SOUTH TEXAS COLLEGE

ACTIVITY REPORTS

July 2020

Board Meeting
August 25, 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
- Student Affairs & Enrollment Management Division Leaders meeting
- Meeting to Review Mock up for Military Landing Page
- South Texas College/ERP Microsoft Meeting Regarding Multiple Measures Placement
- South Texas College/Texas Southmost College Partnership Virtual Meeting with Dr. Joanna Kile, Provost (Discussion of Law Enforcement BP/CBP Recruitment
- Review of Comprehensive Plan Updates
- Perkins Leadership Application Final review
- TXDOT/South Texas College Kick-Off
- CARES ACT Funded Scholarship Webpage Work Session with William Collins
- Rio Grande Valley Focus/South Texas College Follow-up Meeting for Summer Melt Initiative
- Work meetings with Mr. Mike Carranza and Student Financial Services to review Criteria, Distribution and Process for CARES Act Funded Scholarships

ATTENDED

- Discussion of Proposed Free Speech Policy
- South Texas College and RIO Apartments meeting
- US Department of Education, Higher Education Emergency Relief Fund (HEERF) Emergency Financial Aid Grants to Students under the CARES ACT Discussion
- Planning for Military/Active Duty Student Journey Mapping Session with Isaac Garza

- Disaster Information – US Department of Education Webinar
- Southern Association for Colleges and Schools (SACS) standard 12.1 Discussion Meeting

ENROLLMENT SERVICES AND REGISTRAR

- Official census date enrollment for Summer II 2020 is **5,841** students; the session began on July 8.
- To date, **13,363** 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 and monthly SAEM Division Leaders meeting.
- Director/Registrar and/or Coordinators attended/held various meetings to work on special projects, such as Banner User Group (BUGS), Degreeworks (testing upgrade), enrollment appeals committee, Fall 2020 classes (safety measures & scheduling for in-person students), military recruiting, online grade change request, rotational schedule for staff, SACS Standard 12.1, San Antonio International Educators Forum Day 2 via Zoom, virtual commencement exercise via Marching Order & Xtender upgrade.
- 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 began reviewing August 2020 potential graduates.
- Virtual commencement exercise for May 2020 graduates was posted online July 20, 2020.
- Document Management Specialist downloaded, reviewed and verified **2,288***Admission Applications* submitted online at ApplyTexas (dual credit high school students, entering freshmen, returning and transfer students) during July 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 **44** international students enrolled for Fall 2020 semester, to date.
- Processed **271** course substitutions and exceptions in Degreeworks during July 2020.
- Processed requests for reinstatement for **63** students during July 2020.
- Processed grade changes for **241** students during July 2020.
- Processed schedule changes for **1,109** students during July 2020.
- Processed **1,958** high school and **617** college/university transcripts during July 2020.
- Evaluated **468** transcripts from other colleges and universities during July 2020.
- Received requests via mail, Jagnet and National Student Clearinghouse, processed and distributed **3,824** STC transcripts during July 2020.
- Scanned and indexed **2,748** documents submitted by students during July 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 verification.

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 CARES Act and Fall Enrollment.
- VA staff continue serving our VA students, staff has been completing and awarding VA benefits for summer and fall registrations.
- 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, staff has been relocated to help social distancing class rooms are reserved up to August 21, request has been submitted to extend stay.
- Extender upgrade is currently being tested.
- 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

- Director, coordinators and staff held meetings with school district administrators and counselors to plan for Fall enrollment. Deadlines were set for Fall admission and the submittal of course rosters.
- All ISDs have received reports indicating dual credit students not cleared for Fall enrollment and are working closely with Dual2Degree Department staff to apply for admission and clear holds.
- In collaboration with the Office of Professional and Organizational Development, the Dual2Degree Department held a virtual retreat on Thursday, July 23rd. Workshops focused on personal and professional development and the Director provided an overview of the 19-21 departmental IE Plan.
- Dual2Degree Department's Dual Credit Back-on-Track Campaign targeted more than 6,000 dual credit stop-out students for Fall and department staff continues to support students with their enrollment needs.
- Director continues to work with Student Financial Services and College Connections Department to assist with the awarding of micro-grants to adult learner students as part of the CAEL/Excelencia grant activities. At least 50 students have been identified as potential recipients of micro-grants For Fall.
- Director is working with Grants Office and Research & Analytical Services Department to conduct focus groups with adult-learner students as part of the CAEL/Excelencia grant.
- Director is working with Grants Office to finalize the FY 2021 Carl Perkins Grant Application.

SNAPSHOTS

Dual2Degree Virtual Retreat took place in collaboration with The Office of Professional and Organizational Development using Zoom and Microsoft Teams.

MEETINGS WITH SCHOOL DISTRICTS (EXTERNAL)

- The following meetings were held with partnering ISDs to plan for Fall enrollment:

- Oratory Academy
- La Joya ISD
- Edinburg CISD
- PSJA ISD
- Health Professions HS
- Weslaco ISD
- Donna High School
- Donna North High School
- McAllen ISD
- Mercedes HS

MEETINGS WITH STC DEPARTMENTS (INTERNAL)

- Dual2Degree Weekly Department Meetings
- Dual2Degree Weekly Staff Meeting
- Dual2Degree Weekly Coordinator Meetings
- Dual2Degree Weekly Supervisor Meetings
- Dual2Degree Advisory Group Meeting
- Dual2Degree Enrollment Services Meeting
- Dual2Degree Student Success Meeting
- Dual2Degree Personnel Meeting
- Prior Dual Stop Out Meeting
- LASS Grant Meeting
- LASS Grant Check-in Call
- Carl Perkins Meeting
- Meeting with Dual Credit Programs on Non-S Request Procedures
- Meeting with Academies Staff on Non-S Request Procedures
- Meeting with Dual Credit Programs on Exception Report Formstack
- Fall Dual Credit Enrollment Meeting
- Non-S Enrollment Meeting
- DCP Mission and Goals Commitment Meeting
- SAEM Division Leaders Meeting
- SACS Standard 12.1 Planning Meeting
- HSI 360 Qualitative Study Planning Meeting
- DCP Goal 2 Committee Meeting

PROFESSIONAL DEVELOPMENT

- Dual2Degree Virtual Retreat: Managing Stress & Avoiding Burnout Challenge/Creativity Workshop
- Quick ASL Workshop
- ASL Workshop: I am Hungry
- Microsoft Team Training for Deans and Chairs

WALK-INS AND TESTING REPORT

Student Assessment Center Monthly Activity Report July 2020					
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	**56**			**ACT**	**129**
Mid- Valley	**30**			**TSI EXAM**	**718**
Starr Campus	**22**			**TSI EXAM**	**324**
Pecan Plaza				**GED/ PEARSON**	**498**
Pecan Plaza		**430**	**280 (65% show)**	**TSI EXAM/ includes TSI Online**	**2,238**
Pecan Plaza		**46**	**40 (87% show)**	**HESI**	**832**
Pecan Plaza				**HiSET**	**85**
TOTAL:	**108**	**476**	**320 (67% show)**		**4,824– 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 by making an appointment ahead of time.
- A total of 1,119 students were assisted by phone or by email by STC Testing Center Staff.

TSI Scores: by placement score July 2020			
READING		**READING**	
Monthly (07/01/20-07/31/20)		**Year To Date (09/01/19 – 07/30/20)**	
College ready (351+)	85	**College Ready** (351+)	576
Holistic Placement (349-350)	9	Holistic Placement (349-350)	120
Developmental Ed (342-348)	40	Developmental Ed (342-348)	502
ABE Level 6 (Developmental Ed)	10	ABE Level 6 (Developmental Ed)	104
ABE Level 5 (Developmental Ed)	17	ABE Level 5 (Developmental Ed)	304
ABE Level 4	10	ABE Level 4	131
ABE Level 3	6	ABE Level 3	42
ABE Level 2	1	ABE Level 2	48
ABE Level 1	2	ABE Level 1	20
Total	**180**	**Total**	**1,847**
MATH		**MATH**	
Monthly (07/01/20-07/31/20)		**Year To Date (09/01/19 – 07/30/20)**	
College Ready (350+)	76	**College Ready** (350+)	276
Holistic Placement (348-349)	15	Holistic Placement (348-349)	119
Developmental Ed (336-347)	48	Developmental Ed (336-347)	646
ABE Level 6 (Developmental Ed)	0	ABE Level 6 (Developmental Ed)	0
ABE Level 5 (Developmental Ed)	39	ABE Level 5 (Developmental Ed)	399
ABE Level 4	26	ABE Level 4	311
ABE Level 3	5	ABE Level 3	103
ABE Level 2	0	ABE Level 2	52
ABE Level 1	0	ABE Level 1	9
Total	**209**	**Total**	**1915**
Writing		**Writing**	
Monthly (07/01/20-07/31/20)		**Year To Date (09/01/19 – 07/30/20)**	
College Ready (340 & 4+ Essay or 5+)	106	**College Ready** (340 & 4+ Essay or 5+)	895
Developmental Ed (310-390 & 0-4 Essay)	21	Developmental Ed (350-362 & 0-4 Essay)	228
ABE Level 6 (Developmental Ed)	1	ABE Level 6 (Developmental Ed)	9
ABE Level 5 (Developmental Ed)	1	ABE Level 5 (Developmental Ed)	14
ABE Level 4	1	ABE Level 4	27
ABE Level 3	3	ABE Level 3	33
ABE Level 2	0	ABE Level 2	13
ABE Level 1	0	ABE Level 1	12
Total	**133**	**Total**	**1231**
Data retrieved from College Board Accuplacer			

COLLEGE CONNECTIONS

RECRUITMENT

- Meeting with Prospective Student – 1 Students
- Weslaco Police Department – Law Enforcement Outreach Efforts

CALL CENTER

Phone Calls		
Inbound Calls	12,159 calls	
JagConnect		
Contact Form Submissions	83 emails	
Mongoose Texts		
UTRGV Denied List	188 texts sent w/ 53 replies (27%)	
La Joya ISD Enrollment	103 texts sent w/ 42 replies (39%)	
La Joya ISD cleared not registered	165 texts sent w/ 29 replies (16%)	
Cares ACT	537 texts sent w/ 186 replies (33%)	
TxDot		
Fall 2020 TxDot Registration	21 prospective students	3 enrolled
Fall 2020 FTIC Registration	21 prospective students	5 enrolled
Fall 2020 Law Enforcement Registration	92 prospective students	50 enrolled

DEAN OF STUDENT AFFAIRS, PAUL HERNANDEZ

CAREER AND EMPLOYER SERVICES

Reports:

Weekly- Career & Employer Services Activity	
Total Number	
11	Student walk-ins and visits
1862	Student Contacts, Outreach & Virtual Appointments
1432	CTE Student Contacts
38	Student & Alumni Registered on CCN
24	Student & Alumni Resumes Revised/Uploaded on CCN
5	New Employer Registered on CCN
14	Jobs posted to CCN
2	Workshops Presented
0	On Campus Recruitment
1325	Career Coach Total Visits

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

CURRENT/UPCOMING ACTIVITIES & EVENTS

On Campus Recruitment

Workshop & Presentations / Activities

- Job Development
  - AROD Construction, Inc. – 1 job posting
  - Cool-Aid Air Conditioning & Refrigeration. – 1 job posting
  - PMG, Inc. – 3 job posting
  - Price Innovations LLC. – 1 job posting
  - The Borgen Project. – 8 job posting
- Presentations/Workshops
  - Facilitated LVN Level III Resume & Cover Letter Writing Workshop for 103 total students.
  - Facilitated Career & Employer Services Overview Presentation for NAH Student Success Center staff.
- Employer Outreach
  - Express Pros
  - AROD Construction
  - Cool-Aid Air Conditioning & Refrigeration
  - Toshiba
  - The Rio Apartments
  - CBP Office of Field Operations
  - Texas Wood Supply
  - Lone Star Citrus Growers
  - Aguirre Family LLP.
- Employer Registrations
  - Advantage Healthcare Consulting, Inc.
  - AROD Construction, Inc.
  - Cool-Aid Air Conditioning & Refrigeration
  - Price Innovations LLC
  - Texas Oncology

Coordination of Upcoming Events

- CES is preparing Medical Assistant Workshops and Mock Interviews
- CES is preparing LVN Level 3 Career Readiness Follow Up workshops
- CES is coordinating with Dr. Sandra Treviño for the upcoming mock interviews for the BASOL Capstone practicum cohort.
- Creating Virtual on Demand CES Career Readiness Presentations

MEETINGS AND MISCELLANEOUS INFORMATION

- CES is currently participating in the Excelencia in Education's 2020 Seal of Excelencia Leadership Institute initiative.
- CES is currently collaborating with South Texas Consortium of Career Centers with UTRGV and Texas A & M in order to promote student services.
- CES continues working on the Comprehensive Local Needs Assessment.
- CES continues promoting Threads Career Closet with campaign initiatives.
- CES is researching Interviewing Technology to enhance virtual interview process for students and alumni.
- CES staff assisted Dr. Emma Miller and Dr. Saint Pierre of the BASOL program by conducting numerous virtual mock interviews and providing feedback to BASOL capstone students.
- Working on CES voice over power point presentation for Summer Bridge Program.
- CES TEAMS meeting discussing COVID-19 campus updates, rotation schedules, and promotion of CES virtual services.
- CES participated in a Student Success Toolkit Collaboration TEAMS meeting discussing platform options, departmental priorities, and student focus groups.
- CES conducted a phone meeting with NAH Student Success Specialist, to discuss NAH Student Success Center collaboration and CES overview presentations.
- CES staff reviewed and researched numerous articles, *Assessing the Skills Gap, Pandemic Hurts Student Health* by Inside Higher Ed, and the *STC Fall Instructional Plan*
- Updated articles for the Career Insights section of the CES webpage
- CES staff completed LinkedIn online training, *Discovering Your Strengths* webinar.
- CES staff completed College Central Network online training, *Employers and Jobs.*
- CES posted a Customs and Border Protection/Office of Field Operations webinar employment opportunity on social media platforms and followed up by informing students/alumni via CCN targeting Criminal Justice and First Responder Majors
- CES staff continued to review the following relevant articles, *What Happens Next for DACA, Future Proofing Your Talent Pipeline, Mobile, Social Media, & Marketing, The Strategic Way to Be Yourself in a Job Search, Why You Need to Write a Weekly Self-Evaluation, How to Answer Anything: Tell Me About Yourself.*
- CES continuing to facilitate resume/cover letter reviews and mock interview for Medical Assistant Technology summer cohort.
- Promoted BENDER Consulting Services Disability Virtual Career Fair via CES social media pages.
- CES staff completed LinkedIn Learning, *ZOOM training* webinar.
- CES staff completed College Central Network online training, *Live Event Manager* webinar.
- CES specialist completed LinkedIn training, *Remote Work Basics, How to Rock an Interview, Body Language for Women* webinar.
- CES staff completed College Central Network online training, *Orientation and Review: Employers, Jobs and More* webinar.
- CES staff is prepared a power point presentation for the Summer Bridge program.

- CES staff assisted with BAT TMGT Virtual Mock Interview Panel and provided resume and cover letter feedback/revision notes for students and faculty.
- CES staff completed the required *SafeColleges COVID-19* Trainings, 8 total.
- CES specialist worked in partnership to collect and report data for Carl Perkins Comprehensive Local Needs Assessment.
- CES contributed updated slides for the CES portion of the "First Year Connections" presentation that is being exhibited by Student Activities to first year students.
- CES is continuing producing updated 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.
- CES promoted CoolAidAC Tech job posting on social media platforms and followed up by informing 322 students via CCN targeting HVAC and Electrician Assistant student and alumni majors.
- CES specialist compiled and submitting NAH Carl Perkins report for June 2020.
- Conducted CES outreach to Biology 83 students, 180 alumni; Business Administration 205 student, 435 alumni; and Chemistry 13 students, 35 alumni. Messaging reintroduced Career & Employer Services and the extension of virtual/online services available.
- Contacted 226 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)
- CCN generated an email blast marketing potential CTE positions for Knapp Medical Center- 51 CTE students/ 10 Alumni (Electrical/HVACR/Construction Supervision majors) contacted
- Conducted CES outreach to Accounting 86 students, 44 alumni, Accounting Clerk 23 students, 165 alumni, and Advertising & Public Relations 4 students, 9 alumni. Messaging reintroduced Career & Employer Services and the extension of virtual/online services available.
- 45 virtual student appointments.
- 19 CCN Resume review
- 3 student outreach – via email
- Reviewed 12 student and 10 alumni resumes via CCN.

College Central Network Logistics

College Central Network Logistics

Career Coach

STUDENT ACTIVITIES AND WELLNESS

- Run, Walk, Cycling Challenges
- FIFA 20 Video Game tournament
- Madden 20 Video Game Tournament
- NBA 2K20 Video Game Tournament
- Sports Trivia Contest
- Food Pantry operations in Pecan, Mid-Valley and Starr
- First Year Connection sessions
  - Pecan 9 sessions
  - Mid-Valley 9 sessions
  - Starr 9 sessions
  - 27 sessions total
  - 200 students attended or completed the online orientation in July
- Social media postings
- SharePoint Updates (200 average unique users per week)

COMPREHENSIVE ADVISING

PROGRAMS/ACTIVITIES/MEETINGS

- **Academic Advising**
  - **Contacts** – total of 4,184 contacts with students were conducted by Academic Advisors and PASS Program Advisors in July 2020
  - Received/managed all student advising requests and assigned them to an advisor for individualized education planning via email, phone calls and Zoom sessions
  - Advisors conducted testing of DegreeWorks update in testing and provided valuable feedback to IS&P in preparation of DW update in production
  - Advisors participated in STC COVID 19 training and in Identifying Inherent Issues in Male and Female Non-Traditional Participation Programs training
- **Faculty Advising**
  - Completed and submitted weekly activity reports to Hispanic Serving Institution Grant Specialist
  - Updated Master List of Faculty Advisors
  - Trained Faculty Advisors on documenting in student's Degree Works accounts when they connect with students about graduation
  - Communicated virtually with Faculty Advisors to answer their advising questions and provide support
  - Coordinated with Faculty Advisors to conduct the advising of students nearing completion (Summer and Fall 2020) by Faculty Advisors
  - 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 and compiled notes in folder for future continued use
  - Participated in ongoing professional development to improve faculty advising training and services and attended the following webinars/trainings: Identifying Inherent Issues in Male and Female Non-Traditional Participation Programs, Responsive Customer Service in Times of Change (Region 1); Interactive Questioning with Poll Everywhere

- **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; trained mentors to connect with CTE students and inform them about the PASS Program
  - **Beacon Mentoring Program** – will return this Fall semester; will begin recruiting volunteer mentors in August and will assign to 12 gatekeeper courses; four visits will be recommended and done virtually; presentations topics include financial *aid, final exam preparation, etc*. again in a virtual manner; training for mentors will be held in August
- **PASS Program**
  - Began planning for textbook distribution for Fall 2020 semester utilizing a curbside plan to minimize contact and follow CDC guidelines in regards to COVID 19;
  - Staff provided academic advisement for PASS Program participants virtually
  - Staff maintained ongoing contacts with students on their caseloads;
  - Collected class schedules from students for textbook requirements;
  - Created purchase orders for instructional supplements for students attending fall session; received, tagged and distributed purchased instructional supplements to students for Summer
  - Generated reports of CTE students for student awareness of PASS Program
- **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 PASS Program on July 16th, 23rd& 30th, 2020 in regards to the planning, gathering, data conducting CLNA analysis, and process for developing the narrative for the upcoming Perkins V application
  - Met with SAEM Directors and Grants Office personnel to review and develop Perkins V needs assessment; developed and submitted needs assessment for SAEM to the Grant's office which included key stakeholders and SAEM student support services review and analysis for determination of services to be provided in FY2021 with Perkins V funds
  - Participated in multiple meetings held by the Grant's Office in regards to Perkins V

PARTICIPATED IN THE FOLLOWING

- **Guided Pathways**- Director is serving as Co-Lead of Guided Pathways met with Co-Lead Dr. Cristopher Nelson; working on homework for next Institute
- **Quality Enhancement Plan (QEP)** – Director serves as QEP Director; held multiple meetings with STC SACSCOC Liaison and Implementation Team; met weekly with QEP Writing Team; made necessary updates and finalized Fall/Spring My Advising Plan (MAP) Roadmaps; final QEP document has been finalized as well and submitted to SACSCOC
- **Banner User Group (BUGs)** – participated in BUGs meetings to review technical upgrade to Degree Works and conducted testing to prepare for 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 12.1
- **Traffic Appeals Committee** – Coordinator of Special Advising Projects serving on committee for the 2019-2020 fiscal and will continue to participate in FY 2021 - Next Meeting TBD

A. Preliminary Forms

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

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	**8**	**21**	**131**	**27**	**57**	**104**	**348**
NAH	**1**	**7**	**54**	**16**	**16**	**15**	**109**
Pecan	**3**	**22**	**224**	**137**	**149**	**455**	**990**
Starr Co.	**21**	**16**	**65**	**13**	**35**	**36**	**186**
Technology	**0**	**0**	**83**	**16**	**7**	**58**	**164**
Total	**33**	**66**	**557**	**209**	**264**	**668**	**1797**

QueLess Appointments	**66**
COVID-19 Positive Cases	**32**

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
- Pregnant and Parenting Student Case Management, Forms Committee, Referrals and Staffing
- Title IX Committee Meetings
- SAEM Meeting
- Perkins Basic Grant Meeting
- Weekly Meetings with Counselors and Student Success Specialist
- Review, refer and respond to Counseling Department Emails
- UNIDAD Coalition Planning Committee and Monthly Meeting
- Hidalgo County Family Violence Taskforce Meeting
- CSDS Accommodation Memos Meeting with CLE Coordinator
- Individual Supervision Meetings with UTRGV BSW Intern
- Summer Bridge Planning Meetings
- Behavioral Intervention Team Meeting
- Positive Pathways Meeting
- CSDS Coordinators Meeting
- Stakeholders Meeting, Coalition for Empowering Children and Families (CECF)

- UTRGV BSW Intern Midterm Evaluation
- Crisis Prevention Institute Training Planning Meetings
- Weekly Interpreter Meetings
- BIT Meetings
- SDS Student Accommodations Memo Review/Update Meetings
- SDS and Distance Education Meeting
- Docusign Meeting
- Meeting with HR
- CSDS Virtual Dept. Orientation Planning Meeting
- Pregnant and Parenting Services website update meeting
- Transition Coalition Meeting

WORKSHOPS/PRESENTATIONS

Virtual Workshops, Microsoft Teams Live Events:

- How to do a Vision Board
- Packing Nutritious and Delicious Snacks
- Title IX: Pregnant & Parenting
- Self-Care
- Controlling Anger- Before it Controls You
- Diversity Awareness
- Suicide: Let's Talk About It
- Got Stress? Use it to Your Advantage
- Ways to Avoid Miscommunication
- Tackling Testing Anxiety
- How Important is Your GPA?

COVID-19 Support Group: Jaguars United From Home

ASL Workshops:

- Preparing for Internship
- Ethical Scenarios
- Mmmm, I'm Hungry
- Quick ASL Guide
- When Talk of Politics Comes Up
- Start Building a Vocabulary Foundation in ASL
- Mathematics in ASL

PROFESSIONAL DEVELOPMENT

- The Jason Foundation's Youth and First Responder Suicide Prevention Webinar
- Wellness: Managing Stress and Taking Care of Yourself Webinar
- Social Justice in the US - Part I (During Coronavirus) Webinar
- COVID-19 Latest with Bindu S. Mayi, M.Sc., Ph.D. Webinar
- In it Together: A Collaborative Approach to Suicide Assessment and Intervention Training
- National Alliance for Mental Illness Convention
- "Complex Trauma: The Connection Between COVID-19 and Social Unrest" Webinar
- How to Meet Students' Social Emotional and Academic Needs When Schools Reopen
- Victim Impact Statement - The Victim's Voice in the Criminal Justice Process Webinar Training
- Preventing and Responding to Family Violence During COVID-19 Webinar
- The Intersection of Racism, Discrimination and Mental Health in Communities of Color Webinar

- Safety College Trainings
- Addressing Blended Family and Trauma Issues with Affectional and Gender Minority Parents
- Understanding Racial Injustice & its Impact on Student Mental Health-Part 1 Language Matters: Exploring the Impacts of How We Talk about Race
- HCFVTF Mental Health Awareness Presentation
- Learning From and With Students, Caregivers, Advocates and Systems Leaders Webinar
- AHEAD 2020 Virtual Conference
- Communication Skills Workshop (CSW) for ASL Interpreters

INTERPRETING SERVICES REPORT	
Type of Service	**Total**
Live Classes Interpreted (Synchronous)	**23**
Post-Production ASL Interpreted Lectures (Asynchronous)	18
Post-Production ASL Interpreted Videos (Asynchronous)	43
Interpreted for Admissions/Enrollment	2
Interpreted for Advising/PASS	2
Interpreted for Financial Services	3
Interpreted for Testing Services	1
Interpreted for Counseling Services and Student Disability Services	13
Interpreted orientation/outreach	5
Interpreted Tutoring Services	1
Telephone/Email Contacts with Students	571
Interpreter Hosted Workshops	7
Interpret student and/or instructor meeting	1
Other	531
Total number of services provided	**1221**
Total hours of interpreting	**35.75**
STUDENT SUCCESS SPECIALIST ACTIVITY REPORT	
Type of Service	**Total**
Interpreter requests filled	5
Contacts/Meetings with SDS Students	68
Assist SDS students in Registration Process	12
Mass Emails to CSDS Students	1
Additional Services	**Total**
Professional development	11
Assigning students to counselors	12
Total	**109**

OFFICE OF STUDENT RIGHTS & RESPONSIBILITITES

Office of the Ombuds

July 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 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.
- 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.
- The Office of the Ombuds is updating the Student Code of Conduct.
- The Office of Student Rights & Responsibilities participated on the Implementing Restorative Justice for Campus Sexual Harm Webinar.
- The Office of Student Rights & Responsibilities participated on the ASL Workshop.

Office of Student Conduct

July 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 is updating the Student Code of Conduct.
- The Office of Student Rights & Responsibilities completed employee evaluations.
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- The Office of Student Conduct is updating the Student Code of Conduct.
- The Office of Student Rights & Responsibilities participated on the Implementing Restorative Justice for Campus Sexual Harm Webinar.
- The Office of Student Rights & Responsibilities participated on the ASL Workshop.

Behavioral Intervention Team

July 2020

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

SOUTH TEXAS COLLEGE

FINANCE AND ADMINISTRATIVE SERVICES

SOUTH TEXAS COLLEGE

OFFICE OF THE VICE PRESIDENT FOR FINANCE AND ADMINISTRATIVE SERVICES

TO: DR. SHIRLEY A. REED, PRESIDENT

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

DATE: AUGUST 20, 2020

SUBJECT: ACTIVITY REPORT FOR JULY 1, 2020 THROUGH JULY 31, 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 discussions on Fiscal Year 2020 - 2021 Budget and Fiscal Year 2019 – 20202 Budget Amendments with Comptroller and Budget Manager.
  - Held discussion on the Bank Depository Services item that will be presented to the Board for approval with Comptroller, Assistant Comptroller, and Director of Purchasing.
  - Held discussion on Lower Rio Grande Valley Development Council (LRGVDC) Interlocal Agreements with Comptroller, Accounting Group Manager, and Transportation Services Manager.
  - Held conference call to review the Popular Annual Financial Report with Comptroller, Associate Comptroller, and Graphic Designer.
  - Held conference call to review Lower Rio Grande Valley Development Council (LRGVDC) Ridership information and Ridership Report with Accounting Group Manager and Transportation Services Manager.
  - Held conference call to review Food Services Forecasted budgets with Accounting Group Manager and Food Services Accountant.
  - Held Teams conference call on Communication Email for Direct Deposit and Accounts Payable Self-Service with Comptroller and Interim Director of Human Resources.
  - Participated in Teams conference call on Coronavirus Aid, Relief, and Economic Security (CARES) Act Higher Education Emergency Relief Fund (HEERF) Institutional Aid Grant Initiation with Comptroller, Accounting Group Manager, Accounting Group Supervisor, Grant System Management and Compliance Officer, and Executive Director of Resource Management and Compliance.
  - Held conference call on Memorandum of Understanding (MOU's) Interlocal Agreements with Comptroller, Accounting Group Manager, and Director of Purchasing.
  - Held conference call to review notes from the Texas Association of Community Colleges Chief Financial Officers meeting with Associate Comptroller.

- Participated in conference call to discuss allowable expenditures under Coronavirus Aid, Relief and Economic Security (CARES) Act with Legal Counsel, Comptroller, and Accounting Group Manager.
- Discussed FY 2021 salary budget and FY 2020 budget amendment with Comptroller and Budget Manager.
- Participated in conference calls to discuss FY 2020 and FY 2021 Lower Rio Grande Valley Development Council (LRGVDC) interlocal agreements, write-ups, budgets, and to discuss FY 2021 Food Service Forecast and PowerPoint presentation with Business Office staff.
- Discussed staffing plan changes with Comptroller and Human Resources staff.

- Department of Public Safety:
  - Held meeting on Valley Metro Contract with Acting Chief of Police, Transportation Services Manager, Comptroller, and Finance and Administrative Services Project Manager.
  - Held Teams meeting to discuss proposed transportation reduction of staffing for FY 2020 - 2021 with Acting Chief of Police and other college personnel.
  - Held several meetings to discuss recommended write-ups for the Transportation Services Plan for the August Board of Trustees Meeting with Acting Chief of Police and other staff.
  - Held conference call to discuss Clery Act and Violence Against Women Act (VAWA) internal audit with Acting Chief of Police.
  - Held Teams meeting to discuss what was covered on the Executive Crisis Management Team Meeting with Acting Chief of Police and other directors.
- Accountability, Risk, and Compliance:
  - Attended meeting on Property/Casualty Insurance with Insurance Consultant, Director of Accountability, Risk, and Compliance, and Risk Manager.
  - Held conference call to review Records Retention Management with Director of Accountability, Risk, and Compliance, Accountability and Compliance Manager, and Accountability Assistant.
  - Attended meeting to discuss Property/Casualty and Student Insurance questions and related items with Director of Accountability, Risk, and Compliance and Risk Management Consultant.
  - Attended several meetings to prepare for Finance, Audit, and Human Resources Committee Meeting and Board Meeting with Director of Accountability, Risk, and Compliance, Risk Management Consultant, and Risk Manager.
  - Attended meeting on admitted versus non-admitted insurance carriers with Director of Accountability, Risk, and Compliance, Legal Counsel, and Risk Manager.
- Human Resources:
  - Held discussions on Staffing Plan and Employee Pay Plan with Interim Director of Human Resources.
  - Held Teams bi-weekly conference calls on Human Resources department staff updates with Interim Director Human Resources, Employee Relations Officer, Staffing and Compensation Manager, and Human Resources Information Systems Manager (HRIS) Manager.
  - Held Teams conference call on Texas Workforce Commission - Work Share Program with Interim Director of Human Resources, Director of Accountability, Risk and Compliance, and Legal Counsel.
- Institutional Equity:
  - Held Teams conference call to discuss Title IX matters with Institutional Equity Officer.
  - Held conference call on Office of Institutional Equity matters with Institutional Equity Officer.
  - Held conference call on Senate Bill 212, House Bill 1735, Professional Development Day training, Maxient Software, Policy #4216, Title IX Weekly Cabinet Report, and other issues with Institutional Equity Officer.
  - Held conference call on revisions to Policy #4216: Freedom from Discrimination, Harassment, Sexual Misconduct, and Retaliation with Institutional Equity Officer, Interim Director of Human Resources, and Legal Counsel.
  - Attended meeting on further discussions on revisions to Policy #4216: Freedom from Discrimination, Harassment, Sexual Misconduct, and Retaliation, and other matters with Institutional Equity Officer.
- COVID-19:
  - Conducted weekly Teams conference calls to discuss Safety Measures dealing with COVID-19 and different processes dealing with communicable and infectious diseases with Safety Team.

- Attended meeting on COVID-19 Executive Updates with Crisis Management Team.
- Held Teams conference call on COVID-19 related matters Risk Assessment with Director of Accountability, Risk and Compliance.
- Held Teams conference call on COVID-19 Updates with Acting Chief of Police and Interim Director of Human Resources.
- Held conference call on COVID-19 Employee Procedures and County Orders with Interim Director of Human Resources, Director of Accountability, Risk, and Compliance, and Legal Counsel.
- Held Teams conference call to discuss Work from Home Time and Effort Report with Director of Accountability, Risk, and Compliance, Interim Director of Human Resources, and Comptroller.
- Held Teams meeting to discuss COVID-19 matrix with Acting Chief of Police and Director of Human Resources.
- Held Teams Safety Team meetings to discuss COVID-19 safety measures in place with Acting Chief of Police and other directors.

- Other Meetings:
  - Held discussions on Board agenda items and Finance, Audit, and Human Resources 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 meeting to discuss President's Cabinet Updates with Finance and Administrative Services Project Managers.
  - Held discussions on Director of Human Resources job description with Finance and Administrative Services Reporting Coordinator.
  - Participated in Governmental Accounting and Auditing Update webcast.
  - Held conference call on Food Services Plan to re-open with Finance and Administrative Services Project Manager, Director of Facilities Operations and Maintenance, and Auxiliary Fund Accountant.
  - Held conference call on Furlough Employee Status with Finance and Administrative Services Project Manager.
  - Held conference call on Coronavirus Aid, Relief, and Economic Security (CARES) Act fund with Legal Counsel.
  - Held conference call to review August Committee/Board Meeting items and Timeline with several division directors and staff.
  - Held meeting to review Transportation Plan with College President, Acting Chief of Police, and Transportation Services Manager.
  - Participated in Award Call for Bond Refunding with Hilltop Securities.
  - Held Teams meeting to discuss disaster information with Director of Operations and Maintenance.
  - Participated in Bond issuance batters with Financial Advisor.

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.
  - Continued reviewing Unrestricted Fund Budget Summary Fiscal Year 2020 – 2021 Board write-up and PowerPoint presentation.
  - Continued reviewing Restricted, Auxiliary, and Unrestricted Fund Budget Amendments for FY 2019 – 2020, write-ups and PowerPoint presentations for Board presentation.
  - Reviewed Texas Association of Community Colleges Business Officers (TACCBO) Annual Budget Survey.
  - Reviewed Texas Association of Community Colleges Business Officers (TACCBO) Enrollment Matrix.
  - Reviewed Popular Annual Financial Report (PAFR) for Fiscal Year Ended August 31, 2018.
  - Reviewed Tuition and Fee Revenue Report.

- Reviewed Coronavirus Aid, Relief and Economic Security (CARES) Act Institutional Funds use.
- Revised month Legislative Budget Board COVID-19 Cost Survey Report.
- Reviewed FY 2021 budget hearing notice.

- Human Resources:
  - Reviewed updates on status of COVID-19.
  - Reviewed FY 2020 – 2021 Staffing Plan and Employee Pay Plan that will be included for Board of Trustees approval.
  - Reviewed information on Temporary Agency Employees.
  - Reviewed SafeColleges Online Trainings.
- 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) Budget.
  - Reviewed color board for Mid Valley Campus Student Services Building F.
- Department of Public Safety:
  - Reviewed Campus Security Authorities Report.
  - Reviewed updates on Status of COVID-19 Cases Report.
- Accountability, Risk, and Compliance:
  - Reviewed Continuity of Operations Plan Template and Notice (COOP).
  - Reviewed Records Retention Matrix and Newsletter.
- Title IX:
  - Reviewed Title IX procedures and cases.
  - Reviewed Title IX Weekly Reports.
- Other:
  - Reviewed Physical Inventory Certification Report.
  - Reviewed Voting on Campus/Protocols.
  - Reviewed Employees Working from Home Report.
  - Reviewed COVID-19 Emergency Notification Matrix.
  - Reviewed Texas Association of Community Colleges Chief Financial Officers Listserv Questionnaire on COVID-19 testing.
  - Reviewed information on Children of Disabled or Deceased Firefighters and Law Enforcement Officers.
  - Reviewed Projects for Internal Auditor that will be included for Board approval.
  - Reviewed Comprehensive Plan of all Finance and Administrative Services departments.
  - Worked on Transportation Services Plan.
  - Worked on Food Services Operational Plan.
  - Reviewed Clery Act Internal Audit.
  - Reviewed COVID-19 testing providers option.
  - Provided monthly Reports to President's Cabinet members as follows:
    - Salary Savings Reports as of June 2020.
    - Travel by Employee Reports as of June 2020
    - Overtime Reports (Hours Worked by Employee) as of June 2020
- Project Managers:
  - Reviewed and assisted in development of Facilities Committee and Finance, Audit, and Human Resources Committee items.
  - Worked on legal counsel log and confirmed activities stated on invoices sent by legal counsel.
  - Coordinated with Facilities Operation and Maintenance to install plexiglass at selected areas for the Finance and Administrative Services office.
  - Coordinated with Office of Institutional Equity to schedule a Title IX representative from Association for Title IX Associations (ATIXA) to present at Professional Development Day.
  - Coordinated with Directors to complete Status Year Report for Comprehensive Plan.
  - Worked on presentations and narratives for the transportation services operational plan and food service operational plan for Board Committee packets.

- Worked with Business Office and Department of Public Safety to develop different scenarios with cost analyses to reduce cost of transportation services in Fiscal Year 2020 – 2021.
- Worked with Business Office and Human Resources staff on cost analysis to reduce hours of operation and eligibility for employees returning under Food Services Department to apply for Texas Workforce Commission Work Shared Program.
- Conducted research and worked with Director of Accountability, Risk, and Compliance to update the Work from Home Agreement Form.
- Coordinated with Facilities Planning and Construction to finalize the budgets for Capital Improvement Projects for Fiscal Year 2020 – 2021.
- Assisted on COVID-19 Legislative Budget Board (LBB) Survey Report with Comptroller.
- Worked on Activity Report for month of July 2020.
- Assisted on Work from Home Reports with Accountability and Compliance Manager.
- Follow up on Clery Flyer with Coordinator of Emergency Preparedness and Training.
- Worked on COVID-19 Testing Center with Director of Purchasing.
- Worked on Laptop Docking Station Solution request with Finance and Administrative Services Directors.
- Assisted on Clery Act and Violence Against Women Act (VAWA) Audit presentation updates with Acting Chief of Police.
- Researched House Bill 1735 on Texas Administrative Code.
- Worked on Work from Home Agreements for all Finance and Administrative Services division employees.
- Worked on COVID-19 Update Cases Report for Students and Employees with Acting Chief of Police and Interim Director of Human Resources.
- Worked on email notification on Self-Assessment Performance Appraisals for all Finance and Administrative Services.
- Assisted on Records Retention Newsletter with Accountability and Compliance Manager with updates provided by Vice President for Finance and Administrative Services.
- Worked on FY 2018 - 2019 Performance Appraisals with Human Resources Specialist for Employee Relations.

BUSINESS OFFICE - MYRIAM LOPEZ, COMPTROLLER, AND STAFF

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended meeting to discuss Timekeeping system migration project with Business Office staff and Information Technology.
- Participated in Microsoft Teams meeting to discuss details on Dual Credit national conference event.
- Attended meeting to discuss Accounts Payable staff workload with Business Office staff.
- Participated in conference call on Bank Depository contract with outsourced consultant.
- Participated in conference call to discuss Grant Compliance with Vice President for Finance and Administrative Services.
- Participated in conference call to discuss staffing plan with Human Resources Manager and Business Office Budget Manager.
- Participated in conference call to review Texas Association of Community Colleges (TACC) meeting with Vice President for Finance and Administrative Services.
- Participated in conference calls on Bank Depository contract with Vice President for Finance and Administrative Services and Legal Counsel.
- Attended demo viewing to discuss the laptop docking stations.
- Participated in Teams Finance and Administrative Services Directors' meeting with Vice President and division directors.
- Participated in Fraud Survey call with external auditor.
- Participated in conference call to discuss grant monitoring.
- Attended meeting to discuss bank process balance with Business Office staff.
- Attended meeting to discuss bank transfer process with Business Office staff.

- Attended meeting to discuss Timekeeping system automations with Payroll staff.
- Participated in Popular Annual Report conference call with Vice President for Finance and Administrative Services and graphic designer.
- Participated in Teams meeting on upcoming Xtender upgrade overview with Cashiers staff.
- Participated in Teams meeting to discuss department roles (invoicing/refunds) in process of a Dual Credit conference scheduled for 2021 with Cashier staff.
- Participated in Teams meeting to discuss Excel macros for formatting board management reports with Business Office staff.
- Attended Recurring Manager meeting with Business Office staff.
- Attended weekly Travel and Expense system status meeting with Business Office staff.
- Attended meetings to discuss Travel and Expense system testing with Business Office team and Information Technology staff.
- Participated in Timekeeping system cloud migration conference calls with Business Office staff and Information Technology staff.
- Participated in Zoom meeting to discuss Travel and Expense system banner interface with Business Office staff and Sam Houston State University.
- Joined Teams meeting and participated in a Disaster Recovery Testing exercise with Cashiers selected staff.
- Joined Teams meeting to discuss Fall 2020 board approved fees to assess by residency (In-district, Out-district and Out of state) with Continuing Education Department.
- Joined Teams meeting to discuss implementing Automated Clearing House (ACH) payments for students paying through Campus Web Access (CWA) with Accounts Receivable staff.
- Joined Teams meeting to discuss transfer of knowledge with Campus Receivable Collector (CRC).
- Met and reviewed FY 2021 contract tickler report with Business Office staff.
- Met to discuss Affordable Care Act Internal Revenue Service Reporting with Human Resources staff.
- Met to discuss Timekeeping system migrating to Cloud project with Information Technology staff.
- Met to discuss new grants to consider for Audit Fiscal Year 2020 with External Auditor.
- Met to discuss response to audit questions.
- Met to discuss Campus Receivable Collector (CRC) Automated Clearing House (ACH) process with Cashiers.
- Met to discuss FY 2020 and FY 2021 Lower Rio Grande Valley Development Council (LRGVDC) interlocal agreements and budgets with Business Office staff.
- Met to discuss the Information Technology Certification fee rates for Fall 2020 tuition tables with program chair and Cashier Accounting Group Supervisor.
- Met to discuss National Conference Marketplace request with Dual Credit staff.
- Met to discuss Pell reconciliation process with Business Office and Student Financial Services staff.
- Met to discuss status of FY 2021 budget.
- Met to discuss Welding Certification Expense Organization code and budget with Budget Manager.
- Met to discuss Welding Certification fee rates for Fall 2020 tuition tables with program chair and Cashier Accounting Group Supervisor.
- Met to review Management Reports and possibility of creating them through Argos dashboards or Excel macros with Business Office System Analyst.
- Met to review proposed Visio Childcare process map.
- Participated in conference call to discuss FY 2020 and FY 2021 Lower Rio Grande Valley Development Council (LRGVDC) interlocal agreements, write-ups, budgets, and to discuss FY 2021 Food Service Forecast and PowerPoint presentation with Vice President for Finance and Administrative Services and Business Office staff.
- Participated in Teams meeting to discuss final recommendation for Business Analyst position with search committee.
- Participated in conference call to discuss allowable expenditures under Coronavirus Aid, Relief and Economic Security (CARES) Act with Legal Counsel and Vice President for Finance and Administrative Services.

- Participated in Teams call to discuss August Finance, Audit, and Human Resources Committee agenda items with Vice President for Finance and Administrative Services.
- Participated in Higher Education Emergency Relief Fund (HEERF) and Grant teleconference with external auditor.
- Attended monthly Banner User Group (BUGs) meeting to discuss the upcoming Xtender upgrade.
- Trainings/Webinars:
  - Participated in National Association of College and University Business Officers (NACUBO) Annual Virtual meetings.
  - Participated in Truth in Taxation (TNT) webinar.
  - Viewed Power Automate YouTube videos to apply toward a new form submission process for Student On-line payment arrangements.
  - Completed mandatory Coronavirus SafeColleges safety training requirements.

PROJECTS IN PROGRESS:

- Management Reports:
  - Business Office staff worked on June Board and management reports, including summary of revenues and expenses, investments, property taxes, auxiliary fund, state appropriations, and grants reports.
- Accounts Payable/Grants and Contracts:
  - Corrected issue with Excel macro for Grants.
  - Updated form links on Accounts Payable website.
  - Worked on new Travel report as part of Travel and Expense system implementation.
  - Worked on testing Travel and Expense system banner interface.
  - Worked on updating account codes in Travel and Expense system.

Bank No.	20-Jan	20-Feb	20-Mar	20-Apr	20-May	20-Jun	20-Jul
01 E&G	590	493	326	267	404	276	234
01 Direct Deposit	248	186	134	96	170	73	38
03 Student	12,467	1,658	1,245	370	5,793	3,367	1,803
12 I&S Taxes	1	-	-	-	-	-	1
16 I&S Bond	-	-	-	-	-	-	-
17 Plant	11	17	9	10	8	8	11
31 Virtual Card	400	441	264	157	227	262	168
232 AP Card	5	4	2	1	3	5	2
37 Unexp-LT Bond Series 2015	-	-	-	-	-	-	-
38 Unexp-LT Bond Series 2014	-	-	-	-	-	-	-

- Budget and Reporting:
  - Analyzed FY 2021 staffing plan to ensure inclusion of approved position reductions.
  - Assisted with Coronavirus Aid, Relief, and Economic Security (CARES) Act expenditure funding worksheet.
  - Completed testing of budget processes due to Banner upgrade patches.
  - Discussed FY 2021 Food Services budget with Business Office staff.
  - Discussed FY 2021 salary budget and FY 2020 budget amendment with Vice President for Finance and Administrative Service.
  - Discussed staffing plan changes with Vice President for Finance and Administrative Services and Human Resources staff.
  - Discussed status of FY 2021 budget with staff.
  - Estimated fiscal year end expenditures needed for budget amendment.
  - Followed up on pending FY 2021 budgets with appropriate staff.
  - Helped Property Tax department with FY 2020 and FY 2021 Interest and Sinking budget.
  - Prepared and provided FY 2020 budget amendment worksheets to Vice President for Finance and Administrative Services.

- Prepared FY 2020 budget amendment motions for August Finance, Audit, and Human Resources Committee meeting.
- Provided Cabinet items requested by Vice President for Finance and Administrative Services.
- Provided list of changes needed to preliminary FY 2021 staffing plan to Human Resources staff.
- Provided FY 2021 budget hearing notice to Vice President for Finance and Administrative Services.
- Requested necessary forms from financial managers for new FY 2021 budgets.
- Requested newspaper publication reservations for FY 2021 budget hearing notice.
- Requested and reviewed updated restricted budgets for FY 2021.
- Reviewed budget hearing ad proof provided by newspapers.
- Reviewed changes made to preliminary FY 2021 staffing plan.
- Submitted request forms to create fund balance reserve organizations for the FY 2020 budget amendment.
- Updated auxiliary non-self-sustaining organization FY 2021 budgets in Budget Development Application.
- Updated Coronavirus Aid, Relief, and Economic Security (CARES) Act narrative brief.
- Updated FY 2021 budget booklet worksheets with current and future year amounts.
- Updated FY 2021 budget summary, write-ups, and presentation for July Finance, Audit, and Human Resources Committee meeting.
- Updated FY 2021 budgets in Budget Development Application.
- Updated FY 2021 proposed auxiliary budget.
- Updated FY 2021 proposed unrestricted and restricted budgets.
- Updated FY 2021 proposed unrestricted budget in Budget Development Application.

- <u>Accounts Receivable/Financial Aid Accounting:</u>
  - Completed testing of Microsoft Workflow Form enhancements to begin accepting Fall 2020 on-line Emergency Loan student requests.
  - Mailed 1,457 Campus Receivable Collector (CRC) collection notices.
  - Requested Customer Web Access (CWA) hands on virtual training with Consultant to be scheduled July 16, 2020.
  - Requested update on revisions to On-line Emergency Loan submission file from Information Technology staff.
  - Reviewed Financial Aid restricted fund reconciliations and monthly Board and Management reports.
  - Reviewed inactive Student Club Agency Funds to transfer to Student Life Agency Fund pending Director of Student Activities and Wellness approval.
  - Reviewed Texas Department of Transportation Workforce Development PowerPoint presentation and contract.
  - Reviewed Fall 2020 Student Tuition and Fees for reasonableness.
  - Submitted Fall 2020 Emergency Loan available funds to Financial Aid and Cashiers staff.
  - Submitted final 2020 Southern Association of Colleges and School Commission on Colleges (SACSCOC) Financial Profile and Indicators to Dean of Institutional Research, and Effectiveness pending confirmation.
  - Worked on Management Report step by step walk-through to create Excel macros with Business Office System Analyst.
  - Worked on testing Information Technology revisions to On-line Emergency Loan submission file.
- <u>Cash Management/Special Projects/Office Support:</u>
  - Compiled information from Bank Depository Request for Proposal.
  - Finalized banner exception Argos report for cash management.
  - Responded to audit requests and reviewed items.
  - Reviewed Interim audit financial data.
  - Reviewed Popular Annual report information.
  - Worked on updating A Night with the Star's marketplace store.

Bank No.	#of Checks/DD Cycles	# of Checks/ Direct Deposit
01 E&G	9	239
01 Direct Deposit	6	35
02 Payroll	5	208
02 Direct Deposit	4	2,313
03 Student	5	1,803
12 I&S	1	1
16 I&S	0	0
17 Plant	4	11
37 Bond Series 2015	0	0
38 Bond Series 2014	0	0
Total	**34**	**4,610**

Description	Number of Transactions
ACH Direct Deposit-payments to vendors, students & employees	16
Bank Transfers between Bank Accounts	34
Wire Transfers for Benefits and International	3

- General Accounting/Construction/Fixed Assets/Property Tax:
  - Prepared board management reports and staff continued to work on month reconciliations and monthly reports.
  - Completed 107 monthly reports during month of July 2020.
  - Updated FY 2020 Lower Rio Grande Valley Development Council (LRGVDC) interlocal agreement as per legal counsel recommendations.
  - Prepared projections to FY2020 and FY 2021 Lower Rio Grande Valley Development Council (LRGVDC) budgets.
  - Assisted Auxiliary Accountant with Food Service FY 2021 Forecast Budget.
  - Worked on FY 2021 Interest and Sinking (I&S) budget projections.
  - Completed appraisals and submitted self-appraisal to immediate supervisor.

Duties	Total
Approval Queues - Requisitions Approved	3
Bank Reconciliations	7
Board and Management Reports Reviewed	79
Cancelled checks provided to AP / Payroll	13
ACH, wires, and Book Transferred Initiated and/or Approved	3
Approval Queues - Requisitions Approved	6
Bank Reconciliations	7
Board and Management Reports Prepared	107
Board and Management Reports Reviewed	83
Cancelled checks provided to AP / Payroll	6
Check verification for AP / Payroll	10
Construction budget transfers reviewed and approved	2
Construction/Grants/payroll Checks and Bank Statements - Retrieve for Auditor	6

Duties	Total
Copies of booklets/journal entries requested	9
Deposits prepared	23
Donations - telephone calls received	92
Download bank info, prepare daily reports for bank 01, 02, 04, 12, 39 and Same Day Report and email to specified group contacts	1
Download of Year End Reports and Monthly and Daily	28
Returned mailed checks - Logged and Filed	27
Returned Mailed checks - Disbursement	56
Emails - answered, prepared, initiated	878
Financial manager changes	1
FOAP created including activity codes	64
Hours Filing and organizing of Journal Entries and boxing/Record Retention Log	11.5
Hours used for scanning - estimated	98
Hours used to log Scanned JE	0.5
Hours used to prepare documents for scanning	5
Hours used converting BOR and Management reports PDF and running ARGOS	32.45
Hours used to compile and scanning LRGVDC backup	2
Donations - telephone calls received	14
Interdepartmental Transactions reviewed	10
Invoices and encumbrances reviewed	21
Journal entries prepared	109
Journal entries processed including FUPLOAD	721
Journal entries- transactions processes	6,349
Journal entries/documents scanned	4,710
Journal Entries Logged	4,092
Journal Entries reviewed	123
Positive Pay submitted / EFT Payment/Positive Pay Exemptions approved	26
Positive Pay Exemption-Number of checks researched/verification	20
Requisitions prepared	1
Stale dated list prepared	4
Stale dated letters mailed	304
Stale dated letters returned and logged	23
Stop payments processed (includes stale dated checks)	13
Transactions removed from bank reconciliation	34
Professional Development - hours - Attended - webinar - phone call conference	10.25
AGM/Departmental Meeting	2.25
Banner Testing hours/training - Hours Used-Gomer - working with IT	11.5
Number of Motions Prepared and Submitted to VP office	13
Special Project -hours -meetings, LRGVDC meeting	3
General Accounting Review meeting - hours	3.5
Special project - Hours to prepare performance appraisal	4.5
Preparation of budgets	6

Description	Total
General Journal Entry (Intra-Fund) (JE15)	100
General Journal Entry (Inter-Fund) (JE16)	61
Cash Receipts (CR05)	680
Encumbrance Liquidation (E032)	-
Encumbrance Liquidation (E020)	-
General Ledger Beginning Balance (JE05)	-
General Journal Entry (JE17)	6
Misc. Receipt Payments (CA10)	3
General Journal Entry (STCJ)	-

- Cashiers:
  - Activated Fall 2020 tuition tables on July 9th.
  - Assisted students with questions for Summer II census of July 13, 2020, via scheduled appointments, walk-ins, Cashier call center, and South Texas College Cashier email.
  - Completed testing Summer 2020 tuition table rules to determine COVID-19 loss of revenue.
  - Completed Xtender testing after upgrades were implemented in Production.
  - Set up Summer 2020 COVID-19 loss of revenue rules in production.
  - Worked on verifying references for Business Systems Analyst position.
  - Worked on updating Charges and Credits Review Table Argos report for cashiers.
- Payroll and Position Control Departments:
  - Completed migration to cloud for Timekeeping system.
  - Reviewed GASB 68 items and drafted journal entries.
  - Worked on new Payroll Direct deposit share drive folder.
  - Worked on troubleshooting a Payroll check register Argos report.

Payroll Processes for the month ending July 31, 2020	
Payroll Re-issue Processed	1
Payroll Cycles	5
Payroll Checks & DD	2,922
TimeClock Plus Access Forms Processed	25
Number of Employees with OT reviewed for OT Memos	175
NOE's Approved	181
Salary Budget Transfer Forms Processed	3 with multiple transactions

- Business Office Performance Indicators:

Payroll Processes for the month ending July 2020			
Number of Employees		**Deposits Processed**	
Employees on Monthly Payroll	2,094	Internal Revenue Service	4
Employees on Semi-Monthly Payroll	425	Bank Transfers	4
Timecards Processed		**Stop Payment Processed**	
(Waged 05/16 - 05/31) SR13	212	Salaried	0
(Waged 06/01 - 06/15) SR14	213	Waged	1
Regular (Salaried: July) MR07	2,720		
		Void Checks Processed	

Payroll Processes for the month ending July 2020			
		Salaried	0
NOE's Approved		Waged	1
Approved NOE's	181		
		Replacement Checks/DD Processed	
NOE's Processed		Salaried	0
(Additions, Deletions, Changes)	15	Waged	1
Salaried	285		
FLAC (Additions, Deletions, Changes)	7	**Salary Budget Transfer Forms Processed**	3
FLAC	189		
NOE's Processed		**Voided Direct Deposits/Checks**	
(Additions, Deletions, Changes)	2	Salaried	0
Waged	23	Waged	0
Payroll Adjustment Worksheets		**Hand Cut/PBK**	
(Additions, Deletions, Changes)	128	Salaried	0
Salaried: MR07	201	Waged	0
(Salaried: MR06ADJ01)	399		
(Salaried:MR05ADJ03)	3	**Checks Processed**	
(Additions, Deletions, Changes)	1	Salaried	130
Waged	14	Total Net	$176,679.35
Liabilities Processed		Waged	77
ORP	19	Total Net	$21,732.70
Annuity	12		
Student Loans	2, SR-0	**Direct Deposits Processed**	
United Way	1	Salaried	2,339
Child Support	3	Total Net	$5,802,406.25
IRS Levy	0		
Withholding & FICA	4	Waged	376
Met Life	1	Total Net	$99,175.85
Legal Judgement	1		
Social Security Administration	0		
US Department of the Treasury	0		
Reports Processed			
Compass Bank Direct Deposit File	4		
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 COVID-19 safety measures and Clery Emergency Notification update with College President and other college executives.
- Held Teams Meeting to discuss crises situations with College counselors.
- Participated in Teams Finance and Administrative Services Director's Meeting with Vice President and other division directors.

- Participated in Teams meeting to discuss the proposed transportation reduction of staffing for FY 2020 - 2021 with Vice President for Finance and Administrative Services and other college personnel.
- Participated in Teams meeting to discuss COVID-19 positive cases matrix with Vice President for Finance and Administrative Services and Director of Human Resources.
- Participated in conference call to discuss Clery Act and Violence Against Women Act (VAWA) internal auditor management responses with Vice President for Finance and Administrative Services.
- Participated in conference call to discuss the Transportation Services interlocal agreement with Valley Metro employees and South Texas College Transportation Manager.
- Participated in Safety Teams meeting to discuss safety measures in place with other Finance and Administrative directors.
- Participated in Teams Meeting to discuss the proposed Freedom of Expression Policy with Vice President for Student Affairs and Enrollment Management.
- Attended Education and Workforce Development Committee Meeting for discussion on Freedom of Expression Policy as it relates to Texas Senate Bill 18.
- Held meeting to discuss the bus route options with Police and Transportation Services Manager and Parking and Security Services Manager.
- Participated in several Teams meetings to discuss bus routes for transportation services with Vice President for Finance and Administrative Services and other employees.
- Attended Executive Crisis Management Team Meeting to discuss the new Hidalgo County COVID-19 Emergency Orders with College President and other executives.
- Participated in Teams meeting to discuss what was covered on the Executive Crisis Management Team Meeting with Vice President for Finance and Administrative Services and other directors.
- Participated in Teams meetings to discuss Department of Public Safety Transportation furloughed employee rankings with Vice President for Finance and Administrative Services and other directors.
- Participated in Teams meeting to discuss COVID-19 safety measures in place with Vice President for Finance and Administrative Services and other directors.
- Held meeting to discuss Department of Public Safety transportation services for FY 2020 - 2021 recommendation with Police and Transportation Services Manager.
- Attended numerous meetings to discuss the recommended Transportation Services Plan with Vice President for Finance and Administrative Services and other employees.
- Attended meeting to discuss the write-ups for the Transportation Services Plan for the August Board of Trustees Meeting with Vice President for Finance and Administrative Services and other directors.

PROJECTS IN PROGRESS:

- <u>Police Reports, Incident Reports, and Other Request for Information:</u>
  - Reviewed incident reports for Department of Public Safety Automated Records Management System.
  - Worked on sending referrals to Office of Human Resources and Risk Management department.
- <u>Surveillance Cameras:</u>
  - Checked Nursing and Allied Health Building B to make sure all cameras by voting area were covered.
  - Cleaned Camera lenses district-wide
- <u>Training:</u>
  - Worked on safety measures online trainings.
  - Worked on COVID-19 online training.
  - Worked on COVID-19 safety awareness on scheduled Texas Commission on Law Enforcement (TCOLE) mandated police firearms training.
- <u>Staffing Requests, Assignment of Duties, and Other Personnel Issues:</u>
  - Verified employee time clock hours.
  - Verified employee leave requests.
  - Worked on proposed number of security guards needed for Fall 2020 at all campus locations.
  - Worked on several 2019-2020 Performance Appraisals.

- Coordinated pick-up of all plastic V-signs by security guards before Hurricane Hanna's arrival.
- Arranged for police officers to come in and work to assess any damages caused by Hurricane Hanna and that need immediate attention.
- Worked on Department of Public Safety Transportation staffing plan for Fiscal Year 2020 - 2021.
- Reviewed bus routes for Department of Public Safety Transportation for Fall 2020.

- Purchases and Repairs:
  - Worked on approving Accounts Payable invoices.
  - Worked on approving requisitions.
  - Coordinated repairs needed for the police and security vehicle fleet.
- Shuttle Buses and Parking:
  - No activity for this month, but the buses were turned on once a week.
  - All parking permit services are on-line for Fall 2020 semester.
- Other:
  - Worked on sending out Covid-19 Emergency Notification through the RAVE Mass Notification system by text, email, and voicemail.
  - Updated Department of Public Safety COVID-19 Emergency Notification Matrix.
  - Worked on setting up COVID-19 safety measures signs at all South Texas College campuses.
  - Worked on finalizing the management responses for the Clery Act and Violence Against Women Act (VAWA) internal audit.
  - Worked on updating COVID-19 matrix with positive student and employee cases.
  - Worked on Clery Committee invite letter that will be sent out to different key personnel.
  - Worked on researching Texas Senate Bill-18 on Freedom of Speech.
  - Worked on Department of Public Safety procedures on Freedom of Speech related to Texas Senate Bill-18.
  - Worked on updating COVID-19 positive cases matrix.
  - Worked on survey to find out how many students from the Roma/Rio Grande City area are planning to use bus transportation to get to the Pecan, Nursing and Allied Health, and Technology campuses.
  - Reviewed Clery Act and Violence Against Women Act (VAWA) power point presentation for presenting to Board of Trustees.
  - Worked on Transportation Alcohol and Drug procedures and Memo to request approval of procedures.
  - Worked on reviewing Transportation Services plan and budget for the item presented to Board of Trustees.
  - Worked on RAVE emergency notification message for the closing of the College on Monday, July 27, for all students and employees.
  - Worked on providing locations and pictures of possible water and wind damage caused by Hurricane Hanna at different campuses with the Risk Management staff.
  - Reviewed Texas Governor and Hidalgo County COVID-19 Emergency Orders.
  - Worked on request to disinfect different areas and equipment at the Department of Public Safety building.
  - Worked on going completely online for the issuance of parking permits starting August 1, 2020.

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

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Held Teams meeting to review and discuss Work From Home schedule and procedures with Facilities Planning & Construction staff.
- Participated in Finance and Administrative Services Director's meeting with Vice President and division directors.
- Attended various online trainings.

- Attended Mid Valley Campus Building F Student Services Renovation bi-weekly construction meeting with project team.
- Attended FY 2021 Capital Improvement Proposals and Renewal & Replacement Project Budget review meeting.
- Participated in phone meeting to review Regional Center for Public Safety Excellence project budgets with Vice President for Information Services, Planning, Performance, and Strategic Initiatives.
- Attended City of McAllen Workshop via Zoom to review changes being reviewed for the 2018 Building Code.
- Attended various online trainings.
- Pecan Campus
  - Pecan Campus Arbor Brick Columns Repair and Replacement-met with contractor to verify Final Completion.
- Mid Valley Campus
  - Mid Valley Campus Drainage Phase I and Asphalt Resurfacing-attended bi-weekly construction meeting with project team.
  - Mid Valley Campus Drainage Improvements and Asphalt Resurfacing-attended bi-weekly construction progress meeting.
- Nursing and Allied Health Campus
  - Nursing Allied Health Campus West Building B-attended site meeting to observe and discuss VCT flooring issue with project team and Operations & Maintenance staff.
- Attended July Facilities Committee meeting.
- Participated in phone meetings to review Facilities Committee items with Administration.
- Attended bid proposal opening of additional kitchen equipment for Pecan Campus Building H Culinary Arts project.
- Attended TEAMS meeting for FY 2020 - 2021 Capital Improvement and Renewals & Replacements budgets with Facilities Planning & Construction staff.
- Participated in Teams Finance and Administrative Services Directors meeting to discuss the latest Hidalgo County order.

PROJECTS IN PROGRESS:

- Worked on rotational Work From Home work schedule for Facilities Planning & Construction department staff due to COVID-19.
- Reviewed invoices, change orders, pay applications, and construction submittals from various Architects, Engineers, and Contractors.
- Reviewed material test reports for various projects.
- Worked on updating the Fiscal Year 2020 - 2021 Capital Improvement and Renewal & Replacement projects budgets.
- Worked on providing back up information for July Facilities Committee Meeting items.
- Worked on District Wide Move Requests.
- Worked on Fiscal Year 2019 - 2020 Project Status Report for Facilities Committee packet.
- Worked on Frequently Asked Questions list for the Move/Set-up process.
- Worked on legal counsel log.
- Worked on temporary moves due to social distancing requirements.
- Worked on developing proposed Continuing Education Building budget.
- Pecan Campus
  - Pecan Campus Information Technology Building M Carpet Replacement-worked on specifications and quantities for the Request for Quotes documents.
  - Pecan Campus Building H Renovation for Culinary Arts-performed site visits to observe progress of punch list; reviewed closeout documents; worked on change order with department staff; participated in the Kitchen Equipment Evaluation.

- Pecan Campus Information Technology Building M Office and Space Renovation-worked on coordinating pre-construction meeting with contractor, architect, and staff; worked on furniture quotes.
- Pecan Campus Information Technology Building M Office and Work Space Renovation-reviewed submittals and performed site visits to observe construction progress; attended Above Ceiling Coordination Meeting on-site.
- Pecan Campus Arbor Brick Columns Repair and Replacement-reviewed submittals and performed site visits to verify final completion progress.
- Pecan Campus Sand Volleyball Courts-reviewed sand sieve analysis report; coordinated project schedule with contractor.

- Pecan Plaza
  - Pecan Plaza Kinesiology Renovation-worked on coordinating the design kick off meeting with Architect, Kinesiology staff, and Facilities Planning & Construction staff.
- Mid Valley Campus
  - Mid Valley Campus Thermal Plant Demolition-performed site visits to verify status of construction.
  - 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; worked on change order request.
  - Mid Valley Campus Drainage Improvements and Asphalt Resurfacing Phase I-performed site visits to verify status of construction progress; worked with contractor to prepare for Hurricane Hanna.
- Nursing and Allied Health Campus
  - Nursing and Allied Health Campus West Entry Sign-performed site visit to verify concrete cap used at Regional Center for Public Safety Excellence sign.
- Technology Campus
  - Technology Campus Building B Concrete Floor Repairs-performed site visit to verify status of construction progress; reviewed and worked on agreement with Purchasing staff for additional carpet purchase and installation.
- Starr County Campus
  - Starr County Campus Student Services Building Additional Store Fronts-performed site visit to observe construction progress.
- Regional Center for Public Safety Excellence
  - Regional Center for Public Safety Excellence Cityscape-reviewed invoice for engineering services.
  - Regional Center for Public Safety Excellence Cityscape-worked with Legal Counsel and Facilities Planning & Construction staff to finalize the Cityscape reconstruction agreement.
- District Wide
  - District Wide Signage-performed site visit to verity and document vehicular directional signage for asset verification.
  - District Wide Exterior Building Lettering-worked with painting contractor for Pecan Campus Building L to apply the approved sealer.
  - District Wide Exterior Building Lettering-worked on coordinating painting repairs and installation with Facilities Operations & Maintenance staff and vendor; worked with contractor on Pecan Campus Building L stucco repainting.
  - District Wide Exterior Building Lettering-performed site visits at various campus sites to verify letter installation progress.
  - District Wide Exterior Building Lettering-worked on coordinating painting repairs and installation with Facilities Operations & Maintenance staff and vendor; worked application process of sealer with contractor for Pecan Campus Building L.
- Nursing and Allied Health Campus and Higher Education Center La Joya exterior Wayfinding Signage-worked on review of sign submittals.
- Worked on department's Handbook of Operating Procedures.
- Worked on Fiscal Year 2019 - 2020 Project Status Report for Facilities Committee packet.
- Worked on July Facilities Committee agenda and write-ups.
- Worked on requesting furniture quotes.

- Coordinated with Project Managers on the Fact Sheets for the July Facilities Committee backup information.
- Worked on coordinating Facilities Committee vendor attendees.
- Worked on review of Facilities Committee narrative for July Board meeting.
- Worked on various online mandatory trainings required by July 24.
- Worked on Work from Home reports from department staff; worked on August Work from Home schedule for department staff.
- Worked on developing the proposed Continuing Education Building project budget.
- Worked on August Facilities Committee agenda and write-ups.
- Worked on Space Modification requests.
- Worked on list of contractors and design professionals currently working or visiting campus projects and notified them of College's COVID-19 protocols.

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

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended Crisis Management Team meeting to discuss county orders related to COVID-19 with College President.
- Participated in several Safety Team meetings via Teams to discuss safety measures with Vice President for Finance and Administrative Services.
- Attended Safety Team meeting to provide department updates regarding COVID-19 with Vice President for Finance and Administrative Services.
- Attended July Board of Trustees Meeting to provide department updates.
- Conducted campus inspections to review the cleaning efforts as a result of Hurricane Hanna.
- Held meeting regarding Mid Valley Campus landscaping and the piano lab with Campus Administrator.
- Held meeting to discuss Hurricane Hanna cleaning efforts with Facilities Operations and Maintenance team.
- Held meeting to discuss new landscaping contract with Facilities Operations Manager.
- Held meeting to address landscaping issues with Facilities Operations Manager.
- Participated in conference call to address a tree at Mid Valley Campus with Campus Administrator.
- Participated in several conference calls to discuss COVID-19 cases with Director of Human Resources.
- Participated in daily conference calls throughout the month on department updates with Assistant Directors of Facilities Operations & Maintenance.
- Participated in conference call to discuss piano lab at Mid Valley Campus with Campus Administrator.
- Participated in conference call to provide Hurricane Hanna tree/debris update with lawn maintenance vendor.
- Participated in Finance and Administrative Services Directors Meeting via Microsoft Teams to discuss department updates with Vice President for Finance and Administrative Services and division directors.
- Participated in Teams meeting to discuss disaster information with Vice President for Finance and Administrative Services.
- Participated in conference call to discuss environmental/waste concerns with Environmental Health and Safety Manager.
- Participated in conference all to discuss Food Service Department plan to re-open with Vice President for Finance and Administrative Services.

PROJECTS IN PROGRESS:

- <u>Operations Contract Department:</u>
  - Pecan Campus
    - Worked to find the source of roof leak in Building F with Facilities Operations and Maintenance plumbers and construction team.

- District Wide Campuses
  - Completed equipment rental agreements for various trade projects.
  - Completed typical pest control issues and equipment rentals.
  - Coordinated the cleaning efforts from Hurricane Hanna with the landscaping vendor.
  - Met to discuss new contract and expectations with landscaping vendor.
  - Received and submitted preventative maintenance agreement from equipment rental vendor.
  - Resolved several fire alarm trouble signals cause by Hurricane Hanna.

- Maintenance Department Work Orders and Expenditures:

Classification	Work Orders Completed	Cost
Carpentry	100	$ 14,200.06
Electrical	88	$ 55,861.02
Energy Management	19	$ 59.37
HVAC	117	$ 17,559.35
Locksmith	50	$ 4,974.84
Painting	24	$ 2,471.82
Plumbing	66	$ 2,566.36
Plant Services		$ 330.68
Total Cost		$ 98,023.50
General Maintenance	2	
Total Work Orders	**466**	

- Custodial Department:

Duties	Number of Requests
Set-Ups	22
Moves/Relocations	30

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

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Insurance:
  - Held discussions on additional quotes for Property Policy Limits admitted/non-admitted carriers with insurance vendor.
  - Held discussions on student insurance with Student Payment-Inquiry Resolution Information Team (SPIRIT) Office staff.
  - Held discussions on incident reports and incident reporting with Acting Chief of Police and Interim Director of Human Resources.
  - Held meeting with Risk Manager to prepare information for insurance vendor meeting.
  - Held discussion on auto insurance with Acting Chief of Police.
  - Held several discussions on vendor invoices with Finance and Administrative Services Office staff, Legal Counsel, and insurance vendor.
  - Held discussions on insurance renewal applications with Comptroller, Associate Comptroller, and Chief Information Security Officer.
  - Held discussions on Worker's Compensation Invoice with Business Office and Finance and Administrative Services Office staff.
  - Property/Casualty Insurance:
    - Attended meeting on Request for Proposal (RFP) evaluations with Purchasing Buyer.
    - Attended meeting on insurance evaluations with Director of Purchasing, Risk Management Consultant, and Risk Manager.

    - Held several discussions on insurance vendor responses and questions with Risk Management Consultant.
    - Held multiple discussions on insurance questions with insurance vendor.
    - Held several discussions on Property/Casualty and Student Insurance Board write-ups with Finance and Administrative Services Office staff.
    - Held multiple discussions to prepare information for Insurance questions for Finance, Audit, and Human Resources Committee Meeting and Board Meeting with Risk Management Consultant and also with insurance vendor staff.
- Vice President for Finance and Administrative Services:
  - Attended meeting on COVID-19 related matters with Vice President for Finance and Administrative Services.
  - Attended meeting to discuss Time and Effort Report with Vice President for Finance and Administrative Services and Comptroller.
  - Attended meeting to discuss Property/Casualty and Student Insurance questions and related items with Vice President for Finance and Administrative Services and Risk Management Consultant.
  - Participated in conference call on Records Management with Vice President for Finance and Administrative Services, Accountability and Compliance Manager, and Accountability Assistant.
  - Attended several meetings to prepare for Finance, Audit, and Human Resources Committee Meeting and Board Meeting with Vice President for Finance and Administrative Services, Risk Management Consultant, and Risk Manager.
  - Attended meeting on admitted versus non-admitted insurance carriers with Vice President for Finance and Administrative Services, Legal Counsel, and Risk Manager.
  - Attended meeting on COVID-19 procedures and county orders with Vice President for Finance and Administrative Services and Interim Director of Human Resources, and also with Legal Counsel.
- Records Management
  - Discussed records management procedures, process map, and email flowchart with Risk Manager.
  - Discussed status of records at the storage unit with Business Office Accounting Assistant.
  - Held conference call on records management plan and records management program with Texas State Library and Archives Commission (TSLAC) Government Information Analyst.
- Trainings/Webinars
  - Attended Texas State Library and Archives Commission (TSLAC) 101-Disposition of Records webinar.
  - Attended Texas Association of School Boards (TASB) webinars on Foundations of Board Policy, Districts of Innovation: Plans and Policies Online Course, and Incorporating New Title IX Regulations into Policy.
  - Attended and completed Federal Emergency Management Agency (FEMA) trainings.
  - Attended COVID-19 Insurance Business Income webinar.
  - Attend COVID-19 Safety Training.
  - Attended the following HRP Associates webinars:
    - Spill Prevention, Control and Countermeasure (SPCC) Plans.
    - Environmental Protection Agency and Centers for Disease Control and Prevention (CDC) Updates.
    - Environmental Protection Agency Recent Enforcement Discretion Amid COVID-19.
    - Recording and Reporting Cases of COVID-19.
    - Respiratory Protection Programs Occupational Safety and Health Administration (OSHA) Guidance.
- Other:
  - Attended Finance, Audit, and Human Resources Committee Meeting, Board of Trustees Meeting, Safety Team Meeting, and Finance and Administrative Services Director's Meeting.
  - Held meeting on various college items with Institutional Equity Officer.
  - Held various conversations on virtual computer access with Client Service Specialist.
  - Held conference call on webpage update requests with Accountability and Compliance Manager, Accountability, Risk, and Compliance Support Specialist, Digital Service Manager, Web Specialist, and Digital Service Developer.
  - Attended conference call on research for coronavirus response from colleges and universities with departmental staff.

- Attended meeting on Work from Home Procedures with Interim Director of Human Resources.
- Attended meeting on computer docking stations with Finance and Administrative Services (FAS) Directors and Information Services and Planning staff.
- Attended Retention Center on-site meetings to discuss and coordinate re-arrangement of records boxes with Shipping and Receiving staff and also to discuss shelving and layout options with Facilities Planning and Construction staff.
- Held discussions on agreement addendum with shredding vendor staff and also with Purchasing staff.
- Attended meeting on Student Travel Waiver Form with Director of Student Activities and Wellness.
- Attended conference call on payroll assistance with department staff and Interim Director of Human Resources.
- Held several discussions on Retention Center inventory template and layout, electronic records storage draft questions for upcoming meeting, and records retention action plan with Compliance Manager.
- Discussed questions on processing of records boxes with Library Services Assistant.
- Held multiple conversations on Banner system access with Information Services and Planning staff.
- Discussed updates and revisions to the Records Management Procedures with Compliance Manager.
- Held discussions on damages associated with Hurricane Hanna with Acting Chief of Police and Director of Facilities Operations and Maintenance.
- Attended weekly huddle meetings and departmental meeting.

PROJECTS IN PROGRESS:

- Property/Casualty Insurance and Student Insurance:
  - Worked on Social Engineering Fraud Supplemental Commercial Crime, Government Entity Crime Coverage, and Cyber Security Renewal applications for Property/Casualty Insurance.
  - Completed FY 2020 - 2021 Property/Casualty Insurance Evaluations.
  - Reviewed Risk Management Consultant's Insurance recommendation letters, comparison spreadsheets, Board Meeting write-ups, and insurance questions.
  - Revised Property/Casualty Insurance and Student Insurance Board write-ups and also responded to questions from Vice President for Finance and Administrative Services.
  - Prepared FY 2020 - 2021 Insurance Management Report.
  - Prepared summary document for Vice President for Finance and Administrative Services on questions C.
  - Researched state statutes on admitted vs. non-admitted carriers and prepared Pros and Cons Summary Memo.
- COVID-19:
  - Researched potential COVID-19 Presenter's for Professional Development.
  - Researched testing guidance for COVID-19 from Centers for Disease Control and Prevention (CDC) and other organizations.
  - Revised Employees Returning to Work FAQ's and the Work Safe Guidelines for Employees Returning to Work.
  - Worked on Human Resources internal COVID-19 protocols for employees.
  - Researched and also prepared summary of Texas colleges and universities using temperature screening for COVID-19.
  - Finalized new COVID-19 Daily Checklist flyer.
  - Researched and created matrix on food services for colleges and universities and also on coronavirus responses to COVID-19.
  - Researched colleges and universities webpages on coronavirus information and created matrix on coronavirus response to COVID-19.
  - Worked on reorganizing and streamlining the College's Coronavirus Information webpage; drafted options for the landing page, student webpage, employee's webpage, resources, and COVID-19 updates.
  - Worked on Public Relations request for changes to the College's Coronavirus Information webpage; submitted changes made and confirmed accuracy.
  - Updated COVID-19 Procedures for Employees, per new county orders and legal counsel's feedback.

- Drafted new Work from Home Agreement to include Dean's approval.
- Updated timeframe section on Time and Effort Report template.

- Records Management and Retention:
  - Reviewed Local Records Management Policy and also updated the Records Management Policy Research Matrix.
  - Worked on Records Management Newsletter.
  - Worked on Retention Schedules for Records Common to All Local Governments and Records of Public Junior Colleges Matrix and also preassigned the custodian department.
  - Captured 1,185 images of records boxes for inventory project, created floor layout, and also drafted Retention Center Inventory List spreadsheet.
  - Began updating Retention Center Inventory List with label information from records boxes.
  - Updated Records Management Action Plan and Custodian Checklist template.
  - Reviewed and also identified revisions needed for Records Management procedures, process map, and Policy #2500: Records Management.
  - Researched Records Management Officer training requirements, open and closed records, and Public Records Act Request.
  - Developed questions relating to the preservation and purging of electronic records for discussion with Information Services and Planning staff.
- Other:
  - Revised Incident Analysis and Response Procedures and the Non-Employee Incident Reporting Faculty and Staff Notice.
  - Reviewed list of damages and images for College's buildings due to Hurricane Hanna and also compiled summary report.
  - Assisted Human Resources Benefits Staff with payroll process, including entering benefits information on Banner system and reviewing payroll registers.
  - Worked on Human Resources Benefits assessment as follows:
    - Worker's Compensation standards - created cross comparison with internal standards matrix.
    - Reviewed internal policies, procedures, handbooks, checklists, and guidelines in comparison to Family Medical Leave Act (FMLA) regulations.
    - Worked on Texas Retirement System (TRS) Reporting standards matrix for cross comparison with internal standards.
  - Revised Compliance Assessment Items per 86th Texas Legislative Matrix and also worked on Compliance Schedule for FY 2020 - 2021.
  - Researched and reviewed information on Texas Workforce Commission (TWC) Shared Work Program and created the Shared Work Plan Matrix.
  - Updated Texas Association of School Boards (TASB) June 2020 Legal Update Internal Analysis guideline.
  - Reviewed July 2020 Board Meeting write-ups; incorporated the policy updates for July 2020 to the South Texas College Policy Inventory List and the Finance and Administrative Services Policy Inventory List.
  - Worked on Process Improvement Acknowledgement training reports for Finance and Administrative Services.
  - Worked on Dual Credit Summer 2019 stipend report, faculty cost, and updated summary of revenues and expenditures.
  - Created Finance and Administrative Services (FAS) Safety Team Meeting minutes.
  - Reviewed and edited Environmental, Health, and Safety memo.
  - Updated Comprehensive Operational Plan and also finalized the Departmental Comprehensive Plan.
  - Developed departmental food services matrix based on staff feedback.
  - Completed Safe Colleges Online Training requirements.
  - Completed June 2020 Activity Report.

INSTITUTIONAL EQUITY OFFICER – LISA GUERRA, AND STAFF

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Held meeting to discuss procedure to retire policies and create new policies with Director of Accountability, Risk, and Compliance.
- Attended meeting to discuss equity within Lecturer Ranking Spreadsheets with Vice President for Academic Affairs and a Professor.
- Attended meeting to discuss equity within Transportation Services Ranking Spreadsheets with Acting Chief of Police and also met with Transportation Services Manager.
- Attended Finance Committee meeting to present Policy #4216: Freedom from Discrimination, Harassment, Sexual Harassment, and Retaliation.
- Held meeting to learn about vanity links process/requirements with Digital Manager.
- Held meeting to discuss records retention, insurance policy, Human Resources records and other departmental rules, and procedures with Director of Accountability, Risk, and Compliance.
- <u>Vice President for Finance and Administrative Services:</u>
  - Participated in Director's Meeting with Vice President for Finance and Administrative Services to discuss various updates and matters.
  - Held three conference calls to plan for virtual Title IX training for College-wide Professional Development Day Title IX Training with Finance and Administrative Services Project Manager.
  - Attended meeting to discuss revisions on Policy #4216: Freedom from Discrimination, Harassment, Sexual Misconduct, and Retaliation with Vice President for Finance and Administrative Services, Interim Director of Human Resources, and Legal Counsel.
  - Attended meeting to further discuss revisions to Policy #4216: Freedom from Discrimination, Harassment, Sexual Misconduct, and Retaliation with Vice President for Finance and Administrative Services as well as other concerns.
  - Attended conference call meeting to discuss requirements related to Policy #4216: Freedom from Discrimination, Harassment, Sexual Misconduct, and Retaliation, and related laws including trainings and communications to faculty/staff and students with Vice President for Finance and Administrative Services.
- <u>Student Affairs and Enrollment Management:</u>
  - Held conference call meeting to discuss student sanctions with Director of Student Rights and Responsibilities.
  - Held conference call to discuss Title IX case updates with Director of Counseling.
  - Held conference call meeting to discuss required Title IX trainings, Title IX reforms, new policies, and procedures with Dean of Students.
- <u>Title IX and House Bill 1735:</u>
  - Attended Title IX Committee meeting.
  - Attended Texas Association of School Boards Webinar on Implementation of Title IX Regulations.
  - Participated in conference call meetings to discuss record-keeping of student complaints for responses to Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) accreditation application and site visit in September with Director for Institutional Effectiveness.
- <u>Training(s)/Webinar(s):</u>
  - Attended VirtualFest Training provided by Maxient.
  - Attended Sexual Harassment Case Processing and Resolution: Level 3B training provided by Association for Title IX Associations (ATIXA).
- <u>Departmental Meetings to discuss the following topics throughout the month:</u>
  - Weekly to-do list, weekly Cabinet Report, Activity Report, Title IX Weekly Report, Senate Bill 212 Report, priority deadlines and assignments, policies and updates, and other pending items.
  - Title IX Case Status Report and individual Title IX cases.
  - Sanctions, responsible/reporting employees, and required training.
  - Directors Meeting update: staffing plan, staffing needs, policies, and work from home requirements due to COVID-19.

- Reforms to Policy #4216: Harassment, Discrimination, and Sexual Misconduct markup assignment, links, and policy typos, action items after Board approval of Policy #4216: Freedom from Discrimination, Harassment, Sexual Misconduct, and Retaliation in preparation for effectiveness of new Title IX regulations and House Bill 1735.
- House Bill 1735 requirement Memorandum of Understanding for Mujeres Unidas.
- Procedure for revising, retiring and creating new policies.
- Updates to College's Notice of Non-Discrimination.
- Creation and maintenance of Action Plan for Title IX and House Bill 1735.

PROJECTS IN PROGRESS:

- Updated procedures for complaint resolution in accordance with new Policy #4216: Freedom from Discrimination, Harassment, Sexual Misconduct, and Retaliation.
- Worked on updates to South Texas College handbooks, catalogs, website and other material in accordance with new Policy #4216: Freedom from Discrimination, Harassment, Sexual Misconduct, and Retaliation.
- Worked on required Title IX trainings for compliance with new laws and regulations.
- Updated 504 coordinator role and grievance resolution procedures for disability discrimination complaints within procedures corresponding to new Policy #4216: Freedom from Discrimination, Harassment, Sexual Misconduct, and Retaliation.
- Drafted new disability policy.
- Researched and drafted Informal Resolution Agreement.
- Completed Self-Performance Appraisal.
- Worked on and submitted weekly Title IX Weekly Cabinet Reports and Title IX Report to Vice President for Finance and Administrative Services.
- Drafted, edited, and submitted weekly Cabinet Report to Vice President for Finance and Administrative Services.
- Drafted, edited, and submitted monthly Activity Report and Legal Counsel Report for June 2020 to Vice President for Finance and Administrative Services.
- Updated Title IX Case status report.
- Drafted Informal Resolution Agreement template for Title IX and other cases governed by Policy #4216: Freedom from Discrimination, Harassment, Sexual Misconduct, and Retaliation procedures.
- Work on individual Title IX Cases.
- Reviewed and contributed to the finalizing of the Clery Act and Violence Against Women Act (VAWA) Internal Audit.
- Addressed Vice President for Finance and Administrative Services inquiries concerning Senate Bill 212 Report and identified necessary revisions for future reporting.
- Worked on logistics for National Center for Higher Education Risk Management (NCHERM or TNG) Group, LLC. virtual presentation for College-wide Professional Development Day in September 2020.
- Updated Action Plan for required tasks and actions to comply with Title IX and House Bill 1735.
- Conducted further legal research on Title IX and House Bill 1735 policy requirements.
- Reviewed and provided feedback on equity within the following Staff Ranking Lists:
  - Lecturer Ranking Spreadsheets.
  - Department of Transportation Services Ranking Spreadsheets.
- Reviewed Staff Ranking List for Department of Food Services.
- Conducted legal research on new Title IX regulations, House Bill 1735 and Senate Bill 212 in order to revise Policy #4216: Harassment, Discrimination, and Sexual Misconduct for legal compliance.
- Continued with on-going legal research, review of legal updates and relevant emails and articles concerning updates to interpretations of new Title IX regulations, and related state laws, including but not limited to the listserv of the Association of Title IX Administrators (ATIXA), Texas Association of School Boards (TASB), and Texas Higher Education Coordinating Board (THECB).

- Prepared Policy #4216: Freedom from Discrimination, Harassment, Sexual Misconduct, and Retaliation for presentation to Finance, Audit, and Human Resources Committee and for presentation to Board of Trustees.
- Reviewed sample forms and documents, training materials, and other material for complaint resolution procedures from the Association of Title IX Administrators (ATIXA).
- Registered for 40-Hour Basic Mediation Training program with South Texas College of Law to comply with new Title IX requirements for Informal Resolutions.

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

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Reviewed and negotiated changes to twenty-nine (29) vendor agreement/contracts.
- Participated in several TEAMS meetings with Vice President for Finance and Administrative Services and the division directors.
- Participated in five (5) Bonfire training sessions for electronic bids and contracts.
- Attended July Finance Committee Meeting and Regular Board of Trustees Meeting.
- Completed eight (8) Safe Colleges Online Trainings.
- Prepared four (4) 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 two hundred nineteen (219) purchase orders.
  - Approved one hundred forty-three (143) requisitions.
  - Disapproved thirty-nine (39) requisitions.
  - Processed change orders for goods and services.
  - Completed zero (0) travel authorizations.
  - Scanned over 3,500 of the FY 2019 purchase orders into Xtender.
  - Submitted three (3) 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 sixteen (16) 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 Proposals: 20-21-1003 Library Materials
    - 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
    - Request for Proposals: 20-21-1009 Printing Projects
  - Prepared the following Request for Proposals/Quotes/Qualifications:
    - Request for Quotes: 20-033 Auction Services
    - Request for Proposals: 20-21-1009 Printing Projects
    - Request for Proposals: 20-21-1010 Fire Training Vehicle Prop with Trailer
    - Request for Proposals: 20-21-1011 Mobile Aire Trailer
    - Request for Proposals: 20-21-1012 Computer Lab Management Software
    - Request for Proposals: 20-21-1013 Rebid-HEP Grant Consultant

- Fixed Assets Department:
  - Reviewed all assets purchased since August 1, 2020 as follows:
    - Approved thirty (30) assets through July 15, 2020.
    - Adjusted forty-nine (49) assets in Banner for the month of July.
    - Conducted monthly inventory spot checks for Library Books.
- Receiving Department:
  - Completed one hundred seven (107) deliveries (purchase orders and complimentary books) and one thousand seven hundred thirty-three (733) packages/boxes.
  - Received and posted one hundred sixty-three (163) purchase orders in Banner.
  - Transferred/relocated nine thousand four hundred ninety-three (9,493) assets and/or boxes as per move/set up request forms.
  - Completed nineteen (19) faculty/staff moves in July.
- Mail Services/Copy Center:
  - Processed the following mail and copy requests:
    - Academic Excellence - $163.54.
    - Business Office / Cashiers - $1,099.63.
    - Financial Aid - $1,686.02.
    - College Connections - $847.35.
  - Completed forty thousand five hundred twenty-five (40,525) copies at the copy center for the month of July.
  - Mailed out a total of twenty-six thousand five hundred sixteen (26,516) letters and of those twenty-one (21) letters were returned to South Texas College due to bad addresses.

HUMAN RESOURCES - LAURA REQUENA, INTERIM DIRECTOR, AND STAFF

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Participated in conference call meeting to discuss items on FY 2021 Staffing Plan with Budget Manager.
- Attended Human Resources meeting via Teams to discuss American Sign Language Interpreters job description with Director of Counseling and Coordinator of Student Disability Services.
- Attended meeting via Teams to discuss overtime submissions and temporary agency assistance.
- Attended Banner User Group Meeting to discuss software upgrade, Banner system updates, Enrollment Comparison Report, and Banner access processes.
- Attended Banner upgrade meeting to discuss testing procedures.
- Attended Behavioral Intervention Team Meetings to discuss student conduct issues.
- Participated in Teams call for Finance and Administrative Services Director's Meeting.
- Attended meeting to review requirements in regards to Office of Human Resources with Applications Development team member.
- Attended meeting on furlough employees with Benefits Specialist.
- Attended meetings to discuss continuous employment process with Applications Development team member.
- Attended meetings to discuss information from the Safety Team Meetings with Vice President for Finance and Administrative Services.
- Attended meeting via Teams to discuss personnel documents for Southern Association of Colleges and School Commission on Colleges (SACSCOC) Standards 5.4 and 12.4.
- Attended Teams meeting to review Texas Workforce Commission Work Share Program.
- Attended Teams meeting to discuss Benefits Data Review with Compensation and Payroll Manager.
- Attended Teams Safety meeting.
- Attended Teleconference Meetings to discuss, prepare, review and submit Texas Workforce Commission report.
- Attended Telephone Hearings hosted by Texas Workforce Commission.
- Attended live cast for "Digitizing Higher Education with Ellucian Workflow".

- Attended Banner User Group (BUGs) Meeting to discuss upgrades and patches.
- Attended Benefits spreadsheet meeting to discuss data needed for administrative and executive staff Letters of Appointments with Interim Director and Payroll Manager.
- Attended Executive/Administrative FY 2021 Letter of Appointment follow up meeting via Teams to discuss the confirmation notification email with Information Technology.
- Attended Executive/Administrative FY 2021 Letter of Appointment update meeting via Team to discuss benefit amounts with Application Development Manager and Applications Analyst II.
- Attended Human Resources Bi-Weekly Meeting Updates via Teams with Vice President for Finance and Administrative Services.
- Attended meeting via Teams to review items with Academic Affairs Team.
- Attended Zoom Meeting regarding Cannabidiol and Drug Screens.
- Completed Fundamentals of Process Improvement Training.
- Held Benefit Spreadsheet meeting via Teams to discuss the benefit program amounts for Executive/Administrative FY 2021 Letter of Appointments with Human Resources Information System Manager.
- Held Human Resources Processes Testing Plan phase III meeting via Teams on the Executive/Administrative FY 2021 Letter of Appointments with Information Technology staff.
- Held training via Teams on Human Resources Application usage with Human Resources Payroll Specialist.
- Held meeting via Teams on logistics of Executive/Administrative FY 2021 Letter of Appointments with Information Technology staff.
- Held interview for a temporary agency employee Human Resources Payroll Assistant.
- Held Executive/Administrative FY 2021 Letter of Appointments meeting via Teams to discuss discrepancies on benefit program amounts with Information Technology staff, Human Resources Information System Manager, and Benefits Team.
- Hosted online Summer Enrollment for all full-time employees to make changes to their benefits.
- Human Resources Managers and Administrators met to discuss status of all operations.
- Met to discuss the Internal Revenue Service's Affordable Care Act (ACA) Tax Provisions with Business Office staff.
- Met to discuss cases with Employee Relations Officer.
- Met to discuss Job Description Project with Human Resources Assistant.
- Met to train faculty staffing evaluation duties with Human Resources Staffing Assistant.
- Met to train for staff resignation process for full-time and part-time staff with Staffing Assistant.
- Participated in conference call to discuss furloughs with Vice President for Finance and Administrative Services and Legal Counsel.
- Participated in teleconference meeting to discuss ticket for softare with Application Development Manager.

PROJECTS IN PROGRESS:

- Assisted via Zoom with part-time staff orientation.
- Audited the adjustment payroll to process second half of total summer I adjunct and overload assignments not processed in June.
- Compiled the Xtender Web Scanning Computer Name list.
- Completed Banner screen OLAP Report for July to generate report how many people enrolled into medical plans.
- Completed Banner screen PZRHSAD Report for July to generate amounts of employees enrolled in Health Savings Accounts.
- Completed Creating Magic for Jags report for July.
- Completed Faculty report for preparing for Salary Notices in August.
- Completed furlough letters.
- Completed Nine Over Nine Faculty employee benefit premium audits.

- Completed Safety Training.
- Completed Teacher Retirement System adjustments, including Employee Demographics 40's and Teacher Retirement System employee eligibility status and activated Teacher Retirement System/Teacher Retirement Waiting Period codes for new hires in Banner screen PDADEN; Completed Retiree Report for Teacher Retirement System.
- Completed 457 Report for July.
- Completed Employee Retirement System 1% Report and the Employee Retirement System Retiree Report for July.
- Conducted Compensation Review.
- Conducted retirement information appointments with four employees for completion of their Teacher Retirement System packets.
- Continued training of new Human Resources Specialist – Employee Relations employee.
- Continued with second testing of initial phase of annual position rollover process.
- Created location for Zoom training video and created a YouTube access.
- Created proposal to automate Work From Home reporting, which included the scope, a sample form, a training video, and user documentation and submitted proposal to Vice President for Finance and Administrative Services.
- Created written proposal and justification requesting a script to modify Secondary Contract types to Overload in a FLAC table from Information, Services, and Planning.
- Created positions as needed in Banner for adjunct and overload pools, trainers and special assignment pools, and all restricted assignments.
- Gathered report specifications for Texas Association of School Boards (TASB) Training report.
- Gathered specifications for Benefits Leave report provided to Vice President for Finance and Administrative Services.
- Gathered specifications for changes requested for a report by Dual Enrollment Faculty department and Information Technology.
- Performed and worked on June 2020 Adjustment Payroll.
- Processed all incoming position requests via PeopleAdmin.
- Processed faculty resignations in Banner.
- Provided detailed technical training to Benefits Specialist on calculation of faculty payroll to reduce leave without pay during Family Medical Leave Act.
- Provided thorough technical payroll training and assistance to Human Resources Payroll Specialist and Human Resources Payroll Assistant throughout the processing of the summer payroll for Notice of Employment and Faculty Load and Compensation adjustments how-to after original compensation.
- Provided training to Human Resources Payroll Specialist on preparation of final annual staffing plan documents.
- Researched issues with Retiree Report for Benefits group.
- Responded to auditors' inquiries on Banner NBAJOBS form user accesses.
- Returned COVID-19 calls from Administrators and Faculty.
- Reviewed and revised Staffing Plan and Pay Plan.
- Reviewed and sent Direct Deposit Communication to team.
- Reviewed Employee Relations Officer Applications for vacant position.
- Reviewed Notice of Employment Forms, Performance Appraisals, and Time Sheet Verifications.
- Revised Dependent and Employee Tuition Application.
- Tested the New Xtender upgrade on Banner Test instance.
- Updated COVID-19 Worksheet and also the Employee Handbook.
- Worked and completed the FY 2021 Pay Plan.
- Worked and completed the FY 2021 Staffing Plan for unrestricted, restricted, and auxiliary.
- Worked on and processed COVID-19 calls/information, policies, and procedures.

- Worked on Budget and Position Rollover Checklist processes in Banner PRODUCTION for budget roll rule tables, forms, and reviewed faculty pay table for FY 2020 - 2021.
- Worked on deduction in pay process, removal of benefits, and Time Clock Plus entries for furloughed employees for July.
- Worked on Divisions Leave Report.
- Worked on Emergency Sick Leave Requests Worksheets for MR07 Payroll.
- Worked on Employee Relations cases and reviews.
- Worked on preparing booklets FY 2021 Staffing Plan for Board meeting.
- Worked on Granting/Updating/Removing access to Human Resources users for Banner, Argos, SharePoint, Shared Drives, AppTrack, and Human Resources Organizational control
- Worked on Institutional Grants/Tuition Reimbursements.
- Worked on July monthly and semi-monthly employee payrolls.
- Worked on Letter of Appointment Templates provided to Human Resources Administrators.
- Worked on MR07 Employee Retirement System Reconciliation Report.
- Worked on Retirees Report assistance and met to review the data and to find out how process works with Payroll, Benefits, and Information Technology group.
- Worked on termination of benefits for faculty employees not returning for next semester.
- Worked on Texas Saver annuities for July.
- Worked on Executive/Administrative FY 2021 Letter of Appointments and validation reports.
- Worked on verification of FY 2021 Staffing Plan and current staff active assignments.
- <u>Security Access to users:</u>
  - DFS (Distributed File System) access: added: 1 removed: 3
  - Banner access: added 3; removed 2
  - Argos access: added:1 removed: 2
  - FLAC access: added: 2; removed 1
  - Credential Database: Added:1; removed: 0
  - AppTrack Access: added: 0 removed 3
  - BDMS (Banner Document Management System): Added: 0; removed: 1
- <u>Systems/Reporting:</u>
  - Visio charts:
    - Created a new Organization Chart for 8/1/2020 (last month of Fiscal year 2020).
    - Created a new Organization Chart for 9/1/2020 (first month of Fiscal year 2021).
    - Updated the Human Resources Form numbers in JagNet.
  - Human Resources Website Updates:
    - Updated Performance Appraisal Training document in Staff Performance Appraisals section of Human Resources website.
    - Updated links to "EEO is Law" and "EEO is the Law Poster Supplement" Employment Resources section of home page.
    - Updated revised payroll calendar on Human Resources main website.
  - Information Services and Planning (IS&P) Issues:
    - Assigned: 15
    - Resolved: 15
    - Currently Open: 4
- <u>Report Development:</u>
  - Worked on over fourteen (14) Internal Reports throughout the month and submitted as needed or filed for future reference.
  - Worked on twelve (12) External Reports throughout the month and submitted as needed or filed for future reference.

- Other:
  - Completed Coronavirus Safety Trainings for College Employees.
  - Completed Fundamentals of Process Improvement Training.
  - Reviewed some job descriptions for Fair Labor of Standards Act classification and pay grade.
  - Trained Temporary Agency Employee on payroll processes.

Faculty Staffing	**Count**
Position requests w/job descriptions	0
Positions posted	0
Positions reposted	0
Positions extended	0
Positions canceled	2
Search committees' forms requested	0
Search committees assigned	0
Hiring proposals reviewed (HR Staffing Review workflow)	3
Job offers	2
Review Adjunct/Dual Credit applications	45/17
New Hire Email Notifications	0
Faculty	2
Lecturers	17
Adjuncts/Dual Credit	3/14
Positions filled	2
PeopleAdmin user updates	0
Advertisements placed (Monitor, Town Crier, etc.)	0
Email Activation/Deactivation	20
SOAPCOL	20
PEAFACT	20
Resignations/Terminations	8
SACS Audit Credential Review	0
Faculty	0
Lecturers	0
Adjuncts/Dual Credit	0
Transcript	
Requested from Admissions	1
Reviewed in PeopleAdmin	1
Notices (1st, 2nd & Final notice)	5
Extension requests	0
Credential entered in credential database Faculty/Staff	60
Vacancy Reports completed /NOE course and Rate Review	0/40
Educational Supplements (Review, log, memo, send to payroll and faculty)	3
New hire/re-hire/transfer files (closing onboarding process) track transcripts	40
Purged Monthly Adjunct Applications	0
Purged Non-STC Employee Transcripts	0

Support	**Count**
Front Desk	

Support	Count
Visitors Assisted	6
E-Verify	
Cases submitted	10
TNC cases	0
Form I-9	
Banner entry/updates (PEAEMPL)	10
Requests	0
Name changes	1
Revisions	0
Updated employment authorization documents	0
Emails for expiring documents	0
Applications	
Processed On-Line	0
Processed Paper	0
Postings	
Closed (On-Line)	13
On Boarding	
New Hires	8
Transfers	1
Returning	4
Adjunct	0

Records	Count
Records filed (by page)	331
Record Requests: Internal Files Processed (personnel/transcript/other)	89
Files scanned and indexed	0
New Hire folders prepared	7
New Hire Transcript Files Prepared	7
Termed files prepared	0
Boxes to Record Retention	0
Email Requests: External	1
Files audited	0
Record Requests	90
Files moved back from storage room	0
Special file requests (HR Director, auditor, etc.)	3
Employment Reference Checks Logged	26
WFH - Activity Reports Reviewed and Logged	28
WFH - Activity Reports Reformatted to PDF, Renamed. (Not Yet Logged)	0
WFH - E-Mails Pending	50
WFH - E-Mails Processed (Pending E-Notification)	1,000
WFH - E-Notifications sent	0
“Missing” files found	3

Staffing/Staffing Support (Staff)	Count
Position requests w/job descriptions	8
Positions posted	3
Positions reposted	0
Positions extended	4
Positions canceled	5
Search committees' forms requested	9
Search committees assigned	8
Hiring proposals reviewed (HR Staffing Review workflow)	3
Job offers	5
New Hire Email Notifications	
Full-time staff	0
Part-time staff	3
Trainers	2
Positions filled	2
PeopleAdmin user updates	7
Advertisements placed (Monitor, Town Crier, etc.)	8
Resignations/Terminations	
Full-time staff	9
Part-time staff	7
NOE's	
Full-time temporary staff	23
Part-time staff (WS)	0
Part-time staff (DW)	78
Trainers	61
Temporary Agency Employees	
Request	4
Replacements	2
Assignment Extension	0

Employee Relations	Count			Count	
	FYTD	MTD		FYTD	MTD
DPS CCH Background Checks	593	23	TWC Claims	335	45
Fingerprints	230	2	Open Records Requests	10	3
DPS Driver Eligibility Checks	357	134			

Benefits & Payroll	Count		Count
Benefits		Payroll	
New Hire Orientations Full-Time	0	PDR Notifications	241
New Hire Orientation Part-Time	0		
Internal Transfers	0	Direct Deposit Transactions	2
Benefits Credits/Collections	20	Full Time	23

Benefits & Payroll	**Count**		**Count**
TRS ED Records reported	0	Direct Wage/Work Study/ Trainer	0
TRS RR Records reported	0	Resignations	
TRS Prior Yrs of Svc Verifications	0	Full Time	7
TexaSaver 457/403B Accounts	4	Direct Wage/Work Studies	5
Faculty (Adjunct, Temporary)	1	Garnishments	56
		State Charitable Deductions	91
Staff (Direct Wage, Part Time)	0	TXOAG Reporting	2
Exits	0	Payroll DOC/ADJ/SLP Worksheets	0
Full Time	0	New Hires, Rehires, Transfers	0
Retirees	0	Name Changes	0
FMLA Requests	0	Address Changes	3
New	5	Form W-4 Changes	20
		FY20 Staffing Plan Salary Inc Rev	0
On-Going Cases	7	Verification of Employment	0
Closed	0	Forms processed	0
		TWC	1
FMLA Intermittent Requests	0	Letters sent	21
New	0	Phone Calls	15
On-Going	15	Cell Phone Stipends	0
Closed	0	Adjunct Leave Forms	0
Approved Leave of Absence	0	NOE	0
New	2	Letters of Appt Verification and Matching	0
On-Going	2		
Closed	0	Direct Wage	78
Workers Compensation Claims		Work Study	5
New	3	Adjunct	60
On-Going Cases	6	Overload	266
Closed	3	FLAC Dual Credit assignments reviewed	455
Tuition Reimbursement Applications Processed	0	FLAC entries reviewed and applied	189
Tuition Reimbursement Applications ready for payment	0	Trainers	42
Tuition Grant Applications		Dual Enrollment	0
Employee	0	Fac. Salary Retro-Pay Adj	0
Dependent	0	Fac. Base Salary Pay-Off	1
Promissory Notes	0	Substitute NOEs	0
		Full-time Regular Faculty Pay-Off	0
Sick Leave Pool Enrollment	NA	*Faculty Special Assignment Other*	0
Sick Leave Pool Termed	NA	*Special Assignments*	0
Sick Leave Pool Donations	NA	Course Based Compensation including Chair/Dean Stipends and approved Faculty Special Assignments	27
SECC-State Charitable Deductions	0	Large Class Payments	8
Letter/Appointment FT Regular Staff	0	Educational Increase	0

Benefits & Payroll	**Count**		**Count**
Medical Support Orders	0	Mini-mesters	0
ERS Changes	0	Certification Stipend	0
Vacation Settlement Worksheets	8	PeopleAdmin Transactions	2
Fac. Base Salary Three Month Ext	0	Approvals	3
		Hiring Proposals	1
Staff Special Assignments	0	Payroll Worksheets	128
		Move Request Updates	7

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:	AUGUST 19, 2020
SUBJECT:	ACTIVITY REPORT FOR JULY 1, 2020 – JULY 31, 2020

DR. ANAHID PETROSIAN
INTERIM VICE PRESIDENT FOR ACADEMIC AFFAIRS

IVPAA ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attend weekly Cabinet meetings
- Held weekly meetings with Academic Leadership Team
- Met with Office of Professional and Organizational Development (OPOD) to plan for Fall 2020 College-wide Professional Development Day
- Met with Curriculum & Student Learning to discuss Continuing Education program development process, July 2
- Interviewed by Sergio Sanchez with KURV regarding our Fall 2020 Instructional Plan, July 8
- Met to discuss space utilization at Pecan Plaza, July 9
- Participated in Crisis Management Team meeting, July 21
- Hosted the Annual Strategic Planning Workshop, July 23

PROJECTS COMPLETED OR IN PROGRESS:

- Collected data on existing OER sections and developed a special assignment to accelerate the development of departmental and individual OER courses
- Completed Comprehensive Operational Plan FY 2019-2020 Status Report for Academic Affairs
- Continued to develop campus plans for F2F sections: student traffic, building capacity, classroom sanitation, etc.
- Continued to develop strategies for conducting F2F courses in Fall semester: safety plans and classes sizes
- Extended the Final Grades due date from August 10 to August 14, 2020
- Finalized Instructional Pool budgets for next year
- Finalized Alignment Guide for Dual Credit Programs
- Finalized Faculty Handbook revisions
- Finalized Hiring Proposal for Dean of BPST
- Finalized Mid-Valley Campus Child Development Center motion for the Finance Audit and Human Resources Committee
- Finalized Pay Plan revisions for FY 2020-2021
- Finalized ranking system for the potential returning lectures
- Participated in several search committees
- Reviewed Enrollment Data for Summer and Fall 2020 semesters
- Worked on Carl Perkins Grant

- Worked on comparison of Student Success Specialist and Academic Coach job duties
- Worked on IE Plans and met with Dr. Bradley and Serkan to discuss the IE data reports and data needs for revising the plans for next year; developing an IE Plan Framework to standardize the process and to make the IE reports more practical and operational for the instructional units
- Worked on Performance Appraisals for 2019-2020
- Worked on responses for SACSCOC off site review non-compliance issues
- Worked on Staffing Plan changes
- Worked on TACC survey: compiling a short-term CE/CTE programs with high demand and high enrollment potential; these are programs in which students can earn CE/CTE credentials, including certificates and industry-based credentials, in six months or less
- Worked on upcoming Fall activities, meetings, and presentations
- Worked with Deans to move 80% of Fall academic courses to online delivery
- Worked with departments regarding the 9.3 standard; Division curriculum committees submitted their changes. College Wide Curriculum Committee Approved the changes
- Worked with HR to advertise for online adjunct faculty
- Worked with PR to develop a webpage featuring Occupational Skills Awards and Short Credentials
- Worked on a message for Dual Credit Sections: confirm STC faculty needed by August 1 and no cancellation after August 7; present the new faculty cost for next year.

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

POINT OF CONTACT'S REPORT:

- Completed Academic Affairs Comprehensive Plan for the BPST Division, Jun 29-July 2
- Coordinated scheduling of Fall 2020 BPST Division and Dual Credit courses, July 1-2
- Scheduled Program Chair Evaluations and Staff Appraisals, Jun 29-July 2
- Attended CIP Review for Regional Center for Public Safety Excellence, July 6
- Met with Program Chairs and staff for Chair and Staff Evaluations, July 6-10 & 13-17
- CIP Review discussion and meeting, July 8 & 9
- Met to discuss priorities and CIPs for Regional Center for Public Safety Excellence, July 13
- Met with PR & Marketing Department via Teams regarding She Persists campaign to make decisions regarding the Digital Billboard, postcard, website, and other important information, July 14, 16 & 21
- Met with Program Chair from Construction Supervision Program and Curriculum and Student Learning Manager regarding curriculum updates for the program since CNBT 1309 will be archived as of Fall 2020, July 16
- Met with Program Chairs via Teams to discuss updates regarding returning of lecturers, July 16
- Participated in planning meeting with OPOD for New Faculty Orientation Virtual Service Area Tour, July 17
- Completed Program Chair Evaluations and Staff Performance Appraisals during the week, July 20–24
- Met via Teams with VP Student Affairs & Enrollment Management (SAEM) and Associate Dean SFS, Testing & VA Department to discuss CTE Initiative and assistance needed from Enrollment Management Department and worked with SAEM Project Manager to determine Process Map and support for postcards to be sent, July 20
- Met with Perkins Leadership ACE-IT Project Coordinator and faculty working on Competency Based Education course conversion to check progress, July 21
- Met to discuss layout for Dean's office, July 22
- Attended Microsoft Teams training for Deans and Chairs, July 23
- Attended Strategic Planning Workshop for Academic Affairs Division, July 23
- Recorded video message for Convocation, July 24
- Attended meeting to discuss Comprehensive Local Needs Assessment (CLNA) Review of report, July 24
- Followed up with a phone call meeting to discuss CTE Initiative and assistance needed from SAEM; worked Project Manager to determine Process Map and list of students to reach out to for promotional postcards and/or emails, July 28
- Met to discuss Rio Grande City and STC Fall Welding Classes via Zoom, July 28
- Zoom meeting to discuss planning for the New Faculty Orientation Virtual Tour of Technology Campus, July 29
- Met with TAMU-Commerce regarding partnership for Federal Law Enforcement Program, July 29

- Deans Meeting via Teams to review Minimesters scheduled for Fall 2020 and Spring 2021, July 30
- Participated in THECB Workforce Education Course Manual (WECM) Advisory Committee meeting to discuss updates to WECM curriculum and subcommittee updates as well as Perkins V and grant opportunities for OER development, July 30
- Met to discuss She Persists Updates with RGVision publisher, CEO, and video team, July 30
- Worked on completing design for Billboard display, July 31
- Finalized lecturer rankings for Welding Program, July 31

DEPARTMENT/PROGRAM REPORTS:

Information Technology

- Instructor attended Virtual Conference Solution meeting with Vice President of Information Services, Planning and Strategic Initiatives, July 7
- Instructor attended Using Zoom training, July 7
- Instructor attended Microsoft Teams Community for Texas Public Sector meeting, July 9
- Instructor attended AWS Cloud Practitioner Essentials virtual training, July 10
- Instructor attended Microsoft Teams Training for Faculty, July 10
- CBE Grant faculty attended a meeting with Perkins Leadership ACE-IT Project Coordinator, July 15 & 29
- Instructors attended Starfish Training, July 17 & 24
- Instructor attended DevCon 2020 virtual conference general session, July 20
- Instructor attended OPOD Training session - Best Practices for Linking your Videos to Blackboard, July 21
- Instructor attended BbWorld 2020 virtual conference, July 21-22
- Program Chair attended Customer Service Training, July 22
- Instructor attended ALEXA Live 2020 virtual conference, July 22
- Program Chair attended Microsoft Teams Training for Deans and Chairs, July 23
- Instructor attended Google Cloud Training through Teams, July 23
- Program Chair attended AA CLNA Review MS Teams Meeting with Grant Management and Compliance Officer, July 24
- Instructor attended virtual Adobe Education Summit, July 27-28
- Program chair attended MSITB division meeting with Dean, July 29
- Conducted ongoing advising, recruitment and registration: IT faculty is conducting weekly activities to contact students and provide advising and registration; degree plans were produced for each student and sent via email, July 1-31
- Ongoing CBE Grant work by IT Faculty including CBE development, review and update of Computer Applications and Computer and Network Specialist certificate classes as well as preparation for upcoming CBE Symposium hosted by STC, July 1-31

Law Enforcement and Fire Science

- 13 Cadet Interviews for Upcoming Law Enforcement Academies
- RCPSE CIP Review Meeting with Vice President of Information Services, Planning and Strategic Initiatives, BPST Dean, and RCPSE interim Chief Administrator Sgt, July 6 & 23
- CIP Review discussion and meeting and RCPSE priorities, July 8-9 & 13
- RCPSE Priorities and CIP Review Meeting, July 13
- Program Chair Evaluation Meeting with BPST Point of Contact, July 20
- CBE-CJ Federal Law Enforcement Partnership Meeting, July 29

Office Administration

- Graduation Name Reading, July 2
- Program Chair Evaluation, July 15
- Completed “SafeColleges” Online Training, July 20
- Worked on Blackboard Online Certification, July 27-30

DR. CHRISTOPHER NELSON
DIVISION DEAN – LIBERAL ARTS

DIVISION DEAN'S REPORT:

- Addressed student and faculty complaints, relating to the COVID-19-necessitated transition; formulated solutions for student issues
- Convened a meeting of all Departmental Support Staff to discuss and clarify issues relating to WFH procedures, NOE and memo submissions, and sundry reduction of redundancies in same
- Completed eight new online Safety Trainings
- Participated in the latest Catch-the-Next / ASCENDer webinar, and renewed conversations with the CtN Director regarding the College's institutional membership
- Coordinated with the (out-going) Chair of Developmental English on the redefinition of duties for the Developmental Reading and Writing Lab Tech
- Coordinated a meeting of the Liberal Arts Chairs with the Dean of Distance Learning, in preparation for the Fall 2020 semester
- Participated in the first ever completely virtual Academic Affairs Strategic Planning Workshop
- Reviewed and discussed the "ranking of returning lecturers" worksheet with the Liberal Arts Department Chairs
- Completed review of all Liberal Arts Division IE Plans
- Attended a webinar on the merging of AI technology and English Language placement
- Attended a webinar on "Creating Effective Learning Environments at a Distance"
- Prepared for the first ever virtual Division meeting (Fall 2020)

DEPARTMENT/PROGRAM REPORTS:

Art Department

- For Fall 2020, Chair assessed courses to be moved online vs. hybrid; moved select sections from F2F to hybrid
- Converted a large portion of hybrid sections to online in consideration of student safety
- Chair researched A.A.S in Visual Communications
- Chair met with Graphic Arts faculty to discuss short-term changes to PLO's and common assessment, and raise possible long-term changes
- Chair audited syllabi for Summer II
- Chair coordinated Gallery exhibitions for Fall
- Communicated with students whose courses would be moved online
- Coordinated with faculty to provide online content for F20 courses
- Conducted student advising for Fall 2020
- Coordinated Faculty Online Exhibition for 2020
- Faculty worked on Fall 2020 online courses to include the restructuring of an Arts 1301 OER course
- Faculty completed OTC training in preparation for Fall 2020
- Completed scheduling revision and opened new sections due to increase in enrollment for Fall 2020
- Communicating Cares Act Scholarship information to students in Summer II courses
- Completed SafeColleges training
- Developed gallery contract for digital exhibitions during Fall 2020
- Participated in Division meeting with Distance Learning to discuss Blackboard features and support
- Attended OPOD training with Deans and Chairs to discuss scheduling of meetings via Teams
- Chair assessed damage in Building B after Hurricane Hannah and submitted required work orders
- Chair assisted Faculty submitting course approval forms and Dual Credit Faculty with OTC training in preparation for Fall 2020

Drama Department

- Met to discuss preparations for hybrid section of Theatre Practicum I, II, III for Summer II; preparations included revisiting planned virtual projects and identifying key pieces the department wants to shoot with the students
- Met with Theatre Practicum students enrolled for Summer II to discuss hybrid course, our expectations regarding social distancing protocol and personal responsibility to the class, the projects planned, and answered questions

- Began first hybrid section of Theatre Practicum I, II, III on Wednesday, July 8; Instructor went over social distancing protocol and safety with students; the department is taking necessary precautions to ensure everyone is safe and protected.
- Chair is working with the American Alliance for Theatre and Education Board in his role as EDIA Co-Director on the 4th part of their work in discussing how the membership is working towards taking action against system racism within their organizations, theatres, schools and communities and holding the organization accountable to the suggestions and reflections from the membership which will be shared at the meeting as well; working on upcoming online national conference which will be held July 24 - August 2.
- Chair attended the American Alliance in Theatre and Education's virtual national conference; as Co-Director of Equity, Diversity, Inclusion, and Access and newly elected Secretary of the board, he and his colleagues hosted workshops and led conference wide events; contribution focused on membership wide conversations regarding EDIA and AATE's move towards becoming an antiracist organization.

English Department

- Chair met with faculty about OTC concerns, ENGL 2321 and ENGL 2341 shell development, departmental online shell approval committee plans, and departmental QC for online courses.
- Chair worked with Distance Education on Online Certification questions and concerns.
- Chair met with former chair regarding Dual Enrollment concerns and addressed Lecturer questions.
- Chair addressed Distance Education issues, staff/ faculty/student matters, as well as COVID-19 concerns and hurricane aftermath
- Chair participated in Departmental Leadership Meetings, Scheduling Meetings, Liberal Arts Division Support Staff Meeting
- Chair participated in Lecturer/Developmental/Staffing Meeting, discussions regarding departmental QC for online courses, and meetings with faculty about fall and OTC concerns

History & Philosophy Departments

- Chair completed I.E. Plan(s) for History, Philosophy and Mexican American Studies
- Chair completed Rehire-Adjunct Packet
- Chair completed 1st Review for History and Philosophy Spring 2021 Schedule
- Chair met with Instructor to discuss F2F Philosophy classes for Fall 2020
- Chair assisted with questions and problems pertaining to the MADISSAR Grant
- Chair began to review all Philosophy and History Syllabi
- Attended Liberal Arts Division Support Staff Meeting
- Completed Intent to Rehire Forms and NOE's for three former Lecturers
- Began to rank former Philosophy Lecturers
- Chair finalized Direct Wage NOEs for Student Supplemental Instructors to be paid through the MADISSAR grant
- Chair reviewed applications for potential Fall 2020 Adjunct instructors
- Chair edited Master Syllabi for Fall 2020 semester

Center for Mexican American Studies (CMAS)

- Coordinator communicated with Ballet Folklórico de la Universidad de Guanajuato for upcoming roundtable online seminar which will be conducted virtually on Monday, July 13, 2020; communicated information to dancers taking part in the roundtable, discussion included talking points and suggestions
- Coordinator communicated with Festival Internacional de Danza Folclorica "Los Colores del Mundo" for upcoming online roundtable to discuss dance competitions in Texas; discussion will encompass formulating the competition, any troubles that arise and how to overcome them, and how to continuously host it every year
- Coordinator received and began editing video from Escuela Superior de Artes Escenicas – Nandehui – Xalapa, Veracruz, as we will be broadcasting and hosting a virtual performance with this university
- Participated in a roundtable discussion hosted by Ballet Folklórico de la Universidad de Guanajuato. This was an online seminar that was hosted virtually on Monday, July 13, 2020. Participating groups included: Ballet Folklórico de México de Amalia Hernandez, University of Veracruz, University of Colima, University of Tamaulipas – Cd. Victoria, University of Guanajuato, and other prestigious Ballet Folklórico dance programs from across Mexico. Ballet Folklórico was the only dance program invited to participate from the United States.
- Members of our Ballet were invited to participate in a virtual workshop by Raices del Peru – Chepen, Peru. This dance program hosted us last July in Peru. They offered two different Peruvian dance workshops and members of our Ballet participated. We were the only group from the US and or Mexico to be invited. Began discussions to virtually host Raices de Peru and offer a virtual performance between them and our Ballet.

- Engagement with student dancers continued through updates.
- Maintained social media postings and upcoming lecture series.

Music Department

- Chair completed Invitation letter to directors of music in Mexico regarding our July Virtual Summer Camps.
- Chair received confirmation from the U.S. Army School of Music indicating their interest in virtual masterclasses in music.
- Digital Posters were launched promoting the Summer Virtual Music Camps held this month.
- Installation of new signage for Building L: Cooper Center for Performing Arts began.
- Chair received positive update on enrollment figures for July Virtual Music Camps.
- Featured in article promoting summer camps and new piano lab at Weslaco campus
- Completed online promo for music lecture courses
- New Piano Lab was set up at the Mid-Valley Campus, July 20
- The Music Department completed the final week of Virtual Summer Camps

Speech Department

- Chair completed hiring packet for Lab Specialist Position
- Chair completed Intent to Re-Hire forms and Low Enrollment Memo for Summer II
- Chair monitored Summer II 2020 enrollment
- Chair evaluated incomplete JagPride Reports
- Participated in Teams Meeting with Dean, Support Staff and Chairs
- Completed COVID-19 Mandatory Trainings
- Reviewed Faculty Syllabus for Summer II and K2 mini-mester
- Communicated with two Dual Credit Faculty about completing Online Teaching Certification before deadline
- Chair worked on IE Plan.
- Chair participated in Chair's Meeting
- Chair forwarded email notifications to Regular, Adjunct and Dual Credit Faculty
- Chair spoke with an Adjunct Faculty about progress of developing the Intro to Public Relations and Intro to Mass Communications courses for online delivery
- Chair spoke with Adjunct/Dual Credit Faculty about progress in developing Introduction to Mass Media course for online delivery, experience with SPCH 1311 Introduction to Speech Communication virtual classes during Summer I, and the use of SPCH 1315 Public Speaking and SPCH 1318 Interpersonal Communications online shells as well as Open Resource Textbook(s) for online classes

World Languages Department

- While updating Summer/Fall schedule, Department Chair cancelled F2F classes for ITP, created new hybrid schedule, and completed request for F2F ITP tutoring sessions where Faculty will use the CLE
- Chair completed Curriculum Request to delete Spanish/ASL courses from AAS/General Ed
- Chair contacted faculty pending online certification
- Attended BASOL meeting where CBE student requirements were discussed
- Chair completed and submitted packets for three (3) DC applicants
- Chair participated in Perkins Grant meeting
- Assisted Dual Credit Faculty with planning for SPAN 2315 Spanish for Native/Heritage Speakers I as well as Open Educational Resources for same
- Chair worked on Dean's suggestions for IE Plan

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

DIVISION DEAN'S REPORT:

- Participated in STC/ERP meeting, July 1
- Participated in Fast-Track to Success Conference Steer Committee Debriefing, July 2
- Participated in CBE General Video Script review, July 2
- Met with Science department chairs and EHS Director to discuss flooring of V-Bldg Science Labs, July 3
- Participated in Lab Safety Meeting with Safety Coordinator and Science Chairs, July 6

- Participated in Bachelor Degree Sections-Institutional Tuition Grant for Employees and Dependents Applications, July 7
- Attended Microsoft Teams training, July 10
- Attended virtual meeting regarding review of CLNA narrative, July 13
- Facilitated Comprehensive Plan Status Report meeting, July 20
- Participated in Virtual STC Graduation, July 20
- Prepared Convocation video with Office of Professional Development, July 21
- Attended Customer Service Training, July 22
- Participated in Microsoft Teams Training for Deans and Chairs, July 23
- Participated in Strategic Planning Workshop, July 23
- Attended virtual meeting regarding Competency Based Education handbook, July 24
- Attended virtual meeting regarding the Perkins CLNA narrative, July 24
- Participated in the CBE Teams meeting with Lourdes University, July 28
- Participated in Competency-based Criminal Justice Federal Law Enforcement Partnership meeting, July 29

BACHELOR PROGRAMS:

Bachelor of Applied Science in Organizational Leadership

- Participated in Fast-Track to Success Conference Steer Committee Debriefing, July 2
- Facilitated the BASOL CBE Behavior/Ethics/Leadership I & II Course Review, July 2
- Participated in Badges meeting with Director of Assessment and Economic faculty, July 7
- Participated in the bachelor's degree Sections-Institutional Tuition Grant for Employees and Dependents Applications with MSITB Dean, VPAA, Interim Director for HR, VP BA, July 7
- Participated in Excelencia in Education's 2020 Seal of Excelencia Leadership Institute to respond to Excelencia's questionnaire regarding STC's strengths and weaknesses, July 10
- Participated in Competency-Based Education Special Board meeting, July 10
- Participated in Portfolium Implementation meeting, July 14
- Participated in STC PR's CBE Video Interview, July 16
- Facilitated a meeting with BASOL Capstone II faculty to discuss the case studies and rubric revisions, July 17
- Participated in Virtual STC Graduation, July 20
- Participated in Strategic Planning Workshop, July 23
- Facilitated the Capstone II Case Study & Rubrics Review meeting, July 24
- Participated in CBE Student Handbook Meeting, July 24
- Participated in Mandatory Safe Colleges Coronavirus Training, July 24
- Participated in CBE Teams meeting with Lourdes University, July 28
- Participated in American Association for Women in Community Colleges Board of Director's Kick-Off meeting via Teams, July 31

Computer Information Technology Program

- Participated in Virtual STC Graduation, July 20
- Participated in Microsoft Teams Training for Deans and Chairs, July 23
- Participated in Virtual Workshop: JFF Peer Learning Session: Outreach and Assessment Strategies, July 23
- Participated in Virtual CBE Student Handbook Meeting, July 24
- Participated in Virtual Workshop: Using Starfish to Increase Student Engagement and Success, July 24
- Participated in Virtual South Texas Google TA Meeting, July 27
- Participated in Virtual Admission to CBE courses for CITP, July 30

Medical and Health Services Management

- Attended Virtual STC Graduation, July 20
- Attended Advanced Excel Training on Pivot Tables, July 24
- Participated in CBE Student Handbook meeting, July 24

Technology Management

- Participated in virtual meeting regarding CBE video script review, July 2
- Participated in follow-up Teams meeting with Public Relations regarding creation of TMGT Social Media Account, July 6
- Conducted TMGT Virtual Mock Interview in collaboration with STC Career & Employer Services, July 16

- Attended THECB sponsored webinar "Competency-Based Education During Covid-19: Will It Flourish or Flounder?", July 17
- Completed the mandatory SafeColleges Online Safety Training, July 16 & 18
- Attended Responsive Customer Service virtual training, July 22
- Attended Master Excel 2019 Pivot Tables & Charts virtual workshop, July 24
- Attended CBE Student Handbook meeting, July 24

MATH & SCIENCE:

Biology

- Attended Science Labs Floor Repairs meeting, July 2
- Attended Responsive Customer Service in Times of Change workshop, Online July 9
- Attended Lab Safety Audit Virtual meeting, July 9, 10, 15
- Attended McGraw Hill Connect Training #1 Online, July 10
- Attended Tips for Bridging Over to Online Teaching workshop, July 14
- Attended McGraw Hill Connect Training #2 Virtual Labs, July14
- Attended Virtual STC Graduation, July 20
- Attended Microsoft Teams Training for Deans and Chairs, July 23
- Attended meeting with Labster Co. to review virtual labs for micro and genetic courses, July 23

Chemistry

- Attended Physical Science/Chemistry meeting to begin draft responses to Safety Audit, July 1
- Met with Lab Specialist and Lab Coordinator to discuss safety protocols for Summer II hybrid class, July 1
- Met with Lab Coordinator to discuss collecting and organizing Chemistry supporting evidence for Safety Audit Questionnaire, July 2
- Met with Dean, Science department chairs, and EHS Director to discuss flooring of V-Bldg Science Labs, July 3
- Met with EHS Director, MSB Project Manager, Biology Department Chair, Physical Science Department Chair, Biology Lab Coordinator, and Physics Coordinator to discuss Lab Safety Compliance Audit, July 6, 9 & 10
- Attended “Responsive Customer Service in Times of Change” workshop hosted by OPOD, July 9
- Met with Organic Chemistry Faculty and Lab Coordinator to review safety protocols for Summer II hybrid courses and to conduct a practice run, July 8
- Met with MSB Project Manager and EHS Manager to finalize Safety Audit: Internal Compliance Question (ICQ), July 13
- Met with MSB Project Manager, Biology Department Chair, Physical Science Department Chair, and Physical Science Lab Coordinator to review ICQ, July 15
- Chair and Chemistry faculty attended McGraw Hill Meeting regarding ALEKS software for CHEM2423 and CHEM1405, July 17
- Viewed Virtual STC Graduation, July 20
- Met with Biology Department Chair to discuss PLOs for associates degree in Pre-Pharmacy, July 20
- Completed SafeColleges COVID-19 trainings, July 21
- Facilitated meeting with Chemistry Staff and Physical Science Lab Coordinator to discuss Safety Internal Control Questionnaire, Chemical Hygiene Plan, and Emergency Preparedness Plan, July 21
- Attended Zoom Meeting with McGraw Hill personnel and select chemistry faculty to discuss ALEKS system and begin preparing ALEKS objectives for CHEM1405 and CHEM2423. Also discussed Connect homework system for CHEM2423. July 22
- Participated in Microsoft Teams Meeting Workshop sponsored by OPOD, July 23
- Participated in Academic Affairs Strategic Planning Workshop, July 23
- Met with faculty to determine ALEKS objectives for CHEM2423 and assign faculty committee for developing the ALEKS objectives for CHEM1405, July 28
- Attended meeting hosted by Manager of EHS to discuss chemical inventory software, July 28
- Met with Organic faculty to discuss video recording of lab experiments for CHEM2423/CHEM2425 as plan B, July 30
- Attended QEP implementation team meeting, July 30
- Attended meeting with Dean, Physical Science Department Chair, and Biology Department Chair to discuss Labster simulations, July 30

Computer Science

- Participated in Virtual STC Graduation, July 20
- Participated in Microsoft Teams Training for Deans and Chairs, July 23
- Participated in Virtual Workshop: JFF Peer Learning Session: Outreach and Assessment Strategies, July 23
- Participated in Virtual CBE Student Handbook Meeting, July 24
- Participated in Virtual Workshop: Using Starfish to Increase Student Engagement and Success, July 24
- Participated in Virtual South Texas Google TA Meeting, July 27

Developmental Math

- Attended Summer 2 Math Department Meeting, July 6
- Attended Co – Requisite Webinar for OpenStax, July 13
- Attended Fall 2020 Planning Meeting on Teams, July 16
- Attended Virtual STC Graduation, July 20
- Attended Microsoft Teams training for Deans and Chairs, July 23
- Attended Enlearn demo and trial discussion, July 30
- Attended Follow up on Fall courses 2020 ULTRA, July 30
- Attended MAP Implementation team meeting, July 30

Physical Science

- Attended PCN V Bldg. Science Lab Floors repair meeting, July 2
- Met with Chemistry and Biology Chairs, chemistry faculty, physics laboratory coordinator, EHS manager, MS Division Project Manager and drafted answers to the Internal Control Questionnaire for the Science Lab Safety and Storage Compliance audit, July 6, 9, 10, 15
- Completed 7 out of 8 Safe Colleges STC Safety Trainings, July 10
- Met with Physics faculty, physics laboratory coordinator, and physics laboratory specialists to review the status of video recordings of laboratory experiments prepared by the Physics faculty and the physics laboratory specialist. These recordings will contribute to the ongoing improvement/development of online courses in Physics, July 15
- Updated Standard Operating Procedures for the Tracer pXRF Analyzer operation, July 17
- Participated in the Virtual STC Graduation, July 20
- Attended Responsive Customer Service in Times of Change workshop presented by OPOD, July 22
- Attended Microsoft Teams Training for Deans and Chairs, July 23
- Attended a meeting where the division project manager presented a training on Sharepoint; items discussed include Team Site creation, owner and member access, and data storage, July 24
- Participated in Chemical Inventory meeting; participants included representatives from Facilities Operations and Maintenance, Science Program Chairs, Laboratory coordinators to discuss implementing new software for the chemical inventory, July 28
- Attended TAMUK Summer Research Internship Final presentation of Four STC Engineering Majors; the STC Engineering majors were selected for the program with a scholarship; participants shared the results of the research they conducted and discussed the research problem they pursued, July 31

UNIVERSITY RELATIONS:

- Virtual Information Session this month: Texas A&M University – Kingsville
- Attended a webinar on the "Impact of Covid-19 on TX Higher Ed," July 1
- Attended a webinar on "Responding to the COVID-19 Crisis, Part III: A New Survey of College and University Presidents," July 1
- Participated in a training regarding and worked on the paperwork for the Community College of the Air Force Air University, July 7
- Participated in a webinar on "Returning to Campus Safely: The University of South Florida's COVID-19 Journey," July 9
- Attended a webinar on "The Lenses We Employ in our Equity Work: Moving from Deficit to Anti-Deficit Approaches to Serving Students," July 10
- Met with representatives from the Digital Marketing Department of PR about the AU-ABC webpage, July 10
- Participated in the DFS Project Meeting, July 13
- Participated in Study Abroad Taster Sessions hosted by Mary Immaculate College in Ireland, July 14-17
- Attended the RaiseMe Community College Overview webinar, July 14

- Attended webinar sponsored by Excelencia on "Tapping Latino Talent: How HSIs Are Preparing Latino Students for the Workforce," July 15
- Attended webinar sponsored by Inside Higher Ed: "Taking Colleges Online: How Smart Institutions and Their Leaders Can Approach Online Education Now and in a Post Coronavirus World," July 15
- Attended webinar sponsored by Inside Higher Ed; "Continuity of Research Services and Delivery: Maintain Labs, Process Data, and Collaborate Remotely," July 16
- Met with VP from SAEM regarding the AU-ABC program, July 16
- Participated in Professional Development Training: "Using Starfish to Increase Student Engagement and Success," July 17
- Attended webinar "Appreciative Advising with Dr. Jennifer Bloom," July 17
- Participated in webinar "Corequisite Course Coordination," July 17
- Attended some sessions that were part of the Blackboard World Virtual Conference, July 21-22
- Attended Responsive Customer Service training conducted by OPOD, July 21
- Attended Dual Credit Programs Mission and Goals Committee Meeting, July 22
- Attended some sessions that were part of Arizona State University's Shaping EDU Learning (Hu)Man Virtual Conference, July 23 – 24
- Attended webinar hosted by The Chronicle of Higher Education on "Community Colleges, Covid and Change," July 27
- Attended some sessions from the Course Hero Virtual Summit, July 29 – 31
- Met with representatives from Early College High School Programs about transfer best practices, July 30
- Attended webinar hosted by Inside Higher Ed on "Does the future of English language testing start with AI?," July 30

DR. JAYSON VALERIO
DIVISION DEAN – NURSING AND ALLIED HEALTH

DIVISION DEAN'S REPORT:

- Held meeting with NAH program chairs to discuss educational stipends and other issues, July 1
- Met with the VN program chair to discuss Fall 2020 special assignments, July 2
- Reviewed the draft NAH staffing budget for FY 2020-2021
- Attended the Bringing Analysis to the Center of Instruction Using the Tools of Critical Thinking webinar, July 8
- Held phone interview with candidate for FT regular faculty position, July 8
- Met with ADN lecturer, July 9
- Attended the Returning to Campus Safety: The University of South Florida's COVID-19 Journey webcast, July 9
- Held meeting to discuss Fall 2020 Semester plans for ADN clinicals, July 9
- Worked on bi-annual progress report for the Knapp Community Care Foundation Grant
- Attended meeting to discuss STC onboarding, July 10
- Attended Taking Colleges Online: How Smart Institutions and Their Leaders Can Approach Online Education Now and In a Post Coronavirus World webcast, July 15
- Held emergency meeting with NAH staff, July 15
- Attended Continuity of Research Services and Delivery: Maintain Labs, Process Data, and Collaborate Remotely webcast, July 16
- Attended Deans Meeting hosted by the VPAA, July 16
- Attended meeting with OPOD to work on the logistics of including a virtual campus tour in the orientation for new faculty, July 17
- Met with OPOD staff to record video message for Academic Affairs Convocation, July 21
- Attended Interactive Questioning with Poll Everywhere workshop hosted by OPOD, July 22
- Attended Microsoft Teams Training for Deans and Chairs workshop, July 23
- Attended Strategic Planning Workshop hosted by the Office of the VPAA to review major accomplishments, academic goals, and Comprehensive Plan, July 23
- Attended the Future of Nursing in Texas Summit Follow-up Meeting: Back to the Future for Action, July 27
- Attended the Business Recovery: Safety First webinar hosted by Workforce Solutions, July 29

- Attended the Online College Students 2020 webinar which discussed recommendations for growing and enhancing online programs to effectively attract and retain students, July 29
- Met with the Vice President for Academic Affairs to review minimester sessions for the Fall 2020 Semester, July 29
- Completed and submitted KCCF personal activity report to the GDMC Office

DEPARTMENT/PROGRAM REPORTS:

Associate Degree Nursing

- Held meeting with mental health clinical instructors to discuss the availability of clinical sites, July 1
- Held DHR clinical orientation on Blackboard Collaborate; 23 Level 1 students, 9 Level 3 students, and faculty attended, July 1
- Level 3 OB/Pedi Simulation is on-going
- Level 3 OB/Pedi students had their final exam, July 13
- Held Level 3 Med-Surg Clinical orientation; program chair spoke to students regarding the current situation and informed them there were not enough clinical sites for everyone so all OB/Pedi clinicals would be put on hold, July 14
- Clinical faculty and program chair attended the Rio Grande Regional Hospital onboarding/training with students scheduled for RGRH clinical, July 15
- Incoming Level 1 Orientation was held with 119 attendees, July 16
- A group of Level 3 students completed their community project to increase the community's awareness about COVID-19
- Held leadership meeting with ATI Nursing Education, July 21
- Held meeting with HURST Review to discuss plans and logistics of the NCLEX-RN Review, July 23
- Worked on leadership team meeting plans and preparations for the Fall 2020 Semester

Bachelor of Science in Nursing

- BSN (RN-to-BSN) Prospective Student Guide was updated and published on the website
- Online advising session, post-test, and certificate finalized and uploaded on the website
- Students completed courses in the Summer 2020 N10 Session
- BSN program was approved by ACEN for eligibility to pursue accreditation; official application for candidacy and payment of fees are in progress; writing of candidacy report has commenced
- Completed faculty evaluations for Summer 2020 N8; forms submitted to the Dean, signed, and filed
- Worked with Public Relations & Marketing to design fliers and rack cards for BSN ads
- Completed Fall 2020 Semester NOEs, schedules, and inter-departmental forms for faculty

Diagnostic Imaging Department

- Program chair attended Stipends Meeting with NAH Dean, July 1
- Program chair continued to register students for the DMS and RADT Introduction to Sonography and Radiography sections for the Fall 2020 Semester
- DID Applications Committee sent Fall 2020 RADT Program application results to students to include student preparation for the new cohort of students scheduled to begin in Fall 2020
- Second-year RADT students attended Zoom presentation hosted by Rio Grande Regional Hospital regarding employment opportunities, July 3
- Program chair attended meeting with the Director of Academic Assessment regarding the Diagnostic Imaging 2018-2020 PLO Assessment Plan, July 7
- Held RADT Program 2020 Pinning Parade at the NAH Campus for 16 graduates, July 10
- Program chair verified RADT Program graduate completion for eligibility to sit for the ARRT Radiography Certification Examination

Emergency Medical Technology

- Department held online meeting to review EMT program requirements and remediation process, July 1
- Program chair attended the Crew Resource Management in Crisis Response – The Perception of Risk webinar, July 14
- Program chair attended Power Up Professional Development System workshop, July 15

- Continued with registration of students for the Fall 2020 Semester

Medical Assistant Technology

- Program chair attended Zoom training session hosted by OPOD, July 7
- Program chair attended Microsoft Teams training session hosted by OPOD, July 10
- Program chair finalized lab kits for Pharmacology, completed the PLO assessment, worked on the Fall Management Report, finalized books and schedule, advised students for the Fall, and continued adding material to summer online practicum courses

Occupational Therapy Assistant

- Conducted the interview portion of the application process virtually using Blackboard Collaborate; 16 occupational therapy practitioners from the local OT community interviewed 36 students during a 3-hour time period; 24 students were chosen for OTA Class of 2022 cohort after points from the interview sessions and all other requirements were calculated; all 24 students accepted their positions within 48 hours of notification that they were selected

Physical Therapist Assistant

- Held an advisory board meeting to discuss/review spring and summer activities, the online transition due to COVID-19, clinical/ practicum updates, approval of updated forms and documents, and plans for the 2020 online selection process, July 23
- Completed Phase I of the PTA Program selection process; faculty and staff are in the process of preparing for Phase II activities this week. All forms and activities have been modified for an online environment; the MS Teams app will be utilized for candidate interviews and the candidate group activity. Faculty and staff will receive assistance from advisory board members and PTA alumni. The Class of 2021 is in the process of assisting to develop online Orientation programming to promote a successful onboarding process
- Graduates of the PTA Class of 2020 have begun licensure testing; 5 students who tested in early July have passed and an additional 5 are awaiting results; the remaining 7 will test this week
- Faculty completed all Spring 2020 laboratory instruction; select laboratory skills instruction and testing has been delayed due to the COVID-19 online transition
- PTA Program successfully transitioned and completed Phase II of the 2020 application in an online environment for the first time; faculty conducted, recorded, and scored individual interviews and group activities/interviews for 39 candidates who advanced into the second phase, July 31
- 14 out of 16 graduates from the PTA Class of 2020 have received a passing score on the National Licensure Exam; the additional 2 graduates who tested in late July are awaiting results

Vocational Nursing

- Interviewed emergency hires, July 1
- Senior level students took the HESI Exit Version 1 in preparation for graduation, July 2
- Program chair met with NAH Dean to discuss Fall 2020 special assignments, July 2
- Program chair worked on NOEs, schedules, room requests, and other preparations for the Fall 2020 Semester
- Program chair worked on acceptance and denial letters for applicants
- Faculty worked on a Virtual Pinning Presentation for the July 2020 VN Program graduates
- Faculty secretaries received over 200 applications for the Fall 2020 Semester and met together for the application selection process
- Faculty secretaries worked on setup for the application database
- VN Admission's Committee reviewed all applications and selected:
    - 20 students for Starr County
    - 45 students for NAHC
    - 54 students for MVC
- Faculty secretaries sent out acceptance letters and outcome letters to applicants
- Faculty secretaries worked on the Fall 2020 Semester cohorts

DR. ERIC REITTINGER
DIVISION DEAN – SOCIAL & BEHAVIORAL SCIENCES

DIVISION DEAN'S REPORT:

- Handled 3 Student Grade appeals, worked on lecturer evaluation spreadsheet, conducted two staff evaluation review meetings
- Met with the following via Teams:
    - SBS chairs to discuss chair cycle and lecturer evaluations
    - Planning and Construction regarding KINE bathroom renovation and space utilization at KINE (KINE, Dance, and Ballet Folklorico)
    - CDEC department and administration regarding Child Care Center
    - Deans and VP about fall semester, KINE and Dance/Ballet Folklorico issues and Lecturer ratings
    - Chairs and faculty regarding COVID concerns
- Completed the multiple trainings for COVID-19 to comply with state regulatory requirements. In addition, further trainings on Employee Education Program, Hazard Communication and Safety Data Sheet (SDS) trainings
- Collected rank orders of lecturers and OER report
- Attended AA Strategic Planning Workshop then worked on Strategic Planning/Comprehensive Plan
- Visited KINE facility regarding approved and proposed construction and space allocations
- Developed quiz for Bb/COVID for 1st week activity on Bb
- Collected Lecturer rankings from Department Chairs and collected OER use in the division
- Evaluated 28 applicants for AA position in VP office
- Prepared a message for Convocation to be delivered in a short video message of gratitude and appreciation to share with our audience of faculty and staff

DEPARTMENT/PROGRAM REPORTS:

Child Development Department

- Competency-Based CDEC Recruitment Plan and funding for recruitment activities discussed for CCB courses
- Discussed with Texas Woman's University the creation of an articulation agreement for the AAS in CDEC into their BS in Child Development
- Discussed AVANCE becoming the new grantee for Head Start in Starr and Zapata Counties, what educational requirements were needing to be met for new employees, and how STC could support the attainment of CDEC degrees
- Discussed Fall and Spring schedules; reviewed course assignments; procedures for in class and online meetings; updates on TWU and AVANCE meetings; PLO Action Plan; status of Child Development Center
- A panel of 5 program leaders shared their child care center re-opening experiences

Criminal Justice Department

- Content filmed for first virtual sketch performance
- Faculty continued to work with our students 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.
- Faculty continued to advise students on academic and career goals via phone and email.
- Chair recorded and submitted a video for the virtual graduation on behalf of department faculty and staff; Associate Professor also assisted with virtual graduation preparations by serving as a reader.
- All faculty completed the Safe Colleges online training modules.
- Plans continued to move forward for the Texas Association of Criminal Justice Educators (TACJE) virtual conference. UTRGV has become an official sponsor of this conference by providing access to Business level Zoom accounts. Each faculty at UTRGV has a Business level Zoom account assigned to them. UTRGV has given permission for their faculty to use their accounts to help host the conference, and has also agreed to offer technical support.

Political Science Department

- Attended a meeting with the dean and departmental chairs where we discussed the new chair procedures, fall and summer 2 schedules and other matters
- 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 2 and fall schedules, the new chair policy, and faculty teaching loads
- Worked with department faculty and the Dual Enrollment staff on textbook and technology issues affecting Dual Enrollment students
- Worked with HR and OPOD to get login credentials for a new DEF and a new adjunct to get them registered in the necessary Blackboard trainings

Psychological Science Department

- E-mailed students with questions regarding upcoming Summer II session, Admissions for social work majors asking for PSYC 2317 registration for Summer II.
- Attended Zoom meetings with departmental colleague and Cengage representative
- Contacted Instructional Designer and Distance Learning Director regarding course copy problems
- Conducted Zoom meeting with faculty member and student with questions regarding Summer I course grade.
- Assisted students in emergency situation needing to register for a 2314 course needed for Fall transfer and managed to get three social work students registered for 2317 for Fall 2020
- Corresponded with division dean throughout the week regarding Fall scheduling
- Communicated upcoming Fall changes, such as the first week going online, to faculty
- Advised four students via phone calls regarding fall registration and degree plans
- Contacted Instructional Designer to request a course copy for adjunct teaching CBE 2301 course in Fall 2020.

Social Sciences Department

- Professor Sylvia Flores and a student are preparing to co-publish a second paper (feature will be sent to PR, and will CC Dean's office)
- Professor Holly Pottle is working with researchers from UT Health to identify grants that can be applied towards technology purchases for students (laptops, hotspots)
- Professor Noel Ysasi agreed to an independent study for a SOCW student whose class was closed due to low enrollment. The student will be able to finish all credits and transfer to UTRGV SOCW easily, in a time of great uncertainty.

DANIEL MONTEZ
ADMINISTRATOR – MID-VALLEY CAMPUS

CAMPUS ENGAGEMENT:

- Hosted Food Pantry distribution to students, various dates
- Music Department is offering new Piano courses in Building H147 beginning Fall 2020; piano setup, July 20

COMMUNITY ENGAGEMENT:

- Participated in City of Weslaco Update Meeting, July 7 & 21
- Participated in Weslaco Chamber Board Meeting, July 8
- Contacted Hidalgo County Census Committee to set up MV meeting, July 10
- Participated in Texas Birding City Planning Meeting, July 13
- Participated in Congressman Vela's Town Hall Meeting, July 15
- Hosted Census 2020 Leaders Training, July 14 & 31
- Participated in Virtual Town Meeting for City of Weslaco, July 20
- Participated in "TXBIZ Talk" meeting with US Labor Secretary, July 20
- Participated in Weslaco Chamber Executive and Board Meetings, July 21
- Participated in "Fuel the Front Line" food distribution to front-line workers

ENROLLMENT ACTIVITIES:

- Assisted students with registration and financial aid issues/questions, various dates
- Hosted FYC Orientation, various dates

DR. ARTURO MONTIEL

ADMINISTRATOR – STARR COUNTY CAMPUS

CAMPUS ENGAGEMENT:

- Reached out to community regarding virtual graduation ceremony
- Continued to provide Food Bank services to students.

COMMUNITY ENGAGEMENT:

- Reviewed RGCCISD recorded School Board Meeting via internet for content pertaining to campus
- Reviewed Roma ISD recorded School Board Meeting via internet for content pertaining to campus
- Reviewed remote safety guidelines and protocols for IDEA Academy opening Fall 2020
- Attended via phone conference monthly Starr County Community Coalition meeting; continued to work on school supply drive and to provide support for meetings and technology needs
- Attended Starr County Industrial Foundation Board of Directors meeting via internet
- Reached out to disaster control officials for hurricane season protocols
- Reached out to new County Head Start "Advance Inc." grant recipient to offer support from the Starr County Campus; reached out to community to find support for "Advance Inc." to get started with new program
- Continued working remotely to prepare contact list of Starr County businesses and industry for recruiting purposes
- Contacted Advance Head Start Director to propose MOU; reached out to migrant opportunities service for support of new Head Start proposal

ENROLLMENT ACTIVITIES:

- Approved graphic for flyers with "Register Now" message for Fall 2020 semester and confirmed roster of graduating seniors for mailout; prepared email blasts for "Register Now" message; gathered data from previous semesters contact list for near graduates to contact with "Register Now" message
- Continued contacting students registered for Spring and Summer 2020 to "Register Now" for Fall 2020 semester
- Continued modifying Fall 2020 class roster to ensure social distancing
- Continued to work with Business Administration Department to provide facilities and technology for Fall 2020 semester
- Continued preparing student support facilities and services for Fall 2020 semester
- Finalized repairs in NAH building for fall classes

DR. RACHEL SALE

DEAN – DISTANCE LEARNING

DEAN'S REPORT:

- Participated in the Virtual Conference Solution meeting with Executive Vice President and administrative staff in regards to finding a centralized virtual conference solution for the college, July 6
- Participated in Blackboard Virtual Conference, July 3-6
- Finalized Online Teaching Certification for March, April, and May cohorts with 330 Instructors completing the certification class
- Finalized Blackboard 5-year renewal proposal resulting in a savings of $200,000 fees for virtual storage
- Created Support Plan for TXDOT students, July 18-21

DIRECTOR'S REPORT:

- Status Report for Division Deans
    - Continued working on developing status reports for Division Deans reporting the 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 certification.

    - Developed an updated Distance Learning Faculty Certifications status report by division and employee type for Dean of Distance Learning, July 20
- Researched Quilljs editor to be installed in Blackboard Learn allowing tables in the content area of Ultra courses
- Met with Program Chair for Bachelor of Applied Science in Organizational Leadership to discuss Portfolium integration with the LMS, July 9
- Met with Systems and Networking Manager to discuss the Blackboard archive process, July 10
- Met with Blackboard Service Delivery Manager for updates on archives, July 13-15
- Participated in the "DFS Project" Meeting regarding migration of the department shared drives, July 13
- Meeting with Dean of Distance Learning and Student Success Specialists regarding Blackboard Orientation and TxDOT Students, July 13
- Participated in Workshop "Coffee Collaborative: Overwhelmed? Tips for Bridging Over to Online, July 14
- Met with Application Development Manager for Status Update on Kayako Replacement & ILP Gradebook, July 15
- Continued updating and organizing the new online orientation in Blackboard Ultra course view.
- Attended the Blackboard World Virtual Conference, July 21-22
- Participated in the Academic Affairs Strategic Planning Workshop, July 23
- Created banner for Fall 2020 first week online and then hybrid communication, July 30
- Met with Curriculum Department to discuss SmartEvals for course evaluations in Blackboard, July 30

PROJECTS:

- Course Development
    - Staff graded for Academic Continuity Certification and Online Teaching Certification
    - Staff assisted with two internal Quality Matters reviews for the Math Department using Open Educational Resources, July 30
- First Time Online Student Orientation
    - Staff continued working on the new online orientation for all students in Blackboard Ultra course view
    - Staff created in house videos for Blackboard base navigation
    - Developed a Blackboard Ultra – Quick Tour video for the Ultra Course Student View and the Original Course View, July 13-17
- Learning Management System (LMS)
    - Completed batch upload on all Fall 2020 and Summer II course sections and enrollments into the learning management system, July 7,8,9,15,23,24,30 and 31
    - Staff developed an institutional module for more than 300 students that were flagged by Financial Aid and Cashiers that did not complete payment for Summer II courses, July 1
    - In collaboration with IS&P department, troubleshot ILP in Blackboard Ultra with settings from Ellucian, July 1
    - Researched and implemented the Lockdown Browser integration for the Ultra course experience by creating API and Proctoring Services on the learning management system, July 2
    - Developed new modules for the institutional page of Blackboard Ultra
    - In collaboration with IS&P department, continued troubleshooting ILP in Blackboard Ultra staging environment
    - Configured image for Concourse syllabus LTI and continued to troubleshoot ILP for Ultra course experience, July 7
    - Resolved course copy errors to the learning management system, July 8
    - Integrated LTI for Porfolium for Bachelor Programs in staging, tested features in staging environment and then applied settings to production environment, July 9
    - Assisted faculty having storage issues with a course in Blackboard by moving content to their One Drive account, July 9-17
    - Implemented LTI and Rest API configuration with SmartEvals for Bb Ultra, July 28-31
    - Implemented API and LTI configuration with new EesySoft and MyMathLab for Bb Ultra in the staging learning management system, July 20, 24
- Multimedia Support
    - Graded multimedia items from Distance Learning Trainings
    - Assisted faculty with media questions or concerns with online courses

- Accessibility
  - Assisted faculty with any accessibility questions or concerns with online courses
  - Assisted faculty in converting accessible PDF and images
  - Emailed faculty their course accessibility score and made recommendation on how to improve
- New Ticketing System
  - Continued to work with the Information Technology Department staff to build a ticketing system using Microsoft Office products that will replace the Kayako software
  - Implemented on production the new Ticking System and tested all features
  - In collaboration with IS&P department, tested and provided recommendations for new Ticketing system using Microsoft Sharepoint and PwerApps
  - Distance Learning helpdesk staff tested the new ticketing system created by IT Department and provided feedback and recommendations, July 13-17
- Social Media
  - Staff updated LinkedIn Social Media account and added infographics and resources, July 7-10

DISTANCE LEARNING TECHNOLOGIES:

- **Distance Learning Helpdesk**
  - Numbers for the month
    - Students/Faculty Chats: 11
    - Blackboard Students/Faculty Tickets: 540
    - Helpdesk Phone Calls from DL Staff: 782
    - Helpdesk Phone Calls from Open Labs Staff 224
    - Afterhours Helpdesk Calls: 82
    - **Total: 1,639**

- **Trainings/Workshops/Professional Development**
  - Trainings
    - Distance Learning staff certified faculty/staff with Academic Continuity Certification also known as Blackboard Certification.
    - Distance Learning staff certified faculty/staff faculty with Online Teaching Certification.
    - Distance Learning staff co-facilitated Dual-Credit Academic Continuity and Dual-Credit Online Teaching Certification, Jul 1 – 31.
    - Distance Learning staff provided training for the Learning Commons and Open Labs department on Blackboard Collaborate and PRONTO Instant Messenger regarding basic operational materials and troubleshooting, Jul 6 - 10.
  - Workshops
    - Distance Learning staff provided a Live Question Session using Bb Collaborate for all Academic Continuity participants, Jul 6.
    - Distance Learning staff attended the Open Texas: State Initiatives to Support OER in Higher Education, Jul 15.
  - Conference
    - Distance Learning staff attended the Blackboard World Virtual Conference, Jul 21- 22.
- **Student Success Activities:**

Type of Service	**Number of Students**
General Advising:	103
Telephone Contacts:	47
Virtual Campus Advising Email:	534
Radius Inquiries:	236
Starfish Emails/Phone Calls:	0
Drop Students from Courses:	72
Register Students:	12
Email Reminders:	15,056
Total:	***16,060***

DISTANCE LEARNING MEETINGS:

- Staff participated in a Blackboard Development Manager meeting, July 1
- Staff participated in the Mathematics Department Blackboard Ultra View Transition Meeting, July 20
- Staff participated in the Teaching and Learning team meeting, July 28

ACADEMIC EXCELLENCE PROGRAMS

VALLEY SCHOLARS PROGRAM:

- **Fundraising** – Submitted "A Night with the Stars" (ANWTS) ads for print in Texas Border Business and Mega Doctor News August edition. Donations received in July: Cash – $10,000. Total 15th annual ANWTS sponsorships through the end of July – Monetary (including Pledges) – $22,900; In-kind – $20,060
- **Retention -** Advised and assisted current Valley Scholars students with class registration and academic planning.
- **Recruitment** – Reviewed and processed Valley Scholars Class 24 applications and sent notification letters to applicants regarding acceptance status. Met with Class 24 applicants via Microsoft Teams to review contracts.
- **Scholarship/Awarding** – Awarded Summer II 2020 scholarships to eligible students.
- **Administrative -** Completed and submitted the FY19-20 Status Report for the Comprehensive Operational Plan. Prepared to conduct the Valley Scholars Class 24 Orientation online via Microsoft Teams on August 18th.

PHI THETA KAPPA:

- **Recruitment** – Answered emails and phone calls from students interested in joining Phi Theta Kappa. 1,105 eligible students were invited to join PTK during the Summer II recruitment period.
- **Meetings** – Conducted the July general meeting online via Zoom, July 31st. Created an Honors in Action project committee.

HONORS PROGRAM:

- **Recruitment** – Answered emails and phone calls from students that were interested in taking honors courses. Reviewed Honors program applications and contacted students for further action.
- **Retention** – Assisted Honors students in registering for Fall Honors courses.
- **Administrative –** Coordinated with faculty for Fall Honors course requests.

DR. MARICELA SILVA
ACADEMIC GRANTS AND PROJECTS OFFICER

GRANTS:

- Perkins Basic
  - Reviewed CLNA information provided by the Grants office
  - Participated in the Grants' Analyses Presentation
  - Conducted Bureau of Labor Statistics and O*NET research to collect data to support CLNA
  - Reviewed CLNA information on Grants office shared folder
  - Drafted CLNA narrative and emailed information to Deans/Program Chairs for review and feedback
  - Requested meeting with Grants to review and discuss CLNA narrative draft; forwarded meeting invite to Deans/Program Chairs; meeting was held July 13
  - Met with Grants office to review CLNA narrative
  - A draft of the CLNA narrative was submitted for review on July 15
  - Met with the Grants office on July 15 to review CLNA narrative; Grants office provided positive feedback and offered an extension to submit the final narrative draft and matrix by July 17
  - Followed-up with Deans, Point of Contact, and Program Chairs to collect additional information/data needed for CLNA narrative
  - Submitted CLNA narrative and matrix drafts to the Grants office by July 17 deadline
  - The Grants office contacted me to request additional information be added to the CLNA narrative and offered a new extension date of July 28
  - Provided copy of CLNA to VPAA for review and feedback
  - Received request from Grants office to meet on August 3 to review and discuss CLNA

- CAEL 360 – LASS Grant
  - Participated in monthly check-in call
  - Based on feedback from CAEL, we are on target with the goals and activities
  - Additional tech support is available; our CAEL Grant contact suggested using the technical support for the PLA Manual

ONGOING PROJECTS & ACTIVITIES:

- Starfish
  - Provided faculty with information about Starfish to be included in syllabi
  - Reviewed information from OPOD regarding Starfish training during Adjunct & Dual Credit PD Day; prepared/revised Starfish presentation and created Teams link for the Session
  - Contacted OPOD to schedule July Starfish trainings; trainings scheduled and offered on the following dates/times:
    - July 17 – 10:00 a.m. to 12:00 p.m.
    - July 20 – 4:00 p.m. to 6:00 p.m.
    - July 24 – 10:00 a.m. to 12:00 p.m.
  - Participated in Hobson's 2020 Product Showcase Webinar
    - New features will be available on approximately July 15 that will further support retention
    - On approximately July 30, students will be able to download Starfish mobile apps
  - Met with Dual Credit Programs to discuss and prepare for fall semester; discussed aligning timeline, changing second progress survey from 3 to 2 weeks (Weeks 10 and 11 of semester), July 14
  - Created the fall 2020 Starfish Timeline for Traditional courses; sent both the Traditional and Dual Credit program Timelines to PR for upload to the Starfish webpage
  - Provided ongoing Starfish Technical support to faculty and staff
- QEP
  - Met with QEP Team to discuss/review the QEP presentation; additional edits were made to the narrative to include a write-up about the Degree Progress Report Assignment and Starfish trainings for students
  - Created slides for the QEP presentation; QEP team presented the QEP MAP, goals, and objectives to STC internal team on July 30
  - QEP Implementation team scheduled a debriefing meeting to discuss the presentation, and based on feedback, each team member will be revising their respective slides; the presentation will be presented to the Board in August
- Other Activities
  - Finalized edits to AA Division IE Plan
  - Participated in THECB's webinar: *High School to Higher Education Learning Series: Texas Success Initiative Assessment (TSIA)*
  - Reviewed notification from Excelencia in Education that the application submitted for the Leadership Institute scheduled for September 22-23 was accepted; notified team members and sent SAVE the DATEs; met with team on July 10 to respond to Excelencia in Education's request for additional information
  - Reviewed and provided feedback/edits for various Articulation Agreements, including but not limited to Texas Southmost College and Weatherford
  - Participated in Catch the Next's Virtual Webinar
  - Participated in Excelencia in Education's webinar: *Tapping Latino Talent: How HSIs are Preparing Latino Students for the Workforce*
  - Participated in TEXAAN's Appreciative Advising workshop

YOLONDA JARAMILLO
PROJECT DIRECTOR – TITLE V HSI & DHSI GRANTS

TITLE V GRANT & PROJECTS:

COMPONENT 1

ACTIVE LEARNING CLASSROOMS/TRAINING ROOMS

- Updated inventory records in preparation to close out grant operations by September 30, 2020.
- Collaborated with IVPAA and CSL on fall 2020 face-to-face scheduling and ALC options.

FOCUS ACADEMY

- Revised FOCUS Academy graduate records and shared division graduate numbers for accreditation focus report.
- Facilitated Weeks 2-6 of Spark online training.
- Provided one-to-one consultation on Padlet and Flipgrid training.

COMPONENT 2- REDESIGN AND EXPANSION OF FACULTY ADVISING

- Updated Faculty Advising Certification Training (FACT) webinar series curriculum and presentation.
- Assisted faculty with advising questions and Degree Works navigation.
- Researched intrusive advising best practices to integrate into FACT curriculum.
- Developed department spreadsheets for graduate candidates for summer and fall 2020 contact information.
- Shared 2019-2020 program spreadsheets with faculty advising purpose, to aid students who are about to graduate with career mentoring, transfer advising, financial aid, and document submission deadlines for transfer.
- Collaborated with Open Labs Logistics Manager to schedule presentation/workshop training focused on types of advising and available advisors.

COMPONENT 4- FINANCIAL LITERACY

- Reviewed progress of upgraded modules in preparation for fall 2020 launch.
- Collaborated 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.
- Collaborated with VPAA, GDMC, and Business Office to approve and complete Personal Activity Report documentation.
- Met with the Business Office and Planning and Construction to review the status of pending purchase orders and repairs.
- 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.
- Presented 2020-2021 goals at the Strategic Planning Workshop.

DR. CHRISTOPHER NELSON

INTERIM ADMINISTRATOR – CURRICULUM & STUDENT LEARNING

INTERIM ADMINISTRATOR'S REPORT:

- Finalized the Program approval process for CE programs
- Continued discussions with Dual Credit Pathways staff regarding compliance with SB 25 (2019) and SB 1324 (2019), and identified barriers to compliance
- Coordinated with the Chair of the Education Department on a Fall 2020 re-launch of our High Impact Practice initiatives
- Participated in the inaugural "Dual Credit Programs Mission and Goals Committee" meeting

CURRICULUM & STUDENT LEARNING MANAGER'S REPORT:

- Attended the THECB: College Readiness TSI/TSIA Updates in the COVID Context webinar where the presenters provided information on the current options for TSI testing due to COVID19 and the options for placement for students.
- Attended Academic Council Meeting and presented on the EMT-Basic Continuing Education certificate and supporting documentation.
- Met with the Interim Administrator for Curriculum & Student Learning and Director of Assessment to discuss the revisions for the department's comprehensive plan and review current and future operational goals.
- Attended a SmartEvals webinar to discuss clean-up of data and question sets in order to increase accuracy in aggregated data reports; discussed clean-up also for the public results page that will be available later this year.

- Sent notifications to Instructional Deans for the upcoming deadline for the spring 2021 first review of schedules.
- Compiled the evidence items for standard 9.3 for the focused report in preparation for the SACSCOC on-site committee visit; conducted a college-wide curriculum committee vote for urgent items as part of the action plan.
- Attended the Continuing Education Program Development meeting to discuss the development process, approvals, timeline and roles and responsibilities.
- Provided the final evidence items to the SACSCOC Liaison for the Off-site Focused Report regarding standard 9.3.
- Worked on the Fall 2020 Campus Building Breakdown report, as per the request of the OVPAA. The report organizes the face-to-face/hybrid courses offered by building and by floor in order to determine adequate spacing for social distancing.
- Attended the Degree Works Testing Upgrade meeting to discuss progress and concerns regarding the testing for the new version scheduled for implementation in Fall 2020.
- Participated in testing for the new Degree Works version scheduled for deployment in Fall 2020. Testing took place for the Scribe, Transit and Controller applications which control the audit requirements and tables for the functional user.
- Attended the Banner User Group meeting to discuss upcoming downtimes, upgrades and the Disaster Recovery testing scheduled for July 24th.
- Worked on the report, at the request of the OVPAA, to show the enrollment by building, time and day for the Pecan campus. Worked with the VPAA project manager to review and re-locate classes to ensure proper social distancing and adequate time for disinfection classrooms. Reviewed schedule for possible conflicts. Met with scheduling staff to discuss the Pecan Campus schedule review and possible re-location of classes.
- Met with the Construction Supervision Chair and Dean of BPST to discuss the archival of CNBT 1309 and possible resolutions for curriculum revision.
- Met with the PR Digital Services Manager and staff to discuss the separation of content for the Curriculum & Student Learning webpage due to the separation of departments effective September 1st.
- Coordinated the Open Education Resources (OER) attributes for Fall 2020 for SBS, Bachelors, and Math & Science courses as requested by the VPAA office.
- Attended Degree Work meeting to review the project plan, discuss pending issues, and future testing before implementation.
- Attended department meetings to discuss ongoing projects, completed projects, and reminders.
- Met with BAT/BAS chairs, Dean MSITB, C&SL Manager via Teams to finalize the Summer 2021 Session Calendar.
- Met with BAT/BAS chairs, Dean MSITB, C&SL Manager via Teams to finalize the Summer 2021 Session Calendar.

CURRICULUM & SCHEDULING COORDINATOR'S REPORT:

- Attended meeting with C&SL staff to discuss budget for AY 2020-2021, summer tasks and projects, and curriculum specialist position.
- Attended meeting to discuss the 2020-2021 Curriculum & Student Learning Comprehensive Operational Plan, accomplishments, and goals.
- Processed updates to the 2020-2021 Faculty Handbook submitted by the Public Relations department.
- Processed student tuition and fee updates to the 2020-2021 College Catalog to ensure new fees are updated in the online version of the catalog.
- Process curriculum revision request for Law Enforcement; updated U.S. Coast Guard escrowed credit in the 2020-2021 college catalog, curriculum files, and Degree Works Scribe files to ensure updates are available to advisors, students, and program chair.
- Attended BUGs meeting to discuss upcoming testing and Degree Works updates.
- Began Fall 2020 relocation of face to face, hybrid sections based on building and floor locations. Correspondence with scheduling staff and C&SL Manager to determine a plan and review new locations.
- Attended meeting to discuss Disaster Recovery testing date and plan.
- Reviewed the 2020-2021 CWCC schedule to ensure dates are in accordance with Common hours stated in the faculty handbook.

- Updated the 2020-2021 College Catalog to include the Active Duty Military tuition rates to the Student Tuition and Fees page, removed footnotes for Dept of Ed approvals and reviewed all changes updated and republished site.
- Attended Degree Work meeting to review the project plan, discuss pending issues, and future testing before implementation.
- Meeting with C&SL Manager to discuss minimester project to include visual representations of session and sections scheduled for Fall 2020, Spring 2021, & Summer 2021.
- Completed the Open Education Resources (OER) attribute tagging for sections to be offered Fall 2020 and provided VPAA report with final number of sections per division.
- Met with BAT/BAS chairs, Dean MSITB, C&SL Manager via Teams to finalize the Summer 2021 Session Calendar.

ACADEMIC ASSESSMENT DIRECTOR'S REPORT:

- Prepared and presented PLO presentation for Academic Council Meeting.
- Met with Program Chairs and faculty to provide training to assist with closing the loop on the 2018-2020 PLO Assessment Plan cycle.
- Met with Interim Associate Dean, CSL Manager, and Curriculum and Scheduling Coordinator to review CSL Comprehensive Plan.
- Met with Blackboard Outcomes Team to review application functions and determine if it was a feasible assessment management platform option
- Collaborated with HS Programs to develop a rotational schedule for all staff working in the Pecan D101 Suite. The schedule was discussed with the team and shared with the Interim Associate Dean of CSL.
- Assisted faculty and program chairs with JagPRIDE navigation and Summer I data submissions due on July 6, 2020. The submission rates are as follows:
    - Core Objectives, 99%
    - PLOs, 99%
- Participated in Texas Success Center Webinar, "*The Lenses We Employ in our Equity Work: Moving from Deficit to Anti-Deficit Approaches to Serving Students"*
- Met with IVPAA to update Board packet to revise department name to Learning Outcomes.
- Met with Perkins ACE-IT PI and BASOL Program Chair to review badging, co-curricular transcripts and ePortfolio options.
- Met with Distance Learning Dean to discuss Blackboard Learning Outcomes application.
- Submitted Accomplishment and Goal slides for Comprehensive Plan Review Meeting.
- Met with team to review project timelines, WFH procedures and provide updates.
- Participated in OPOD Workshop: *Using Zoom*.
- Met with Program Chairs and faculty to provide training to assist with closing the loop on the 2018-2020 PLO Assessment Plan cycle.
- Met with Distance Learning Dean to discuss Blackboard Learning Outcomes application, assessment plans and curriculum maps.
- Met with EDUC Chair to revise 2018-2020 and 2020-2023 PLO Assessment Plans.
- Met with MHSM Chair to revise 2018-2020 PLO Assessment Plan, 2020-2023 PLO Assessment Plan and Curriculum Map.
- Met with Dean of Distance Learning and Blackboard to review Learning Outcomes supplemental application options. Blackboard does not have an assessment management platform. The services available are a better fit for Quality Matters but are not able to assist JagPRIDE at this time.
- Participated in *Microsoft Teams Training for Deans and Chairs.*
- Participated and presented in *Strategic Planning Workshop.*
- Participated in OPOD Workshop: *Best Practices for Linking Your Videos to Blackboard.*
- Met with Associate Dean of OPOD to review August virtual trainings for Chair Leadership, Division Meetings, Dual and Adjunct Faculty.
- Met with Academic Grants and Projects Officer to discuss needed Perkins CLNA documentation. All aligned programs were copied to CLNA OneDrive folder and shared with team.

- Participated in OPOD Workshops: *Mmmmm…. I'm Hungry & Using Starfish to Increase Student Engagement and Success.*
- Met with MHSM Chair to revise 2018-2020 PLO Assessment Plan, 2020-2023 PLO Assessment Plan and Curriculum Map.
- Met with School District Partnership Relations Manager to discuss needed curriculum revisions for DELTA regarding CLOs, PLOs, Cos, and JagPRIDE.
- Met with the Director of IE to review status of fall 2019 PLO assessment plans and prepare for SACSCOC site visit.
- Collaborated with RAS Director and Interim Associate Dean of CSL to request updated core curriculum course alignment longitudinal data for new assessment plan cycle.

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

DEAN'S REPORT:

- Dual Credit Programs is facilitating the tracking of over 380 Dual Credit Faculty completing the Blackboard Certifications in preparations of Fall 2020 online courses.
- Dean participated in NACEP Accreditation Commission Monthly Meeting, July 7
- Dual Credit Programs led the Committee review of Mission, Vision and Goals Meeting, July 22
- Dual Credit Programs Dean, and Directors attended the Strategic Planning Workshop, July 23
- Scheduling Manager completed scheduling the lab times for CTE courses that require face to face instruction.
- Project Manager facilitated the final updates and Hiring Process paperwork for 27 new Dual Credit Faculty.
- Planning and Scheduling Manager processed 921 course requests for Fall 2020.
- Dual Credit Programs in collaboration with Dean and Project Manager overseeing SACSCOC Accreditation met with Donna North High School Administration on July 28 and Roma High School Administration, July 30
- Dual Credit Programs along with Business & Technology Point of Contact and Welding Program Chair met with Rio Grande City regarding their Texas Workforce Commission Grant Award, July 28
- Dual Credit Programs emailed Partnering School Districts a Memo on behalf of Chief Academic Officer regarding STC Faculty Scheduling Requests and 2020-2021 Dual Credit STC Faculty Costs, July 30
- **Upcoming Events & Activities for August 2020**
    - Finalize Fall 2020 Schedule, Advising, and Instructional Plans
    - Dual Credit Faculty Blackboard Training completion, August 7
    - Prepare logistics for Virtual Professional Development
- Submission of NACEP Annual Report, Sept 30

ACADEMIES AND HIGH SCHOOL PROJECTS:

- Academy Staff, in collaboration with the Biology Department, are conducting recruitment for SEA-PHAGES Research Opportunity for New DEMSA Students in preparation for Fall 2020. Conference call was held with Chair in regards Recruitment Package, Timelines, & planned activities, July 7.
- Director attended Meeting with Dean, Director of Dual Credit Pathways, and Academics Grants & Projects Officer to discuss the Starfish Early Alert System for Fall 2020, July 14.
- Director attended virtual The Higher Education Coordinating Board-CRS Zoom Meeting titled Transitioning Students from High School to Higher Education Learning Series: Dual Credit, July 17.
- Director attended a Teams Meeting for the DCP Mission and Goals Committee Meeting, July 22.
- Director attended the Strategic Planning Workshop via Zoom, July 23.
- Academy Staff held meeting via Teams to coordinate Live Virtual Orientation for New Dual Enrollment Academy Students, July 29.
- Director held a meeting via Microsoft Teams with DCP Scheduling Manager, Welding Department Chair, and Mission CISD CTE Director regarding the SCADE Welding Program course contact hours for fall 2020, July 30.
- Academy Staff attended a meeting with Dean, Academies Specialist, and Coordinator of Academies to discuss the Cybersecurity Cohort transition, July 30.
- Academy Staff completed placing Academy Holds and MCHS Attribute on one hundred seventy-nine (179) New Academy Students.

- Director of Academies & High School Projects 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.
- Director monitored deployment of the Starfish Dual Credit Programs Attendance Verification Survey & exported reports for Summer II sections.
- Academy Staff conducted Summer I Final Grade Audits for one hundred twenty-three (123) Academy students.
- Academy Staff conducted fall 2020 registration for over three hundred twenty (320) Academy Students.
- Academy Staff are in the process of coordinating a Virtual Workshop Schedule for Fall 2020 for the Mid Valley, Pecan, and Starr County Campuses.
- Academy Staff completed degree audits over one hundred forty-eight (148) Senior Degree Plans.
- Academy Staff utilized the Starfish Early Alert System to identify students that were flagged as "not attending" or flagged with "academic concern"/ "in danger of failing" through the Progress Survey. The following case management sessions were held:

Location	Case Management Sessions
Pecan Campus	65
Mid-Valley Campus	27
Starr County Campus	4

- **Upcoming Events & Activities for August 2020**
  - Live New Student Orientation Via Zoom
  - Continued Development of Virtual Workshop Schedule
  - SEA-PHAGES Recruitment in Collaboration with Biology Department & Course Registration
- Dual Credit Program Goals Subcommittee

DUAL CREDIT PROGRAM INSTRUCTIONAL PATHWAYS:

- Dual Credit Pathways Staff attended virtual CCRSM leadership meetings as school administrators return for the Fall. Meetings are concentrated around changes to TEA Blueprint changes and expectations from the districts.
- Dual Credit Pathways Staff communicated IT and Architecture department technology needs along with expectations to districts offering the online courses. Districts are assessing what type of technology available for students to determine a purchasing plan and distribution of technology.
- Director attended two THECB virtual meetings; 1) Virtual Advising Session of the High School to Higher Education Learning Series and 2) Rules and policy review of dual credit programs.
- Director participated in an Educate Texas phone interview focused on capturing STC highlights and activities done as a result of Covid-19 which impacted the College and dual credit students. The article will be published online via Educate Texas publication.
- Director and Coordinators participated in SACSCOC preparation meetings for upcoming September visit with Donna North High School and Roma High School Administration.
- Dual Credit Pathways Director, Dean and Director for Academies held virtual meetings to discuss Fall Starfish planning, reporting and expectations which will include a newly added attendance report as well as student performance.
- Dual Credit Pathways Staff met to discuss Fall virtual advising methods and processes which will be distributed by late August to partnering districts.
- Director met with Educate Texas on various occasions to address advising methods for the Fall semester and understand the options that the College was/is going to offer students struggling through working from home due to Covid-19.
- Dual Credit Pathways Staff shared Government and Biology department expectations about the requirement for Respondus Lockdown Browser and web cameras for Fall courses.
- ECHS MOU's were collected, signed and returned to all respective partners. The date for 2021 MOU's has been move to be in alignment with the STC Dual Credit Programs Interlocal Agreement dates.
- Dual Credit Pathways Staff worked with Distance Learning Department to promote and support Blackboard Orientation Process for students. This focus has increased as students are working fully online. The team will be requesting that high schools use this course as a college readiness type of initiative during week 1 of school.

RELATIONS MANAGER'S REPORT:

- Extracted 248 Non-S Sections in July
- Continued working on updating the Dual Credit Faculty PD Trainings list before set deadline for Fall
- Continued analyzing the results of the DCP Programs Mission, Vision, and Goals Survey and set up committee meeting to finalize the mission and goals
- Planned logistics for events held during the month of July:
    - Dual Credit Mission and Goals Committee Meeting held on July 22, 2020
    - ISD SACSCOC Prep Meeting with Donna ISD held on July 28, 2020
    - ISD SACSCOC Prep Meeting with Roma ISD held on July 30, 2020
- Planned logistics for upcoming events:
    - STC Faculty Teaching Dual Credit Courses PD Day to be held in August 20, 2020
    - Adjunct/DC Faculty PD Day to be held August 22, 2020
    - Superintendents Leadership Meeting to be held in September 10, 2020
    - Leadership Meeting to be held September 18, 2020
    - NACEP Documentation Onboarding for new Program Chairs to be held September 18, 2020
    - National Conference for Dual Credit Programs to be held March 7-9, 2021
- Researched and develop a Dual Credit Alumni Database via Formstack and request data from RAS
- Continued working on the Student Guide to Completion based on the new TEA requirements
- Assisted Academy Programs with uploading information into a Google Drive for prospective SEA PHAGES students, in collaboration with PR
- Converted the paper-based Exception From to an electronic form via Formstack and create a OneDrive link for review
- Continued to research the "Dean's List" Initiative for Dual Credit students

JESSICA GALLOSO

ASSOCIATE DEAN – PROFESSIONAL & ORGANIZATIONAL DEVELOPMENT

MEETINGS:

- Associate Dean, Instructional Coach and Manager met to clarify information before finalizing the department Comprehensive Plan, July 2
- Instructional Coach met with Microsoft Teams Consultant to discuss Office Suite and Sway, July 8
- Associate Dean and Manager attended the National Conference Meeting with Dual Credit Programs, July 9
- Manager attended the Distributed File System (DFS) Meeting, July 13
- Associate Dean attended Deans Meeting, July 16
- Associate Dean and Manager met with Educational Technologies (ET) to discuss online August events, July 16
- Associate Dean attended planning meeting for Virtual Service Area Tour for New Faculty Orientation, July 17
- Instructional Coach and Associate Dean met with Director of University Relations and Articulation Center to discuss joint STC/UTRGV workshop on promoting transfer student success, July 20
- OPOD met with Public Relations to discuss details for upcoming *This I Believe* recording, July 20
- Associate Dean attended Mission and Goals Committee Meeting, July 22
- Instructional Coach met with ET to discuss implementation plan for VidGrid, July 22
- Instructional Coach met with Associate Dean of Library Services to discuss future trainings for Open Educational Resources, July 23
- Associate Dean and Manager attended Academic Affairs Strategic Planning Workshop, July 23
- Associate Dean and Instructional Coach met with Culinary Arts instructor to discuss Food Insecurity Panel for upcoming College Wide, July 28
- Associate Dean and Manager met with Dean of Business, Public Safety and Technology to discuss virtual tour of Tech campus for New Faculty Orientation, July 29
- Associate Dean met with Dean of Distance Learning, July 31

ACADEMIES AND TRAININGS:

- Instructional Coach facilitated Coffee Collaborative: Bridging Over to Online Teaching, an interactive discussion forum for faculty, July 14
- *Power Up: Professional Development System* online live workshop was facilitated by OPOD Specialist; Participants get hands on training on how to create workshops and meetings in the Professional Development System, July 15
- Associate Dean facilitated a live workshop for Dual 2 Degree Department, *Creative Leadership: How to Manage Stress in Times of Change*, July 16
- Instructional Coach facilitated *Best Practices: Using OneDrive to Link Videos to Blackboard*, for faculty from Advanced Manufacturing Technology Department, July 16, 21 & 29
- Associate Dean facilitated live online training *Responsive Customer Service in Times of Change*, July 9 & 22
- Instructional Coach facilitated *EdPuzzle training* for Spark Online participants, July 31
- Instructional Coach facilitated 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, July 1-31
- Project Manager for Dual Credit Programs facilitated DELTA Academy, July 1-31
- OPOD staff provided one-on-one consultation for staff and faculty on use of instructional technology, July 1-31

COLLABORATION WITH OTHER DEPARTMENTS:

- ET in collaboration with OPOD facilitated *Using Zoom* training workshop, July 7
- Distance Learning in collaboration with OPOD facilitated the training workshop *Pronto Instant Messenger*, July 10
- Information Technology (IT) in collaboration with OPOD facilitated the training workshop *Microsoft Teams for Faculty and Staff*, July 10 & 17
- Academic Advancement in collaboration with OPOD facilitated the training workshop *Using Starfish to Increase Student Engagement and Success*, July 17, 20 & 24
- ET in collaboration with OPOD facilitated the training workshop *Interactive Questioning with Poll Everywhere*, July 22
- IT in collaboration with OPOD facilitated the training workshop *Microsoft Teams for Chairs*, July 23
- IT in collaboration with OPOD facilitated the training workshop *Advanced Microsoft Excel: PivotTables and Pivot Charts*, July 24

PROGRAMS IN DEVELOPMENT:

- 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
- Jaguar Academy, October 8

LISA ALEMAN & MONICA PEREZ
PROJECT MANAGERS – ACADEMIC AFFAIRS

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

- Began summary of Academic Excellence Programs Officer applicants
- Prepared Academic Affairs Division handouts for weekly Cabinet meetings
- Prepared materials for Finance, Audit, and Human Resources Committee Meeting
    - PowerPoint presentation and narrative for MV Campus Child Development Center
- Continued coordinating Academic Affairs Highlights
- Coordinated webpage updates
    - Fall 2020 Instructional Plan and Infographic
    - Chair Assignment Cycle

    - Level 1 Certificates and Occupational Skills Awards (content in development stage)
- Developed content for Academic Affairs Convocation booklet and 2019-2020 Faculty Spotlight
- Coordinated and finalized materials for Academic Affairs Strategic Planning Workshop
    - Comprehensive Plan updates
    - Agenda and PowerPoint slides
    - Responses from Participant Survey
    - Content for Wrap-Up Booklet
- Assisted OPOD with review of "This I Believe" statements
- Revised format of 2020-2021 Academic Affairs Priorities
- Updated list of Academic Affairs upcoming events and sent to PR
- Continued updating PowerPoint for New Faculty Orientation
- Reviewed and edited communication to partnering ISDs
- Finalized reports from throughout Academic Affairs Division
    - 2019-2020 Status Reports
    - June 2020 Monthly Activity Reports

PROJECTS – INSTRUCTIONAL EFFICIENCY REPORTS (BUDGETS AND FACILITIES):

- Continued working with HR on Faculty Load and Compensation (FLAC) pilot implementation for upcoming trainings
    - Continued creating internal procedures for Academic Affairs Division
    - Worked with HRIS Manager and CSL Manager to develop upcoming trainings
    - FLAC (PT: K2/M9/N8/N11/N13/S3/DC-S1) records locked and acknowledged = 189
- Continued 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- pending furniture
    - 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)
    - Re-carpet of Building J- 1st floor- rescheduled
- Continued working with the Grant Office and the NAH Division on the Knapp Community Care Foundation grant
- Worked on report of vacant faculty and lecturers
- Continued working on FY 20-21 Faculty Handbook
- Continued working on classroom distribution max capacity by division
- Finalized Academic Affairs Division FY 20-21 Staffing Plan
- Finalized Academic Affairs Division FY 20-21 Pay Plan

DESIGN WORK – CONTENT AND/OR UPDATES:

- Assisted OVPAA with academic related design projects and requests
    - Updated Academic Affairs Division Organizational Chart
    - Continued working on 2019-2020 Faculty Spotlight booklet design
    - Worked on Meta-Majors PowerPoint slide artwork
    - Updated In Person-Hybrid Course flyer
    - Updated Academic Affairs Certifications table
    - Continued working on Academic Affairs Division Strategic Planning Workshop booklet design
- Continued working on "A Night with the Stars"
    - Texas Border Business and LinkedIn advertisement designs
    - English and Spanish advertisement designs for Mega Doctor News
- Continued assisting the Office of Professional and Organizational Development with designs for Convocation 2020
    - Proposed Agenda artwork
    - Updates to Convocation 2020 Booklet cover

    - Save the Date invitation design
- Finalized National Summit for Dual Credit Programs logo
- Assisted Curriculum and Student Learning Department with Program Proposal cover page designs
    - Workforce Program Proposal
    - Academic Program Proposal
- Created STC Mission and Vision Strategic Directions template
- Finalized Bachelor Programs Logo in color, solid black, solid white, and gold with white versions

MEETINGS:

- Participated in virtual meeting regarding the Pecan Plaza Kinesiology Renovation Preliminary Plan Review, July 9
- Participated in virtual meeting with the Interim VPAA, LA Dean and SBS Dean regarding the space utilization at the Pecan Plaza, July 9
- Participated in virtual meeting with IVPAA, Dean for LA, Special Assistant to the IVPAA, and CSL Manager regarding Fall 2020 course scheduling, July 15
- Participated in virtual meeting with IVPAA to discuss final revisions to the FY21 Pay Plan, July 17
- Met with Dean for BPST and Facilities Space Management Specialist to discuss possible space modification to suite, July 22
- Attended Academic Affairs Strategic Planning Workshop, July 23
- Met with OPOD regarding August 2020 events, July 30
- Participated in virtual meeting with interim VP, Deans, and CSL Manager regarding the number of minimester sessions offered, July 30

SOUTH TEXAS COLLEGE

INFORMATION SERVICES, PLANNING, PERFORMANCE AND STRATEGIC INITIATIVES

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

TO: DR. SHIRLEY REED, PRESIDENT

FROM: DR. DAVID PLUMMER, VICE PRESIDENT FOR INFORMATION SERVICES, PLANNING, PERFORMANCE & STRATEGIC INITIATIVES (ISPP&SI)

DATE: AUGUST 5, 2020

SUBJECT: ACTIVITY REPORT FOR JULY 1, 2020 THROUGH JULY 31, 2020

DR. DAVID PLUMMER, VICE PRESIDENT
INFORMATION SERVICES, PLANNING, PERFORMANCE & STRATEGIC INITIATIVES

VP ISPP&SI ATTENDED OR HELD FOLLOWING MEETINGS

- South Texas College Board Committee Meetings
- South Texas College Regular Board Meetings
- South Texas College President's Cabinet Meetings
- Laredo Community College Provost with VP Matthew Hebbard
- Continuing Education Program Development Discussion
- CIP Review- RSPSE
- Virtual Conference Solution
- South Texas College AU-ABC Training - – Community College of the Air Force
- Texas Southmost College – South Texas College Partnership Meeting
- Hidalgo County Sheriff Dept
- TxDOT/STC Kickoff
- Student Job Posting Email Scams
- CIP Review – RSPSE
- Achieving the Dream Reflection Review
- Comprehensive Plan
- iPass
- Crisis Management
- PR Educational Path Strategy on Mobile Devices
- Distance Learning Tool Adoption

ALICIA R. GOMEZ, CHIEF INFORMATION OFFICER
INFORMATION TECHNOLOGY

APPLICATIONS DEVELOPMENT

BANNER SELF-SERVICE 9

The new Banner 9 Self-Service direct deposit feature will go live the first week of August. The JagNet self-service direct deposit module allows STC staff to provide an account and routing number so that payroll and travel funds can be electronically deposited to employees' financial institution of choice. Other modules like Financial Aid self-service Banner 9 will be added in the near future to help the students' experience in the upcoming terms.

JAGNET

The IT Team continues to create new electronic forms designed to facilitate some new processes related to COVID19. In addition to 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, the Team created a power application that allows HR to keep a communication log with information regarding employees who are out due to COVID19. Additionally, the virtual environment created to provide access to employees working from home remains available via JagNet until the different functional areas around the college come to normality.

CHROME RIVER (TRAVEL)

The Chrome River app is a cloud-based travel software that interfaces with Banner and allows faculty and staff to login with the same STC username and password. This project implementation has been delayed to allow the implementation team to map the new travel process in order to fit Chrome River's functionality and streamline it.

TIME CLOCK PLUS PHASE II

The TCP clock systems was migrated to the new cloud version as planned on July 16 and 17. The time clocks and new system became fully functional on Monday, July 20, 2020. Minor access issues were reported with some employees in the new system on go live day but they were resolved.

DISASTER PREPAREDNESS/RECOVERY PLANNING – STARR DATA CENTER

The plans for building a DR collocation site at Tyler Junior College continue. After meeting on Friday, June 19, 2020 to discuss the memorandum of understanding and service level agreements, the teams shared their SLA drafts and will reconnect in August. 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 tested the Banner functionality at STARR County as part of the hurricane preparedness plan. IT staff and key client offices dialed up the data center at the STARR campus and ran essential Banner processes. The test also included running the gas generator that powers the same DR site.

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 and will remain available until the college functional areas come to normality. Additional employee access has been provided on a as needed basis and no issues have been reported related to this service.

No update on this item due to other priorities. 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 focused on evaluating the committed Virtual Desktop environment resources. Netsync will provide hardware quotes in February to scale up the solution enabling the virtualizing of additional desktops.

WINDOWS 10 UPGRADE

The IT staff has upgraded 8,324 computers to the new operating system of Windows 10 which is 99% of the total STC computers district wide. This number includes student labs in all STC campuses, as well as new faculty and staff computer acquisitions.

JOSE LUIS GONZALEZ, CHIEF INFORMATION SECURITY OFFICER
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.
- Enrollment for new employees is being done manually, we are working with IT to automate this process. 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 targeted phishing assessment is to demonstrate business impact and 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 PREVENTION

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

DR. MARIE EVANS, DIRECTOR
EDUCATIONAL TECHNOLOGIES DEPARTMENT

MEETINGS:

- 7/07/2020: Virtual Conference Solution, ET Leadership Team Meeting, Council of Chairs
- 7/10/2020: ET Leadership Team Meeting
- 7/14/2020: ET Leadership Team Meeting, NAH Campus visit with Lynell Williams
- 7/16/2020: PDC and IG Connecting in the Cloud Planning
- 7/17/2020: ET Leadership Team Meeting
- 7/21/2020: ET Leadership Team Meeting, Flip2 Cisco Room Kit Demo, Performance Appraisal
- 7/22/2020: VidGrid Rollout Meeting with Amanda
- 7/23/2020: Connecting in The Cloud
- 7/24/2020: ET Leadership Team Meeting, Planning Meeting for OPOD Events, VidGrid Faculty Training
- 7/28/2020: ET Leadership Team Meeting
- 7/29/2020: Workshop Leadership in the COVID-19 Response Era online
- 7/30/2020: ET Director One-on-One w/Dr. Campos
- 7/31/2020: DL Tool Adoption, ET Leadership Team Meeting, NAH campus visit w/Lynell Williams

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	49
Aug	
Sept	
Oct	
Nov	
Dec.	
Total:	**622**

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	105
Aug	
Sept	
Oct	
Nov	
Dec	
Total:	**1237.65**

Description	Pecan	Starr	Mid-Valley	Tech	NAH
Laptop	41	0	0	0	0
Data Projector	36	4	0	0	0
Projector/ Laptop	0	0	0	0	0
Computer	11	4	0	0	0
Microphone (Hand Held)	8	4	0	0	0
Microphone (Lapel)	79	0	0	0	0
RF Remote	0	0	0	0	0
PA System	0	0	0	0	0
TV/ Display	31	0	0	0	0
Screen	36	0	0	0	0
Portable Table	0	0	0	0	0
Keyboard/ Mouse	16	2	0	0	0
Mic Stands	0	0	0	0	0
Table Top Mic Stands	0	0	0	0	0
Document Camera	0	0	0	1	0
iPad	30	0	0	1	0
Mixer	30	0	0	1	0
Webcam	1	2	0	1	1
MAC Adaptor	0	0	0	0	0
Video Camera	0	0	0	0	0
Direct Box	0	0	0	0	0
Digital Camera	0	0	0	0	0
Speakers	30	0	0	2	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	40	0	0	2	0
Polycom Phone	0	0	0	0	0
Stooges (switcher)	0	0	0	0	0
LANC Controller	0	0	0	0	0
Exposure Meter	0	0	0	0	0
Camera Stabilizer	0	0	0	0	0
Comm. Headset	0	0	0	0	0
PTZ Camera	70	0	0	0	0
Interactive Display	5	2	0	0	2
PTZ Joystick	10	0	0	0	0
Gooseneck Mic	0	0	0	0	0
Blue-Ray Player	0	0	0	0	0
TOTAL	*474*	*18*	***0***	*8*	*3*

DR. BRADLEY W DAVIS, DIRECTOR
INSTITUTIONAL EFFECTIVENESS & ASSESSMENT

INSTITUTIONAL EFFECTIVENESS

- IE Plans, Cycle 2019-2021
  - IE Plan review and approval process – Follow-up with VP's and Deans.
  - Objective updates, formatting, and presentation – Changes in Xitracs software have been ongoing. The next download will occur until VPs have approved their division's IE plans.
  - Objective measurement audit – Report shared with IRE&SP Leadership. Started preparing for the mid-biennium assessment process.
  - IE Plans Development Audit – Library and Learning Support Services have been reviewed and updated.
  - Direct Support to Departments/Divisions for IE Plan Development.
  - Division-Level Distribution of PDF IE Plans and Instructions for Accessing through Xitracs.
  - IE Plan Review, Improvement, and Approval – Continue working on Xitracs to identify HTML errors.
  - Development Timeline and Communications – Due dates: Division approval by July 8 and VP's review and approval by July 15.
  - IE Plan Progress Tracking – There are still four departments that have not submitted their IE Plans.
- A Guide for the IE Process – Editing draft before the final product.
- Comprehensive Operation Plan – Reviewing draft with Dr. Chapa and Dr. Plummer, revised template and COP book, improving transition to IE Plans.
- Progress Report on IEA Comprehensive Operational Plan for 2019-2020.
- Innovative and Potential College-Wide Objectives - Worked with Dr. Chapa and Analyst on the classification of objectives into themes and then classified by action plan methodology and partnerships required to achieve the objective. From this will flow actual and potential projects.
- Research on Data Standards and Integrity – Currently working in a draft of the research.

PROJECTS

- Fall Enrollment Cohort Data – Cleaning and matching cohort data.

MEETINGS / TRAINING

- QEP Meeting – One meeting to finalize the QEP narrative. Two meetings to discuss elements of the QEP presentation. Presenting the QEP to the design team, with a follow-up meeting to discuss improvements in the presentation.
- SACSCOC On-Site Preparation of Standards to Review
  - Met with HR and Academic Assessment to discuss Standards.
  - Worked through the draft lists of potential interviewees.
  - Discussed how STC will set up a virtual library for sharing documentation requested.
  - Focusing on the completion of spreadsheets for survey results and a planning document on likely personnel to be interviewed for each standard.
- SACSCOC Focused Report Weekly Meeting.
- Division (IEA & RAS) Meeting w/ Dean on Updates & Planning
  - Focused report.
  - QEP.
  - Institutional Summary Form.
- IEA Staff Weekly Meeting.
  - Assignments in support of the SACSCOC submission.
  - IE Plans.
  - IE Writer's Guide.
  - Office Organization.
  - Review of projects of each staff member.
- IEA Technical Support Meeting – Prioritized operational initiatives project.
- ISPP Division Administrative Assistants / Secretaries Monthly Meeting.
- Strategic Planning/IE Plan Objective Themes – Integration of data into the classification of objectives by strategic direction. Awaiting a final version.
- Academic Affairs Proposed Integrated IE for Educational Programs. AA's VP wants to integrate PLO student assessment, annual program review, program reaccreditation, and innovative improvements into IE Plans, some elements being mandatory.
- Training:
  - LinkedIn – Staff has been taking online training, as part of their daily activities.
  - TAIR Conference – Training with online presentations.
  - IT Online: Master Excel 2019 Pivot Tables & Pivot Charts.
  - STC Mandatory COVID-19 Training.

FACTBOOKS AND DATA PORTAL

- FTIC Fall to Spring Persistence Rate – Enrollment data.
- FTIC Retention by Major Fall to Spring (pending breakdown level).
- Student Achievement Goals Updates for Factbook – Graduation rate, IPEDS-Graduation rate, degrees and certificates awarded, persistence, and successful course completion for student achievement goals/STC KPIs.
- THECB - 6 Year Graduation Rate for Factbook – Posted 6 yrs. graduation report.
- Fall Course Enrollment at Census Reports for Data Portal.

DATA REQUESTS AND SACSCOC

- SACSCOC On-Site Preparation.
  - Discussed how to collect the information included in the guidance to the On-Site committee.
  - Met with Dr. Sale (Distance Learning).
  - Review and update the institutional summary.
  - Created a template for STC site profiles based on categories of information requested on a survey.
  - Library and CLE – roles play at NAH and Technology campus.
- SACSCOC Focused Report Support.
  - Reviewed draft responses in Xitracs for all seven standards.
  - Edited narrative, add additional evidence, discussed roster for SAEM with HR, discussed oversight, training, and support for dual credit high school instructors.
- QEP Assessment Data Support.
  - Baseline data for the QEP goal 2 (Fall to Fall and Fall to Spring FTIC persistence success rates).
  - Reviewed and edited narrative.
- SACSCOC Updates Support.
  - Updated graduation rate, IPEDS-graduation rate, degrees and certificates awarded, persistence, and successful course completion for student achievement goals.
- Data Request: CtN - Ascender report and the grade distribution for selected math courses report.
- External Data Request - Catch the next: STC ascender Spring 2020 grade distribution report.

MISCELLANEOUS

- Submit Weekly Reports to ISPP&SI.
- Submit Monthly Report to ISPP&SI.
- Organizing office supplies in the area.
- Disinfecting IEA/RAS areas.
- Open service tickets and took the equipment to IT to update VPN access.
- Prepare NOE for direct wage staff.

DR. FERNANDO CHAPA, DEAN

INSTITUTIONAL RESEARCH, EFFECTIVENESS AND STRATEGIC PLANNING

SACSCOC

- SACSCOC On-Site Survey - Developing a survey for on/off-site campus administrators to ensure we meet with SACS requirements. Shared and discussed survey with dual sites who will be participating in the on-site visit.
- SACSCOC On-Site Visit Preparation - Met with PR to discuss expected dates for deliverables. Preparing for a 100% virtual meeting.
- QEP Writing – Report was reviewed, edited, and finalized.
- 2020-2021 Admin and Exec Org Chart - Information was revised and uploaded to Focused Report.
- SAEM Staff Roster List - Information entered in SACS Focused Report.
- Created transmittal Letter to SACSCOC.
- SACSCOC Focused Report - Completed and submitted Focused Report to SACSCOC.

MEETINGS / TRAINING

- IRESP Administrators Weekly Meeting.
- Strategic Planning Objectives Meeting.
- IRESP Staff Weekly Meeting.
- Focused Report Meeting.
- ISPPSI Leadership Team Meeting.
- Academic Council Meeting.
- QEP Team Meeting.

- SACSCOC Site Visit with Dual Campuses – Met with Roma and Donna School Districts to discuss logistics of the virtual on-site visit.
- Strategic Planning – Reviewed draft of the thematic analysis of IE objectives and proposed performance metrics.
- Comprehensive Operational Plan – Discuss the format of the new COP.
- Dual Mission and Goals Planning – Meeting with Dual team to discuss strategy for the upcoming Goal Setting.

MISCELLANEOUS

- Institutional Review Board - Reviewed two potential studies and approved them.
- Disinfecting IRE/RAS areas.
- Replenish printers – paper and toners.
- Weekly report to ISPP&SI - Uploaded weekly updates to one drive.
- Monthly report to ISPP&SI – Created and uploaded to one drive.

DR. JESÚS CAMPOS, DEAN
LIBRARY AND LEARNING SUPPORT SERVICES

Project Highlights

Pecan Campus Library Renovation Plan	**Progress: 70%**	**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 few rounds. The feasibility study and proposal will be presented in the future to the Facilities Committee.		

Activity Highlights

- Coordinated review and revision of institutional effectiveness plans for Library and Learning Support Services (LLSS) areas.
- Arranged COVID-19 tracking impact tracking system for LLSS group.
- Prepared suggested revision of Intellectual Property Policy
- Analyzed and shared with management status of COVID-19 impact tracking.
- Reviewed possible grant opportunity involving the Laura Bush 21st Century Librarian Program and the National Leadership Grants for Libraries program.
- Assessed impact of hurricane Hanna on department operations and arranged resumption of services with directors for the following day.
- Worked on RFP for lab management software.
- Assembled search committee to fill Director of Learning Commons and Open Labs position.

Meeting Highlights

- Met with IT staff to discuss Kayako chat replacement solution.
- Participated in IS, P, P, & SI leadership meeting.
- Met with staff member for performance appraisal.
- Met with staff to review status of systems and applications projects.
- Met with staff to plan Student Services reception support project.
- Met with library staff to discuss possible outreach programming activities.
- Met with staff continue setting up Student Services reception support project.
- Met with staff to plan Library and Learning Support Services Semester Kickoff training for August 14.
- Participate in a meeting of the Texas Council of Academic Libraries Board meeting.

Training Highlights

- Participated in webinar presentation by Bibliotheca on technology supporting reopening of libraries.
- Worked with Centers for Learning Excellence Director on Library and Learning Support Services on planning for Library and Learning Support Services Supervisors July training.
- Completed Safe Colleges online training.
- Participated in training workshop titled Interactive Questioning with Poll Everywhere.
- Participated in Equity in Remote Education webinar.
- Participated in a Library and Learning Support Services Supervisor training.
- Participated in KIC Scanner training webinar.
- Participated in TLA Talks: Reopening Academic Libraries webinar
- Participated in Library Journal: The Grand Reopening webinar training.

ASSOCIATE DEAN OF LIBRARY SERVICES

Meeting Highlights

- Participated with staff members for the Call Center training.
- Met with staff regarding rotating staff district wide.
- Participated in the ISPP&SI Leadership meeting.
- Met with Outreach and Instruction supervisor.
- Met with staff members for the All Staff Check In meeting.
- Met with staff for the Library Operational meeting through Teams.
- Met with Library Supervisors virtual meeting.
- Met with Librarian Ill Coordination meeting.
- Participated with the Student Success Collaboration.
- Met with staff to Discuss OPOD Presentation.
- Met to review signage.
- Met with Circulation, Reference, & Reserves supervisor.
- Participated in the Course Guides Project Discussion meeting.
- Met with Systems and Applications supervisor.
- Participated for the Search Committee Pre-Interview meeting.
- Met with staff for the Outreach and Instruction team.
- Met with staff for the Scheduling Feedback.
- Met with staff members with Human Resources.
- Met with staff for the Circulation, Reference, & Reserves meeting through Teams.
- Met with VidGrid Rollout.
- Met with Systems and Applications meeting.
- Met with OER Resources through Teams with OPOD.
- Met with staff for the Outreach and Instruction Team meeting through Teams.
- Met with Collection Management and Acquisitions Library meeting.
- Met with Texas Library Association Talks: Opening Academic Libraries through Zoom.
- Attended the Associate Dean of Library Services meeting with Dean of Library and Learning Support Services.
- Met regarding the Southern Association of Colleges and Schools Commission on Colleges.
- Held Beliefs Conversation meeting with Library Supervisors.
- Participated in the Discuss potential WFH project for Technicians.
- Held Update – Virtual Reference through Teams.

Training Highlights

- Participated in the Re-opening Libraries Webinar with Bibliotheca.
- Participated in the Overdrive Webinar.
- Participated in the Region 1 Conference online
- Participated KIC Scanner Webinar Training WebEx.
- Staff members attended Workshop #154126: Other Duties as Assigned: Leadership in the COVID-19 response era.

Library Data:

July Monthly Statistics

- Reference Questions # __4__
- Active Community Users # _63__
- Visitors # ___997___

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.

Project Highlights

BLUEcloud Circ Phase I – Configure for Circulation Transactions Phase II – Determine Feasibility for Payments at Cashiers	**Progress:** Phase I – 97% Phase II – 5%	**End Date:** October 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. Phase I involves setting up basic Circulation transactions. Phase II involves determining the feasibility of using BLUEcloud Circ for library bills to be paid directly to the Cashiers Office. The team is currently working to improve item search functionality and to configure bill payment settings.		
Vinyl Signage	**Progress:** 83%	**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. The team has finished installation at Mid-Valley, NAH, and Technology, and is now creating signage for Starr County.		
Weed Collection	**Progress:** 52%	**End Date:** May 2021
Phase I – Identify and Remove Items to Discard Phase II – Process Discard Items Phase IV – Auction all discarded Items	Phase I – 78% Phase II – 21% Phase III – 50%	
This project is to identify and remove outdated resources from the collections of Pecan Library Campus.		
Lab Management Product Analysis	**Progress:** 22%	**End Date:** October 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

- Staff members worked on Lib Guides projects.
- Supervisors working on the Performance Plans for staff members.
- Worked on Collection Development.
- Staff member worked on Juvenile Cleanup Project.
- Assisted Program Chair for the Human Resources Program in finding open educational resources.
- Created reports for interlibrary loan lends to public libraries.
- Supervisors coordinated working from home on a schedule rotation to control density of staff members in the library building.
- Staff member began organizing library art gallery event lineup for Fall 2020.
- Staff member began planning the online Library Summit for Dual Credit Librarians, scheduled for Fall 2020.
- Staff member continued working on the Financial Literacy tutorial project in coordination with the Grants office.
- Supervisors worked on the WFH Time and Effort for rotating staff.
- Supervisors worked in processing staff members TARF's.
- Supervisors worked on the Performance Plans for staff members.
- Library staff assisted with call center.
- Staff members worked on Course Guides projects.
- Staff member began new project with scheduling staff to assist Student Services.
- Answered Ask-A-Librarian questions.
- Cleaning were conducted in the Library areas district-wide.
- Staff member coordinated training of staff to assist Student Services.
- Two new virtual program series projects launched this week in the primary planning phase.
- Course Guides project team completed small group assignments and turned in research.
- Submitted revision to "This I Believe" essay for ACTA ceremony and video recording.
- Staff members from District Wide Campus Libraries checked their respective areas due to Hurricane Hanna and reported damages.

Meeting Highlights

- Staff members met with Associate Dean of Library Services for Operational Staff.
- Staff members met for the Call Center Training Review.
- Participated with Librarian III's meeting.
- Participated with Supervisors meeting.
- Staff member met with Human Resources Program Chair about upcoming program collaboration.
- Staff member met with Associate Dean of Library Services and Dean of LLSS on project using LibGuides.
- Staff members attended meeting with Associate Dean of Library Services regarding the schedule rotation.
- Nursing and Allied Health staff met with staff for Centers for Learning Excellence and Learning Commons and Open Labs.
- Staff member attended meeting with Campus Administrator via Teams.
- Campus Supervisors met with their staff members via Teams.
- Competency Base Courses (OER) Teams meeting.
- Met with staff member and Associate Dean of Library Services for OPOD presentation discussion.
- Staff members met with Associate Dean of Library Services on Course Guide Project meeting.
- Library staff participated in Instruction Team meeting with Librarian III.
- Staff member met with Art History faculty.
- Staff members attended meeting with Associate Dean of Library Services regarding the schedule rotation.
- Supervisors met with their staff through Microsoft Teams from their respective areas.
- Staff members met with staff for the Scheduling Feedback.
- Met with staff member and Associate Dean of Library Services.
- Met with Associate Dean of Library Services and staff member to review position description.
- Staff member met with McAllen Public Arts Committee.
- Staff member met with Systems and Applications Team.
- Staff member met with colleagues in Educational Technologies for support.
- Met with Associate Dean of Library Services and colleagues at Human Resources Department.
- Staff member met with colleagues involved in the Student Services assistance project.
- Staff member met to coordinate Cash Handling Training.
- Met with Library Art Gallery Coordinator and artist for Fall event planning.
- Met with colleagues for "Take Me Away" video project planning.
- Library Supervisors participated in the Beliefs Meeting through Teams.
- Staff members participated in Virtual Reference Meeting through Teams.
- Staff members participated in Potential Projects for Technicians Meeting through Teams.

Training Highlights

- Staff member attended webinar "Microsoft Teams for Staff."
- Staff member continued progress on LinkedIn Learning training, "Fundamentals of JavaScript."
- Pryor Webinar, "How to Become a Great Communicator".
- Staff member attended webinar "Using Zoom."
- Staff member attended webinar, "Effective and Valuable Outreach."
- Staff member attended webinar, "Pronto Instant Messenger."
- Staff members completed the Safe Colleges Online Trainings.
- Staff member completed training videos on LinkedIn.
- Staff member attended webinar "Interactive Online Learning Series Part 1."
- Staff member attended webinar "Coffee Collaborative: Tips for Bridging Over to Online Teaching."
- Training full time staff on new library guidelines/procedures.
- Staff participated in the Overdrive Webinar.
- Staff were trained on cataloging books and eBooks.
- Staff member attended webinar "Coffee Chat: Michelle Mayer" on the topic of online events.
- OPOD webinar: Best Practices for Linking Your Videos to Blackboard.
- Staff member attended LinkedIn: Purpose Driven Sales training.
- Staff member attended LinkedIn: Delivering an Authentic Elevator Pitch training.
- Staff member attended LinkedIn: How to Create a Perfect Elevator Pitch training.
- Staff attended R2 vendor webinar for product updates.
- Staff members attended Workshop #154126: Other Duties as Assigned: Leadership in the COVID-19 response era.
- Staff participated in trainings with Student Services in order to answer patron questions, make appointments, and direct STC students.

DIRECTOR OF INFORMATION COMMONS AND OPEN LABS

Meeting Highlights

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

- 07/01/20 – The Director held a meeting with the Learning Commons & Open Labs Logistics Managers.
- 07/09/20 - The Director met with the Dean of Library and Learning Support for a one-on-one to discuss Learning Commons & Open Lab updates.
- 07/22/20 – The Director held a meeting with the Learning Commons & Open Labs Logistics Managers.
- 07/23/20 – The Director met with the Dean of Library and Learning Support for a one-on-one to discuss Learning Commons & Open Lab updates.
- 07/23/20 – The Director held a meeting with the Learning Commons & Open Labs Leadership Team.
- 07/28/20 – The Director held a meeting with the Open Labs Analyst.
- 07/29/20 – The Director held a meeting with the Learning Commons & Open Labs Logistics Managers.
- 07/29/20 – The Director attended the Library & Learning Support Services Supervisors Training webinar.
- 07/30/20 – The Director held an End of Semester Training for the Learning Commons & Open Labs staff.

Activity Highlights

- The Learning Commons & Open Labs staff assisted with the Summer Call Center Campaign.
- The Learning Commons & Open Labs staff worked on Safe Colleges Trainings for COVID-19.
- The Learning Commons & Open Labs Supervisors attended the Library & Learning Support Services Supervisors Training webinar.
- The Learning Commons & Open Labs staff attended End of Semester Training on Advising, Pronto Messenger, & Blackboard Collaborate.
- Cleaning and maintenance were conducted in the Learning Commons & Open Labs areas district-wide.

District Total of Unduplicated Users Served- July 2020 Attendance Statistics: 683

	Number of Students	Number of Logins
District Totals:	**684**	**1,485**

Open Labs

Campus	Number of Students	Number of Logins
Pecan F-130 Open Lab	135	230
Pecan F-134 Internet Café	7	9
Pecan P 3.102 Open Lab	2	4
Pharr-RCPSE Internet Café PB2A	1	1
Mid-Valley E 1.316 Open Lab	75	150
Mid-Valley E 1.100 Ext. Hours	1	1
Mid-Valley Open Lab G-144	2	2
Mid-Valley G-270 Open Lab	15	31
Mid-Valley K 2.801 Open Lab	0	2
Technology B-141 Open Lab	24	58
District Total:	**262**	**488**

Libraries

Campus	Number of Students	Number of Logins
Pecan F-122 Learning Commons	70	153
Pecan F-117 Community User Corner	9	40
Pecan F-222	5	13
Pharr-RCPSE Lib PB5A/5B	3	7
Mid-Valley Quiet Study E 1.200	1	5
NAH B Library Open Lab	74	171
Starr K Limited Services Area	59	118
Starr K 1.300 Library	1	1
Technology A-136 Library	16	25
District Total:	**238**	**533**

CLE Open Labs

Campus	Number of Students	Number of Logins
Pecan C-129 CLE Open Labs	21	63
Mid-Valley A101A Open Labs	1	27
NAH CLE Open Lab	111	197
NAH CLE Proctoring 1208I	12	46
Starr CLE Open Labs B 201	11	59
Tech CLE Open Labs	9	45
District Total:	**165**	**437**

Group Stations

Campus	Number of Students	Number of Logins
Pecan Library Group Stations	12	17
NAH CLE Lab Group Stations	1	1
District Total:	**13**	**18**

Information Commons

Campus	Number of Students	Number of Logins
Pecan T1.706 Info. Commons	1	1
Pecan V1.111 Info. Commons	1	1
Pecan Y1.107 Info. Commons	4	7
District Total:	**6**	**9**

DIRECTOR OF CENTERS FOR LEARNING EXCELLENCE

Monthly Statistics	July 2020

- Visitors: 3,421
- Tutoring Sessions: 427
- Workshops: 3
- Workshops Attendance: 123
- JagTrax Totals: 1,000

Project Highlights

Academic Resource Handouts	Progress: 70%	End Date: December 2020
The Academic Coaches are continuing to work on handouts and waiting for a LibGuide shell to be created. Coaches met for initial LibGuides training through Library and have begun to develop the Academic Coach LibGuides site. Final editing by coaches will be made and then site will be reviewed by Learning Support Manager.		
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: 50%**	**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 continuing to look at platforms to meet our different needs. A full-time Online Specialist position job description is pending HR approval		
Marketing and Promotions Taskforce	**Progress: 73%**	**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. Video was edited by PR and will be reviewed before sending out to students, faculty, and staff.		
NAH BSN Support	**Progress: 65%**	**End Date: December 2020**
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: 71%**	**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: 75%**	**End Date: December 2020**
NAH writing SLAs will be piloting a central email submission shell and troubleshooting a unified process. A comment bank is currently being created.		

Events Highlights

NAH Student Success Series Workshops	Event Dates: June 2020

SOUTH TEXAS COLLEGE

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 throught Blackboard Colaborate. The workshops consisted Professional Behavior and Professional Writing.

Meeting Highlights

- One-on-one with CLE Director.
- One-to-one with CLE Specialists.
- Performance Appraisal
- Individual tutor meetings.
- Met with ADN faculty to coordinate in class support.
- Met with Academic Coaches.
- Perkins meeting
- SACS Meeting
- Met with Student Success Specialist at Starr to discuss face-to-face courses.
- Met with Student Success Specialists and NAH advisor to discuss student needs.
- Met Library Automation Graphic Designer to discuss LibGuides graphics.
- Perkins work meeting (Internal).
- Perkins CLNA meeting (With Grants office).
- Upswing Follow-up meeting.
- Penji meeting
- LLSS Meeting
- CRLA recertification meeting
- Student Success Collaboration Meeting
- Tutor Essential Discussion group
- NAH met with Open Labs to discuss reduction of staff density.
- Met with Starr Open Lab Supervisor to discuss Fall 2020 planning.
- Online Tutoring Pedagogy discussion.
- Perkins analysis presentation
- ISPPSI Leadership meeting
- Safety meeting with NAH Dean.

Training Highlights

- L&LSS Supervisory Training "Other Duties as Assigned"
- Safe Colleges Trainings
- SCIF Talk COVID 19 Training for Employers and Employees.
- Ethical Situations in ASL Interpreting.
- MMM ASL I am hungry.
- Microsoft Teams for Staff.
- VidGrid Training
- Professionalism Training
- Time Management Training
- Quick ASL Guide Training
- Best Practices Videos on Blackboard.
- BbWorld 2020 Training Event
- Blackboard Online Certification
- Upswing platform training
- CRLA ITTPC in Covid Times.
- Online Tutoring Pedagogy discussion.
- How to make a vision board.

Activity Highlights

- OTA Interview Panel
- Students Success for Healthcare workshops
- ADN Orientation
- Participated in Respiratory Therapy Orientation.

SERKAN CELTEK, DIRECTOR
RESEARCH & ANALYTICAL SERVICES

INSTITUTIONAL PROJECTS

- ATD Annual Reflection
- Campus Enrollment Report Fall 2020
- CCRC Workshop Data
- Fall 2019 and Fall 2020 Head Count and Student Credit Hours Report
- HB2223 CTC INRW Summer 2020
- KPI targets

SURVEYS

- Distance Ed faculty survey
- EMT employer survey
- New program surveys for Fall 2020
- Pharmacy Tech employer survey

QUALITATIVE STUDIES

- Strategic Planning

DATA REQUESTS

- Average course size by program-Spring 2019, Fall 2019, Spring 2020, Fall 2020
- BIOL Students in the past four academic years
- Campus Enrollment Report Fall 2020
- CBE Report for Fall 2019 and Spring 2020
- CLNA student demographics
- Contact list for AY 2017, 2018, and 2017 High School Dual Students
- Core Curriculum Report
- ECHS Table, Hours, Core, Certificate, Associates Degree attainment counts
- Faculty at Off Campus Sites
- Fall 2018 Matriculation and Persistence Rates of Prior Dual Spring Graduates, and Fall 2019 Success Metrics for Dual Students
- Fall 2019 and Spring 2020 FTE
- FTIC new students Fall 2020 contact lists on different dates
- Graduates contact information
- HEDS CLNA report - special populations
- McAllen High School Dual Credit Enrollment Fall 2019 vs STC Dual
- NAH Enrollment Demographics by Program and Overall Historic
- NAH Program Enrollment Historic Review
- Not TSI Complete for Spring 2020 and Fall 2020
- Number of College Credit Hours Earned by High School Seniors AY 2018 - 2019
- OER vs Non-OER Comparison for Spring 2020
- Program Enrollment and Completions for CT1 - ACCT, MGMT, & MRKG
- Stop-outs' Subsequent Transfer and Bachelor Check
- Students at Off Campus Sites (SACSCOC 50% or more)
- Students Contact list - Starr County addresses at physical campuses other than Starr County Campus
- Students Contact List - Roma addresses students attending Starr County Campus in Fall 2020
- Students Enrolled in Dual Credit - Universities and Community Colleges
- Students Information for MATH and MATL Courses in Fall 2020
- Summer Fall 2019 & 2020 Enrollment and SCH Report
- THECB Data on Awards, Graduation Rates, etc.
- Verification and review of Core Completion
- 60x30 2018 completions data from Starter Kit Data

MEETINGS

- AA/Secretary Monthly Meeting

- Academic Council Meeting via Zoom IRESP Admins
- BUGs Monthly Meeting
- CLNA Discussion Meeting
- Education & Workforce Development Committee – Livestream
- HIS 360 Grant Evaluation Meeting
- ISPP&SI Leadership Team via Zoom
- MAP Implementation Team meeting
- Summer contact hours reporting Meeting

OTHER RESEARCH/SUPPORT

- AL360 grant incentive card details
- AY2018 - 2019 ECHS High School Cohort
- AY2018 - 2019 High School Cohort
- Campus Enrollment report - Contacted Ms. Rebecca De Leon to update the campus codes.
- CBM001 Historic Fall Cohort Files Appending Banner ID, Contact and Credit Hours' Sum
- CLNA support
- Contact Hour Source Tables' (SCBCRSE & SSBSECT) Script Development
- Data for QEP - Credit accumulation of FTICs
- Fall 2019 and Fall 2020 Head Count and Student Credit Hours Report
- Fall 2019 and Spring 2020 list of Dual students with possible incorrect graduation dates.
- Hinojosa IRB
- HR support on database query
- Identification of students attending La Joya ECHS Campus but assigned to La Joya Campus in Banner
- Identification of students taking courses at ECHS sites but were not included in ECHS report
- List of ECHS Students with incorrect high schools
- Monitoring Spring 2020 Grades
- NAH Department Program Historic Enrollment & Demos
- Phone conference with Antonio De La Cruz, New ECHS List
- Update Regarding Collection of Summer Preliminary Enrollment Data
- RAS comprehensive operational plan updates
- Review Banner data to prepare list for project on Data Standards and Integrity
- Review College Affordability and Transparency Lists - IPEDS
- Review Dual Credit Alumni Database form stack
- Review QEP draft and feedback
- Review proposed changes to CBM002 - THECB
- Review student information for Fall 2020 for STYP inconsistencies
- SACSCOC Focused Report review
- SACSCOC 8.1 - data support - corequisite data, IPEDS graduation cohort demographics
- SACSCOC 8.1 (IPEDS data)
- SENSE sampling and online administration considerations
- Summer and Fall Head Count and Credit Hour Report 2019 and 2020
- Summer Census Head Count and Student Credit Hours Report (Final Report for Summer 2019 vs 2020)
- Summer Enrollment reporting review and suggestions
- Summer Enrollment review
- Summer 2019 and Summer 2020 Headcount and total credits
- Summer 2020 Census Enrollment Report for June 4, June 9, and July 13
- Update File Archive of Course and Student Data
- Walsh-Haines IRB

MISCELLANOUS

- Banner Training Manual
- CBM001 Historic Fall Cohort Files Appending Banner ID, Contact and Credit Hours' Sum
- Communicating Analytics
- Cousera Course - Dealing with Missing Data
- Creating a Basic Dashboard in Excel
- Dr. Nick's Math's and Stats
- Examine Online Course Scheduling Longitudinal Fall Frequency

- Excel 2016: Advanced Formatting Techniques
- Excel 2016: Data Validation in Depth
- Fall 2019 and Fall 2020 Head Count and Student Credit Hours Report
- Follow-up on payments for pending requisitions
- Google Drive Essential Training
- Inside Higher Ed Webcast: Continuity of Research Services and Delivery: Maintain Labs, Process Data, and Collaborate Remotely
- Introduction to Analytics (ABOK)
- LinkedIn: Access 2019: Building Dashboards for Excel
- LinkedIn: Building High-Performance Teams
- LinkedIn: Cert Prep: Excel Associate - Microsoft Office Specialist for Office 2019 and Office 365
- LinkedIn: Creating Accessible Documents in Microsoft Office
- LinkedIn: Course: Data Visualization: A Lesson and Listen Series
- LinkedIn: Data Visualization for Data Analysts
- LinkedIn: Data Visualization Tips and Tricks
- LinkedIn: Excel 2010: Tips, Tricks, and Shortcuts
- LinkedIn: Excel 2013: Managing Multiple Worksheets and Workbooks
- LinkedIn: Excel 2019 Essential Training
- LinkedIn: Excel: Advanced Formatting Techniques (Office 365/Excel2019)
- LinkedIn: Excel: Advanced Formulas and Functions
- LinkedIn: Excel: Charts in Depth
- LinkedIn: Excel: Introduction to Charts and Graphs
- LinkedIn: Excel: PivotTables in Depth
- LinkedIn: Excel PivotTable Tips
- LinkedIn: Excel: Statistics Essential Training: 1
- LinkedIn: Everyday Statistics with Eddie Davila
- LinkedIn: How to use LinkedIn Learning
- LinkedIn: Learning Excel Online
- LinkedIn: Learning Moodle 3.5
- LinkedIn: Learning PowerPoint Online
- LinkedIn: Learning Word Online
- LinkedIn: Managing Resources Across Project Teams
- LinkedIn: Outlook on the Web Essential Training
- LinkedIn: Project Management Foundations: Communication
- LinkedIn: Remote Work Foundations
- Managing and Analyzing Data in Excel (Office 365/Excel 2019)
- Microsoft Power Platform Foundations
- Performance Appraisals FY 2019-20
- Posted RAS Weekly Report on ISPP/SI One Drive
- Pragmatic Works Training: Building Your Data Model with Power Pivot by Kathy Vicks
- Reconciliation End of FY Budget 2019/2020 -Banner
- Requested full desktop remote access
- Safe Colleges Online Safety Training
- SPSS Full Tutorial
- Summer Census Head Count and Student Credit Hours Report (Final Report for Summer 2019 vs 2020)
- Update File Archive of Course and Student Data
- Updated RAS-IRB Website
- Using Power BI with Excel
- YouTube: Create Excel Application that Tracks Purchases, Sales and Inventory
- YouTube: Excel 2019 Advanced Tutorial
- YouTube: Excel Pivot Tables (Productivity tips included)
- YouTube: How to Become an Excel Developer
- YouTube: How to build Interactive Excel Dashboards
- YouTube: How to Create a Powerful Point of Sale Application in Excel
- YouTube: How to Create an Excel Data Entry Form Without a User Form
- YouTube: How to Create Excel Expense Tracker with Mobile Receipt
- YouTube: How to Create Excel Invoice
- YouTube: How to Create Your Own Monthly Budget Application in Excel

- YouTube: Interactive Excel Dashboards with Power Query and Power Pivot
- YouTube: Pivot Table Excel Tutorial
- YouTube: Top 30 Advanced Excel Tips and Tricks
- YouTube: 19 Advanced Excel Shortcuts
- YouTube: 50 Ultimate Excel Tips and Tricks for 2020
- Workshop 149859: Using Zoom Training
- Workshop 149866 Master Excel 2019 Pivot Tables and Pivot Charts

ISAAC GARZA, PROJECT MANAGER
OFFICE OF STRATEGIC INITIATIVES

1. 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

2. 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