmental Health and Safety Department staff.
    - Completed evaluation of proposals for landscaping.
    - Completed typical pest control issues and equipment rentals.
- Maintenance Department Work Orders and Expenditures:

Classification	Work Orders Completed	Cost
Carpentry	273	$ 18,664.16
Electrical	155	$ 6,931.96
Energy Management	41	$ 780.72
HVAC	206	$ 21,254.53
Locksmith	109	$ 2,426.94
Painting	40	$ 2,893.80
Plumbing	84	$ 9,935.52
Plant Services		$ 8,848.01
Total Cost		**$ 71,735.64**
General Maintenance	2	
Total Work Orders	**531**	

- Custodial Department:

Duties	Number of Requests
Set-Ups	180
Moves/Relocations	97

ACCOUNTABILITY, RISK, AND COMPLIANCE - JASON GUTIERREZ, DIRECTOR, AND STAFF

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Insurance:
  - Attended meeting to discuss Property Casualty Insurance Request for Proposals (RFP) responses and outstanding concerns/questions with Vice President for Finance and Administrative Services.
  - Held discussions on eMod worksheets requested by Insurance vendor with Director of Purchasing and Risk Management Consultant.
  - Held discussions on General Liability Policy with Texas Association of School Boards (TASB) staff.
  - Held discussions on vendor responses and questions for Property/Casualty Insurance Request for Proposals (RFPs) with Risk Management Consultant.
  - Held discussions on worker's compensation and general liability insurance claim with Risk Management Consultant.
  - Held discussions related to Student Insurance Request for Proposals (RFPs) with Director of Purchasing.
- Vice President for Finance and Administrative Services:
  - Attended meeting on restructuring of departmental position concerning records management with Vice President for Finance and Administrative Services.
  - Attended meeting on COVID-19 related matters with Vice President for Finance and Administrative Services and Interim Director of Human Resources.
  - Attended meeting on Policy #4400: Contagious/Communicable Diseases with Vice President for Finance and Administrative Services and Interim Director of Human Resources.
  - Attended meeting on Work from Home Procedures with Vice President for Finance and Administrative Services, Interim Director of Human Resources, and Legal Counsel.
  - Attended meeting to discuss various safety matters related to communicable disease and Policy #4400: Contagious/Communicable Diseases with Vice President for Finance and Administrative Services.
  - Attended performance appraisal meeting with Vice President for Finance and Administrative Services.
- Office Staff:
  - Attended meeting on Continuity of Operations Plan with departmental staff.
  - Attended meeting to discuss Comprehensive Plan with Risk Manager and Accountability and Compliance Manager.
  - Attended meeting to discuss objectives and deadlines for records management with Accountability Assistant and Accountability and Compliance Manager.
  - Attending meeting on administrative statistics project with Accountability and Compliance Manager and Accountability, Risk, and Compliance Support Specialist.
  - Held meeting on new Human Resources project assistance with Accountability, Risk, and Compliance Support Specialist.
  - Held meeting on restructuring of duties and responsibilities with department staff.
  - Held Retention Center Walk-through overview meeting with department staff.
  - Held several discussions on Texas State Library and Archives Commission (TSLAC) requirements, Retention Schedules, and Records Management Procedures with Risk Manager.
  - Held weekly huddle meetings.
- Trainings/Webinars:
  - Attended and completed Federal Emergency Management Agency (FEMA) trainings.
  - Attended Demystifying COVID-19 Cost Recovery webinar.
  - Attended Next Generation Compliance Auditing and Analytics webinar from Society of Corporate Compliance and Ethics.
  - Attended Texas State Library and Archives Commission (TSLAC) trainings on Storage and Preservation of Paper Records, Records Retention 101, Strategies for Preserving Electronic Records, and Managing Social Media Records.
  - Attended webinar training on Risk Management and Avoidance in the Era of COVID-19 by Brown Rudnick and HRP Associates.

- Other:
  - Attended conference call on Administrators Benchmark Report with Accountability and Compliance Manager.
  - Attended conference call on Human Resources Benefits Department Assessment overview with department staff and Interim Director of Human Resources.
  - Attended conference call on inventory updates for the annual physical inventory verification process with Coordinator of Fixed Assets.
  - Attended Finance and Administrative Services Safety Team meeting.
  - Attended meeting on Human Resources - Benefits assignment with Interim Director of Human Resources.
  - Attended multiple conference calls on invoices, credits, servicing locations with shredding vendor staff and Risk Manager.
  - Attended Safety Measures Meeting to discuss Face-to-Face classes in Fall 2020.
  - Attended various meetings on multiple work items with Finance and Administrative Services Project Manager.
  - Held conversation on report of employees working from home with Accounting Group Manager and Finance Administrative Services Project Manager.
  - Held discussions on Policy #2500: Records Management with Grant Systems Management and Compliance Officer.
  - Held discussions on secure shredding bin with Director of Regional Center for Public Safety Excellence (RCPSE).
  - Held discussions with Student Financial Services staff on records management.
  - Held meeting on updates to job descriptions with Staffing and Compensation Manager.
  - Held multiple discussions on records management with Business Office staff.

PROJECTS IN PROGRESS:

- Assisted Business Office staff with Records Management boxes at Retention Center.
- Completed May 2020 Activity Report.
- Completed Texas State Library and Archives Commission (TSLAC) trainings on records management.
- Developed emergency preparedness flyer to be uploaded on website and issued college-wide.
- Developed self-checklist via the State's COVID-19 minimum health protocols.
- Finalized Incident, Analysis, and Response Plan and prepared memo for Vice President for Finance and Administrative Services and Interim Director of Human Resources.
- Finalized Institutional Effectiveness (IE) Plan.
- Performed walk-through with shredding vendor to confirm all secure shredding bins at Pecan Campus and Pecan Plaza.
- Prepared Board Motion and associated backup items for Student Insurance.
- Prepared compliance assessment summary on work from home time and effort logs.
- Prepared Continuity of Operations Plan college-wide notice.
- Prepared information and updated the Risk Management SharePoint website section on certificates of insurance and insurance line coverages.
- Prepared Letter of Authority for Worker's Compensation information request for Property/Casualty Insurance Request for Proposals (RFP).
- Prepared Letter of Non-Renewal for Texas Association of School Boards (TASB) insurance lines.
- Prepared worker's compensation incident analysis for Fiscal Year 2019 - 2020 and also researched trainings.
- Researched and prepared information for Vice President for Finance and Administrative Services/Legal Counsel regarding Property policy (Business Interruption claim).
- Researched and worked on Administrators Benchmark Report for Texas Community Colleges.
- Researched external colleges in Texas telecommuting policies.
- Researched information on hurricane preparedness flyers and notices for Hurricane 2020 season.

- Researched performance assessment criteria and created draft Performance Assessment Checklist.
- Researched presenters for Professional Development Day.
- Researched Records Management policies.
- Researched responding to COVID-19 during flu season and gave recommendations.
- Restructured departmental services/functions.
- Reviewed 86th Texas Legislative Matrix for compliance assessment items.
- Reviewed and provided records to Finance and Administrative Services Project Manager on 2018 - 2019 performance appraisals.
- Reviewed and researched internal procedures, external procedures, and standards for Family Medical Leave Act (FMLA), Worker's Compensation, and Teachers Retirement System (TRS) Reporting.
- Reviewed and updated Comprehensive Operational Plan.
- Reviewed and updated the Records Management Procedures and Records Management Training.
- Reviewed and worked on Texas Association of Community Colleges (TASB) 38th Legal Policy Update.
- Reviewed county order 20-010 for items that may pertain to the college.
- Reviewed data on current employees working from home.
- Reviewed Family and Medical Leave Act (FMLA) statues and created Family and Medical Leave Act (FMLA) standard matrix for cross comparison with internal standards.
- Reviewed House Bill 1962.
- Reviewed Open Texas Checklist and created internal checklist comparison.
- Reviewed Policy #2500: Records Management and Records Management Procedures.
- Reviewed Risk Management Consultant's recommendation letters, comparison spreadsheets, and prepared Board Motion for Property/Casualty Insurance.
- Reviewed Texas Governor's Executive Order GA-28 for items that may pertain to the college.
- Reviewed Texas Higher Education Coordinating Board coronavirus updates.
- Reviewed Guide to Policy Management for Community College Policy Refence Manual Subscribers.
- Revised draft Telecommuting Policy and Work from Home Procedures.
- Revised Human Resources Benefits Department Assessment template.
- Revised Records Management gap analysis.
- Revised Records Retention Matrix for schedule General Records (GR) and assigned a custodian department.
- Revised Finance and Administrative Services (FAS) Policy Review executive summary and Finance and Administrative Services Policy Inventory List.
- Revised Work from Home Procedures, Work from Home Agreement, and Work from Home Time and Effort report.
- Submitted and followed up on web request change for Work Safe Guidelines for Employees Returning to Work.
- Submitted request for Coronavirus Information webpage updates on Procedures and Time and Effort Report and reviewed changes.
- Updated and finalized Emergency Procedure Flyer.
- Updated Continuity of Operations Plan.
- Updated draft Communicable Disease procedures per President Cabinet's feedback.
- Updated draft safety protocols to include both employees and students.
- Updated inventory locations, scheduled items for pickup, and worked on verification process of white tag inventory items for department.
- Updated pending policies on the South Texas College Policy Inventory List and Finance and Administrative Policy Inventory List.
- Updated Shredding Bin Location List.
- Updated All Hazards Emergency Plan.
- Updated COVID-19 Daily Symptom Self-Screening Checklist.
- Updated various departmental job descriptions.

- Updated Vice President for Finance and Administrative Services Project Log list.
- Worked on Comprehensive Plan items.
- Worked on current state process map for online hiring application process.
- Worked on draft college-wide departmental Continuity of Operations Plan and procedures.
- Worked on emergency preparedness flyer.
- Worked on Finance and Administrative Services directory report for comparison on Process Improvement acknowledgments received.
- Worked on matrix to identify retention records' custodian and location.
- Worked on Policy #4400: Contagious/ Communicable Diseases.
- Worked on Records Management Action Plan and Records Retention Gap Analysis.
- Worked on research for administrative statistics project. Created draft executive summary and reached out to peer Texas colleges on administrative statistics.
- Worked on Texas Association of School Boards (TASB) auto insurance claim.

INSTITUTIONAL EQUITY OFFICER – LISA GUERRA, AND STAFF

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended meeting on Personnel Needs Analysis for Office of Facilities Operations and Maintenance with Vice President for Finance and Administrative Services and Director of Facilities Operations and Maintenance.
- Attended meeting on Personnel Needs Analysis for Campus Police with Vice President for Finance and Administrative Services and Acting Chief of Police.
- Attended meeting on Personnel Needs Analysis for Office of Facilities Planning and Construction with Vice President for Finance and Administrative Services and Director of Facilities Planning and Construction.
- Attended meeting on Personnel Needs Analysis for Purchasing Department with Vice President for Finance and Administrative Services and Director of Purchasing.
- Attended meeting concerning the finalization of the Clery Act and Violence Against Women (VAWA) Internal Audit with Vice President for Finance and Administrative Services, Internal Auditor, Interim Chief of Police, Compliance Coordinator, and Coordinator for Emergency Preparedness and Training.
- Attended meeting on new regulations applicable to Distance Learning with Digital Services Manager.
- Attended meeting concerning record-keeping of cases with Vice President of Finance and Administrative Services and Interim Director of Human Resources.
- Attended meeting on audits and role generally with Internal Auditor.
- Attended meeting with Interim Chief of Police on Clery Act and COVID-19.
- <u>Vice President for Finance and Administrative Services:</u>
  - Attended meeting concerning new Title IX regulations, corresponding Title IX Reforms, Office of Institutional Equity responsibilities, budget, and staffing concerns with Vice President for Finance and Administrative Services.
  - Attended meeting on Student Notifications, September Professional Development, House Bill 449, House Bill 1735, and Senate Bill 212 Report with Vice President for Finance and Administrative Services.
- <u>Student Affairs and Enrollment Management:</u>
  - Held telephone meeting to discuss reforms based on new Title IX regulations and overall role of Office of Institutional Equity within campus-wide complaint resolution processes and related budget and staffing concerns with Dean of Student Affairs.
  - Held meeting on Sanctions in Title IX and related cases with Director of Student Rights and Responsibilities.
  - Held meeting to review proposed new Title IX Procedures with Dean of Student Affairs, Director of Student Rights and Responsibilities, and Director of Counseling.
  - Held call concerning potential conflicts for staff involved with both the College's Behavioral Intervention Team (BIT) and with Title IX matters under the new regulations with consultant from National Center for Higher Education Risk Management (NCHERM or TNG) Group, LLC.

- Held meeting on Title IX related training, supportive measures for employees, Memorandums of Understanding (MOUs), and coordinating updates to handbook (sanctions, violations, definitions) with Director of Student Rights and Responsibilities.
- Attended meeting to discuss changes to procedure and hearings due to new regulations and several Title IX and non-Title IX cases for training purposes with Dean of Student Affairs.

- Title IX and House Bill 1735:
  - Held one Title IX Committee Meeting.
  - Held meeting to discuss Title IX student cases with Title IX Deputy Coordinators.
  - Held conference call for case and student notification process with Director of Counseling.
  - Held conference call for case, student notifications, and appeal process with Director of Counseling and Director of Student Records and Registrar.
  - Held conference call to discuss implementation of new regulations with representative from The National Center for Higher Education Risk Management (NCHERM) Group, LLC.
  - Attended meeting concerning postponement of the Title IX Audit with Vice President of Finance and Administrative Services and Internal Auditor.
  - Held meeting on Memorandum of Understanding for House Bill 1735 requirements/criteria with Director of Counseling and Student Disabilities Services.
  - Held meeting on Memorandum of Understanding for House Bill 1735 requirements/criteria with Interim Chief of Police, and also with Contracts Manager.
  - Held telephone meeting on new Title IX regulations and House Bill 1735 with Chief Equity and Diversity Officer from the University of Texas Rio Grande Valley (UTRGV).
- Training(s)/Webinar(s):
  - Attended Title IX Coordinator and Administrator Level One Training and Certification provided by Association of Title IX Administrators (ATIXA).
  - Attended 504 Coordinator Training and Certification provided by Association of Title IX Administrators.
  - Attended 2020 Title IX Regulations Implementation Training and Certification provided by Association of Title IX Administrators.
  - Attended Hearing Officer and Decision Maker Training and Certification provided by Association of the Title IX Administrators (ATIXA).
  - Attended 2020 Title IX Regs Overview: Commitment Beyond Compliance for Hearing Officers and Decision Makers provided by Association for Title IX Administrators (ATIXA).
- Departmental Meetings to discuss the following topics throughout the month:
  - Weekly to-do list, weekly President's Cabinet Report, monthly Activity Report, priority deadlines and assignments, policies and updates, and pending items.
  - Title IX Status Report, Title IX cases (current and new), Title IX initial review, Title IX, and House Bill 1735 requirements.
  - Association of Title IX Administrators Trainings and Webinars on new Title IX Regulations.
  - House Bills and Senate Bills.
  - Concerns with departmental budget and staffing needs.
  - Director's Outstanding Project Log for Vice President for Finance and Administrative Services.
  - Counseling Referral Forms and Maxient Report.
  - Clery Act and Violence Against Women (VAWA).
  - Intercampus mail.
  - Inventory.
  - Risk Assessment.
  - Email response on racial equity initiatives to Assistant to the President for Continuing Education.

PROJECTS IN PROGRESS:

- Worked on and submitted weekly Title IX Reports, Cabinet Reports, and Title IX Weekly Cabinet Reports to Vice President for Finance and Administrative Services.
- Worked on and submitted monthly Activity Report and Legal Counsel Report for May 2020 to Vice President for Finance and Administrative Services.

- Drafted, edited, and submitted Senate Bill 212 Quarterly Report (March 1, 2020 - May 31, 2020) to Vice President for Finance and Administrative Services.
- Worked on Title IX Attendance Report.
- Conducted comprehensive review and research of model policies for Title IX and House Bill 1735 reforms including: Association of Title IX Administrators (ATIXA), Texas Association of School Boards (TASB), Texas Higher Education Coordinating Board (THECB), and the University of Texas Rio Grande Valley (UTRGV) Sexual Harassment Policy.
- Reviewed and researched on Texas House Bill House Bill 1735.
- Registered for Incorporating the new Title IX Regulations into Policy webinar offered by Texas Association of School Boards (TASB).
- Researched and reviewed of 34 CFR §600 concerning new regulations for higher education institutions, professional licensure, and distance learning.
- Emailed on new regulations for higher education institutions, professional licensure and distance learning, and College complaint webpage to Digital Services Manager, Dean of Distance Learning, Director of Distance Learning, Dean of Institutional Research, Effectiveness and Strategic Planning, Director of Research and Analytical Services, Director of Institutional Effectiveness, Assessment and Accreditation, and English Professor.
- Emailed and conducted phone call inquiries to the Office of Human Resources to obtain Institutional Equity Officer and Institutional Equity Manager job descriptions.
- Emailed Internal Auditor to schedule meeting.
- Reviewed and responded to email concerning Director of Facilities Planning and Construction staffing plan.
- Reviewed and certified final Institutional Effectiveness Plan from Director of Institutional Effectiveness, Assessment and Accreditation.
- Verified and approved yearly departmental inventory.
- Assisted the Office of Student Rights and Responsibilities with training request communications with Business Office, Purchasing Department and Office of the Vice President for Finance and Administrative Services.
- Reviewed and certified the Fundamentals of Process Improvement online power point training provided by the Office of Accountability, Risk, and Compliance.
- Communicated with Information Technology (IT) on resolving issue on no microphone on desktop computer in order to fully participate in Zoom trainings.
- Reviewed and responded to emails on required Title IX trainings and certifications with Dean of Student Affairs.
- Drafted, edited, and submitted Senate Bill 212 timeline to Vice President for Finance and Administrative Services.
- Reviewed Senate Bill 212 request with Finance and Administrative Services Project Manager.
- Contacted internal stakeholders on handbook (student, faculty, and staff) and college catalog (online and print) deadline dates.
- Contacted Campus Police, Office of Counseling and Student Disability Services, and Purchasing on existing Memorandums of Understanding.
- Worked on Title IX cases and inquiries, Committee Meeting packet, status report, and case updates.
- Reviewed and responded to emails concerning participation on the hiring committee for the new Talent and Learning Manager.
- Drafted new Policy #4216: Harassment, Discrimination, and Sexual Misconduct to comply with Title IX new regulations and House Bill 1735.
- Updated grievance resolution procedures and flowcharts for complaints and reports.
- Updated South Texas College handbooks, catalogs, website, policy, and other material to accord with new Policy #4216: Harassment, Discrimination, and Sexual Misconduct.
- Drafted Memorandum of Understanding as required by House Bill 1735 with Mujeres Unidas.
- Attended additional Title IX trainings to acquire knowledge for future structure of grievance resolution procedures for sexual harassment cases.

- Addressed 504 coordinator role and grievance resolution procedures for disability discrimination complaints.

PURCHASING AND DISTRIBUTION SERVICES - BECKY CAVAZOS, DIRECTOR, AND STAFF

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Reviewed and negotiated changes to thirty (30) vendor agreement/contracts.
- Participated in several TEAMS meetings with Vice President for Finance and Administrative Services and the division Directors.
- Participated in the Bonfire kick-off meeting for electronic bids and contracts.
- Attended June Finance Committee Meeting and Regular Board Meeting.
- Participated in two (2) National Association of Educational Procurement webinars related to COVID-19 for budget, effects, and contracts.
- Prepared ten (10) contract renewal vendor notification letters.

PROJECTS IN PROGRESS:

- Purchasing Department:
  - Prepared, reviewed, and revised Purchasing agenda items and supporting documentation for the Board of Trustees and Finance, Audit, and Human Resources Committee packets.
  - Prepared, reviewed, and revised Construction related items and supporting documentation for the Board of Trustees and Facilities Committee packets.
  - Processed three hundred eighty-six (386) purchase orders.
  - Approved two hundred ninety-three (293) requisitions.
  - Disapproved ninety-three (93) requisitions.
  - Processed change orders for goods and services.
  - Completed one (1) travel authorization.
  - Scanned over 3,000 purchase order for Fiscal Year 2019 into Xtender.
  - Acknowledged fifty-four (54) Form 1295 vendor forms.
  - Submitted eight (8) records to the Legislative Budget Board to report professional services contracts at $14,000 and above and all contracts at $50,000 and above.
  - Created or updated fifty-one (51) new/exiting vendor W-9 forms, which were created or updated in Banner.
  - Reviewed and updated Department procedures as needed.
  - Conducted Public Bid Openings for the following:
    - Request for Quotes: 20-031 Technology Campus Building B Floor Replacement.
    - Request for Quotes: 20-032 Pecan Campus Handicap Parking and Sidewalk Modifications.
    - Request for Proposals: 19-20-1058 Purchase and Installation of Culinary Arts Equipment.
    - Request for Proposals: 20-21-1002 Childcare Services.
    - Request for Proposals: 20-21-1003 Library Materials.
  - Prepared the following Request for Proposals/Quotes/Qualifications:
    - Request for Quotes: 20-031 Technology Campus Building B Floor Replacement.
    - Request for Quotes: 20-032 Pecan Campus Handicap Parking and Sidewalk Modifications.
    - Request for Proposals: 20-21-1004 Purchase of Welding Supplies.
    - Request for Proposals: 20-21-1005 Glass, Plexiglass, and Installation.
    - Request for Proposals: 20-21-1006 Office Supplies.
    - Request for Proposals: 20-21-1007 Rebid – Primary Bank Depository Services.
    - Request for Proposals: 20-21-1008 HEP Grant Consultant.
- Fixed Assets Department:
  - Reviewed all assets purchased since July 1, 2020, as follows:
    - Approved one hundred ten (110) asset through June 15, 2020.

    - Adjusted forty (40) assets in Banner for the month of June.
    - Conducted the monthly inventory spot check for Library Books.
- Receiving Department:
  - Completed two hundred seventy-two (272) deliveries (purchase orders and complimentary books) and one thousand seven hundred three (1,703) packages/boxes.
  - Received and posted three hundred eighteen (318) purchase orders in Banner.
  - Transferred/relocated twelve thousand six hundred ninety-two (12,692) assets and/or boxes as per move/set up request forms.
  - Completed twenty (20) faculty/staff moves in June.
- Mail Services/Copy Center:
  - Processed the following mail and copy requests:
    - Academic Excellence - $457.92.
    - Financial Aid - $4,415.11.
  - Completed two thousand eighty hundred twenty-eight (2,828) copies at the copy center for the month of June.
  - Mailed out a total of nineteen thousand one hundred eight-one (19,181) letters and of those twenty-two (22) letters were returned to South Texas College due to bad addresses.

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:	JULY 22, 2020
SUBJECT:	ACTIVITY REPORT FOR JUNE 1, 2020 – JUNE 30, 2020

DR. ANAHID PETROSIAN
INTERIM VICE PRESIDENT FOR ACADEMIC AFFAIRS

IVPAA ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Held weekly meetings with Academic Leadership Team
- Interviewed faculty for Fall 2020 and providing recommendations to the President
- Visited Music Department demonstration of their applied music summer camp activities; working on setting up online applied music courses for Fall 2020 semester, June 1
- Met with OPOD regarding August 2020 events, June 5
- Participated in SACSCOC Off-Site Review Report Meeting, June 10
- Participated in STHEC annual meeting, June 11
- Participated in SACSCOC 9.3 Gen Ed Focus Response Report Meeting, June 17
- Participated in Safety Measures Meeting and other matters (face-to-face classes in Fall), June 19
- Held interviews for Dean for BPST, June 22
- Participated in Crisis Management Team Meeting, June 29
- Facilitated Academic Council Meeting, June 29

PROJECTS COMPLETED OR IN PROGRESS:

- Reviewing Enrollment Data for Summer and Fall 2020 semesters
- Reached an agreement with NAH Dean regarding NAH faculty professional and educational stipends
- Working with Deans to move 50% of Fall academic courses to online delivery
- Working on 2020-2021 Instructional Pool budgets
- Distributed a memo to ISD partners regarding the faculty cost compensation for school district partners for STC faculty; most wanted to continue with Formula Compensation
- Submitted the Calendar 2021-2022 for EWDC meeting
- Worked on responses for SACS off site review non-compliance issues
- Worked with departments regarding the 9.3 standard
- Worked on developing a plan for each campus to offer F2F sections: student traffic, building capacity, classroom sanitation, etc.
- Finalized the IA for Dual Credit and Instructional Continuity Plan Policies
- Developed procedures for the Chair Assignment Cycle
- Working on Fall 2020 Major Upcoming Activities

- Developed Lecturer return criteria
- Comparison of Student Success Specialist and Academic Coach duties
- Revised Faculty Handbook
- Carl Perkins Grant requirements
- Reviewed organizational structure and staffing needs
- Pay Plan Revisions
- Dual Credit Program Alignment Guide
- New Program Development Proposals
- Working on Several Search Committees
- Academic Affairs Risk Management Plan
- 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

SARA LOZANO
PONT OF CONTACT – BUSINESS, PUBLIC SAFETY, AND TECHNOLOGY

POINT OF CONTACT'S REPORT:

- Participated in a Teams meeting to discuss She Persists Campaign with PR, Jun 1 & 8
- Participated in a Teams meeting with RGVision Magazine regarding She Persists Campaign, Jun 2 & 12
- Attended Teams Meeting for Academic Deans to discuss updates on enrollment, Jun 2
- Attended a meeting with RGV MPO to discuss possible training opportunities and potential for internships and apprenticeships for STC students, Jun 4
- Handed out Caps and Gowns for graduates outside of the Student Union, Jun 5

- Attended Teams Meeting for Academic Deans to discuss updates on enrollment, Jun 2
- Participated in a webinar on Innovative Ideas for Higher Education During Covid-19 and Beyond, Jun 10
- Participated in a Zoom meeting to discuss Digital Marketing Skill Set to discuss ideas for improving the curriculum, Jun 11
- Participated in a meeting for South Texas Higher Education Council meeting, Jun 11
- Participated in meeting to discuss Public Administration CTE Institute with Vanguard and La Joya ISDs, Jun 11
- Held Division meeting for Program Chairs, Jun 12
- Participated in Teams meeting to discuss She Persists Campaign with STC Grant staff and a faculty, Jun 15
- Attended Teams Meeting with Deans to discuss Fall 2020 enrollment and building capacity issues, Jun 15

- Held meeting with program chairs to discuss faculty compensation for F2F instruction, Jun 15
- Organized initial meeting to discuss CBE Course Conversion with the faculty doing the special assignment, Jun 15
- Attended video recording for virtual graduation ceremony, Jun 16
- Held meeting to discuss Marketing Program with Program Chair, Jun 17
- Attended Teams Meeting with Deans to discuss Fall 2020 enrollment and building capacity issues, Jun 17
- Held meeting to discuss Fall enrollment and course cancellations with Program Chairs from the Business Programs and a second meeting with Program Chairs from the Technology Programs, Jun 17
- Held She Persists meeting to discuss and approve ads from RGVision, Jun 18
- Participated in a meeting with Administrator for Curriculum and Student Learning to discuss Division Curriculum Committee meeting needed to approve curriculum, Jun 19
- Attended meeting with AEDT for weekly update, Jun 19

- Participated in a Zoom meeting to discuss Cosmetology Program and Letters of Support, Jun 23 & 25
- Participated in a Teams Planning meeting for On-Site SACSCOC meeting in September, Jun 24
- Attended Deans meeting, Jun 25
- Participated in a Teams meeting to discuss Dual Credit enrollment and necessary lab meeting times, Jun 26
- Attended Academic Council Meeting via Teams, Jun 29

DEPARTMENT/PROGRAM REPORTS:

Advanced Manufacturing Technology

- Held two priority registration workshops following social distancing guidelines. Following the workshops significant improvement in second year traditional student enrollment was seen, Jun 1 & 24
- Completed Mechatronics PLO update. This is the first major update of PLO for the program since it has moved under the umbrella of AMT, Jun 26
- Attended Donna ISD Engineering/Certification meeting to discuss the possibility of offering Mechatronics courses in Donna North High School. Faculty at Donna North already meet the qualifications to teach and we will be revisiting in spring 2021, Jun 24
- The AMT department had 3 faculty begin their Perkins internships with two going to regional machine shop Alpha XL Tool & Mold and the other going to Priority Tooling Solutions. These opportunities will allow faculty the ability to pass on current industry best practices and cutting-edge approaches to mold design and remanufacture.
- Student of the AMT program continued to produce a total of over 650 face shields for medical professionals in the Rio Grande Valley and neighboring Mexico. The shields he produced went directly to front line workers battling Covid-19. All materials and equipment utilized were provided personally by the student.

Architectural & Engineering Design Technology

- PLO assessment departmental meeting, Jun 4
- She Persists campaign meetings, Jun 8
- Face shield research, design and production collaborations, Jun 18th -29
- Geospatial Engineering Technology Program development, Jun 2020
- AEDT student featured in "Student of the Week"
- **Upcoming Events**:
    - Interview with RGVision Magazine.
    - Power Up Professional Development, July 15
    - Coffee Collaborative: Overwhelmed? Tips for Bridging Over to Online Teaching, July 14
    - Blackboard World 2020 Online Conference, July 21-22

Business Administration-Academics/Paralegal

- Promoted our Program with local law firms, Jun 1
- Worked on Concourse syllabi report, Jun 1
- Worked with Admissions and faculty to help students with registration; Registering students for the summer and fall in Banner; Email and phone communications, Jun 1-30
- Meeting with IEA for Business Administration and Paralegal IE Plan, Jun 11
- Prepared PLO Assessment Plan reports for Paralegal, Accounting, Management, and Transfer Plan. Met with CSL, Jun 17
- Webinar trainings for Safe Colleges, Jun 17-July 15
- INNO Conference planning meetings; Started talks with UAT representatives on Mexico's side and talks with our U.S. counterparts, Jun 18
- Economic faculty interviews in channel 4 and channel 5 on the state of the economy and promoting our programs, Jun 30-July 1
- Worked on Dual Credit Textbooks list and for Pass Program to update changes to textbooks, Jun 30-July 8

Business Administration Careers

- A faculty attended virtual meeting to discuss hiring an Academic Coach for TAB-Early Childhood Education Grant, Jun 1 & 18
- Continued work on CBE handbook & Perkins ACE-IT (Grant Funded), Jun 1-30
- Zoom meeting: Cengage: Best practices for only training, Jun 2 & 17
- Attended Microsoft meeting: Promote HR and Business Administration Library Videos, Jun 5
- Instructor attended workshop Pronto Instant Messe June & Microsoft OneDrive training, Jun 5

- A faculty participated in the virtual meeting with Eastfield College to prepare the next CBE webinar for Perkins DCCD, Jun 5, 8, 15, & 20
- VITA Zoom Meeting, June 9, 2020.
- Attended the Business Administration IE Plan meeting at Pecan Plaza, Jun 11
- Instructor attended the AAWCC Monthly Meeting via Zoom, Jun 11
- Instructors (3) attended the workshop Best practices for Linking Your Videos to Blackboard, Jun 11
- Instructor attended workshop: Learn the Basic of Developing a competitive Grant Proposal, Jun 11 & 25
- Adjunct instructor participated in the Online Zoom meeting Fraud detection in financial statements considerations for accounts and auditors, Jun 11 & 18
- A faculty held virtual meeting to discuss INNO Conference with department faculty, Jun 18
- Instructor attended workshop Using Starfish to Increase Student Engagement and Success, Jun 15 & 27
- Worked on PLO's, Concourse, and Jag pride, Jun 11
- Attended meeting – Pueblo Tires: Editing Videos of Dept, Jun 15
- A faculty participated in virtual meeting with workforce faculty/chairs to begin developing CBE programs in their disciplines, Jun 15
- Instructor attended workshop Power up: Professional Development System, Jun 16
- Zoom meeting: Faculty Project-Remote Class, Jun 16
- Teams meeting to review INNO, Jun 17
- Teams meeting: Business Admin 2018-2020 Assessment Plan Meeting, Jun 17
- Attended meeting regarding Safety Expo update, Jun 16
- A faculty participated in phone conversation with Rio Grande Vision to discuss work on CBE Handbook, Jun 18
- Instructor attended workshop Master Excel 2019 Pivot Tables & Pivot Charts, Jun 19
- A faculty participated in virtual meeting with Grant Office to discuss reporting for Perkins ACE-IT Grant, Jun 20 & 25
- A faculty participated in virtual meeting on TAB-UTRGV Grant, Jun 24
- Program Chair participated in a Zoom Webinar regarding Employee Safety and Risk Management, Jun 24
- Instructor attended the Create and Collaborate Using Padlet Webinar, Jun 26
- A faculty delivered webinar presentation in the CBE Institute organized by Eastfield College under the Perkins DCCD Grant, Jun 26
- Adjunct instructor participated attended Zoom meeting- Monthly Tax Alert, how to fixed Assets, and Strategies for developing high performance, Jun 30

Cybersecurity

- Attended a weekly virtual meeting with the Math and Science department, Jun 3
- Transport and install routers and switches to Regional Center cybersecurity lab, Jun 8
- Took workstations to Regional Center cybersecurity lab, Jun 9
- Attended a weekly virtual meeting with the Math and Science department, Jun 10
- Participated in a Webinar with EC-Council, Jun 10
- Program Chair virtual meeting with BPST Point of Contact, Jun 12
- Initial meeting to discuss CBE courses, Jun 15
- Setup servers at the Regional Center cybersecurity lab, Jun 16
- Attended a weekly virtual meeting with the Math and Science department, Jun 17
- Worked with Lecturer to contact students that have not registered, Jun 17
- Virtual meeting with BPST Point of Contact to discuss Fall enrollment, Jun 17
- Attended the Cybersecurity Regional Pathway Network Convening with PSJA, Jun 18
- Meeting with Dean of DCP to approve dual enrollment students, Jun 22
- Attended a weekly virtual meeting with the Math and Science department, Jun 24

Design Building Technology

- Responded to student and faculty inquires, Jun 1-30
- Developed CBE courses for the Construction Supervision program, Blue Print Reading, Jun 1-30
- Coordinated development of CBE courses for all DBT programs (HVAC, Electrician Technology, and Construction Supervision), Jun 1-30
- Developed flyers for all DBT programs which have been placed at supply houses and vendor locations to promote programs, Jun 1-30

- Continued to contact students from all programs via phone and email to ensure registration for the Fall 2020 semester, Jun 1-30
- Researched and coordinated potential articulation agreement with Texas A&M Construction Management program, Jun 1-11
- Developed plans for solar panel structure, Jun 1-2
- Continued process of NCCER accreditation. Faculty will attend "Master Trainer Training" virtually in October
- Awarded two Construction Supervision students AGC scholarships, Jun 15
- Submitted recommendation for AEDT student applying to Boston College Architecture School. Student was accepted to program, Jun 16
- Developed prototype face shields for South Texas College student, faculty, staff, and administration, Jun 17-30
- **Upcoming Events:**
    - Will be attending Blackboard World, July 23
    - We will be attending a NCCER Master Trainer Training, Oct 5-8

Information Technology

- CBE Course Development – Online Competency Based development of classes for Computer and Network Specialist and Computer Applications Specialist Certificate, Jun 1-30
- Advising, Recruitment and Registration – Faculty conducted weekly activities to contact students to provide advising, and registration. Degree plans were produced for each student and sent via email, Jun 1-30
- Instructors held a marketing meeting to discuss ways to recruit students, market the program, and help increase enrollment, Jun 1
- Program Chair met with CAAT faculty through Teams to discuss plans to recruit students, Jun 2
- Faculty attended ACE-IT Grant meeting to discuss NOEs and duties, Jun 3
- Faculty attended a marketing strategy meeting, Jun 3
- Program Chair attended the MSB Virtual Chair meeting, Jun 3
- Information Technology program meeting with faculty and Program Chair to discuss enrollment and plans to recruit students, Jun 4
- ACE-IT Grant - Faculty attended a meeting via Teams to discuss project scope and goals for the grant, Jun 8
- Program Chair, along with faculty, met with MSB Project Manager to discuss a new flyer for IT and CAAT, Jun 9
- Program Chair attended the MSB Virtual Chair meeting, Jun 10
- ACE-IT Grant - Faculty attended a meeting via Teams to discuss on-going work and duties for the current grant phase, Jun 11
- Program Chair attended the BPST Virtual Chair meeting, Jun 12
- A faculty attended CBE Meeting on CBE course and competency design with Mount St. Antonio College, Jun 15
- Program Chair met with IT and CAAT faculty to discuss status of recruiting activities, Jun 16
- ACE-IT Grant - Faculty attended a meeting via Teams to discuss updates for the current grant phase, Jun 16
- Program Chair attended the MSB Virtual Chair meeting, Jun 17
- Program Chair attended the BPST Chair meeting to discuss Fall enrollment, Jun 17
- Program Chair met with CAAT faculty to discuss the IE Plan and PLOs, Jun 18
- Worked on the CAAT IE Plan, Jun 18
- Program Chair attended the MSB Virtual Chair meeting, Jun 24
- ACE-IT Grant - Faculty attended a meeting via Teams to discuss ongoing review of the 11 shells, symposium topics, and ideas apprenticeship request, Jun 25
- Instructors met to discuss updates to PLOs, Jun 26
- Faculty met via Teams to discuss ongoing progress of marketing and advising initiative, Jun 26
- Assisted Dual Credit Faculty with Blackboard Online Certification, Jun 30

Law Enforcement and Fire Science

- Conducted 20 Cadet interviews for upcoming Law Enforcement Academies
- 24th class of Fire Academy Graduates, 8 of 9 pass 1st attempt at licensing test, Jun 11
- Attended Program Chair Meeting, Jun 12
- Advisory Board Meeting for Law Enforcement via email to vote on Coast Guard Escrow Credits, Jun 18
- 20th class of Police Academy Graduates, 9 of 11 pass 1st attempt at licensing test, 2 cadets that failed passed on 3rd attempt, Jun 25
- Participated in the Escrow Discussion Meeting, Jun 16

- Attended the Capital Improvements Projects RCPSE Meeting, Jun 26

Office Administration

- Internship placement of 40 Capstone students, Jun 1-5
- Assisted students who have been diagnosed with COVID-19, Jun 1-30
- Attended Program Chair Meeting, Jun 12
- Worked with PR to complete text for recruiting, Jun 18
- Participated in Dean's Hiring Committee, Jun 22
- Recruited, advised, and registered students for Office Administration Program, Jun 1-30

DR. CHRISTOPHER NELSON
DIVISION DEAN – LIBERAL ARTS

DIVISION DEAN'S REPORT:

- Oriented two new Department Chairs (ENGL and HIST)
- Discussed budget concerns and direction of Center of Mexican American Studies with Coordinator of CMAS
- Received results from English Program Chair of Lecturer Ranking form
- Coordinated efforts with the Liberal Arts Chairs to transition all low-enrolled Fall 2020 face-to-face courses to online
- Recorded Message from the Dean for the Liberal Arts Division Virtual Commencement Ceremony
- Candidate Review with Program Chair for Speech and Communication Arts, for the Communications Lab Technician position; Interviewed finalists
- Attended and assisted with an informational session for Chairs on CBE course scheduling and compensation
- Attended the Safety Measures Meeting to begin planning facilities capacity caps for select face-to-face course offerings in Fall 2020
- Discussed the merits and future of the *Catch the Next* Program with the THECB
- Coordinated the standardization of class cap and compensation levels for Applied Music course offerings
- Attended the THECB Webinar on Multiple Placement Measures
- Reviewed and finalized, with the Staff of Dual Credit Pathways Programs, Multiple Placement Measures implementation strategies for Dual Credit students in Fall 2020
- Continued working, with the Office of Grants and Compliance, on a potential THECB grant for Open Educational Resource Development
- Participated in the Texas Corequisite Project's latest *Collaborative Learning for Virtual Corequisites* Webinar

DEPARTMENT/PROGRAM REPORTS:

Art Department

- Reviewed faculty syllabi and followed-through on corrections to be made.
- Compiled report and communicated hybrid course offerings for Fall 2020 with Dean.
- Communicated LAG Ceramics event with our faculty teaching Summer I courses.
- Processed grade changes for students via our faculty.
- Communicated student unpaid list with faculty, and responded to student inquiry as a follow up.
- Attended Juneteenth flag raising ceremony at local VFW.
- Scheduling strategy for Fall 2020.
- Art Department meeting.
- Identified and closed low-enrolled sections
- Assessed courses to be moved online versus hybrid course offerings
- Communicated with students whose courses would be moved online
- Coordinated to merge courses into the online environment
- Coordinated with DCP to place F/T faculty in DE course offerings
- Department worked on developmental shells for Fall 2020 online courses
- Designed Liberal Arts banner
- Meeting to discuss the possibility of online Summer camp courses
- Identified and closed low-enrolled sections

- Communicated with TAMUCC and UTRGV Art Departments concerning Graphic Design BFA requirements for the purpose of effective transferability for our students
- Communicated with Amarillo College, Dallas Community College, Northeast Tyler College, and Tyler Junior College concerning their Graphic Design Associates Degrees
- Communicated with Del Mar College Art Department for more information about NASAD accreditation for Art
- Communicated with Art Faculty concerning a proposal for a Visual Arts Academy
- Met with City of McAllen's Keep McAllen Beautiful Public Arts Committee on a proposal for public art near the Technology campus
- Researched A.A.S in Visual Communications
- Completed PLO data

Drama Department

- Content filmed for first virtual sketch performance; planned for editing of footage prior to uploading content to social media platforms
- Continued filming footage and editing a future project focusing on Dr. John F. Carroll – founding director of the Drama program
- As Equity, Diversity, Inclusion, and Access (EDIA) Co-Director, worked with American Alliance for Theatre and Education colleagues in writing an organizational statement in solidarity of Black Lives and commitment to fight against racist terrorism
- Planned a series of virtual meetings with the AATE organization's membership focusing on processing trauma and creating plans of action within our communities and the organization
- Co-facilitated a virtual meeting for Black, Indigenous, and People of Color membership on Monday, June 8th, as well as a session for the organization's white membership focused on enhancing their capacity as allies closing with an organization-wide session scheduled for the week of June 15th
    - Required supplemental readings for their session included:
        1. *The Fight to Redefine Racism* By Kelefa Sanneh (https://www.newyorker.com/magazine/2019/08/19/the-fight-to-redefine-racism)
        2. Opportunities for White People in the Fight for Racial Justice (https://www.whiteaccomplices.org/)
- Zoom meeting with Department Chair and Admissions Coordinator of Theatre & Dance at UT-Austin, and PSJA Theatre Arts Teacher to discuss the future of the South Texas Theatre Auditions in the midst of COVID-19; collaboration between STC, UT-Austin, and PSJA ISD will continue through Fall 2020 and evolve into a virtual event which will allow students to audition for university theatre programs throughout the state and the US
- Began editing the department's virtual film content; the project includes sketch work, how-to instructionals, as well as the memorial for Dr. John F. Carroll. The work they are generating is self-taught.
- A faculty and staff enrolled in Linked In trainings in preparation for this new phase of the Drama Department. We are excited to see how this work evolves as we teach our students this new media and witness the content they will bring to the table.
- Recorded and sent a zoom session for the Drama Majors discussing the upcoming virtual theatre work along with encouraging students to meet with Program Chair to register for Fall 2020; scheduled advising appointments with Drama Majors for Summer II and Fall 2020.
- Uploaded the first piece of virtual content produced by South Texas College Theatre which was shared via our social media pages (Facebook, Instagram, and YouTube); the piece is a face mask instructional which also includes a pdf link to care instructions and pattern; the instructional video can be found using this link: https://youtu.be/pxn2xDu9b4w.

    - The instructional was also shared with Hidalgo County which was linked to their Facebook (https://www.facebook.com/HidalgoCounty) and Twitter pages.
- Uploaded the second piece of a series titled Theatre People—virtual content produced by South Texas College Theatre shared via our social media pages [YouTube (https://youtu.be/E2sXfFfkJ5o)] –a sketch piece about returning back to work and following the necessary social distancing and disinfecting protocol.
- Continued planning upcoming series episodes for Theatre People
- Program Chair attended a virtual teach-in organized by Haymarket Books titled Abolitionist Teaching and the Future of our Schools with Bettina L. Love, Dr. Gholdy Muhammad, Dr. Dena Simmons, and Brian Jones - https://youtu.be/uJZ3RPJ2rNc.

English Department

- Continued development of ENGL 2341 and ENGL 2321 shells; analyzed deficiencies of ENGL 1301 and ENGL 1302 shells
- Smoothed the progress of matters with Developmental Studies merge
- Addressed student issues (course approvals, questions, rollover concerns from Spring semester)
- Efforts continued to reach 100% online certification by June 23rd
- Began initial stages of a grant with the Coordinating Board to develop OER textbooks along with the Dean of Liberal Arts, the History Department, STC Grants Office, and the Developmental Writing Department
- Participated in PRIDE meeting(s) and followed up with revisions.
- Met with Department's Dual Coordinator to prepare and review documents for upcoming meeting
- Met to discuss actions plans for Dual faculty members
- Transition of departmental leadership meeting
- Submitted results to Dean of Lecturer Ranking form completed with assistance from former Chair
- Addressed ever-changing concerns regarding the fall schedule including Developmental English
- Fielded concerns about certification, course approvals, and other issues from faculty
- Revised PLO Assessment
- Held IE meeting/briefing with the former Chair; reviewed and edited IE Plan notations, completed I.E. revisions
- Updated Department Faculty with relevant information
- Participated in ASCENDer meeting
- Participated in CBE meeting
- Attended meeting regarding plans for the new ESL and academic bridge programs including the Reynosa portion of this project
- Coordinated efforts with Developmental for the Fall
- Reviewed and added courses to the summer II schedule, due to high demand
- Coordinated changes to the departmental listserv to keep it FTR
- Activated a top-notch approval committee for the high volume of CAFs that will be coming through this summer
- Planning meeting for departmental online shell approval committee
- Held meetings with faculty about fall and OTC concerns
- Phone meeting with former chair
- Addressed Dual Enrollment concerns
- Addressed FTT questions
- Departmental QC for online courses meeting
- Distance Education/Dual Faculty report
- Meeting: NACEP/OPOD activities for 2019/2020

History / Philosophy Department

- Completed changing all face to face Pecan History and Philosophy classes (Fall 2020) to online instruction.
- Participated in Chairs meetings.
- Completed Master syllabus training.
- Staffed all online History classes and completed fall schedule for Full-Time Regulars
- Conducted Adjunct interview for possible Philosophy position
- Began Philosophy and History Department discussion pertaining to the new LA Banner
- Approved pending Course Approval Forms for History and Philosophy Department
- Assigned additional 'S' sections to Full-Time Faculty who had their courses cancelled
- Received additional training pertaining to Time-Clock Plus, Travel and Expense and TARF's
- Cancelled additional face-to-face courses at Starr and Mid-Valley; through Banner, began moving these students into existing online courses
- Attended Assessment Plan Meeting – History, Philosophy, and Interdisciplinary Studies with CSL
- Attended CBE Orientation and NOE process training
- Addressed questions and problems pertaining to the MADISSAR Grant
- Completed Hiring Packet for New Hire – Adjunct; began calling references
- Reviewed and began revising IE Plan for History & Philosophy Department
- Attended NACEP Meeting – History Dual Enrollment with DCP
- Met with Trinidad Gonzales to discuss forms needed for NACEP
- Met with Dean pertaining to multiple Chair questions such as, forms, trainings, and memos

Center for Mexican American Studies (CMAS)

- Spoke to future students about recruitment and enrollment.
- Email correspondence with Maestros from Mexico about possible workshops, virtually, and in person.
- Email correspondence with Guest Speakers for the Fall Virtual Hispanic Heritage Month Lecture Series.
- Communicated with Américo Paredes Book Award (APBA) Committee about 2020 recipient
- Communicated with APBA Committee Chair about hosting 2019 Award Recipient (We had to postpone because of recipient health concerns)
- Followed up with a festival director about an opportunity to perform an upcoming broadcast of various groups participating in a virtual performance.
- Posted various posts on social media.
- Wrote a letter of support for the Black Lives Matter Movement on behalf of our Center and Ballet.
- Communicated budget concerns and plan to return with Division Dean and VPAA; then communicated with Program secretary.
- Prepared videos for a virtual festival we participated in on Sunday, June 14.
- Prepared written program and statements for presenters of virtual festival to introduce the Ballet
- Communicated with the library on possible presenters for Fall, as we collaborate on lecture series
- Spoke with local dance studios and high school dance directors on strategies for restarting the semester and how to best proceed in accordance to CDC and Texas Health & Human Services guidelines
- Communicated plan on direction of CMAS with Division Dean
- Helped promote Juneteenth events library hosted virtually
- Finalized an invitation to host a folklórico group from Xalapa, Veracruz, virtually
- Met with Program Secretary about possible ways to host events virtually and start organizing an upcoming virtual event with Veracruz folklórico group

Music Department

- Completed Week One of the Virtual Summer Music Camps, Jun 1 – 5
- KRGV-TV Channel 5 aired a story on the Virtual Music Camps, Jun 4
- Interview at Radio Esperanza to promote the Music department as well as the Virtual Summer Music Camps
- Special tour by Dr. Reed and Dr. Plummer of the Virtual Music Camps
- Prepared Digital Posters for July Virtual Music Camps
- Prepared first draft of letter inviting students from Mexico to participate in Virtual Music Camps
- Completion of Digital Posters promoting Fall registration for all areas of Fine and Performing Arts
- Completion of Revision of Pay Plan for Music Courses

Speech Department

- Finished IE Report
- Completed PLO Report
- Reviewed Fall 2020 schedule, closed sections with less than 5 students, moved said students to online sections; closed sections with 0 enrollment
- Advised faculty regarding online due dates, issues, and questions.
- Helped with SPCH 1315 Online Shell – First time teaching that course online
- Participated in Chairs' Meeting
- Discussion with Chair of Search Committee for Comm. Lab Specialist Position; also discussed AD/PR classes for Fall 2020. Of the three we offer in the fall, we will try to get two of those ready for online delivery for Fall 2020.
- Emailed Adjunct Faculty alerting them that I will be calling them by Monday June 8th to discuss developing two AD/PR classes for online delivery.
- Discussion with a DC Faculty about Fall 2020 textbooks.
- Discussion with an Adjunct concerning SPCH 1311 online shell
- Reviewed Syllabi and emailed all faculty who did not submit for review
- Called faculty about developing Intro to PR and Intro to Mass Comm as online classes for Fall 2020
- Submitted Department Meetings Information for August 2020
- Responded to students needing help (reinstatement, information about their instructor etc.)

- Downloaded Class Rosters for all Face to Face classes scheduled for Fall 2020
- Created contact list for all Fall 2020 traditional classes
- Moved students from all Fall 2020 traditional classes and placed them in online sections with their chosen instructor, where possible; determined number of faculty below base load
- Opened new online sections and closed traditional classes for Fall 2020
- Sent contact list of students to Faculty Secretary so that an email could be sent regarding the move to online sections for Fall 2020
- Participated in hiring process for Communication Lab Specialist
    - Reviewed and edited questions submitted by Hiring Cmte Chair.
    - Called about Reference Checks for Lab Specialist Position.
    - Called Hiring Cmte Chair to finalize details for Zoom Interviews - Lab Specialist Position.
    - Emailed all Search Committee members, to have them sign the Search Confidentiality Form
    - Participated as Search Member for Lab Specialist Position Interviews – Three interviews conducted.
    - Gathered all Search Committee documentation
- Downloaded class contact reports for Fall 2020 face-to-face classes still needing to be converted to online
- Discussion with Comm. Arts Instructor about student SafeAssign report and online teaching questions as this is her first semester teaching online.
- Read SACS-Off Site Report
- Held discussions with (3) Comm. Arts Instructors about their Fall Schedules
- Participated in CBE Orientation and NOE Processes Teams Meeting.
- Phone call with a faculty re: Fall DC classes, date for ISD's cancelling classes, and number of students required for DC Classes; worked on scheduling Fall 2020 Dual Credit Classes; started working on assigning DC classes to Full-Time faculty
- Conducted daily review of Summer II enrollment.
- Discussion with Student Learning re: PLO Assessment Plan Audit and what is needed to complete the PLO Audit.
- Sent email to Communication Arts Faculty about Fall 2020 Schedule and choosing Dual Credit class(es).
- Reported an Adjunct DC Instructor and student in one of our online classes that reported they had COVID-19.

World Languages Department

- Cancelled F2F classes for Fall 2020
- Sent reminder to faculty for Concourse Syllabus
- Worked with ASL Interpreter faculty in the plan for hybrid classes for Fall 2020
- Conducted reference checks for DC faculty
- Prepared ASL interview for DC faculty
- Scheduled and attended a Zoom meeting for DC faculty
- Advised students
- Worked on course substitutions
- Scheduled Dept./DC meetings with OPOD
- Worked on the Action Plan for SGNL hybrid courses
- Follow up with FT faculty on OTC
- Cancelled F2F classes for ITP and created new hybrid schedule
- Submitted paperwork for three (3) DC applicants
- Follow up on the DC/FTR faculty enrolled on OTC
- Updated Summer /Fall schedule
- Worked on request for F2F tutoring sessions for ITP. Faculty will use CLE.
- Attended BASOL meeting
- Worked on the request to delete Spanish/ASL courses from AAS/General Ed.

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

DIVISION DEAN'S REPORT:

- Participated in Bachelor Programs Cap and Gown Pick up and distribution of symbolic degree covers, June 1, 5

- Participated in CAT recruiting activities meeting with IT department, June 2
- Participated in Academic Council meeting to discuss Summer 2, Fall 2020, and face to face course offerings, lecturer updates, June 2
- Facilitated Division Chair meeting, June 3, 10, 17, 24
- Participated in Blackboard collaborate session Bachelors to MBA with TAMUK, June 3
- Participated in TACAO Transfer Committee meeting regarding San Jacinto College's transfer processes with the University of Houston and Sam Houston State, June 4
- Participated in Fast Track to Success meeting, June 4
- Participated in D2L meeting, June 5
- Participated in Exelencia in Education Latino Graduation, June 5
- Presented at Fast track to Success conference via Zoom, June 8
- Participated in Summer II hybrid class logistics discussion, June 9
- Participated in Fall 2020 Placement and Analyzing meeting, June 9
- Participated in 2020 IE Plan review for Bachelor Programs, June 10
- Facilitated Academic Coach and Student Success Specialist meeting, June 11
- Participated in Dean's meeting with Vice President for Academic Affairs, June 15, 17, 25
- Participated in CBE Discuss on course and competency design, June 15
- Participated in Escrow Credits for Law Enforcement professionals, June 16
- Participated in 201-2020 PLO Assessment meeting with Bachelor programs, June 16
- Attended online meeting regarding SeaPhage, June 16
- Presented a special COVID 19 commencement speech to 2020 division graduates

- Participated in Competency-based Orientation and NOE processes, June 19
- Participated in Division Curriculum Meeting, June 19
- Attended ACE-IT Upload meeting, June 26
- Participated in CBE interview with Amardeep Kahlon, June 24
- Participated in Dual Credit Placement MS Teams meeting, June 24
- Attended summer II plan meeting to prepare labs on campus for Fall 2020, June 25
- Met with BASOL Chair regarding Bachelor programs accomplishments, June 25

BACHELOR PROGRAMS:

Bachelor of Applied Science in Organizational Leadership

- Participated in the Bachelor Curbside Graduation, June 1
- Participated in the D2L Platform Meeting for the Fast-Track to Success Conference, June 1, 3, 5
- Participated in the Teams Program Chair meeting, June 3, 10, 17, 24
- Participated in the National Society for Leadership and Success weekly call, June 3
- Participated in a Portfolium training on Pathways for the Comprehensive Learner Record, June 5
- Participated in the Fast-Track to Success Virtual Conference June 8-10
- Participated in a MS-Teams meeting with Bow Valley College to discuss CBE, June 8, 15
- Participated in the McAllen Chamber Virtual Business Meeting, June 9
- Participated in the monthly McAllen Chamber of Commerce Ambassador Virtual Meeting, June 11
- Participated in the American Association for Women in Community Colleges Virtual Meeting, June 11
- Participated in the Bank Recruitment for Bachelors' Programs Virtual Meeting, June 12
- Facilitated a meeting with Law Enforcement program and College Connections to discuss the Escrow Credits for Law Enforcement into the BASOL program, June 16
- Facilitated meeting with Director of Assessment to discuss 2018-2020 PLO Assessment Plan, June 16
- Conducted a CBE and NOE Process Training for the divisions of Liberal Arts and Social and Behavioral Sciences via MS-Teams, June 19
- Participated in the Division Curriculum Committee meeting, June 19
- Participated in the Competency Based Initiative for CDEC, June 24
- Participated in the Fast-Track to Success Research Study CBE Interview, June 24
- Participated in the BASOL Program Learning Outcomes Review for FY2018-2021, June 25

Computer Information Technology Program

- Participated in Virtual FTTS 2020 Discussion Panel Practice Run, June 1
- Participated in Computer Science Virtual Department Meeting to complete the assessment plan for CITP, June 1
- Participated in Virtual Google IT Support Professional Certificate Program Meeting, June 4
- CS Faculty and Program Chair presented during the Virtual Track to Success 2020, June 9-10
- Facilitated Virtual Department OER Meeting to discuss COSC 1436, 1337, 2436, June 9
- Participated in MSB Virtual Chair Meeting, June 10, 17, 24
- Facilitated Virtual Scholarships for JFF Google Certificate Grant Meeting, June 11
- Participated in the Virtual Cloud Computing: Implementation Team Launch w/ AWS Educate Meeting, June 11
- CS Faculty interviewed with Telemundo to promote CS and CITP degrees, June 11
- Participated in Virtual Bank Recruitment for Bachelors' Program Meeting, June 12
- Support Staff continue to contact students via email and telephone to register for Computer Science and BAT in CITP degrees for Fall 2020, June 8-12
- Met with Distance Learning Dean to discuss different online ideas like Cloud Computing, June 15
- Facilitated Virtual Department Meeting to discuss NACEP paired assessments, June 15
- Participated in 2018-2020 PLO Assessment Plan Virtual Meeting, June 16
- Participated in Virtual MSB Division Chair Meeting, June 17
- Facilitated Virtual Department Meeting to work on NACEP Assessment Standard 2019-2020, June 17
- Participated in Virtual Computer Science Scholarship Committee Meeting, June 19
- Facilitated Virtual Department Meeting to discuss CITP 4330 Advanced Network Security, June 22
- Participated in the Multiple Measures Assessment and Reporting Meeting, June 24
- Participated in the Bachelor Programs Comprehensive Plan Review Meeting, June 25
- Participated in GOOGLE TA Update Meeting, June 25

Medical and Health Services Management

- Participated in a MHSM TAB Grant meeting to update Dean and Project Manager on the grant activities, June 2
- Attended meetings in the virtual CBE Fast Track Conference Tuesday afternoon, June 9
- Attended and participated in the MSB Division Chairs meeting on Wednesday, June 3, 10, 17, 24
- Attended a PLO assessment meeting with the BAT Programs Chairs and Yolanda Via MS Teams, Tuesday, June
- Supported Dean and participated in the video after he recorded his speech to the BAT graduates of 2020, June 18
- Organized and led a faculty meeting in preparation of fall semester, Thursday, June 18
- Attended an emergency virtual Division Curriculum Committee meeting via MS Teams, June 18
- Attended the Texas Higher Education Coordinating Board meeting on Wednesday, June 24

Technology Management

- Participated in the drive-thru distribution of cap & gown for the Bachelor Programs graduates, June 1
- Attended the MSB Division Chairs Virtual Meeting, June 3, 10, 17, 24
- Attended the Bachelors to MBA Virtual Meeting with TAMUK, June 3
- Attended breakout sessions and the Closing session of the Fast Track To Success Virtual Conference, June 9 & 10
- Participated in the 2018-2020 PLO Assessment Plan MS Teams Meeting hosted by Yolanda Jaramillo, June 16
- Joined other faculty when Dr. Esmaeili delivered his speech for forthcoming MSITB graduates' Virtual Commencement Ceremony, June 18
- Attended the MSITB Division Curriculum Committee Meeting, June 19
- Attended the THECB webinar: Multiple Measures Assessment and Reporting, June 24

MATH & SCIENCE:

Biology

- Attended Research Group Meeting for NSF Grant with LEARN, June 2
- Attended MSB Virtual Chair Meeting, June 3, 10, 17, 24
- Presented Program development for biotech and agriculture, June 4
- Presented SEA PHAGE review for Fall 2020 Meeting, June 5
- Attended SII Hybrid class logistics at PCN V1.102, June
- Attended Science Labs-Fall Virtual Meeting, June 15
- Attended Biology Lab Visit at EHS, June 16
- Attended SEA Phage Online Meeting, June 16
- Attended STEM Success Academy-Tutor Virtual Meeting, June 18

- Attended Division Curriculum Committee Virtual Meeting, June 19
- Attended ATEC Project Status Meeting Virtual Meeting, June 24
- Attended Summer II Hybrid Procedures at PCN V1.102, June 25
- Presented Discussion of Biotech degree development Virtual Meeting, June 26

Chemistry

- Attended Research Group Meeting for NSF Grant with LEARN, June 2
- Reviewed result of Organic Chemistry I at-home experiment conducted by Mid-Valley Chemistry Lab Specialist, June 2
- Attended Division Chairs Meeting, June 3, 10, 17, 24
- Met with Dean, Biology Chair, and Physical Science Chair to discuss Summer II hybrid classes, June 4
- Facilitated Chemistry Department meeting to discuss department mission, I. E Plan, online lab experiments, fall 2020 schedule and share best online practices, June 5
- Facilitated meeting with Biology and Physical Science Department Chairs to discuss and prepare Dual Credit Course Safety Plan for Fall 2020, June 8
- Met with chemistry lab personnel to review organic experiment videos and at home experiment results, June 10
- Attended Student Success Specialist and Academic Coaches meeting, June 11
- Met with Dean, Biology Department Chair, and MSB Project manager to discuss Summer II Science Hybrid course logistics, June 15, 25
- Participated in PowerUP Professional Development workshop to learn home to schedule meetings using the OPOD system, June 16
- Attending WebEx meeting regarding conversion of G classrooms to Geology lab rooms, June 16
- Attending SEAPHAGE meeting, June 16
- Attended Dean Congratulatory speech for 2020 STC MSB graduates, June 18
- Facilitated Chemistry Department meeting to discuss department mission, chair welcome statement, fall schedule, online courses, and IE Plan, June 19
- Attended Division Curriculum Committee meeting, June 19
- Met with Physical Science Department Chair and Chemistry Faculty to discuss 2019-2020 required NACEP documentation, June 22
- Attended NSF grant discussion between IMAS personnel, Grant Office, and Geology personnel, June 24
- Met with EHS Director to discuss Science Lab Audit

Computer Science

- Participated in Virtual FTTS 2020 Discussion Panel Practice Run, June 1
- Participated in Virtual Google IT Support Professional Certificate Program Meeting, June 4
- Faculty and Program Chair presented during the Virtual Track to Success 2020, June 9-10
- Participated in MSB Virtual Chair Meeting, June 10, 17, 24
- Facilitated Virtual Scholarships for JFF Google Certificate Grant Meeting, June 11
- Participated in the Virtual Cloud Computing: Implementation Team Launch w/ AWS Educate Meeting, June 11
- Faculty interviewed with Telemundo to promote CS and CITP degrees, June 11
- Participated in Virtual Bank Recruitment for Bachelors' Program Meeting, June 12
- Participated in 2018-2020 PLO Assessment Plan Virtual Meeting, June 16
- Facilitated Virtual Department Meeting to work on NACEP Assessment Standard 2019-2020, June 17
- Participated in Virtual Computer Science Scholarship Committee Meeting, June 19
- Participated in MSB Division Curriculum Committee Meeting, June 19
- Participated in GOOGLE TA Update Meeting, June 25

Developmental Math

- Attended Fall Preparation meeting, June 2
- Attended MSB Virtual Chair Meeting, June 1, 10, 17, 24
- Attended McGraw Hill Miller: Precalculus & ALEKS overview at 1PM, June 10
- Attended Division Curriculum Committee at 3PM, June 19

Mathematics

- Participated in the MSB Virtual Chair meeting, June 1, 10, 17, 24

- Met with STC ASCENDer Leadership team to discuss future engagement with Catch the Next/ASCENDer program. Discussion included the financial cost considerations, faculty work requirements and benefits to students, June 12

Physical Science

- Attended MSB Division Chair meeting, June 10, 17, 24
- Completed 2018-2020 PLO Assessment plans for Physics, Chemistry, and Engineering programs, June 10
- Reviewed the lab room capacities of PCN G building Physics and Engineering lab rooms in light of Social Distancing guidelines, June 11
- Completed Annual Physical Inventory verification for the Physical Science department, June 12
- Attended Workshop #150412: Using Starfish to Increase Student Engagement and Success, June 15
- Attended Pecan Campus - Building G - Physical Science - Classroom Conversion - Kick Off Meeting; the attendees include Facilities Planning & Construction Project Manager; representatives of Vela's Roofing & Construction, Physics Laboratory Coordinator and Lab Specialist, Project Manager-Academic Affairs, and Chemistry Department Chair. During the meeting the geology classroom conversion proposal was discussed and anticipated project timeline was delineated, June 16
- Inspected the PCN G building Geology classrooms designated for conversion; the inspection team include Facilities Planning & Construction Project Manager and the representatives of Vela's Roofing & Construction. During the inspection the proposed modifications for the classrooms was reviewed, June 17
- Attended MSB Division Curriculum Committee meeting, June 19
- Met with Chemistry and Biology Chairs, chemistry faculty, physics laboratory coordinator, and discussed Internal Control Questionnaire for the Science Lab Safety and Storage Compliance audit, June 29
- Attended a webinar on Protecting Vulnerable Students During the Pandemic, June 30
- Met with physics laboratory coordinator and secretary and reviewed the Internal Control Questionnaire for the Science Lab Safety and Storage Compliance audit, June 30

UNIVERSITY RELATIONS:

- Virtual Information Sessions this month:
    - Texas A&M University – Kingsville, 10 sessions
    - University of Texas at San Antonio, 1 session
    - Bellevue University, 1 session
    - Texas A&M University College of Nursing, 1 session
    - Aspen University
- Participated in the Cap and Gown distribution for the Bachelor Program graduates both by taking pictures and distributing information about Master's degree programs, June 1
- Participated in Virtual Chairs' meeting, June 3, 10, 17, 24
- Attended a meeting with representatives from South Texas College and Texas A&M University-Kingsville on a pathway for South Texas College Bachelor's degree program students to the MBA program at TAMUK, June 3
- Worked on a new agreement with Texas Women's University for their accelerated education program, June 3
- Participated in the TACAO Transfer Committee Meeting, June 4
- Attended a webinar hosted by Inside Higher Ed on "Student Success in 2020: How to Engage & Retain Students in a Virtual Environment," June 4
- Submitted the Texas Tech University Agreement to the President's office for signature, June 4
- Attended workshop on diversity and inclusion, June 8
- Attended webinar by the AACU on "What Now? Planning for the Future of Higher Education in the Wake of the Pandemic," June 9
- Virtually attended the South Texas College Board of Trustees Committee Meetings, June 9
- Attended a webinar on "11 Innovative Ideas for Higher Education During Covid-19," June 10
- Participated in the "Learn the Basics of Developing a Competitive Grant Proposal" workshop, June 11
- Participated in the AAWCC monthly meeting, June 11
- Attended the Inside Higher Ed Webinar on "Access for All: Provide Remote Access for Students and Faculty," June 11
- Participated in a training on ALEKS, June 12
- Participated in the workshop on "Start Building a Vocabulary Foundation in ASL," June 12
- Attended a webinar on "Public Schools and Higher-Ed During COVID-19," June 15
- Attended a webinar on Study Abroad, June 16

- Attended a webinar on Enrollment Concerns, June 17
- Attended the Grant Proposal Workshop, June 18
- Attended a webinar on "The Indispensable Role Community Colleges Play in the Economic Recovery," June 18
- Participated in the Master Excel 2019 Pivot Tables, June 19
- Attended a webinar on "Value and Affordability: The Path Forward," June 23
- Participated in a web conference with the representative from StraighterLine, June 23
- Virtually attended the South Texas College Board of Trustees meeting, June 23
- Attended a webinar on "Producing Job-ready Graduates in a Pandemic-impacted Job Market," June 24
- Attended a webinar on "Multiple Measures Assessment and Reporting" regarding the TSIA, June 24
- Participated in Grant Proposal Development Online Training for South Texas College Staff or Faculty, June 25
- Attended a webinar on "Foster Your School Community: Respond & Communicate Effectively," June 25

DR. JAYSON VALERIO
DIVISION DEAN – NURSING AND ALLIED HEALTH

DIVISION DEAN'S REPORT:

- Worked on preparations for SACSCOC accreditation
- Completed and submitted KCCF personal activity report to the GDMC Office
- Attended AC Meeting regarding Summer Session II and Fall 2020 course offerings, options for face-to-face instruction, lecturer update, etc., Jun 2
- Followed up on THECB report regarding licensure and certification examinations taken by students during FY2019
- Held meeting with program chairs to discuss Summer II course offerings, plans for Fall 2020, clinical/practicum sites, etc., Jun 3
- Met with ADN chair to discuss plans for Fall 2020, Jun 3
- Attended Texas Board of Nursing New Deans and Directors Meeting webinar, Jun 5
- Attended Pronto Instant Messenger workshop hosted by OPOD, Jun 5
- The NAH Campus had its first graduating class from the Student Leadership Academy. The academy is offered by Student Activities & Wellness with the intention of sharpening student's leadership skills. Students are put in situations where they will deal with conflict, work as a team, and some are taken out of their comfort zone to grow as leaders. Composed of students from various NAH programs, the class of 25 students attended 10 workshops and completed 20 volunteer hours in their community

- Followed up on Texas Workforce Commission contract amendment for grant
- Met with NAH Student Success staff to discuss program development, staff assignments, training, and support, Jun 8
- Attended Texas Organization of Baccalaureate and Graduate Nursing Education (TOBGNE) virtual meeting to discuss opportunities and challenges in nursing education, Jun 9
- Followed up on THECB report regarding licensure and certification examinations taken by students during FY2019
- Reviewed chair evaluations for the 2019 – 2020 school year
- Attended 11 Innovative Ideas for Higher Education During COVID-19 and Beyond webinar, Jun 10
- Attended Access for All: Provide Remote Access for Students and Faculty webinar, Jun 11
- Reviewed/worked on faculty extensions with NAH Division Office staff
- Attended Deans Meeting hosted by the VPAA, Jun 15
- Attended Using Starfish to Increase Student Engagement and Success workshop hosted by OPOD, Jun 15
- Worked on preparing documents for the Comprehensive Plan Review Meeting hosted by the VPAA
- Worked on creating a video message for the Spring 2020 Commencement ceremony congratulating NAH graduates, Jun 16
- Followed up on THECB report regarding licensure and certification examinations taken by students during FY2019
- Attended the Pinning Pick-Up event held for Medical Assistant Technology graduates, Jun 17 & 18

- Attended Texas Nurse Portal Training: Affidavit of Graduation webinar hosted by the Texas Board of Nursing, Jun 18
- Attended Strategies to Explore Student Engagement in Online Classes workshop hosted by OPOD, Jun 18
- Held emergency meeting with NAH staff to discuss COVID-19 cases and response, Jun 19
- Held emergency meeting with NAH program chairs to discuss COVID-19 cases, response, and protocol, Jun 19
- Met with members of departments located at the NAH Campus (Counseling & Disability Services, Library Services, College Connections, CLE, and Career and Employer Services) to discuss protocol for communicable and infectious diseases, Jun 19
- Participated in interviewing candidates for the Dean for Business, Public Safety, and Technology Division
- Attended conference call with the Texas Board of Nursing, Jun 23
- Held online CNE Meeting with Vocational Nursing faculty member, Jun 23
- Held online meeting with Associate Degree Nursing program chair regarding clinical update placement, Jun 24
- Attended online meeting with IR&E project manager concerning planning for SACSCOC on-site visit, Jun 24
- Attended Responsive Customer Service in Times of Change online workshop hosted by OPOD, Jun 25
- Held ACEN Meeting with Bachelor of Science in Nursing program chair, Jun 25
- Attended Foster Your School Community: Respond and Communicate Effectively webcast, Jun 25
- Attended COVID-19 and the NCLEX: Testing Availability webinar, Jun 25
- Attended online Deans Meeting with the VPAA, Jun 25
- Attended Create and Collaborate Using Padlet online workshop hosted by OPOD, Jun 26
- Held meeting with NAH staff regarding SACSCOC updates, Jun 26
- Participated in conference call regarding screeners and swabbers at Rio Grande Regional Hospital, Jun 26
- Attended the Coronavirus Webinar: Recommendations for Resuming On-Campus Operations hosted by United Educators, Jun 29
- Attended the Academic Council Meeting hosted by the VPAA, Jun 29
- Held Program Chairs Meeting to discuss instructional plans and budget issues, Jun 30
- Held meeting with NAH Division staff to discuss board policies, office density, and other matters related to COVID-19, Jun 30
- Met with senior administrative assistant and project manager to discuss plans for decreasing office density at the NAH Campus, Jun 30

DEPARTMENT/PROGRAM REPORTS:

Associate Degree Nursing

- ADN Leadership Team met and discussed the Fall 2020 Management Report, Jun 8
- ADN Management Report was submitted to the Dean and was shared with other members of the team and with the BSN academic coach, Jun 10
- Completed planning for the Pins and Lamps Distribution in Honor of the Spring 2020 ADN Program Graduates
- Attended the Texas Nurse Portal Training: Affidavit of Graduation by the Texas Board of Nursing
- Held Lamps and Pins Distribution in honor of the Spring 2020 Graduates, Jun 19
- Department chair attended the Program Chairs Emergency Meeting with Dean Valerio, Jun 19
- Department chair attended Program Chairs Meeting, Jun 30

Bachelor of Science in Nursing

- Brochure and flyer for advertisement of the BSN Program and recruitment of potential students were approved by the PR Department and will be printed for distribution
- Submitted application for eligibility for ACEN accreditation
- Current students prepared for the last week of the summer mini-mester
- Shared faculty for Fall 2020 classes were recruited and list was finalized

Diagnostic Imaging Department

- Faculty attended Zoom training for use in online Summer I classes, Jun 1
- Department chair began contacting students on wait list for enrollment in Introduction to Radiography and Sonography sections for the Fall 2020 Semester
- Prepared and submitted DID 2019 Licensure Report to RAS. Both the DMS and RADT Programs had a 100% national certification examination pass rates

- Department chair began student enrollment in the Introduction to Radiography & Patient Care sections for Fall 2020
- Doctors Hospital at Renaissance hosted a webinar for second-year RADT students regarding current employment opportunities, Jun 11
- Department chair attended Microsoft Teams Training for Faculty webinar, Jun 12
- Department chair submitted DID Management Report for Fall 2020, Jun 12
- DID Applications Committee reviewed pending RADT Program Fall 2020 applications
- Department chair enrolled students for DMS and RADT Program Introduction to Sonography/Radiography sections for Fall 2020
- Department chair evaluated student transcripts for application to the DMS Program Advanced Technical Certificate
- DID Applications Committee evaluated RADT Program Fall 2020 applications and DMS Program Spring 2021 applications
- RADT second-level students attended a Career Readiness Workshop hosted by STC Career & Employer Services, Jun 19
- Department chair attended the Program Chairs Emergency Meeting, Jun 19
- Department chair evaluated student transcripts for application to the DMS Program Advanced Technical Certificate
- DID Applications Committee completed the RADT Program Fall 2020 Applications to include ranking of application pool
- DID Advisory Committee held discussions for plans to hold Summer 2020 meeting on June 30
- Second-year RADT students attended Zoom presentation hosted by Mission Regional Medical Center regarding employment opportunities, Jun 25
- Second-year RADT students attended Zoom presentation hosted by Valley Regional Medical Center regarding employment opportunities, Jun 26
- Department chair and NAH project manager worked on planning for the RADT Program Pinning Ceremony scheduled for July 10
- Department chair attended Program Chairs Meeting, Jun 30
- Held DID Advisory Committee Meeting for the Summer I Session, Jun 30

Emergency Medical Technology

- Department chair met with EMT medical director to finalize course completion certificates for students and discuss Summer and Fall 2020 semester course updates, Jun 1
- Department chair attended ECA/AT&T conference call, Jun 2
- Department chair met with member of the EMT Advisory Committee, Jun 3
- Continued with CTE Institute initiative
- Department continued working on finalizing the Fall Management Report
- Department continued working on completing the annual inventory
- Department chair attended the Program Chairs Emergency Meeting, Jun 19
- Department continued work on registration and preparations for the Fall 2020 semester
- Department met the NACEP deadline of document submission for the dedicated Blackboard shell where records and exhibits will be archived
- Department held an emergency meeting regarding the ongoing COVID-19 crisis, Jun 29
- Department chair attended Program Chairs Meeting, Jun 30

Health & Medical Administrative Services

- HMAS Advisory Committee met via Zoom to discuss program updates and the CAHIIM Accreditation Comprehensive Review, Jun 23

Medical Assistant Technology

- Held MAT practicum orientation on Blackboard Collaborate, Jun 1
- Department chair attended Program Chair Meeting, Jun 3
- Held MAT Pin Pick Up event for graduates, Jun 17 – Jun 18
- Department chair attended the Program Chairs Emergency Meeting, Jun 19

Occupational Therapy Assistant

- Four OTA students completed their fieldwork II clinical rotations making them eligible to take the national certification examination once transcripts have been completed and verified by the Admissions Office, Jun 19
- STC OTA Program alumnus from the Class of 2017 received his acceptance letter to the UTRGV Masters in Occupational Therapy Program. He will attend orientation in July and will begin the 2 1/2 year program as a full-time student in August. The program is extremely proud of his accomplishment

Vocational Nursing

- Department chair attended the Region One conference
- Faculty secretaries worked on completing annual inventory
- Worked on Fall 2020 course planning for pediatrics
- Department chair attended Program Chairs Meeting, Jun 30

DR. ERIC REITTINGER
DIVISION DEAN – SOCIAL & BEHAVIORAL SCIENCES

DIVISION DEAN'S REPORT:

- Teams meeting with chairs to discuss Fall 2020 scheduling.
- Teams meeting with AC to review fall scheduling, lecturers.
- Reviewed Fall 2020 schedule to identify sections with enrollments less than 5.
- Reviewed and approved Summer 1 NOEs.
- Met with Lacy Culpepper, new Honors Program coordinator to discuss Honor's procedures and policies.
- Spent two hours meeting and greeting students that were picking up their caps and gowns and diploma covers.
- Met with KINE chair to discuss use and function of Wellness Centers
- Reviewed fall 2020 schedules looking for reductions in low enrolled sections
- Met with CRIJ chair and faculty member to discuss behavioral issues
- Started work on proposal for Child Care Center
- Prepared presentation for STC Virtual Graduation
- Met virtually with Child Development Advising Committee
- Team Meetings with AC regarding enrollments for fall and cancellation of sections <8. Teams Meeting with chairs/deans discussing CBE courses
- Wrote and recorded/filmed graduation speech for virtual graduation
- Reviewed and investigated grade appeal from GOVT2306 student
- Completed proposal for Child Development Center
- Reviewed fall 2020 enrollments and submitted list of @70 sections with enrollments <8 to be closed.
- Dean Reittinger spent time dealing with Student Grade appeal for GOVT2306
- Dean Reittinger reviewed and approved 7 department IE plans and worked on SBS Comprehensive Plan
- Dean Reittinger worked on proposal for Child Development Center
- Completed performance evaluation and submitted to VP
- Received and reviewed 4 staff performance evaluations
- Met with two chairs regarding canceling <8 sections

DEPARTMENT/PROGRAM REPORTS:

Child Development

- TEAMS meeting with Competency Based Early Childhood Programs- Discussed the hiring of a student retention specialist for the Competency Based Early Childhood Initiative\
- The Department of Resource Development, Management and Compliance (RDMC) asked that I complete the Grant Status Review Forms for Child Care Development Associate CDA and Conference Grants; 2) A periodic snapshot of grant progress; 3) It allows for a secondary and comprehensive assessment of grant activity. 4) A platform to request additional support to meet grant goals/objectives/deliverables.

- CDEC Department Meeting on Blackboard Collaborate Ultra. Discussed Program Learning Outcomes Action Plan, Program Learning Outcomes for academic years 2020-2022, AA in Interdisciplinary Studies and Early Childhood, Fall Schedule.
- The Advisory Committee meetings is a meaningful link between the community and our programs for purposes of maintenance of effective instruction that is responsive to the needs of not only students, but also business and industry. The Advisory Committee is an important source of support in addressing changing personnel needs, student interests, program planning, and the securing of additional resources. June 12
- Met with STC advisors via Zoom to review the new Competency Based initiative beginning in the Fall 2020: The Competency Based AA in Interdisciplinary Studies - Early Childhood Specialization. June 12
- TEAMS meeting on Competency Based Orientation and NOE Processes
- Discussed CCAMPIS grant for Fall 2020 and any potential changes to the application
- Discussed Competency Based Initiative for Early Childhood Majors; discussed tasks of success specialist assigned to CB EC Program
- Training on how to use Starfish throughout the semester

Criminal Justice

- Criminal Justice faculty continue to advise students on academic and career goals via phone and email, and to educate the public about the realities of the criminal justice system, as opposed to the myths created and perpetuated by Hollywood and other media.
- Dual Credit teacher reports: "It has been a great first week with the online courses. I was able to meet with them online through Pronto (Online Chat). We discussed the chapter material plus the current events such as the riots across the country. I have done some trainings online through STC professional development to enhance my courses. I will be taking another tomorrow morning. I did complete all the certifications to teach online through STC. I'm also working in a community project with some students doing summer camp with PSJA."
- Plans continue to move forward for the Texas Association of Criminal Justice Educators (TACJE) virtual conference. Department Chair is one of the key members involved, and as such will allow South Texas College to be listed as one of the co-hosts for this conference.
- Program Chair completed training on how to link videos in Blackboard and advised the Criminal Justice Department on the need to review course shells.

Education

- Program Chair participated in the SBS Chair Meeting, Jun 1.
- Program Chair participated in the Texas Association of Community College Teacher Education Programs (TACCTEP) executive board meeting to discuss issues with the field experience requirements, June 1.
- Program Chair and faculty met with a representative from Texas Woman's University to discuss a 2+2 Teacher Preparation Online program, June 3.
- Program Chair met with the Behavioral Intervention Team to discuss college issues related to Title IX and student behavior, June 3 & 17
- Program Chair facilitated the TCCTA's Master Teacher Meet Up and discussed Summer and Fall issues related to Texas community colleges, June 4, and Fall issues related to COVID-19 in Texas community colleges, Jun 18.
- Program Chair participated in the CBE Orientation and NOE Processes meeting, Jun 19.
- Program Chair and faculty participated in the ATPE Officer's meeting to discuss the yearly convention, Jun 20.
- Dr. Rene R. Zuniga, Program Chair, contributed to an article *FUTURE EDUCATORS PREPARE FOR THE UNKNOWN* in the Summer Edition of *ATPE News* magazine. The article mentions issues related to the completion of the required field-based experience activities in the Education program during the COVID-19 pandemic. Dr. Zuniga emphasized the initiatives that South Texas College has been promoting in anticipating any type of disruptive events. South Texas College has been very proactive in ensuring that faculty are ready to move to an online environment if needed. The article is in a digital version of the magazine.

Kinesiology

- Sent out announcement to SSI students concerning Payment and Financial Aid opportunities.
- Submitted a proposal for F2F courses for Kinesiology in the Fall.
- Summitted proposal for opening up Wellness Centers for all college community with restrictions.

- Contacted service provider to facilitate ordering infrared thermometers.
- Contacted several gyms to ask about their protocol.
- Constantly monitoring courses for enrollment.
- Cancelled some summer classes which were low enrolled.
- Began plans to move equipment to potentially use if F2F opportunities materialize
- Continued enrolling students in our Fall Classes in conjunction with Coordinator and Student specialist
- Worked on Clerical duties due to lack of a Secretary who is on FMLA and tried to coordinate with Deans office concerning invoices.
- Delivered sanitizing wipes to Deans office for distribution to SBS chairs.
- Made sure facility was compliant following Fire Marshal visit.
- Met with other division Chair on new proposed program procedures.

Political Science

- Worked with the dual enrollment staff and textbook publisher to resolve a textbook issue in some dual enrollment classes.
- Assisted students with the following:
    - Enroll in GOVT classes.
    - Questions about grades from spring semester.
    - Processed several grade change forms for spring semester.
    - Difficulties in summer 1 classes
- Updated the departmental handbook for dual enrollment and adjunct faculty.
- Monitored the summer 2 GOVT sections and added two new sections to accommodate demand for these classes.
- Monitored the fall schedule and deleted low-enrolled sections.
- Communicated with the Dual Enrollment staff concerning several issues regarding summer 1 dual enrollment classes and fall semester dual enrollment offerings.
- Processed the paperwork for a new DEF faculty who will be teaching for our department starting in the fall semester.
- Worked on PLO and Core Objective reporting.
- Attended online meeting with division dean and other division department chairs.
- Met with the Dean and a faculty member to respond to a student grade appeal.
- Worked with one of our faculty advisors to contact a student who only needs one class in order to graduate and to try to get them to sign up for that class in summer 2 or in the fall.
- Answered questions from faculty regarding variety of topics, including the summer 2 & fall schedules, problems they were having with technology, students in their classes who contacted me for help and a cheating issue from the spring semester and other issues.
- Monitored fall schedule and communicated with Dean about the possible need for one or more lecturers.
- Communicated with the OAR staff about grade changes resulting from a wide-spread cheating that had occurred in one of his classes in the spring semester.
- Continued reviewing faculty developmental shells for online teaching in order to give departmental approval.
- Communicated with division dean and other chairs about a variety of issues, including summer pay issues, fall schedules.
- Communicated with the Distance Learning staff regarding problems that some students were having in their GOVT classes.

Psychological Science

- Received news from Dual-Credit that all Fall sections would be online, so staffed many of those sections with Full-Time regular faculty not at max load.
- Dr. Yvonne M. Chapa officially recognized for completing PhD by HR.
- Monitored schedule for Summer II 2020 and Fall 2020
- Met with CSL via Teams to discuss PLO assessment data
- Met with two Macmillan representatives via zoom to discuss some technical problems
- At direction of VPAA and Dean, canceled all classes with less than 8 students enrolled that were previously-scheduled co-located classes at all campuses.
- Transferred all students that were in sections previously-canceled into existing sections
- Met with Competency-based education program directors and faculty on Microsoft Teams, June. 19.

Social Sciences

- Sociology Club donated $100 to STC Food Pantry; Social Work Club is preparing to donate as well, possibly in the amount of $300.
- Chair created PowerApp for students to request one-on-one academic advising with a professor or section transfer, to be posted in all Blackboard shells; also created PowerApp for professors to request and note approval for grade change (Chair then fills out paper form).
- SAS Chair deployed PowerApps for students to request help when transferred between sections.
- SAS Dept forming team of professors for phone/video Academic Advising, when needed.
- 5 sections closed, Summer 2020, with all students notified and transferred to new sections for retention purposes; 10 Fall 2020 sections cancelled, last 2 weeks, and all students notified and transferred to alternative courses.
- All instructors prepared online instruction per stipulations for Summer 1 (Faculty, Adjunct, DC). Preparing to have all requirements 80% done by Fall 2020.
- Department investigating the need for Sociology of Deviance, given national climate.
- Dr. Sylvia Flores and student officially invited to publish in student-oriented research journal Traverse.
- Began to investigate creating Research Methods BASOL course.
- Sociology Club made a $40 donation to the organization heading up Juneteenth and participated in annual Juneteenth observance by helping to clean a park in the historical African American part of McAllen

- Faculty received feedback on proposal to acquire laptops and hotspots for students. UT Health Grants team and SOCI adjunct will be looking for information on potential grants for this purpose.
- SOCI merged 3 more sections; SOCW merged one section at Starr to an online class; all students have been notified by chair.
- SAS team of faculty-student advisors are ready for video and phone advising sessions, if students need; scheduling link will be placed in all Blackboard shells by next week.
- All full-time faculty online compliant for SOCI/ANTH; SOCW faculty is also compliant with accommodations to Blackboard. SOCI Dual Credit faculty fully compliant.
- Adjuncts 80% compliant, with more certificates being submitted every 2 weeks or so. To date, the number of adjuncts that need to complete the final training (previously Quality Matters) is about 6 all other trainings up to date for 90% of department.

DANIEL MONTEZ
ADMINISTRATOR – MID-VALLEY CAMPUS

CAMPUS ENGAGEMENT:

- Hosted Cap & Gown distribution for MV graduates, various dates
- Hosted FYC Orientation for new students, various dates
- Hosted Food Pantry distribution for students, various dates

COMMUNITY ENGAGEMENT:

- Mr. Montez was involved with many outside organizations and local school districts.
    - Participated in Mid Valley Drainage & Resurfacing meeting, June 02
    - Met with Construction Foreman regarding closing of Campus for drainage project, June 04
    - Met with EDC Director regarding intern opportunities for CS students, June 10
    - Met with Chamber Director regarding Retail Mgmt. Certificate program proposal, June 11
    - Participated in Chamber of Commerce Executive meeting, June 16
    - Participated in Chamber of Commerce Board meeting, June 16
    - Attended Ribbon Cutting Ceremony for new Fire House, June 18
    - Participated in Weslaco Business Update meeting, June 24
    - Attended Census Complete Meeting, June 25
    - Participated in Workforce Training meeting, June 25

ENROLLMENT ACTIVITIES:

- Mr. Montez met with several Faculty, Staff and Community members to assist with campus enrollment:
    - Met with STRC to discuss enrollment strategies for Fall 2020, June 03
    - Assisted with Capstone student placement for students, June 02
    - Met with LASS MV Success Specialist to review Fall 2020 schedule, June 10
    - Met with BIOL Chair regarding hybrid proposals for Fall 2020 schedule, June 10
    - Met with STRC Administrator to discuss scheduling issues for Fall 2020, June 11
    - Reviewed Fall 2020 schedule to determine seating charts/measurements, June 10
    - Worked with Chairs/Success Specialists to determine Fall 2020 schedule, June 10-12
- Hosted Fast Track for Idea Weslaco seniors, June 11
- Hosted Mercedes TSTEM Academy Virtual Meeting, June 11
- Hosted Mercedes Fast Track, June 16
- Hosted Weslaco ISD Fast Track, June 17
- Hosted Weslaco ISD Fast Track, June 18
- Hosted Weslaco ISD Fast Track, June 19

DR. ARTURO MONTIEL

ADMINISTRATOR – STARR COUNTY CAMPUS

CAMPUS AND COMMUNITY ENGAGEMENT:

- Reschedule Starr County Community Coalition monthly meeting for online delivery in June.
- Continue updating Starr County business community contact list for outreach.
- Monitored RGCCISD school board meeting online for updates affecting Starr County Campus.
- Continue reaching out to community about services offered at the Starr County Campus
- Monitored Roma ISD school board meeting for changes affecting Starr County Campus.
- Reached out to emergency response coordinator Starr County to coordinate plans for hurricane season
- Coordinated with Starr County Community Coalition for sponsorship at next meeting in July
- Continued working with school districts to help with 2020 graduation ceremonies
- Offered volunteer services to Meals to Go initiative in Starr County
- Key staff meeting regarding face to face space available to ensure safety for classes Fall 2020.
- Reach out to key players in Starr County for emergency management
- Hand out diploma covers, caps & gowns via drive-up for RGCCISD Dual Credit students
- Reviewed RGC commissioner's meeting for content pertinent to South Texas College.
- Reviewed RGC ISD School Board Meeting item #21 approved regarding Dual Credit and Workforce courses.
- Prepared campus faculty/staff congratulatory message to 2020 completers for submission to PR.

Activities/Events

- Food Bank
- Cap & Gown Distribution, June 1
- Student Mentor Advisement, June 2020

ENROLLMENT ACTIVITIES:

- Flyer mailed out to business community "register now' message.
- Monitored courses and training offered by proprietary schools in Starr County report to Dean Continuing Ed STC.
- Continued recruiting for summer registration welding program.
- Flyer mailed out to community recruiting for welding program Summer/fall 2020
- Readjust roster for Starr County Businesses for recruiting and communication purposes
- Student Success Specialist reviewed Fall 2020 roster for Biology offering recommendation
- Student Success Specialist monitored progress and registration for Fall 2020 of Welding Program students
- Supplied distance ed. Facility hybrid for Business Department for Fall 2020 program chairperson recommendations.
- Contact online students for recruiting purposes Fall 2020
- Continue working with Deans for possible schedule face to face fall 2020
- Success Specialist to follow up on student retention for Fall 2020 enrollment.

- Work with Student Services to follow up on unpaid list for Fall 2020.
- Prepared preliminary schedule of sections offered and facilities for Fall 2020 semester.
- Notified current students of services offered on campus to encourage Fall 2020 enrollment.

DR. RACHEL SALE

DEAN – DISTANCE LEARNING

DEAN'S REPORT:

- Met with Ed Technologies and Library Media staff to explore uses of VidGrid for Video Accessibility Compliance, June 2
- Completed revisions to the Participant Tracking Records for DL-related certifications, June 5
- Participated in the drive-by Graduation Activities, June 5
- Finalized the pathway for Sharepoint Course Approval forms, June 2-4
- Meeting on Recruiting Active Duty Students, June 8
- Participated in Virtual Conference Planning Committee meetings for Quality Matters, June 8-11
- Panel Member for Blackboard's series: Community Colleges "Virtual Student Engagement," June 11
- Represented Online Learning for a meeting with Lone Star Bank HR representatives to discuss bank employee Tuition Reimbursement classes, June 12
- Discussed addition of the Amazon Cloud program with Computer Science Program Chair, June 15
- Worked with Associate Dean of Industry Training & Economic Development to create a plan for launching courses by August 2020, June 16
- Met with statewide Online Directors, re Zoom/Collaborate, June 16
- Created on-demand reporting for DL Instructional Continuity and Online Teaching Certification, June 17
- Launched Social Media Plan for Fall 2020, June 19
- Completed planning to service access for Fall 2020 ASL interpreting in online classes. June 23
- Participated with the Kayako Replacement meeting with IS&P department, Jun 24.
- Finalized Student Support Specialists services for the TXDOT program, June 25
- Began Workforce and Continuing Education Blackboard Utilization Plan, June 25
- Completed hiring process for a part-time, Direct Wage Instructional Designer to assist with grading for the Online Teaching Certification and Instructional Continuity Certification, June 25
- Met with the director of student services for the US Army Prime Power School, June 25
- Conducted contract discussions with the Blackboard Representative, met with Purchasing to discussion options and negotiated free training for Outcomes to be received by the Curriculum dept, June 27-28
- Completed the Distance Learning portion of the Annual Review Report, June 30

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 an updated faculty certification list that includes LMS Fundamentals, Academic Continuity Certification, and Online Teaching Certification status report for Interim VP of Academic Affairs, Jun 26.
    - Developed NAH Distance Learning Faculty Certification list report for the Dean of Nursing and Allied Health, Jun 30.
- Participated with the Banner User Group committee, June 12.
- Met with Dean of Distance Learning to discuss planning with department's initiatives and staff positions, Jun 9.
- Participated in the NC-SARA Web information meeting with PR Manager and Dean of Distance Learning to create a new website, Jun 10.
- Participated in the Final Federal Regulations & State Authorization: Ready, Set, Go! Webinar, which was hosted by NC-SARA, Jun 11.
- Attended Blackboard Analytics Pyramid training with Blackboard, Jun 12.
- Assisted HR with investigation by developing overall user activity in the learning management system, Jun 16.

- Developed a Software Implementation Plan form for all learning management system integrations, Jun 17.
- Assisted the HMAS department with their CAHIIM Accreditation to have access to sections needed for evaluation in the learning management system, Jun 17.
- Participated at the Master Excel 2019 Pivot Tables & Pivot Charts training, Jun 19.
- Participated with the US Department of Education - Principles that Must Be Reviewed During the On-Site Visit meeting, Jun 19.
- Met with Director of Customer Success from Pronto Instant Messenger for an interview on the product and how to improve software, Jun 19.
- Met with Dean for Dual Credit Programs regarding the mandatory Blackboard Student Orientation for all dual credit students, Jun 23.
- Met with Director of Academies & HS Projects regarding creating a new role in the learning management system for his coordinators to get a report for students at risk, Jun 23.
- Participated with the Kayako Replacement meeting with IS&P department, Jun 24.
- Met with Director of Admissions and Dean for Dual Credit Programs to discuss how to extract the data for the dual student orientation, Jun. 25.
- Participated at the Academic Council meeting, Jun 29.

PROJECTS:

- Course Development
    - Distance Learning staff graded for Academic Continuity Certification and Online Teaching Certification.
    - Reviewed over 40 Distance Learning Course Approval forms for all divisions.
    - Distance Learning staff created materials and resources for law enforcement training, Jun 10.
    - Distance Learning staff created materials and resources for Math Department for the OER video project, Jun 17.
    - Distance Learning staff submitted a data request report to study the impact in persistence and student success of using Open Educational Resources in College Algebra courses, Jun 26.
- First Time Online Student Orientation
    - Blackboard Student Orientation converted into Ultra course experience, Jun 8.
    - Distance Learning staff developed, modified and updated based on the Blackboard Ultra base navigation to the online Blackboard orientation, Jun 8-26.
- Learning Management System (LMS)
    - Batch upload on all Summer 2020 and Fall 2020 course sections and enrollments into the learning management system, Jun 1, 12, 15, 22, 29.
    - Completed removing all Orphan Content from the learning management system, Jun 3.
    - Batch enrolled all Dual Credit Faculty pending Online Teaching Certification into the Blackboard training, Jun 12.
    - Set up LTI for VidGrid and Microsoft Teams in the Ultra base navigation and Ultra experience courses in the learning management system, Jun 2.
    - Worked on Blackboard Ultra enhancements to display the start date of each minimester and new messages received in courses based on faculty's feedback and recommendation, Jun 1 – 5.
    - Modified and updated description script in ILP in order to display the start date of all sections in the learning management system, Jun 8 – 12.
    - Enable Blackboard Ally for 46,697 courses in the learning management system, Jun 15.
    - Course size limit has been set for 1042 mb for all courses in the learning management system to help with storage, Jun 15.
    - Implemented LTI for Blackboard Ally Reports to be displaying under the Course Tools for all courses in the learning management system, Jun 17.
    - Implemented SmartEvals LTI in order to be compatible with Blackboard Ultra course experience, Jun 19.
    - Develop and replaced a new language pack for Blackboard Ultra to reduce known issues, Jun 26.
    - Met with Ellucian Support Manager to troubleshoot the settings with ILP for Blackboard Ultra, Jun 30.
    - Created IS&P ticket for our Helpdesk Specialist to be part of the Cisco Agent for all incoming calls for Distance Learning support phone line, Jun 29.
    - Distance Learning staff continue working with faculty using Softchalk to export lessons and migrate into our account.
    - Develop new modules for the institutional page of Blackboard Ultra.

- In collaboration with IS&P department, troubleshoot ILP in Blackboard Ultra.
- Distance Learning staff created new knowledge-based faculty instructor guide for reducing storage on Blackboard by uploading files into Microsoft One Drive account, Jun 30.

- Multimedia Support
  - Distance Learning staff developed and edited TCOLE videos, Jun 2 – 5, 10.
  - Worked with staff from the Educational Technologies Department regarding video equipment transfer and return, Jun 19.
  - Graded multimedia items from Distance Learning Trainings.
  - Assist faculty with any media questions or concerns with online courses.
- Accessibility
  - Distance Learning staff participated in the Content Accessibility in the Online Era Webinar, Jun 9.
  - Distance Learning staff participated in the accessibility webinar from Great Lakes ADA Center, Jun 15.
  - Graded all accessibility items from Distance Learning Trainings.
  - Assist faculty with any accessibility questions or concerns with online courses.
- Starfish
  - Distance Learning staff attended the Starfish Webinar, Jun 5.
- Kayako Helpdesk Application
  - Met with IS&P Application Analyst III to brainstorm replacing Kayako services with Microsoft Sharepoint and PowerApp, Jun 5.
  - Distance Learning staff continued to work with the Information Technology Department staff to build a ticketing system using Microsoft Office products that will replace the Kayako software, Jun 15-30.
- Blackboard Helpdesk After-Hours Service
  - Distance Learning staff developed a Reset Password Request Form for all after-hours support, Jun 4.

DISTANCE LEARNING TECHNOLOGIES:

- **Distance Learning Helpdesk**
  - Numbers for the month
    - Students/Faculty Chats: 37
    - Students/Faculty Tickets: 711
    - Helpdesk Phone Calls from DL Staff: 466
    - Helpdesk Phone Calls from CLE Staff 437
    - Afterhours Students/Faculty Chats: 13
    - Afterhours Helpdesk Calls: 91
    - **Total: 1,755**

- **Trainings/Workshops/Professional Development**
  - Trainings
    - Certified faculty/staff with Academic Continuity Certification also known as Blackboard Certification.
    - Certified faculty/staff faculty with Online Teaching Certification.
    - Provided a Pronto – Instant Messenger training for all faculty and staff, Jun 5.
    - Provided Blackboard Collaborate training for dual credit faculty, Jun 8.
    - Co-facilitated Dual-Credit Academic Continuity and Dual-Credit Online Teaching Certification, Jun 1 – 30.
  - Conference
    - Distance Learning staff participated with a virtual reality conference, "The 6th International Conference of the Immersive Learning Research Network", Jun 23–24.

- **Student Success Activities:**

Type of Service	Number of Students
General Advising:	65
Telephone Contacts:	86
Virtual Campus Advising Email:	765
Radius Inquiries:	266
Starfish Emails/Phone Calls:	0

- Drop Students from Courses: 33
- Register Students: 8
- Email Reminders: 10,961

Total: ***12,184***

DISTANCE LEARNING MEETINGS:

- Distance Learning staff participated with the curbside graduation, Jun 5.
- Distance Learning staff participated in the Radius meeting regarding TxDOT initiative, Jun 10.
- Distance Learning staff participated in the Exploring Accessible Campus Maps Using SAS Graphics Accelerator, Jun 11.

ACADEMIC EXCELLENCE PROGRAMS

VALLEY SCHOLARS PROGRAM:

- **Fundraising** – Mailed out the Sponsorship Request to 218 potential donors. The first 15th annual ANWTS ad was printed in Texas Border Business and Mega Doctor News July edition. Donations received in June: Cash – $6,500. Total 15th annual ANWTS sponsorships through the end of June: Monetary (including Pledges) - $16,900; In-kind – $20,060
- **Retention -** Advised and assisted current Valley Scholars students with class registration and academic planning. Connected with a Nursing Program advisor to discuss Fall class registration and best option for our Valley Scholars nursing students
- **Recruitment** – Reviewed and processed Valley Scholars Class 24 applications and sent notification letters to applicants regarding acceptance status. Met with applicants via Microsoft Teams to review contracts. Sent mass email reminder regarding the application deadline on June 19th. Conducted a phone call campaign to increase applicants.
- **Scholarship/Awarding** – Awarded Summer I 2020 scholarships to eligible students.
- **Administrative -** Reviewed budgets for the closing of fiscal year Banner requisition deadlines. Mailed regalia to Valley Scholars Spring 2020 graduates.

PHI THETA KAPPA:

- **Recruitment** – Answered emails and phone calls from students interested in joining Phi Theta Kappa. 1,723 eligible students were invited to join PTK during the Summer 1 recruitment period.
- **Meetings** – Conducted the June general meeting online via Zoom, June 30th. Started research with PTK chapter President for Honors in Action Project.
- **Administrative –** Registered the Student Success Specialist as a new advisor for the PTK chapter.

HONORS PROGRAM:

- **Recruitment** – Answered emails and phone calls from students that were interested in taking Honors courses.
- **Retention** – Worked with current Honors students who had questions on courses. Reviewed current Honors students for program progression and completion. Reviewed Honors student files to determine Fall 2020 cohort.
- **Administrative –** Coordinated with faculty for Summer Honors courses.

DR. MARICELA SILVA

ACADEMIC GRANTS AND PROJECTS OFFICER

GRANTS:

- **Perkins**
  - Reviewed NOEs for faculty internships to ensure they were correct; forwarded to Grants office for review and approval; Reviewed Faculty Internship NOE's after Grant approval, and hand delivered NOE's to the HR offices to make sure they were processed by the deadline;
  - Participated in the Grants CLNA Timeline meeting to learn about expectations, upcoming deadlines, etc. Forwarded information to Deans;

- Reviewed email from the Grants office regarding Faculty Internship Time and Effort reporting and electronic signatures;
- Created an Advisory Committee Meeting folder to keep a record of all meetings held;
- Accepted invitation from the Grants office to participate in THECB's Perkins Orientation scheduled for June 26th. Forwarded information to Deans; Reviewed email form Grants office requesting Final Amendment for additional $110,000 available to use.
- Participated in THECB's Perkins Basic Orientation. Items presented by THECB included:
  - This year Perkins will be taking a different approach;
  - 20-21 will be the implementation year; however, we will review and can adjust on an annual basis; we can also change our goals and metrics on the 3rd year;
  - Texas is one of 10 states selected to receive NATE technical support;
  - Focus on equity and access;
  - Goals for CLNA must include the CLNA findings and goals;
  - Not every CTE goal has to be associated to the CLNA;
  - Identify GAPS and set short- and long-term goals (through 2024);
  - Budget for pre-award is 15% (8 weeks' time);
  - This year tuition reimbursement is available for special programs.

- **CSRM Grant**
  - Reviewed Memo regarding NOE pre-approval;
  - Conference call with Grants office to discuss previous process (pre-approval before NOEs go through the approval process to ensure faculty are able to begin their special assignment on time);
  - Called AA for Liberal Arts to ask status of NOE and supporting documentation.
- **CAEL 360 Grant**
  - Met with STC team, including representatives from Financial Aid, to discuss how to best use remaining grant funds (i.e. whether to pay off existing student debt through "Micro-Grants" and remove holds to allow students who have stopped out to enroll, or whether to offer scholarships to students already enrolled); Reviewed emails from SAEM and Grants regarding using grant funding to provide stop-out students Micro Grants (or scholarships). A follow-up meeting was held with Grantor to discuss the Micro-Grants that will be awarded to returning (stop-out) students with balances.
  - The group agreed that the criteria to qualify for the funds for stop-outs should be: students who owe $500 or less, and who are 85 to 90% complete;
  - If a student who received funds – drops out again, the funds would be reverted and only the penalty fees would be covered.
- **RAND Grant**
  - Reviewed email from Grants regarding pending personnel certifications.
  - Sent follow-up email to the PI to ensure he responded to the Grant office request for updates.
  - Reviewed email response from PI to the Grant office's request.
- **THECB Open Educational Resources Grant Opportunity**
  - Sent follow-up email to Grants to ask about status/updates; informed them that the Dean of Liberal Arts will be the lead for this project;
  - Participated in meeting to discuss the RFA, develop strategies for applying, and next-steps;
  - Followed-up with Purchasing regarding Intellectual Rights;
  - A follow-up meeting was scheduled; the internal deadline to write the grant proposal was June 10th, with an application deadline of June 15th.
  - Worked on the grant proposal to include data (number of students in HIST2327, cost of books, cost savings, etc.);
  - Forward email from THECB regarding extension of grant submissions to the group; the grant proposal deadline has been extended to July 20th;
  - After careful review and consideration, the Dean for LA informed the Grants office that we would not be applying for the grant.

ONGOING PROJECTS & ACTIVITIES:

- **QEP Implementation Team**
  - Reviewed QEP Implementation Timeline and MAP Roadmap documentation provided by the QEP Director;
  - Participated in meeting to discuss the Advising MAP / Timeline and provide feedback.

- Virtual meeting with QEP Director to discuss need for a co-director;
- Briefly discussed MAP and upcoming site-visit.

- **Starfish**
  - Updated the Starfish presentation for June 15th virtual workshop;
  - Reviewed and responded to email from Dual Credit programs regarding Fall Timelines;
  - Created a flag report for the Dual Credit programs.
  - Two (2) additional virtual trainings were provided during the month of June. These were scheduled on:
    - June 15th (4:30 p.m. to 6:30 p.m.; and
    - June 27th (10:00 a.m. to 12:00 p.m.
  - Provided virtual Starfish trainings on June 15th; 35 faculty and staff participated in the training; and June 27th;
  - Created a "How to Schedule an Appointment with my Faculty using Starfish" tutorial for students.
  - Reviewed and provided edits for Starfish documents sent by the Dual Credit programs, which will be used for a handbook;
  - Provided ongoing Starfish Technical support to faculty/staff.
- **All other Academic Affairs Support**
  - Reviewed emails from Director of IE regarding IE; worked to finalize edits for IE Plan. Read and replied to email from Director for IE providing an extension of June 22nd. Reviewed IE Plans for several programs and provided feedback/edits. Met with Administrators for the Mid-Valley and Starr Campuses to review and revise their IE Plans. Sent email reminders to all Academic Affairs IE Plan writers of upcoming deadlines to finalize IE Plans. Reviewed and responded to emails from IE Director regarding status and extension to submit and approve IE Plans for the Division. Telephone conference with Director of IE to discuss IE Plan for AA Division; revised IE Plan for VPAA based on feedback; submitted draft to VPAA for review and approval;
  - Participated in Webcast: *Student Success in 2020: How to Engage & Retain Students in a Virtual Environment*.
  - Reviewed invitation from Excelencia in Education regarding Excelencia' s *Leadership Institute: Linking Completion t the Workforce* scheduled for September 22nd and 23rd. This Institute is the final one of the series and will be hosted virtually. Reached out to team members to assemble a team of 5 to participate.
  - Received email regarding Texas Summer Bridge program. Researched to learn more about the program; followed up with phone call to K. Diaz from RGV Focus. Participated in virtual HB5 College Prep Course Discussion with Region One, ISDs and RGV Focus. Dr. Nelson requested a follow-up meeting for next week or the following week. Reviewed Dr. Nelson's summary of the follow-up meeting with Dr. Suzanne Morales-Vale.
  - Participated in webcast: *11 Innovative Ideas for Higher Education During Covid-19 and beyond.*
  - Participated in OPOD Workshop *Best Practices for Linking Your Videos to Blackboard*.
  - Reviewed and edited Prospectus for new programs: AA in Dance and Certificate and AA in Cybersecurity program.

YOLONDA JARAMILLO
PROJECT DIRECTOR – TITLE V HSI & DHSI GRANTS

TITLE V GRANT & PROJECTS:

COMPONENT 1

ACTIVE LEARNING CLASSROOMS/TRAINING ROOMS

- Met with Instructional Coach and Associate Dean of OPOD to discuss transitional plan for ALCs and ALC observations.

FOCUS ACADEMY

- Developed draft of fall 2020 schedule for Teaching and Learning Academy including two sessions of Faculty Advising Training.
- Facilitated online workshops for faculty "Strategies for Student Engagement in Online Courses", Flipgrid to promote student engagement through video posts and Spark Online.

COMPONENT 2- REDESIGN AND EXPANSION OF FACULTY ADVISING

- Met with Faculty Advising Coordinator to review the status of projects and Degree Works documentation.

- Audited Degree Works for spring 2020 documentation and graduation progress meters for spring, summer, and fall 2020.
- Collaborated with Instructional Coach to integrate Faculty Advising Training into fall 2020 TLA.
- Completed fall 2019 and spring 2020 faculty advising report.
- Drafted fall 2020 faculty advising certification training curriculum and scheduled training dates.
- Updated master list of Certified Faculty Advisors and provided data to support SACSCOC Reaccreditation 6.2b report.
- Met with Faculty Advising Coordinator to review the number of students who received faculty advising during the 2019-2020 academic year. Lack of documentation in DegreeWorks may be a contributing factor to low numbers.
    - Fall 2019, 323 out of 727 students, **44%**
    - Spring 2020, 49 out of 727 students, **7%**

COMPONENT 4- FINANCIAL LITERACY

- Met with Library Media Specialist and GDMC Officer to review progress of upgraded modules and comprehension questions.
- Collaborating with CLE on student interactive tutorials with follow up meeting scheduled.
- Coordinated transfer for financial literacy books to College Success for Healthcare to support sustainable classroom set resources.
- Met with CLE Director to discuss Student Success Collaboration site and how financial literacy may be a potential fit for the project.

MANAGEMENT/COMPLIANCE

- Met with GDMC Officer to review status of grant projects, pending documentation and inventory records.
- Reviewed and updated remaining budget and encumbrances.
- Met with IVPAA to review status of projects, transitional plans and request for assistance to close out the grant in September 2020.

DR. CHRISTOPHER NELSON

INTERIM ADMINISTRATOR – CURRICULUM & STUDENT LEARNING

INTERIM ADMINISTRATOR'S REPORT:

- Began coordinating with the College's SACSCOC 2020 Focused Report Response Team.
- Reviewed and suggested revisions to the latest iteration of the College's QEP Plan.
- Received clarification on placing TSI-liable students, in the absence of TSI scores, from the THECB.
- Participated in the CCRC/TSC Workshop on Pathways during the Pandemic.
- Attended the MS Teams for Staff Training Webinar.

CURRICULUM & STUDENT LEARNING MANAGER'S REPORT:

- Conducted a one-on-one Concourse Syllabi chair training with the new department chair for the History, Philosophy & Interdisciplinary Studies departments.
- Completed the Spring 2021 Schedule Type audit report due to the Spring schedule roll; this report will locate any errors in scheduling types to correct in preparation for Faculty Load and Compensation next Spring.
- Met with Coordinator to discuss audit reports, their purpose and the functional area responsible for completing.
- Completed the Summer 2020 Concourse Syllabi Report and sent to the instructional deans for review. HB2504 requires all credit courses must have a syllabus available by the 7th class day. This is the first of several reports that will be sent to track compliance status for the term.
- Worked with SACSCOC Liaison to finalize documentation for the prospectus for the proposed AA – Dance.
- Conducted cross-training with the Coordinator regarding how to compile the HB2504 syllabi report.
- Virtually attended the Ellucian Banner Opening Session and the Degree Works Forum Opening Session for the Ellucian Live online conference occurring throughout the summer.
- Worked on and sent the Concourse Syllabi Report to the instructional deans to address compliance issues with syllabi not completed. As of June 12, we are at 90% compliance for the S1/S3 sessions and minimesters within.

- Reviewed and summitted the financial aid forms to report the sunset awards, award title changes and contact/credit hour changes for Department of Education, if applicable. Forms were sent to the Director of Student Financial Services for processing.
- With the assistance of the Coordinator, we developed an AAS Elective Mapping document to determine what courses the AAS degrees use to meet the 15 SCH general education requirements. This documentation was needed to address the non-compliance status of standards 9.3 in the SACSCOC Compliance Certification resulting from the off-site review.
- Worked on the updates to the Comprehensive Operational Plan for AY 19-20 and AY 201-21 and provide goals and accomplishments, as per the request of the OVPAA.
- Reviewed and edited the Meta-Major listings of programs due to changes in award offerings and to align with the educational programs as defined in the SACSCOC Compliance Certification submitted in spring 2020.
- Finalized the proposed AAS Culinary Arts – Specialization in Restaurant Management with updated job projections and sent to the BPST point of contact, Interim VPAA and Interim Administrator for Curriculum & Student Learning for review and feedback.
- Virtually attended the Banner User Group meeting to discuss tuition/fee updates and updates to the Banner environment and servers. Discussion took place regarding the upcoming testing needed due to the changes in servers.
- Met with the Coordinator to provide a review of the Faculty Load and Compensation (FLAC) process in preparation for consultant's virtual visit on Monday, June 15 to review of the Faculty Load and Compensation adjustments and processing dual credit minimester sessions.
- Attended the Faculty Load and Compensation Virtual meeting (2-day) with the SIG consultant to discuss and test adjustments in Banner; in addition, we discussed and tested FLAC payments for dual credit minimesters. Information was provided in order to update the end user manual as part of the training plan when training the remaining departments.
- Met with the AEDT program chair to discuss and review the proposed Geospatial Engineering Technology program development packet and discuss the approval process and pending items. Walked the program chair through the program development process to provide her with deadlines and timelines.
- Met with SACSCOC team to discuss standard 9.3 regarding the general education component for associate of applied science degrees and discuss an action plan to address findings from the off-site committee.
- Met with Coordinator to provide training on how to create new program codes for awarded title changes and walk through the Banner forms required to be completed. In addition, we discussed and developed a response for the Ellucian staff regarding an open work order to troubleshoot a Degree Works scribe issue.
- Finalized the script for and worked on the audio recording for the Faculty Load and Compensation (FLAC) tutorial video on how to enter split overloads into SIAASGN. The creation of the video is part of the training plan for training the remaining departments at STC.
- Reviewed the prospectuses for the AAS/Certificate in Cybersecurity and the AA in Dance in preparation for the College President's signature and submission to SACSCOC.
- Attended the Degree Works Upgrade Meeting to discuss testing of the new version prior to launching in production in the Fall.
- Attended the THECB: Multiple Measures and Reporting webinar where THECB staff presented options for students that need TSI placement if they were unable to test or for students that did not pass certain areas.
- Met with the Assistant to the President for Continuing Education and the Director of Professional and Workforce Education to discuss the requirements for program approval for THECB. The current program development process in the credit side will be used as a model for non-credit programs that exceed 360 hours. The department is expected to develop 3 programs for possible implementation by Spring 2021.

CURRICULUM & SCHEDULING COORDINATOR'S REPORT:

- Submitted the Concourse newsletter through Faculty/Staff email to ensure all faculty access and utilize Concourse Syllabi and resources.
- Held 3 Concourse One-on-One Consultations to provide faculty assistance via Microsoft Teams with their Summer 2020 section outlines.
- Attended training on how develop the Concourse Syllabi audit report.
- Attended the One Drive training offered by the Help Desk Services to obtain best practice and use of the application.

- Attended Ellucian Live Online opening session and Degreeworks session to obtain more information regarding Degreeworks.
- Worked on updating the THECB Inventory Access process guided to include up to date information regarding the steps on into the database.
- Attended meeting to discuss FLAC overview and upcoming tasks; attended FLAC training to discuss the process of adjustments and dual credit minimester payments in Banner.
- Reviewed Nursing summer courses to determine changes and need for the new part of terms; requested approval from Interim Associate Dean of Curriculum & Student Learning and VPAA prior to submitting to the Coordinator of Compliance.
- Completed program code setup in Banner to ensure revised award titles approved by the THECB are updated effective fall 2020.
- Updated the 2020-2021 college catalog to include a footnote on program titles pending Department of Education approval and removed footnotes for program award titles pending THECB approvals.
- Assisted with the update of the AY 2020-2021 degree and certificates offerings in the Comprehensive Operational Plan and submitted it to C&SL Manager for review.
- Attended workshop: Master Excel 2019 offered through OPOD to obtain more information on creating Pivot tables, charts, and use of features and tools.
- Collaborated with Director of Distance Learning and Smart Evals rep to obtain LTI credentials for Blackboard Ultra. Met with the Director of Distance Learning via Teams to provide LTI credentials.
- Attended a Degree Works Testing Upgrade meeting via Teams to review DW interface changes and test plan.
- Reviewed the 2020-2021 Faculty Handbook to ensure all received changes were reflected in the latest copy.
- Completed GWAP Banner Testing of pages utilized by Curriculum and Scheduling as requested by IS&P to ensure general patches were properly applied and can be placed in production by June 27th.
- Assisted Institutional Research Project Manager with collecting master syllabi templates for specific courses to be used as evidence for standard 8.1 reporting.
- Held meeting with Curriculum Specialist to review the Degree Works testing task, use of the test plan, and collecting results to ensure the July 2, 2020 deadline is met.

ACADEMIC ASSESSMENT DIRECTOR'S REPORT:

- Met with Program Chairs to assist with closing the loop on the 2018-2020 PLO Assessment Plan cycle.
- Audited and updated 2018-2020 PLO assessment plans.
- Updated Argos operating procedures on aggregate data reports, percentages, and transition of raw data to PLO Assessment Plans with formulas for handbook of operations.
- Closed JagPRIDE for spring 2020 data collection. Updated JagPRIDE Announcement Page. Submission rates are as follows:
    - PLOs 99%
    - Core Objectives 99%
- Compiled spring 2020 Core Objective data and refined weighted calculations for the 2018-2020 assessment plan based on a four-point scale. Each core objective improved from the previous semester. The data is a follows:
    - Critical Thinking Skills, 3.29
    - Communication Skills, 3.42
    - Empirical Quantitative Skills, 3.24
    - Teamwork Skills, 3.42
    - Social Responsibility Skills, 3.13
    - Personal Responsibility Skills, 2.95
- Met with the Director of IE to discuss IE Plan revisions. Shared information with Curriculum and Student Learning Manager and Interim CSL Associate Dean to complete and submit IE Plan revisions.
- Met with Math program chair, Dean of Institutional Research and Effectiveness, and Interim Associate Dean of CSL to discuss changes to the 2020-2023 Core Objective Communication course sample.
- Developed 2018-2020 PLO Assessment Plan guide and shared with program chairs.
- Met with BPST Point of Contact and program chairs to review 2018-2020 PLO assessment plans and implications for the 2020-2023 assessment cycle.
- Collaborated with Learning Outcomes Specialist on academic assessment operating manual, adding how to compile aggregate Argos and Core reports.

- Met with Application Development Manager to coordinate JagPRIDE summer sessions and spring 2020 data reports.
- Met with Interim Associate Dean of CSL to review projects and proposals for assessment plans.
- Met with the Accreditation Team to review the principles for the on-site visit.
- Coordinated assessment management platform meeting with Weave application representative.
- Attended workshop Google Fundamentals Series – Google Forms.
- Collaborated Learning Outcomes Specialist on academic assessment operating manual.
- Updated 2020-2023 Assessment Plans to reflect semester term/year.
- Met with Weave to review assessment management platform options and contractual obligations. Weave offered a free subscription for the 2020-2021 academic year.
- Collaborated with IT to provide Summer I and Summer II JagPRIDE data load capabilities and spring 2020 PLO and Core Objective Data by program.
- Met with IVPAA and CSL Manager to discuss proposed departmental restructuring for fall 2020.
- Calculated aggregated percentages for Spring 2020 JagPRIDE Argos reports for LASS, M&S, & NAH divisions.
- Updated 2018-2020 Assessment Plans to reflect Spring 2020 data.

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

DEAN'S REPORT:

- Dual Credit Programs deployed Starfish Dual Credit Programs Attendance Verification Survey, June 2.
- Dean emailed Fall 2020 partnering school district announcement on behalf of Interim Vice President regarding the following Dual Credit Programs details:
    - Online Delivery
    - Laboratory Delivery for CTE and Academic Courses
    - Dual Credit Faculty Training Deadline
    - First-Time Dual Credit Student Enrollment
    - Principal Agreement
- Dual Credit Programs reviewed and developed action plan from the 2020-2025 Mission, Vision and Goals Survey results, June 8.
- Dean participated in the Rio Grande City ISD Graduation Item Distribution, June 10.
- Project Manager coordinated and led the STC Public Administration CTE Institute with partnering school districts, June 11.
- Planning and Scheduling Manager coordinated with Dual Credit staff the conversion of the fall 2020 dual credit section to an online format; a total of 1,689 sections were converted.

- Dean participated in the Cybersecurity Regional Pathway Network Convening Meeting, June 18.
- Dual Credit Programs Dean, Director and Mangers participated in the discussion of SACS visit on creating a virtual option, June 22.
- Dual Credit Programs Dean, Directors and Manager met with Director of Distance Learning to discuss Blackboard Orientation plans for Fall 2020, June 23.
- Dean along with Assistant Dean of Business and Technology along with Program Chair, met with Donna ISD Administration and Teachers to discuss expansion of dual credit programs career and technical courses, June 24.
- Dual Credit Programs provided update on Perkins Reserve Cybersecurity 2020-2022 cohort with twelve incoming students being selected to complete Certificate in partnership with PSJA, Hidalgo and Valley View, June 25.
- Project Manager led and supported Program Chairs submission for NACEP Blackboard Shell documentation, June 26.
- Planning and Scheduling Manager processed 825 course requests for fall 2020. Here is the breakdown:
  Fall 2020

Requests Completed	New Sections	Updated Sections	Cancelled Sections
825	**268**	**385**	**172**

- Dean conducted a virtual presentation and answered questions with President, Dr. Reed for the Early College Leadership Meeting co-hosted by San Joaquin A+ and JFF in California, June 29.

- Dual Credit Programs emailed partnering school district Administrators latest status of Dual Credit Faculty completing Blackboard Trainings in preparation for Fall 2020, June 30.
- **Upcoming Events & Activities for July 2020**
    - Finalize Fall 2020 Schedule, Advising, and Instructional Plans
    - Dual Credit Faculty Blackboard Training completion, July 31
    - Prepare logistics for Virtual Professional Development Sessions

ACADEMIES AND HIGH SCHOOL PROJECTS:

- Academy Program May 2020 Graduates were offered a record setting $4,036,068 in Scholarships.
- Academy Program's had the largest graduating cohort this May 2020, with one hundred thirty (130) students from across the Mid Valley, Pecan, and Starr County Campuses receiving their associate's degrees in engineering, biology, criminal justice, business administration, and computer science.
- Academy staff conducted review of the Awarded Dual Enrollment List provided by the Office of Admission to ensure sixteen (16) SCADE Welding Program Graduates were awarded their degree.
- Academy Staff successfully completed development and deployment of the first Academy Programs Online New Student Parent Orientation presentation. New Academy Students Orientation rate, is 80% completion thus, Staff identified and contacted the thirty-seven (37) pending students.
- Director monitored deployment of the Starfish Dual Credit Programs Attendance Verification Survey and Progress Survey and exported Summer I & III reports for all dual credit sections and provided them to Dual Credit Pathway Staff and Academy Staff to assist in identifying students that are flagged as not attending courses or with academic concerns.
- Academy Staff are preparing New Student packets for the New 2020-2022 Cohort, which will consist of a campus map, student support services information, degree plan, and other important college information.
- Academy Program's Graduate Recognition Videos were finalized and made available via social media for May 2020 Graduates, June 8.
- Academy Staff contacted DEMSA Seniors scheduled to take CHEM 2423 in Fall 2020 to determine if they are able to come on campus to complete lab requirement portion of course.
- Director met with Director of College Connections & Admissions for Traditional Students, SAEM Project Manager, & Admission Specialist to discuss Radius Campus Management System Banner integration and system data, June 16.
- Director is exploring the possibility of a new Dual Enrollment Academy Program in Visual Art which is under review by Department Chair.
- Academy Staff sent the Dual Enrollment Academy Programs Fall 2020 textbook list to participating high schools with their student rosters.
- Director and Coordinator met with Director of Distance Learning to discuss options available through Blackboard to monitor Academy Student's academic progress, June 23.
- Academy Staff completed Departmental Travel Guide to assist in outlining necessary steps and documentation needed to process Staff and Student Travel.
- Academy Staff are currently coordinating a Virtual Workshop Schedule for Fall 2020 in collaboration with various internal departments.
- Academy staff conducted academic progress meetings. The following case management sessions were held:

Location	Case Management Sessions
Pecan Campus	110
Mid-Valley Campus	56
Starr County Campus	1

- **Upcoming Events & Activities for July 2020**
    - Summer I Final Grade Audits and Fall Registration
    - Starfish Early Alert System Summer II Attendance & Progress Survey: Case Management
    - Fall 2020 Virtual Workshop Schedule
    - Development of Recruitment Strategies in Preparation for 2020-2021 Recruitment Cycle

DUAL CREDIT PROGRAM INSTRUCTIONAL PATHWAYS:

- Director, Director for Academies and Dean worked on establishing attendance verification function in Starfish. This effort was initiated to monitor and track student participation during the first days of summer courses based on the demand by partnering school districts,
- Pathways Staff attended virtual/online sessions hosted by Texas Education Agency Leadership Summit 2020 where the main topics included enhancements to P-TECH designation process, advising and the new TEA Blueprint criteria.
- Director, Director for Academies and Dean worked on establishing an internal process for the monitoring and tracking of Blackboard Orientation usage and engagement. This process is initiated to monitor preparation and engagement in Blackboard usage since conversion to all online sections.
- Pathways Coordinator and Specialist attended the Sharyland A3 Senior Graduation Celebration, June 4.
- Director held a conference call with the Monte Alto ECHS/P-Tech Team to discuss the creation of the P-TECH-Criminal Justice pathways for incoming 9th graders. Additionally, PSJA converted two designations to P-TECH and La Joya is exploring the option of becoming PTECH designated for 2021 Planning Year.
- Pathways Staff conducted summer maintenance of department information such as attribute coding, instructional plan updating and revision, and Blueprint review as provided by Texas Education Agency.
- Staff piloted a virtual summer bridge that will provide college level information to high schools upon their return. High schools are working virtually with their students for general communication and summer bridge type events.
- Director participated along with Dean and others to establish alternative college placement scores since many students were not able to TSI test during spring semester.
- Pathways Staff completed the review of 2,359 Non-S Sections processed for Summer and Fall semesters.
- Upcoming Events & Activities for July 2020
    - Review of Degree Audits for Dual Credit Students
    - Review and update of Instructional Plans for Partnering School Districts

RELATIONS MANAGER'S REPORT:

- Completed the coordination and distribution of 2,045 Dual Credit students' graduation regalia distribution.
- Finalized the recognition efforts for Academy Students and Early College High School students:
    - Academy Programs "2020 Experience" student graduation presentation
    - Mailout of the Recognition Letter and certificates Academy Program students
    - Mailout of the Recognition Letter and certificates for the ECHS Distinguished Scholars
- Assisted the Academy Programs with their virtual Student Orientation toolkit.
- Developed a formalized program presentation to be used for parent and student information sessions
- Continued analyzing the results of the DCP Programs Mission, Vision, and Goals Survey.
- Finalized the presentation for the Dean's virtual meeting with JFF and San Joaquin A3+ Leadership Meeting
- Continued planning the National Summit for Dual Credit Programs Conference to be held March 7-9, 2021
- Manager started planning upcoming meetings:
    - Superintendents Leadership Meeting to be held in September 2020
    - Leadership Meeting to be held September 18, 2020

JESSICA GALLOSO

ASSOCIATE DEAN – PROFESSIONAL & ORGANIZATIONAL DEVELOPMENT

MEETINGS:

- OPOD met with UTRGV Faculty Success and Diversity Department to plan joint professional development session for STC and UTRGV faculty focusing on transfer students, June 2
- OPOD Team met with IT to discuss logistics for upcoming Adjunct and Dual Credit Professional Development Day, June 2
- Associate Dean and OPOD Manager met with Academic Grants and Project Officer to discuss details of upcoming workshop, June 3
- Associate Dean and Instructional Coach met with Interim Director of Human Resources to plan professional development for her department, June 3
- OPOD Collaboration with Council of Chairs for feedback on topics to be included in Fall 2020 Chair Leadership Meeting, June 3

- Instructional Coach met with Coordinator of Faculty Advising to coordinate training for TLA in Fall 2020, June 4
- Associate Dean met with Vice President of Academic Affairs, Project Manager and Executive Administrative Assistant for August 2020 Planning Event Meeting to discuss logistics of upcoming Chair Meeting, Academic Affairs Convocation, and Adjunct Dual Credit Professional Development Day, June 5
- OPOD Team Fall 2020 College Wide planning session. Team discussed possible topics of planned breakout sessions, and possible meeting platforms, June 8
- Associate Dean met with OPOD Manager and Specialist to plan and discuss details for the ACTA Graduation, June 9
- Instructional Coach met with Human Resources to discuss upcoming workshop for their department, June 10
- OPOD Team met with IT Service Delivery Manager and Client Service Specialist to discuss upcoming Professional Development Faculty PD Week, June 11
- Associate Dean, OPOD Manager and Instructional Coach met to discuss OPOD IE Plan, June 11
- Associate Dean and OPOD Manager met with Vice-President of Academic Affairs to discuss Professional Development Fall events, June 16
- Associate Dean of OPOD and OPOD Instructional Coach met with HSI Grant Director to discuss transition plan for observations of active learning classrooms, June 16
- ACTA participants and OPOD Team met to discuss upcoming graduation, June 18
- Associate Dean, OPOD Manager and Instructional Coach met for Comprehensive Plan Meeting, June 23
- OPOD Team met to discuss upcoming fall events, June 25

ACADEMIES AND TRAININGS:

- Distance Learning in collaboration with OPOD, facilitated a workshop on *PRONTO Instant Messenger*. The instant messenger app allows instructors to connect with their students in real-time, share and store files, as well as communicate through video conferencing and direct messaging via mobile devices or directly inside Blackboard, June 5
- OPOD, in collaboration with Informational Technologies (IT) facilitated a workshop on *OneDrive for Business* to familiarize participants with its 1TB of storage capacity and sharing features on software applications, June 5
- OPOD provided two one-on-one consultations on instructional and communication technology tools for three staff and faculty, June 1-5
- OPOD Manager facilitated LMS Fundamentals course offered by Distance Learning, June 1-5
- DELTA Summer 2020 cohort: Participants will be provided with support and guidance as well as information on faculty expectations, resources, policies, procedures, and creating a college environment, June 1-30
- Spark Online Summer 2020 cohort: This 9-week fully online course facilitated by the OPOD Instructional Coach, provides faculty participants with best practice instructional principles, strategies and resources to improve the quality of students' learning experiences, June 1-30
- Instructional Coach and OPOD Manager attended a live workshop *Equity Exploring Beneath the Surface*, June 11
- OPOD Instructional Coach facilitated the workshop *Best Practices for Linking your Videos to Blackboard*. Blackboard has a very limited amount of storage space for large files. In this workshop, participants learn how to use OneDrive to store videos and link them to Blackboard courses, June 11
- OPOD Manager facilitated *LMS Fundamentals* course offered by Distance Learning, June 8-12
- OPOD staff provided one-on-one consultations for 2 faculty regarding use of instructional technology, June 9 & 11
- OPOD Specialist facilitated an online training *Power Up: Professional Development System*, June 16
- OPOD Instructional Coach facilitated the workshop *Best Practices for Linking your Videos to Blackboard*. Blackboard has a very limited amount of storage space for large files. In this workshop, participants learn how to use OneDrive to store videos and link them to Blackboard courses, June 17
- Instructional Coach facilitated an online workshop *Coffee Collaborative: Strategies to Increase Student Engagement in Online Classes*. Three South Texas College faculty served as guest panelists and twenty faculty members participated in the online conversation. Faculty shared strategies to engage students in online courses, June 18
- Instructional Coach facilitated the online workshop *Building a Sense of Belonging with Flipgrid*. Flipgrid, a free app that can be embedded in Blackboard, promotes student engagement with instructors and classmates and includes accessibility features. June 19

- OPOD staff provided one-on-one consultations for two NAH faculty regarding use of instructional technology, June 16
- Instructional Coach facilitated week two of Spark Online, a 9-week fully online course that provides faculty participants with best practice instructional principles, strategies and resources to improve the quality of students' learning experiences, June 22-26
- Instructional Coach attended training with Information Technology team to learn features of Microsoft Teams to manage classes, June 23
- OPOD staff provided one-on-one consultations for faculty regarding use of instructional technology, June 1-30
- Associate Dean facilitated *Responsive Customer Service in Times of Change* workshop. Thirty-four participants were introduced to techniques to better understand our customers' journeys and identify practical communication strategies to connect during times of crisis, June 25

COLLABORATION WITH OTHER DEPARTMENTS:

- Educational Technologies (ET) in collaboration with OPOD, facilitated the training workshop *Using Zoom for Staff*, June 12 & 26
- Information Technology (IT), in collaboration with OPOD, facilitated the training workshop *Microsoft Teams Training for Faculty*, June 12
- Academic Advancement in collaboration with OPOD, facilitated the training workshop *Using Starfish to Increase Student Engagement and Success*, June 15 & 27
- Information Technology (IT), in collaboration with OPOD, facilitated the training workshop *Advance Microsoft Excel: Pivot Tables*, June 19
- Education Technologies (ET) in collaboration with OPOD, facilitated the training workshop *Create and Collaborate Using Padlet*, June 26

PROGRAMS IN DEVELOPMENT:

- New Faculty Orientation, August 13
- Chair Leadership Meeting, August 14
- Academic Affairs Convocation, August 17
- Professional Development Week: Departmental Meetings, August 17-21
- Adjunct/Dual Credit Faculty Development Day, August 22
- A.C.T.A. Graduation, August 27
- Teaching and Learning Academy (TLA), September 4
- DELTA Fall Academy, September 14
- Spark Online, September 23
- College Wide Professional Development Day, September 25

LISA ALEMAN & MONICA PEREZ
PROJECT MANAGERS – ACADEMIC AFFAIRS

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

- Assisted Dual Credit Programs
    - Provided sample ads for Interlocal Agreement with ISDs
    - Finalized correspondence to ISDs
        - Distance Learning Security Measures
        - Fall 2020 Online Course Delivery Guidelines
    - Revised communication to Dual Credit Faculty
- Assisted Mid-Valley Campus Child Development Center
    - Developed PowerPoint presentation and narrative for FAHR Committee Meeting
    - Revised Executive Summary
- Began coordinating completion of AA Status Report for FY 2019-2020
- Began planning Annual Comprehensive Plan Meeting
    - Began compiling meeting materials from Academic Affairs Division departments
    - Updated PowerPoint slides and provided templates for departments

- Continued to coordinate inventory of courses using Open Educational Resources
- Continued to develop 2019-2020 Faculty Spotlight
- Coordinated agenda and handouts for Academic Council Meeting
- Coordinated updates to Bachelor Programs logo
- Developed and finalized Fall 2020 In Person-Hybrid infographic
- Developed report of Fall 2020 Availability to Teach survey results
- Finalized revisions of Chair Assignment Cycle summary and spreadsheets
- Finalized revisions of Instructional Plans for Fall 2020 summary
- Provided support for South Texas Higher Education Regional Council Meeting and submitted 2020-2021 Off-Campus Instruction Plan for South Texas College to THECB and HERC
- Reviewed and provided edits for multiple documents
    - Academic Affairs IE Plan
    - Articulation Agreements
    - Materials for EWD Committee Meeting
    - Press Release for Fall 2020 Instructional Plans
    - SACSCOC Prospectus Drafts for AA in Dance

PROJECTS – INSTRUCTIONAL EFFICIENCY REPORTS (BUDGETS AND FACILITIES):

- Continue working with HR on Faculty Load and Compensation (FLAC) pilot implementation for upcoming trainings
    - Continue creating internal procedures for Academic Affairs Division
    - Working with HRIS Manager and CSL Manager to develop upcoming trainings
    - Mass PEPFLAC for part of terms: D1/K1/L1/L2/N7/N10/N12/N14/N16/S1/S3
- Continue working with Maintenance and Facilities on office space/building renovations/space modifications across all campuses
    - Renovation on Pecan Building H Culinary Arts
    - Space Modification for PCN J3.1102 suite- Dean for Liberal Arts- underway
    - Re-carpet of Building J- 1st floor- rescheduled
    - Culinary Arts- MV class offerings
    - Information Technology Program- Pecan Campus, M-134- Specialized Lab
    - Building G: Physical Science - Classroom to Lab Conversion (Kick-off Meeting)
    - Pecan Plaza: Kinesiology- Renovation (restrooms/storage)
    -
- Continue working on compiling Risk Assessment for IVPAA review and approval
- Continue working with the Grant Office and the NAH Division on the Knapp Community Care Foundation grant
- Finalized FY 20-21 Academic Affairs Staffing Plan
- Continue working on FY 20-21 Pay Plan revisions
- Continue working on FY 20-21 Faculty Handbook
- Continue working on Academic Coach and Student Success Specialist comparisons
- Continue working on classroom distribution max capacity by division

DESIGN WORK – CONTENT AND/OR UPDATES:

- "A Night with the Stars" advertisements
    - Texas Border Business
    - LinkedIn
- Assisted OVPAA with academic related design projects and requests
    - Fall 2020 In Person-Hybrid Infographic
    - 2019-2020 Faculty Spotlight
- Assisted the Office of Professional and Organizational Development with artwork for Fall 2020 events
    - Academic Affairs Convocation
    - Adjunct Faculty and Dual Credit Professional Development Day
- Created Distance Learning Online Campus department seal proposal
- Designed Dual Credit Programs logo for National Summit for Dual Credit Programs
- Updated Bachelor Programs logo

- Updated Meta-Majors graphic

MEETINGS:

- Met with Facilities at the Technology Warehouse to review furniture needs by the Academic Affairs Division, June 9
- Participated in FLAC Training with SIG Consultant and HR regarding Adjustments, June 15
- Participated in FLAC Training with SIG Consultant and HR regarding Dual Credit Faculty Minimester Payments, June 16
- Participated in Webex Kick-Off Meeting with FPC, Architect, and Contract regarding Building G- Physical Science Classroom to Lab Conversion, June 16
- Met with Facility Maintenance Construction Supervisor to discuss the lab benches on the 1st floor of STEM, June 24
- Participated in virtual Academic Council meeting, June 29
- Participated in meeting with OPOD staff regarding Fall 2020 Events, June 30

SOUTH TEXAS COLLEGE

INFORMATION SERVICES, PLANNING, PERFORMANCE AND STRATEGIC INITIATIVES

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

TO: DR. SHIRLEY REED, PRESIDENT

FROM: DR. PLUMMER, VP-ISPP & SI

DATE: JULY 16, 2020

SUBJECT: ACTIVITY REPORT FOR JUNE 1, 2020 THROUGH JUNE 30, 2020

ALICIA R. GOMEZ, CHIEF INFORMATION OFFICER INFORMATION TECHNOLOGY

APPLICATIONS DEVELOPMENT

BANNER SELF-SERVICE 9

The new Banner 9 Self Service direct deposit feature is pending the Finance department's approval for go live. The JagNet self-service direct deposit module will allow staff to provide an account and routing number to allow payroll and travel funds to be electronically deposited to the employee's financial institution of choice.

JAGNET

The IT team continues to monitor the use and functionality of the new electronic forms designed to facilitate some new processes related to COVID19. The Care Act form that allows students who are unemployed to request additional funding, the accountability form used to report STC employees with Corona related symptoms, and the Drop form that allows students to drop classes with passing grades have been working without any issues. The virtual environment created to provide access to employees to work from home remains available via JagNet until the different functional areas around the college come to normality.

CHROME RIVER (TRAVEL)

The Chrome River project implementation team in collaboration with vendor experts continue to test the new travel solution which is expected to be complete by early July and will go live during the summer as 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

The IT team continues to work on the preparations to migrate the time keeping system to the new cloud version. The current system will be shut down on July 16 and 17 in order to create backups and connect the clocks to the new system which will become fully functional on Monday, July 20, 2020.

DISASTER PREPAREDNESS/RECOVERY PLANNING – STARR DATA CENTER

The conversations regarding the DR collocation site at Tyler Junior College were reinstated; the teams of both institutions met on Friday, June 19, 2020 to discuss the memorandum of understanding and service level agreements. This project consists of collaborating in a long-term plan for storing critical Banner data at TJC and STC data centers and being able to recover it in the event of a disaster.

The IT department continues to work on hurricane season preparedness and plans to test the Banner functionality at STARR County. The preparations include changes to have clients dial up to the data center and run essential Banner processes like payroll instead of physically going to the STARR campus. The test also includes running the gas generator that powers the data center at STARR which has been rescheduled for the first week in July.

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 at Pecan building M 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 staff continues to open up Microsoft Teams features that allow the STC community to have guests in video meetings, as well as, open public events. The IT Client Services team in collaboration with the Professional Development Office continues to offer Microsoft Teams training and presentations for faculty and staff who wish to use the Teams application. Other 365 apps such as Flow and Power App will be implemented next.

VIRTUALIZATION PHASE II

The new virtual environment created for staff to work from home during the COVID19 transition period continues to be monitored on a daily basis for capacity and performance. No issues were reported related to this service which will remain available until all the college functional areas come to normality.

This part of the VDI project which consists in scaling up the virtual environment was put on hold due to other priorities. After assessing the current virtual environment, the IT team met with the consultants to go over the results. The assessment was focused on evaluating the committed Virtual Desktop environment resources. Netsync will provide hardware quotes on February to scale up the solution and be able to virtualize additional desktops.

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 8,260 this is 99% of the computers district wide. This number includes student labs in all STC campuses, as well as new faculty and staff computer acquisitions. Only 105 computers are pending to be upgraded to Windows 10.

JOSE LUIS GONZALEZ, CISO
INFORMATION SECURITY

OFFICE 365 EMAIL SECURITY

- Multi-Factor Authentication enforcement in Office 365 Webmail has been applied to over 1500 faculty and staff; all employees have received the enrollment email. Currently, we are providing support for those that reach out to our office.
- Employees were enrolled in Duo Security and will receive a second prompt to verify their identity when accessing Office 365 Webmail from outside the college network.
- Once enrollment is complete, we have identifed other application/serivices were risk can be reduced with multi-factor authentication.

GOVERNANCE

- Targeted awareness emails to faculty and staff that are not following the Data Classification procedures and guidelines.
- Worked with Information Technology on Remote Access Standards.
- Developing Web Application Firewall Standards for Information Technology.

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

- Gathering all security incidents since September 2019 and compiling them in the format Texas DIR is requiring us to submit.
- Additionally, we are also coordinating with Human Resources management to consolidate all of the required employee training for ease of compliance reporting.
- 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.

DATA LOSS PREVENTATION

- We currently have Data Loss Prevention (DLP) enabled for all Office 365 environment.
- Reviewing configuration policies that help us automated and reduce to manual task involved in management.
- DLP is key component of our security is must be configured with industries best practices.

DR. MARIE EVANS, DIRECTOR
EDUCATIONAL TECHNOLOGIES DEPARTMENT

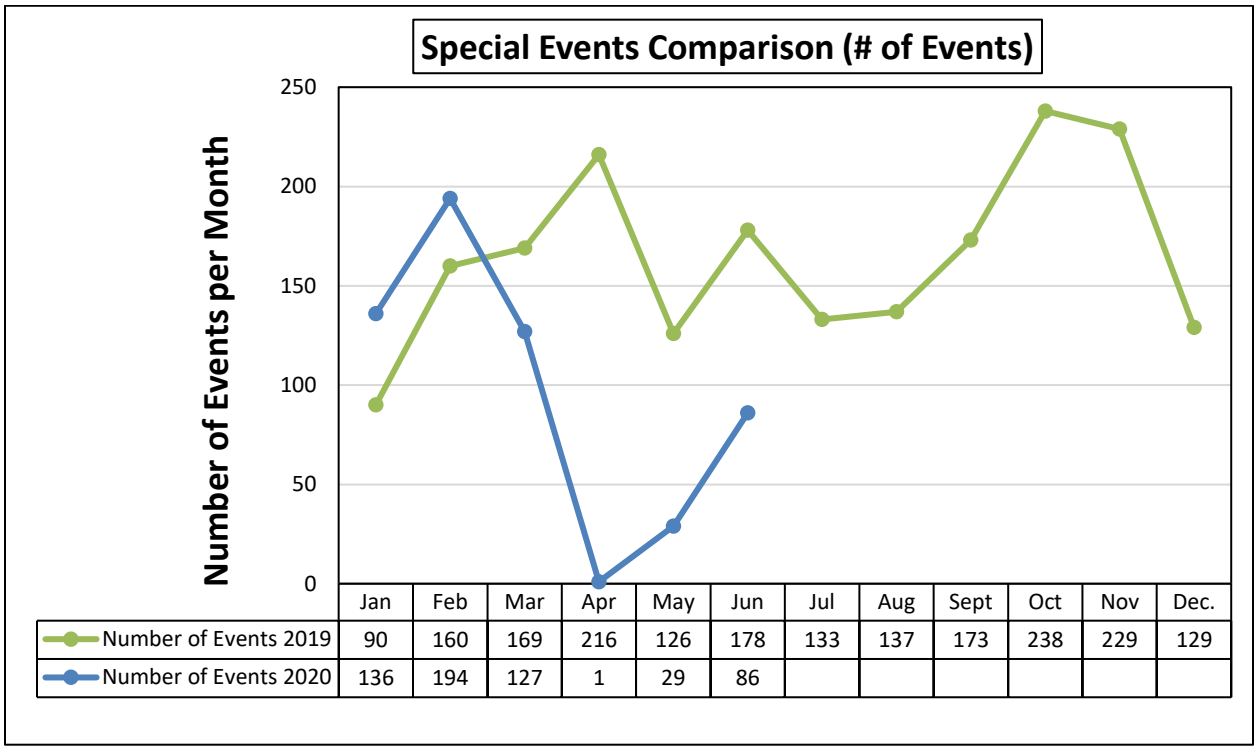
MEETINGS

- 6/01/2020: ET Department Meeting
- 6/02/2020: ET Leadership Team Meeting, Blackboard Storage Concerns Meeting
- 6/04/2020: Samsung WebEx, Connecting in the Cloud, ET Director One on One
- 6/05/2020: ET Leadership Team Meeting
- 6/08/2020: Grant Meeting
- 6/09/2020: Grant Meeting, ET Leadership Team Meeting, South Texas Playposit Standing Meeting
- 6/10/2020: Pre-Meeting for Banking/ Online, STC and LSNB Conference Call, RCPSE
- 6/11/2020: VidGrid, Playposit, & Stream Meeting
- 6/12/2020: Bank Recruitment for Bachelors Program, ET Leadership Team Meeting
- 6/15/2020: Starr County Campus Visit, Go To Webinar – Public Schools and Higher Ed during Covid-19
- 6/16/2020: ET Leadership Team Meeting
- 6/18/2020: Connecting In The Cloud Webinar, ET Director One-on-One,
- 6/19/2020: Explore Event Technology, LLSS Administrator Meeting, ET Leadership Team Meeting
- 6/23/2020: ET Leadership Team Meeting, Call Center Training, Remote ASL Interpreting
- 6/24/2020: Call Center Training Review
- 6/26/2020: ET Leadership Team Meeting

MONTHLY SPECIAL EVENTS COMPARISON

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**

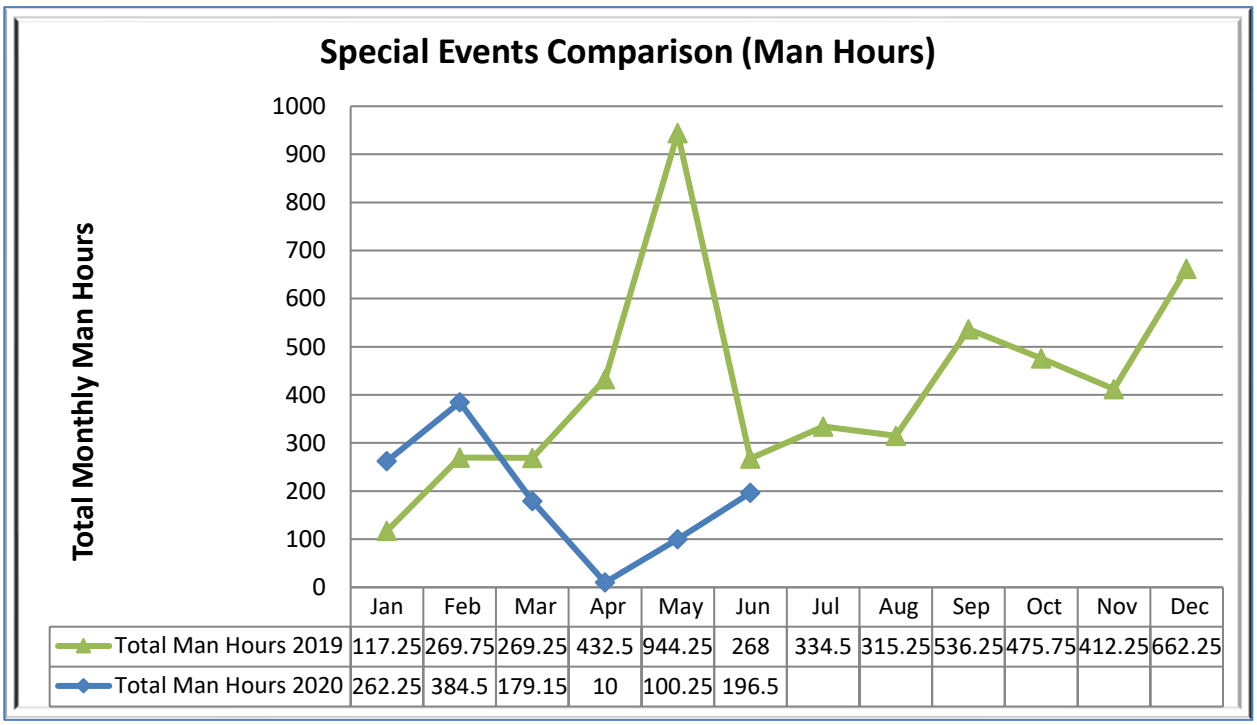
2020	
Jan	136
Feb	194
Mar	127
Apr	1
May	29
Jun	86
Jul	
Aug	
Sept	
Oct	
Nov	
Dec.	
Total:	**573**



TOTAL MAN HOURS

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**

2020	
Jan	262.25
Feb	384.5
Mar	179.15
Apr	10
May	100.25
Jun	196.5
Jul	
Aug	
Sept	
Oct	
Nov	
Dec	
Total:	**1132.65**



	Pecan	Starr	Mid-Valley	Tech	NAH
Laptop	44	0	0	0	0
Data Projector	48	0	3	0	0
Projector/ Laptop	0	0	0	0	0
Computer	17	0	5	0	0
Microphone (Hand Held)	4	0	2	0	2
Microphone (Lapel)	32	0	0	0	8
RF Remote	0	0	0	0	0
PA System	0	0	0	0	2
TV/ Display	36	0	0	0	0
Screen	48	0	1	0	0
Portable Table	0	0	0	0	8
Keyboard/ Mouse	19	0	2	0	0
Mic Stands	0	0	0	0	0
Table Top Mic Stands	0	0	0	0	0
Document Camera	0	0	1	0	0
iPad	33	0	0	0	4
Mixer	33	0	0	0	5
Webcam	1	0	2	0	4
MAC Adaptor	0	0	0	0	0
Video Camera	0	0	0	0	2
Direct Box	0	0	0	0	0
Digital Camera	0	0	0	0	0
Speakers	33	0	0	0	0
Headphones	0	0	0	0	0
HH Voice Recorder	0	0	0	0	0
Wireless Lab	0	0	0	0	0
HD Video Streamer	0	0	0	0	0
Hard Drive	0	0	0	0	0
USB Hub	0	0	0	0	0
Tripod	44	0	0	0	10
Polycom Phone	0	0	0	0	0
Stooges (switcher)	0	0	0	0	0
LANC Controller	0	0	0	0	2
Exposure Meter	0	0	0	0	0
Camera Stabilizer	0	0	0	0	0
Comm. Headset	0	0	0	0	0
PTZ Camera	77	0	0	0	12
Interactive Display	2	0	1	0	0
PTZ Joystick	0	0	0	0	8
Gooseneck Mic	0	0	0	0	0
Blue-Ray Player	0	0	0	0	0
TOTAL	***471***	***0***	***17***	***0***	***67***

DR. BRADLEY W DAVIS, DIRECTOR
INSTITUTIONAL EFFECTIVENESS & ASSESSMENT

INSTITUTIONAL EFFECTIVENESS

- ✓ IE Plans, Cycle 2019-2021
  - There are three spreadsheet versions of the IE Cycle's IE Plans:

    1) Raw data by division, sub-division, and department.
    2) By Strategic Direction, one tab per direction - then by division, sub-division, and department.
    3) By Division and Sub-division tabs - by division, Sub-division, and department
  - Created an Excel report providing a list of the departments that do not have a link from Plan A (IE Plan) to Plan B (Strategic Directions in the Strategic Plan). Brad Davis created links between the plans via Xitracs for all departments on the list.
  - Reviewed IE Plans of units with an unclear or low number of objectives. Reached out to Physical Therapy Assistant and helped them to narrow down their objectives from about 60 objectives in the 2017-2019 IE Cycle to under 20 in the current cycle. Reached out to the Welding department to clarify the focus of its objectives.
  - Review and Approval Process
  - Created and completed a guide to assist IE plan writers to edit/add 'Short Title' for their 2019-2021 IE Plans.
  - Development Audit – Reviewing the objective by division.
  - Direct Support to Departments/Divisions for IE Plan Development.
  - Division-level distribution of PDF IE Plans and Instructions for Accessing IE Plans through Xitracs.
  - Innovative and Potential College-Wide Objectives – Reviewing IE Plan objectives to make recommendations for potential examples of innovative objectives and/or action plans as well as topics for college-wide.
  - IE Plan Progress Tracking.
- ✓ IE Plan Objective Measurement Audit
  - Completed and Shared with the director the data audit for IE 2019-2021 objectives (RAS/Survey/Data Portal characterization). It was reviewed the content and format of the information for sharing with IRE and RAS.
- ✓ Research on Data Standards and Integrity
  - Developing a library of sample data dictionaries, data governance, and data standards manuals for future use in the development of definitions and protocols for STC use.
  - Project on hold due to providing feedback and follow-up for completion of IE Plan development.
- ✓ 7.1 Institutional Effectiveness Process. Reviewed and created notes with suggestions to make this document more understandable for different types of audiences.
- ✓ IE Plan Development Timeline and Communications.
- ✓ Development of Revised Institutional Effectiveness Process Handbook based on the new Strategic Plan and New IE Plan Template.
- ✓ IE Plan Review, Improvement, and Approval – Created a format to facilitate the reporting of review and approval of IE Plans by Division Heads and Vice Presidents.

PROJECTS

- ✓ IEA and RAS web pages improving.
- ✓ Review Program Accreditation Self-Study Binder(s).

MEETINGS / TRAINING

- ✓ QEP Meeting – Overview general timeline and map of activities.
- ✓ LinkedIn – Staff has been taking online training, as part of their daily activities.
- ✓ SACSCOC On-Site Preparation of Standards to Review
  - Follow-up with core writers who wrote the narratives.
  - A 7 question survey has been created to identify talking point writers, point persons for data, and recommendations for interview participants.
- ✓ SACSCOC Focused Report Weekly Meeting
  - Student survey to the use of SENSE and CCSSEE Perking V data support.
  - Upcoming projects and deadlines surrounding the SENSE, strategic planning, IE Plans, Focused report, and the committee visit.
- ✓ Division (IEA & RAS) Meeting w/ Dean on Updates & Planning
  - COVID-19 student survey.
  - Use of SENSE and CCSSE.
  - Perking V data support.
  - Strategic planning.
  - IE Plans.
  - Focused report.
  - SACS on-site visit.
- ✓ IEA staff weekly meeting.

- ✓ KPIs and SAIs Development Meetings
    - Integration of the IE plan objective report on alignment with strategic directions and potential measurements for progress on each strategic goal area.
    - Discussed surveys and other measures for showing the achievement of KPIs.
    - Qualitative survey data.
- ✓ 2019-2021 IE Plans Data Audit review - RAS/Survey/Data Portal.
    - Review the data audit report.
    - Shared updated analysis with RAS and Dean of IRE&SP.

FACTBOOKS AND DATA PORTAL

- ✓ KPI New Targets Webpage.
- ✓ FTIC Fall to Spring Persistence Rate.
- ✓ KPIs update for Data Portal.
- ✓ Fall to Spring Retention by Major.
- ✓ Program/Major Update.
- ✓ Course Pass Rates Report.
- ✓ STC Licensure Exam Pass Rates Comparison (2015 – 2019).

DATA REQUESTS AND SACSCOC

- ✓ SACSCOC On-Site Preparation
    - Review principles that the on-site committee must review in September and identify which will require considerable access to documentation/evidence and responsible party.
    - Reviewed the principles cited by the off-site review committee as being non-compliant.
- ✓ Participated in the overall planning and input for the Focused Report (seven standards found in non-compliance) and 21 standards that must be reviewed during the on-site visit, including three of the Focused Report standards and the QEP proposal. Revised on supplies needed for on-site committee workrooms. Discussed topics dealing with distance learning, dual credit site visits, and details on how interviews and visits might be conducted.
- ✓ Strategic Planning/KPI Data Support – Provided ongoing data support, quantitative metrics, and targets.
- ✓ Ad-Hoc Requests for Perkins Data – Enrollment by major and enrollment type (15-19) for CTE versus non CTE.
- ✓ Support for Focused Report - Standard 9.3 - General Education: Ad-Hoc Requests for Dean of IRE and other research support.

MISCELLANEOUS

- ✓ Balance of end of FY budget.
- ✓ Submit Weekly Reports to ISPP&SP.
- ✓ Submit Monthly Report to ISPP&SP.
- ✓ Department Weekly Report – Re-design report to show all weeks of the month in one same file.
- ✓ Organizing office supplies in the area.

DR. FERNANDO CHAPA, DEAN
INSTITUTIONAL RESEARCH AND EFFECTIVENESS

SACSCOC

- ✓ Cybersecurity and Dance Prospectus – Revised faculty roster, uploaded library resources, approval meeting minutes, and agendas. Updated website headers and footers. Completed prospectuses for the final review.
- ✓ Focused Report
  - Created a response template for the report in Xitracs; created OneDrive folders to collect documentation and prepare responses; e-mailed stakeholders and arranged a meeting to discuss the focused report process. Updated webpage and uploaded off-site committee findings.
  - Began drafting response for Standard 8.1
- ✓ On-site Committee Visit Preparation – Scheduled meetings with participants who will assist with the planning. Emails to Culinary Arts to check availability to provide lunch and to Purchasing to review credit/debit card process to pay at restaurants. Culinary Arts Dept. is available. Flash drives for the committee has been labeled. Rental of 3 mini-vans has been processed and booked 10 hotel rooms at the Cambria Hotel. Meeting with off-site campus administrators was held.
- ✓ QEP Writing – Reviewed and updated the working draft. Completed budget and timeline.
- ✓ New SACS Share Drive – Move all files related to SACS from IEA Share Drive to SACS Share Drive (L:) and verify information in the new location.
- ✓ Created PDF file with all approval letters of off-campus sites not included in the official SACS list.
- ✓ Budget Transfer – Submitted electronic budget transfer to cover consulting services (Focused Report). Transfer approved.
- ✓ SAEM Staff Roster List – Verify and add information on the list.

MEETINGS / TRAINING

- ✓ IRE&SP Administrators Meeting - Weekly meeting with IRESP Administrators.
- ✓ IRE&SP Staff Meeting – Weekly meeting with department staff.
- ✓ Focused Report Meeting
  - Discussed resources and narrative/evidence submission.
  - Discussed the timeline and the process to respond to non-compliance findings.
  - Discussed the report with Dr. Brett Millan.
  - Standard 8.1 – Met with Serkan Celtek and Brad David to discuss approaches to respond to this finding. Individuals were given assignments to complete or collect information by June 30th.
  - Standard 9.3 – Met to discuss the approach for Focused report. Review draft submitted by Academic Affairs and placed into Xitracs.
- ✓ SACS On-site Meeting – Met with key individuals who will be assisting in coordinating and planning for the on-site committee visit.
- ✓ QEP Team – Discussed the implementation timeline and MAP roadmap. Performed the updated budget and timeline.
- ✓ Strategic Planning
  - Discussed metrics; assessment methods/cycle and a plan for every strategic goal.
  - Collecting new documents for an upcoming meeting.
  - Reviewed quantitative metrics/targets and discussed survey metrics.
  - Reviewed analysis with RAS.
- ✓ Cabinet Meeting (6/10/2020) – Print and bind IRE&SP off-site report material for the meeting.

MISCELLANEOUS

- ✓ End of FY Budget (IRE / ACCR) – Close budgets.
- ✓ Requisitions – Follow up with Purchasing Dept.
- ✓ Submit Weekly Reports to ISPP&SP.
- ✓ Submit Monthly Report to ISPP&SP.
- ✓ Disinfecting IEA/IRE/RAS areas.
- ✓ Replenish printers – Paper and Toners.
- ✓ Department Weekly Report – Re-design report to show all weeks of the month in one same file.

DR. JESÚS CAMPOS, DEAN

LIBRARY AND LEARNING SUPPORT SERVICES

Project Highlights

Pecan Campus Library Renovation Plan	**Progress: 60%**	**End Date:** August 2020
Administration issued RFQ/RFP for architectural services to analyze options and develop a renovation plan. The RFQ was issued, a Pre-Proposal Conference was held to answer questions. Proposals were 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 ERO as project architect. Planning meeting between STC staff and ERO was held on 1/13/2020 and 1/14/2020. A revised space analysis was submitted to team by Library staff based on kickoff meeting discussions. Continued revising space requirements. ERO did a walk-through inspection of the existing building. Staff reviewed adjacency diagrams prepared by ERO and 720 Design and discussed revisions. A test fit review meeting was held with ERO and 720 Design on 4/8/2020 to review draft proposals. Revisions were discussed and made on 4/16/2020. Additional information, including a building plan for Educational Technologies areas was submitted to architects. The Feasibility Plan was reviewed, discussed, and revised with architects in a couple of rounds.		

Activity Highlights

- Worked on a work from home approval procedure for Library and Learning Support Services.
- Worked on Texas Council of Libraries online conference issues.
- Worked with Library leadership to develop and submit proposal for CTE hotspots using Perkins Grant funding.
- Worked with Library and Learning Support Services administrators to initiate summer call center enrollment outreach support project.
- Completed analysis of results of Library and Learning Support satisfaction survey and discussed these with Library and Learning Support Services (LLSS) administrators.
- Worked with Library staff on update to COVID-19 safety precautions
- Worked with LLSS staff to identify high priority IT projects.
- Worked on plan for CARES Act grant application for student hotspots.
- Reviewed with staff and coordinated CLE, Library, Open Labs, and Educational Technologies service plans for summer session.
- Analyzed results of Library and Learning Support satisfaction survey.
- Visited CLE, Library, and Open Labs at NAH to review and discuss operations with staff.

Meeting Highlights

- Met with IT staff to discuss Kayako chat replacement solution.
- Met with staff member for performance appraisal.
- Participated in Texas Council of Academic Libraries Board meeting.
- Met with Library Staff and Cybersecurity department chair to review and revise library support narrative for Cybersecurity Specialist program.
- Met with HR and counsel regarding staffing matter.
- Met with Library Staff to review and revise library support narrative for proposed dance program.
- Participated in meeting regarding call center support project.

Training Highlights

- Participated in ACRL CJCLS professional development session on reopening academic libraries.

ASSOCIATE DEAN OF LIBRARY SERVICES

Meeting Highlights

- Participated with staff members for the Call Center training.
- Met for the Circulation, Reference, & Reserves Supervisor.
- Met with Outreach and Instruction Supervisor.
- Met about Beliefs to discuss Performance Appraisals.
- Met with Systems and Automation Team.
- Participated in the Library and Learning Support Services IT Projects Priority Reassessment.
- Participated in the Update on CoVID-19 Processes.
- Participated in the Library & Learning Support Services Administrator meeting.
- Participated with staff members Grants meeting for the IMLS Cares Act & RDMC.
- Met with Systems and Automation Supervisor.

- Participated in the Library Support for Cybersecurity Program.
- Participated in the Student Success Collaboration.
- Participated with staff members regarding Library Support for Dance Program Prospectus.
- Participated with staff members ACRL CJCLS: Let's talk about it: Plans for library reopening.
- Participated with the VidGrid and Playposit meeting.
- Met for the Systems and Applications various meetings.
- Met with staff for the Library Operational meeting through Teams.
- Met with Library Supervisors virtual meeting.
- Met with Librarian Ill Coordination meeting.
- Met with Outreach and Instruction Virtual meeting.
- Participated with staff members Grants meeting.
- Participated with staff members for the Care Act Grant Applications.

Library Data:

June Monthly Statistics

- Reference Questions # __8__
- Active Community Users # _43_
- Visitors # __1,152____

Events and Library Art Gallery Highlights

STC Alumni		
Veronica Matamoros	Technology Library	Exhibition: February 11 – December 11, 2020

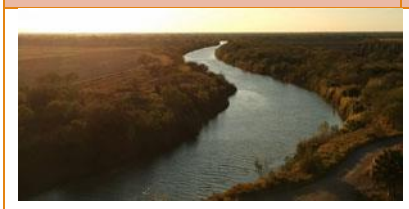
Veronica Matamoros was recently awarded an Associate Degree in Imports and Exports at South Texas College. In this series of photographs, "Mi Gente," Matamoros uses 35mm film to document people from her life in Puebla, Mexico. Library Art Gallery exhibit was extended through December 4, 2020.

Tejanx Borderz		
Mayra Zamora	Starr Library	Exhibition: February 11 – December 11, 2020

Mayra Zamora was born in Austin and raised in a small town of Tivoli, Texas. She received her Bachelor's Degree in Art and Master's Degree in Secondary Education from Texas A&M University at Corpus Christi.

Dream Believer		
Esther Pearl Watson & Community Artists	Pecan Library Art Gallery	Exhibition: June 1, - December 1, 2020

An exhibition that features artwork by Esther Pearl Watson who received her MFA from California Institute for the Arts. Her paintings are autobiographical and usually pay homage to the artist's childhood and her father who would built spacecrafts. Also, on display are images of UFOs or space that the community have made and submitted for display.

Ceramics Demonstration Video		
Carla Hughes	STC Library Blog	Exhibition: June 11, 2020
An instructional video on ceramic mug making with Carla Hughes. Premiere: Thursday, June 11, 2020, at 8:00 a.m. Hughes says, "As the world seemed to become more and more polarized, I began to see pots as a way to bring people together. If you have beautiful serving pieces, aren't you going to want to invite people over for meals? Aren't you going to want to fill the pots and then the people with nourishment? Won't those bright colors and unique pieces help set the tone for optimism and cooperation? Potential mealtime conversations are the driving force behind my making pottery."		
Juneteenth: Muralist Interview Video		
Cristela Cano	**STC Website**	**Exhibition:** June 18, 2020
STC Library observes Juneteenth 2020 in a virtual interview with muralist Cristela Cano who painted the mural located at South 16th St. and Booker T. Washington Ave. The mural depicts the importance of the African American church and the Booker T. Washington School that were a part of what was once a thriving African American neighborhood in McAllen. https://library.southtexascollege.edu/juneteenth-series-muralist-interview/		
Juneteenth: Just a Ferry Ride to Freedom		
	STC Website	**Exhibition:** June 18, 2020
 Virtual film screening of "Just a Ferry Ride to Freedom" which showcases stories about the Texas-Mexico border and its connection to the Underground Railroad. **https://library.southtexascollege.edu/juneteenth-series-just-a-ferry-ride-to-freedom/**		

Project Highlights

BLUEcloud Circ	**Progress:** 97%	**End Date:** June 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. The team is currently testing and modifying settings to improve search functionality.		
Vinyl Signage	**Progress:** 55%	**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. All signage has been installed in the NAH library and now the team is planning and designing signage for the Mid Valley Open Labs and CLE.		
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.		
Weed Collection	**Progress:** 52%	**End Date:** December 2020
Phase I – Identify and Remove Items to Discard Phase II – Process Discard Items Phase IV – Auction all discarded Items	Phase I – 78% Phase II – 97% Phase III – 50%	
This project is to identify and remove outdated resources from the collections of Pecan Library Campus.		

Lab Management Product Analysis	Progress: 20%	End Date: September 2020
Analyze 3rd party products to identify the main categories of lab management systems and determine which type of products provide the most benefit for Open Labs operations. The team has obtained system requirements from Open Labs staff and is currently researching the features of four lab management products in preparation for creating a Request for Proposal (RFP).		

Activity Highlights

- Library Art Gallery exhibit "Dream Believer" was finalized with labels and is officially open for viewing.
- Staff member recorded video interview with American Sign Language faculty for upcoming release.
- Staff member connected with an area librarian with experience hosting a virtual conference, as research for the library's upcoming Library Summit for Dual Credit Librarians, which will be held in late September 2020.
- Attended virtual "Awards Committee" meeting through the Texas Library Association.
- Started new Library Check in process at NAH Library.
- Creating Videos (databases) for faculty of the OT department.
- YouTube video for Mayor of Public Library Virtual Storytime premiered.
- Staff member worked on Juvenile Cleanup Project.
- Staff member published, "RGV Juneteenth 2020" to the library blog- 3-day virtual event.
- Staff member worked on installation at the Pecan Campus – community call for UFO art.
- Staff member finished installation at the Starr Co. Campus –Tejano Borderz.
- Staff member assisted colleagues with Course Guides, Facebook Live videos, and screen recording software.
- Staff member updated and continued working on Financial Literacy project.
- Staff member researched applications and websites for upcoming online summit.
- Staff members worked on Lib Guides projects.
- Supervisors working on the Performance Plans for staff members.
- Press release from City of McAllen was distributed, highlighting the Library Art Gallery's collaboration with the Juneteenth Committee for their virtual program series which will take place next week.
- Video to welcome students back to the library this semester was produced and shared to social media.
- Staff member participate in Mayor Joe V. Sanchez Public Library's Virtual Summer Reading Program.
- Book drop installed at Nursing and Allied Health Campus Library.
- Starr Campus Library staff worked weeding project.
- Worked on Collection Development.
- Starr Campus Library staff worked on Symphony inventory.
- Library staff assisted with call center.
- Library staff continued working on the seating of 25% capacity limit planned for the Summer Semester.
- Library Art Gallery Coordinator filmed short video presentation with artist for Juneteenth celebration.
- Started library video announcement project.
- The faculty feedback survey for library instruction has been relocated to the Library Instruction Services webpage.

Meeting Highlights

- Staff members met with Associate Dean of Library Services for Operational Staff.
- Staff member met with Art and Math faculty about Library Art Gallery exhibits.
- Staff member met with Juneteenth Committee for debriefing after last week's events.
- Staff member met with Art Faculty Chair for Fall 2020 art gallery programming.
- Staff member met with colleague from Educational Technologies.
- Staff member met with American Sign Language faculty.
- Staff members met to troubleshoot technology experiment for video tutorials.
- Staff members met for the Call Center Training Review.
- Staff members worked on providing feedback and ideas to job description of part time staff.
- Staff member updated Library Clerk position description.
- Supervisors met about Beliefs to discuss Performance Appraisals.
- Staff member reviewed Comprehensive Plan.
- Staff member met with Keep McAllen Beautiful- Public Art Committee.
- Staff member met with American Sign Language faculty.
- Staff member met with Educational Technologies staff.
- Staff members participated with Associate Dean of Library Services in the Library Operational meeting.
- Staff member participated in the South Texas Literacy Quarterly meeting.
- Nursing and Allied Health Library Staff member participated in the Teams Meeting with NAH Administrator regarding the Protocol for Communicable and Infectious Diseases.
- Met with Associate Dean of Library Services and colleagues about IMLS Grant project.
- Met with Associate Dean of Library Services and Dean of Library & Learning Support Services.
- Staff members met to test video interview format and process with Teams platform.
- Staff member met virtually with Juneteenth planning committee.
- Library staff continued participating in the Call Center meeting via Teams.

- Met with Associate Dean of Library Services and colleagues about IMLS Grant project.
- Outreach and Instruction team met to regarding the first set of video projects.
- Staff member met with Art Department Chair.
- Staff member met with colleague about updating photos in library inventory.
- Held Outreach & Instruction team meeting for project updates.

Training Highlights

- Staff member attended webinar, "Metaverse for Professional Development".
- Staff member attended webinar, "Metaverse for Teachers".
- Staff member attended webinar, "Preparing for the New Academic Year: Library Strategies, Resilient Teaching and Digital Resources".
- Staff members attended Responsive Customer Service Times of Change from OPOD via Zoom.
- Staff members attended training, "Microsoft Teams".
- Staff member participated, "Best Practices for Linking Your Videos to Blackboard" training by Office of Professional Organization Development.
- Staff member participated, "Fred Pryor Workshop – How to Handle Emotionally Charges Situations in the Workplace".
- Staff member participated, "Learn the Basics of Developing a Competitive Grant Proposal" training hosted by Office of Professional Organization Development.
- Library staff members met for Semester Check-in.
- Library staff members met for A.C.T.A checked-in via Zoom.
- Library staff members participated in the workshop 150001: Learn the Basics of Developing a Competitive Grant Proposal.
- Staff member attended "Best Practices for Linking Your Videos to Blackboard" training by Office of Professional Organization Development.
- Library staff participated in the Fred Pryor Seminar Training: How to supervise bad attitudes and negative behaviors.
- Library staff participated in the Workshop #150346: Microsoft OneDrive.

DIRECTOR OF INFORMATION COMMONS AND OPEN LABS

Meeting Highlights

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

- 06/11/20 – The Director attended a meeting to discuss library support for the Cybersecurity Specialist Program.
- 06/17/20 – The Director met with Facilities Planning & Construction regarding the layout of the F-130 lab.
- 06/17/20 – The Director attended a meeting regarding Library and Learning Support Services IT Projects Priority Reassessment.
- 06/19/20 – The Logistics Manager attended the Library and Learning Support Coordination Meeting on behalf of the Director.
- 06/25/20 – The Director attended a meeting regarding lab management software.
- 06/30/20 – The Director attended a meeting regarding the Summer Call Center Campaign.

Activity Highlights

- New methods for promoting the services of the Learning Commons & Open Labs were evaluated.
- New procedures were created for students who are walk-ins to the Open Labs.
- Inventory was conducted throughout the Learning Commons & Open Labs district wide.
- Signage was developed and added to computer monitors and window displays.
- The Learning Commons & Open Labs staff assisted with conducting TSI Testing, with a total of 37 students for the month of June.
- Some of the Learning Commons & Open Labs staff attended workshops on, Responsive Customer Service in Times of Change, Microsoft Teams for Staff, and Microsoft Teams for Faculty.

District Total of Unduplicated Students Served: June 2020 Attendance Statistics: 867

	Number of Students	Number of Logins
District Totals:	1,104	3,211

Open Labs

Campus	Number of Students	Number of Logins	Number of Students TSI Testing
Pecan F-130 Open Lab	216	550	37
Pecan F-134 Internet Café	37	58	
Pecan P 3.102 Open Lab	7	65	
Pharr-RCPSE Internet Café PB2A	15	62	
Mid-Valley E 1.316 Open Lab	70	270	
Mid-Valley G-270 Open Lab	41	124	
Mid-Valley K 2.801 Open Lab	8	43	
Technology B-141 Open Lab	43	180	
District Total:	**437**	**1,352**	**37**

Libraries

Campus	Number of Students	Number of Logins
Pecan F-122 Learning Commons	81	159
Pecan F-117 Community User Corner	19	60
Pecan F-222	6	16
Pharr-RCPSE Lib PB5A/5B	10	106
NAH B Library Open Lab	109	233
Starr K Limited Services Area	78	201
Technology A-136 Library	18	28
District Total:	**321**	**803**

CLE Open Labs

Campus	Number of Students	Number of Logins
Pecan C-129 CLE Open Labs	39	355
Mid-Valley A101A Open Labs	11	59
NAH CLE Open Lab	180	360
NAH CLE Proctoring 1208I	68	91
Starr CLE Open Labs B 201	16	75
Tech CLE Open Labs	17	96
District Total:	**331**	**1,036**

Group Stations

Campus	Number of Students	Number of Logins
Pecan Library Group Stations	5	10
Pecan F-130 Group Stations	4	4
NAH CLE Lab Group Stations	6	6
District Total:	**15**	**20**

Distance Learning Support

In the month of June, the Learning Commons & Open Labs staff supported the Distance Learning Help Desk with receiving and assisting **80** calls.

Distance Learning Support	
Week	Number of Calls
June 1st-June 5th	13
June 8th-June 12th	25
June 15th-June 19th	19
June 22nd-June 26th	18
June 29th-June 30th	5
Total:	**80**

DIRECTOR OF CENTERS FOR LEARNING EXCELLENCE

Monthly Statistics **June 2020**

- Visitors: 6,239
- Tutoring Sessions: 852
- Workshops: 3
- Workshops Attendance: 45
- JagTrax Totals: 923

Project Highlights

Academic Resource Handouts **Progress: 60%** **End Date: December 2020**

The Academic Coaches are continuing to work on handouts and waiting for a LibGuides shell to be created. Coaches met for initial LibGuides training through Library and have begun to develop the Academic Coach LibGuides site. This site is continuing to be worked on with new materials added.

Floor Plan Redesign: Mid Valley Campus **Progress: 40%** **End Date: December 2020**

Capital Improvement Proposal form submitted to redesign the MVC room. CIP was approved in December of 2019. Facilities planning and construction is creating a plan for Mid Valley SI Plan.

Online Tutoring **Progress: 40%** **End Date: May 2021**

Tutoring is now available virtually for our full complement of courses and during all CLE open hours. Data will be tracked through summer as a basis for establishing services. Supervisors met to discuss the continuation of online tutoring for Fall 2020. CLE is currently addressing challenges and assessing how to better staff this service for the future semesters. A full-time Online Specialist position was board approved and is in progress with job description draft.

Marketing and Promotions Taskforce **Progress: 70%** **End Date: December 2020**

Promotional videos have created and posted on Facebook, available on CLE website and has been disseminated to faculty and staff. The CLE website has been updated to reflect virtual tutoring hours and available services. A faculty/staff email was sent to promote our Student Lingo Workshops. Current video will be edited to add available face to face appointments. A reminder email for Summer I finals will be sent to Faculty and Staff.

NAH BSN Support **Progress: 55%** **End Date: December 2020**

Paper review is now integrated into CLE's new Online Writing Support. Meetings with staff have been held to discuss CLE's role in remediation support, etc. Working to develop a process for on-call services with RN's who work in CLE. The new BSN Academic Coach has reached out to NAH CLE and communicated the updated needs regarding the BSN program. BSN program has been made aware of the available asynchronous writing support.

TSI Workshop Video Expansion **Progress: 70%** **End Date: December 2020**

Beginning June 1st CLE staff will be assigned TSI content to develop and record. Recording projects have been assigned to tutors to work on during their downtime and almost ready to record content. Video scripts are being edited and tested.

Asynchronous Writing Submission Process **Progress: 50%** **End Date: December 2020**

Beginning June 1st CLE staff will be assigned TSI content to develop and record. Recording projects have been assigned to tutors to work on during their downtime and almost ready to record content. Video scripts are being edited and tested.

Events Highlights

NAH Student Success Series Workshops **Event Dates: June 2020**

During the month of June 2020, the Nursing and Allied Health Campus, Center for Learning Excellence held the Student Success Series workshops for students. Students attended the workshops through Blackboard Collaborate. The workshops consisted of Time Management, Goal Setting, Note Taking Skills, among other titled workshops. With success students got the necessary training needed to success in the Nursing fields.

Meeting Highlights

- One-on-one with CLE Director and Supervisory staff.
- Met with Academic Coaches to discuss caseloads and LibGuide videos.
- Online Tutoring Pedagogy discussion.
- Met with Specialist.
- Perkins analyses presentation
- ISPP&SI Leadership meeting
- One on One meetings with SI Leaders.
- Individual staff meetings.
- Safety meeting with NAH Dean.
- Starfish meeting to develop a flowchart.
- Virtual Board Meeting
- Annual Appraisal with CLE Director
- Fall SI Planning
- MVC FMLA planning
- LSSS IT Projects
- Student Success Collaboration project
- Test Proctoring discussion with Library
- L&LSS Administrator Meeting
- Interactive tutorials meeting
- Met with Library Automation team to discuss a new appointment platform "Booking".
- Met to complete Productivity Report.
- Met with NSF Grant to develop job description for tutor.
- NAH Coordinator met with Designer from the Library Automation team to develop signage.
- Coordinators and Manager met to discuss integrating Bookings with Teams.
- MVC FMLA planning
- Meeting with Counseling department.
- NAH met with OTA chair to discuss assistance with skills labs.
- NAH met with MAT chair to discuss writing protocols for students.
- NAH spoke student services about student appointments.
- FY21 budget planning
- Upswing year-end review
- Test proctoring future planning
- Student Success Collaboration
- Met with Academic Coaches.
- New Appointment System meeting with CLE Admin.
- MVC SI room Renovation Meeting
- Online Tutoring Management Meeting
- Potential Online Hiring Procedure Meeting
- Learning Specialist weekly meetings.
- Academic Coaching one-on-one check-in.

- Meeting with Counseling to discuss ADA memo requirements.
- Met with Library Systems to discuss CLE departmental email.

Training Highlights

- Online Tutoring Pedagogy discussion
- How to make a vision board
- Trained MVC Specialist on Booking.
- Virtual tutor training group discussion.
- Attended Responsive Customer Service.
- Attended Innovator Educator training on College Virtual Orientation.
- Grant Proposal Development
- ASL Conceptual Accuracy
- Virtual Perkins Orientation
- CRLA returning to Campus.
- Attended Go Board platform training.
- MVC Coordinator was trained on Booking.
- Attended Flipping Student Services: Using Student Lingo to provide hybrid and online service.
- Attended Using Starfish for Student Engagement training.
- Grant Proposal Development part 1
- Grant Proposal Development part 2
- Start Building a Vocabulary Foundation in ASL.
- Exchanging Personal Information in American Sign Language.
- Learning the Basics of Developing a Competitive Grant Proposal (OPOD)
- Training Counseling Department with CLE Services.
- Transform Virtual Training and Experiential Education.
- CRLA Peer Assistance Training Series-Budget Projections.
- NAH SLAs trained on safety protocols and virtual kits.
- NAH CRLA content training
- Starfish Training
- LibGuides Express session
- Transform Virtual training and more with Experiential Education.
- Virtual Tutoring Kit Training for Staff.

Activity Highlights

- Participated in Respiratory Therapy Orientation.

SERKAN CELTEK, DIRECTOR
RESEARCH & ANALYTICAL SERVICES

INSTITUTIONAL PROJECTS

- Almanac Review
- Campus Enrollment Report Fall 2020
- CCRC Workshop Data
- IPEDS - Finance Survey edits
- KPI targets
- LBB data
- SENSE 2020 Data Verification
- THECB 2018-2019 Licensure Data Collection and Entry

SURVEYS

- Covid deck materials
- Distance Ed faculty survey
- EMT employer survey
- HEDS additional materials
- Pharmacy Tech employer survey
- Program development student surveys x4

QUALITATIVE STUDIES

- CDC parents
- Strategic Planning

DATA REQUESTS

- AAS Graduates in AY2019 and AY2018 took SGNL2301/SPAN2311/SPAN2313
- ADN completion rates
- Average course size by program-Spring 2019, Fall 2019, Spring 2020, Fall 2020
- Bachelor and Associate Degree Enrollment for Fall 2020
- Campus Enrollments Historic at CLE Locations
- CBE Report for Fall 2019 and Spring 2020
- Child Development persistence and pass rates
- Courses, enrollment, actual contact hours for Summer 2020
- ECHS Table, Hours, Core, Certificate, Associates Degree attainment counts
- Enrollment Trend from CB Data Worksheet/CAFR Data
- Fall 2019 Student Ethnicities
- Fall 2019 & Spring 2020 Math Co-requisite No Pass Contacts
- FTC new students Fall 2020 contact lists on different dates
- FY 2019 Students enrolled by term in one campus, two, three, etc. and report on campus attending, unduplicated count
- HB2223 - Spring and Summer Course Verification Data
- Math and MATL Enrollment for Fall 2020
- Math Course Enrollment for Fall 2020
- McAllen High School Dual Credit Enrollment Fall 2019 vs STC Dual
- Statistical Supplement 15/ Fall 2019 Student Enrollment Demographics
- Students at Off Campus Sites (SACSCOC 50% or more)
- Student contact lists for Dual students who took certain CPMT courses and students took both Developmental and CPMT courses in Fall 2019 or Spring 2020
- Student contact lists for Dual students who took certain IT courses and students took both Developmental and IT courses in Fall 2019 or Spring 2020
- Total Historic Awards to Graduates

MEETINGS

- CLNA Data Review
- Board Meeting - Covid Survey presentation
- Board Subcommittee Meetings x 3 (Livestream)
- EWD Meeting
- Grants for Hotspots
- Interact vendor call
- IRESP Admins

- IRESP Meeting
- IRESP Summer Census Headcount Reporting
- Off-Site Findings and Focused Report Meeting
- Meeting with Math & Science developers on program development surveys
- Monthly BUGs Meeting
- SACSCOC - Discussion on FT Faculty by Site by Program
- SACSCOC 9.3 Gen Ed Focused Report Response meeting
- Strategic Plan Team US Department of Education - Principles that Must Be Reviewed During the On-Site Visit
- 8.1 Focused Report Response Meeting

OTHER RESEARCH/SUPPORT

- AEL grant GED data research
- Banner/WF file of 4,965 Census Day FTIC for 202010 with prior dual (PD) and no prior dual (EF) tag
- Campus Enrollment Draw Down Script Capturing Summer Term Semesters
- Campus Enrollment Report, Summer 2019
- CLNA - Reviewed HEDS for items to be used
- CLNA - Reviewed Summit 2019 and sent the survey report
- CLNA - Summit narrative and supporting documents
- Fall 2019 FTIC Cohort Certified CB Data Meeting Specific THECB Persistence Criteria
- FT/PT Employee Counts from IPEDS HR Survey
- Graduate Survey HEDS CLNA Cohort
- Monitored Spring 2020 Grades
- HEA licensure disclosure requirements research
- Research for Professionalism/Excellence survey question
- Reviewed Banner data to prepare list for project on Data Standards and Integrity
- Reviewed Building codes for Off Campus Sites for Spring 2019 and Spring 2020
- Reviewed Student information for Fall 2020 for STYP inconsistencies
- Reviewed Summer I and Summer III Census date enrollment
- Reviewed and updated NPSAS Student Enrollment list
- SACSCOC 8.1 Focused Report Response (draft)
- SENSE registration
- Submitted Fall 2019 and Spring 2020 list of Dual students with possible incorrect graduation dates.
- Submitted Fall 2020 list of college transfer and student type discrepancies to Michelle Limon
- Submitted Fall 2020 list of inconsistent Banner data (student identified as "N" but had college transfer records) to Admissions for corrections
- Submitted Fall 2020 and Spring 2020 list of Dual students with possible incorrect graduation dates.
- Submitted List of drop/deletes with grade entered in Banner
- Technology access introduction w/ Census data

MISCELLANOUS

- Assets and Final Move/Setup obsolete items
- Budget Report - May 2020
- Dr. Nick's Math's and Stats
- Follow-up on payments for pending requisitions
- HEDS institutional membership materials
- June IPEDS Keyholder Essential Training
- LinkedIn Course: Advanced and Specialized Statistics with Stata
- LinkedIn Course: Introduction to Stata 15
- LinkedIn Course: Learning Everything Math
- LinkedIn Course: SPSS Statistics Essential Training
- LinkedIn Course: Statistic's Foundations: 1
- LinkedIn Exercise: Grant Writing for Education
- LinkedIn Exercise: SPSS Statistics Essential Training
- OT/STP Memo
- Performance Appraisals FY 2019-20
- Physical Inventory
- Posted Monthly Report (May 2020) on ISPP/SI One Drive
- Posted RAS Weekly Report - ISPP/SI OneDrive
- Reconciliation End of FY Budget 2019/2020 -Banner
- Scanned and shredded old files
- SPSS Full Tutorial
- THECB Webinar: Multiple Measures Assessment and Reporting

- Updated End of FY Budget 2019/2020 -Banner
- Workshop #149384: Using Zoom for Staff
- Workshop #149937: Best Practices for Linking Your Videos to Blackboard
- Workshop #149939: Power Up: Professional Development System
- Workshop #150001: Learn the Basics of Developing a Competitive Grant Proposal
- Workshop #150174 - Microsoft Teams for Staff
- Workshop #152270 ACTA Follow-Up
- Webcast - Getting Ready for USED's New Student Disclosure Requirements
- Webinar by NC-SARA: Final Federal Regulations & State Authorization: Ready, Set, Go!
- Workshop #150411: Using Starfish to Increase Student Engagement and Success

ISAAC GARZA, PROJECT MANAGER
OFFICE OF STRATEGIC INITIATIVES

Project Name:	AWS (American Welding Society)
Scope:	Tech Campus Accredited Testing Facility (ATF)
Status Summary:	AWS Audit Date Scheduled for 08/14/2020 at Tech Campus
	Consultant Pre-Audit Set for 08/13/2020 at Tech Campus
Milestones(s):	AWS Audit Date Scheduled
Next Step:	Completion of Pre-and Final Audits
	Formal AWS Audit Results

Project Name:	Continuing, Professional, and Workforce Education Web Page (CPWE)
Scope:	Redesign of the CPWE Web Page
Status Summary:	Mock Up of Proposed Web Design are Pending Owner Review/Feedback
Milestones(s):	Mock Up Feedback obtained from Stakeholders.
Next Step:	Demonstration to Executive Leadership
	Completion of Full Development of Web Page

Assignment:	Achieving the Dream Annual Report
Status Summary:	Subject Matter Experts will be identified to assist in completing the report
Due Date:	July 24, 2020

Assignment:	Comprehensive Plan Update
Status Summary:	Subject Matter Experts are updating
Due Date:	July 31, 2020

Assignment:	Assumptions Planning Update for 2020
Status Summary:	Subject Matter Experts will be identified to assist in completing the report
Due Date:	Fall 2020