SOUTH TEXAS COLLEGE

ACTIVITY REPORTS

March 2021

Board Meeting
April 27, 2021

Student Affairs and Enrollment Management

OFFICE OF THE VICE PRESIDENT FOR STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT

TO:	DR. DAVID PLUMMER, INTERIM PRESIDENT
FROM:	MATHEW HEBBARD, VICE PRESIDENT FOR STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT
DATE:	APRIL 27, 2021
SUBJECT:	ACTIVITY REPORT FOR MARCH 1, 2021 THROUGH MARCH 31, 2021

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 Administrative Staff meeting
- South Texas College President's Cabinet meetings
- Student Affairs & Enrollment Management Division Leaders meeting
- Update Meeting on Ft. Wood RFP
- Summer Enrollment Reporting and Automated Headcount Enrollment Report meeting with IT Reporting Team and RAS
- Foundation Discussion Meeting
- Visit with the US Consulate in Matamoros, Tamaulipas, MX
- Meeting with Dr. Rosalba De Hoyos, Assistant Superintendent for Instructional Services with McAllen ISD
- Meeting with Dr. Salinas of Edinburg CISD and Dr. David Plummer

ATTENDED

- DWD Initial Report Review
- Summer Camp Postcards Review
- Promotion of Bachelor Degrees and Student Experience Meeting
- Financial Literacy Goals for DHSI Grant meeting
- EVERFi Implementation Planning Student Training
- Immigration Bill Briefing for President's Alliance on Higher Education and Immigration
- Graduation Budget review meeting
- Met with Catholic Diocese Representative Michael Santos

- Social Behavioral Science Division meeting with Dr. Eric Reittinger
- Division and Technology Campus Updates
- Discuss Advertising Plan for HEERF Allocation
- EVERFi Launch check-in
- Power Up Campaign Meeting
- RGV Focus Leadership Team meeting

ENROLLMENT SERVICES AND REGISTRAR

- Opened registration for Summer 2021 and Fall 2021 semesters on March 1, 2021. To date, **3,673** students have registered online for Summer 2021 semester and **1,482** students have registered online for Fall 2021 semester.
- 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.
- Assisted students by responding to **639** chat sessions during March 2021.
- Director of Student Records & Registrar ("Director/Registrar") attended monthly virtual President's Administrative Staff and SAEM Division Leaders meetings.
- Director/Registrar and/or Coordinators attended/held various meetings to work on special projects, such as Academic Calendar, Argos & DegreeWorks Tools review, monthly Banner User Groups (BUGS), College-Wide Curriculum, Data Management & Integrity, Dual Credit Matriculation Marketing/Outreach Efforts, Enrollment Appeals, May 2021 Virtual Commencement Exercises, San Antonio Forum for International Education, TSI 2.0 update, and search/hiring committees.
- 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.
- Conducted virtual interviews and made recommendations for two vacant Records Technician positions.
- 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 continued reviewing **3,431** potential May 2021 graduates and assisted with planning the distribution of graduation regalia.
- On March 29, **3,244** potential May 2021 graduates received an invitation, via Marching Order web-based software, to the May 2021 Virtual Commencement Exercises, scheduled on May 15, 2021.
- Document Management Specialist downloaded, reviewed and verified **3,013** *Admission Applications* submitted online at ApplyTexas (dual credit high school students, entering freshmen, returning and transfer students) during March 2021.
- 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 **08** international students registered for Summer 2021 semester and **11** international students registered for Fall 2021 semester, to date.
- Processed **976** course substitutions and exceptions in Degree Works during March 2021.
- Processed grade changes for **68** students during March 2021.
- Processed reinstatement requests for **29** students during March 2021.
- Processed schedule change requests for **1,005** students during March 2021.
- Processed **1,204** high school and **438** college/university transcripts during March 2021.
- Evaluated **330** transcripts from other colleges and universities during March 2021.
- Received requests via mail, Jagnet and National Student Clearinghouse, processed and distributed **3,239** STC transcripts during March 2021.
- Scanned and indexed **1,458** documents submitted by students during March 2021.

- Sent daily electronic *Acceptance Letters*, *Missing Information Letters* and *Jagnet Access Letters* to students' personal e-mail accounts, provided on their ApplyTexas *Admission Application*.
- Ran process in Banner and sent monthly electronic file to the National Student Clearinghouse for use with education/degree verifications and enrollment verifications.

STUDENT FINANCIAL SERVICES AND VETERANS AFFAIRS

- SFS Director & Coordinators met weekly for updates on Federal regulations, deadlines and College Updates in regards to COVID-19 via TEAMS
- SFS Staff has been assisting students via Live Chat, Virtual Lobby and in-person for the Spring & Summer 2021 semesters
- SFS Coordinator Yesenia Garcia and search committee met to interview the candidates for the vacant Mid-Valley Financial Aid Technician position
- VA Audit took place via telephone March 10th
- Veteran Certifying Officials have been working on student certification and awarding.
- SFS Outreach Specialist have been doing FA presentations via TEAMS and Zoom
- Student files are being completed and awarded, files are coming in via email, fax and mail.

ASSESSMENT CENTER

Student Assessment Center					
Campus	**Student Walk-Ins to Get Information**	**Market Place/ Pearson Vue/ACT / HISET Total Reservations Placed**	**Examinees That Tested**	**Type of Exam**	**Exams YTD as of September 1, 2020**
Pecan Campus	**55**			**ACT**	**227**
Mid- Valley	**25**	**27**	**25 (93%show)**	**TSI EXAM**	**182**
Starr Campus	**15**	**8**	**6 (75%show)**	**TSI EXAM**	**72**
Pecan Plaza	**53**			**GED/ PEARSON**	**47**
Pecan Plaza		**93**	**83 (89% show)**	**TSI EXAM/ includes TSI Online**	**810**
Pecan Plaza		**143**	**116 (81%show)**	**HESI**	**545**
Mid-Valley		**55**	**50 (91%show)**	**HESI**	**209**
Pecan Plaza		**10**	**8 (80%show)**	**HiSET**	**28**
TOTAL:	**148**	**336**	**288 (86% show)**		**2120 – 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.

- A total of over 250 students were assisted by phone or by email by STC Testing Center Staff.
- Please note that all students are properly rescheduled should they miss their first HESI or TSI test date without penalty.

TSIA 2.0 Scores: by placement score			
English Language Arts and Reading College and Career Readiness (ELAR)			
Monthly (03/01/2021 – 03/31/2021)		**Year To Date (01/11/2021 - 03/31/2021)**	
College ready (945+ & 5+ Essay or 5+ Diag & 5+ Essay)	21	**College ready (945+ & 5+ Essay or 5+ Diag & 5+ Essay**	64
Developmental Ed (945+ & 0-4 Essay	20	Developmental Ed (945+ & 0-4 Essay	50
ELAR Diagnostic Level 6 & Essay < 5	0	ELAR Diagnostic Level 6	1
ELAR Diagnostic Level 5 & Essay < 5	3	ELAR Diagnostic Level 5	12
ELAR Diagnostic Level 4	19	ELAR Diagnostic Level 4	85
ELAR Diagnostic Level 3	19	ELAR Diagnostic Level 3	59
ELAR Diagnostic Level 2	8	ELAR Diagnostic Level 2	35
ELAR Diagnostic Level 1	0	ELAR Diagnostic Level 1	0
Total	**90**	**Total**	**306**
Mathematics College and Career Readiness			
Monthly (03/01/2021 – 03/31/2021)		**Year To Date (01/11/2021 - 03/31/2021)**	
College Ready (950+ or 910+ & 6+ Diag)	15	**College Ready (950+ or 910+ & 6+ Diag)**	52
Mathematics Diagnostic Level 5	5	Mathematics Diagnostic Level 5	17
Mathematics Diagnostic Level 4	32	Mathematics Diagnostic Level 4	121
Mathematics Diagnostic Level 3	18	Mathematics Diagnostic Level 3	54
Mathematics Diagnostic Level 2	13	Mathematics Diagnostic Level 2	51
Mathematics Diagnostic Level 1	0	Mathematics Diagnostic Level 1	0
Total	**83**	**Total**	**295**
Data retrieved from College Board Accuplacer			
Date: 03-31-2021			

TSI Scores: by placement score thru January 10th 2021 (Old TSI)			
READING		**READING**	
Monthly (01/01/21-01/10/21)		**Year To Date (09/01/20 – 01/10/21)**	
College ready (351+)	43	**College Ready** (351+)	216
Holistic Placement (349-350)	7	Holistic Placement (349-350)	34
Developmental Ed (342-348)	24	Developmental Ed (342-348)	142
ABE Level 6 (Developmental Ed)	9	ABE Level 6 (Developmental Ed)	39
ABE Level 5 (Developmental Ed)	16	ABE Level 5 (Developmental Ed)	96
ABE Level 4	3	ABE Level 4	18
ABE Level 3	2	ABE Level 3	2
ABE Level 2	1	ABE Level 2	6
ABE Level 1	2	ABE Level 1	2
Total	**107**	**Total**	**555**
MATH		**MATH**	
Monthly (01/01/21-01/10/21)		**Year To Date (09/01/20 – 1/10/21)**	
College Ready (350+)	24	**College Ready** (350+)	108
Holistic Placement (348-349)	1	Holistic Placement (348-349)	18
Developmental Ed (336-347)	37	Developmental Ed (336-347)	162
ABE Level 6 (Developmental Ed)	0	ABE Level 6 (Developmental Ed)	39
ABE Level 5 (Developmental Ed)	31	ABE Level 5 (Developmental Ed)	146
ABE Level 4	20	ABE Level 4	69
ABE Level 3	3	ABE Level 3	19
ABE Level 2	2	ABE Level 2	8
ABE Level 1	0	ABE Level 1	2
Total	**118**	**Total**	**571**
Writing		**Writing**	
Monthly (01/01/21-01/10/21)		**Year To Date (09/01/20 – 01/10/21)**	
College Ready (340 & 4+ Essay or 5+)	58	**College Ready** (340 & 4+ Essay or 5+)	325
Developmental Ed (310-390 & 0-4 Essay)	16	Developmental Ed (350-362 & 0-4 Essay)	71
ABE Level 6 (Developmental Ed)	0	ABE Level 6 (Developmental Ed)	2
ABE Level 5 (Developmental Ed)	0	ABE Level 5 (Developmental Ed)	5
ABE Level 4	5	ABE Level 4	18
ABE Level 3	1	ABE Level 3	6
ABE Level 2	0	ABE Level 2	0
ABE Level 1	1	ABE Level 1	2
Total	**81**	**Total**	**429**
Data retrieved from College Board Accuplacer			

DUAL2DEGREE

IMPORTANT HIGHLIGHTS

- Department staff held **28** events and served **527** students and parents during the month of March.
- Department staff is currently in the process of meeting with partnering school districts to plan for Summer and Fall 2021 Dual Credit enrollment. A total of **55** meetings have been held with school district partners to develop a timeline for recruitment, admission, testing, and registration activities.
- The American Association of Community Colleges (AACC) accepted a proposal from the Director to co-present with the Council for Adult and Experiential Learning (CAEL) at the upcoming annual convention scheduled for May 27, 2021. The presentation will focus on best practices for the onboarding of Latino adult-learners, based on South Texas College's participation in the Hispanic Serving Institution Adult Learner Academy.
- Department is currently working with the Office of Public Relations & Marketing to plan for marketing and recruitment activities for Dual Credit "stop-outs" for Summer and Fall enrollment. The enrollment campaign will include targeted postcards, CRM messaging, outbound calls and other activities.

SNAPSHOTS

PSJA Collegiate Dual Credit Student Parent Information Session on March 23,2021

Dual Credit Planning with Mission CTE HS for Summer/Fall

ENROLLMENT SERVICES

Event	High School Served	Date	Location	Total Served
Application Drive	Roma HS	3/10/2021	Virtual	5
Application Drive	Edcouch Elsa HS	3/10/2021	Virtual	40
Application Drive	Edcouch Elsa HS	3/11/2021	Virtual	19
Application Drive	Donna ECHS	3/22/2021	Virtual	5
Application Drive	Weslaco CTE Calvillo Complex	3/22/2021	Virtual	74
Application Drive	Weslaco CTE Calvillo Complex	3/23/2021	Virtual	46
Application Drive	Donna CTE	3/23/2021	Virtual	6
Application Drive	Donna ECHS	3/24/2021	Virtual	4
Application Drive	Edcouch Elsa ECHS	3/25/2021	Virtual	4
Application Drive	Edcouch Elsa ECHS	3/26/2021	Virtual	2
Application Drive	Weslaco ECHS	3/29/2021	Virtual	30
Application Drive	Science Academy	3/30/2021	Virtual	82
Application Drive	Science Academy	3/31/2021	Virtual	18
Application Drive	Hidalgo ECHS	3/31/2021	Virtual	8
			Total	**343**

STUDENT/PARENT ENGAGEMENT

Event	High School Served	D ate	Location	Total Served
Student/ Parent DC Information Session	Roma HS	3/9/2021	Virtual	16
Student/ Parent DC Information Session	Rio Grande HS	3/10/2021	Virtual	20
Student/ Parent DC Information Session	PSJA Ballew	3/11/2021	Virtual	2
Student/ Parent DC Information Session	PSJA Sotomayor	3/11/2021	Virtual	3
Student/ Parent DC Information Session	Donna CTE	3/23/2021	Virtual	11
Student/ Parent DC Information Session	Science Academy	3/23/2021	Virtual	47
Student/ Parent DC Information Session	PSJA Collegiate	3/23/2021	Virtual	18
Student/ Parent DC Information Session	PSJA T-STEM	3/25/2021	Virtual	5
Student/ Parent DC Information Session	PSJA ECHS	3/25/2021	Virtual	12
College &Career Fairs	STC	3/26/2021	Virtual	10
Jaguar Connection Day	Donna CTE	3/26/2021	Virtual	13
Student/ Parent DC Information Session	PSJA Memorial	3/30/2021	Virtual	4
Student/ Parent DC Information Session	Palmview HS	3/30/2021	Virtual	14
Student/ Parent DC Information Session	La Joya ECHS	3/30/2021	Virtual	9
			Total	**184**

MEETINGS WITH SCHOOL DISTRICTS (EXTERNAL)

- The following meetings were held with partnering ISDs to plan for Summer/Fall enrollment:
  - Roma HS
  - Vanguard Mozart
  - Edcouch Elsa HS
  - Triumph Academy HS
  - Weslaco Calvillo Complex
  - Progreso HS/ECHS
  - Sharyland HS
  - Science Academy
  - McAllen High School
  - PSJA ISD
  - Nikki Rowe High School
  - Donna HS
  - Weslaco East HS
  - Rio Grande City ISD
  - Mercedes HS
  - Mercedes CTE
  - Mission Veterans HS
  - Weslaco ISD
  - Vanguard Rembrandt
  - Weslaco HS
  - Jimmy Carter ECHS
  - Academy of Health Science
  - Juarez-Lincoln HS/TSTEM
  - Thelma Salinas ECHS
  - PJSA Collegiate
  - J. Economdes
  - Donna HS
  - Valley View HS/ECHS
  - World Scholars
  - San Isidro HS
  - Edinburg CISD
  - Health Professions
  - Hidalgo ECHS
  - McAllen Memorial HS
  - Mission Collegiate HS
  - Edcouch Elsa ECHS
  - La Villa ECHS
  - Donna ECHS
  - Juan Diego Academy
  - Donna North HS
  - La Joya ISD
  - Vanguard Beethoven
  - Edinburg North HS
  - Mercedes EHS
  - Mission CTE
  - Sharyland Pioneer HS
  - La Joya ECHS
  - Palmview HS
  - Weslaco ECHS
  - La Joya HS
  - Sharyland A3 HS
  - PJSA North
  - Robert Vela HS
  - McAllen ISD
  - Weslaco HS

MEETINGS WITH STC DEPARTMENTS (INTERNAL)

- Dual2Degree Weekly Department Meetings
- Dual2Degree Weekly Coordinator Meetings
- Dual2Degree Weekly Supervisor Meetings
- Dual2Degree Personnel Committee Meeting
- Dual2Degree Enrollment Services Meeting
- Dual2Degree Carl Perkins Follow up Meeting
- Enrollment Management Leaders Meeting
- Jaguar Connection Day Planning Meeting
- Data Management & Integrity Committee Meeting
- Time on Task Documentation Guidance for Perkins Reporting
- Dual Credit Marketing and Outreach Planning Meeting
- Dual Credit Matriculation Updates – Division of Technology

- SAEM Division Leaders Meeting
- Spring 2021 Graduation Distribution Meeting
- CAEL Grant Check-in Call
- TSI 2.0 Committee Meeting
- New Budget Development Training
- Minimum Section Enrollment for Fall Meeting
- TSI Exemption Meeting

PROFESSIONAL DEVELOPMENT

- Records Management Training
- National Summit on Dual Credit Partnerships

COLLEGE CONNECTIONS

DEPARTMENT MEETINGS AND EVENTS

- General Information Virtual Lobby
- Call Center Spring Break Virtual Lobby and Registration Support
- TSI 2.0 Update Meeting
- GECKO Meeting

RECRUITMENT

- Meeting with Prospective Student – 3 Students
- Enrollment Appointments – 22 Students
- STC Virtual Fast Track
- GEAR UP Parent Workshop
- Border Patrol Outreach Efforts – San Juan Police Department
- Border Patrol RGV Sector – Post Academy Presentation
- PSJA Memorial HS – College Presentation
- Cleckler Heald Elementary – Parent/Student Virtual College Presentation
- Law Enforcement & Public Safety Discussion
- San Isidro HS – Fast Track
- Weslaco CTE Early College – Fast Track
- Edinburg CISD – Senior College Presentation
- Palmview High School – Fast Track
- PASOS Community Scope Workshop
- Sam Houston Elementary – Parent/Student College Presentation
- The Academy for Health Science Professions & STEM – On-Campus Fast Track
- Valley View High School – Apply Texas Drive
- General Information Virtual Lobby – 35 students

CALL CENTER

Phone Calls	
Inbound Calls	10,132 Calls

Telemarketing	
Campaign	**Calls**
Call Center Outbound Telemarketing – Prior Dual Stop outs	162 outbound Calls

DEAN OF STUDENT AFFAIRS, PAUL HERNANDEZ

CAREER AND EMPLOYER SERVICES

Reports:

Weekly- Career & Employer Services Activity	
Total Number	
6554	Student Contacts, Outreach & Virtual Appointments
6742	CTE Student Contacts
21	Student & Alumni Registered on CCN
14	Student & Alumni Resumes Revised/Uploaded on CCN
13	New Employer Registered on CCN
48	Jobs posted to CCN
3	Workshops Presented
34	Resumes Reviewed Online by Employers via CCN
1316	Career Coach Total Visits

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

CURRENT/UPCOMING ACTIVITIES & EVENTS

Workshop & Presentations / Activities

- **Job Development**
  - Access Mini Storage, LP – 1 job posting
  - Bridgestone Retail Operations, LLC. – 4 job posting
  - CASA DE PALMAS HOTEL – 1 job posting
  - Citrofrut USA LLC – 1 job posting
  - City of South Padre Island – 9 job posting
  - Entravision Communications – 4 job posting
  - Fresco Produce LLC. – 3 job posting
  - Jit Transportation – 1 job posting
  - Live Music Tutor – 1 job posting
  - Mayo Clinic – 1 job posting
  - MUELLE 37 – 6 job posting
  - PMG, Inc. – 2 job posting
  - Price Sales Inc. – 1 job posting
  - Radio United LLC – 1 job posting
  - South Texas Juvenile Diabetes Association – 1 job posting
  - Sylvan Learning Center of the RGV – 1 job posting
  - The Borgen Project – 9 job posting
  - Vaddo, Inc. – 1 job posting
  - Vector Marketing – 1 job posting

- **Presentations/Workshops**
  - NAH First Friday Virtual Workshop – Let's Talk Careers!
  - Dress for Success Open Workshop
  - Facilitated *Creating Your Career Portfolio* NAH evening virtual workshop.
- **Employer Outreach**
  - Raba Kistner, Inc.
  - ABA ProBAR
  - Garver USA
  - HOLT CAT
  - Oracle
  - Homeland Security Investigations
  - DHR Health
  - HCA Healthcare
  - City of McAllen
  - Lone Star National Bank
  - Cytech Heating & Cooling, LLC
  - NBC Universal/Telemundo 40
- **Employer Registrations**
  - Antigua Bakery & Cafe
  - BlueSprig Pediatrics
  - CASA DE PALMAS HOTEL
  - Citrofrut USA LLC
  - Fresco Produce LLC.
  - Law Office of Jonathan Vernon, PLLC
  - Mariner Finance
  - Mayo Clinic
  - MUELLE 37
  - Neoterra Capital
  - Price Sales Inc
  - Sylvan Learning Center of the RGV
  - South Texas Juvenile Diabetes Association
  - uExamS

Coordination of Upcoming Events

- CES is collaborating with the South Texas Career Center Consortium in conjunction with UTRGV and Texas A&M to gain insight of educational and industry needs.

MEETINGS AND MISCELLANEOUS INFORMATION

- CES met with the STC Public Relations (PR) Department to discuss Jaguar Experience social media strategy and student outreach plan as a follow-up to a previous request for support in promoting the STC 2021 Jaguar Experience, which is a combination job fair/career exploration/student support services virtual event scheduled for late March 2021. CES is requesting that a "banner" for the event be placed on the STC website.
- CES discussed and is researching Financial Literacy for FTIC college students in preparation for a newly mandated grant funded initiative.
- CES is continuing to conduct faculty training sessions for the newly obtained "*Interview Stream*" virtual platform.
- CES provided technical assistance for numerous participants, with registration and their "virtual booth" construction, for the STC 2021 Jaguar Experience, which is a combination job fair/career exploration/student support services virtual event scheduled for late March 26, 2021.

- CES hosted over 1000 participants for the virtual STC 2021 Jaguar Experience, which was a combination job fair/career exploration/student support services virtual event which was held on March 26, 2021.
- CES is facilitating a Q and A virtual booth training session for employer and program participants in the upcoming Jaguar Experience.
- CES was in contact with CIT faculty to promote an upcoming employment opportunity with Toyota Motors in San Antonio, Texas.
- CES created a Facebook page and other social media content marketing and promoting the Jaguar Experience Career Fair.
- Conducted student/alumni outreach to targeted NAH CTE groups to promote Jaguar Experience event reaching 693 students and 1,122 alumni. Messaging was also sent to an additional 1,103 students and 1,863 alumni falling outside the CTE umbrella.
- CES NAH specialist coordinated virtual in class presentations for Radiologic Technology Program.
- CES promoted Jaguar Experience Career Fair to **NAH** Division employers and community partners.
- Attended SAEM Time on Task Documentation meeting for Carl Perkins staff.
- Facilitated *Let's Talk Careers!* NAH 1st Friday virtual workshop.
- Attended *Social Media Marketing Trends*, LinkedIn webinar.
- Continuing collaborative partnership and implementation of CES for BSN program and program applicants.
- CES NAH specialist provided an overview of services and resources to Health Information Technology capstone students.
- Created, posted on social media and sent out CCN email blast in efforts to create Veterans student/alumni engagement for potential Federal Internship opportunity with Homeland Security Investigations (HSI) HERO program. (contacted 59 students and 130 alumni/veterans only).
- Promoted Jaguar Experience Career and Transition Fair on CCN targeting students/alumni (**Tech** CTE majors, Pecan CTE, and non CTE groups) (4,084 CTE, 830 non- CTE)
- Reviewed *Reawakening the Spirit Within Ourselves and Our Career Centers*, NACE article.
- Completed *Interview Techniques*, online LinkedIn training.
- CES staff continues to meet with faculty to plan for the roll out and utilization of *Interview Stream*, a newly acquired virtual interviewing technology platform, obtained by CES, in order to enhance the virtual interview process for students, alumni and instructors.
- CES is collaborating with the South Texas Career Center Consortium in conjunction with UTRGV and Texas A&M and continues to meet to create new initiatives and to gain insight of educational and industry needs.
- Promoted NAH Spring 2021 Virtual Workshop Schedule and department services to NAH Division faculty and staff.
- Attended *Authentic, Genuine Effective Recruiting*, NACE webinar.
- Attended *Authentic, Effective Virtual Recruiting Recommendations and Insights for succeeding in the new norm*, webinar.
- Created Dress for Success (virtual edition) PowerPoint presentation
- Attended *Effecting Change Together*, NACE webinar.
- Completed *Creating a Career Plan*, LinkedIn online training.
- Reviewed *5 Opening Lines That Will Make Your Cover Letter Stand Out*, Career Contessa article
- Attended *Authentic, Genuine Effective Recruiting*, NACE webinar.
- Attended *Authentic, Effective Virtual Recruiting Recommendations and Insights for Succeeding in the New Norm*, webinar.
- Updated reporting and record retention for Perkins basic grant.
- Reviewed Carl Perkins Biannual Report activities and progress.
- Compiled Time on Task documentation required by Perkins grant.

- Prepared and submitted RDMC 010 Semiannual Certification documentation and evidence to Grants and Director.
- CES submitted justification for Carl Perkins Biannual grant prompted questions.
- CES met with Medical Assistant Program Chair to discuss and outline learning objectives for Medical Assistant Program Career Readiness Project.
- Conducted student/alumni outreach to targeted ADN and LVN groups to promote Happy Valley Home Care hiring event reaching 303 students and 419 alumni. Messaging was also shared on CES social media pages.
- Created Career Readiness flyer to help facilitate future Career Readiness projects at NAH.
- CES promoted Guest Speaker Leadership Series: *Preparing for the Career Fair Conversation*, virtual workshop to all students and alumni registered on College Central Network.
- Attended *Mastering Common Interview Questions*, LinkedIn webinar.
- Attended *South Texas Consortium – DHR Health*, presentation.
- CES is monitoring the construction for the Mid-Valley Career Center.
- 15 NAH student appointments.
- 55 Resume Revisions via CCN
- 3 student outreaches via email, 1 HVAC walk in

College Central Network Logistics

College Central Network Logistics

Career Coach

STUDENT ACTIVITIES AND WELLNESS

- National Peanut Butter Day (Pecan)

- National Peanut Butter Day Online Challenge (Virtual)

- Skills Challenge Pentathlon & Karaoke Days (Nursing & Allied Health)

- Rowdy Cup Stack Challenge (Technology)

- Spring Break Blitz (Starr County)

- Spring Break Blitz (Nursing & Allied Health)

- Spring Break Blitz (Pecan)

- Spring Break Pizza Day (Technology)

- Cup Pong Challenge (Technology)

- Easter Egg Decorating Jamboree (Nursing & Allied Health)

- Jumanji - The Next Level Drive-In Movie Event (Starr County)

- Just Because Event (Pecan)

- Rocket League Tournament (Online)

- National Puppy Day (Online)

- Couch Quarterback Challenge (Technology)

- Indoor Bean Bag Toss (Technology)

- Rowdy Cup Pong (Technology)

- Ping Pong Challenge (Technology)
- Bean Bag Toss Contest (Technology)
- Cup Pong Challenge (Technology)
- Something in Common – Online Game (Mid-Valley – Virtual)
- Coffee with Jerry (Starr County)
- Read My Lips Virtual Game – (Mid-Valley)
- Pizza Day – provided pizza for students – distributed by center staff (Regional Center for Public Safety Excellence)
- Student Government Association Campus Meetings (District-wide)
- Student Government Association – Academic Calendar Planning Committee (Starr County)
- Student Leadership Academy Workshops (District-wide)
- Student Government Association Executive Board Meeting (District-wide)
- Student Leadership Academy – Dual Enrollment (Mid-Valley)
- Student Leadership Academy Workshops (District-wide)
- Food Pantry Distribution (Pecan, Mid-Valley & Starr County)

COUNSELING AND STUDENT DISABILITY SERVICES

Counseling & Student Accessibility Services

Campus	Career/ Transfer Svcs.	Academic Counseling-Probation/ Suspension	Mental Health	Other Services	Total
Mid-Valley	20	29	47	2	98
NAH	4	19	16	11	50
Pecan	229	44	103	186	562
Starr Co.	29	37	25	13	104
Technology	45	3	14	25	87
Total	327	132	205	237	901

Student Accessibility Services

Accommodation Totals	
Total Requests	84
Number of Cancelled Requests	6
Number of Classes	59
Number of Students	20
Total Minimum Credit Hours	164
Number of Faculty Notification Letters Sent	114
Number of Students with Faculty Notification Letters Sent	24
Appointment Totals	
Number of Appointment Scheduled	109
Number of Students	29
Case Note Totals	
Number of Notes Entered	404
Number of Students	73

MEETINGS/CONSULTATIONS

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
- Pregnant and Parenting Student Case Management, Forms Committee, Referrals and Staffing
- Title IX Committee Meetings
- SAEM Division Leaders Meeting
- President's Administrative Staff Meeting
- Review, refer and respond to Counseling Department Emails
- UNIDAD Coalition Monthly Meeting
- CSDS Coordinators Meeting
- Weekly Interpreter Meetings
- Individual and Group Meetings with TAMUK MSW Interns
- AAWCC March Membership Meeting

- AIM Implementation Meetings
- Meeting to record the March Facebook Live Event
- Self-Care Webinar, Wellness Wednesdays and Support Group Planning Meetings
- From Place to Place and Q&A
- SAEM: Time on Task Documentation: Guidance sessions for Perkins V Requirement
- Resource Guide for Mental Wellness Launch- Via Zoom
- Safety Committee Meeting
- TSI 2.0 Committee Meeting
- Sharyland ISD 2nd Annual Transition Fair
- CIVSA Region 2 Student Chat
- South Texas College-Student Accessibility Services Zoom Meeting for RSD

WORKSHOPS/PRESENTATIONS

Virtual Workshops, Presentations, Microsoft Teams Live Events:

- New Year…New Goals
- Communicating at STC Through American Sign Language
- Controlling Anger Before It Controls You
- Managing Time Effectively
- Ethics and ASL interpreters
- ASL as A First Language
- Appreciating Our Diverse World
- Mental Health: Learn Important Ways to take Care of Yourself
- Exploring Our Strengths and Building Confidence
- Exploring Forgiveness
- Stress Management/Self Care for College Students
- Facts about Alcohol
- Self-Care
- Cyber-Harassment
- Wellness Wednesdays
- Spring 2021 Support Group: Jaguars United for Home
- How do you bounce back after experiencing hardship?

PROFESSIONAL DEVELOPMENT

- Human Trafficking, Child Exploitation, & Victims Services Virtual Training
- Virtual Renewal NCI Training
- Sexual Assault, Human Trafficking, & Victim Resources Training
- Online Test Proctoring Systems: An Exploration of the Options Training

Interpreting Services Activity Report	
Type of Service	**Total**
Live Classes Interpreted (Synchronous)	89
Post-Production ASL Interpreted Lectures (Asynchronous)	32
Post-Production ASL Interpreted Videos (Asynchronous)	86
Interpreted for Admissions/Enrollment	1
Interpreted for Advising/PASS	0
Interpreted for Financial Services	1
Interpreted for Testing Services	2
Interpreted for Counseling Services and Student Disability Services	3
Interpreted orientation/outreach	2
Interpreted Tutoring Services	0
Telephone/Email Contacts with Students	26
Interpreter Hosted Workshops	4
Interpret student and/or instructor meeting	4
Other	162
Total number of services provided	409
Total number of interpreted hours	321 hrs

Student Success Specialist Activity Report	
Type of Service	**Number of students**
Interpreter requests	15
Contacts with SDS Students	53
Assist Students in Registration Process	20
Mass Emails To CSDS Students/faculty/community	2
Additional Services	**Number of services/interns/interpreters**
Observing part-time Interpreters	4
Professional Development	3
Assign Cases to Counselors	17

COMPREHENSIVE ADVISING

PROGRAMS/ACTIVITIES/MEETINGS

- **Academic Advising**
  - **Contacts** – total of 1,892 contacts with students were conducted by Academic Advisors and PASS Program Advisors in March 2021
  - Continued implementation of the New Advising Chat so that students are able to chat with an advisor
  - Received/managed all student advising requests received via email, telephone, and new chat system and assigned them to an advisor for individualized education planning via email, phone calls and Zoom/Teams sessions
  - Coordinated with College Connections to include advising students during Fast Tracks for FTIC students
  - All advisors participated in TSI 2.0 training to learn about changes that impact student placement and how to apply those changes to student placement
  - Transfer - met with UTRGV Advising/Enrollment staff to discuss how our teams can coordinate better to facilitate student transfer
- **Faculty Advising**
  - Updated Master List of Faculty Advisors
  - Communicated virtually with Faculty Advisors to answer their advising questions and provide support
  - Provided Academic Advising training to faculty advisors
  - A total of 100 faculty completed the faculty advising training in Fall 2020 and early Spring 2021
- **Mentoring Services**
  - **College Advising Training Program-** Held CATP training with cohort virtually on March 10th, 11th, 29th and 30th
  - **THECB Work Study Mentorship Grant** – Compiled student mentor reports; held virtual staff meetings during; mentors have completed webinars as part of their staff development. Two new mentors are in the process of being hired.
  - **Beacon Mentoring Program** –7 sections are participating and in place for the Spring 2021 term; four virtual visits are recommended for the term; presentations topics include financial *aid, final exam preparation, etc*.
- **PASS Program**
  - Staff provided academic advisement for PASS Program participants virtually
  - Staff maintained ongoing contacts with students on their caseloads;
  - Held Program meetings to review Program activities and services
- **Carl Perkins**
  - Director of Comprehensive Advisement serves as Student Affairs & Enrollment Management Liaison for Carl Perkins Grant;
  - Maintained continued contact with Grants Office on Carl Perkins and the THECB Desk Review
  - SAEM Perkins funded staff participated in Time on Task Document Training
  - Met with PASS Program staff to review activities, Time on Task requirements and evaluation for Perkins
  - Ongoing communication with SAEM Directors to review Desk Review and completion of Biannual Report

PARTICIPATED IN THE FOLLOWING

- **Guided Pathways**- Director is serving as Co-Lead of Guided Pathways met with Co-Lead Dr. Cristopher Nelson; participated in meeting with Texas Pathways Coach and planning session for upcoming Institute; met with Team attending Institute to complete Advance Work
- **Quality Enhancement Plan (QEP)** – Director serves as QEP Director; met on a weekly basis with Co-Director to review QEP Status and next steps; Implementing QEP Roadmap; monitored FTIC Cohort enrollment for Spring 2021; held meetings with ATD Coach to plan Spring term sessions; Team (Isaac Garza, Dr. Silva, Dr. Garcia) reviewing STC Process Maps for different support service areas for "mapping the first touch to end of first year" and working on aligning/developing student lifecycle map.

A. Preliminary Forms

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

OFFICE OF STUDENT RIGHTS AND RESPONSIBILITIES

OFFICE OF THE OMBUDS

March 2021

- The Office of Student Rights and Responsibilities attended the Family Mediation Training.
- The Office of the Ombuds conducted a Student Dispute Resolution session.
- The Office of Student Rights and Responsibilities held a department meeting.
- The Office of the Ombuds conducted a Student Dispute Resolution session.
- The Office of the Ombuds conducted an Ombus Services presentation for the College Advisor Training Program.
- The Office of the Ombuds conducted a Student Dispute Resolution session.

OFFICE OF STUDENT CONDUCT

March 2021

- The Office of Student Rights and Responsibilities attended the Family Mediation Training.
- The Office of Student Conduct held a department meeting.
- The Office of Student Rights and Responsibilities held a department meeting.
- The Office of Student Conduct conducted on Student Conduct Services presentation for the College Advisor Training Program.

BEHAVIORAL INTERVENTION TEAM

March 2021

- The Behavioral Intervention Team held a meeting.
- The Behavioral Intervention Team held a meeting.

Finance and Administrative Services

SOUTH TEXAS COLLEGE

OFFICE OF THE VICE PRESIDENT FOR FINANCE AND ADMINISTRATIVE SERVICES

TO: DR. DAVID C. PLUMMER, INTERIM PRESIDENT

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

DATE: APRIL 21, 2021

SUBJECT: ACTIVITY REPORT FOR MARCH 1, 2021 THROUGH MARCH 31, 2021

MARY ELIZONDO, VICE PRESIDENT FOR FINANCE AND ADMINISTRATIVE SERVICES

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended the Finance, Audit, and Human Resources Committee Meeting, Facilities Committee Meeting, Board of Trustees Meeting, Cabinet Meeting, President's Administrative Staff Meeting, Planning and Development Council Meeting, and Finance and Administrative Services Director's Meeting.
- Held meetings or discussions on the following items:
  - Business Office:
    - Board Committee packet review with Comptroller and Accounting Group Manager.
    - Budget Amendment with Budget Manager
    - Budget and Instructional Pools with Comptroller.
    - Budget Presentation with Budget Manager.
    - CARES Act Budget with Budget Manager.
    - Customer Service and Tuition Tables with Comptroller and Director of Student Accounts & Bursar.
    - Fund Balance Entries with Comptroller.
    - HEERF II Grant Initiation review with Comptroller, Associate Comptroller, Accounting Group Manager, and Executive Director for Resource Development, Management, and Compliance.
    - Remaining Higher Education Emergency Relief Funds (HEERF II) with Comptroller.
  - Accountability, Risk, and Compliance:
    - Risk Assessment review with Director of Accountability, Risk, and Compliance and Risk Manager.
    - Time and Effort discussion and review of College-wide Safety Committee agenda with Director of Accountability, Risk, and Compliance.
  - Human Resources:
    - Employee Relations Officer applicants review with Search Committee.
    - Employees returning to work review with TASB representative and Director of Human Resources.
    - Legal case matters with Legal Counsel and Director of Human Resources.
    - Office of Human Resources department staff updates with the Interim Director Human Resources, Employee Relations Officer, Staffing and Compensation Manager, and Human Resources Information Systems Manager (HRIS) Manager.
    - Personnel matters with Legal Counsel and the Interim Director of Human Resources.

- Staffing Plan request with Director of Human Resources, Compensation and Payroll Manager, Staffing and Recruiting Manager, and FAS Project Manager.

- Facilities Planning and Construction:
  - Facilities projects, Facilities Committee and Board packet items, and other outstanding items with Director of Facilities Planning and Construction, Project Managers, and Director of Facilities Operations and Maintenance.
- Director of Purchasing:
  - Purchasing items for Finance, Audit, and Human Resources Committee meeting with the Director of Purchasing.
  - Request for Qualifications (RFQ) for College Legal Counsel with Director of Purchasing and Legal Counsel.
- Department of Public Safety:
  - Clery Act Committee meeting.
  - LRGVDC/STC Summer 2021 Transportation Interlocal Agreement with LRGVDC personnel, Chief of Police, and FAS Project Manager.
- COVID-19:
  - College-Wide Safety Committee.
  - Safety Measures dealing with COVID-19 and different processes dealing with communicable and infectious diseases with the FAS Safety team.
- Title IX:
  - Title IX Advisor training.
  - Title IX Case Reviews with Title IX Team.
  - Title IX Cases follow-ups.
  - Title IX Procedures with Title IX Team.
- Other Meetings:
  - Board agenda items and Finance, Audit, and Human Resources agenda items with Finance and Administrative Services Reporting Coordinator.
  - Clery Act preliminary Committee meeting with members.
  - Current and upcoming projects with Finance and Administrative Services (FAS) Project Managers.
  - EEOC case meeting with Legal Counsel, Director of Human Services, Interim President, and Dean for Library and Learning Support Services.
  - Employees returning to work review with Legal Counsel and Director of Human Resources.
  - Employees returning to work review with TASB representative and Director of Human Resources.
  - Faculty Salary and Benefits meeting with various faculty and staff personnel.
  - Finance and Administrative Services Project Manager updates.
  - Food Truck Vendor RFP's with Director of Purchasing and FAS Project Manager.
  - Foundation discussion with the Interim President.
  - Interviews for Finance and Administrative Services Administrative Officer position.
  - LHE's on ADN program with Assistant Vice President for Academic Advancement, Director of Human Resources, Compensation and Payroll Manager, and Project Manager for Academic Affairs.
  - NAH Faculty Meeting on Pay.
  - Office of the Vice President for Finance and Administrative Services staff meetings.
  - Popular Report, Investment, and Management Reports with Finance and Administrative Services Reporting Coordinator.
  - President's Cabinet Updates with Finance and Administrative Services Project Managers and FAS Reporting Coordinator.
  - Presidential Search Committee.
  - Search Committee for Finance and Administrative Services Administrative Officer position.
  - South Texas College Touchpoint updates with Bank representative.
  - Texas A&M Health Science Center acquisition by STC with TAMU personnel, Interim President, and Assistant Vice-President for Academic Advancement.

    - Transfer of Endowed Funds to College Foundations with Interim President and personnel from another college.
  - Participated in Webinars/Webcasts/Conferences
    - ACFE webinar on Internal Control Considerations for the New Remote-Employee Work Environment webinar.
    - NACUBO webinar on Endowment Master Class Series-Endowment Giving: What to Expect in an Evolving Landscape.
    - NACUBO webinar on Endowment Master Class Series-Handle with Care-Endowment and Governing Fundamentals for Effective Investment Committees.
    - TXCPA webinar on Fraud Risk Assessments

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.
- Reviewed/and or worked on the following items:
  - Business Office:
    - Budget and Instructional Pools.
    - Budgeting and Staffing review for FY 2021 and FY 2022.
    - HEERF II Institutional Funds.
    - Instructional Cost Analysis review.
    - Non-Resident Tuition Rate.
  - Human Resources:
    - FY 2022 Staffing Plan.
    - Legal Counsel case review.
    - Survey of Teacher Retirement System (TRS) and Optional Retirement Plan (OPR).
    - Updates on the status of COVID-19 Cases Report.
  - Facilities Planning and Construction:
    - Facilities Planning and Construction Retreat Agenda.
    - Progress of Facilities Planning and Construction projects.
    - STC vs. Contractor Demand Letter.
  - Facilities Operations and Maintenance:
    - Electricity Bill Management Report.
  - Accountability, Risk, and Compliance:
    - Compliance Assessments and Schedules.
    - Risk Assessment process.
  - Department of Public Safety:
    - LRGVDC Valley Metro Shuttle meeting for Summer routes.
  - COVID-19:
    - COVID-19 Procedures for Employees WFH and returning to work.
    - Families First Coronavirus Response Act (FFCRA).
    - Federal Mask mandate.
    - Monthly Legislative Budget Board COVID-19 Cost Survey Report.
  - Title IX:
    - Title IX Advisor training.
    - Title IX Cases – Formal Complaint Letter.
    - Title IX Cases – Initial Assessment Call.
    - Title IX Closing case letters.
    - Title IX Policies and Procedures.
    - Title IX Transition Plan.
    - Title IX Weekly Employee and Student Reports.
  - Other:
    - 87th Texas Legislature Regular Session matrix.

- Accountability, Risk, and Compliance process mapping schedule.
- Accounts Receivable for a third-party vendor.
- ACCT Consultant Travel.
- ACCT Contract and Travel Expenses.
- Board Budget Presentation.
- Board of Trustees Title IX Training.
- Campus Dining and Food Truck services.
- Cashiers Tuition and Customer Service webpage.
- Certificates of Deposit renewals.
- College-Wide Safety Committee meeting.
- Creating Magic for Jags Scholarship announcement communications.
- Creating Magic for Jags Scholarship Program Key Note.
- Creating Magic for Jags Scholarship Program signature decals and instructions.
- Drug and Alcohol Policies.
- EEOC Case Review.
- Employee Complaint review.
- Employee Returning to Work Procedures.
- Esperanza Clinic Non-Renewal.
- FAS Administrative Officer Interviews.
- FAS Administrative Officer Search Committee.
- HEERF II Funds proposed use for Board Agenda item.
- Hiring Packets approval.
- Hotline Call issue.
- Human Resources Director Hiring Packet.
- Human Resources online processes.
- Incident Reporting webpage.
- Leave Alert Notice during College closure.
- Legal Counsel Federal Authority for Government Human Resources (FAHR) Committee write-up.
- Legislative Budget Board (LBB) LAR Report.
- NAH Summer Extensions = 1 ½ months.
- Non-Resident Tuition Rate.
- Office of Institutional Equity positions.
- Out of State Employee appointments.
- Presidential Search Committee and Advertising.
- Professional Development Day Presenter Jag Star Award.
- Public Information requests.
- RCPSE and Target Range Business Plan.
- RCSPSE CityScape Asphalt issue.
- Request for Qualifications (RFQ) for College Bond Counsel.
- Request for Qualifications (RFQ) for College Legal Counsel.
- Risk Assessment updates.
- Scholarship Report with criteria.
- Status updates on FY 2021 Projects.
- STC vs. "Contractor" demand letter.
- Storage room keys and access.
- TACC Survey on Winter Storm.
- TACCBO CFO Enrollment survey.
- Target Range funding.
- TASB Attorney case review.
- Temporary Institutional Equity (IE) Manager position.
- THECB RFOR Report of Fundable Operating Expenses.

- Transfer of Endowment Funds Brief.
- Transfer of Endowment Funds with External Auditor.
- Vacation and Sick Leave during College closure.
- Water shut-down at Starr County.

- Monthly Reports provided to President's Cabinet members as follows:
  - Leave (Sick and Vacation) Reports (February 2021).
  - Overtime Reports - Hours Worked by Employee (February 2021).
  - Salary Savings Reports (February 2021).
  - TCP Verification Reports (February 2021).
  - Travel by Employee Reports (February 2021).
  - Vacancy Reports (February 2021).

- Worked on the following items for the Board Committee Meeting or Board Meeting:
  - Prepared to present at March meetings on the following items:

    Finance:
    - Acquisition of Real Property.
    - Authorization to Proceed with Solicitation of Architectural Services for the Regional Center for Public Safety Excellence Canopy for Safety Training Vehicles.
    - Award of Proposal, Purchases, and Renewals.
    - Contracting Construction Services for the Deferred Maintenance of District-Wide Roofs at Mid Valley Campus, Dr. Ramiro R. Casso Nursing and Allied Health Campus, and Starr County Campus.

    Facilities:
    - Final Completion of the Pecan Campus Sand Volleyball Courts Sand Replacement.
    - FY 2021 – 2022 Budget Development.
    - Outstanding Issues Action Plan.
    - Postponing the Faculty and Administrators Cost and Productivity Study.
    - Proposed Change Order for the Nursing and Allied Health Campus and Starr County Campus Student Services Renovations.
    - Removal and Disposal of Radiology Equipment.
    - Renewal of Lease Agreement with the City of Edinburg.
    - Solicitation of a Request for Qualifications for Bond Counsel Services.
    - Solicitation of Architectural Services for the Regional Center for Public Safety Excellence Canopies for Students and Instructors.
    - Solicitation of Architectural Services for the Regional Center for Public Safety Excellence Flammable Liquid and Gas (F.L.A.G.) Fire Training Area.
    - Solicitation of Construction Services for the Regional Center for Public Safety Excellence Site Drainage Improvements Phase II.
    - Status of Unexpended Plant Fund Construction Projects and Renewals & Replacements Projects.
    - Substantial Completion of the Nursing and Allied Health Campus East Building A Student Services Renovation.
    - Substantial Completion of the Starr County Campus Student Services Building G Cashiers and Veterans Affairs Areas Renovation.
    - Write-off Obsolete Fixed Assets/Capital Assets Valued at $5,000 and Over.

- Started working on the following items for April meetings.

  Finance:
  - Award of Proposal, Purchases, and Renewals.
  - Discussion on the South Texas College Education Foundation.
  - Implement a Late Cancellation Fee for Dual Credit Sections Assigned to be Taught by South Texas College Faculty.
  - Presentation of South Texas College Chief Executive Officer Reporting Requirements for Sexual Harassment, Sexual Assault, Dating Violence, and Stalking Incidents Under Texas Education Code, Section 51.253(c).
  - Presentation on Internal Audit Function's Purpose and Concepts.

- Renew the Hidalgo County Agreement for Tax Assessment Collection.
- Renew the Starr County Agreement for Tax Assessment Collection.
- Update on Transportation Services Operation Plan for FY 2020 – 2021.

  Facilities:
- Acquisition of Real Property.
- Final Completion of the Pecan Campus Sand Volleyball Courts Sand Replacement.
- Approval of Proposed Change Order for the Nursing and Allied Health Campus and Starr County Campus Student Services Renovations.
- Renewal of Lease Agreement with the City of Edinburg.
- Substantial Completion of the Nursing and Allied Health Campus East Building A Student Services Renovation.
- Substantial Completion of the Starr County Campus Student Services Building G Cashiers and Veterans Affairs Areas Renovation.
- Solicitation of Architectural Services for the Regional Center for Public Safety Excellence Canopy for Safety Training Vehicles.
- Solicitation of Architectural Services for the Regional Center for Public Safety Excellence Canopies for Students and Instructors.
- Solicitation of Architectural Services for the Regional Center for Public Safety Excellence Flammable Liquid and Gas (F.L.A.G.) Fire Training Area.
- Solicitation of Construction Services for the Regional Center for Public Safety Excellence Site Drainage Improvements Phase II.
- Contracting Construction Services for the Deferred Maintenance of District-Wide Roofs at Mid Valley Campus, Dr. Ramiro R. Casso Nursing and Allied Health Campus, and Starr County Campus.
- Outstanding Issues Action Plan.
- Update on Status of Unexpended Plant Fund Construction Projects and Renewals & Replacements Projects.

- Project Managers worked on the following items:
  - Activity Report for February 2021.
  - Agenda for the Executive Crisis Management meeting and submitted it to the Vice President for Finance and Administrative Services for review.
  - Cashier Online Payments Cabinet items with Finance and Administrative Services Project Manager.
  - Coordinated the Kickoff Meeting for NeoGov with project team members.
  - COVID-19 Dashboard and Google Account with Digital Services Developer.
  - COVID-19 Form Direct Link with Director of Human Resources.
  - COVID-19 Procedures for Employees with Director of Human Resources.
  - COVID-19 Vaccine Wristbands distribution for the Finance and Administrative Services Division.
  - COVID-19 Webpage Updates with Accountability, Risk, and Compliance Support Specialist.
  - Creating Magic for Jags and Staff Giving Student Scholarship Program with Graphic Designer and Vice President of Finance and Administrative Services.
  - Creating Magic for Jags Email Signature with Graphic Designer.
  - Creating Magic for Jags Students Awarded with Director of Financial Aid.
  - Creating Magic for Jags-Check Donations with Accounting Group Manager.
  - Creating Magic Report with Comptroller.
  - Creating Magics for Jags Testimonials with Coordinator of Scholarships.
  - Developed the Regional Center for Public Safety Excellence Facilities by Actual Cost and Potential Funding Opportunity Report.
  - Education Technology for Everyone Course Launch with Human Resources.
  - Email Invite for Safety Committee with Finance and Administrative Services.
  - Employee Handbook -Occupational Safety and Health Administration Flyer with Graphic Designer and Director of Human Resources.
  - Employee Retirement Benefits Allocation with Comptroller.
  - Endowment Management Report with Accounting Group Manager.

- Finalized the preliminary FY22 Staffing Plan and submitted it to Human Resources for their review.
- Finance-Additional Backups or Management Reports with Director of Purchasing and Comptroller.
- Finance-Purchasing items with Director of Purchasing.
- Frozen Positions Funding with Comptroller.
- FY 2021 Performance Measure with Accounting Group Manager.
- FY 2021-2022 Capital Budget with Budget Manager.
- FY 2022 Budgets with Directors of Finance and Administrative Services.
- Job Description for the Director of Institutional Equity position.
- Legal counsel log and confirmed activities stated on invoices sent by Legal Counsel.
- Letter to the guest speaker for the Spring 2021 Professional Development Day and coordinated with the Graphic Designer to create a Jag Star certificate for the presentation as a token of appreciation.
- March-Finance Vendor History Report with Director of Purchasing.
- Memo Justification with Director of Human Resources.
- New Guidance with Director of Accountability, Risk, and Compliance.
- Non-Renewals Template with Director of Human Resources.
- Open Records with Comptroller and Director of Cashiers.
- Participated and attended the weekly Facilities Planning and Construction meetings to review and discuss projects and issues.
- Participated as a search committee member for the Facilities Planning and Construction Secretary position and created a matrix to evaluate candidates and attended interviews.
- Participated in NeoGov implementation training meeting.
- Process Mapping for Title IX Incidents with the Director of Accountability, Risk & Compliance.
- Project Action Plan log for the Vice President for Finance and Administrative Services review and guidance.
- Received FY 2021-2022 Staffing Request and started compiling the Cabinet and Human Resources review report.
- Records Management Training Workshop.
- Reminder for the New 2021-2023 IE Plan Cycle-For Budget Development with Directors for Finance and Administrative Services.
- Request for Revision FY 2022 Expense Budget by Financial Manager with Directors of Finance and Administrative Services.
- Request letter to McAllen ISD to remove portable buildings.
- Requested air filter systems to be installed in buildings and buses with the Director of Facilities Operation and Maintenance and Transportation Manager.
- Requested keys to the portable storage building to be used by the Office for the Vice President of Finance and Administrative Services.
- Research on Food Trucks on College Campuses and developed a plan to implement.
- Resources Updated with the Director of Human Resources.
- Reviewed and provided feedback on the exit form for Human Resources.
- Reviewed and provided feedback to the Change Order Management Report to the Department of Facilities Planning and Construction.
- Risk Assessment Form with Risk Manager for April 2021 Cabinet.
- Risk Assessment Notice with Risk Manager.
- Safety Committee Charter with Director of Accountability, Risk and Compliance.
- Safety Committee notice with the Director of Accountability, Risk and Compliance.
- Scholarship Cabinet item with Comptroller and Finance and Administrative Reporting Coordinator.
- Senate Bill 212 Quarterly with Accountability, Risk and Compliance Specialist.
- Starfish Administrator Interview and Discussion.
- Student/Employee Positive COVID 19 Cases with Graphic Designer.
- Submitted the Texas Association of Community Colleges (TACC) Winter Storm Impact Survey responses.
- Texas Association of Community Colleges and Winter Storm Impact Survey with Director of Accountability, Risk and Compliance, Director of Facilities Operation and Maintenance and Finance and Administrative Services.

- Title IX Advisor Training Registration with Accountability, Risk, and Compliance Specialist.
- Title IX Closing Letter Template with Accountability, Risk, and Compliance Specialist.
- Title IX Transition Action Plan with Accountability, Risk, and Compliance Specialist.
- Tracked and worked with the Finance Administrative Services Directors to submit the monthly hiring plan reports.
- Travel Acknowledgment with Comptroller.
- Vacancy Report with Human Resources Business System Analyst.
- Weekly Cabinet updates.

BUSINESS OFFICE - MYRIAM LOPEZ, COMPTROLLER, AND STAFF

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Accounts Payable and Travel staff meeting.
- Business Office projects.
- Cashier customer service and tuition tables meeting with the Vice President for Finance and Administrative Services.
- Conducted Payroll Accounting Specialist follow-up interview.
- Creating Magic for Jags claim on cash transaction.
- DocuSign demonstration meeting to review.
- External party meeting regarding Financial Advisor.
- Finance and Administrative Services Administrative Services Officer search committee meeting with the Vice President for Finance and Administrative Services.
- FY 2021-2022 M&O budget report review.
- Grant Audit status call.
- Grant Budget Amendment process with Grant Compliance staff.
- Grant set up meeting with Accounting Group Manager.
- Held new travel system college-wide trainings.
- Held record retention meeting with selected Cash Management staff.
- International wire transfers meeting with TransferMate, a TouchNet ready partner.
- IRS foreign vendor documentation final review meeting.
- New Fleet fuel cards meeting to review.
- Participated in the American Association of Community Colleges (AACC) and the Association of Community College Trustees (ACCT) webinar on the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA).
- Participated in the Finance and Administrative Services Administrative Officer search committee applicant virtual interviews.
- Positive Pay Exception Form review with Business Office Accountant.
- President's Administrative Staff meeting.
- Recurring Manager meeting.
- Reviewed grant closeout process in Cash Draw and Expenditure Reporting (CDER) system.
- Revisions to FY 2022-2023 calendar meeting with the Academic Calendar Committee.
- Teams BUG's (Banner User Group) meeting.
- Teams lobby feature meeting for Cashier interviews.
- Test month-end processes with Cash Management Accounting Specialist.
- TimeClock Plus V2/HR call.
- Veteran's Chapter 33 refund process review to eliminate the Risk of Uncollectible account exposure with Cashier and Student Financial Services staff.
- WebEx training with vendor regarding IRS B notices for 1099 reports.
- <u>Trainings/Webinars:</u>

- 2021 Texas State Library and Archives Commission (TSLAC) grant webinar to submit monthly reports and payment requests.
- AACC-ACCT Webinar on Institutional Implementation of Stimulus Legislation (CRRSAA) webinar.
- FY 2021-2023 IE Plan Development Workshop.
- National Association of College and University Business Officers (NACUBO) Data Analytics webinar.
- National Association of College and University Business Officers (NACUBO) Higher Education Emergency Relief Fund (HEERF) II town hall webinar.
- National Association of Colleges and University Business Officers (NACUBO) 2021 Bursar Fundamentals webcast.
- National Association of Colleges and University Business Officers (NACUBO) – "Handle with Care: Endowment and Governing Fundamentals for Effective Investment Committees" webcast.
- Online Records Management Training workshop.
- Ready, Set Retire-Regular Service Employee for ERS webinar.
- Teams workshop on Evacuation Procedures training.
- WebEx training with vendor to review payment fraud prevention.

PROJECTS IN PROGRESS:

- Management Reports:
  - The Business Office staff worked on March Board and Management reports, including a summary of revenues and expenses, investments, property taxes, auxiliary fund, state appropriations, and grants reports.
- Accounts Payable/Grants and Contracts:
  - Completed projected and mailed out Accounts Payable IRS Foreign vendor documentation (1042, 1042s, 1042T).
  - Reported grant information in the Cash Draw and Expenditure Reporting (CDER) system.
  - Updated Accounts Payable Metrics presentation.
  - Worked on Chrome River service support tickets, cash advance, email notices, rules, and roles.

Bank No.	20-Sep	20-Oct	20-Nov	20-Dec	21-Jan	21-Feb	21-Mar
01 E&G	225	297	229	230	254	232	266
01 Direct Deposit	39	43	57	57	47	39	54
03 Student	7,026	2,062	429	100	10,724	5,716	1,703
12 I&S Taxes	-	-	-	-	1	-	-
16 I&S Bond	-	-	-	-	-	-	-
17 Plant	11	9	10	18	27	13	10
31 Virtual Card	234	344	263	188	213	179	287
32 AP Card	1	3	2	1	2	-	4
37 Unexp-LT Bond Series 2015	-	-	-	-	-	-	-
38 Unexp-LT Bond Series 2014	-	-	-	-	-	-	-

- Accounts Receivable/ Financial Aid Accounting:
  - Completed the Fall 2020 and prior delinquent account transfer to Campus Receivables Collector after manually adjusting student accounts with the application of payment issue.
- Cash Management/Special Projects/Office Support:
  - Assisted Associate Comptroller with Texas Workforce Commission grant closeout.
  - Completed Fiscal Year closing.
  - Completed wire transfers for the purchase of new bank certificates of deposit.
  - Worked on updating action plans for all Information Technology projects.

Bank No.	#of Checks/DD Cycles	# of Checks/Direct Deposit
01 E&G	7	270
01 Direct Deposit	6	53
02 Payroll	7	356
02 Direct Deposit	4	2,144
03 Student	4	1,703
12 I&S	0	0
16 I&S	0	0
17 Plant	3	10
37 Bond Series 2015	0	0
38 Bond Series 2014	0	0
Total	31	4,536

Description	Number of Transactions
ACH Direct Deposit-payments to vendors, students & employees	16
Bank Transfers between Bank Accounts	47
Wire Transfers for Benefits and International	8

- Budget and Reporting:
  - Answered questions regarding the FY 2021 – 2022 Budget Development process.
  - Assisted with the Business Income Worksheet.
  - Discussed the FY 2020 – 2021 Faculty Step Pay Plan with Vice President for Finance and Administrative Services.
  - Entered FY 2020 – 2021 budget request revisions into the Budget Development Application.
  - Helped with entering FY 2020 – 2021 budget request itemizations in the Budget Development Application.
  - Prepared estimations for the FY 2020 – 2021 lost revenue.
  - Prepared the Faculty Salary Budget Reduction Reconciliation for the Comptroller.
  - Prepared the FY 2021 – 2022 Budget Development Reminder Alert Notice.
  - Provided Budget Development assistance to staff.
  - Researched the Higher Education Emergency Relief Fund (HEERF) II allowable expenditures.
  - Reviewed applications for the Finance and Administrative Services Officer position.
  - Updated the Budget Development presentation for the March Board of Trustees meeting.
  - Updated the FY 2021 – 2022 Board Retreat presentation.

- General Accounting/Construction/Fixed Assets/Property Tax:
  - Prepared board management reports and staff continues to work on monthly reconciliations reports.
  - Completed 107 monthly reports during March 2021.

Duties	Total
Approval Queues - Requisitions Approved	18
Bank Reconciliations	8
Board and Management Reports Prepared	117
Board and Management Reports Reviewed	6
Checks provided to AP / Payroll - Stale-dated	6
Check verification for AP / Payroll	21
Construction budget transfers reviewed and approved	6
Copies of booklets/journal entries requested	15
Deposits prepared	16
Download bank info, convert bank statements to PDF and download excel information for reconciliation	1
Download bank info, prepare daily reports for bank 01, 02, 04, 12, 39 and Same Day Report and email to specified group contacts	175
Download of Year End Reports and Monthly and Daily - hours	1.25
Returned mailed checks - Logged and Filed	88
Returned Mailed checks - Disbursement	89
Bond Construction checks scanned	174
Emails - answered, prepared, initiated	784
Emails - received and read	678
Financial manager changes	3
FOAP created including activity codes and FOAP updates	33
Hours Filing and organizing of Journal Entries and boxing	6
Hours used for scanning - estimated	19
Hours used printing, binding and scanning documents (not JE)	1
Hours used to log Scanned JE	14.5
Hours used to prepare documents for scanning	3.75
Hours used converting BOR and Management reports PDF and running ARGOS	0.5
Hours used to compile and scanning LRGVDC backup	3
Donations - telephone calls received	72
General Accounting Daily Banner Reports	275
IDT's - telephone calls received	2
Interdepartmental Transactions reviewed	29
Interdepartmental Transactions submitted	24
Invoices and encumbrances reviewed	34
Journal entries prepared	105
Journal entries processed, including FUPLOAD	877
Journal entries- transactions processed	5,561

Duties	Total
Journal entries/documents scanned	770
Journal Entries Logged	770
Journal Entries Filed and Organized including creation of labels	605
Journal Entries reviewed	134
Positive Pay submitted / EFT Payment/Positive Pay Exemptions approved	21
Positive Pay Exemption-Number of checks researched/verification	13
Requisitions prepared	3
Stale dated letters mailed	549
Stale dated letters returned and logged	20
Stale dated letters mail-hours used to search for updated address	7.5
Stop payments processed (includes stale-dated checks)	81
Transactions removed from bank reconciliation	263
AGM and accountant meeting	1
Number of Motions Prepared and Submitted to VP office	2
Motions-prepared, revised, reconciliations, prepare backups	1.25
Overtime - Hours and Task worked	0.75

Description	Count
General Journal Entry (Intra-Fund) (JE 15)	135
General Journal Entry (Inter-Fund) (JE 16)	108
Cash Receipts (CR 05)	676
Encumbrance Liquidation (E032)	-
Encumbrance Liquidation (E020)	-
Encumbrance Liquidation (E035)	-
Encumbrance Liquidation (E037)	-
General Ledger Beginning Balance (JE05)	-
General Journal Entry (JE 17)	8
Misc. Receipt Payments (CA10)	2
General Journal Entry (STCJ)	-

- Cashiers:
  - Assisted students with Spring 2021 questions.
  - Successfully transmitted the 1098T electronic file to IRS.
  - Tested and Activated Summer 2021 tuition tables on Friday, March 12, 2021.

- Payroll and Position Control Departments:
  - Worked on the TimeClock Plus workflow.

Payroll Processes for the Month Ending March 2021	
Payroll Re-issue Processed	3
Payroll Cycles	4
Payroll Checks & DD	2,819
TimeClock Plus Access Forms Processed	38
Number of Employees with OT reviewed for OT Memos	225
NOE's Approved	290
Salary Budget Transfer Forms Processed	6

- Business Office Performance Indicators:

Payroll Processes for the Month Ending March 2021			
Number of Employees		**Deposits Processed**	
Employees on Monthly Payroll	1,989	Internal Revenue Service	4
Employees on Semi-monthly Payroll	505	Bank Transfers	4
Timecards Processed		**Stop Payment Processed**	
(Waged 1/16 - 1/31) SR03	251	Salaried	1
(Waged 02/01 - 02/15) SR04	255	Waged	1
Regular (Salaried: December) MR12	3,987		
		Void Checks Processed	
		Salaried	2
NOE's Approved		Waged	2
Approved NOE's	290		
		Replacement Checks/DD Processed	
NOE's Processed		Salaried	2
(Additions, Deletions, Changes)	31	Waged	2
Salaried	141		
FLAC (Additions, Deletions, Changes)	3	**Salary Budget Transfer Forms Processed**	6
FLAC	1,003		
NOE's Processed		**Voided Direct Deposits/Checks**	
(Additions, Deletions, Changes)	1	Salaried	0
Waged	18	Waged	0
Payroll Adjustment Worksheets		**Hand Cut/PBK**	
(Additions, Deletions, Changes)	28	Salaried	0
Salaried: MR02	80	Waged	0
(Salaried: MR01ADJ02	7		
(Salaried:)		**Checks Processed**	
(Additions, Deletions, Changes)	0	Salaried	290
Waged	1	Total Net	$210,683.29
(Waged:)			

Payroll Processes for the Month Ending March 2021			
Liabilities Processed			
ORP	11	Waged	62
Annuity	12	Total Net	$14,371.52
Student Loans	1, SR-0		
United Way	1	**Direct Deposits Processed**	
Child Support	1	Salaried	2,004
IRS Levy	0	Total Net	$5,105,382.63
Withholding & FICA	3		
Met Life	1	Waged	463
Legal Judgement	1	Total Net	$125,720.51
Social Security Administration	0		
US Department of the Treasury	0		
Pershing LLC			
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, CHIEF OF POLICE, AND STAFF

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- 2018-2021 Higher Education Safety and Security Self-Audit meeting with Department of Public Safety Police and Transportation Manager and Police Compliance Coordinator.
- 2021-2023 Institutional Effectiveness Plan Cycle training.
- Camera surveillance projects campus-wide meeting with Department of Public Safety Parking and Security Services Manager.
- Campus-Wide Safety Committee meeting to discuss safety concerns with Vice President for Finance and Administrative Services and other campus-wide Administrators.
- Cardiopulmonary Resuscitation (CPR) Trainer Certification training.
- Clery Committee meeting preview with Public Safety and Transportation Services Manager.
- Clery Timely Warning and Clery Committee Presentations meeting to discuss Clery & Non-Clery Crimes and other Clery processes with Administrators campus-wide.
- Communication Radio System meeting with University of Texas Rio Grande Valley Police Department Administration.
- Department of Public Safety Bus Transportation Routes and Spring 2021 agreement meeting with South Texas College Vice President for Finance and Administrative Services (FAS) and Lower Rio Grande Valley Development Council (LRGVDC) personnel.
- Drug Policy 4213 with other Finance and Administrative Service Directors.
- Evacuation Presentation/Active Shooter Table-Top Exercise for Faculty/Staff at Mid Valley Campus.
- Evacuation Procedure Presentation presented by South Texas College Department of Public Safety Emergency Preparedness Coordinator.
- Evacuation Procedures Virtual training presented by Department of Public Safety Coordinator of Emergency Preparedness & Training.
- Parking Appeals meeting.

- President Administrative (PAS) Meeting to discuss COVID-19 Safety Protocols with College-Wide Administrators.
- Safety Meeting to discuss the updated COVID-19 safety protocols and other safety topics with Vice President for Finance and Administrative Services (FAS) and other FAS Directors.
- Summer 2021 Agreement meeting with Lower Rio Grande Valley Development Council.

PROJECTS IN PROGRESS:

- Police Reports, Incident Reports, and Other Request for Information:
  - Open records request.
  - Referral sent to Human Resources.
  - Referral sent to Risk Management.
  - Reviewed reports in the Department of Public Safety Automated Reporting Management System (ARMS).
- Surveillance Cameras:
  - Camera data drops at Mid Valley Campus.
  - Camera projects at Nursing & Allied Health and Starr Campuses.
  - Camera upgrades at Technology, Starr, and Nursing & Allied Health Campuses.
- Training:
  - Evacuation Procedure and Active Shooter Training presentation for Mid Valley Advisory Committee.
  - Evacuation Procedure Training presentation.
  - Protecting Yourself on Campus Training presentation.
- Staffing Requests, Assignment of Duties, and Other Personnel Issues:
  - Administrative Assistant Interviews; Hiring packet submitted.
  - Approving leave requests, time adjustments, and Time-Card hours on Time Clock system.
  - Finalizing the Police Lieutenant job description.
  - People Admin hiring process.
  - Police Dispatcher Interviews.
  - Police Lieutenant's position interview questions and interview committee.
  - Scheduling security guards 24/7 to ensure safety and security of all buildings and conducting door checks.
  - Updating hiring plan template.
- Purchases and Repairs:
  - Approving requisitions.
  - Department of Public Safety vehicle fleet.
  - FY2022 Proposed Budget to include capital funds for a parking/ticket writer software system.
  - Gator, patrol vehicle, and bus maintenance.
  - Maintenance invoices with Department of Public Safety staff.
  - Purchasing Department of Public Safety equipment for training.
- Shuttle Buses and Parking:
  - Adding notices to Jag Parking.
  - Monthly ridership report, monthly trip log report, and monthly driver manifest, which totals service hours driving and service miles.
  - Response to parking citation concerns.
  - Sending staff member a response to a concern regarding parking administrative citations.
- Other:
  - Clery Committee Meeting Presentation on Timely Warning Clery & Non-Clery Crimes.
  - Evacuation Procedure and Active Shooter Training for Mid Valley Advisory Committee.
  - Evacuation Procedure trainings.
  - Evacuation Virtual Presentation.
  - Introductory email regarding the 2018-2021 Safety and Security Self-Audit for the different members of the audit team.
  - Justification response for the business office regarding the decrease of fuel usage between December 2019-January 2020 and December 2020-January 2021.

- Ordering materials for COVID-19 signage.
- Protecting Yourself on Campus training.
- Replacing COVID-19 signs as needed.
- Reviewing Emergency Preparedness presentations before being presented.
- Sending Clery Committee meeting emails to invitees.
- Sending emails/letters to the 2018-2021 Safety and Security Self-Assessment Audit Team.
- Testing panic alarm locations at Mid Valley and Pecan Campuses.
- Updating the student/employee positive COVID-19 cases.

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

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Bid opening for construction proposals on District-Wide Deferred Maintenance of Roofs.
- Capital Improvement Proposals (CIP) projection budgets for Fiscal Year 2020-2021 meeting with department staff.
- Capital Improvement Proposals (CIP) projection budgets for Fiscal Year 2020-2021 meeting with Facilities Planning & Construction team.
- Facilities Planning & Construction Weekly Staff Meeting.
- Finance & Administrative Services Facilities and Planning Teams meeting to review Facilities Committee meeting agenda items and project statuses.
- Finance and Administrative Services Directors Teams meeting.
- March Facilities Committee Meeting and Board of Trustees meeting.
- Physical Science staff and Mid Valley Campus site coordinator meeting to discuss prep room at Nursing Allied Health Building B.
- President's Administrative Staff Teams Meeting.
- Presidential Search Open Forum.
- Property for sale meeting discussion.
- Training "New 2021-2023 Institutional Effectiveness Plan Cycle - For Budget Development."
- <u>Pecan Campus:</u>
  - Building M Generator Replacement-attended kickoff meeting and issued notice to proceed for design with Engineer, Facilities Operations & Maintenance, and Facilities Planning & Construction Staff.
  - Building M Generator Replacement-met with Facilities Planning & Construction staff to discuss information submitted by architect from Texas Gas Service to provide new service for the generator.
  - Library Renovation-attended a site-building walk-through with architect; attended meeting to review furniture layout with Library staff; attended meeting with architect to review the revised south façade design.
  - Library Renovation-attended meetings to discuss the March Board of Trustees meeting/recommendation.
  - Pecan Campus Library Renovation-attended review of Nursing Allied Health Campus portable building with Outreach staff to review proposed relocation area.
  - Sand Volleyball Courts Sand Replacement-attended Change Order #2 punch list walk-through with architect and contractor.
  - Sand Volleyball Courts-attended construction update meeting with contractor and architect.
- <u>Pecan Plaza:</u>
  - Kinesiology Renovations Phase I-attended bid opening for construction proposals.
- <u>Nursing and Allied Health Campus:</u>
  - Student Services Renovations-attended bi-weekly construction progress meeting with project team.
  - Student Services Renovation-attended meeting regarding graphics for Enrollment Area wall with representatives from Fast Signs.

- Technology Campus:
  - Building A and B Master Plan-attended meeting with architect and College staff to review comments for master plan.
- Regional Center for Public Safety Excellence:
  - Capital Improvement Projects-attended meeting to discuss the current year project priorities and scope with Regional Center for Public Safety Excellence staff.
  - Cityscape Remediation and Improvements-attended meeting with engineer and department staff to discuss asphalt paving issue related to the Hamburg Wheel test results; attended phone call with contractor to discuss additional warranty period; attended phone call with legal counsel and department staff to discuss asphalt paving issue.
  - Shooting Range-attended schematic design review meeting with architect and College staff.
- Starr County:
  - Student Services Renovations-attended bi-weekly construction progress meeting with project team.
- District-Wide:
  - Floor Replacement-met with Facilities Operation & Maintenance and Facilities Planning & Construction staff review flooring spreadsheet.
  - Floor Replacement-met with Facilities Planning & Construction staff to review preliminary floor plans and spreadsheets.
  - Interior Building Wayfinding Signage-attended bid opening.

PROJECTS IN PROGRESS:

- April Facilities Committee Meeting agenda and draft packets; worked on backup information for packet.
- April Facilities Committee Meeting agenda and draft packets; worked on backup information for packet.
- Facilities Planning & Construction Comprehensive Operation Plan with Bradley Davis.
- Facilities Planning & Construction Hiring Plan.
- Facilities Planning & Construction Staffing Plan Requests.
- Furniture quote requests.
- Interviews for Facilities Planning & Construction secretary; performed the reference checks for the secretary candidate.
- Invoices, change orders and pay applications, and construction submittals from various Architects, Engineers, and Contractors.
- Issuing the next steps in the process for Fiscal Year 2021-2022 Capital Improvement Proposal requests.
- Legal Counsel log for February.
- March Facilities Committee meeting draft agenda and write-ups.
- Project Fact Sheet updates.
- Project Status and Gantt Chart for March Facilities.
- Review and approval of Work from Home reports.
- Review of applications for Facilities Planning & Construction secretary.
- Review of applications for Facilities Planning & Construction secretary.
- Review of March Board packet to prepare for the Board meeting.
- Revised letter for the Independent School District Portable Buildings.
- Space Modification requests.
- Updating the Property/Casualty Insurance Property Schedule as requested by Accountability, Risk, and Compliance Department.
- Work from Home schedule for the first two weeks of March.
- Pecan Campus:
  - Arbor Brick Columns Repair and Replacement-performed 1-year Warranty Walk-through with architect, contractor, and College staff.
  - Building G Physical Science Classroom Conversions-reviewed Owner-Contractor agreement provided by architect.

- Building G Physical Science Classroom Conversions-worked on evaluations for construction proposals.
- Building G Physical Science Classroom Conversions-worked on Fact sheet for Facilities Committee packet.
- Building M Generator Replacement-work on review of Renewal and Replacement project budgets.
- Building M Generator Replacement-worked with consulting Engineer to determine soil test location and requested proposal from testing consultant; worked on submitting forms requested by Texas Gas Service.
- Library Renovation-worked on compiling information requested by architect for furniture infrastructure.
- Proposed Continuing Education Grant-worked on information for possible acres needed for the facility.
- Proposed Continuing Education Grant-worked on responses for Preliminary Engineering Report and Environmental Report.
- Sand Volleyball Courts Sand Replacement-performed site visit to verify status of construction progress.

- Pecan Plaza:
  - Building A Human Resources Flooring Replacement-worked on request for quotes documents.
  - Kinesiology Renovations Phase I-worked on evaluations for construction proposals.
  - Kinesiology Renovations Phase I-worked on review of construction drawings and specifications.
  - Kinesiology Renovations Phase I-worked on updating addenda to As-built office set of drawings.
- Nursing and Allied Health Campus:
  - East Building A Stair Repairs Replacement-worked on review of Engineer's proposal with updated language.
  - Stair Repairs and Replacement-worked on reviewing consulting engineers' proposal for evaluation of existing stairs.
  - Student Services Renovations-performed site visit to conduct substantial completion walk-through and punch list; worked on providing plans to College staff as requested for installation of cameras.
  - Student Services Renovations-performed site visit to verify status of construction progress.
  - Student Services Renovations-worked on review of contractor change orders; worked on review of construction documents to verify allowances that were removed.
- Regional Center for Public Safety Excellence:
  - Additional Chiller Installation-worked on memo for Engineer's proposal and standard agreement.
  - Additional Chiller Installation-worked on review of Engineer's proposal and service agreement; forwarded to Purchasing for final review.
  - Canopies for Students/Instructors-worked on preliminary design of floor plan and exterior view.
  - Canopy for Safety Training Vehicles-worked on preliminary design of floor plan and exterior view.
  - Cityscape Remediation-worked on compiling correspondence related to the asphalt paving mix results.
  - Cityscape Remediation-worked with Engineer on final completion documents and reviewed material testing invoices.
  - Shooting Range-worked on review of updated preliminary schematic design plans and preliminary construction cost estimate; provided requested information to President's Office.
  - Site visit to verify site conditions with Engineer.
- Starr County:
  - Student Services Renovations-attended bi-weekly construction progress meeting with project team.
  - Student Services Renovations-performed site visit to conduct substantial completion walk-through and punch list; worked on providing plans to College staff as requested for installation of cameras.
  - Student Services Renovations-performed site visit to verify status of construction progress.
- Technology Campus
  - Buildings A and B Master Plan-worked on review of schematic design.
- District-Wide:
  - Automatic Door Openers-performed site visits with consulting Engineer.
  - Automatic Door Openers-worked on coordination of site visits with consulting Engineer and campus administrators.
  - Deferred Maintenance of Roofs-worked on fact sheet and site maps.
  - Deferred Maintenance of Roofs-worked on review of drawings and specifications from architect; participated in the evaluation of construction proposals with architect and College staff.
  - Deferred Maintenance of Roofs-worked on updating addenda to As-built office set of drawings.

- Facility Signage-worked on interior signage Request for Quotes addendum items; worked on review of plans and bid documents.
- Floor Replacement-worked on floor plans and spreadsheets for review with Facilities Operation & Maintenance and Facilities Planning & Construction staff.
- Interior Building Wayfinding Signage-performed walk-through of existing signage with potential bidders.
- Screening of District-Wide Equipment-worked on review of construction proposals.
- Screening of District-Wide Equipment-worked on specifications and drawings needed for the Request for Quotes.

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

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Clery Meeting to discuss the responsibilities of the committee with the Chief of Police at South Texas College.
- Deferred Maintenance of District-Wide Roofs meeting with the Project Manager for Facilities Planning and Construction.
- District-Wide Flooring Replacement meeting with the Manager for Facilities Planning and Construction.
- Facilities Operations and Maintenance Managers Teams meetings to gather department updates.
- Facilities Operations and Maintenance Support Staff meeting via Microsoft Teams.
- Finance and Administrative Services Directors meeting to provide department updates with the Vice President for Finance and Administrative Services.
- Finance and Administrative Services Safety meetings to provide department updates with the Vice President for Finance and Administrative Services.
- Mid Valley Campus tour with the Vice President for Finance and Administrative Services.
- Motorola Radio Communication processes in place at UTRGV meeting with the Chief of Police at South Texas College.
- Pecan Campus Building M Generator Replacement meeting with the Project Manager for Facilities Planning and Construction.
- Policy Draft meeting with the Director for Accountability Risk and Compliance.
- President's Administrative Staff meeting to provide department updates with Campus Administrators.
- Regional Center for Public Safety Excellence meeting to discuss irrigation with landscaping vendor.
- Regional Center for Public Safety Excellence meeting to discuss Proposed Concrete Pad around the Training Fire Hydrant with the Facilities Planning and Construction Manager.
- Review Case with the Director of Human Resources.
- Safety Committee meeting to discuss committee charter, purpose of the committee, and reoccurring agenda items with the Director for Accountability Risk and Compliance.
- Siemens meeting to discuss the building automation system with the vendor.

PROJECTS IN PROGRESS:

- <u>Operations Contract Department:</u>
  - Pecan Campus
    - Repaired generator at Building M; awaiting quote for reconnection.
  - Mid Valley Campus
    - Met with fencing vendor to discuss replacing damaged chain link fence; awaiting landscapers to clear weeds from area.
  - Regional Center for Public Safety Excellence Campus
    - Completed irrigation of new landscaping area.
  - District-Wide Campuses
    - Began replacement of all plants due to the freeze.

- Completed all fire inspection repairs.
- Completed fire inspection reports.
- Completed typical pest control issues and equipment rentals.
- Repaired winter storm backflow issues.
- Uploaded fire inspection reports to OneDrive.

- Custodial Department:

Duties	Number of Requests
Set-Ups	206
Moves/Relocations	50

- Maintenance Department Work Orders and Expenditures:

Classification	Work Orders Completed	Cost
Carpentry	142	$11,193.86
Electrical	87	$4,177.03
Energy Management	29	$1,622.54
HVAC	81	$21,041.39
Locksmith	62	$1,484.41
Painting	19	$851.20
Plumbing	80	$1,950.50
Plant Services		$7,263.77
Total Cost		**$49,584.70**
General Maintenance	2	
Total Work Orders	**502**	

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

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Insurance and Risk Management:
  - Documents for inclusion in Property/Casualty Insurance Request for Proposal with Director of Human Resources.
  - Incident reporting procedures and tools with Environmental Health and Safety Manager.
  - Incident reporting process with Risk Manager and Environmental Health and Safety Manager.
  - Incidents with Environmental Health and Safety Manager.
  - Insurance premiums and Property/Casualty Insurance Request for Proposal with Risk Management Consultant.
  - Student Insurance and Property/Casualty Insurance Request for Proposals timeline with Director of Purchasing.
  - Worker's Compensation for FY 21-22 with Human Resources Director, Business Office staff, and Texas Association of School Boards (TASB) staff.
  - Worker's Compensation metrics data with Benefits Manager.
- Vice President for Finance and Administrative Services:
  - Annual departmental risk assessments with Vice President for Finance and Administrative Services and office staff.
  - Emergency preparedness with Finance and Administrative Services Project Manager.
  - Human Resources process improvement project with Vice President for Finance and Administrative Services.
  - Title IX assignment and other items with Vice President for Finance and Administrative Services.
  - Title IX Maxient process and Title IX workflow with Finance and Administrative Services Project Manager.

- Winter storm assessment with Finance and Administrative Services Project Manager.

- Records Management and Retention:
  - Non-standard record retention and deviations from retention periods with Business Office staff and Accountability Assistant.
  - Non-standard record retention periods with Accounting Group Manager.
  - Non-Standard Retention Forms with records processing vendor and Accountability and Compliance Manager.
  - Record Coordinators Training material with Student Assessment staff and Accounting Assistant.
  - Records Management Program PowerPoint with Accountability and Compliance Manager.
  - Records Management Training material with Finance and Administrative Services Project Manager.
  - Retention periods for student accommodation records with records processing vendor.
  - Retention records with Dual Credit Program Project Manager and also with Counseling and Student Services staff.
  - Retention schedules and retention periods with Education Technologies staff.
  - Shredding services options with Human Resources Administrative Assistant.
  - Shredding vendor invoices with Business Office staff.
- Title IX:
  - Title IX Cases with Title IX Coordinator, Title IX Deputy Coordinators, and Title IX Liaisons.
  - Title IX Cases with Title IX Deputy Coordinators and Title IX Liaisons.
  - Title IX items with Director of Human Resources.
- Training/Webinars:
  - Attended the following trainings/webinars/webcasts/conferences:
    - Ambassadors Cross Training Academy; presented services offered by the Office of Accountability, Risk and Compliance.
    - Maxient Training Bootcamp.
    - Occupational Safety and Health Administration (OSHA) training on Introduction to Incident [Accident] Investigation.
    - Texas Association of School Boards (TASB) webinar on Fundamentals of Board Policy.
    - Title IX Advisor Training and Certification course.
- Other:
  - 2021-2023 Institutional Effectiveness Plan Cycle with Institutional Effectiveness Analyst.
  - Clery Act and Violence Against Women Act follow-up review with Public Safety and Transportation Services Manager.
  - College's COVID-19 Coronavirus webpage updates with Digital Service Developer.
  - Finance and Administrative Services (FAS) Director's meeting.
  - Finance and Administrative Services Officer Administrator interviews.
  - Hiring process map with Human Resources Director, Staffing and Recruiting Manager, and Accountability and Compliance Manager.
  - Institutional Effectiveness Analyst position with Search Committee members.
  - Microsoft PowerApps and Power Automate with Nursing and Allied Health Administrative Assistant.
  - NeoGov Implementation Kickoff meeting.
  - Policy #4213 Drug-Free Workplace and Campus with Director of Human Resources.
  - President's Administrative Staff meeting.
  - Record Coordinator Training sessions.
  - Re-schedule of shredding servicing dates for College Semester Break closure with vendor.
  - Safety and Security Audit and table-top exercises with Chief of Police.
  - Safety Team meetings to discuss COVID-19 safety measures and created corresponding Minutes for the meeting.
  - Texas House Bill 2085 with Texas Association of School Boards (TASB) Policy Specialist.
  - Time and Effort Report with Human Resources Records Technician.
  - Weekly huddle meetings with departmental staff.
  - Winter storm assessment with Comptroller.

PROJECTS IN PROGRESS:

- Insurance:
  - Annual Departmental Risk Assessment Notice for administrators.
  - College-wide incident investigation reporting procedures draft.
  - Current and future state flowcharts on incident reporting.
  - Incident investigation form.
  - Incident investigation reports.
  - Incident reporting process maps.
  - New incident reporting form.
  - Property/Casualty Insurance Request for Proposal.
  - Student Insurance Request for Proposal.
  - Workforce Student Accident Insurance Report.
- Records Management and Retention:
  - Cross-referenced Texas State Library and Archives Commission (TSLAC) retention schedules with assigned retention processing vendor record series numbers.
  - Department Records Inventory template.
  - Itemized list of record retention boxes to be relabeled by retention processing vendor.
  - Record Retention Processing Reports.
  - Records Management Program PowerPoint presentation.
  - Records Management SharePoint website updates to include Record Coordinators training material.
  - Retention Center walk-through to identify retention boxes for discussion with retention processing vendor.
  - Retention periods for student accommodation records.
- Title IX:
  - Title IX Advisor List.
  - Title IX Advisor Registration Training List.
  - Title IX Case Status Report updates.
  - Title IX Closed Case Letters.
  - Title IX Closed Case Report.
  - Title IX College webpage updates.
  - Title IX Complaint Resolution Procedures and flowchart.
  - Title IX Master Case List updates.
  - Title IX Maxient flow chart process.
  - Title IX Resource Guide.
  - Title IX Senate Bill 212 Quarterly Report.
  - Title IX Team Roster.
  - Title IX Transition Action Plan.
- COVID-19:
  - Centers for Disease Control and Prevention (CDC) guidance on COVID-19.
  - COVID-19 Coronavirus Information College webpage updates.
  - COVID-19 issues for discussion with new Crisis Management Team.
  - COVID-19 Safety Protocols updates.
  - COVID-19 Time and Effort Report Procedures.
  - Microsoft PowerApps COVID-19 Time and Effort Report.
- 87th Texas Legislature Regular Session:
  - 87th Texas Legislature Regular Session Matrix updates.
  - Review of House Bill 1687.
  - Review of House Bill 2085.
- Other:
  - 2021-2023 Cycle Institutional Effectiveness Plan Cycle.
  - Accountability, Risk, and Compliance PowerPoint presentation for Ambassadors Cross Training Academy.
  - Compliance and non-compliance items for 86th Texas Legislature Texas Senate Bill 18.

- Departmental Budget for FY 2022.
- Departmental Staffing Plan for FY 2022.
- Environmental Health and Safety Coordinator position job description.
- Faculty and Administrators Cost and Productivity Study Board motion.
- Finance and Administrative Services Policy Inventory list.
- Items for the initial Safety Committee meeting.
- Policy #4213: Drug-Free Workplace and Campus Board motion.
- Revisions for full-time staff hiring current state process map.
- Revisions for Policy #4213: Drug-Free Workplace and Campus; researched Texas colleges on alcohol policies.
- South Texas College Policy Inventory list.
- Status updates on review of Clery Act and Violence Against Women Act.
- Talking points on February 2021 winter storm.
- Test work matrix for 86th Texas Legislature Texas Senate Bill 18.
- Worked on monthly activity reports, reviewed invoices, monitored Banner Workflow requests, prepared requisitions and work order requests as needed.

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

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Acknowledged eight (8) 1295 Forms with the Texas Ethic Commission
- Attended March Finance Committee Meeting and Regular Board Meeting.
- Completed the monthly account reconciliation for nine (9) accounts/budget.
- Conducted a staff meeting via teams to discuss the working from home, employee travel, enrollment, and budget.
- Participated in several TEAMS meetings with the Vice President for Finance and Administrative Services and the Division Directors.
- Participated in the Presidential Search Committee Forums
- Prepared two (5) contract renewal vendor notification letters for the March Finance Agenda.
- Prepared, reviewed, and revised Construction related items and supporting documentation for the Board of Trustees and Facilities Committee packets.
- Prepared, reviewed, and revised Purchasing agenda items and supporting documentation for the Board of Trustees and Finance, Audit, and Human Resources Committee packets.
- Reviewed and negotiated changes to fifteen (20) vendor agreements/contracts.

PROJECTS IN PROGRESS:

- <u>Purchasing Department:</u>
  - Approved six hundred thirty (630) online Banner requisitions.
  - Completed four (4) travel authorizations.
  - Conducted Public Bid Openings for the following:
    - Request for Proposals: 20-21-1030 Vehicle Maintenance and Repair Services
    - Request for Proposals: 20-21-1031 Audio Visual Equipment for Special Events
  - Created or updated eighty-four (84) new/exiting vendor W-9 forms, which were created or updated in Banner.
  - Disapproved two hundred eighty-four (284) online Banner requisitions.
  - Prepared the following Request for Proposals/Quotes/Qualifications:
    - Request for Proposals: 20-21-1032 Accounts Payable Automation System
    - Request for Proposals: 20-21-1033 Medical Office Skills Training
    - Request for Proposals: 20-21-1034 Small Business Skills Training
    - Request for Proposals: 20-21-1035 Audio Visual Equipment for Classroom Upgrade
    - Request for Proposals: 20-21-1036 Audio Visual Equipment for Classroom Upgrades II
    - Request for Proposals: 20-21-1037 Audio Visual Equipment for Digital Signage, Parts, and Supplies

    - Request for Proposals: 20-21-1038 Dual User Virtual Reality Welding Training Simulator
    - Request for Proposals: 20-21-1039 Mail Services
    - Request for Proposals: 20-21-1040 DHSI Grant Consultant
  - Processed change orders for goods and services.
  - Processed five hundred ninety (590) purchase orders.
  - Reviewed and updated Department procedures as needed.
  - Submitted nine (9) new records and updated thirteen (13) existing records to the Legislative Budget Board to report professional services contracts at $14,000 and above and all contracts at $50,000 and above.
- Fixed Assets Department:
  - Reviewed all assets purchased since April 1, 2021, as follows:
    - Adjusted thirty-four (34) assets in Banner for the month of March.
    - Approved forty-seven (47) assets through March 15, 2021.
    - Conducted the monthly inventory spot check for Library Books.
- Receiving Department:
    - Completed fifteen (15) faculty/staff moves in March.
    - Completed four hundred thirty-two (432) deliveries (purchase orders and complimentary books) and seven thousand two hundred eighty-six (7,286) packages/boxes.
    - Prepared eighty-seven (87) pallets of surplus for auction.
    - Received and posted three hundred eighty-four (384) purchase orders in Banner.
    - Transferred/relocated two thousand four hundred fifty-four (2,454) assets and/or boxes as per move/set up request forms.
- Mail Services/Copy Center:
  - Processed the following mail and copy requests:
    - Business Office / Cashiers - $232.22
    - Continuing Education - $330.96
    - Financial Aid - $4,276.32
  - Completed eighteen thousand three hundred twenty-six (18,326) copies at the copy center for the month of March.
  - Mailed out a total of twenty-five thousand three hundred twenty (25,320) letters, and of those, five hundred seventeen (517) letters were returned to South Texas College due to incorrect addresses.

HUMAN RESOURCES - LAURA REQUENA, DIRECTOR, AND STAFF

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Benefits/Covid-19 Chat Team Training, HRIS/HR Records Chat Team Training, Careers Site/General HR-Inquiries Chat Team Training, and Payroll Chat Team Training. Explained how to add Live Chat to your Teams personal workspace, Configuration for Live Chat, setting up Live Chat channel notifications, the chat widgets (What they look like and how they function), Interactive cards in Teams channels, and Responding to chats.
- Business Office analyst meeting to assist with PowerApps development for Business Office.
- Business Office analyst meeting to continue debugging Business Office's Form App.
- Business Office analyst meeting to discuss PowerApps development and debug Business Office's Form App.
- Changes and pending items with Human Resources Assistants.
- Client Services and HRIS Manager meeting to discuss training on the Social Intents Live Chat feature and its integration with MS Teams.
- Client Services meeting to discuss the email sorting workflow for Human Resources' Social Intents Chat Transcripts. Provided a copy of the workflow.
- COVID-19/Benefits chat team training regarding integration of live chat on South Texas College website.
- Distance Learning Team meeting to demonstrate the Work from Home (WFH) PowerApps functionality and provide recommendation on PowerApps development.
- Facilitation Meeting with Human Resources Director.

- Hiring process meeting with Human Resources Director.
- Human Resources Adjunct Meeting via Teams to discuss some Lecturers who were hired for Fall 2020/Spring 2021 but returning as Adjunct for Spring 2021 with Dean of Business, Public Safety and Technology, Department Chair(s), Human Resources Payroll Department, and Human Resources Staffing Department.
- Human Resources Assistant Interviews with Search Committee.
- Human Resources Assistants meeting to discuss pending items and assign tasks.
- Human Resources Bi-Weekly Meeting with Vice President of Finance and Administrative Services and Human Resources Management.
- Human Resources Departmental Meeting via Teams for Departmental updates.
- Human Resources Payroll Specialist Interviews at the Office of Human Resources.
- Human Resources Payroll Specialist Search Committee Meeting via Teams to review applicant pool.
- Implementation with Human Resources Director.
- In-person training meeting with Human Resources Benefits staff regarding the calculation of the faculty pay rate. The worksheet necessary was updated, and detailed information was shared regarding the monthly log spreadsheet when an employee is out on leave.
- Institutional Effectiveness Meeting to review Human Resources future goals with Director of Institutional Effectiveness, Assessment and Accreditation and Human Resources Management.
- Learn Implementation #1 meeting with Finance and Administrative Services Project Manager.
- Learn Implementation #2 meeting with Finance and Administrative Services Project Manager.
- Learn Implementation #3 meeting with Finance and Administrative Services Project Manager.
- Learn Implementation #4 training with Finance and Administrative Services Project Manager.
- Live Chat training meeting for Human Resources Assistants with Client Services Analyst III.
- Logistics and training meeting with Human Resources Managers.
- Monthly (Banner Update Group) BUGs meeting. The Chief Information Officer (CIO) informed us of the auditor's findings on Banner access. We also discussed the scheduled monthly upgrades.
- Nursing and Allied Health Faculty Extensions Meeting via Teams to discuss 9-month and 12-month contracts with Vice President of Finance and Administrative Services, Interim Vice President Academic Affairs, Legal Counsel, Project Manager-Academic Affairs, and Compensation and Payroll Manager.
- Nursing and Allied Health faculty extensions Meeting via Teams to discuss the pros and cons on Nursing summer extensions with Compensation and Payroll Manager and Human Resources Payroll staff.
- Nursing and Allied Health Summer Extensions Meeting via Teams for communication on how to process Lecturer Hour Equivalent hours per course taught with Academic Affairs administration, Nursing and Allied Health Faculty and Staff, and Human Resources.
- One-on-one training with Human Resources Payroll Specialists regarding adjustments and documentation of adjunct and overloads assignments throughout the month.
- Payroll Chat Team Training via Teams to learn the new feature and process with Human Resources staff and Human Resources Records Technician.
- Presidential Search Announcement and Invitation meeting – Progress Report #1 with Recruiting Firm Representative.
- Prime Faculty Search meeting with Vice-president of Academic Affairs to discuss hiring faculty for out of state position.
- Procedures for Applicants 16 – 18 years old meeting with Interim Director of Human Resources.
- Records Management Training - Session #2.
- Recruitment Plans meeting with Human Resources Interim Director.
- Reimplementation of PeopleAdmin meeting with Interim Director of Human Resources and Human Resources Information Systems Manager.
- Review of active cases received meeting with the Director of Human Resources.
- Safety Committee meeting regarding COVID-19 procedures.
- Social Intents Live Chat feature training and integration meeting with Human Resources Assistant Team and with Records Technician.

- Staffing Plan Request Meeting via Teams to discuss funding options for regular positions and any future full-time temporary positions with Vice President of Finance and Administrative Services, Compensation and Payroll Manager, and Staffing and Recruiting Manager.
- Staffing Plan request meeting with Vice President of Finance and Administrative Services.
- Telephone hearings for cases with the Texas Workforce Commission (TWC).
- Texas Workforce Commission (TWC) of potential fraud meeting with employees.
- Time Clock Plus 2 Human Resources Approval Feedback Meeting via Teams to review approval process, who to designate as level of approvals and provide feedback on additional fields to add to ease on the approval process with Business Office and Human Resources.
- Title IX Advisor Training meeting with ATIXA Representative.
- Title IX Advisory Training.
- Trainer Access alternatives meeting with Trainer Supervisor and Human Resources Director to discuss TEAMS meeting with Trainer Supervisor, Assistant CIO and Infrastructure and Software Development, and Human Resources Director.
- Trainer Access meeting with Director of Professional and Workforce Education.
- Trainer Access meeting with Trainer Supervisor and Human Resources Director.
- Trainer Supervisor meeting to discuss incorrect information on Notice of Employment.
- Training with Ellucian on Missouri State Tax setup on Banner 9.
- Vacant positions meeting with Interim Director of Human Resources.

PROJECTS IN PROGRESS:

- Completing Texas Workforce Commission (TWC files).
- Continuation of I-9 internal audit.
- Correcting inactive address's due to Self Service for March Paychecks.
- Covid-19 Time and Effort Report app (Re-Configuration of WFH V2)
- Covid-19 Time and Effort Report Workflow – Final stages of development.
- Creating Magic Report.
- Department of Labor Employee count on the payrolls for March 2021.
- Emergency Paid Sick Leave worksheets for the month of March.
- Employee Relations cases and reviews.
- Employee Retirement System Reconciliation Report for the month of February.
- Exit Interviews for staff resigning from the college.
- FY2021-2022 Auxiliary Staffing Plan.
- Hiring plan for Human Resources department updates.
- Human Resources Department updates for submission to Finance and Administrative Services office for the FY2022 Staffing Plan.
- March monthly and semi-monthly payrolls.
- Missouri State Tax setup on TEST8.
- Out of state Faculty positions research and job description updates.
- Presidential search, research, and advice for advertisement.
- Requesting ticket Letter of Appointment for Faculty that has worked less than one year.
- Staffing department reports to keep monthly activity metrics.
- Submission of the 1094C and Manifest file to the IRS system.
- Teacher Retirement System adjustments, including Employee Demographic 40's and Teacher Retirement System employee eligibility status and activated benefit code for new hires on Banner system.
- Teacher Retirement System Employment After Retirement Report.
- Updating current vacancies reports to prepare for the FY2021-2022 Staffing Plan.
- Updating current vacancies reports to prepare for the FY2021-2022 Staffing Plan.

- Vacation Settlement worksheets for the month of March.
- WFH Submission App V2
- WFH Submission Workflow – Final stages of development.
- Worked, completed, and submitted FY2019-2020 Integrated Postsecondary Education Data System.

- Systems/Reporting:
  - Visio charts:
    - Published: 0
    - Updated: 0
    - Created: 0
  - Information Services and Planning (IS&P) Issues:
    - Assigned: 9
    - Resolved: 7
    - Currently Open: 11
  - PeopleAdmin Issues:
    - Assigned: 2
    - Resolved: 2
    - Currently Open: 0
- Report Development:
  - Worked on 18 reports this month:
    - 9 – Internal Report Requests
      - 1 Human Resources – Payroll
      - 1 Human Resources – Staffing
      - 3 Human Resources – Benefits
      - 4 Human Resources – Director of Human Resources
    - 9 – External Report Requests
      - 3 Academic Affairs
      - 1 Executive Director for Resource Development, Management and Compliance
      - 3 Finance and Administrative Services – Vice President
      - 1 Office of the President – Open Records request
      - 1 Research and Analytical Services

Faculty Staffing	**Count**
Position requests w/job descriptions	7
Positions posted	7
Positions reposted	0
Positions extended	1
Positions canceled	2
Search committees' forms requested	0
Search committees assigned	0
Hiring proposals reviewed (HR Staffing Review workflow)	0
Job offers	0
Review Adjunct/Dual Credit applications	0
Faculty	0
Lecturers	0
Adjuncts/Dual Credit	0
Positions filled	0
PeopleAdmin user updates	0
Advertisements placed (Monitor, Town Crier, etc.)	7
Email Activation/Deactivation	0

Faculty Staffing	Count
SOAPCOL	0
PEAFACT	0
Resignations/Terminations	1
Faculty	0
Lecturers	0
Adjuncts/Dual Credit	0
Transcripts	
Requested from Admissions	0
Reviewed in PeopleAdmin	0
Notices (1st, 2nd & Final notice)	0
Extension requests	17
Credential entered in credential database Faculty/Staff	
Vacancy Reports completed NOE course and Rate Review	0
Educational Supplements (Review, log, memo, send to payroll and faculty)	1
New hire/re-hire/transfer files (closing onboarding process) track transcripts	0
Purged Monthly Adjunct Applications	0
Purged Non-STC Employee Transcripts	0
SACS Audit	0

Support	Count
Front Desk	
Visitors Assisted	45
E-Verify	
Cases submitted	10
TNC cases	0
Form I-9	
Banner entry/updates (PEAEMPL)	10
Requests	0
Name changes	0
Revisions	0
Updated employment authorization documents	1
Emails for expiring documents	1
Applications	
Processed Online	243
Processed Paper	30
Postings	
Closed (Online)	15
On Boarding	
New Hires	6
Transfers	4
Returning	4
Adjunct	0

Records	Count
Record Requests: Internal Files Processed (personnel/transcript/other)	22
Record Requests: External	3
Records Filed (by page)	1,115
Files Scanned & Indexed	354
New Hire/Active Personnel Files Prepared	13
New Hire/Active Transcript Files Prepared	13
Termed Personnel Files Prepared	0
Termed Transcript Files Prepared	0
Files Audited (by Records)	300
Special File Requests (HR Director, Auditor, etc.)	0
Special File Requests Returns Processed (HR Director, Auditor, etc.)	0
WFH - Activity Reports Received and Logged	910
Employment Reference Checks Logged	12
Active Files Moved to Termed (personnel/transcript)	0
"Missing" files found	0
Boxes to Record Retention (purged)	0
Files Moved Back from Storage Room	6
WFH Automation Workflow and Front-end User System	V2 complete Pending documentation completion
WFH Automation - Index to Xtender	Pending
Records Request Automation User Interface	Complete
Records Request Automation Workflow	Complete

Staffing/Staffing Support (Staff)	Count
Position requests	21
Job Descriptions reviewed and approved	7
Positions posted	15
Positions reposted	1
Positions extended	6
Positions canceled	1
Search committee forms requested	7
Search committees assigned	23
Hiring proposals reviewed (HR Staffing Review workflow)	16
Job offers	9
New Hire Email Notifications	
Full-time staff	9
Part-time staff	8
Trainers	3
Positions filled	1
PeopleAdmin user updates	9
Advertisements placed (Monitor, Town Crier, etc.)	2
Resignations/Terminations	
Full-time staff	15

Staffing/Staffing Support (Staff)	Count
Part-time staff	6
NOE's	
Full-time temporary staff	1
Part-time staff (WS)	5
Part-time staff (DW)	53
Trainers	52
Temporary Agency Employees	
Request	1
Replacements	2
Assignment Extension	1

Employee Relations	Count			Count	
	FYTD	MTD		FYTD	MTD
DPS CCH Background Checks	201	30	TWC Claims	102	20
Fingerprints	64	13	Open Records Requests	6	0
DPS Driver Eligibility Checks	44	0			

Benefits	Count
New Hire Orientations Full-Time	0
New Hire Orientation Part-Time	4
Internal Transfers	3
Benefits Credits/Collections	4
TRS ED Records reported	200+
TRS RR Records reported	14
TRS Prior Yrs. of Svc Verifications	1
Texa$aver 457/403B Accounts	1
Faculty (Adjunct, Temporary)	3
Exits	
Staff (Direct Wage, Part Time)	6
Full Time	0
Retirees	
FMLA Requests	
New	2
On-Going Cases	14
Closed	5
FMLA Intermittent Requests	
New	0
On-Going	12
Closed	0
Approved Leave of Absence	
New	3
On-Going	3
Closed	0
Workers Compensation Claims	
New	2

Benefits	Count
On-Going Cases	6
Closed	0
Tuition Reimbursement Applications Processed	1
Tuition Reimbursement Applications ready for payment	0
Tuition Grant Applications	
Employee	20
Dependent	0
Promissory Notes	2
Sick Leave Pool Enrollment	0
Sick Leave Pool Termed	2
Sick Leave Pool Donations	3
SECC-State Charitable Deductions	0
Letter/Appointment FT AM/EX	0
Medical Support Orders	3
ERS Changes	7
Vacation Settlement Worksheets	9

Payroll	**Count**
PDR Notifications	231
Direct Deposit Transactions	18
Full Time	3
Direct Wage/Work Study/Trainer	
Resignations	
Full Time	9
Direct Wage/Work Studies	15
Garnishments	47
State Charitable Deductions	81
TXOAG Reporting	
Payroll DOC/ADJ/SLP Worksheets	
New Hires, Rehires, Transfers	
Name Changes	
Address Changes	1
Form W-4 Changes	26
FY21 Staffing Plan Salary Inc Rev	
Verification of Employment	
Forms processed	26
TWC	
Letters sent	1
Phone Calls	15
Cell Phone Stipends	
Adjunct Leave Forms	
NOE	
Letters of Appt Verification and Matching	
Direct Wage	88
Work Study	8
Adjunct	6
Overload	38
FLAC Dual Credit assignments reviewed	995
FLAC entries reviewed and applied	1,005
Trainers	83
Dual Enrollment	23
Fac. Salary Retro-Pay Adj	
Fac. Base Salary Pay-Off	
Faculty Base Salary Month Ext	
Full-time Regular Faculty Pay-Off	
Faculty Special Assignment Other	
Special Assignments	13
Course Based Compensation including Chair/Dean Stipends and approved Faculty Special Assignments	21
Staff Special Assignment	
Large Class Payments	
11/12 Salary Pay off	
Educational Increase	3
Certification Stipend	
PeopleAdmin Transactions	
Approvals	4
Hiring Proposals	3

Payroll Worksheets	28
Move Request Updates	12

Report Development	Count
Internal Reports	0
External Reports	0
• Faculty Data – counts for adjunct and teaching exempt staff for Integrated Postsecondary Education Data System (IPEDS) part that Institutional and Effectiveness submits.	0

Academic Affairs

OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

TO:	DR. DAVID PLUMMER, INTERIM PRESIDENT
FROM:	DR. ANAHID PETROSIAN, INTERIM VICE PRESIDENT FOR ACADEMIC AFFAIRS
DATE:	APRIL 21, 2021
SUBJECT:	ACTIVITY REPORT FOR MARCH 1, 2021 – MARCH 31, 2021

DR. ANAHID PETROSIAN
INTERIM VICE PRESIDENT FOR ACADEMIC AFFAIRS

IVPAA ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Held several meetings with Academic Leadership Team
- Attended weekly Cabinet Meetings and scheduled PAS and PDC Meetings
- Participated in Hiring Committee for Starfish Administrator, various dates
- Met to discuss Fort Hood RFP, March 1, 9 & 12
- Facilitated meeting to discuss promotion of bachelor degrees and student experience at STC, March 1
- Participated in meeting to review Prospective Dual Credit Faculty Interview Outcome Forms, March 4
- Met to discuss logistics for National Summit for DCP presentation, March 4
- Orientation for faculty participating in Priority 3: Student Success Initiative, March 5
- Met with Interim President and VPs to discuss development of STC Foundation, March 5
- Presented at the National Summit for Dual Credit Programs, March 8
- Met to discuss developing credential recognition for Occupational Skills Awards, March 8
- Met with Deans and RAS to discuss Spring enrollment, March 8
- Attended EWD Committee Meeting, March 9
- Met to discuss Distance Learning staffing plan, March 11 & 29
- Met with OPOD to discuss Fall 2021 events, March 12
- Participated in Advance Work meeting in preparation for Texas Pathways Project, March 12
- Met to discuss an update on Cosmetology Program, March 22
- Facilitated IE Plan Development meeting, March 22
- Discussion regarding Advertising for HEERF Allocations, March 23
- Met with ADN program faculty to discuss LHE chart and calculations, March 24
- Held the Academic Council Meeting– March 29
    - Graduation Ceremony Information for May and December
    - DC Interlocal Agreement
    - Department Name change from Speech to Communication
    - Review of New Non-Credit Certificate: Production. Logistics, and Maintenance Technician
- Participated in CoARC Reaffirmation Virtual Site Visit, March 30-31

PROJECTS COMPLETED OR IN PROGRESS:

- Working with Dean for BPST division reorganization, reducing 3 program chairs and combining smaller programs under one chair
- Working with Juan Carlos Aguirre on several requests
    - Conversion of CE courses to online modules
    - Finalizing guidelines to convert CE WECM courses to WECM Credit
- Continued to follow up with the CE, IT, Grants, and Business Office to discuss the option to move funds from CE and IT to Distance Learning to cover the services provided.
- Message to School Districts regarding the Fall course offerings and safety protocols
- Finalizing the Interlocal Agreement for Dual Credit Program
- Monitoring the budgets for the FY 21 instructional pools
- Working on the Budget and Staffing Plan for FY22
- Continued working with IEA to review Academic Affairs Institutional Effectiveness Plans and Comprehensive Operational Plans for the division
- Working with Deans to develop a list of departments that will go through review for possible workforce reduction for Fall 2021
- Monitoring the Summer and Fall 2021 semester course offerings
- Coordinating the RFP for Fort Word – courses
- Coordinating STC & UTRGV Collaborative activities
- Coordinating a Process Review of Bachelor Programs recruitment
- Working on Developing a GUIDE for each Meta Major
- Implementing the COP for the division
- Working on NAH process and procedures to update the pay plan
- Implementing Action Plan for 2020-2023 Academic Affairs Strategic Priorities
- Working with Continuing Education and Industry Training processes for utilizing Distance Learning to develop online modules for them
- Continue working on Faculty Cost analysis
- Developing a process to recruit and hire online faculty
- Implementing Guided Pathways Project
- Academic Affairs Risk Management Plan
- New Program Development Proposals
- STC Competency-Based Program Development Manual
- Developing guidelines and templates for the division
- Updating all manuals and reports for the division
- Developing the Handbook of Operating Procedures Template
- Classroom Inventory Report and Classroom Usage Report
- Working on scheduling dashboard

SARA LOZANO
DIVISION DEAN – BUSINESS, PUBLIC SAFETY, AND TECHNOLOGY

DIVISION DEAN'S REPORT:

- CIP Meeting for activities at the Regional Center for Public Safety Excellence, March 1
- Census Data Discussion, March 1
- Attended the Presidential Search Forum, March 2-3
- Jaguar Connection Day Planning Meeting, March 3
- Records Management Training and Workshop, March 3
- Discussion with Rebecca De Leon and Tony De La Cruz regarding Early College Programs, March 3
- Meeting to review and update procedures for the Kenedy Scholarship, March 4
- Meeting to review prospective dual credit faculty interview outcome forms, March 4
- Spring 2021 Program Chair Update by Dual Credit Programs, March 5
- Master Planning Meeting at the Regional Center for Public Safety Excellence, March 5

- OSA Recognition Discussion, March 8
- ARTchitecture Open House Presentations, Roundtable Virtual Event, March 9
- BSPT Division and Technology Campus Meeting, March 10
- WECM Advisory Subcommittee Meeting for Special Topics/Local Needs courses, March 10
- Pharr EDC Foundation Workshop, March 11
- President's Administrative Staff meeting, March 12
- Update on the progress of Cosmetology Program Development, March 22
- Attended NIMS Board of Directors Meeting, March 23
- Attended Workshop for 2021-2023 IE Plan Cycle, March 24
- Educating Future Law Enforcement Officers Discussion and Planning, March 24
- Held meeting with Program Chairs to discuss dual credit programs materials and supplies fees, March 24
- Attended Discussion of Dispatcher Training, March 24Status review for PLA Program alignment, March 25
- Held Dean's Meeting with Lab Assistants regarding Organizational Chart, March 29
- Attended meeting with Pharr Police Department regarding ongoing partnerships, March 29
- Attended Academic Council Teams Meeting, March 29
- Held Dean's Meeting with Secretaries regarding Organizational Chart, March 30
- Attended meeting with STC Environmental Health & Safety Manager, , March 30
- Participated in the STC Board of Trustees tour of Mid-Valley Campus, March 30
- Attended WECM Advisory Committee Meeting, March 31
- Attended Clery Committee Teams Meeting, March 31

Project Manager

- Census Data Meeting, March 1
- STC President Search Forum, March 2
- PLA Discussion, March 3
- Records Management Training, March 4
- Kenedy Scholarship Meeting, March 4
- Academic Affairs-Time on Task Documentation Guidance Session for Perkins V, March 4
- Division and Technology Campus Meeting, March 10
- Welding Equipment Request for Proposal (RFP) Meeting with Purchasing, March 10
- Law Enforcement & Public Safety Discussion, March 11
- Kenedy Scholarship Committee, March 22 & 24
- IE Plan 2021-2023 Workshop, March 24
- CIP Integrated Planning Meeting with Welding Program Chair, March 29
- Perkins Grant Meeting, March 31

Director of the Regional Center for Public Safety Excellence

- Presented certificates to students completing the Basic Corrections Course at the Hidalgo County Sheriff's Office Academy, March 15
- Confirmed a training class for RCPSE fire trainers regarding the Fire Car Simulator, March 22
- Hosted Continuing Education training course for Law Enforcement and presented certificates of completion, March 22-24
- Confirmed Bexar County Sheriff's Office Recruit Texas Campaign, March 23
- Discussion with Pharr P.D. in the use of their Academy License for a telecommunicator course at RCPSE still pending review by their advisory board, March 24
- Received and began evaluation of applicants for AA position, March 24
- Meeting to discuss telecommunicator training with City of Pharr partnership, March 24
- Meeting with fire trainer recruit, March 25
- Scheduled upcoming Law Enforcement training courses, March 25
- Meeting with fire trainer recruit / continue review of applicants, March 26
- Committee meeting on evaluating applicants for AA position at RCPSE, March 29
- Meeting and recruit Fire Trainer, March 30
- Coordinate with Facilities/Academy Chair on police vehicles assigned at RCPSE due to needed information for a canopy off of CIP'S approved, March 30
- Research on Telecommunicator Course / additional training that can be added to regular course, March 31

DEPARTMENT/PROGRAM REPORTS:

Architectural & Engineering Design Technology

- Program Chair, Assistant Chair and instructor attended Remote Pilot Certification Training at SOARD Solutions facility, March 1-5
- Department Chair attended Council of Chairs, March 2
- Assistant Chair and instructor attended the Salary & Benefits Committee Meeting, March 4
- Department Chair and Assistant Chair attended the Dual Credit Program Chair Update, March 5
- Assistant Chair participated in the AY 22-23 Academic Calendar Committee, March 5
- Program Chair and faculty attended meeting with Library Art Galleries for ARTchitecture Open House - Tech / Logistics, March 5
- AEDT In-person Dept Meeting to discuss Open House & Exhibit, March 5
- Department participated in the ARTchitecture/AEDT Open House Virtual Event, March 9
- Program Chair and Assistant Chair attended the BPST Campus Division Meeting, March 10

- AEDT Dept Meeting, March 12
- Program Chair and Assistant Chair attended the NEW 2021-2023 IE Plan Cycle – For Budget Development workshop, March 22
- Program Chair and Assistant Chair had an Exit Meeting with lab assistant, March 23
- Associate Professor attended the CBE Course Development Meeting, March 23
- Attended Dual Credit Materials and Supplies meeting with BPST Dean, March 24
- Program Chair and Assistant Chair attended College Wide Curriculum meeting, March 25
- Department participated in the Jag Experience Career & Job Expo, March 26
- Met with Assistant Chair and Associate Professor to complete IE Plan objectives for the 2022-2024 cycle, March 26
- Worked on Geospatial Engineering Technology Program Development, March 26 & 29
- Attended Perkins Meeting with BPST Dean, March 31

- Notified Kenedy Scholarship recipients of upcoming document submission deadline, March 31
- Meetings with faculty to discuss semester progress and any issues/concerns, March 29
- Reviewed Lab Assistant Staff Position qualifications, March 29

Business Administration - Careers

- Council of Chairs, March 2
- PLA Discussion Teams meeting with BPST Project Manager, March 3
- Program Chair Update Teams meeting hosted by Dual Enrollment, March 5
- National Summit for Dual Credit Program (NSDCP) Virtual Conference via Teams, March 7-9
- Division and Technology campus updates via Teams, March 10
- Meeting with Director of Learning Outcomes-Targeted PLO Improvement Plans for BUSA Academics & Careers, March 8
- ACCT and ECON OER's Teams meeting to discuss updates, March 11
- Video Production-Welcome & Program Overview Teams meeting, March 12
- SHRM GRV Teams Virtual Conference, March 24
- Review status of Programs Teams meeting, March 25
- Agenda Revision Teams meeting, March 25
- New 2021-2023 IE Plan Cycle Teams workshop, March 25
- 3rd Departmental Teams Meeting, March 25
- HR Advisory Teams Meeting, March 25
- STC Event Job fair, March 26
- Department Chairs Completed the Targeted PLO Improvement Plans for BUSA Academics & Careers and Paralegal, March 29
- Department Chairs Attended the ECON 2301 OER Development meeting, March 31

Business Administration - Academics

- Council of Chairs, March 2
- PLA Discussion Teams meeting with BPST Project Manager, March 3
- Program Chair Update Meeting by Dual Enrollment, March 8
- Meeting with Director of Learning Outcomes -Targeted PLO Improvement Plans for BUSA Academics & Careers, March 8
- PLA Teams meeting, March 10
- BPST Division-Program Dept. Leaders meeting, March 10
- ACCT and ECON OER's Teams meeting to discuss updates, March 11
- Mentor Collective Meeting, March 11
- Jaguar Experience planning, training with Faculty, March 11
- Video Production-Welcome & Program Overview Teams meeting, March 12

Design and Building Technology
(Construction Supervision, Electrician Assistant, HVAC-R)

- Program Chair and HVAC Program Coordinator attended SOARD Solutions Drone Pilot Training, March 1-4
- Submitted CIP for Electrician Technology Solar Panel Structure, March 1
- Completed Unmanned Aircraft Systems (UAS) license, Drone Pilot, March 4
- HVAC instructor and students attended live event maintenance HVAC equipment with Commercial A/C class at the McAllen Convention Center and McAllen Performing Arts Center (maintained STC and CDC guidelines), March 3-4

- Participated and presented in the AEDT Open House "Artchitecture. Presented "Career Opportunities in the AEC field", March 9
- Division and Technology Campus Updates meeting, March 10
- Safety Committee meeting, March 11
- HVAC Program Coordinator attended the IE Plan DBT meeting, March 12
- Coordinated implementation of the HVAC Lending Library with Technology Campus Library Services, March 12
- Submitted IE Plan for next cycle, March 13
- Participated in Kenedy Scholarship Committee and selected 15 candidates for scholarship, March 22-26
- Coordinated potential collaboration with the RGV Associated General Contractor, Fajita Cookoff, March 22
- Dual Credit Materials and Supplies Meeting, March 24
- HVAC instructor collaborated with McAllen Convention Center Facilities Manager on future events for the HVAC Student Association, March 24
- HVAC Program Coordinator attended the College-Wide Curriculum Committee Meeting, March 25
- Program Chair, HVAC and ELPT Programs participated in Jaguar Experience Virtual Booth, March 26
- Completed CIP Integrated Planning Criteria Form for Starr County Campus addition, March 26
- Coordinated community project, Walking with Dinosaurs, with City of McAllen, March 26
- Attended Planning and Development Council, March 29
- Began internal process to apply for RFA 32021-00010 Building Construction Trades grant, March 29-31
- Coordinated with DBT students receiving Kenedy Scholarship to submit final documentation, March 30
- Meeting with City of McAllen officials for construction community project, March 30
- Attended the Metal Recycling Bin meeting, March 30
- Meeting to discuss Perkins reporting, apprenticeships, competency-based courses, and internships, March 31

Law Enforcement and Fire Science

- Council of Chairs Meeting, March 2
- Fire Science/Law Enforcement PLO Improvement Meeting, March 4
- RCPSE Masterplan Meeting, March 5
- Post Academy Presentation with Maricruz Ramirez at Border Patrol HQ, March 6
- BPST Campus Updates Meeting, March 10
- Recruitment Visit to Harlingen Fire Department, March 10
- 2021-2023 IE Plan Cycle Budget Development Process, March 22
- Faculty Senate Meeting, March 23
- Emergency Services District 2 Meeting, March 23
- Discussion on Dispatcher Training at RCPSE Meeting, March 24

- College Wide Curriculum Committee Meeting, March 25
- Virtual Career and Transition Fair, March 26
- Live Fire Training at Edinburg Fire Training Facility, March 29-31

Office Administration

- Council of Chairs, March 2
- BPST Division Meeting, March 5
- Virtual Tour Recruiting Event
- Faculty (Starr / Mid Valley / Pecan) participated with Jaguar Experience Virtual Booth
- IE Training, March 24
- College Wide Curriculum Meeting, March 25
- Held Departmental Meeting, March 30

DR. CHRISTOPHER NELSON
DIVISION DEAN – LIBERAL ARTS

DIVISION DEAN'S REPORT:

- Facilitated completion by staff in Research and Analytical Services, and Curriculum of the College's TRUE Credential Inventory for the Texas Pathways Project.
- Participated in Session 1 of the College's Records Management Training.
- Participated in Presidential Search – Open Forum.
- Participated in interviews for the DHSI Grant Coordinator position.
- Participated in the Review of Processes and Procedures for Prospective Dual Credit Faculty.
- Completed new Title IX training.
- Participated in IE Analyst search committee meetings and tasks.
- Presented in the post-session of the NSDCP.
- Participated in interviews for the Starfish (EAS) Administrator
- Convened the College's Pathways Team to complete the Advance Work for TPP Institute #3.
    - Compiled and submitted the College's Advance Work for Institute #3 of the Texas Pathways Project.
- Attended and participated in a Workshop on "Self-Care During Challenging Times"
- Conducted another evening conversation with students, coordinated by History Instructor, Sean Kennedy, on "Nietzsche, the Death of God, and America's First Postmodern President"
- Attended a TxAHEA Webinar on "Assessing Teamwork in a Virtual Setting"
- Convened and conducted the March meeting of the Liberal Arts Division Chairs
- Officially launched the search and selection process for a new Chair for the Department of English
- Participated in a preliminary planning discussion for a Pecan Campus Art Walk (Spring 2022).
- Participated in two planning sessions for Institute #3 of the (2019-2022) Texas Pathways Project.

DEPARTMENT/PROGRAM REPORTS:

Art Department

- Chair reviewed and updated TASA meeting minutes, March 1
- Finalized Louis Katz exhibition and Guest Speaker documentation, March 1-3
- A Call for Entry to the Art and Memory Conference 2021, a collaboration between the Art, Spanish, and Philosophy Departments was finalized and distributed, March 2
- Council of Chairs Meeting, March 2
- Program Chair Update Meeting for Dual Credit, March 5
- Coordinated with Dual Credit Faculty for content-focused professional development, March 5
- Targeted PLO assessment plans submitted, March 8
- Began planning Alumni Exhibition, March 9
- Continued planning for Louis Katz exhibition, March 8-9
- Collected vaccine request count, March 12
- I. E. Plan professional development meeting. March 23
- Dual Credit Faculty content-based meeting. March 26

- Liberal Arts Chairs' Meeting. March 24
- Conducted Department Meeting. March 25
- New Dual Credit Faculty pre-conference meetings for faculty evaluations. March 22 - Mar 26
- Production, testing of a new platform, and hosting of an artist's talk with Louis Katz. March 22 – 25
    - Gallery link: https://www.southtexascollege.edu/art-gallery/index.html
    - Youtube link: https://www.youtube.com/watch?v=W_oM8KmUyz8

- Philosophy event with Dr. Claire Katz. March 31
- Art Walk planning meeting. March 30
- Forwarded document(s) for upcoming STC Student Art Exhibition. March 30
- Provided support with a hiring committee. March 30
- Provided artwork for Science and Art exhibition with Library Art Gallery. March 31

Drama Department

- Dress rehearsals for the production of *Cypress Video*, an adaption of *Othello*, began on Thursday, March 5. Production shoot will occur March 11-13. A VIP recording preview event is scheduled on Thursday, March 11 at 3:30 PM with invited guests.
- Worked with Public Relations, on a photo shoot for the AA-Dance Program. The Dance Program web page was published on Monday, March 1 and can be found at: https://lass.southtexascollege.edu/dance/index.html.
- The Board of the American Alliance for Theatre and Education's (AATE) elected Drama Instructor/Department Chair, as 2021-2023 Vice Chair.
- Theatre Support Services Technician edited and released a new episode of *Let's Talk Theatre* featuring Mr. Joel A. Garza, UTRGV Communication Studies Lecture and Founder/Executive Artistic Director of All-Star Theatre and the All-Star Kids Club. The episode can be viewed at: https://youtu.be/UUIeMy70xCY. Episode featuring Department Chair may be viewed at: https://youtu.be/C2EoH3yekwE.
- Chair held a Drama Major's meeting on Wednesday, March 10 to discuss advising & registration, future productions, Summer and Fall classes, and the John F. Carroll Drama Scholarship.
- Theater Support Service Tech edited and released a new episode of *Let's Talk Theatre* featuring H. Joseph Diaz – Production and Arts Facilities Manager for the Performing Arts Complex at UTRGV. The episode may be viewed at: https://youtu.be/3bev4e1tdxE.
- Chair attended Liberal Arts Chairs' Meeting.

English Department

- Department Chair attended:
    - Liberal Arts Division Program Chairs' Meeting
    - Program Chairs' Dual Credit Faculty Meeting
    - Faculty Ranking Meeting
    - I.E. Meeting
- Conducted Department Meeting.
- Participated in:
    - Peer Collaboration Planning
    - English Department Leadership Briefings
- Open Educational Resources (OER) planning and discussions continue
- Upcoming Spring events:
    - Rhetoric Speaker
    - Common Reading: Voltaire
    - Debate Series
    - Poetry Month Activities
    - Culinary Arts Collaboration

History / Philosophy Department

- Liberal Arts Chairs' Meeting, March 24
- College-Wide Curriculum Committee Meeting, March 25
- Met to discuss target PLO's and mapping, March 26
- Attended STC Virtual Fair with Philosophy Program Coordinator, March 26
- Conducted Dual Credit Faculty Training Meeting, March 27

Center for Mexican American Studies (CMAS)

- Participated in History Department Curriculum Meeting organized by Department Chair to propose changes to the next History AA degree plan.
- Reviewed logistics for annual Tradiciones 2021 Concert scheduled for April 10.
- Conducted meeting with Americo Paredes Book Award Committee Chair for a possible Platica Sol de Aztlan Lecture Series including several options to virtually host a speaker on April 6.
- Ballet Folklorico South Texas College (BFSTC) performed for the City of McAllen at the airport for a major press conference.

Music Department

- Chair presented before the EWD Committee on the Music Summer Camps, Mar 9
- Met regarding the Guitar Certificate, the Song Writing Certificate, and the Sound Technology Certificate, Mar 10
- Visited the Mission CEED Building in preparation for Pro Tools Training, Mar 11
- Met with Dr. Plummer to discuss the hiring of Pro-Tools trainer, Mar 24
- Attended Liberal Arts Chairs' Meeting, Mar 24
- Participated in Virtual Fair representing the Music Department, Mar 26
- General planning underway for April music concerts.

Speech Department

- Chair drafted department name change proposal using research including reviewing the communication department web pages of select universities and colleges across Texas. Proposal submitted.
- Attended Jaguar Experience Virtual Career Fair Q&A Meeting and conferred with Communications Lab Specialist.
- Attended I. E. Training Meeting and drafted I.E. Plan for 2021-2023.
- Liberal Arts Chairs' Meeting.
- Conducted Department Meeting.
- Clarified procedure(s) for withdrawal of traditional student who is hospitalized due to COVID-19.
- Met with Starfish Administrator regarding report(s) and Faculty concern(s).

World Languages Department

- Liberal Arts Division Program Chairs' Meeting.
- Program Chairs' Dual Credit Faculty Meeting.
- Met with Arts Department Chair, and Philosophy Instructor to finalize Call for Entry to the Art and Memory Conference 2021, a collaboration between the Art, Spanish, and Philosophy Departments.

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

DIVISION DEAN'S REPORT:

- STEM Success Academy meeting to discuss upcoming cohort orientation, March 1
- Promotion of Bachelor Degrees and Student Experience, March 1
- Participated in Presidential Search forums, March 2
- Attended Cabinet on behalf of Vice President for Academic Affairs, March 3
- Inside Track Component of DHSI Grant meeting, March 3
- Success Coach Professional Development Training, March 3
- Education Electives for Bachelor Programs, March 4
- Review of Prospective Dual Credit Faculty Interview Outcome forms, March 4
- Time on Task Documentation: Guidance sessions for Perkins V Requirements, March 4
- ACE-IT CBE Certification meeting, March 8
- OSA recognition discussion, March 8
- AEDT ARTchitecture Open House, March 9
- EWDC and Facilities Committee meetings, March 9

- Facilitated Division Program Chair meeting, March 10, 31
- Workshop for 2021-2023 IE Plan Cycle for budget, March 12
- President's Administrative Staff meeting, March 12
- Meeting to discuss Perkins Basic Grant for IT, March 9
- Met with Jose Luis Amieva of Bellevue University, March 22
- CCBA Virtual conference March 23-24
- Leadership in Collaboration with C-BEN meeting, March 24
- CBE project meeting regarding Dallas Community College, March 25
- Deans meeting with Vice President, March 25
- College-wide curriculum committee meeting, March 25
- Biology Department meeting, March 26
- Planning and Development Council meeting, March 26
- Academic Council Meeting, March 29
- Texas CBE Advisory Board meeting, March 30
- Ascender Team meeting, March 31
- CBE Session with San Jacinto College, March 31

Project Manager

- STEM Success Academy meeting to discuss upcoming cohort orientation, March 1
- STEM Connection meeting with PR representative, March 1
- Promotion of Bachelor Degrees and Student Experience, March 1
- Records Management Training, March 2
- Meeting with Project Manager-OSI and RDMC staff to discuss DHSI grant activities, March 3
- Met virtually with STEM Success Academy Focus Group Facilitator, March 3
- Presidential Search Forum, March 3
- IX Advisor Training, March 4
- Time on Task Documentation: Guidance sessions for Perkins V Requirements, March 4
- Monthly meeting with Academic Affairs Officer to discuss Perkins Basic Grant, March 5
- Worked on marketing materials for MSITB Division
- Worked on routing Grant Commitment Forms for various grants
- Worked on DHSI grant activities and Biannual Perkins Report
- Meeting with UTRGV and Physical Science department for a subaward NSF grant, March 8
- University Transfer meeting with STEM Success Academy, March 8
- Meeting with RDMC office and FM to discuss the STEM Success Academy Budget, March 9
- MSITB Program Chair Meeting, March 10, 31
- STEM Success Academy recap and budget meeting, March 10
- Meet with ISP Project Manager to discuss DHSI InsideTrack Planning, March 11
- 2021-2023 IE Plan Cycle-For Budget Development Training, March 12
- Met with Cybersecurity and RDMC Director to discuss possible grant opportunity, March 12
- Meeting to discuss Perkins Basic Grant for IT, March 22
- STEM Success Academy follow up meeting, March 22
- Reviewed MSITB Budget with division staff, March 22
- CCBA Conference, March 24 & 26
- MS Teams Public Live Event Demonstration for STEM Summit, March 24
- Completed Budget and IE Plan budget goals for Math, Science & IT and Bachelor programs
- Reviewed bachelor program data for the Bachelor's program annual booklet
- Finalized budget for the STEM Success Academy
- Meeting for update on STEM Success Academy upcoming activities, March 29
- Continued Faculty Evaluations for targeted programs

BACHELOR PROGRAMS:

BASOL

- Facilitated an Interviewstream assignment training with BASOL faculty, March 2
- Council of Chairs monthly meeting, March 2
- InsideTrack Component of DHSI Grant meeting, March 3
- Presented at the Success Coach Professional Development Training, March 3
- Participated in the DHSI Grant Coordinator Interviews, March 4
- Presented at the League for Innovation Conference "Using the Comprehensive Learner Record to Demonstrate Skills and Competencies, March 4
- Participated in the McAllen Chamber Ambassador Check Presentation Press Conference, March 5
- Chaired the Academic Coach BASOL (Grant Funded) Interviews, March 8
- American Association for Women in Community College Board meeting, March 8
- Meeting with the Philosophy dept chair and coordinator to discuss the ORGL Ethics courses, March 9
- Math, Science, IT, and Bachelor Program Chairs Leadership meeting, March 10
- Facilitated a meeting with Northshore Community College and the recruiting dept to discuss PLA and Police Education at STC, March 10
- American Association for Women in Community College monthly member's meeting, March 11
- IE Plan Workshop, March 12
- Capstone II Graduation Pre-Celebration Dinner, March 12
- Chaired the Academic Coach BASOL (Grant Funded) Interviews, March 8

Computer Information Technology

- Virtual South Texas College-Gradebook Sync Resolution, March 1
- Virtual March Council of Chairs Meeting, March
- Facilitated Virtual Spring 2021 Advisory Committee Meeting and Discussion Panel, March 2
- Virtual STEM Summit Planning Meeting, March 3
- Facilitated Virtual Meeting with CS Faculty to work on CITP Ultra Shell, March 3
- Virtual Dual Credit Programs: Spring 2021 Program Chair Update, March 5
- Facilitated Virtual Department Meeting to review everyone's progress on the first draft of the Ultra Course Shells, March 8
- Facilitated Virtual Meeting with a CS Faculty and Academic Coach to review Marketing for Computer Science, Computer Information Systems and BAT in CITP, March 8
- Facilitated Virtual Department Meeting to continue reviewing the progress on the first draft of the Ultra Course Shells, March 9
- Virtual CCBA Speaker Briefing Meeting, March 9
- Virtual Program Chair Meeting, March 10, 31
- Virtual Department Meeting to analyze Computer Science and BAT in CITP Discussion Panel, March 10
- Presented, along with a CS Faculty member, at the 2021 CCBA Virtual Conference, March 23
- Virtual Faculty Senate Meeting, March 23-25
- Presented, along with a CS Faculty member, at the 2021 CCBA Virtual Conference, March 24
- Virtual College-Wide Curriculum Committee Meeting, March 25
- Virtual Meeting with CS & CIT Faculty to implement IE Plan 2021-2023, March 26
- Virtual Department Meeting to develop institutional improvement plans and activities for the Critical Thinking and Communication Core Objectives, March 29
- Virtual Department Meeting to plan the agenda for Advising Night, March 30

Medical and Health Services Management

- Virtual STC Presidential Search meeting, March 2
- Participated in the interview process of the BASOL Program for an Academic Coach March 8
- MSITB Division Chairs virtual meeting March 10, 31
- Virtual TAB Grant meeting with THECB about the MHSM CBE courses March 24
- Q&A meeting for the Virtual Career Fair March 25
- Participated in the Bachelor Programs for the IE plan review that was due that week March 25
- Presented in the Live virtual fair promoting the MHSM program March 26

- Virtual PDC meeting March 26
- Virtual CBE Session to help San Jacinto College develop CBE Programs March 31

Technology Management

- Council of Chairs Meeting, March 2
- MISTB Program Chairs' Meeting, March 10, 31
- New IEP Cycle Budget Development Workshop, March 22
- TxHEA Webinar on Assessing Teamwork in Virtual Setting, March 24
- Bachelor Programs Budget & IEP Review, March 25
- College-wide Curriculum Committee Meeting, March 25
- Jaguar Virtual Experience Fair, March 26
- Meeting re: CBE Session to Help San Jacinto College, March 31

MATH, SCIENCE & INFORMATION TECHNOLOGY:

Biology

- STEM Success Academy, March 1, 10
- NSDCP Conference Proposal Submission, March 1
- STEM Connection Meeting, March 1
- PR Committee Meeting, March 2, 9, 30
- PLO Meeting, March 2
- March Council of Chair Meeting, March 2
- Biotechnology Committee Meeting, March 3
- STEM Summit Planning Meeting, March 3
- Focus Group Facilitator- STEM Success Academy Meeting, March 3
- Spring 2021- Program Chair Update Hosted by DC Programs, March 5
- Invitation to Participate in Student Success Initiative-Academic Affairs Division, March 5
- STEM Success Academy Orientation, March 5
- Assistant Chair's Meeting, March 8, 10
- STEM Success Academy Budgets Meeting, March 9
- Program Chair Meeting, March 10, 31
- Biotechnology Committee Meeting, March 10
- Faculty Advising Committee Action Plan Meeting, March 11
- New 2021-2023 IE Plan Cycle – For Budget Development, March 12
- NSF STEM Success Academy Meeting, March 29
- Presented Assistant Chair Meeting for Business Department, March 29

Cybersecurity

- Presented on certifications at the League for Innovation, March 1
- Attended the STEM Summing Planning Meeting, March 3
- Met with uCertify via Zoom to discuss future certification offerings, March 4
- Attended the Program Chair Update hosted by Dual Credit Program, March 5
- Cyber Maryland cybersecurity virtual conference, March 24 - 25
- Completed IE Goals for the Cybersecurity program, March 26
- Worked on 2022 budget justification for Cybersecurity, March 26
- TEAMS monthly meeting with the Cybersecurity faculty members. 3/26/2021

Chemistry

- STEM Summit Audio/Visual Support, March 2
- March Council of Chairs Meeting, March 2
- STEM Summit Planning meeting, March 3
- Met with Director of Learning Outcomes to discuss PLO Improvement Strategies requirements, March 4
- Updated Chemistry and Pre-Pharmacy PLO improvement strategies and sent to faculty for feedback, March 4
- Attended Spring 2021-Program Chair Update Hosted by Dual Credit Programs, March 5
- Presented an overview of the Chemistry program to the 2nd Cohort of students selected as recipients of the NSF Success Academy Scholarship, March 5
- Held a PD Discussion supplemental meeting with Dual Credit Faculty who missed January Meeting, March 5
- Prepared for Science Olympiad (Scilimpiad) Forensics event; March 1 to 5

- Served as Event Sponsor for Forensics during the RGV Scilimpiad, March 6
- Chemistry Club sponsored a food drive to benefit the RGV Food Bank, March 3
- Faculty member attended the ACS Membership Affairs Committee (MAC) Road Map Joint Planning Committee meeting, March 1
- ACS Councilor's mock meeting, March 2
- Chemistry Club meeting, March 4, 11 & 18
- MAC closed spring meeting, March 7
- Chemistry faculty served as Event Sponsors for the RGV Scilimpiad, March 6
- Summit for Dual Credit Program, March 8 – 9
- Program Chair virtual meeting, March 10, 31
- Reviewed Cambridge test comparison to US system, March 11
- Hidalgo County Local Emergency Planning Committee, LEPC, March 18
- ACS District IV Caucus, March 21
- ACS Membership Affairs Committee (MAC) virtual Open Meeting, March 22
- Developed preliminary IE Goals for the Chemistry Department, March 22
- Facilitated Library virtual meeting with Lab Coordinator, March 23
- Attended Workshop 181807, New 2021-2023 IE Plan, March 23
- Collected and reviewed student submitted Art & Science projects for the upcoming collaboration between the Library, Arts Department, and Science programs. Requested additional projects from faculty/students, March 23
- MS Teams Public Live meeting to discuss using Live Events for the upcoming STEM Summit, March 24
- Assisted INTS Coordinator with IE Plan and incorporating budget related items, March 24
- College-Wide Curriculum Committee meeting, March 24
- ACS Spring National Councilor's Virtual Meeting, March 24
- Chemistry department virtual meeting to discuss IE plan, budget, textbook, and lab curriculum, March 25
- Chair and Chemistry faculty participated in the Jaguar Experience Virtual Program Fair, March 26
- Planning & Development Council meeting, March 26
- Submitted budget request 2021-2022 for Chemistry department, March 26
- Attended STC/UHCOP Co-op virtual meeting, March 29
- Reviewed STC/UH Camp fliers and shared with Dual Credit Personnel, March 30

Science Olympiad Director

- Assisted several event coordinators with their exams and managing the Scilimpiad site, March 1-5
- Finalized and published all tests for tournament, March 5
- Ran the RGV Science Olympiad competition, March 6
- Worked on verifying scores and grading tests, March 7-8
- Submitted scores to State and began working on individual event winners for medals, March 13-14
- Sorted medals and created winning team medal lists, ordered supplies to pack and mail out awards, March 23
- Emailed students and coaches and set up Zoom proctoring for Chemistry Olympiad exam, March 22
- Attended the Chemistry Club Meeting, March 25
- Administered and proctored US National Chemistry Olympiad local exam for the local ACS section, March 27-28

Information Technology

- Council of Chair meeting, March 2
- ACE-IT CBE meeting with William Collins, March 2
- STEM Summit Planning, March 3
- IT Assistant meeting to discuss "Jaguar Virtual" Career, March 3
- Time on Task Documentation: Guidance sessions for Perkins V requirements, March 4
- Attended Microsoft Ignite, March 2-4
- Spring 2021 - Program Chair Update Hosted by Dual Credit Programs, March 5
- Poll Everywhere workshop, March 5
- CAAT faculty Facebook meeting with William Collins, March 5
- IT Meeting, March 5
- ACE-IT CBE certificates meeting, March 8
- PRM Project ACE-IT meeting, March 9
- Wicked Problem #1: Managing Zoom Fatigue Webinar, March 9

- Wicked Problem #2: Managing Stress & Burnout, March 10
- Workshop #171834: Navigating the World of Open Educational Resources (OER), March 10
- CBE Inquiry Report Campus Management Corporation, March 10
- Virtual 2121 Cengage Computing Experience, March 10 - 12
- Virtual Experience Q and A session, March 12
- IE Plan Budget meeting, March 12
- Wicked Problem #4: Saving Students Remotely Webinar, March 16
- NEW 2021-2023 IE Plan Cycle – For Budget Development Meeting, March 22
- ACE-IT grant meeting, March 25
- Faculty participated in the Jaguar Virtual Experience, March 26
- Cisco Live conference online, March 30-31
- Computer Science "Advising Night", March 31

Mathematics

- Staff members attended Ambassador Cross Training Academy
- Coordinated with Educational Technologies to update ten (10) classrooms with new Smart Podiums technology; four at Pecan, four at Mid-Valley campus and two at Starr Co, March 1
- Chair attended Council of Chairs, March 2
- Mathematics faculty and staff worked with STEM Summit committee to review virtual platforms for summit presentation, March 3
- Chair discussed presentation idea focused on Cryptocurrency with Cybersecurity Chair, March 3
- Meeting with McGraw-Hill textbook representatives to discuss Dual Credit courses and textbook resource needs specific to Dual, March 4
- Faculty members attended CLO reporting meeting, March 4
- Spring 2021 Dual Credit Update for Chairs, March
- National Summit for Dual Credit Programs, March 7-9
- Staff attended Chrome River Travel and Expense Training, March 9 and 12
- Program Chair Meeting, March 10, 31
- Chair met to brainstorm for THECB special project as prompted by Dr. Suzanne Morales-Vale re: Co-Requisite + Catch the Next/ASCENDer, March 10
- Workshop on OER hosted by OPOD, March 10
- Open Texas 2021 Virtual Open Education Conference, March 11-12
- 2021-2023 IE Plan Cycle training, March 22
- Faculty attended Coffee Collaborative: Protecting your Mental Health during the Pandemic; March 23
- Worked on FLAC for Minimesters, March 23
- Chair presented collaboratively with Department of Art and Mr. Kirk Clark for the A Common Journey of Mathematics + Art exhibit, March 23
- Staff attended Rockstars Live on LinkedIn webinar, March 23
- Faculty participated in MS TEAMS Public Live Event Demonstration in preparation for the MSIT STEM Summit; March 24
- TSI 2.0 Committee Meeting, March 24
- Meeting with Drama and Distance Learning to discuss BlackBoard Ultra transition; March 24
- Faculty met with Library staff to discuss OER accessibility considerations and best practices; March 25
- College-Wide Curriculum Committee Meeting, March 25
- Hosted a Mathematics Booth at the STC Jaguar Experience Virtual Transition Fair, March 26
- Faculty presented at the Catch the Next ASCENDer Spring Seminar on the creation of a Girls in STEM Math Club and on OER resources in Mathematics, March 26
- March Department Meeting, March 26
- Planning and Development Council meeting, March 26
- Reviewed FLAC Report and discussed committees, March 30
- Evacuation Procedures Training, March 31
- ASCENDer Team Meeting, March 31
- Met with Edinburg CISD leadership about Dual Credit Mathematics courses, March 31
- Met to discuss Open Education Resources specific needs to Mathematics, March 31

Physical Science

- Visited Mid-Valley Campus MVC B212 and MVC K2.703 along with the Mid-valley Campus Administrator, Construction Supervisor, MVC Physics faculty, and Physics Laboratory coordinator and reviewed Physics Prep-room modification proposal, March 1
- Organized the Advising Days Event and presented inaugural address; Physics faculty and Physics Lab specialist presented Physical Science and Engineering Demonstrations; Geology faculty presented Geosciences Careers, March 2

- Attended Microsoft Teams STEM Summit Planning Meeting, March 3
- Organized Advising Days Event; Transfer, Scholarship, and Summer research opportunities were presented and discussed by TAMUK Engineering program outreach coordinators, transfer officials, research program managers, and engineering faculty; March 3
- Organized Advising Days Event: Faculty Advising Walk-in Sessions. Engineering coordinator and Physics faculty addressed student questions and issues related to the program advising, March 4
- Met with the Coordinator of Scholarships on MS Teams and reviewed the status of Physical Science and Engineering Department Scholarship, March 4
- Reviewed the Fall 2021 to Fall 2022 Targeted Improvement plans for Physics and Engineering programs drafted by the physics and engineering faculty, March 4
- Spring 2021-Program Chair Update Hosted by Dual Credit Programs Meeting, March 5
- Presented an Overview of Physical Sciences & Engineering Program to the Cohort #2 of the NSF Grant Program STEM Success Academy on the Orientation Day, March 5
- Engineering Coordinator and Physics faculty conducted events for Virtual Regional Science Olympiad, March 6
- Developed content for Open Educational Course in Physical Geology Ongoing project, March 1-5
- Attended S-STEM UTRGV STC Collaboration Zoom Meeting; participants include STC engineering coordinator, STC division project manager, STC division grants officer, and two (2) UTRGV Engineering faculty, March 8
- Organized Microsoft Teams to discuss STC Library Science and Art event. The participants include geology faculty, physics lab specialist, librarian, and art gallery coordinator, March 8
- Organized Microsoft Teams National Instruments Capital Purchase to disuss the justification for proposed purchase of a capital item, March 9
- Attended Board of Trustees-Facilities Committee Live Stream Meeting where the Geology Classroom conversion item was presented and was voted, March 9
- Program Chair Meeting, March 10, 31
- Organized Microsoft Teams Communication with the Department Majors Meeting. All department full-time faculty joined and discussed communication plan and advising strategies to engage physics and engineering majors, March 10
- Attended Statewide Open Texas-Adoption, Engagement-Impact OER Conference. The presentations covered various topics related to OER Course development and campus-wide support; and discipline specific examples, March 11-12
- Workshop #181791: NEW 2021-2023 IE Plan Cycle – For Budget Development, March 22
- Reviewed the STC Jaguar Experience department booth, March 23
- Faculty Senate meeting, March 23
- MS Teams Public Live Event Demonstration presentation, March 24
- Elumin Virtual Machine Demonstration Presentation, March 25
- STC Jaguar Experience department booth Q&A session, March 25
- College-Wide Curriculum Committee Meeting, March 25
- STC Jaguar Experience event, March 26
- March monthly Department meeting, March 26
- Coordinated with the educational technology and Advising Days committee and setup Adivising Days zoom sessions, and developed Event Flyer for the April Adivising Days, March 29-30
- Communicated via email and phone with the Information Technology Assistant CIO, Engineering Coordinator, and Physics Lab Coordinator and reviewed Virtual Machine Proof of Concept proposal submitted by a third-party vendor, March 29
- Communicated with the Engineering and Physics majors. Sent application materials for summer research opporunities via electrnoic messages. Promoted Advising Days flyer, March 31

- Reviewed the THECB website for the status of the Engineering Coordinator's membership with THECB Field of Study Advisory committee, March 31
- Electonic communication with the Dual Credit Engineering Academy director, Transfer Center Director, and Engineering Coordinator about the DEEA Engineering Degree Plan and Transfer issues, Apr 1

UNIVERSITY RELATIONS:

- Promoted the University Relations, Transfer and Articulation Center on social media
- Viewed presentations from the National Institute for the Student of Transfer Students Annual conference
- Welcomed the Bellevue University Relationship Manager to campus, March 1
- Virtual transfer Advising, March 2 and March 4
- Attended the Presidential Search Forums, March 2 and March 3
- Participated in the STEM Summit Planning Meeting, March 3
- Attended a Pre-Meeting for ACTA Presenters, March 3
- Presented to ACTA participants, March 4
- Attended the Title IX Advisor Training Session, March 4
- Met with representatives from the University of Arizona Global Campus re: the status of our agreement, March 4
- Opened up registration for the Spring 2021 College Fair; since the initial opening we have had to open up additional slots twice and now have over 110 slots registered for, March 8
- Met with representatives from Public Relations and Marketing and Arizona State University about the launch of our partnership, which will now be occurring at the end of March, March 8
- Presented to students from the biology program on transfer, March 8
- Virtual Transfer Advising Sessions, March 9 and March 11
- Met with representatives from Public Relations and Marketing about the College Fair and the representative from Bellevue University, March 9
- Viewed and Completed the Title IX Advisor Training, March 9 and March 12
- Led the Juniors of Girl Scout Troop 65 in a lesson, March 9
- Math, Science, Information Technology and Bachelor Programs Division Leadership Meeting, March 10
- Viewed the training for the Virtual Transition Fair, March 10
- Attended the Evacuation Procedures training, March 11
- Presented to the College Advisor training program, March 11
- American Association of Women in Community Colleges Monthly Meeting, March 11
- Met with representatives from Texas A&M University-Kingsville who wanted to introduce the new Transfer Student Coordinator, March 11
- Met with representative from the Advising department and from UTRGV about coordinated efforts for advising transfer students, March 11
- 2021-2023 IE Plan Cycle – For Budget Development Training Session, March 12
- Participated in the Texas Pathways Project Advance Work Meeting, March 12
- President's Administrative Staff Meeting, March 12
- Researched virtual events from colleges and universities across the state of Texas for our webpage, ongoing
- Attended the Microsoft Teams Public Live Event Training, March 24
- Met with representatives from Public Relations and Marketing and Texas A&M University – Corpus Christi about an upcoming signing ceremony, March 24
- Attended the IE Plan Cycle – For Budget Development workshop, March 24
- Developed the booth and gathered materials for the transition fair, March 25
- Participated in the Virtual Career and Transition Fair, March 26
- Planning and Development Council, March 26
- Met with representatives from the University of Houston College of Pharmacy about our partnership, March 29
- Academic Council meeting, March 29
- Launched updated webpage with virtual events from across Texas, March 30
- Reached out to institutions to participated in the College Fair part of the STEM Summit, March 30
- Division Leadership Meeting, March 31
- Participated in the Dual Credit Programs Mission and Goals Action Planning Session, March 31

DR. JAYSON VALERIO
DIVISION DEAN – NURSING AND ALLIED HEALTH

DIVISION DEAN'S REPORT:

- Attended meeting hosted by Hidalgo County regarding local vaccine distribution, March 1
- Reviewed Knapp Grant Foundation and Nursing Shortage Reduction Program grants
- Attended the Presidential Search Committee Open Forum, March 2
- Met with NAH project manager to discuss grant project, March 3
- Attended the Presidential Search Committee Open Forum, March 3
- Worked on catalog and affiliation submission
- Worked on time on task documentation
- Met with DID chair to discuss summer and fall LHEs, March 8
- Reviewed the Carl Perkins report
- Met with Texas Board of Nursing representative to discuss student complaints, March 9
- Met with Patient Care Technician chair to discuss the PCT to VN pathway, March 9
- Met with of Health & Medical Administrative Services chair to discuss plans for merging programs, March 9
- Met with Medical Assistant Technology chair to discuss plans for merging programs, March 9
- Held NAH Program Chairs Meeting, March 10
- Met with Pharmacy Technology chair to discuss plans for merging programs, March 10
- Attended the Texas Association of Deans and Directors of Professional Nursing Programs (TADDPNP) March Update meeting, March 11
- Attended the IE Plan Cycle – For Budget Development workshop, March 12
- Met with VN chair to discuss lab assistant, March 12
- Attended the Managing Faculty Stress and Burn Out During this Pandemic webinar, March 16
- Worked on and submitted draft proposal regarding Texas A&M facility
- Volunteered at City of McAllen COVID-19 vaccination clinic, March 18
- Held meeting with BSN chair to discuss 2021-2022 Strategic Plan, faculty lineup, and ACEN update, March 22
- Attended the La Villa ISD P-TECH Grant Applicant review, March 22
- Meeting with the VPAA to discuss LHEs, March 24
- Attended the Avoid the Legal Pitfalls in Nursing Practice and Education webinar, March 25
- Meeting with Congressman Vicente Gonzalez regarding the COVID-19 vaccine rollout, March 25
- College-Wide Curriculum Committee Meeting, March 25
- Carl Perkins Reserve Grant: IHE (STC) Meeting, March 26
- Planning and Development Council Meeting, March 26
- Met with Kennetha Foster, chief nurse executive at Mission Regional Medical Center, regarding the allocation of COVID-19 vaccines to faculty and staff, March 29
- Provided an overview of NAH programs and a tour of the NAH campus to a group of representatives from Edinburg CISD, March 29
- Academic Affairs Council Meeting, March 29
- Commission on Accreditation for Respiratory Care Reaffirmation Virtual Visit, March 30 & 31
- Edcouch Elsa 2nd Dose Vaccine Drive Virtual Round Table hosted by Hidalgo County, March 30
- Explore Project Concert, March 31
- Evacuation Procedures workshop hosted by the STC Department of Public Safety, March 31
- Clery Committee Meeting hosted by the STC Department of Public Safety, March 31

Project Manager's Report

- Worked on getting approval to proceed with space modification to convert classroom into skills lab in Mid-Valley; this will create additional skills lab for VN and ADN students to receive hands-on training
- Received final shipment of KNAPP Grant Care Package for participating HS students; discussion on deliverable logistics will be continued next week
- Worked with program chairs on program budgets and IE submission procedures
- Dean and PM met with South Texas Health Systems Foundation team to discuss ongoing scholarship donations to the NAH Division, March 22

DEPARTMENT/PROGRAM REPORTS:

Associate Degree Nursing

- STC Nursing Programs Advisory Board Meeting, March 5
- Faculty attended meeting with the VPAA to discuss changes to LHE calculations, March 24
- Group advising session for 25 students, March 25
- One-on-one advising sessions with 20 students, March 25
- Students participated in vaccine drive held at Donna ISD, March 25

Bachelor of Science in Nursing

- Council of Chairs Meeting, March 2
- Academic coach attended Records Management Training, March 2
- Presidential Search Committee Open Forum, March 3
- Academic coach attended the following trainings:
    - STC Advisor Certification Training – Title IX, Mar 4
    - Interactive Questioning with Poll Everywhere workshop, March 5
    - Poll Everywhere Forum, March 5
- Faculty secretary attended Faculty Advising Certification Training Session 4 and NAH Secretaries Meeting, March 5
- Department hosted the STC Nursing Programs Advisory Board Meeting, March 5

Diagnostic Imaging Department

- Council of Chairs Meeting, March 2
- Faculty secretary met with NAH senior AA to lay out plans for completing Summer 2021 NOEs, March 3
- RADT faculty met to review applications for the Radiologic Technology Program, March 4
- Faculty secretary attended the NAH Secretaries Meeting, March 5
- Chair met with NAH dean regarding summer and fall LHEs, March 8
- NAH Program Chairs Meeting, March 10
- DID faculty attended the Navigating the World of Open Educational Resources workshop, March 10
- RADT faculty attended the COVID-19 Inquiry Meeting, March 11
- RADT Program finalized the Fall 2021 online applications that will be made available to students from March 22 – May 28
- DID completed revisions of Summer 2021 schedules in preparation for the beginning of student registration
- RADT Program posted the Fall 2021 online applications for students, March 22
- DID faculty and staff attended the virtual farewell for the PCT faculty secretary, March 22
- Chair attended the 2021 – 2023 IE Plan Cycle for Budget Development meeting, March 24
- DID March Department Meeting, March 25
- Faculty attended the Vidgrid Forum workshop, March 26
- Faculty secretary attended the Power Up Professional Development System workshop, March 30
- DMS faculty and chair attended the Pinning Ceremony Logistics Meeting, March 30

Emergency Medical Technology

- Council of Chairs Meeting, March 2
- Conducted interviews for temporary EMT faculty secretary, March 4
- Spring 2021 Program Chair Update hosted by the Dual Credit Program, March 5
- National Summit for Dual Credit Programs, March 8-9
- NAH Chair Leadership Meeting, March 10
- EMR Training Under Grants meeting with Continuing Education staff, March 10
- Understanding Your Ground Ambulance Costs webinar, March 11
- Curriculum meeting with Continuing Education staff, March 23
- Chair worked on IE Plan
- Faculty Senate Meeting, March 23
- 2021 – 2023 IE Plan Cycle for Budget Development meeting, March 24
- Conducted a tour of the NAH Campus for Med Care EMS staff, March 24
- College-Wide Curriculum Committee Meeting, March 25
- Department held a Leadership Meeting, March 26

- EMT monthly meeting, March 26
- Planning and Development Council Meeting, March 26
- Evacuation Procedures workshop hosted by the STC Department of Public Safety, March 31

Health & Medical Administrative Services

- The Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) voted to accredit our HIM/HIT (associate of applied science) program

Physical Therapist Assistant

- As part of the Professional Issues Capstone Course, a number of guest lecturers presented to graduating seniors as they prepare to transition into their professional career.
    - Mike Garcia, PTA graduate from 2016 and owner of Biodynamic Athletics, presented on job performance, quality assurance, productivity, and functioning in a health care team, March 22
    - Ana Valladarez, an assistant professor with STC's Business Administration Department, presented valuable information on financial literacy and financial planning, March 24
    - Erica Hansen and Olga Garcia from STC's Office of Student Rights and Responsibilities presented on cultural diversity and ethics, March 25
    - Alejandra Garcia and Dr. Emma Miller presented information regarding the Bachelor of Applied Science in Organizational Leadership, March 26
    - Andrea Laprea Ellis, PT/DTP from the Department of Physical Therapy at the University of Texas Medical Branch School of Health Professions, hosted a session regarding requirements, scheduling, and expectations of the PTA to DPT Bridge Program, March 26
- Student PTA Club Class of 2021 met to begin planning for the annual pinning ceremony, retirement celebration for faculty member, and for OT Month activities, March 23
- Student PTA Club Class of 2022 met to begin planning for annual fundraiser and work on budgeting for the purchase of student memberships in the American PT Association and practicum skills manuals.
- Faculty member attended the spring meeting of the Texas Alliance of PTA Educators, March 26
- The program launched the first post in an alumni spotlight series on our social media accounts. The post, an interview with a 2011 graduate received over 1,000 views, March 29

Vocational Nursing

- Students under the supervision of NAH faculty members participated at the Starr County Memorial Hospital COVID-19 Vaccination Clinic, March 3
- Sixteen students under the supervision of NAH faculty members administered 1,150 vaccine shots at the Hidalgo County COVID-19 Vaccination Clinic held at Hidalgo Early College
- Level 2 students administered 324 COVID-19 vaccines at Starr County Memorial Hospital, March 10

- Level 1 students administered 321 COVID-19 vaccines at Starr County Memorial Hospital, March March 12
- Level 1 students practiced IM injections in preparation for administering COVID-19 vaccines
- Students under the supervision of NAH faculty member, participated in the COVID-19 vaccine clinic held at Starr County Hospital, March 24
- Two groups of students under the supervision of NAH faculty members, administered over 150 COVID-19 vaccines at Starr County Hospital, March 26

- Students under the supervision of NAH faculty members, administered 1,683 COVID-19 vaccinations at a clinic held at Rio Grande High School, March 26
- Students under the supervision of NAH faculty member, administered 650 COVID-19 vaccinations at a clinic held at ROMA ISD, March 26
- Board of Trustees member, Rose Benavidez, met with students to express her pride in their involvement with the COVID-19 vaccine rollout efforts

- Twenty students under the supervision of NAH faculty members administered 1,200 COVID-19 vaccines at a vaccine drive hosted by the City of Weslaco, March 30
- Students under the supervision of NAH faculty member administered 650 COVID-19 vaccines at a vaccine clinic held at Roma Middle School, March 30
- Students under the supervision of NAH faculty member administered 700 COVID-19 vaccines at a vaccine drive held Rio Grande City High School. During the event, the students received a surprise visit from Congressman Henry Cuellar, March 30

- Students handled registration duties and administered COVID-19 vaccines (including curbside) at a vaccine clinic held at Rio Grande City High School, March 31
- Accolades:
    - Faculty member reported gratitude expressed by Starr County resident – "Thank you all and every student for helping us protect and save our little piece of the world."
    - Faculty member received a message from a local owner applauding our vaccination efforts and thanking us for supporting the community.

DR. ERIC REITTINGER
DIVISION DEAN – SOCIAL AND BEHAVIORAL SCIENCES

DIVISION DEAN'S REPORT:

- Data Management Team Meeting to discuss Gartner's Services and Update on Priority Projects, March 23
- Met with Department Chair of Kinesiology who announced her intention to retire at the end of this year. Began the search for a new Department Chair, March 24
- Attended the Kinesiology Department meeting to inform the department of Chair's retirement and of policy for selecting new chair, March 24
- VPAA weekly Dean's meeting OTC moving forward, Planning for Instructional Continuity, as we return face-to-face instruction, master classes – dual credit and Adjuncts, March 25
- Planning and Development Council (PDC) Meeting on MS TEAMS. Items discussed: Faculty Senate, Faculty/Staff Satisfaction Survey, Status of Vaccine Availability, Pecan Library Operations during renovation, March 26
- Reviewed and approved re-assignment paperwork for Sociology instructor who is on FMLA, March 26

DEPARTMENT/PROGRAM REPORTS:

Child Development

- The STC Mid Valley Child Development Center would like to introduce the new age group of children: mobile infants ranging from 12 through 17 months of age. Throughout the day, they are busy exploring their environment, communicating through babbling and socializing with their peers and teacher. Here is a glimpse of our youngest children going about their daily activities.

Flipping pages through a book

Daily reminder of familiar faces at school

Mirror play made fun!

Outdoor physical development

Indoor physical development

Walking together safely outdoors

Lunchtime, a favorite time of day!

Reading time with during Dr. Seauss Week

Learning through center play

- Texas Workforce Commission along with the Office of Career & Employer Services set up the Jaguar Experience to serve as a dynamic platform where students have the opportunity to chat with people on demand or watch a

video of a program and/or service. The target audience for the program engagement were traditional, prospective and dual credit students. We were able to highlight our program and engage with potential student's, March 26

Education

- Department Chair and two Faculty participated in first Jaguar Experience Virtual Fair March 26

Political Science

- Chair met with the Dean for Dual Enrollment, to discuss the possibility of moving to ebooks for Dual Enrollment GOVT classes.
- SBS Program Chairs' meeting to discuss scheduling for upcoming semesters and other issues March 10
- Held a department meeting in which he discussed the schedule for upcoming semesters, the transition to Blackboard Ultra, textbooks issues, expectations regarding faculty communication with students and other topics. March 26

Psychological Science

- Faculty received a recognition plaque for serving as co-host of a YouTube show for 2 years, including 1 year with the new and improved state of the art production of RGV Stars.
- Various activities with Cengage:
    - Met with their representative and engagement specialist to discuss possibility of using lower-cost options and keeping students engaged in class, March 1
    - Met with representative to discuss the possibility of deploying one of their tools within their platform that we currently use in our course's, March 9
    - Participated in Cengage's Virtual Conference on Online Student Engagement and Teaching Empowerment, March 23

- Faculty filmed video clip at Starr County Campus office for Rio Grande City CISD Virtual Career Day; video clip will be shown to all students in their virtual classrooms across the Rio Grande City CISD school district, in all of its elementary and secondary schools, March 22
- The Starr County Campus Psychology Club participated in a social media collage to promote Getting the COVID-19 Vaccine, March 14
- Chair met with two faculty members to discuss the development of upcoming departmental orientation geared towards our majors, incoming majors, and possibly reaching out to our high school seniors to attract them into our program, March 9
- SBS Program Chairs' meeting, March 10
- Faculty filmed four episodes of season 4 of RGV Stars, March 24

DR. RACHEL SALE
DEAN – DISTANCE LEARNING

DEAN'S REPORT:

- Participated as member of a search committee for the CLE, March 1-4
- Met with Library and CLE leaders to discuss ways to increase service to online students, March 1
- Completed PowerApps training, March 8-11
- Counseled Director Pena on writing IE goals, March 15-19. Follow up training is scheduled in April
- Advised deans of Blackboard courses with no content, faculty access and/or gradebook use. These numbers are being verified by the Helpdesk agents since Director Pena had some doubts about the accuracy of the new version of Blackboard Analytics. Individual chairs are being notified of missing gradebook use as that is tied to an AA goal for this academic year. March 15-24
- Collaborated with the Instructional Team to identify all instructors who will need to recertify for Instructional Continuity or Online Teaching Certification, March 15-18
- Worked with Academic Affairs to revise job descriptions for the Instructional Designer position, Mar 22-26
- Collaborated with the DL Director to determine appropriate hours and descriptions for the specialists working at the help desk to clearly define them as non-exempt positions. March 22-23
- Created a Sharepoint site to provide Chairs and Deans access to DL instructor certification data in real time. Added sample training documents to share with faculty, March 22-25
- Attended the Drama Dept meeting to answer questions about Ultra and Certifications, March 25

- Revised Instructional Team reporting in response to communication issues, March 30-31
- Provided Instructional Team staff a break by taking the on-call duties for escalated tickets, March 25-30
- Met with Interim VPAA to discuss opening a frozen position to provide the Technology Team and Director Pena with someone capable of creating analytics and reports, March 22-30

DIRECTOR'S REPORT:

- Status Report for Division Deans
    - Developed a Blackboard No Content Course and Faculty Access Report for Spring 2021
    - Updated the Blackboard gradebook usage report for Spring 2021, March 26
    - Develop the faculty teaching schedule report for all courses in Summer 2021, March 29
- Met with EasySoft Customer Success Manager regarding support features inside Blackboard, March 2, 30
- Various tasks for hiring committee: Distance Education Technologies Specialist
    - Scheduled interviews and developed interview questions, March 3
    - Interviewed candidates, March 5
    - Developed letter of recommendation, March 8
    - Finalized hiring paperwork and submitted hiring proposal through PeopleAdmin, March 9-10
- Participated at the Title IX Advisor Training, March 4
- Participated at the Banner User Group meeting, March 9
- Developed hours of operation for DL Helpdesk & Student Support Specialists for Spring Break week, March 9
- Developed the NC-SARA renewal application membership form, March 12
- Met with Responds' Account Executive to discuss STC usage for proctoring and contract for next year, March 12
- Participated at the President's Administrative Staff Meeting, March 12
- Updated South Texas College Online website
- Met with Project Manager - Academic Affairs to discuss the Distance Learning Staffing Plan, March 12
- Developed the Manager of Distance Learning Technologies job description, March 23
- Developed the Distance Learning faculty professional development website and form submissions using Microsoft Flow automation to convert into a Powerapp ticket, March 24-25
- Met with Interim Starfish Administrator and Starfish Consultant to discuss data feed integrations with Blackboard, March 25
- Identified IE plan goal on DL student support for the next two years, March 26
- Met with Interim Vice President of Academic Affairs, Dean of Distance Learning and Project Manager of Academic Affairs to discuss the Distance Learning staffing plan, March 29
- Participated at the Academic Council Meeting, March 29
- Developed hours of operation for DL Helpdesk & Student Support Specialists for semester break days, March 29
- Revised job description and staffing form for the Academic Coach position, March 31

PROJECTS:

- Course Development by Distance Learning Staff
    - Reviewed, evaluated, and completed the DL Course Checklist audits for Spring 2021, March 1-12
    - Assisted MHSM, TMGT, and Paralegal Departments to transition courses to Ultra view, March 2-3, 8-12
    - Presented the Blackboard Ultra Course Overview for the History and Philosophy Departments, March 4
    - Trained on Adobe Captivate Essential Training and PowerApps, March 10-12.
    - Reviewed and updated the LMS Fundamentals certification training to an ultra-course view, March 22-25
    - Updated the instructional materials for the Academic Continuity certification training, March 22-26
    - Updated the DL faculty certification status report for division deans, March 26, 29
    - Registered faculty into the Distance Learning certifications workshops, March 30-31
    - Updated the instructional materials for the Instructional Continuity certification workshop, March. 29-31
    - Participated at the Inclusive Online Teaching Teach-Out workshop and the Evacuation Procedures workshop, March 29, 31
- Distance Learning Staff facilitated First Time Online Student Orientation
    - Assisted and provided certifications of completion to students in the Blackboard Online Orientation for traditional and Dual Credit Students, March 1-12
    - Enrolled a total of 2,598 Dual Credit students and 1,544 DC students passed/completed the Orientation
    - Enrolled 2,273 traditional students and 724 students passed/completed the Orientation

    - Developed a retention report for not returning online students, March 22-26
    - Developed and distributed a survey for the none returning online students, March 29-31
- Learning Management System (LMS)
    - Batch upload for Summer 2021 courses and faculty/student enrollments through ILP admin
    - In collaboration with IS&P department, troubleshoot ILP in Blackboard Ultra with settings from Ellucian
    - Assisted faculty with storage issues by moving content to their One Drive account
    - Updated information modules in Blackboard
    - Updated Easysoft building block in staging and then production
    - Participated at the Qwiklabs Integration meeting, March 1
    - Developed the Financial Aid survey popup message for all students in the LMS, March 4
    - Developed the Counseling and Student Accessibility Services section inside BB's Assist tab, March 4
    - Implemented LTI configuration for OER Texas Repository for the LMS, March 23
    - Met with the Account Executive for Blackboard Analytics to discuss the data on the reports, March 31
- Multimedia Support
    - Assisted faculty in the JagStudio
- 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
- Distance Learning Help Desk Ticketing System
    - Updated messages to Teams group with Faculty/Student Support information
    - Updated FAQ canned responses
- TxDOT
    - Assisted TxDOT students with their academic courses and Summer/Fall registration
    - Assisted TxDOT students with registration

DISTANCE LEARNING TECHNOLOGIES:

- **Distance Learning Helpdesk**
    - Numbers for the month
        - Blackboard Students/Faculty Tickets: 272
        - Helpdesk Phone Calls from DL Staff: 590
        - Helpdesk Phone Calls from Open Labs Staff 43
        - Social Intent – Distance Learning Chat 165
        - Afterhours Students/Faculty Chats: 18
        - Afterhours Helpdesk Calls: 49
        - **Total: 1,137**
- **Trainings/Workshops/Professional Development**
    - Trainings
        - Distance Learning staff presented three sessions for A.C.T.A to showcase the Distance Learning Department, March 4.
        - DL Instructional Staff provided professional development sessions on Ultra and Blackboard Gradebook usage, March 4, 6, 10, 12, 20, 22, 25-26. Weekend sessions are to accommodate adjuncts and dual credit instructors.
- **Student Success Activities:**

Type of Service	Number of Students
General Advising:	67
Telephone/Text Contacts:	46
Virtual Campus Advising Email:	332
Radius Inquiries:	183
Register Students:	15
Orientation Certifications	354
TxDOT Registrations	3
Social Intents – DL Chat	26
Student Drops	16
Total:	***1,042***

DISTANCE LEARNING STAFF ATTENDED THE FOLLOWING MEETINGS:

- Staff participated in A.C.T.A, March 4, 25
- Met with Information Technology staff to automate the Distance Learning Course Approval Form, March 8
- Division of Business, Public Safety, and Technology Meeting, March 10
- TSI 2.0 Update meeting, March 9
- English, Physics, and History Department Meeting, March 25-26

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

DEAN'S REPORT:

- Met with Coordinator for Enrollment Services Dual Credit and Scheduling Manager met with the Principal from Triumph Public Schools to establish a partnership effective Fall 2021, March 2.
- Dual Credit Programs hosted the Spring 2021- Program Chair Update, March 5.
- Dual Credit Programs hosted the first National Summit for Dual Credit Programs with 160 attendees from 11 states, 12 school districts, 26 higher education institutions, and 9 State/National entities, March 7-9.
- Dual Credit Programs hosted a meeting with five (5) smaller enrollment districts to discuss the option of offering combined Academic sections for Fall 2021, March 11.
- Dual Credit Programs met with La Villa ISD Administration and STC Nursing & Allied Health Dean along with Program Chair to discuss the IHE support needed for the P-TECH Grant Application, March 22.
- Dual Credit Programs along with the Grants, Resources and Compliance Departments met with the following Districts in regards to the Texas Education Agency 2021-2023 Expansion of Dual Credit Faculty CCRSM Application:

District	Meeting Date
La Joya ISD	March 24
La Villa ISD	March 26
Vanguard Academy	March 29
Sharyland ISD	March 30

- Dean, Director for Grants, Resources and Compliance, and Dean of Nursing & Allied Health met with Monte Alto ISD, La Villa ISD and Edcouch Elsa ISD Superintendents regarding the submission of the Carl Perkins Reserve Grant, March 26.
- Dual Credit Programs held a Mission, Vision and Goals Taskforce Meeting to determine the Action Plan, March 31.
- As of March 31, over 60 Dual Credit Faculty applications/inquiries have been submitted:

Fall 2021 Prospective Dual Credit Faculty			
Applications Completed	**Applications in Progress**	**Did not meet minimum credentials**	**Total**
26	35	5	66

- As of March 31, Scheduling Staff processed the following requests:

Summer 2021				
Total Request	**New Sections**	**Updated Sections**	**Cancelled Sections**	**Total Number of Sections**
92	55	15	22	373

Fall 2021				
Total Request	**New Sections**	**Updated Sections**	**Cancelled Sections**	**Total Number of Sections**
90	35	33	22	1538

ACADEMIES AND HIGH SCHOOL PROJECTS:

- Staff conducted the following Information Session/Recruitment presentation open to all participating area 10 grade students:

Date	Campus
March 2nd	Mid Valley
March 3rd	Pecan
March 4th	Mid Valley
March 4th	Pecan
March 4th	Starr
March 10th	Pecan
March 11th	Pecan
March 24th	Pecan (Application Drive Event)

- Staff conducted the following case management:

Location	Case Management
Pecan	122
Mid Valley	31
Starr County	5

- Director attended meeting with DCP SDP Relations Manager and Diesel Technology Program Department Chair to assist in promoting CTE opportunity to school districts, March 1
- Director hosted a Breakout Session for the National Summit for Dual Credit Programs titled Middle College Academies: Roadmap to Success, March 8
- Director and Coordinator attended the National Summit for Dual Credit Programs, March 8-9
- The Academies & High School Projects Department Staff received a JagAdvise Training provided by the Information Technology Department. This training is associated with the department's Comprehensive Operational Plan Priority Objective, March 30
- Staff hosted the Friday Workshops via Zoom platform for Junior and Senior Academy students, March 5
  - Pecan:
    - Forty-five (45) Seniors attended a workshop hosted by Academy Programs. The workshop focused on Financial Aid by providing information related to FAFSA, grants, student loans, transfer credit, and how to request an STC transcript.
    - Forty (40) Juniors attended the Student Leadership Academy hosted by the Student Activities Department.
  - Mid Valley:
    - The Center for Learning Excellence hosted a group tutoring session for DEEA Seniors ENGR 2302 course.
  - Starr County:
    - Five (5) Seniors and seven (7) Juniors attended a Stress Management and Self-Care Workshop hosted the Counseling and Student Accessibility Services Department.
- Staff hosted the Friday Workshops via Zoom platform for Junior and Senior Academy students, March 12
  - Pecan:
    - Academy Juniors attended the Student Leadership Academy hosted by the Student Activities Department.
  - Mid Valley:
    - Academy Juniors attended the Student Academy hosted by the Judicial Affairs Department.
  - Mid Valley & Starr County:
    - Academy Students attended a Financial Literacy Workshop hosted by BBVA Compass Bank which focused on teaching students about the importance of credit scores and how to make financial decisions.
- Staff attended the annual TexPREP Annual Site Director's Meeting hosted by the University of Texas-San Antonio via Zoom, March 4
- Staff conducted a PREP Year 1 Recruitment/Parent Information Sessions for Weslaco and PSJA ISDs, March 31

- Staff provided a recruitment presentation/information session for PREP Year 1 in preparation for Summer 2021 for the following school district:

Date	School District
March 3rd	Weslaco
March 31st	Weslaco
March 31st	PSJA

DUAL CREDIT PROGRAM INSTRUCTIONAL PATHWAYS:

- Participated in a discussion with STC Grant Management Manager to discuss Dallas area PTECH programs in the field of Criminal Justice which included review of local region efforts, constraints and demand, March 4.
- Assisted and attended the NSDCP Conference, March 8-9.
- Presented on Dual Credit Pathways during the NSDCP Post-Conference, March 9.
- Attended a data and analytics team presentation hosted by Gartner Interaction, March 12.
- Received communication from La Villa ECHS of the district seeking to expand designation to include PTECH-Patient Care Certification. Dean and Director have established communication with La Villa district leaders to better understand their intentions with a meeting scheduled for March 22.
- The DCP staff advised and hosted sessions to more than 1600 students in the month of March. YTD the staff has advised and hosted to more than 3600 students. The following events and/or sessions of partnering school districts:
    - Vanguard Parent Night
    - Vanguard Virtual Advising
    - La Joya ISD: one-on-one Advising
    - La Joya Junior Virtual Advising
    - Hidalgo ECHS Jagnet Degreeworks Training
    - Valley View Jagnet Degreeworks Training
    - Roma ISD Student Advising Sessions
    - PSJA ISD Student Advising Sessions
    - Mercedes TSTEM Student Advising Sessions
    - Weslaco ISD Student Advising Sessions
    - Edinburg CISD Student Advising Sessions
- PTECH grant application meeting with NAH team and La Villa to discuss potential course offerings in Patient Care Certification, March 22.
- TSI2.0 Committee meeting. Department will host a Counselor Symposium in April to allowed testing services to present to all partnering districts about TSI 2.0 updates and interpretation, March 24.
- Carl Perkins Grant discussion with La Villa, Edcouch-Elsa and Monte Alto ISD. The program of interest is Pharmacy Tech which the Nursing & Allied Health Administration explained requirements and potential concerns, March 25.
- Discussed the next steps in address low performing students as part of the metrics meetings and Comprehensive Operation Plan. Dean has scheduled meetings with department chairs to begin the second phase which includes the following Departments: English, Math, Government and History, March 30.
- Met to review and update the ECHS Interlocal Agreement including updated format, language and document name, March 31.
- DCP Missions and Goals Action Plan meeting with the Missions and Goals team, March 31.

RELATIONS MANAGER'S REPORT:

- Hosted the National Conference for Dual Credit Programs that was held on March 7-9
- Created and planned the Starfish Portal marketing strategies and website revamp
- Co-Hosted the Jaguar Experience virtual event, in collaboration with Career Services that was held on March 26
- Started the coordination of Spring 2021 Graduation Distribution logistics for dual credit students to be held April 5-19
- Worked on updating the DCP Annual Report
- Worked on finalizing the 2021 Youth Camps and marketing initiatives

JESSICA GALLOSO
ASSOCIATE DEAN – PROFESSIONAL AND ORGANIZATIONAL DEVELOPMENT

MEETINGS:

- OPOD Team met with Dual Credit to discuss upcoming National Summit for Dual Credit Programs, March 1
- Associate Dean and OPOD Manager met with Director of Learning Outcomes, Dean of Institutional Research and Effectiveness, Dean of Liberal Arts, Director of Research of Analytical Services, and Institutional Effectiveness and Assessment to follow up on data from College Wide Data Summit, March 2
- Associate Dean, OPOD Manager, and Instructional Coach met with potential trainer/speaker for upcoming event, March 4
- Instructional Coach met with members of Library staff to prepare upcoming workshop, March 4
- Associate Dean and OPOD Manager met with Educational Technologies to discuss presenter and topics for faculty and staff summer workshops, March 8
- Associate Dean, OPOD Manager and Instructional Coach met with potential speaker to discuss topics for upcoming OPOD events, March 10
- OPOD Team met to discuss upcoming events, March 10
- OPOD Team met with outside consultant to discuss potential training sessions for STC staff, March 11
- Instructional Coach and OPOD Manager met with Development Specialist for Microsoft Corporation to discuss topics for upcoming summer trainings for faculty and staff, March 11
- OPOD Team met to discuss details of upcoming events, March 22
- Associate Dean, OPOD Manager and Instructional Coach met to discuss IE Plan Cycle Objections Supporting Budget Planning, March 23
- Instructional Coach met with Librarian to coordinate upcoming activity for FOCUS Academy, March 23
- Associate Dean, OPOD Manager and Instructional Coach met with a Consultant to discuss possible presentation for upcoming events, March 24
- Associate Dean, OPOD Manager and Instructional Coach met with a consultant for Skillpath to discuss details for upcoming training sessions for staff, March 24
- Associate Dean attended Academic Affairs Deans Meeting, March 25
- Instructional Coach attended PDC meeting for Associate Dean, March 26

ACADEMIES AND TRAININGS:

- Associate Dean facilitated Ambassadors Cross Training Academy (A.C.T.A.), March 4, 11, 25
- Project Manager for Dual Credit Programs facilitated DELTA Academy, March 1-11
- Instructional Coach facilitated Week two of Spark Online, March 1-26
- Instructional Coach facilitated Session 2 of F.O.C.U.S. Academy, March 5, 12, 26
- Instructional Coach facilitated *Coffee Collaborative: Protecting Your Mental Health During the Pandemic*, March 23
- Instructional Coach facilitated *Building a Sense of Belonging with Flipgrid*, March 24
- OPOD staff provided one-on-one consultations for STC staff and faculty regarding use of instructional technology and Professional Development System, March 1-31

COLLABORATION WITH OTHER DEPARTMENTS:

- Educational Technologies, in collaboration with OPOD, facilitated Interactive Questions with Poll Everywhere, March 5
- Educational Technologies in collaboration with OPOD facilitated Poll Everywhere Open Forum, March 5
- OPOD assisted Dual Credit Programs with facilitation of the National Summit for Dual Credit Programs (NSDCP), March 7-9
- Library Services, in collaboration with Professional Development, presented the second of a 3-part series for faculty on Open Educational Resources – Navigating the World of OER, March 10
- Educational Technologies, in collaboration with OPOD facilitated Accessible and Interactive Videos with VidGrid, March 26
- Educational Technologies in collaboration with OPOD facilitated VidGrid Forum, March 26

PROGRAMS IN DEVELOPMENT:

- South Texas Leadership Academy Conference (STLA), June 2021
- Academic Affairs Awards, August 2021
- Academic Affairs Convocation, August 2021
- Adjunct Dual Credit Professional Development Day, August 2021

DANIEL MONTEZ
ADMINISTRATOR – MID-VALLEY CAMPUS

CAMPUS ENGAGEMENT:

- Mid Valley Campus Advisory Committee Meeting, March 04
- Lab Modification meeting and "walk-through" with Chair and Facilities Supervisor, March 01
- Search committee meeting for CDC Secretary, March 11
- PAS Meeting, March 12
- Distributed Food Pantry items to students in need, various dates
- MVC Advisory Committee Meeting, March 25
- PDC Meeting, March 26
- Hosted STC Board Meeting; conducted tour for Board Members at MVC, March 30

COMMUNITY ENGAGEMENT:

- Participated in Grand Opening/Ribbon Cutting for CiL Fresh, LLC, March 03
- Assisted registering faculty/staff for COVID 19 vaccine in cooperation with Weslaco FD at Knapp Medical Center, March 05
- Met with Weslaco PD Chief Rivera to discuss training workshops at MV, March 08
- Coordinated with Knapp MC for vaccination clinic for STC faculty and staff, various dates
- Volunteered to KMC vaccination site, March 24
- Met with Emergency Response Officers to review possible vaccination site at MVC, March 24
- Participated in Grand Opening/Ribbon Cutting for Schlotsky's, March 30
- Attended STC Board Meeting at MVC, March 30

ENROLLMENT ACTIVITIES:

- Met with several Faculty, Staff, Student and Community members to assist with campus enrollment:
    - Science faculty/Chair to discuss offerings for Summer/Spring 2021, March 01
    - Enrollment Staff regarding course demand for core courses, March 02
    - MATH Dept. regarding course offerings at MV, March 03
    - Worked with GOVT Chair to create in-person GOVT at MV, March 10
    - Worked with schedulers to locate classrooms for Summer/Fall in-person classes.
    - Hosted in-person Fast Track event for Weslaco CTE HS, March 12
    - B&T Asst. Chair to discuss in-person offerings at MV for Summer/Fall 2021, March 22
    - MATH Asst. Chair to discuss/review course offerings/classrooms at MVC Campus, March 22
    - Registered students virtually for on line/face to face classes, March 22-26
    - Aided with student registering for Summer/Fall 2021
    - Worked with Workforce Programs to determine classrooms for Summer/Fall 2021

DR. ARTURO MONTIEL
ADMINISTRATOR – STARR COUNTY CAMPUS

CAMPUS ENGAGEMENT:

- Attended Roma ISD School Board meeting online.
- Visited RGCCISD Director of Counseling for Testing Support
- Acquired training for immunization team for data entry at COVID-19 sites in Starr County.
- Visited with State Representative politician for support regarding immunizations for the county.

- Coordinated with County officials to participate and gather volunteers for immunization drive in Starr County.
- Providing data entry services for Starr County immunization effort in state collection system.
- Contacted community leaders about open registration on campus.
- Stayed in touch with local Starr County news media for future collaboration.
- Discuss serving on RGCCISD safety committee for Fall 2021.
- Discuss with Starr County Head Start to serve on committee for child development.
- Attended Starr County Community Coalition monthly meeting.
- Volunteer to help at Starr County Vaccination sites.
- Coordinated with dean NAH to provide vaccines for faculty/staff.
- Attended the National Drug Facts Week online with Starr County Community Coalition.
- Visited with Starr County Sherriff to discuss upcoming meetings for county emergency/disaster plan.

COMMUNITY ENGAGEMENT:

- Continued working with district food bank to distribute goods.
- Student Leadership Academy Meeting Tuesday March 2, 2020
- Caffeine Awareness Day Wednesday March 3, 2020
- Student Government Association Meeting Wednesday March 3, 2020
- Student Activities "Drive-In Movie Night" March 25th, 2021

ENROLLMENT ACTIVITIES:

- Continued working with each academic department through SSS to recruit for summer/fall 2021.
- Began planning for marketing strategy for summer/fall 2021.
- Worked with RGCCISD Superintendent to allow recruiters to attend more events during spring 2021 to recruit for upcoming semesters.
- Contacted students via email regarding registration for summer/fall 2021 reminder to register now.
- Worked with Student Activities to continue push for retention of current students through activities on campus.
- Contacting faculty to share information on open registration for summer/fall 2021
- Drafted Letter for recruiting purposes for Starr County ISD.
- Worked with student success specialist to recruit education program students.
- Worked with criminal justice faculty to recruit for summer and fall 2021.
- Worked with Student Services dean to prepare for student interaction face to face.
- Followed up with Continuing Ed for new repetitive for recruiting on campus.
- Continued working with RGCCISD Director of Counseling for help with student's success with TSI.

CHRISTINA CAVAZOS
DIRECTOR – CURRICULUM

DIRECTOR'S REPORT:

- Attended Council of Chair meeting to present on the Fall 2021 Instructional Plan and answer questions on behalf of the Interim VPAA.
- Attended the Biotechnology program development committee to present on the occupational data secured for the program development proposal and discuss the proposed timeline for development of the award.
- Hosted the AY 22-23 Academic Calendar Committee meeting where the draft materials were reviewed and questions were answered by the committee.
- Met with Dean of BPST to discuss Occupational Skills Awards in her division.
- Attended meeting to discuss recognition of Occupational Skills Awards and build the course requirements into Degree Works in order to efficiently report on them to determine which students met the requirements.
- Attended the Banner User Group meeting to discuss OSA's and the impact on Financial Aid eligibility and also discuss the Transfer Equivalency in Degree Works.
- Attended the President's Administrative Staff meeting.
- Met with Cashier's and Admissions staff to discuss the impact of instructional methods entered for nontraditional courses held virtually on the electronic course fee. A decision was made to use the internet instructional method

so the fee could be applied appropriately and scheduling staff would work with Admissions to update the sections for Summer and Fall 2021.

- Attended meeting with Interim President, Dean of BPST and Interim VPAA to discuss the status of the proposed Cosmetology Program and discuss the timeline for implementation, committee and faculty setup.
- Attended a SmartEval webinar to review recent updates to the application with the consultant.
- Met with Dean of Institutional Research, Effectiveness and strategic Planning to discuss the prior learning assessment opportunities for the proposed Production, Logistics, & Maintenance Technician Non-Credit certificate and revise to clarify statements in the documentation.
- Attended the Planning and Development Council meeting.
- Attended the College-Wide Curriculum Committee meeting for March.
- Attended Academic Council Meeting for March and co-presented with Mr. Leonel Garcia on the proposed Production, Logistics & Maintenance Technician non-credit certificate. I also gave an update on the course modalities appearing on the course search page after PR department has completed the work to create filters for easier search for students and staff.
- Met with EMT program chair to discuss the creation of syllabi for dual credit courses in Concourse and offered recommendations.
- Met with the Director of Admissions and the Applications Development Manager to discuss the scribing of prerequisites in Degree Works and embed it into the current project of implementation of the latest version.
- Finalized the Production, Logistics & Maintenance Technician program development proposal to start the committee approval process.
- Worked on the Geospatial Engineering Technology award proposal by updating the EMSI data and enrollment/graduation counts. Worked on the projected budget for the Geospatial Engineering Technology award proposal based on the 5-year projected schedule provided by developer. Met with the program developer to discuss the projected budget and modifications to reduce costs.
- Met with the program developer of the proposed Cosmetology award to discuss pending items and progress status.
- Assisted Dean of Liberal Arts with a True Credential assessment in preparation for the next Texas Pathways Institute.
- Attended the Records Management Training hosted by the Accountability, Risk Management & Compliance department for Record Coordinators.
- Setup the test program code for one of the Occupational Skills Awards in Banner TEST8 so that the Director of Admissions can create an unofficial transcript and how the award would appear to the transcript owner.
- Setup the UCX tables for adding an OSA award in Degree Works test environment.
- Attended the 2021-2023 IE Plan Cycle training workshop to review updates to the IE templates and best practices for completion of IE plans.
- Sent final reminder for completion of the Chair Evaluation via SmartEvals. The final completion rate was 83%, which exceeded last year's target of 71%.
- Created requested syllabi for the Distance Learning department for the Instructional Continuity Certification and the LMS Fundamentals.
- Disbursed the Concourse Syllabi Status report to the instructional deans; the college was at 98% as March 5.

CURRICULUM & SCHEDULING COORDINATOR'S REPORT:

- Worked on TSI 2.0 updates for MATH 1414, MATH 1442, & MATH 1324 for Fall 2021 and audit Summer 2021 courses to ensure accuracy.
- Processed revisions for the workforce programs in the CBPass application from the Texas Higher Education Coordinating Board.
- Processed linking/unlinking requests for Math corequisite courses for Fall 2021.
- Worked on the Banner Test Plan to test new patches and updates to the software application.
- Processed corrections to instructional methods for Summer 2021 online sections.
- Attended Train the Trainer II Concourse Syllabus webinar to obtain best practices on developing training session for end users.
- Attended the College-Wide Curriculum Committee meeting held via Microsoft Teams on March 25.
- Attended meeting with SmartEvals representative and Director of Curriculum to review recent updates made to the application.

- Attended the TSI 2.0 Committee meeting and presented on Summer and Fall 2021 prerequisite updates in Banner and the recent changes to the placement scales.
- Attended Records and Retention Process and tracked according to Accountability, Risk, & Compliance office.
- Meeting with Curriculum Director to discuss the instruction percentage report by division per term and discuss Transit reports, and audits required.
- Audit Degree Works scribe and SEP files for the 2021-2022 catalog to ensure accuracy.
- Completed the tuition and fees update in Courseleaf Catalog for AY21-22.
- Worked on TSI 2.0 updates for MATH 1414, MATH 1442, & MATH 1324 for Fall 2021 and audit Summer 2021 courses to ensure accuracy.
- Managed course evaluations in SmartEvals for Spring minimester sessions.
    - N12, M5, K1, N6, N1, & M2

YOLONDA JARAMILLO
DIRECTOR – LEARNING OUTCOMES

DIRECTOR'S REPORT:

- Met with Academic Affairs Comprehensive Operational Team to review and discuss timeline, training, and resources for low pass/high withdrawal course study.
- Met with deans, program chairs, and faculty to assist with Data Summit Formstack navigation and PLO Targeted Improvement Plans for the 2020-2021 Assessment Plans.
- Met with Data Summit Team to review project status and plan next meeting.
- Met with Ansource to discuss Core Objective initiatives and planned demo of services.
- Participated in Ambassadors Cross Training Academy professional development workshop.
- Met with program chairs to discuss the proposed revisions for JagPRIDE, read-only pages for Activities and Data Analysis. Requested recommendations by March 5. The majority of program chairs approved the new direction with only two indication need of the Improvement Plans field in Data Analysis. Leaving the field optional is not a viable choice. Based on recommendations, the proposed revisions are planned for Monday, April 19.
- Met with the Coordinator of Faculty Advising to review the Academic Affairs Comprehensive Operational Plan Priority Three, Low Pass/High initiative and to invite to meeting/training.
- Presented COP#3 Meeting /Training with Liberal Arts, MSITB and Social and Behavioral Sciences. Shared all supporting documentation in meeting SharePoint.
- Met with Academic Affairs Special Assignment Coordinator to discuss COP#3 and needs moving forward.
- Met with program chairs and faculty members to discuss COP#3 documentation and concerns.
- Participated in DHSI Grant Coordinator hiring committee.
- Met with program chairs and coordinators to review and revise fall-to-fall PLO Improvement Plans due March 8.
- Met with IT to discuss and plan JagPRIDE updates and functionality of mass activity inserts for Spring 2021. Program chairs voted to proceed with read-only pages for Activities and Data Analysis for PLOs and removal of the improvement plan field at a faculty level.
- Met with Director of Student Rights and Responsibilities to discuss staff team building and conflict management professional development options.
- Participated in Navigating the World of Open Educational Resources (OER) workshops.
- Participated in President's Administrative Staff team meeting.
- Met with program chairs to assist with Data Summit Formstack navigation and submission.
- Met with program chairs and faculty participating in the Academic Affairs Comprehensive Operational Plan Priority Three, Low Pass/High initiative to assist them with the process.
- Met with the Dean of BPST to discuss targeted program chair meetings for departments pending PLO Improvement Plans.
- Met with Dean of Liberal Arts to discuss communication options to improve follow-through on division, ePortfolios, and Teamwork surveys.
- Provided Mass Activity Insert and PLO Targeted Report Excel formula training to team.
- Met with ExamSoft representative to review options for Spring 2021 Courses as a cross reference to JagPRIDE Mass Activity Interests.
- Participated in Planning and Development Council meeting.

- Participated in TxHEA Webinar Series: Assessing Teamwork in a Virtual Setting.
- Participated and presented at Academic Council meeting.
- Met with IVPAA to review budget, PLO Improvement Plan status, and grant equipment relocation.

Projects:

- Researched former Action Plan (Improvement Plan) reporting available in Argos.
- Research course rosters with student information reports available in Argos to share with selected Faculty Advisors for COP#3.
- Added revised Targeted PLO Improvement Plans to assessment plans in OneDrive Fall to Fall reporting improvement plans that were due Monday, March 8.
- Redesigned 2020-2021 PLO Target Report to include Improvement Plan reporting based on Fall 2020 data. Completion is underway.
- Created Low Pass/High Withdrawal Course Study Training Presentation, timeline, and faculty resources.
- Updating 2020-2023 PLO Assessment Plan to include updated fall-to-fall improvement plans.
- Completed Program chair JagPRIDE update survey.
- Prepared Core Objective presentation with survey results for the College-Wide Curriculum Committed.
- Completing JagPRIDE Mass Activity Insert process for spring 2021 data submissions.
- Updating 2020-2023 PLO Assessment Plans with updated fall-to-fall improvement plans.
- Updating JagPRIDE to reflect updates in 2020-2023 PLO Assessment Plans.

Reports:

- Completed 2020-2021 PLO Target Report to include Improved Plan reporting based on Fall 2020 data.
- Drafting division improvement plan audit report to target pending information.

TITLE V GRANT & PROJECTS:

- Participated in Records Management Training to research allowable options to digitize grant documentation and reduce physical storage needs.
- Met with Business Office and GDMC to review and approve 2019-2020 budget reporting for final APR.
- Met GDMC Executive Director to follow up on Year 1 IT purchases being reallocated to the Tyler Junior College to ensure a more reliable disaster recovery site. The items will remain STC property and will be managed by STC personnel only. Pending response from IT.
- Drafting Annual Progress Report (APR) for final reporting, due Friday, April 9.

ACADEMIC EXCELLENCE PROGRAMS

VALLEY SCHOLARS PROGRAM:

- **Fundraising** – Delivered Thank you gifts to sponsors. Collaborated with AA Project Manager and Graphic Designer to create the new cover for 16th ANWTS. Followed up with pending pledge to 15th Annual ANWTS
- **Meetings** – Conducted virtual VS meeting on Friday, March 5th at 12:00pm
- **Retention** – Assisted students with changes to registration and degree plans.
- **Recruitment** – Sent recruitment emails to qualified Valley Scholars Candidates and High School advisors and counselors. Sent reminder to prospective Valley Scholars regarding application deadline. Sent application confirmation to Class 25 Valley Scholars Applicants
  AE Team participated in the Virtual Career & Transition Fair on March 26th
- **Volunteer/ Community Service** – Valley Scholar students came by AE office and wrote Thank You cards for our ANWTS sponsors.
- **Administrative –** Developed and submitted IE Budget for the 2021-2023 cycle. Administrative Assistant attended virtual Chrome River training sessions on March 9th and March 12th. Student Success Specialist attended TSI update training session. Started preparing for Valley Scholar Specialist position vacancy. Began preparing office for Starfish Administrator new hire.

PHI THETA KAPPA:

- **Recruitment** – Answered emails and phone calls from students interested in joining Phi Theta Kappa. Met with students that were interested in PTK transfer scholarships.

- **Meetings** – Conducted virtual PTK General meeting on Thursday, March 25th at 4:30pm
  Student Success Specialist attended virtual PTK Texas Regional Conference, March 4th-6th.
  Held a virtual PTK Orientation on March 9th at 5:30pm
- **Scholarship:** Beta Epsilon Mu chapter was selected for The Golden Opportunity Scholarship from the Texas Region Alumni Association.
- **Administrative** – Reviewed applications for PTK Chapter Officers. Processed new membership dues. Registered advisor and officers for the PTK Catalyst: International Convention being held April 8th-10th.

HONORS PROGRAM:

- **Recruitment** – Answered emails and phone calls from students that were interested in taking honors courses for Fall semester.
- **Retention** – Assisted current Honors students with academic planning and graduation.
- **Administrative** – Met with potential future Honors faculty. Reviewed and filed Honors documents received from faculty.

DR. MARICELA SILVA
ACADEMIC INITIATIVES AND PROJECTS OFFICER

GRANTS:

- DHSI Grant
  - Met with Interim Coordinator to discuss Starfish progress and next steps.
  - The majority of the activities for Year 1 have been accomplished with the exception of a few.
- Perkins Grant
  - Participated in the Grant office's Time on Task Documentation Guidance training
  - Provided information and documentation Grant office requested for upcoming Virtual Desk Review
  - Emailed Co-liaisons to request updates/data for upcoming Perkins Biannual Report
  - Reviewed emails from Grants office containing additional guidance for Biannual reporting
  - Logged on to Grant office SharePoint to update Biannual Report
  - Held monthly Co-liaison meeting to provide guidance and discuss concerns, address questions, review updates and upcoming deadlines, provide guidance, and plan for new funding year
  - Reviewed Grant office feedback/inquiries regarding responses to the Biannual Report
  - Emailed Co-liaisons to request additional information for the Report
  - A concern was raised regarding Line Item 2.10 and 2.10a, which was not funded. The IT Program Chair had requested that the Grants office remove it from the Application; however, this was not done. The Grants office is asking for a response to the line item. A meeting will be held to discuss the matter when we return from Spring Break.
  - Met with the Grants office, IT Program Chair, and Dean for MSITB to discuss a concern raised regarding Line Item 2.10 and 2.10a, which was not funded. Even though the IT Program Chair had requested that the Grants office remove it from the Application, and this was brought up again in November by both the Program Manager for MSITB and the Academic Initiatives & Projects Officer, the Grants office left the item on the application. The Grants office is insistent on the item being left on the application and that other metrics be used (i.e. instead of pre- and post-surveys as listed on the report, IT use assessment, learning outcomes, etc.). However, the Grants office has asked the IT Program Chair to prepare the pre- and post-surveys to be collected and reported on the final report.
  - Follow up emails were sent to the Program Manager and Program Chair, and a write-up was provided for the line item using assessment as the indicator/metric, per Grant office instruction.
- CAEL Grant
  - Participated in monthly check-in call to discuss progress, etc. The last check-in call before the close-out of the grant will be in late April.
  - Additionally, a final convening will be scheduled for mid-April.

INITIATIVES:

- Starfish:
  - Met with Interim DHSI Coordinator to discuss Starfish progress and goals
  - Met with NAH EMT faculty to plan and develop a flag specific to their program
  - Met with Interim DHSI Coordinator to discuss Starfish Kick-off; discussed status of activities and items in progress
  - Explored Starfish platform to learn about new features
  - Communicated with Starfish representative to inquire about changes due to the recent sale of the Early Alert System to EAB
  - Met with Hobsons representative to discuss Blackboard issues/Starfish connection, and student grade visibility
  - Pulled Dual Credit and Traditional Progress Survey 1 reports. Provided results to Deans for follow-up.
  - Progress Survey 2 is scheduled to launch March 22; will close April 9. New reports will be run at that time.
  - Provided ongoing Starfish Technical support to faculty/staff.
- QEP
  - Met with QEP Director to discuss status/updates and next steps.
  - Met with Project Manager for OSI to discuss the Maps/Gallery, per ATD Coach recommendation; we will be bringing a group together comprised of Advisors, Dual Credit representatives, Specialists, etc., to work on a complete Map (from student's first day, hand-off, and through graduation).
  - Provided a list of participants for the ATD Coach suggested Gallery session, which will bring representatives from different areas back together to discuss Maps.
  - Was informed by the QEP Director that the VPAA did not approve the NOE renewal; therefore, after March 31, I will no longer be serving as QEP Co-Director.
- Other
  - Participated in Presidential Forum
  - Met with Program Chair for BASOL Program to discuss Innovation Award nomination
  - Submitted nominations for the League of Innovations Award for the following programs: Google IT, BASOL (CBE) Program, and Starfish Outreach/Retention Strategies for Starr Campus.
  - Participated in Title IX Training
  - Participated in Interactive Questioning with Poll Everywhere workshop
  - Participated in TSI 2.0 Meeting to learn about new Coordinating Board updates
  - Participated in 2021-2023 Expansion of Dual Credit Faculty for CCRSM - Applicants Webinar to learn about grant funding opportunity
  - Participated in Professional Development: Navigating the World of Open Educational Resources (OER)
  - Reviewed/edited Articulation Agreement w/Texas A&M CC for the University Relations Department

LISA ALEMAN & MONICA PEREZ
PROJECT MANAGERS – ACADEMIC AFFAIRS

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

- Continued to coordinate efforts to close out 2020 "A Night with the Stars" and plan for 2021
  - Finalized design theme for 2021 "A Night with the Stars"
- Continued to coordinate list of Academic Affairs Major Events and Activities for 2021
- Created graphics for Program Development Proposal Packet: Production, Logistics & Maintenance Technician Non-credit Certificate
  - Program Pathway
  - Stackable Credentials
- Designed and edited Online Music Camps PowerPoint presentation for EWD Committee Meeting
- Revised Fall 2021 Instructional Plan and Dual Credit Programs Couse Delivery documents
- Began coordinating recognition of 2020-2021 retiring faculty
- Continued to coordinate and develop Academic Affairs Highlights
- Continued to coordinate progress of STC & UTRGV Collaborative
  - Compiled meeting evaluation survey responses
  - Completed PowerPoint to track meeting summaries from workgroups

    - Updated Membership List
    - Coordinating date for Progress Check Meeting with Co-Chairs
- Finalized list of Committee & Organization Participation among Academic Affairs Leadership
- Reviewed sample scripts for OVPAA Strategic Priority 3: Success in Courses
- Revised BPST Division organizational chart of Department Chairs
- Assisted Dual Credit Programs with revisions to Dual Credit Faculty Hiring Forms
- Began coordinating Budget and IE Plan Development with Academic Excellence staff
    - Submitted Budget Notes for Academic Excellence Programs
- Coordinated distribution of wristbands for COVID-19 vaccine
- Coordinated list of Faculty FAQ for Academic Year 2021-2022
- Coordinated meeting for VPAA and Faculty Senate Executive Committee
- Distributed Recognition of Honors Faculty via Faculty/Staff News
- Finalized and submitted Academic Affairs Division Monthly Activity Report for February 2021
- Finalized draft Occupational Skills Award certificate
- Finalized letter of recommendation for former Valley Scholar
- Provided final report data for Title V HSI Grant
- Continued to coordinate LHE Workshop
- Developed draft presentation proposal for 2021 SACSCOC Annual Meeting
- Finalized agenda and handouts for Academic Council Meeting
- Reviewed and revised Ballet Folklórico PPT for EWDC Meeting
- Reviewed and suggested edits for Articulation Agreement with TAMU-Corpus Christi

PROJECTS – INSTRUCTIONAL EFFICIENCY REPORTS (BUDGETS AND FACILITIES):

- Assisted with collecting information for the THECB Perkins Requirement: Site Visit Desk Review
- Continued working with the Grant Office and the NAH Division on the Knapp Community Care Foundation grant
- Continued working on Faculty Load and Compensation (FLAC) for Academic Affairs Division
    - Continue creating internal procedures for Academic Affairs Division
    - Continue working on edits to FLAC End User Manual
    - Ran PEPFLAC for part of terms: 1/K1/L2/MO/M2/M5/M8/N1/N5/N12/N4/N6
    - FLAC (PT: N4/N6) records locked and acknowledged= 10
    - Continue working on resolving faculty workload entries in Banner-SIAASGN
- Continued working with Maintenance and Facilities on office space/building renovations/space modifications across all campuses
    - Mid-Valley Campus: Culinary Arts Course Offerings at Mid-Valley Campus
    - Pecan Campus: Building G- Physical Science - Classroom to Lab Conversion
    - Pecan Plaza: Kinesiology- Renovation (restrooms/storage)
    - Pecan Plaza: Dance Studio Expansion
    - Pecan Campus: PB-10B Engineering Model Car Workshop
    - Technology Campus: Master Plan for buildings A and B
    - Starr County Campus: Workforce Building and Programs
    - Move/Setup Request in process for Faculty and Staff
- Continued working with instructional divisions on symbol design for the Graduation Banners
- Held student grade appeal committee meeting
- Submitted CIPs for Academic Affairs Division
- Continue working on FY22 Budget Development
- Continue working on FY22 Staffing Plan
- Continue working on FY22 Faculty Handbook and Pay Plan revisions

DESIGN WORK:

- Assisted OVPAA office with academic related design projects and requests
    - Program Pathway Graphic_PLMT CE Certificate graphic
    - Occupational Skills Award
    - General page header/footer artwork

- Assisted the Office of Professional and Organizational Development with Ambassadors Cross-Training Academy (A.C.T.A.) logo design modifications
- Assisted Curriculum Department with cover design updates/corrections
    - Academic Calendar Committee - 2021-2022
    - Academic Calendar Committee - 2022-2023
    - Academic Calendar Committee - Editable date cover
    - Cosmetology Program Proposal
- Assisted Dual Credit with updates needed for Dual Credit Programs 3-Fold Pamphlet
- Continued working on redesign of Academic Affairs Instructional Divisions' Graduation banners
- Continued assisting Valley Scholars Program with 2021 A Night with the Stars event designs
    - Continue creating artwork for Sponsorship Request booklet
    - Finalized Sponsorship Request Booklet cover design
    - Finalized artwork for Web Banner
    - Created Stationary artwork

MEETINGS:

- Attended Presenters Q&A Session on National Summit for Dual Credit Programs, March 2
- Search committee meeting for the FAS Administrative Officer position, March 2
- Met with VPFAS and Title IX Liaison to review and discuss Title IX Cases - Students (grades), March 3
- Records Management Training Session, March 3-4
- Meeting to review Dual Credit Faculty hiring process forms, March 4
- ATIXA Custom Advisor Certification Training, March 4
- Time on Task Documentation: Guidance Session for Perkins V Requirement, March 4
- AY22-23 Academic Calendar Committee Meeting, March 5
- Meeting to discuss STC Enrollment, March 8
- Education & Workforce Development Committee Meeting, March 9
- Facilities Committee Meeting, March 9
- Search committee interviews for the FAS Administrative Officer position, March 10
- Meeting to discuss Fall 2021 Professional Development Events, March 12
- 2021-2023 IE Plan Cycle Workshop, March 12 and 25
- Meeting regarding NAH Summer Extensions, March 12
- Met virtually with Dean and Director for Distance Learning regarding FY22 Staffing Plan, March 12
- Meeting to discuss Cosmetology Program Development, March 22
- Meeting with Institutional Effectiveness & Assessment to discuss IE Plan Development for instructional divisions, March 22
- Meeting with BPST Dean and PM to discuss budget development process, March 23
- Met with BPST Dean to discuss Technology Campus Master Plan for A & B/portables, March 24
- Attended ADN virtual meeting to discuss stipends and LHE compliance, March 24
- Met with Dual Credit Programs to review and edit Mentoring Forms, March 25
- Conducted meeting to discuss Academic Excellence IE Plan Development, March 25 & 26
- Meeting to discuss Distance Learning FY22 Staffing Plan, March 29
- Academic Council Meeting via Teams, March 29
- Met with GDMC Office and AIPO to discuss Carl Perkins Biannual Report, March 30

Information Services, Planning, Performance and Strategic Initiatives

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

TO: DR. DAVID C. PLUMMER, INTERIM PRESIDENT

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

DATE: APRIL 27, 2021

SUBJECT: ACTIVITY REPORT FOR MARCH 1, 2021 THROUGH MARCH 31, 2021

ALICIA R. GOMEZ, CHIEF INFORMATION OFFICER INFORMATION TECHNOLOGY

APPLICATIONS DEVELOPMENT

BANNER SELF-SERVICE 9

The Banner Self-Service 9 project includes a database upgrade to Oracle 19c and enhancements to in-house self-service apps created under the previous version such as the Payroll Distribution Report. As part of the planning process for this project, the IT team will reach out to staff from the different administrative departments to identify all the applications that need to be refreshed. The new and enhanced self-service applications will be launched starting in April and continue with a phased approach throughout the rest of the year until completion.

JAGNET

The virtual environment created to provide access to employees to work from home remains available via JagNet until the different functional areas around the college come to normality.

DEGREE WORKS

The Applications Development team has finalized the project plan to upgrade Degree Works and expects to go live with the new version in July. The upgraded application features will allow STC and other Hight Ed institutions to share degree plans that are part of previously established articulation agreements. STC students will be able to create online what-if scenarios for transferring coursework from STC to other four-year institutions. The IT team has plans to reach out to UTRGV, Texas A&M Kingsville, and Alamo College to collaborate on this project to automate degree planning and transfer equivalency.

DISASTER PREPAREDNESS/RECOVERY PLANNING – STARR DATA CENTER

The South Texas College/Tyler Junior College network connectivity and memorandum of understanding to build a reciprocal Disaster Recovery collocation site was approved by the Board. The IT team will schedule a meeting to coordinate the installation plan and next steps with the TJC team the first week in April. This long-term mutual support partnership will allow both institutions to remotely store critical institutional data on each other's data centers and be able to recover it in the event of a disaster. While the current DR site at STARR County was created as part of the hurricane preparedness plan to provide clients with access to Banner, once the remote collocation at Tyler Junior College is complete the STARR county site may be used as an alternate environment for IT staff to stage major upgrades. The existing Pecan building M generator runs on diesel for approximately 12 consecutive hours and the fueling services during weather contingencies have proven to be unreliable. The IT and Facilities teams began the conversation to replace the generator that powers the building M Data Center for a new gas device. The engineering services agreement has been executed and budget transfers are underway to design and construct the project.

OFFICE 365 MIGRATION

STC faculty and staff continue to conduct Microsoft Team meetings, classes, online symposiums, conferences, outreach events, enrollment, and FAFSA drives virtually. MS Teams allows the STC community to hold virtual sessions with individuals within and outside the college. The use of Microsoft Teams and the Social Intents virtual lobby continues to expand as the IT team continues to provide training and set up the virtual lobby for additional faculty and staff who wish to use the new solution.

VIRTUALIZATION PHASE II

The IT team installed the new virtualization hardware and will continue to work with the vendor on the configuration that will provide additional computing resources for improved virtual server performance and capacity.

Additionally, the IT team completed the testing of the virtual application store for students which will enhance performance and streamline the students and faculty experiences when working with applications in the virtual desktop environment. The enterprise licenses recently approved by the Board will allow the virtualized software to be available for students to use in the Open Labs and other departments. The IT department is planning to present this project to Academic Counsel and Planning, and Development Council to get faculty and staff's feedback.

APPLICATION TEST SERVERS UPGRADE

This project which consists in upgrading the test server infrastructure will help the IT department in the patch and upgrade maintenance process for multiple applications such as Banner and Degree Works. The IT staff installed and configured the servers for this project. After the system updates are complete, the Team will begin testing servers and applications that will reside in this hardware.

JABBER IMPLEMENTATION

The IT team has installed and configured the Jabber application on half of Human Resources and Education Technologies laptops and will continue to install it to the rest of the laptops district wide. This virtual phone platform supports staff members working from home to communicate with students and the community using STC phone extensions when working remotely.

JOSE LUIS GONZALEZ, CHIEF INFORMATION SECURITY OFFICER INFORMATION SECURI

OFFICE 365 EMAIL SECURITY

- Multi-Factor Authentication enforcement in Office 365 Webmail has been applied to over 2300 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.
- Currently enrollment for new employees is being processed manually, we contiune to work 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

- Texas DIR has purchased a phishing assessment tool that will allow state agencies and higher education institutions to use. They are working details on how we can use services.
- We're identifying the areas where a crafted phishing email will be sent. Phishing emails will be created based on the line of work.
- The purpose of the targeted phishing assessment is to demonstrate the business impact and to identify gaps in awareness and training.
- Completed our End-Point-Protection project of moving services to the cloud with McAfee support. Next month practical training will occur for IT and InfoSec staff.

COMPLIANCE

- Requested a Texas Cybersecurity Framework assessment and Penetration Test from Texas DIR. These services are free for qualifying institutions.
- 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.
- Completed our PCI DSS Compliance questionnaire required by our banking services BBVA. We are working with cashiers on some areas for improvement.
- Completed out Automated Clearing House (ACH) compliance report with the assistance of HR, Business Office and Information Technology.

INFORMATION SECURITY PROGRAM METRICS

- McAfee Professional Services to configure CASB, Cloud Access Security Broker, to monitor all activities in our cloud products and enforce security policies.

- 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

- Configuring McAfee MVISION DLP on the CASB environment. In the future we plan cutting over from Office 365 to McAfee.
- Configuration policies that will help us automated and reduce the manual tasks involved in management have been applied.
- We have been monitoring logs to identify any false positives with the DLP technology.
- DLP is key component of our security it must be configured with industries best practices.

DR. MARIE EVANS, DIRECTOR EDUCATIONAL TECHNOLOGIES

MEETINGS

- 3/01/2021: ET Project Updates Meeting
- 3/02/2021: Podium Moves for Renovation Meeting, Council of Chairs
- 3/03/2021: Presidential Search Committee Meeting, Pre-Meeting for ACTA Presenters
- 3/04/2021: ACTA Presentation for ET, Leslie Fisher Session, CCUMC PD Meeting, Education Electives for BAT Programs
- 3/05/2021: ET Leadership Team Meeting, FDDLC Meeting, STC PD Sessions, HR Display Meeting
- 3/08/2021: ET Project Updates Meeting, Leslie Fisher PD Meeting
- 3/09/2021: Campus On Site Visits, Spring 2021 Graduation Meeting
- 3/10/2021: LLSS Supervisor Training
- 3/12/2021: Meeting with Yolanda Martinez, ET Leadership Team Meeting, PASS Meeting
- 3/22/2021: ET Project Updates Meeting, TCH Campus visit with Chris
- 3/23/2021: STC Board Meeting and Tour at Mid-Valley Campus
- 3/24/2021: Records Management Meeting, IT Project Status Review Meeting
- 3/25/2021: ET Director One-on-One, Pecan Library Renovation Working Group
- 3/26/2021: ET Leadership Team Meeting
- 3/29/2021: ET Project Updates Meeting, TCH ALC display solution brainstorm, Room classification discussion, Records Management
- 3/30/2021: MVC Board Tour Meeting

MONTHLY SPECIAL EVENTS COMPARISON

2020	
Jan	136
Feb	194
Mar	127
Apr	1
May	29
Jun	86
Jul	49
Aug	52
Sept	75
Oct	70
Nov	57
Dec.	20
Total:	896

2021	
Jan	33
Feb	35
Mar	62
Apr	
May	
Jun	
Jul	
Aug	
Sept	
Oct	
Nov	
Dec.	
Total:	130

Total Man Hours

2020	
Jan	262.25
Feb	384.5
Mar	179.15
Apr	10
May	100.25
Jun	196.5
Jul	105
Aug	117.5
Sept	153.5
Oct	133.5
Nov	162.25
Dec	132.75
Total:	1937.15

2021	
Jan	100
Feb	89
Mar	227.25
Apr	
May	
Jun	
Jul	
Aug	
Sept	
Oct	
Nov	
Dec	
Total:	**416.25**

Monthly Counts

	Pecan	Starr	Mid-Valley	Tech	NAH
Laptop	0	2	0	0	0
Data Projector	6	2	0	0	0
Projector/ Laptop	0	0	0	0	0
Computer	12	2	0	0	0
Microphone (Hand Held)	0	2	4	2	12
Microphone (Lapel)	8	0	1	0	0
RF Remote	0	1	1	0	0
PA System	0	0	3	0	10
TV/ Display	1	4	0	0	1
Screen	0	2	0	0	0
Portable Table	0	0	0	0	10
Keyboard/ Mouse	4	0	0	0	1
Mic Stands	0	2	2	0	3
Table Top Mic Stands	0	0	0	0	0
Document Camera	0	0	0	0	0
iPad	1	0	1	0	0
Mixer	3	1	1	0	10
Webcam	3	0	0	4	3
MAC Adaptor	0	0	0	0	0
Video Camera	2	0	0	1	0
Direct Box	0	0	0	0	1
Digital Camera	0	0	0	0	0
Speakers	1	1	0	0	0
Headphones	0	0	0	0	0
HH Voice Recorder	0	0	0	0	0
Wireless Lab	0	0	0	0	0

HD Video Streamer	0	0	0	0	0
Hard Drive	0	0	0	0	0
USB Hub	0	0	0	0	0
Tripod	3	0	3	0	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	3	0	0	0	0
Interactive Display	7	0	0	0	0
PTZ Joystick	3	0	0	0	0
Gooseneck Mic	0	0	1	0	0
Blue-Ray Player	0	0	0	0	0
TOTAL	***57***	***19***	***17***	***7***	***51***

DR. BRADLEY W DAVIS, DIRECTOR INSTITUTIONAL EFFECTIVENESS & ASSESSMENT

INSTITUTIONAL EFFECTIVENESS

- IE Plan Cycle 2021-2023 to Support Budget Development - Objective updates, formatting, and presentation.
- Direct Support to Departments/Divisions for IE Plan Development and/or Mid-Bi Report.
  - Information Common and Open Labs
  - Information Technology
  - CAAT
  - Education/College Success
  - Student Assessment (partially)
  - Police Department
  - Division of Business, Public Safety and Tech (Xitracs assistance and guidance).
- 2021-2023 IE Cycle
  - Entity tree updated.
  - Plan writers updated.
  - Xitracs updated.
  - Created a survey template for "action plan".
  - Created agenda for upcoming training IE Plan for budget development.
  - Template Updated
    - Uploaded on the IEA website in the IE plan writer's toolbox for reference by plan writers.
    - The Academic Affairs entity tree was updated to include the expansion to several technical programs to have their own IE plan.
- 2019-2021IE Plans
  - Mid-Bi Reports - Created PDF files to place them in the IEA Share Drive.
  - Progress Tracking – Plans uploaded on the website.
- Comprehensive Operational Plan.
  - Enhancing the format.
  - Collection and tracking of all units.
  - Consultation, review, and feedback.
  - Finalization and publication – Internal review is complete. The next step is to share it with the Cabinet for review before publication on the College website.
- IE Plan Assessment – Focus Group Feedback.
  - Qualitative study protocols complete.
  - Draft invitation under review.
  - Potential participants identified.
  - Discussion to reach a consensus on participants, parameters, and content of the invitation.
- Cabinet Level IE Plan Integration.
  - Director proposed updates to the presidential plan.
  - Objectives and goals have been updated for the transition period during the presidential search.

- Support for Program-based Accreditation (Re-accreditation)
    - Received request to review a non-credit program with elements of awarding academic credit toward a credit-based program.
    - Director prepared for the virtual onsite visit next week for the Respiratory Therapy by their accrediting agency.

MEETINGS / TRAININGS

- Data management & integrity committee - Discussed the use of Gartner as a consultant for assessing institutional status and guidance for best practices. Also attended a presentation of ZOGOT as a potential platform for presenting data.
- Data Summit meeting. Met with planning group to discuss chair and faculty feedback that might affect short- and long-term planning and timing for professional development and the role of data for measurement, planning, and management.
- Ambassadors Cross-Training Academy.
- Records Management Meetings - Explore the resources needed to identify, track, and archive records as defined by appropriate agencies and guidance.
- Strategic Planning/IE Plan Objectives - Collaborating with IRE Dean and RAS Director to plan activities to engage PAS and PDC in the strategic planning and KPI processes.
- 2021-2023 IE Plan Cycle for Budget Development Workshops – The department offered 6 virtual workshops to all College plan writers.

FACTBOOKS AND DATA PORTAL

- KPIs and SAGs.
    - Completed the successful course completion update.
    - Persistence rate and graduation rate updates.
- Fall to Spring Persistence Rates by Major Finalized.

DATA REQUESTS AND SACSCOC

- Substantive Change Support – Discussed the substantive change for a dual credit site. Provided notes on a proposed non-credit program with potential credit toward a credit-based program.
- Potential New Program Reviews - Reviewed potential non-credit program with the potential to transfer 6 credits to an STC credit program. The new program also prepares students for several industry certification exams.
- Strategic Planning / KPI Data Support – Retrieved THECB data and worked on the SAGs and KPIs update.

PROJECTS

- IE Analyst Position Hiring – Search committee reviewed candidates' applications.

DR. FERNANDO CHAPA, DEAN
INSTITUTIONAL RESEARCH, EFFECTIVENESS AND STRATEGIC PLANNING

SACSCOC

- Substantive change prospectus – Meeting with DCP and SD Dean to discuss the working draft.

MEETINGS / TRAININGS

- Planning and Development Council – Facilitated a qualitative study to develop survey questions that will evaluate strategic directions.
- National Summit for Dual Credit Programs – Prepared and finalized presentation for Summit on Dual Credit and Accreditation: What the Big Deal Anyway?
- Comprehensive Operational Plan – Met with IEA Director to discuss deadline and content.

PROJECTS

- UTGRV Collaborative Work Group – Attended meeting and updated the UTRGV-STC transfer data template.
- Presidential Search Forum – Hosted and provided analysis on the Presidential Public Forums.
- Data Summit – Discuss the next steps for the ongoing Data Summit for the Academic Affairs division.
- Data Request – Submitted data request for the development of a survey to measure the first two years of strategic plan implementation.
- Data Management & Integrity Committee - Developed template for a data dictionary and data user guide, met with vendor Gartner to discuss their services and met with the team to discuss vendor's presentation and the benefits.
- Comprehensive Operational Plan - Updated with new content; still working on revisions. Revised and submitted the second draft for review and approval before sending it out to the executive administration.

MISCELLANEOUS

- IRB – Reviewed two IRB and research study requests.
- IRE&SP Staffing Plan for FY 2022 – Submitted request.

DR. JESÚS CAMPOS, DEAN
LIBRARY AND LEARNING SUPPORT SERVICES

PROJECT HIGHLIGHTS

Pecan Campus Library – Temporary Operations Prep	**Progress:** 12%	**End Date:** May 2021
Library and Learning Support Services staff coordinated with Facilities Planning and Construction staff and administrators to identify locations for temporary operations while Building F is closed for renovations. Preliminary layout sketches were developed and shared with Facilities Maintenance, IT, and Facilities Planning and Construction staff to determine feasibility of temporary operations plan. The proposed plan for temporary operations was shared with college leadership at the President's Development Council.		

ACTIVITY HIGHLIGHTS

- Worked on Texas Council of Academic Libraries Conference Planning.
- Worked with administrators on budget and related portions of IE plans for Library and Learning Support Services departments.
- Worked on SCASCOC Off-Site Review Committee.
- Worked with potential speaker on possible training for August 2021.
- Presented to EWD Committee on Library Hotspot program.
- Worked with administrators on budget and staffing plans for Library and Learning Support Services departments.
- With Library Services staff on preparation and submission of 1st performance report for IMLS-TSLAC Cares Grant.
- Worked on SCASCOC Off-Site Review Committee.

MEETING HIGHLIGHTS

- LLSS working group met to plan locations for computers, kiosks, and security gates.
- Assisted with Board tours of CLE and Library spaces at Mid-Valley.
- Met with Facilities Planning and Construction staff to discuss furniture and infrastructure requirements for areas of the Pecan Campus library renovation and expansion.
- Participated in meeting with HR on staff issue.
- Participated in meeting with Division administrators on records management.
- Participated in Texas Library Association Nominating Committee meeting.
- Participated in spring graduation planning meeting.
- Chaired Texas Council of Academic Libraries Board meeting.
- Participated in AY 22-23 Academic Calendar Committee Meeting.

TRAINING HIGHLIGHTS

- Participated in Chronicle of Higher Education webinar titled "Rethinking Campus Spaces".
- Participated in Open Texas Conference on open educational resources (OER).
- Participated in Library and Learning Support Services supervisor training session.

LISA B. WALTERS ASSOCIATE DEAN
LIBRARY SERVICES

ACTIVITY HIGHLIGHTS

- Continued working on the Hotspots for TSLAC and CTE grants.
- Continued working to develop budget FY2122.
- OER Presentation review.
- Continued working on the furniture regarding the Pecan Campus Library Renovation project.
- Continued working and submitted the TSLAC – IMLS Grant quarterly report.

MEETING HIGHLIGHTS

- Participated at the Mid Valley Campus STC Board Tour.
- Participated in the Pecan Library Renovation - Furniture Layout Review with Planning & Construction staff, Education Technologies staff, Learning Commons & Open Labs and Library Services staff.
- Hotspots Presentation to EWD Committee.
- Attended virtually Open Texas Conference.
- Met with Educational Technologies staff to develop equipment (podium, displays, etc.) plan move during the Pecan Library Renovation.
- Met with Purchasing and Facilities Planning & Construction staff for the Procurement Plan for Books and Compact Shelving Moves - Pecan Library Renovation.
- Met with Facilities Planning & Construction staff for the Portable Building Walk Through - Pecan Library Renovation.

LIBRARY DATA:

Monthly Statistics

- Reference Questions # _18__
- Active Community Users # 113_
- Visitors # __9,187___
- Library Art Gallery Events # __1__
    - Attendance Synchronous Online: _368__
    - Attendance Asynchronous Online: _250__
- Library Events # __1__
- Attendance # __34___

Events and Library Art Gallery Highlights

Common Journey of Mathematics & Art

Speaker Name: Mario Morin, Nathan England, Kirk Clark, Richard Smith | **Location: Pecan L.A.G., 1st Floor** | Exhibit: Jan. 19 – Mar. 23, 2021

The Spring 2021 Mathematics + Art Exhibit will highlight the interactions between Math and Art through three themes: Geometry, the Golden Ratio and Infinity. Each of these concepts spans hundreds, if not, thousands of years of human history and has had remarkable impact on our everyday lives (whether we may recognize this or not). Our intention is to both expose this marriage of thought & art but also to encourage further exploration into the possibilities that may exist.

Mathematically Artistic and Then Some

Speaker Name: Dr. Lisa Irby | **Location: Pecan L.A.G., 2nd Floor** | Exhibit: Feb. 3 – Mar. 23, 2021

South Texas College Library Art Gallery celebrates Black History Month in our monthly spring semester series, "Parallels," that highlights the connections between seemingly unconnected disciplines—Mathematics, AEDT, History, and Science– with Art. A virtual paper cut design workshop took place on Tuesday, February 23rd at 3:00 p.m. – 26 attendees.

ARTchitecture

Artists: Current & former AEDT Faculty and students | **Location: Technology Library** | **Exhibit Date: Mar. 1 – Aug. 2021**

"ARTchitecture," features photographs, renderings and drawings by former and current students and faculty in the AEDT program. A full day of presentations about architecture, engineering, drafting and technology and its connection to the visual arts took place on Tuesday, March 9th from 9:00 a.m. to 4:30 p.m. Attendees: 368.

A Brief History of African-American Suffragists

Speaker: Marcia Walker-McWilliams | ***Virtual (Zoom Webinar)*** | ***March 29th, 4PM – 5PM***

A presentation exploring the earliest efforts of African American women suffragists in the eighteenth century to the work of African American suffragists in the 2020 election. At times their efforts aligned with the broader women's suffrage movement, but the 'double cross' of race and sex dictated that African American women's suffrage efforts confront the ways in which race discrimination in addition to sex discrimination influenced their disfranchisement. Whereas the broader suffrage movement largely culminated in 1920 with the passage of the Nineteenth Amendment, African American suffragists continued their pursuit of a vote held captive by Jim Crow. "A Brief History of African American Suffragists" event was held on March 29th: 34 attendees.

PROJECT HIGHLIGHTS

BLUEcloud Circ Phase I – Configure for Circulation Transactions Phase II – Determine Feasibility for Payments at Cashiers	**Progress**: Phase I – 99% Phase II – 65%	**End Date:** April 2021
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. Open Labs and Pecan CLE staff are using the product for circulation transactions. The team has met with the Cashiers Office to start discussion and demonstrate the product.		
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 – 23% Phase III – 50%	
This project is to identify and remove outdated resources from the collections of Pecan Library Campus.		

Team Ticket Tracker	**Progress**: 70%	**End Date:** May 2021
Create an application to manage tickets requesting Learning Support Systems Team support for CLE, Library, and Open Labs systems. This application is expected to improve the team's performance by providing a centralized location for ticket intake and documentation, helping balance tickets among team members, and providing statistics on team activities. The team is currently building both the user app and the manager app.		
CLE Departmental SharePoint Site	**Progress**: 5%	**End Date:** July 2021
Create a departmental SharePoint site where staff can access key resources, such as communications, files, and departmental Power Apps. The team has met with CLE staff and determined the functional units for roles, accesses, and subsites. The departmental hub site and eight subsites have been created and the team is continuing to set up and configure access groups.		
Web Checkout	**Progress**:	**End Date**: December 2021
Phase I – Open Labs inventory Phase II – Library inventory Phase III – CLE Inventory Phase IV – Library Art Gallery inventory	Phase I – 30% Phase II – 3% Phase III – 0% Phase IV – 0%	
Configure and deploy a cloud-based inventory management system. The team has met with Open Labs staff to identify items to import into the system and to begin to standardize current data, and is continuing to test and modify the system configuration to better meet the college's needs.		
Annual Reporting (ACRL, iPEDS, STC)	**Progress:**	**End Date:** April 2021
Phase I – Assign sections of survey to teams Phase II – Compile and review data Phase III – Write the annual report (STC Annual) Phase IV – Format, edit and finalize a print tri-fold brochure (STC Annual) Phase V – Complete the ACRL web survey (February date) Phase VI – Complete the iPEDS web survey (February date)	Phase I – 100% Phase II – 100% Phase III – 50% Phase IV – 0% Phase V – 100%	

	Phase VI – 100%	
There are three annual reports / surveys to be prepared for submission 1) ACRL 2) iPEDS 3) FY20 Annual Library Report. The data collection team includes Library Services AAs, Systems & Automation, Technical Services, Open Labs staff, and Administration. Sections have been assigned to subgroups of the ACRL survey. When the ACRL survey is complete a file to upload into iPEDS will be available eliminating most of the work for iPEDS. The FY20 STC report will be completed after all the data is collected.		

ACTIVITY HIGHLIGHTS

- Virtual Reference Vendor searching – ongoing.
- Performance Rubric/Evaluations – ongoing.
- Library staff member met with artists to return artwork from exhibits.
- Staff member met with colleagues regarding future Art Walk.
- Staff members met with presenter for a test run for upcoming events.
- Library staff member installed the "War & Peace on the Rio Grande".
- Library staff members at each campus started working with Reserves Project.
- Screening for Library Specialist – Interviews conducted and Hiring Proposal completed.
- Library staff presented on the "National Summit of Dual Credit Programs" 26 attendees.
- Library staff presented on the "Navigating the World of OER" webinar to faculty: 46 attendees.
- Staff members worked on Course Guides projects.
- Hotspot Project (Workflow Processes, Script, Name Distribution, Check-list/ins) – ongoing.
- Hotspots Procedures Manual – ongoing.
- OER project – ongoing.
- Continued working with the Call Center list.
- Continued working on the Webcheckout.
- Continued working on the FFE Pecan Campus Library Renovation.
- Completed installation of Technology Campus Library Art Gallery exhibit.
- Calling/Checking out TSLAC Hotspot devices to qualifying students.
- Starr County Library staff assisted campus administrator with ImmTrac2 data input.

MEETING HIGHLIGHTS

- Library staff member attended the MVC Advisory Committee Meeting.
- Library staff member attended the MVC Operations Coordination Meeting.
- Library staff member attended the Reading Committee Meeting.
- Performed duties as member of Texas Library Association Awards Committee.
- Attended the Division and Technology Campus Updates.
- Monthly one on one meeting with 3 staff members.
- Met with colleagues to prepare for upcoming presentation on OER.
- Met with staff member for finalizing Library Summit event.
- Attended the Mid Valley Advisory Committee Meeting.
- Monthly one on one meeting with 1 staff member.
- Formal Complaint Procedure Meeting.
- Attended Financial Literacy: DHSI Grant meeting.

TRAINING HIGHLIGHTS

- Library staff participated in the Texas Digital Library's first Leadership Academy webinar: Navigating the Field of Academic Libraries.
- Attended budget meetings and CW Curriculum meeting.
- Staff attended ER&L Annual Conference and Open Texas OER Conference virtually.
- Staff participated in cataloging training.

ARTURO SOLANO, DIRECTOR
INFORMATION COMMONS AND OPEN LABS

MEETING HIGHLIGHTS

- The Director held a departmental meeting to discuss the PC warranty and retirement plan.
- The Director attended the Library and Learning Support Services Administrator Meeting.
- The Director attended a meeting to discuss the CLE support expansion at the Regional Center for Public Safety Excellence.
- The Director held a departmental meeting to discuss the Regional Center for Public Safety Excellence Open Lab layout.
- The Director attended the Library and Learning Support Services Supervisor workshop on Social Emotional Session and the Power of Momentum.
- The Director held a departmental meeting to identify and discuss traffic trends at the Pecan F computer labs.

- The Director attended the workshop on the IE Plan Cycle for Budget Development, which was conducted by the Institutional Effectiveness and Assessment department.
- The Director attended the Records Management meeting with ISPP&SI record coordinators.
- The Director attended the IT Project Status Review Meeting to discuss IT projects involving the Learning Commons & Open Labs, Center for Learning Excellence, Library, and Educational Technologies.
- The Director attended the Pecan Library Renovation Working Group meeting with the Library & Learning Support Services administrators and Facilities Planning and Construction.
- The Director attended the Pecan Library Renovation Furniture Layout Review Meeting.
- The Director held a departmental meeting to discuss LabTrax reporting.
- The Director conducted a meeting with the Dean of Library & Learning Support Services, the Associate Dean of Library Services, and the Director of the Centers of Learning Excellence to discuss the Pecan Library Renovation & Regional Center for Public Safety Excellence layouts.

ACTIVITY HIGHLIGHTS

- The Learning Commons & Open Labs Technology Specialists and Supervisors attended a LabStats computer allocation training held on March 8th, 2021.
- The Learning Commons & Open Labs Pecan Logistics Manager attended the virtual Computers in Libraries 2021 Conference.
- The Learning Commons & Open Labs PowerPoint presentation is now available on YouTube.
- Nursing & Allied Health Hallway Commons were reopened in buildings A & B.
- The Learning Commons & Open Labs staff participated in the 2021 Jaguar Experience: Virtual Career and Transition Fair on March 26th, 2021.
- The Learning Commons & Open Labs participated in the College Advising Training Program on March 30th, 2021.

DISTRICT TOTAL OF UNDUPLICATED USERS SERVED- MARCH 2021 ATTENDANCE STATISTICS: 1,443

	Number of Students	Number of Logins
District Totals:	**1,749**	**3,538**

ATTENDANCE STATISTICS:

Campus	Number of Students	Number of Logins	Laptop Checkouts
Mid-Valley Campus	253	485	
Nursing and Allied Health Campus	650	1196	
Pecan Campus	516	1141	4
Pharr Regional Center for Public Safety Excellence	33	134	
Starr County Campus	105	216	
Technology Campus	192	366	

JagPrint - Printing Report

Mar 1, 2021 to Mar 31, 2021

	Prints by Campus			Mobile Prints by Campus			Print Totals		
Campus	Users	Jobs	Pages	Users	Jobs	Pages	Users	Jobs	Pages
La Joya	0	0	0	0	0	0	0	0	0
Mid -Valley	187	1221	8865	18	86	455	205	1307	9320
NAH	541	2795	17817	150	701	2498	691	3496	20315
Pecan	396	2544	18136	49	201	1126	445	2745	19262
RCPSE	22	269	3799	7	49	499	29	318	4298
Starr	84	499	2841	4	9	28	88	508	2869
Tech	156	1127	4545	10	63	266	166	1190	4811

LYNELL WILLIAMS, DIRECTOR

CENTERS FOR LEARNING EXCELLENCE

Monthly Statistics	March 2021

- Visitors: 6,766
- Tutoring Sessions: 374
- Workshops: 9
- Workshop Attendance: 163
- JagTrax Totals: 791

PROJECT HIGHLIGHTS

Floor Plan Redesign: Mid Valley Campus	Progress: 40%	End Date: December 2021
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. Due to board approval till November 2020, end date will be moved to a later date.		
CRLA Recertification	**Progress: 95%**	**End Date: April 2021**
Supervisory staff met this week to revise documents, trainings, and procedures for CRLA. Application is underway.		
CLE Marketing	**Progress: 63%**	**End Date: May 2021**
CLE participated in the South Texas College Drive Thru Program Fair to promote CLE services at all campuses. Upswing tutorial video introduction for students, faculty and staff has been published. Flyers will be posted throughout MVC Campus to market the CLE and market tutor recruitment.		

IE PLAN PROJECTS HIGHLIGHTS

CLE Online Support Services Institutionalization		
IE Plan Objectives: 1, 2, 5	**Progress: 83%**	**End Date: May 2021**
Tutoring is now available virtually for our full complement of courses and during all CLE open hours. Plans for expansion are underway with DHSI support.		
— **Subproject: Pre-award DHSI Grant Participation**		
— **IE Plan Objectives: 1, 2**	**Progress: 65%**	**End Date: May 2021**
The CLE has received notification of being able to participate in the recently awarded DHSI Grant. A full-time Online Specialist position job description has been sent to the grant Project Manager for approval, aiming to onboard in February, position has been posted on STC website.		
— **Subproject: TSI Workshop Video Expansion**		
— **IE Plan Objectives: 1, 2**	**Progress: 100%**	**End Date: March 2021**
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 will be uploaded into VidGrid. Videos have been completed and will be posted on the CLE webpage.		
— **Subproject: Virtual CLE Quality Assurance**		
— **IE Plan Objectives: 5**	**Progress: 32%**	**End Date: May 2021**
Created standards for onboarding, training, and maintaining quality of service for online services to be handed to online learning excellence specialist. Multiple projects were assigned to supervisors to begin the development of standards and trainings. Staff has continued to work on trouble shooting the Upswing platform.		
NSF Grant Year 2	**Progress: 20%**	**End Date: December 2021**
IE Plan Objectives: 3		
This project targets Goal 3 in our departmental IE Plan. CLE is currently supporting the NSF students by providing tutoring and a variety of academic support. NSF grant tutor is reaching out to meet with individual students in the cohort; tutor is focusing on students that are currently on academic probation.		
Tutor Training for FY 2020-2021	**Progress: 85%**	**End Date: Aug 2021**
IE Plan Objective: 5		
Tracking, maintaining, and improving quality of tutoring services through training and professional development day to certify SLA staff for CRLA. The Spring 2021 Tutor Training Day has been successfully completed. CRLA trainings have begun.		

EVENTS HIGHLIGHTS

Virtual Career and Programs Fair **Event Dates:** March 26, 2021

The Centers for Learning Excellence participated in the Virtual Career and Programs Fair that STC hosted for all students, parents, and community members. All attendees were able to visit virtual booths to receive information about programs, registration requirements, learning support services, and hiring information from different businesses in the community.

SXSW Conference **Event Dates:** March 9-11, 2021

Employees from the Centers for Learning Excellence attended the 2021 SXSW EDU Online conference on March 9-11, 2021. The SXSW EDU conference featured several presentations on higher education issues such as: accessibility, outreach to non-traditional students, alternative education pathways, and higher ed responses to COVID-19.

AEDT Architecture Virtual Open House **Event Dates:** March 9, 2021

The Centers for Learning Excellence joined other departments at the Technology Campus with hosting an open house for the AEDT students. The CLE conducted two presentations, one on CLE services and another one on AEDT software, Lumion. The CLE also provided a 3D Modeling workshops for students that attended the Virtual Open House.

MEETING HIGHLIGHTS

- Technology Campus Master Plan Review
- Staff Recruitment
- SI Mentor
- Met with Academic Coaches
- Asynchronous Best Practice development
- AEDT Department Chair
- MVC Library Support Services
- Review CRLA Application
- Respiratory Chair to provide recertification data and discuss tutoring support
- LVN AA to discuss tutoring support at MVC
- ADN faculty to discuss upcoming workshops
- College Success faculty to plan for upcoming workshops
- ADN Student Success Specialist to solidify participation in bootcamps
- DHSI Grant
- DHSI Project Manager Search Committee
- Marketing to Students

- ADN Faculty to discuss session reporting and incoming cohorts
- LVN Faculty to assist with remediation
- MVC furniture meeting for SI room
- Met with Starr Campus Administrator to discuss CLE expansion
- Starr Open Labs Supervisor to discuss furniture
- BPST Division meeting
- IE Planning meeting
- Go Board representative
- SI Leader meeting
- IE Planning Meeting for RCPSE Objective
- IE Planning Meeting for Online Services Objective
- Wish list
- MVC Furniture
- BSN Academic Coach solidify participation in orientation and bootcamp dates
- Met with Open Labs to discuss Professional Development Opportunities
- Meeting with RAS to create a focus group
- MVC Campus Advisory meeting
- Pecan Specialist met to discuss Upswing concerns
- NSF grant update
- DSHI grant update
- Records Management
- IT Project status review
- Pecan Library Renovation Work group
- Upswing Monthly Check-in
- OTA Chair to discuss center usage
- Pharmacy Tech faculty to continue use of center for tutoring
- Pecan Library Renovations/RCPSE proposal meeting
- Starr meeting with FT SLA to review CRLA training
- Planning and Construction to discuss expanding CLE to building E, at the Starr Campus
- SI Midterm Evaluations
- TSI project update
- NSF Grant updates
- Developing Clerk Orientation

TRAINING HIGHLIGHTS

- Clery Act
- Harassment Awareness and Prevention
- Ambassador Cross-Training Academy
- LLSS Leadership Training
- Ambassador Cross-Training Academy
- Jaguar Experience Virtual Fair training
- Evacuation Procedure training
- Successful Booth Set-Up training
- Career Fair Conversation training
- CRLA Goal Setting training
- IE Plan
- Ambassadors Cross-Training Academy
- CRLA, Review of Level 1 Topics

ACTIVITY HIGHLIGHTS

- Attended NCLCA annual conference
- Attended SXSWEDU online conference
- Starr hosted MLA, APA, and Chicago Style Student Workshops
- AEDT Architecture Virtual Open House
- SWAG Engineering Tutoring
- Virtual Career and Programs Fair
- ACTP Conference
- Presented CLE Services to College Advisors in Training
- STC Board visited MVC CLE
- NSF Grant cohort orientation

PROJECT COMPLETION HIGHLIGHTS

- TSI Workshop Video Expansion Completed

SERKAN CELTEK, DIRECTOR
RESEARCH & ANALYTICAL SERVICES

INSTITUTIONAL PROJECTS

- House Bill 2223 Corequisite Integrated Reading and Writing Data - Fall 2020 and Spring 2021
- Institute for Higher Education Policy - Degree When Due data submitted via online template
- IPEDS Academic Libraries Survey updates
- IPEDS Spring Collection - Fall 2020 Enrollment Survey

SURVEYS

- A.D.N. simulation surveys
- CCSSE survey administration
- CDC parent evaluation (SmartEvals)
- CLE tutors evaluation (SmartEvals)
- Dual credit counselor survey
- Dual credit seniors survey (SmartEvals)
- Dual credit stakeholder survey
- English Department election
- Faculty Senate election
- HEDS graduate survey administration
- Institutional Excellence metrics survey
- Starfish faculty survey

QUALITATIVE STUDIES

- Assessment of Faculty Confidence in CLE Tutors
- Institutional Effectiveness Template Improvement

DATA REQUESTS

- Add Additional Cohort to Report for Institute for Higher Education Policy - Degree When Due Cohorts
- Annual FTE as reported to IPEDS
- Automotive, Electrician, HVACR, Welding, Culinary Arts and Office Administration Programs' Section and Enrollment 201810 - 202110
- Contact Information for MATH 100 Students
- Contact list of high school students who graduated in 2017, 2018, 2019 with STC credit hours but not found at STC or any other higher education institution by Spring 2021.
- Continuing Education Grant Data
- Dual enrolled in CT1-COMP and CT1-MULT not awarded AA, AS, AAS 2018-2021
- Dual enrolled in CT1-CPIN not awarded AA, AS, AAS 2018-2021
- Dual enrolled in selected courses 2018-2021
- Engineering and Physics majors student information Spring 2021
- Fact Sheet updates
- Institute for Higher Education Policy - Degree When Due Cohorts
- List of Graduates for AAS-BCS-COMS and AAS-BCS-NETS in 5 Years
- List of Graduates for AAS-ELC-CPMT in 5 Years
- Non-traditional enrollment Fall 2020 and Spring 2021
- Prior Dual High School Grads Not Matriculated - Major and Degree
- Spring 2021 ORGL and TMGT enrollment
- Starr County Campus Enrollment Data
- Stop-Out List Editing New and Old
- Success Rate for Underprepared Students
- TMGT and ORGL Spring 2020 and Fall 2020 data
- Unduplicated students in HVACR, Welding, Electrician, Automotive at Starr County from Fall 2016 to Current by semester - requirements updated to duplicated section and enrollment by student type at census from Fall 2017 to Fall 2020 in HVACR, Welding, Electrician and Automotive at Starr County campus.

MEETINGS

- Academic Council
- Board Meeting (Livestream)

- Census Data Discussion for BPST courses at Starr
- Data Dashboards
- Degrees When Due Initial Report Review meeting
- Degrees When Due Texas Cohort Meeting
- Develop Institutional Surveys (for Strategic Plan)
- DHSI Grant - Financial Literacy
- DM&I Committee
- EWD presentation preparation meeting
- EWD
- Follow Up on CWPOD Data Summit
- IE Analyst Search Committee
- IEA search committee
- IRESP Admins Weekly
- Gartner Interaction – for DM&I Committee
- PAS
- PDC
- Project meeting for DM&I Committee (High School Data)
- RAS Weekly
- Strategic Plan
- Summer Enrollment Reporting & Automated Headcount Enrollment Report
- TRUE Credential Inventory - Texas Pathways Project
- Zogotech demo

OTHER RESEARCH/SUPPORT

- Course Completion Rates - Course Level and Student Level Measures
- Identify Mis-Code Term Variable on Banner Financial Aid Table RPRATRM: Summer Codes Reported to IT Review Daily Enrollment Reports for improvement suggestions
- Review Degrees When Due reporting metrics
- SB 25 INDS list assistance
- Sections by Division/Department
- Spring CBM001 Edit of First Time in College Students Reported
- Strategic Plan 2019-2025 Performance Metrics tracking updates
- Streamlined Automation of HB2223 Reports' Scripts/Programming
- Student Achievement Goals - 3-Yr Graduation Rate and Fall to Fall Persistence from THECB Accountability
- Success Points presentation
- Summer 2020 Campus Enrollment Report Compared to Prior Year
- University of Florida IRB

ISAAC GARZA, PROJECT MANAGER
OFFICE OF STRATEGIC INITIATIVES

Project Name	**Educate Texas Grant (Micro Grant)**
Scope	Grant funds will be used to provide exam vouchers for 206 micro-credentials
Project Role	FM- Facilitate the Grant Related Expenditures
Status Summary	Grant Funds have been received
Milestones(s)	Grant Initiation Meeting Completed 04/12/2021
Next Step(s)	Microgrant expenditures will begin the week of 04/12/2021
Project Name	2020-2025 DHSI Grant
Scope	Development of Project Plan for the DHSI Grant
Project Role	Project Director/Coordinator & Project Manager
Status Summary:	Goal 1: InsideTrack®: Contract signed and Vendor Kick Off set for 04/20/2021 Goal 2: On-Line Tutoring: Filling of grant funding position is in process. Goal 3: Starfish Administrator: Filling of the grant funded position is process. Goal 4: Financial Literacy: Project Team work has initiated. Currently gathering requirements for virtual Money Management Center.
Milestones(s)	80 Stakeholders are now supporting the DHSI Grant, in various roles. RFP for External Evaluator will be published on 04/21/2021
Next Step(s)	Spring DOE Report Due end of April 2021

Project Name	QEP Business Process Mapping
Scope	From Academic Affairs to Advising Mapping of Student First Process
Project Role	Facilitator
Status Summary	Virtual Gallery of maps meeting scheduled for 04/23 and 4/29
Milestones(s)	Deliverable has been agreed upon
Next Step	Complete 04/23 and 4/29 events to produce final deliverable
Project Name	AWS (American Welding Society)
Scope	Tech Campus Accredited Testing Facility (ATF)
Project Role	Project Manager
Status Summary	Preparing to increase CWI's from 1 to as many as 4
Milestones(s)	Onsite CWI Training of 3 faculty completed 04/11/2021 through 04/15/2021 Faculty are scheduled to take the CWI Exam on 04/17/2021
Next Step(s)	Completion of CWI Examination Process (May 2021) Formal Hand Off to Dean Lozano (May-2021)
Project Name	Continuing, Professional, and Workforce Education Web Page (CPWE)
Scope	Redesign of the CPWE Web Page
Project Role	Project Manager
Status Summary	Final Status Meeting held on 04/09/2021
Milestones(s)	Publish Dave of 06/04/2021 has been established
Next Step(s)	Final walk through scheduled for 05/24/2021